



## CONSTITUTION

The name of the incorporated association is TELUGU ASSOCIATION INCORPORATED (Reg. No. Y16109-38; ABN 56 303 933 034) **also known as Sydney Telugu Association (STA) with an operating website [www.sydneytelugu.org](http://www.sydneytelugu.org)**

In this Constitution it is called the Association

It shall have its own emblem.

It shall be a non-profit and non-political association.

The address of the Association is:

The Public Officer, Telugu Association Inc.  
15 College street, Gladesville, NSW-2111



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## Version History

Main Section	Sub Section	Description	Date of Approval by AGM
PART I: PRELIMINARY	2. INTERPRETATION	<ul style="list-style-type: none"><li>Bullet points c, h and i have been added</li></ul>	16/11/2014 AGM
PART II : MEMBERSHIP	3. OBJECTS	<ul style="list-style-type: none"><li>This sub section has been added</li></ul>	16/11/2014 AGM
	4. MEMBERSHIP TYPES AND QUALIFICATIONS	<ul style="list-style-type: none"><li>(2).i. has been added</li><li>b, c, d, e have been added</li></ul>	16/11/2014 AGM
	5. NOMINATION FOR LIFE OR ANNUAL MEMBERSHIP	<ul style="list-style-type: none"><li>LIFE OR ANNUAL has been added to the heading</li><li>Point 3 has been added</li></ul>	16/11/2014 AGM
	6. CESSATION OF MEMBERSHIP	<ul style="list-style-type: none"><li>Point d has been added</li></ul>	16/11/2014 AGM
	9. REGISTER OF MEMBERS	<ul style="list-style-type: none"><li>Points 2, 3, 4, 5, 6 have been added</li></ul>	16/11/2014 AGM
PART III: THE COMMITTEE	10. FEES AND SUBSCRIPTIONS	<ul style="list-style-type: none"><li>This sub section has been added</li></ul>	16/11/2014 AGM
	15. CONSTITUTION AND MEMBERSHIP	<ul style="list-style-type: none"><li>Point 2 b - The wording 'three members' has been updated to 'three executive member'</li></ul>	16/11/2014 AGM
PART IV: GENERAL MEETINGS	24. ANNUAL GENERAL MEETINGS - HOLDING OF	<ul style="list-style-type: none"><li>Point 3- the wording ' the Director-General under section 37(2) of the Act.' has been added</li></ul>	16/11/2014 AGM
	32. SPECIAL RESOLUTION	<ul style="list-style-type: none"><li>Point 1 b – has been added</li></ul>	16/11/2014 AGM
	33. VOTING AT MEMBERS MEETINGS	<ul style="list-style-type: none"><li>New header has been created and 1 and 4 points have been added</li></ul>	16/11/2014 AGM
PART V: MISCELLANEOUS	37. FUNDS - MANAGEMENT	<ul style="list-style-type: none"><li>Point no 3 has been added</li></ul>	16/11/2014 AGM
	38. ALTERATION OF OBJECTS AND CONSTITUTION	<ul style="list-style-type: none"><li>Point no 2 - the word 'Director-General' has been added</li></ul>	16/11/2014 AGM
	43. SURPLUS PROPERTY	<ul style="list-style-type: none"><li>This section has been added</li></ul>	16/11/2014 AGM
Adoption of the Model Constitution version August 2016	Changes to the Model Constitution clauses adopted and approved are shown below)	Clauses 2, 8, 13, 14, 29, 29, 34, 37 and 40 in the NSW Fair Trading Model constitution are modified	24/09/2017 AGM



## TELUGU ASSOCIATION INCORPORATED

Also known as Sydney Telugu Association (STA)

ABN 56 303 933 034

PO Box, Parramatta, NSW-2124

<http://www.sydneytelugu.org>

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# Constitution

## ASSOCIATION

The name of the incorporated association is TELUGU ASSOCIATION INCORPORATED, also known as Sydney Telugu Association (STA)

In this constitution it is called the Association

It shall have its own emblem. It shall be a **non-profit and non-political** association.

The objects of the Association shall be:

- To promote social and cultural welfare of Telugu speaking people
- To co-ordinate support and/or assistance for Telugu community
- To promote, conserve and advance Telugu culture

The above objects will be achieved by conducting various activities including the operation/running of

- Web site, Radio (Telugu Vani), Telugu language school (Telugu Badi), library, newsletter (Vahini), Vanitha Mandali, Telugu Seniors, Youth wing and other digital and print media and other initiatives.
- Communicating with members and other like-minded organizations using these media and forums,
- Become a member of, and co-operate or collaborate with, any other organization or association, whether incorporated or not, whose objectives are similar to those of the Association,
- Providing direction and information to newly arrived Telugu people and/or immigrants
- Liaising with, and maintaining links with, Telugu speaking people or organizations in order to keep members informed of the developments in India or in any other country,
- Liaising with federal, state and/or local government bodies and other government entities and supplying information concerning Telugu culture and language, and representing Telugu community in NSW and communicating relevant government notifications, programs and initiatives to the Association members.
- Entering into suitable arrangements with Government or its Authorities to achieve the objectives of the Association and others.



## Part 1: PRELIMINARY

### 1. Definitions

(1) In this Constitution:

**Ordinary member** means a member of the committee who is not an office bearer of the Association

The **Secretary** means:

(a) The person holding office under this constitution as Secretary of the Association, or

(b) If no person holds that office – the Public Officer of the Association.

**Special general meeting** means a general meeting of the Association other than an annual general meeting.

**The Act** means the *Associations Incorporation Act 2009*.

**The Regulation** means the *Associations Incorporation Regulation 2016*.

**Committee** means the Executive Committee (EC) for Management of the Association.

**Executive Member** means a member of the Committee who is an office-bearer of the Association, also referred to as Committee Member.

**Member** means a member of the Association who paid all moneys due to the Association including current financial year membership.

**Public Officer** means the person appointed by the Committee and holding office of the same under this constitution.

**Returning Officer** means the person appointed by the Committee for conducting the election process and holding office of the same under this constitution.

(2) In this Constitution

(a) A reference to a function includes a reference to a power, authority and duty, and

(b) A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.



## **Part 2: MEMBERSHIP**

### **2. Membership generally**

- (1) A person is eligible to be a member of the Association if:
  - (a) the person is a natural person,
  - (b) the person has applied and been approved for membership of the Association in accordance with clause 3.
  - (c) who is over the age of 18,
  - (d) a citizen or a permanent resident of Australia or a person with student Visa or Work Visa or dependent Visa,
  - (e) has been nominated for membership of the Association as provided under Section 3, and
  - (f) has been approved for membership of the Association by the Committee of the Association as provided under Section 3.
- (2) A person is taken to be a member of the Association if:
  - (a) the person is a natural person, and
  - (b) the person was:
    - i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
    - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
    - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the Association if the person was one of the individuals on whose behalf an application for registration of the Association under section 6 (1) (a) of the Act was made.
- (4) A person is qualified to be a member of the Association if, but only if the person has not ceased to be a member of the Association at any time after incorporation of the Association under the Act due to expulsion or non-payment of membership fee.



- (5) Types of Membership:
- (a) **Life Member** is a member who is admitted as a “Life Member” and who has paid the prescribed life membership fees and must be a citizen or permanent resident of Australia and not ceased to be a member as defined under section 4 (cessation of membership).
  - (b) **Annual Member** is a member who is admitted as an “Annual Member” and who has paid annual membership fees and must be a citizen or permanent resident of Australia and not ceased to be a member as defined under section 4 (cessation of membership).
  - (c) **Associate Member** is a member who is admitted as an “Associate Member” and who has paid annual membership fees and must be a migrant living in Australia with student VISA or Work VISA or dependent VISA or Temporary VISA.
- (6) Rights of members and obligations
- (a) Only current life members are eligible to vote on all matters arising at Annual General Meeting and Special General Meetings of the Association.
  - (b) Only current life members are eligible to receive and view Association’s financial documents
  - (c) Only current life members and annual members are eligible to take voluntary positions in various sub-committees of the Association.
  - (d) Associate members do not have the right to participate in the Committee/Sub-committees or Annual General meeting or access Association’s financial documents.
  - (e) Associate members can take part in Association’s activities as volunteers.
  - (f) All members (life, annual and associate members) are responsible to keep their address and email contact details up to date in the Association membership records.

### 3. Application of membership

- (1) A nomination of a person for membership of the Association:
  - (a) Must be made by a member of the Association in writing in the form set out in Appendix 1 to this constitution, and
  - (b) Must be lodged with the Secretary of the Association.
- (2) As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.





- (3) As soon as practicable after the committee makes that determination, the Secretary must:
  - (a) Notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) If the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The Secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

#### **4. Cessation of membership**

A person ceases to be a member of the Association if the person:

- (a) Dies, or
- (b) Resigns membership, or
- (c) Is expelled from the Association, or
- (d) Fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due.

#### **5. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) Is not capable of being transferred or transmitted to another person, and
- (b) Terminates on cessation of the person's membership.

#### **6. Resignation of membership**

- (1) A member of the Association may resign from membership of the Association by first giving to the Secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.



## **7. Register of members**

- (1) The Secretary of the Association must establish and maintain a register of members of the Association specifying the name and postal or residential address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) At the main premises of the Association, or
  - (b) If the Association has no premises, at the Association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (4) A member of the Association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) The purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
  - (b) Any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the register of members is kept in electronic form:
  - (a) It must be convertible into hard copy, and
  - (b) The requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

## **8. Fees and subscriptions**

- (1) A member of the Association must, on admission to membership, pay to the Association the following fees: Life members = \$200, Annual members = \$30 per annum and Associate Members = \$10 per annum or if some other amounts are determined by the Committee, that other amount:
  - (a) Before 1 July in each calendar year or
  - (b) If the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year



## 9. Members' liabilities

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by clause 8.

## 10. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the Association, or a dispute between a member or members and the Association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

## 11. Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the Association:
  - (a) Has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) Has wilfully acted in a manner prejudicial to the interests of the Association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) Must cause notice of the complaint to be served on the member concerned, and
  - (b) Must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) Must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.



- (5) If the committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
  - (a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) If within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under clause 12,whichever is the later.

## **12. Right of appeal of disciplined member**

- (1) A member may appeal to the Association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the Secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
- (4) At a general meeting of the Association convened under subclause (3):
  - (a) No business other than the question of the appeal is to be transacted, and
  - (b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the Association.



## Part 3 – THE COMMITTEE

### 13. Powers of the committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the Association in general meeting, the committee:

- (a) Is to control and manage the affairs of the Association, and
- (b) May exercise all such functions as may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Association, and
- (c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.
- (d) Has power to appoint a member of the Association as Public Officer and the member so appointed shall hold office, subject to this constitution, to liaise with the members of the Association and with any external agencies in that capacity;
- (e) Shall inform the affairs and activities of the Association to its members through its newsletter; and
- (f) Shall organise at least two community functions in a financial year preferably around 'Deepavali' (October/November) and 'Ugadi' (March/April) festivals.

### 14. Composition and membership of committee

- (1) The committee is to consist of:
  - (a) The office-bearers of the Association, and
  - (b) At least 3 executive committee members, each of whom is to be elected at the annual general meeting of the Association under clause 15.

*Note: Section 28 of the Act contains further requirements concerning eligibility for membership and composition of the committee.*

- (2) The total number of committee members is to be 7.
- (3) The office-bearers of the Association are as follows:
  - (a) The President,
  - (b) The Vice-president,
  - (c) The Treasurer,
  - (d) The Secretary.
- (4) A committee member may hold up to 2 offices (other than both the President and Vice-president offices).
- (5) An office-bearer of the Association who held the same office for two consecutive terms is not eligible for re-election for the same office for at least one term.



- (6) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (7) To be eligible for the nomination of an office bearer in the Committee, one must have served in the Committee or one of the sub-committees for at least one term.

## 15. Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members:
  - (a) Must be made in writing, signed by 2 life members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) Must be delivered to the Returning Officer at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and executive committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner that the **Returning officer** directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an executive committee member of the Association must be a **life member** of the Association.

## 16. Secretary

- (1) The Secretary of the Association must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (2) It is the duty of the Secretary to keep minutes of:
  - (a) All appointments of office-bearers and members of the committee, and
  - (b) The names of members of the committee present at a committee meeting or a general meeting, and
  - (c) All proceedings at committee meetings and general meetings.



- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

## **17. Treasurer**

It is the duty of the Treasurer of the Association to ensure:

- (a) That all money due to the Association is collected and received and that all payments authorised by the Association are made, and
- (b) That correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

## **18. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
  - (a) Dies, or
  - (b) Ceases to be a member of the Association, or
  - (c) Becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) Resigns office by notice in writing given to the Secretary, or
  - (e) Is removed from office under clause 19, or
  - (f) Becomes a mentally incapacitated person, or
  - (g) Is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - (h) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) Is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.



## 19. Removal of committee members

- (1) The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## 20. Committee meetings and quorum

- (1) The committee must meet at least **4 times** in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the President or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) The President or, in the President's absence, the Vice-president is to preside, or
  - (b) If the President and the Vice-president are absent or unwilling to act, such one of the remaining members of the committee chosen by the members present at the meeting is to preside.





## **21. Appointment of Association members as committee members to constitute quorum**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of life members of the Association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) The clause does not apply to the filling of the casual vacancy to which clause 18 applies.

## **22. Use of technology at committee meetings**

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **23. Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) This power of delegation, and
  - (b) A function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.



- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## **24. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the executive committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 20 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the executive committee or sub-committee.



## Part 4 – GENERAL MEETINGS

### 25. Annual general meetings - holding of

- (1) The Association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The Association must hold its annual general meetings:
  - (a) Within 6 months after the close of the Association's financial year, or
  - (b) Within any later time that may be allowed or prescribed under section 37 2 (b) of the Act.

### 26. Annual general meetings - calling of and business at

- (1) The annual general meeting of the Association is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) To receive from the committee reports on the activities of the Association during the last preceding financial year,
  - (c) To elect office-bearers of the Association and ordinary committee members,
  - (d) To receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

### 27. Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting:
  - (a) Must be in writing,
  - (b) Must state the purpose or purposes of the meeting, and
  - (c) Must be signed by the members making the requisition, and



- (d) Must be lodged with the Secretary, and
  - (e) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
- (a) A requisition may be in electronic form, and
  - (b) A signature may be transmitted, and a requisition may be lodged, by electronic means.

## **28. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- Note: A special resolution must be passed in accordance with the Section 39 of the Act.*
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 24 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **29. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.



- (2) Twenty members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) If convened on the requisition of members, is to be dissolved, and
  - (b) In any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

### **30. Presiding member**

- (1) The President or, in the President's absence, the Vice-president, is to preside as chairperson at each general meeting of the Association.
- (2) If the President and the Vice-president are absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.

### **31. Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **32. Making of decisions**

- (1) A question arising at a general meeting of the Association is to be determined by either:



- (a) A show of hands, or if the meeting is one which clause 37 applies, any appropriate corresponding method that the committee may determine, or
  - (b) If on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **33. Special resolutions**

A special resolution may only be passed by the Association in accordance with section 39 of the Act

*Note: Clause 39 of the Associations Incorporation Act 2009 is enclosed as an appendix.*

### **34. Voting**

- (1) On any question arising at a general meeting of the Association a member has one vote only. Only current life members are eligible to vote on all matters arising at Annual General Meeting and Special Meetings of the Association.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid.
- (4) A member is not entitled to vote at any general meeting of the Association if the member is under 18 years of age.
- (5) The committee, by instrument in writing, appoint a returning officer for conducting the election process as explained below.
  - (a) The decision of the Returning officer is deemed to be final with regard to the election process.
  - (b) Nomination forms for positions in the committee should be sent to the returning officer as specified in the notice sent to the members.
  - (c) The latest copy of the financial members of the Association is to be sent to the Returning officer at least 48 hours before the close of nominations.
  - (d) Photo copies or fax copies of nomination forms are not acceptable.



**35. Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

**36. Postal or electronic ballots**

- (1) The Association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

**37. Use of technology at general meetings**

Use of technology at general meetings is not permitted. Members must be physically present to participate in and vote in the general meetings.



## Part 5 – MISCELLANEOUS

### 38. Insurance

The Association may effect and maintain necessary insurance:

- (1) The Association shall effect and maintain appropriate level of insurance against public liability commensurate with the risks posed by the activities of the Association.
- (2) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

### 39. Funds - source

- (1) The funds of the Association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### 40. Funds - management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two authorised signatories.
- (3) Term/Fixed deposit/Investment fund management by Finance Advisory Committee ("FAC")
  - (a) FAC shall be responsible for investing the funds (inclusive of life membership funds and operating surpluses over the years) in appropriate investment/growth funds and shall ensure such investments are made in high grade investments for the long term as defined by such reputed ratings agencies such as Moody's AAA, Standard Poor's, etc.
  - (b) FAC shall advise the Committee from time to time on the status of the funds.





- (c) FAC shall invest funds in appropriate accounts designated in the name of the Telugu Association Inc.
- (d) Members of the FAC shall have a term of three years - starting from the date of Annual General Meeting at which they are appointed to the Annual General meeting falling due after three years.
- (e) Members of the FAC are life members of the Association. Prior to the expiry of the term of the FAC, the incoming members (other than the ex-officio member) will be nominated by a consensus vote of the current Executive Committee. Eligibility for nomination is based on criteria such as long term association with the Association, services as an EC member and any other relevant skills/experience. The nomination shall be submitted for approval of the members at the following Annual General meeting.
- (f) FAC shall have the current President of the Association as ex officio member) and three other life members selected as specified in clause 3(e).
- (g) At the end of each financial year, prior to the Annual General Meeting, the outgoing Committee shall transfer any money in excess of A\$10,000 from the Operational Funds Account to the Long Term Funds Account.
- (h) In case if the cash in the Operational Funds Account falls below A\$10,000, Committee may request the FAC to top up the Operational Funds Account to make up the balance to A\$10,000 at the beginning of the financial year for the new Committee.
- (i) FAC shall submit by the 15 of July of each financial year, a financial statement of the funds along with original bank documents to the Committee for audit purposes.
- (j) All withdrawals and/or renewals require the signatures of the current President of the Telugu Association Inc and any two other members of the FAC.
- (k) Should there be a vacancy arising in the FAC, the other members of the FAC shall continue till the next Annual General meeting where new member(s) shall be appointed in place of outgoing members.

#### **41. Association is non-profit**

Subject to the Act and the Regulation, the Association must apply its funds and assets solely in pursuance of the objects of the Association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

*Note: Section 5 of the Act defines pecuniary gain for the purpose of this clause.*



#### **42. Distribution of property on winding up of the Association**

- (1) Subject to the Act and the Regulations, in a winding up of the Association, any surplus property of the Association is to be transferred to another organization with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an Association is a reference to that property of the Association remaining after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of the winding up of the Association.

***Note.** Section 65 of the Act provides for distribution of surplus property on the winding up of an Association.*

#### **43. Change of name, objects and constitution**

An application for registration of a change in the Association's name, objects or constitution in accordance with section 10 of the Act is to be made by the Public Officer or a committee member.

#### **44. Custody of books etc.**

Except as otherwise provided by this constitution, all records, books and other documents relating to the Association must be kept in New South Wales:

- (a) At the main premises of the Association, in the custody of the Public Officer or a member of the Association (as the committee determines), or
- (b) If the Association has no premises, at the Association's official address, in the custody of the Public Officer.

#### **45. Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:
  - (a) Records, books and other financial documents of the Association,
  - (b) This constitution,
  - (c) Minutes of all committee meetings and general meetings of the Association.
- (2) A member of the Association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the Association to inspect or obtain a copy of 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.



## **46. Service of notices**

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
  - (a) By delivering it to the person personally, or
  - (b) By sending it by pre-paid post to the address of the person, or
  - (c) By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
  
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## **47. Financial year**

The financial year of the Association is:

- (a) The period of time commencing on the date of incorporation of the Association and ending on the following 30 June, and
- (b) Each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 July and ending on the following 30 June.

*Notes:*

1. *Schedule 1 of the Act provides that an association's constitution is to address the association's financial year.*
2. *Clause 19 of the Regulation contains a substitute clause 47 for certain associations incorporated under the Associations Incorporation Act 1984.*



Appendix 1 Application for membership of association (Clause 3 (1))



**Telugu Association Inc., Sydney**

ABN 56 303 933 034. PO Box, Parramatta, NSW-2124  
www.sydneytelugu.org

Incorporated (incorporated under the *Associations Incorporation Act 2009*)

I, .....

[full name of applicant]

of .....

[address]

.....

[occupation]

hereby apply to become a member of the abovenamed incorporated association. In the event of my admission as a member, I agree to be bound by the constitution of the association in force.

.....  
*Signature of applicant* *Date*

I, .....

[full name]

A life member of the association, nominate the applicant for membership of the association.

.....  
*Signature of proposer* *Date*

I, .....

[full name]

A life member of the association, second the nomination of the applicant for membership of the association.

.....  
*Signature of seconder* *Date*



Appendix 2 Nomination form for the position of Committee member of the Association



**Telugu Association Inc., Sydney**

ABN 56 303 933 034. PO Box, Parramatta, NSW-2124  
www.sydneytelugu.org

I, .....  
(Surname / Family Name) (Given Names)

of .....  
(postal address) (post code)

being a financial life member of Telugu Association Inc. do hereby nominate

.....  
(Surname / Family Name) (Given names)

of .....  
(Postal address) (post code)

for the position of .....

Date:..... Signature .....

I, .....  
(Surname / Family Name) (Given Names)

of .....  
(Postal address) (post code)

being a financial life member of Telugu Association Inc. do hereby second the above nomination.

Date ..... Signature .....

I, .....  
(Surname / Family Name) (Given Names)

of .....  
(Postal address) (post code)

being a financial life member of Telugu Association Inc. do hereby accept the above nomination.

Date ..... Signature .....

Please mark "Telugu Association Inc. Elections" on the envelope and send it, preferably by certified mail  
to The Returning Officer

.....  
(Postal address) (post code)

Not later than .....

Appendix - 3: Change Log - adoption of modified Model constitution in the AGM on 24 Sept 2017



# Telugu Association Inc., NSW

Reg. No. Y16109-38, ABN 56 303 933 934

Adoption of Model Constitution (NSW Fair Trading, Aug 2016) and Changes approved in the Annual General Meeting (AGM) on 24 Sept 2017	
Clauses in the Model Constution	Changes (modification and/or addition of clauses)
Clause 2 Membership generally	Addition of Clause 2(1) c, d, e & f on the eligibility of members and Clauses (2(4), 2(5) and 2(6) on the types of membership and rights and obligations of members
Clause 8 Fees and subscriptions	Modified Clause 8(1) detailing membership fees
Clause 13 Powers of the committee	Addition of Clauses 13 d, 13 e and 13 f with regard to the appointment of public officer, communication to members through its newsletter and at least two common functions (Ugadi and
Clause 14 Composition and membership committee	Moification of Clause 14(5), and addition of Clauses 14 (6) and 14(7)
Clause 20 Committee meetings and quorum	Modification of Clause 20(1) to indicate a minimum of 4 EC meetings per year
Clause 29 Quorum for general meetings	Modification of Clause 29(2) to reflect a quorum of 20 members at a general meeting
Clause 34 Voting	Addition of Clause 34(5) about the apointment of returning officer and the election process
Clause 37 Use of technology at general meetings	Modification of Clause 37 to reflect the resolution passed in the AGM that requires physical presence of members to participate and vote in any future AGMs
Clause 40 Funds management	Modification of Clause 40 (2) to specificity 'authroised signatories' for signing cheques/drafts/bills etc on behalf of STA; and addition of Clause 37(3) that details the fund management responsibilities and process by the Finance Advisory Committee.
Constitution Review Committee	Dr Ravi Seethamraju (Chair), Sri Mallik Rachakonda, Sri Saradhi Motamarri & Sri Madhu Vennelaganti

## Associations Incorporation Act 2009 No 7

Current version for 7 July 2017 to date (accessed 29 July 2017 at 15:13)

[Part 4](#) > [Division 3](#) > [Section 39](#)

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### 39 Voting on special resolutions

- (1) A resolution is passed by an association as a *special resolution*:
  - (a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or
  - (b) in a postal or electronic ballot conducted by the association, or
  - (c) in such other manner as the Secretary may direct,if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.
- (2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.
- (3) A postal or electronic ballot referred to in subsection (1) (b) may only be conducted in relation to resolutions of a kind that the association's constitution permits to be voted on by means of a postal or electronic ballot and, if conducted, must be conducted in accordance with the regulations.
- (4) A direction under subsection (1) (c) may not be given unless the Secretary is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subsection (1) (a) or (b).