

Constitution of the
Sri Venkateswara Temple Association Incorporated

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CONSTITUTION OF THE “SRI VENKATESWARA TEMPLE ASSOCIATION INCORPORATED”

NAME AND LOCATION OF THE ASSOCIATION

1. NAME OF THE ASSOCIATION

- 1.1 The name of the Association shall be SRI VENKATESWARA TEMPLE ASSOCIATION INCORPORATED (the Association).

2. LOCATION OF THE ASSOCIATION

- 2.1 The Principal Place of Business and Administration of the Association shall be located at No. 1 Temple Road, Helensburgh, New South Wales.
- 2.2 The Registered Office of the Association shall be located at No. 1 Temple Road, Helensburgh, New South Wales.

DEFINITIONS AND INTERPRETATION

3. DEFINITIONS AND INTERPRETATION

- 3.1 In this Constitution, unless the context requires otherwise the following definition shall apply:

“**Act**” means the *Associations Incorporation Act 2009 of NSW* and any amendments thereto and any Act substituting thereof;

“**Annual General Meeting**” means the annual general meeting of the Association that has to be held pursuant to clause 37;

“**Application Fee**” means the application fee payable for membership in the Association under clause 7;

“**Application Form**” means the application form for membership in the Association set out in Annexure 1 to this Constitution;

“**Association**” means the Sri Venkateswara Temple Association Incorporated;

“Audit Committee” means the audit committee appointed by the Members at the Annual General Meeting pursuant to clause 51;

“Auditor” means the person appointed as auditor pursuant to clause 50;

“Budget” means the budget specified in paragraph 26.1(c);

“Chairperson” means the person referred to in clause 41 to chair meetings of the Association;

“Commissioner” means (a) the Commissioner for Fair Trading, Department of Finance, Services and Innovation, or (b) if there is no such position in the Department, the Secretary of the Department;

“Committee Member” means a person elected or appointed as a member of the Committee of Management;

“Committee of Management” means the committee of management of the Association established pursuant to this Constitution;

"Common Seal" means the common seal of the Sri Venkateswara Temple Association Incorporated;

“Conflict of Interest” means a conflict of interest, as defined in clause 23.1;

“Constitution” means this constitution of the Sri Venkateswara Temple Association Incorporated;

“Financial Period” means a Financial Year or where the context otherwise requires a period of less than or more than 12 months;

“Financial Year” means a period of 12 months ending on 30th June each year;

“GST” means goods and services tax under the *“A New Tax System (Goods and Services Tax) Act 1999 (Cth)”*;

“Honorary Member” means a person who is granted membership as an honorary member of the Association pursuant to clause 7.3;

“Life Member” means a person who is granted membership as a life member of the Association pursuant to clause 7.2;

"Member" means a person who pursuant to clause 8 has been admitted as and remains a member of the Association as a Patron, a Life Member or an Honorary Member for the time being;

“Membership Roll” means the list of Members taken from the Register of Members pursuant to clause 12.4;

“Nomination Form” means the nomination form for nominating oneself for a position in the Committee of Management as set out in Annexure 2 to this Constitution;

“Objects” means the objects of the Association in clause 4;

“Ordinary Committee Member” means a member of the Committee of Management who is not an Office-bearer of the Association;

“Office-bearer” means a Member of the Association who is elected to hold an office listed in clause 17.3;

“Patron” means a person who is granted membership as a patron of the Association pursuant to clause 7.1;

“President” means the person elected in accordance with this Constitution to perform the duties as president of the Association pursuant to clause 24;

“Principal Place of Business and Administration” means the principal place of business and administration of the Association as stated in clause 2.1;

“Public Officer” means a person appointed in accordance with this Constitution to perform the duties as the public officer of the Association pursuant to clause 31;

“Register of Conflict of Interest” means the register of conflict of interest maintained by the Committee of Management to record Conflicts of Interest pursuant to clause 23.7.

"Register of Members" mean the register of Members kept and maintained pursuant to clause 12;

“Registered Office” means the registered office of the Association as stated in clause 2.2;

“Returning Officer” means a person appointed in accordance with this Constitution to perform the duties as the returning officer of the Association pursuant to clause 34;

"Secretary" means the person elected in accordance with this Constitution to perform the duties as secretary of the Association pursuant to clause 25;

“Special General Meeting” means the special general meeting referred to in clause 38;

“Special Resolution” means special resolution as stipulated in clause 44.2;

“Sub-Committee” means a sub-committee appointed by the Committee of Management pursuant to clause 28;

“Term” in relation to the term of office means the period commencing from the election as a Committee Member of the Committee of Management at an Annual General Meeting or Special General Meeting and ending with the election of the Committee of Management at the next Annual General Meeting or a Special General Meeting;

“Treasurer” means the person elected in accordance with this Constitution to perform the duties as treasurer of the Association pursuant to clause 26; and

“Treasurer’s Report” means the Treasurer’s report referred to in paragraph 26.1(b).

- 3.2 Words or expressions contained in this Constitution shall be interpreted in accordance with the Act as in force at the date this Constitution became binding on the Association. Any words and expressions denoting authority or permission shall be construed as words or expressions of authority merely and shall not be construed as words or expressions denoting directions or compulsory trust. Subject as aforesaid any words defined in this Constitution shall if not inconsistent with the subject of the context bear the same meaning in this Constitution.
- 3.3 The expression “person” includes an individual, a body corporate, a joint venture, trust, agency or other body.
- 3.4 Words importing the singular shall include the plural (and vice versa), and words denoting a given gender shall include all other genders.
- 3.5 Expressions referring in writing shall unless the contrary intention appears be construed as including reference to printing, lithography, photography and other mode of representing or reproducing words in a visible form.
- 3.6 Headings are for convenience only and shall not affect the interpretation of this Constitution.
- 3.7 References to any document or agreement shall be deemed to include references to such document or agreement as amended, supplement, varied or replaced from time to time.
- 3.8 References to any legislation or to any provision of any legislation shall include any modification or re-enactment of such legislation or any legislative provision substituted for, and all legislative and statutory instruments issued under, such legislation.

- 3.9 All monetary amounts referred to in this Constitution shall be deemed to be Australian dollars.
- 3.10 All schedules and annexure to this Constitution shall form part of this Constitution.

OBJECTS

4. OBJECTS

- 4.1 The objects for which this Association has been established are:
- (a) to operate and maintain the Sri Venkateswara Temple located at Temple Road, Helensburgh, with Sri Venkateswara and Sri Siva as the presiding deities at the two temple complexes;
 - (b) to conduct Hindu rituals and ceremonies according to Vaishnava Agamas at Sri Venkateswara temple complex and Saiva Agamas at Sri Siva temple complex;
 - (c) to provide for persons of the Hindu faith a forum, place, premises and/or facilities for the worship, prayer, teachings, philosophy and other related religious activities;
 - (d) to arrange for and organise religious ceremonies and hold religious and educational programs concerning the Hindu religion, philosophy and culture;
 - (e) To co-operate with other religious organisations and cultural bodies in promoting the aims of the Association;
 - (f) to promote the religious, social and moral wellbeing of members of the Hindu faith and all activities and matters in furtherance thereof;
 - (g) to create and promote programs for the integration of persons of the Hindu faith in the Australian ethnic communities;
 - (h) to organise lectures, seminars, conferences, discussion groups, workshops and similar activities concerning the Hindu religion including its philosophy, history, evolution of traditions and practices, culture, temple architecture and holy sites;
 - (i) to establish a library of works on Hindu philosophy, mythology, teachings, ethnic history and the writings of Hindu teachers and saints;
 - (j) to publish any newspapers, periodicals, books or leaflets that the Association may consider desirable for the promotion of its objects in printed or electronic form, or otherwise;

- (k) to make donations for charitable purposes; and
- (l) to oversee the general governance of the Sri Venkateswara Educational Building Fund Trust or any future trust that may be established by the Association.

MEMBERSHIP

5. MEMBERSHIP CATEGORIES AND ORIGINAL MEMBERS

5.1 There shall be the following categories of Members:

- (a) Patrons;
- (b) Life Members; and
- (c) Honorary Members.

5.2 The names, addresses and occupations of the original members of the Association are as follows:

Associate Professor Srinivasa Ambirajan
36 Yorktown Parade
MAROUBRA

Dr Appupillay Balasubramaniam
Medical Practitioner
4 Loftus Crescent
HOMEBUSH

Satya Narayana Murthy Durvasula
University Lecturer
58 Chester Avenue
MAROUBRA

Dr Laxminarayan Holla
Engineer
52 Darley Street
FORESTVILLE

Vishnu Deo Jagassar
Pharmacist
Lyton Street Pharmacy
BLACKTOWN

Dr Perumal Janarthanan
Medical Practitioner
265 Willarong Road
CARRINGBAH

Ramaswamy Kanagarajan
Engineer
23 Prince Edward Street
MALABAR

Yegappan Nagappan
Systems Analyst
7 Best Road
DURAL

Veramahaneni Lakshmi Narayana
Teacher
3 Huddleston Street
ST. MARYS

Ramachandran Natarajan Iyer
Engineer
4 Kingsbury Place
JANNALI

Krishnasamy Poobathy
Engineer
2 Brockwell Place
BLAKEHURST

Dr Dinesh Kumar Govindji Powani
Medical Practitioner
72 Gooden Drive
BAULKHAM HILLS

Behara Bhaskara Rao
University Lecturer
14 Yanco Close
FRENCHS FOREST

Chamarthy Krishna Raju
Medial Practitioner
24 Frenchs Forest Road
FRENCHS FOREST

Raghavan Srinivasan
Engineer
3 Johnston Avenue
KOGARAH BAY

Tenneti Sundraramayya
Geologist
47 Eighth Avenue
JANNALI

Associate Professor Balamuthu Vijaya Rangan
17 Nix Avenue
MALABAR

6. MEMBERSHIP QUALIFICATION

6.1 A person is qualified to be a Member of the Association if, but only if, that person -

- (a) has been approved for membership of the Association by the Committee of Management;
- (b) has not ceased to be a Member of the Association under clause 10.1 of this Constitution;
- (c) believes in and subscribes to the Objects of the Association; and
- (d) does not undermine or cause to undermine the Objects of the Association.

7. FEES AND MEMBER ENTITLEMENT

7.1 The following apply to membership as Patron:

- (a) Patron's application fee of three thousand dollars (\$3,000) plus GST, or such other amount as approved by the Association from time to time in terms of clause 7.4. This fee is payable by the applicant when applying to become a Patron of the Association.
- (b) A Patron is entitled to life membership in the Association but is not entitled to any special privileges.
- (c) On the demise of a Patron his/her spouse is eligible to become a Life Member. In such instances the spouse shall complete and submit the Application Form for membership to the Secretary for inclusion in the Register of Members.

7.2 The following apply to membership as Life Member:

- (a) Life Member application fee of two thousand dollars (\$2,000) plus GST, or such other amount as approved by the Association from time to time in terms of clause 7.4. This fee is payable by the applicant, other than a spouse of a Patron referred to in paragraph 7.1(c), when applying to become a Life Member of the Association.
- (b) A Life Member is entitled to life membership in the Association but is not entitled to any special privileges.

7.3 The following apply to membership as Honorary Member:

- (a) Honorary membership is conferred by resolution of the Committee of Management and no Application Form is required. No fee is payable by an individual who receives Honorary membership.
- (b) An Honorary Member is not entitled to any voting rights or any other special privileges.

7.4 The fees and amounts prescribed in this Constitution may be varied by resolution of the Committee of Management and such variation will come into effect only by resolution by the Members at the Annual General Meeting at which the revised fees and amounts and the date from which the variation is to take effect shall be determined.

8. APPLICATION FOR MEMBERSHIP

8.1 Application for membership of the Association by a person shall be made only if –

- (a) it is for a natural person who has attained the age of 18 years at the time of application for membership; and
- (b) the application is made in writing in the Application Form and complies with the following:
 - (i) the Application Form has been duly filled including a statement as to the category of membership being applied for as specified in clause 5.1 and is signed by the applicant;
 - (ii) the application has been proposed and seconded by two (2) Members of the Association as evidenced by their respective signatures in the Application Form;
 - (iii) the Application Form has been lodged with the Secretary of the Association; and
 - (iv) payment of the prescribed Application Fee as set out in paragraph 7.1(a) or paragraph 7.2(a), as applicable is made to the Association.

8.2 As soon as practicable after receiving an application for membership, the Secretary shall refer the application to the Committee of Management which shall determine whether to approve or reject the application.

8.3 Where the Committee of Management determines to approve an application for membership, the Secretary shall, as soon as practicable after the determination, notify the applicant in writing of such approval.

- 8.4 Where the Committee of Management determines to reject an application, the Secretary shall, as soon as practicable after the determination, notify the applicant of such rejection and refund the Application Fee forthwith.
- 8.5 On approving the application, the Secretary shall enter the applicant's name and other information including the membership category in the Register of Members and, upon these particulars being entered in the Register of Members, the applicant becomes a Member of the Association.

9. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 9.1 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 to another person; and
 - (b) terminates upon cessation of the person's membership.

10. CESSATION OF MEMBERSHIP

- 10.1 A person ceases to be a Member of the Association if the person –
- (a) dies;
 - (b) resigns his/her membership; or
 - (c) is expelled from the Association.

11. RESIGNATION OF MEMBERSHIP

- 11.1 A Member of the Association is not entitled to resign that membership except in accordance with this Constitution.
- 11.2 A Member of the Association may resign from membership of the Association by first giving notice (being not less than one (1) month) in writing to the Secretary of his/her intention to resign and, upon the expiration of the period of notice, he/she ceases to be a Member.
- 11.3 Where a Member of the Association ceases to be a Member pursuant to clause 11.2, and in every other case where a Member ceases to hold membership, the Secretary shall make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.

12. REGISTER OF MEMBERS AND MEMBERSHIP ROLL

- 12.1 The Secretary of the Association shall establish and maintain a Register of Members of the Association specifying the name and residential address of each person who is a Member of the Association together with the membership number, the date on which the person became a Member, the category of membership and, where relevant, the date of cessation of membership and any other information specified by the Association from time to time.
- 12.2 The Register of Members shall be kept at the Principal Place of Business and Administration of the Association and shall be open for inspection, free of charge, by any Member of the Association at all reasonable times.
- 12.3 Information about a Member obtained from the Register of Members shall not be used other than for:
- (a) the purpose 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.
- 12.4 The Secretary shall prepare a Membership Roll comprising only the names and membership number of all Patrons and Life Members who have been a Member for a minimum period of one year as at 30 June immediately preceding.
- 12.5 The Secretary shall provide a copy of the Register of Members and the Membership Roll, as at 30th June each year, to the Public Officer and the Returning Officer, within 15 days from that date for the purpose of verification of the eligibility of a candidate under clause 19.1 to stand election as a member of the Committee of Management or clause 45.1 to attend and vote in the Annual General Meeting or Special General Meeting of the Association and their adjournments, if any.
- 12.6 The names of individuals as contained in the Register of Members and the Membership Roll shall form the basis on which the Returning Officer and the Public Officer will determine the validity of the nominations submitted for the Committee of Management positions, or a Member's right to vote at the Annual General Meeting or Special General Meeting.

DISPUTES & DISCIPLINE

13. RESOLUTION OF DISPUTES

- 13.1 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, shall in the first instance, be resolved through discussions between the parties involved at the behest of the Committee of Management.
- 13.2 Where such a dispute cannot be resolved it shall then be referred to a community justice centre for mediation under the *Community Justice Centre Act 1983*.
- 13.3 If a dispute is not resolved by mediation within three (3) months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- 13.4 The *Commercial Arbitration Act 2010* applies to any such dispute referred to arbitration.

14. DISCIPLINING OF MEMBERS

- 14.1 A complaint in writing may be made to the Committee of Management by any Member of the Association against another Member that he/she:
- (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.
- 14.2 The Committee of Management may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 14.3 If the Committee of Management decides to deal with the complaint, the Committee of Management:
- (a) must cause notice of the complaint to be served on the Member concerned; and
 - (b) must give the Member at least fourteen (14) days from the time the notice is served within which to make submissions to the Committee of Management in connection with the complaint; and
 - (c) must take into consideration any submissions made by the Member in connection with the complaint.

- 14.4 If the complaint is substantiated, the Committee of Management may, by resolution –
- (a) expel the Member from the Association; or
 - (b) suspend the Member from the membership of the Association for a specified period.
- 14.5 Where the Committee of Management passes a resolution under clause 14.4 to either expel or suspend the Member, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the Member –
- (a) setting out the resolution of the Committee of Management and the grounds on which it is based;
 - (b) stating that the Member may address the Committee of Management at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the place, date and time of the Committee of Management meeting; and
 - (d) informing the Member that the Member may do either or both of the following; -
 - (i) attend and speak at the Committee of Management meeting;
 - (ii) submit to the Committee of Management at or prior to the date of that meeting written representations relating to the resolution.
- 14.6 At the Committee of Management meeting held to consider the submission the Committee of Management shall –
- (a) give the Member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the Committee of Management by the Member at or prior to the Committee of Management meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution to either expel or suspend the Member passed under clause 14.4.
- 14.7 Where the Committee of Management confirms a resolution under paragraph 14.6(c) to either expel or suspend the Member, the Secretary shall, within seven (7) days after confirmation, by notice in writing inform the Member of the fact and of the Member's right of appeal under clause 15.

- 14.8 A resolution confirmed by the Committee of Management under paragraph 14.6(c) to either expel or suspend the Member will not take effect –
- (a) until the expiration of the period within which the Member is entitled to appeal against the resolution and the Member fails to appeal against the resolution; or
 - (b) where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution made under paragraph 14.6(c) to either expel or suspend the Member.

15. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 15.1 A Member may appeal to the Association in general meeting against a resolution of the Committee of Management which is confirmed under paragraph 14.6(c) to either expel or suspend, within seven (7) days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- 15.2 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.
- 15.3 Upon receipt of a notice from a Member under clause 15.1 the Secretary shall notify the Committee of Management which shall convene a general meeting of the Association to be held within twenty-one (21) days after the date on which the Secretary received the notice.
- 15.4 At a general meeting of the Association convened under clause 15.3:
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee of Management and the Member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 15.5 If at the general meeting the Association passes a Special Resolution in favour of the confirmation of the resolution by the Committee of Management in paragraph 14.6(c), the resolution either to expel or suspend the Member is confirmed.

COMMITTEE OF MANAGEMENT

16. POWERS OF THE COMMITTEE OF MANAGEMENT

16.1 The Association shall carry on its activities through a committee called the Committee of Management; and subject to the Constitution and these clauses and to any resolution passed by the Association in general meeting:

- (a) conduct, control and manage the affairs of the Association;
- (b) 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 an Annual General Meeting or a Special General Meeting of Members of the Association;
- (c) perform all such acts and do all such things as appear to the Committee of Management to be necessary or desirable for the proper management of the affairs of the Association including:
 - (i) to acquire, construct, hold, maintain, improve and dispose of real or personal property;
 - (ii) to invest and deal with the money of the Association not immediately required by opening and operating accounts with financial institutions;
 - (iii) subject to clause 16.2 raise and borrow money on the terms and in the manner it considers appropriate;
 - (iv) secure the repayment of money raised or borrowed or the payment of a debt or liability;
 - (v) to make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
 - (vi) in furtherance of the Objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or part of the property and rights of the Association;
 - (vii) to receive donations and contributions for services related to temple activities.
 - (viii) to take any gift of property whether subject to any special trust or not, for any one or more of the Objects of the Association.
 - (ix) in furtherance of the Objects of the Association to buy, sell and deal in all kinds of apparatus and all kinds of provisions, liquid and solid, required by the Members of the Association or persons frequenting the Association's premises.

- (x) to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property real and personal and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the Objects of the Association.

Provided that where the Association takes or holds any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by the law having regard to such trusts.

- (xi) to enter into any arrangement with any Government or authority, supreme, municipal, local or otherwise, that may seem conducive from any such Government or authority any rights, privileges and concessions.
- (xii) to appoint, employ, remove or suspend such priests, religious personages, managers, clerks, secretaries, servants, workmen and other persons as may be necessary for the purposes of the Association.
- (xiii) to enter into any other contract it considers necessary or desirable.
- (xiv) to engage or remove any consultants or contractors to facilitate or carry out activities of the Association.
- (xv) to appoint or remove agents to transact business on its behalf.
- (xvi) to take such steps by person or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (xvii) carry out anything else within the law necessary to achieve and carry out the Objects of the Association.
- (xviii) formulate and implement necessary regulations and procedures for the good governance of the affairs of the Temple and the Association and the proper conduct of Committee Members, Sub-Committee Members, employees and volunteers.

16.2 In relation to borrowings by the Association -

- (a) Subject to this clause the Committee of Management may with approval obtained by resolution at the Committee of Management meeting borrow funds as necessary for the purposes of the Association.
- (b) The Committee of Management shall not borrow monies after the commencement of this Constitution, where the monies to be borrowed, together with the monies already borrowed by the Association will exceed 75% of the Members' fund as stated in the financial statements of the Association adopted at the last Annual General Meeting.

- (c) Any borrowing by the Committee of Management of amounts in excess of 15% of the Members' fund as stated in the financial statements of the Association adopted at the last Annual General Meeting shall require the approval by resolution at an Annual General Meeting or Special General Meeting of the Association.
- (d) The resolution passed at the general meeting at which borrowings are approved under paragraph 16.2(c) shall set the borrowing limit subject to paragraph 16.2(b).

17. COMPOSITION OF THE COMMITTEE OF MANAGEMENT

17.1 The Committee of Management is to consist of Committee Members made up of:

- (a) the Office-bearers; and
- (b) Five (5) Ordinary Committee Members;

each of whom is to be elected at the Annual General Meeting of the Association under Clause 19.

17.2 The total number of Committee Members is to be eleven (11).

17.3 The Office-bearers of the Association are as follows:

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary;
- (d) the Assistant Secretary;
- (e) the Treasurer; and
- (f) the Assistant Treasurer.

18. TERM OF OFFICE OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

18.1 The President of the Association shall be elected by the Members at the Annual General Meeting and shall hold office during the Term concluding at the next Annual General Meeting.

18.2 Subject to clause 18.1 a person who has held the position of President for three (3) Terms consecutively, or otherwise, shall not from the end of the third Term as President be eligible to hold the position of President in the Committee of Management for the next three (3) years.

- 18.3 The Secretary of the Association shall be elected by the Members at the Annual General Meeting and shall hold office during the Term concluding at the next Annual General Meeting.
- 18.4 Subject to clause 18.3 a person who has held the position of Secretary for three (3) Terms consecutively, or otherwise, shall not from the end of the third Term as Secretary be eligible to hold the position of Secretary in the Committee of Management for the next three (3) years.
- 18.5 The Treasurer of the Association shall be elected by the Members at the Annual General Meeting and shall hold office during the Term concluding at the next Annual General Meeting.
- 18.6 Subject to clause 18.5 a person who has held the position of Treasurer for three (3) Terms consecutively, or otherwise, shall not from the end of the third Term as Treasurer be eligible to hold the position of Treasurer in the Committee of Management for the next three (3) years.
- 18.7 A person who held the position of President, Secretary or Treasurer as above shall, however, be eligible to hold any other elected position in the Association.
- 18.8 The Vice-President, the Assistant Secretary and the Assistant Treasurer of the Association shall be elected by the Members at the Annual General Meeting and shall hold office during the Term concluding at the next Annual General Meeting.
- 18.9 Ordinary Committee Members of the Association shall be elected by the Members at the Annual General Meeting and shall hold office during the Term concluding at the next Annual General Meeting.
- 18.10 Subject to clauses 18.2, 18.4 and 18.6 a Member can hold a position other than President, Secretary or Treasurer any number of times provided he/she is duly elected for that position.

19. ELECTION OF MEMBERS OF THE COMMITTEE OF MANAGEMENT

- 19.1 Only Members who satisfy the following conditions are eligible to be a candidate for a position in the Committee of Management:
- (a) the Member must have a right to vote as specified in clause 45.1; and
 - (b) for the position of President, Secretary and Treasurer a Member must have been a Committee Member for a minimum period of two (2) years at the time of nomination.

- 19.2 Nominations of candidates for election as a Committee Member –
- (a) shall be made in the appropriate form in Annexure 2, signed by two Members of the Association and accompanied by the written consent of the candidate; and
 - (b) shall be delivered to the Returning Officer by the closing date specified in paragraph 20.1(c).
- 19.3 If insufficient nominations are received to fill the vacancies on the Committee of Management, the candidates nominated shall be declared as elected by the Returning Officer and further nominations are to be received at the Annual General Meeting to fill the remaining vacancies.
- 19.4 If insufficient further nominations are received, any vacant positions remaining on the Committee of Management are to be taken as casual vacancies.
- 19.5 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be declared as elected by the Returning Officer.
- 19.6 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held by the Returning Officer.
- 19.7 The ballot for the election of Committee Members shall be conducted at the Annual General Meeting in a fair and reasonable manner by the Returning Officer.
- 19.8 Where a Member accepts nomination as a candidate for two or more positions at the same election all such nominations shall be declared invalid by the Returning Officer.
- 19.9 Any person who is a trustee of the Sri Venkateswara Educational Building Fund Trust or any other trust created by the Association or holds the position of Public Officer or Returning Officer shall not be eligible for nomination for any position in the Committee of Management unless he/she resigns from the trust(s) or the position of Public Officer or Returning Officer, prior to the submission of nomination.
- 19.10 No current Committee Member shall be eligible to be appointed as a trustee of the Sri Venkateswara Educational Building Fund Trust or any other trust that may be established by the Association or as a Public Officer or Returning Officer unless he/she resigns from the position of Committee Member or Public Officer or Returning Officer prior to the appointment as trustee.

20. NOMINATIONS

- 20.1 The Secretary shall call for nominations on or before the 21st of July for the election of Office Bearers and Ordinary Committee Members at the forthcoming Annual General Meeting. The notice calling for nomination shall specify:
- (a) all the positions in the Committee of Management;
 - (b) the place for the lodgement of the nominations which shall be that of the Returning Officer; and
 - (c) the closing date and time for the nominations shall be the 11th of August at 4.30pm.
- 20.2 At the time specified for the closing of the nominations and at the place of lodgement, the Returning Officer shall:
- (a) open all the nominations;
 - (b) scrutinise them; and
 - (c) prepare a list of valid nominations for each position and deliver the same to the Secretary on or before the 25th of August.
 - (d) The Secretary shall, on receipt of the list of nominations,
 - (i) publish a list of the nominees and the positions contested by the 8th of September;
 - (ii) ensure the inclusion of the list of nominees in the notice calling for the Annual General Meeting as stipulated in clauses 37.1 and 37.3 of this Constitution; and
 - (iii) where there are more than one nomination for a position, prepare ballot papers for the election.
- 20.3 The candidates and/or their representatives are entitled to be present at the time of opening and examination of the nominations by the Returning Officer. However, not more than two (2) persons may be present for each nominee.
- 20.4 Any Member who has been nominated for a position as a member of the Committee of Management may withdraw his/her nomination in writing addressed to the Returning Officer any time before the Annual General Meeting or in person at the Annual General Meeting.

21. CASUAL VACANCIES IN THE COMMITTEE OF MANAGEMENT

21.1 For the purpose of this Constitution, a casual vacancy in the office of a member of the Committee of Management occurs if the Committee Member –

- (a) dies;
- (b) resigns office by notice in writing given to the Secretary;
- (c) is absent without the consent of the Committee of Management from all Committee of Management meetings held during a period of three (3) consecutive months;
- (d) ceases to be a Member of the Association;
- (e) is removed from office under clause 22;
- (f) if he/she becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his/her remuneration for their benefit; or
- (g) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- (h) has been convicted of a criminal offence under any jurisdiction within or outside Australia.

21.2 In the event of a casual vacancy occurring in the membership of the Committee of Management as a result of an event in clause 21.1, the Committee of Management may appoint a Member of the Association to fill the vacancy and the Member so appointed shall hold office, subject to this Constitution, until the conclusion of the Annual General Meeting following the date of the appointment.

22. REMOVAL OF MEMBER FROM THE COMMITTEE OF MANAGEMENT

22.1 The Association in Special General Meeting may by resolution remove any Committee Member from the Committee of Management before the expiration of his/her Term.

22.2 Where the Committee Member to whom a proposed resolution referred to in clause 22.1 makes representation in writing to the Committee of Management and requests that the representation be notified to the Members of the Association, the Committee of Management shall send a copy of the representation to each Member of the Association or, if they are not sent, the Committee Member is entitled for the representation be read out at the meeting referred to in clause 22.1.

22.3 Where a resolution is passed for the removal of any Committee Member that position will be deemed as a casual vacancy under paragraph 21.1(e) and accordingly clause 21.2 will apply.

23. CONFLICT OF INTEREST

23.1 A Conflict of Interest exists where there is a divergence between the individual interests of a Committee Member, pecuniary or otherwise, and his/her responsibility to the Association, such that an independent observer might reasonably question whether the actions or decisions of that Committee Member are influenced by his/her personal interests.

23.2 A Committee Member shall not use his/her position or information obtained as a Committee Member to dishonestly obtain a benefit.

23.3 Members of the Committee of Management shall not engage in any activity or enter into any transaction that may give rise to a Conflict of Interest as explained in clause 23.1.

23.4 A Committee Member must bring to the notice of the Committee of Management as soon as he/she becomes aware of any Conflict of Interest that he/she may have in a matter that relates to the affairs of the Association.

23.5 The Committee of Management shall discuss any real or perceived Conflict of Interest that it becomes aware of, at a Committee of Management meeting with the view to resolve it by:

(a) restricting the Committee Member's involvement in the matter that is the subject of conflict of interest;

(b) removing the Committee Member completely from the decision making process;

(c) requesting the Committee Member to relinquish his/her interest by abandoning his/her pursuit of the subject matter; or

(d) seeking his/her resignation from the Committee of Management.

23.6 The Committee Member who has a personal interest in the matter that is being considered at a Committee of Management meeting shall not:

(a) be present while the matter is being considered at the meeting;

(b) vote on the matter;

- (c) be counted in determining whether or not a quorum is present at any Committee of Management meeting considering the activity or transaction;
 - (d) sign or countersign any document relating to any contract or arrangement or a proposed contract or arrangement; and
 - (e) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.
- 23.7 The Committee of Management shall cause details of the Conflict of Interest to be recorded in the Register of Conflict of Interest specifying the name of the Committee Member, description of the contract or transaction, the nature of the Committee Member's interest in the transaction or activity, the total value of the contract, and the profit or benefit derived by the Committee Member from the contract.
- 23.8 The Register of Conflict of Interest shall be kept at the Principal Place of Business and Administration of the Association and shall be open for inspection by any Member of the Association at all reasonable times.

DUTIES & RESPONSIBILITIES OF KEY MEMBERS

24. PRESIDENT

- 24.1 The President shall chair all Committee of Management meetings and general meetings of the Association.
- 24.2 If at any meeting:
- (a) the President is not present at the specified time for holding the meeting; or
 - (b) the President is present but is unwilling to act as Chairperson of the meeting, the Vice President or in his/her absence or refusal a Member chosen by the body shall take the chair at that meeting.
- 24.3 In addition to the general duties conferred on the President by this Constitution, the President shall:
- (a) provide leadership and guidance to the Committee of Management in the administration of the Association and the temple;
 - (b) enforce adherence by Members to the Constitution and assure integrity of the Association's process;

- (c) determine plans and policy matters and submit them to the Committee of Management for consideration and approval; and
- (d) liaise with external bodies including the Commonwealth of Australia, State of NSW, Local Government Councils and other statutory institutions where necessary.

25. SECRETARY

- 25.1 In addition to specific duties under the Constitution, the Secretary shall have the following duties:
- (a) ensure that due notice is given, agendas prepared and accurate minutes kept of all general meetings of the Association and Committee of Management meetings;
 - (b) cause copies of the minutes of all general meetings of the Association and Committee of Management meetings to be forwarded to the Committee Members;
 - (c) ensure the sending, receipt and proper filing of all correspondence;
 - (d) issue notices of all resolutions, decisions and amendments;
 - (e) notify all members of the Committee of Management and Sub-Committees of their election or appointment;
 - (f) maintain all statutory registers including the Register of Members as specified in clause 12.1 and the Register of Conflict of Interest as specified in clause 23.7; and
 - (g) file all documents, statutory notices and returns that are required to be filed with the Commissioner and other bodies.
- 25.2 The Secretary must attend, as far as possible, all Committee of Management meetings and the Annual General Meetings and Special General Meetings of the Association and must keep a record of the proceedings of the meetings.
- 25.3 Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the succeeding meeting and the Secretary.
- 25.4 The Secretary may delegate some of his/her responsibilities to the Assistant Secretary of the Association, subject to the approval of the Committee of Management. In such instances the Assistant Secretary shall have a similar authority and responsibility as the Secretary, for those delegated activities, during the period of delegation.

25.5 In the event the Secretary is unable to carry out his/her duties under this Constitution, the Assistant Secretary will act as Secretary. If the position of Secretary falls vacant due to any reason, the Assistant Secretary assumes the responsibility of the Secretary.

26. TREASURER

26.1 The Treasurer has the following duties:

- (a) the Treasurer must ensure that:
 - (i) all monies due to the Association are collected and received and official receipts are issued promptly for such collections;
 - (ii) all monies received by the Association are deposited as soon as practicable and without deduction to the credit of the Association's bank account;
 - (iii) all payments are made only after satisfying that the goods and/or services have been received by the Association. Such payments in excess of \$250.00 shall be made by cheque or electronic transfer only;
 - (iv) adequate and proper documentation are maintained to substantiate the receipts and payment of monies of the Association;
 - (v) appropriate bank accounts including term deposits are created and maintained to maximise the income of the Association;
 - (vi) all transactions including receipts and payments are properly recorded in the books of accounts of the Association; and
 - (vii) financial statements showing the income and expenses for the Financial Period (statement of financial results), financial affairs as at the end of the Financial Period (statement of financial position) and cash flow for the Financial Period (statement of cash flow) of the Association are prepared for submission to the Members at the Annual General Meeting;
- (b) the Treasurer shall submit the Treasurer's Report on the financial statements of the Association with respect to each quarter (for the periods from 1 July to 30 September, 1 October to 31 December, 1 January to 31 March and 1 April to 30 June) to the Committee of Management soon after the end of the respective quarter;
- (c) the Treasurer shall prepare, for presentation and approval of the Committee of Management, a Budget for the forthcoming financial year commencing 1st July setting out the estimated income and the expenditure to correspond with the items appearing in the financial statements of the Association; and
- (d) the Committee of Management shall review and where necessary amend and approve the Budget.

- 26.2 The Treasurer may delegate some of his/her responsibilities to the Assistant Treasurer of the Association, subject to the approval of the Committee of Management. In such instances the Assistant Treasurer shall have a similar authority and responsibility as the Treasurer, for those delegated activities, during the period of delegation.
- 26.3 In the event the Treasurer is unable to carry out his/her duties under this Constitution, the Assistant Treasurer will act as Treasurer. If the position of Treasurer falls vacant due to any reason, the Assistant Treasurer assumes the responsibility of the Treasurer.

27. MEETINGS AND QUORUM FOR THE COMMITTEE OF MANAGEMENT

- 27.1 The Committee of Management shall meet at least once a month at the temple grounds at Helensburgh or any such place as the Committee of Management may determine.
- 27.2 Additional Committee of Management meetings may be convened by the Secretary either at the request of the President or by any Committee Member.
- 27.3 Oral and written notice of a Committee of Management meeting shall be given by the Secretary to each Committee Member at least one (1) week before the time appointed for the holding of the meeting.
- 27.4 Notice of a meeting given under clause 27.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee Members present at the meeting unanimously agree to treat as urgent business.
- 27.5 Any six (6) Committee Members constitute a quorum for the transaction of the business of a Committee of Meeting.
- 27.6 No business shall be transacted by the Committee of Management 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 stands adjourned to the same place and at the same hour of the same day in the following week.
- 27.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 27.8 At a Committee of Management meeting –
- (a) the President or, in the President's absence the Vice-President shall preside; or
 - (b) if the President and the Vice-President are absent or unwilling to act such one of the remaining Committee Members present at the meeting shall preside.

27.9 Attendance at Committee of Management meetings by other than a Committee Member is by invitation only. The Committee of Management may invite Members to offer their views on a subject being discussed or may invite non-Members who have expertise in the subject being discussed. Only Committee Members shall be present during Committee deliberations and voting.

28. DELEGATION BY COMMITTEE OF MANAGEMENT TO SUB-COMMITTEES

28.1 The Committee of Management may, by instrument in writing, delegate to one or more Sub-Committees (consisting such Member or Members of the Association as the Committee of Management thinks fit) the exercise of such of the functions of the Committee of Management as are specified in the instrument, other than –

(a) this power of delegation; and

(b) the powers vested on the Committee of Management by this Constitution under clause 16.

28.2 The Sub-Committee shall comprise at least one Committee Member and the instrument appointing the Sub-Committee shall state the following:

(a) the names of the member(s);

(b) the purpose or objects;

(c) the terms of the delegation including such conditions or limitations as to the exercise of any function; and

(d) the date of commencement and the duration of the appointment as to time or circumstances.

28.3 A function the exercise of which has been delegated to a Sub-Committee under this clause 28 may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.

28.4 Notwithstanding any delegation under this clause 28, the Committee of Management may continue to exercise any function delegated.

28.5 Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this clause 28 has the same force and effect as it would have if it had been done or suffered by the Committee of Management.

28.6 The Committee of Management may, by instrument in writing, revoke wholly or in part any delegation under this clause.

- 28.7 A Sub-Committee may meet and adjourn as it thinks proper.
- 28.8 A Sub-Committee appointed under clause 28.1 will cease to function at the conclusion of the next Annual General Meeting following its appointment.
- 28.9 A Sub-Committee that has ceased to exist under clause 28.8 above may be re-appointed with the same or different membership in conformity with this clause 28 by the newly appointed Committee of Management.

29. VOTING AND DECISIONS

- 29.1 Questions arising at a Committee of Management meeting or Sub-Committee meeting shall be determined by a majority of the votes of the members of the Committee of Management or Sub-Committee present at the meeting.
- 29.2 Each member present at a Committee of Management meeting or Sub-Committee meeting (including the person presiding at the meeting) is entitled to one vote but, in the event of equality of votes on any question, the person presiding may exercise a second or casting vote.
- 29.3 Subject to clause 27.5, the Committee of Management may act notwithstanding any vacancy on the Committee of Management.
- 29.4 Any act or thing done or suffered, purporting to have been done or suffered, by the Committee of Management or by a Sub-Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualifications of any member of the Committee of Management or Sub-Committee.

REMUNERATION AND OTHER PAYMENTS

30. REMUNERATION AND OTHER PAYMENTS

- 30.1 Subject to this Constitution, membership of the Association does not confer upon Members of the Association any right, title or interest, whether legal or equitable, in the property of the Association.
- 30.2 The income and property of the Association must be solely applied towards the promotion of the Objects of the Association as set out in this Constitution.
- 30.3 No income or property of the Association may be paid or transferred, directly or indirectly, by way of fees, payment, remuneration or other distribution, to any Member of the Association.

- 30.4 With the exception of repayment of out-of-pocket expenses, no Committee member shall be paid any fees, remuneration or other benefit in money or money's worth.
- 30.5 Nothing contained in this clause prevent payment in good faith of:
- (a) remuneration to any officers or employees of the Association for services actually rendered to the Association;
 - (b) an amount to any Member, not being a Committee Member, in return for any services actually rendered or for goods actually supplied to the Association in the ordinary course of business;
 - (c) an amount to any Committee Member who has tendered for and won a contract to perform duties and/or perform services to the Association subject to clause 23;
 - (d) interest at a rate not exceeding the rate for the time being charged by bankers in Australia for overdrawn accounts, on any money loaned to the Association by any Member; or
 - (e) reasonable rental for premises leased to the Association by any Member.

PUBLIC OFFICER

31. APPOINTMENT AND QUALIFICATION OF PUBLIC OFFICER

- 31.1 The Committee of Management shall nominate a person who satisfies clause 31.2 for appointment as the Public Officer of the Association for a period of five (5) years from the date of appointment subject to approval by the Association at general meeting.
- 31.2 A person is qualified to be a Public Officer, if but only if, that person –
- (a) is a Member of the Association at the time of the appointment; and
 - (b) is ordinarily resident in New South Wales.
- 31.3 The person holding the position of Public Officer may be re-appointed for a further period of three (3) years to that position by the Committee of Management subject to approval by the Association at general meeting.
- 31.4 A Public Officer's acts are valid despite any defect in his/her appointment.

31.5 The appointment of a Public Officer and any change in particulars that require to be notified must be lodged with the relevant authorities including the NSW Fair Trading and the Australian Charities and Not-for-profits Commission (ACNC) by providing the required details in the approved form and within the time stipulated by them.

32. RESPONSIBILITIES OF THE PUBLIC OFFICER

32.1 The Public Officer is responsible for:

- (a) notifying NSW Fair Trading any change in the Association's official address within 28 days;
- (b) declaring the presence or absence of a quorum for the transaction of the business of the Annual General Meeting or a Special General Meeting.
- (c) lodging with NSW Fair Trading, immediately after the completion of the Annual General Meeting, the Statement of Annual Summary of Financial Affairs;
- (d) lodging with NSW Fair Trading, when authorised by the Committee of Management, any amendments or changes to the Constitution;
- (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 of Management as soon as possible; and
- (f) the custody of any documents as required by this Constitution.

32.2 The Public Officer shall, where either the Committee of Management resigns en masse or a vote of no confidence is carried successfully on the entire Committee of Management by the Members at a Special General Meeting convened for the purpose, form an interim committee of management consisting of five members who have previously served as Committee Members, excluding the outgoing Committee Members, to administer the Temple and run the Association until such time a new Committee of Management is elected through the holding of a Special General Meeting convened for the purpose.

32.3 The Public Officer and the interim committee of management shall arrange to hold a Special General Meeting within three months of the occurrence of the vacation of office by the Committee of Management either through resignation en masse or a vote of no confidence, to elect a new Committee of Management.

32.4 The interim committee of management shall not initiate any new projects or programmes of activity.

32.5 With the exception of activities excluded by Members at the Special General Meeting at which a vote of no confidence was carried successfully on the entire Committee of Management and subject to clause 31.4 the interim committee of management is empowered under clause 16 to continue the operations and activities of the Association and the Temple.

33. VACATION OF OFFICE OF PUBLIC OFFICER

33.1 A Public Officer will vacate the position:

- (a) if he/she dies;
- (b) if he/she resigns in writing to the Committee of Management;
- (c) if he/she is removed from office by the passing of a resolution at a general meeting;
- (d) if he/she becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his/her remuneration for their benefit;
- (e) if he/she becomes a mentally incapacitated person; or
- (f) if he/she ceases to be a resident of New South Wales.

33.2 Within fourteen (14) days after vacating office, the former Public Officer must ensure that all documents in his/her possession that belong to the Association are delivered to the Secretary.

33.3 The Committee of Management must fill any vacancy in the office of Public Officer within twenty eight (28) days of it becoming vacant, and must submit such appointment for approval by the membership at the next Annual General Meeting or a Special General Meeting called for that purpose.

RETURNING OFFICER

34. APPOINTMENT AND QUALIFICATION OF RETURNING OFFICER

34.1 The Association shall at the Annual General Meeting appoint a Returning Officer who shall hold office for a period of five (5) years from the date of appointment.

34.2 The Returning Officer -

(a) shall be:

- (i) a natural person (an individual); or
- (ii) a professional firm, for the purposes of the Partnership Act; or
- (iii) a company registered under the Corporations Act; or
- (iv) the Australian Electoral Commission.

(b) shall not while holding that office be:

- (i) a Committee Member;
- (ii) a candidate for that election;
- (iii) a proposer or a seconder for any candidate standing for election; or
- (iv) a proposer of a resolution.

34.3 The person holding the position of Returning Officer may be re-appointed to that position for a further period of three (3) years subject to approval by the Association at the Annual General Meeting.

34.4 A Returning Officer's acts are valid despite any defect in his/her appointment.

35. RESPONSIBILITIES OF THE RETURNING OFFICER

35.1 The Returning Officer is responsible for:

- (a) the conduct of elections;
- (b) deciding on all matters relating to the procedures not provided for in this Constitution in relation to the election of the Committee of Management;
- (c) ensuring the security of rolls, ballot papers and boxes; and
- (d) ensuring that election preparations are complete and timely.

35.2 The Committee of Management must provide the facilities, resources and assistance necessary to enable the Returning Officer to carry out the responsibilities contained in this Constitution.

36. VACATION OF OFFICE OF RETURNING OFFICER

36.1 Where the Returning Officer is a natural person, he/she will vacate the position:

- (a) if he/she dies;
- (b) if he/she resigns in writing to the Committee of Management;

- (c) if he/she is removed from office by the passing of a resolution at a general meeting;
 - (d) if he/she becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his/her remuneration for their benefit;
 - (e) if he/she becomes a mentally incapacitated person; or
 - (f) if he/she ceases to be a resident of New South Wales.
- 36.2 Where the Returning Officer is a partnership firm or a company or the Australian Electoral Commission it will cease to hold that office:
- (a) if it resigns its position;
 - (b) informs the Association that it is unable to carry out its obligations of the position of Returning Officer;
 - (c) if it is removed from office by the passing of a resolution at a general meeting.
- 36.3 Within fourteen (14) days after vacating office, the former Returning Officer must ensure that all documents in his/her/its possession that belong to the Association are delivered to the Secretary.
- 36.4 The Committee of Management must fill any vacancy in the office of Returning Officer within twenty eight (28) days of it becoming vacant and such appointment and all acts by the Returning Officer until the next Annual General Meeting shall be valid for the purposes of the Constitution.

MEMBERS' GENERAL MEETINGS

37. ANNUAL GENERAL MEETING

- 37.1 The Association must hold an Annual General Meeting:
- (a) within six (6) months after the close of the Association's financial year; or
 - (b) within such later time as may be allowed by the Commissioner.
- 37.2 The Secretary shall notify the Members of the holding of the Annual General Meeting giving at least 14 days' notice unless a Special Resolution is proposed in which case at least 21 days' notice is required. Such a notice shall specify that the Annual General Meeting is being convened at such place and on such date and at such time as the Committee of Management thinks fit.

- 37.3 The notice shall include the names of individuals nominated and the positions for which they were nominated for the various Committee of Management positions that need to be filled at the forthcoming Annual General Meeting.
- 37.4 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall include the following, even if not referred to in the notice of the meeting –
- (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 of Management reports upon the activities of the Association during the last preceding financial year;
 - (c) to receive and consider the audited financial statements as set out in clause 49;
 - (d) to elect Office-bearers and Ordinary Committee Members; and
 - (e) to appoint an independent Auditor for the purpose of verification of the Association's financial statements to the Members.

38. SPECIAL GENERAL MEETINGS

- 38.1 All meetings of the Association other than the Annual General Meeting referred to in clause 37 will be Special General Meetings.
- 38.2 The Committee of Management may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 38.3 The Committee of Management must, on the requisition in writing of not less than five (5) per cent of the total number of Members eligible to vote as at 30 June preceding, convene a Special General Meeting of the Association.
- 38.4 A requisition of Members for a Special General Meeting –
- (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the Members making the requisition;
 - (c) shall be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.

- 38.5 If the Committee of Management fails to convene a Special General Meeting to be held within thirty (30) days after the 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 three (3) months after that date.
- 38.6 In the event clause 38.5 applies, the Secretary shall provide the convener(s) of the Special General Meeting a copy of the Register of Members and the Membership role for the purpose of issuing the notice calling the meeting.
- 38.7 A Special General Meeting convened by a Member or Members as referred to in clause 38.3 shall be convened as nearly as practicable in the same manner as general meetings are convened by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred in calling the meeting.

39. NOTICE

- 39.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause notice to be sent by pre-paid post to each Member at the Member's address appearing in the Register of Members, specifying the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 39.2 Where the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Member in the manner provided in clause 39.1 specifying, in addition to the matter required under clause 39.1 the intention to propose the resolution as a Special Resolution.
- 39.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business listed in clause 37.4 must be transacted.
- 39.4 A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the Member.

40. PROCEDURE OF GENERAL MEETING

- 40.1 No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these clauses to vote is present during the time the meeting is considering that item.
- 40.2 Seventy five (75) of the Members entitled under this Constitution to vote at a general meeting, present in person or by proxy, constitutes a quorum for the transaction of the business of a general meeting.
- 40.3 If within an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of Members shall be dissolved and in any other case, shall stand 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.
- 40.4 If at the adjourned meeting a quorum is not present within an hour after the time appointed for the commencement of the meeting, the Members present, being not less than fifty (50) including proxies, shall constitute a quorum and if this quorum is not reached the meeting shall be treated as dissolved.

41. GENERAL MEETING - CHAIRPERSON

- 41.1 The following shall preside as the Chairperson of the general meeting of the Association:
 - (a) the President or, in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
 - (b) if the President and the Vice-President are absent from a general meeting or unwilling to act, the Members present shall elect one of those present to preside as Chairperson at the meeting.

42. ADJOURNMENT

- 42.1 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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- 42.2 Where a general meeting is adjourned for 14 days or more, the Secretary shall give written 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.
- 42.3 Except as provided in clauses 42.1 and 42.2, 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.

43. MAKING OF DECISIONS

- 43.1 A question arising at a general meeting of the Association shall be determined 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 Chairperson that a resolution has, on show of hands, been carried or carried unanimously or carried by a particular majority or lost, and 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 the resolution.
- 43.2 At a general meeting of the Association, a poll may be demanded by the Chairperson or by not less than three (3) Members present in person or by proxy at the meeting.
- 43.3 Where a poll is demanded at a general meeting, the poll shall be taken –
- (a) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs; and
 - (c) the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

44. RESOLUTIONS

- 44.1 Except where a resolution is required to be passed as a Special Resolution under this Constitution such a resolution may be passed as an ordinary resolution if it is passed by a simple majority of such Members of the Association as, being entitled under this Constitution so to do, present in person or by proxy, vote at a general meeting.
- 44.2 A Special Resolution of the Association requires to be passed by a majority which comprises not less than three-quarters of such Members of the Association as, being entitled under this Constitution so to do, present in person or by proxy, vote at a general meeting of which not less than 21 days' written notice specifying the intention

to propose the resolution as a Special Resolution was given in accordance with this Constitution.

- 44.3 Where a Special Resolution cannot be passed in the manner specified in clause 44.2 above another meeting shall be called no later than eight (8) weeks from the date of the meeting at which:
- (a) the quorum shall be at least fifty (50) of the total membership, in person or by proxy; and
 - (b) not less than three-quarters of such Members of the Association as, being entitled under this Constitution so to do, present in person or by proxy, vote in favour of that resolution.
- 44.4 The following items shall require a Special Resolution:
- (a) a change in the Association's name, Objects or Constitution;
 - (b) a motion of no confidence brought against the Committee of Management;
 - (c) the disposal of land owned by the Association;
 - (d) the removal of Auditor;
 - (e) the removal of a trustee;
 - (f) the removal of the Public Officer;
 - (g) the removal of the Returning Officer; and
 - (h) a motion to wind up the Association.
- 44.5 Where it is not possible or practicable for the resolution to be passed in the manner specified in clause 44.2 or 44.3 the Association shall seek direction from the Commissioner to dispense with the requirements to pass the resolution as set out in clause 44.2 or 44.3.
- 45. ELIGIBLE VOTING MEMBERS**
- 45.1 Only a Patron or a Life Member who has been a Member for a continuous period of twelve (12) months ending on 30 June immediately preceding is eligible to vote at a general meeting.
- 45.2 For every General Meeting the Secretary shall prepare a Membership Roll as specified in clause 12.4.

45.3 The Secretary shall send the notice of the General Meeting only to those persons who are on the Membership Roll.

46. VOTING

46.1 Upon any question arising at a general meeting of the Association a Member has one vote only.

46.2 All votes shall be given personally or by proxy provided that the number of proxies held by a Member shall be limited to that specified in clause 47.1.

46.3 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.

46.4 A Member or proxy is not entitled to vote at any general meeting of the Association unless his/her name is duly recorded in the Register of Members and shown in the Membership Roll as provided in clause 45.2.

47. APPOINTMENT OF PROXIES

47.1 Appointment of Proxies at general meetings of the Association:

(a) each Member shall be entitled to appoint another Member as proxy but no Member may hold more than 10 proxies.

(b) the Returning Officer shall be the recipient of proxy forms relating to the elections. The Secretary shall be the recipient of all other non-election related proxy forms. The proxy forms may be sent by mail or be submitted in person to the Returning Officer or the Secretary as applicable. In any case, it must reach the Returning Officer or the Secretary at least forty eight (48) hours before the scheduled commencement of the meeting.

(c) the notice appointing the proxy shall be in the appropriate Proxy Form as set out in Annexure 3 for election of Committee members and Annexure 4 for all other matters. An incomplete proxy form shall be deemed invalid by the Returning Officer or the Secretary as applicable.

(d) the notice appointing the proxy is valid only for the meeting for which it is given or for its adjournments, if any.

(e) the proxy may be revoked by giving notice in writing to the Secretary at any time before the commencement of the meeting for which the proxy is given or before the commencement of its adjourned meeting, if any.

- (f) the proxy shall be held to be invalid if the Member appointing the proxy is present in person at the meeting for which that proxy was appointed or its adjournments.
- (g) the names of all the Members who have appointed proxy shall be recorded by the Returning Officer or the Secretary as applicable and be made available with the proxy form for verification by the Members.
- (h) the proxy shall be counted to be in favour or against a particular motion or motions for which the Member has specifically authorised the proxy to vote in the specified manner. For all other matters, the proxy holder is free to vote in any manner as he/she thinks fit or abstain from voting if he/she chooses to do so.

ACCOUNTS & AUDIT

48. ACCOUNTS

- 48.1 The financial year of the Association shall commence on the 1st July in each year and end on the 30th June of the subsequent year.
- 48.2 The Committee of Management must cause proper accounting and other records to be kept with respect to:
 - (a) the assets and liabilities of the Association;
 - (b) the sums of money received and expended by the Association and the manner and method in which receipts and expenditure took place; and
 - (c) all sales and purchases of real and personal property by the Association.
- 48.3 The books of accounts and related documents and documentation shall be kept at the Principal Place of Business and Administration of the Association and shall be open to inspection by any Member at all reasonable times.
- 48.4 The Committee of Management through the Treasurer shall be responsible for the preparation of the financial statements of the Association as described in subparagraph 26.1(a)(vii) prepared in accordance with applicable Australian Accounting Standards including the relevant notes to the financial statements for the financial year.

49. AUDIT

- 49.1 The Committee of Management shall cause the financial statements of the Association for the financial year ending 30th June each year prepared pursuant to sub-paragraph 26.1(a)(vii) to be audited in accordance with Australian Auditing Standards.
- 49.2 The financial statements must be approved by the Committee of Management and signed by the President and the Treasurer.
- 49.3 The Committee of Management shall:
- (a) prior to the forthcoming Annual General Meeting circulate copies of the audited financial statements to the Members of the Association; and
 - (b) present the audited financial statements to the Members at the Annual General Meeting.

50. AUDITOR

- 50.1 Auditors of the Association shall be appointed by the Members at the Annual General Meeting.
- 50.2 A person shall be eligible to be appointed and remain as an Auditor:
- (a) if the person is an individual, that person is a practicing member of the Institute of Chartered Accountants of Australia or the CPA Australia; or
 - (b) if the person is a firm of accountants, that firm shall be one that is approved to perform accounting and auditing services by the Institute of Chartered Accountants of Australia or the CPA Australia.
- 50.3 Except where the person is to be appointed as an honorary Auditor, the Committee of Management of the Association shall obtain a minimum of three (3) quotations from persons who are qualified to perform auditing services as specified in clause 50.2.
- 50.4 Prior to making a decision for the appointment of the Auditor the Committee of Management shall evaluate the quotations and suitability of the persons and select the most appropriate person for appointment as Auditor.
- 50.5 A current Auditor may be re-appointed at the Annual General Meeting unless the person informs the Association in writing that he/she/it would cease to be the Auditor effective from a given date.

- 50.6 Where a need arises to appoint a new auditor (to succeed an outgoing Auditor) at the Annual General Meeting, the Association must obtain the prior written consent from the nominated auditor.
- 50.7 On approval by the Members at the Annual General Meeting the Committee of Members of the Association shall issue a letter of engagement to the newly appointed Auditor.
- 50.8 The Auditor may resign by giving notice to the Association of their intention to resign and the resignation of the Auditor takes effect on the day, if any, specified for the purpose in the notice of resignation.
- 50.9 Subject to requirements of the Constitution, in the event a vacancy arises on the resignation/death/bankruptcy of the current Auditor the Committee of Management shall appoint an Auditor within one (1) month after such date.
- 50.10 The Auditor may be removed by a Special Resolution passed at a general meeting called for the purpose.
- 50.11 Where the Auditor is to be removed under clause 50.10 –
- (a) a copy of the notice of intention to remove the Auditor must also be sent to the Auditor as soon as possible;
 - (b) the Auditor has the right to make written representations to Members within seven (7) days of receiving the notice, and request that this representation be sent to all Members at the Association's expense; and
 - (c) the Auditor has the right to present their case to Members at the meeting.

51. AUDIT COMMITTEE

- 51.1 The Committee of Management shall appoint an Audit Committee consisting of three (3) Members to serve for a period of three (3) years.
- 51.2 The Audit Committee shall provide independent assurance and advice to the Committee of Management on matters relating to risks, internal controls and on the reliability of the accounting system to produce meaningful, accurate and valid accounting reports.
- 51.3 The Audit Committee or any member of the Audit Committee is entitled to call for and inspect any document relevant to financial matters of the Association.

- 51.4 The Treasurer shall submit half-yearly and annual accounts for review by the Audit Committee which shall meet with the President and Treasurer prior to finalising its report for presentation to the Committee of Management.
- 51.5 The Audit Committee must submit half yearly and annual reports to the Committee of Management with a copy to the Auditor. The Audit Committee must respond to the Committee of Management in respect of any matters raised by it on the report.

SOURCE, APPLICATION AND MANAGEMENT OF FUNDS

52. SOURCE OF FUNDS

- 52.1 The funds of the Association shall be derived from providing religious services to devotees, membership fee, general donations and other charges.
- 52.2 The Association may raise funds through activities conducted in the furtherance of the Objects of the Association including conducting fund raising activities, operation of a canteen, operation of a shop for the sale of publications and souvenirs and other related activities.
- 52.3 The Association may sell assets that are in excess of the needs or are not useful for the temple activities;
- 52.4 Subject to clause 16.2 the Association may borrow such amounts that it could reasonably be expected to repay with its internally generated resources.

53. APPLICATION OF FUNDS

- 53.1 The Association shall maintain a common fund from which it shall defray its normal expenses arising out of its activities.
- 53.2 The Association may also maintain separate funds for specific purposes. In such instances funds collected or donated for the specific purposes shall only be spent for the denoted purposes.
- 53.3 Any money which is not immediately required to be applied for the purposes of the Association shall be invested only as deposits with authorised deposit-taking institutions (ADIs) under by the Australian Prudential Regulation Authority.
- 53.4 The Association may meet any monetary obligations arising out of purchase of real property from the common fund as well as from the specific fund set up for that purpose.

- 53.5 The Association may not dispose of any real property acquired or otherwise owned by it by selling, divesting or transferring for consideration or otherwise unless the Members approve such disposal by Special Resolution either at an Annual General Meeting or Special General Meeting.

54. MANAGEMENT OF FUNDS

- 54.1 All cheques, electronic transfer of funds, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and any other Committee Member authorised to do so by the Committee of Management.

MEMBERS' LIABILITY AND DISTRIBUTION OF SURPLUS ASSETS

55. MEMBERS' LIABILITIES

- 55.1 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 his/her membership of the Association.

56. DISTRIBUTION OF SURPLUS PROPERTY

- 56.1 If upon the winding up or dissolution of the Association, after satisfaction of all its debts and liabilities, any surplus assets whatsoever that remains shall not be paid to or distributed amongst the Members of the Association but shall be given or transferred to some other institution or institutions having objects similar to this Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of this Constitution such institution or institutions to be determined by the Members of the Association at or before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

OPERATIONAL DATE OF THE CONSTITUTION

57. EFFECTIVE DATE OF OPERATION

- 57.1 This Constitution will become operational from the date of registration by the Commissioner.

- 57.2 Application to the Commissioner shall be made within twenty eight (28) days of the adoption by Special Resolution for the following purposes:
- (a) to register this Constitution; and
 - (b) to register amendments to this Constitution.
- 57.3 The Committee of Management shall within fourteen (14) days of the adoption of this Constitution or its amendment provide a copy of this Constitution or a copy of the amended Constitution as applicable under clause 57.2 to the Public Officer for registration with the Commissioner.
- 57.4 The Public Officer shall upon receipt of a copy of this Constitution or a copy of the amended Constitution from the Committee of Management apply to the Commissioner for registration of the Constitution.

TRANSITIONAL ARRANGEMENTS

58. TRANSITIONAL ARRANGEMENTS

- 58.1 Except otherwise provided this Constitution will become operative from the date it is registered by the Commissioner.
- 58.2 The Committee of Management elected under the previous constitution shall continue to perform their duties and responsibilities under this Constitution until the end of the next Annual General Meeting at which the new Committee of Management is elected under this Constitution.
- 58.3 Until such time this Constitution is registered all acts undertaken under the previous Constitution by the Committee of Management elected under the previous constitution shall remain valid.
- 58.4 The Public Officer and the Returning Officer appointed under the previous constitution will continue in their respective position and clauses 31 to 33 and 34 to 36 of this Constitution will apply to them respectively.

COMMON SEAL

59. COMMON SEAL

- 59.1 The Common Seal of the Association shall be kept in the custody of the Secretary.

- 59.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee of Management and the affixing of the Common Seal shall be attested by the signatures of the President and one other Committee Member.

NOTICES

60. SERVICE OF NOTICES

- 60.1 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,
 - (b) by sending it by pre-paid post to the address of the person; or
 - (c) by sending it by facsimile transmission or electronic mail to an address specified by the person for giving or serving the notice.
- 60.2 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 electronic mail, 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.

61. PROOF OF SENDING

- 61.1 Proof of sending of notice by facsimile or electronic mail and the time of completion thereof may be established by production of either a transmission report by the machine from which the facsimile or electronic mail was sent or a copy of the electronic mail that was sent which indicates that the facsimile or electronic mail was sent in its entirety to the facsimile number or electronic mail address of the addressee.
- (a) A certificate signed by the Secretary that notice was delivered or posted at a particular time is conclusive evidence that the notice was delivered or posted at that time.

- (b) A certificate signed by the Secretary that a facsimile transmission was sent and the transmission was completed is conclusive evidence that the notice was sent and received at that time.
- (c) A certificate signed by the Secretary that the notice was sent by electronic mail at a particular time and that no “undeliverable mail” message has been received in relation to it is conclusive evidence that the notice was sent and received at that time.

62. TIME NOTICES ARE EFFECTIVE

62.1 Except if a later time is specified in a clause dealing with a notice or other communication, a notice is regarded as given, served, received and as having come to the attention of the addressee:

- (a) if delivered personally to the addressee, at the time of delivery;
- (b) if it is sent by post unless the contrary is proved, be deemed for the purpose of these clauses to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post; or
- (c) if sent by facsimile or electronic mail to the facsimile number or electronic mail address, respectively, of the addressee, at the time transmission is completed.

63. INDEMNITY & INSURANCE

63.1 Subject to the provisions and restrictions of the Constitution, Committee Members, employees, other officers and volunteers for the time being of the Association acting in relation to the affairs of the Association, and every one of them, and every one of their heirs, executors and administrators shall be indemnified and secured harmless out of the funds and profits of charges, losses, damages, expenses, which they or any of them, or of the joining in receipts of them, or of the joining in receipts for the sake of conformity, or for the acts of default of any banker or other persons with whom any money or effects belonging to the Association shall or may be lodged or deposited for safe custody, or for any loss, misfortune or damage which may happen in the execution of their respective offices or trusts in relation thereto, except the same shall happen by or through their own wilful and purposeful neglect, or wilful and purposeful default respectively.

- 63.2 The Association shall effect and maintain insurance cover for purposes including the following:
- (a) building and other assets of the Association; and
 - (b) other insurances including Workers' Compensation, Loss of Income and Public Liability.

CUSTODY AND ACCESS

64. CUSTODY OF BOOKS, ETC

- 64.1 Except as otherwise provided by this Constitution, the Secretary shall keep in his/her custody or under his/her control all records, books and other documents relating to the Association.

65. INSPECTION OF BOOKS ETC

- 65.1 The following documents must be open to inspection, upon written request, free of charge, by a Member of the Association at any reasonable hour:
- (a) records, books and other financial documents of the Association;
 - (b) Register of Conflict of Interest;
 - (c) all correspondence between the Association and external bodies or with Members;
and
 - (d) minutes of all Committee of Management meetings and general meetings of the Association.
- 65.2 A Member of the Association may obtain a copy of any of the documents referred to in clause 65.1 on payment of a fee of not more than \$1 for each page copied.



Sri Venkateswara Temple Association Inc.

No. 1 Temple Road, Helensburgh, NSW 2508
 Phone: (02) 4294 9233 Website: www.svtsydney.org

SVT Life Membership or Patron Application

After completing this Form, attach & post with payment to the Secretary (above address)

Life Membership or Patron Applicant (please write legibly):

I hereby apply to become a Life Member/Patron of Sri Venkateswara Temple Association. If admitted as a Life Member or Patron, I agree to be bound by the rules of the Association in force at that time. My details are provided so that the Temple can contact me, send information & newsletters from time to time.

Full Name (Mr/Mrs/Ms/Dr): _____

Address: _____ Suburb: _____

Post Code: _____ Email: _____

Phone: _____ Date of Birth _____

Signature _____ Date: _____

Nominated by: I, _____, a member of SVT Association nominate the applicant, who is known to me personally, for membership of the Association.

Signature _____ Date: _____

Seconded by: I, _____, a member of SVT Association second the applicant, who is known to me personally, for membership of the Association.

Signature _____ Date: _____

Payment Options (Tick one): SVT Life Membership \$2,200 (inc. GST) SVT Patron \$3,300 (inc. GST)

DIRECT DEPOSIT: Internet Transfer or Direct Deposit Cash or Cheque to
 Commbank BSB: 062-190 Account No: 1002 6024 Name: SVT Association Inc.
 Note Deposit details here & also Email secretary@svtsydney.org

POST CHEQUE for \$2,200 (Life Member) or \$3,300 (Patron) Payable to: SVT Association Inc. to:
 The Treasurer, SVT Membership, SVT Association Inc, No. 1 Temple Road, Helensburgh, NSW 2508.

PAY BY CREDIT CARD:
 Payment can be made at the Temple Counter.

Visa MasterCard (AMEX not accepted)

Card Number: _____ EXP ____/____

Name on Card _____ Signature: _____

FOR OFFICE USE ONLY

FORM RECEIVED BY:	DATE	SIGNATURE
PAYMENT TYPE:	DATE	SIGNATURE



NOMINATION FORM

SRI VENKATESWARA TEMPLE ASSOCIATION INC.
Nomination Form for the election of Committee Members

Nomination:

I, _____ of _____
being a Member of Sri Venkateswara Temple Association Inc. hereby nominate
_____ of _____

for the position of _____

Date: _____ Signature: _____

I, _____ of _____
being a Member of Sri Venkateswara Temple Association Inc. hereby second the above nomination.

Date: _____ Signature: _____

Acceptance:

I, _____ of _____
being a Member of Sri Venkateswara Temple Association Inc. hereby accept the above nomination.

Date: _____ Signature: _____

Please mark “**SVT Association - Elections**” on the outside of the envelope and send to the Returning Officer at the following address by certified mail or courier, **to reach him by**

Returning Officer:

Mailing Address:



SRI VENKATESWARA TEMPLE ASSOCIATION INC.
Election Proxy Form

I
(Full Name)

of
(Address)

being a Member of the Sri Venkateswara Temple Association (Membership No.), hereby appoint

.....
(Full Name)

of
(Address)

as my proxy to vote on my behalf at the **election of Committee Members**, at the general meeting of the Sri Venkateswara Temple Association to be held on and any adjournment of that meeting.

I further declare that my proxy holder vote as follows (select and complete as applicable):

- (a) vote in any manner my proxy chooses; or
- (b) vote as indicated below.

Position	Name of Candidate

Note: Add additional rows as applicable.

.....
Signature:

.....
Date:

Witnessed by:	
Full Name:	
Membership Number:	
Signature:	Date:.....

Mailing address:



SRI VENKATESWARA TEMPLE ASSOCIATION INC.
General Meeting Proxy Form

I
 (Full Name)

of
 (Address)

being a Member of the Sri Venkateswara Temple Association (Membership No.), hereby appoint

.....
 (Full Name)

of
 (Address)

as my proxy to vote on my behalf at the **Annual or Special General Meeting** of the Sri Venkateswara Temple Association to be held on or at any adjournment thereof.

My proxy (delete whichever is inapplicable):

- (1) may vote as he/she thinks fit on all resolutions; or
- (2) shall vote on each resolutions as follows:

Agenda item	Description	In favour	Against	Abstain
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....
 Signature:

.....
 Date:


Witnessed by: Full Name: Membership Number:

Mailing address:

Special Resolution

Sri Venkateswara Temple Association hereby adopts the draft constitution passed at the Special General Meeting, held on 25th August 2013, incorporating the amendments proposed at that meeting and other changes since made.

The members hereby authorise the Public Officer to register the constitution with the NSW Fair Trading within 28 days of adoption.

Seetha Raman
Proposer:  Date: 27-11-16
On behalf of the Executive Committee of SVTA

SANGARAPILLAI SUBRAMANIAM
Seconded: *A. Subramaniam* Date: 27-11-16
On behalf of the Executive Committee of SVTA