

Proposed Changes to ISCCC Constitution to allow the use of Internet Banking

The financial section of the ISCCC Constitution was drafted before Internet banking was in wide spread use and the constitution states that all payments over \$50 must be made by a cheque with two signatures.

For many organisations, the payment of bills and accounts is split into two stages,

1. **Authorisation** – Were Authorised Officers of the organisation, approve the payment.
2. **Payment** – Were once the payment is approved, the Actioning Officer initiates the payment process.

The proposed changes are to Section 8 “Banking and Finance“ to allow the use of Internet Banking and in Section 22 “Officers of the Council”, adding an Assistant Treasurer position to the committee.

The Assistant Treasurer is an optional position and provides a backup to the Treasurer, if the Treasurer is away for an extended period (for example, an overseas holiday).

Page 2 shows the current sections of the ISCCC Constitution and Page 3 shows the proposed new wording of the ISCCC Constitution.

Current ISCCC Constitution

Section 8 of the ISCCC Constitution deals with Banking and Finance and Section 22 (1) deals with Officers of the Council.

The clauses to be replaced are highlighted.

- Banking and Finance 8.** (1) The Treasurer of the Council shall, on behalf of the Council, receive all monies paid to the Council and forthwith after the receipt thereof, issue official receipts therefor.
- (2) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Inner South Canberra Community Council Incorporated into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (3) The Committee may receive from the Council's bank or bankers for the time being the cheques drawn by the Council on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Council.
- (4) Except with the authority of the Committee, no payment of a sum exceeding fifty dollars shall be made from the funds of the Council otherwise than by cheque drawn on the Council's bank account. The Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.
- (5) No cheques shall be drawn on the Council's bank account except for the payment of expenditure that has been authorised by the Committee.
- (6) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Committee authorised to do so by the Committee.

- Officers of the Council 22.**(1) The officers of the Council shall be –
- (a) a Chairperson;
 - (b) a Deputy Chairperson;
 - (c) a Secretary;
 - (d) a Treasurer;
 - (e) a Public Relations Officer
 - (f) a Web-Master
and
 - (g) an Assistant Secretary (optional)

Proposed new clauses for ISCCC Constitution

The proposed changes replaces the old Section 8 (3) to (6) with new Section 8 (3) to (5) and adds a new Section 22 (1) (h). See **highlighted** paragraphs below

- Banking and Finance 8.** (1) The Treasurer of the Council shall, on behalf of the Council, receive all monies paid to the Council and forthwith after the receipt thereof, issue official receipts therefor.
- (2) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Inner South Canberra Community Council Incorporated into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (3) Moneys shall not be drawn from an account of the Association unless authorised in writing by two (2) Committee members, other than the Treasurer, for amounts up to and including \$250.00 or by four (4) Committee members, including the Treasurer, for amounts in excess of \$250.00. Email communication shall be treated as written authorisation;
- (4) Money shall be drawn from an account by cheque or using electronic transfer. In the case of a cheque, such cheque shall be signed by either the Treasurer or Assistant Treasurer;
- (5) The Treasurer and Assistant Treasurer shall be authorised to initiate electronic transfers of funds, subject to the conditions set out in (3) above. Only the Treasurer and Assistant Treasurer are authorized to establish and access electronic funds transfer on behalf of the ISCCC and are required to keep secure all passwords and access information relating to ISCCC accounts;

Officers of the Council 22.(1) The officers of the Council shall be –

- (a) a Chairperson;
- (b) a Deputy Chairperson;
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Public Relations Officer
- (f) a Web-Master
- (g) an Assistant Secretary (optional)
- and
- (h) an Assistant Treasurer (optional)