



ABN 91 291 647 516

## CONSTITUTION AND RULES OF THE QUEENSLAND WRITERS CENTRE ASSOCIATION INC. (“the Rules”)

### 1. NAME

The name of the incorporated association shall be the Queensland Writers’ Centre Association Inc. (hereafter referred to as “the Association”).

### 2. OBJECTS

- (a) To provide a meeting place for Queensland writers and writing groups, and for activities related to writing and its production, development and promotion, including seminars, conferences and workshops.
- (b) To provide work space and facilities for writers, as well as training and employment opportunities and advice on professional development.
- (c) To provide an information centre for writers, and to publish a regular newsletter.
- (d) To provide, at the discretion of the Management Committee, a base for any Literature Adviser for the Queensland writing community.
- (e) To promote public awareness, knowledge, appreciation and support of all forms of writing, throughout Queensland.
- (f) To assist in the national and international recognition and promotion of books, magazines and other publications produced in Queensland.

### 3. POWERS

- (a) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objectives are altogether or in part similar to those of the Association,
- (b) 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.
- (c) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association. Provided that in this case if 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 is allowed by law having regard to such trusts.

- (d) To enter into any arrangements with any Government, Authority, organisation or individual 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 group or person 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.
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers and other persons as may be necessary or convenient for the purposes of the Association.
- (f) 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 incorporation association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objectives.
- (g) 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.
- (h) To invest and deal with the money of the Association not immediately required in such a manner as may from time to time be thought fit.
- (i) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (j) 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.
- (k) To borrow or raise money either alone or jointly with any other person or legal entity in such a 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 mortgage, charge, 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.
- (l) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (m) 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.
- (n) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of 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.
- (o) 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 sub rule 3.4.

- (p) 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.
- (q) To print and publish newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (r) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income or property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28(10).
- (s) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or part of the property, assets, liabilities and engagements of any one or more incorporated associations.
- (t) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of any one or more of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (u) 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. CLASS OF MEMBERSHIP**

- (a) The membership of the Association shall consist of:
  - (i) ordinary members, consisting of
    - a. individual writers,
    - b. all persons interested in supporting the objects of the Association, and
  - (ii) member organisations, consisting of writing groups, writing organisations, publishers or other groups or corporations interested in supporting the objects of the Association, each of which shall appoint a delegate to represent their organisation. Such delegate may have voting rights and may be elected to the Management Committee.
- (b) The number of members in each class shall be unlimited.

#### **5. MEMBERSHIP**

Every person who at the date of incorporation of the Association was a member of the unincorporated association shall be admitted to the same class or Membership of the Association as was held in the unincorporated Association, and shall not be required to pay any further subscription until the next due date for payment of that subscription.

#### **6. MEMBERSHIP FEES**

- (a) The membership fees of each class of membership shall be such a sum as shall be determined from time to time by the Management Committee.

- (b) 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.

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

(1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class membership, such application must be considered by the Management Committee, who has the power with a majority of votes, to admit or reject the applicant.

(2) Upon the acceptance or rejection of an application for any class of membership, the Secretary shall give the applicant notice in writing of such acceptance or rejection.

## **8. TERMINATION OF MEMBERSHIP**

(a) 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.

(b) If a member –

- (i) is convicted of an indictable offence; or
- (ii) fails to comply with any of the provisions of these Rules or the ByLaws of the Association; or
- (iii) has membership fees in arrears for a period of four (4) months or more; or
- (iv) conducts him/her/itself in a manner considered to be injurious or prejudicial to the welfare or interests of the Association,

the Management Committee has the power, with a majority of votes, to terminate that membership.

(c) The member or member organisation concerned shall be given a full and fair opportunity of presenting his/her/its case and if the Management Committee resolves to terminate that membership, it shall instruct the Secretary to advise the member/member organisation in writing accordingly.

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

(a) A person or organisation 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/her/its intention to appeal against the decision of the Management Committee.

(b) 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 of such notice, a General Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to present his/her/its case fully and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

- (c) Where a person or organisation 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.

## **10. REGISTER OF MEMBERS**

- (a) The Management Committee shall cause a Register to be kept in which shall be entered the names and postal addresses of all organisations and individuals admitted to membership of the Association, the dates of their admission and any other details deemed necessary by the Committee.
- (b) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- (c) Members may apply to the Secretary to inspect the Register which must be open for inspection at all reasonable times.

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

- (a) The Management Committee of the Association shall consist of a Chair, Vice-Chair, Secretary, Treasurer, (each "Officeholders") all of whom shall be members of the Association, and such number of other members, up to a maximum as set out in the By Laws of the Association from time to time, as the members of the Association at any General Meeting may from time to time elect or appoint ("the Management Committee").
- (b) All Management Committee members shall be appointed for a term of two years.
- (c) The Management Committee will ensure that half of the Officeholders will retire at each Annual General Meeting except where, as a result of the operation of other rules in this Constitution, this results in more than two officeholders retiring in any given year, in which case the Management Committee shall be entitled, at its discretion, to waive this requirement.
- (d) A member of the Management Committee must retire from office no later than the longer of the second Annual General Meeting of the Association or 2 years, following that member's last election or appointment.
- (e) At the Annual General Meeting, all the members of the Management Committee whose appointment is expiring in that year shall retire from office, but shall be eligible upon nomination for re-election.
- (f) The election of officers and other members of the Management Committee shall take place in the following manner:
  - (i) The Management Committee may choose to appoint no more than one member for the purposes of recruiting necessary skills and expertise;
  - (ii) 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;
  - (iii) nominations, in writing, signed by the member and his/her proposer and seconder must be lodged with the Secretary no later than fifty-five (55) days before the Annual General Meeting at which the election is to take place;

- (iv) If the Management Committee deems the number of nominations received to be insufficient then the Management Committee may seek additional nominations provided such nominations are lodged with the Secretary at least thirty-five (35) days before the Annual General Election is to take place;
- (v) A nominee for an Officeholder role may, by so indicating in writing, also choose to nominate for an ordinary member role should his/her nomination for Officeholder be unsuccessful;
- (vi) otherwise in accordance with the voting procedures in Rule 24.

## **12. RESIGNATION OR REMOVAL**

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 that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

## **13. VACANCIES ON MANAGEMENT COMMITTEE**

- (a) The Management Committee shall have the 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, including to recruit necessary skills and expertise, up to the maximum number of Management Committee members.
- (b) 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, the continuing 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 members and member organisations, but for no other purpose.

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

- (a) Except as otherwise provided by these Rules and subject to resolutions of the members and member organisations of the Association carried at any General Meeting of those organisations, the Management Committee –
  - (i) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
  - (ii) shall have the authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (b) The Management Committee may exercise all the powers of the Association, including –
  - (i) 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;

- (ii) to borrow money from its 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 security for any debt, liability or obligation of the association, and to provide and pay off any such securities; and
- (iii) to invest in such manner as the members of the Association may from time to time determine.

## **15. MEETINGS OF MANAGEMENT COMMITTEE**

- (a) The Management Committee shall meet at least once every two calendar months to exercise its functions.
- (b) A special meeting of the Management Committee shall be convened by the Secretary on 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.
- (c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected to the Management Committee for that year shall constitute a quorum.
- (d) Subject as previously provided in this Rule, the Management Committee may meet together and regulate its proceedings as it thinks fit. 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 question shall be deemed to be decided in the negative.
- (e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she has a financial or personal interest or any matter arising thereout, and if he/she does so vote, that vote shall not be counted.
- (f) 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.
- (g) The Chair shall preside at every meeting of the Management Committee, or if there is no Chair, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, Vice-Chair shall preside, or if the Vice-Chair is not present at the meeting then the members may choose one of their number to chair that meeting.
- (h) 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 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 meeting shall lapse.

## **16. SUB-COMMITTEE**

- (a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members as the Management Committee thinks fit. Any subcommittee 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.
- (b) A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair 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 Chair of the meeting.
- (c) A sub-committee 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 deemed to be decided in the negative.

## **17. VALIDATION OF ACTS**

Unless otherwise decided by the Management Committee, all acts done by any meeting of the Management Committee or of a sub-committee or by any person acting with the authority 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, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

## **18. RESOLUTIONS OUTSIDE MEETINGS**

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

## **ANNUAL OR GENERAL MEETINGS**

### **19. GENERAL MEETING**

A meeting of the members of the Association will be held not less than once a year at such place as the Management Committee may determine and in accordance with these Rules ("the General Meeting").

### **20. ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting shall be held within four months of the close of the Association's financial year.
- (b) The business to be transacted at every Annual General Meeting shall be –
  - (i) 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;
  - (ii) the receiving of the auditor's report upon the books and accounts for the preceding financial year; and
  - (iii) the election of members of the Management Committee.



(c) A voting ballot form for election of the Management Committee will be circulated to members not less than 30 days prior to the Annual General Meeting.

## **21. SPECIAL GENERAL MEETING**

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 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 to reject an application for membership or to terminate the membership of any person or organisation.

## **22. QUORUM**

- (d) At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- (e) 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 purposes of this rule “member” includes a person attending as a proxy or as representing an organisation, which is a member.

## **23. NOTICE OF MEETINGS**

- (a) The Secretary shall convene all General Meetings of the Association by giving not less than 30 days’ notice of any such meeting to the members of the Association.
- (b) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member or member organisation against the rejection or termination of his/her/its membership by the Management Committee shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

## **24. CONDUCT OF MEETINGS**

Unless otherwise provided by this Constitution, at every General Meeting:

- (a) The Chair shall preside, or if there is no Chair, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Chair shall preside, or if the Vice-Chair is not present or is unwilling to act then the members present shall elect one of their number to chair the meeting;
- (b) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;
- (c) every question, matter or resolution shall be decided by a majority of votes of the members, in accordance with (f) below;

- (d) every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote; provided that no member shall be entitled to vote in any General Meeting if his/her annual subscription is more than one month in arrears at the date of the meeting;
- (e) voting shall be by show of hands unless not less than one-fifth of members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (f) a member may vote:
  - (i) in person; or
  - (ii) by postal vote, provided the postal vote is received on the official ballot form 24 hours before the General Meeting; or
  - (iii) 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 one additional vote per proxy 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; or
  - (iv) direct vote by electronic means approved by the Management Committee. The Management Committee may specify the form, method and timing of giving a direct vote at a meeting in order for the vote to be valid.
- (g) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is 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.
- (h) where it is desired to afford members 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:

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The Queensland Writers Centre Association Inc.

I, ..... of ..... being a member of the above-named

Association, hereby appoint

.....

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.....

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

Signature. ....

This form is to be used \* in favour of } / \* against } the resolution. \* Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he/she thinks fit.)

(i) the instrument appointing a proxy shall be deposited with the Secretary prior to commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

(ii) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be stored and to be open for inspection at all reasonable times by any member who 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 Chair of that meeting or the Chair of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General Meeting.

## **25. BY-LAWS**

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

## **26. ALTERATION OF RULES**

Subject to the provisions of the Associations Incorporation Act 1981, 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 previously submitted to and approved by the Director General, Department of Justice, Brisbane.

## **27. COMMON SEAL**

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.

## **28. FUNDS AND ACCOUNTS**

- (a) The funds of the Association shall be deposited in the name of the Association in such Bank or Permanent Building Society as the Management Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained in written form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (c) All moneys shall be deposited as soon as practicable after receipt thereof.
- (d) All payments by the Association of one hundred dollars or over shall be subject to written authorisation of any two of the Chair, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (e) Notwithstanding paragraph (4), persons authorised by the Management Committee may hold a credit card account for the Association of up to an authorised limit, to be used only for those classes of matters approved by the Management Committee as relating to the Association.
- (f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (g) All expenditure shall be approved or ratified at a Management Committee meeting.
- (h) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of –
  - (i) the income and expenditure for the financial year just ended; and
  - (ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (i) All such statements shall be examined by the auditor who shall present a 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.
- (j) The income and property of the Association whencesoever 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 members in respect of moneys advanced by them to the Association or otherwise owing by the Association to them 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.

## **29. DOCUMENTS**

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

### **30. FINANCIAL YEAR**

The financial year of the Association shall close on the 31st December each year.

### **31. DISTRIBUTION OF SURPLUS ASSETS**

If the Association should be wound up in accordance with the provisions of the Associations Incorporation Act 1981-88, 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 or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28(10), such institution or institutions to be determined by the members of the Association.

**Queensland Writers' Centre Association Inc.**

**By-laws:**

**1. Maximum number of Management Committee Members**

In accordance with Rule 11(a), the members of the Association have agreed the Management Committee may include a maximum number of ten (10) members.