



# ***ALICE SPRINGS BASKETBALL ASSOCIATION INC***

## **Constitution**

***Affiliated with Basketball Northern Territory inc***

***Reviewed to comply with Northern Territory Association Act 2003***

***Reviewed June 2021***

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# CONSTITUTION

## PART 1 – PRELIMINARY

### 1. NAME

The name of the Association shall be 'Alice Springs Basketball Association Inc' (hereinafter referred to as 'ASBA')

### 2. OBJECTIVES

- 2.1 To promote and administer the sport of Basketball in Alice Springs.
- 2.2 To promote basketball and related social activities.
- 2.3 Maintain and conduct a stadium, courts clubrooms for the attainment of these objectives.
- 2.4 To control and administer competition between clubs/teams registered with the ASBA.
- 2.5 To assist in the organisation and administration of such in intra/interstate competition as required and directed by ASBA Board.

### 3 DEFINITIONS

In this Constitution, unless the contrary intention appears –

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

"Board" means the Management Board 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 convened in accordance with clause 52

"member" means a member 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

### 4 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.

## **5. 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.

## **6. INCONSISTENCY BETWEEN CONSTITUTION AND ACT**

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

## **7. ALTERING THE CONSTITUTION**

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

## **8 AFFILIATION**

- a) The Association shall affiliate with Basketball NT Inc., and shall play in accordance with Rules established by Basketball Australia.
- b) Affiliation fees as agreed by Basketball Northern Territory Inc shall be paid annually.

## **PART 3 – MEMBERS**

### ***Division 1 – Membership***

## **9 MEMBERSHIP**

9.1 Membership of the ASBA shall fall into the following categories: -

- (a) Life Members
- (b) Registered Playing Members
- (c) Affiliated Members, Non-playing Members (Coaches –Managers etc)
- (d) Junior Members

## **10 APPLICATION FOR MEMBERSHIP**

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

- (a) submit a written application for membership to the Board in a form approved by the Board

## **11 BOARD APPROVAL OF MEMBERSHIP**

- (1) The Board must consider any application made under clause 10 (Application for Membership) at the next available Board 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 Board must reconsider the application at the next Board meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Board reaffirms its decision to reject the application, the decision is final.

## **12 PATRON AND LIFE MEMBERS**

- (1) Any Annual General Meeting may by ordinary resolution elect any number of Patrons.
- (2) Any Annual General Meeting may elect one or more persons as Life Members of the ASBA from such of its members who have rendered outstanding distinctive service to the ASBA for a minimum of 10 years. Any member of the ASBA other than Junior Member may put nominations for Life Membership forward.
- (3) Names and nominees for Life Membership shall be submitted with Profile /History to the Administrator ASBA Board one month prior to the AGM.
- (4) A person shall not be deemed to have been elected a Life Member of the ASBA, unless his/her nomination is supported at the Annual General Meeting

of the ASBA by at least two thirds of those attending and entitled to vote by ballot.

- (5) Life Members shall have all the rights and privileges of a member of the ASBA but shall not be required to pay any annual subscription or further subscription. Privileges of a Life Member shall include free admission to all activities undertaken by the ASBA

### **13. AFFILIATE MEMBERS**

- (1) The board may offer Affiliate Membership at its discretion, at a fee to be set for non playing members eg; Coach's, Referees and Managers etc
- (2) All Members shall become bound by the constitution, by-laws and Code of Conduct, made pursuant to this constitution and by all consequences resulting from or non-performance thereof.
- (3) Every member shall notify the Administrator in writing of all changes of address and the Administrator shall enter the same in the register of members.
- (4) The Board may delegate to any member or employee the authority to incur liability within limits prescribed by the Board in the delegation. No member of the ASBA may in any capacity whatsoever incur liability on behalf of the ASBA without the appropriate approval of the Board, and any member who should do so or purport to do so shall be solely responsible for payment of such liability to the exclusion of the ASBA.

### **14. JUNIOR MEMBERS**

- (1) Any registered person under the age of 18 years, as at the 31<sup>st</sup> December of that year.
- (2) All of the rules herein excluding those relating to application for membership and subscription shall apply to Junior Members.
- (3) Junior Members shall pay, seasonally, such subscriptions as the Board shall determine, and by such date as the Board shall determine.
- (4) Junior Members shall enjoy all the privileges of ordinary members except as follows: -
  - a) Junior Members shall not be eligible to be elected as members of the Board.
  - b) Junior Members shall not be entitled to vote on any issue.

### **15. REGISTRATION FEE**

- (1) If an application for membership is approved by the Board, the applicant becomes a member on payment of the registration fee.
- (2) The registration fee is either –

- (a) a pro rata annual fee based on the remaining part of the financial year;  
or
- (b) the amount determined from time to time by resolution at a general meeting.

## **16. 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 Board from time to time.
- (3) A member whose registration is not paid within 3 months after the due date ceases to be a member unless the Board determines otherwise.

### ***Division 2 – Rights of members***

## **17. GENERAL**

- (1) Subject to clause 17(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.

## **18. VOTING**

- (1) Subject to sub-clause (2) and clause 16, 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.

## **19. 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.

## **20. 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.

## **21. RAISING GRIEVANCES AND COMPLAINTS**

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

### ***Division 3 – Termination, death, suspension and expulsion***

## **22. 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 Committee - Board member;
- (b) non-payment of the annual membership fee within the time allowed under clause 16(3); or
- (c) expulsion in accordance with this Division.

## **23. DEATH OF MEMBER OR WHEREABOUTS UNKNOWN**

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

## **24. SUSPENSION OR EXPULSION OF MEMBERS**

- (1) If the Board considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Board 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 Board 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 Board meeting referred to in paragraph (a)(i).
- (3) At the meeting, the Board must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Committee - Board 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 25, 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.

## **25. APPEALS AGAINST SUSPENSION OR EXPULSION**

- (1) A member who is suspended or expelled under clause 24 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Board'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 Board 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 Board to suspend or expel him or her is confirmed by a resolution of the members.

## **PART 4 – MANAGEMENT BOARD**

### ***Division 1 – General***

## **26. ROLE AND POWERS**

- (1) The business of the Association must be managed by or under the direction of a Management Board
- (2) The Board 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 Board may appoint and remove staff.
- (4) The Board may establish one or more subcommittees consisting of the members of the Association the Board considers appropriate.

## **27. COMPOSITION OF THE BOARD**

- (1) The Management Board consists of –
  - (a) a President;
  - (b) a Vice-President
  - (c) a Secretary/Administrator;
  - (d) a Treasurer/Administrator; and
- (2) The Board shall be comprised of a President, Vice-President, and a maximum of 5 Board members totalling 7 members, all of who shall be members of the ASBA. The Chairman and 3 Director Positions will become vacant on each even calendar year and the other three Director positions will become vacant on each odd calendar year and will be known as the following –

	EVEN CALENDAR YEAR
I.	President
II.	Director 1
III.	Director 2
IV.	Director 3

	ODD CALENDAR YEAR
V.	Vice President
VI.	Director 4
VII.	Director 5

- (3) Unless elected directly as a separate office holder, the Board must appoint one board member to be the Association's public officer.

## **28. DELEGATION**

- (1) The Board 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 Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke wholly or in part the delegation.

### ***Division 2 – Tenure of office***

#### **29. ELIGIBILITY OF BOARD MEMBERS**

- (1) A Board member must be a member who is 18 years or over.
- (2) A Board member shall hold office for 2 year or until a successor is appointed.
- (3) Board members must be elected to the Board at an annual general meeting or appointed under clause 36.

#### **30. NOMINATIONS FOR ELECTION TO THE BOARD**

- (1) A member is not eligible for election to the Board 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.

#### **31. RETIREMENT OF BOARD MEMBERS**

- (1) A Board member holds office until the next annual general meeting unless the member vacates the office under clause 34 or is removed under clause 35.
- (2) Subject to subclause (3), at an annual general meeting the office of each committee member becomes vacant and elections for a new Board must be held.
- (3) The President of the outgoing Board must preside at the annual general meeting until a new member is elected as President.
- (4) Members may serve consecutive terms on the Board.

#### **32. ELECTION BY DEFAULT**

- (1) If the number of persons nominated for election to the Board under clause 30 does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Board at the annual general meeting
- (2) Vacancies remain on the Board after the declaration under subclause (1), additional nominations of board 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 Board.
- (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 Board in accordance with clause 36

### **33. ELECTION BY BALLOT**

- (1) If the number of nominations exceeds the number of vacancies on the Board, 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 Chairperson - President to be duly elected as members of the Board.

### **34. VACATING OFFICE**

The office of a board member becomes vacant if –

- (a) the member –
  - (i) is disqualified from being a Board member under section 30 or 40 of the Act;
  - (ii) resigns by giving written notice to the Board;
  - (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 Board meetings; or
  - (ii) 3 Board meetings in the same financial year without tendering an apology to the President ;of which meetings the member received notice and the Board has resolved to declare the office vacant; or

(c) in any of the circumstances provided for by the Schedule.

### **35. REMOVAL OF BOARD MEMBER**

- (1) The Association, through a special general meeting of members, may remove any board 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.

### **36. FILLING CASUAL VACANCY ON BOARD**

- (1) If a vacancy remains on the Board after the application of clause 32 if the office of a board member becomes vacant under clause 35 the Board 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 Board members***

### **37. COLLECTIVE RESPONSIBILITY OF BOARD**

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

### **38. PRESIDENT – VICE PRESIDENT**

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and board meetings. The President together with the Administrator shall prepare the agenda for Board and General 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) a board member elected by the other board members present if it is a board meeting.
- (4) The President shall encourage full balanced participation in the meetings by all members and shall decide on matters of order.

### **39. SECRETARY/ ADMINISTRATOR**

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) 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 40(5) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

#### **40. TREASURER/ ADMINISTRATOR**

(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 Board 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 Board member, or by any 2 other board members authorised by the Board

(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.

(4) If directed to do so by the Chairperson - President, the Treasurer must submit to the Board a report, balance sheet or financial statement in accordance with that direction.

(5) The Treasurer has custody of all securities, books and documents of otherwise at a general meeting.

(6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

#### **41. 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.

**42. JUNIOR**

Administer, foster and develop Basketball. Including co-ordinating all aspects of Junior Basketball.

**43. REFEREES**

Administer, foster and develop Basketball. Co-ordinate all aspects of Referees.

**44. SENIOR**

Administer, foster and develop Basketball. Co-ordinate all aspects of Senior Basketball.

**45. PROMOTIONS OFFICER**

To advertise and promote the Alice Springs Basketball Association

**46. PROCEEDINGS OF THE BOARD**

- 1) The first meeting of the Board shall be held within 14 days following the AGM.
- 2) At the first meeting the President is to allocate to Directors, portfolios and areas of responsibility.
- 3) The Board shall meet together for the dispatch of business at least monthly but not less than 4 times each financial year.
- 4) Questions arising at any meeting shall be decided by a majority of votes, and in the event of equality of votes the Chairperson - President shall have a casting vote.
- 5) A member of the Board having a conflict of interest in any matter with the ASBA must disclose that interest to the Board and shall not participate in discussion pertaining to that matter unless agreed to by the board.

**PART 5 – MEETINGS OF MANAGEMENT BOARD**

**47. FREQUENCY AND CALLING OF**

- (1) The Board 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 Board members, may at any time convene a special meeting of the Board.
- (3) A special meeting may be convened to deal with an appeal under clause 25.

#### **48. VOTING AND DECISION MAKING**

- (1) Each Board member present at the meeting has a deliberative vote.
- (2) A question arising at a Board 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.

#### **49. QUORUM**

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

#### **50. PROCEDURE AND ORDER OF BUSINESS**

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

#### **51. DISCLOSURE OF INTEREST**

- (1) A Board 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 Board in accordance with section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the meeting.
  - a) The Chairperson must ensure a Board 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**

#### **52. 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 Board –

- (a) may at any time convene a special general meeting;
- (b) must, within 30 days after the Secretary receives a notice under clause 25(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 53(1), convene a special general meeting for the purpose specified in that request.

### **53. SPECIAL GENERAL MEETINGS**

- (1) **Half the number of members constituting a quorum for a general meeting may make a written request to the Board 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 Board fails to convene a special general meeting within the time allowed –
  - (a) for clause 52(3)(b) – the appeal against the decision of the Board is upheld; and
  - (b) for clause 52(3)(c) – the members who made the request may convene a special general meeting as if they were the Board.
- (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.

### **54. ANNUAL GENERAL MEETING**

- (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:
- (a) first – the consideration of the accounts and reports of the Board;
  - (b) second – the election of new Board members;
  - (c) third – any other business requiring consideration by the Association at the meeting.
- (4) The Business of the Annual General Meeting shall be: -
- a) Roll Call of Directors and financial members eligible to vote.
  - b) Confirm the minutes of the previous Annual General Meeting and of Special General Meetings, if any.
  - c) *President to present an Annual Report.*
  - d) *Treasurer/Administrator/President to present Annual Budget report for previous financial year.*
  - e) *The position of President re-election if required, position to be confirmed followed by election or re-election of Board members in accordance with section 9 of these rules.*
  - f) *Appoint the auditor. Patron and Honorary Solicitor.*
  - g) *Notices of Motions to be tabled.*
  - h) *Transact other business of which at least fourteen (14) days prior notice has been given.*
  - i) Correspondence.
  - j) General Business.

## **55. 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 unless otherwise provided in the Schedule.
- (3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

## **56. 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 Electronic 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 Electronic or 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 or electronic method.

## **57. QUORUM AT GENERAL MEETINGS – (Incorporates Special, General, AGM’s)**

At a general meeting, the number of 15 members present in person constitutes a quorum.

## **58. 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 52(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 52(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 52(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.

## **59. VOTING**

- (1) Subject to clauses 17 (2) 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.

## **60. 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**

### **61. FINANCIAL YEAR**

The financial year of the Association shall commence on the 1<sup>st</sup> day of January of each year and end on the 31<sup>st</sup> day of December of each year.

### **62. 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 Board 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 Board 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 Board, 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.

## **63. ACCOUNTS AND AUDITS**

The responsibility of the Board under clause 40(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**

### **64. GRIEVANCE AND DISPUTES PROCEDURES**

- (1) This clause applies to disputes between –
  - (a) a member and another member; or
  - (b) a member and the Board.
- (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 Board; or
    - (ii) for a dispute between a member and the Board 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**

### **65. COMMON SEAL**

- (1) The common seal of the Association must not be used without the express authority of the Board 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 Board from time to time decides.

### **66. NOTICES**

- 1) Any notice required to be given by the Association or any of its officers to any person or body may be given by post and such notice, if addressed to the usual or last known address of such person or body shall be deemed to be given at the time when such notice would have been delivered in the normal course of post.
- 2) Any notice or document required to be given to or served upon the Association shall be in writing and shall be deemed to be so given or served if delivered to any of the Board of Directors.

### **67. BY-LAWS**

- 1) The ASBA Board of Directors or a General Meeting may make By-Laws and amend or rescind such By-Laws as are necessary and not inconsistent with this Constitution, provided that there is a majority vote at Board meetings and two-thirds at General Meetings of those present and entitled to vote.

**68. 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.

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**Change History**

ISSUE NO.	DATE	COMMENTS
1	March 03	Reviewed and implemented
2	March 06	Reviewed to comply with Northern Territory Association Act 2003 as in Force
3	June 2021	8b Replace determined with agreed Remove 46 6). 56 1 b), 56 2 add electronic