



**Constitution of
BANGALI SOCIETY FOR PUJA AND CULTURE (INC).**

Article 1: NAME AND ADDRESS

Section 1: Name

The name of the organization shall be the Bangali Society for Puja and Culture (Inc.) henceforth the referred to as the Association.

Section 2: Registered Address

The registered address of the Association shall be determined by the Executive Committee subject to the approval of the commission of the corporate affairs.

Section 3: Business Address

Same as above.

Article II: AIMS AND OBJECTIVES

Bangali Society for Puja and Culture (Inc.) is a non-political, non-profit organization formed to primarily to perform religious and charitable activities within the meaning of internal revenue. Specially, its aims and objectives are:

- i) To form a religious cultural organization to promote social, cultural, religious, and spiritual understanding based upon Hindu religious principles and practices.
- ii) To project traditional Hindu values through religious, cultural, social, and recreational events.
- iii) To provide guidance and/or arrange religious classes for children and adults and to arrange for and conduct educational programs to educate, guide & align Hindus practice in a multicultural society.
- iv) To work as a common platform for the Bangali Hindus of Western Australia, to liaison with other organizations and governmental agencies to safeguard the rights of Bangali Hindus on matters that will affect their rights to practice Hindu religion.
- v) To assist other non-profitable organizations engaged in the activities for the welfare of mankind irrespective of race, caste, community, religion, and national origin.
- vi) To assist new arrivals of Bangali Hindus origin to settle in Australia and familiarise themselves Australian with customs and ways of life.
- vii) To form a non-profit organization, the property and income of which shall be applied solely towards the promotion of the above objectives. No part of the property or income will be paid to members of the Association, except in good faith in the promotion of these purposes.

- viii) To foster community with Buddhist values through religious, cultural, social, and recreational events with similar aims and objectives of the Society and will comply clauses II.I to II.V above.

Article III: VISION AND MISSION

Section 1: Vision

To strive for a society which respects multiculturalism and diversity, integration, and leadership for the people of Bangali origin in Western Australia with a common objective and values to contribute and share their cultural heritage with the wider Australian community.

Section 2: Mission

To create an environment that promotes and enhances the Bangali culture and harmonious co-existence with people of diverse cultural, linguistic, ethnic, and spiritual identities while preserving our religious values and cultural heritage. As well as promote the social and multicultural values, thereby building the cultural bridge between the Bangali and wider Australian community and strengthen the capacity of community to better engage and support the multicultural and faith-based communities.

Article IV: MEMBERSHIP

Section 1: Definition and Category of Members:

The membership will comprise:

- **General member:** Any Bangali who is currently living in Western Australia and accepts the constitution of the Association and the aims and the objectives for which it stands are eligible to be a member of the Association.
- **Associate member:** Any other who accept the constitution of the Association and the aims and the objectives for which it stands, are eligible to become as associate member of the Association.
- **Life member:** Any person desirous of becoming a life member may be accepted as such by a general meeting of the Association members, on the recommendation of the Executive Committee on the payment of fees as determined by that general meeting. Such a life member shall be entitled to all rights and privileges of a general member.
- **Honorary member:** Any distinguished person may be offered as honorary membership by a general meeting of the Association members, on the

recommendation of the Executive Committee. An honorary member shall be entitled to all privileges of an ordinary member but will have no voting right.

Section 2: Procedure of Membership Enrolment

A person wishing to be a member shall be required to make a formal application to the Executive Committee by completing the prescribed form, along with current membership fee. All membership applications shall be considered by the committee in its first scheduled meeting after the receipt of the application. In case of a rejection the applicant shall be informed of the reasons for the decision in writing and the subscription fee accompanying the application shall be refunded to the applicant. However, the applicant shall have the right to have their application reconsidered at a general meeting of the Association members.

Section 3: Membership Maintenances

- 1) The secretary shall on behalf of the Association keep and maintain the register of members and that register shall be so kept and maintained in his or her place or residence.
- 2) The secretary shall close the name of a person who dies or who ceases to be a member to be deleted from the registrar of member's referred to in sub rule.

Section 4: Donations

The Association will also accept donations from all members and any person or group in favor of the Association.

Section 5: General Rules

1. A register of all members shall be maintained in which each member's name, address, and date of commencement of membership shall be recorded.
2. Membership of the Association shall cease:
 - a. By resignation
 - b. By default, of payment of membership due over one year.
 - c. By expulsion only after a majority decision of the Executive Committee and which shall be ratified by a general meeting of the Association members.
3. Any expelled member may put a motion at a general meeting to the association members requesting for a reinstatement.

4. Membership fees will be determined from day to day the Executive committee and ratified by the general body of the Association Members.
5. Membership shall be renewable on the payment of the fees at the end of each calendar year.

Article V: MANAGEMENT

Section 1: The Executive Committee

The management of the Association shall be vested in an Executive Committee, which shall be responsible for the overall management of the Association and all its affairs. The Executive committee shall comprise:

- President
- General Secretary
- Assistant General Secretary
- Treasurer
- Cultural Secretary
- Assistant Cultural Secretary
- Religious Secretary
- Assistant Religious Secretary
- Publication and Promotion Secretary
- Assistant Publication and Promotion Secretary
- Immediate Past President and General Secretary; and
- 4 (two) additional Committee Member, all of whom must be ordinary members of Bangali Society for Puja and Culture (Inc.)

Section 2: Duties of Office Bearers

The duties of the office bearers of the Executive Committee shall be:

- **President**

The president shall preside at all meetings of the Committee and the General Meetings. He/she will generally be required to perform all the formalities required of the President.

- **Vice-President**

The Vice-President in the absence of the President shall preside at all meetings of the Committee and the General Meetings and assist the President in the performance of his duties.

If the President and the Vice-President are both absent, or are unable to preside, the Chair of the meeting must be - (a) in the case of a general meeting, - a member elected by the other members present; or (b) in the case of a committee meeting, - a committee member elected by the other committee members present.

- **General Secretary**

The General Secretary shall have the following duties:

- 1) The duty of the General Secretary will be to conduct correspondence of the Association and to keep full and accurate minutes of the proceedings of all meetings. The General Secretary shall present the minutes to the next meeting of the Executive Committee/general body for consideration.
- 2) The General Secretary shall, subject to directions for the Executive Committee, be responsible for the general management of the Association.
- 3) The General Secretary shall have the full custody of all documents, deeds, belongings etc. of the Association, except those of the Treasurer.
- 4) A common seal will be used by the Association and it will be kept to the custody of the General Secretary.

- **Assistant General Secretary**

The Assistant General Secretary shall assist the General Secretary in all duties and in the absence of the General Secretary shall act as the Acting General Secretary.

- **Treasurer**

The Treasurer shall have the following duties:

1. The Treasurer shall receive all money belonging to or paid into the Association and give receipts and shall deposit such money with a bank designated by the Executive Committee shall direct him.
2. The Treasurer shall keep complete records of the funds received and disbursements thereof. Whenever the Executive Committee or the President requires, he/she shall provide an account of all transactions.
3. The Treasurer will keep records of all accounts and books of the Association showing its financial affairs and particulars usually shown in books of account of the like nature. The

Treasurer shall make up annual statement of account and balance sheet of the Association up to such date as the Executive Committee may decide in each year and the same shall be audited and circulated amongst the members of the Association with the notice of the Annual General Meeting.

- **Cultural Secretary**

The Cultural Secretary shall have the following duties:

1. The Cultural Secretary shall be responsible for organizing all cultural events in the Association.
2. The Cultural Secretary shall be responsible for the formulation of Cultural Sub-committee for cultural events with discussion of the committee.
3. The Cultural Secretary to conduct culture sub-committee meetings to discuss and delegate task as a Convener.
4. The Cultural Secretary to make the plan and schedule of cultural events for the year and prepare budget for all cultural events and take necessary steps for its approval.

- **Assistant Cultural Secretary**

The Assistant Cultural Secretary shall have the following duties:

1. The Assistant Cultural Secretary shall assist the Cultural Secretary in all duties and in the absence of the Cultural Secretary shall act as the Acting General Secretary.
2. The Assistant Cultural Secretary may organize the events for students in coordination with students of the Association.

- **Religious Secretary**

The Religious Secretary shall have the following duties:

1. The Religious Secretary shall be responsible for organizing the rituals in Pujas and other relative activities of the Association.
2. The Religious Secretary shall be responsible for coordinating the food preparation for the attendees of the events.

- **Assistant Religious Secretary**

The Assistant Religious Secretary shall assist the Religious Secretary in all duties and in the absence of the Religious Secretary shall act as the Acting Religious Secretary.

- **Publication and Promotion Secretary**

The Publication and Promotion Secretary shall be responsible for the publicity of the Association and other promotional activities, such as publication of periodicals, journals, books, tracts, developing and maintaining an website for the Association etc., and maintaining contacts with related outside bodies.

- **Assistant Publication and Promotion Secretary**

The Assistant Publication and Promotion Secretary shall assist the Publication and Promotion Secretary in all duties and in the absence of the Publication and Promotion Secretary shall act as the Acting Publication and Promotion Secretary.

All the office bearers will be jointly responsible to the general body of the Association for the activities organized by the association.

Section 3: Special Committee

Definition:

1. The Executive Committee shall form special Committee(s) if it is necessary to successfully accomplish big event(s).
2. The chair of the Special Committee must be an Executive Committee member.
3. General and Associate members can be a member of the Special Committee.

Terms and Powers:

1. The Special Committee shall be dissolved soon after event is over.
2. The Special Committee shall report to the Executive Committee about the progress of the event.
3. The Special Committee shall make decision related to that particular event but must be approved by the Executive Committee.

Section 4: Term of the Executive Committee

The executive Committee shall be elected for a period of one year. Every retiring member of the Committee being eligible to stand for re-election.

Section 5: Duties of the Executive Committee

To act on behalf of the Association.

1. To frame byelaws of the Association and to present them to the Annual General Meeting for ratification.
2. To organize and constitute various committee from amongst members for specific purpose(s).
3. To co-opt a replacement for any vacancy that may occur during the term of office of any Executive Committee member until the following Annual General Meeting.
4. All motions of the Executive Committee shall be decided by a majority vote; in case of a tie, the President shall have the casting vote. The President shall not have a deliberate vote.

Section 6: Elections

1. The Executive Committee shall be elected at the Annual General Meeting. Another member must second nominations of the Executive members.
2. Each member of the Association attending the Annual General Meeting shall be entitled to one vote for each position.
3. The election for each position will be conducted by secret ballot.
4. The quorum of the Annual General Meeting shall not be less than 30 per cent of the total membership.
5. The Annual General Meeting will be held in December of each year on a date to be decided by the Executive Committee.
6. The Secretary shall post to all members and associate members an invitation to all Annual General Meeting and other general meetings of Association members. The invitation will be posted at least the three weeks prior to the meeting and posted to the address recently provided by the member of Association members.

Section 7: Proceedings of the Executive Committee

1. Any duly called meeting of the Executive Committee, having fix 4 members shall form a quorum. In the absence of a President the meeting shall elect a chairperson to conduct the meeting.
2. The Executive Committee may meet for dispatch of business, adjourn, or otherwise appoint and regulate its meetings as it may think fit.
3. The President at any time shall, upon the requisition any member of the committee calls a meeting of the Executive Committee.

4. All questions arising from any meeting of the Executive Committee shall be decided by a majority vote of those present.

Section 8: General Meetings of the Members of the Association

1. All General Meetings will be presided over by the president. In the event of the absence of the President, a member of the Executive Committee shall be elected to preside over the meeting.
2. The Executive Committee may decide for time to time to call a special General Meeting.
3. All members will be invited in writing of the date, time, and venue of all General Meetings at least 14 days before the event. The notice of the invitation will indicate the agenda.
4. The Executive Committee must call a special General Meeting to consider a particular matter if one-third members of the Association write to the Secretary to ask that whether be considered by a special General Meeting.

Section 9: Vacation of Offices

1. The office of a member of the Executive Committee shall become vacant:
 - a. If the member is absent for more than three consecutive meetings, without leave of the Executive Committee, held during that period.
 - b. Upon a resolution passed by two-thirds majority of the members present of a properly constituted General Meeting called for the purpose of removing the member from office.

Article VI: FINANCIAL YEAR

The financial year of the Association will be a calendar year. Audited accounts will be presented at the end of that period during the last Annual General Meeting.

Section 1: Accounts

- 1) The accounts will be presented to and passed at each Executive Committee meeting and all details of these approvals entered in the Minute Book.
- 2) Any member is entitled to inspect the documents, records, and accounts of the Association upon giving either the Secretary or the Treasurer seven (7) days written notice.

Section 2: Audit

The Executive Committee shall nominate an auditor, who shall not be a member of the Association, for approval of the Annual General Meeting. The audit will be conducted annually to conform to the calendar year.

Article VII: CONSTITUTIONAL AMENDMENTS

Section 1: Submission

Amendment(s) to the constitution can be submitted to the Executive Committee in writing for consideration. The Executive Committee can call a special General Meeting to vote on the proposed amendment(s). A reading or email of the proposed amendment(s) will be required prior to submitting the amendment(s) to a vote.

Section 2: Notification

Written notification of the proposed amendment(s) to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

Section 3: Voting

The amendment(s) will be adopted upon receiving two-third majority vote from the general members present at the special General Meeting called for the purpose of considering the amendment.

Article VIII: DISSOLUTION

- 1) The Association shall be dissolved at any time upon a resolution carried by special General Meeting called to consider dissolution of the Association in the same manner as a resolution to amend this Constitution and subject to formalities required for an amendment of this Constitution.
- 2) If, on the dissolving the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that dissolving up, that surplus property must not be paid or distributed among the members or former members, but shall be given or transferred:
 - a) to another incorporated Association having objects like those of the Association and which is not carried out for the purposes of profit or gain to its members.
 - b) for charitable purposes, which Association, or purposes, as the case requires shall be determined by resolution of the members.

END

Written on May 1, 2021