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Name of Public Officer

Made on (date)

Before me

(signature of witness on statutory declaration)

## Constitution of Central Australian Territory Craft Incorporated

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**Part 1 – Preliminary**

**1. Name**

The name of the incorporated association ("the Association") is Central Australian Territory Craft Incorporated.

**2. Objects and purposes**

The objects and purposes of the Association are to:

- a. implement an annual program of workshops, demonstrations, exhibitions and craft events
- b. operate a retail outlet
- c. provide tuition services
- d. provide professional technical advisory and referral services to craft practitioners, members and the public
- e. market and promote the activities of the Association
- f. promote craft and design in Central Australia
- g. demonstrate good governance
- h. represent, develop and promote the professional crafts industry in Central Australia
- i. establish a code of ethics and professional practices to apply to members of Central Craft
- j. encourage the establishment of craft training opportunities

- k. establish and maintain library, gallery, lectures, demonstrations and experimental facilities with such ancillary services as are desirable or necessary
- l. bring international and national craftspeople, their works and experience to teach and exhibit in Central Australia
- m. inspire and educate local craftspeople

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

The Association must have at least five members.

### **4. Definitions**

In this Constitution, unless the contrary intention appears:

"Act" means the *Northern Territory Associations Act 2003* and regulations made under that Act;

"Committee" means the 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 44;

"member" means a member of the Association;

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

"special resolution" means a resolution notice of which is given under clause 47 and passed in accordance with section 37 of the Act.

## **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;
  - g. enter into any other contract it considers necessary or desirable;
  - h. construct, maintain and alter building works as necessary or convenient;
  - i. accept gifts, whether subject to a special trust or not;
  - j. procure contribution to the funds of the Association, whether by way of donation, subscription or otherwise;
  - k. print and publish newspapers, periodicals, books, leaflets, or other documents;
  - l. make gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) or subsection (1) of section 78 of the Income Tax Assessment Act 1936, as amended, of the Commonwealth relates; and
  - m. do 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.
3. It must not pay any of its profits or financial surplus, or give any of its property, to its members, beneficiaries, controllers or owners (as appropriate).

#### **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 an application for membership to the Committee in a format approved by the Committee.
- b. pay the annual membership fee.
- c. the Committee may award membership at its discretion.

### **10. Annual membership fees**

1. The annual membership fee is the amount determined from time to time by resolution at a general meeting.
2. A membership is valid for 12 months from the date of payment.
3. A member whose membership fee is not paid within 2 months after the due date ceases to be a member unless the Committee determines otherwise.

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

### **11. General**

1. Subject to clause 13(2), a member may exercise the rights of membership when their 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.

### **12. Membership types**

- a. Membership types, as defined by the Central Craft membership policy.
- b. Membership is limited to one vote at general meetings of the Association.
- c. Have other rights as determined by the Committee or by resolution at a general meeting.

### **13. Voting**

1. Subject to subclause (2) and clause 12, each member has one vote at general meetings of the Association.
2. A member is not eligible to vote until 7 working days after their application has been accepted.

3. A member whose membership has lapsed is not eligible to vote.

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

The following must be available for inspection by members:

- a. a copy of this Constitution;
- b. minutes of general meetings;
- c. annual reports and annual financial reports.

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

#### **15. Termination of membership**

Membership of the Association may be terminated by:

- a. a notice of resignation provided to the Secretary or another Committee member;
- b. non-payment of the annual membership fee within the time allowed under clause 10(3); or
- c. expulsion in accordance with this Division.

#### **16. 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.

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

1. If the Committee considers that a member should be suspended or expelled because their conduct is detrimental to the interests of the Association, the Committee must give notice of the proposed suspension or expulsion to the member. Where there has been an unlawful act or gross misconduct the Committee may suspend membership immediately.
2. The notice must:
  - a. be in writing and include:
  - b. the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
  - c. the particulars of the conduct; and

- d. be given to the member not less than 14 days before the date of the Committee meeting referred to in paragraph b.
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 18, 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.

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

1. A member who is suspended or expelled under clause 17 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 them is confirmed by a resolution of the members.
5. If a member has gone through the appeals process and remains expelled, they cannot apply again to be a member.

### **Part 4 – Management Committee**

#### ***Division 1 – General***

#### **19. Role and powers**

1. The business of the Association must be managed by or under the direction of a 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 sub-committees.



## 20. Composition of Committee

1. The Committee consists of between 5 to 9 members:
  - a. the officers of the Association: Chairperson, Vice-Chairperson, Treasurer and Secretary;
  - b. a maximum of 5 ordinary Committee members, including the Public Officer
2. Unless elected directly as a separate office holder, the Committee must appoint one Committee member to be the Association's Public Officer. The Public Officer must be a resident of the Northern Territory.

## 21. Delegation

1. The Committee may delegate to a sub-committee 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

## 22. Eligibility of Committee members

1. A Committee member must be a financial member of Central Australian Craft Territory Craft Incorporated.
2. A Committee member must be 18 years or over.
3. Committee members must be elected to the Committee at an annual general meeting or appointed under clause 29.

**Commented [PC2]:** Requirement for Committee member to be resident of Northern Territory has been removed

## 23. Nominations for election to Committee

1. A member is eligible for election to the Committee if the Secretary receives a written nomination for that member by another member at least 7 days before the date of the next annual general meeting.
2. The nomination must be signed by:
  - a. the nominator and a second member; and
  - b. the nominee to signify their willingness to stand for election.

**Commented [PC3]:** Change from positive statement to negative. May have unintended consequences

3. A person who is eligible for election or re-election under this clause may:

- a. propose or second themselves for election or re-election; and
- b. vote for themselves.

#### **24. Committee terms**

1. A Committee member holds office for no more than 6 consecutive years, after which a period of two years shall elapse before renomination to the Committee. A maximum of another 6 years total can then be served.
2. The member may choose to vacate office under clause 27 or may be removed under clause 28.
3. At an annual general meeting, the office of each Committee member becomes vacant and elections for a new Committee must be held.
4. The Chairperson of the outgoing Committee must preside at the annual general meeting until a new member is elected as Chairperson.

Commented [PC4]: This contradicts clause 24 (1)

#### **25. Election by default**

1. If the number of persons nominated for election to the Committee under clause 23 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 29.

#### **26. 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.

## 27. 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 member of the Association;

or

- b. the member is absent from more than:
  - i. 3 consecutive Committee meetings; or
  - ii. 3 Committee meetings in the same financial year without tendering an apology to the Chairperson;

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

## 28. 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.

## 29. Filling casual vacancy on Committee

1. If a vacancy remains on the Committee after the application of clause 25 or if the office of a Committee member becomes vacant under clause 27, 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*

**Commented [PC5]:** Change from 'ceases to be a resident of the Territory

### **30. 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.

### **31. 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.

### **32. Secretary**

The Secretary must:

- a. coordinate the correspondence of the Association;
- b. ensure minutes of all proceedings of general meetings and of Committee meetings are kept in accordance with section 38 of the Act;
- c. ensure the register of members is maintained in accordance with section 34 of the Act;
- d. ensure the safekeeping of all books, documents, records and registers of the Association, other than those required by clause 33(4) to be overseen by the Treasurer; and
- e. perform any other duties imposed by this Constitution on the Secretary.

**Commented [PC6]:** Change from 'maintain' to 'ensure, etc'

### **33. Treasurer**

The Treasurer or their delegate must:

1. ensure the accounting records and financial management of the Association are in accordance with section 41 of the Act and Central Australian Territory Craft Incorporated Policies and Procedures.
2. coordinate the preparation of the Association's annual statement of accounts.

**Commented [PC7]:** Requirements for handling all monies deleted

3. if directed to do so by the Chairperson, must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
4. the Treasurer has oversight of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
5. the Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

#### **34. Public officer**

1. ~~The~~ Public Officer must ensure that documents are filed in accordance with the Act.
2. The Public Officer must keep a current copy of the Constitution of the Association.

Commented [PC8]: Change of wording

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

#### **35. 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 Chairperson, or at least half the 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 18.

#### **36. Voting and decision making**

1. Each Committee member present at the meeting has a 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.

Commented [PC9]: 'in addition to a deliberative vote' has been deleted

#### **37. Quorum**

For a Committee meeting, one-half of the Committee members constitutes a quorum.

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

1. The procedure to be followed at a Committee meeting must be determined ~~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.

Commented [PC10]: 'from time to time' has been deleted

#### **39. Disclosure of interest**

1. Committee members must disclose any real or perceived conflicts of interest.
2. A Committee member who has a direct or indirect financial 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.
3. The Secretary must record the disclosure in the minutes of the meeting.
4. The Chairperson must ensure a Committee member who has a direct or indirect financial interest in a contract, or proposed contract complies with section 32 of the Act.

Commented [PC11]: Change of wording

## Part 6 – General Meetings

### 40. 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 18(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 41(1), convene a special general meeting for the purpose specified in that request.

### 41. Special general meetings

1. Members, amounting to the number of existing Committee members plus one, may make a written request to the Committee for a special general meeting unless otherwise provided in the Schedule.
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 40(3)(b) – the appeal against the decision of the Committee is upheld; and
  - b. for clause 40(3)(c) – the members who made the request may convene a special general meeting as if they were the Committee.

Commented [PC12]: Change from 'Half the quorum of members for a general meeting'

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.

#### **42. 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.
- c. 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.

#### **43. 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 unless otherwise provided in the Schedule.
3. The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

#### **44. Notice of meetings**

1. The Secretary must give a notice under this Part by –
  - a. serving it on a member personally; or
  - b. serving it on a member electronically; or
  - c. sending it by post to a member at the address of the member appearing in the register of members.
- b. If a notice is sent by post under subclause (1)(c), 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.

Commented [PC13]: Change from 'at least 30 days'

Commented [PC14]: An amendment to the previous Constitution

Commented [PC15]: Information re delivery of electronic mail has been deleted

#### **45. Quorum at general meetings**

At a general meeting, the number of existing committee members plus 3 constitutes a quorum.

#### **46. 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 40(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 40(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 42 – the meeting lapses.
- b. 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.
- c. The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- d. There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- e. If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

#### **47. Voting**

1. Subject to clauses 13(2) and 12, 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.

#### 48. 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. No member can represent more than one proxy member.

**Commented [PC16]:** An addition to the previous Constitution

### Part 7 – Financial Management

#### 49. Financial year

The financial year of the Association is the period of 12 months from 1 January to 31 December.

#### 50. 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. 2 signatories, one of whom must be from the Committee to authorise any payments from the Association's financial accounts.
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, the Treasurer or an appointed delegate 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.
6. The assets and income of the organisation shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.
7. The association will establish and maintain a public fund. This fund will be subject to the following:
  - a. Donations will be deposited into the public fund listed on the Register of Cultural Organisations. These monies will be kept separate from other funds of the association and will only be used to further the principal purpose of the Association. Investment of monies in this fund will be made in accordance with guidelines for public funds as specified by the Australian Tax Office.

**Commented [PC17]:** Paragraph re cheques, etc removed. Should it be replaced by a requirement for '2 signatories, one of whom must be from the Committee to authorise any payments from the Association's financial accounts'

**Commented [PC18]:** Australian Taxation Office

- b. The public will be invited to contribute to the fund.
- c. The fund will be administered by a management committee or a subcommittee of the management committee, the majority of whom, because of their tenure of some public office or their professional standing, have an underlying community responsibility, as distinct from obligations solely in regard to the cultural objectives of Central Australian Territory Craft Incorporated.
- d. No monies/assets in this fund will be distributed to members or office bearers of the Association, except as reimbursement of out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.
- e. The Department responsible for the administration of the Register of Cultural Organisations will be notified of any proposed amendments or alterations to provisions for the public fund, to assess the effect of any amendments on the public fund's continuing Deductible Gift Recipient status.
- f. Receipts for gifts to the public fund must state:
- the name of the public fund and that the receipt is for a gift made to the public fund
  - the Australian Business Number of the company
  - the fact that the receipt is for a gift, and
  - any other matter required to be included on the receipt pursuant to the requirements of the Income Tax Assessment Act 1997.
- g. If upon the winding-up or dissolution of the public fund listed on the Register of Cultural Organisations, there remains after satisfaction of all its debts and liabilities, any property or funds, the property or funds shall not be paid to or distributed among its members, but shall be given or transferred to some other funds, authority or institution having objects similar to the objects of this public fund, which is charitable at law, and whose rules shall prohibit the distribution of its or their income among its or their members, such fund, authority or institution to be eligible for tax-deductibility of donations under Subdivision 30-B, section 30-100, of the Income Tax Assessment Act 1997 and listed on the Register of Cultural Organisations maintained under the Act.
7. The company must comply with any rules that the Treasury Minister or the Minister for the Arts make to ensure that gifts made to the public fund will only be used for the company's principal purpose.
8. The company must provide to the Department responsible for the administration of the Register of Cultural Organisations statistical information on the gifts made to the public fund every 6 months.

Commented [PC19]: Replaces ' the Committee' twice

## 51. Accounts and audits

The responsibility of the Committee 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

### 52. 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 the Committee must be notified, and action must be taken to attempt to resolve the dispute.
3. The procedure for grievance and dispute resolution will be determined by the Committee and set out within policy and procedure.
4. If the mediation or investigation process does not result in the grievance or dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**Commented [PC20]:** Changed from 'attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute'.

**Commented [PC21]:** Change from 'if the parties are unable to...'  
Replaces the procedure included in the Constitution

## Part 9 – Miscellaneous

### 53. 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 Secretary.
2. The affixing of the common seal of the Association must be witnessed by any 2 of the following:
  - a. the Chairperson;
  - b. the Secretary;
  - c. the Treasurer.
  - d. another person authorised by the Committee.
3. The common seal of the Association must be kept in the custody of the Secretary or another person the Committee from time to time decides.

