

THE CONSTITUTION OF

# Life Camps Australia Incorporated

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## 1. NAME

The name of the incorporated association is Life Camps Australia Incorporated (called “Life Camps Australia”).

## 2. PREAMBLE

2.1 Life Camps Australia is an independent association managed by its Board.

2.2 Life Camps Australia runs Christ-centred, joy filled camps and events that facilitate the development of faith and equip each participant to seize the abundant life God has planned for them. Our camps:

2.2.1 Are safe and authentic spaces for people to hear the Gospel and experience the transforming love of God together;

2.2.2 Give people of all ages an opportunity to gather and meaningfully connect with others; and

2.2.3 Provide support and a useful resource for the local Church, especially smaller and/or rural churches.

## 3. FINANCIAL YEAR

The Financial Year of Life Camps Australia is each period of 12 months ending on 30 June.

## 4. DEFINITIONS

In these Rules –

4.1 **the Act** means the Associations Incorporation Reform Act 2012 as amended from time to time and includes any regulations made under that Act;

4.2 **Board** has the same meaning as a committee in the Model Rules and relevant legislation and is the entity which manages the business of Life Camps Australia;

4.3 **Board Meeting** means a meeting of the Board held in accordance with these Rules;

4.4 **Board Member** means a member of the Board elected under Rule 8;



- 4.5 **Chairperson** means the person who chairs a Meeting as required under Rule 8.3;
- 4.6 **Code of Conduct** means the code of conduct of Life Camps Australia as amended from time to time;
- 4.7 **Discipline Policy** means Life Camps Australia's procedure for disciplining Members as amended from time to time which forms part of the Code of Conduct;
- 4.8 **Disciplinary Meeting** means a meeting convened in accordance with the Discipline Policy;
- 4.9 **Executive** means the executive leadership team appointed pursuant to the operation of Rule 8.10;
- 4.10 **Financial Reports** means any report about monetary matters of Life Camps Australia and includes but is not limited to the Financial Statements;
- 4.11 **Financial Statements** means the profit and loss and balance sheet of Life Camps Australia;
- 4.12 **Financial Year** means the 12 month period specified in Rule 3;
- 4.13 **General Meeting** means a general meeting of the Members convened in accordance with these Rules and includes an Annual General Meeting, a Special General Meeting and a Disciplinary Meeting;
- 4.14 **General Member** has the meaning given to it in the Membership Policy;
- 4.15 **Life Member** has the meaning given to it in the Membership Policy;
- 4.16 **Manager** means the person appointed by the Board to manage the day to day operation of Life Camps Australia as required to implement the strategic goals set by the Board in line with the Purpose;
- 4.17 **Meeting** means a meeting of the Board or Members of Life Camps Australia and includes a General Meeting and a Board Meeting.
- 4.18 **Member** means a member of Life Camps Australia and, unless otherwise specified, includes a General Member, a Student Member or a Life Member;
- 4.19 **Membership Policy** means the Membership Policy of Life Camps Australia as amended from time to time;
- 4.20 **Model Rules** means The Model Rules for an Incorporated Association as amended from time to time;
- 4.21 **Signatories** means any two of the Manager, the Treasurer and a member of the Executive who is not the Treasurer;
- 4.22 **Simple Majority** means 50% or more of the Members entitled to vote at a General Meeting or of the Board Members entitled to vote at a Board Meeting (as relevant), whether in person or by Proxy, voting in favour of the resolution;
- 4.23 **Special General Meeting** means a General Meeting called pursuant to the operation of Rule 9.16;



- 4.24 **Special Resolution** means a resolution that must be passed by a Substantial Majority;
- 4.25 **Student Member** has the meaning given to it in the Membership Policy;
- 4.26 **Substantial Majority** means 75% of the Members entitled to vote at a General Meeting or of the Board Members entitled to vote at a Board Meeting (as relevant), whether in person or by Proxy, voting in favour of the resolution;
- 4.27 **Proxy** means a person appointed in accordance with Rule 9.3 or 9.11;
- 4.28 **Purpose** means the purpose of Life Camps Australia described in Rule **Error! Reference source not found.**;
- 4.29 **the Registrar** means the Registrar of Incorporated Associations; and
- 4.30 **Rules** means this Constitution of Life Camps Australia.

If these Rules are silent on an issue the Model Rules will apply. If there is a conflict or inconsistency between this Agreement and the Model Rules, the provisions of this Agreement will prevail.

## 5. POWERS OF ASSOCIATION

- 5.1 Life Camps Australia is a Not for Profit Organisation as defined by the Australian Tax Office.
- 5.2 Subject to the Act, Life Camps Australia has power to do all things incidental or conducive to achieve its Purpose. Life Camps Australia may only exercise its powers and use its income and assets (including any surplus) for its Purpose.
- 5.3 Without limiting Rule 5.2, Life Camps Australia may:
- 5.3.1 acquire, hold and dispose of real or personal property;
  - 5.3.2 open and operate accounts with financial institutions;
  - 5.3.3 invest its money in any security in which trust monies may lawfully be invested;
  - 5.3.4 raise and borrow money on any terms and in any manner it thinks fit;
  - 5.3.5 secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - 5.3.6 appoint agents to transact business on its behalf; and
  - 5.3.7 enter into any other contract it considers necessary or desirable.
- 5.4 Life Camps Australia must not distribute any surplus, income or assets directly or indirectly to its Members. This Rule does not prevent Life Camps Australia paying a Member:
- 5.4.1 reimbursement for expenses properly incurred by the Member; or



- 5.4.2 for goods or services provided by the Member — if this is done in good faith on terms no more favourable than if the Member was not a Member; or
- 5.4.3 salary or wages where the Member is lawfully employed by Life Camps Australia.

## 6. MEMBERSHIP

- 6.1 There must be a minimum of five current Members eligible to vote at any time.
- 6.2 A person who agrees with the Purpose and is 18 years old or over may be a General Member.  
  
A person who agrees with the Purpose and is under the age of 18 years may be a Student Member.  
  
A person who agrees with the Purpose and is invited by the Board may become a Life Member.
- 6.3 There are no subscription or membership fees to be a Member and there are no financial obligations placed upon Members. For certainty, camp registration fees are independent of membership and have no bearing on the right to seek membership.
- 6.4 Members Rights and Obligations
  - 6.4.1 Members will be informed of the timing and location of all General Meetings.
  - 6.4.2 Members may submit items of business for consideration and have the right to be heard at General Meetings.
  - 6.4.3 General Members and Life Members have the right to vote at a General Meeting.
  - 6.4.4 Subject to Rule 10 General Members and Life Members may have access to the minutes of General Meetings as well as the Financial Statements.
  - 6.4.5 Members may request, in writing to the Secretary, the use of any property and facilities owned by Life Camps Australia.
  - 6.4.6 Members must adhere to the Code of Conduct.Further details of membership can be found in the Membership Policy.
- 6.5 Becoming or Ceasing to be a Member
  - 6.5.1 A person may indicate their wish to become a General Member or Student Member by:
    - 6.5.1.1 ticking the relevant box on a camp registration form; or
    - 6.5.1.2 notifying the Secretary in writing of their wish for membership.
  - 6.5.2 In accordance with the Membership Policy, the Board may give:



- 6.5.2.1 General Membership to a person who is over 18 and agrees with the Purpose.
- 6.5.2.2 Student Membership to a person who is under 18 and agrees with the Purpose.
- 6.5.2.3 Life Membership to an individual who has given exceptional service to Life Camps Australia.
- 6.5.3 Membership commences on the date the Secretary confirms membership has been recorded in the membership list of Life Camps Australia.
- 6.5.4 Members may resign from membership at any time. Resignations should be submitted in writing to the Secretary.
- 6.6 The Secretary will review the membership roll from time to time and attempt to make contact with any Members who have not attended any camps or General Meetings in the preceding two years. If the Board is unsuccessful in making contact with a Member, that Member's name may, at the discretion of the Board, be removed from the membership role.
- 6.7 Life Camps Australia does not intend or want to have to take disciplinary action against Members. However, where a Member clearly and consistently fails to adhere to the Code of Conduct, appropriate disciplinary action may be taken. A decision to take disciplinary action must be passed by a Substantial Majority of the Board.

If disciplinary action is taken Life Camps Australia must act in accordance with the Discipline Policy including but not limited to providing proper notice to the Member being disciplined, an opportunity for them to be heard at a Disciplinary Meeting and for the decision maker to be impartial and unbiased.

## **7. GRIEVANCE PROCEDURES**

- 7.1 The grievance procedure applies to disputes under these Rules between a Member and another Member, or between a Member and the Board or between a Member and a Board Member.
- 7.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 7.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend, then the parties must, within ten days, attempt to settle the dispute by mediation.
- 7.4 The mediator must be a person chosen by agreement between the parties or, in the absence of agreement, the Senior Pastor of Community Church Kyabram or their nominee. The mediator cannot be a Member who is a party to the dispute.
- 7.5 In conducting the mediation, the mediator must give the parties to the mediation every opportunity to be heard, allow due consideration by all parties of any written statement submitted by any party and ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.



- 7.6 The mediator must not determine the dispute.
- 7.7 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **8. THE BOARD**

- 8.1 The business of Life Camps Australia will be managed by or under the direction of the Board.
- 8.2 The Board consists of up to four office bearers (a President, a Vice-President, a Secretary and a Treasurer) and up to eight elected ordinary Board Members. One person can fill two offices (e.g. Secretary and Treasurer) except that the President cannot hold more than one office.

### **PRESIDENT AND VICE PRESIDENT**

- 8.3 The President or, in the President's absence, the Vice-President is the Chairperson for any Meeting. If the President and the Vice-President are both absent or are unable to preside, the Chairperson of the meeting must be:
- 8.3.1 in the case of a General Meeting — a General Member or Life Member elected by the other Members present; or
  - 8.3.2 in the case of a Board Meeting — a Board Member elected by the other Board Members present.
- 8.4 The President is part of the Executive.

### **SECRETARY**

- 8.5 The Secretary must:
- 8.5.1 maintain the register of Members; and
  - 8.5.2 keep custody of all books, documents and securities of Life Camps Australia; and
  - 8.5.3 subject to these Rules, provide General Members or Life Members with access to the register of Members, the minutes of General Meetings and other books and documents.
- 8.6 The Secretary is part of the Executive.

### **TREASURER**

- 8.7 The Treasurer must:



- 8.7.1 ensure receipts are issued for all moneys paid to or received by Life Camps Australia;
  - 8.7.2 ensure that all moneys are paid into the account of Life Camps Australia not more than five working days from when the money is received;
  - 8.7.3 ensure any payments from Life Camps Australia's funds are made in accordance with Rule 11;
  - 8.7.4 ensure that the Financial Records of Life Camps Australia are kept in accordance with the Act;
  - 8.7.5 coordinate the preparation of the Financial Statements of Life Camps Australia and their certification by the Board prior to their submission to the Annual General Meeting;
  - 8.7.6 ensure that the Financial Statements are distributed to all General Members and Life Members not less than two weeks before the Annual General Meeting;
  - 8.7.7 ensure that the President, the Manager and at least one other Board Member has access to the Financial Records of Life Camps Australia; and
  - 8.7.8 keep in his or her custody or under his or her control the Financial Records for the current Financial Year and other Financial Records as authorised by the Board.
- 8.8 The Treasurer is part of the Executive.

## **EXECUTIVE**

- 8.9 In situations where urgent decisions need to be made and where it is impractical to hold a Board Meeting, the Executive is empowered to manage Life Camps Australia.
- 8.10 The Executive comprises the President, the Secretary and the Treasurer and may also include:
- 8.10.1 one Board Member elected by the Members at the Annual General Meeting pursuant to the operation of Rule 8.16; and
  - 8.10.2 the Manager who, at the sole discretion of the Board, may at any time be appointed by a Substantial Majority to be part of the Executive until the next Annual General Meeting.
- 8.11 Appointments to the Executive pursuant to the operation of Rules 8.10.1 and 8.10.2 are personal to the appointee. If the appointee resigns from the Board or from the role of Manager (as relevant) their role on the Executive ends on the same date that the resignation is effective. For certainty, only the Manager might be replaced on the Executive before the next Annual General Meeting pursuant to the operation of Rule 8.10.2.
- 8.12 Decisions made by the Executive must be ratified by the Board at the next Board Meeting.



## ELECTION TO THE BOARD

- 8.13 At the Annual General Meeting the Chairperson must declare all positions on the Board vacant and hold elections for those positions in accordance with these Rules.
- 8.14 Any current General Member or Life Member, including a person who has previously been on the Board, is eligible to be elected as an ordinary Board Member or as an office bearer.
- 8.15 Nominations of candidates for election as officer bearers or ordinary Board Members must be in writing, signed by two people who are General Members or Life Members and accompanied by the written consent of the nominee. Nominations must be delivered to the Secretary before the commencement of the Annual General Meeting.
- 8.16 At the Annual General Meeting, separate elections must be held for the President, Vice-President, Secretary, Treasurer and the ordinary Board Member who will form part of the Executive pursuant to Rule 8.10.1.

If only one Member is nominated to fill a particular office, the Chairperson of the Annual General Meeting must declare that Member elected as that office bearer. If more than one Member is nominated to fill a particular office, a ballot must be held in accordance with Rule 8.18.

On his or her election, the new President may, at his or her sole discretion, take over as Chairperson of the Annual General Meeting.

- 8.17 If the number of Members nominated for the position of ordinary Board Member is less than or equal to eight, the Chairperson of the Annual General Meeting must declare each of those Members to be elected to the position. If the number of Members nominated for the position of ordinary Board Member exceeds eight, a ballot must be held in accordance with Rule 8.18.
- 8.18 If a ballot is required:
- 8.18.1 the Chairperson of the Annual General Meeting must appoint a Member to act as returning officer to conduct the ballot. The returning officer must not be a Member nominated for the position;
  - 8.18.2 before the ballot is taken, each candidate may make a short speech in support of his or her election;
  - 8.18.3 subject to Rule 9.23, where practical it will be a secret ballot;
  - 8.18.4 a single ballot may be held to fill all of the office bearer positions;
  - 8.18.5 the returning officer must give a blank piece of paper to each General Member or Life Member present in person.
    - 8.18.5.1 If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
    - 8.18.5.2 If the ballot is for more than one position the voter must write on the ballot paper the name of each candidate for whom they wish to vote and the role to which they wish the candidate to be appointed. The



voter must not write the names of more candidates than the number to be elected for each position.

8.18.5.3 Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate. Ballot papers that do not comply with Rule 8.18.5.1 or 8.18.5.2 (as relevant) will not be counted.

8.18.5.4 The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes. If the returning officer is unable to declare the result of an election because two or more candidates received the same number of votes, the returning officer must either:

8.18.5.4.1 conduct a further election for the position in accordance with Rule 8.18.5 to decide which of those candidates is to be elected; or

8.18.5.4.2 with the agreement of those candidates, decide by lot which of them is to be elected.

8.19 A Board Member holds office until the positions of the Board are declared vacant at the next Annual General Meeting or the Board Member resigns from the Board by written notice addressed to the Secretary.

8.20 In addition to the operation of Rule 8.19 a person ceases to be a Board Member if he or she:

8.20.1 ceases to be a Member; or

8.20.2 fails to attend three consecutive Board Meetings (other than Special General Meetings); or

8.20.3 is removed from office by a Special Resolution; or

8.20.4 dies; or

8.20.5 becomes insolvent; or

8.20.6 becomes a represented person under the Guardianship and Administration Act 2019.

8.21 The Board may continue to act despite any vacancy in its membership. The Board may by resolution passed by a Substantial Majority appoint a General Member or a Life Member to fill a position on the Board.

## **9. MEETING PROCEDURES**

### **BOARD MEETINGS**

9.1 The Board must meet at least four times each year.



- 9.2 Board Members must be given at least 14 days' notice of each Board Meeting. The notice to Board Members must include:
- 9.2.1 the time, date and location or manner of the Board Meeting;
  - 9.2.2 the agenda for the Board Meeting;
  - 9.2.3 if relevant, how voting will occur pursuant to the operation of Rule 9.23;
  - 9.2.4 if relevant, state that a Board Member may appoint another Board Member as a Proxy for the Board Meeting and include a copy of any form that the Board has approved for the appointment of a Proxy; and
  - 9.2.5 the Minutes of the previous Board Meeting.
- 9.3 A Board Member may appoint another Board Member as his or her Proxy to vote and speak on his or her behalf at a Board Meeting other than at a Disciplinary Meeting.
- 9.4 The quorum of any Board Meeting is half the elected Board Members who may be present physically, by Proxy or as permitted under Rule 9.21.
- 9.5 The Chairperson of a Board Meeting will be determined in accordance with the operation of Rule 8.3.
- 9.6 Where a Board Member has a conflict of interest in the outcome of a decision the Board Member must declare the conflict at the earliest opportunity and before any discussion or vote takes place. The remaining Board Members will decide whether the Board Member with the conflict can vote on the issue. For certainty, the Board Member may take part in the discussion even if that Board Member is not permitted to vote on the issue.
- 9.7 While the Board will always try to achieve a unanimous outcome, scope is available for a vote to take place. Voting will be by a show of hands. In the case of a tied vote, the Chairperson will have a casting vote.
- 9.8 A Substantial Majority is required to:
- 9.8.1 appoint a Board Member to fill a casual vacancy;
  - 9.8.2 approve the Manager's recommendation to engage an employee of Life Camps Australia;
  - 9.8.3 approve the Manager's recommendation to terminate the employment of an employee of Life Camps Australia;
  - 9.8.4 take disciplinary action against a Member; and
  - 9.8.5 enable Life Camps Australia to undertake activities which are outside the Purpose.

Any decision that is not required to be made by a Substantial Majority may be passed by a Simple Majority.



9.9 The Secretary (or in the Secretary's absence, a Board Member appointed by the Chairperson) must take minutes of each Board Meeting. The minutes must record the following:

9.9.1 the names of the Board Members in attendance at the Board Meeting;

9.9.2 the business considered at the Board Meeting;

9.9.3 any resolution on which a vote is taken and the result of the vote;

9.9.4 any decisions made by the Executive; and

9.9.5 any conflict of interest disclosed under Rule 9.6.

The Secretary must retain the minutes of each Board Meeting together with all records, securities and other relevant documents of Life Camps Australia.

### **GENERAL MEETINGS**

9.10 Members must be given at least 21 days' notice of each General Meeting. The notice to Members must include:

9.10.1 the time, date and location or manner of the General Meeting;

9.10.2 the agenda for the General Meeting;

9.10.3 if relevant, how voting will occur pursuant to the operation of Rule 9.23;

9.10.4 if relevant, state that a Member may appoint another General Member or Life Member as a Proxy for the Meeting and include a copy of any form that the Board has approved for the appointment of a Proxy; and

9.10.5 the Minutes of the previous General Meeting.

9.11 A Member may appoint another General Member or Life Member as his or her Proxy to vote and speak on his or her behalf at a General Meeting other than at a Disciplinary Meeting.

9.12 The quorum for General Meetings is 5% percent of the total number of current Members who may be present physically, by Proxy or as permitted under Rule 9.21.

9.13 The Chairperson of a General Meeting will be determined in accordance with the operation of Rule 8.3.

9.14 Members must be given at least 21 days' notice of a motion that is to be passed by Special Resolution. The notice must include:

9.14.1 the date, time and place of the General Meeting;

9.14.2 the full proposed resolution; and

9.14.3 a statement of the intention that the motion be proposed as a Special Resolution.



A Special Resolution must be passed by a Substantial Majority.

- 9.15 The Board must ensure that minutes are taken and kept of each General Meeting. The minutes must record the business considered at the General Meeting, any resolution on which a vote is taken and the result of the vote.

In addition, where the General Meeting is an Annual General Meeting, the minutes must include:

- 9.15.1 the names of the Members attending the Annual General Meeting;
- 9.15.2 the Financial Statements submitted to the Members;
- 9.15.3 the Minute signed by two Board Members certifying that the Financial Statements give a true and fair view of the financial position and performance of Life Camps Australia; and
- 9.15.4 any audited accounts and auditor's report or report of a review accompanying the Financial Statements that are required under the Act.

#### **SPECIAL GENERAL MEETINGS**

- 9.16 Any General Meeting, other than an Annual General Meeting or a Disciplinary Meeting, is a Special General Meeting. The Board may convene a Special General Meeting whenever it thinks fit.

- 9.17 Notice of a Special General Meeting must state:

- 9.17.1 the business to be considered at the Special General Meeting;
- 9.17.2 any resolutions to be proposed; and
- 9.17.3 if relevant, how voting will occur pursuant to the operation of Rule 9.23.

No business other than that set out in the notice under this Rule may be conducted at the Special General Meeting.

- 9.18 The Board must convene a Special General Meeting if a request to do so is made in accordance with Rule 9.18 by at least 10% of the total number of Members. A request for a Special General Meeting must:

- 9.18.1 be in writing; and
- 9.18.2 state the business to be considered at the Special General Meeting and any resolutions to be proposed; and
- 9.18.3 include the names and signatures of the Members requesting the Special General Meeting; and
- 9.18.4 be given to the Secretary.



9.19 If the Board does not convene a Special General Meeting within one month after the date on which the request is made, the Members making the request (or any of them) may convene the Special General Meeting. A Special General Meeting convened by Members under this Rule:

9.19.1 must be held within three months after the date on which the original request was made; and

9.19.2 may only consider the business stated in that request.

Life Camps Australia must reimburse all reasonable expenses incurred by the Members convening a Special General Meeting under this Rule.

9.20 Any resolution put at a Special General Meeting must be passed by a Substantial Majority.

#### **ALL MEETINGS**

9.21 Life Camps Australia must strive to hold Meetings at a time and in a place that enables Board Members and / or Members (as relevant) to attend in person.

9.22 Where necessary, a Meeting can be conducted using telephone, video or electronic communications or a combination provided that every person present can hear / see each other person present.

9.23 A Member participating in a Meeting remotely pursuant to the operation of Rule 9.22 is taken to be present at the Meeting and is entitled to vote at it. If a Meeting includes Members attending remotely, the relevant notice of Meeting must clearly state how a vote or ballot is to be conducted at the Meeting.

9.24 Appointment of a Proxy must be in writing and signed by the Member making the appointment. The Member appointing the Proxy may give specific directions as to how the Proxy is to vote on his or her behalf. If the Member does not do so, the Proxy may vote on behalf of the Member as the Proxy sees fit. A form appointing a Proxy must be given to the Chairperson of the Meeting before or at the commencement of the Meeting.

9.25 No business may be conducted at a Meeting unless a quorum is present. If a quorum is not present within 30 minutes after the notified commencement time:

9.25.1 In the case of a Special General Meeting, the Meeting must be dissolved;

9.25.2 In any other case the Meeting must be adjourned to a date not more than 21 days after the adjournment and notice of the date, time and place to which the Meeting is adjourned must be given at the Meeting and confirmed by written notice given to all Members as soon as practicable after the Meeting.

If a quorum is not present within 30 minutes after the time to which a Meeting has been adjourned pursuant to Rule 9.25.2 the Members present may proceed with the business of the Meeting.

#### **10. INSPECTION OF DOCUMENTS**



- 10.1 All General Members and Life Members have the right to inspect and (unless otherwise stated) may obtain copies of the records, securities and other relevant documents being:
  - 10.1.1 information relating to incorporation, rules, management, membership records and Financial Statements;
  - 10.1.2 Life Camps Australia's transactions, dealings, business or property; and
  - 10.1.3 the register of Members (which can be inspected but not copied).
- 10.2 Where copies have been requested, the request must be made in writing and the Board must provide the copies in a timely manner and free of charge.
- 10.3 The Board may refuse to permit a Member to inspect records of Life Camps Australia that relate to matters which are of a confidential, personal, employment, commercial or legal nature or where to do so may be prejudicial to the interests of Life Camps Australia.

## **11. FINANCIAL MATTERS**

- 11.1 Life Camps Australia will derive its income from camp fees, donations, fund raising and grants from other bodies. It will not charge joining fees or membership fees.
- 11.2 Life Camps Australia will hold bank accounts into which all its revenue must be deposited to enable its expenditure to be properly managed and accurately recorded. All funds must be deposited into the bank account of Life Camps Australia no later than five working days after the funds have been received.
- 11.3 The Treasurer, Secretary or an employee of Life Camps Australia may receive funds on behalf of Life Camps Australia and issue receipts for those funds. Receipts must be issued as soon as practicably possible.
- 11.4 In or before May of each year the Board must:
  - 11.4.1 approve an itemised budget for the following Financial Year; and
  - 11.4.2 determine the limit for expenditure by the Manager in a single transaction; and
  - 11.4.3 determine the limit for approval by the Signatories pursuant to the operation of Rule 11.6.2; and
  - 11.4.4 determine the limit for approval by the Executive pursuant to the operation of Rule 11.7.2.
- 11.5 Expenditure may be approved by the Manager without further reference to the Board if it is within budget and within the limit determined by the Board pursuant to the operation of Rule 11.4.2.
- 11.6 Expenditure must be approved by the Signatories if it:
  - 11.6.1 is above budget by less than 20%; or



- 11.6.2 has not been budgeted for at all but is less than the sum determined by the Board pursuant to the operation of Rule 11.4.3; or
- 11.6.3 is less than 20% above the sum for a single transaction determined by the Board pursuant to the operation of Rule 11.4.2.
- 11.7 Expenditure must be approved by the Executive if it:
  - 11.7.1 is between 20% and 50% above budget; or
  - 11.7.2 has not been budgeted for at all and is over the sum determined by the Board pursuant to the operation of Rule 11.4.3; but less than the sum determined by the Board pursuant to the operation of Rule 11.4.4; or
  - 11.7.3 is between 20% and 50% above the sum for a single transaction determined by the Board pursuant to the operation of Rule 11.4.2.
- 11.8 Expenditure must be approved by the Board if it:
  - 11.8.1 is above budget by 50% or more; or
  - 11.8.2 has not been budgeted for at all and is more than the sum determined by the Board pursuant to the operation of Rule 11.4.4; or
  - 11.8.3 is 50% or more above the sum for a single transaction determined by the Board pursuant to the operation of Rule 11.4.2.
- 11.9 For certainty, approval for expenditure which is over budget or not budgeted for must be obtained (pursuant to the operation of Rule 11.6, 11.7 or 11.8 as relevant) before the expenditure is undertaken or committed to.
- 11.10 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Signatories. All expenditure by electronic funds transfer of any kind must be authorised by the Signatories.
- 11.11 The Manager may maintain a cash float provided that:
  - 11.11.1 all money paid from or paid into the float is accurately recorded at the time of the transaction;
  - 11.11.2 the float is reconciled not less than once a month; and
  - 11.11.3 expenditure is recorded within the budget in a timely manner.
- 11.12 Life Camps Australia must keep Financial Records that correctly record and explain its transactions, financial position and performance and enable Financial Statements to be prepared as required by the Act. Life Camps Australia must retain the Financial Records for seven years after the transactions covered by the records are completed.
- 11.13 For each Financial Year, the Board must ensure that the requirements under the Act relating to the Financial Statements of Life Camps Australia are met. Without limiting this Rule those requirements include:
  - 11.13.1 preparation of the Financial Statements;



- 11.13.2 review or auditing of the Financial Statements;
- 11.13.3 certification of the Financial Statements by the Board;
- 11.13.4 submission of the Financial Statements to the Annual General Meeting; and
- 11.13.5 lodgement with the Registrar of the Financial Statements and accompanying reports, certificates, statements and fees.

## **12. GENERAL MATTERS**

- 12.1 There is no common seal for Life Camps Australia.
- 12.2 These Rules may only be altered by Special Resolution of a General Meeting.
- 12.3 Life Camps Australia may be wound up voluntarily by Special Resolution of a General Meeting. If Life Camps Australia is wound up or cancelled, its surplus assets will become the property of the organisation which has a purpose and values that most closely align to the Purpose and values of Life Camps Australia at the relevant time.

Reviewed: *November 2021*

