

**RULES OF**  
**ALUMNI FRIENDS OF THE UNIVERSITY OF QUEENSLAND INC.**

**1. INTERPRETATION**

- (1) In these Rules –

**Act** means the *Associations Incorporation Act 1981*.

**By-laws** means by-laws made in accordance with rule 39 of these Rules.

**Model Rules** means the Model Rules contained *as Schedule 4* to the *Associations Incorporation Regulation 1999*.

**Regulations** means the *Associations Incorporation Regulation 1999*.

- (2) A word or expression that is not defined in these Rules, but is defined in the Act, the Regulations or the Model Rules, has, if context permits, the meaning given by the Act, the Regulations or the Model Rules.

**2. NAME**

The name of the incorporated Association shall be ALUMNI FRIENDS OF THE UNIVERSITY OF QUEENSLAND INC. (in these Rules called “UQ Alumni Friends” or “the Association”).

**3. OBJECTS**

The objects of UQ Alumni Friends are to promote and further the interests of The University of Queensland and to foster mutually beneficial relations amongst its Alumni and those in the wider community with an interest in the University.

#### **4. POWERS**

- (1) UQ Alumni Friends has the powers of an individual.
- (2) UQ Alumni Friends may--
  - (a) enter into contracts; and
  - (b) acquire, hold, deal with and dispose of property; and
  - (c) make charges of services and facilities it supplies; and
  - (d) do all other things necessary in carrying out its affairs.
- (3) UQ Alumni Friends was formerly known as “The Alumni Association of the University of Queensland Inc.”, being granted a change of name on 7 July, 2008.
- (4) UQ Alumni Friends may also issue secured and unsecured notes, debentures and debenture stock for UQ Alumni Friends.

#### **5. CLASSES OF MEMBERS**

- (1) The membership of UQ Alumni Friends shall consist of the following classes--
  - (a) ordinary members
  - (b) life members
  - (c) student members
  - (d) senior members
  - (e) honorary members
  - (f) honorary life members
  - (g) family members
  - (h) joint members
  - (i) overseas members
- (2) The number of members of any class shall be unlimited.

**6. AUTOMATIC MEMBERSHIP**

A person who, on the day UQ Alumni Friends was incorporated, was a member of the unincorporated association and who agreed to become a member of the incorporated association must be admitted to the equivalent class of membership, or if no equivalent class, as an ordinary member.

**7. NEW MEMBERSHIP**

An applicant for membership of Alumni Friends of The University of Queensland Inc. shall make application in writing on such forms as the Executive Committee may from time to time prescribe to be signed by the applicant. The Executive Committee, at its discretion, shall determine the success or otherwise of each application in accordance with rule 9, below.

**8. MEMBERSHIP FEES**

- (1) The membership fee for each class of membership is--
  - (a) the amount recommended by the Executive Committee; and
  - (b) payable when, and in a way, the Executive Committee recommends; and
  - (c) ratified by a General Meeting of UQ Alumni Friends.

**9. ADMISSION AND REJECTION OF NEW MEMBERS**

- (1) The Executive Committee must consider an application for membership at the next meeting of the Executive Committee held after it receives--
  - (a) the application for membership; and
  - (b) the appropriate membership fee for the application.
- (2) The Executive Committee must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the Executive 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 if eligible for that class.

- (4) The Secretary of UQ Alumni Friends must, as soon as practicable after the Executive Committee meeting decides to accept or reject an application, give the applicant a written notice of the decision.

## **10. WHEN MEMBERSHIP ENDS**

- (1) A member may resign from UQ Alumni Friends at any time by giving notice in writing 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 date is stated in the notice, the later date.
- (3) The Executive Committee may terminate a member's membership if the member--
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these Rules; or
  - (c) has membership fees in arrears for at least two months; or
  - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the Executive Committee terminates a member's membership, the Committee must give the member full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the Executive Committee decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision.

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

- (1) A person whose application for membership has been rejected or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within one month after the person receives written notice of the decision.

- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after the day of receipt, convene an Appeal Board as per the By-laws.
- (4) If a person whose application has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the person.

## **12. REGISTER OF MEMBERS**

- (1) The Executive Committee must keep a register of members.
- (2) Subject to rule 12(5), below, the register of members must include the following particulars for each member--
  - (a) the full name of the member;
  - (b) the postal or residential address of the member;
  - (c) the date of admission as a member;
  - (d) the date of death or resignation of the member;
  - (e) details about the termination or reinstatement of membership;
  - (f) any other particulars the Executive Committee or the members at a general meeting decide.
- (3) Subject to rule 12(4), below, the register must be open for inspection by members of UQ Alumni Friends at all reasonable times.
- (4) Before a member may inspect the register, the member must apply to the Secretary to inspect it, subject to the By-laws.
- (5) The Executive Committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the Executive Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

## **13. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS**

- (1) A member must not--

- (a) use information obtained from the register of members of UQ Alumni Friends to contact, or send material to, another member for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Sub-rule (1) does not apply if the use or disclosure of the information is approved by UQ Alumni Friends.

#### **14. OFFICE BEARERS**

- (1) The Office Bearers of UQ Alumni Friends shall be--
- (a) President
  - (b) Vice-President
  - (c) Immediate Past President (not required to be an elected member of the committee)
  - (d) Secretary
  - (e) Treasurer
- (2) No member may hold the office of President for more than two (2) consecutive years, provided always that in any case where no person has been nominated for the office of President within the time stipulated in Rule 19(1)(b)(iii), then a nomination for a member who would, but for this exception, be ineligible by reason of this rule to hold the office of President, can be accepted.

#### **15. APPOINTMENT OR ELECTION OF SECRETARY**

- (1) The Secretary of UQ Alumni Friends must meet the requirements set out in Section 66(1) of the Act.
- (2) The Secretary is to be appointed by the Executive Committee in accordance with the provisions of the Act.

## 16. REMOVAL OF SECRETARY

The Executive Committee may remove the Secretary at any time, in accordance with the Act.

## 17. FUNCTIONS OF SECRETARY

- (1) The Secretary's functions include, but are not limited to--
  - (a) calling meetings of UQ Alumni Friends, in consultation with the President; and
  - (b) keeping minutes of each meeting; and
  - (c) keeping copies of all correspondence and other documents relating to UQ Alumni Friends; and
  - (d) maintaining the register of members.

## 18. EXECUTIVE COMMITTEE

- (1) The following members shall constitute the Executive Committee of UQ Alumni Friends--
  - (a) the Office Bearers set out under rule 14;
  - (b) a representative of the UQ Alumni Book Fair ® volunteer group;
  - (c) the Chairperson (or his or her representative) of any active Special Interest Group of UQ Alumni Friends, as defined in the By-laws ; and
  - (d) a maximum of five other members who shall be elected as herein provided.
- (2) Executive Committee meetings may be attended by the following observers (who are referred to herein as “**Observers**”):
  - (a) the President of the Graduate Women Queensland Inc, or her nominee;
  - (b) the President of The University of Queensland Union, or his or her nominee; and
  - (c) the President of The Gatton Past Students' Association, or his or her nominee.
- (3) While the Executive Committee may invite Observers to comment on particular resolutions, Observers are not entitled to vote on resolutions, are not members of the

Executive Committee, and are not to be counted in determining whether or not the meeting is quorate.

- (4) Save as elsewhere herein provided, elected members of the Executive Committee must retire from office at each Annual General Meeting, but are eligible, on nomination, for re-election.
- (5) An elected member of the Executive Committee, other than a Secretary appointed by the Executive Committee, must be a member of the Association.

## **19. ELECTING THE EXECUTIVE COMMITTEE**

- (1) A member of the Executive Committee shall be elected as follows--
  - (a) any 2 members may nominate another member (the candidate) to serve on the Executive Committee;
  - (b) the nomination must be --
    - (i) in writing on the form supplied by UQ Alumni Friends; and
    - (ii) signed by the candidate and the two (2) members who nominated him or her; and
    - (iii) in the hands of the Secretary at least sixteen (16) days before the Annual General Meeting at which the election is to be held.
  - (c) each member of UQ Alumni Friends present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the executive committee; and
  - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person--
  - (a) is an adult;
  - (b) is a Member of the Association; and
  - (c) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of all candidates for each position will be given to all members with the notice of meeting for the Annual General Meeting, as set out in Rule 32.



**20. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF EXECUTIVE COMMITTEE MEMBER**

- (1) A member of the Executive Committee may resign from the Committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at the time the notice is received by the Secretary or, if a later time is stated, that later time.
- (3) A member may be removed from office at a General Meeting, if a majority of members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

**21. VACANCIES ON EXECUTIVE COMMITTEE**

- (1) If a casual vacancy happens on the Executive Committee, the continuing members of the Committee may appoint another member of UQ Alumni Friends to fill the vacancy until the next Annual General Meeting.
- (2) The continuing members may act despite a casual vacancy on the Committee.
- (3) However, if the number of Executive Committee members is less than the number fixed under rule 24(1) as a quorum of the Committee, the continuing members may act only to--
  - (a) increase the number of Committee members to the number required for a quorum;  
or
  - (b) call a meeting of UQ Alumni Friends.

## **22. FUNCTIONS OF THE EXECUTIVE 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 Executive Committee shall have the general control, management and administration of the affairs, property and funds of the Association.
- (2) The Executive Committee has authority to interpret meaning of these Rules and any matter relating to UQ Alumni Friends on which the Rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act. The Act prevails if the Association's Rules are inconsistent with the Act—see section 1B of the Act.
- (3) The Executive 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 borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as a security for any debt, liability or obligation of the Association, and to provide and pay off any such securities;
  - (c) to invest in such manner as the members of the Association may from time to time determine.

## **23. MEETINGS OF EXECUTIVE COMMITTEE**

- (1) The Executive Committee must meet at least 3 times a year to exercise its functions, and shall use its best endeavours to meet at least six times a year.
- (2) Subject as previously provided in this rule, the Executive Committee may meet together and regulate its proceedings as it thinks fit.
- (3) Not less than seven (7) days' notice shall be given by the Secretary to members of the Executive Committee of any special meeting of the Executive Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

- (4) A question arising at an Executive Committee meeting is to be decided by a majority vote of members of the Executive Committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (5) A member of the Executive Committee must not vote on a question about a contract or proposed contract with the Association in which that member is interested, or any matter arising there from and if the member does vote, the members vote must not be counted.
- (6) The President shall preside as Chairman at every meeting of the Executive Committee, or if there is no President, or if at any meeting the President 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) The Executive Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (8) An Executive Committee member who participates in a meeting as mentioned in sub-rule (7) is taken to be present at the meeting.

#### **24. QUORUM FOR, AND ADJOURNMENT OF, EXECUTIVE COMMITTEE MEETING**

- (1) At an Executive Committee meeting, more than 50% of the members elected to the Committee as at the close of the last Annual General Meeting of the Association form a quorum. For the purposes of establishing a quorum, the Immediate Past President (if un-elected) shall be considered as contributing to the number of elected committee members.
- (2) If there is no quorum within 30 minutes after the time fixed either for a committee meeting called on the request of members of the Committee or for one called other than at the request of members--
  - (a) the meeting is to be adjourned for at least one (1) day; and
  - (b) the members of the Executive Committee present are to decide day, time and place of the adjourned meeting.
- (3) If, at an adjourned meeting mentioned in (2) above, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

**25. SPECIAL MEETING OF EXECUTIVE COMMITTEE**

- (1) The Secretary shall convene a Special Executive Committee Meeting on the requisition in writing signed by at least 33% of the members on the Executive Committee;
- (2) Any such request under (1) must state the reason for the meeting and the business to be conducted.
- (3) The Secretary must call a special meeting of the Executive Committee by giving each member of the Executive Committee notice of the meeting within 14 days after the Secretary receives the request.

**26. MINUTES OF EXECUTIVE COMMITTEE MEETINGS**

- (1) The Secretary must ensure full and accurate minutes of proceedings at each Executive Committee meeting are kept and held in a minute book or record.
- (2) The minutes of each meeting should be approved at the next meeting and signed by the Chairman to verify their accuracy.

**27. APPOINTMENT OF SUB-COMMITTEES**

- (1) The Executive Committee may appoint a sub-committee consisting of members of UQ Alumni Friends to help with any aspect of its operations.
- (2) A sub-committee may elect a chairperson of its meetings and may meet and adjourn as it considers appropriate. It shall decide any matters arising from a meeting by a majority vote of members attending, and report its activities to the next Executive Committee Meeting.

**28. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- (1) An act performed by the Executive Committee, a sub-committee or a person acting as a member of the Executive Committee is taken to have been validly performed.
- (2) Sub-rule 28(1) applies even if the act was performed when--

- (a) there was a defect in the appointment of any such member of the Executive Committee, sub-committee or person acting as a member of the Executive Committee; or
- (b) an Executive Committee member, sub-committee member or person acting as a member of the Executive Committee was disqualified from being a member.

## **29. RESOLUTIONS OF EXECUTIVE COMMITTEE WITHOUT MEETING**

- (1) A written resolution signed by a majority of the members of the Executive Committee is as valid and effectual as if it had been passed at a duly convened and held meeting of the Executive Committee.
- (2) A proposed resolution may be sent by the Secretary or the President by email to the members of the Executive Committee requesting that they vote in favour of or against the resolution by a stated time and date (not earlier than 24 hours after the email is sent), and the resolution will be passed if a majority of the members of the Executive Committee respond by email indicating that they are in favour of the resolution by the time and date referred to therein.
- (3) A resolution mentioned in (1) may consist of several documents in like form, each signed by one or more members of the Executive Committee.

## **30. ANNUAL GENERAL MEETINGS OR GENERAL MEETINGS**

The Annual General Meeting of UQ Alumni Friends must be held within six (6) months after the end date of the reportable financial year, in accordance with the Act. Specific arrangements relating to the General Meetings, not contained in the Act or these Rules, will be contained in the By-laws.

## **31. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETINGS**

- (1) The business to be conducted at each Annual General Meeting shall be--
  - (a) receiving the UQ Alumni Friends financial statements and audit report for the last reportable financial year;
  - (b) presenting the financial statements and audit report to the meeting for adoption;

- (c) electing members of the Executive Committee;
- (d) appointing an auditor for the present financial year; and
- (e) considering and, if thought fit, approving any special business properly brought to the meeting.

### **32. NOTICE OF GENERAL MEETING**

- (1) The Secretary shall convene all General Meetings of UQ Alumni Friends by giving not less than fourteen (14) days' notice of any such meeting to the members. If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (2) The notice for a Special General Meeting shall set out in an agenda the business to be transacted and no other business shall be transacted at such meeting.

### **33. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

- (1) At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Executive Committee plus one (1). However, if all members of the Association are members of the Executive Committee, the quorum is the total number of members less 1.
- (2) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.
- (3) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive 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 Executive 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.
- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to

give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **34. PROCEDURE AT GENERAL MEETINGS**

- (1) Unless otherwise provided by these Rules, at every General Meeting:-
  - (a) The President shall preside as Chairman, or if there is no President, or if the President 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 then the members present shall elect one of their number to be Chairman of the meeting.
  - (b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
  - (c) A member may take part and vote in a general meeting in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen. A member who participates in a meeting by the use of such technology is taken to be present at the meeting.

### **35. VOTING AT GENERAL MEETINGS**

- (1) Every question, matter or resolution, other than a special resolution, shall be decided by a majority of votes of the members present.
- (2) 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.
- (3) No member shall be entitled to vote at any General Meeting if that member's annual subscription is more than one month in arrears at the date of the meeting.
- (4) 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 the Chairman 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.
- (5) A member may vote in person or by proxy, and on a show of hands every person present who is a member or a representative of a member shall have one vote. In a secret ballot

every member present in person or by proxy or other duly authorised representative shall have one vote.

- (6) A member who participates in a meeting by proxy is taken to be present at the meeting.

### **36. SPECIAL GENERAL MEETING**

- (1) The Secretary shall convene a Special General Meeting:
  - (a) when directed to do so by the Executive Committee; or
  - (b) on the requisition in writing signed by at least 33% of the members on the Executive Committee when the request is signed, or at least the number of ordinary members equal to double the number of members of the Executive Committee when the request is signed plus one (1); or
  - (c) on being given notice in writing of an intention to appeal against the decision of the Executive Committee to reject an application for membership or to terminate a person's membership.
- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

### **37. PROXIES**

- (1) No proxy may be used unless it meets the following conditions:
  - (a) the proxy shall be in the form hereunder set forth or as near as the circumstances permit;
  - (b) the proxy shall have been executed under the hand of the appointer;
  - (c) the proxy shall have been received by the Secretary not less than two (2) days before the date of the meeting;
  - (d) a separate proxy shall be used for each and every item of business on the agenda paper;
  - (e) there shall be clearly stated on the face of the proxy the name of the holder, and its terms and limitations (if any);



- (f) provided always that the person exercising the proxy may, but need not be a member of the Association; and
- (g) provided also that a proxy shall be deemed to confer upon the holder thereof the right to use the same to vote in favour of a secret ballot.

*ALUMNI FRIENDS OF THE UNIVERSITY OF QUEENSLAND INC.*

*I, .....of*

*.....being a member of the abovenamed Association*

*hereby appoint.....of.....*

*.....or failing that member,.....*

*of .....as my proxy to vote for me on my behalf at the*

*Annual General Meeting/General Meeting of the Association, to be held on the*

*.....day of .....20...., and at any adjournment thereof, in respect of*

*the business being item/s\*\*on the agenda paper for the said meeting. I hereby instruct*

*my proxy to vote as follows:*

*in favour of the resolution / against the resolution / at my proxy's discretion.*

*\*\* insert item number as shown on the agenda paper*

*Dated this .....day of ..... 20.....*

*.....(Signature of member)*

**38. MINUTES OF GENERAL MEETINGS**

- (1) The Secretary shall cause full and accurate minutes of each General Meeting to be kept and entered in the minute book or record, to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- (2) For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of each General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting.

- (3) If asked by a member, the Secretary must, within twenty-eight (28) days after the request is made, make the minute book for a meeting available for inspection by the member at a mutually agreed time and place, and give the member copies of the minutes of that meeting, if requested.
- (4) UQ Alumni Friends may require the member to pay the reasonable costs of providing copies of the minutes.

### **39. BY-LAWS**

The Executive Committee may from time to time make, amend or repeal by-laws not inconsistent with these Rules, for the internal management of the UQ Alumni Friends, and any by-law may be amended or set aside by a General Meeting of members.

### **40. ALTERATION OF RULES**

Subject to the provisions of the Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting; provided that no such amendment, rescission or addition shall be valid unless the same shall have been submitted to and approved by the President under the Act.

### **41. COMMON SEAL**

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

### **42. FUNDS AND ACCOUNTS**

- (1) The funds of UQ Alumni Friends and of any trust of which it shall be trustee shall be banked in the name of UQ Alumni Friends in such bank as the Executive Committee may from time to time direct.

- (2) Proper books and accounts shall be kept and maintained in the English language showing full and accurate particulars of the financial affairs of UQ Alumni Friends.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) Where possible, amounts of one hundred dollars or over shall be paid by cheque, electronic transfer, or any other method of common business practice approved by the Executive Committee. All such payments will be signed or authorised by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Executive Committee, although at least one will be the President, Secretary or Treasurer.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment, which may be open.
- (6) The Executive Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) Expenditure of \$1,000 or more must have prior approval by at least two Office Bearers, or by vote at a meeting of the Executive Committee.
- (8) All expenditure shall be approved or ratified at an Executive Committee meeting.
- (9) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared the financial statements for the last reportable financial year.
- (10) All such statements shall be examined by the auditor who shall present a report upon such audit for consideration by the Executive Committee, prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (11) The income and property of UQ Alumni Friends shall be used and applied solely in promoting UQ Alumni Friends objects and exercising its powers.

#### **43. DOCUMENTS**

The Executive Committee shall provide for the safe custody of books, documents, instruments of title and securities of UQ Alumni Friends.

#### **44. FINANCIAL YEAR**

The financial year of UQ Alumni Friends shall end on 31 December each year.

#### **45. DISTRIBUTION OF SURPLUS ASSETS**

If UQ Alumni Friends shall be wound up in accordance with the provisions of the Act, and there remains, after satisfaction of all its debts and liabilities, any property or surplus assets (as defined in section 92(3) of the Act) whatsoever, the same shall not be paid to or distributed among the members of UQ Alumni Friends, but shall be given or transferred to The University of Queensland.