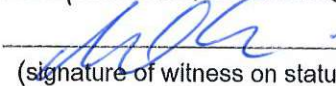


Constitution of Alice Springs Quilting Club Incorporated

Contents

PART 1 – PRELIMINARY	1
1. Name	1
2. Objects and purposes	1
3. Minimum number of members	1
4. Definitions	1
PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION	2
5. Powers of Association	2
6. Effect of Constitution	2
7. Inconsistency between Constitution and Act	2
8. Altering the Constitution	2
PART 3 – MEMBERS	3
9. Application for membership	3
10. Approval of Committee	3
11. Joining fee	3
12. Annual membership fees	4
13. General	4
14. Voting	5
15. Notice of meetings and special resolutions	5
16. Access to information on Association	5
17. Raising grievances and complaints	5
18. Classes of Membership	5
19. Termination of membership	6
20. Death of member or whereabouts unknown	6
21. Suspension or expulsion of members	6
22. Appeals against suspension or expulsion	7
PART 4 – COMMITTEE	7
23. Role and powers	7
24. Composition of Committee	8
25. Delegation	8
26. Eligibility of committee members	8
27. Nominations for election to committee	8
28. Retirement of committee members	9
29. Election by default	9
30. Election by ballot	10
31. Vacating office	10

32.	Removal of committee member	10
33.	Filling casual vacancy on Committee.....	11
34.	Collective responsibility of Committee	11
35.	President and Vice President	11
36.	Secretary.....	11
37.	Treasurer	12
38.	Public officer.....	12
PART 5 – MEETINGS OF THE COMMITTEE		13
39.	Frequency and calling of meetings	13
40.	Voting and decision making.....	13
41.	Quorum	13
42.	Procedure and order of business.....	13
43.	Disclosure of interest.....	13
PART 6 – GENERAL MEETINGS		14
44.	Convening general meetings.....	14
45.	Special general meetings	14
46.	Annual general meeting.....	15
47.	Special resolutions	15
48.	Notice of meetings.....	15
49.	Quorum at General Meetings	16
50.	Lack of quorum	16
51.	Voting.....	16
52.	Proxies	17
PART 7 – FINANCIAL MANAGEMENT		17
53.	Financial year	17
54.	Funds and accounts	17
55.	Accounts and audits	17
PART 8 – GRIEVANCE AND DISPUTES.....		18
56.	Grievance and disputes procedures	18
PART 9 – MISCELLANEOUS.....		19
57.	Common seal	19
58.	Distribution of surplus assets on winding up	19

Name of public officer	ERICA FAY SAINT
Made on (date)	4 OCTOBER 2024
Before me	
(signature of witness on statutory declaration)	

Constitution of The Alice Springs Quilting Club Incorporated

PART 1 – PRELIMINARY

1. Name

The name of the incorporated association is Alice Springs Quilting Club Inc.
Hereinafter referred to as ASQC.

2. Objects and purposes

The objects and purposes of the Association are:

- a) To share the enjoyment of patchwork, piecing and quilting;
- b) To promote and exchange ideas among those interested in or engaged in the quilting process;
- c) To share and demonstrate methods and techniques of creative quilting and to inspire personal achievements;
- d) To work in harmony with other organisations; and
- e) To operate as a 'not for profit' association.

3. Minimum number of members

The ASQC must have at least seven (7) members.

4. Definitions

In this Constitution, unless the contrary intention appears:

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

"Committee" means the Executive Committee of the ASQC

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

"member" means a financial member of the ASQC

"register of members" means the register of the ASQC 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

"imprest system" means the system by which a petty cash fund is maintained at a fixed level through periodic re-imbursments of expenditure

PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION

5. Powers of Association

- (1) For achieving its objects and purposes, the ASQC has the powers conferred by sections 11 and 13 of the Act.
- (2) Subject to the Act, the ASQC 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 money on the terms and in the manner it considers appropriate;
 - (e) apply for grants and secure their acquittal under the term of the grants;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.

6. Effect of Constitution

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

7. Inconsistency between Constitution and Act

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

8. Altering the Constitution

- (1) The ASQC 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

9. Application for membership

- (1) Membership is open to all people interested in the objects and purposes of the ASQC

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

- (a) submit a written application for membership to the Committee:
 - (i) in a form approved by the 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.
- (2) Members may renew their membership of the ASQC by completing the appropriate section of the joining form and paying the annual membership fee.
 - (3) Lapsed members may re-join by completing the written application form and paying the joining fee and the annual membership fee. The joining fee for lapsed members may be waived at the discretion of the Committee

10. Approval of Committee

The 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.

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.

If an applicant gives notice of an appeal against the rejection of his or her application, the Committee must inform the ASQC members at the next monthly meeting after receipt of the notice of appeal and the matter may be discussed with members, before the Committee reconsider the application at the next Committee meeting

If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final.

11. Joining fee

- (1) If an application for membership is approved by the Committee, the applicant becomes a member on payment of their membership fee and joining fee.
- (2) The joining fee is the amount determined from time to time by resolution at a general meeting.

- (3) Membership costs for new members who join after 1st June each year is 50% of the annual membership fee.

12. 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 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 Committee determines otherwise.

Division 2 – Rights of Members

13. 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.
- (3) Honorary Life Member
 - (a) has the rights of full membership but is exempted from paying membership fees.
 - (b) There shall be a maximum of two Honorary Life Members approved in any one calendar year.
 - (c) Qualifications for life membership shall be:
 - 1) long term active involvement of at least 15 years within the ASQC; and
 - 2) well respected by members;
 - 3) contributed significantly to the ASQC.
 - (d) A significant contribution to the ASQC is one which
 - 1) results in the ASQC being substantially, demonstrably and positively changed by that contribution;
 - 2) occurs over a significant period of time (at least 10 years); and
 - 3) can be clearly documented and corroborated.

14. Voting

- (1) Subject to subclause (2) and clause 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.

15. Notice of meetings and special resolutions

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

16. Access to information on Association

The following must be available for inspection by members:

- (a) a copy of this Constitution;
- (b) a summary of general monthly meetings, and a summary of Executive Committee Meetings as well as financial reports;
- (c) annual reports and annual financial reports;
- (d) a copy of the ASQC Handbook (each member to receive upon joining the ASQC);
- (e) a copy of the Act (a copy to be held in the ASQC library).

17. Raising grievances and complaints

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

18. Classes of Membership

- (1) Honorary Life Member
- (2) Full Member
 - (a) Adult (18 years or over);
 - (b) Commonwealth Aged Disability pensioner (two thirds of annual membership fee)
 - (c) Distance Member. Any member who lives over 50km from Alice Springs (two-thirds of annual membership fee)
- (3) Associate Member

An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting:

- (a) Primary School - 10% of annual membership fee;
- (b) Senior (Middle/Senior School) - 10% of annual membership fee.
- (4) Any other category as may be determined by the Executive Committee from time to time.

Division 3 – Termination, death, suspension and expulsion

19. Termination of membership

Membership of the Association may be terminated by:

- (a) a notice of resignation addressed and posted, or advised electronically, to the Association or given personally to the Secretary or another 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.

20. Death of member or whereabouts unknown

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

21. Suspension or expulsion of members

- (1) If the 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 Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.

- (4) The 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.

22. 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 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 – EXECUTIVE COMMITTEE

Division 1 – General

23. Role and powers

- (1) The business of the Association must be managed by or under the direction of a management committee.
- (2) The Committee may exercise all the powers of the ASQC except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.
- (3) The Committee may appoint and remove members of sub-committees.
- (4) The Committee may establish one or more subcommittees consisting of the members of the Association the Committee considers appropriate.
- (5) Committee members may be part of subcommittees.
- (6) All committees and subcommittees must report on their activities to each Committee and monthly ASQC meetings.
- (7) The Committee must ensure that the ASQC Handbook is reviewed every 5 (five) years and updated as necessary.
- (8) Each member of the committee is responsible for maintaining, updating and handing on the Information Manuals for their corresponding incoming committee member.

- (9) It is the duty of each individual committee member to study the manual and familiarise themselves with the information and the responsibilities of their position.

24. Composition of Committee

- (1) The Committee consists of:
- (a) Chairperson/President
 - (b) Vice-Chairperson/Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Newsletter Editor
 - (f) Workshop Co-ordinator
 - (g) Exhibition Convenor
 - (h) Librarian
 - (i) Q.A/Appraisal Co-ordinator
- (2) An individual member may hold more than one position at one time on the Committee, except for either the President/Chairperson or Treasurer.
- (3) Unless elected directly as a separate office holder, the Committee must appoint one member to be the Association's public officer.

25. Delegation

- (1) The 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 Committee may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

26. Eligibility of committee members

- (1) A committee member must be a member who is 18 years or over.
- (2) A committee member must be a financial member of the ASQC.
- (3) Committee members must be elected to the Committee at an Annual General Meeting or appointed under clause 33.

27. Nominations for election to committee

- (1) A member is not eligible for election to the Committee unless the Returning Officer/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.

- (3) 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.
- (4) A person who is eligible for election or re-election under this clause may:
 - (c) propose or second himself or herself for election or re-election; and
 - (d) vote for himself or herself.

28. Retirement of committee members

- (1) A member of the committee holds office until the next annual general meeting unless the member vacates the office under clause 31 or is removed under clause 32.
- (2) Subject to subclause (4), at an annual general meeting the office of each committee member becomes vacant and elections for a new Committee must be held.
- (3) The election of the new Committee must be conducted by the Returning Officer.
- (4) The President of the outgoing Committee must preside at the annual general meeting until a new member is elected as President.
- (5) The incoming President will preside at the Annual General Meeting at the conclusion of the elections for the Committee.
- (6) Members may only serve three (3) consecutive years in a particular position, except for the QA/Appraisal Co-ordinator who may serve for five (5) years, on the Committee.

29. Election by default

- (1) If the number of persons nominated for election to the Committee under clause 27 does not exceed the number of vacancies to be filled, the Chairperson must declare the persons to be duly elected as members of the Committee at the annual general meeting.
- (2) If vacancies remain on the Committee after the declaration under subclause (1), additional nominations of 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 Returning Officer must declare those persons to be duly elected as members of the 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 Committee in accordance with clause 33.

30. Election by ballot

- (1) If the number of nominations exceeds the number of vacancies on the Committee, ballots for those positions must be conducted.
- (2) The ballot must be conducted as a secret ballot.
- (3) The members chosen by ballot must be declared by the Returning Officer to be duly elected as members of the Committee.

31. Vacating office

- (1) The office of a committee member becomes vacant if:
 - (a) the member:
 - (i) is disqualified from being a committee member under section 30 or 40 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 ASQC.
 - (b) the member is absent from more than
 - (i) 3 consecutive committee meetings; or
 - (ii) 3 committee meetings in the same financial year without tendering an apology to the Presidentof which meetings the member received notice and the Committee has resolved to declare the office vacant.
- (2) The committee has the authority to grant leave of absence in exceptional circumstances.

32. Removal of committee member

- (1) The Association, through a Special General Meeting of members, may remove any 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.

33. Filling casual vacancy on Committee

- (1) If a vacancy remains on the Committee after the application of clause 29 or if the office of a committee member becomes vacant under clause 31, the 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. (within 14 days after the vacancy arises).

Division 3 – Duties of committee members

34. Collective responsibility of Committee

- (1) As soon as practicable after being elected to the Committee, each committee member must become familiar with the Act and regulations made under the Act.
- (2) The Committee is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

35. President and Vice President

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and committee meetings.
- (2) If the Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting.
- (3) If the Chairperson and the Vice-Chairperson 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) a committee member elected by the other committee members present if it is a committee meeting.

36. Secretary

The Secretary must:

- (a) co-ordinate the correspondence of the ASQC;
- (b) ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act;
- (c) 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(6) to be in the custody of the Treasurer, and those required to be in custody of the Newsletter Editor;
- (d) have a complete set of minutes of committee meetings available for review at the monthly meetings, as well as the Annual General Meeting;

- (e) send a copy of the minutes to each member of the Committee as soon as possible after the meetings;
- (f) maintain the register of members in accordance with section 34 of the Act;
- (g) ensure the constitution is kept up to date and provide information to the Newsletter editor;
- (h) perform any other duties imposed by this Constitution on the Secretary.

37. 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 ASQC;
 - (b) pay all moneys received into the account of the ASQC within 5 working days after receipt;
 - (c) make any payments authorised by the Committee or by a general meeting of the ASQC from the Association's funds; and
 - (d) ensure payments are authorised by him or her and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- (2) Ensure the accounting records of the ASQC are kept in accordance with section 41 of the Act.
- (3) Coordinate the preparation of the association's annual statement of accounts.
- (4) Ensure the audited statement of accounts are available for inspection by members for at least 14 days before the AGM in accordance with Section 44 of the Act.
- (5) Will present the annual statement of accounts at the AGM.
- (6) Have 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.
- (7) Submit to the committee, a report, balance sheet or financial statement at each meeting.
- (8) Perform any other duties imposed by this Constitution on the Treasurer.

38. 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 ASQC.

PART 5 – MEETINGS OF THE COMMITTEE

39. Frequency and calling of meetings

- (1) The Committee must meet together for the conduct of business not less than 4 times in each financial year unless otherwise provided in the Schedule.
- (2) The President, or at least half the committee members, may at any time convene a special meeting of the Committee.
- (3) A special meeting may be convened to deal with an appeal under clause 22.
- (4) Meetings are open to all financial members of the ASQC to attend.

40. 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.

41. Quorum

For a committee meeting, fifty percent (50%) of the committee members constitutes a quorum.

42. Procedure and order of business

- (1) The procedure to be followed at a committee meeting must be determined from time to time by the 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.

43. Disclosure of interest

- (1) A committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the ASQC 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 a 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

44. 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) Elected committee members and any other appointed sub-committees will convene meetings at a time and place agreed by the committee members.
- (4) The 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.

45. Special general meetings

- (1) The 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(2), convene a special general meeting for the purpose specified in that request
- (2) Twenty percent (20%) of ASQC financial members may make a written request to the Committee for a Special General Meeting
- (3) The request must:
 - (a) state the purpose of the special general meeting
 - (b) be signed by the members making the request
- (4) If the Committee fails to convene a special general meeting within the time allowed:
 - (a) for clause 45(1)(b) – the appeal against the decision of the Committee is upheld; and
 - (b) for clause 45(1)(c) - the members who made the request may convene a special general meeting as if they were the Committee
- (5) If a special general meeting is convened under subclause (4)(b), the ASQC must meet any reasonable expenses of convening and holding the special general meeting.

- (6) The Secretary must give to all members not less than 21 days' notice of a special general meeting
- (7) 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.

46. Annual general meeting

- (1) The Secretary must give to all members not less than 30 days' notice of an annual general meeting
- (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:
 - (a) First – the consideration of the accounts and reports of the Committee;
 - (b) Second – the election of new committee members;
 - (c) Third – any other business requiring consideration by the Association at the meeting.

47. Special resolutions

- (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.

48. 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 electronically, or 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, 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.

49. Quorum at General Meetings

At a general meeting, 25% of members constitute a quorum.

50. 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 45(1)(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 45(1)(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 45(1)(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 Chairperson 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.

51. Voting

- (1) Subject to clauses 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 Chairperson 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 Chairperson directs.

52. Proxies

A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting.

PART 7 – FINANCIAL MANAGEMENT

53. Financial year

The financial year of the Association is 1st August to 31st July.

54. 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 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 or authorised electronically by 2 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 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.

55. Accounts and audits

The responsibility of the 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

56. Grievance and disputes procedures

- (1) This clause applies to disputes between:
 - (a) a member and another member; or
 - (b) a member and the 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 Committee; or
 - (ii) for a dispute between a member and the 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

57. Common seal

- (1) The common seal of the Association must not be used without the express authority of the 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: the Chairperson; the Secretary; and the Treasurer.
- (3) The common seal of the Association must be kept in the custody of the Secretary or another person the Committee from time to time decides.

58. 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 remain 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.