

Northern Territory of Australia
Oaths, Affidavits and Declarations Act 2010
Statutory Declaration

(1)
Insert name of
person making
declaration

I, (1) Mathew Burns

(2)
Address

of (2) 507/6 Finnis Street, Darwin

do solemnly and sincere declare:

(3)
Insert name of
entity

1. I am the Public Officer of

(3) Darwin Karting Association

..... Incorporated

2. The following resolution to amend the association's constitution was passed in accordance with the constitution at a meeting held on:

(4)
Insert date of
meeting

(4) 18 March 2018

Resolution:

"that the constitution (a copy of which is attached at annexure "A") be adopted".

3. The Amended Constitution complies with the *Associations Act 2003*

I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010* and conscientiously believing the statements contained in this declaration and accompanying application to be true in every particular.

(5)
Today's date

Declared at Darwin

(6)
Signature of the
person making the
declaration

on: (5) 17th November 2019

(7)
Signature of the
person before
whom the
declaration is
made

(6) 

Before me: (7) 

Name and contact address and telephone number of person before whom the declaration is made, legibly written, typed or stamped.

(8)
Name of witness

(8) Sharon Sealy

(9)
Address of witness

(9) 395 Virginia Rd, Virginia NT 0834

(10)
Telephone number
of witness

(10) 0408 843297

Note:

- (1) This declaration may be made before any person who has attained the age of (18) eighteen years.
- (2) A person wilfully making a false statement in a statutory declaration is liable to a fine or imprisonment.

This is the annexure marked "A" referred to in the statutory declaration of:

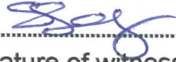
Name of public officer

Matthew Burns

Made on (date)

17/11/19

Before me



(signature of witness on statutory declaration)

Constitution of Darwin Karting Association Incorporated

Part 1 – Preliminary

1. Name

The name of the incorporated association ("the Association") is the Darwin Karting Association Incorporated.

2. Objects and purposes

The objects and purposes of the Association shall be:

- a) The advancement of the sport of karting.
- b) The promotion of good fellowship and sportsmanship.
- c) The arrangement of race meetings for members.
- d) To purchase and otherwise acquire any property which may be used for the purpose of the Club.
- e) To formulate a fostering programme for junior drivers.
- f) To become or maintain membership of the peak body for motor sport in the Northern Territory known as MotorSports NT Incorporated
- g) To assist in the good governance of the peak body by entering into such discussions/agreements as are deemed necessary between the peak body and its members.
- h) To assist the peak body in any proper management operation, control and further development of the Hidden Valley Motorsports Complex.
- i) To assist the peak body in promoting and advancing motor sport in the Northern Territory by encouraging the peak body to conduct Nation Motor Sport events which would not normally be organised, conducted or run by the peak body or its member clubs in the normal course of their activities

3. Minimum number of members

The Association must have at least five members.

4. Income and property

- a) The income and property of the Club shall be applied solely toward the promotion of the Aims and Objects of the Club.
- b) If upon the dissolution of the club there remains, after the satisfaction of all debts and liabilities, any property the same shall be sold and the monies donated to local charities as selected by the remaining financial members of the Club.
- c) Clause (b) is valid under all conditions other than those pertaining to the assets received from the National Grants Committee. In the event of dissolution these assets are to be returned to the Administration.

5. Definitions

In this Constitution, unless the contrary intention appears:

"Act" means the *Associations Act* and regulations made under that Act;

"Association" means Darwin Karting Association Incorporated;

"Executive Committee" means the Management Executive Committee of the Association;

"directors" refers to each position of the management executive committee, including but not limited to President, Vice President, Secretary and Director of Finance;

"financial institution" means an authorised deposit-taking institution within the meaning of section 5 of the *Banking Act 1959* of the Commonwealth;

"general meeting" means a general meeting of members convened in accordance with clause 44;

"non-voting member" means other types of membership that can be granted by the Executive Committee that do not have voting rights, hence all classes of membership other than Affiliated Clubs;

"other rights" means the right to be given notice of a General Meeting or entitled to raise debate or be heard at a General Meeting;

"register of members" means the register of the Association's members established and maintained under section 34 of the Act;

"special resolution" means a resolution notice of which is given under clause 47 and passed in accordance with section 37 of the Act.

"voting member" means only these members are referred to as "members" and have voting and other rights;

"voting rights" means the right of a member to vote at general meetings or meetings called by a special resolution.

Part 2 – Constitution and Powers of Association

6. Powers of Association

- (1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.
- (2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may:
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on the terms and in the manner, it considers appropriate;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf; and
 - (g) enter into any other contract it considers necessary or desirable.

7. Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

8. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

9. Altering the Constitution

- (1) The Association may alter this Constitution by special resolution but not otherwise.
- (2) If the Constitution is altered, the public officer must ensure compliance with section 23 of the Act.

Part 3 – Members

Division 1 - Membership

10. Application for membership

Membership shall be open to all desirable persons.

Members shall be classified as follows:

1. Competing members being over 7 years of age
2. Associate members (non-competing) single or family
3. Honorary members
4. Life members

To apply to become a member of the Association a person must:

- (a) submit a written application for membership to the Executive Committee:
 - (i) in a form approved by the Executive Committee; and
 - (ii) signed by the person and both of the members referred to in paragraph (b); and
- (b) be proposed by one member and seconded by another member.

Associate membership

Associate membership is open to any person having an interest in the activities of the Club but is not an active competitor. These members do not have any voting rights.

Honorary members

Honorary members shall be exempt from the payment of the subscription but do not have any voting rights

Life membership

Life Member/s shall be nominated by an Office bearer of the Club and may be appointed at any Annual General Meeting, provided that a majority of three fifths (3/5) of those financial members present approve such appointment.

Such nominees are to have rendered at least five (5) years' service to the Club or outstanding promotion of the Club's Aims and Objectives.

Life Members as such shall enjoy all the privileges of the Club, including voting power at all meetings other than Executive, unless any such Life Member be appointed an Executive pursuant to these rules. Persons elected to Life Membership shall be exempt from the payment of Subscriptions.

Family membership

Family Membership means membership which may on application for membership being received, be offered to the following category of persons:

1. A man and a woman of 18 years of age or over (whether married or not) and living together in a conjugal relationship and any child or children being issue of theirs, or either one of them and any child or children being maintained by either one of them.
2. A man of 18 years of age or over not having a wife or defacto partner or any child or children being issue of his and any child or children being maintained by him.
3. A woman of 18 years of age or over not having a husband or defacto partner and any child or children being issue or hers and any child or children being maintained by her.
4. Any tow persons each of or above age of 18 years (whether both male or female) living together in a conjugal relationship and any child or children being issue or either one of them and any child or children being maintained by them or either one of them.
5. Family membership will only have voting rights for the Licenced competitor at general meetings

11. Approval of Executive Committee

- (1) The Executive Committee must consider any application made under clause 9 at the next available committee meeting and must accept or reject the application at that meeting or the next.
- (2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.
- (3) If an applicant gives notice of an appeal against the rejection of his or her application, the Committee must reconsider the application at the next committee meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final.

12. Joining fee/Subscriptions

- (a) Membership subscriptions shall be determined at the Annual General Meeting.
- (b) Subscriptions shall be due from 1st January each year.
- (c) In the event of a member joining after 31 January they will be charged on a pro-rata basis by the month.
- (d) Any member un-financial after 1st July in any year shall be deemed to have forfeited such membership, and not enjoy the privileges of the club until current fees are paid.

13. Annual membership fees

- (1) The annual membership fee is the amount determined from time to time by resolution at a general meeting.
- (2) Each member must pay the annual membership fee to the Treasurer by the first day of each financial year or another date determined by the Executive Committee from time to time.
- (3) A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Executive Committee determines otherwise.

Division 2 – Rights of members

14. General

- (1) Subject to clause 14(2), a member may exercise the rights of membership when his or her name is entered in the register of members.
- (2) A right of membership of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on the cessation of membership whether by death, resignation or otherwise.

15. Voting

- (1) Subject to subclause (2) and clause 10 and 18, each member has one vote at general meetings of the Association.
- (2) A member is not eligible to vote until 10 working days after his or her application has been accepted.

16. Notice of meetings and special resolutions

The Secretary must give all members, except for Honorary and Temporary members, notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

17. Access to information on Association

The following must be available for inspection by members:

- (a) a copy of this Constitution;
- (b) minutes of general meetings;
- (c) annual reports and annual financial reports.

18. Raising grievances and complaints

- (1) A member may raise a grievance or complaint about an Executive Committee member, the Executive Committee or another member of the Association.
- (2) The grievance or complaint must be dealt with by the procedures set out in Part 8.

19. Associate members

An associate member is a non-voting member who has membership by virtue of their financial membership with any club that is affiliated with the Association. They must not vote but have "other rights" as per the definition at clause 4 or as determined by the Executive Committee or by resolution at a general meeting.

Division 3 – Termination, death, suspension and expulsion

20. Termination of membership

Membership of the Association may be terminated by:

- (a) a notice of resignation addressed and posted to the Association or given personally to the Secretary or another Executive Committee member;
- (b) non-payment of the annual membership fee within the time allowed under clause 12(3); or
- (c) expulsion in accordance with this Division.

21. Death of member or whereabouts unknown

If a member dies or the whereabouts of a member are unknown, the Executive Committee must cancel the member's membership.

22. Suspension or expulsion of members

- (1) If the Executive Committee considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Committee must give notice of the proposed suspension or expulsion to the member.
- (2) The notice must:
 - (a) be in writing and include:
 - (i) the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) the particulars of the conduct; and
 - (b) be given to the member not less than 30 days before the date of the committee meeting referred to in paragraph (a)(i).
- (3) At the meeting, the Executive Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Executive Committee may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.
- (5) Subject to clause 22, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

23. Appeals against suspension or expulsion

- (1) A member who is suspended or expelled under clause 21 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Executive Committee's decision.
- (2) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.
- (3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Committee to suspend or expel the member.
- (4) The member is not suspended or does not cease to be a member until the decision of the Committee to suspend or expel him or her is confirmed by a resolution of the members.

Part 4 – Management Committee

Division 1 – General

24. Role and powers

- (1) The business of the Association must be managed by or under the direction of an Executive Committee.
- (2) The Executive Committee may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.
- (3) The Executive Committee may appoint and remove staff.
- (4) The Executive Committee may establish one or more subcommittees consisting of the members of the Association the Executive Committee considers appropriate.
- (5) The Club shall be under control of the Executive Committee at all times.
- (6) The Executive Committee's decision shall be final and binding on all matters.
- (7) The Executive Committee shall have the power to appoint sub committees for any desirable purpose to the benefit of the Club
- (8) The Executive Committee shall have the power to:
 - 1) Expel
 - 2) Suspend, or
 - 3) Inflict any penalty upon any member found to be guilty of acting in a manner detrimental to the Club. Always provided that such member shall have been given an opportunity to appear before the Committee prior to the infliction of such penalty.
 - 4) The Executive Committee shall have the power to impose a levy upon any or all members of the Club.

25. Composition of Executive Committee

- (1) The Executive Committee consists of the following:
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Public Officer;
 - (f) Publicity Officer;
 - (g) MotorSports NT Representative;
 - (h) AKANT Representative;
 - (i) Club Captain;
 - (j) Social Officer;
 - (k) Any other office holder determined by the Executive Committee;

In cases where there are insufficient members to fill all vacancies, Executive Committee Members may elect to take on more than one role apart from the President's position.

MotorSports NT Representative

The President of his delegate will be representative to the peak body of MotorSports NT Incorporated and shall ensure the Associations interests are represented.

26. Delegation

- (1) The Executive Committee may delegate to a subcommittee or staff any of its powers and functions other than –
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Executive Committee may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

27. Eligibility of committee members

- (1) An Executive Committee member must be a member who is 18 years or over and a financial member of the Association.
- (2) Executive Committee members must be elected to the Executive Committee at an annual general meeting or appointed under clause 33.

28. Nominations for election to Executive Committee

- (1) A member is not eligible for election to the Executive Committee unless the Secretary receives a written nomination for that member by another member not less than 7 days before the date of the next annual general meeting.
- (2) The nomination must be signed by:
 - (a) the nominator and a seconder; and
 - (b) the nominee to signify his or her willingness to stand for election.
- (3) A person who is eligible for election or re-election under this clause may:
 - (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.

29. Retirement of committee members

- (1) Executive Committee members holds office for 2 years, however are elected on the following basis, unless the member vacates the office under clause 32 or is removed under clause 33.
- (2) Subject to subclause (3), at an annual general meeting the office of both the President, Secretary, AKANT Representative and Club Captain positions become vacant in odd years and elections for these Executive Committee positions must be held.
- (3) Subject to subclause (3), at an annual general meeting the office of both the Vice-President, Public Officer, Publicity Officer, Social Officer and Treasurer positions become vacant in even years and elections for these Executive Committee positions must be held.
- (4) The President of the outgoing Executive Committee must preside at the annual general meeting until a new member is elected as President.
- (5) Members may serve consecutive terms on the Executive Committee.

30. Election by default

- (1) If the number of persons nominated for election to the Committee under clause 28 does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Executive Committee at the annual general meeting.
- (2) If vacancies remain on the Executive Committee after the declaration under subclause (1), additional nominations of Executive Committee members may be accepted from the floor of the annual general meeting.
- (3) If the nominations from the floor do not exceed the number of remaining vacancies, the President must declare those persons to be duly elected as members of the Executive Committee.
- (4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Executive Committee in accordance with clause 33.

31. Election by ballot

- (1) If the number of nominations exceeds the number of vacancies on the Executive Committee, ballots for those positions must be conducted.
- (2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.
- (3) The members chosen by ballot must be declared by the President to be duly elected as members of the Executive Committee.

32. Vacating office

The office of an Executive Committee member becomes vacant if:

- (a) the member:
 - (i) is disqualified from being an Executive Committee member under section 31 or 41 of the Act;
 - (ii) resigns by giving written notice to the Committee;
 - (iii) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
 - (iv) ceases to be a resident of the Territory; or
 - (v) ceases to be a member of the Association;
- (b) the member is absent from more than:
 - (i) 3 consecutive Executive Committee meetings; or
 - (ii) 3 Executive Committee meetings in the same financial year without tendering an apology to the President;

of which meetings the member received notice and the Executive Committee has resolved to declare the office vacant; or

33. Removal of Executive Committee member

- (1) The Association, through a special general meeting of members, may remove any Executive Committee member before the member's term of office ends.
- (2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

34. Filling casual vacancy on Executive Committee

- (1) If a vacancy remains on the Executive Committee after the application of clause 29 or if the office of an Executive Committee member becomes vacant under clause 31, the Executive Committee may appoint any member of the Association to fill that vacancy.
- (2) However, if the office of public officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.

Division 3 – Duties of committee members

35. Collective responsibility of Executive Committee

- (1) As soon as practicable after being elected to the Executive Committee, each Executive Committee member must become familiar with the Act and regulations made under the Act.
- (2) The Executive Committee is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.
- (3) The Executive Committee is collectively responsible for ensuring that position descriptions for each position on the Executive Committee of Management are document and understood including the Executive Officer and that these documents are filed and maintained.

36. President and Vice-President

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and Executive Committee meetings.
- (2) If the President is absent from a meeting, the Vice-President must preside at the meeting.
- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be:
 - (a) a member elected by the other members present if it is a general meeting; or
 - (b) an Executive Committee member elected by the other Executive Committee members present if it is an Executive Committee meeting.

37. Secretary

The Secretary must:

- (a) coordinate the correspondence of the Association;
- (b) ensure minutes of all proceedings of general meetings and of Executive Committee meetings are kept in accordance with section 38 of the Act;
- (c) maintain the register of members in accordance with section 34 of the Act;
- (d) unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Association, other than those required by clause 37(5) to be in the custody of the Director of Finance; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

38. Treasurer

- (1) The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (b) pay all moneys received into the account of the Association within 5 working days after receipt;
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by him or her and at least one other Executive Committee member, or by any 2 other Executive Committee members authorised by the Executive Committee.
- (2) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- (3) The Treasurer must coordinate the preparation of the Association's annual statement of accounts by a certified Auditor no less than 3 weeks prior to the Annual General Meeting.
- (4) If directed to do so by the President, the Treasurer must submit to the Executive Committee a report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
- (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

39. Public officer

- (1) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
- (2) The public officer must keep a current copy of the Constitution of the Association.

40. Club Captain

- a) Shall be in touch with all Club activities.
- b) Shall be the link between the Executive Committee and club members, assisting communication within the Club.
- c) Shall be present all hearings into protests and/or charges.
- d) Shall co-ordinate race programmes with Chief Steward.
- e) Shall ensure fair and equitable selection procedure for representing Club at meets or events.
- f) Shall keep an up to date record of point scores and display at meetings.

Part 5 – Meetings of Management Executive Committee

41. Frequency and calling of meetings

- (1) The Executive Committee must meet together in person or by phone hook up, for the conduct of business not less than 10 times in each financial year.
- (2) The President, or at least half the Executive Committee members, may at any time convene a special meeting of the Executive Committee.
- (3) A special meeting may be convened to deal with an appeal under clause 22.

42. Voting and decision making

- (1) Each committee member present at the meeting has a deliberative vote.
- (2) A question arising at a committee meeting must be decided by a majority of votes.
- (3) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

43. Quorum

For an Executive Committee meeting, one-half of the Executive committee members constitutes a quorum.

44. Procedure and order of business

- (1) The procedure to be followed at an Executive Committee meeting must be determined from time to time by the Executive Committee.
- (2) The order of business may be determined by the members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a special meeting.

45. Disclosure of interest

- (1) An Executive Committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Committee in accordance with section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the meeting.
- (3) The President must ensure an Executive Committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

Part 6 – General Meetings

46. Convening general meetings

- (1) The Association must hold its first annual general meeting within 18 months after its incorporation.
- (2) The Association must hold all subsequent annual general meetings within 5 months after the end of the Association's financial year.
- (3) The Executive Committee:
 - (a) may at any time convene a special general meeting;
 - (b) must, within 30 days after the Secretary receives a notice under clause 22(1), convene a special general meeting to deal with the appeal to which the notice relates; and
 - (c) must, within 30 days after it receives a request under clause 45(1), convene a special general meeting for the purpose specified in that request.

47. Special general meetings

- (1) A minimum of ten (10) members constituting a quorum for a general meeting may make a written request to the Executive Committee for a special general meeting.
- (2) The request must:
 - (a) state the purpose of the special general meeting; and
 - (b) be signed by the members making the request.
- (3) If the Committee fails to convene a special general meeting within the time allowed:
 - (a) for clause 44(3)(b) – the appeal against the decision of the Executive Committee is upheld; and
 - (b) for clause 44(3)(c) – the members who made the request may convene a special general meeting as if they were the Executive Committee.
- (4) If a special general meeting is convened under subclause (3)(b), the Association must meet any reasonable expenses of convening and holding the special general meeting.
- (5) The Secretary must give to all members not less than 21 days' notice of a special general meeting.
- (6) The notice must specify:
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.

48. Annual general meeting

The Annual General Meeting of the Club shall be called by the Secretary not later than third (3rd) week in November in each year.

- (1) The Secretary must give to all members not less than 30 days' notice of an annual general meeting unless otherwise provided in the Schedule.
- (2) The notice must specify:
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.
- (3) The order of business for each annual general meeting is as follows:
 1. At the Annual General Meeting the order of business shall be:-
 - (a) Apologies
 - (b) Minutes of the previous Annual General Meeting
 - (c) Correspondence
 - (d) Secretary's Report
 - (e) Treasurer's Report
 - (f) President's Report
 - (g) MotorSports NT Delegate's Report
 - (h) Submission of Constitution
 - (i) Election of Officers and Executive Committee
 - (j) Subscription and Fees Review
 - (k) General Business

A minimum of ten (10) financial members shall form a quorum at all Annual General Meetings.

49. Special resolutions and changes to the Constitution

- 1) A special resolution may be moved at any general meeting of the Association
- 2) The Secretary must give all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed.
- 3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- 4) The Constitution shall be submitted to the Annual General Meeting for adoption. No alteration or addition shall be made to the Constitution except at an Annual or Special Meeting called for that purpose.
- 5) Any proposed alteration or addition to the Constitution to be considered shall be in the hands of the Secretary in writing on or before the 21st day of October in any year.
- 6) Any such alteration or addition to be valid must be passed by three fourths (3/4) majority of those financial members present at such meetings.

50. Notice of meetings

- (1) The Secretary must give a notice under this Part by –
 - (a) serving it on a member personally; or
 - (b) sending it by post to a member at the address of the member appearing in the register of members.
- (2) If a notice is sent by post under subclause (1)(b), sending of the notice is taken to have been properly effected if the notice is addressed and posted to the member by ordinary prepaid mail.

51. Quorum at general meetings

At a general meeting, a minimum of ten (10) members must be present so as to constitute a quorum.

52. Lack of quorum

- (1) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –
 - (a) for an annual general meeting or special general meeting convened under clause 44(3)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
 - (b) for a meeting convened under clause 44(3)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - (c) for a meeting convened under clause 44(3)(c) – the meeting lapses.
- (2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- (3) The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- (4) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

53. Voting

- (1) Subject to clauses 4, 14(2) and 18, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (2) At a general meeting:
 - (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - (b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- (3) A poll may be demanded by the President or by 3 or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the President directs.

Part 7 – Financial Management

54. Financial year

The financial year of the Association is the period of 12 months ending 30 June.

55. Funds and accounts

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by the Association at a general meeting, the Executive Committee may approve expenditure on behalf of the Association within the limits of the budget.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Executive Committee members.
- (4) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt or as soon as practicable after that day.
- (5) With the approval of the Executive Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

56. Accounts and audits

The responsibility of the Executive Committee under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:

- (a) the keeping of accounting records;
- (b) the preparation and presentation of the Association's annual statement of accounts; and
- (c) the auditing of the Association's accounts.

Part 8 – Grievance and disputes

57. Grievance and disputes procedures

- (1) This clause applies to disputes between:
 - (a) a member and another member; or
 - (b) a member and the Executive Committee.
- (2) Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.
- (4) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement:
 - (i) for a dispute between a member and another member – a person appointed by the Executive Committee; or
 - (ii) for a dispute between a member and the Executive Committee – a person who is a mediator appointed or employed by the department administering the Act.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Part 9 – Miscellaneous

58. Common seal

- (1) The common seal of the Association must not be used without the express authority of the Executive Committee and every use of that common seal must be recorded by the Secretary.
- (2) The affixing of the common seal of the Association must be witnessed by any 2 of the following:
 - (a) the President;
 - (b) the Secretary;
 - (c) the Treasurer.
- (3) The common seal of the Association must be kept in the custody of the Secretary or another person the Executive Committee from time to time decides.

59. Distribution of surplus assets on winding up

- (1) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, there remains any assets, the assets must not be distributed to the members or former members.
- (2) The surplus assets must be given or transferred to another association incorporated under the Act that:
 - (a) has similar objects or purposes;
 - (b) is not carried on for profit or gain to its individual members; and
 - (c) is determined by resolution of the members.