

RULES OF ASSOCIATION

Taken from Plan of Procedure 1998

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Rules of Association Taken from Plan of Procedure 1998

Humbly rely on the blessing of God as we understand him, this association shall be constituted as follows:

Name

1. The name of the Association is **AA Service Council for Western Australia Inc**

Definitions

2. In this rules, unless the contrary intention appears:

"AA" means Alcoholics Anonymous;

"annual general meeting" is the meeting convened under Rule 29;

"Committee meeting" means a meeting referred to in Rule 21;

"Committee member" means person referred to in Rule 10;

"Financial year" means a period not exceeding 15 months, being a period commencing on the date of incorporation of the Association and ending on 31 December; and thereafter each period commencing 1 January and ending on 31 December in the same year;

"department" means the government department with responsibility for administering the *Associations Incorporations Act (1987)*;

"member" means a member of the association;

"property" means literature, equipment, furniture and bank accounts of AA Service Council for Western Australia Inc;

"registered group" means an AA Group within the Western Region of the Fellowship which is registered with General Service Office of Alcoholics Anonymous Australia for the purpose of insurance against public liability during the time of their meetings;

"special general meeting" means a general meeting other than the annual general meeting;

"special resolution" has the meaning given by section 24 of the Act, that is:

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the association by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the association present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared;

"the Fellowship" means men and women who identify as belonging to Alcoholics Anonymous;

"the Act" means the Associations Incorporation Act 1987;

"the Association" means the Association referred to in Rule 1;

"the Committee" means the Committee of Management of the Association referred to in Rule 10.

Objects of Association

3. (1) The objects of the Association are:

- a) To assist the expansion and development of the Fellowship within the Western Region in accordance with the Twelve Traditions.
- b) To coordinate the activities of the AA Groups and individual members in the endeavor to give adequate and fitting expression to the collective group conscience.
- c) To strive, within the charter of the Twelve Steps, the Twelve Traditions and the 12 Concepts, and unallied with any sect, denomination, political party or group, organization, or institution and without endorsing or opposing any cause or belief, or engaging in an controversy or discrimination of any kind whatsoever generally:
 - i) To help sick alcoholics to arrest their illness and to continue the arrest of such illness.
 - ii) To work without reward or favor past, present or contingent for the medical and other relief and rehabilitation of sick alcoholics and to restore them as sober, contented and efficient members of society.
 - iii) To disseminate knowledge of the disease of alcoholism and of measures available for its arrest with the aim of increasing public awareness of such disease, and of reducing its impact on society.

(2) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

Role of Association

4. The role conferred on the Association is the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association:

may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may –

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money:
 - (i) in any security in which trust monies may lawfully be invested; or

- (ii) in any other manner authorised by the Rules of the Association;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable; and
- (h) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the Rules of the Association.

Membership

5. The membership of the Association is open to:

- (1) All the members of the Committee and Delegates appointed by the active participating Groups. Such Groups must be registered with the Association in a register kept for this purpose.
- (2) a) Each participating Group is entitled to register with the said Association the names of two Delegates with an Alternate Delegate, and in the case of Country Groups, two proxy Delegates. Any two of the persons of the so registered Groups may attend any General Meeting as representing their respective Groups, provided they have signed the Register on the day of the said meeting and before voting.
- b) Visitors may attend as observers in General Meetings with no power to vote or move motions.

Qualification for membership

6. (1) The qualifications of a Delegate (which terms when used in this rules of association shall include an alternate and proxy) shall be:
- a) an Active membership in AA for at least six months
 - b) Voluntary abstinence from alcohol and other non-prescribed drugs for a period of six consecutive months prior to appointment.
- (2) The appointing Groups shall have the absolute right of withdrawal and recall of any Delegate.
- (3) The Delegate once appointed, shall be deemed to continue to represent the registered Group until another Delegate is appointed in his or her stead.

Register of Membership

7. (1) The Secretary, on behalf of the Association, must comply with section 27 of the Act by causing to be kept and maintained in an up to date condition a register of the members of the Association and their postal, residential and/or email addresses and, upon the request in writing of a member of the Association, shall make the register available for inspection of the members and the member may make a copy or take an extract from the register but shall have no right to remove the register for the purpose.
- (2) In keeping with the right of appeal in AA, any written complaint regarding Group Registration or membership of the Association shall be placed by the committee before the next general meeting, where it will be given priority for discussion under Special

Business, provided such complaint is received by the Secretary at least 21 days before the date of the general meeting.

- (3) A member is the registered representative of the group until the Association is otherwise informed by the AA Group as per sub-Rule (1).

Membership fees of Association

8. No dues or fees either for any class of membership or otherwise shall be levied or paid.

Termination, expulsion or suspension of membership of the Association

9. Membership of the Association cannot be terminated, expelled or suspended but may be removed as the delegate of the registered group as per Rules 6.1. (a),(b)

The Committee

10. (1) The Committee shall consist of elected members occupying the positions as outlined in Rule 11.
- (2) Observers may attend the Committee meetings on the understanding they must leave the room if sensitive matters or conflict of interest matters are to be discussed.

Nominations Annually

11. (1) Nominations shall be called for the following positions annually:

- a) Chairperson
- b) Vice-Chairperson/Archivist/State Anniversary Coordinator
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Literature representative
- f) Serenity Editor
- g) Trustee
- h) Trustee

(2) Nominations shall be in the hands of the Secretary by the start of the Annual General Meeting. If insufficient nominations are received, then nominations can be called from the floor.

(3) Nominations are to be submitted in writing signed by the mover and seconder and signed also by the nominee to indicate his or her consent.

Rotation: Committee

12. Subject to Rule 11, a Committee member's term will be from his or her election at an annual general meeting until the election referred to in rule (14) at the next annual general meeting after his or her election, he or she is eligible for re-election to membership of the Committee a maximum of 3 consecutive times, thereafter a lapse of 12 months must pass before re-nomination

Qualification for Committee

13. (1) No member shall be nominated for, or elected to, any position on the Committee unless he or she has voluntarily and continuously abstained from alcohol and other non-prescriptive drugs for not less than five years for the position of Chairperson and Trustee, and two years for any other position. Any office bearer breaching this qualification shall automatically forfeit that position.

(2) It is considered essential that no office bearer referred to in the last preceding Rule hereof, should hold any office or be involved in policy making in any movement, body, association or institution which has an object that of dealing in any way with the problem of alcohol and /or narcotics.

- (3) A person is excluded from being on the committee (without special approval by the Commissioner for Consumer Protection) if they:
- i. are bankrupt or their affairs are under insolvency laws;
 - ii. have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last 5 years;
 - iii. have been convicted of an offence involving fraud or dishonesty punishable by at least 3 months imprisonment in the last 5 years;
 - iv. have been convicted of an offence under the Act, where a person has allowed an association to operate while insolvent in the last 5 years.

Mode of election of Committee Office Bearers

14. (1) For the purpose of conducting elections that meeting shall appoint two scrutineers. Any election shall not begin until at least one half hour has elapsed from the commencement of the meeting.
- (2) All members of the Committee shall be elected by a show of hands or by ballot when there is more than one nominee for a position. In the event of a controversy then Third Legacy method of voting will apply.

Duties of Committee Officers

Chairperson

15. The Chairperson shall preside at all General Meetings and meetings of the Committee. In the absence of the Chairperson, the Committee may appoint the Deputy Chairperson or any other committee member to chair the meeting.

Vice-chairperson

16. The Vice-chairperson may preside at all General meetings and meetings of the Committee in the absence of the Chairperson. The Vice-Chairperson is responsible for the Archives and for coordinating the State Anniversary Meeting.

Secretary or Honorary Secretary

17. The Secretary must:
- (a) co-ordinate the correspondence of the Association;
 - (b) keep full and correct minutes of the proceedings of the Committee and of the Association;
 - (c) comply on behalf of the Association with:
 - (i) section 27 of the Act with respect to the register of members of the Association, as referred to in rule 7;
 - (ii) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
 - (iii) section 29 of the Act by maintaining a record of -
 - (A) the names and residential, postal and/or email addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under Rule 41; and

- (B) the names and residential, postal and/or email addresses of any persons who are appointed or act as trustees on behalf of the Association,

and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

- (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by Rule 18 to be kept and maintained by, or in the custody of, the Treasurer; and
- (e) perform such other duties as are imposed by these rules on the Secretary.

Honorary Treasurer

18. The Treasurer must -

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of the Association and must issue receipts for those moneys in the name of the Association;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- (c) The accounts of the Association, so far as approved and passed, shall (other than proper petty expenses of which due record shall be kept) be paid by cheque or EFT (electronic funds transfer), signed by any two of the following officers: Chairperson, Secretary, Treasurer, Literature Representative, a nominated Trustee or an approved Office team member.
- (d) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by:
 - (i) keeping such accounting records as correctly recorded and explain the financial transactions and financial position of the Association;
 - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; One or more auditors shall be appointed by Committee to audit the accounts of the Association yearly or more often should the Auditor deem fit, and for that purpose shall have access at all times to all books, papers, accounts, vouchers, cheque books, Bank pass sheets and all other documents relating to the affairs of the Association.
 - (iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) perform such other duties as are imposed by these Rules on the Treasurer.

Literature Representative

19. The literature representative will purchase and sell literature on behalf of the Association, keep records of stock and transactions under the direction of the Association.

Serenity Editor

20. The Serenity Editor will be responsible for the collation, publishing and distribution of the Serenity Magazine on behalf of the Association and co-operate with the Committee, and from time to time include matters required by that Committee.

Proceedings of Committee

21. (1) The Committee shall meet regularly, no less than six times in each year, excepting those months in which a General Meeting and the Annual General Meeting of the Association are held, and more often if called together by the Chairperson for the discharge of business, and for the purpose of carrying out and furthering the aims of the Association. Observers may attend the Committee meetings on the understanding they leave the room if sensitive matters or conflict of interest matters are to be discussed.
- (2) The Committee shall make a report on its major decisions to all Groups.
- (3) A **quorum of any Committee meeting** shall be a minimum of five elected Committee members.
- (4) Each Committee member has a deliberative vote.
- (5) A question arising at a Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- (6) Subject to these Rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- (7) As required under sections 21 and 22 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established), must -
- a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - b) not take part in any deliberations or decision of the Committee with respect to that contract.
- (8) The Secretary must cause every disclosure made under Sub-Rule (7) (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

Sub-Committees

22. The Committee may appoint sub-committees for any special work or duties, and to this end may co-opt any other member of AA. At least one member of any sub-committee shall be a member of the Committee.
- a. Any sub-committees that may be appointed by the Committee are only for the purpose of affording assistance to that body in carrying out the work of the Association. Such sub-committees cannot initiate or transact any business beyond that entrusted to them.

Vacancies

- 23.** (1) Vacancies among the officers on the Committee occurring between two Annual General Meetings by death, resignation, absence without leave from three consecutive Committee meetings, for breach of the qualification in Rule 13 hereof, or for any other cause, shall be filled by the Committee at its following meeting, provided however any such appointee shall:
- a. Only hold office for the term and period of the member whose place is filled; and
 - b. Be confirmed in the appointment by the next General Meeting
- (2) Should such General Meeting not confirm the appointment to the vacancy created, then it shall call for nominations for the position to be filled at the next General Meeting in the manner set out in Rule 10 and 11.

Trustees

- 24.** (1) There shall be two Trustees who shall hold in trust on behalf of the Association, any tenancies, property and other assets that may be determined should be so held in trust. No member shall be elected as a Trustee unless he or she shall have continuously abstained from alcohol and other non-prescribed drugs for not less than five years.
- (2) Trustees shall have notice given to them of all General meetings of Delegates and Committee meetings, and shall have the right to attend and participate in both such meetings with full voting rights.
- (3) The Trustees are working members of the Committee and can assist, support and/or fill in for any position when vacant or other committee member is absent from duty.

Paid Officials

- 25.** It shall be the duty of the Committee to conduct the Central Service Office and any other Offices the Association may establish, and for this purpose, such Committee may appoint paid officers and servants, define their duties, fix their remuneration, and suspend or remove them.

General Meeting

- 26.** (1) The Committee must convene annual general meeting within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within six (6) months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation;
- (2) The Committee may at any time convene a Special General Meeting; and
- (3) At least twenty-eight days written notice of these Meetings shall be sent to the postal, residential or email address of the members in the register. The written notice may also be placed on the Perth Central Service Office website and/or in Serenity Magazine and/or be sent by email to the members.

Special General Meetings

- 27.** (1) The Committee may convene at any time a Special General Meeting of the said Delegates for the purpose of dealing with any special Business. The Committee shall give at least fourteen (14) days notice of the Special General Meeting, setting out in such notice the specific matter or matters to be discussed by placing a notice on the Association website and in Serenity Magazine or by sending it by email or by post to the registered Groups.

- (2) A Special General Meeting shall be convened by the Secretary of the Committee on receipt of a requisition signed by duly qualified Delegates of at least twenty-five per centum in number of the registered Groups. The requisition shall set forth the purpose of the Meeting and the matter to be discussed, and shall be called by the Secretary in the same manner as provided in Sub-Rule (1). The Meeting shall be held within twenty-one days after the receipt of the requisition by the Secretary.

Quorum at General Meeting

28. (1) The quorum at all General or Special Meetings shall be representation of at least twelve (12) in number of registered Groups by their respective Delegates.
 - (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under Rule 27
 - (a) as a result of a request or notice referred to in Rule 27 or as a result of action taken under Rule 28 a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
 - (3) If within 30 minutes of the time appointed by Sub-Rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
 - (4) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
 - (5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
 - (6) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under Rule 27 of the adjourned general meeting as if that general meeting were a fresh general meeting.

Annual General Meeting

29. The order of business to be conducted at the Annual General Meeting shall be as follows:
 - a) Receipts of Minutes of previous Association's General Meeting
 - b) Correspondence
 - c) Receipt of Reports of the outgoing Committee members
 - d) Audited Financial Statements.
 - e) Election of Officers of the Committee.
 - f) Special Business of which due notice shall have been given
 - g) General Business

General Meeting

30. The order of business for the General Meetings, other than the Annual General Meeting, shall be as follows:
 - a) When and where the General meeting concerned is to be held; and
 - b) Particulars of the business to be transacted at the General Meeting concerned and of the order in which the business is to be transacted.

Notice of Motion

31. Where a Group desires business to be brought up at a Special General Meeting or the Annual General Meeting, then a copy of such business shall be in the hands of the Secretary fourteen (14) days prior to the date on which the meeting is to be held.

Business at General Meetings

32. At each regular General Meeting business arising out of the Minutes of the previous General or Annual General meeting and postponed matters shall take precedence of new motions in the order of business. No new business of which notice has not been given shall be dealt with except at the Chairperson's discretion as General Business, or with the consent of two-thirds of those members present, provided however that the Chairperson may, with the consent of the meeting, alter the order of business.

Voting

33. (1) At all General Meeting's questions shall be decided by a show of hands. Each registered Group to have two votes irrespective of the number of Delegates attending the meeting. In the case of equality of vote, the Chairperson shall also have a casting vote. The meeting shall appoint two (2) scrutineers.

(2) Resolutions of a contentious nature passed by a two-thirds majority at the Annual General or General Meetings, shall be binding on the Committee who shall, before the consequent Annual General or General meetings, give effect to such resolutions.

Proxies of Country groups

34. A member (in this Rule called "the appointing group") may appoint in writing another group who is a natural person to be the proxy of the appointing group and to attend, and vote on behalf of the appointing Group at any general meeting.

Special Funds

35. Any monies raised or set aside for special purposes shall be paid into a banking account and used only for the purpose so created. These special funds shall not be used for any of the other aims of the Association, save with the authority of a Special Resolution passed at a Committee meeting by two-thirds of the members present. Subsequent confirmation of the action taken is to be ratified by a simple majority of the members of the Association present at a subsequent General Meeting, of which due notice shall previously have been given to the Groups.

Serenity Magazine

36. (a) Committee shall publish Serenity Magazine on behalf of the Association, the owner.
(b) The Serenity Magazine shall not contain any contentious items.

Alteration of Rules of Association

37. (1) The Special Resolution for such an alteration and/or addition must be carried by $\frac{3}{4}$ majority of the members present and entitled to vote.

(2) An amendment to the Rules of Association does not take effect until confirmation has been received by the Department of Commerce, recorded and approved by the Commissioner of Consumer Protection. The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-

(a) Subject to sub-Rule (2) (d) and (2) (e), the Association may alter its rules by special resolution but not otherwise;

(b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the Rules of the Association as so altered conform to the requirements of this Act;

(c) An alteration to the Rules of the Association does not take effect until sub-rule (2) (b) is complied with;

- (d) An alteration of the Rules of the Association having effect to change the name of the Association does not take effect until sub-rules (2)(a) to (2)(c) are complied with and the approval of the Commissioner is given to the change of name.
- (e) An alteration of the Rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (2)(a) to (2)(c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

Twelve Traditions

- 38.** The Twelve Traditions of Alcoholics Anonymous shall form an integral part of this Rules of Association, and in interpreting and implementing the same, the Association shall always act in the light of these Traditions.

Inspection of records, etc. of Association

- 39.** Any member of the fellowship of Alcoholics Anonymous may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

Disputes and Mediation

- 40.** Each group is autonomous except in matters affecting AA as a whole. Each group may resolve disputes through a group conscious in line with the 12 Traditions of Alcoholics Anonymous.

Common Seal of Association

- 41.** The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded in the minutes of committee meetings:
- a) The affixing of the common seal of the Association must be witnessed by any two of the Chairperson, the Secretary and the Treasurer.
 - b) The common seal of the Association must be kept in the custody of the Association Office or of such other person as the Committee from time to time decides.

Distribution of surplus property on winding up of Association

- 42.** (a) If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.
- (b) In the event of the Association being wound up, any surplus assets remaining after the payment of the Association's liabilities shall be transferred to another association with similar objects to which income tax deductible gifts can be made.