MEEPLES, DECKS & DICE Incorporated

RULES OF ASSOCIATION

The information provided to the Commissioner should be inserted here:

A. The name of the Association is: MEEPLES, DECKS & DICE INCORPORATED.

B. The objects of the Association are: TO HOST AND RUN BOARD GAMING MEETS AND EVENTS FOR THE COMMUNITY

C. Any 10 members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.

D. Any 3 committee members constitute a quorum for the conduct of the business of a committee meeting.

E. The association's financial year will be the period of 12 months commencing on 1st January and ending on 31st December of each year.

Association Statement

The name of this Incorporated Association is Meeples, Decks & Dice Incorporated

Our Vision

Our objective is to establish a board game club that is welcoming and inclusive, attracting individuals of varied ages and capabilities to experience the benefits of tabletop gaming. Our commitment is to create a secure and supportive setting where all members can comfortably engage with new games, learn from each other, and establish connections within the gaming community. By promoting a culture of diversity and creativity, we aim to foster a lasting appreciation for board games and develop a community that values the shared experience of gaming.

Our Mission

Our mission is to offer an environment that is enjoyable and stimulating, where enthusiasts of board games of every age and ability level can gather to appreciate the social and strategic facets of tabletop gaming. Our goal is to establish a space that is both welcoming and inclusive, one that nurtures community spirit and promotes the building of connection with others. Through a diverse range of games and events, alongside opportunities for members to engage with one another and express their passion for gaming, we are committed to enhancing the experiences of our members and advocating for the advantages of board gaming as a hobby that unites individuals.

Our Objectives

- To promote and encourage board gaming as a hobby that fosters social connections, creativity, and strategic thinking.
- To create a welcoming and inclusive environment that welcomes individuals of all ages, backgrounds, and abilities.
- To offer a diverse range of games and events that cater to the interests of our members.
- To foster a sense of community and friendship among our members through regular meetings, events, and online and in person interactions.

Our Values

- Inclusivity: We believe in creating an environment where everyone feels welcome and valued, regardless of their background, ability, experience, or skill level.
- Community: Fostering a sense of belonging and camaraderie among members, reinforcing the idea that the club is more than just a place to play games—it's a community where connections and friendships can flourish.
- Enjoyment: Ensuring that the club remains a source of fun and enjoyment, where members can engage in their hobby and experience the joy of gaming.
- Learning: We believe that board gaming provides opportunities for personal growth, skill development, and learning from one another.
- Respect: Encouraging an atmosphere where all members feel respected and valued, promoting positive interactions and a supportive environment.

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Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*

Association means the incorporated association to which these rules apply, Meeples, Decks & Dice Incorporated

Approved form means a form either hardcopy or electronic approved by the committee of the association

books, of the association, includes the following —

(a) a register;
(b) financial records, financial statements or financial reports, however compiled, recorded or stored;
(c) a document;
(d) any other record of information;

by laws means by-laws made by the association under rules 203 to 206.

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

committee means the management committee of the association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial records include —

(a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
(b) documents of prime entry; and
(c) working papers and other documents needed to explain —

i. the methods by which financial statements are prepared; and
ii. adjustments to be made in preparing financial statements;

financial report, has the meaning given in Part 5 of the Act;

financial statements mean the financial statements in relation to the association required under Part 5 Division 3 of the Act;

financial year, of the association, has the meaning given in rule 135;

general committee member means a committee member who is not an office holder of the association under rule 29

general meeting, of the association, means a meeting of the association that all members are entitled to receive notice of and to attend;

Incorporated means incorporated as defined by the Act;

member means a person who is an ordinary member or committee member of the association;

ordinary member means a member of the association

owed amount means the amount owed to the association by the member. This could include membership fees or overdue library fees.

president means the Committee member holding office as the president of the association;

reasonable length refers to the length of a document of no more than 3 pages long using font no smaller than 12 pt created with the intention to be submitted as part of the remediation process.

register of members means the register of members referred to in section 53 of the Act;

rules mean these rules of the association, as in force for the time being;

secretary means the committee member holding office as the secretary of the association;

special general meeting means a general meeting of the association other than the annual general meeting;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the committee under rule 192;

tier 1 association means an incorporated association to which section 64(1) of the Act applies;

tier 2 association means an incorporated association to which section 64(2) of the Act applies;

tier 3 association means an incorporated association to which section 64(3) of the Act applies;

treasurer means the committee member holding office as the treasurer of the association;

vice president means the Committee member holding office as the vice president of the association;

volunteer means an ordinary member acting as a volunteer for the association;

The Rules

DIVISION 1 – MEMBERSHIP AND MEETINGS

Part 1. General

1. All constituents of Australia who share Meeples, Decks & Dice Incorporated values and objectives are invited and welcome to the association. To be eligible for membership members must fill out the approved form, assessed by the committee and pay the appropriate fee.

2. Voting rights are not available to members under the age of 18.

3. Only individual persons can join the association. Membership is not available to Body Corporates, associations or organisations, except where a special resolution is made at a General Meeting.

Register of Members

4. An applicant for membership of the association becomes a member when —

    - the committee accepts the application; and
    - the applicant pays any membership fees payable to the association under rules 13-17

5. The committee may reject an application for any reason.

6. The committee must notify the applicant of the committee's decision to reject the application as soon as practicable after making the decision

7. A register of members is to be kept by the Secretary of the association. It shall be updated as required or at least reviewed once per financial year.

8. Subject to section 53 of the Act the Register of Members must include:

    (a) Residential address; or
    (b) Postal address; or
    (c) Email address; or
    (d) Information, by means of which contact can be made with the member, that is prescribed for the purposes of this paragraph

9. The register of members may be filed electronically at the discretion of the Committee

10. Privacy of members shall be protected appropriately under the principles set in the *Privacy Act 1998.*

11. A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.

12. If —

(a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or

(b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the association.

Fees

13. Membership fees are set by the committee and voted at the Annual General Meeting or a general meeting called from time-to-time.

14. If there are no changes to the membership fees they carry on from the previous year.

15. A member must pay the membership fee to an office holder or another person authorised by the committee to accept payments, by the date (31 March) determined by the committee.

16. If a member has not paid the membership fee by the due date, the member ceases to be a member on the expiry of that period.

17. If a person who has ceased to be a member under rule 16 offers to pay fees after the period referred to in those rules has expired —

(a) the committee may, at its discretion, accept that payment; and

(b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Tenure of Membership

18. Membership is for one year or until a person wishes to resign membership

Resignation of Membership

19. A member wanting to resign membership shall notify the secretary in writing. The resignation takes effect:

(a) When the secretary receives the notice; or

(b) If a later time is stated in the notice, at that later time.

20. The secretary shall update the register of members no later than 10 business days after resignation of membership. A record shall be kept no less than 12 months after resignation.

21. A person who has resigned from membership of the association remains liable for any fees that are owed to the association (the ***owed amount***) at the time of resignation.

22. The owed amount may be recovered by the association in a court of competent jurisdiction as a debt due to the association.

Cessation of Membership

23. A person ceases to be a member when any of the following takes place —

(a) the individual dies;
(b) the person resigns from the association under rule 19
(c) the person is expelled from the association under rule 158
(d) the person ceases to be a member under rule 16

24. The rights of a member are not transferable and end when membership ceases.

Part 2. Committee Constitution

25. To be eligible to hold office at the association, the individual must be a member under rule 11 and have been an ordinary member, subcommittee member or committee member for no less than 3 months.

26. Committee members must have reached 18 years of age.

27. The association's committee comprises of the office holders and subcommittee members shown in Table 1.

28. A member must not hold 2 or more of office holder positions as cited in Table 1

Tenure of Committee Members

29. Notionally, Period 1 committee members are tenured every two years, and Period 2 committee members one year staggered to Period 1 committee members and tenured every two years thereafter (see Table 1).

Position	Period 1	Period 2 (staggered by 1 year)
Office holder - President	✔	
Office holder - Vice-President		✔
Office holder - Secretary	✔	
Office holder - Treasurer		✔
Subcommittee Member - Marketing & Promotions Manager		✔
Subcommittee Member - Library Officer	✔	
Subcommittee Member - Small Events Coordinator		✔
Subcommittee Member - Grants & Sponsorship Officer	✔	

Table 1 - Committee tenure periods

Nomination for Committee Members

30. At least 14 days before an annual general meeting, the secretary must send written notice to all the members —

(a) calling for nominations for election to the committee; and

(b) stating the date by which nominations must be received by the secretary to comply with rule 31.

31. A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 3 days before the annual general meeting.

Election of office holders and subcommittee members

32. At the annual general meeting, a separate election must take place to elect office holders and subcommittee members of the association in accordance with Table 1.

33. If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.

34. If only one member has nominated for a position, the chairperson of the meeting must declare the member elected to the position.

35. If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.

36. Each ordinary member present at the meeting may vote for one member who has nominated for the position.

37. A member who has nominated for the position may vote for themselves.

38. On the member's election, the new president of the association may take over as the chairperson of the meeting.

Election general committee members

39. At the annual general meeting, the association must decide by resolution the number of general committee members (if any) to hold office for the next year.

40. If the number of members nominating for the position of general committee member is not greater than the number to be elected, the chairperson of the meeting —

(a) must declare each of those members to be elected to the position; and
(c) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph

41. If —

(a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
(b) the number of members nominating under rule 31 is greater than the number of positions remaining unfilled; then,

the subcommittee and general committee members at the meeting must vote in accordance

with procedures that have been determined by the committee to decide the members who are to be elected to the position of subcommittee or general committee member.

42. A member who has nominated for the position of general committee member may vote in accordance with that nomination.

Vacant Positions

43. Vacant committee positions may become vacant:

(a) at a general meeting where the applicable positions are declared vacant
(b) if a committee member resigns from the committee in writing to the President
(c) if a committee member dies
(d) if the committee member ceases to be a member of association for any reason under rule 23
(e) if the committee member is dismissed from office under rule 50

44. All office bearers and subcommittee members are tenured for two years. At the applicable general meeting, these positions are declared vacant, and an election is held to vote for the committee members.

45. All general committee members are tenured for one year. At the applicable general meeting, these positions are declared vacant, and an election is held to vote for the general committee members

46. A committee member may be re-elected.

47. If a position becomes vacant outside a general meeting, the committee may appoint a casual committee member until such time a general meeting is called, and the position is declared vacant and elected. The member who acted in the casual position may nominate for the position.

Resignation and removal from office

48. A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the president.

49. The resignation takes effect —

(a) when the notice is received by the secretary or president; or
(b) if a later time is stated in the notice, at the later time.

50. At a general meeting, the association may by resolution —

(a) remove a committee member from office; and
(b) elect a member who is eligible under rules 25 to 28 to fill the vacant position.

51. A committee member who is the subject of a proposed resolution under rule 50(a) may

make written representations of a ***reasonable length*** to the secretary or president and may ask that the representations be provided to the members.

52. The secretary or president may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

When membership of committee ceases

53. A person ceases to be a committee member if the person —

(a) dies or otherwise ceases to be a member; or

(b) resigns from the committee or is removed from office under rule 50 or

(c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;

(d) becomes permanently unable to act as a committee member because of a mental or physical disability; or

(e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

Validity of acts

54. The acts of a committee or subcommittee, or of a committee member or member of a subcommittee or volunteer, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

Powers of the Committee

55. The committee members are the persons who, as the management committee of the association, have the power to manage the affairs of the association.

56. Subject to the Act, these rules, and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the association.

57. The committee must take all reasonable steps to ensure that the association complies with the Act and these rules.

Duties of Committee Members

58. Duties of Office holders are detailed in Addendum B

Part 3. Committee Meetings

Establishment

59. The committee must meet at least 8 times in each year on the dates and at the times and places determined by the committee.

60. The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.

61. Special committee meetings may be convened by the president or any 2 committee members.

Notice of committee meetings

62. Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.

63. The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

64. Unless rule 65 applies, the only business that may be conducted at the meeting is the business described in the notice.

65. Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

Procedure and order of business

66. The president or vice president can nominate any committee member to chair a committee meeting.

67. If the president and vice president are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.

68. The procedure to be followed at a committee meeting must be determined from time to time by the committee.

69. The order of business at a committee meeting may be determined by the committee members at the meeting.

70. A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.

71. A person invited under rule 70 to attend a committee meeting —

(a) has no right to any agenda, minutes or other document circulated at the meeting; and,

(b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and,

(c) cannot vote on any matter that is to be decided at the meeting.

Use of technology to be present at committee meetings

72. The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication such as video call.

73. A member who participates in a committee meeting as allowed under rule 68 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Quorum for committee meetings

74. No business is to be conducted at a committee meeting unless a quorum of a minimum of three committee members consisting of at least three office holders is present.

75. If a quorum is not present within 15 minutes after the notified commencement time of a committee meeting —

(a) in the case of a special meeting — the meeting lapses; or

(b) otherwise, the meeting is adjourned to an agreed location, date and time.

76. If —

(a) a quorum is not present within 15 minutes after the commencement time of a committee meeting held under rule 75 and,

(b) at least 2 office holders are present at the meeting,

those members present are taken to constitute a quorum.

Voting at committee meetings

77. Each committee member, excluding the president, present at a committee meeting has one vote on any question arising at the meeting.

78. A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.

79. If the votes are divided equally on a question, the chairperson of the meeting has the casting vote.

80. A vote may take place by the committee members present indicating their agreement or

disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.

81. If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

82. Proxies are not permitted at committee meetings.

Minutes of committee meetings

83. The secretary, or a person authorised by the committee from time to time, must ensure that minutes are taken and kept of each committee meeting.

84. The minutes must record the following —

(a) the names of the committee members present at the meeting;
(b) the name of any person attending the meeting under rule 70
(c) the business considered at the meeting;
(d) any motion on which a vote is taken at the meeting and the result of the vote.

85. The minutes must be stored electronically in the drive allocated by the committee

86. The president must ensure that the minutes of a committee meeting are reviewed and signed as correct by —

(a) the chairperson of the meeting; or
(b) the chairperson of the next committee meeting.

87. When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —

(a) the meeting to which the minutes relate was duly convened and held; and
(b) the matters recorded as having taken place at the meeting took place as recorded; and
(c) any appointment purportedly made at the meeting was validly made.

Part 4. General Meetings of Association

Annual general meeting

88. The committee must determine the date, time and place of the annual general meeting.

89. If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.

90. The ordinary business of the annual general meeting is as follows —

(a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;

(b) to receive and consider —

i. the committee's annual report on the association's activities during the preceding financial year; and

ii. if the association is a tier 1 association, the financial statements of the association for the preceding financial year presented under Part 5 of the Act; and

iii. if the association is a tier 2 association or a tier 3 association, the financial report of the association for the preceding financial year presented under Part 5 of the Act;

iv. if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;

(c) to elect the office holders of the association and other committee members;

(d) if applicable, to appoint or remove a reviewer or auditor of the association in accordance with the Act;

(e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members if the amount is changing.

91. Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

Special general meetings

92. The committee may convene a special general meeting.

93. The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.

94. The members requiring a special general meeting to be convened must —

(a) make the requirement by written notice given to the secretary; and

(b) state in the notice the business to be considered at the meeting; and

(c) each sign the notice.

95. The special general meeting must be convened within 45 days after notice is given under rule 94

96. If the committee does not convene a special general meeting within that 45 day period, the members making the requirement (or any of them) may convene the special general meeting.

97. A special general meeting convened by members under rule 94 —

(a) must be held within 3 months after the date the original requirement was made; and

(b) may only consider the business stated in the notice by which the requirement was

made.

98. The association must reimburse any reasonable expenses incurred by the members convening a special general meeting under rule 151.

Notice of general meetings

99. The secretary or, in the case of a special general meeting convened under rule 94 the members convening the meeting, must give to each member —

(a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or

(b) at least 14 days' notice of a general meeting in any other case.

100. The notice given under rule 99 must —

(a) specify the date, time and place of the meeting; and

(b) indicate the general nature of each item of business to be considered at the meeting; and

(c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 31 and

(d) if a special resolution is proposed —

i. set out the wording of the proposed resolution as required by section 51(4) of the Act; and

ii. state that the resolution is intended to be proposed as a special resolution; and

iii. comply with rules 92 to 98.

Proxies

101. Proxies are not permitted at general meetings.

Use of technology to be present at general meetings

102. The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication such as video call.

103. At the discretion of committee members present at general meetings, methods of instantaneous communication through webcasting, video conference or any telephony means may be used to broadcast general meetings.

104. Subject to rule 103, the chairperson of the meeting will inform members and those present that the meeting is broadcast.

105. A member who participates in a general meeting as allowed under rule 102 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to

have voted in person.

Presiding member and quorum for general meetings

106. The president or, in the president's absence, the vice president must preside as chairperson of each general meeting.

107. If the president and vice president are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.

108. No business is to be conducted at a general meeting unless a quorum of a minimum of ten ordinary members with at least three office holders is present.

109. If a quorum is not present within 15 minutes after the notified commencement time of a general meeting —

(a) in the case of a special general meeting — the meeting lapses; or

(b) in the case of the annual general meeting — the meeting is adjourned to —

i. the same time and day in the following week; and

ii. the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.

110. If a quorum is not present within 15 minutes after the commencement time of an annual general meeting held under Part 4 of the Act, the meeting shall be adjourned under rules 111 to 114.

Adjournment of general meeting

111. The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.

112. Without limiting rule 111 a meeting may be adjourned —

(a) if there is insufficient time to deal with the business at hand; or

(b) to give the members more time to consider an item of business.

113. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

114. Notice of the adjournment of a meeting under rule 113 is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 99.

Voting at general meeting

115. On any question arising at a general meeting —

(a) subject to rule 39 each ordinary member has one vote unless, and;
(b) ordinary members may only vote personally

116. Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.

117. If votes are divided equally on a question, the chairperson of the meeting has the casting vote.

118. If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.

119. For a person to be eligible to vote at a general meeting as an ordinary member

(a) must have been an ordinary member at the time notice of the meeting was given under rule 99; and
(b) must have paid any fee or other money payable to the association by the member.

When special resolutions are required

120. A special resolution is required if it is proposed at a general meeting —

(a) to affiliate the association with another body; or
(b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.

121. Rule 120 does not limit the matters in relation to which a special resolution may be proposed.

Determining whether resolution carried

122. Mentioned hereafter—

- ***poll*** means the process of voting in relation to a matter that is conducted in writing.

123. The chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —

(a) carried; or
(b) carried unanimously; or
(c) carried by a particular majority; or
(d) lost.

124. If the resolution is a special resolution, the declaration under subrule 99(a) must identify the

resolution as a special resolution.

125. If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present—

(a) the poll must be taken at the meeting in the manner determined by the chairperson;

(b) the chairperson must declare the determination of the resolution on the basis of the poll.

126. If a poll is demanded on the election of the president or on a question of an adjournment, the poll must be taken immediately.

127. If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.

128. A declaration under rule 123 or 125 must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

Minutes of general meeting

129. The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.

130. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

131. In addition, the minutes of each annual general meeting must record —

(a) the names of the ordinary members attending the meeting; and

(b) the financial statements or financial report presented at the meeting, as referred to in rules 147 and 148; and

(c) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to rule 147(e).

132. The minutes of a general meeting must be entered into the association's electronic drive within 30 days after the meeting is held.

133. The president must ensure that the minutes of a general meeting are reviewed and signed as correct by —

(a) the chairperson of the meeting; or

(b) the chairperson of the next general meeting.

134. When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —

(a) the meeting to which the minutes relate was duly convened and held; and

(b) the matters recorded as having taken place at the meeting took place as recorded;

and

(c) any election or appointment purportedly made at the meeting was validly made.

DIVISION 2 – FINANCIALS

Part 1 - General

Financial year

135. The association's financial year will be the period of 12 months commencing on 01 January and ending on 31 December of each year.

136. Each subsequent financial year of the association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

137. The financial year of the association is to be the period notified to the Commissioner under section 7(4)(e) or, if relevant, section 29(5)(e) of the Act.

Not-for-Profit Organisation

138. The property and income of the association must be applied solely towards the promotion of the objects or purposes of the association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.

139. Unless otherwise stipulated by the Act or the Commissioner, the association shall be considered a Tier 1 association in respect of a financial year.

Source of funds

140. The funds of the association may be derived from membership fees, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

Control of funds

141. The association must open an account in the name of the association with a financial institution from which all expenditure of the association is made and into which all funds received by the association are deposited.

142. Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the association.

143. The committee may authorise the treasurer to expend funds on behalf of the association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.

144. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the association must be signed by —

(a) 2 committee members; or

(b) one committee member and a person authorised by the committee.

145. All funds of the association must be deposited into the association's account within 5 working days after their receipt.

Financial statements and financial reports

146. For each financial year, the committee must ensure that the requirements imposed on the association under Part 5 of the Act relating to the financial statements or financial report of the association are met.

147. Without limiting rule 147 those requirements include —

(a) if the association is a tier 1 association, the preparation of the financial statements; and

(b) if the association is a tier 2 association or tier 3 association, the preparation of the financial report; and

(c) if required, the review or auditing of the financial statements or financial report, as applicable; and

(d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

(e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

Payment to members

148. Subject to rule 150, reimbursement payments may be made to a member of the committee out of funds of the association.

149. Reimbursement shall only be made for expenses approved by the Committee before the committee member makes the purchase.

150. A committee member is entitled to be paid out of the funds of the association for any out-of-pocket expenses for travel and accommodation properly incurred in connection with the association's business with prior approval by the committee.

151. No member or office holder is entitled to salary, wage or fee payment, except under rule 149

Asset Register

152. An asset register shall be maintained by the Vice President

153. The asset register may be filed electronically at the discretion of the Committee.

154. The asset register shall be updated when assets are acquired or spent, or otherwise reviewed at least every two years.

DIVISION 3 - DISCIPLINARY ACTION, DISPUTES AND MEDIATION

155. In this Division —

- ***member,*** means as in relation to a member who is expelled from the association, includes a former member.
- ***grievance procedure*** means the procedures set out in this Division;
- ***party to a dispute*** includes a person –
  - who is a party to the dispute; and
  - who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

156. The procedure set out in this Division (the grievance procedure) applies to disputes —

(a) between members; or
(b) between one or more members and the association.

Part 1. Disciplinary action

Suspension or expulsion

157. The committee may decide to suspend a member's membership or to expel a member from the association if —

(a) the member contravenes any of these rules or its associated Code of Conduct; or
(b) the member acts detrimentally to the interests of the association.

158. The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.

159. The notice given to the member must state —

(a) when and where the committee meeting is to be held; and
(b) the grounds on which the proposed suspension or expulsion is based; and
(c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion.

160. At the committee meeting, the committee must —

(a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about

the proposed suspension or expulsion; and

(b) give due consideration to any submissions so made; and

(c) decide —

iii. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or

iv. whether or not to expel the member from the association.

161. A decision of the committee to suspend the member's membership or to expel the member from the association takes immediate effect.

162. The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.

163. A member whose membership is suspended or who is expelled from the association may, within 14 days after receiving notice of the Committee's decision under rule 163 give written notice to the secretary requesting the appointment of a mediator under rule 179.

164. If notice is given under rule 164 the member who gives the notice and the committee are the parties to the mediation.

Consequences of suspension

165. During the period a member's membership is suspended, the member —

(a) loses any rights (including voting rights) arising as a result of membership; and

(b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the association.

166. When a member's membership is suspended, the secretary must record in the register of members —

(a) that the member's membership is suspended; and

(b) the date on which the suspension takes effect; and

(c) the period of the suspension.

167. When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

Part 2. Resolution

Parties to attempt to resolve dispute

168. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

How grievance procedure is started

169. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 169, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —

(a) the parties to the dispute; and

(b) the matters that are the subject of the dispute.

170. Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.

171. The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

172. The notice given to each party to the dispute must state —

(a) when and where the committee meeting is to be held; and

(b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.

173. If —

(a) the dispute is between one or more members and the association; and

(b) any party to the dispute gives written notice to the secretary stating that the party —

i. does not agree to the dispute being determined by the committee; and

ii. requests the appointment of a mediator under rule 179

the committee must not determine the dispute.

Determination of dispute by committee

174. At the committee meeting at which a dispute is to be considered and determined, the committee must —

(a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and

(b) give due consideration to any submissions so made; and

(c) determine the dispute.

175. The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

176. A party to the dispute may, within 14 days after receiving notice of the committee's

determination under rule 175 give written notice to the secretary requesting the appointment of a mediator under rule 179.

177. If notice is given under rule 177 each party to the dispute is a party to the mediation.

Part 3. Mediation

Application of this part

178. This part applies if written notice has been given to the secretary requesting the appointment of a mediator —

(a) by a member under rule 164; or
(b) by a party to a dispute under rule 157 or 164

179. If this part applies, a mediator must be chosen or appointed under rule 181.

Appointment of mediator

180. The mediator must be a person chosen —

(a) if the appointment of a mediator was requested by a member under rule 179— by agreement between the Member and the committee; or
(b) if the appointment of a mediator was requested by a party to a dispute under rules 157 or 163— by agreement between the parties to the dispute.

181. If there is no agreement for the purposes of rule 181 then, the committee must appoint the mediator.

182. The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre.

183. The person appointed as mediator by the committee may be a member or former member of the association but must not —

(a) have a personal interest in the matter that is the subject of the mediation; or
(b) be biased in favour of or against any party to the mediation.

Mediation process

184. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.

185. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.

186. In conducting the mediation, the mediator must —

(a) give each party to the mediation every opportunity to be heard; and

(b) allow each party to the mediation to give due consideration to any written statement given by another party; and

(c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

187. The mediator cannot determine the matter that is the subject of the mediation.

188. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

189. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

If mediation results in decision to suspend or expel being revoked

190. If —

(a) mediation takes place because a member whose membership is suspended or who is expelled from the association gives notice under rule 170; and

(b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

DIVISION 4 - SUBCOMMITTEES AND SUBSIDIARY OFFICES

Part 1. General

191. To help the committee in the conduct of the association's business, the committee may, in writing, do either or both of the following —

(a) appoint one or more subcommittees;
(b) appoint one or more general committee members;
(c) create one or more subsidiary offices and appoint people to those offices.

192. A subcommittee may consist of the number of people that the committee considers appropriate, this could include other committee members, or ordinary members.

193. Subject to any directions given by the committee —

(a) a subcommittee may meet and conduct business as it considers appropriate; and
(b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

Delegation to subcommittees and holders of subsidiary offices

194. In Division 3 —

- ***non-delegable duty*** means a duty imposed on the committee by the Act or another written law.

195. The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —

(a) the power to delegate; and
(b) a non-delegable duty.

196. A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.

197. The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.

198. The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.

199. Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.

200. The committee may, in writing, amend or revoke the delegation.

DIVISION 5 - GENERAL MATTERS

Part 1. General

201. In this Part —

- ***recorded*** *means* recorded in the register of members.

By laws

202. The association may, by resolution at a general meeting, make, amend or revoke by-laws.

203. By-laws may —

(a) provide for the rights and obligations that apply to membership approved under rule 4; and

(b) impose restrictions on the committee's powers, including the power to dispose of the association's assets; and

(c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and

(d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.

204. A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.

205. Without limiting rule 205 a by-law made for the purposes of rule 204 may only impose requirements on the association that are additional to, and do not restrict, a requirement imposed on the association under Part 5 of the Act.

206. At the request of a member, the association must make a copy of the by-laws available for inspection by the member.

Executing documents and common seal

207. The association may execute a document without using a common seal if the document is signed by —

(a) 2 committee members; or

(b) one committee member and a person authorised by the committee.

208. If the association has a common seal —

(a) the name of the association must appear in legible characters on the common seal; and

(b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —

i. two committee members; or

ii. one committee member and a person authorised by the committee,

and each of them is to sign the document to attest that the document was sealed in their presence.

209. The secretary must make a written record of each use of the common seal.

210. The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

Giving notices to members

211. A notice or other document recorded that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —

(a) sent by email to the recorded email address of the member; or

(b) delivered by hand to the recorded address of the member or to the member.

Part 2. Bookkeeping

Custody of books and securities

212. Any securities of the association must be kept in the association's custody within the chosen electronic drive.

213. The financial records and, as applicable, the financial statements or financial reports of the association must be kept in the association's custody or under the treasurer's control.

214. Rules 213 and 214 have effect except as otherwise decided by the committee.

215. The electronic books of the association must be retained for at least 7 years.

Record of office holders

216. The record of committee members and other persons authorised to act on behalf of the association that is required to be maintained under section 58(2) of the Act must be kept in the association's custody or under the secretary's control.

Inspection of records and documents

217. This rule applies to a member who wants to inspect —

(a) the register of members under section 54(1) of the Act; or

(b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the association, under section 58(3) of the Act; or

(c) any other record or document of the association.

The member must contact the secretary to make the necessary arrangements for the inspection.

218. The inspection must be free of charge.

219. If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.

220. The member may make a copy of or take an extract from a record or document referred to in rule 218 but does not have a right to remove the record or document for that purpose.

221. The member must not use or disclose information in a record or document referred to in rule 218 except for a purpose —

(a) that is directly connected with the affairs of the association; or
(b) that is related to complying with a requirement of the Act.

Part 3. Disclosure

222. Publication by committee members of statements about association business is prohibited.

223. A committee member must not publish, or cause to be published, any statement about the business conducted by the association at a general meeting or committee meeting unless —

(a) the committee member has been authorised to do so at a committee meeting; and
(b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

Part 4. Property

Distribution of surplus property on cancellation of incorporation or winding up

224. Mentioned hereafter —

- ***surplus property***, in relation to the association, means property remaining after satisfaction of —

(a) the debts and liabilities of the association; and
(b) the costs, charges and expenses of winding up or cancelling the incorporation of the association,

but does not include books relating to the management of the association.

225. On the cancellation of the incorporation or the winding up of the association, its surplus property must be distributed as determined by special resolution by reference to the persons

mentioned in section 24(1) of the Act.

Part 5. Alteration of rules

226. If the association wants to alter or rescind any of these rules, or to make additional rules, the association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

227. Where there is a discrepancy between these rules and the Act, the Act takes precedence.

Addendum A

MEEPLES, DECKS & DICE INCORPORATED

Code of Conduct

Members of the association agree to abide by the code of conduct as set out below:

1. Respect for All Members:

- Treat all members with respect, dignity, and courtesy at all times.
- Listen to and consider others' viewpoints with an open mind.
- Avoid any form of harassment, discrimination, or derogatory behavior.

2. Inclusivity and Diversity:

- Embrace and celebrate diversity in all its forms, including age, ability, gender, and cultural background.
- Strive to create an inclusive environment where everyone feels welcome and valued.

3. Engagement and Participation:

- Actively engage in club activities and events, fostering a sense of community and camaraderie.
- Encourage others to participate and contribute to the club's vibrant atmosphere.

4. Learning and Improvement:

- Be open to learning new games and strategies, and willingly share knowledge with others.
- Respect all players' levels of experience and offer support and guidance when needed.

5. Safe and Supportive Environment:

- Maintain a club environment that is safe, welcoming, and supportive.
- Report any concerns or issues to the committee promptly and responsibly.

6. Integrity and Fair Play:

- Uphold the highest standards of integrity and fair play during all games and competitions.
- Abide by game rules and club regulations, showing sportsmanship and respect for outcomes.

7. Privacy and Confidentiality:

- Respect the privacy of all members and handle personal information with care and discretion.
- Avoid sharing any sensitive information about members without their explicit consent.

8. Conflict Resolution:

- Address any conflicts or disputes with calmness and respect, seeking constructive solutions.
- Engage the club's committee or mediators if conflicts cannot be resolved amicably among members.

9. Representation of the Club:

- Represent the club positively in all interactions, both within and outside the club environment.
- Uphold the club's reputation and values in all forms of communication and public engagement.

10. Compliance and Accountability:

- Adhere to this Code of Conduct and accept the rules as set out in the rules of association
- Understand that violations of the Code of Conduct may result in appropriate disciplinary action, including potential suspension or expulsion from the club.

Committee Member Code of Conduct

Committee members are expected to follow the Members code of conduct as well as;

11. Leadership and Responsibility:

- Demonstrate exemplary conduct in all club-related activities, serving as a role model for members.
- Take responsibility for the club's well-being, ensuring that decisions and actions contribute positively to its mission and vision.

12. Transparency and Honesty:

- Conduct all club business with transparency, ensuring that decisions are communicated clearly and openly to members.
- Maintain honesty in all dealings, ensuring that personal interests do not compromise the club's integrity.

13. Commitment and Dedication:

- Show commitment to the club's objectives and dedicate the necessary time and effort to fulfill committee responsibilities.
- Attend all required meetings and functions, being prepared and informed about relevant issues.

14. Respectful Collaboration:

- Work collaboratively with other committee members and the general membership, fostering a cooperative and productive environment.
- Respect differing opinions and seek consensus in decision-making processes.

15. Confidentiality and Discretion:

- Handle all sensitive information with discretion, respecting confidentiality obligations and avoiding any potential conflicts of interest.
- Ensure that confidential matters discussed in committee meetings are not disclosed inappropriately.

16. Financial Integrity:

- Oversee financial matters with utmost integrity, ensuring that all transactions are transparent and in the club's best interest.
- Avoid any form of financial impropriety or misuse of club funds or assets.
- Strive to obtain value for the association’s funds spent and avoid waste and extravagance in the use of the association’s resources

17. Conflict of Interest:

- Declare any potential or actual conflicts of interest that may impact committee responsibilities or decisions.
- Recuse oneself from discussions or decisions where a conflict of interest exists.

18. Constructive Feedback and Improvement:

- Welcome and provide constructive feedback for the betterment of the club.
- Engage in regular self-evaluation and seek improvement in fulfilling committee roles and responsibilities.

19. Professionalism in Disputes:

- Handle disputes or grievances professionally, ensuring they are addressed fairly, promptly, and in accordance with club policies.
- Act as a mediator when conflicts arise, facilitating resolution in an impartial manner.

20. Adherence to Policies and Procedures:

- Understand and adhere to all club policies and procedures, ensuring they are applied consistently and fairly.
- Participate in the development and review of club policies to reflect best practices and the club's evolving needs.

Addendum B

MEEPLES, DECKS & DICE INCORPORATED

Duties of Office Holders

President

The president has the following duties —

- **Leadership and Vision**: Providing strategic direction for the club, setting goals, and defining the club's vision in alignment with the members' interests and aspirations.
- **Meeting Facilitation:** Presiding over meetings, ensuring discussions remain productive and on-topic, and facilitating decision-making processes. Consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- **Representation:** Acting as the primary spokesperson for the club, representing the club at external events, and engaging with other organisations or the public in conjunction with the Secretary.
- **Member Engagement & Growth:** Encouraging member involvement and ensuring that the club's environment is welcoming and inclusive, fostering a sense of community and belonging. Supporting efforts to attract and retain members, ensuring the club remains vibrant and sustainable.
- **Conflict Resolution:** Addressing and mediating conflicts within the club, ensuring that disputes are resolved fairly and constructively.
- **Decision Making:** Leading the club's decision-making processes, ensuring that decisions align with the club's goals and member interests.
- **Communication & Marketing:** Ensuring effective communication within the club, including conveying decisions, updates, and important information to members. Ensure that marketing and communication beyond the club represents the club values and goals.
- **Compliance and Governance:** Overseeing the club's adherence to its constitution, bylaws, and any relevant regulations or laws, ensuring that the club remains in good standing.
- **Financial Oversight:** Working with the treasurer to oversee the club's financial health, including budgeting, financial planning, and ensuring transparency in financial matters.
- **Committee Liaison:** Coordinating with various committees or subgroups within the club to ensure alignment with the club's objectives and to support their activities.
- **Event Planning:** Overseeing the planning and execution of club events, ensuring they align with the club's mission and members' interests.
- **Strategic Partnerships:** Establishing and maintaining relationships with other organizations, potential sponsors, or partners to benefit the club.
- **Annual Review and Planning:** Leading annual reviews of the club's activities and

achievements and planning for the future, setting objectives for the coming period.

Vice President

The vice president has the following duties —

- **Assisting the President:** Providing support to the president, stepping in to lead meetings or events in their absence, and assisting in the execution of their duties.
- **Leadership Role:** Serving as a key member of the leadership team, helping to shape and execute the club's strategic direction and decisions.
- **Meeting Participation**: Actively participating in club meetings, contributing to discussions, decision-making processes, and planning.
- **Event Coordination:** Assisting in the planning and execution of club events, ensuring they align with the club's objectives and meet members' expectations.
- **Member Engagement:** Engaging with club members, understanding their needs and feedback, and fostering a welcoming and inclusive environment.
- **Volunteer Management:** Manage the onboarding and management of volunteers
- **Conflict Resolution**: Assisting in mediating disputes within the club, ensuring they are resolved in a constructive and fair manner.
- **Representational Duties:** Representing the club at events or meetings in the absence of the president, ensuring the club maintains a positive and professional presence.
- **Operational Support:** Assisting in the overall management of the club's operations, ensuring they run smoothly and efficiently.
- **Strategic Initiatives:** Contributing to the development and implementation of strategic initiatives that advance the club's mission and interests.
- **Policy and Procedure Adherence:** Helping to ensure that club activities and decisions adhere to established policies and procedures.
- **Feedback and Improvement:** Facilitating a culture of continuous improvement by soliciting feedback and encouraging innovation within the club.

Secretary

The secretary has the following duties —

- **Meeting Management:** Preparing agendas in collaboration with the president, scheduling meetings, notifying members about upcoming meetings, and managing meeting logistics.
- **Record Keeping:** Taking comprehensive minutes during meetings, documenting decisions, discussions, and action items, and maintaining an organised archive of all meeting minutes.

- **Communication:** Serving as a primary point of contact for club communication, distributing minutes, agendas, announcements, and other important information to members.
- **Membership Records:** Maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act
- **Documentation:** Ensuring that all club documents are securely stored and easily accessible, including constitutions, bylaws, policies, and historical records. Maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- **Compliance:** Assisting in ensuring that the club's operations and activities are in compliance with its governing rules, bylaws, and any relevant external regulations.
- **Correspondence:** Handling the club's official correspondence, including responding to emails, letters, and other communications.
- **Event Support:** Assisting in the planning and execution of club events, ensuring that all necessary information is documented and communicated.
- **Reporting:** Preparing and presenting reports on membership, meeting activities, or specific issues as required by the club's leadership.
- **Archiving:** Managing the club's archive system, ensuring that historical documents and records are preserved and accessible for reference.
- **Administrative Support:** Providing administrative support to the club's officers and committees, aiding in the execution of their duties and projects.
- **Policy Maintenance:** Assisting in the review and updating of club policies, ensuring that documentation is current and reflective of the club's practices.
- **Member Onboarding:** Assisting in the orientation of new members, ensuring they have access to necessary information and documentation about the club.
- **Operational Support:** Assisting in the overall management of the club's operations, ensuring they run smoothly and efficiently.
- **Library Management:** Manage the library, ensuring that titles are returned and in good working order. Follow up with members who have outstanding loans or misuse a game.

Treasurer

The treasurer has the following duties —

- **Financial Oversight:** Overseeing and managing the club's finances, including its budget, income, and expenditures, to ensure financial stability.
- **Record Keeping:** Maintaining accurate and detailed financial records, including receipts, invoices, payments, and other financial transactions.
- **Budgeting:** Developing and presenting an annual budget for the club, projecting income and expenses, and monitoring adherence to the budget throughout the year.

- **Reporting:** Providing regular financial reports to the club's committee and members, detailing the club's financial status, transactions, and any variations from the budget.
- **Banking:** Managing the club's bank accounts, including deposits, withdrawals, and reconciliations, ensuring that all transactions are authorised and documented.
- **Membership Fees:** Overseeing the collection of membership fees, tracking payments, and following up on outstanding dues, ensuring that the club's revenue is secured.
- **Financial Compliance:** Ensuring that the Association complies with the relevant requirements of Part 5 of the Act; if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting.
- **Financial Planning:** Assisting in the financial planning for club activities, events, and investments, ensuring that funds are used efficiently and in alignment with the club's objectives.
- **Audit Preparation:** Preparing for and facilitating any audits of the club's finances, working with auditors to provide necessary documentation and explanations.
- **Financial Strategy:** Contributing to the strategic planning of the club with a focus on financial health, sustainability, and growth.
- **Financial Advice:** Providing advice and guidance to the committee on financial decisions, investments, and risk management.
- **Fundraising:** Supporting and providing financial oversight for fundraising activities, ensuring that funds are raised and managed effectively.
- **Transparency:** Ensuring that the club's financial practices are transparent, building trust with members and stakeholders.
- **Event Support:** Assisting in the planning and execution of club events.
- **Operational Support:** Assisting in the overall management of the club's operations, ensuring they run smoothly and efficiently.