



కౌన్సిల్ ఆఫ్ కెయస్ సంఘం
Telugu Association of Canberra

Constitution

Our Vision:

To be the peak body to represent all Telugu community people in the Australian Capital Territory to promote culture, values, sports, foster networks, maintain community harmony and support transition into the wider Australian multiculturalism.

Our Mission:

To identify and address social, cultural & educational needs of the ACT Telugu community.

Our Objectives:

- To promote Telugu culture such as values, literature, language, sport, music, dance and drama amongst the Telugu community and other communities in Canberra and elsewhere.
- To develop and maintain collaborations with Government Departments and cultural organisations in ACT.
- To act as channel of communication within the community & other Telugu community organisations across the nation.
- To maintain close collaboration with other social and cultural organisations.
- To organise social and cultural events to promote community harmony.
- To provide assistance to new migrants, students and visitors.
- To provide community welfare services (voluntary or otherwise)
- To provide inter-organisational information service.
- To promote goodwill at large.



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1. The Association:

The name of the incorporated association is 'Telugu Association of Canberra' (hereinafter called "the Association").

- It shall have its own emblem.
- It shall be a non-profit and non-political association.
- The address of the Association shall be care of the Secretary of the Committee unless agreed by the executive committee.

2. Interpretation:

i. In the constitution, unless the contrary intention appears:

- a. "Executive Committee" means the Committee of management of the Association.
- b. "Financial year" means the year ending on 30th June.
- c. "General Meeting" means a general meeting of members.
- d. "The Act" means Associations Incorporation Act 1991.
- e. "The Regulation" means regulations under the Act.
- f. "Member" means a member of the Association.
- g. "Financial Member" means a member who paid all the money due to the Association, including membership for the current financial year.

ii. Words or expressions contained in these rules shall be interpreted with the provision of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

3. Membership

- i. Residents of Canberra from Telugu cultural/linguistic background in any shape or form is eligible to be a member of the Association, on payment of the life or annual subscription payable under these rules. Members of the Association have voting rights and to be nominated for the executive committee in the general meetings of the Association.
- ii. A member of the Association who has no financial or legal outstanding with the Association may resign from the Association unconditionally.



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4. Annual General Meeting:

- i. The Association shall in each calendar year convene an annual general meeting of its members.
- ii. The annual general meeting shall be held on such day as the Committee determines.
- iii. The annual general meeting shall be specified as such in the notice convening it.
- iv. The ordinary business of the annual general meeting shall be:
 - a. to provide comprehensive report on activities undertaken during the term
 - b. to provide necessary evidence of resolutions, initiatives and other business
 - c. to provide income and expenditure of the association during the financial year including assets and liabilities
 - d. to elect officers of the Association and the executive committee.
- v. The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- vi. The members should hold current membership to submit nomination and elect the executive committee.

5. Notice of meeting:

- i. The Secretary of the Association shall, at least 21 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- ii. A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

6. Proceedings at the Meetings:

- i. 15 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of that business of a general meeting.
- ii. The President or in his/her absence, the Vice-President, shall preside as a Chairperson at each general meeting of the Association.



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- iii. If the President or the Vice-president are absent from a general meeting, the members present shall elect one of their member to preside as Chairperson at the meeting.
- iv. Voting at all general meetings shall be show of hands except for the election of the committee where a ballot becomes necessary if two or more nominations have been received for one vacancy of office bearer
- v. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- vi. A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

7. Executive Committee:

- i. The affairs of the Association shall be managed by a Committee of Management constituted as per the constitution
- ii. The Executive Committee:
 - a. Shall control and manage the business and affairs of the Association.
 - b. may, subject to these rules, the regulations and the Act, exercises all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
 - c. subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- iii. The Executive member should have a current membership in the association.

8. Structure of the Management

- i. The structure of the committee will be two-tier as:
 - a. An Executive Committee and
 - b. Advisory Committee
- ii. **Executive Committee** - will be the active committee that represents the association officially and runs the community activities for the entire term
 - a. The committee will have a minimum of 4 members and a maximum of 13 members.
 - b. 4 positions are reserved for women
 - c. Remaining 9 positions could be filled-in by any other members as available



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- iii. **Advisory Committee** - This committee will be formed by the working committee with minimum of three members. Advisory committee will only act in the advisory role and will not be active unless otherwise requested by the executive committee for any of the below reasons
 - a. To escalate unresolved problems within the committee and seek further advise
 - b. To mediate for wider disputes between association and general members
 - c. Terms of Reference in Annexure
- iv. The officers of the Association shall be:
 - a. a President;
 - b. a Vice-President;
 - c. a Secretary;
 - d. a Treasurer;
 - e. Executive members

9. Committee Operations

- i. Each officer of the Association shall hold office until the next annual general meeting and after the date of his/ her election but is eligible for re-election
- ii. Re-elected officers shall not hold office more than two consecutive years in the same officer position.
- iii. In the event of a casual vacancy in any office the Executive Committee may appoint one of its Executive Committee members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his/her appointment.
- iv. No Officer of the Committee shall accept an office with remuneration within the Association.

Amendment i:

Immediately within the first 1 month after accepting a role in the Executive Committee, the Executive Committee member should pay and become a life member, if not already a life member. Only exception is for students who are non-citizens and non-PR holders.

Amendment ii:

Under no circumstances, an Executive Committee member be part of more than one Language specific associations under FINACT umbrella in any of the positions specified in 8. iv above. Exception can be made if substantial proof is shown that a full commitment to the Association is provided and is agreed by executive committee members.



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10. Election of Officers and Vacancy:

- i. Nominations of candidates for election as officers of the Association or as committee members of the Committee shall be open for all members of the community.
- ii. A returning officer shall be appointed by the retiring Committee to conduct a ballot. Such Returning Officer shall not be a member of the retiring Committee.
- iii. If one nomination is received per position, the persons nominated shall be deemed to be elected.
- iv. If the number of nominations exceeds one, for any position to be filled, a ballot shall be held.
- v. The ballot for the election of officers and committee members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- vi. The office of an officer of the Association or of an executive member of the Committee becomes vacant if the officer or member-
 - a. ceases to be a member of the Association.
 - b. resigns his/her office in writing given to the Secretary,
 - c. Fails to attend Committee meetings on three consecutive occasions without apologies.
- vii. More than three executive members on the committee is vacant, the current committee need to seek expression of interest from general community. When no response to the expression of interest, the current committee has right to nominate members from the community.

11. Proceedings of Committee:

- i. The Committee shall meet as deemed necessary in each year at such place and such times as the Committee may determine.
- ii. Special meetings of the Committee may be convened by the president or any 4 of the members of the Committee.
- iii. Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business should be transacted at such a meeting.
- iv. Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- v. No business shall be transacted unless a quorum is present and the meeting shall stand adjourned.
- vi. At meetings of the Committee:
 - a. the President or in his/her absence the Vice-President shall preside; or
 - b. if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.



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- vii. Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of equality of votes on any question the person presiding may exercise a second or casting vote.
- viii. Any cheque issued by the Office bearers of the Association for more than \$1000 must be presented to the Committee meeting and approved by 75% of the Committee members present and minuted for the Committee records.

12. Treasurer

- i. The Treasurer of the Association:
 - a. shall collect and receive all moneys due to the Association and make all payments by the Association; and
 - b. shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
 - c. The accounts and books referred shall be available for inspection by members.
 - d. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee one of them shall be the Treasurer or Secretary of the Association.

13. Dispute Resolution

- i. Disputes and mediation (grievance procedure set out in this rule applies to disputes under these rules) between
 - a. A member and another member in the committee or
 - b. A member and the association
 - c. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve in the presence of the rest of the committee
 - d. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of an advisory committee or an independent mediation panel (three members at the least).
- ii. The mediator must be –
 - a. A person chosen by agreement between the parties or In the absence of agreement, a mediation panel appointed by the committee of the association.
 - b. A member of the Association can be a mediator.
 - c. The mediator cannot be a member who is a party to the dispute.
- iii. The parties to the dispute must, in good faith attempt to settle the dispute by mediation



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- iv. The mediator, in conducting the mediation, must---
 - a. Give the parties to the mediation process every opportunity to be heard; and
 - b. Allow due consideration by all parties of any written statement submitted by any party; and
 - c. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- v. The mediator must not determine the dispute.
- vi. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the disputes in accordance with the Act or otherwise at law.

14. Other Business:

- i. Custody of Records: The Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association. The books and documents shall be available for inspection by members at the address of the Secretary.
- ii. Funds: The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.
- iii. Mid-term financial report: The Treasurer should publish a mid-term financial report of the Association finances, no later than six months in to the term of the Committee.
- iv. Spokes-person of the Association:
 - a. The President of the Association shall be the sole Spokes-person for the Association. The Association shall not be held responsible for legal actions taken out on an individual member for comments or actions not authorised by the Committee of Management.
 - b. The Association shall not be responsible for any comments, interviews and or reports delivered by any member, except the spokes-person, to other associations, media or Government bodies.
- v. If the Management Committee has already expressed an opinion or a position on a particular issue, the Spokesperson is obliged to reflect that position in statements made to the outside organisations or media or Government bodies.



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BY-LAWS OF TELUGU ASSOCIATION OF CANBERRA

Section 1: Memberships

- (1) Annual membership is effective from the date of becoming a member till the next Annual General Meeting.
- (2) A member can cease his membership at any time unconditionally
- (3) Any membership amount paid is non-refundable

Section 2: Duties of Office Bearers

(1) Group Responsibilities

The overall role of the committee is to manage the association in accordance with the objectives of the association as stated in this constitution. In undertaking a role, the committee must fulfil a number of legal responsibilities as:

- the association complies with its obligations under the Act
- the association complies with its rules and any funding agreements or other contracts
- the association complies with its legal responsibilities to members, volunteers and any clients or customers who may use the association's services
- the association can pay all its expenses from the income derived and shall not borrow any monies from any source whatsoever to fund its activities
- the executive committee shall meet periodically, but not less than 8 times a year
- sufficient public liability insurance cover is obtained
- the conditions of any funding agreement are followed
- the proper accounting procedure is followed with all the income and expenditure
- receipts are kept and presented to members at the Annual General Meeting
- two authorised signatories sign off on any association cheque and that another committee member completes cheque account reconciliations
- act in good faith and in the best interests of the association
- not make improper use of information or their position for personal profit
- avoid any conflicts of interest
- exercise powers in accordance with the rules of the association
- hold an AGM (Annual General Meeting) once in each calendar year and within five months of the association's most recently ended financial year



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(2) President

- The President has a responsibility to ensure the successful functioning of the Association, the attainment of its objectives, the responsibility to foster the fair participation of all members and consistent adherence to its constitution.
- Should ensure that new members are made to feel welcome.
- Presides at all meetings of the Association and the Executive Committee.
- Preserve order, rule on contentious matters of procedure and assist the progress of discussion by preventing irrelevant or repetitious discussion or offensive remarks
- Shall represent the Association at official functions and act as the Association's spokesperson when public statements or actions are appropriate
- As well as being the convenor of the Executive Committee, is ex officio a member of all the sub-committees.
- Shall have a second or casting vote, after exercising first deliberative vote in the case of equality of votes in all committee deliberations.
- Shall attend at least TWO incoming committee meetings to help successful transition

(3) Vice-President

- The Vice-President is required to take on any of the Presidential duties defined above when invited to do so by the President or when the President is, for reasons of illness or alternative commitments, unable to undertake those duties. If, for any reason, the President's office falls vacant, Vice-President should act as interim President until a new one is elected.

(4) Secretary

- The Secretary is the principal administrative officer of the Association and is responsible for carrying out the decisions of the meeting
- Shall prepare, in consultation with the President, all meeting agendas
- Shall maintain a register of financial members
- Shall attend every Association meeting and take notes of the discussions in order to produce a set of minutes for subsequent distribution to members. Minutes should indicate the time, date and location of the meeting, the members in attendance, and the apologies accepted and record every decision which was supported by majority vote
- Shall send welcome letter to every person who renews or takes up new membership of the Association
- Shall organise activities and events along with the President
- Shall receive and table all incoming correspondence and write and send all outgoing Correspondence
- Shall hand over of all records and minutes to the incoming Secretary on vacating the Position
- Shall be responsible for sending the AGM/SGM notices to the members



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(5) Treasurer

- The Treasurer is responsible for the sound financial management of the Association.
- Shall receive and deposit monies, maintain records and draw cheques
- monitor the income and expenditure of the association
- keep committee members informed of the financial position of the association on a regular basis
- Shall prepare and manage the budget
- represent the association on funding applications; and maintaining custody of all securities, books and documents of a financial nature
- shall prepare and publish mid-term financial statement
- shall prepare end of term financial statement, present all records and table for adoption at the Annual General Meeting.
- Shall hand over of all records to the incoming Treasurer at the Annual General Meeting

(6) Executive Committee members

- Executive committee members shall assist all other office bearers for fulfilling the committee duties

Amendments:

- Executive committee members shall attend all events organised by the Association
- Executive committee members shall not miss the team meetings as specified in 10.vi.c on Page 6 or else will automatically lose the position

(7) Public Officer

- The public officer must be at least 18 years of age and must reside in the Australian Capital Territory
- The public officer acts as the contact between the association and the Office of Regulatory Services (ORS)
- The public officer is the person the ORS will contact to notify the association of legislative requirements, including lodgement of annual returns
- The public officer should not be part of the Committee



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Section 3: General

(1) Decision Making

- Any major decision or resolution is to be passed by members of the committee by three-fourth majority
- It is mandatory to document such resolutions in the minutes/decisions and recommended to be distributed to the community through newsletters or emails

(2) Special resolution

- A special resolution must be passed at a general meeting of the association. At least twenty-one days' notice of the meeting must be given to the members of the association together with a notice of intention to propose the resolution as a special resolution. At the meeting the special resolution must be passed by at least three-quarters of association members who are entitled to vote.

(3) Outgoing Committee:

- Outgoing committee is responsible for proper hand-over of the association affairs including – legal documents, financials, membership details, access to website and other electronic mediums, assets, equipment, documentation supporting any major decisions made during their term
- President or nominated representative from outgoing committee to attend a minimum of 2 meetings with the new committee, to help smoother transition

(4) Incoming Committee:

- Incoming committee is responsible for representing community on all accounts from the date of hand-over or as agreed between the parties
- Incoming committee is expected to honour any decisions signed-off by previous committee
- In case of a need for reviewing previous decisions, the new committee is to engage the affected parties before amending or cancelling the promise made to the community

(5) Filling vacancies

- In case of a vacancy arising out of resignation of a member and the committee chose to fill the vacancy, it is required to seek open nominations from the community to fill that position – Refer to Rule 10

(6) Discipline

- It is required that the office bearers uphold the respect of this entity as it represents the whole of community, by behaving professionally and unbiasedly
- Association will not be responsible for any comments/remarks made by any member of the committee other than the spokesperson – Refer to Rule 14
- Association will not encourage any personal abuse by ordinary members or by committee members, in the association held events or forums and may choose to disqualify the individual/committee member from that forum/event.



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Annexure 1

TERMS OF REFERENCE Advisory Committee

Role:

The Advisory Committee (AC) has been established to provide advice on current and proposed activities of the Executive Committee. AC will provide feedback on any issues when the EC requests for it. AC members will help the executive committee to achieve their goals, provide guidance, establish networks and involve if any disputes arise.

The advisory committee can seek information from EC but cannot dictate terms.

Aim:

This AC program is aimed at:

1. Broadening the stakeholder base through engagement of various community groups;
2. Influencing various authorities and coordinate with multi-cultural departments, Indian organizations and Telugu associations across Australia;
3. Establish relationships with Indian, Andhra Pradesh and Telangana Government Authorities.
4. Resolve any issues arise between EC and the community. and,
5. Support a broad range of cultural activities including organising functions, promote Telugu radio and new initiatives.

Eligibility:

The advisory committee will be nominated by the executive committee for every two years. The advisory committee members should meet the following criteria.

1. A person should have registered membership in Telugu association of Canberra for at least five years and/or a life member for more than one year.
2. A person should have served the community with passion. That means the person should have served in the previous executive committees for at least one year.
3. AC should represents all sectors of the community vix; ladies, gents and different age groups.
4. EC can nominate one person without above criteria.
5. AC should consist of at least one person from the previous EC.

Frequency of Meetings:

The committee will meet every six months to review EC activities and progress. AC members will attend the Annual General Meeting (AGM) and facilitate if needed.

Reporting:

Minutes will be prepared by EC and circulated from the six monthly meetings. Furthermore, out of session communications to and from members will be circulated to all.

Members:

The EC will nominate the Advisory committee within one month of holding the office. One member is preferred to be from the previous EC.