

# Amity

Community Services Inc

## Constitution

### October 2016



# Constitution of Amity Community Services Incorporated

## Part 1 – Preliminary

### 1. Name

The name of the incorporated association ("the Association") is **AMITY COMMUNITY SERVICES INCORPORATED**

### 2. Objects and purposes

The objects and purposes of the Association are as follows:

- (a) to provide community based services relating to habits;
- (b) to provide and disseminate information on matters pertaining to habits;
- (c) to train individuals, professionals and community groups in matters relating to habits;
- (d) to promote legislation, and community and professional attitudes which will minimize the harm associated with habits;
- (e) to institute and participate in research into issues relating to habits.

### 3. Minimum number of members

The Association must have at least six members.

### 4. Definitions

In this Constitution unless the contrary intention appears –  
"**Act**" means the *Associations Act* and regulations made under that Act;

"**Committee**" means the Management Committee of the Association;

"**Director**" means the person appointed as the Director of the Association to attend to the day to day management of the business of the Association;

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

"**general meeting**" means a general meeting of members convened in accordance with clause 43;

"**member**" means a person or an institution who for the time being is 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 46 and passed in accordance with section 37 of the Act;

"**ordinary committee person**" means a member of the Committee as

specified in clause 22 (1)(e); in this Constitution expressions referring to writing shall be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in visible form.

## **Part 2 – Constitution and Powers**

### **5. Powers**

- (1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.
- (2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may:
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on the terms and in the manner it considers appropriate;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable;
  - (h) accept any gifts, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
  - (i) print and publish 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; and
  - (j) make gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of section 78 of the *Income Tax Assessment Act 1936* (Cth), as amended, of the Commonwealth relates;
  - (k) establish and support, or aid in the establishment and support, of associations, institutions, funds, trusts, schemes, and convenience calculated to benefit employees or past employees of the Association and their dependants, and grant pensions, allowances, or other benefits to employees or past employees of the Association and their dependants, and make payments towards insurance in relation to any of those purposes; and
  - (l) establish and support or aid in the establishment or support, of any other association formed for any of the objects or purposes of the Association.

## **6. Effect of Constitution**

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

## **7. Inconsistency between Constitution and Act**

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

## **8. Altering the Constitution**

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

# **Part 3 – Members**

## ***Division 1 - Membership***

## **9. Application for membership**

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

- (a) submit a written application for membership to the Committee:
  - (i) in a form approved by the Committee; and
  - (ii) signed by the person and a member referred to in paragraph (b); and
  - (iii) when the applicant is an institution, it shall name a person to be its representative; and
- (b) be proposed by one member.

## **10. Approval of Committee**

- (1) The Committee must consider any application made under clause 9 at the next available committee meeting and must accept or reject the application at that meeting or the next.
- (2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.
- (3) If an applicant gives notice of an appeal against the rejection of his or her application, the Committee must reconsider the application at the next committee meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final.

## **11. Honorary membership**

The Committee may admit as an honorary member of the Association a person who has given special service to the Association or for any other reason merits honorary membership of the Association.

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

## **12. General**

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

## **13. Voting**

- (1) Each member has one vote at general meetings of the Association.
- (2) All votes shall be made in person or by proxy.
- (3) In the case of an equality of voting on a question the chairperson of the meeting is entitled to exercise a second or casting vote

## **14. Notice of meetings and special resolutions**

The public officer must give all members at least fourteen days notice of general meetings and special resolutions in the manner prescribed under clause 46.

## **15. Access to information**

The following must be available for inspection by members:

- (a) a copy of this Constitution;
- (b) minutes of general meetings;
- (c) annual reports and annual financial reports.
- (d) register of members.

## **16. Raising grievances and complaints**

- (1) A member may raise a grievance or complaint about a committee member, the Committee or another member of the Association.
- (2) The grievance or complaint must be dealt with by the procedures set out in Part 7.

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

## **17. Termination of membership**

Membership of the Association may be terminated by:

- (a) a notice of resignation addressed and posted to the Association or given personally to a committee member; or
- (b) expulsion in accordance with this Division.

## **18. Death of member or whereabouts unknown**

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

## **19. Suspension or expulsion of members**

- (1) If the Committee considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Committee must give notice of the proposed suspension or expulsion to the member.
- (2) The notice must:
  - (a) be in writing and include:
    - (i) the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
    - (ii) the particulars of the conduct; and
  - (b) be given to the member not less than 30 days before the date of the committee meeting referred to in paragraph (a)(i).
- (3) At the meeting, the Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Committee may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.
- (5) Subject to clause 20, 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.

## **20. Appeals against suspension or expulsion**

- (1) A member who is suspended or expelled under clause 19 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Committee's decision.
- (2) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.
- (3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Committee to suspend or expel the member.
- (4) The member is not suspended or does not cease to be a member until the decision of the Committee to suspend or expel him or her is confirmed by a resolution of the members.

## **Part 4 – Management Committee**

### ***Division 1 – General***

## **21. Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Management Committee.
- (2) The Committee may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.
- (3) In the absence of the Director the Committee may appoint and remove staff.
- (4) The Committee may establish one or more subcommittees consisting of the members of the Association the Committee considers appropriate

## **22. Composition of Committee**

- (1) The Management Committee consists of:
  - (a) a Chairperson;
  - (b) a Vice-Chairperson;
  - (c) a Secretary;
  - (d) a Treasurer; and
  - (e) up to five other ordinary members.
  - (f) The Director shall be an ex officio member
- (2) The Committee may appoint either a senior staff member or a committee member to be the Association's public officer.

## **23. Delegation**

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

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

## **24. Eligibility of committee members**

- (1) A committee member must be a member who -
  - (a) is 18 years or over;
  - (b) has not been convicted of an offence under section 30 of the Act.
- (2) Committee members must be elected to the Committee at an annual general meeting or appointed under clause 31.

## **25. Nominations for election to committee**

- (1) A member is not eligible for election to the Committee unless the public officer receives a written nomination for that member by another member before the date and time fixed for the next annual general meeting.
- (2) The nomination must be signed by:
  - (a) the nominator and a seconder; and
  - (b) the nominee to signify his or her willingness to stand for election.
- (3) A person who is eligible for election or re-election under this clause may:
  - (a) propose or second himself or herself for election or re-election; and
  - (b) vote for himself or herself.

## **26. Retirement of committee members**

- (1) A committee member holds office until the next annual general meeting unless the member vacates the office under clause 29 or is removed under clause 30.
- (2) Subject to subclause (3), at an annual general meeting the office of each committee member becomes vacant and elections for a new Committee must be held.
- (3) The Chairperson of the outgoing Committee must preside at the annual general meeting until a new member is elected as Chairperson.
- (4) Consecutive terms on the Committee may be served –
  - (a) by the Chairperson for a period not exceeding five years, and the Chairperson is not eligible for further re-election until the end of one year following the expiration of such five-year term
  - (b) by all other committee members indefinitely

## **27. Election by default**

- (1) If the number of persons nominated for election to the Committee under clause 25 does not exceed the number of vacancies to be filled, the Chairperson must declare the persons to be duly elected as members of the Committee at the annual general meeting.
- (2) If vacancies remain on the Committee after the declaration under subclause (1), additional nominations of committee members may be accepted from the floor of the annual general meeting.
- (3) If the nominations from the floor do not exceed the number of remaining vacancies, the chairperson must declare those persons to be duly elected as members of the Committee.
- (4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Committee in accordance with clause 31.

## **28. Election by ballot**

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

## **29. Vacating office**

The office of a committee member becomes vacant if:

- (a) the member:
  - (i) is disqualified from being a committee member under section 30 or 40 of the Act;
  - (ii) resigns by giving written notice to the Committee;
  - (iii) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
  - (iv) ceases to be a resident of the Territory; or ceases to be a member of the Association;
- (b) the member is absent from more than 3 committee meetings, of which the member received notice, in the same financial year and without tendering an apology to the Chairperson; and
- (c) the Committee has resolved to declare the office vacant.

## **30. Removal of committee member**

- (1) The Association, through a special general meeting of members, may remove any committee member before the member's term of office ends.
- (2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

## **31. Filling casual vacancy on Committee**

- (1) If a vacancy remains on the Committee after the application of clause 27 or if the office of a committee member becomes vacant under clause 29, the Committee may appoint any member of the Association to fill that vacancy.
- (2) However, if the office of public officer becomes vacant, the Committee must, within 14 days after the vacancy arises, appoint a person to be the public officer.

### ***Division 3 – Duties of committee members***

## **32. Collective responsibility of Committee**

- (1) As soon as practicable after being elected to the Committee, each committee member must become familiar with the Act and regulations made under the Act.
- (2) The Committee is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.
- (3) Each committee member must fulfil the function and responsibilities of the Committee as described in *Position Description For Committee Members*, available from the Association.

### **33. Chairperson and Vice-Chairperson**

- (1) Subject to subclauses (2) and (3), the Chairperson must preside at all general meetings and committee meetings.
- (2) If the Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting.
- (3) If the Chairperson and the Vice-Chairperson are both absent, the presiding member for that meeting must be:
  - (a) a member elected by the other members present if it is a general meeting; or
  - (b) a committee member elected by the other committee members present if it is a committee meeting.
- (4) The Chairperson and the Vice-Chairperson must fulfil the function and responsibilities of the Chairperson, or the Vice-Chairperson, as described in *Position Description for Chairperson and Vice-Chairperson*, available from the Association.

### **34. Secretary**

The Secretary must fulfil the function and responsibilities described in the *Position Description for the Secretary*, available from the Association.

### **35. Treasurer**

The Treasurer must fulfil the function and responsibilities described in the *Position Description for the Treasurer*, available from the Association.

### **36. Public officer**

- (1) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
- (2) The public officer must keep a current copy of the Constitution of the Association.
- (3) The public officer must maintain a register of members in accordance with section 34 of the Act.

## **Part 5 – Meetings of Management Committee**

### ***Division 1 - General***

### **37. Minutes**

- (1) Minutes of all proceedings of general meetings and of meetings of the Committee shall be kept in accordance with section 38 of the Act.
- (2) Minutes shall be -
  - (a) confirmed by the members present at a subsequent meeting; and
  - (b) signed by a member who presided at the meeting at which the proceeding took place or by the committee member presiding at the meeting at which the minutes are confirmed.

## ***Division 2 – Meetings of Management Committee***

### **38. Frequency and calling of meetings**

- (1) The Committee must meet together for the conduct of business not less than 6 times in each financial year .
- (2) The Chairperson, or at least three committee members, may at any time convene a special meeting of the Committee.
- (3) A special meeting may be convened to deal with an appeal under clause 20.

### **39. Voting and decision making**

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

### **40. Quorum**

For a committee meeting, any three committee members constitutes a quorum for the transaction of the business of the meeting of the Committee.

### **41. Procedure and order of business**

- (1) The procedure to be followed at a committee meeting must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a special meeting.

### **42. Disclosure of interest**

- (1) A committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Committee in accordance with section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the meeting.
- (3) The Chairperson must ensure a committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act

## ***Division 3 - Annual and special general meetings***

### **43. Convening general meetings**

- (1) The Association must hold annual general meetings within 5 months after the end of the Association's financial year.
- (2) The Committee –
  - (a) may at any time convene a special general meeting;

- (b) must, within 30 days after the Committee receives a notice under clause 20(1), convene a special general meeting to deal with the appeal to which the notice relates; and
- (c) must, within 30 days after it receives a request under clause 44(1), convene a special general meeting for the purpose specified in that request.

#### **44. Special general meetings**

- (1) No less than three members may make a written request to the Committee for a special general meeting.
- (2) The request must –
  - (a) state the purpose of the special general meeting; and
  - (b) be signed by the members making the request.
- (3) If the Committee fails to convene a special general meeting within the time allowed –
  - (a) for clause 43(2)(b) – the appeal against the decision of the Committee is upheld; and
  - (b) for clause 43(2)(c) – the members who made the request may convene a special general meeting as if they were the Committee.
- (4) If a special general meeting is convened under subclause (3)(b), the Association must meet any reasonable expenses of convening and holding the special general meeting.
- (5) The public officer must give to all members not less than 21 days notice of a special general meeting.
- (6) The notice must specify –
  - (a) when and where the meeting is to be held; and
  - (b) the particulars of and the order in which business is to be transacted.

#### **45. Annual general meeting**

- (1) The public officer must give to all members not less than 21 days notice of an annual general meeting.
- (2) The notice must specify –
  - (a) when and where the meeting is to be held; and
  - (b) the particulars of and the order in which business is to be transacted.
- (3) The order of business for each annual general meeting is as follows:
  - (a) first – the consideration of the accounts and reports of the Committee;
  - (b) second – the election of new committee members;
  - (c) third – any other business requiring consideration by the Association at the meeting.

#### **46. Special resolutions**

- (1) A special resolution may be moved at any general meeting of the Association.
- (2) The public officer must give all members not less than 21 days notice of the meeting at which a special resolution is to be proposed.
- (3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

## **47. Notice of meetings**

- (1) The public officer must give a notice under this Part by –
  - (a) serving it on a member personally; or
  - (b) sending it by post or electronic mail to a member at the address of the member appearing in the register of members; and
  - (c) placing an advertisement giving notice of the meeting in a newspaper published daily in the Northern Territory.
- (2) If a notice is sent by post or electronic mail under subclause (1)(b), sending of the notice is taken to have been properly effected if the notice is addressed and posted to the member by ordinary prepaid mail, or date of dispatch of electronic mail is recorded.

## **48. Quorum at general meetings**

At a general meeting, 20% of members present in person constitutes a quorum.

## **49. Lack of quorum**

- (1) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –
  - (a) for an annual general meeting or special general meeting convened under clause 43(2)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
  - (b) for a meeting convened under clause 43(2)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
  - (c) for a meeting convened under clause 43(2)(c) – the meeting lapses.
- (2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- (3) The 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.
- (4) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

## **50. Voting**

- (1) Each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (2) At a general meeting –

- (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
- (b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.

- (3) A poll may be demanded by the Chairperson or by 3 or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the Chairperson directs.

## **51. Proxies**

A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting.

## **52. Presentation of statement at AGM**

- (1) At each annual general meeting the Committee must present the following documents for the consideration of the meeting:
  - (a) the audited statement of the accounts in relation the last financial year;
  - (b) a copy of the auditor's report in relation to the accounts for that financial year;
  - (c) a report signed by 2 members of the Committee stating -
    - (i) the name of each member of the Committee during the last financial year;
    - (ii) the principal activities during the last financial year and any significant change in the nature of those activities that occurred during that financial year; and
    - (iii) the net profit or loss for the last financial year.

## **Part 6 – Financial Management**

### **53. Financial year**

The financial year of the Association is the period of 12 months ending on 30 June.

### **54. Funds and accounts**

- (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise to any member of the Association.
- (2) 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.
- (3) Subject to any restrictions imposed by the Association at a general meeting, the Committee may approve expenditure on behalf of the Association within the limits of the budget.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two of the signatories to the bank accounts of the Association.

- (5) All funds of the Association must be deposited into the financial account of the Association as soon as practicable after the day of receipt.

## **55. Accounts and audits**

The responsibility of the Committee under clause 32(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:

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

## **Part 7 – Grievance and disputes**

### **56. Grievance and disputes procedures**

- (1) This clause applies to disputes between:
  - (a) a member and another member; or
  - (b) a member and the Committee.
- (2) Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.
- (4) The mediator must be:
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:
    - (i) for a dispute between a member and another member – a person appointed by the Committee; or
    - (ii) for a dispute between a member and the Committee – a person who is a mediator appointed or employed by the department administering the Act.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard;
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.

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

## **Part 8 – Miscellaneous**

### **57. Common seal**

- (1) The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded by the public officer.
- (2) The affixing of the common seal of the Association must be witnessed by any 2 members of the Committee.
- (3) The common seal of the Association must be kept in the custody of the public officer or another person the Committee from time to time decides.

### **58. Winding Up**

- (1) The Association may be wound up by a resolution at a special general meeting of the Association for that purpose to be decided by a majority comprising two-thirds of the members present, provided that notice of motion in respect thereof has been forwarded to all members at least two weeks and not more than four weeks prior to the meeting.
- (2) The notice of motion referred to in subclause (1) shall state the reasons for the proposed winding up of the Association.
- (3) For the purposes of the vote referred to in subclause (1) members attending shall be deemed to form a quorum

### **59. Distribution of surplus assets on winding up**

- (1) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, there remains any assets, the assets must not be distributed to the members or former members.
- (2) The surplus assets must be given or transferred to another association incorporated under the Act that –
  - (a) has similar objects or purposes;
  - (b) is not carried on for profit or gain to its individual members; and
  - (c) is determined by resolution of the members.