

Attachment 5

Mediation Association of Victoria

Purpose Statement and Rules

both
only

Mediation Association of Victoria

Statement of Purposes

The aims of the Association are to:-

- 1) Promote mediation and other forms of alternative dispute resolution.
- 2) Encourage and provide for the exchange of ideas and experience in mediation and other forms of alternative dispute resolution.
- 3) Develop and maintain standards for mediation and other forms of alternative dispute resolution.
- 4) Provide and support education in the theory and practice of mediation and other forms of alternative dispute resolution.
- 5) Co-operate with other organisations in order to achieve these aims.

Rules for the Mediation Association of Victoria

1. NAME

The name of the incorporated association is:-

Mediation Association of Victoria (Incorporated)
(In these rules called "The Association")

2. INTERPRETATIONS

In these rules, unless the contrary intention appears -

- 1) "Committee" means the Committee of Management of the Association
- 2) "Secretary" means the Secretary of the Association
- 3) "Financial Year" means the year ending June 30th
- 4) "Member" means a financial member of the Association
- 5) "The Act" means the Associations Incorporation Act 1981
- 6) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time-to-time.

3. APPLICATION FOR MEMBERSHIP

- 1) A person applying for membership and approved by the committee becomes a member on payment of the membership fee.
- 2) Applications for membership shall be made in writing and lodged with the Secretary.
- 3) Applications for membership which have been received by the Secretary shall be referred to the Committee as soon as practicable after their receipt.
- 4) The Committee shall approve or reject applications for membership.
- 5) Upon approval of an application by the Committee, the applicant shall be informed in writing by the Secretary.
- 6) Upon payment of the membership fee the applicant's name shall be entered in the register of members.
- 7) If the application is rejected by the Committee, the applicant has the same right of appeal as a member under rule 6.
- 8) Membership rights, priveleges and obligations lapse when:-
 - a) a member fails to pay the annual subscription in accordance with rule 4
 - b) a member lodges a written resignation with the Secretary
 - c) The Committee expels a member.

4. MEMBERSHIP FEE

- i) The membership fee and any concessions shal be set by the Annual General Meeting.

5. REGISTER OF MEMBERS

- 1) The register of current members shall be kept by the Secretary and shall record the full name, address and date of entry of the name of each member.
- 2) The register shall be available for inspection by the members.

6. RESIGNATION

- 1) Members may resign from the Association by written or verbal notice, or by non-payment of membership fees within 2 months of a notice that such fees are overdue.
- 2) Upon the expiration of a notice given under sub-clause (1) the secretary shall make in the register of members an entry recording the date on which the member ceased to be a member.

7. EXPULSION AND APPEAL

1) Removal

The Committee may suspend or expel any member of the Association -

- a) who commits any breach of any rule or by-law of the association; or
- b) who, in the opinion of the committee, acts in a manner which is contrary to the interests of the association; or
- c) no longer complies with the membership requirements of the association.

The member shall be informed of the allegation and invited to present a verbal or written explanation to the committee meeting at which the matter is to be considered.

The member may request the Committee to exercise its power to arrange a dispute resolution process acceptable to all parties.

2) Appeal

- a) Any member of the association who feels aggrieved by any decision of the committee under rule 7.1 and where the dispute resolution process has not resolved the matter, may by notice in writing given to the Secretary within one calendar month from the date thereof, appeal against such decision to a general meeting;
- b) Such notice shall state the ground of appeal and such appeal shall be heard at a general meeting to be held not later than one month from the giving of such notice to the Secretary;
- c) On the hearing of any such appeal the member who feels aggrieved shall be afforded a full opportunity of being heard;

- d) Until the hearing of any such appeal, the decision of the committee shall have full force and effect.

The decision of the General Meeting shall be final.

8. ANNUAL GENERAL MEETING

- 1) The Committee shall on or before the 30th September in each calendar year convene an Annual General Meeting of the Association.
- 2) The business of the Annual General Meeting shall be to:
 - a) confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since that meeting;
 - b) receive a report from the Committee on the activities of the Association during the preceding year;
 - c) elect the Committee;
 - d) receive and consider the statement of accounts in accordance with Section 30(3) of the Act.
- 3) The Annual General Meeting may transact other business of which notice has been given in accordance with rule 9.

9. SPECIAL GENERAL MEETING

- 1) All general meetings, other than the Annual General Meeting shall be called Special General Meeting.
- 2) The Committee may at any time convene a Special General Meeting.
- 3) At the request in writing of at least 5 members of the Association, the Committee shall convene a Special General Meeting.
- 4) A request for a Special General Meeting shall state the purpose of the meeting, be signed by the members making the request and be lodged with the Secretary.
- 5) If the Committee, within one month after the date on which the request is lodged, fails to call a Special General Meeting, those making the request may convene a Special General Meeting to be held not later than 3 months after the said date. Such a Special General Meeting shall be convened and conducted in accordance with these rules.

10. NOTICE OF GENERAL MEETINGS

- 1) A notice of General Meeting shall be mailed to members of the Association at least 14 days before the date of the meeting.
- 2) The notice shall set out the place, date and time of the General Meeting and the business to be transacted at that meeting.

- 3) If a member wishes to bring business before a General Meeting, notice of such business shall be in writing and lodged with the Secretary. The Secretary shall include that business in the notice calling the next General Meeting.
- 4) Business other than that set out in the notice shall not be transacted unless:
 - a) notice in writing of the business has been lodged with the Secretary at least 3 days before the scheduled meeting; and
 - b) a majority of members present vote at the meeting to transact the business.
- 5) Business not transacted at this meeting may be deferred to the next General Meeting.

11. PROCEEDINGS AT GENERAL MEETINGS

- 1) No business shall be transacted at a General Meeting unless at least 10% of the membership at the date the meeting is held is present.
- 2) The President of the Association or a Committee member nominated by the President shall chair General Meetings.
- 3) Each member present is entitled to one vote and resolutions shall be carried by a majority of the voting members.
- 4) There may be proxy voting using the standard form as prescribed by the Association.
- 5) A declaration from the chair shall be conclusive that a resolution has been passed unless 3 members call for a poll. When a poll is called, the number of votes in favour and against the resolution will be recorded.
- 6) Minutes of the proceedings of General Meetings shall be recorded and kept in a minute book.

12. COMMITTEE OF MANAGEMENT

- 1) The Association's affairs shall be managed by a Committee of 11 members elected at the Annual General Meeting of the Association.
- 2) At its first meeting, the Committee shall elect a President, Secretary, Treasurer and other office bearers agreed to be necessary by the Committee.
- 3) The committee may co-opt a member of the Association to fill any vacancy.
- 4) The Committee may co-opt members of the Association on to sub-committees.
- 5) In delegating tasks to sub-committees, the Committee shall record the tasks to be undertaken and the date by which the sub-committee shall report to the Committee.

Attachment 6

**Mediation Association of the Northern
Territory**

**Constitution and Certificate of
Incorporation**



CONSTITUTION

1. NAME:

There shall be an Association by the name of the MEDIATION ASSOCIATION OF THE NORTHERN TERRITORY.

2. INTERPRETATION:

In this Constitution, unless the contrary intention appears -

"Act"	means the <u>Associations Incorporation Act</u> of the Northern Territory
"Association"	means the Mediation Association of the Northern Territory
"Auditor"	means an auditor appointed in accordance with this Constitution
"By-laws"	means By-laws made under this Constitution
"Committee"	means the Committee of Management established by this Constitution
"Member"	means a member of the Association
"President"	means the President of the Association as elected under this Constitution and includes an acting President
"Public Officer"	means Public Officer of the Association within the meaning of the Act
"Secretary"	means the Honorary Secretary of the Association as elected under this Constitution
"Treasurer"	means the Honorary Treasurer of the Association as elected under this Constitution.

3. OBJECTS:

The objects of the Association shall be -

- 3.1 To promote and popularise alternative dispute resolution in the Northern Territory.
- 3.2 To provide a training service for the purposes of certification in the Northern Territory.
- 3.3 To establish guidelines that will allow accreditation in the Northern Territory.
- 3.4 To develop programs to ensure training in alternative dispute resolution takes place in the Northern Territory
- 3.5 To provide support services and continuing education for maintaining competent standards
- 3.6 To provide a forum for the ongoing exchange of information.
- 3.7 To establish and monitor ethical standards that are recognised in the professional field of alternative dispute resolution and to discipline members who breach those standards.
- 3.8 To provide a referral source of information to the general public for accredited mediators.
- 3.9 To contribute to a more peaceful and harmonious community.

4. FUNCTIONS:

The Association may do all things that may be necessary or incidental to the achievement of the objects or any of them.

5. MEMBERSHIP:

- 5.1 All persons shall be eligible for associate membership of the Association upon payment of the Association associate membership fee.
- 5.2 All persons who are accredited or certified in accordance with conditions laid down by the Committee shall be eligible for full membership of the Association.
- 5.3 The Association membership fees shall be payable by 31st March each year, and the committee shall fix the Association membership fees from time to time.

6. COMMITTEE:

- 6.1 The affairs of the Association shall be managed by a Committee of Management comprised of -
- (i) President;
 - (ii) Secretary;
 - (iii) Treasurer; and
 - (iv) up to two other Committee members.
- 6.2 The Committee shall meet at least once every three months during the year. Meetings may be called by the President or the Secretary or by any two Committee members.
- 6.3 The Committee shall have the power to make such By-laws not being inconsistent with this Constitution as it may from time to time deem necessary or expedient to give effect to this Constitution and for the conduct of the Association's affairs and from time to time may suspend, revoke or amend those By-laws.
- 6.4 A member of the Committee shall cease to be a member of the same upon any of the following happenings -
- (a) He/she submits in writing, his/her resignation to the Secretary;
 - (b) He/she is absent from three consecutive Committee Meetings without leave of absence being granted by the Committee;
 - (c) He/she ceases to be a member of the Association; or
 - (d) He/she is expelled from the Association by resolution of the Committee after the member has been given a reasonable opportunity to be heard by the Committee or a representative of the Committee.
- 6.5 The Committee shall have the power to fill any vacancy occurring on the Committee for the balance of the term of office of the member vacating office.
- 6.6 The Committee shall have the power to
- (a) Co-opt extra members to the Committee from time to time as it deems necessary; and
 - (b) Appoint from time to time officers and subcommittees as it deems necessary. The duties of such officers and subcommittees shall be defined by the committee to which the said officers and sub-committees shall be responsible..
- 6.7 The Committee shall appoint a "Public Officer", within 14 days of the incorporation of the Association who shall be a mature person who normally resides in the Northern Territory and if that office at any time becomes vacant, shall, within 14 days after it becomes vacant, appoint a mature person who ordinarily resides in the Northern Territory to fill that vacancy.

- 6.8 All acts done at any meeting of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment or election of the Committee or a member of the Committee or that a member of the Committee was disqualified, be as valid as if that member had been properly appointed and was properly qualified to act.
- 6.9 The Committee shall determine its own rules and procedures.
- 7. FINANCE:**
- 7.1 There shall be one or more accounts in the name of the Association at a bank or credit society in the Northern Territory.
- 7.2 All funds of the Association shall be kept in the Association accounts and appropriated only with the approval of the Committee.
- 7.3 The Treasurer shall keep proper books of accounts for the Association and shall prepare and submit to the Auditor, not less than 14 days before the date fixed for the Annual General Meeting, statements of the financial affairs of the Association during the relevant financial year together with such other details and papers required by the auditor and those statements, after audit, shall be presented by the Treasurer to the Annual General Meeting and he/she shall give such explanations as to those statements and of all material contained in them as he/she may be required to do at the meeting.
- 7.4 The financial year of the Association shall be from the 1st day of January to the 31st day of December.
- 8. ANNUAL GENERAL MEETING:**
- 8.1 There shall be an Annual General Meeting of the Association to be held by 31st March in each financial year to -
- (i) receive a report from the Committee,
 - (ii) receive the audited statements of the financial affairs of the Association for the previous financial year,
 - (iii) elect the Committee,
 - (iv) appoint an auditor,
 - (v) conduct such other business as is properly brought before the meeting by advance written notice to the Secretary.
- 8.2 The Secretary shall give fourteen days notice of the Annual General Meeting by means of a notice placed in the paper circulating in Darwin municipal area and written notice to members resident outside the Darwin municipal Area.
- 9. GENERAL MEETINGS:**
- 9.1 The Secretary shall convene a General Meeting of the Association :
- (i) at the direction of the Committee, or
 - (ii) within fourteen days of a petition signed by one-third of the total financial membership or ten financial members of the Association whichever is the least.
- 9.2 The Secretary shall give at least seven days notice of a General Meeting by means of a notice placed in the paper circulating in Darwin municipal area and by written notice to members resident outside the Darwin municipal area.
- 10. VOTING:**

- 10.1. The Chairperson at each general meeting (including the Annual General Meeting) of the Association or of the Committee shall be the President or in his/her absence a person eligible to vote elected by the meeting to be acting President.
- 10.2. Persons eligible to vote shall be:
- (i) at Committee Meetings, members of the Committee, present
 - (ii) at General and Annual General Meetings, those financial members of the Association present.
- 10.3. The Chairperson of each meeting of the Association or of the Committee shall have a deliberative vote only.
- 10.4. All questions before meetings of the Association or of the Committee shall be determined by consensus. In the absence of consensus, questions shall be determined by a simple majority of those financial members present and voting.
- 10.5. Each financial member shall have one vote each.
- 11. QUORUMS:**
- 11.1. The quorum for a Committee Meeting shall be half plus one of the Committee members.
- 11.2. The quorum for General or Annual General Meetings shall be one-third of the total financial membership or ten members of the Association, whichever is the least, provided that for a General Meeting called under clause 9.1 (ii) of this Constitution, the quorum shall include at least fifty percent (50%) of the petitioning members.
- 12. AMENDMENT TO CONSTITUTION:**
- 12.1. This Constitution shall not be repealed or amended or added to except on a resolution carried by a majority of three-quarters of the financial members present and voting at a General Meeting which shall have before it the text of the proposed motion for repeal, amendment or the new provisions and any such amendment shall be subject to any requirements under the Act.
- 13. RESIGNATION:**
- 13.1. A person may resign as a member of the Association or as a member of the Committee.
- 13.2. The resignation shall be directed and handed to the Secretary who shall place it before the Committee at the meeting next following the date on which the resignation is received.
- 14. DISSOLUTION:**
- 14.1. The Association may be dissolved or wound-up on a resolution carried by a majority of three-quarters of the financial members present and voting at a General Meeting which shall have before it the text of the proposed resolution, and upon such a resolution being so carried, its surplus assets disposed of in accordance with the Act.
- 14.2. A member shall not be personally liable to contribute to the discharge of any debts or liabilities of the Association upon its winding up or dissolution.
- 15. INAUGURAL MEETING:**
- 15.1. Persons attending the first meeting of the Association to adopt this Constitution shall appoint the President, Secretary, Treasurer, and the Committee members for the duration of the first financial year.

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NORTHERN TERRITORY OF AUSTRALIA

5TH FLOOR HARBOURVIEW PLAZA
CNR. BENNETT & McMINN STREETS
DARWIN NT 0800
GPO BOX 3021 DARWIN NT 0801

**DEPARTMENT OF LAW
OFFICE OF BUSINESS AFFAIRS**

Our Ref: *A1724*

*MR. G.R. NICHOLSON
DEPARTMENT OF LAW
SAFETY HOUSE, MITCHELL STREET,
DARWIN 0800.*

Dear ~~Sir/Madam~~ *Graham*

RE: MEDIATION ASSOCIATION OF THE NORTHERN TERRITORY INCORPORATED

Enclosed is the Certificate of Incorporation of the abovenamed Association incorporated under the Associations Incorporation Act.

I now request that the Association lodge a Notice of Appointment of the Public Officer, including the full name and address if this was not lodged with the application.

A copy of the rules of the association and any instruments of trust accompanied by a Statutory Declaration by the Public Officer should also be lodged.

The following clause should be noted on the copy of rules or trusts and signed by the witness to the statutory declaration:-

"THIS IS THE ANNEXURE MARKED "A" REFERRED TO IN THE STATUTORY

DECLARATION OF _____
MADE BEFORE ME ON THE _____ DAY OF _____ 19__

COMMISSIONER FOR OATHS

A fee will be payable on lodgement of these documents.

Please also note that the association will be required to lodge audited balance sheets each year and advise the Registrar of any changes to the above information.

Enclosed is a circular on duties and responsibilities of a public officer which should be retained by the association.

Yours sincerely

B. N. Thompson

DEPUTY REGISTRAR OF ASSOCIATIONS

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Attachment 7

**National Alternative Dispute Resolution
Advisory Council**

Charter

NATIONAL ALTERNATIVE DISPUTE RESOLUTION ADVISORY COUNCIL

CHARTER

1. The National Alternative Dispute Resolution Advisory Council (NADRAC) is an independent advisory council charged with providing the Attorney-General with coordinated and consistent policy advice on the development of high quality, economic and efficient ways of resolving disputes without the need for a judicial decision.
2. The issues on which NADRAC will advise will include the following:
 - minimum standards for the provision of alternative dispute resolution services;
 - minimum training and qualification requirements for alternative dispute resolution practitioners, including the need, if any, for registration and accreditation of practitioners and dispute resolution organisations;
 - appropriate professional disciplinary mechanisms;
 - the suitability of alternative dispute resolution processes for particular client groups and for particular types of disputes;
 - the quality, effectiveness and accountability of Commonwealth alternative dispute resolution programs;
 - ongoing evaluation of the quality, integrity, accountability and accessibility of alternative dispute resolution services and programs;
 - programs to enhance community and business awareness of the availability, and benefits, of alternative dispute resolution services;
 - the need for data collection and research concerning alternative dispute resolution and the most cost-effective methods of meeting that need; and
 - the desirability and implications of the use of alternative dispute resolution processes to manage case flows within courts and tribunals.

3. In considering the question of minimum standards, the Council will examine the following issues:

- the respective responsibilities of the courts and tribunals, government and private and community sector agencies for the provision of high quality alternative dispute resolution services;
- ethical standards for practitioners;
- the role of lawyers and other professional advisers in alternative dispute resolution;
- legal and practical issues arising from the use of alternative dispute resolution services, such as the liability or immunity of practitioners, the enforceability of outcomes and the implications of confidentiality; and
- the accessibility of alternative dispute resolution services.

4. The Council may make recommendations of its own motion to the Attorney-General on any matter relevant to the Council's Charter. In addition, the Attorney-General may, from time to time, refer particular issues to the Council for consideration and report.

5. As the Council's time and resources permit, it may provide comment on matters relevant to its Charter to any Commonwealth, State and Territory or private organisations with an interest in alternative dispute resolution. A copy of any such submission must be provided to the Attorney-General as soon as possible after the submission is dispatched.

6. In performing its functions, the Council will consult broadly with alternative dispute resolution organisations, service providers and practitioners, courts and tribunals, government, the legal profession, educational institutions, business, industry and consumer groups, and community organisations as well as the Family Law Council and the Family Services Council, when appropriate.

7. The Council will develop a forward work plan, including reporting dates, for each year and provide a copy of that work plan to the Attorney-General.

8. The Council will provide the Attorney-General with a report of its operations as soon as possible after 30 June each year.

Attachment 8

**South Australian Dispute Resolution
Association**

Constitution

SOUTH AUSTRALIAN DISPUTE RESOLUTION ASSOCIATION INC.

RESOLUTION

1. NAME

The name of the Association shall be SOUTH AUSTRALIAN DISPUTE RESOLUTION ASSOCIATION INC. otherwise known as SOUTH AUSTRALIAN DISPUTE RESOLUTION ASSOCIATION INC. (S.A.D.R.A.) and hereinafter called "the Association".

2. AIM

To promote social justice and co-operation through increased use of dispute resolution processes at all levels of society.

3. OBJECTS

The objects of the Association shall be to

- (a) Promote co-operative dispute resolution mechanisms throughout South Australia, and the role of third parties in dispute resolution.
- (b) Promote and enhance education, training and research in dispute resolution.
- (c) Share knowledge, information, skills, resources and experience with regard to dispute resolution.
- (d) Increase awareness of gender, ethnicity, class, disability and age as factors in dispute resolution.
- (e) Foster co-operation between organisations and disciplines in order to further these objects.

and to do all such other things as may be incidental to the attainment of such objects.

4. MEMBERSHIP

- (a) Members shall be persons who have applied in writing for membership, expressed support for the above objects and paid the prescribed membership fee if any.
- (b) (i) Member organisations shall be organisations which have applied in writing for membership, expressed support for the above objects and paid the prescribed member organisation fee if any.

(ii) A member organisation may appoint from its members a representative who may speak and participate in decision making processes on its behalf.

- (c) (i) Membership may be suspended by not less than two thirds majority vote at a General Meeting.
- (ii) Any suspended member or member organisation may on not less than 2 weeks' written notice require the suspension to be reconsidered at one subsequent General Meeting.
- (iii) The Association shall not be required to accept the renewal of membership of a suspended member or member organisation when renewal next falls due.
- (d) Membership shall cease on:
 - (i) resignation in writing delivered to the Secretary of the Association;
 - (ii) failure to renew membership within two months of expiry.

5. **MANAGEMENT**

- (a) Management of the Association shall be vested in the members in General Meeting.
- (b) The Association shall hold General Meetings for all members at least once in every second calendar month and not less than 7 days' written notice of meetings shall be distributed to all members.
- (c) The office bearers of the Association shall be the Chairperson, Secretary and Treasurer who shall be elected from the members at the Annual General Meeting.
- (d) The office of an office bearer shall fall vacant upon
 - (i) resignation in writing
 - (ii) suspension of the office bearer as a member of the Association
 - (iii) failure to attend 3 consecutive General Meetings of the Association without acceptable explanation.
- (e) Vacancies arising among the elected office bearers shall be filled by election at the next General Meeting of the Association.
- (f) A quorum of a General Meeting shall consist of 4 members including 1 office bearer.
- (g) The General Meeting may appoint sub committees for specific purposes who shall meet as they see fit or as directed by the General Meeting and who shall report to the members.

6. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting should be held at least once in each calendar year and not more than three months after the close of the financial year of the Association which shall be 30th June unless altered at an Annual General Meeting.
- (b) At least two weeks' written notice of the Annual General Meeting shall be distributed to all members.
- (c) A quorum shall be ten members or one half of the members whichever is less.
- (d) The business of the Annual General Meeting shall be:
 - (i) to receive the audited financial statements for the previous year;
 - (ii) to receive a financial budget for the current financial year;
 - (iii) to elect or re-elect the office bearers who must consent in person or in writing;
 - (iv) to conduct any other business placed on the agenda before the commencement of the meeting.

7. VOTING

- (a) Each member shall be entitled to one vote at any General Meeting and voting shall be by show of hands except that:
 - (i) any contested election at an Annual General Meeting or otherwise shall be by secret ballot;
 - (ii) the meeting may by show of hands require any other vote to be by secret ballot.
- (b) An office bearer shall have power to delay the passing of any motion put to a general meeting unless every other office bearer is present and votes the motion.
- (c) A subsequent motion similar in substance to a delayed motion shall be moved only following not less than two week's written notice to the Association and distributed to all members and such subsequent motion is not subject to further delay.

8. CHAIRPERSON

- (a) The Chairperson shall keep the Common Seal which shall be affixed only by resolution of a General Meeting and in the presence of 2 office bearers.
- (b) The Chairperson shall have a casting as well as a deliberative vote.

- (c) The Chairperson shall chair General Meetings except that in the absence of the Chairperson or at the request of the Chairperson or of a majority of the General Meeting another member may be elected as Meeting Chairperson.
- (d) The Chairperson together with the Secretary shall prepare the agenda for General Meetings.
- (e) The Chairperson shall encourage full balanced participation of all members and shall decide on matters of order.
- (f) The Chairperson shall act as Spokesperson of the Association unless an alternative Spokesperson has been appointed by the General Meeting. The Spokesperson of the Association shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least 3 members including one other office bearer.

9. TREASURER

- (a) The Treasurer shall cause all monies received to be paid into an account authorised by the General Meeting in the name of the Association. Payments shall be as petty cash or by cheque signed by 2 authorised signatories of whom there shall be no more than five appointed by the Association. Major or unusual expenditures shall be authorised in advance by a General Meeting.
- (b) The Treasurer shall cause records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.
- (c) The Treasurer shall cause to be prepared financial budgets and statements and shall submit a report on the finances to each General Meeting.
- (d) The Treasurer shall present audited accounts to the Annual General Meeting.

10. SECRETARY

- (a) The Secretary shall call meetings in accordance with the provisions of this constitution.
- (b) The Secretary shall cause records to be kept of the business of the Association including the constitution and policies, records of members, a register of minutes of meetings and of notices, a file of correspondence, and records of submissions or reports made by or on behalf of the Association.
- (c) In the absence of the Secretary another member shall be elected as minutes secretary.

11. AMENDMENT OF CONSTITUTION AND RULES

- (a) This constitution may be repealed, altered or amended by resolution of two-thirds of members present and voting at a General Meeting of which not less than seven days' written notice including notice of the proposed repeal, alteration or amendment has been distributed to all members.

12. FINANCES AND PROPERTY

- (a) Members who by authority accept or incur any pecuniary liability on behalf of the Association shall be held indemnified against any personal loss in respect of such liability.
- (b) The income property and funds of the Association shall be used and applied solely towards the promotion of the objects and shall not be paid or transferred to the members or relatives of members provided that nothing herein contained shall prevent the payment in good faith to any person in return for services actually rendered and provided that an employee of the Association shall notwithstanding that employment be entitled to be a member of office bearer of the Association and of any committee.

Similar objects or for charitable objects as shall be approved by the Association provided that if the Association shall have been approved pursuant to Section 78 (1) of the Income Tax Assessment Act then such other body shall also be so approved and provided that the Association shall not be dissolved except by approval of not less than two-thirds members present and voting at a meeting called for that purpose of which not less than one calendar month's written notice including notice of the proposed dissolution has been given to all members.

