



HAZARA COMMUNITY OF WESTERN AUSTRALIA INC.

Constitution Rules

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Article 1

Compliance and Rules

Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

Altering the Constitution

The Association may alter this Constitution by special resolution and subject to management committee members approval but not otherwise.

Any changes to this constitution must be agreed by a majority vote at a special general meeting.

Amendments to this constitution or dissolution of the Association must be conveyed to the Secretary formally in writing. The Secretary and other committee members shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

The management committee is responsible for implementing the association's rules and ensuring it meets its obligations under the rules. Committee members must comply with the rules at all times and be familiar with the main provisions. A copy of the rules should also be given to all new members. The new member/s are bound to the rules in these documents set by the HCWA.

Article 2

Definition:

The name of the entity shall be "Hazara Community of Western Australia Inc.", referred to in this document as "HCWA". Hazara Community of Western Australia is registered cultural association of Hazara's living in Western Australia, serving our community by running social, cultural and religious programs and events. The primary objective of HCWA is to bring Hazara's living in Western Australia together, and to promote the understanding and practices of Hazaragi language and culture in Western Australia.

HCWA is working in all aspects of developing and promoting Hazaragi culture and language. However, the new members are always most welcome to join us to expand the future cultural and social activities and services and planning for future events with the support and cooperation of the entire community. Therefore, we would like to invite all our compatriots to join and help us improve and strengthen our activities.

Article 3

HCWA Objectives:

1. To establish and operate community facilities for members of Hazara community.
2. To promote Understanding and practices of Hazaragi Culture in Western Australia.

3. To represent the Hazara community of Western Australia in its interaction with all levels of governments in Australia.
4. To observe and celebrate social, cultural and religious community events in the accordance with its traditions and rules.
5. To encourage and promote understanding and goodwill between members of the Hazara community of Western Australia with all members of Western Australia Community.

Article 4

Management Committee:

The Hazara Community of Western Australia Management committee comprises of ordinary members and associate members. The Management Committee of association shall consist of a Chairperson, Deputy Chairperson, Secretary and Treasurer, and a minimum of six ordinary members, referred to as Members Representatives, all of whom shall be members of association.

Each Ordinary Member will be entitled to nominate (in writing) no more than one representative on the Association. These nominated representatives will each have the right to attend meetings, speak and vote at meetings of the Association.

Associate members are those members who are also members of the association who can participate in all activities. An associate member will have no voting rights but may be invited to attend the AGM.

The transition from associate membership to ordinary membership is not automatic. A person who wishes to become an ordinary member shall apply in writing to the Committee. Application shall be signed by that person and by a proposer and a committee management.

The Committee shall consider each application for membership at a Committee meeting and shall accept or reject that application. No reason will be given for rejected applications.

Representatives of members

Each Ordinary Member will be entitled to nominate (in writing) no more than one representative on the Association. These nominated representatives will each have the right to attend meetings, speak and vote at meetings of the Association. Ordinary members may appoint a representative:

- one individual to represent the members at meetings and to act on behalf
- the same individual or another individual for the purpose of being appointed or elected as a representative.

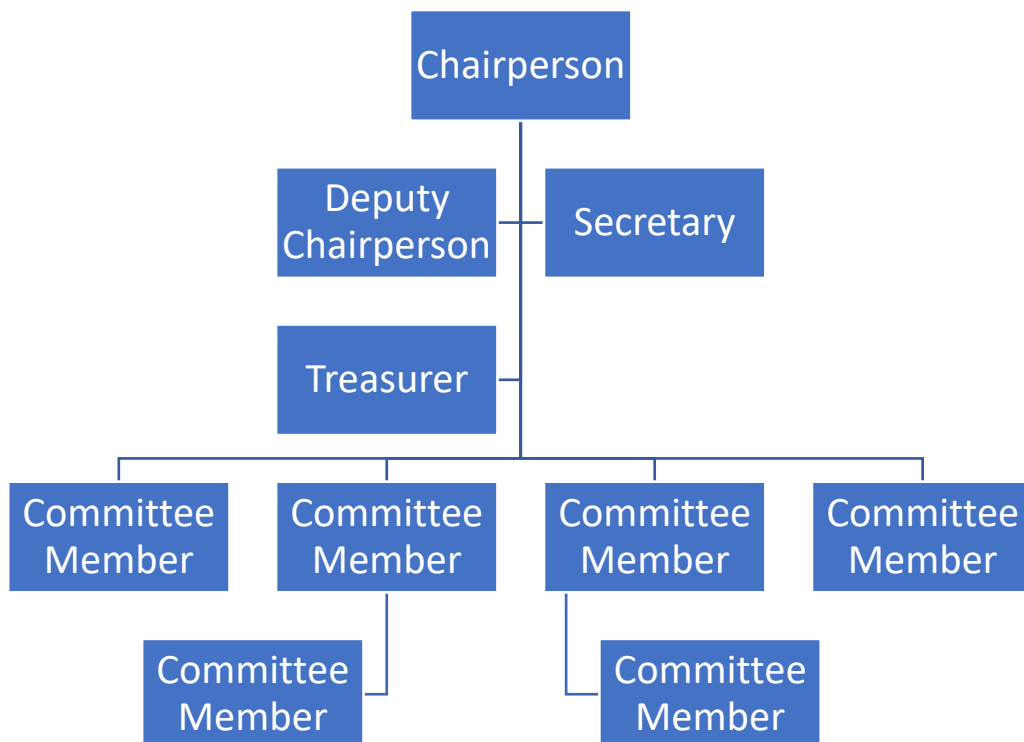
The appointment of a representative by a member must:

- be in writing
- include the name of the representative
- be signed on behalf of the members, and
- be given to the association or, for representation.

A representative has all the rights on behalf members relevant to the purposes of the appointment as representative. The appointment may be standing (ongoing).

The committee members meet regularly and is responsible for organizing and managing social and cultural events. As committee members, they will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the management committee, even in their absence. They are responsible for ensuring that all decisions are taken in the best interests of the association and that their role is carried out effectively. All members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Management committee members should have access to relevant information to support them in carrying out their responsibilities. This clarity should commence during the recruitment process.



Article 5

Roles & Responsibilities

Chairperson

HCWA will be managed by a Chairperson who is assigned by the committee members, chosen from active Committee members only who have been actively being involved with HCWA activities for minimum of one year. However, if there is not a willing or eligible committee member to Hazara Community of Western Australia, committee members can appoint any other eligible person to the position, who must be a voting member of the association. Term of office of HCWA Chairperson is one year and every year the new Chairperson will be appointed by committee members through voting. The Chairperson is responsible for management of the day-to-day affairs of the HCWA, shall report to committee and officially represent the HCWA within the limits granted.

The Chairperson is responsible for:

1. Assisting with the managerial direction of the association
2. Planning and running meetings
3. Coordinating meeting agenda items in collaboration with the Secretary
4. Acting as spokesperson
5. Chairing the Agenda meeting
6. Acting as a responsible Committee Member

Vice Chairperson

The vice-chairperson shall be selected by the Chairperson and the committee members vote from HCWA Management Team for the term of one year, to assist the president in managing the day-to-day affairs of the HCWA and may perform other duties that may be requested by the Management Team and/or Chairperson from time to time, and shall perform all duties and responsibilities of the Chairperson during the Chairpersons' absence.

The Vice-President is responsible for:

1. Providing support for the President in his/her duties
2. Representing the association in the absence of the President
3. Acting as a responsible Committee Member

Secretary

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits

various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws

The Secretary is responsible for:

1. Maintaining association's records and ensuring effective management of the association's records
2. Managing minutes of Committee meetings
3. Ensuring minutes are distributed
4. Managing the association's communications
5. Attending Association meetings or organising a committee member delegate to attend in his/her place
6. Acting as a responsible Committee Member

Treasurer

The Treasurer/s primary role is to oversee the financial management of the association. to ensure that financial reports to the board, funding and regulatory bodies are produced on time, are accurate and provide the financial information needed for strategic planning. Th committee management will conduct an audit annually, but certain situations may call for an audit sooner than the annual date. Treasurers need to be available to participate in audits whenever the board needs one or an audit is advised.

The Treasure is responsible for

1. keeping an overview of the finances of the association
2. Maintaining the association's financial records
3. Preparing the draft annual budget and other financial reports
4. Reporting into committee meetings
5. Ensuring the association has the right financial policies and procedures in place
6. Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
7. Ensure compliance with relevant legislation.
8. Acting as a responsible Committee Member

Committee Members Representatives

They are responsible for ensuring that all decisions are taken in the best interests of the association and that their role is carried out effectively. Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Article 6

Finance

All HCWA programs and services are runs by volunteer members, who donate their time and enthusiasm to help others. HCWA does not have any corporate funding and runs all program and services with the policy that each activity covers its costs.

Any money acquired by the Association, including donations, contributions, and grants, shall be paid into an account operated by the Management Committee in the name of the Association. All funds must be applied to the objects of the Association and for no other purpose.

Bank accounts shall be opened in the name of the Association. Any deeds, cheques etc. relating to the Association's bank account shall be signed by at least two (2) of the following committee members:

- Chairperson. / Deputy Chairperson
- Treasurer
- Secretary

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Association stays within budget. Official accounts shall be maintained and will be examined annually by an independent accountant who is not a member of the Association. An annual financial report shall be presented at the Annual General Meeting. The Association's accounting year shall run from 1st July to 30th June.

HCWA Funds accrue from:

- Membership
- Social & Cultural Programs
- Donations from members
- Grants from Australian Government Authorities

Article 7

Membership:

The membership of Hazara Community is open to any male or female who is residing in Australia, completed the age of Eighteen years, meets the following criteria and subject to the approval of his/her membership by the Association committee members.

1. Accepting the Constitution of Hazara Community of Western Australia.
2. Submitting the completed membership application form.
3. Payment of the monthly "membership fee". Each application for membership shall be made on an official application form (online or offline) and shall include full name, contact details and other information as decided by the Association. Each member shall agree to abide by the Constitution and the resolutions taken by the Association, and to pay the monthly membership subscription. A member whose membership fee is not paid within 4 months ceases to be a member of the Association.

Membership Termination

Any Member may resign from the association must give two weeks' notice in writing to the association of such intention. Upon the expiration of that period of notice, the Member shall cease to be a member and will forfeit all of the membership rights. Upon termination any type of financial contribution that have been made are non-refundable unless the Association itself ceases all its activities upon which all the funds will be distributed back to the members.

Article 8

Execution of documents

The association may execute a document only if the document is signed by:

- Chairperson
- Deputy Chairperson
- Secretary

This constitution was adopted at () on

Chairperson:

Signature: _____

Deputy Chairperson:

Signature _____

Secretary:

Signature _____

Treasury:

Signature _____

Membership Application Form

Membership Type	Ordinary <input type="checkbox"/>	Associate <input type="checkbox"/>
Surname		
Given Name		
Address		
Phone No.		
Email		
Emergency Contact		
Representative		

I, _____ [full name of applicant]
 Of _____ [address]

hereby apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the constitution of the association for the time being in force.

Signature: _____

Office Use Only

Approved		Comments	
Rejected		Comments	

Signature: _____

Chairperson

Signature: _____

Secretary