

**TRIATHLON NT INCORPORATED**  
**CONSTITUTION (2014)**

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## **PART 1 – PRELIMINARY**

### **1. Name**

The name of the incorporated association ("the Association") is Triathlon NT.

### **2. Objects and purposes**

The objects and purposes of the Association are as follows.

- (a) To promote interest in triathlons within the NT.
- (b) To educate, coach and encourage members of the association.
- (c) To conduct triathlon events in a safe and friendly environment, in accordance with current Triathlon Australia requirements and regulations.
- (d) To develop the sport of triathlon within the NT.

### **3. Minimum number of members**

The Association must have at least 5 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 elected Management Committee of the Association;

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

"general meeting" means a general meeting of members convened in accordance with clause 39;

"member" means a member of the Association;

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

"special resolution" means a resolution notice of which is given under clause 42 and passed in accordance with section 37 of the Act.

## **PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION**

### **5. Powers of Association**

(1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.

(2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may –

- (a) acquire, hold and dispose of real or personal property;
- (b) open and operate accounts with financial institutions;
- (c) invest its money in any security in which trust monies may lawfully be invested;
- (d) raise and borrow money on the terms and in the manner it considers appropriate;
- (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- (f) appoint agents to transact business on its behalf; and
- (g) enter into any other contract it considers necessary or desirable.

### **6. Effect of Constitution**

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

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

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

### **8. Altering the Constitution**

(1) The Association may alter this Constitution by special resolution but not otherwise.

(2) If the Constitution is altered, the public officer must ensure compliance with section 23 of the Act.

## **PART 3 – MEMBERS**

### ***Division 1 – Membership***

#### **9. Application for membership**

(1) To apply to become a member of the Association a person must submit a written application for membership to the Committee in a form –

- (a) approved by the Committee; and
- (b) signed by the person.

(2) Membership of the Association may be via the Association’s affiliated clubs or application directly to the Association.

(3) Membership of an affiliated club or Triathlon Northern Territory includes membership of Triathlon Australia.

#### **10. Joining fee**

(1) On applying to join the Association the applicant must pay the joining fee.

(2) The joining fee is either –

- (a) a pro rata annual fee based on the remaining part of the financial year; or
- (b) the full annual membership fee as determined by the Committee in accordance with clause 12(1).

#### **11. Approval of Committee**

The Committee must grant approval to any applicant provided:

- (a) the applicant has submitted an application for membership in accordance with clause 9; and
- (b) has paid the joining fee in full.

#### **12. Annual membership fees**

(1) The annual membership fee is the amount determined from time to time by resolution at a general meeting.

(2) Each member must pay the annual membership fee to the Treasurer by the first day of each financial year or another date determined by the Committee from time to time.

(3) A member whose subscription is not paid by the due date will cease to be a member unless the Committee determines otherwise.

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

### **13. General**

(1) Subject to clause 14(2), a member may exercise the rights of membership when his or her name is entered in the register of members.

(2) A right of membership of the Association –

(a) is not capable of being transferred or transmitted to another person; and

(b) terminates on the cessation of membership whether by death, resignation or otherwise.

### **14. Voting**

(1) Subject to subclause (2), each member has one vote at general meetings of the Association.

(2) A member is eligible to vote immediately membership is approved.

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

The Secretary must give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

### **16. Access to information on Association**

The following must be available for inspection by members:

(a) a copy of this Constitution;

(b) minutes of general meetings; and

(c) annual reports and annual financial reports.

### **17. 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 8.



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

#### **18. 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 the Secretary or another committee member;
- (b) non-payment of the annual membership fee within the time allowed under clause 12(3); or
- (c) expulsion in accordance with this Division.

#### **19. 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.

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

(1) If the Committee considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Committee must give notice of the proposed suspension or expulsion to the member.

(2) The notice must –

(a) be in writing and include –

- (i) the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
- (ii) the particulars of the conduct; and

(b) be given to the member not less than 30 days before the date of the committee meeting referred to in paragraph (a)(i).

(3) At the meeting, the Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.

(4) The Committee may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.

(5) Subject to clause 21, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

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

(1) A member who is suspended or expelled under clause 20 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Committee's decision.

(2) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.

(3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Committee to suspend or expel the member.

(4) The member is not suspended or does not cease to be a member until the decision of the Committee to suspend or expel him or her is confirmed by a resolution of the members.

## **PART 4 – MANAGEMENT COMMITTEE**

### ***Division 1 – General***

#### **22. Role and powers**

(1) The business of the Association must be managed by or under the direction of an elected 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) The Committee may appoint and remove staff.

(4) The Committee may establish one or more subcommittees consisting of the members of the Association the Committee considers appropriate.

#### **23. Composition of Committee**

(1) The Management Committee consists of a maximum of 5 elected members and up to 2 independent members including –

(a) a President;

(b) a Vice-President;

(c) a Secretary;

(d) a Treasurer; and

(e) any other position deemed necessary by the Committee based on current requirements and passed by resolution at an annual general meeting of the Association.

(2) Unless elected directly as a separate office holder, the Committee must appoint one committee member to be the Association's public officer.

#### **24. Delegation**

(1) The Committee may delegate to a subcommittee 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***

### **25. Eligibility of committee members**

- (1) An elected committee member must be a member who is a financial member of the Association.
- (2) A committee member cannot be an office bearer or staff member of any affiliate.
- (3) Up to a maximum of two independent committee members, who are not financial members of the Association, can be appointed by the committee.
- (4) Committee members must be elected to the Committee at an annual general meeting or appointed under clause 31.

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

- (1) A member is not eligible for election to the Committee unless he or she:
- (a) is nominated by another member –
    - (i) in writing to the Secretary prior to an annual general meeting; or
    - (ii) in person at an annual general meeting; and
  - (b) has notified the Committee of his or her willingness to stand for election.

### **27. Retirement of committee members**

- (1) A committee member holds office until the next annual general meeting unless the member vacates the office under clause 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 President of the outgoing Committee must preside at the annual general meeting until a new member is elected as President.
- (4) Members must serve a one year hiatus after two consecutive terms on the Committee subject to clauses 26 and 28.

**28. Election by voting**

(1) If the number of nominations exceeds the number of vacancies on the Committee, voting for those positions must be conducted.

(2) Voting must be conducted in a manner determined from time to time by resolution at a general meeting.

(3) The members chosen by vote must be declared by the President to be duly elected as members of the Committee.

**29. Vacating office**

The office of a committee member becomes vacant if the member –

- (a) is disqualified from being a committee member under section 30 or 40 of the Act;
- (b) resigns by giving written notice to the Committee;
- (c) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
- (d) ceases to be a resident of the Territory; or
- (e) ceases to be a member of the Association.

**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, 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, a person must be appointed under section 27(6) of the Act to fill the vacancy.

***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.

**33. Public officer**

(1) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.

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

**PART 5 – MEETINGS OF MANAGEMENT COMMITTEE**

**34. Frequency and calling of meetings**

(1) The Committee must meet together for the conduct of business not less than 4 times in each financial year.

(2) The President may at any time convene a special meeting of the Committee.

(3) A special meeting may be convened to deal with an appeal under clause 21.

**35. 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.

**36. Quorum**

For a committee meeting, 50% plus 1 of the committee members constitutes a quorum. .

**37. 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.

**38. Disclosure of interest**

(1) A committee member who has a direct or indirect pecuniary interest, association or relationship with person relating to 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.

## **PART 6 – GENERAL MEETINGS**

### **39. Convening general meetings**

(1) The Association must hold its first annual general meeting within 18 months after its incorporation.

(2) The Association must hold all subsequent annual general meetings within 5 months after the end of the Association's financial year.

(3) The Committee –

(a) may at any time convene a special general meeting;

(b) must, within 30 days after the Secretary receives a notice under clause 21(1), convene a special general meeting to deal with the appeal to which the notice relates; and

(c) must, within 30 days after it receives a request under clause 40(1), convene a special general meeting for the purpose specified in that request.

### **40. Special general meetings**

(1) Half the number of members constituting a quorum for a general meeting may make a written request to the Committee for a special general meeting.

(2) The request must –

(a) state the purpose of the special general meeting; and

(b) be signed by the members making the request.

(3) If the Committee fails to convene a special general meeting within the time allowed –

(a) for clause 39(3)(b) – the appeal against the decision of the Committee is upheld; and

(b) for clause 39(3)(c) – the members who made the request may convene a special general meeting as if they were the Committee.

(4) If a special general meeting is convened under subclause (3)(b), the Association must meet any reasonable expenses of convening and holding the special general meeting.

(5) The Secretary must give to all members not less than 21 days notice of a special general meeting.

(6) The notice must specify –

(a) when and where the meeting is to be held; and

- (b) the particulars of and the order in which business is to be transacted.

**41. Annual general meeting**

(1) The Secretary must give to all members not less than 21 days notice of an annual general meeting unless otherwise provided in the Schedule.

(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.

**42. Special resolutions**

(1) A special resolution may be moved at any general meeting of the Association.

(2) The Secretary must give all members not less than 21 days notice of the meeting at which a special resolution is to be proposed.

(3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

**43. Notice of meetings**

The Secretary must give a notice under this Part by –

(a) posting the relevant details to the Association’s website;

(b) posting the relevant details to the websites of affiliated clubs; or

(c) serving it to a member via email.

**44. Quorum at general meetings**

1. At a general meeting, 5%, including proxies, of all current members constitutes a quorum.

2. Attendance at a general meeting can be electronically.

**45. 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 39(3)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
  - (b) for a meeting convened under clause 39(3)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
  - (c) for a meeting convened under clause 39(3)(c) – the meeting lapses.
- (2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- (3) The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- (4) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

#### **46. Voting**

- (1) Subject to clauses 14(2) each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (2) At a general meeting –
- (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
  - (b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- (3) A poll may be demanded by the President or by 3 or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the President directs.

#### **47. Proxies**

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



## **PART 7 – FINANCIAL MANAGEMENT**

### **48. Financial year**

The financial year of the Association is specified as 1 July to 30 June.

### **49. Funds and accounts**

(1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

(2) Subject to any restrictions imposed by the Association at a general meeting, the Committee may approve expenditure on behalf of the Association within the limits of the budget.

(3) All electronic bank transfers, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by both the Public Officer and either the treasurer or one other committee member as nominated and authorised by the Committee.

(4) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt or as soon as practicable after that day.

(5) With the approval of the Committee, a designated officer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **50. 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 8 – GRIEVANCE AND DISPUTES**

### **51. 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

(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 9 – MISCELLANEOUS**

### **52. 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

(d) is determined by resolution of the members.

**53. Decision to wind up**

(1) The decision to wind up or dissolve the Association can only be made by resolution at a special general meeting.

(2) Notice of any proposal to wind up or dissolve the Association must be served to all members –

- (a) at least 30 days prior to holding the special general meeting; and
  - (b) in accordance with clause 43.
-