

VERSION 6.5

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# CONSTITUTION - TELUGU ASSOCIATION OF SOUTH AUSTRALIA

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1.

## NAME

The name of this organisation will be Telugu Association of South Australia Inc., shortened to 'TASA'.

2.

## DEFINITIONS

In this document, unless clearly described otherwise:

- (i) The **Act** means Associations Incorporation Act 1985 (SA), which includes any regulations made under the Act.
- (ii) The **Commissioner** means the commissioner for Consumer and Business Services exercising powers under the Act.
- (iii) The **Constitution** means the latest rules of the Association lodged with the Commissioner.
- (iv) **Absolute majority** means a majority of the members entitled to vote at the time of voting whether or not they are physically present at the meeting as allowed by the constitution.
- (v) **Voting members** means the member who has the voting rights under this constitution.
- (vi) **Member** is the individual who has been accepted as a member of the association as per clause 7 of this constitution.
- (vii) **Executive Body** (EB) consists of all the Financial Members. A member of the Executive Body is automatically a member of the General Body.
- (viii) **General Body** (GB) consists of all members of the Association including those who have voting rights or whose voting rights have been suspended.
- (ix) **Good Standing:** A person or organization in good standing is regarded as having complied with all their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.
- (x) **Executive Committee** (EC) is the committee elected by the eligible members of the Executive Body from the eligible members of the Executive Body for the purpose of day-to-day management of the affairs of the Association.
- (xi) **Committee** means the Executive Committee. (EC)

- (xii) **Committee member** means an officer of the Executive Committee.
- (xiii) **Office Bearer** means Executive Committee Member.
- (xiv) **Financial Year** commences on July 1st and end on June 30th.
- (xv) **AGM** means Annual General Body Meeting of the members convened as per the provision in this Constitution.
- (xvi) **SGM** means Special General Body Meeting of the members convened as per the provision in this Constitution.
- (xvii) **General Meeting** means either AGM or SGM as per the context.
- (xviii) **Special Resolution** means if it is passed by a majority of not less than three-fourths of the members who are entitled under the Constitution of the Association to vote at a General Meeting for which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution.
- (xix) **Special Meeting** means meeting of either the EC, which meeting is not in the schedule of the meetings.
- (xx) **Seal** means an official stamp or signature of the Association (if exists).
- (xxi) **Child** means who is under the age of 18, unmarried, dependent on their parents and living at the same address as the member applicant. They hold no voting rights.

3.

### REGISTERED ADDRESS FOR THE ASSOCIATION

The registered address of the office of the Association is

- (i) the address determined from time to time by resolution of the EC; or
- (ii) if the EC has not determined an address to be the registered address - the postal address of the General Secretary.

4.

### AIMS AND OBJECTIVES

The Association is created for and shall function for social, cultural, educational, scientific, charitable, benevolent purposes of the Telugu speaking people of South Australia while encouraging their participation and promotion in Telugu culture, Telugu literature, Telugu festivals, science, arts, sports, recreation and amusement to improve their general wellbeing and to create social and cultural centres for their and future generations' benefit. The specific objectives are:

- (i) To preserve and nurture for generations the historic and cultural links, narratives and stories between the Telugu speaking people of Republic of India and the Telugu speaking people of South Australia.
- (ii) To be the main link by which the historical and cultural sustenance is derived from Telugu speaking people of India for the greater benefit of the Telugu speaking people of South Australia.
- (iii) To help Telugu speaking new immigrants to blend with the rest of the South Australian society with ease, comfort and confidence.
- (iv) To support (financially and/or morally) those members of the Telugu speaking community of South Australia who are in need of such due to natural calamities and/or unforeseen events.
- (v) Promote Telugu language, and inculcate in the young, a sense of pride and belongingness for being a Telugu speaking person and to relish the opportunity of maintaining links to their ancestral land through setting up and managing an out-of-hours ethnic Telugu school.
- (vi) To represent and be the focal organization for Telugu Social, Cultural & Literary activities in South Australia by organising activities and events to develop and maintain continued awareness of the rich heritage of Telugu speaking people in all these spheres.
- (vii) To represent, protect and promote the legitimate interests of the Telugu speaking people of South Australia and organise and participate in the regional, national and international events which promote Telugu culture.
- (viii) Reflecting the rich heritage of the Telugu speaking people of India, to create social and cultural centres within South Australia for the promotion of Telugu language.
- (ix) To encourage individuals of the Australian community with its unique multicultural composition to participate in such activities so as to promote an understanding of Telugu language and culture among other communities in South Australia.
- (x) To promote friendship and cultural exchange with other similar organisations within Australia or overseas.
- (xi) To collect and transfer charities and donations at local, national, and international level for social, cultural, educational, economic, and humanitarian causes.

5.

## ACTIVITIES OF THE ASSOCIATION

To achieve the above objectives, the Association may conduct/ organise/ participate in the following activities—

- (i) Cultural, Sporting, Religious & Spiritual; and
- (ii) Quiz /Debate Competitions; and
- (iii) Arranging festivities; and



- (iv) Arranging community outings, gatherings, picnics and sight-seeing tours; and
- (v) Telugu language promotion and encouragement to the youngsters to participate in vocabulary competitions and radio, Television programs; and
- (vi) Arranging academic workshops and tuitions for the Telugu students to excel in their schools and become valuable residents/ citizens of Australia; and
- (vii) General Community and voluntary Services (blood bank/ cancer awareness/ clean up Australia Day/ old age support); and
- (viii) Arranging advice on immigration and legal issues; and
- (ix) Support for new immigrants and students to help them settle-in; and
- (x) Guidance on employment opportunities; and
- (xi) Publishing of periodic community magazines and newsletters (print/electronic)
- (xii) Organise and manage the ethnic Telugu school

## 6. POWERS OF THE ASSOCIATION

Subject to the *Act* and the Constitution, the Association may do all things necessary or convenient for carrying out the Association's Aims & Objectives per Clause (4), and in particular, may—

- (i) Recruiting members for the Association from the eligible membership of the people of South Australia; and
- (ii) Encourage and involve the members to participate in and promote the Aims & Objectives of the Association; and
- (iii) Raise funds to enable the Association to carry out its Aims & Objectives per Clause (4); and
- (iv) Acquire or lease any real or personal property and any rights or privileges and thereafter improve, manage, develop, sell, lease, dispose of, turn to account or otherwise deal with all or any part of the property which it shall think necessary or expedient for the purpose of attaining its objectives; and
- (v) Print, publish, sell or gratuitously distribute any newspapers, periodicals, books or leaflets that may deem desirable for the promotion of its Aims & Objectives per Clause (4); and
- (vi) Open and operate bank accounts in Australia with any of the Australian major Banks; and
- (vii) If so authorised by General Meeting called for the express purpose as Special Resolution, power to conclude agreements with other persons or bodies relating to the disposal or all or any part of the Association's assets or real estate as approved by 75% of the Absolute majority of the Executive Body of the Association in a General Meeting.
- (viii) Appoint agents to transact any business of the Association on its behalf; and
- (ix) Enter into any contract it considers necessary or desirable; and

- (x) Consider and make representations on bills, legislation or other measures or by laws affecting the interests of the members of the Association; and
- (xi) To own and maintain website for the Association; and
- (xii) To have means of social media and electronic communication and email groups
- (xiii) to be able to communicate with its members.

## 7. MEMBERSHIP

### 7.1 MEMBERSHIP QUALIFICATION AND APPLICATION

The following requirements apply to all the applicants.

The Association's membership shall be open to any person who—

- (i) Is 18 years or older;
- (ii) Is a legal resident of Australia;
- (iii) Is ordinarily resident in South Australia,
- (iv) Wishes to become a member of the Association.
- (v) Subscribes to the Aims & Objectives as set forth In Association's constitution.
- (vi) Agrees to abide by the general obligations of the Members.
- (vii) Agrees to abide by the Constitution of the Association.
- (viii) Payment of prescribed fees as determined by the executive committee from time to time,
- (ix) Shall remain in good standing.
- (x) Not declared bankrupt

A member shall **remain in good standing** provided that, the member is not more than 21 days in arrears of the membership fee.

All members shall furnish their full name(s), along with all family member details, address, telephone number and email. They shall inform Secretary of the Association in a timely fashion of any changes.

### 7.2 TYPES OF MEMBERSHIP

A person The Association shall have 4 categories of membership to constitute the General Body:

- A. Single Membership
- B. Family Membership
- C. Life - Membership
- D. Student Membership

## **A. SINGLEMEMBERSHIP**

- (i) A person aged 18 years or older shall be eligible to become a Single Member of the Association by submitting an application in the prescribed form with appropriate fees.
- (ii) The annual fee for Single Member shall be as determined by the executive committee at the time of registration and as according to the inflation rates of SA at the time of registration.
- (iii) Single Member shall enjoy all privileges of membership, including the right to contest (for executive committee) and vote at the Association's elections.
- (iv) A single member will carry one vote.

## **B. FAMILYMEMBERSHIP**

- (i) A person or a family shall be eligible to become a member of the Association by submitting an application in prescribed form with appropriate fees as determined by the Executive committee at the time of registration.
- (ii) Family Membership consists of member, spouse, and children (under the age of 18, unmarried, dependant on their parents and living at the same address as the member.
- (iii) The annual fee for Family Membership shall be as determined by the executive committee at the time of registration and as according to the inflation rates of SA at the time of registration.
- (iv) Family Members shall enjoy all privileges of the Association's membership including the right to contest in the Association's elections.
- (v) Dependent children under the age of 18 yrs old will not be eligibility to contest or right to vote in the Association's EC elections.
- (vi) A family will carry not more than two votes (member and their spouse).

## **C. LIFE-MEMBERSHIP:**

- (i) A person or a family shall be eligible to become a Life Member of the Association by submitting an application in prescribed form with appropriate fees at the time of registration.
- (ii) The fee for Life Membership shall be as determined by the executive committee at the time of registration and as according to the inflation rates of SA at the time of registration.
- (iii) Membership fee for Life Member, who is single will be of different amount to the Life Member with family as determined by the executive committee at the time of registration.
- (iv) Life members shall have all privileges of the Association's membership, including the right to contest and vote in the Association EC elections.

- (v) Life membership consists of member, spouse and children (children -under the age of 18 years, unmarried, dependant on parents and living at the same address for their parents).
- (vi) Life members shall be member of the Association for the entire lifetime of the Association.
- (vii) A family and life member will carry not more than two votes (member and their spouse).

#### **D. STUDENT MEMBERSHIP:**

- (i) This is open to full time enrolled international students who are interested in Telugu culture.
- (ii) They have no right to vote and are not eligible to hold office

#### **7.3 TERMS OF MEMBERSHIP:**

- (i) The term of membership for all members begins on 1<sup>st</sup> of July and ends on 30<sup>th</sup> of June (by Close of Business- 5.00 PM).
- (ii) Membership is considered active from 1st of July even if the membership is renewed on or before June 29th in that particular year.
- (iii) Members can attend association functions after July 1<sup>st</sup>, either by paying membership or by paying entry fees as determined by the Executive Committee.
- (iii) Members who paid their membership dues on or before 31st December of the preceding year only are eligible to vote, nominate and contest for elections as long as the eligibility requirements are met. Membership privileges should not be extended to non-members.

#### **7.4 MEMBERSHIP RIGHTS:**

- (i) A member in good standing is entitled to take part in the activities of the Association including elections. (For the elections-candidates and voters should have paid their membership on or before 31<sup>st</sup> December in the preceding year of the elections.
- (ii) A single member will carry one vote; a family and life member will carry no one vote each i.e., one for the member and one for the spouse, independently.

- (iii) A member in good standing for at least two consecutive years is entitled to contest the elections to the Executive Committee. (must have paid membership before 31<sup>st</sup> December in the preceding year of election)
- (iv) A member shall be entitled to receive the Minutes of the most recent previous Annual General Body meeting together with the yearly financial statements two weeks prior to the Annual general body meeting.

## 7.5 GENERAL OBLIGATIONS OF ALL THE MEMBERS:

Joining the Association is voluntary and the persons are required to be fully familiar with the Constitution at the time of their application for membership.

- (i) Members are obligated to -
  - a. Uphold the terms of its Constitution upon joining the Association; and
  - b. Treat every other member with respect and dignity that member themselves desires from others; and
  - c. Maintain the peace and tranquillity of the Association and its membership; and
  - d. Make the Association an example to emulate; and
- (ii) Members shall not -
  - a. Canvass for or advocate division of the Association; or
  - b. Advocate or claim superiority over the others; or
  - c. Treat the Association as an exclusive club or a personal property, irrespective of the nature and amount of their contribution; or
  - d. Cause wilful waste of time and efforts of fellow members and/or EC members and/or the sub-committee.
- (iii) Any member flouting any of the above subclauses attracts disciplinary action as per clause 14 - Dispute Resolution.
- (iv) This constitution apply to each member, irrespective of the category of the membership - except when specifically exempted.
- (v) Members are required to observe meeting etiquette by-
  - a. Speaking only after the chair has recognised members' intention to speak; and
  - b. Speaking only after one person has finished speaking; and
  - c. Not speaking twice on the same issue until everyone else wishing to speak has spoken to once; and
  - d. Addressing only to the chair; and
  - e. Using courteous language and deportment; and
  - f. Avoiding personalities; and
  - g. Never alluding to others by name or motives.
- (vi) A member shall communicate with the Association -
  - a. Only through the General Secretary; or
  - b. When not satisfied with the response of the General Secretary through the President; or

- (vii) All correspondence issued by the Association to the member remains the property of the Association. The correspondence and any attachments thereof are confidential. The correspondence may contain legally privileged information or copyright material. The member must not copy, use or disclose them to others without authorisation by the Association. If the member is not an intended recipient of the communication, the member shall contact the originator of the communication at once and then delete/destroy both messages and all attachments.
- (viii) It is the responsibility of each member to update their contact details with the General Secretary to keep on file member's current:
  - a. Electronic mail address to receive formal notices of the Association, and if so desired by the member a Telephone number to enable the General Secretary or mailing address.

## 7.6 MEMBERSHIP RESIGNATION:

- (i) A member of the Association may resign from the Association by giving written notice to the General Secretary of their intention to resign. If the notice does not indicate effective date of resignation, then the date of receipt of the communication (email/mail) will be deemed as the effective date of resignation.
- (ii) Upon the main applicant resigning, the family members covered in the membership shall not be considered to have resigned.
- (iii) Upon the resignation coming in to effect, the General Secretary shall make an entry in the Register of Members recording the date on which that individual and/or the family members (if any) ceased to be the member(s) of the Association. Subsequently, all personal details of such member and/or their family members shall be deleted from the Association's registers and documents.
- (iv) Members, who have resigned, are eligible to reapply for membership of the Association, at a later date, in the prescribed application form along with the fees as per the provisions of the prevailing Constitution.

## 7.7 MEMBERSHIP TERMINATION:

- (i) The membership automatically terminates - For a child, when crosses the age limit of 18 years and they will have to apply independently.
- (ii) The EC may terminate a member's membership if the Member -
  - a. Made false statements in the membership application form; or
  - b. No longer meets the membership qualification requirements; or
  - c. Dies; or
  - d. Is convicted of an indictable offence; or

- e. Resigns; or
  - f. Disciplinary proceedings resulted in expulsion of the member; or
  - g. Does not comply with any of the provisions of the prevailing constitution.
- (iii) Has membership fees in arrears for at least 2 months. The member is not entitled for refund of any portion of the membership fee upon their membership being terminated.
- (iv) Upon the termination of member's membership (with family or Life member), the membership of the family members covered in the membership shall not be considered to have terminated.
- (v) Upon the termination, the General Secretary shall make an entry in the Register of Members recording the date on which that individual and/or the family members (if any) ceased to be the member(s) of the Association. Subsequently, all personal details of such member and/or their family members shall be deleted from the Association's registers and documents.

## 7.8 MEMBERSHIP SUSPENSION:

- (i) The EC may suspend the member's membership if the member -
  - a. Conducts himself/herself in a way considered to be injurious or prejudicial to the character or interests of the Association; or
- (ii) The member is automatically suspended if the member -
  - a. Is the subject to disciplinary hearing proceedings; or
  - b. The disciplinary proceedings resulted in membership suspension; or
  - c. Is no longer ordinary resident in South Australia
- (iii) Suspended members automatically have their voting rights suspended.
- (iv) Suspended members shall not function in their official capacity (either in a Committee or Sub-Committee) until the suspension is formally lifted by EC.
- (v) Suspended members shall not represent or make others believe they are representing the Association in any manner.
- (vi) The Treasurer shall ensure that the signing authority, if any, of the suspended members is revoked.
- (vii) Upon member's suspension, the General Secretary shall make an entry in the Register of Members recording the date on which that member is suspended and the reason for suspension.

## 8 GOVERNANCE OF THE ASSOCIATION

The Association shall be made of:

- (i) **A General Body:** All Single, Family, student and Life members constitute the general body who shall determine the basic philosophy and policies of the Association.

- (ii) **An Executive Committee:** Executive Committee shall consist of 7 members elected by the general body once every 2 years. One EC position shall consist of at least one youth and one for women members. The executive committee shall provide the leadership and execute the policies and objectives of the Association on a day to day basis.

## 9 EXECUTIVE COMMITTEE (EC)

### 9.1 DEFINITION:

- (i) The Association shall be managed by a duly elected Executive Committee (EC)
- (ii) For the purpose of the *Act*, the EC is the Management Committee of the Association.
- (iii) The EC shall provide leadership to execute the vision, policies and work as approved by the General Body as per the constitution.
- (iv) The members of EC shall serve the Association and carry out their responsibilities and duties in an honorary capacity.

### 9.2 OFFICIAL TITLES:

The EC of the Association consists of 7 members. The official titles of the EC members shall be as below:

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Cultural Secretary
6. Sports and Youth Secretary
7. Women Representative

### 9.3 EC MEMBER ELIGIBILITY:

- (i) A member under single or family or a life time membership is good standing for at least 2 consecutive years with the Association, and
- (ii) Over the age of 18 for all the positions and between 18-27 for Youth Representative position, and
- (iii) Residing in South Australia with a paid up membership before 31st December of the preceding year of elections are entitled to stand for election for any one position of the executive committee, and
- (iv) Should not have acted in any of the previous Executive Committee positions, 5 years prior to this.



**METHOD OF ELECTION AND TERMS OF OFFICE OF EC MEMBERS:**

- (i) The EC members are elected as per clause 11.
- (ii) Terms of Office of EC members is for a maximum of 2 years from the time of elections and appointed to the committee.

**DUTIES AND RESPONSIBILITIES OF THE EC:**

- (i) In addition to and without affecting the generality of the powers conferred upon it by the various provisions of the Constitution, The EC shall have the following powers:
  - a. Manage the affairs of the Association in all its day-to-day matters; and
  - b. Conceive, develop and implement various cultural, social, religious, spiritual and other activities in the accordance with the constitution; and
  - c. Implement the Association's mission, vision and fiscal policies into actionable plans; and
  - d. To purchase, lease, hire or otherwise acquire any assets provided such expenditure does not exceed AUD1,000 or such greater amounts beyond scheduled budget according to calendar events as may be agreed by the Executive Committee; and
  - e. Any monies spent by the EC members which is less than AUD1,000 for the purpose of events and/or activities must be reimbursed by the Treasurer from the Associations account at the next immediate EC meeting.
  - f. To authorise in accordance with the provisions of the Constitution the Common Seal of the Association to be affixed to documents requiring to be executed by the Association under its Common Seal; and
  - g. Hold AGM/SGM as defined in the Constitution; and
  - h. Required to refer to the *Act* for their legal and regulatory obligations.

**(ii) PRESIDENT:**

The President shall be the coordinator of the executive committee, who shall perform all duties incident to the office of the President.

**a. The President shall have the following responsibilities:**

- 1. shall perform all duties that promote the mission and objectives of the association; and
- 2. shall preside at all the EC meetings of the association; and

3. With consultation with EC, President shall appoint special and ad-hoc committees as may be necessary to further the association objectives and monitor their progress; and
  4. With consultation with EC, President may direct a committee to be discontinued when its purpose has been served; and
  5. shall work with Treasurer and Executive committee to ensure the financial stability of the Association; and
  6. is the torch bearer of the organization and during his/her tenure must act to promote the Association's image; and
  7. shall guide EC activities to fit in the overall vision of the Association; and
  8. Hold and safeguard passwords associated with Association's website, emails, Facebook, grant logins and any other electronic channels that the Association owns for the purpose of managing information, communication and technology; and
- b.** The President and members of the executive committee shall be responsible to one another and shall be jointly responsible to the general body; and
- c.** The President shall be responsible in submitting timely Grant applications - State, Federal, council; and

**(iii) VICE - PRESIDENT:**

The Vice President shall have the following responsibilities:

- a.** shall perform the duties of the President in his/her absence and when so acting shall have all the powers of the President; and
- b.** may be assigned to one or more special projects; and
- c.** shall perform such other duties as assigned by the President; and
- d.** shall maintain list of key volunteers and assist President in mobilizing them for all the events; and
- e.** shall maintain key sponsors list and assist the Association in mobilizing funds for all the events; and
- f.** shall assist President in food vendor, food menu selection and food pricing for all the events; and
- g.** shall be responsible for activities and food services during the Association events & celebrations; and
- h.** Shall assist the President in timely completion and submissions of applications to Grants - State, Federal, council; and
- i.** Maintaining and updating both the Association and Ethnic School (MTB) Websites, i.e., Regular updates – content development, communication, up loading photos, videos etc.; and

- j. Manage & maintain the face book and other social media venues, such as creating an event at least a month prior to the actual event, uploading photos, responding to the queries, working out strategies for a better promotion.

**(iv) GENERAL SECRETARY:**

The General Secretary shall be the public relations liaison for the Association.

The General Secretary shall have the following responsibilities:

- a. The General Secretary shall be the coordinator/point of contact between the Association and General Body; and
- b. The General Secretary shall -
  1. call for meetings of the executive committee, and the general body ; and
  2. Call for the meetings of the EC; and
  3. Call for meetings between EC and General Body as required by the Constitution; and
  4. prepare the minutes of the meetings and shall be responsible for the maintenance of records, documents, official correspondence of the organization; and
  5. maintain register of Office Bearers of the Association (full name, position being held by the member, address, date of becoming a member and tenure); and
  6. maintain register of members of the Association (full name of members aged 18 and above, address, date of becoming a member, category of membership and/or date of ceasing and reason for former members); and
  7. be responsible to ensure that all the reports, documents and records are maintained in order; and
  8. keep custody of the common seal (if any) of the Association; and
  9. perform any other duty or function imposed on the General Secretary by this Constitution; and
  10. Hold and safeguard passwords associated with Association's website, emails, Facebook, grant logins and any other electronic channels that the Association owns for the purpose of managing information, communication and technology; and
- c. The General Secretary shall be responsible for transferring all the records of the Association including all the login details to the incoming General Secretary within 14 days after the end of his/her term ; and
- d. The General Secretary and the member shall assist Election Officer; and
- e. Assist the President, and the Executive Committee to fulfil their duties.

**(v) TREASURER:**

The Treasurer shall be the custodian of the general operations fund of the Association and Ethnic School (Mana Telugu Badi - MTB).

The Treasurer shall have the following responsibilities:

- a. shall be responsible for issuing notice, collection of all dues and deposit the same in such banks as the Executive Committee may designate; and
- b. shall have custody of all expenses, balances, assets, receipts, and disbursements; and
- c. shall submit quarterly financial reports (expenses, balances, assets and available funds of the Association) to the EC and provide this information at the annual general body meeting; and
- d. shall transfer all records, documents and accounts to the incoming Treasurer within 14 days after the end of his/her term; and
- e. shall maintain proper accounting and present financial statements, and bank records at the Executive Committee meetings; and
- f. The Treasurer will keep the Executive committee apprised of ATO regulations and file the necessary Tax documents; and
- g. shall maintain the members list along with the General Secretary; and
- h. Collect membership fees at the venue and keep a records of the dues collected; and
- i. To have custody of and keep safe all securities, books and documents of all nature and accounting records of the Association; and
- j. To cause to be prepared and duly audited annual statements including a balance sheet and a profit and loss account in conformity with generally accepted accounting principles for the financial year; and
- k. To maintain inventory of the movable and personal properties of the Association; and
- l. To cooperate with auditors; and
- m. To promptly submitting the EC the financial status of any events that are organised by the Association; and
- n. Actively participate as a Treasurer for the Ethnic School (MTB) Committee meetings.

**(vi) CULTURAL SECRETARY:**

The Cultural Secretary shall have the following responsibilities:

- a. shall be responsible for preparing guidelines, soliciting and approving cultural items with the consultation with EC; and

- b. shall be responsible in contacting and coordinating with performers; and
- c. shall be responsible in preparing program list for cultural events, organizing prize distributions, coordinating audio and stage management activities, and presenting cultural items to the audience; and
- d. Although cultural secretary serves as the lead person, the EC as a whole shall be responsible for the overall planning and implementation of any of the Association event; and
- e. shall in consultation with the EC, suggest any chief guests to an event. Upon confirmation of the list, will be responsible in drafting an invitation and later for the President to send to the relevant contact; and
- f. shall discuss all the planned activities with EC and seek approval and help for tasks before, during, and after all of the events; and
- g. Discuss the budget information and get approval from the EC prior to undertaking any events; and
- h. Apprise the EC of needs, concerns and follow-ups; and
- i. Conduct the sports activities and fulfil responsibilities with regards to venue reservation/rental, equipment reservation/rental (purchase where applicable and approved); and
- j. shall be responsible to mobilise, approach and encourage the local or international artist to perform at the Association's events.

**(vii) SPORTS & YOUTH SECRETARY:**

The Sports Secretary shall have the following responsibilities:

- a. Conduct sports and Physical awareness activities for Men, Women and children for members of the Association throughout the year; and
- b. Discuss all the planned activities with EC and get the approval and help for tasks before, during, and after all of the sports activities; and
- c. Discuss the budget information and get approval from the EC prior to undertaking any sports tournaments/activities; and
- d. Conduct the sports activities and fulfil responsibilities with regards to venue reservation/rental, equipment reservation/rental (purchase where applicable and approved), registration fees, verification of the Associations memberships etc. Turn in all dues collected to the Association's Treasurer; and
- e. Apprise the EC of needs, concerns and follow-ups; and
- f. Provide a list of winners for each sports activity to EC for recording and rewards purposes; and

- g. Perform any other assigned duties by the Association's President in the greater interest of the organization.

**(viii) WOMEN REPRESENTATIVE:**

The Women Representative shall have the following responsibilities:

- a. shall be responsible to promote the objectives of TASA among the female members of the community; and
- b. promote interests of female members
- c. shall assist in organising various cultural/sporting events and festivals that benefit TASA; and
- d. shall assist EC in the day to day functioning of TASA.

**9.6 APPOINTMENT OF SUB-COMMITTEE:**

- (i) The EC has the authority to appoint and dissolve Sub-committee to organise and manage functions, events, occasions and activities to achieve the Aims & Objectives of the Association.
- (ii) The members of the Sub-Committee could be drawn from the General Body, or if special skills are required can also be drawn from outside of the General Body.
- (iii) The chair of the Sub-Committee shall be from the EC.
- (iv) If not dissolved earlier, the Sub-Committees, so appointed shall automatically be dissolved when the General Body elects new EC or new EC member for the position that chairs the sub-committee.
- (v) The meeting frequency, notice requirements and quorum requirements shall be discussed and decided by the Sub-committee in its first meeting.
- (vi) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative. In that case, they will have to seek advice from the EC and action as per their advice.

**9.7 MEETINGS OF EC:**

- (i) The President or their designate presides over the EC meetings.
- (ii) The EC must meet at least once in two months at the dates (on a weekend), times and places as determined by the EC.
- (iii) The EC may meet more often if such meetings are deemed necessary. A minimum of 4 meetings should be held over one year period from the time of getting elected.

- (iv) The date, time and place of the first EC meeting must be determined by the members of the EC as soon as practicable after the elections of the Association at which the members of the EC were elected.
- (v) EC Members shall advise agenda items to General Secretary at least 48 hrs before the meeting. The General Secretary shall disperse the final agenda points to the EC at least 24hrs prior to the meeting.
- (vi) Special EC meetings may be convened by the President or by any 5 members of the EC.
- (vii) For effectiveness and major attendance, EC meetings can be conducted either via face to face or teleconference as agreed to by EC (absolute majority of 5 members). However, the teleconference may be limited to 4 times.
- (viii) If an EC member has been absent for 2 EC meetings in a year or 2 the Association's events consecutively without relevant notice and/or valid reason or non-performance/participation, the EC is empowered to remove that member from Office by four EC members agreeing to this decision after giving that particular member 15days notice of the proposed action.

#### 9.8 NOTICE TO EC REGARDING EC MEETINGS:

- (i) Notice of each EC meeting must be given to each EC member no later than 7 days prior to the date of the meeting.
- (ii) Notice of more than one EC meeting may be given at a time.
- (iii) The notice must state the date, time and place of the meeting.
- (iv) If a special EC meeting is convened, the notice must include the general nature of the business to be conducted.
- (v) Any resolution made at the meeting must be passed by 51% (any 5 members of the EC) of absolute majority of the EC.
- (vi) In cases of urgency, a meeting can be held without notice being given provided that as much notice as practicable is given to each EC member by the quickest means practicable.
- (vii) The only business that may be conducted at the meeting is the business for which the meeting is convened.

#### 9.9 QUORUM

- (i) The quorum for an EC meeting is the presence (in person) of a minimum of 51% (any 4 members of the EC) EC members holding office.
- (ii) If a quorum is not present within 15 minutes after the notified commencement time of an EC meeting:
  - a. the meeting will carry on with the presence of either President, Secretary and Treasurer.

- (iii) **Resolutions of EC without meeting:** A written resolution signed by each member of the EC is as valid and effectual as if it had been passed at an EC meeting that was properly called and held. This may consist of several documents in like form, each signed by 1 or more members of the EC.

#### 9.10 **VOTING**

- (i) On any question arising at an EC meeting, each EC member present at the meeting has one vote.
- (ii) In the meeting, voting is by raising hand in favour of the motion. Secret ballot is not allowed.
- (iii) Proxy votes are not allowed.
- (iv) A motion is carried if a majority of the EC members present at the meeting vote in favour of the motion.
- (v) If votes are divided equally on a question, the chair of the meeting has a second or casting vote.
- (vi) Email voting is allowed for the resolutions which cannot wait until the forthcoming EC meeting. The quorum for email voting is receipt of email from at least from 6 members.

#### 9.11 **CONFLICT OF INTEREST**

- (i) An EC member who has a direct or indirect interest in a matter being considered at an EC meeting being considered at an EC meeting must disclose the nature and extent of that interest to the EC.
- (ii) The member-
- a. Must not be present while the matter is being considered at the meeting; and
  - b. Must not vote on the matter
- (iii) This clause does not apply to a material personal interest -
- a. That exists only because the member belongs to a category of persons for whose benefit the Association is established; or
  - b. That the member has in common with all, or a substantial proportion of, the members of the Association.

#### 9.12 **MINUTES OF MEETING**

- (i) The General Secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each EC meeting are recorded and records kept.
- (ii) The minutes must record the following -



- a. The names of the EC members and others in attendance at the meeting;
  - b. The business considered at the meeting;
  - c. Any resolution on which a vote is taken and the result of the vote;
- (iii) To ensure the accuracy of the minutes, the minutes of each EC meeting must be approved by the President or their designate verifying their accuracy.
- (iv) In the absence of the General Secretary at the meeting, the chair will nominate another Executive Committee member present, to be a minute taker for that meeting.

### 9.13 LEAVE OF ABSENCE AND CASUAL VACANCIES

- (i) If an EC member is absent without a reason acceptable to EC and fails to attend two consecutive meetings, the individual's position in the committee shall automatically become vacant and filled by the President by co-opting on the recommendations of the EC and such co-opted member to serve for the remainder of the term until next elections.
- (ii) For any reason a vacancy occurs in the EC, President can upon agreement by the remaining active EC, co-opt any member from the General Body for the vacant position to serve until the next elections.
- (iii) The term of persons holding the co-opted positions expires at the next elections.
- (iv) In case of vacancy in the President's position, the Vice- President shall hold the position of President.
- (v) In case of vacancy of General Secretary or Treasurer, President can nominate other EC member for the position.

### 9.14 RESIGNATION OF EC MEMBER

- (i) An EC member may resign from the EC by giving advance notice of minimum 30 calendar days, in writing, to the General Secretary or to the President if the EC member is General Secretary.
- (ii) Unless withdrawn by the member or accepted by the Committee earlier, the resignation will come in to effect automatically at the end of the notice period.
- (iii) Upon the resignation coming in to effect, the General Secretary shall make an entry in the Register of Office Bearers recording the date and time at which that individual ceased to be the EC member of the Association.

**ANNUAL GENERAL MEETINGS (AGM)**

- (i) The EC may determine the date (on a weekend), time and place (indoors) of the AGM.
- (ii) The executive committee shall recommend the agenda for this meeting
- (iii) The ordinary business of the AGM shall be conducted:
  - a. To confirm the minutes of the previous AGM and of any Special General Meeting (SGM) held since then;
  - b. To introduce and welcome the members who joined the Association during the preceding financial year;
  - c. In the order listed below, to receive and consider-
    - i. The annual report of the EC on the activities of the Association during the preceding financial year will be presented by the General Secretary; and
    - ii. The financial statements of the Association for the preceding financial year submitted by the Treasurer in accordance with the *Act*;
    - iii. To elect the members of the EC as per the Constitution;
  - d. To receive the annual report of the EC on the activities of the Association during the preceding financial year;
- (iv) The meeting shall be a forum for a dialogue between the members and Executive Committee, so that prudent policy decisions can be made.
- (v) The AGM may also conduct any other business of which notice has been given in accordance with the *Act* and the Constitution.
- (vi) No business other than that set out in the notice of the meeting may be conducted at the meeting
- (vii) Elections for Executive Committee (once every two years), shall be conducted at AGM.

**SPECIAL GENERAL BODY MEETINGS (SGM)**

- (i) Any General Meeting of the Association, other than an Annual General Meeting or a disciplinary appeal meeting, is a Special General Meeting (SGM).
- (ii) The General Secretary may convene a SGM-
  - a. Whenever required by EC and EC thinks it is fit to call SGM; or
  - b. Whenever it is needed by the Constitution
- (iii) Chair of the SGM is -
  - a. The President when the meeting is called up by the General Secretary; or
- (iv) No business other than that set out in the notice of the meeting may be conducted at the meeting.
- (v) Special General Meeting held at request of members:
  - a. The General Secretary must convene a SGM, if a request to do so is made in accordance with as below by at least 20% of the membership as recorded

in the members list or 60 members, whichever is less of the Executive body or :

- i. A request for a SGM must be in writing; and
- ii. State the business to be considered at the meeting and any resolutions to be proposed; and
- iii. Include the names and signatures of the members requesting the meeting; and
- iv. Be given to the General Secretary.

10.3

### NOTICE OF GENERAL MEETINGS

- (i) The General Secretary must give to each member of the Association -
  - a. At least 21 clear days' notice for an AGM; and
  - b. At least 21 clear days' notice for a SGM to vote on a Special Resolution; and
  - c. At least 21 days' notice for discipline review meeting; and
  - d. At least 21 days' notice for other SGM.
  - e. At least 60 days' before the expiry of present executive committee term.
- (ii) The notice must -
  - a. Specify the day, time and place of the meeting; and
  - b. Indicate the general nature of each item of business to be considered at the meeting; and
  - c. If a Special Resolution is to be proposed-
    - i. State in full the proposed resolution; and
    - ii. State the intention to propose the resolution as a Special Resolution.
  - d. The notice, along with the agenda of any General Meeting shall be emailed to every member of the Association at the last known email address shown on the Register of Members.

10.4

### PROXIES OF GENERAL MEETINGS

- (i) Proxies are not allowed in any General Meetings.
- (ii) Proxies are allowed in General Meeting for election process for EC only
  - a. Each member is permitted to represent a maximum of 1 proxy for the purposes of election; and
  - b. The proxies must be verified for proper membership identification. Also proxy holder should be a member of good standing; and
  - c. the proxy member shall give permission in writing/e-mail only (No verbal or SMS) to the General Secretary at least 24 hrs prior to the election, stating:
    - i. Full name of the member acting as proxy on their behalf
    - ii. Reason for non-attendance at the meeting.

## QUORUM AT GENERAL MEETINGS OTHER THAN FOR AMENDMENT OF CONSTITUTION

- (i) The quorum for a General Meeting is the presence (physically) of at least 20% of the current members entitled to vote or 60 members whichever is lower.
- (ii) If a quorum is not present within 30 minutes after the notified commencement time of such meeting, then the meeting will carry on as if the quorum is in order.

## ADJOURNMENT OF GENERAL MEETING

- (i) The chair of a General Meeting at which a quorum is present may, with the consent of a majority of Members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (ii) Without limiting subclause 10.6(i), a meeting may be adjourned -
  - a. If there is insufficient time to deal with the business at hand; or
  - b. If the meeting cannot continue due to disruptions; or
  - c. If the meeting cannot continue due to behaviour of the member/s; or
  - d. To give the members more time to consider an item of business.
- (iii) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (iv) Notice of the adjournment of a meeting under this Clause is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with this Constitution.

## VOTING AT GENERAL MEETING

- (i) On any question arising at a General Meeting—
  - a. Subject to subclause (10.7)(3), each Executive Body member who is otherwise eligible to vote can cast a maximum of one vote; and
  - b. Except in the case of a Special Resolution, the question must be decided on a 2/3rd majority of votes.
- (ii) If votes are divided equally on a question, the chair of the meeting has a second or casting vote.
- (iii) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present physically at that meeting may vote.
- (iv) This Clause 10.7 does not apply to a vote at a disciplinary appeal meeting.

## SPECIAL RESOLUTIONS

- (i) Unless a specific Clause or a Subclause of this Constitution calls for a particular way of voting for that specific Special Resolution, that specific Special Resolution can be voted either in person or by sending the duly filled and signed form accompanying the notice of Special Resolution back to the General Secretary by email to reach the General Secretary at least 24 hours prior to the announced start time of the General Meeting in which the specific Special Resolution is proposed to be voted.
- (ii) In addition to certain matters specified in the *Act*, a Special Resolution is required—
  - a. to invest Association funds as mentioned in Clause 16; or
  - b. to borrow funds in the name of Association as mentioned in Clause 16; or
  - c. to remove an EC Member from office ; or
  - d. to dissolve the Association; or
  - e. to merge the Association; or
  - f. to conclude agreements with other persons or bodies; or
  - g. to alter this Constitution, including changing the name or any of the Aims & Objectives of the Association.

## DETERMINING WHETHER RESOLUTION CARRIED

- (i) the chair of a General Meeting may, on the basis of a show of hands, declare that a resolution has been-
  - a. Carried; or
  - b. Carried unanimously; or
  - c. Carried by a particular majority; or
  - d. Lost -

And an entry to that effect in the minutes of the meeting is conclusive proof of that act.

## MINUTES OF GENERAL MEETING

- (i) The General Secretary must ensure that minutes are taken and kept of each General Meeting.
- (ii) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (iii) In addition, the minutes of each annual General Meeting must include -

- a. The names of the members attending the meeting; and
- b. The financial statements submitted to the members in accordance with this Constitution and *Act*; and
- c. The certificate signed by two EC members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- d. Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the *Act*.

11.

## ELECTIONS PROCESS

11.1

### GENERAL

- (i) Elections shall be conducted every two years for all 7 members of the executive committee at least 45 days before the expiry of the term, preferably in April in conjunction with the Annual General Meeting of the Association.
- (ii) Until the new EC members are announced by the election officer, the existing EC members continue in the roles, even though their term was to end.
- (iii) EC members are elected as an individual and not as a group.

11.2

### THE ELECTION OFFICER

- (i) The EC shall appoint an election officer, within 30 days of close of financial year, from an external agency or an association similar to the Association to conduct elections for the vacant positions in EC; and
- (ii) The election officer shall conduct the elections as per the Constitution and can appoint 2 other external members to form a 3 member Election Committee to conduct the elections.; and
- (iii) These positions shall cease to exist once the election process is complete and election results are declared by the election officer.

11.3

### NOMINATIONS

- (i) The existing EC is responsible in maintaining accurate records of paid membership for publishing eligible voters list and eligible candidates list, 12 weeks prior to the elections; and
- (ii) The EC shall also provide all the necessary documents such as nomination and proxy forms etc. pertaining to the election process to the Election Officer for carrying out his/her responsibility; and

- (iii)** Election officer shall give a minimum notice period of 3 weeks for nominations from the Executive Body members of the Association to fill the vacant positions in the EC; and
- (iv)** The nominations will be closed 14 days prior to the AGM date; and
- (v)** The Election officer will allow one-week time for any withdrawal of nominations; and
- (vi)** the final list of candidates will be announced 7 days prior to the date for elections to be held at the AGM; and
- (vii)** The nominations shall be received by the election officer from the person contesting elections by the nomination date set by the election officer as per its process; and
- (viii)** The nominations shall be seconded by at least one of the Executive body members eligible to vote in the elections on the prescribed form under clause 20 Resources; and
- (ix)** The nominations for any vacant position of EC members shall be -
  - a. In writing; and
  - b. On a prescribed form available with the election officer; and
  - c. Lodged with the election officer on or before the closing nomination date.
- (x)** The nomination(s) shall be valid only if the nominee(s) agree in writing to contest for that position.
- (xi)** The person contesting the election shall be present in the meeting.
- (xii)** All nominations should reach Election Officer within the due date specified.
- (xiii)** In the AGM, if no more than 7 members is proposed for EC, the Election Committee shall announce that members elected unopposed to that office
- (xiv)** A nomination will be entertained on the floor only if there are not enough nominations received by the due date.
- (xv)** The Election Committee will distribute the ballot papers to all eligible voters at the meeting along with the proxies and conduct secret balloting for the EC and declare the winners after counting.
- (xvi)** Members of Executive Committee, who are not candidates in the Election, shall assist the Election Committee if needed.

## 11.4

### CANVASSING GUIDELINES

- (i)** The existing EC and their immediate family cannot be involved in canvassing for any member; and
- (ii)** All other members should refrain from using negative canvassing in the interest of the Association and its image; and

- (iii) Election officers has the authority to take appropriate action in case there is any conflict arising due to the methods of canvassing being used; and
- (iv) Election officers must consult with the existing EC with their action plan before they execute the decisions.

#### **11.5 EXECUTIVE COMMITTEE ELIGIBILITY:**

To be eligible to nominate for EC, you must be:

- (i) A single, family and a life member in good standing for at least 2 consecutive years with the Association; and
- (ii) over the age of 18 and 18 to 27 in case of youth representative; and
- (iii) Residing in south Australia with a paid up membership before 31<sup>st</sup> December of the preceding year of elections are entitled to stand for election for any one position of the executive committee; and
- (iv) The outgoing EC will not be eligible to contest at the end of their term, for a period of three years; and
- (v) If there are no enough EC nominations, then the Elections Officer upon agreement by the Executive Body members present at the AGM, can recommend the existing EC members to re-nominate. However, the outgoing President will be excluded from considering for re-nomination; and
- (vi) Any of the past Presidents of TASA will not be eligible to nominate for the Presidency post for a consecutive period of 5 years since their last Presidency duties at TASA; and
- (vii) The 7 elected members of the EC will internally elect the President, General Secretary, Treasurer and other positions of the EC with a simple majority at their first meeting which shall be conducted and announced to the General Body within 2 weeks after elections.

#### **11.6 MEMBER VOTING ELIGIBILITY:**

- (i) Single Family and life members of the Association SA with a paid up membership on or before December 31<sup>st</sup> of the preceding year of elections are eligible to nominate a candidate; and
- (ii) Can cast one vote for each individual position of EC for which elections are conducted

#### **11.7 BALLOT:**

- (i) If a ballot is required for the election for a position, the chair of the General Meeting must then request the election officer to conduct the ballot.
- (ii) Before the ballot is taken, each candidate may make a short speech (not more than 5 minutes) in support of their election.
- (iii) The election must be by secret ballot.



- (iv) The election officer must give a blank piece of paper to each eligible voting member present in person.
- (v) If the ballot is for a single position, the eligible voter must write on the ballot paper the name of the candidate in a way to clearly identifying the candidate for whom they wish to vote.
- (vi) If the ballot is for more than one position -
  - a. The voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - b. The voter must not write the names of more candidates than the number to be elected.
- (vii) Ballot papers that do not comply with this Clause 11.7 are not to be counted.
- (viii) Each ballot paper on which the name of a candidate has been written in a way that clearly identifies the candidate counts as one vote for that candidate.
- (ix) The election officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (x) If the election officer is unable to declare the result of an election under clause 11.7(ix) because 2 or more candidates received the same number of votes, the election officer must decide by lot which of them is to be elected by the toss of an Australian money coin.
- (xi) Members shall be declared elected immediately after the result of the vote has been ascertained and shall hold office until the next election, following such declaration of the result.
- (xii) Each EC member taking office, shall be deemed to have consented and agreed to accept the ongoing affirmative duty and responsibility to assist and fully cooperate with the EC in any matter pertaining to that member's term in the office.
- (xiii) Each current or former office bearer has an ongoing, affirmative duty, in such cases, to make themselves reasonably available to the Association for such period of time as may be reasonably required to resolve such matter or matters as and when they arise.

## 11.8

### **CONCLUSION OF THE ELECTION PROCESS:**

- (i) Upon the election officer announcing the election results and the new members of EC and accepting duty and responsibilities, the election process is considered concluded.
- (ii) Incoming and outgoing Office Bearers shall attend to Clause 12 before leaving the floor of elections.

- (i) Immediately following election of office each incoming EC member, shall take all steps necessary to become familiar with all of the terms and provisions of the *Act*, Constitution and Bylaws (if any).
- (ii) Immediately after the incoming EC members accepted duties and responsibilities, the outgoing General Secretary along with the outgoing Treasurer shall had over the following documentations to the incoming General Secretary -
  - a. Copy of the annual report of the outgoing EC as submitted in the AGM; and
  - b. Copy of the financial statements of the Association for the preceding financial year as submitted by the EC in the AGM; and
  - c. Updated bank signatory authorisation form; and
  - d. Copy of the Constitution; and
  - e. Copy of Bylaws, if any; and
  - f. Login and password details to Association's website, emails, facebook, state/federal/council Grant.
- (iii) Within 7 days of the incoming EC members joining the office, the General Secretary shall call for a handover meeting with the outgoing EC members (giving them a minimum notice period of 7 days). During that meeting, the outgoing General Secretary shall handover the General Secretary -
  - a. All the financial records and books, cheque books; and
  - b. List of pending invoices; and
  - c. All the minutes of meeting; and
  - d. Member register; and
  - e. Register of the Office Bearers (which the new EC shall update); and
  - f. All other records and books of the Association.
  - g. Inventory of all the items that the Association owns.
  - h. All the items that the Association owns (such as, shawls, trophies, badges, medals, speakers, utensils, disposables etc)
- (iv) The outgoing EC members shall be present in the handover meeting and provide the new EC necessary assistance that is required to affect an orderly and timely transfer of office.
- (v) The new General Secretary will also be the new Public Officer; and
- (vi) The required paperwork must be filled and submitted to the Consumer and Business Services within 14 days (or as required by the *Act*) of change occurring; and
- (vii) This must be recorded with the new General Secretary.

In accordance with aims and objectives of the Association, it is imperative for each and every member to respect fellow members and maintain professional behaviour at all times and in all kinds of communications.

13.1

**ADMINISTRATION:**

- (i) The grievance procedure shall be administered by EC.

13.2

**APPLICATION:**

- (i) The grievance procedure set out in this clause applies to disputes between -
  - a. A member and another member; or
  - b. A member and the EC; or
- (ii) A member must not initiate a grievance procedure in relation to a matter -
  - a. That is the subject of a disciplinary procedure until the disciplinary procedure has been completed; or
  - b. That is considered vague and/or frivolous which could result in waste of efforts, energy and time of the Association; or
  - c. That is libellous; or
  - d. That has already been resolved or mediated.
- (iii) In relation to the matter of grievance, if the member has indulged in unlawful activities against other members, that matter cannot be pursued under this grievance procedure.

13.3

**PARTIES MUST ATTEMPT TO RESOLVE THE DISPUTE:**

- (i) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

13.4

**APPOINTMENT OF MEDIATOR:**

- (i) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Clause 13.3, the parties must within 10 days-
  - a. Notify the EC of the dispute; and
  - b. Agree to or request the appointment of a mediator; and
  - c. Attempt in good faith to settle the dispute by mediation.
- (ii) The mediator must be -
  - a. A person chosen by agreement between the parties; or
  - b. In the absence of agreement -

- i. If the dispute is between a member and another member - a person appointed by the EC within 14 days of the parties requesting mediation; or
  - ii. If the dispute is between a member and the EC or the Association. In this case, within 10 days of agreement made by the parties to appoint a mediator or as per Clause 40 of the *Act*.
- (iii)** A mediator may be a member or former member of the Association but in any case must not be a person who -
  - a. has a personal interest in the dispute; or
  - b. is biased in favour of or against any party.

13.5

### **MEDIATION PROCESS:**

- (i)** The mediator to the dispute, in conducting the mediation, must -
  - a. Give each party every opportunity to be heard; and
  - b. Request each party to submit written statement; and
  - c. Ensure that natural justice is accorded to the parties throughout the mediation process.
- (ii)** The mediators appointed by EC shall conclude the mediation process within 30 days of their appointment.
- (iii)** The mediator must not determine the dispute.

13.6

### **FAILURE TO RESOLVE DISPUTE BY MEDIATION**

- (i)** If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute -
  - a. At AGM through an agenda item; or
  - b. In accordance with the *Act*; or
  - c. Otherwise at law.

## MEMBER DISCIPLINARY ACTION

### 14.1 ADMINISTRATION

The member disciplinary action shall be administered by EC.

### 14.2 GROUNDS FOR TAKING DISCIPLINARY ACTION

The Association may take disciplinary action against a member in accordance with this Clause if it is determined that the member:

- a. has failed to comply with the Constitution; or
- b. refuses to support the aims & objectives of the Association; or
- c. has repeatedly failed in adhering to member obligations; or
- d. activities have a negative impact on peace and community harmony within the Association; or
- e. has engaged in conduct prejudicial to the Association; or
- f. is not supportive of the unity of membership; or
- g. is libellous; or
- h. is not supportive of the integrity and continued existence of the Association.

### 14.3 DISCIPLINARY SUBCOMMITTEE

- (i) EC is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the EC shall appoint a 5 member disciplinary subcommittee to hear the matter and determine what action, if any, to take against the Member.
- (ii) The members of the disciplinary subcommittee—
  - a. may be EC members, any other Members of the Association or anyone else; but
  - b. must not be biased against, or in favour of, the Member concerned.

### 14.4 NOTICE TO MEMBER

- (i) If disciplinary action is required, before disciplinary action is taken against a Member, the General Secretary must give written notice to the Member—
  - a. stating that the Association proposes to take disciplinary action against the Member; and
  - b. stating the grounds for the proposed disciplinary action; and

- c. specifying the date (weekend), place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
  - d. advising the Member that he or she may do one or both of the following—
    - I. attend the disciplinary meeting and address the disciplinary subcommittee at that meeting; and
    - II. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
    - III. setting out the member's appeal rights per the Constitution.
- (ii) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

14.5

## PROCEEDINGS OF THE DISCIPLINARY SUBCOMMITTEE

- (i) At a disciplinary meeting, the disciplinary subcommittee must—
  - a. give the Member an opportunity to be heard; and
  - b. consider any written statement submitted by the Member.
- (ii) After complying with Clause 14.5 (i), the disciplinary subcommittee may—
  - a. take no further action against the Member; and/or
  - b. subject to Clause 14.5(iii) —
    - I. reprimand the Member; and/or
    - II. suspend the membership rights of the Member for a specified period; and/or
    - III. expel the Member from the Association.
- (iii) The suspension of membership rights or the expulsion of a Member by the disciplinary subcommittee under this Clause takes effect immediately after the vote is passed.
- (iv) The Member shall be informed in writing of the decision of the subcommittee within 24 hours of the decision by the subcommittee.
- (v) With the expulsion of a Member, spouse and other family members shall not lose their membership. However, this can be determined by the disciplinary subcommittee on an individual merit of a case.

14.6

## APPEAL RIGHTS

- (i) A person whose membership rights have been suspended or who has been expelled from the Association may give notice to the effect that they wish to appeal against the suspension or expulsion.
- (ii) The notice must be in writing and given—

- a. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - b. to the General Secretary not later than 48 hours after the vote.
- (iii)** If a person has given notice under Subclause 14.6 (ii) a disciplinary appeal meeting must be convened by the EC as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (iv)** Notice of the disciplinary appeal meeting must be given to the EC as soon as practicable and must—
  - a. specify the date (giving at least 7 days' notice), time (weekend) and place of the meeting; and
  - b. state—
    - I. the name of the person against whom the disciplinary action has been taken; and
    - II. the grounds for taking that action; and
    - III. that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

14.7

## **CONDUCT OF DISCIPLINARY APPEAL MEETING**

- (i)** At a disciplinary appeal meeting chaired by the President—
  - a. no business other than the question of the appeal may be conducted; and
  - b. the EC must state the written grounds for suspending or expelling the member and the reasons for taking that action; and
  - c. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (ii)** After complying with Subclause 14.7(i), the General Body members present and entitled to vote per Clause 11.4 at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (iii)** Proxy voting is not allowed at the meeting.
- (iv)** The decision will be made as per highest majority of votes.

14.8

## **REFUND OF MONIES**

- (i)** No refund of any monies including but not limited to subscriptions/ membership fees paid or donations made to the Association shall be claimed or allowed to be refunded to the member either in part or in full upon their expulsion from Association.
- (ii)** Expelled Member and/or their dependent family members (spouse and children) is not eligible to reapply for membership within 24 months of expulsion.

## AMENDMENTS TO THE CONSTITUTION

Revisions to the By Laws and amendments to the constitution may be initiated by the Executive Committee and referred to an 'Ad hoc' Constitution and By Laws committee of three members appointed by the Executive Committee. Such a committee will study, evaluate alternatives, and make their recommendations to the Executive Committee. The Executive Committee will present the revisions to the General Body for approval. Revisions to By Laws shall be approved by 2/3 of the General Body members present at the meeting. Amendments to the constitution shall be approved by 3/4 of all enlisted General Body Members. Proposed revisions and amendments shall be circulated to all members at least 4 weeks prior to such meeting or as required by the *Association Incorporation Act 1985* of SA. Refer to the *Act* for further information.

## FINANCIAL MATTERS

### USE OF FUNDS

- (i) A portion (50%) of the life membership fee shall be set aside as a reserve fund; and
- (ii) The balance shall be deposited as special fund for long term goals of the Association and treasurer on the recommendations of the EC; and
- (iii) If the Association is dissolved the general body should decide on the process of disbursement of available funds.

### SOURCE OF FUNDS

- (i) The funds of the Association may be derived from membership fees, programme/ project sponsors, annual subscriptions, donations, fund-raising activities, governmental and/or agency grants, interest and any other sources approved by the EC.
- (ii) The EC shall maintain a register of donors who have donated \$2,000 or more for specific items of the Aims & Objectives of the Association maintaining anonymity if donors so request. Such donations, until so required, are invested only in recognized investment accounts.
- (iii) The Association may accept cash, kind, material offers relevant and useful to meet the aims & objectives of the Association.



**MANAGEMENT OF FUNDS**

- (i)** The Association must open and maintain a financial account (interest bearing savings account) and an operational account (cheque account) with any of the Australian nationalized major banks.
- (ii)** Operational expenses of the Association shall be met from the following revenue streams—
  - a. Bank interest accrued from the financial account; and
  - b. Bank interest accrued from the operational account; and
  - c. Bank interest accrued from the term deposits; and
  - d. Annual General Membership fees; and
  - e. Sponsorship/ advertisement receipts; and
  - f. Donations made without specifying the purpose.
  - g. Funds/grants offered by state/federal/council of Australia
- (iii)** All expenditure of the Association is made from the Operational account and into which all of the Association's revenue is deposited.
- (iv)** All funds of the Association must be deposited into the cheque account of the Association no later than 5 working days after receipt.
- (v)** Unless approved by the EC, the following funds shall be kept in term deposits—
  - a. Membership fees of lifetime financial members; and
  - b. Donations made for specific purposes; and
- (vi)** If there are more than \$5000.00 in the operational account, and those funds are not envisaged to be used within the next 2 months shall be transferred in to financial account. However, any amounts received from the members as Lifetime Financial Membership fees shall be transferred to financial account within 7 days of acceptance of membership for eventual depositing in to term deposits once in a year.
- (vii)** Funds that are not envisaged to be used during the current financial year shall be invested in term deposits with an Australian nationalized major bank if such funds are more than \$5000.00.
- (viii)** The signatories for all TASA account shall be the President, the Treasurer and the General Secretary.
- (ix)** The signatories for all MTB accounts shall be the Principal, the Treasurer (who is also the Treasurer for TASA) and the MTB Secretary.
- (x)** All payments more than \$300.00 shall be made by cheque or bank transfer only. The treasurer is authorized to make the payments from the operational account if such expenses have been pre-approved by EC as a financial resolution.
- (xi)** Subject to any restrictions imposed by a General Meeting of the Association or the Constitution, the EC may approve expenditure on behalf of the Association.

- (xii) For those urgent payments not discussed and minuted, the payments should be authorised in writing by the President and the treasurer.
- (xiii) For any single purchase costing more than \$1,000.00 the full details including scope of work, the quotations from at least 2 parties and the detailed break up of expenses must be submitted to the EC for written approval.

#### 16.4 INTENDED USE OF FUNDS

- (i) To procure real property for and in the name of the Association.
- (ii) Expenses related to organising the events in the 'schedule of events' calendar of the Association.
- (iii) Emergency donations to Members in extreme situations as approved by EC.
- (iv) Any expenses in furtherance of the Aims & Objectives of the Association.

#### 16.5 UNINTENDED USE OF FUNDS

- (i) Unauthorised Expenses
- (ii) Illegal expenses
- (iii) Expenses made for personal benefit
- (iv) Pledging of the Association's assets and or funds for Member's personal benefit

#### 16.6 FINANCIAL RECORDS

- (i) The Association must keep financial records that—
  - a. correctly record and explain its transactions, financial position and performance; and
  - b. enable financial statements to be prepared as required by the *Act*.
- (ii) The treasurer must keep in their custody, or under their control—
  - a. the financial records for the current financial year; and
  - b. any other financial records as authorised by the EC.

#### 16.7 FINANCIAL STATEMENT

- (i) For each financial year, the EC must ensure that the requirements under the *Act* relating to the financial statements of the Association are met.
- (ii) Without limiting subclause 17.7(i) above, those requirements include—
  - a. the preparation of the financial statements;

- b. if required, the review or auditing of the financial statements;
- c. the certification of the financial statements by the EC;
- d. the submission of the financial statements to the annual General Meeting of the Association;
- e. the lodgement with the Commissioner of the financial statements and accompanying reports, certificates, statements and fee, if and when required by the Commissioner
- f. the lodgement with the Grants SA of the financial statements and accompanying reports, statements and fee, if required for the acquittals.

17

## OTHER GENERAL MATTERS

17.1

### PLEDGING OF CREDIT

- (i) Other than as provided by the Constitution, no Member or a person shall have power to pledge the Association's credit or involve the Association in any financial liability without pre-approval of the EC.

17.2

### COMMON SEAL

- (i) The Association shall have a common seal, and —
  - a. the name of the Association must appear in legible characters on the common seal; and
  - b. a document may only be sealed with the common seal by the authority of the EC and the sealing must be witnessed by the signatures of two EC members; and
  - c. the common seal must be kept in the custody of the General Secretary.

17.3

### AUDITOR

An honorary auditor may be elected by the AGM who must be a qualified accountant and may be a member of the Association but not a member of EC.

17.4

### PUBLIC OFFICER

The General Secretary shall act as the public officer of the Association.

17.5

### NOTICE REQUIERMENTS

- (i) Unless provided specifically otherwise by the Constitution, any notice required to be given to a Member under the Constitution may be given—

- a. by handing the notice to the Member personally; or
  - b. by post to the address recorded for the Member on the Register of Members; or (c) by email to the Member.
- (ii)** Any notice required to be given to the Association or the EC may be given—
- a. by sending the notice by post to the Registered Address; or
  - b. by leaving the notice at the Registered Address; or
  - c. if the EC determines that it is appropriate in the circumstances—
    - I. by email to the email address of the Association or the General Secretary.

17.6

## CUSTODY AND INSPECTION OF BOOKS AND RECORDS

- (i)** Upon giving 7 day notice to the General Secretary any Member of the Association has the right to inspect the relevant documents (per Subclause 17.6(iii) below) of the Association kept at the Registered Office of the Association between 0900AM and 0500PM on a Saturday or Sunday as agreed by the General Secretary, to transcribe full or any part of their contents.
- (ii)** Any single visit by the member to the Registered Office (if any) or the premises agreed with the General Secretary for the purpose of transcribing information shall not exceed 1 hour.
- (iii)** Member shall be aware that no photocopier or a camera or similar device is available at the Registered Office (if any) or the premises agreed with the General Secretary for this purpose. Also, taking a photo of the Association's documents is not permitted and the Member does not have a right to remove the relevant documents from the Registered Office (if any) or the premises agreed with the General Secretary of the Association.
- (iv)** Inspection of the Association's documents by Members shall only be limited to
  - a. the full name of the Member as recorded in the Register of Members;
  - b. Register of Office Bearers except their address;
  - c. the minutes of General Meetings;
  - d. the Constitution;
  - e. the Bylaws, if any.
- (v)** Access to the personal information of a person recorded in the register of members may be restricted by EC in certain circumstances.
- (vi)** Members are advised that per Australian privacy laws, it could be an offence to make improper use of information about a person obtained from the Register of Members.
- (vii)** The EC may refuse to permit a Member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

**PERSONAL LIABILITY & INDEMNITY**

- (i) No Member or Office Bearer of the Association shall, as such, upon and after the incorporation of the Association be under any personal liability to any creditor of the Association beyond the property of the Association in the person's hands.
- (ii) Every member of the EC and the Auditor shall be indemnified out of the assets of the Association against any liability incurred by them in their official capacity. The indemnification includes defending any proceedings, whether civil or criminal in which judgment is given in the person's favour or in which the person is acquitted or in which relief is granted to him by the court in respect of any negligence, default, breach of duty or breach of trust.
- (iii) The EC is authorized to purchase insurance for such indemnification to the full extent as determined from time to time by the EC.
- (iv) Through Special Resolution passed by an absolute majority 75% of the Executive Body, the Association at its cost will defend any legal suits against its Office Bearers for actions undertaken by them in good intent. Email voting or in person voting or a combination thereof is acceptable for this resolution.

**MODE OF COMMUNICATION**

- (i) To minimize costs all correspondence is to be carried out electronically (E-mails, Website and Technology) unless otherwise stated in by-laws.
- (ii) the Association shall maintain a website and e-mail list to communicate with members and has sole proprietary rights to both website and e-mail list.
- (iii) No individual, inclusive of Executive Board member owns any personal rights/ ownership to these items.
- (iv) The Executive Committee shall maintain website and e-mails in a dignified manner.
- (v) No member of the Executive Committee shall use them for
  - a. personal glory,
  - b. airing grievances and internal conflicts
  - c. accusations, profanity, insults, derogatory / demeaning comments and /or
  - d. any other purposes that are detrimental to the Associations image and principles.

## APPLICABLE ACT AND JURISDICTION

- (i) *Associations Incorporation Act 1985 (State of South Australia)* is applicable for all activities of the Association.
- (ii) For any disputes, the jurisdiction shall be the location where the Registered Office (if any) or as agreed by the General Secretary of the Association is located.

## ETHNIC SCHOOL

### DEFINITION

Mana Telugu Badi is the name of the Ethnic School registered under Telugu Association of South Australia Inc. and will operate a School Management Committee. The Management Committee plays an important role in the operations of Mana Telugu Badi. Members of the Management Committee will develop strong relationship with Mana Telugu Badi community. Mana Telugu Badi will have a range of office bearers which will be elected at the Annual General Meeting (AGM).

### ROLES AND RESPONSIBILITIES

These guidelines are based on information from the South Australian Department for Education and Child Development Roles of School and Governing Councils.

- (i) Any person who is involved in the Mana Telugu Badi or has a child attending the school can be a member of the Management Committee; and
- (ii) Is an active member of Telugu Association of South Australia Inc; and
- (iii) Members of the Committee must be aged 18 years of age or older; and
- (iv) The Management Committee must comprise of at least 5 and no more than 7 members and hold one of the following roles:
  - a. Principal
  - b. Secretary/Vice- Principal
  - c. Treasurer
  - d. Contact Person
  - e. Committee Members
- (v) Members of the Mana Telugu Badi Management Committee should:
  - a. Act honestly
  - b. Acts in the best interest of the school
  - c. Adhere to the Mana Telug Badi Teacher Code of Conduct
  - d. Respect privacy and confidentiality of information obtained in the course of the operation of the school
  - e. Ensure the organisation carries out activities in accordance with the intended purpose

- f. Disclose potential conflicts as they arise
- (vi) Members of the Mana Telugu Badi Management Committee have the responsibilities of:
- a. **Planning** – establishing and reviewing strategic and operational plans for Mana Telugu Badi
  - b. **Policy** – reviewing, updating, communicating, and implementing school policies and procedures to ensure the school meets the requirements of school registrations and requirements set out in government funding agreements.
  - c. **Legal** – ensure all items in the funding agreement are met; all teachers have completed the accreditation course, have a current Background and Clearance Check and have completed Child Safe Environments training.
  - d. **Financial** - ensure good record keeping for annual audits and grant acquittals
  - e. **Evaluation** – of curriculum, school programs and activities,

### 18.3 ROLE DESCRIPTIONS

The following role descriptions provide a general overview of the roles and responsibilities of office bearers and are by no means exhaustive.

#### (i) Principal

The Chair Person or Principal of the Mana Telugu Badi Management Committee is responsible for the overall coordination of the school.

- a. Must be an active member of Telugu Association of South Australia Inc.
- b. Attending and chair all Management Committee Meetings
- c. Signing documents on behalf of Mana Telugu Badi
- d. Ensuring all relevant information is made available to committee members
- e. Ensure compliance with all Mana Telugu Badi Policies and Procedures
- f. Resolving complaints and grievances
- g. Overseeing school activities and projects
- h. Represent the school at formal occasions and meetings

#### (ii) Secretary / Vice Principal

The secretary is responsible for the administration of the Management Committee.

- a. Must be an active member of Telugu Association of South Australia Inc.
- b. Makes sure people are told about Management Committee meetings prior to the meeting.
- c. Assists the Principal to prepare the agenda for the meetings

- d. Distributes the meeting minutes, agenda and any supporting correspondence
- e. Makes sure the minutes are taken at the meetings and distributed to all members
- f. Keeps all records for Mana Telugu Badi including reports, formal correspondence, vacancies, minutes
- g. Attends all Management Committee Meetings
- h. Represent the views of the wider community
- i. Attends other functions such as the Annual General Meeting
- j. Actively takes part in the discussions about the governance of Mana Telugu Badi

### (iii) Treasurer

The treasurer will be the Treasurer from the current Executive Committee of Telugu Association of South Australia Inc and is responsible for the financial management of both Mana Telugu Badi and Telugu Association of South Australia Inc.

- a. Keep-up-to date records of all financial related matters
- b. Organise the budget planning processes and timelines
- c. Provide budget solving recommendations
- d. To present financial reports to the committee
- e. To liaise with designated staff about financial matters
- f. Record all payments received
- g. Making Payments and bank deposits
- h. Reconcile all records monthly
- i. Ensure that all necessary information and account books are ready for the annual audit
- j. Attends all Management Committee Meetings
- k. Act as a liaison between Management Committee of Mana Telugu Badi and Executive Committee of Telugu Association of South Australia Inc.

### (iv) Contact Person

The Contact person is responsible for all communication between The Ethnic School Association of South Australia and Mana Telugu Badi . The Contact Person may be the Principal.

- a. Must be an active member of Telugu Association of South Australia Inc.
- b. Liaise with The Ethnic Schools Association
- c. Ensure all student enrolment forms are completed and returned on an annual basis
- d. Ensure all teacher forms are completed and returned on an annual basis
- e. Ensure all staff have an up-to-date screening and background check through the Department of Communities and Social Inclusion (DCSI)
- f. Ensure all staff attends the Child Safe Environments: Identifying and Responding to Child Abuse and Neglect every three years.



- g. Attends all Management Committee Meetings

**(v) Committee Members**

The Mana Telugu Badi Management Committee will comprise of additional committee members. These members will not be an officer bearer, rather representative of the Mana Telugu Badi community. Committee members can contribute ideas and suggestions to the Management Committee and assist in organisational matters.

18.4

### **MANAGEMENT COMMITTEE MEETINGS**

Mana Telugu Badi will hold regular Management Committee Meetings. These meetings will occur 6 – 8 weeks and will be an opportunity for committee members to:

- a. Raise and discuss issues of concern
- b. Resolve complaints or grievances
- c. Identify projects
- . Fundraising
  - e. Review policy and procedures including risk management
  - f. Identify ways in which parents, care-givers, teachers and volunteers will be informed about school processes, policies and procedures
  - g. Identify staff/volunteers who need to attend child safe environments training
  - h. Identify cultural events and functions that the school can participate or be involved in
  - i. Discuss communication strategies

18.5

### **ANNUAL GENERAL MEETING (AGM)**

- (i)** The Principal will notify the Mana Telugu Badi community of the Annual General Meeting at least two weeks prior to the AGM; and
- (ii)** The Principal will call for nominations for office bearers (excluding the Treasurer's role) and will include details when nominations are due; and
- (iii)** The nominations need to be on the prescribed form specified under the clause 20.....
- (iv)** Current members are allowed to nominate for positions; and
- (v)** Nominations received after the due date will not be considered; and
- (vi)** At the Annual General Meeting all positions will be declared vacant and nominations considered; and
- (vii)** A vote will occur if there are more than two people who nominate for the same position; and
- (viii)** The Principal and Treasurer will present a report

## QUORUM

A quorum is the minimum number of members that must be present before a committee meeting and the Annual General Meeting can start. For the Mana Telugu Badi Management Committee Meeting a quorum is at least half the voting members of the committee.

## WINDING UP AND CANCELLATION

- (i) The Association may be wound up voluntarily through Special Resolution.
- (ii) Before the Special Resolution can be called by EC, an absolute majority of 75% of the Executive Body shall agree for the contents of the Special Resolution and submit a signed application to the General Secretary.
- (iii) Upon receipt of the application as above, the General Secretary advises EC of receipt of the agreement of the Executive Body.
- (iv) EC shall send the notice of General Meeting calling for Special Resolution two (2) calendar months before the day affixed for the General Meeting.
- (v) At the General Meeting called for, the Executive Body members shall vote in person or return to the General Secretary a duly signed form sent to them for that purpose with their vote. The motion is allowed if Absolute majority of 75% of the Executive body members of the Association carry the motion.
- (vi) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (vii) Upon the dissolution of the Association, the EC shall after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association to the association/s organized and operated exclusively for charitable, educational, religious, or scientific purposes and incorporated under the Act.
- (viii) The Special Resolution for determination of which such association/s receive these assets shall be passed by an absolute majority of 75% of the Executive Body members voting in person or signed form or return to the General Secretary a duly signed form sent to them for that purpose with their vote.

1. Previous Version of the Constitution
2. Membership form
3. Current and previous Seals under the Association
4. Election - Nomination form
5. Act - Association Incorporation Act 1985 (SA)

Seal of Telugu Association of South Australia



Seal of Telugu School (Mana Telugu badi)

