Changes to Section 2 Definitions

- Grievance Procedure

- the Chair of Guild Council

- the Guild Council

18.8 Quorum

The quorum of a general meeting shall be twenty ordinary members

present in person.

The constitution must contain a procedure for dealing with any dispute under or relating to the rules: between members; or between members and the incorporated association.

Proposal: Append to the constitution two new sections, titled "Dispute Resolution" and “Mediation” note: Dispute Resolution shall deal with disputes between members of the club while Mediation hall deal with disputes between members and the club itself.

22. Dispute Resolution

1. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

2. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by subrule 1, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —

(a) the parties to the dispute; and

(b) the matters that are the subject of the dispute.

3. Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.

4. The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

5. The notice given to each party to the dispute must state —

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

(b) that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written and oral submissions to the committee about the dispute.

6. If the dispute is between one or more members and the Club, the Committee must not determine the dispute.

7. At the committee meeting at which a dispute is to be considered and determined, the Committee must —

(a) give each party to the dispute, or the party’s representative, a reasonable opportunity to make written and oral submissions to the committee about the dispute; and

(b) give due consideration to any submissions so made; and

(c) determine the dispute.

8. The Committee must give each party to the dispute written notice of the Committee’s determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

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23. Mediation

1. If the dispute is between one or more members and the Club, the Chair of Guild Council shall mediate the dispute, henceforth known as the mediator.

2. In the event that the Chair of Guild Council is unable to perform the role of the mediator, a mediator shall be elected by the Guild Council from its constituent members.

3. The mediator may be a member or former member of the Club but must not —

(a) have a personal interest in the matter that is the subject of the mediation; or

(b) be biased in favour of or against any party to the mediation.

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

5. 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.

6. In conducting the mediation, the mediator must —

(a) give each party to the mediation every opportunity to be heard; and

(b) allow each party to the mediation to give due consideration to any written statement given by another party; and

(c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

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

8. 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.