



BY-LAW 2 - FINANCIAL MANAGEMENT

Adopted 12 March 2024

1. The Treasurer shall operate an account in a financial institution designated by Federal Council, enabled with any two signatories, they being the Treasurer, President and Secretary. The President, Secretary and Treasurer, with approval of Federal Council, are authorised to open or close any such accounts with any such chosen financial institution.
2. These accounts shall be held in the name of "Isolated Children's Parents' Association - Federal Council".
3. Payment of accounts shall be made by electronic banking. All transactions must be authorised by any two account signatories.
4. All accounts for payment must be authorised by Federal Council then ratified at the next meeting of Federal Council.
5. All Federal Council members submitting accounts for reimbursement must present itemised tax invoices and statements to the Treasurer prior to any payment. Reimbursement claims must be on a Federal Council claim form.
6. The President, Secretary and Treasurer shall have an electronic transaction card to be operated in a financial institution designated by Federal Council. Such accounts to be paid by the Treasurer monthly and ratified by Federal Council at a Federal Council meeting on presentation of all itemised tax invoices and statements.
7. Other electronic transaction cards accounts for Federal Council members are to be opened if deemed necessary by Federal Council.