REAL LIVING OPTIONS
ASSOCIATION INC.
"Supporting a lifestyle for people with a disability"

USE OF THE COMMON SEAL

POLICY NUMBER NDIS GOV. 7

INTENT

The intent of this policy is to set out the conditions under which the Common Seal of the Association may be used.

DEFINITION

The Common Seal of the Association is a rubber stamp with the full name of the Association on it.

POLICY STATEMENTS

- The Association will meet the requirements of the Association Incorporation Act in relation to the use of the Common Seal of the Association.
- The Management Committee must ensure the Association has a Common Seal kept securely and in good condition and leaves a clear impression.
- The Common Seal is affixed to important legal documents such as transfers of real property, land contracts, loan documents, mortgages and guarantees and some government contracts.

PROCEDURES

- A Register of the use of the Common Seal will be kept.
- The use of the Common Seal will be authorised by the Management Committee and a record kept in the Minutes of the Association.
- The Common Seal must be:
    - Kept securely by the Management Committee.
    - Used only under the authority of the Management Committee.
- Each document to which the Common Seal is attached must be signed by a member of the Management Committee and counter signed by:
    - the Secretary,
    - another member of the Management Committee or
    - a person appointed by the Management Committee.

DELEGATIONS

Management Committee

- Overseeing the use of the Common Seal of the Association.
- The Secretary will check the Common Seal Annually.

RELATED DOCUMENTS
Common Seal Register

REFERENCES
Associations Incorporation Act 1981
Associations Incorporation Regulation 1999.

AMENDMENTS/REVIEWS

Reviewed 22.11.12: Reviewed 27.11.14, Reviewed 22.02.18, Reviewed 26.05.22, Reviewed 06.06.24