



Alumni Network

Chapter registration

Should our chapter be incorporated/registered?

Chapters can decide to be incorporated with, or register to become, a not-for-profit association in their location. There are a number of benefits in doing this. Your chapter will be:

- recognised by the local government
- provided with legal benefits. For example, by completing the registration process, the Committee will be protected from personal liability for the actions of an incorporated/registered alumni chapter.

In return, an incorporated/registered chapter must accept and comply with legal responsibilities required by local governments.

Please note:

Before you start this process, please consult with local governments to find out more about registration requirements and costs involved in your location. Also, due to the complexity of the registration process, the university **does not** require alumni chapters to incorporate with the Office of Fair Trading in Australia, or to register with the local Registrar of Societies in foreign countries.

Associations Incorporation Act in Australia

If you would like to operate an incorporated alumni chapter in Australia, you will need to make sure the chapter's operations comply with the Associations Incorporation Act and Regulations. The Associations Incorporation Act is an act to provide for the incorporation of certain associations, for the regulations of the affairs of incorporated associations, and for connected purposes. For further information we suggest you view a copy of the Act on the website of Office of Fair Trading in your state. For example, the Associations Incorporation Act 2009 in New South Wales.

Open a bank account

As an incorporated/registered body:

Once your chapter has been successfully incorporated/ registered, you will need to open an account with a financial institution in the name of the chapter. Some financial institutions may offer specialised accounts with \$0 account keeping fees for community groups and not-for-profit associations. Please consult your local financial institutions to find out what options you have and what supporting documents you will need to supply. The financial institution may ask for a copy of your constitution and the original certification of incorporation/registration.

General chapter banking:

For unincorporated alumni chapters deciding wishing to start bank accounts for membership funds, fundraising and donation purposes, the Alumni & Advancement Office would like to suggest the following procedures. You will need to appoint signatories to the account. Please consider having at least two signatures to authorise all financial transactions, direct debits and other banking requirements.

The dual signature system should be used for two important reasons:

1. to assure chapter members the money is being used wisely and safely managed
2. to ensure that temptation is not placed in the way of any person, or accusations cannot be made about any one person charged with the management of finances.

The idea of a 'two-to-sign' policy means at least two people will check and authorise any payments or transactions made for chapter operations. Many organisations have a few blank signed cheques 'in case', however, we advise against this as it is not an acceptable practice. Authorised signatories should not sign a blank cheque. The Chapter Treasurer shall maintain all the records to ensure the smooth operation of chapter finances. The signatories shall be reviewed annually and amended as necessary by the Chapter Chair and Treasurer.

We can help you

Please feel free to contact us if your chapter is considering becoming incorporated/registered. We cannot provide you with any legal, financial management or banking advice, but we may be able to provide you with further sources of information. With regards to opening a bank account for your chapter, please discuss options available to you with a reputable financial institution in your country.

If you require any further information or any assistance, contact the Alumni & Advancement Office via email **alumni@usq.edu.au**