

**Rules of Association**  
**SCRIPTURE UNION (ACT) INCORPORATED**  
**ABN: 58 204 074 595**

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## Preliminary definitions

### 1. Definitions

In these rules:

**the Association** means Scripture Union (ACT) Incorporated

**financial year** means the year ending 30 June

**member** means a member, however described, of the Association

**ordinary Board member** means a member of the Board who is not an office-bearer of the Association as mentioned in section 17

**secretary** means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association

**the Act** means the Associations Incorporation Act 1991 (ACT)

**the regulation** means the Associations Incorporation Regulation 1991 (ACT)

Note: A definition applies except so far as the contrary intention appears (see Legislation Act 2001 (ACT), section 155).

### 2. Application of Legislation Act 2001 (ACT)

- 1) The Legislation Act 2001 (ACT) applies to these rules in the same way as it would if they were an instrument made under the Act.

## Objects, working principles and Statement of Beliefs

### 3. Objects

- 1) The objects of the Association are to work with the Christian churches
  - a. to make God's Good News known to children, young people and families and
  - b. to encourage people of all ages to meet God regularly through the Bible and prayer
- 2) so that they may come to personal faith in our Lord Jesus Christ, grow in Christian maturity and become both committed church members and servants of a world in need.

### 4. Working principles

- 1) The Association pursues these Aims in the light of the working principles as adopted by the International Council of Scripture Union.

### 5. Statement of Beliefs

As the Scripture Union family throughout the world, we accept and proclaim the historic truths of the Christian faith including the following:

### **God and the human race**

We hold that the Lord our God is one: Father, Son and Holy Spirit, and that he fulfils his sovereign purposes – in creation, revelation, redemption, judgement, and the coming of his kingdom – by calling out from the world a people, united to himself and to each other in love.

We acknowledge that though God made us in his own likeness and image, conferring on us dignity and worth and enabling us to respond to himself, we are now members of a fallen race; we have sinned and come short of his glory.

We believe that the Father has shown us his holy love in giving Jesus Christ, his only Son, for us, while through our sinfulness and guilt, we were subject to his wrath and condemnation; and shown his grace by putting sinners right with himself when they placed their trust in his Son.

We confess Jesus Christ as Lord and God; as truly human, born of the virgin Mary; as Servant, sinless, full of grace and truth; as only Mediator and Saviour, dying on the cross in our place, representing us to God, redeeming us from the grip, guilt and punishment of sin; as victor over Satan and all his forces, rising from death with a glorious body, being taken up to be with his Father, one day returning personally in glory and judgement to establish his kingdom.

We believe in the Holy Spirit who convicts the world of guilt in regard to sin, righteousness and judgement; who makes the death of Christ effective to sinners, declaring that they must turn to Christ in repentance, and directing their trust towards the Lord Jesus Christ; who through the new birth makes us partake in the life of the risen Christ, and who is present within all believers, illuminating their minds to grasp the truth of Scripture, producing in them his fruit, granting to them his gifts, and empowering them for service in the world.

### **The Scriptures**

We believe that the Old and New Testament Scriptures are God-breathed, since their writers spoke from God as they were moved by the Holy Spirit; hence are fully trustworthy in all that they affirm; and are our highest authority for faith and life.

### **The Church and its mission**

We recognise the Church as the body of Christ, held together and growing up in him; both as a total fellowship throughout the world, and as a local congregation in which believers gather.

We acknowledge the commission of Christ to proclaim the Good News to all people, making them disciples, and teaching them to obey him.

We acknowledge the command of Christ to love our neighbours, resulting in service to the church and society, in seeking reconciliation for all with God and their fellows, in

proclaiming liberty from every kind of oppression; and in spreading Christ's justice in an unjust world until he comes again.

## **Membership**

### **6. Membership qualifications**

- 1) A person is qualified to be a member if
  - a. the person is a person mentioned in section 21(2)(a) or (b) of the Act, and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
  - b. the person
    - i. can, in the opinion of the Board, accept the Statement of Beliefs of members of the Association set out in section 5
    - ii. has applied for membership in accordance with section 7 and
    - iii. has been approved for membership of the Association by the Board of the Association.

### **7. Application for membership**

- 1) An application for membership of the Association
  - a. must be made in writing in a form determined by the Board; and
  - b. must be lodged with the secretary of the Association.
- 2) As soon as is practicable after receiving an application for membership, the secretary must refer the application to the Board which must decide whether to approve or to reject the application.
- 3) If the Board decides to approve an application for membership, the secretary must, as soon as practicable after that decision, notify the applicant of that approval.
- 4) The secretary must enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the Association.

### **8. Term of membership**

- 1) Membership of the Association shall be for a term of three years after which time the member must reapply.
- 2) Applications for membership renewal will be subject to the rules of membership in 7.1 and 7.2 above.

### **9. Membership entitlements not transferable**

- 1) A right, privilege or obligation that a person has because of being a member of the Association
  - a. cannot be transferred or transmitted to another person; and
  - b. terminates on cessation of the person's membership.

### **10. Cessation of membership**

- 1) A person ceases to be a member of the Association if the person
  - a. dies or, for a corporation, is wound up; or
  - b. resigns from membership of the Association; or
  - c. is expelled from the Association; or
  - d. fails to renew membership of the Association; or
  - e. becomes lunatic or of unsound mind.

#### **11. Resignation of membership**

- 1) A member is not entitled to resign from membership of the Association except in accordance with this section.
- 2) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by first giving notice (of not less than one month or, if the Board has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign; at the end of the period of notice, the member ceases to be a member.
- 3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

#### **12. Fee, subscriptions, etc.**

- 1) The entrance fee to the Association is nil or, if any other amount has been determined by resolution of the Board, the other amount.
- 2) The annual membership fee of the Association is nil or, if any other amount has been determined by resolution of the Board, that other amount.

#### **13. Members' liabilities**

- 1) The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 12.

#### **14. Disciplining of members**

- 1) If the Board is of the opinion that a member
  - a. no longer accepts the statement of beliefs of members of the association set out in section 5; or
  - b. has persistently refused or neglected to comply with a provision of these rules; or
  - c. has persistently and wilfully acted in a manner prejudicial to the interests of the Association,the Board may, by resolution
  - d. expel the member from the Association; or
  - e. suspend the member from the rights and privileges of membership of the Association for a specified period as determined by the Board.
- 2) A resolution of the Board under subsection 14(1) is of no effect unless the Board, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection 14(3), confirms the resolution in accordance with this section.
- 3) If the Board passes a resolution under subsection 14(1), the secretary must, as soon as practicable, serve a written notice on the member
  - a. setting out the resolution of the Board and the grounds on which it is based; and
  - b. stating that the member may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - c. stating the date, place and time of that meeting; and
  - d. informing the member that the member may do either or both of the following:
    - i. attend and speak at that meeting;
    - ii. submit to the Board at or before the date of that meeting written representations relating to the resolution.
- 4) Subject to section 50 of the Act, at a meeting of the Board mentioned in subsection 14(2), the Board must
  - a. give to the member mentioned in subsection 14(1) an opportunity to make oral representations; and
  - b. give due consideration to any written representations submitted to the Board by that member at or before the meeting; and
  - c. by resolution decide whether to confirm or to revoke the resolution of the Board made under subsection 14(1).
- 5) If the Board confirms a resolution under subsection 14(4), the secretary must, within seven days after that confirmation, by written notice inform the

member of that confirmation and of the member's right of appeal under section 15.

- 6) A resolution confirmed by the Board under subsection 14(4) does not take effect
  - a. until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - b. if within that period the member exercises the right of appeal - unless and until the Association confirms the resolution in accordance with subsection 15(4).

### **15. Right of appeal of disciplined member**

- 1) A member may appeal to the Association in general meeting against a resolution of the Board that is confirmed under subsection 14(4), within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 2) On receipt of a notice under subsection 15(1), the secretary must notify the Board which must call a general meeting of the Association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- 3) Subject to section 50 of the Act, at a general meeting of the Association called under subsection 15(2)
  - a. no business other than the question of the appeal may be transacted; and
  - b. the Board and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - c. the members present must vote by secret ballot on the question of whether the resolution made under subsection 14(4) should be confirmed or revoked.
- 4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subsection 14(4), that resolution is confirmed.

## **Board**

### **16. Powers of Board**

- 1) The Board, subject to the Act, the regulation, these rules, and any resolution passed by the Association in general meeting
  - a. controls and manages the affairs of the Association; and
  - b. may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
  - c. has power to perform all acts and do all things that appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.

## **17. Constitution and membership**

- 1) The Board consists of
  - a. the office-bearers of the Association; and
  - b. up to five ordinary Board memberseach of whom must be elected under section 18 or appointed in accordance with subsection 17(4).
- 2) The office-bearers of the Association are
  - a. the chair; and
  - b. the deputy chair; and
  - c. the treasurer; and
  - d. the secretary.
- 3) Each member of the Board holds office, subject to these rules, for a term of three years. At the end of this term, the member may be re-elected for a consecutive term. At the end of the consecutive term, the member must take absence for one three-year term before re-election.
- 4) If there is a vacancy in the membership of the Board, the Board may appoint a member of the Association, other than a member excluded by Section 17(3), to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.
- 5) Unless the Board should pass a motion to the contrary, the CEO will be an ex officio member of the Board and all committees other than the nominating committee. Any motion excluding the CEO from ex officio membership is only valid until the end of the first Board meeting after the AGM following the decision to exclude.

## **18. Election of Board members**

- 1) Nominations of candidates for election as Board members
  - a. must be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - b. must be given to the secretary of the Association not less than seven days before the date fixed for the annual general meeting at which the election is to take place.
- 2) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- 3) If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be vacancies.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- 6) The ballot for the election of Board members must be conducted at the annual general meeting in the way the Board may direct.
- 7) A person is not eligible to simultaneously hold more than one position on the Board.

## **19. Secretary**

- 1) The secretary of the Association must, as soon as practicable after being appointed as secretary, notify the Association of his or her address.
- 2) The secretary must keep minutes of
  - a. all elections and appointments of office-bearers and ordinary Board members; and
  - b. the names of members of the Board present at a Board meeting or a general meeting; and
  - c. all proceedings at Board meetings and general meetings.
- 3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

## **20. Treasurer**

- 1) The treasurer of the Association must
  - a. collect and receive all amounts owing to the Association and make all payments authorised by the Association; and
  - b. keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

## **21. Vacancies**

- 1) For these rules, a vacancy in the office of a member of the Board happens if the member
  - a. Dies; or
  - b. ceases to be a member of the Association; or
  - c. resigns the office; or
  - d. is removed from office under section 22 (Removal of Board members);  
or
  - e. becomes bankrupt or personally insolvent; or
  - f. suffers from mental or physical incapacity; or
  - g. is disqualified from office under section 63(1) of the Act; or
  - h. is subject to a disqualification order under section 63A of the Act; or
  - i. is absent without the consent of the Board from all meetings of the Board held during a period of six months.

## **22. Removal of Board members**

- 1) The association in general meeting may by resolution, subject section 50 of the Act, remove any member of the Board from the office of member of the Board before the end of the member's term of office.

## **23. Board meetings and quorum**

- 1) The Board must meet at least three times in each calendar year at the place and time that the Board may decide.
- 2) Additional meetings of the Board may be called by any member of the Board.
- 3) Oral or written notice of a meeting of the Board must be given by the secretary to each member of the Board at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.
- 4) Notice of a meeting given under subsection 23(3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Board members present at the meeting unanimously agree to treat as urgent business.
- 5) Any three members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.
- 6) No business may be transacted by the Board unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not

present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

- 7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- 8) At meetings of the Board
  - a. the chair or, in the absence of the chair, the deputy chair presides; or
  - b. if the chair and the deputy chair are absent, one of the remaining members of the Board may be chosen by the members present to preside.

#### **24. Delegation by Board to subcommittee**

- 1) The Board may, in writing, delegate to one or more subcommittees (consisting of at least one Board member and member or members of the Association that the Board considers appropriate) the exercise of the functions of the Board that are specified in the instrument, other than
  - a. this power of delegation; and
  - b. a function that is a function imposed on the Board by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- 2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- 3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- 4) Despite any delegation under this section, the Board may continue to exercise any function delegated.
- 5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Board.
- 6) The Board may, in writing, revoke wholly or in part any delegation under this section.
- 7) A subcommittee may meet and adjourn as it considers appropriate.

#### **25. Voting and decisions**

- 1) Questions arising at a meeting of the Board or of any subcommittee appointed by the Board are decided by a majority of the votes of members of the Board or subcommittee present at the meeting.
- 2) Each member present at a meeting of the Board or of any subcommittee appointed by the Board (including the person presiding at the meeting) is

entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## **Scripture Union Schools Ministry Fund**

### **26. Establishment and maintenance**

- 1) The Association will maintain a gift fund called the Scripture Union Schools Ministry Fund to support the principal purposes of providing Christian education in government schools.

### **27. Accounting procedures**

- 1) The Association will maintain a separate fund and accounting records for the Scripture Union Schools Ministry Fund.
- 2) All gifts of money or property directed for the principal purposes of providing Christian education in government schools will be made to the credit of the Scripture Union Schools Ministry Fund.
- 3) Money from interest on donations made to Scripture Union Schools Ministry Fund, income derived from property donated to the Scripture Union Schools Ministry Fund, and money from the realisation of such property is to be credited to the Scripture Union Schools Ministry Fund.
- 4) The Scripture Union Schools Ministry Fund must not receive any other money or property.
- 5) The Scripture Union Schools Ministry Fund must be used only for the principal purposes of providing Christian education in government schools.
- 6) Receipts must be issued in the name of the Scripture Union Schools Ministry Fund and proper accounting records and procedures must be kept and used for the Scripture Union Schools Ministry Fund.

### **28. Winding up of Scripture Union Schools Ministry Fund**

- 1) If the Scripture Union Schools Ministry Fund is wound up or if the endorsement of the Scripture Union Schools Ministry Fund as a deductible gift recipient is revoked, any surplus assets of the Scripture Union Schools Ministry Fund remaining after satisfaction of the liabilities attributed to it must be transferred to a fund, authority or institution in Australia:
  - a. that has similar objects to those of Scripture Union Schools Ministry Fund; and
  - b. that prohibits the distribution of profit, income and assets to its members to at least the same extent as the Association; and
  - c. to which income tax-deductible gifts can be made.

## **General meetings**

### **29. Annual general meetings – holding of**

- 1) the Association must, at least once in each calendar year and within five months after the end of each financial year of the Association, call an annual general meeting of its members.
- 2) Subsections 29(1) has effect subject to the powers of the registrar-general under section 120 of the Act in relation to extensions of time.

### **30. Annual general meetings – calling of and business at**

- 1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Board considers appropriate.
- 2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is
  - a. to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - b. to receive from the Board reports on the activities of the Association during the last financial year; and
  - c. to elect members of the Board; and
  - d. to receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73(1) of the Act.
- 3) An annual general meeting must be specified as such in the notice calling it in accordance with section 32.
- 4) An annual general meeting must be conducted in accordance with the provisions of this section.

### **31. General meetings – calling of**

- 1) The Board may, whenever it considers appropriate, call a general meeting of the Association.
- 2) The Board must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.
- 3) A requisition of members for a general meeting
  - a. must state the purpose or purposes of the meeting; and
  - b. must be signed by the members making the requisition; and
  - c. must be lodged with the secretary; and
  - d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 4) If the Board fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- 5) A general meeting called by a member or members mentioned in subsection 31(4) must be called as nearly as is practicable in the same way as general meetings are called by the Board and any member who thereby incurs expense

is entitled to be reimbursed by the Association for any reasonable expense so incurred.

### **32. Notice**

- 1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post or other means approved by the board to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection 32(1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- 3) Any business raised at a general meeting that is not specified in the notice calling that meeting must be adjourned to the next general meeting at the request of any member except, for an annual general meeting, business that may be transacted under subsection 30(2).
- 4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **33. General meetings – procedure and quorum**

- 1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 2) Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members, is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than three) constitute a quorum.

### **34. Presiding member**

- 1) The chair, or in the absence of the chair, the deputy chair, presides at each general meeting of the Association.
- 2) If the chair and the deputy chair are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

### **35. Adjournment**

- 1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3) Except as provided in subsections 35(1) and 35(2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **36. Making of decisions**

- 1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.
- 3) If the poll is demanded at a general meeting, the poll must be taken
  - a. immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - b. in any other case, in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **37. Voting**

- 1) Subject to subsection 37(3), on any question arising at a general meeting of the Association a member has one vote only.
- 2) All votes must be given personally or by proxy.
- 3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 4) A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the

Association has been paid, other than the amount of the annual subscription payable for the then current year.

### **38. Appointment of proxies**

- 1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 2) The notice appointing the proxy must be in the form determined by the Board.
- 3) The proxy must specify the member's vote on each item of business.

## **Miscellaneous**

### **39. Funds – source**

- 1) The funds of the Association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, any other sources that the Board decides.
- 2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **40. Funds – management**

- 1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be applied solely in furtherance of its Objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be approved by any two persons, being persons authorised to do so by the Board.

### **41. Alteration of objects and rules**

- 1) Neither the objects of the Association mentioned in section 29 of the Act nor these rules may be altered except in accordance with the Act.

### **42. Common seal**

- 1) The common seal of the Association must be kept in the custody of the secretary.
- 2) The common seal must not be attached to any instrument except by the authority of the Board and the attaching of the common seal must be attested

by the signatures either of two members of the Board or of one member of the Board and the secretary.

#### **43. Custody of books**

- 1) Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

#### **44. Inspection of books**

- 1) The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

#### **45. Service of notice**

- 1) For these rules, the Association may serve a notice on a member by sending it by post or some other means to the member at the member's address shown in the register of members in accordance with the Legislation Act, pt19.5.

#### **46. Surplus property**

- 1) If the Association is wound up, any surplus assets of the Association remaining after
  - a. transferring surplus funds of the Scripture Union Schools Ministry Fund in accordance with section 28; and
  - b. satisfaction of the liabilities attributed to the Association,must be transferred, in accordance with a special resolution of the Association to either
  - c. another association that
    - i. has objects substantially the same as the objects of Scripture Union ACT Incorporated; and
    - ii. is not carried on for the object of trading or securing pecuniary gain for its members; and
    - iii. has a provision in its rules requiring any surplus property of the association to be passed, on the dissolution or winding-up of the association, to another association that
      1. has objects substantially the same as the Association; and
      2. is not carried on for the object of trading or securing pecuniary gain for its membersor, if no such association can be found
  - d. a fund, authority or institution in Australia that is mentioned in the Income Tax Assessment Act 1997 (Cwlth), subdivision 30-B to which income tax-deductible gifts can be made.