

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

(1)
Insert name of
person making
declaration
(2)
Address

I, (1) Anne Starling
of (2) 55 Barker Road, Howard Springs
do solemnly and sincerely declare:

1. I am the Public Officer of

(3)
Insert name of

(3) Top End Drum Runners
55 Barker Road Howard Springs Incorporated

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

(4)
Insert date of
meeting

on: SA
28/05/15 29/04/15

Resolution:

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

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

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

Declared at Howard Springs

(5)
Today's date

on: (5) 28/05/15

(6)
Signature of the
person making the
declaration

(6) [Signature]

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

Before me: (7) [Signature]

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

(8)
Name of witness

(8) Samantha Radford

(9)
Address of witness

(9) 48 Woodroffe Ave Woodroffe NT

(10)
Telephone number
of witness

(10) 0412 329 012

Note:

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

Top End Drum Runners Incorporated



Constitution

This is the annexure marked "A" referred to in the statutory declaration of:	
Name of public officer	<u><i>Anne Starling</i></u> Anne Starling
Made on (date)	<u><i>3/05/15</i></u>
Before me	<u><i>S. Radford</i></u> Samantha Radford
	(signature of witness on statutory declaration)

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Part 1 – Preliminary

1. Name

The name of the incorporated association shall be Top End Drum Runners Inc, herein after called "the Association".

2. Objects and purposes

The objects and purposes of the Association are as follows:

- (a) To promote the sport of barrel racing in the Northern Territory
- (b) To provide safe and affordable competition and clinics to its members
- (c) To encourage new members to the sport of barrel racing
- (d) To provide divisions where both males and females of all ages can participate and compete in a fair, competitive and fun environment.

3. Minimum number of members

The Association must have at least five (5) members.

4. Definitions

In this Constitution, unless the contrary intention appears:

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

"Annual General Meeting" means a general meeting of members convened in accordance with clause 45;

"Association Rule Book" means the Official TEDR Competition Rule Book as outlined in clause 57;

"Committee" means the Management Committee of the Association;

"Day Member" means a member of the Association as outlined in clause 9(c)

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

"Full Member" means a member of the Association as outlined in clause 9(a);

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

"Junior Member" means a Full Member of the Association as outlined in clause 9(a)(ii) who is under the age of 18 years;

"Life Member" means a member of the Association as set out in clause 9(d) that has had a membership bestowed upon them by the Association in accordance with clause 15;

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

"Senior Member" means a Full Member of the Association as outlined in clause 9(a)(i) who is aged 18 years and older;

"Social Member" means a member of the Association as outlined in clause 9(b);

"special resolution" means a resolution notice of which is given under clause 46 and passed in accordance with section 37 of the Act.

Part 2 – Constitution and Powers of Association

6. Powers of Association

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

6. 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.

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

Part 3 – Members

Division 1 - Membership

9. Membership Types

Applications for membership of the Association may be made for the following types –

- (a) Full Member – a person holding this membership is eligible to compete at Association events and accumulate championship points.
 - (i) Senior Member – a person who is over the age of 18 years who is a Full Member. A person with this membership is eligible to hold a committee position and vote at meetings of the Association as set out in clause 13.

- (ii) Junior Member – a person who is under the age of 18 years who is a Full Member. The guardian of a person with this membership is not eligible to hold a committee position, however they may vote at meetings of the Association as set out in clause 13.
- (b) Social Member – a person holding this membership is not permitted to compete at Association events. This membership type enables a person to be eligible to hold a committee position and vote at meetings of the Association as set out in clause 13. There are no junior social members.
- (c) Day Member – This membership is valid for a 24 hour period only. A person holding this membership is eligible to compete at a maximum of three (3) events during any one season of TEDR. A person wishing to compete in more than three (3) events must become a Full Member. This membership is not eligible to collect championship points, nor vote at meetings of the Association.
- (d) Life Member – This membership may be bestowed upon a person by the Association in accordance with clause 15. A person with this membership is deemed to be a Full Member.

10. Application for membership

- (1) To apply to become a Full Member of the Association a person must -
 - (a) Complete an approved Association membership form signed by the person; or if a Junior Member their guardian, and pay the applicable annual membership fee; and
 - (b) Complete the Association waiver form signed by the person or guardian.
- (2) To apply to become a Social Member of the Association a person must –
 - (a) Complete an approved Association membership form signed by the person and pay the applicable annual membership fee.
- (3) To apply to become a Day member of the Association a person must -
 - (a) Complete an approved Association membership form signed by the person or guardian (if the person is under the age of 18 years) and pay the applicable day membership fee.

11. Approval of Committee

- (1) The Committee must consider any application made under clause 10 either on the day of event or at the next available committee meeting and must accept or reject the application at that time.
- (2) If the application is accepted, the membership forms must be signed by at least one committee member and the new member is entered onto the Member Register.
- (3) 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.
- (4) 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.
- (5) If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final.

12. Life Members

- (1) The Association may elect a member as a Life Member in honour of special services rendered by him or her to the Association at an Annual General Meeting. The election of a member must go through the following process –
 - (a) Any current Full or Social Member may nominate a person to receive a Life Membership;
 - (b) The nomination must –
 - (i) Be received in writing by the Secretary no later than 14 days after the notification of the Association's Annual General Meeting;
 - (ii) Be assessed by the Committee against the criteria in clause 12(3) prior to the Annual General Meeting;
 - (c) The Committee, after assessing a nomination, may recommend to the Annual General Meeting that a member be elected as a life member;
 - (d) Such elections shall be conducted at the Annual General Meeting and shall be passed by a two-thirds majority of the members present.
- (2) The Committee must assess a nomination received under clause 12(1)(b) objectively and without reference to, or be influenced by, personal or social issues and relationships.
- (3) The criteria against which the nomination is to be assessed include -

The nominee:

 - (a) must have made a significant contribution to the advantage of the Association or to the sport of barrel racing in general; and/or
 - (b) achieved outstanding success in the sport of barrel racing.
- (4) Life Members shall be free to enjoy all Association privileges and exercise all rights but may be liable for such participation or nomination fees as required by the Association and/or Affiliate club from time to time to be able to compete in Association events.

13. Membership fees

- (1) The membership fees are the amounts determined from time to time by resolution at a general meeting.
- (2) Membership fees may consist of, but are not limited to the following:
 - (a) Annual fees, including renewals
 - (b) Daily fees
 - (c) Nomination fees
 - (d) Insurance fees
- (3) Each Full and Social Member must pay the applicable 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.
- (4) A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Committee determines otherwise.

- (5) Nomination Fees and Insurance fees are required to be paid as determined by the Committee from time to time.
- (6) All other membership fees are to be paid as required by the Association Rule Book.

Division 2 – Rights of members

14. General

- (1) Subject to clause 15(2), a member may exercise the rights of membership when his or her name is entered in the register of members.
- (2) A right of membership of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on the cessation of membership whether by death, resignation or otherwise.

15. Voting

- (1) Subject to subclause (2) and clauses 9 and 12, each Full Member, Social Member and Life Member has one vote at an Annual General Meeting and Special General Meeting of the Association.
- (2) A member is not eligible to vote until 10 working days after his or her application has been accepted.
- (3) Voting rights for Junior Members will be passed on to their guardian.

16. 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.

17. Access to information on Association

The following must be available for inspection by members:

- (a) a copy of this Constitution;
- (b) minutes of general meetings;
- (c) annual reports and annual financial reports
- (d) the Association Rule Book.

18. 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 clause 55.

Division 3 – Termination, death, suspension and expulsion

19. Termination of membership

- (1) 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 member;

- (b) non-payment of the annual membership fee within the time allowed under clause 13(4); or
 - (c) expulsion in accordance with this Division.
- (2) The Register of Members shall be amended to reflect any lapse of membership as soon as practicable.
 - (3) If a member dies or the whereabouts of a member are unknown, the Committee must cancel the member's membership.

20. 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 21, 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.
- (6) Failure to comply with directives of the Association Rule Book is reason for the Committee to suspend or expel a member under paragraph (1).

21. Appeals against suspension or expulsion

- (1) A member who is suspended or expelled under clause 20 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 – Management Committee

Division 1 – General

22. Role and powers

- (1) The business of the Association must be managed by or under the direction of a Management Committee hereafter known as “the Committee”.
- (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.
- (3) The Committee may appoint and remove staff.
- (4) The Committee may establish one or more subcommittees consisting of the members of the Association the Committee considers appropriate.

23. Composition of Committee

- (1) The Committee consists of:
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Secretary;
 - (d) a Treasurer; and
 - (e) up to four (4) General Members.
- (2) Unless elected directly as a separate office holder, the Committee must appoint one committee member to be the Association's public officer. The position of Public Officer does not hold any voting rights, however the Public Officer may hold a voting position on the Committee

24. 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

Eligibility of committee members

- (1) A committee member must be a member who is 18 years or over and committed to contributing in a positive manner to the sport of barrel racing.
- (2) All members of the Committee must be financial members of the Association.
- (3) Committee members must be elected to the Committee at an annual general meeting or appointed under clause 32.

26. Nominations for election to committee

- (1) A member is not eligible for election to the Committee unless the Secretary receives a written nomination for that member by another member before the start time 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.

27. Retirement of committee members

- (1) A committee member holds office until the next annual general meeting unless the member vacates the office under clause 30 or is removed under clause 31.
- (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.
- (3) The President of the outgoing Committee must preside at the annual general meeting until a new member is elected as President.
- (4) Members may serve three (3) consecutive terms on the Committee.

28. Election by default

- (1) If the number of persons nominated for election to the Committee under clause 26 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.
- (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 President 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 32.

29. 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 in a manner determined from time to time by resolution at a general meeting.
- (3) The members chosen by ballot must be declared by the President to be duly elected as members of the Committee.

30. Vacating office

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 Association;
- (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 President;

of which meetings the member received notice and the Committee has resolved to declare the office vacant.

31. 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.

32. Filling casual vacancy on Committee

- (1) If a vacancy remains on the Committee after the application of clause 28 or if the office of a committee member becomes vacant under clause 30, 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.

Division 3 – Duties of committee members

33. 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.

34. 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 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 committee member elected by the other committee members present if it is a committee meeting.

35. Secretary

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 36(5) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

36. Treasurer

- (1) The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (b) in the absence of the Treasurer, another committee member may be nominated to receive monies on the day of a meet or function of the Association. Any monies taken in this manner must be given to the Treasurer within 3 working days.
 - (c) pay all moneys received into the account of the Association within 5 working days after receipt;
 - (d) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (e) 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.
- (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 President, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
- (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

37. 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.

Part 5 – Meetings of Management Committee

38. 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.
- (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 21.

39. 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.
- (4) A committee member may appoint in writing another committee member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any committee meeting.

40. Quorum

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

41. 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 called under clause 38.

42. Disclosure of interest

- (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.
- (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

43. 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 Committee:
 - (a) may at any time convene a special general meeting;
 - (b) must, within 30 days after the Secretary receives a notice under clause 21(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 44(1), convene a special general meeting for the purpose specified in that request.

44. Special general meetings

- (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.
- (2) The request must:
 - (a) state the purpose of the special general meeting; and
 - (b) be signed by the members making the request.
- (3) If the Committee fails to convene a special general meeting within the time allowed:
 - (a) for clause 43(3)(b) – the appeal against the decision of the Committee is upheld;
 - (b) for clause 43(3)(c) – the members who made the request may convene a special general meeting as if they were the Committee.
- (4) If a special general meeting is convened under subclause (3)(b), the Association must meet any reasonable expenses of convening and holding the special general meeting.
- (5) The Secretary must give to all members not less than 21 days notice of a special general meeting.
- (6) The notice must specify:
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.

45. 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.

46. 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.

47. Notice of meetings

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

48. Quorum at general meetings

At a general meeting, 50% of members present in person constitutes a quorum, with a minimum of 5 members required.

49. 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 43(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 43(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 43(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.

50. Voting

- (1) Subject to clauses 9, 12, 15(2) and 15(3) 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.

51. 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

52. Financial year

The financial year of the Association is the period of 12 months ending on 31 October.

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 by 2 committee members if under the amount of \$500. Expenditure over the amount of \$500 must be signed by 3 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.

54. Accounts and audits

The responsibility of the Committee under clause 33(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

55. 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.

- (3) 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

56. 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:
 - (a) the President
 - (b) the Vice-President;
 - (c) the Secretary;
 - (d) 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.

57. Association Rule Book

- (1) The Association will be guided by the Official TEDR Competition Rule Book, known as the Rule Book.
- (2) The Rule Book may provide for, but is not limited to:
 - (a) event participation requirements
 - (b) safety equipment requirements
 - (c) club affiliations
 - (d) membership fees
- (3) The Rule Book may be amended at any time by resolution of the Committee. Members of the Association are to be notified by the Secretary of any amendment made within 14 days of the amendment.
- (4) All members will be issued with a copy of the Rule Book upon payment of membership.
- (5) Any member who breaches the contents of the Rule Book will be refused permission to compete until such time as the breach has been rectified.
- (6) Serious breaches may result in a written warning. Three written warnings may result in suspension or expulsion under clause 20(1) and/or cancellation of membership. Appeals to cancellation of membership can be made under clauses 21 and 55
- (7) All members are to abide to the directives contained in the Rule Book. Failure to abide by the directives is reason to suspend or expel a member under clause 20(1).

58. Two Committee members to be present at events

No Association event shall be conducted unless there is at least two Committee members present. Those Committee members will be responsible for the signing of waiver forms and the general running of the event.

59. **Dissolutions**

- (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.
- (3) The members of the Association shall not be liable to contribute towards the payment of debts and the liabilities of the Association or the costs, charges and expenses of the winding up of the Association.