## Incorporation Compliance Policy

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| **Version:** 001 |
| **Date approved:** |
| **Date of review:** |
| **Authority to amend: Board** |
| **Related documents**  *Associations Incorporation Act 2015*  *ACNC Governance Standards*  *ABCD Rules of Association* |

ABCD acknowledges its obligation under state and federal laws to ensure ongoing compliance with the ABCD Rules of Association and incorporation obligations.

The ABCD Rules of Association outlines corporation provisions in relation to:

* membership and member disputes
* the Board of Management and duties of office bearers
* general meetings of the Association and decision making
* records, financial statement and reports
* winding up and distribution of surplus property.

Records of all amendments made to the Rules of Association will be retained permanently by ABCD as a historical record.

The Board of Management (the Board) is responsible for the overall integrity and governance of the Association. Governance policies and procedures will be in place to guide the work of the Board.

The Secretary is responsible for ensuring the accurate recording and filing of all Association documents and meetings.

The Manager is responsible for ensuring compliance with regulatory requirements and reports.

### Use of the common seal

The common seal shall be held by the Manager and may be affixed with the authority of the Board of Management and counter-signed by two of the Office Bearers. A record of the use of the common seal will be retained by the Manager.