

CONSTITUTION

Of

FRIENDS OF LOCHIEL PARK INC.

**In accordance with the rules of section 23A of the
Associations Incorporation Act 1985
South Australia**

2011

Revised 2024



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1. Name

The name of the Association is Friends of Lochiel Park Incorporated (referred to herein as the "Association").

2. Definitions

A word or expression that is not defined in this constitution, but is defined in the South Australian *Associations Incorporation Act* 1985 has, if the context permits, the meaning given by the Act.

'committee' means the committee of management of the Association

'general meeting' means a general meeting of members of the Association convened in accordance with these rules

'member' means any member of the Association

'member household' means a group of members with the same address on the membership record

'the Act' means the Associations Incorporation Act 1985

'association' means Friends of Lochiel Park Incorporated

'financial year' means the year commencing on 1st March

'special general meeting' means a general meeting of the Association other than the annual general meeting

'special resolution' means a special resolution defined in the Act

'month' means a calendar month

'quorum' means the number of persons attending a meeting required to make the proceedings of the meeting valid

'other relevant bodies' could include SA Water (Southern Wetlands) and other government bodies and other organizations

3. Aims of the Association

The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the aims of the Association.

The primary aim of the Association is to help create a healthy, biologically diverse, and beautiful public space in and around the Lochiel Park development, primarily using plant species native to the area, and including the efficient functioning of the wetlands.

Other aims include:

- **ensuring** that the native flora and fauna of the 'urban forest' is maintained and developed using local plant species where appropriate;
- **advocating** for the maintenance, development, and improvement of the Lochiel Park environs and public spaces, especially of the wetlands;
- **educating** the local community about the flora and fauna of Lochiel Park and how to maintain and encourage optimal growth of the native species of this area;
- To work with Campbelltown City Council to develop **projects** to improve the local amenities, health, biodiversity and beauty of Lochiel Park.

4. Objectives of the Association

- To encourage the active involvement of residents of Lochiel Park and members of the community who live around Lochiel Park to contribute to the maintenance, development and improvement of the public space in and around the development;
- to develop small projects in cooperation with Campbelltown City Council and other relevant bodies to support maintenance and improvement of the amenities, urban forests, open spaces and wetlands in and around the development;
- to support the education of the local community about the native fauna and flora of the area;
- to actively seek funding and or the engagement of other groups and organisations who will support the Lochiel Park development.
- to support the education of the community about weed species and their eradication;
- to encourage all members to work cooperatively together and to treat all participants with respect;
- to develop conflict resolution practices that will enable members to live and work in harmony despite differences in opinions and practices; and
- to work in support of 'other relevant bodies' to realise the vision for the Lochiel Park development.

5. Powers of the Association

In accordance with the powers contained in section 25 of the Act, the powers of the Association are:

- a to acquire, hold, deal with, and dispose of any real or personal property;
- b to open and operate bank accounts;
- c to invest its money –
 - in any security in which trust moneys may be invested; or
 - in any other manner authorised by the current committee;
- d to appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;
- e to build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish, equip and improve the same for use by the Association;

- f to accept donations and gifts in accordance with the aims and objectives of the Association;
- g to print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Association;
- h to organise social events for members and for the promotion of the Association;
- i to enter into any other contract the Association considers necessary or desirable; and
- j to apply all property and income of the Association towards the promotion of the aims and objectives of the Association. No part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those aims and objectives.

6. Membership

6.1 General Conditions of membership

- a Membership is open to all interested adult persons and organisations.
- b Membership is by application; listing name, contact details, and date of application to the association.
- c Membership requires endorsement by two committee members.
- d All members shall agree to and be bound by
 - the Constitution of the Association
 - the Conflict Resolution Procedures (Appendix 2).
- e Except as may be provided by the Constitution, a member of the Association is not liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of winding up the Association.
- f An annual fee per member household shall be payable, as proposed by the committee and confirmed at the Annual General Meeting.

6.2 Resignations

- a A member may resign from membership of the Association by giving written notice to the secretary of the Association.
- b If a member household payment is not made within 90 days after the end of a financial year, the membership of all members who are part of that member household will be deemed to have lapsed.

6.3 Expulsion of a member

- a Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.
- b Particulars of the charge shall be communicated to the member at least one month before the meeting of the committee at which the matter will be determined.
- c The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 6.3d below), cease to be a member 14 days after the committee has communicated its determination to the member.
- d It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary or public officer of the association within 14 days after the determination of the committee has been communicated to the member.
- e In the event of an appeal under 6.3d above, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the Association

in general meeting after the appellant has been heard by the members of the Association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.

6.4 Register of members

A register of members will be kept and contain the name, address and contact details (email address, phone number) of each member and the date of the most recent household member payment.

7. The Committee

7.1 Powers and Duties

- a The affairs of the Association shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by this Constitution, may exercise all such powers and do all such things as are within the aims and objectives of the Association, and are not by the Act or by this Constitution required to be done by the Association in general meeting.
- b The committee has the management and control of the funds and other property of the Association.
- c The committee shall have authority to interpret the meaning of this Constitution, the Conflict Resolution Procedures and any other matter relating to the affairs of the Association on which these documents are silent.
- d The committee shall appoint a public officer as required by the Act.
- e The committee shall maintain the currency of all documents relating to the administration of the Association.
- f The committee shall determine and evaluate strategic directions for the development and maintenance of the Association.

7.2 Policies and Procedures

The committee may, at its option, develop and implement policies and procedures to assist in the effectiveness and smooth running of the Association, such policies and procedures being supportive of and in addition to this Constitution. The policies and procedures may include, amongst other things, job descriptions for office bearers and ordinary members of the committee and others, instructions to subcommittees, further details of membership categories, and any other items where it is considered that the inclusion of such items in the policies and procedures may assist in the effectiveness and smooth running of the Association and where they comply with the requirements of this Constitution.

7.3 Privacy

- a Personal information provided by members will be used internally by the Association as required and will not be provided in part or in whole to any organisation, body, company or person outside the Association under any circumstances.
- b Members are able to request limitations on that use, which will be recorded.
- c The Association will make this policy available to members who handle data so that they can take responsible steps to ensure accuracy and security of data.

- d Upon request a member will be informed of the scope of data held and be given access to his or her own data.

7.4 Appointment

- 1 Subject, in the case of the first members of the committee, to the Act, the committee shall consist of:
 - a the office-bearers of the Association, and
 - b at the discretion of the committee, up to 6 ordinary members, each of whom is to be elected at the annual general meeting of the Association under clause 7.4.5.

- 2 The office-bearers of the Association are to be:
 - a The president, the treasurer and the secretary, each of which office shall be filled by a separate natural person, except that the offices of the treasurer and the secretary may be combined into one office at the discretion of the committee from time to time and in such instance the office shall be filled by one natural person.
 - b The committee shall appoint a public officer for the Association as required by the Act.
 - c Committee members must be members of the Association

- 3 Each member of the committee is, subject to this Constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, and is eligible for re-election.

- 4 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment and is eligible for re-election.

- 5 Election of committee members
 - a Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee:
 - i must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - ii must be delivered to the secretary of the Association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
 - b If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
 - c If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
 - d If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
 - e If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

- f The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

6 President

It is the duty of the President to ensure that all meetings and proceedings of the Association are conducted in accordance with this Constitution.

In addition, the President will:

- a in conjunction with the committee, lead the development of the Association;
- b take a leading role in the promotion and representation of the Association or delegate this task as appropriate;
- c in accordance with this Constitution, and in consultation with the committee, assign tasks to committee members;
- d provide an annual report to the annual general meeting;
- e take on or delegate any other roles as may from time to time be required for the efficient functioning of the Association.

7 Secretary

- a the secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her mail and email addresses.
- b it is the duty of the secretary to keep minutes of:
 - i all appointments of office-bearers and members of the committee
 - ii the names of members of the committee present at a committee meeting or a general meeting, and
 - iii all proceedings at committee meetings and general meetings.
- c Minutes of proceedings at a meeting must be confirmed at the next succeeding meeting by the members of the Association or the members of the committee (as relevant) who were present at the meeting. Refer to **10. Minutes** (clause 10c, p. 13) for details of confirmation.

8 Treasurer

It is the duty of the treasurer of the Association to ensure that correct financial records and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

9 Casual vacancies

For the purposes of this Constitution, a casual vacancy in the office of a member of the committee occurs if the member:

- a dies, or
- b ceases to be a member of the Association, or
- c becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- d resigns office by notice in writing given to the secretary, or
- e is removed from office under clause 7.6, or
- f becomes a mentally incapacitated person, or
- g is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

- 10 Delegation by committee to subcommittee
- a The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - i this power of delegation, and
 - ii a function which is a duty imposed on the committee by the Act or by any other law.
 - b A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
 - c A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
 - d Despite any delegation under this clause, the committee may continue to exercise any function delegated.
 - e Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
 - f The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
 - g A sub-committee may meet and adjourn as it thinks proper.

7.5 Proceedings of Committee

- a The committee must meet at least 4 times in each period of 12 months at such place and time as the committee may determine.
- b Additional meetings of the committee may be convened by the president or by any member of the committee.
- c Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- d Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- e Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- f A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the Association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the Association.
- g Voting powers at committee meetings;
 - i The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.
 - ii Each individual committee member present shall have one (1) vote.

7.6 Disqualification of Committee Members

The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed. Any dispute arising will be managed according to Appendix 2 - Conflict Resolution Procedures with due regard to the principle of natural justice.

8. Seal

- a Upon incorporation the Association shall have a common seal upon which its corporate name shall appear in legible characters.
- b The seal shall be used in accordance with section 26(1)(a) of the Act – contracts made under common seal.
- c The seal shall not be used without the express authorisation of the committee, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the president and the secretary.

9. General Meetings

9.1 Annual General Meetings

- a The annual general meeting of the Association must be held within four months of the end of the Association's financial year.
- b The Secretary shall give at least fourteen (14) days notice of the date of the annual general meeting, to members.
- c All members may attend the annual general meeting.
- d The quorum at the annual general meeting shall be a minimum of 6 members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- e The order of the business at the meeting shall be:
 - i the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
 - ii the consideration of the accounts and reports of the committee and the auditor's report (if auditor's report is required)
 - iii the election of committee members
 - iv the appointment of auditors (see 11.4)
 - v any other business requiring consideration by the Association in general meeting.
- f Voting powers at the annual general meeting and general meetings:
 - i The President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote.
 - ii Each member present shall have one (1) vote.

9.2 Special General Meetings

- a Special general meetings may be called by the committee or at the request of the President and Secretary or on the written request of 2 members of the Association.

- b Every request must state the purpose of the meeting.
- c The committee shall, within one month of the receipt of the request, convene a special general meeting for the purpose specified in the request.

9.3 Notice of General Meetings

- a Meetings will be held on the date and at the place and time that the committee deems fit.
- b Unless subject to 9.3c, at least 14 days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- c Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- d A notice may be given by the Association to any member by serving the member with the notice personally, or by sending it by email or post to the address appearing in the register of members (see 6.4).
- e Where a notice is sent by post:
 - i the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and
 - ii unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.
- f Where a notice is sent by email:
 - i the service is effected by properly addressing and sending the email, and
 - ii unless the contrary is proved, service will be taken to have been effected by the recipient acknowledging receipt of the email through the email auto verification process.

9.4 Proceedings at General Meetings

- a The quorum at the general meeting shall be a minimum of 6 members.
- b If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- c Subject to 9.4.d, the president shall preside as chairperson at a general meeting of the Association.
- d If the president is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a committee member or one of their own number to be the chairperson of that meeting.

9.5 Voting at General Meetings

- a Every member of the Association has only one vote at a meeting of the Association.
- b A question for decision at a general meeting must be determined by a majority of members by a show of hands, or by proxy as per 9.8.
- c Voting to determine committee positions at annual general meetings may be by secret ballot.

9.6 Poll at General Meetings

- a If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- b A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

9.7 Special and Ordinary Resolutions

- a A special resolution is deemed to have been passed at a duly convened meeting of the members of the Association if—
 - i at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the Association; and
 - ii it is passed at a meeting referred to in this paragraph by a majority of not less than two-thirds of such members of the Association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting.
- b An ordinary resolution is a resolution passed by a simple majority of members at a general meeting.

9.8 Proxies

A member shall be entitled to appoint in writing a natural person who is also a member of the Association to be their proxy, and attend and vote at any general meeting of the Association. The appointment of a proxy is effected by completion of the form at Appendix 1.

9.9 Alterations to the Constitution

- a No alteration, repeal or addition shall be made to the Constitution except at the annual general meeting, or general meeting called for that purpose, and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the annual general meeting, or seven (7) days prior to a general meeting called for such purpose.
- b The secretary shall forward such notices of motion to each committee member at least fourteen (14) days prior to the annual general meeting or seven (7) days prior to a general meeting.
- c Any alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs Commission, as required by the Act.
- d The registered Constitution shall bind the Association and every member to the same extent as if they have respectively signed and sealed it, and agreed to be bound by all of the provisions thereof.
- e Subject to any provision in the Constitution or a resolution to the contrary, an alteration to the Constitution comes into force at the time that the alteration is passed. This does not apply to an alteration to the name of the Association which does not come into force until registered by the Office of Consumer and Business Affairs, Corporate Affairs Commission.

10. Minutes

- a Proper minutes of all proceedings of general meetings of the Association and of meetings of the committee, shall be processed within one month after the relevant meeting and made available to all members.

- b The minutes kept pursuant to this rule must be confirmed at the next succeeding meeting by the members of the Association or the members of the committee (as relevant) who were present at that meeting.
- c Confirmation shall be taken to be a note to that effect in the minutes of the subsequent meeting. The confirmation shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting took place, and that all appointments made at the meeting are valid.

11. Finance

11.1 Financial Year

The first financial year of the Association shall be the period ending on the last day of February following incorporation, and thereafter a period of 12 months commencing on 1 March and ending on the last day of February of each year.

11.2 Accounts to be Kept

- a All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the committee may determine.
- b All accounts due by the Association shall be paid by cheque or electronic transfer after having been passed for payment at a committee meeting. When immediate payment is necessary, account/s shall be paid and the action endorsed at the next committee meeting.
- c The treasurer shall not spend without the consent of the committee more than an amount agreed on by the committee from time to time, and shall keep a record of such expenditure in a computer sub-folder.
- d A statement showing the financial position of the Association shall be tabled at each committee meeting by the Treasurer.
- e A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the annual general meeting. The auditor's report shall be attached to such financial report.
- f The financial year of the Association shall commence on 1 March each year. The accounts, books and all financial records of the Association shall be audited each financial year.
- g The signatories to the Association's account/s will be any two of the following;
 - i President
 - ii Secretary
 - iii Treasurer
 - iv any other committee memberNo two signatories should be members of the same member household.
- h All property and income of the Association will apply solely to the promotion of the aims and objectives of the Association and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these aims and objectives.

11.3 Accounts and Reports to be Laid Before Members

The accounts, together with the auditor's report on the accounts, and the reports of the office holders, shall be laid before members at the annual general meeting.

11.4 Appointment of Auditor

- a The annual general meeting shall elect or appoint an Auditor or Auditors.
- b The Auditor/s shall examine and audit all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts, receipts etc., of the Association and report thereon to the annual general meeting.

12. Prohibition against securing profits for members

In accordance with section 55 of the Act, the income and capital of the Association shall be applied exclusively to the promotion of its aims and objectives and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.

13. Dissolution

The Association may be wound up in the manner provided in section 41 of the Act – Winding up of Incorporated Associations.

14. Application of surplus assets

- a If after the winding up of the Association there remain 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar aims and objectives and has rules which prohibit the distribution of its assets and income to its members. The Association may determine to distribute surplus assets to nominated charities.
- b Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.
- c Section 43 of the Act prohibits the distribution of surplus assets at the completion of a winding up to members or former members, or associates of those persons.

Appendix 1 – Appointment of Proxy

Friends of Lochiel Park Incorporated

I,..... of
(full name)

.....
(address)

being a member of Friends of Lochiel Park Incorporated

hereby appoint..... of
(full name of proxy)

.....
(address)

also being a member of that Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the

Date:

and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against(delete as appropriate) the resolution (insert details).

.....
.....
.....

Signature of member appointing proxy

Date

NOTE: A proxy vote may not be given to a person who is not a member of the Association.

Appendix 2 – Conflict Resolution Procedures

These procedures apply to members of [Friends of Lochiel Park, Inc](#) (“*The Association*”) where a member has an issue with another person (who may or may not be a member) which arises from an action or decision of a member of *The Association*. This includes actions or decisions by the Friends of Lochiel Park Committee (“*The Committee*”).

Conflict is a part of life in any community, and we need to manage it well for the community to thrive. Resolving conflict respectfully can help us create better solutions and learn about ourselves and each other. We want to:

- prevent the escalation of any conflict and the growth of resentment
- help people avoid destructive conflict
- make sure that the aims and objectives of *The Association* are taken into account if a conflict develops
- acknowledge and address any concerns raised
- make sure that all individuals involved are treated fairly
- create win-win outcomes so that we can all continue to live and work in harmony
- make sure disputes are handled in a timely way.

Principles

- Disputes will ideally be resolved informally, without involving others where possible, in the best interests of *The Association* and its members.
- When a conflict arises and an immediate solution cannot be found, parties must meet as soon as possible and preferably within two weeks of *The Committee* becoming aware of the conflict, with the aim of reaching an outcome within a further four weeks.
- All formal meetings between conflicted parties will be conducted according to the guidelines outlined by the Conflict Resolution Network (see box above). Refer to their website <https://www.crnhq.org>.

Check out the Conflict Resolution Network's website especially:

<https://www.crnhq.org/12-skill-summary/>

They have put together a toolkit of 12 skills.

- Win/win approach,
- Creative response,
- Empathy,
- Appropriate assertiveness,
- Co-operative power,
- Managing emotions,
- Willingness to resolve,
- Mapping the conflict,
- Development of options,
- Introduction to negotiation,
- Introduction to mediation, and
- Broadening perspectives.

Procedures

Where a member(s) perceives that a person(s) is persistently behaving in a way that causes problems to themselves or other members, or they have an issue with any action or decision of *The Committee*, they can:

1. Initially raise the issue with the other party in a friendly way, endeavouring to find a prompt resolution. The member with concerns should tell the other party that they have an issue, how they see the issue and how it affects them. They should refrain from unfriendly, blaming or abusive language,
2. Bring it to the attention of *The Committee*. *The Committee* will then communicate their concerns to the person(s) concerned, and request that the behaviour be discontinued, or the issue resolved within two weeks or discuss resolution of the issue if an action or decision of *The Committee* is involved and get back to the complainant within two weeks.

The person may choose to refute any allegations in writing to the Secretary of *The Committee*, in which case *The Committee* will attempt to resolve the dispute. They may involve any other member or person in any way appropriate to attaining a satisfactory outcome. Where the matter is not resolved, and a formal meeting(s) is needed, either party can request that an independent third party be present.

The outcome of such meeting(s) should be recorded in writing, with each party to the dispute and the Secretary of *The Committee* having a copy.

