



বাংলাদেশ অস্ট্রেলিয়া এসোসিয়েশন ক্যানবেরা

Bangladesh Australia Association Canberra Inc

Registration No. 1624

GPO Box 2152, Canberra ACT 2601

Constitution

**Bangladesh Australia
Association, Canberra Inc.**

ABN 30 613 536 355

Year 2012

Proposed by

Constitution Committee

Table of Contents

CONTENTS	PAGE
Article I. NAME AND LOCATION	4
Article II. AIMS AND OBJECTIVES	4
Article III. MEMBERSHIP	
1. Membership qualifications	5
2. Nomination for membership	5
3. Membership Entitlement not transferable	6
4. Cessation of membership	6
5. Resignation of membership	6
6. Fees, subscription etc	6
7. Members' liabilities	7
8. Disciplining of members	7
9. Rights of appeal of disciplined member	8
Article IV. EXECUTIVE COMMITTEE	
1. Powers of committee	8
2. Constitution and membership	8
3. Election of office-bearers, committee members and their responsibilities	9
4. President	10
5. Vice President	10
6. General Secretary	10
7. Joint Secretary	11
8. Treasurer	11
9. Cultural Secretary	11
10. Sports and recreation secretary	12
11. Committee Members	12
12. Vacancies & resignation of office-bearer and committee member	12
13. Removal of office-bearers and committee members	13
14. Committee meetings and quorum	13
15. Delegation by committee to subcommittee	14
16. Voting and decisions	14

Article V. GENERAL MEETINGS

1. Annual general meetings – holding of	14
2. Annual general meetings – calling of and business at	14
3. General meetings – calling of	15
4. Notice	16
5. General meetings – Procedures and Quorum	16
6. Presiding Member	17
7. Adjournment	17
8. Making of decisions	18
9. Voting	18
10. Appointment of proxies	19

Article VI. MISCELLANEOUS

1. Funds – Source	19
2. Funds Management	19
3. Amendments of Constitution	19
4. Dissolution	20
5. Membership, Financial and Committee Year	20
6. Auditors	20
7. Election Chairperson	20
8. Awards and Recognition Certificates	21
9. Common Seal	21
10. Custody of Books	21
11. Inspection of Books	21
12. Bangla Language & Cultural School	21
13. Bangla Radio	23
14. PA System	24
15. Public Officer	25

APPENDIX 1

Membership Application form	27
------------------------------------	-----------

APPENDIX 2

Election Nomination form	28
---------------------------------	-----------

APPENDIX 3

Appointment of proxy form	29
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Constitution

Article I. NAME AND LOCATION

The name of the Association shall be “Bangladesh Australia Association, Canberra Inc.” (hereinafter called the Association or by the acronym BAAC). The headquarters of the Association shall be in Canberra, ACT.

Article II. AIMS AND OBJECTIVES

Bangladesh Australia Association Canberra, Inc. is a not for profit, voluntary, nonpartisan, non-sectarian, non-political, and secular forum formed exclusively for cultural, educational and charitable purposes.

BAAC is dedicated to promoting the cultural and ethnic heritage of the Bangladeshi community in Canberra and surrounding region. Every year, it organizes several cultural programs, important national events, seminars, social gatherings and annual picnic to celebrate Bengali heritage and culture, and improve the communication among the members of the community. Members of BAAC participate in various local and national forums that serve the interests of Bangladeshi community. It also uses its resources and takes leading role to organise fundraising activities and or collect donations to help critical causes such as flood and natural disaster victims of Bangladesh as well as improving education and treatment facilities in Bangladesh.

The key objectives of BAAC are to:

1. Organise community activities of the Bangladeshis in ACT and surrounding region, and to assist in all possible ways the Bangladeshis in Australia, including residents and visitors.
2. Create good-will and fellow-feeling between Bangladeshi Australian and other Australian nationals and communities.
3. Project the culture of Bangladesh and Bangla language in the Australian society and to acquaint the people of Australia with socio-economic aspects in Bangladesh.
4. Promote and foster activities of national importance to Bangladesh.
5. Maintain effective contact and co-operation with other Associations and organisations with similar aims and objectives.
6. Carry out any other function the Association may deem appropriate from time to time.
7. Maintain BAAC as a non-profitable and non-political organisation.

Article III. MEMBERSHIP

1. Membership qualifications

- 1) A person is qualified to be a member if –
 - a) He/She (aged 18 or more years) is living in ACT and surrounding region who subscribes to the aims and objectives of the Association;
and
- 2) The person –
 - a) Has been nominated for membership in accordance with section 2 (1) (nomination for membership); and
 - b) Has been approved for membership of the Association by the executive committee of the Association.

2. Nomination for membership

- 1) A nomination of a person for membership of the Association –
 - a) Must be made by a financial member of the Association in writing in the form set out in appendix 1; and
 - b) Must be lodged with the General Secretary of the Association.
- 2) After receiving a nomination for membership the General Secretary must refer the nomination to the executive committee which must decide whether to approve or to reject the nomination.
- 3) If the committee decides to approve a nomination for membership, the General Secretary must notify the nominee of that approval and request the nominee to pay within 15 days after receipt of the notification the sum payable in accordance with section 6 (fees, subscription etc) by a member as the first year's annual subscription.
- 4) The General Secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in the subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member (also called financial member) of the Association.

3. Membership entitlements not transferable

- 1) A right, privilege or obligation that a person has because of being a member of the Association –
 - a) Can not be transferred to another person; and
 - b) Terminates on cessation of the person's membership.

4. Cessation of membership

- 1) A person ceases to be a member of the Association if the person –
 - a) Dies; or
 - b) Resigns from membership of the Association; or
 - c) Is expelled from the Association; or
 - d) Fails to renew membership of the Association.
- 2) If membership ceases because of failure to renew, as soon as member pays membership fee, his/her membership will be renewed automatically.

5. Resignation of membership

- 1) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by first giving notice of not less than 1 month, in writing to the General Secretary of the member's intention to resign and, at the end of the period of notice the member ceases to be a member.
- 2) If a person ceases to be a member, the General Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

6. Fees, subscription etc

- 1) The annual membership fee of the Association is \$20 (pensioner and student \$15) or, if any other amount has been determined by the resolution of the annual general meeting.
- 2) The annual membership fee is payable –
 - a) Except as provided by paragraph (b) – before 1 August in each calendar year; or

- b) If a person becomes a member on or after 1 August in any calendar year – before 1 August in each succeeding calendar year.

7. Members' liabilities

- 1) The liability of a member to contribute to 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 relation to membership of the association as required by section 6.

8. Disciplining of members

- 1) If the executive committee is of opinion that a member –
 - a) Has persistently refused or neglected to comply with a provision of these rules; or
 - b) Has persistently and wilfully acted in a manner prejudicial to the interest of the Association; the executive committee may, by resolution –
 - i. Expel the member from the Association; or
 - ii. Suspend the member from the rights and privileges of membership of the Association that the executive committee may decide for a specified period.
- 2) If the executive committee passes a resolution under the sub section (1), the General Secretary must, as soon as practicable, serve a written notice on the member –
 - a) Setting out the resolution of the executive committee and the grounds on which it is based; and
 - b) Stating that the member may address the executive committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - c) Stating the date, place and time of that meeting; and
 - d) Inform the member that the member may do either or both of the following:
 - i. Attend and speak at the meeting;
 - ii. Submit to the executive committee on or before the date of that meeting written representations relating to the resolution.

9. Rights of appeal of disciplined member

- 1) A member may appeal to the Association in general meeting against a resolution of the committee within 7 days after notice of the resolution is served on the member, by lodging with the General Secretary a notice to that effect.
- 2) On receipt of a notice under subsection (1), the General Secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the General Secretary received the notice or as soon as possible after that date.
- 3) The committee and the member must be given the opportunity to make representation in relation to the appeal orally or in writing, or both.
- 4) The members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

Article IV. EXECUTIVE COMMITTEE

1. Powers of committee

- 1) The Executive committee (hereinafter called the committee) subject to any resolution passed by the Association in general meeting –
 - a. Controls and manages the day to day affairs of the Association; and
 - b. May exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
 - c. Has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

2. Constitution and membership

- 1) The committee consists of –
 - a) The office-bearers of the Association; and
 - b) Two committee members; each of whom must be elected under the section 3 (election of office-bearers and committee members) or appointed in

accordance with subsection (4). One of the committee members if possible should be the immediate past president.

- 2) The office-bearers of the Association are –
 - a) President
 - b) Vice-president
 - c) General Secretary
 - d) Joint Secretary
 - e) Treasurer
 - f) Cultural Secretary
 - g) Sports and Recreation Secretary
- 3) Each office-bearer and member of the committee holds office, subjects to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

3. Election of office-bearers, committee members and their responsibilities

- 1) Nominations of candidates for election as office-bearers of the Association or as committee members –
 - a) Must be made in writing (in the form set out in appendix 2), signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - b) Must be given to the General Secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place, or
 - c) Must be given to the Election Chairperson at the annual general meeting
- 2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may 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 vacancies.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 5) If the number of nominations received exceeds to the number of vacancies to be filled, a ballot must be held.
- 6) The ballot for the election of the office-bearers and committee members must be conducted at the annual general meeting in the way the Election Chairperson may direct.
- 7) A person is not eligible to hold more than 1 position simultaneously on the committee.

4. President

The President shall preside at all regular and extraordinary executive and general meetings. The President may appoint sub Committees and Conveners in accordance with section 15 (delegation by committee to subcommittee) for the purpose of carrying out the Association's aims and purposes as outlined in the Constitution.

5. Vice President

The Vice-president shall perform the duties of the President in his/her absence and accept other duties as designated by the President.

6. General Secretary

- 1) The General Secretary must keep minutes of –
 - a) All elections and appointments of office-bearers and committee members; 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.
- 2) Be the custodian of all non-financial records and attend to correspondence.
- 3) He must present an annual report at the annual general meeting of his/her term.

- 4) Minutes of proceeding at the meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- 5) He/She must conduct all activities of the Association and look after the wellbeing of members. He/She must hand over all minutes and documents immediately or at a suitable time at the end of annual general meeting of his/her term to newly elected General Secretary.

7. Joint secretary

The Joint secretary shall assist the General secretary in executing his/her responsibilities, and shall carry out such functions as assigned by the General secretary.

8. Treasurer

The treasurer of the Association must –

- 1) Collect and receive all amounts owing to the Association and make all payments authorised by the Association; and
- 2) 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; and
- 3) Present financial statements at the General meeting and prepare a yearend financial and assets statements to be presented at the Annual General Meeting; and
- 4) He/She also will keep up-to date records of all members and shall be responsible for the collection of dues, issuing of membership cards. He/She must hand over all financial documents immediately or at a suitable time at the end of annual general meeting of his/her term to newly elected Treasurer.

9. Cultural Secretary

The Cultural secretary shall be responsible for organising socio-cultural activities of the Association.

10. Sports and Recreation Secretary

The Sports and Recreation Secretary shall be responsible for organising sports and recreational activities of the Association.

11. Committee Members

Two committee members shall carry out specific duties as entrusted on them by the committee.

12. Vacancies & Resignation of office-bearer and committee member

- 1) For these rules, a vacancy in the office of an office-bearer and committee member occurs if the office-bearer or committee member –
 - a) Dies; or
 - b) Ceases to be a member of the Association; or
 - c) Resigns from the office; or
 - d) Is removed from the office under section 13 (Removal of committee members); or
 - e) Suffers from mental or physical incapacity; or
 - f) Is absent without the consent of the committee for a period of 6 months.
- 2) An office-bearer and a committee member may resign by submitting a letter of resignation addressed to the President of the Association and upon its acceptance by the Committee.
- 3) The President may resign by submitting a letter of resignation addressed to the Vice President or in the absence of Vice President to the office bearers/committee members of the Association and upon its acceptance by the Committee.
- 4) If all the office bearers including President and committee members resign then an emergency special general meeting should be called by the President to form a sub-committee to carry the activities of the association till the next annual general meeting.

13. Removal of office-bearers and committee members

The Association in general meeting may by resolution, remove any office-bearer & committee member from the office of the committee before the end of the member's term of office.

14. Committee meetings and quorum

- 1) The committee must meet at least 4 times in each calendar year at the place and time that the committee may decide.
- 2) Additional meetings of the committee may be called by any member of the committee.
- 3) Oral or written notice of a meeting of the committee must be given by the General Secretary to each member of the committee at least 48 hours (or any other period that 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 subsection (3) must specify the general nature of the business that may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- 5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week (unless another place and time is specified at the time of adjournment by the person presiding at the meeting).
- 7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- 8) At the meetings of the committee –
 - a) The President or, in the absence of the President, the Vice President presides; or
 - b) If the President and the Vice-President are absent, one of the remaining office-bearers & committee members of the committee may be chosen by the office-bearers and members present to preside.

15. Delegation by committee to subcommittee

- 1) The committee may, in writing delegate to 1 or more subcommittees (consisting of members of the Association that the committee consider appropriate) to exercise the specific function as per the terms of reference (TOR) determined by the committee.
- 2) The committee may, in writing, revoke wholly or in part any delegation under this section.
- 3) A subcommittee may meet and adjourn as it considers appropriate.

16. Voting and decisions

- 1) Questions arising at the meeting of the committee or any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- 2) Each office-bearer & committee member present at a meeting of the committee (including the person presiding at the meeting) is entitled to one vote, but if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Article V. GENERAL MEETINGS

1. Annual general meetings – holding of

With the exception of the first annual general meeting of the Association, the Association must, at least once in each calendar year and within 1 month after the end of each financial year of the Association (July each year), call an annual general meeting of its member.

2. Annual general meetings – calling of and business at

- a. The annual general meeting of the Association must, be called on the date and at the place and time that the committee considers appropriate.
- b. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is –

- i. To confirm the minutes of the last annual general meeting and at any general meeting held since that meeting; and
 - ii. To receive from the committee annual reports on the activities of the Association during last financial year; and
 - iii. To receive and consider the audited statement of accounts and assets that are required to be submitted to members; and
 - iv. To elect the Public Officer if the position become vacant; and
 - v. To elect the Election Chairperson; and
 - vi. To elect the office-bearers and committee members; and
 - vii. The minutes of the annual general meeting must be taken by the incumbent General Secretary and to be sent to members within 7 days of the meeting for their review.
- c. An annual general meeting must be specified in a notice calling it in accordance with Section 4 (Notice).
 - d. Only financial members are entitled to attend and participate at the annual general meeting.
 - e. An annual general meeting must be conducted in accordance with the provisions of **general meetings**.

3. General meetings – calling of

- a. The committee may, whenever it considers appropriate, call a general meeting of the Association.
- b. The committee must, on the requisition in writing of not less than 10% of the total number of financial members, call a general meeting of the Association.
- c. A requisition of members for a general meeting –
 - i. Must state the purpose or purposes of the meeting; and
 - ii. Must be signed by the members making the requisition; and
 - iii. Must be lodged with the General Secretary.
- d. If the committee fails to call a general meeting within 1 month after the date when a requisition of the members for the meeting is lodged with the

general secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.

- e. A general meeting called by a member or members mentioned in subsection (d) must be called in nearly, as is practicable, in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

4. 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 General Secretary must, at least 14 days before the date fixed for holding of a general meeting, send by post, email, or any other method agreed upon to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and 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 General Secretary must, at least 21 days before the date fixed for holding of a general meeting, send notice to each member in the way described in sub-section (1), specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- 3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, where business may be transacted in accordance with Section 2(b).
- 4) A member proposing to bring any business before a general meeting may give at least 7 days written notice of that business to the General Secretary. The General Secretary must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

5. General meetings – Procedure and Quorum

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

- 2) At least one-third of financial members present in person or by proxy (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of businesses of a general meeting.
- 3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 10%) constitute a quorum.
- 5) The minutes of the general meeting must be taken by the General Secretary and to be sent to members within 7 days of the meeting for their review.

6. Presiding Member

- 1) The President, or in the absence of the president, Vice-President, presides at each general meeting of the Association.
- 2) If the President and the Vice-President are absent from the general meeting, the members present must elect 1 of the office bearers or committee members to preside at the meeting.

7. Adjournment

- 1) The person presiding at a general meeting at which a quorum is present, 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 may 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 General 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 for in sub section (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.

8. Making of decisions

- a. A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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.
- b. At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than 10% members present in person or by proxy at the meeting.
- c. If the poll is demanded at a general meeting, the poll must be taken –
 - i. Immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - ii. In any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

9. Voting

- 1) Subject to subsection (3), on any question arising at a general meeting of the Association a member has 1 vote only.
- 2) All votes must be given personally or by proxy but no member may hold more than 2 proxies.
- 3) If votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 4) A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

10. Appointment of proxies

- 1) Each member is entitled to appoint another member as proxy by notice given to the General Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 2) The notice appointing the proxy must be in the form set out in appendix 3.

Article VI. MISCELLANEOUS

1. Funds – Source

- 1) The funds of the Association must be derived from annual subscriptions of members, donations, grants and subject to any resolution passed by the Association in a general meeting and any other sources that the committee decides.
- 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 account.
- 3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

2. Funds Management

- 1) Subject to any resolution passed by the Association in a general meeting, the funds of the Association must be used for the objects of the Association in the way that the committee decides and must be documented in the minutes of committee meeting.
- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members (President, General Secretary, and Treasurer) of the committee of the Association.

3. Amendments of Constitution

- 1) Amendments to the Constitution shall be subject to a resolution passed by at least two-thirds of the total financial members present in person or by proxy in a general meeting at which the amendments are voted upon.
- 2) Any proposed amendments must be circulated among the members of the Association at least seven days prior to such general meeting.

- 3) Any amendments to the constitution shall only be entertained if it is supported by at least 10% of the total financial members. Such a request needs to be served in writing by those proposing the amendments and must be received by the General Secretary.

4. Dissolution

- 1) The Association may be dissolved at any time by the majority vote of the members in attendance and at an Extraordinary General Meeting called for such purpose.
- 2) In the event of the dissolution of the Association, any funds belonging to the Association shall be distributed as decided by the members present at the meeting at which the motion for dissolution was approved.

5. Membership, Financial and Committee Year

- 1) The membership year shall be from 01 August until 31 July of the following year.
- 2) The Financial year shall be from 01 July until 30 June of the following year
- 3) The term of office for the committee shall be from the election at the annual general meeting in July until the election of the following July.

6. Auditors

- 1) Auditors shall be appointed annually at the general meeting or at the committee meeting to examine the Treasurer's records and other sections responsible for any Association funds, assets and report their findings at the annual general meeting.
- 2) Auditors should not be Committee members or immediate relatives of Committee members or anyone responsible for Association funds.

7. Election Chairperson

Members present in the annual general meeting will elect the Election Chairperson (who is not standing for office) on proposal of the outgoing President or member present in the meeting.

8. Awards and Recognition Certificates

- 1) A transparent consultation process among the association members must be held to determine the selection criteria for the specific award/recognition given to any member of the association or community at large or to any person.
- 2) Once the selection criteria have been approved, nomination may be sought in prescribed form circulating only to the association members.
- 3) Executive committee will be responsible to make final decision and if necessary a sub-committee can be formed in this regard.

9. Common Seal

- 1) The common seal of the association must be kept in the custody of the General Secretary.
- 2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either 2 members of the committee or of 1 member of the committee and General Secretary.

10. Custody of Books

The General Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

11. Inspection of Books

The records, books, and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

12. Bangla Language and Cultural School

The School operates under the umbrella of Bangladesh Australia Association, Canberra (BAAC) and is run by a Management Committee supported by teachers, parents and advisors.

The following policy guidelines shall apply to formation and functioning of Bangla School Management Committee under the general oversight and guidance of the Association:

- 1) The School Management Committee would consist of Principal, Vice Principal and 2 Treasures (north and South Campus).
- 2) The Management Committee shall have a three-year tenure.

- 3) The current Management Committee shall serve for three years starting from July 2013.
- 4) One month prior to the expiry of the tenure of the management committee, the President of the Association will write to the current management committee (for the attention of Principal) seeking its recommendation or otherwise regarding the composition of the management committee. In case of the failure of the recomposition of the management committee, the EC of the Association shall decide to establish or appoint a new management committee.
- 5) The School Management Committee shall inform the EC of the Association of the vacancy of the Principal's position in the event this position becomes so vacant.
- 6) The Principal on behalf of the management committee shall propose and /or submit the name of possible candidate to the EC of the Association (to the attention of General Secretary) for its consideration with a view to filling the vacant position of the Principal.
- 7) The Principal through consultations with the management committee shall co-opt Association members to fill any vacancy within the management committee.
- 8) In the event of refusal by the EC of the Association to approve the management committee's nomination, the management committee may seek clarification from the EC of the Association for such decision.
- 9) All members of the management committee shall be members of the Association.
- 10) When all the vacancies of the management committee would be filled up, the Principal will provide the EC of the Association (for the attention of Secretary) for its information and records with names and positions of all members of the management committee.
- 11) In filling any vacancy of the management committee, the Principal may seek any assistance from the EC of the Association.
- 12) In the event of any dispute within the management committee, the matter shall be referred to the EC of the Association for a resolution.
- 13) The Principal must use a bank account for the school opened and maintained in the name of "Bangla Language & Cultural School" and the funds of the

school must be used for meeting the objectives of the school in the way the management committee so decides.

- 14) All Bank transactions of the School shall be operated by the Principal and one of the Treasures of the management committee, as joint signatories to the account.
- 15) The Principal shall present the annual activities report and audited financial statement at the Annual General Meeting of the Association.

13. Bangla Radio

The Bangla Radio operates under the umbrella of Bangladesh Australia Association, Canberra (BAAC) and is run by a Management Committee supported by presenters and advisors.

The following policy guidelines shall apply to formation and functioning of Bangla Radio Management Committee under the general oversight and guidance of the Association:

- 1) The Radio Management Committee would consist of Coordinator, Treasurer and 2 Presenters.
- 2) The Management Committee shall have a three-year tenure.
- 3) The current Management Committee shall serve for three years starting from July 2013.
- 4) One month prior to the expiry of the tenure of the management committee, the President of the Association will write to the current management committee (for the attention of Coordinator) seeking its recommendation or otherwise regarding the composition of the management committee. In case of the failure of the recomposition of the management committee, the EC of the Association shall decide to establish or appoint a new management committee.
- 5) The Radio Management Committee shall inform the EC of the Association of the vacancy of the Coordinator's position in the event this position becomes so vacant.
- 6) The Coordinator on behalf of the management committee shall propose and /or submit the name of possible candidate to the EC of the Association (to the attention of General Secretary) for its consideration with a view to filling the vacant position of the Coordinator.

- 7) The Coordinator through consultations with the management committee shall co-opt Association members to fill any vacancy within the management committee.
- 8) In the event of refusal by the EC of the Association to approve the management committee's nomination, the management committee may seek clarification from the EC of the Association for such decision.
- 9) All members of the management committee shall be members of the Association.
- 10) When all the vacancies of the management committee would be filled up, the Coordinator will provide the EC of the Association (for the attention of Secretary) for its information and records with names and positions of all members of the management committee.
- 11) In filling any vacancy of the management committee, the Coordinator may seek any assistance from the EC of the Association.
- 12) In the event of any dispute within the management committee, the matter shall be referred to the EC of the Association for a resolution.
- 13) The Coordinator must use a bank account for the radio opened and maintained in the name of "Bangla Radio Canberra" and the funds of the Bangla Radio must be used for meeting the objectives of the Bangla Radio in the way the management committee so decides.
- 14) All Bank transactions of the Bangla Radio shall be operated by the Coordinator and Treasure of the management committee, as joint signatories to the account.
- 15) The Coordinator shall present the annual activities report and audited financial statement at the Annual General Meeting of the Association.

14. PA System

The following policy guidelines shall apply to the use of both main and small PA system of the Association:

- 1) The Association's main PA system shall only be used at functions organised by the Association.
- 2) Members of the Association can however rent the small PA system for private, non-commercial use only for functions such as birthdays, marriage ceremonies and religious functions.

- 3) Members renting the small PA system shall need to complete the necessary form and give an undertaking that the system shall no way be used for activities relating to or canvassing ideas, philosophies or of any political parties or groups and shall be returned in good condition. If the PA System is returned and damage is found the borrower shall be responsible to bear the expenses for any necessary repair and/or replacement of the system or part(s) thereof.
- 4) Members shall be charged \$30 per week (five days) for the small PA system and shall need to pay additional \$25 if they can't return the PA system within the five day period.

15. Public Officer

- 1) A public officer is the official point of contact for an incorporated association and one of the authorised signatories.
- 2) A committee member, an ordinary member or a person outside the association may hold the position of public officer.
- 3) The person nominated as the public officer on the application for incorporation of an association will become the association's first public officer. The committee will appoint the public officer when a vacancy occurs.
- 4) A public officer will vacate the position if he or she:
 - a) dies
 - b) resigns in writing to the committee
 - c) is removed from office by the passing of a resolution at a general meeting
 - d) Once the position becomes vacant, the committee must fill the position within 28 days.
 - e) The new public officer must notify ACT Fair Trading within 28 days of the new appointment. Notification must be in the approved form (*Notice of appointment of public officer and notice of change of association address* Form A9).

- 5) The public officer is responsible for:
- a) Notifying ACT Fair Trading of any change in the association's official address within 28 days.
 - b) Collecting all association documents from former committee members and delivering the documents to the new committee member.
 - c) Returning all association documents to a committee member within 14 days, upon vacating office.
 - d) Lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the association's annual general meeting.
 - e) Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible.
 - f) Custody of any documents as required by the constitution.

APPENDIX 1

MEMBERSHIP APPLICATION FORM

The General Secretary
Bangladesh Australia Association, Canberra Inc.
ACT

I/We the undersigned would like to become member(s) of the Bangladesh Australia Association, Canberra Inc.

I/We have read the constitution and understand the aims and objectives of the Association and look forward for the membership and opportunity to contribute to the activities of the Association.

Thanking You.

(Signature of applicant) Date: ----/----/----

(Spouse Signature) Date: ---/----/----

Name of Applicant			
Spouse Name			
Address			
Telephone Number	(H)	(W)	(M)
E-Mail Address			

I,
(full name)

A financial member of the Association, nominate the applicant, who is personally known to me, for the membership of the Association.

(Signature of proposer) (Date)

I,
(full name)

A financial member of the Association, second the nomination of the applicant, who is personally known to me, for the membership of the Association.

(Signature of seconder) (Date)

APPENDIX 2

ELECTION NOMINATION FORM

The General Secretary/Election Chairperson
Bangladesh Australia Association, Canberra Inc.
ACT

I the undersigned financial member would like to become office-bearer/committee member of the Bangladesh Australia Association, Canberra Inc.

I have read the constitution and understand the aims and objectives of the Association and look forward for the EC membership and opportunity to contribute to the activities of the Association.

Thanking You.

Name of Applicant	
EC Position	
Address	
Telephone Number	(H) (W) (M)
E-Mail Address	

(Signature of Applicant)

Date: ----/----/----

I,
(full name)

A financial member of the Association, nominate the applicant, who is personally known to me, for the EC membership of the Association.

..... (Date)
(Signature of proposer)

I,
(full name)

A financial member of the Association, second the nomination of the applicant, who is personally known to me, for the EC membership of the Association.

..... (Date)
(Signature of seconder)

APPENDIX 3

APPOINTMENT OF PROXY FORM

The General Secretary
Bangladesh Australia association, Canberra Inc.
ACT

I,
(full name)

Of
.....
(Address)

A financial member of Bangladesh Australia association, Canberra Inc. appoint
.....
(full name of Proxy)

Of
.....
(Address)

A financial member that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or other general meeting, as the case may be) to be held on
.....

And at any adjournment of that meeting.

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

.....
(Signature of member appointing proxy)

Date: