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Name of public officer

Made on (date)

Before me

(signature of witness on statutory declaration)



PONY CLUB
NORTHERN TERRITORY

PONY CLUB ASSOCIATION OF THE NORTHERN TERRITORY INC

[Registration Number]

CONSTITUTION

[23/07/2018]

Part 1 – Preliminary

1. Name

The name of the incorporated association ("Association") is Pony Club Association of the Northern Territory Incorporated (PCANT).

2. Objects and purposes

The objects and purposes of the Association are:

- (a) To encourage young people to ride and enjoy all approved disciplines connected with horses and riding.
- (b) To support member clubs to provide instruction in horsemanship and to instil in members the proper care of horses whether belonging to them or leased.
- (c) To promote the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character and self-discipline.
- (d) To be a member of Pony Club Australia Ltd.

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 *Associations Act* and regulations made under that Act;

"Adult Supporter" means the parent, family member or guardian of a young person who is a Club Member.

"Appointed delegate" means the person appointed by the committee of a Club to represent the interests of the member and who votes on behalf of the member at general meetings. This person is usually the Chairperson or President of the committee of a member;

"Club" means a pony club that is affiliated with and is a member of the Association.

"Club Member" means a member of a Club.

"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 as defined in clause 9;

"pony club" means a pony club body that conducts pony club activities in a geographical location in the Northern Territory and which is an incorporated association.

"Probationary Member" means a pony club body that has made an application for membership under clause 9(2) which has been approved by the Committee under clause 11(1) and prior to it becoming a Club in accordance with clause 11(3).

"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; 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. Membership

- (1) The following associations and individuals are members of the Association:
 - (a) Clubs;
 - (b) Club Members;
 - (c) Adult Supporters, coaches, officials, volunteers or any person registered with Clubs;
 - (d) Life Members; and
 - (e) Probationary Members.
- (2) Pony clubs formed after the commencement of this Constitution may apply for affiliation with and membership of the Association. To apply to become a member of the Association a pony club 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 both of the members referred to in paragraph (b);and
 - (b) be proposed by one member and seconded by another member.
- (3) Life Members may be nominated for Life Membership at the AGM and shall be voted on by the Clubs.
- (4) Probationary Membership is available to a pony club body, by application to the Committee under clause 9(2) and approval under clause 11.
- (5) Creation of new categories of members. The Management Committee has the right and power from time to time to create new categories of membership with such rights, privileges and obligations as are determined applicable (other than voting rights), even if the effect of creating a new category is to alter rights, privileges or obligations of an existing category of members. No new category of membership may be granted voting rights unless passed by a special resolution.

10. Acceptance or rejection of application by Committee

- (1) The Committee must consider any application made under clause 9(2) 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 a pony club, body or association 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. Probationary Member

- (1) If an application for membership under clause 9(2) is approved by the Committee, the applicant becomes a Probationary Member on payment of 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 amount determined from time to time by resolution at a general meeting.
- (3) A Probationary Member may become a Club in the absolute discretion of the Committee.

12. Annual membership fees

- (1) The annual membership fee for each category of member listed in clause 9(1) is the amount determined from time to time by the Committee.
- (2) Each member must pay the applicable 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 annual membership fee is not paid within 3 months after the due date ceases 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.
- (3) Each Club must, no less than ten days prior to the Association's Annual General Meeting (AGM), provide the following to the Association;
 - (a) Notice in writing of the full names and addresses of their committee including the full names, addresses, email address and telephone number of their appointed delegate; and
 - (b) A copy of the annual report and audited financial statements of the body or association for the preceding year.
- (4) Conditions, obligations and privileges of Life Membership shall be as prescribed in the PCANT Life Membership policy and procedure. Life Members are not entitled to voting rights at General Meetings.

- (5) Probationary Membership provides the body with all the participation and competition rights of a Club, but does not provide them with voting rights, nor the right to nominate or second individuals for the Management Committee.

14. Voting

Subject to clause 18, each Club (through their appointed delegate) has one vote at general meetings of the Association.

15. Notice of meetings and special resolutions

The Secretary must give all Clubs 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;
- (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.

18. Non-voting Members

A Club Member, Life Member, Probationary Member, Adult Supporter, coach, official, volunteer or other person registered with a Club must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

Division 3 – Termination, death, suspension and expulsion

19. 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.

20. 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.

21. 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.
- (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) 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 22, 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.

22. Appeals against suspension or expulsion

- (1) A member who is suspended or expelled under clause 21 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 the member is confirmed by a resolution of the members.

Part 4 – Management Committee

Division 1 – General

23. Role and powers

- (1) The business of the Association must be managed by or under the direction of a Management Committee (the 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, as the Committee considers appropriate, establish one or more subcommittees to be an advisory group to the Committee. All subcommittees will have a Terms of Reference and unless explicitly provided by the Committee, they have no powers to make decisions on behalf of the Committee. Nominations for these subcommittees will be called for at the discretion of the Committee. The Committee will make all appointments and may remove any appointee to any subcommittee in its absolute discretion.

24. Composition of Committee

- (1) The Management Committee consists of:
 - (a) ELECTED Management Committee Members

Up to five committee members, but no less than three committee members, who shall be elected at the Annual General Meeting or at a Special General Meeting or appointed under clause 33;
 - (b) Up to two additional APPOINTED Management Committee Members.

All proposed appointments to the Committee shall be made by the elected committee members in their absolute discretion if and as they deem appropriate to fill the operational needs of PCANT.
 - (c) The Committee may determine the interests of PCANT are best served by the allocation of portfolios to committee members. The Committee shall be entitled to vary the titles and portfolios of each of the committee members in accordance with the needs of PCANT from time to time.
 - (d) The office holders of the Committee include;
 - (i) a Chairperson;
 - (ii) a Vice-Chairperson;
 - (iii) a Secretary;
 - (iv) a Treasurer; and
 - (v) any other portfolio or office holder as deemed necessary.
- (2) The Committee must have no more than two individuals who are financial members from one Club, including elected and appointed committee members.
- (3) Unless elected directly as a separate office holder, the Committee must appoint one committee member to be the Association's public officer.

25. 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

26. Eligibility of committee members

- (1) An elected committee member must be a financial member, who is 18 years or over, of a Club, body or association that is a member of PCANT.
- (2) A committee member must not be an employee of the Association.
- (3) A committee member must not be on a management committee of a Member Association of PCANT.
- (4) Committee members must be elected to the Committee at an annual general meeting or appointed under clause 33 or appointed under clause 24(1)(b).
- (5) A Committee member must not hold more than one office or portfolio on the Committee at the same time.

27. Nominations for election to committee

- (1) An individual is not eligible for election to the Committee unless the Secretary receives a written nomination for that individual by a full member not less than 7 days before the date of the next annual general meeting.
- (2) The nomination must:
 - (a) Be proposed or seconded by the appointed delegate of the full member of which that individual is a financial member of; and
 - (b) Acknowledgement by 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 propose or second himself or herself for election or re-election.

28. Retirement of committee members

- (1) A committee member holds office for a period of two years unless the member vacates the office under clause 31 or is removed under clause 32.
- (2) Subject to subclause (3), at an annual general meeting the office of each committee member becomes vacant at the second year of their tenure.
- (3) The Chairperson of the outgoing Committee must preside at the annual general meeting until a new member is appointed as Chairperson by the new Committee. Should the Chairperson be due for election then a Returning Officer will be appointed by the Committee prior to the voting occurring.
- (4) Members may serve consecutive terms on the Committee but must retire for a period of no less than 2 years after having served three consecutive terms.

- (5) All committee positions shall not be vacated at the same time. The Committee may at its discretion shorten the tenure of committee positions to ensure only 50% of the committee positions fall vacant in any given year.
- (6) At an Annual General Meeting (AGM) the position of each retiring committee member becomes vacant and elections to fill the vacant elected committee positions must be held even if a committee member has nominated for re-election.

29. Election – Nominations do not exceed vacancies

- (1) If the number of persons nominated for election to the Committee under clause 27 does not exceed the number of vacancies to be filled, the Chairperson must hold a ballot to determine if the person/s are accepted to the Committee by a majority vote of the members.
- (2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.
- (3) If vacancies remain on the Committee after subclause (1), then the remaining Committee Members may act under clause 33.
- (4) Nominations will not be accepted from the floor of a general meeting.

30. Election – Nominations exceed vacancies

- (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 persons chosen by ballot must be declared by the Chairperson to be duly elected as members of the Committee.

31. 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; or
 - (iv) ceases to be a resident of the Territory;
- (b) the member is absent from more than:
 - (i) 3 consecutive committee meetings without prior leave of absence granted by the Committee; or

- (ii) 3 committee meetings in the same financial year without tendering an apology with acceptable reasons to the Chairperson;

of which meetings the member received notice.

32. 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) of an elected committee member, an election must be held to fill the vacancy.

33. Filling casual vacancy on Committee

- (1) If a vacancy remains on the Committee after the application of clause 29 or if the office of a committee member becomes vacant under clause 31, the Committee may appoint any person to fill that vacancy, until the next AGM.
- (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

34. 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.

35. 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.

36. 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) maintain the register of members in accordance with section 34 of the Act;

- (d) unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Association, other than those required by clause 37(5) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

37. Treasurer

- (1) The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (b) pay all moneys received into the account of the Association within 5 working days after receipt;
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by him or her and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- (2) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- (3) The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
- (4) If directed to do so by the Chairperson, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer has custody 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.
- (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

38. 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

39. 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 22.

40. 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.

41. Quorum

For a committee meeting the following number of committee members, constitutes a quorum, depending on the number of committee members at the time:

- (1) Three to six committee members: Three committee members is a quorum;
- (2) Seven or eight committee members: Four committee members is a quorum;
- (3) Nine committee members: Five committee members is a quorum;

42. 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 committee members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a special meeting.

43. 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.

Part 6 – General Meetings

44. 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 22(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 45(1), convene a special general meeting for the purpose specified in that request.

45. 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 44(3)(b) – the appeal against the decision of the Committee is upheld; and
 - (b) for clause 44(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.

46. Annual general meeting

- (1) The Secretary must give to all members not less than 30 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.

47. 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.

48. Notice of meetings

- (1) The Secretary must give a notice under this Part by –
 - (a) serving it on a member personally; or
 - (b) sending it by electronic mail or post to a member at the address of the member appearing in the register of members; or
 - (c) By advertising or notice in a public forum, web page or newspaper.
- (2) If a notice is sent by post under subclause (1)(b), sending of the notice is taken to have been properly given if the notice is addressed and posted to the member by ordinary prepaid mail.

49. Quorum at general meetings

At a general meeting one half plus one of the members, present in person or via teleconference constitutes a quorum.

50. 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 44(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 44(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 44(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 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.

51. Voting

- (1) Subject to clauses 14(2) and 18, each Club 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.

52. Proxies

- (1) A member may appoint in writing to the secretary another member or delegate to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting. A minimum of 24 hours written notice prior to the commencement of the general meeting must be provided to the Secretary.

Part 7 – 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 Association must open accounts 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 cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two people as approved in a financial delegation policy.

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

55. Accounts and audits

The responsibility of the Committee under clause 34(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

56. Grievance and disputes procedures

The PCANT Member Protection Policy (PCANT MPP), as amended by the Committee from time to time, applies to grievances or disputes between a Member and another Member or a Member and the Committee.

Part 9 – 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 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.
- (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.

58. 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.