

# **RENAULT CAR CLUB OF QUEENSLAND INC.**



## **RULES OF THE ASSOCIATION**

# RULES OF THE ASSOCIATION

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## 1. NAME

The name of the incorporated association shall be "RENAULT CAR CLUB of QUEENSLAND Inc." known hereafter in these rules as the "Association",

## 2. OBJECTS

The objects for which the Association is established are:

- (1) To arrange an association for the owners of and people interested in the Renault motor car.
- (2) To promote and engender social, technical and sporting activities.
- (3) To promote and encourage in every way possible the cause of road safety and accident prevention.

## 3. POWERS

The powers of the Association are:

- (1) To subscribe to, become a Member of and co-operate with any other Associations club or organization, whether Incorporated or not whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among Its members to an extent at least as great as that imposed on the association under or by virtue of Rule 20 (10);
- (2) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
- (3) To purchase, take on lease or in exchange, hire and otherwise acquire any land, buildings, easements or property, real and personal, and any rights or privileges which may be required for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as allowed by law having regard to such trusts;
- (4) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (5) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Incorporated Association, or in or about the Incorporated Association or promotion of the Incorporated Association or in the furtherance of its objects;
- (6) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (7) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (8) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

- (9) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise or by mortgagee charges lien or other security upon the whole or any part of the Incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (10) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (11) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price or any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- (12) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in Rule 3(3);
- (13) To take such steps by personal or written appeals public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (14) To print and publish any newspaper, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (15) To make donations for patriotic, charitable or community purposes;
- (16) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association;

#### **4. CLASSES OF MEMBERS**

- (1) The membership of the Association shall consist of:
- (a) Single Member - with voting rights.
  - (b) Dual Members - both with voting rights.
  - (c) Single Country Member - with voting rights.
  - (d) Dual Country members - both with voting rights.
  - (d) Life Member - with voting rights.
  - (e) Junior Member - without voting rights.
  - (g) Corporate Member - voting rights.
  - (f) Honorary Member - without voting rights.
- (2) Single members shall be those not qualifying for junior membership.
- (3) A married couple (one of who is eligible for single membership) shall be eligible for dual membership. The Management Committee may at its discretion grant dual membership in other situations.
- (4) Country Member is a member whose residence is located more than 80 kms from the Brisbane GPO thereby restricting their attendance at club events.
- (5) Country members who are married couples (one of who is eligible for single membership) shall be eligible for dual country membership. The Management Committee may at its discretion grant dual membership in other situations.
- (6) A member of not less than 5 years of outstanding service to the Association may be elected a Life Member at an Annual General Meeting by a majority vote.

(7) A Junior Member is a person who:

- (a) is less than 17 years of age at the beginning of the club financial year;
- (b) has at least one parent who is a member of the Association; this clause may be waived at the Management Committee's discretion.

(8) A Company or Corporation with an ACN, who has an express interest in furthering the objects of the association, may apply to the Management Committee for admission as a Corporate Member. The Management Committee must approve the application, and advise the corporation of their decision regarding the application. If the application is approved and the corporation pays the prescribed fee, it will be admitted as a corporate member.

Corporate membership carries the following rights and benefits:

- (a) The corporation may nominate one person as their spokesperson for the duration of their membership and that nominee will have a single voting right at any General or Annual General Meeting of the association.
- (b) Any number of members of the corporation may attend the monthly and any other meetings of the association.
- (c) The corporation shall be entitled to a discount off the published advertising rate for an advertisement in *Rallye*. The corporation may not place advertisements in the members "for sale/wanted" section of the club publications.

9) Honorary membership may be granted by the Association to a person who will entitle him/her to a maximum of 12 months subscription free membership. Such a person shall be liable for any other costs payable. The President or Secretary shall have the right to grant Honorary Membership for a period not exceeding 3 months to overseas, interstate or country visitors.

(10) The number of all classes of membership shall be unlimited.

(11) All classes of members with voting rights are eligible to hold office in the Management Committee of the Association however members under 18 years of age do not have voting rights and cannot sit on any committees of the Association.

## 5. MEMBERSHIP

(1) Every applicant for any class of membership of the Association shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his/her proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

## 6. MEMBERSHIP FEES

(1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any Management Committee meeting so determine.

(2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine. Membership will be renewed upon receipt of the prescribed fee within one month of commencement of the membership period which shall be 12 months.

(3) A Life Member shall not be required to pay annual association subscription fees. Life Members shall be liable for any other costs applicable to their membership of the Association if they wish to retain their Life Membership

## **7. ADMISSION AND REJECTION OF MEMBERS**

- (1) At the next Management Committee meeting of the Association after the receipt of the prescribed application and the fee applicable for any class of membership, such application shall be considered by the Management Committee who shall there upon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for, also to be read in conjunction with Rule 4(1).
- (3) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

## **8. TERMINATION OF MEMBERSHIP**

- (1) A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member:
  - (a) is convicted of an indictable offence; or
  - (b) fails to comply with any of the provisions of these rules; or
  - (c) has membership fees in areas for a period of two months or more; or
  - (d) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association: the Management Committee shall consider whether his/her membership shall be terminated.
- (3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the secretary to advise the member in writing accordingly.

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

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him/her of such notice, a Management Committee to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Management Committee, who rejected the application for membership or terminated the membership, subsequently shall likewise have the opportunity of presenting its/their case. The appeal shall be determined by the vote of the members present at such meeting.
- (3) Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid on a pro rata basis.

## **10. REGISTER OF MEMBERS**

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses and other pertinent details of all persons admitted to membership of the Association and the dates of their admission.

(2) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

## **11. MEMBERSHIP OF MANAGEMENT COMMITTEE**

(1) The Management Committee of the Association shall consist of President, Vice President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint.

(a) The President, Vice President, Secretary and Treasurer shall form the Executive, all of who shall be ex-officio members of all sub-committees formed as per rule 15.

(b) The President, Vice President, Secretary and Treasurer shall only each hold one position on the Executive.

(2) At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office but shall be eligible upon nomination for re-election.

(3) The election of officers and other members of the Management Committee shall take place in the following manner:

(a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.

(b) The nomination which shall be in writing and signed by the member and his/her proposer and seconder shall be lodged with the secretary before the Annual General Meeting.

(c) All voting shall be conducted by secret ballot.

(d) A list of the candidate's names in alphabetical order shall be posted in a conspicuous place in the club rooms immediately preceding the Annual General Meeting.

(e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

(4) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a General Meeting of the Association where the member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

## **12. VACANCIES ON MANAGEMENT COMMITTEE**

(1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

(2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Association but for no other purpose.

## **13. FUNCTIONS OF THE MANAGEMENT COMMITTEE**

(1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting the Management Committee:

(a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and

(b) shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.

(2) The Management Committee may exercise all the powers of the Association:

(a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same 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 and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;

(b) to invest in such manner that members of the Management Committee may from time to time determine.

## **14. MEETINGS OF MANAGEMENT COMMITTEE**

(1) The Management Committee shall meet at least 11 times a year at regular intervals to exercise its functions.

(2) A special meeting of the Management Committee shall be convened by the secretary and the requisition in writing signed by not less than one-third of the members of the Management Committee which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

(3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last Annual General Meeting of the members, shall constitute a quorum.

(4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the President shall have a second or casting vote.

(5) Not less than fourteen days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

(6) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

(7) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine.

(8) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising there of, and if he does so vote his vote shall not be counted.

(9) All acts done by any meeting of the Management Committee or of a sub-Committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid or that, the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.



## 15. SUB-COMMITTEES

- (1) The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (3) A subcommittee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be referred to the Management Committee.

## 16. ANNUAL GENERAL MEETINGS and SPECIAL MEETINGS

- (1) The Annual General Meeting shall be held within three months of the close of the financial year of the association.
- (2) The business to be transacted at every Annual General Meeting shall be:
  - (a) the receiving of the Management Committee's report and the statement of Income and Expenditure, Assets and Liabilities and Mortgages, Charges and Securities affecting the property of the Association for the preceding financial year;
  - (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
  - (c) the election of members of the Management Committee.
- (3) The secretary shall convene a Special General Meeting:
  - (a) when directed to do so by the Management Committee, or
  - (b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
  - (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee Meeting to reject an application for membership or to terminate the membership of any person.
- (4) No business shall be transacted at any Annual General Meeting unless a quorum of members is present at the time when the meeting proceed to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- (5) If within half an hour from the time appointed for the commencement of an Annual General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (6) The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act when the members present shall elect one of their number to be Chairman of the meeting;

- (7) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- (8) Every question, matter or resolution shall be decided by a majority of votes of the members present.
- (9) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote provided that no member shall be entitled to vote at any Annual General Meeting if his annual subscription is more than two months in arrears at the date of the meeting;
- (10) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (11) A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- (12) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointed or of his/her attorney duly authorised in writing or, if the appointed by a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- (13) Where it is desired to afford a member an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit.
- (14) At any Annual General Meeting or Special Meeting the number of members required to constitute a quorum shall be the number of members presently on the Management Committee plus one.

**THE ASSOCIATION:- Renault Car Club of Queensland Inc.**

I,.....of  
address.....

.....

Membership Number .....

being a member of the above named Association, hereby appoint

.....of  
address.....

.....

or failing him/her.....of  
address.....

.....

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 thereof.

Signed this .....day of.....20...

Signed .....

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

\* Strike out whichever to not, desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.)

(14) The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(15) The secretary shall cause full and accurate minutes of all questions matters resolutions and other proceedings of every Management Committee meeting and Special Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Annual General Meeting.

## **17. BY LAWS**

(1) The Management Committee may from time to time make, amend or repeat by-laws not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a General Meeting of members.

## **18. ALTERATION OF RULES**

(1) Subject to the provision of the Association Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at a Special Meeting or Annual General Meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

## **19. COMMON SEAL**

(1) The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

## **20. FUNDS AND ACCOUNTS**

(1) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

(2) Proper books and accounts shall be kept and maintained either in written or printed form in the English Language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

(3) All moneys shall be banked as soon as practicable after receipt thereof.

(4) All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the following association members:-

(a) the president; (b) the secretary; (c) the treasurer; (d) another member authorised by the Management Committee.

(5) Cheques shall be crossed "not negotiable" except those in payment of wages; allowances or petty cash recoupments which may be open.

(6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(7) All expenditure shall be approved or ratified at a Management Committee meeting.

(8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:

(a) The income and expenditure for the financial year just ended; and

(b) The Assets and Liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

(9) All such statements shall be examined by the auditor who shall present his/her report upon such audit to the secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

(10) The income and property of the Association however over derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

## **21. DOCUMENTS**

(1) The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

## **22. FINANCIAL YEAR**

(1) The financial year of the Association shall close on 31st December in each year.

## **23. DISTRIBUTION OF SURPLUS ASSETS**

(1) If the Association shall be wound up in accordance with the provisions of the *Association Incorporation Act 1981* and there remains, after satisfaction of all its debts and Liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association, but shall be given to another car club of similar interest.

## **FINIS**