



COLANT

THE CONSTITUTION
OF THE
COLOMBIAN-AUSTRALIAN
ASSOCIATION
OF THE
NORTHERN TERRITORY
INCORPORATED

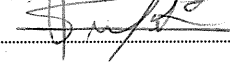
THIS CONSTITUTION IS MADE ON 30 JUNE 2024

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

Name of public officer	Benjamin (Ben) Poveda-Alfonso	
Made on (date)	30/06/2024	
Before me	Lina Sanchez Tamayo	Lina Sanchez
	(signature of witness on statutory declaration)	

Colombian-Australian Association of the Northern Territory Incorporated

Part 1 – Preliminary

1. Name

The name of the incorporated association is Colombian-Australian Association of the Northern Territory Incorporated which may be abbreviated to 'COLANT' and herein referred to as 'the Association'.

2. Objects and purposes

The objects and purposes of the Association are specified in the Schedule.

- 2.1 To promote friendship among Colombians and other nationalities in the Northern Territory.
- 2.2 To welcome all Colombians to the Northern Territory and assist them in their integration and settlement into the community.
- 2.3 To promote the cultural aspects of Colombia.
- 2.4 To cooperate with governmental and/or other bodies in any way that will further the welfare and development of the community.
- 2.5 To maintain an Association as a not-for-profit organisation of a benevolent nature.
- 2.6 To engage in social and any other activities necessary to attain the Association's objectives free from any political alignment.
- 2.7 To promote the Colombian (Spanish) language and culture in the Northern Territory without political or religious alignment.
- 2.8 To engage in compassionate activities which will advance the cause of members in need.
- 2.9 In the application of this constitution, individual rights in terms of natural justice shall be preserved.
- 2.10 To conduct, promote, give, or support social entertainment of all kinds and raise funds for the benefit of the members of the Association and other persons for charitable and/or benevolent purposes having public benefit.

3. Minimum number of Members

- 3.1 The Association must have a minimum of at least 5 (five) members.

4. Definitions

In this Constitution, unless the contrary intention appears:

"Act" means the *Associations Act 2003* and regulations made under that Act;

"Absolute majority" means more than half of all the members of a body vote in favour of a proposition, whether those members are present and whether they cast a vote.

"AGM" means the Annual General Meeting of the Association.

"Association" means the Colombian-Australian Association of the Northern Territory Incorporated.

"Executive Committee" means the Colombian-Australian Association of the Northern Territory Incorporated Executive Committee established by this Constitution.

"Sub-Committee" means a Committee appointed by the Executive Committee or constituted by the Regulations.

"Corporate Member" means any entity that meets the requirements of Clause 9.3.3 and who for the time being is entered in the Register as a Corporate Member of the Association.

"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 of the Association, including the AGM and any special General Meeting.

"Ordinary member" means a member who has voluntarily applied for membership of the Association.

"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.

Part 2 – Constitution and Powers of Association

5. Powers of Association

5.1 For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.

5.2 Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may –

5.2.1 acquire, hold, and dispose of any real or personal property;

5.2.2 open and operate accounts with financial institutions;

5.2.3 invest its money in any security in which trust monies may lawfully be invested;

5.2.4 borrow money upon such terms and conditions as the Association thinks fit;

5.2.5 raise and borrow money on the terms and in the manner, it considers appropriate;

5.2.6 secure the repayment of money raised or borrowed, or the payment of a debt or liability;

5.2.7 appoint agents to transact business on the Association's behalf;

5.2.8 fund and award such scholarships for the benefit of Ordinary Members as may be resolved by Special Resolution of the Committee;

5.2.9 enter into any other contract it considers necessary or desirable; and

5.2.10 the Association may exercise its powers and use its income and assets for the attainment of its functions and purpose.

5.2.11 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of the objects.

6. Effect of Constitution

6.1 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.

7. Inconsistency between Constitution and Act

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

8. Altering the Constitution

8.1 The Association may alter this Constitution by special resolution but not otherwise.

8.2 If the Constitution is altered, the public officer must ensure compliance with section 22 of the Act.

9. Discrimination

9.1 No person in the Association shall be discriminated against the basis of race, sex, gender identity, religion, political beliefs, mental or physical disability, sexual orientation, age, or financial status.

Part 3 – Members

Division 1 – Membership

10. General

- 10.1 Any person who wishes to may become a member
- 10.2 Membership of the Association is voluntary.
- 10.3 The memberships of the association comprise one of the following:
- 10.3.1 **“Ordinary Member”** – A person who has attained the age of 18 years and who is of or has Colombian ancestry and supports the objects of the Association and is residing in the Northern Territory, may apply to become a Member of the Association.
- 10.3.2 **“Associate Member”** – A person who has attained the age of 18 years, supports the objects of the Association and is residing in the Northern Territory and is the spouse of such person or connected to any Member, may apply to become an Associate Member of the Association. Associate Members are non-voting members.
- 10.3.3 **“Corporate Member”** – Any company, business entity, including not-for-profit and government business entities, involved in the Northern Territory business industry or any corporate body that supports the objects of the Association. Corporate Members are non-voting members.
- 10.3.4 **“Honorary Member”** – At the AGM or general meeting, members may ratify by two-thirds (2/3) and vote for any person recommended by the Executive Committee as an honorary member of the Association for a period of five (5) years in recognition of services rendered in promoting the interests of the Association.
- 10.3.4.1 An honorary member who is at the same time an ordinary member has the right to vote.

11. Application for membership

- 11.1 To apply to become a member of the Association, a person must:
- 11.1.1 The members of the Association are those who apply for membership of the Association in the form prescribed.
- 11.1.2 On acceptance of the application by the Committee of the Association and on payment of a subscription fee set from time to time by the Committee the applicant will become an Associate Member of the Association.
- 11.2 Under section 26 of the Act the Association must not have less than 5 members.

12. Approval of Committee

- 12.1 The Committee must consider any application made under clause 11 at the next available Committee meeting and must accept or reject the application at that meeting or the next.
- 12.2 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.
- 12.3 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.

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

13. Joining fee

13.1 If an application for membership is approved by the Committee, the applicant becomes a member on payment of the joining fee.

13.2 The joining fee is either:

13.2.1 a pro rata annual fee based on the remaining part of the financial year; or

13.2.2 the amount determined from time to time by resolution at a general meeting.

14. Annual membership fees

14.1 The annual membership fee is the amount determined from time to time by resolution at a general meeting.

14.2 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.

14.3 A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Committee determines otherwise.

14.4 Annual membership fees will not be refunded if a member ceases to be a member of the Association.

Division 2 – Rights of members

15. General

15.1 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.

15.2 A right of membership of the Association:

15.2.1 is not capable of being transferred or transmitted to another person; and

15.2.2 terminates on the cessation of membership whether by death, resignation or otherwise.

16. Voting

16.1 Subject to subclause 16.2 and clause 18, each member has one vote at general meetings of the Association.

16.2 A member is not eligible to vote until 10 working days after his or her application has been accepted.

17. Notice of meetings and special resolutions

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

18. Access to information on Association

18.1 The following must be available for inspection by members:

- 18.1.1 a copy of this Constitution;
- 18.1.2 minutes of general meetings;
- 18.1.3 annual reports and annual financial reports.

19. Raising grievances and complaints

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

Division 3 – Termination, death, suspension, and expulsion

20. Termination of membership

- 20.1 Membership of the Association may be terminated by:
 - 20.1.1 a notice of resignation addressed and posted to the Association or given personally to the Secretary or another Committee member;
 - 20.1.2 non-payment of the annual membership fee within the time allowed under clause 12(3); or
 - 20.1.3 expulsion in accordance with this Division.
- 20.2 The termination takes effect:
 - 20.2.1 when the General Secretary receives the notice; or
 - 20.2.2 If a later time is stated in the notice, at that later time.
- 20.3 If a member ceases to be a member under section 20.1.2 and subsequently pays all the member's outstanding fees to the Association, the Executive Committee may, if it considers fit and at its sole discretion, reinstate the member's rights and privileges from the date on which the outstanding fees are paid, including, if appropriate, the right to vote.

21. Death of member or whereabouts unknown

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

22. Suspension or expulsion of members

- 22.1 The Committee may decide to suspend a member if:
 - 22.1.1 the member refuses or neglects to comply with this Constitution; or
 - 22.1.2 the member acts detrimental to the interests of the Association.
- 22.2 If the Committee considers that a member should be suspended or expelled, the Committee must give notice of the proposed suspension or expulsion to the member.
- 22.3 The notice must be in writing and include:
 - 22.3.1 the time, date, and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
 - 22.3.2 the particulars of the conduct; and

22.3.3 be given to the member not less than 28 days before the date of the Committee meeting referred to in paragraph 22.2.1.

22.4 At the meeting, the Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.

22.5 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.

22.6 Subject to clause 23.1, 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.

22.7 During the period a member is suspended, the Association:

22.7.1 Loses any rights (including voting rights) arising as a result of membership; and

22.7.2 Is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

23. Appeals against suspension or expulsion

23.1 A member who is suspended or expelled under clause 22 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Committee's decision.

23.2 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.

23.3 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.

23.4 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

24. Role and powers

24.1 The business of the Association must be managed by or under the direction of an Executive Committee.

24.2 The 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.

24.3 The Committee may appoint and remove staff.

24.4 The Committee may appoint and remove patrons.

24.5 The Committee may establish one or more sub-committees consisting of the members of the Association the Committee considers appropriate.

24.6 The Committee may remove a member of the Executive Committee ("the Executive"), where the Executive is leaving the Northern Territory, and appoint a new one.

25. Composition of Committee

25.1 The Executive Committee consists of:

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Communications Officer; and
- (f) 5 Committee members ("committee member officers") whose duties will be assigned by the Executive Committee.

25.2 The Committee must appoint one Committee member to be the Association's public officer.

25.3 Appropriately appointed Committee members are eligible to hold more than one position on the Committee.

26. Delegation

26.1 The Committee may delegate to a sub-committee 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.

26.2 The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.

26.3 The Committee may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

27. Eligibility of Committee members

- 27.1 A Committee member must be a member who is 18 years or over.
- 27.2 A Committee member must also:
- a) have been born in Colombia; or
 - b) have Colombian ancestry; or
 - c) have Latino-American ancestry (if a position is not filled by members from Colombian ancestry).
- 27.3 Committee members must be elected to the Committee at an annual general meeting or appointed under clause 34.

28. Nominations for election to the Committee

- 28.1 A member is not eligible for election to the 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.
- 28.2 If in the event that insufficient written nominations are received to fill the vacancies in the Committee, then nominations may be called from the floor at the AGM.
- 28.3 The nomination must be signed by:
- 28.3.1 the nominator and seconder;
 - 28.3.2 the nominee to signify his or her willingness to stand for election; and
 - 28.3.3 the nominator and nominee may be the same person.
- 28.4 A person who is eligible for election or re-election under this clause may:
- 28.4.1 propose or second himself or herself for election or re-election; and
 - 28.4.2 vote for himself or herself.

29. Retirement of Committee members

- 29.1 A Committee member holds office for a period of 2 (two) years until the next annual general meeting unless the member vacates the office under clause 32 or is removed under clause 33.
- 29.2 Subject to subclause (3), at an annual general meeting the office of each Committee member becomes vacant and elections for a new Committee must be held.
- 29.3 The President of the outgoing Committee must preside at the annual general meeting until a new member is elected as President.
- 29.4 Members may serve consecutive terms on the Committee.

30. Election by default

- 30.1 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 President must declare the persons to be duly elected as members of the Committee at the annual general meeting.

30.2 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.

30.3 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 Committee.

30.4 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.

31. Election by ballot

31.1 If the number of nominations exceeds the number of vacancies on the Committee, ballots for those positions must be conducted.

31.2 The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.

31.3 The members chosen by ballot must be declared by the President to be duly elected as members of the Committee.

32. Vacating office

32.1 The office of a Committee member becomes vacant if:

32.1.1 the member:

32.1.1.1 is disqualified from being a Committee member under section 30 or 40 of the Act;

32.1.1.2 resigns by giving written notice to the Committee;

32.1.1.3 dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;

32.1.1.4 ceases to be a resident of the Northern Territory; or

32.1.1.5 ceases to be a member of the Association;

32.1.2 the member is absent from more than:

32.1.2.1 3 consecutive Committee meetings;

32.1.2.2 3 Committee meetings in the same financial year without tendering an apology to the President and/or Secretary; or

32.1.2.3 the Committee has resolved to declare the office vacant

33. Removal of Committee member

33.1 The Association, through a special general meeting of members, may remove any Committee member before the member's term of office ends.

33.2 If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

34. Filling casual vacancy on Committee

- 34.1 If a vacancy remains on the Committee after the application of clause 30 or if the office of a Committee member becomes vacant under clause 32, the Committee may appoint any member of the Association to fill that vacancy.
- 34.2 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 Committee

- 35.1 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.
- 35.2 The Committee is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act, and
- 35.3 Comply with this Constitution.
- 35.4 Exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a member of the Executive Committee of the Association.
- 35.5 Act in good faith in the best interests of the Association.
- 35.6 Not misuse information gained in their role as an Executive Committee member,
- 35.7 Disclose any perceived or actual material conflicts of interest.
- 35.8 Ensure that the financial affairs of the Association are managed responsibly

36. President and Vice-President

- 36.1 Consulting with the Secretary regarding the business to be conducted at each general meeting;
- 36.2 Subject to subclauses (2) and (3), the President must preside at all general meetings and Committee meetings.
- 36.3 If the President is absent from a meeting, the Vice-President must preside at the meeting.
- 36.4 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) a Committee member elected by the other Committee members present if it is a Committee meeting.

37. Secretary

- 37.1 The Secretary must:
 - (a) coordinate the correspondence of the Association;
 - (b) ensure minutes of all proceedings of general meetings and of Committee meetings are kept in accordance with section 38 of the Act;
 - (c) Preparing the notices required for meetings and for the business to be conducted at meetings
 - (d) maintain the register of members in accordance with section 34 of the Act;
 - (e) 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 Treasurer; and

- (f) perform any other duties imposed by this Constitution on the Secretary.

38. Treasurer

38.1 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 President, 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 Committee member, or by any 2 other Committee members authorised by the Committee.

38.2 The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.

38.3 The Treasurer must coordinate the preparation of the Association's annual statement of accounts.

38.4 If directed to do so by the President, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.

38.5 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.

38.6 The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

39. Communications Officer

39.1 Develop and implement a comprehensive communications strategy.

39.2 Manage COLANT's social media platforms and website.

39.3 Create and distribute newsletters, press releases, and other communication materials.

39.4 Ensure consistent and effective communication with members, stakeholders, and the broader community.

39.5 Coordinate media relations and public relations efforts.

39.6 Monitor and respond to communications from members and the public.

39.7 Assist in promoting events and activities organised by COLANT.

40. Committee Members Officers

40.1 Perform duties and activities assigned by the Executive Committee.

40.2 Update the Committee of Management on their periodic activities and duties;

41. Public officer

- 41.1 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.
- 41.2 The public officer must keep a current copy of the Constitution of the Association.

Part 5 – Meetings of Executive Committee

42. Frequency and calling of meetings

- 42.1 The Committee must meet together for the conduct of business not less than 4 times in each financial year.
- 42.2 The President, or at least half the Committee members, may at any time convene a special meeting of the Committee.
- 42.3 A special meeting may be convened to deal with an appeal under clause 22.
- 42.4 The Executive Committee may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the Executive Committee members.
- 42.5 The Executive Committee members' agreement may be a standing (ongoing) one.
- 42.6 An Executive Committee member may only withdraw their consent within a reasonable period before the meeting.

43. Voting and decision making

- 43.1 Each Committee member present at the meeting has a deliberative vote.
- 43.2 A question arising at a Committee meeting must be decided by a majority of votes.
- 43.3 If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.
- 43.4 An Executive Committee members' resolution must be passed by a majority of the votes cast by Executives present and entitled to vote on the resolution.
- 43.5 The Executive Committee members may pass a circular resolution without an Executive committee members' meeting being held.
- 43.6 A circular resolution is passed if all the Executive Committee members entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause sub-clause 3 or sub-clause 4.
- 43.7 Each Executive Committee member may sign:
 - a) A single document setting out the resolution and containing a statement that they agree to the resolution; or
 - b) Separate copies of that document, provided that the wording of the resolution is the same in each copy.
- 43.8 The Association may send a circular resolution by email to the Executive Committee members and the Executive Committee members may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 43.9 The Association may send a circular resolution by email to the Executive Committee members and the Executive Committee members may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 43.10 A circular resolution is passed when the last Executive Committee member signs or otherwise agrees to the resolution in the manner set out in sub-clause 3 or sub-clause 4.

44. Quorum

44.1 For a Committee meeting, one-half of the Committee members constitutes a quorum.

45. Procedure and order of business

45.1 The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.

45.2 The order of business may be determined by the members present at the meeting.

45.3 Only the business for which the meeting is convened may be considered at a special meeting.

46. Disclosure of interest

46.1 A 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.

46.2 The Secretary must record the disclosure in the minutes of the meeting.

46.3 The President must ensure that a Committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association complies with section 32 of the Act.

Part 6 – General Meetings

47. Convening general meetings

- 47.1 The Association must hold its first annual general meeting within 18 months after its incorporation.
- 47.2 The Association must hold all subsequent annual general meetings within 5 months after the end of the Association's financial year.
- 47.3 The Committee:
 - 47.3.1. may at any time convene a special general meeting;
 - 47.3.2. 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
 - 47.3.3. 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.
- 47.4 The Association may hold a General Meeting at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- 47.5 Anyone using this technology is taken to be present in person at the meeting.

48. Special general meetings

- 48.1 Half the number of members constituting a quorum for a general meeting may make a written request to the Committee for a special general meeting.
- 48.2 The request must:
 - 48.2.1. state the purpose of the special general meeting; and
 - 48.2.2. be signed by the members making the request.
- 48.3 If the Committee fails to convene a special general meeting within the time allowed:
 - 48.3.1. for clause 45.3.2 – the appeal against the decision of the Committee is upheld; and
 - 48.3.2. for clause 45.3.3 – the members who made the request may convene a special general meeting as if they were the Committee.
- 48.4 If a special general meeting is convened under subclause 48.3.2, the Association must meet any reasonable expenses of convening and holding the special general meeting.
- 48.5 The Secretary must give to all members not less than 21 days' notice of a special general meeting.
- 48.6 The notice must specify:
 - 48.7 when and where the meeting is to be held; and
 - 48.8 the particulars of and the order in which business is to be transacted.

49. Annual general meeting

- 49.1 The Secretary must give to all members not less than 30 days' notice of an annual general meeting.
- 49.2 The notice must specify:
- 49.2.1. when and where the meeting is to be held; and
 - 49.2.2. the particulars of and the order in which business is to be transacted.
- 49.3 The order of business for each annual general meeting is as follows:
- 49.3.1. first – the consideration of the accounts and reports of the Committee;
 - 49.3.2. second – the election of new Committee members;
 - 49.3.3. third – any other business requiring consideration by the Association at the meeting.

50. Special resolutions

- 50.1 A special resolution may be moved at any general meeting of the Association.
- 50.2 The Secretary must give all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed.
- 50.3 The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

51. Notice of meetings

- 51.1 The Secretary must give a notice under this Part by –
- 51.1.1. serving it on a member personally; or
 - 51.1.2. sending it by the email provided by a member appearing in the register of members.

52. Quorum at general meetings

- 52.1 At any general meeting, at least 50% (fifty percent) of the total number of members, or 10 members, whichever is the lesser, constitutes a quorum.
- 52.2 At an adjourned annual general meeting, at least 25% (twenty-five percent) of the total number of members, or 5 members, whichever is the lesser, constitutes a quorum.

53. Lack of quorum

- 53.1 If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –
- 53.1.1. for an annual general meeting or special general meeting convened under clause 45.3.1 – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
 - 53.1.2. for a meeting convened under clause 45.3.2 – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - 53.1.3. for a meeting convened under clause 45.3.3 – the meeting lapses.

- 53.2 If within 30 minutes after the time appointed by subclause 51.1.1 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.
- 53.3 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.
- 53.4 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.
- 53.5 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.

54. Voting

- 54.1 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.
- 54.2 At a general meeting:
- 54.2.1. an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - 54.2.2. 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.
- 54.3 A poll may be demanded by the President or by 3 or more members present in person or by proxy.
- 54.4 If demanded, a poll must be taken immediately and in the manner the President directs.

55. Using technology to hold meetings

- 55.1 The Association may hold a general Meeting at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- 55.2 Anyone using this technology is taken to be present in person at the meeting.

Part 7 – Financial Management

56. Financial year

- 56.1 The financial year of the Association is for the period of twelve (12) months ending on 31 of December.

57. Funds and accounts

- 57.1 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.
- 57.2 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.
- 57.3 All payments, drafts, bills of exchange, promissory notes and other negotiable instruments must be authorised by a Committee member.
- 57.4 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.
- 57.5 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.

58. Accounts and audits

- 58.1 The responsibility of the Committee under clause 35.2 for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:
- 58.1.1. the keeping of accounting records;
 - 58.1.2. the preparation and presentation of the Association's annual statement of accounts; and
 - 58.1.3. the auditing of the Association's accounts.
- 58.2 At each annual general meeting of an incorporated association, the Committee must approve and present the following documents for the consideration of the meeting:
- 58.2.1. the audited statements of the association's accounts in relation to the last financial year of the association;
 - 58.2.2. a copy of the auditor's report to the association in relation to the association's accounts for that financial year;
 - 58.2.3. a report signed by the President and one other members of the Committee stating:
 - 58.2.3.1. the name of each member of the Committee of the association during the last financial year of the association and, if different, at the date of the report; and
 - 58.2.3.2. the principal activities of the association during the last financial year and any significant change in the nature of those activities that occurred during that financial year.

- 58.2.4. The Committee must take reasonable steps to ensure that, at least 14 days before it is required to be presented at the annual general meeting of the association, the audited statement of accounts of the association is available for inspection by members.
- 58.2.5. The Committee must ensure that the report of the association is filed with the commissioner within 28 days after the documents have been presented at the annual general meeting.

Part 8 – Grievance and Disputes

59. Grievance and disputes procedures

- 59.1 This clause applies to disputes between:
- 59.1.1. a member and another member; or
 - 59.1.2. a member and the Committee.
- 59.2 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. 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.
- 59.3 The mediator must be:
- 59.3.1. a person chosen by agreement between the parties; or
 - 59.3.2. in the absence of agreement:
 - 59.3.2.1. for a dispute between a member and another member – a person appointed by the Committee; or
 - 59.3.2.2. for a dispute between a member and the Committee – a person who is a mediator appointed or employed by the department administering the Act.
- 59.4 A member of the Association can be a mediator.
- 59.5 The mediator cannot be a party to the dispute.
- 59.6 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 59.7 The mediator, in conducting the mediation, must:
- 59.7.1. give the parties to the mediation process every opportunity to be heard;
 - 59.7.2. allow due consideration by all parties of any written statement submitted by any party; and
 - 59.7.3. ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- 59.8 The mediator must not determine the dispute.
- 59.9 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

60. Distribution of surplus assets on winding up

- 60.1 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.
- 60.2 The surplus assets must be given or transferred to another association incorporated under the Act that:
 - 60.2.1. has similar objects or purposes;
 - 60.2.2. is not carried on for profit or gain to its individual members; and
 - 60.2.3. is determined by resolution of the members.

Part 2 – Replaceable Details

Clause	Description of clause	Default detail	Replacing detail
29.4	Consecutive terms of Committee members	may serve consecutive terms	
42.1	Frequency of Committee meetings	at least 4 times each financial year	
44	Quorum for Committee meeting	half the Committee members	
48.1	Number of members who can request a special general meeting	half the quorum of members for a general meeting	
49.1	Notice of an annual general meeting	at least 30 days	
50.2	Notice of special resolution	at least 21 days	