

Constitution of Association of Alcohol and Other Drug Agencies NT Incorporated

Part 1 – Preliminary

1. Name

The name of the incorporated association is

Association of Alcohol and Other Drug Agencies NT Incorporated.

2. Objects and purposes

To serve as a Peak Body for the Non-Government Alcohol and Other Drugs Sector in the Northern Territory through:

- a) Advocacy and representation of sector perspectives on policy and other issues as they relate to substance use;
- b) Fostering education and exchange of information to promote sector capacity building, reduce harm and increase public awareness;
- c) Provision of a forum for mutual support for organisations and individuals working in the field of drug and alcohol dependence;
- d) Raising funds from the activities of the Association, from public appeal, donations, subscriptions, grants or other lawful means, which funds will be applied to the purposes in (a) to (c) above.

3. Definitions

In this Constitution, unless the contrary intention appears:

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

"Board" means Board of Directors 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 44;

"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.

4. Not-for-Profit Status

- (a) The Association is a not-for-profit organisation.
- (b) The Association must not secure pecuniary gain or profit for its Members.
- (c) The Association's income and property must be applied solely towards promoting the Association's purpose and exercising its powers as set out in this Constitution.
- (d) No part of the income or property of the Association may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, fee or otherwise, to any of the Members. However, this rule does not prohibit making a payment in good faith for:
 - (i) out-of-pocket expenses incurred by a Member on behalf of the Association and with the approval of the Board; or
 - (ii) a service rendered to the Association by a Member in a professional or technical capacity where:
 - (A) the provision of the service has the prior approval of the Board; and
 - (B) the amount payable is not more than an amount which commercially would be reasonable payment for the service, or prohibit payment;
 - (iii) goods supplied to the Association by any Member in the ordinary and usual course of business;
 - (iv) repayment of reasonable and proper interest on money borrowed by the Association from a Member with the prior approval of the Board;
 - (v) reasonable and proper rent for premises let by any Member to the Association with the prior approval of the Board; or
 - (vi) reasonable and proper remuneration to any employee of the Association with the prior approval of the Board.

Part 2 – Constitution and Powers of Association

5. Powers of Association

- (a) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.
- (b) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may:
 - (i) acquire, hold and dispose of real or personal property;
 - (ii) open and operate accounts with financial institutions;

- (iii) invest its money in any security in which trust monies may lawfully be invested;
- (iv) raise and borrow money on the terms and in the manner it considers appropriate;
- (v) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- (vi) appoint agents to transact business on its behalf; and
- (vii) 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

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

Part 3 – Members

Division 1 - Membership

9. Minimum number of members

The Association must have at least five (5) members

10. Membership of the Association

- (a) Membership shall be available in three categories:

- (i) Organisational Members

Any non-government organisation involved in prevention, treatment, rehabilitation or research related to alcohol or drugs.

- (ii) Individual Members

Any person who is involved in, or has a specific interest in, prevention, treatment, rehabilitation or research related to alcohol or drugs.

(iii) Associate Members

Any person or organisation who supports the aims and objectives of the Association. Associate Members are not entitled to vote at meetings of the Association.

(b) An application for membership of the Association must be:

- (i) made in writing in the form set out as is determined by the Board; and
- (ii) lodged at the registered address of the Association together with any fee prescribed by the Board.

(c) The Board will determine all applications for membership of the Association.

(d) The Board will notify an applicant for membership of the outcome of his, her or its application within 7 days after the first meeting of the Board to take place after receipt of the applicant's membership application.

11. Register of Members

(a) The Board will ensure that a register of Members is maintained in which shall be entered:

- (i) the full name and address of each Member;
- (ii) the date upon which each Member's name was entered in the register;
- (iii) the category of membership of each Member;
- (iv) the date on which the Member ceases to be a member of the Association in accordance with clause 21.

(b) Information contained on the register of Members is to be used for the management or the purposes of the Association and is not to be used by a person to contact a Member or send materials to a Member without their prior consent.

12. Approval of Board

- (a) The Board must consider any application made under clause 10 at the next available committee meeting and must accept or reject the application at that meeting or the next.
- (b) 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.
- (c) 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.

- (d) If after reconsidering an application the Board reaffirms its decision to reject the application, the decision is final.

13. Joining fee

- (a) If an application for membership is approved by the Board the applicant becomes a member on payment of the joining fee.
- (b) The joining fee is either:
 - (i) a pro rata annual fee based on the remaining part of the financial year; or
 - (ii) the amount determined from time to time by resolution at a general meeting.

14. Annual membership fees

- (a) The annual membership fee is the amount determined from time to time by resolution at a general meeting.
- (b) Each member must pay the annual membership fee by the first day of each financial year or another date determined by the Board from time to time.
- (c) A member whose subscription 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

15. General

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

16. Voting

- (a) Subject to subclause (b) and clause 20, each full member has one vote at general meetings of the Association. An associate member has no right to vote at General or Special meetings of the Association.
- (b) 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

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

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.

19. Raising grievances and complaints

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

20. Associate members

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

Division 3 – Cessation of Membership

21 Cessation of membership

- (a) A Member ceases to be a Member if they:
 - (i) die;
 - (ii) resign in writing to the Secretary of the Association, providing one (1) months notice;
 - (iii) fail to pay the membership subscription fee in accordance with Clause 14 (c).
 - (iv) become insolvent or under any form of insolvent administration;
 - (v) become a bankrupt under the Bankruptcy Act;
 - (vi) become of unsound mind or are liable to be dealt with in any way under the law relating to mental health;
 - (vii) are convicted of an indictable offence; or
 - (viii) are expelled in accordance with the Constitution or the Act.
- (b) A Member who ceases to be a Member continues to be liable for:
 - (i) any subscription and all arrears due and unpaid at the date of cessation; and
 - (ii) all other moneys due by them to the Association.
- (c) If a member dies or the whereabouts of a member are unknown, the Board must cancel the member's membership
- (d) The date upon which a person ceases to be a member of the Association must be recorded in the register of members within 14 days of the date of cessation by the Secretary or delegate. At that time, all other information relating to the Member, other than their name and the date of cessation must be removed from the register.

22. Suspension or expulsion of members

- (a) 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.
- (b) The notice must:
 - (i) be in writing and include:
 - (A) the time, date and place of the Board meeting at which the question of that suspension or expulsion will be decided; and
 - (B) the particulars of the conduct; and
 - (ii) be given to the member not less than 30 days before the date of the Board meeting referred to in paragraph (b)(i)(A).
- (c) At the meeting, the Board must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (d) The 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.
- (e) Subject to clause 23, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

23. Appeals against suspension or expulsion

- (a) 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 Board's decision.
- (b) 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.
- (c) 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.
- (d) 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 – Board of Directors

Division 1 – General

24. Role and powers

- (a) The business of the Association must be managed by or under the direction of a Board.
- (b) 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.
- (c) The Board may appoint and remove staff.

- (d) The Board may establish one or more subcommittees consisting of the members of the Association the Board considers appropriate.

25. Composition of Board

- (a) The Board consists of:
 - (i) a Chairperson;
 - (ii) a Vice-Chairperson;
 - (iii) a Secretary;
 - (iv) a Treasurer; and
 - (v) up to four other ordinary Board members including the Public Officer
 - (vi) up to two (2) skills based members appointed by the Board for a period of up to three years with the possibility of re appointment.
- (b) Unless elected directly as a separate office holder, the Board must appoint one Board member to be the Association's Public Officer.
- (c) At least two (2) Board members residing outside of Darwin as their usual place of residence.
- (d) The Board will consist of no more than ten (10) Board Members in total.

26. Delegation

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

Division 2 – Tenure of office

27. Eligibility of Board members

- (a) A Board member must be a member who is 18 years or over.
- (b) A Board member must be a full Member
- (c) Board members must be elected to the Board at an annual general meeting or appointed under clause 34.

28. Nominations for election to Board

- (a) 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.
- (b) The nomination must be signed by:
 - (i) the nominator and a seconder; and

- (ii) the nominee to signify his or her willingness to stand for election.
- (c) A person who is eligible for election or re-election under this clause may:
 - (i) propose or second himself or herself for election or re-election; and
 - (ii) vote for himself or herself.

29. Retirement of Board members

- (a) A Board member holds office until the next annual general meeting unless the member vacates the office under clause 32 or is removed under clause 33.
- (b) Subject to subclause (c), at an annual general meeting the office of each Board member becomes vacant and elections for a new Board must be held.
- (c) The Chairperson of the outgoing Board must preside at the annual general meeting until a new member is elected as Chairperson.
- (d) Members may serve consecutive terms on the Board

30. Election by default

- (a) If the number of persons nominated for election to the Board under clause 29 does not exceed the number of vacancies to be filled, the Chairperson must declare the persons to be duly elected as members of the Board at the annual general meeting.
- (b) If vacancies remain on the Board after the declaration under subclause (a), additional nominations of Board members may be accepted from the floor of the annual general meeting.
- (c) If the nominations from the floor do not exceed the number of remaining vacancies, the Chairperson must declare those persons to be duly elected as members of the Board.
- (d) 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 34.

31. Election by ballot

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

32. 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 Chairperson;

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

33. Removal of Board member

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

34. Filling casual vacancy on Board

- (a) If a vacancy remains on the Board after the application of clause 32 or if the office of a Board member becomes vacant under clause 33, the Board may appoint any member of the Association to fill that vacancy.
- (b) 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

35. Collective responsibility of Board

- (a) 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.
- (b) The Board is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

36. Chairperson and Vice-Chairperson

- (a) Subject to subclauses (b) and (c), the Chairperson must preside at all general meetings and Board meetings.
- (b) If the Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting.
- (c) If the Chairperson and the Vice-Chairperson are both absent, the presiding member for that meeting must be:
 - (i) a member elected by the other members present if it is a general meeting; or
 - (ii) a Board member elected by the other Board members present if it is a Board meeting.

37. Secretary

The Secretary must:

- (a) coordinate the correspondence of the Association;

- (b) ensure minutes of all proceedings of general meetings and of Board 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 38(e) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

38. Treasurer

- (a) The Treasurer must ensure their delegate as per clause 26 (a)
 - (i) receives all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (ii) pays all moneys received into the account of the Association within 5 working days after receipt;
 - (iii) makes any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
 - (iv) ensures cheques are signed by him or her and at least one other Board member, or by any 2 other Board members
- (b) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- (c) The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
- (d) If directed to do so by the Chairperson, the Treasurer must submit to the Board a report, balance sheet or financial statement in accordance with that direction.
- (e) 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.
- (f) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

39. Public officer

- (a) 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.
- (b) The public officer must keep a current copy of the Constitution of the Association.

Part 5 – Meetings of Board

40. Frequency and calling of meetings

- (a) The Board must meet together for the conduct of business not less than four (4) times in each financial year
- (b) The Chairperson, or at least half the Board members, may at any time convene a special meeting of the Board.

- (c) A special meeting may be convened to deal with an appeal under clause 23.
- (d) Without limiting any other way in which meetings may be held at two or more venues using any technology that gives the Board member a reasonable opportunity to participate. A Board meeting held solely or partly by technology is treated as held at the place at which the greatest number of the Board members are present at the meeting location, or if an equal number of Board members is located in each of two or more places, at the place where the Chairperson of the meeting is located.
- (e)

41. Voting and decision making

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

42. Quorum

For a Board meeting, one-half of the elected Board member constitutes a quorum

43. Procedure and order of business

- (a) The procedure to be followed at a Board meeting must be determined from time to time by the Board.
- (b) The order of business may be determined by the members present at the meeting.
- (c) Only the business for which the meeting is convened may be considered at a special meeting.

44. Disclosure of interest

- (a) 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.
- (b) The Secretary must record the disclosure in the minutes of the meeting.
- (c) 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

45. Convening general meetings

- (a) The Association must hold its first annual general meeting within 18 months after its incorporation.
- (b) The Association must hold all subsequent annual general meetings within 5 months after the end of the Association's financial year.
- (c) The Board:
 - (i) may at any time convene a special general meeting;

- (ii) must, within 30 days after the Secretary receives a notice under clause 23(a), convene a special general meeting to deal with the appeal to which the notice relates; and
 - (iii) must, within 30 days after it receives a request under clause 46(a), convene a special general meeting for the purpose specified in that request.
- (d) Without limiting any other way in which meetings may be held at two (2) or more venues using any technology that gives the Board member a reasonable opportunity to participate. A Board meeting held solely or partly by technology is treated as held at the place at which the greatest number of the Board members present at the meeting is located, or if an equal number of Board members is located in each of two (2) or more places, at the place where the Chairperson of the meeting is located.
- (e) A member who participates in a meeting by technology as mentioned in clause 41(d) is taken to be attending and present at the meeting in person for the purposes of this constitution.

46. Special general meetings

- (a) 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. The request must:
- (i) state the purpose of the special general meeting; and
 - (ii) be signed by the members making the request.
- (b) If the Board fails to convene a special general meeting within the time allowed:
- (i) for clause 45(c)(ii) – the appeal against the decision of the Board is upheld; and
 - (ii) for clause 45(c)(iii) – the members who made the request may convene a special general meeting as if they were the Board.
- (c) If a special general meeting is convened under subclause 45 (c) (ii), the Association must meet any reasonable expenses of convening and holding the special general meeting.
- (d) The Secretary must give to all members not less than 21 days' notice of a special general meeting.
- (e) The notice must specify:
- (i) when and where the meeting is to be held; and
 - (ii) the particulars of and the order in which business is to be transacted.

47. Annual general meeting

- (a) The Secretary must give to all members not less than 30 days' notice of an annual general meeting unless otherwise provided in the Schedule.
- (b) The notice must specify:
- (i) when and where the meeting is to be held; and
 - (ii) the particulars of and the order in which business is to be transacted.
- (c) The order of business for each annual general meeting is as follows:
- (i) first – the consideration of the accounts and reports of the Board;

- (ii) second – the election of new Board members;
- (iii) third – any other business requiring consideration by the Association at the meeting.

48. Special resolutions

- (a) A special resolution may be moved at any general meeting of the Association.
- (b) 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.
- (c) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

49. Notice of meetings

- (a) The Secretary must give a notice under this Part by –
 - (i) serving it on a member personally; or
 - (ii) sending it by post to a member at the address of the member appearing in the register of members.
 - (iii) sending by any form of electronic transmission to an address specified by a member for giving or serving the notice.
- (b) If a notice is sent by post under subclause 49 (a)(ii), 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.
- (c) If a notice is sent by facsimile transmission or some other form of electronic transmission, sending of the notice is taken to have been properly effected one day after the date it was sent.

50. Quorum at general meetings

At a general meeting, 50% or more of the voting members present constitutes a quorum.

51. Lack of quorum

- (a) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –
 - (i) for an annual general meeting or special general meeting convened under clause 45(c)(i) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
 - (ii) for a meeting convened under clause 45(c)(ii) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - (iii) for a meeting convened under clause 45(c)(iii) – the meeting lapses.
- (b) If within 30 minutes after the time appointed by subclause (a)(i) 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.

- (c) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- (d) 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.
- (e) 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.

52. Voting

- (a) Subject to clauses 16(b) and 20, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (b) At a general meeting:
 - (i) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - (ii) 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.
- (c) A poll may be demanded by the Chairperson or by three (3) or more members present in person or by proxy.
- (d) If demanded, a poll must be taken immediately and in the manner the Chairperson directs.

53. 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

54. Financial year

The financial year of the Association is 1st of July to the 30th June in any given year. .

55. Funds and accounts

- (a) 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.
- (b) 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.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) Board members.
- (d) All funds of the Association must be deposited into the financial account of the Association no later than five (5) working days after receipt or as soon as practicable after that day.

56. Accounts and audits

The responsibility of the Board under clause 35(b) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:

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

Part 8 – Grievance and disputes

57. Grievance and disputes procedures

- (a) This clause applies to disputes between:
 - (i) a member and another member; or
 - (ii) a member and the Board.
- (b) 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.
- (c) 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 ten (10) days after the meeting, hold another meeting in the presence of a mediator.
- (d) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement:
 - (A) for a dispute between a member and another member – a person appointed by the Board; or
 - (B) for a dispute between a member and the Board – a person who is a mediator appointed or employed by the department administering the Act.
- (e) A member of the Association can be a mediator.
- (f) The mediator cannot be a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must:
 - (i) give the parties to the mediation process every opportunity to be heard;
 - (ii) allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.

- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Part 9 – Miscellaneous

58. Common seal

- (a) 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.
- (b) The affixing of the common seal of the Association must be witnessed by any two (2) of the following:
 - (i) the Chairperson;
 - (ii) the Secretary;
 - (iii) the Treasurer.
- (c) 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.

59. Distribution of surplus assets on winding up

- (a) 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.
- (b) The surplus assets must be given or transferred to another association incorporated under the Act that:
 - (i) has similar objects or purposes;
 - (ii) is not carried on for profit or gain to its individual members; and
 - (iii) is determined by resolution of the members.
- (c) If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:
 - (i) gifts of money or property for the principal purpose of the organisation
 - (ii) contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
 - (iii) money received by the organisation because of such gifts and contributions.