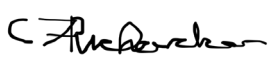
This is the annexure marked "A" referred to in the statutory declaration of:	
Name of public officer	C Fred Richardson
Made on (date)	05 November 2026
Before me	
	(signature of witness on statutory declaration)

NTCOGSO Constitution and Rules

ASSOCIATIONS ACT 2003



YOUR VOICE FOR NT PUBLIC EDUCATION

Contents

1 NAME 5
2 INTERPRETATION 5
3 OBJECTS 6
4 MEMBERSHIP 7
5 MEMBERSHIP FEES 8
6 MEMBER OBLIGATIONS 8
7 SPECIFIC POWERS OF FULL COUNCIL 8
8 EXECUTIVE COMMITTEE (THE EXECUTIVE) 9
9 SPECIFIC POWERS OF THE EXECUTIVE 9
10 ELIGIBILITY FOR THE EXECUTIVE 10
11 ELECTION OF THE EXECUTIVE 11
12 CESSATION OF OFFICE 12
13 CASUAL VACANCIES 13
14 ROLE OF THE EXECUTIVE 13
15 ROLE OF PRESIDENT AND VICE-PRESIDENT 14
16 ROLE OF TREASURER 14
17 PUBLIC OFFICER 15
18 EXECUTIVE OFFICER 15
19 MEETINGS OF THE EXECUTIVE 15
20 LIFE MEMBERSHIP 16
21 IMMEDIATE PAST PRESIDENT 16
22 RIGHTS OF MEMBERS 16
23 NOTICE OF TERMINATION OF MEMBERSHIP 17
24 NOTICE OF SUSPENSION OR EXPULSION OF DELEGATES 18
25 APPEALS AGAINST SUSPENSION OR EXPULSION 18
26 GENERAL MEETINGS 19
27 SPECIAL FULL COUNCIL MEETINGS 19
28 ANNUAL FULL COUNCIL MEETING 19
29 ANNUAL GENERAL MEETING 20
30 DISCLOSURE OF INTEREST 20
31 SPECIAL RESOLUTIONS 20
32 NOTICE OF MEETINGS 20
33 QUORUM AT FULL COUNCIL MEETINGS 21
34 LACK OF QUORUM 21
35 VOTING 21
36 PROXIES 22
37 CHAIR 22
38 REGIONAL COUNCILS 22
39 BUSINESS COMMITTEE 24
40 ADVISORY COMMITTEE 25
41 FINANCIAL YEAR 25
42 MANAGEMENT OF FUNDS 25

43 RESOLVING DISPUTES 25
44 COMMON SEAL 27
45 EFFECT OF CONSTITUTION 27
46 INCONSISTENCY BETWEEN CONSTITUTION AND ACT 27
47 ALTERING THE CONSTITUTION 27
48 DISSOLUTION 28
49 DISTRIBUTION OF SURPLUS ASSETS ON WINDING UP 28
50 BY-LAWS 28
APPENDIX A – REGIONS 31

1 NAME

The name of the incorporated association is THE NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL ORGANISATIONS (referred to in these Rules as NTCOGSO).

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2 INTERPRETATION

In this Constitution, unless the contrary intention appears:

Act means the Associations Act 2003 (NT) and regulations made under that Act;

Advisory Committee means the Advisory Committee established pursuant to Part 3;

Affiliate Member means a School Organisation that is a Member of NT COGSO, and which has met its financial obligations in accordance with the Rules.

Annual Full Council Meeting means the meeting of Members which is held in conjunction with the Annual General Meeting (AGM).

Annual General Meeting means the session of the Annual Full Council Meeting at which the business described under Bylaw "Rules of Debate and Standing Orders" is conducted;

Associate Member means a member (other than an Affiliate Member) of NTCOGSO, as follows:

(a) An Immediate Past President while they hold such title, with rights under Rule 21.

(b) A Life Member appointed in accordance with Rule 20.

(c) any member determined by Executive Committee under Rule 4.4 with rights determined under that Rule.

By-law means a by-law of NTCOGSO under Rule 50.

Business Committee means the Business Committee established pursuant to Rule 39.

Constitution means this document, which constitutes the Rules of the Council for the purposes of the Act;

Council means the Northern Territory Council of Government School Organisations Incorporated;

Department means the Northern Territory government department responsible for the portfolio of school education.

Delegate means a person officially appointed to represent an Affiliate Organisation (Member);

Executive means the Executive Committee of the Council formed in accordance with Rule 8;

Executive Officer means the person employed in accordance with Rule 7 to perform secretariat duties for the purposes of these Rules and the Act

Full Council Meeting means the meeting of Members which is held in conjunction with the Annual General Meeting (AGM).

Member means an Affiliate Member or an Associate Member.

School Organisation means any School Representative Body as defined by the NT Education Act.

Region means the School Organisations contained within the regional boundaries for the Northern Territory as determined by Full Council;

Regional Schools Council means the School Organisations formed in accordance with Rule 38;

Parent means the definition provided in the Northern Territory Education Act (2015);

Special Full Council Meeting means a Full Council Meeting referred to in Rule 27;

Special Resolution means a resolution passed by Members at a General Meeting in accordance with the Act and Rule 31.

---

3 OBJECTS

The objects of NTCOGSO are to:

3.1 endeavour, by all means possible, to ensure that children receive the best possible education in government schools and to this end initiate and support moves towards the improvement or reassessment of existing education;

3.2 be the centralised voice of persons having an interest in and concern for the wellbeing and advancement of students attending government schools, with responsibility for taking action and making representations on behalf of such persons and for disseminating relevant information to them;

3.3 promote Parent participation in education and encourage and foster the formation of School Organisations at each government school;

3.4 be an advocate for Affiliate Organisations (Members) and present and further the views and policies of the Full Council ;

3.5 further the interests of government schools and work for improvements to the government education system in the Northern Territory to the benefit of all students in that system;

3.6 become a member of and/or cooperate with any group or body which has similar aims and objects to those of NTCOGSO;

3.7 liaise with the department responsible for government schools in the Northern Territory;

3.8 be non-party political and non-sectarian; and

3.9 do all such things as are incidental or conductive to the attainment of all or any of the above objects.

---

4 MEMBERSHIP

4.1 NTCOGSO is an association of Affiliate Members and Associate Members.

4.2 The Council must have at least the number of members as specified in the Schedule.

4.3 Membership as an Affiliate member of NTCOGSO is available to any School Organisation formed to work in the interests of children attending a government school (or schools) in the Northern Territory and under such terms and conditions as may be determined from time to time by NTCOGSO in a Full Council Meeting or by the Executive Committee (including with regard to payment to NTCOGSO of an annual membership fee prescribed by Full Council).

4.4 With regard to Associate Members, in addition to those categories of Associate Membership by virtue of position, Full Council may:

4.4.1 consider applications for membership as an Associate Member of NTCOGSO from other organisations having similar aims and objects to NTCOGSO, or any other persons or bodies, or

4.4.1 offer membership as an Associate Member of NTCOGSO to any persons or bodies, under such terms and conditions as may be determined from time to time by NTCOGSO Full Council or by Executive. Full Council may also determine any annual membership fee payable by (or by the various classes of) Associate Members.

4.5 All Members are entitled to receive notice of and attend any General Meeting or Full Council Meeting of NTCOGSO.

4.6 The Executive Officer is responsible for:

4.6.1 keeping a register of Members which records the name, contact address (which can be residential, postal or email), category of membership and date of joining of each member; and

4.6.1 issuing a certificate of membership to Members.

Any change to the register will be recorded within 28 days of the date of the change. The register will be kept at a place determined by the Executive Committee.

4.7 Upon becoming a Member of NTCOGSO, each Member will be provided with a copy of these Rules (in hard or electronic format, or in such manner as is permitted by the Act).

4.8 The rights of a Member are non-transferable and end when membership ceases.

4.9 A Member may resign from membership with NTCOGSO by giving written notice of their resignation to NTCOGSO. The resignation takes effect upon receipt of the notice (or if a later time is specified, at that time). A person or body who has resigned from membership remains liable for any fees that are owed to NTCOGSO at the time of resignation.

4.10 A person or body ceases to be a Member when any of the following takes place:

4.10.1 for a Member who is an individual, the individual dies;

4.10.2 for a Member that is an incorporated body, the body is wound up or abolished;

4.10.3 the Member resigns under Rule 4.9.

4.10.4 the Member ceases to be a Member under Rule 5.3;

4.10.5 makes a public statement on behalf of the Council without approval from the Executive as per Rule15.3, unless the Council determines otherwise; or

4.10.6 for an Associate Member, where that Member ceases to satisfy the necessary requirements for membership (including as a result of Rule12 Cessation of Office)

5 MEMBERSHIP FEES

5.1 Full Council will determine the annual membership fees to be paid by each class of Member. Accounts for annual membership will be sent by NTCOGSO to fee paying Members by 31 March each year. Membership fees may differ (or be nil) for different classes of membership.

5.2 Each Affiliate Organisation (Member) who is required to pay the annual membership fee and has not done so by 1 June will be sent a reminder of its obligation to do so.

5.3 Any Affiliate Organisation (Member) who is required to pay a membership fee and who has not done so by 31 August will be declared unfinancial and its membership with NTCOGSO will immediately cease and the member will be advised in writing of such cessation.

5.4 If a person or body who has ceased being a Member under Rule 5.3 above offers to pay the annual membership fee after the period referred to in that Executive has expired, Executive Committee may (at its discretion) accept that payment and if payment is accepted, that person or body's membership is reinstated from the date the payment is accepted.

6 MEMBER OBLIGATIONS

6.1 All members must adhere to the Member Code of Conduct, which governs the behaviour and responsibilities of members, including the Executive Committee members.

The Code of Conduct is binding upon all members and may be updated from time to time by the Executive, subject to member approval.

7 SPECIFIC POWERS OF FULL COUNCIL

7.1 For achieving its objects and purposes, the Council has the powers conferred by sections 11 and 13 of the Act.

7.2 Subject to the Act, the Council 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.

7.3 Council may employ such other persons on such terms and conditions as the Executive determines and consistent with relevant employment laws to assist in the attainment of the objects of the Council or any matter incidental to those objects.

8 EXECUTIVE COMMITTEE (THE EXECUTIVE)

8.1 The business of the Council shall be managed by or under the direction of an Executive Management Committee to be known as the Executive, which shall have power to do all things necessary to achieve the objects of Council.

8.2 The Executive Committee members are the persons who, as the Executive of NTCOGSO, have the power to manage the affairs of NTCOGSO.

8.3 Subject to the Act, these Rules, the By-laws (if any) and any resolution passed at a Full Council Meeting, Executive has the power to do all things necessary or convenient to be done for the proper management of the affairs of NTCOGSO.

8.4 Executive must take all reasonable steps to ensure that NTCOGSO complies with the Act, these Rules, and all By-laws.

8.5 Composition of the Executive consists of a:

(a) President;
(b) Vice-President;
(c) Treasurer;
(d) One (1) Regional Representative from each Region, elected in accordance with Rule 38.

8.5.1 Invited Members, being not more than three (3) persons who the Executive considers have special qualifications, knowledge or experience which will assist the Executive in the exercise and performance of its functions by the giving of information or advice. A maximum of one (1) Invited Member may reside outside the Northern Territory.

8.6 Unless elected directly as a separate office holder, the Executive must appoint one Executive member to be the public officer of NTCOGSO.

8.7 An Executive Member is entitled to be paid out of the funds of NTCOGSO for reasonable out-of-pocket expenses for travel and accommodation when attending NTCOGSO official business, but not otherwise.

8.8 The acts of Executive (or of any committee or sub-committee of Executive) are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of an Executive Member (or member of a committee or sub-committee).

---

9 SPECIFIC POWERS OF THE EXECUTIVE

Without limiting Rule 7 above, but subject at all times to the Act and these Rules, Executive has the power and authority to:

9.1 Exercise all the powers of the Council except those matters that the Act or these Rules require the Council to determine through a Full Council or General Meeting.

9.2 Determine policy relating to the operations and finances of NTCOGSO.

9.3 Advance matters for the benefit of Members, including but not limited to making representations to government, participating in inquiries and commissions, the

membership of committees of relevant groups (including government or semi-government bodies), and the publicity of the aims and policies of NTCOGSO.

9.4 Adjudicate on matters brought before it that affect its Members in any way.

9.5 Assist or advise any Members in their dealings with the Department or government.

9.6 Fill casual vacancies on the Executive as needed and appoint from relevant regions where possible.

9.7 Constitute (and delegate authority to) committees of NTCOGSO for such purposes as are considered necessary or convenient to advance the affairs of NTCOGSO (with committees so constituted reporting to the Executive at each Executive meeting, or otherwise as required by the Executive).

9.8 Appoint an Executive Member or delegate to represent NTCOGSO on, or at, any committee, body, organisation, meeting, or meetings which NTCOGSO may be interested in, required to be represented at, affiliated to, or connected with for such period or periods as the Executive determines from time to time.

9.9 Acquire or lease, furnish, provision, and maintain such premises as are deemed necessary or requisite for the promotion of the aims and objects of NTCOGSO and its Members.

9.10 Confer certificates of merit for long and meritorious service on individual members of Affiliated Organisations, provided that:

(a) Nomination applications from Affiliated Organisations are in writing; and
(b) The person nominated has served one or more Affiliated Organisations in a meritorious manner for a period of not less than ten (10) years

9.11 Pay or authorise the payment of the reasonable out-of-pocket expenses for travel and accommodation of any Executive or staff member of NTCOGSO when attending Full Council, any NTCOGSO General Meeting, any Executive meeting, any NTCOGSO committee meeting, or otherwise in connection with any other NTCOGSO designated official business.

9.12 Establish and manage the positions and general functions of such permanent staff of NTCOGSO as it deems necessary or expedient for the proper management of NTCOGSO.

9.13 The Executive at all times shall be subject to the direction of the Council.

9.14 All actions taken by the Executive in the name of the Council shall be deemed to be done by the Council.

---

10 ELIGIBILITY FOR THE EXECUTIVE

10.1 A person shall be eligible for membership of the Executive provided that the person:

(a) is 18 years or over;
(b) is the Parent of a child currently enrolled in a Government school in the Northern Territory;
(c) the person is either a parent member of, or has served at least one term as a member of, a School Representative Body within the meaning of the Education Act;
(d) undertakes to attend meetings and seek the views of Affiliate Organisations (Members) in relation to issues considered by Council; and
(e) must also meet any additional criteria provided in the Schedule.

10.2 Executive members must be elected to the Executive at an Annual General Meeting or appointed under Rule 11.

10.3 All Executive positions fall vacant at the Annual General Meeting. The persons referred to in Rule 8.5 (d) shall take office ex officio (as provided for in the Schedule) from the conclusion of the Annual Full Council Meeting. The positions referred to in Rule 8.5 (a) to (c) shall be determined in accordance with Rule 11 below, and the persons so elected shall take office from the conclusion of the Annual Full Council Meeting.

10.4 Members may serve consecutive terms on the Executive unless otherwise provided in the Schedule.

10.5 Invited Members are not required to meet the eligibility requirements under Rule 10.1.

---

11 ELECTION OF THE EXECUTIVE

11.1 All nominations for the elected positions referred to in Rule 8.5(a) to (c) shall be by decision of a properly constituted meeting of an Affiliate Member provided the criteria specified in Rule 10.1 are addressed.

11.2 Nominations for a position on the Executive shall be given at the Annual General Meeting provided that no person shall be nominated for any position in their absence unless the written consent of such person to such nomination is produced to the Chair of that meeting.

11.3 If only one nomination for an elected office is received that nominee shall take office. If more than one nomination is received for a particular elected office, a secret ballot shall be conducted and the person receiving the most votes is declared elected. In the event of equal votes, the Chair shall call for a second ballot. If votes are still equal, the Chair shall determine the result by lot.

11.4 A person eligible for election or re-election may:

(a) propose or second oneself for election or re-election; and
(b) vote for oneself.

11.5 If the number of persons nominated for election to the Executive does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Executive at the Annual General Meeting.

11.6 If the number of nominations exceeds the number of vacancies on the Executive, ballots for those positions must be conducted.

If more than one nomination is received for a particular elected office, a secret ballot shall be conducted and the person receiving the most votes is declared elected.

In the event of equal votes, the President shall call for a second ballot. If votes are still equal, the President shall determine the result by lot.

11.7 The members chosen by ballot must be declared by the President to be duly elected as members of the Executive.

11.8 If vacancies remain on the Executive after the declaration under Rule 11.5, additional nominations of Executive members may be accepted from the floor of the Annual General Meeting.

11.9 If the nominations from the floor do not exceed the number of remaining vacancies, the President must declare those persons to be duly elected as members of the Executive.

11.10 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 Executive in accordance with Rule13.

11.11 An Executive member holds office until the next Annual General Meeting unless the member vacates the office under Rule 35 or is removed under Rule 36.

11.12 Subject to Rule 11.13, at an Annual General Meeting the office of each Executive member becomes vacant and elections for a new Executive must be held.

11.13 The President of the outgoing Executive must preside at the Annual General Meeting until a new member is elected as President.

---

12 CESSATION OF OFFICE

12.1 An Executive member may resign from the Executive by written notice given to the President. The President may resign from the Executive by written notice to the Vice-President. The resignation takes effect when the President or, Vice-President in the event of the resignation of the President, receives the notice, or if a later time is specified in it, at the later time.

12.2 A person ceases to be an Executive member if the person:

(a) Ceases to be a resident of the Northern Territory, other than an Invited Member permitted to reside outside the Northern Territory under Rule 8.5.1;
(b) Ceases to have a child enrolled in a Northern Territory government school;
(c) Resigns from the Executive or is removed from Executive under this Rule;
(d) Becomes ineligible to accept appointment or act as an Executive Member under section 30 or 40 of the Act;
(e) Is elected to territory or federal parliament;
(f) Becomes a member of the staff of NT COGSO during their term as an Executive member;
(g) Fails to attend three consecutive meetings of the Executive (not including meetings of any committee or working group), of which the person has been given notice; or
(h) the Affiliate Members within the relevant Region agree, by a majority of votes cast in a ballot conducted by NTCOGSO, to remove from office the Regional Representative elected by that Region where it is considered that the Regional Representative has failed to comply with these Rules, with each Affiliate Member entitled to one vote; or
(i) If the Executive member passes away or is unable to fulfil their duties due to a long-term mental or physical health condition or becomes permanently unable to act as an Executive member due to a mental or physical disability.

12.3 If any Executive member intends to stand for election to territory or federal parliament and:

12.3.1 is accepted as an officially endorsed candidate of a registered political party; or

12.3.2 officially announces their intention to stand for parliamentary election as an independent, then as from the date of official endorsement or the date of the official announcement (whichever occurs first), they shall temporarily vacate their position as an Executive member (and if relevant, officer holder) of NTCOGSO. If

that person is the President, then the Vice President shall temporarily act as President until the conclusion of the parliamentary elections.

12.4 Where the Executive is of the opinion that the President, an Executive member, the Immediate Past President, a Life Member or any other person who is an Associate Member has;

12.4.1 Persistently refused or neglected to comply with a provision of these Rules;

12.4.2 Persistently or wilfully acted in a manner prejudicial to the interests of NT COGSO;

12.4.3 Been (or is being) formally investigated in respect of, charged with, or convicted of, any offence or alleged offence deemed by the Executive to be prejudicial to the interests or reputation of NTCOGSO, then Executive may, by resolution passed by no fewer than three quarters of those Executive members in office and able to vote (excluding for the purposes any person who is the subject matter of the resolution):

12.4.4 Move a motion of censure against that person;

12.4.5 Suspend that person from such rights and privileges of their position in NTCOGSO, and for such period as determined by Executive; or

12.4.6 Expel that person from their position.

12.5 The Council, through a Special Full Council Meeting may remove the President, an Executive member, the Immediate Past President, a Life Member or any other person who is an Associate Member under Rule 12.4.

12.6 If a vacancy arises through removal under Rule 12.4 or 12.5, an election must be held to fill the vacancy.

12.7 Any person who is the subject of a resolution passed by the requisite majority pursuant to Rule 12.4 or 12.5 is ineligible to nominate for or hold any position on Executive for a minimum period of six (6) years.

---

13 CASUAL VACANCIES

13.1 If a vacancy remains on the Executive after the application of Rule 11 or Rule 38, or if the office of an Executive member becomes vacant under Rule 12, such vacancy shall be filled by appointment by the Executive from the relevant Region where possible. The person so appointed shall hold office until the conclusion of the next Annual Full Council Meeting.

13.2 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.

---

14 ROLE OF THE EXECUTIVE

The Executive committee members:

14.1 Shall as soon as practical after being elected or invited to the Executive, become familiar with the Act and regulations made under the Act;

14.2 Are collectively responsible for ensuring the Council complies with the Act and regulations made under the Act;

14.3 Delegate such matters, as they believe appropriate to Regional Councils;

14.4 Appoint or nominate representatives or delegates to Northern Territory, State, National or International forums, as may be appropriate for Council to be represented at or on; and

14.5 Appoint a returning officer to conduct the annual elections.

---

15 ROLE OF PRESIDENT AND VICE-PRESIDENT

15.1 The President must preside at all General, Council and Executive meetings:

15.2 If the President is absent from a meeting, the Vice-President must preside at the meeting. If the President and the Vice-President are both absent, the presiding Member for that meeting must be:

15.2.1 an Affiliated Organisation (Member) elected by other Affiliated Organisation (Members) present if it is a General or Council Meeting; or

15.2.2 an Executive Member elected by other Executive Members present if it is an Executive Meeting.

15.3 The President shall only make public statements on behalf of Council or their delegated nominee provided that nominee has the previous agreement of at least two (2) members of the Business Committee for any statements.

If any delegate or other Affiliate Organisation (Member) of the Council fails to comply with this Rule they shall cease to be an Affiliate Organisation (Member) of the Council unless Council determines otherwise.

15.4 Delegate the duties of a Secretary to the Executive Officer:

15.4.1 minutes of all General, Council, Executive and Business Executive meetings are kept in accordance with section 38 of the Act;
15.4.2 minutes of all General, Council, Executive and Business Executive meetings shall be circulated to all Executive members;
15.4.3 a register of Affiliate Organisations (Members), their Delegates and alternate delegates is kept in accordance with section 34 of the Act;
15.4.4 each Affiliate Organisation's (Member's) Secretary and delegates are sent the minutes of all meetings of Council within twenty-eight (28) days after the meeting;
15.4.5 notice in accordance with this Constitution of the convening of General Meetings of Council and of any special or public meeting is given;
15.4.6 the directions of a meeting of Council or a meeting of the Executive are carried out;
15.4.7 correspondence on behalf of Council and the Executive is dealt with in a proper manner and a copy of all correspondence is retained;
15.4.8 have operational responsibility for the custody and maintenance of NTCOGSO's books, documents, records and registers, subject to this Constitution and any policies, procedures or financial controls approved by the Executive;
15.4.9 perform any other duties imposed by this constitution on the Executive Officer.

---

16 ROLE OF TREASURER

The Treasurer must:

16.1 Ensure that monies received by NTCOGSO are properly accounted for in accordance with the Act and financial procedures approved by the Executive.

16.2 Ensure that payments from NTCOGSO funds are made only where authorised in accordance with Rule 42.

16.3 Ensure that NTCOGSO's banking arrangements and payment authorisations comply with Rule 42 and financial controls approved by the Executive.

16.4 Ensure NTCOGSO's accounting records are kept in accordance with section 41 of the Act.

16.5 Coordinate the preparation of NTCOGSO's annual financial reporting as required by the Act.

16.6 Provide financial reports to the Executive as required by the Executive or President.

16.7 Coordinate the preparation of an annual budget for consideration and approval by the Executive, including any proposed annual membership fees for determination by Full Council in accordance with Rule 5.1.

16.8 Oversee the proper maintenance and retention of NTCOGSO's financial and accounting records and ensure they are available as required for audit, inspection and governance oversight; and

16.9 Perform any other duties imposed by this Constitution on the Treasurer.

---

17 PUBLIC OFFICER

17.1 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.

17.2 The Public Officer must keep a current copy of the Constitution of the Council.

---

18 EXECUTIVE OFFICER

18.1 The Executive shall, subject to this Constitution, appoint a person to be the Executive Officer of Council.

18.2 The Executive Officer shall have such duties as are determined by the Executive, as well as such functions and duties as are set out in this Constitution.

18.3 The Executive Officer shall not be a member of the Executive.

---

19 MEETINGS OF THE EXECUTIVE

19.1 The Executive must convene for the conduct of business not less than 4 times in each financial year unless otherwise provided in the Schedule.

19.2 The President, or at least half the Executive members, may at any time convene a special meeting of the Executive.

19.3 A special meeting may be convened to deal with an appeal under Rule 25.

19.4 Each Executive member present at the meeting has a deliberative vote.

19.5 A question arising at an Executive Meeting must be decided by a majority of votes.

19.6 At any meeting of the Executive, the quorum is as specified in the Schedule.

19.7 The procedure to be followed at an Executive Meeting must be determined from time to time by the Executive.

19.8 The order of business may be determined by the members present at the meeting.

19.9 Only the business for which the meeting is convened may be considered at a special meeting.

---

20 LIFE MEMBERSHIP

20.1 From time to time Full Council may bestow life membership upon a person who has displayed no less than 10 years meritorious and long standing commitment to the objects of NTCOGSO.

20.2 To be considered for life membership, a candidate must be nominated by (2) Executive Committee members in writing to the President. The nominee will be appointed as a Life Member if the proposal is approved by resolution of Full Council (with no less than half of delegates voting in favour). A nominee must consent in writing to becoming a Life Member (and therefore, an Associate Member of NTCOGSO) prior to being entered into the register of Members.

20.3 A Life Member is entitled to attend Full Council and any General Meeting.

20.4 A Life Member is not required to pay registration fees and will not (unless Full Council otherwise determines from time to time) be required to pay any annual membership fee.

20.5 Life Members may, with the permission of the President, represent NTCOGSO at designated events.

21 IMMEDIATE PAST PRESIDENT

21.1 The retiring President, unless re-elected, shall be acknowledged with the title of Immediate Past President for a period of 12 months following their retirement, provided they served a minimum of 12 months in the role of President. The Immediate Past President:

21.1.1 is an Associate Member of NTCOGSO; and

21.1.2 is entitled to attend, but not vote at meetings of the Executive for the term of their appointment as Immediate Past President.

---

22 RIGHTS OF MEMBERS

22.1 An Affiliate Organisation (Member) may exercise the rights of Affiliation when the Organisations name is entered in the register of Affiliate Organisations (Members).

22.2 A right of Affiliation of the Council:

(a) is not capable of being transferred or transmitted to another Organisation; and
(b) terminates on the cessation of Affiliation whether by dissolution or wind up, resignation or otherwise, as outlined under Rules 23 or 24.

22.3 Each Affiliate Organisation (Member) shall be provided with one (1) copy of this constitution upon joining.

22.4 Nothing contained in this Constitution shall in any way prejudice or give to Council or the Executive any power whatsoever to interfere with the right of any Affiliate Organisation (Member) to determine the conduct of its own affairs.

22.5 The Executive Officer must give each Affiliate Organisation (Member) notice of a Full Council Meeting and special resolutions in the manner and time prescribed by this Constitution.

22.6 The following must be available for inspection by an Affiliate Organisations (Members):

(a) a copy of this Constitution and Rules;

(b) minutes of general meetings; and

(c) annual reports and annual financial reports.

22.7 An Affiliate Organisation (Member) may be represented by delegates determined as follows:

(a) a school with an enrolment of 150 or under is entitled to be represented by one Delegate;
(b) a school with an enrolment of between 151 and 300 is entitled to be represented by two Delegates;
(c) a school with an enrolment of between 301 and 500 is entitled to be represented by three Delegates; and
(d) a school with an enrolment of 501 or more is entitled to be represented by four Delegates.

22.8 Where two or more Affiliate Organisations (Members) represent the one school, the school's delegate entitlements (as per paragraphs (a) to (d) above) will be shared on the basis agreed between the relevant Affiliate Organisations (Members), or failing agreement, on the basis determined by the Executive. A student can only be counted once for the purpose of apportioning delegate numbers.

22.9 The enrolment referred to in Rule 22.7 shall be the most recent enrolment numbers available immediately preceding the meeting for which delegates are being appointed.

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23 NOTICE OF TERMINATION OF MEMBERSHIP

23.1 If the Executive considers that an Affiliate Organisation (Member) should be terminated because of a breach of the Member Code of Conduct, the Executive must give notice of the proposed termination to the Affiliate Organisation.

23.2 The notice must:

(a) be in writing to the Affiliate Organisation (Member) and include:
(b) the time, date and place of the Executive Meeting at which the question of that termination will be decided; and
(c) the particulars of the conduct; and
(d) be given to the Affiliate Organisation (Member) not less than 30 days before the date of the Executive Meeting referred to in paragraph (b).

23.3 At the meeting, the Executive must afford the Affiliate Organisation (Member) a reasonable opportunity to be heard or to make representations in writing.

23.4 Subject to Rule 25, the decision to terminate an Affiliate Organisation (Member) takes effect 14 days after the day on which notice of the decision is given to the Affiliate Organisation (Member).

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24 NOTICE OF SUSPENSION OR EXPULSION OF DELEGATES

24.1 If the Executive considers that a delegate of an Affiliated Organisation (Member) should be suspended or expelled because their conduct is detrimental to the interests of the Council, the Executive must give notice of the proposed suspension or expulsion to the delegate and their Affiliate Organisation (Member).

24.2 The notice must:

(a) be in writing to the delegate and their Affiliate Organisation (Member) and include:

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

(b) and be given to the delegate and their Affiliate Organisation (Member) not less than 30 days before the date of the Executive Meeting referred to in paragraph (a)(i).

24.3 At the meeting, the Executive must afford the delegate a reasonable opportunity to be heard or to make representations in writing.

24.4 The Executive may suspend or expel or decline to suspend or expel the delegate from the Council and must give written notice of the decision and the reason for it to the Affiliate Organisation (Member).

24.5 Subject to Rule 25, the decision to suspend or expel a representative takes effect 14 days after the day on which notice of the decision is given to the delegate and their Affiliate Organisation (Member).

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25 APPEALS AGAINST SUSPENSION OR EXPULSION

25.1 A delegate who is suspended or expelled under Rule 24 may appeal against that suspension or expulsion by giving notice to the President within 14 days after receipt of the Executive's decision.

25.2 The appeal must be considered at an Executive Meeting and the delegate 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.

25.3 The Executive members present at the Executive Meeting must, by resolution, either confirm or set aside the decision to suspend or expel the delegate.

25.4 The delegate is not suspended or does not cease to be a delegate until the decision of the Executive to suspend or expel them is confirmed by a resolution of the Council.

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26 GENERAL MEETINGS

26.1 The Council must hold an Annual Full Council Meeting within 5 months after the end of the Council's financial year.

26.2 The Executive:

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

(b) must, within 30 days after the Executive Officer receives a notice under Rule 25.1, 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 Rule 27.1 convene a special general meeting for the purpose specified in that request.

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27 SPECIAL FULL COUNCIL MEETINGS

27.1 A Special Full Council Meeting can be convened by half the number of Affiliate Organisations (Members) constituting a quorum for a general meeting may make a written request to the Executive Officer for a Special General Meeting unless otherwise provided in the Schedule.

27.2 The request must:

(a) state the purpose of the Special General Meeting; and

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

27.3 If the Council fails to convene a special general meeting within the time allowed:

27.4 for Rule 26.(2)(b) – the appeal against the decision of the Council is upheld; and

27.5 for Rule 26.(2)(c) – the Affiliate Organisations (Members) who made the request may convene a special general meeting as if they were the Council.

27.6 If a special general meeting is convened under Rule 27.(3)(b), the Council must meet any reasonable expenses of convening and holding the special general meeting.

27.7 The Executive must give to all members not less than 21 days' notice of a Special Full Council Meeting.

27.8 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.

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28 ANNUAL FULL COUNCIL MEETING

28.1 There shall be at least one (1) Full Council Meeting, within five (5) months after the end of the last Financial Year.

28.2 The Executive must give to all Affiliated Organisations (Members) not less than Five (5) weeks' notice of an Annual meeting unless otherwise provided in the Schedule.

28.3 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.

28.4 Any Affiliate Organisation (Member) wishing Council to take action on any matter shall give notice of the matter in writing five (5) weeks prior to the next Annual Full Council Meeting. The Executive Officer shall give four (4) weeks' notice in writing to all other Affiliate Organisations (Members). Council may discuss any such matter and take action as deemed appropriate even where such notice has not been given unless three (3) delegates stand and object when the matter is introduced.

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29 ANNUAL GENERAL MEETING

29.1 The Annual General Meeting is incorporated into the Annual Full Council Meeting as set out in Rule 28.

29.2 The Executive Officer must give to all Affiliate Organisations (Members) not less than five (5) weeks' notice of an Annual General Meeting unless otherwise provided in the Schedule.

29.3 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.

29.4 The order of business for each Annual General Meeting is provided for in the Rules of Debate and Standing Orders.

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30 DISCLOSURE OF INTEREST

30.1 A member of the Council who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Council must disclose the nature and extent of the interest to the Council in accordance with section 31 of the Act.

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31 SPECIAL RESOLUTIONS

31.1 A special resolution may be moved at any General Meeting of the Council.

31.2 The Executive must give all Affiliated Organisations (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.

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

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32 NOTICE OF MEETINGS

32.1 The Executive Officer must give a notice under this Part by:

(a) serving it on a Affiliate Organisation (Member) personally; or

(b) sending it in writing to an Affiliate Organisation (Member) as per the contact details appearing in the Register of Members.

32.2 If a notice is sent in writing under Rule 55.(1)(b), sending of the notice is taken to have been properly effected.

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33 QUORUM AT FULL COUNCIL MEETINGS

33.1 At any Full Council Meeting, the number or the proportion of Affiliate Organisations (Members) present in person specified in the Schedule constitutes a quorum.

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34 LACK OF QUORUM

34.1 If within 30 minutes after the time specified in the notice for the holding of a Full Council Meeting a quorum is not present:

(a) for an Annual Full Council Meeting or Special Full Council Meeting convened under Rule 27.(1) – the meeting stands adjourned to a date to be fixed by the Executive, being a date not earlier than fourteen (14) days and not later than twenty-one (21) days from the date of that meeting;

(b) for a meeting convened under Rule 26.(2)(b) – the Affiliate Organisations (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 Rule 26.(2)(c) – the meeting lapses.

34.2 If within 30 minutes after the time appointed by Rule 34.(1)(a) for the resumption of an adjourned Full Council meeting a quorum is not present, the Affiliate Organisations (Members) who are present in person or by proxy may proceed with the business of that Full Council meeting as if a quorum were present.

34.3 The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the Affiliate Organisations (Members) at the meeting, adjourn that general meeting from time to time and from place to place.

34.4 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.

34.5 If a Full Council Meeting is adjourned for a period of 30 days or more, the Executive must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

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35 VOTING

35.1 Subject to Rule 22.7, each Affiliate Organisation (Member) present in person or by proxy at a General Meeting is entitled to one (1) vote.

35.2 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 decided by a majority of votes made in person or by proxy vote in favour of the resolution.

35.3 A poll may be demanded by the President or by 3 or more delegates of an Affiliate Organisations (Members) present in person or by proxy.

35.4 If demanded, a poll must be taken immediately and in the manner the President directs.

35.5 Each Delegate is entitled to one (1) vote on each motion put to the meeting.

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36 PROXIES

36.1 An Affiliate Organisation (Member):

(a) located within the Region in which a meeting is held but in excess of 200 kilometres from the meeting venue may appoint a proxy for voting purposes;

(b) An Affiliate Organisation (Member) located within the Region in which a meeting is held but up to 200 kilometres of the meeting venue, shall be entitled to exercise its full allocation of votes provided that the said Affiliate Organisation (Member) has a registered Delegate already attending that meeting; or

(c) An Affiliate Organisation (Member) not located in the Region in which a meeting is to be held may appoint a proxy for voting purposes. A document appointing a proxy issued by the Affiliate Organisation (Member) and signed by the Chair or Secretary of that body shall be in the hands of the Executive Officer before the time fixed for the commencement of the meeting at which such proxy is to be exercised.

36.2 Proxy votes will be given equal value in any Council vote.

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37 CHAIR

37.1 The President shall chair all Full Council Meetings at which they are present and, in their absence, the Vice-President, or in their absence, a member of the Executive shall be elected to chair the meeting. The Chair presiding at any meeting has a casting vote only.

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38 REGIONAL COUNCILS

38.1 The following areas shall be Regions for the purpose of this constitution:

(a) Barkly;

(b) Darwin;

(c) East Arnhem;

(d) Big Rivers;

(e) Top End; and

(f) Central.

38.2 The Area covered by each Region is as shown in Annexure A.

38.3 Establishment and Composition of Regional Council

(a) Each Region shall have a Regional Council.

(b) A Regional Council shall comprise:

(i) delegates from Affiliate Members within the Region;
(ii) not more than 2 persons of the Region co-opted by the Regional Council; and
(iii) the Regional Representative for the Region.

38.4 The objects and aims of a Regional Council shall:

(a) be to advise members of the Executive on matters to be considered at meetings of Council and the Executive;

(b) be to discuss and co-ordinate the educational needs of the region and recommend a course of action to the Executive;

(c) be to foster community interest in education in the region;

(d) be to consider and promote the educational needs of the region;

(e) be to act on matters referred to the Regional Council from time to time by the Executive;

(f) not be to speak on behalf of Council or of the Executive without the written approval of the President; and

(g) take direct action on local matters consistent with Council policy.

38.5 Regional Council shall have the benefit of a budget allocation within the NTCOGSO budget where this is practical to do so, which shall be administered on behalf of the Regional Council by the Executive in accordance with guidelines set by the Executive and notified to Regional Councils.

38.6 Regional meetings:

(a) The Regional Council may meet as required.

(b) Regional meetings may be held in person, by telephone, electronically, or by a combination of these methods.

(c) Affiliate Members within the Region must be given reasonable notice of a Regional meeting and a notice of meeting should be sent to the NTCOGSO office; and

(d) A copy of the minutes of each Regional meeting must be provided to the NTCOGSO office as soon as practicable; and

(e) A copy of the minutes of the previous Regional meeting should be provided to each Affiliate Member within the Region with notice of the next Regional meeting.

(f) The Regional Representative may chair a Regional meeting. An agenda must be prepared and minutes must be taken for each Regional meeting.

(g) If the Regional Representative does not chair the meeting, the members attending may appoint a Chair for that meeting.

38.7 Regional Representative.

(a) Each Region shall elect one Regional Representative annually before the NTCOGSO Annual Full Council Meeting.

(b) NTCOGSO shall invite nominations for Regional Representative from persons within the Region who meet the eligibility requirements in Rule 10.1.

(c) A nomination for Regional Representative must be made by an Affiliate Member within the Region.

(d) If only one eligible nomination is received, that nominee shall be declared elected as the Regional Representative.

(e) If more than one eligible nomination is received, Affiliate Members within the Region shall be given the opportunity to vote for the Regional Representative, with each Affiliate Member entitled to one vote. The nominee receiving the most votes shall be elected as the Regional Representative.

(f) A ballot under paragraph may be conducted electronically.

(g) If two or more nominees receive an equal highest number of votes, a further ballot shall be conducted between those nominees. If the votes remain equal, the result shall be determined by lot by the Returning Officer.

(h) If no eligible nomination is received, the position shall be a casual vacancy and may be filled in accordance with Rule 13.

(i) The Regional Representative shall take office from the conclusion of the Annual Full Council Meeting and hold office until the conclusion of the following Annual Full Council Meeting, unless the position otherwise becomes vacant under these Rules.

(j) The role of the Regional Representative is to uphold the objects and values of NTCOGSO and represent the views and interests of Affiliate Members within the Region on the Executive.

38.8 A Regional Council may determine its quorum from time to time by resolution. Until otherwise determined, delegates representing at least two Affiliate Members within the Region shall constitute a quorum.

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39 BUSINESS COMMITTEE

(1) There shall be a Business Committee established as a standing committee of the Executive. The membership of a Business Committee shall comprise:

(a) the President:

(b) the Vice President;

(c) the Treasurer; and

(d) one other member of the Executive elected by and from those members of the Executive other than the President, the Vice President and the Treasurer.

(2) at any meeting of the Business Committee, two (2) members of the committee shall form a quorum.

(3) The Business Committee shall have responsibility for:

(a) the resolution of such matters as in the opinion of the President are of an urgent nature which cannot wait to be referred to the next meeting of the Executive, subject to such guidelines that may be issued by the Executive as to specific matters, or classes of matters, that can only be determined at a meeting of the Executive; and

(b) the formation of the agenda of meetings of the Executive.

40 ADVISORY COMMITTEE

(1) May have an Advisory Committee, the function of the committee is:

(a) consider and advise Council and the Executive on such matters as may be referred to the Advisory Committee by Council or the Executive; and

(b) purely advisory, and neither Council nor the Executive shall be bound to follow the advice or recommendations of the Advisory Committee.

(2) The Advisory Committee shall be constituted by such persons as may be appointed from time to time by the Executive, being persons who are not eligible to serve on the Executive, but who are considered by the Executive to have suitable qualifications and/or experience to serve on the Advisory Committee.

(3) The term of office of each member of the Advisory Committee shall be from the date of appointment by the Executive until the conclusion of the following Annual Full Council Meeting. The Executive shall make new appointments or reappoint members of the Advisory Committee as soon as practicable after each Annual Full Council Meeting.

(4) Any other Committee's established by the Executive will be specified in the Schedule.

41 FINANCIAL YEAR

41.1 The financial year of NTCOGSO is a period of 12 months commencing on 1 July and ending on 30 June.

41.2 For each financial year, Executive must ensure that the requirements imposed on NTCOGSO under the Act relating to financial statements or financial report of NTCOGSO are met.

42 MANAGEMENT OF FUNDS

42.1 NTCOGSO must open (or hold) one or more accounts in the name of NTCOGSO with a financial institution from which all expenditure of NTCOGSO is made and into which all moneys received by NTCOGSO are to be deposited.

42.2 All payments by NTCOGSO must be authorised by any two of the following persons: the President; the Vice-President; the Treasurer or the Executive Officer.

42.3 Two authorised persons must not jointly authorise a payment where either person has a material personal interest in the payment or where their relationship creates an actual or perceived conflict of interest.

42.4 The Executive must ensure appropriate financial controls and separation of duties are maintained in the management of NTCOGSO funds.

43 RESOLVING DISPUTES

43.1 This Rule applies to disputes under or relating to these Rules:

43.1.1 between Members of NTCOGSO; or

43.1.2 between Members and NTCOGSO.

43.2 The parties to a dispute covered by this Rule must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

43.3 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 43.2, any party to the dispute may start the grievance procedure set out in this Rule 43 by giving written notice to the President of:

43.3.1 the parties to the dispute; and

43.3.2 the matters that are the subject of the dispute.

43.4 Within 28 days after the President is given the notice, an Executive Committee meeting must be convened to consider and determine the dispute. The President must give each party to the dispute written notice of the Executive Committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

43.5 The notice given to each party to the dispute must state:

43.5.1 when and where the Executive Committee meeting is to be held; and

43.5.1 that the party, or the party's representative, may attend the meeting (or relevant part of the meeting) and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive Committee about the dispute.

43.6 If:

43.6.1 the dispute is between one or more Members of NTCOGSO; and

43.6.2 any party to the dispute gives written notice to the President stating that the party does not agree to the dispute being determined by the Executive Committee and requests instead the appointment of a mediator under Rule 43.11, then the Executive Committee will not determine the dispute.

43.7 At the Executive Committee meeting at which a dispute is to be considered and determined, the Executive Committee must:

43.7.1 give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive Committee about the dispute;

43.7.2 give due consideration to any submissions so made; and

43.7.3 determine the dispute.

43.8 Executive Committee must give each party to the dispute written notice of the determination, and the reasons for the determination, within 7 days after the Executive Committee meeting at which the determination is made.

43.9 A party to the dispute may, within 14 days after receiving notice of the determination under Rule 43.7.3, give written notice to the President requesting the appointment of a mediator under Rule 43.11.

43.10 If notice is given under Rule 43.9, each party to the dispute is a party to the mediation.

43.11 If notice requiring a mediator is given under Rule 43.6.2 or Rule 43.9 then the mediator is to be chosen by agreement. If no agreement can be reached, then the Executive Committee can determine and appoint a mediator.

The mediator must be someone with appropriate experience but must not have any personal interest in the matter that is the subject of the mediation. Where a mediator is appointed, it shall follow the procedures in Rules 43.12 to 43.17.

43.12 The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.

43.13 Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.

43.14 In conducting the mediation, the mediator must give each party to the mediation every opportunity to be heard, allow each party to the mediation to give due consideration to any written statement given by another party, and ensure that natural justice is given to the parties to the mediation throughout the mediation process.

43.15 The mediator cannot determine the matter that is the subject of the mediation.

43.16 The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

43.17 The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

44 COMMON SEAL

(1) The common seal of the Council must not be used without the express authority of the Executive and every use of that common seal must be recorded.

(2) The affixing of the common seal of the Council must be witnessed by any 2 of the following:

(a) the President;
(b) the Vice-President; or
(c) the Treasurer.

(3) The common seal of the Council must be kept in the custody of the Executive Officer or another person the Executive from time to time decides.

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45 EFFECT OF CONSTITUTION

This Constitution binds every Affiliated Organisation (Member) and the Council to the same extent as if every Affiliated Organisation (Member) and the Council had signed and sealed this Constitution and agreed to be bound by it.

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46 INCONSISTENCY BETWEEN CONSTITUTION AND ACT

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

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47 ALTERING THE CONSTITUTION

47.1 The Council may alter this Constitution;

(a) by special resolution at a Full Council Meeting but not otherwise;

(b) by providing 30 days' notice to Affiliate Organisations (Members) in writing for any such amendment;

(c) amendments must be passed by at least three-quarters of the votes cast at the meeting by members entitled to vote, whether in person or by proxy where permitted by this Constitution;

(d) if the Constitution is altered, the public officer must ensure compliance with section 23 of the Act; and

(e) following any amendments to this Constitution, one (1) dated copy shall be distributed to each Affiliate Organisation (Member).

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48 DISSOLUTION

Council shall not be dissolved except on the vote of two thirds of the Affiliate Organisation (Members) present at a special meeting called for that purpose.

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49 DISTRIBUTION OF SURPLUS ASSETS ON WINDING UP

(1) If on the winding up or dissolution of the Council, and after satisfaction of all its debts and liabilities, there remain any assets, the assets must not be distributed to the Affiliate Organisations (Members) or former Affiliate Organisations (Members).

(2) The surplus assets must be given or transferred to another Council 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.

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50 BY-LAWS

50.1 The Executive Committee may make, amend or revoke By-laws.

50.2 By-laws may:

50.2.1 provide for the rights and obligations that apply to any classes of Associate Membership.

50.2.2 impose requirements relating to the financial reporting and financial accountability of NTCOGSO and NTCOGSO's accounts; and

50.2.3 provide for any other matter that the Executive Committee considers necessary or convenient to be dealt with in the By-laws (including procedural matters to be observed or followed at meetings held in accordance with these Rules).

50.3 A By-law is of no effect to the extent that it is inconsistent with the Act, any regulations created under the Act or these Rules.

50.4 At the request of a Member, NTCOGSO will make a copy of the By-laws available for inspection by the Member.

50.5 As at the date of adoption of these Rules it is acknowledged that NTCOGSO has By-laws in place setting out "**Appendix A** – *Regions By-law*".

50.6 As at the date of adoption of these Rules it is acknowledged that NTCOGSO has By-laws in place setting out "**Appendix B** – *Member Code of Conduct By-law"*.

50.7 As at the date of adoption of these Rules it is acknowledged that NTCOGSO has By-laws in place setting out "**Appendix C** – *Rules of Debate and Standing Orders By-law*" for use at both:

50.7.1 General meetings; and

50.7.2 other meetings (including meetings of Council and the Executive Committee) of NTCOGSO, which must be observed at all meetings held under these Rules unless the Rules otherwise provide.

50.8 As at the date of adoption of these Rules it is acknowledged that NTCOGSO has By-laws in place setting out the role of "**Appendix D** – *Immediate Past President By-law*."

SCHEDULE

Minimum number of Affiliate Organisations (Members) (Rule 3)

The Council must have at least five (5) Affiliated Organisations as members.

Affiliation fees (Rule 5)

In accordance with Rule 5 of the NTCOGSO constitution, approve in 2024 an amount of sixty cents per student, multiplied by the most recent available student enrolment data to calculate the Annual Affiliation Fee for the current year and that a minimum Affiliation fee of Twenty-Five Dollars ($25.00) shall apply.

Quorum at a meeting of the Executive (Rule 19)

At an Executive Meeting, half of the elected Executive Members constitute a quorum.

Quorum at Full Council Meeting and/or General Meetings (Rule 33)

At least eight (8) Affiliated Organisations (Members) constitute a quorum.

Ex Officio
The term ***Executive Member*** refers to an individual serving as a voting member of the Executive.

The term ***Ex officio*** is a Latin term which means by virtue of one's office.

When the terms are combined, both retain their full meaning. Accordingly, an ex officio Executive Member has all the rights and obligations of a member, including the right and responsibility to vote on each matter presented to the Executive for action.

Ex officio in our context is the appointment of Regional Representatives as Executive Members.

"Ex Officio Member" is a Regional Representative given membership on the Executive as a result of holding their other position.

APPENDIX A – REGIONS

