

## **CONSTITUTION AND RULES OF Sunshine Coast Independent Schools Sports Association Inc**

### **WORDS AND EXPRESSIONS TO HAVE MEANING IN THE ACT**

1. A word or expression that is not defined in this constitution, but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

### **NAME**

2. (1) The name of the incorporated association is **Sunshine Coast Independent Schools Sports Association Inc... (“the Association”)**

### **(2) STRUCTURE OF THE ASSOCIATION AND RELATIONSHIP WITH STATE BODIES**

The Sunshine Coast Independent Schools Sports Association (SCISSA) will operate the Independent District within the Sunshine Coast Region for representational pathways for both primary and secondary students. The Association will be comprised of two components, Secondary and Primary. The Secondary component involves students in member schools from Years Eight (8) to Twelve (12). The Secondary component of this Association will align itself with the Queensland Secondary Schools Sports Association. The Primary Component involves students in member schools from Years Four (4) to Seven (7). The Primary component of this Association will align itself with QPSSA and the SCPSSA.

The schools eligible to participate in Independent District competitions are those schools registered as Independent District Schools with the Sunshine Coast Regional Sports Board. Schools wishing to join the Independent District competitions should apply to the Secretary of SCISSA not less than twelve months prior to the date of competition. The Secretary will make application on that school's behalf to the Sunshine Coast Regional Sports Board for permission to register that school in the Independent District. Schools applying for membership of the Independent District will need to meet financial, human and physical resource requirements as set down by the SCISSA management committee for the operation of the Independent District including Administrator costs and costs associated with district competitions and teams.

As at January 2007, these schools

Caloundra Christian College  
Good Shepherd Lutheran College  
Immanuel Lutheran College  
Matthew Flinders Anglican College  
Nambour Christian College  
Pacific Lutheran College  
St Andrews Anglican College  
Sunshine Coast Christian College  
Sunshine Coast Grammar School

are: The nine member schools of SCISSA.

Schools not part of the Independent Zone may be invited by SCISSA Management Committee to be part of the Independent District Carnivals and representative trials or teams where they are not already part of the Independent District or another District providing they are prepared to meet the human and physical costs associated with such participation.

### **OBJECTS**

3. The objects of the association are to promote sportsmanship and healthy competition for as many students as possible in years 4 to 12 amongst member schools, and to act as a forum for a professional association and member sharing.

### **POWERS**

4. (1) The association has the powers of an individual.
- (2) The association may, for example -
  - (a) enter into contracts; and
  - (b) acquire, hold, deal with and dispose of property; and
  - (c) make charges for services and facilities it supplies; and
  - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the Sunshine Coast Independent Schools Sports Association.
- (4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

### **CLASSES OF MEMBERS**

5. (1) The membership of the association shall consist of ordinary members, and provisional members.

### **MEMBERSHIP**

6. (1) Application for membership is open to all Sunshine Coast Independent Schools eligible to affiliate with QSSSSA and/or QPSSA and prepared to fully endorse the general principles outlined in the Association's Sports Competition Agreement and within reasonable travelling distance of all member schools. However, no more than 9 schools will be admitted.
- (2) A school which, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee to the same class of membership of the association as the member held in the unincorporated association.

The names of the foundation members at the time of incorporation are: -

Caloundra Christian College  
 Good Shepherd Lutheran College  
 Immanuel Lutheran College  
 Matthew Flinders Anglican College  
 Nambour Christian College  
 Pacific Lutheran College  
 St Andrews Anglican College  
 Suncoast Christian College  
 Sunshine Coast Grammar School

- (3) A member of the incorporated association who, before becoming a member, has paid the member's annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.
- (4) Applications for membership must be made before March 1 of the year preceding provisional membership. Following the receipt of an application to join the association, the applicants will then be visited by a select committee comprising the President of the Association, the immediate Past President of the Association and one other member. The purpose of this visit is to discuss: -
- a) the structure of the Association and Contract of Participation and,
  - b) human and physical requirements in accordance with the Association's By-Laws and Workplace Health and Safety.
- (5) An application for membership must be in writing in a form decided by the Management Committee.
- (6) Following acceptance of the application by the management committee, there will be a 3 year probationary period before full membership is granted.

#### **MEMBERSHIP FEES**

7. (1) The membership fee for each class of membership-
- (a) is the amount decided by the members from time to time at a general meeting;
  - and
  - (b) is payable when, and in the way, the management committee decides.

#### **ADMISSION AND REJECTION OF MEMBERS**

8. (1) The management committee must consider an application for membership at the next meeting of the committee held after it receives the application.
- (2) The management committee must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.

- (4) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

#### **WHEN MEMBERSHIP ENDS**

9. (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect on-
- (a) the day and at the time the notice is received by the secretary; or
  - (b) if a later day is stated in the notice - the later day.
- (3) The management committee may terminate a member's membership if the member -
- (a) does not comply with any of the provisions of these rules; or
  - (b) has membership fees in arrears for at least 2 months; or
  - (c) no longer meets the qualification for membership set out in *item 6 (1)*.
- (4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

#### **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

10. (1) An applicant whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within one month after the member or applicant receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- (4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (5) Also, the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- (6) An appeal must be decided by a vote of the members present at the meeting.

#### **REGISTER OF MEMBERS**

11. (1) The management committee must keep a register of members.
- (2) The register of members must include the following particulars for each member-
- (a) the full name and street address of the member;
  - (b) the date of admission as a member;
  - (c) the date of resignation or termination of membership of the member;

- (d) details about the termination or reinstatement of membership;
- (e) any other particulars the management committee or the members at a general meeting decide.

- (3) The register must be open for inspection at all reasonable times.
- (4) However, before any member's representative may inspect the register, the member must apply to the secretary to inspect it.

### **SECRETARY**

12. (1) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within one month after incorporation.
- (2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within one month after the vacancy happens.
- (3) The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border who is: -
- (a) elected by the Association as secretary; or
  - (b) any of the following persons appointed by the management committee: -
    - (i) a member of the association's management committee;
    - (ii) a representative of a member of the association;
    - (iii) another person.
- (4) The management committee may appoint and remove the association's secretary at any time.

### **MEMBERSHIP OF MANAGEMENT COMMITTEE**

13. (1) The Management Committee of the Association shall consist of the Head of each Member School. Each member of the Management committee is entitled to one vote. However, committee members representing schools with classes P-12 shall have two votes where both components (Primary and Secondary) participate in competition. There shall be four office bearers: a President appointed from the Management Committee and a Secretary/Treasurer, both of whom will hold office for not more than two consecutive years; and a Vice-President (Head of a member Primary School) and an Assistant Treasurer, who similarly will not hold office for more than two consecutive years.
- (2) The President of the Association is chosen from the members of the Management Committee and holds office usually for two years. The presidency rotates alphabetically around the schools. However, the President is appointed or confirmed in office every year at the Annual General Meeting in late September and takes up office on 1 January the next year and serves until 31 December the following year.
- (3) The office bearers will be established and/or reaffirmed at the Annual General Meeting. The Secretary/Treasurer of the Association must be from the school of the President. The incoming president has by tradition made the choice of the secretary/ treasurer and this has most often been the Director / Head of Sport of the President's school.
- (4) The management committee may decide to separate the role of Secretary/Treasurer at any time in the future.
- (5) In the Secondary component, if the position of Secretary/Treasurer is filled by a member of

staff of one of the schools, all member schools will contribute towards the cost of replacement of time to the particular school. The contribution of each school will be determined by the Management Committee, prior to the beginning of each year.

#### **RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER**

14. (1) A management committee member may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect on-
- (a) the day and at the time the notice is received by the secretary; or
  - (b) if a later day is stated in the notice - the later day.
- (3) A management committee member shall resign or be removed from office if the management committee member ceases to be eligible for membership of the Management Committee because the member is no longer the head of a member school, or the school is no longer a member of the Association.

#### **VACANCIES ON MANAGEMENT COMMITTEE**

15. (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another eligible member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee, the continuing members may act only to increase the number of management committee members to the number required for a quorum.

#### **FUNCTIONS OF MANAGEMENT COMMITTEE**

16. (1) Subject to these rules or a resolution of the association members carried at a general meeting, the management committee -
- (a) has the general control and management of the administration of the affairs, property and funds of the association; and
  - (b) has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.
- (2) The management committee may exercise the powers of the association -
- (a) to borrow, raise or secure the payment of amounts in a way the association members decide; and
  - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
  - (c) to purchase, redeem or pay off any securities issued; and
  - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - (e) to mortgage or charge the whole or part of its property; and
  - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
  - (g) to provide and pay off any securities issued; and
  - (h) to invest in a way the members of the association may from time to time decide.

- (3) For sub-section (2)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
  - (a) the financial institution for the association; or
  - (b) if there is more than one financial institution for the association - the financial institution nominated by the association.

#### **MEETINGS OF MANAGEMENT COMMITTEE**

- 17. (1) Subject to subsections (2) to (16), the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the committee.
- (5) If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.
- (6) A request for a special meeting must state-
  - (a) why the special meeting is being called; and
  - (b) the business to be conducted at the meeting.
- (7) At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (8) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (9) A management committee member must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- (10) The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
- (11) A notice of a special meeting must state-
  - (a) the day, time and place of the meeting; and
  - (b) the business to be conducted at the meeting.

- (12) The president or, if there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.
- (13) If the president and the vice-president are absent from a management committee meeting, the members may choose one of their number to preside as chairperson at the meeting.
- (14) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- (15) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
  - (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the committee.
- (16) If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### **DELEGATION OF MANAGEMENT COMMITTEE POWERS**

- 18. (1) The management committee may delegate the whole or part of its powers to a subcommittee consisting of persons considered appropriate by the committee to serve on the subcommittee.
- (2) A subcommittee may only exercise delegated powers in the way the management committee decides.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

#### **ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- 19. (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subsection (1) applies even if the act was performed when-
  - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
  - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

#### **RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

- 20. (1) A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had

been passed at a committee meeting that was properly called and held.

- (2) A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by one or more members of the committee.

#### **FIRST GENERAL MEETING**

21. (1) The first general meeting must be held not less than one month, and not more than 3 months, after the day the association is incorporated.
- (2) The management committee must decide where the meeting is to be held.
- (3) The business to be conducted at the first general meeting must include the appointment of an auditor.

#### **FIRST ANNUAL GENERAL MEETING**

22. The first annual general meeting must be held within 18 months after the day the association is incorporated.

#### **SUBSEQUENT ANNUAL GENERAL MEETINGS**

23. Each subsequent annual general meeting must be held -
- (a) at least once each year; and
- (b) within 6 months after the end of the association's previous financial year.

#### **BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**

24. The following business must be conducted at each annual general meeting -
- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;<sup>8</sup>
- (b) receiving the auditor's report on the financial affairs of the association for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the management committee;
- (e) appointing an auditor.

#### **SPECIAL GENERAL MEETING**

25. (1) The secretary may only call a special general meeting by giving each member three "school" days notice (agenda of the special meeting is to be circulated with this notice) of the meeting within 14 days after-
- (a) being directed to call the meeting by the management committee; or
- (b) being given a written request signed by-
- (i) at least 33% of the persons presently on the management committee; or
- (ii) at least the number of ordinary members of the association equal to double the number of persons presently on the management committee plus one; or
- (c) being given a written notice of an intention to appeal against the decision of the management committee-
- (i) to reject an application for membership; or
- (ii) to terminate the membership of the Association of a school in the Association.
- (d) Business to be conducted at the special general meeting includes: -
- hearing appeals against decisions of the rejection or termination of membership,
  - consideration of proposed amendments, additions or deletions to items in the

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<sup>8</sup> This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

- Constitution and Rules and in the By Laws of the Association, and
- any business regarded by the President as urgent.

- (2) A request mentioned in subsection (1) (b) must state-
  - (a) why the special general meeting is being called; and
  - (b) the business to be conducted at the meeting.

**NOTICE OF GENERAL MEETING**

26. (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each association member.
- (3) The management committee may decide the way in which the notice must be given.
- (4) However, notice of the following meetings must be given in writing-
  - (a) a meeting called to hear and decide the appeal of a school against the rejection or termination of the school's membership by the management committee; or
  - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

**QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

27. (1) Subject to subsection (5), at a general meeting the number of members represented must be greater than 75% of the members of the association.
- (2) No business may be conducted at a general meeting unless a quorum of member's representatives is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to-
  - (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the management committee.
- (5) If at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the persons representing the member schools who are present form a quorum.
- (6) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (10) In this rule -  
**"member"** includes a person attending as a proxy or representing a school that is a member.

#### **PROCEDURE AT GENERAL MEETING**

- 28. (1) Subject to these rules, at each general meeting -
  - (a) the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
  - (b) if the vice-president is absent or unwilling to act as chairperson, the members present must elect one of their number to be chairperson of the meeting; and
  - (c) the chairperson must conduct the meeting in a proper and orderly way; and
  - (d) each question, matter or resolution must be decided by a majority of votes of the members present; and
  - (e) each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
  - (f) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
  - (g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
  - (h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and
  - (i) the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
  - (j) a member may vote in person or by proxy or by attorney and-
    - (i) on a show of hands, each person present who is a member or a representative of a member has one vote; and
    - (ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has one vote; and
  - (k) an instrument appointing a proxy must be in writing; and-
    - (i) if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
    - (ii) if the appointor is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
  - (l) a proxy may be a member of the association or another person; and
  - (m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
  - (n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form-

SUNSHINE COAST INDEPENDENT SCHOOLS SPORTS ASSOCIATION INC:

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of the association, appoint \_\_\_\_\_ of \_\_\_\_\_ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature.

This form is to be used \_\_\_\_\_ \* in favour of \_\_\_\_\_ the resolution.  
\_\_\_\_\_ \*against \_\_\_\_\_

\*Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.)

; and

- (o) each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and
- (q) the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.

(r) In this rule -

"**member**" includes a person attending as a proxy or representing a school that is a member.

- (2) To ensure the accuracy of the minutes recorded under subsection (1)(p)-
  - (a) the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and
  - (b) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
  - (c) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

#### **BY-LAWS**

- 29. (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

#### **ALTERATION OF RULES**

- 30. (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief management.

#### **COMMON SEAL**

- 31. (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be-
  - (a) kept securely by the management committee; and
  - (b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by-
  - (a) the secretary; or
  - (b) another member of the management committee; or
  - (c) someone appointed by the management committee.

#### **FUNDS AND ACCOUNTS**

- 32. (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) If an amount of \$100 or more is paid by cheque, the cheque must be signed by any 2 of the following-
  - (a) the president;
  - (b) the secretary;
  - (c) the treasurer;
  - (d) another member authorised by the management committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed and marked "not negotiable".
- (6) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (7) All expenditure must be approved or ratified at a management committee meeting.
- (8) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
  - (a) the income and expenditure for the financial year just ended;
  - (b) the association's assets and liabilities at the close of the year;
  - (c) the mortgages, charges and securities affecting the property of the association at the close of the year.
- (9) If the association is incorporated within 3 months before the end of the association's financial year, subsection (8) does not apply for the financial year in which the association is incorporated.
- (10) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (11) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

#### **DOCUMENTS**

33. The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

#### **FINANCIAL YEAR**

34. The financial year of the association closes on December 31 in each year.

#### **DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

35. (1) This section applies if the association-
  - (a) is wound-up under part 10 of the Act;<sup>9</sup> and

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<sup>9</sup> Part 10 (Winding-up) of the Act

- (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the association members.
- (3) The surplus assets must be given to another entity -
  - (a) having objects similar to the association's objects; and
  - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this section -  
**"surplus assets"** has the meaning given by section 92(3)<sup>10</sup> of the Act.

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<sup>10</sup> Section 92 (Distribution of surplus assets) of the Act.

### **Competition Requirements and Commitment**

1. Schools are committed to play all sports and field all teams as agreed annually by the SCISSA Management Committee prior to the commencement of each season.
2. Schools are committed to providing the human resources needed to support District and Regional competitions.
3. Schools are committed to providing professional development for staff to build the coaching skills of their staff.
4. Schools have sufficient facilities to accommodate home and away games for sports agreed to by the Management Committee.
5. Schools are committed to ongoing training of teams to support the development of a high quality competition.
6. Schools agree to arrange transport to and from venues that meet the time requirements set down for playing time for the competitions of sports.  
Secondary:  
Primary:
7. Schools agree to abide by the decisions made by meetings of the Management Committee and have representatives present at all meetings for the Association.
8. Schools agree to meet the Work Place Health and Safety Standards for sports as indicated within the Department of Education Manual and as set by the Association.

### **3. Relationships of Various Groups to Management Committee.**

### SCISSA Management Flow Chart

