



Minutes and Your Obligations

Your Club is an incorporated association. There are legal obligations as to how the minutes of your meetings are managed as set out in the *Associations Incorporation Act 1985*, specifically sections 51 and 62C.

AN INCORPORATED ASSOCIATION MUST:

- Minute all proceedings of all general meetings and meetings of the committee in a book kept for that purpose;
- the “Minute Book” and
- Have those minutes confirmed by the members of the club present at a subsequent meeting; and
- Minutes must be signed by either:
 - the member who presided at the meeting at which the proceedings took place; or
 - the member presiding at the meeting at which the minutes are confirmed.
- A book that is required by this Act to be kept or prepared may be kept or prepared
 - by making entries in a bound or looseleaf book; or
 - by recording or storing the matters concerned by means of a mechanical, electronic or other device; or
 - in any other manner approved by the Commission.

If these rules are not complied with, the association and any officer of the association who is in default, is each guilty of an offence.

The maximum penalty for breaching this is \$2500.

THE MINUTE BOOK

The book(s) containing the minutes of proceedings of committee meetings must be kept by the Club at the club premises or in the safekeeping of an officer of the Club in accordance with its rules.

The book(s) containing the minutes of proceedings of **general** meetings must be made available for inspection by any member without charge (this does not include ordinary committee meetings unless stated specifically in your constitution).

Non-compliance by the Club with this means each committee member is guilty of an offence.

Maximum penalty:

- if the offence is committed in respect of a prescribed association—\$2500; or
- in any other case—\$1250