



**CONSTITUTION OF
DRAGON BOAT NT INC.**

As amended by SGM 21 April 2006

THE ANNEXURE MARKED 'A' REFERRED TO IN THE STATUTORY DECLARATION OF

(Name of Public Officer)

IN THE _____ DAY OF _____ 20 ____

BEFORE ME _____

(signature of witness on statutory declaration)

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1. NAME

The name of the Association is Dragon Boat Northern Territory Incorporated (hereinafter referred to as "the Association").

2. OBJECTS AND PURPOSES

2.1 The basic objects of the Association are:

- (a) To promote good fellowship, fair play and social interaction among Dragon Boat Clubs in line with the Australian Sports Commission policies and guidelines.
- (b) To promote and preserve the cultural, philosophical and historical traditions of dragon boats.
- (c) To promote, be responsible for, manage, develop and encourage Dragon Boat Racing excellence, whilst maintaining the established traditions of the sport.
- (d) To control the selection process of the Association's representative teams in accordance with Australian Dragon Boat Federation Rules and Regulations.
- (e) To frame and administer rules for Dragon Boat Racing in the Northern Territory.
- (f) To represent the interests of Dragon Boat Racing with Government Bodies of Sport, National Sports Bodies and Government organisations.
- (g) To maintain contact and liaison with organisations throughout the world whose objects are similar to those of the Association.
- (h) To promote the Northern Territory as a venue for regional, national and international Dragon Boat races.

2.2 In addition to the basic objects of the Association, the objects and purposes of the Association shall be deemed to include:

- (a) To acquire by purchase, lease, exchange, or otherwise, land, building and hereditaments of any nature or description and any estate or interest therein and any rights over or connected herewith. Provided that in case the Association shall take or hold any property, which may be subject to trusts, the Association may only deal with the same, in such manner as is allowed by law, having regard to such trusts.
- (b) The buying, selling, and supplying of, and dealing in, goods of all kinds within legal limits.
- (c) The construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the Association.

- (d) The accepting of any gifts, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association.
- (e) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purposes of procuring contributions to the funds of the Association, whether by way of donation, subscriptions, or otherwise.
- (f) The printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association.
- (g) Subject to the *Associations Incorporation Act (NT) 2003* as amended from time to time, the borrowing and raising of money in such manner and on such terms as the committee may think fit and as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association
- (h) Subject to the provisions of the *Trustee Act 2002 (NT)* as amended from time to time, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such a manner as the committee may from time to time determine.
- (i) The making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which section 78(1)(a) of the *Income Tax Assessment Act 1936 (Cth)*, as amended, relates in such a manner as the committee may from time to time determine.
- (j) The establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association in such a manner as the committee may from time to time determine;
- (k) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this Clause.
- (l) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association in such a manner as the committee may from time to time determine and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members or affiliates, except in good faith in the promotion of those objects.

3. DEFINITIONS

- 3.1 “Club Member” is an Organisation, which has applied for membership to the Association in accordance with Clause 5.3 and which has paid the Annual Registration Fee.
- 3.2 “Ordinary Member” is a person who has registered and paid the Annual Registration Fee in accordance with the requirements of the Association.
- 3.3 “Special Member” is a person who is a non-paddler, not a social member of a Member Club but who, due to expertise in a particular field/practice, is deemed beneficial to DBNT. e.g. Physiotherapist, accountant, lawyer or has required administrative skills.
- 3.4 “Temporary Member” is a person who registers for participation in Corporate Regattas and pays the entry fee. Membership is for the duration of the regatta.
- 3.5 “Life, Honorary and Patron” are those members admitted under Clause 6.
- 3.6 “Annual Registration Fee” means the fee set at each Annual General Meeting in accordance with Clause 13.
- 3.7 “Rules” mean the Constitution and Rules of Dragon Boat Northern Territory Incorporated as agreed by the Executive Committee from time to time.

4. INTERPRETATION

- 4.1 In this Constitution, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.
- 4.2 Words or expressions contained in this Constitution shall be interpreted in accordance with the provisions of the *Interpretation Act* 2004. (NT)

5. MEMBERSHIP

- 5.1 Membership of the Association is open to all individuals and organisations in the Northern Australia that accept the Objects and Purposes of the Association.
- 5.2 Membership of the Association will be by the following classes:
- (a) Club Member
 - (b) Ordinary Member
 - (c) Special Member
 - (d) Life, Honorary Member and Patron

(e) Temporary Member

- 5.3 Club Members are those clubs applying for membership by way of payment of fees. Such clubs are referred to as Member Clubs for the purposes of this Constitution. All paddling members of Member Clubs are required to become Ordinary Members.
- 5.4 Ordinary Members are those members of Member Clubs and are registered with the Association under Clauses 5.5 to 5.6 inclusive.
- 5.5 Any application for membership shall be addressed to the Registrar of the Association in writing and shall state the class of membership sought and shall include the Annual Registration Fee as appropriate.
- 5.6 A person who is nominated for membership as provided in this Clause is eligible to be a member of the Association on payment of the Annual Registration Fee being received by the Association.
- 5.7 A nomination of a person for membership of the Association:
- (a) shall be made in writing, signed by a member of the executive of the Member Club;
 - (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form on nomination); and
 - (c) shall be lodged with the Registrar of the Association.
- 5.8 A member of the Association may, at any time, resign from the Association by delivering or sending by post to the Secretary a written notice of resignation.
- 5.9 (a) Any member who resigns from the Association by providing written notice pursuant to Clause 5.7, is expelled or suspended from the Association in accordance with Clause 7 or who otherwise ceases to be a member of the Association, shall lose and forfeit to the Association all interest and benefit in the funds and property of the Association and all rights attaching to membership.
- (b) A member who has been suspended from the Association pursuant to Clause 7 shall regain their interest and benefit in the funds and property of the Association and all rights attaching to membership at the expiration of the suspension period.
- 5.10 (a) Upon receipt of a notice under Clause 5.7 or the coming into effect of an expulsion or suspension in accordance with Clause 7.7 or other cessation of membership, the Registrar shall remove the name of the member from the register of members, whereupon that member ceases to be a member of the Association.

(b) In the case of a member suspended pursuant to Clause 7.7, the Public Officer shall also make a notation of the period of suspension next to the name of the member on the register of members at the expiration of which time the suspended member will regain full membership of the Association.

5.11 Membership to the Association and all membership entitlements shall cease thirty (30) days after the issuing of Membership Renewal Notices which contain the Annual Registration Fee for the following year unless that fee is paid before the expiration of the said 30 days.

5.12 A right, privilege, or obligation of a person by virtue of their membership of the Association is not capable of being transferred or transmitted to another person and terminates upon the cessation of their membership, whether by death, resignation, or otherwise.

5.13 The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of winding up of the Association except to the amount of any unpaid Annual Registration Fee.

5.14 All members of each affiliated club must be registered annually with the Association and pay the Annual Registration Fee.

5.15 Each Member Club shall at the request of the Registrar provide a list of their members.

6. LIFE AND HONORARY MEMBERSHIP AND PATRON

6.1 Life Membership may be bestowed upon any individual who in the opinion of the Association has given outstanding service to the Association.

6.2 A proposal for Life Membership shall be given in writing to the Secretary and shall include a resume of the proposed recipient's contribution of service to the Association.

6.3 A motion to confer Life Membership must be affirmed by a secret ballot at an Annual General Meeting or Special General Meeting by at least a three-fourths majority of those eligible to vote.

6.4 Patron may at the discretion of the Executive Committee be conferred for a limited period of time.

6.5 A proposal for Patron shall be given in writing to the Secretary and shall include a resume of the proposed appointee's relevant background.

6.6 A person appointed to the position of Patron should countenance, protect and give influential support to the Association in a manner consistent with the objects and purposes of the Association.

- 6.7 Honorary Membership may at the discretion of the Executive Committee be conferred for a limited period of time, for an outstanding contribution by an individual or to a distinguished visitor.
- 6.8 A proposal for Honorary Membership and supporting recommendation shall be given in writing to the Secretary who shall as soon as practicable refer the nomination to the Executive Committee for approval.
- 6.9 Upon the nomination for Honorary Membership being approved by the Executive Committee, the Secretary shall, with as little delay as possible, notify the nominee, in writing, that their position has been confirmed.
- 6.10 Honorary Membership and Patron position will be reviewed annually unless otherwise terminated by the recipient or through disciplinary measures conferred under Clause 7.
- 6.11 Honorary Members and Patron will be notified in writing no later than twenty-eight (28) days prior to the Annual General meeting requesting advice as to whether they wish to continue in the positions or otherwise. Honorary members and Patron are to provide written advice to the Secretary within fourteen (14) days of receipt of the notification.

7. EXPULSION, SUSPENSION AND/OR REPRIMAND

- 7.1 The Executive Committee may by at least three fourths majority expel, suspend and/or reprimand any Member (including Member Clubs), should any Member in the opinion of the Executive Committee, display conduct that is detrimental to the interests of the Association or it's members.
- 7.2 Subject to Clause 7.3, before a Member is expelled, suspended and/or reprimanded, the Executive Committee shall inquire into the conduct in question and the Member shall be afforded a reasonable opportunity to be heard or to make representation in writing.
- 7.3 Notice in writing of any inquiry must:
- (i) Include the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) Contain the particulars of the conduct; and
 - (iii) be given to the member not less than 30 days before the date of the committee meeting referred to in paragraph (a)(i).
- 7.4 No inquiry should proceed in the absence of the member whose conduct is being considered unless it can be, and is proved, that the member was notified as required in Clause 7.3 and that there is no satisfactory explanation as to the member's failure to attend at the appointed time and place.

- 7.5 Any reasonable request received from the member whose conduct is being inquired into for an adjournment of the said inquiry should be granted by the Executive Committee.
- 7.6 Should a Member fail to appear at an inquiry conducted under Clause 7.2 hereof, or any adjournment thereof, the Executive Committee may proceed in that Member's absence to conduct the said inquiry and to make its findings as herein before empowered.
- 7.7 Any Member expelled or suspended from membership of the Association shall lose and forfeit to the Association all interest and benefit in the funds and property of the Association and all rights attached to membership.
- 7.8 The expulsion, suspension and/or reprimand of a member pursuant to Clause 7.1 does not take effect:
- (a) until the expiration of fourteen (14) days after the service on the member of a notice under Clause 7.9 ; or
 - (b) if within the 14 day period the member exercises their right of appeal under this Clause, whereby such expulsion, suspension and/or reprimand shall not take effect until the conclusion of a Special General Meeting convened to hear the appeal,
- whichever is the later date.
- 7.9 Where the Executive Committee expels, suspends and/or reprimands a member from the Association, the Secretary of the Association shall, without undue delay cause to be served on the member, a notice in writing:
- (a) stating that the Executive Committee has expelled, suspended and/or reprimanded the member;
 - (b) specifying the grounds for the expulsion, suspension and/or reprimand; and
 - (c) informing the member that if s/he so desires, s/he may, within fourteen (14) days after the service of the notice on him/her pursuant to Clause 7.8 above, appeal against the expulsion, suspension and/or reprimand as provided in this Clause.
- 7.10 A member on whom a notice under Clause 7.9 is served may appeal against the expulsion, suspension and/or reprimand to a Special General Meeting by delivering or sending by post to the Secretary of the Association, within fourteen (14) days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing their appeal.
- 7.11 Upon receipt of a requisition under Clause 7.10, the Secretary shall

forthwith notify the Executive Committee of its receipt and the Executive Committee shall thereupon cause a Special General Meeting of members to be held within twenty-one (21) days after the date on which the requisition is received by the Secretary.

- 7.12 At a Special General Meeting convened for the purpose of this Clause:
- (a) no business other than the question of the expulsion, suspension and/or reprimand shall be transacted;
 - (b) the Executive Committee may place before the meeting details of the grounds of the expulsion, suspension and/or reprimand and the Executive Committee's reasons for the expulsion, suspension and/or reprimand;
 - (c) the expelled, suspended and/or reprimanded member shall be given a reasonable opportunity to be heard or to make representation in writing prior to the meeting for circulation at the meeting, and
 - (d) the members present shall vote by secret ballot on the question whether the expulsion, suspension and/or reprimand should be lifted or confirmed.
- 7.13 If at the Special General Meeting a majority of the members present vote in favour of the lifting of the expulsion, suspension and/or reprimand, the expulsion, suspension and/or reprimand shall be deemed to have been lifted and the expelled, suspended and/or reprimanded member is entitled to continue their membership of the Association.
- 7.14 In the case of an expulsion, if at the Special General Meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.
- 7.15 In the case of a suspension and/or reprimand, if at the Special General Meeting a majority of the members present vote in favour of the confirmation of the suspension and/or reprimand, the suspension and/or reprimand takes effect and/or stands as the case may be, however, the member is entitled to continue their membership of the Association following the expiration of the period of suspension.
- 7.16 The actions attracting expulsion, suspension and/or reprimand shall be consistent with those behaviours not complying with the Codes of Behaviour rules as set out by the Australian Sports Commission or with this Constitution. Refer to website (<http://www.ausport.gov.au/ethics/codes.asp>)
- 7.17 Period of suspension prescribed shall be between one and four weeks for each unacceptable behaviour.
- 7.18 Repeated suspension may lead to expulsion.

8. OFFICERS OF THE ASSOCIATION

8.1 The Officers of the Association shall comprise of the following:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer;
- (e) Public Officer and
- (f) Registrar

8.2 The President shall:

- (a) Be the official spokesperson for the Association;
- (b) Chair all meetings of the Executive Committee and all or any other meetings of the Association; and
- (c) Undertakes other duties as appropriate.

8.3 The Vice President shall:

Undertake the duties of the President in the latter's absence.

8.4 The Secretary shall:

- (a) Carry out duties under the direction of the Executive Committee;
- (b) Attend to correspondence;
- (c) Maintain an accurate record of all minutes of meetings, rules and correspondence. These records shall be available for inspection by any member of the Association at any reasonable hour and upon reasonable notice; and
- (d) Convene meetings as directed.

8.5 The Treasurer shall:

- (a) Receive all monies payable to the Association and issue receipt for the same;
- (b) Deposit all monies received into a bank account in the name of the Association;
- (c) Arrange for all cheques for disbursements and for their signature by themselves in conjunction with anyone of the President, Vice President or Secretary or other as delegated by the Executive Committee;

- (d) Maintain correct books and accounts, showing the full financial affairs of the Association. All records shall be available for inspection by any member of the Association at any reasonable hour and upon reasonable notice;
- (e) Submit a minimum of a quarterly statement of receipts and expenditure to meetings of the Executive Committee; and
- (f) Prepare or cause to prepare at the end of each financial year financial statements for presentation at the Annual General Meeting.
- (g) Acquit grants applied for by the DBNT.

8.6 The Registrar shall:

- (a) Maintain a register of Members of the Association specifying the name and address of each member together with the date of commencement of membership. The records shall be available for inspection by a member of the Association at any reasonable hour and upon reasonable notice;
- (b) Maintain a register of all members of each member Club;
- (c) Maintain a register for any other purpose. eg accredited sweeps, temporary members for Corporate Regattas etc

8.7 Where an Office of the Association becomes vacant within 6 months of elections, the executive shall:

- (a) approach any applicant unsuccessful at the Annual General Meeting for that position or:
- (b) Seek nominations from the membership.

8.8 Where nominations are sought from the membership, the Executive Committee will decide the successful applicant if there are more than one.

8.9 Where an Office of the Association becomes vacant within six months of the next Annual General Meeting, The Executive may seek and appoint interested persons to fill casual vacancies.

8.10 The Public Officer shall:

- (a) Comply with any duties pursuant to the position of Public Officer as specified in the *Associations Incorporation Act (NT) 2003*.

9 EXECUTIVE COMMITTEE

9.1 The Executive Committee shall be responsible for:

- (a) Setting policy and planning of the Association in accordance with the

Objects and Purposes of the Association detailed in Clause 2.

- (b) Managing the usual business affairs of the Association in accordance with the Objects and Purposes of the Association detailed in Clause 2.
- 9.2 The Executive Committee shall comprise the Officers of the Association as specified in Clause 8 above and one delegate from each Member Club, but where there are more than twenty (20) members in a Member Club, another delegate may be appointed provided that.
- (a) Delegates are nominated by the Club they represent;
 - (b) Delegates must be financial members of the Association and members of the club they represent.
 - (c) Delegates may be delegate only for their own club.
- 9.3 The Executive Committee may, by their own election, invite one (1) representative from each Affiliate Member and/or any Life Member to sit on the Executive Committee in a non-voting capacity.
- 9.4 The Executive Committee may elect from among the members of the Association a Cultural Liaison Officer who may be a member of the Chung Wah Society or other cultural society that maintains a link with the cultural, philosophical and historical traditions of dragon boat racing.
- 9.5 A member of the Executive Committee shall cease to hold office in any capacity with the Association upon any of the following:
- (a) Death.
 - (b) Ceasing to be a financial registered Ordinary Member of the Association.
 - (c) Giving notice of resignation in writing to the President and /or the Secretary
 - (d) Becoming mentally incapacitated by reason of a mental illness within the terms of the *Mental Health and Related Services Act 2004* (NT)
 - (e) Being absent without apology from three (3) consecutive meetings of the Executive Committee.
 - (f) Being expelled or suspended in accordance with Clause 7. Where a member has been suspended pursuant to Clause 7, the member is entitled to continue their membership but shall cease to hold office as an officer or delegate on the Executive Committee until after the expiration of the suspension period.
- 9.6 Member Clubs whose membership falls below twenty (20) shall, at the discretion of the Executive Committee, forfeit their voting rights and entitlements until they have twenty (20) registered Ordinary Members.

- 9.7 A meeting of the Executive Committee may be called on the written request of at least three delegates to the Committee addressed to the President and/or Secretary of the Association and upon receipt of such a request, the Secretary shall convene a meeting on a date not later than fourteen (14) days following the receipt of such a request.
- 9.8 Where a member of the Executive Committee has an interest in any Dragon Boat activity run for personal profit or advantage, they will be required to complete a Pecuniary Interest Declaration stating the nature of their interest and the nature of the activity, and disqualify themselves from taking part in any vote in relation to that activity.

10. ELECTION OF OFFICERS OF THE ASSOCIATION

- 10.1 Nominations of candidates for election as Officers of the Association shall be:
- (b) made in writing signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (c) delivered to the President or Secretary of the Association at least ten (10) days before the date fixed for the holding of the Annual General Meeting.
- 10.2 If insufficient nominations are received to fill all vacancies on the Committee further nominations shall be received at the Annual General Meeting.
- 10.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 10.4 If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be held.

11. SUB COMMITTEES

- 11.1 The Executive Committee may appoint such Sub-Committees as it sees fit for the purposes of pursuing any of the objects and purposes of the Association and for any other purpose as the Executive Committee may determine from time to time.
- 11.2 The Executive Committee shall appoint the Chairperson of any Sub-Committee.
- 11.3 Each Sub-Committee shall provide the Executive Committee with regular interim reports and a final report upon completion of the task or disbandment of the Sub-Committee, whichever occurs first.

- 11.4 The Executive Committee may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the Association but a person so co-opted is not entitled to vote.
- 11.5 The Chairperson of the Sub-Committee is responsible for calling meetings of the Sub-Committee.
- 11.6 Notice of each Sub-Committee meeting shall be given to each member of the Sub-Committee at a reasonable time before the meeting.

12. MEETINGS OF THE EXECUTIVE COMMITTEE AND ITS SUB-COMMITTEES

- 12.1 The Executive Committee shall meet at least once per month during its term of office.
- 12.2 At least fourteen (14) days notice of all meetings and notices of motion shall be given to all members
- 12.3 Notice of all meetings shall be given to members either personally, by post, facsimile or by other available telecommunication channels.
- 12.4 Meetings of the Association shall be held in the following manner:
- (a) The President or in his/her absence the Vice-President shall take the chair. In the case of a meeting of a sub-committee than the nominated chairperson shall take the chair.
 - (b) In the event of the President or Vice-President being absent from a duly convened meeting such meeting may elect a Chairperson from amongst those present.
 - (c) The Chairperson shall open and close the meeting and conduct it in accordance with the rules ordinarily observed in the conduct of meetings.
 - (d) Only financial members of the Association who are members of the Executive or Sub-Committee are eligible to vote. Each is entitled to a single vote.
 - (e) All motions must be clearly formulated and must be proposed and seconded by members eligible to vote.
 - (f) Voting is to be by a show of hands unless a secret ballot is requested. A simple majority shall make decisions unless otherwise stated in this Constitution.
 - (g) In the case of an equality of voting on any question, if after further debate the voting remains deadlocked, the status quo shall remain.
- 12.6 In matters of urgency the President and any four (4) of its members may make decisions to address the situation with reference to the full Executive Committee at their earliest convenience. This can be by phone or email.

- 12.7 Notices shall be given to members of the Executive Committee of any special meeting, specifying the nature of the business to be transacted, and no other business shall be transacted at such meeting.
- 12.8 The quorum of the Executive Committee shall be at least three (3) Officers and two (2) Club Member delegates for the transaction of the business of a meeting of the Committee. In the case of a Sub-Committee, three (3) appointed members constitute a quorum at a meeting of the Sub-Committee.
- 12.9 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.
- 12.10 All meetings must be minuted.

13. ANNUAL GENERAL MEETING

- 13.1 There shall be an Annual General Meeting of the Association during the month of August each year.
- 13.2 Members shall be given notice in writing of at least twenty-eight (28) days of such meeting.
- 13.3 Notice of the AGM shall be given to members either personally, by post, by any electronic communication channel or by notice in the local newspaper.
- 13.4 Notices sent by post shall be deemed to have been received seven (7) days after the date of posting.
- 13.5 The President or, in his/her absence, the Vice-President shall take the chair.
- 13.6 If the President and the Vice-President are absent from the meeting the members present shall elect one of their number to preside as chairperson.
- 13.7 In addition to any other business which may be transacted at an Annual General Meeting; the business of the meeting shall include the following:
- (a) To confirm the Minutes of the last Annual General Meeting and of any Special General Meeting held since that meeting.
 - (b) To receive the Executive Committee's reports upon the transactions of the Association during the last proceeding financial year.
 - (c) To elect the Officers of the Association for the ensuing twelve (12) months.
 - (d) To receive and consider financial statements from the Executive Committee which are not misleading and gives a true and fair view of the last financial year of the Association's

- (i) income and expenditure
 - (ii) assets and liabilities
 - (iii) mortgages, charges and other securities
 - (iv) trust properties
- (e) Any other business provided such business has already been included in the Notice of Meeting Agenda circulated to all members.
- 13.8 Any notices of motions to be lodged shall be in writing and received by the Secretary within no less than fourteen (14) days prior to the date of the Annual General Meeting.
- 13.9 The quorum of the Annual General Meeting shall be three fourths of the Executive Committee and 10% of the Associations Ordinary members. Should a quorum not be present a new meeting shall be convened after the expiration of twenty-one (21) days but not later than thirty (30) days, and at such adjourned meeting the members present shall form a quorum regardless of the number present.
- 13.10 No item of business shall be transacted at the Annual General Meeting unless a quorum of members entitled under this Clause to vote is present during the time when the meeting is considering that item.
- 13.11 The Annual General Meeting may transact special business of which notice is given in accordance with this Clause.
- 13.12 All financial members of the Association present, either personally, by proxy or by suitably arranged telecommunication method, at the Annual General Meeting are entitled to one vote.
- 13.13 A question arising, apart from the election of Office Bearers, at an Annual General Meeting of the Association shall be determined on a show of hands unless otherwise determined by the chairperson.
- 13.14 In the case of an equality of voting on a question the status quo remains.
- 13.15 The chairperson of an Annual General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place provided a quorum is present.
- 13.16 Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- 13.17 Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

14. SPECIAL GENERAL MEETING

- 14.1 The Executive Committee may, whenever it thinks fit, convene a Special General Meeting.
- 14.2 The Executive Committee shall, on the receipt of a requisition in writing of not less than ten (10) members, convene a Special General Meeting of the Association.
- 14.3 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the person/s making the requisition and delivered to the President or Secretary of the Association and may consist of several documents in the like form, each signed by one or more of the persons making the requisition.
- 14.4 If the Executive Committee does not cause a Special General Meeting to be held within twenty-one (21) days from the date on which a requisition was so delivered, the persons making the requisition, or any of them may convene the meeting; but any meeting so convened shall not be held after three months from the date of the delivery of the requisition.
- 14.5 A special general meeting convened by a person making the requisition in pursuit of this Clause shall be convened in the same manner in which those meetings are convened by the Executive Committee
- 14.6 At least twenty one (21) days notice of all meetings and notices of motion shall be given to all members.
- 14.7 Notice of all meetings shall be given to members either personally, by post, facsimile or by other available telecommunication channels.
- 14.8 Notices sent by post shall be deemed to have been received seven (7) days after the date of posting.
- 14.9 The quorum of a Special General Meeting shall be three fourths of the Executive Committee and 30% of the Associations Ordinary members and comprising of members of all clubs or their proxies. Should a quorum not be present a new meeting shall be convened after the expiration of twenty-one (21) days but not later than thirty (30) days-
- 14.10 The President or in his/her absence the Vice-President shall take the chair.
- 14.11 If the President and the Vice-President are absent from the meeting the members present shall elect one of their number to preside as chairperson.
- 14.12 All financial members of the Association present, either personally, by proxy or by suitably arranged telecommunication method, at the Special General Meeting are entitled to one vote.
- 14.13 A question arising at a Special General Meeting of the Association shall be determined on a show of hands unless otherwise determined by the chairperson.

- 14.14 In the case of an equality of voting on a question the status quo remains.
- 14.15 No item of business shall be transacted at a Special General Meeting unless a quorum of members entitled under this Clause to vote is present during the time when the meeting is considering that item.
- 14.16 The chairperson of a Special General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 14.17 Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- 14.18 Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.
- 14.19 Any adjourned meeting must comply with all the rules
- 14.20 Any agreed issues arising from this quorate Special General Meeting shall be binding on the Association.

15 AUDITOR

- 15.1 At each Annual General Meeting of the Association, the members present shall appoint a person who is not a member or the Treasurer of the Association as the Auditor of the Association.
- 15.2 A person so appointed shall hold office until the Annual General Meeting next after that at which s/he is appointed, and is eligible for re-appointment.
- 15.3 If an appointment is not made at an Annual General Meeting the Executive Committee shall appoint an Auditor of the Association for the then current financial year of the Association.
- 15.4 If a casual vacancy occurs in the office of Auditor during the course of a financial year of the Association, the Executive Committee may appoint a person as the Auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

16 AUDIT OF ACCOUNTS

- 16.1 At least once in each financial year of the Association, the Auditor shall examine the accounts of the Association.
- 16.2 The Auditor shall certify as to the correctness of the accounts of the Association and through the Treasurer, shall report thereon to the members present at the Annual General Meeting.
- 16.3 In their report, and in certifying the accounts, the Auditor shall state:
- (a) Whether s/he has obtained the information required by him/her.
 - (b) Whether, in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at their disposal and the explanations given to him and as shown by the books of the Association.
 - (c) Whether the rules relating to the administration of the funds of the Association have been observed.
- 16.4 The Treasurer of the Association shall cause to be delivered to the Auditor a list of all the accounts, books and records of the Association.
- 16.5 The Auditor:
- (a) Has a right of access to the accounts, books, records, vouchers and documents of the Association.
 - (b) May require from the members of the Association such information and explanations as may be necessary for the performance of their duties as Auditor.
 - (c) May employ persons to assist him in investigating the accounts of the Association.
 - (d) May, in relation to the accounts of the Association, examine any member of the Executive Committee or any members of the Association.

17. BANKING AND FINANCE

- 17.1 The Treasurer of the Association shall, on behalf of the Association, receive all monies paid to the Association by the Treasurer as soon as possible after receipt thereof.
- 17.2 The Executive Committee shall cause to be opened with such Bank, Building Society or Credit Union ("Bank"), as the Executive Committee selects an account in the name of the Association into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.

- 17.3 The Executive Committee may receive from the Association's Bank a cheque drawn by the Association on any of its accounts with the Bank and may release and indemnify the Bank from and against all claims, actions, suits, or demands that may be brought against the Bank or Bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- 17.4 Except with the authority of the Executive Committee, no payment shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the Executive Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive Committee may impose.
- 17.5 No cheques shall be drawn on the Association's account except for the payment of expenditure that has been authorised by the Executive Committee. Said approval may be sought by email, telephone or any other method.
- 17.6 All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or, in their absence, by such other member or members of the Executive Committee as the Executive Committee may nominate for the purpose, and shall be countersigned by the President.

18. ACCOUNTS ETC

- 18.1 True accounts shall be kept –
- (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits, and liabilities of the Association.

And subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, these accounts shall be open to the inspection of the members of the Association.

- 18.2 The Treasurer of the Association shall faithfully keep all general records, accounting books and records of receipt and expenditure connected with the operations and business of the Association in such form and manner as the Executive Committee may direct.
- 18.3 *The accounts, books and records referred to in Clauses 26.1 and 26.2 of this rule shall be kept at the Association's office or at such place as the Executive Committee may decide.*

19. REGISTRATION

- 19.1 The Annual Registration Fee to be paid by all Members of the Association. They shall be prescribed at the Annual General Meeting, and shall be paid in accordance with the agreed schedule as appropriate.
- 19.2 No Annual Registration Fee shall be refunded to any member retiring from the Association.
- 19.3 The amount of the Annual Registration Fee may be altered from time to time by the members by resolution at a Special General Meeting.

20. FINANCIAL YEAR

The financial year of the Association shall commence on the 1st day of July and end on the 30th day of June, of the following year.

21. DEFAULT OF CLUBS

While any monies payable by a Member Club to DBNT are overdue, that Member's duly appointed representatives may not vote at a meeting of the Executive Committee or exercise any powers as members of the Association unless the Executive Committee resolves otherwise.

22. PROXIES

- 22.1 Upon any question arising at a meeting of the Association, each duly appointed delegate shall have only one vote.
- 22.2 All votes shall be given personally or by proxy.
- 22.3 Each duly appointed delegate is entitled to appoint a proxy provided written notice is given to the Secretary of the Association prior to the commencement of the meeting.
- 22.4 A duly appointed proxy must be a financial member of a member club.

23. FUNDS

The funds of the Association shall be derived from members' Annual Registration Fees, donations, grants, bequests and such other sources, as the Executive Committee may determine from time to time.

24. SEAL OF THE ASSOCIATION

- 24.1 The Seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".

24.2 The Seal of the Association shall be kept in the custody of the Secretary of the Association or other person nominated by the Board of Management from time to time, and shall only be affixed on the authority of a resolution of the Executive Committee and in the presence of the Secretary or other nominated person and any two members of the Executive Committee.

25. ALTERATION OF THE CONSTITUTION

25.1 The Constitution may be amended by resolution passed by a three-fourths majority of financial members voting at a Special General Meeting or at the Annual General Meeting.

25.2 Notice of the proposed amendment shall be included in the notice calling the Special General Meeting or at the annual General Meeting.

25.3 An alteration of the Constitution is of no effect until a copy of the alteration is lodged with the Registrar of Associations in the Northern Territory.

26. GENERAL REGULATIONS

26.1 All matters not contained within this Constitution may be provided for in the General Regulations of the Association and will be attached to the constitution form time to time.

26.2 The Executive Committee may prescribe General Regulations from time to time.

26.3 No General regulation shall be inconsistent with this Constitution.

26.4 All members shall be given fourteen (14) days notice of any proposed alteration or addition to the General Regulations.

26.5 Any matter not specifically covered by this Constitution or the General Regulations may be determined by resolution of a simple majority of those delegates eligible to vote at an Executive Committee Meeting and must conform to subsection 26.3.

27. DISSOLUTION OF THE ASSOCIATION

27.1 The Association shall be deemed to have been dissolved, if and when, a resolution in favour of dissolution that is carried by at least three-fourths majority at a meeting of the Executive Committee specifically called for the purpose of considering such dissolution. Furthermore, such dissolution and resolution shall have been ratified by three-fourths majority of members at a General Meeting specifically called for that purpose.

27.2 Upon the dissolution of the Association, a Liquidator shall be appointed to wind up the affairs of the Association.

27.3 Upon the dissolution of the Association, all property of the Association shall be realised and sold and the monies obtained thereby together with any monies on hand, shall be used and;

- (a) applied firstly in paying expenses of such realisation and sale,
- (b) secondly in, and discharging all debts and liabilities for which the Association is responsible, and
- (c) the surplus (if any) then remaining shall be distributed to the member club's of the association proportional to their membership.