

IN THE NAME OF ALLAH THE MOST GRACIOUS THE MOST MERCIFUL

**IMAM
HASAN
CENTRE
CANBERRA Inc.**

Name and Purpose

The name of the association is IMAM HASAN CENTRE CANBERRA Inc. and can be referred as IHC Canberra. IHC Canberra is an educational, cultural, non-profit and charitable association. It shall not involve itself in any political activities of any nature, or make contributions for a similar purpose within or outside Australia. It's objectives are to provide a platform for Urdu and Hindi speaking Shia Muslim-Ithna Ashari followers in ACT to celebrate and commemorate all important events in the Islamic calendar. The association envisage to develop a community centre which could serve the ongoing social, spiritual, educational, welfare and religious needs of the ACT Shia Muslim Ithna-Ashari community.

Membership

1.1. Categories of membership

Association must establish and maintain a register of members. The register should be available to public on request. The register of members must be kept by the secretary and must contain (for each current member) contact details.

There will be four categories of membership;

- a) Ordinary members – will have full voting rights
- b) Associate members – will not have voting rights however can be part of sub committees
- c) Lifetime members – will have full voting rights
- d) Honorary members – will not have voting rights

1.2. Who can be a member

1.2.1. A person, who supports the purpose(s) of the association and agrees to pay fees as per clause 1.9, is eligible to apply to be a member of the association.

1.2.2. In this clause, 'person' means an individual not any incorporated body.

1.3. How to apply to become a member

A person (as defined in clause 1.2) may apply to become a member of the association by filling out membership form indicating in writing to the secretary that they:

- a) want to become a member
- b) support the purpose(s) of the association, and
- c) agree to comply with the association's constitution.

1.4. Membership qualifications

A person is qualified to be a member if—

- (a) the person has not ceased to be a member of the association at any time after incorporation of the association ; or
- (b) the person—
 - i. has been nominated for membership in accordance with section 1.5.1; and
 - ii. has been approved for membership of the association by the committee of the association.

1.5. Nomination for membership

1.5.1. A nomination of a person for membership of the association—

- (a) must be made by two current members of the association in writing in the form set out in membership form; and
- (b) must be lodged with the secretary of the association.

1.5.2. As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which must decide whether to approve or to reject the nomination.

1.5.3. If the committee decides to approve a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first month's monthly subscription.

1.5.4. The secretary must enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association when he or she pays membership fees.

1.6. Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

1.7. Cessation of membership

A person ceases to be a member of the association if the person—

- (a) dies or
- (b) resigns from membership of the association; or

- (c) is expelled from the association; or
- (d) fails to pay three consecutive month's membership fee.

1.8. Resignation of membership

- 1.8.1. A member is not entitled to resign from membership of the association except in accordance with this section.
- 1.8.2. A member who has paid all amounts payable by the member to the association may resign from membership of the association in writing to the secretary of the member's intention to resign and after paying outstanding monies the member ceased to be a member.
- 1.8.3. If a person ceases to be a member, the secretary must notify to member and make an appropriate entry in the register of members recording the date the member ceased to be a member.

1.9. Fee, subscriptions etc

- 1.9.1. Ordinary membership fee is \$50.00 per month, or if any other amount has been determined by resolution of the committee, paid on or before 15th day of each month.
- 1.9.2. There are no membership fees for associate members.
- 1.9.3. Lifetime membership fee is \$10,000.00 or, if any other amount has been determined by resolution of the committee, that other amount. Lifetime membership fees are paid within 90 days after becoming a lifetime member of the association.
- 1.9.4. There is no fee for honorary members, they are elderly people from community appointed by committee or a person becomes honorary member if he or she has been ordinary member for 10 consecutive years. Honorary members will form an advisory committee to guide executive committee.

1.10. Members' liabilities

The liability of a member 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 relation to membership of the association as required by section

Committee

2.1. Powers of committee

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

2.2. Structure of the committee – Office bearers

The committee consists of seven office-bearers of the association; and each of whom must be elected under section 2.3

2.2.1. The office-bearers of the association are—

- (a) the president; and
- (b) the vice-president; and
- (c) the treasurer; and
- (d) the assistance treasurer, and
- (e) the secretary, and
- (f) the assistance secretary, and
- (g) a cultural programs officer.

2.2.2. Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

2.2.3. If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

2.3. Election of committee members

2.3.1. Election of committee members must be held every three year. Nominations of candidates for election as office-bearers of the association or as ordinary committee members—

- (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.

2.3.2. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.

2.3.3. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.

2.3.4. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.

2.3.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.

2.3.6. The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.

2.3.7. A person is not eligible to simultaneously hold more than 1 position on the committee.

2.4. President – will be responsible to organise venues for programs also responsible for all other administration tasks.

2.5. Vice President – will assist president and act on his/her behalf in president's absence.

2.6. Secretary

The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.

The secretary must keep minutes of—

- (a) all elections and appointments of office-bearers and ordinary committee members; and
- (b) the names of members of the committee present at a committee meeting or a general meeting; and
- (c) all proceedings at committee meetings and general meetings.

Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

2.7. Assistant Secretary - to assist Secretary and act on secretary's behalf in his/her absence.

2.8. Treasurer

The treasurer of the association must—

- (a) collect and receive all amounts owing to the association and make all payments authorised by the association; and
- (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

2.9. Assistant Treasurer – to assist Secretary and act on secretary's behalf in his/her absence.

2.10. Cultural programs coordinator – will be responsible to organise programs.

2.11. Vacancies

2.11.1. For these rules, a vacancy in the office of a member of the committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) resigns the office; or
- (d) becomes bankrupt or personally insolvent; or
- (e) suffers from mental or physical incapacity; or
- (f) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

2.12. Removal of committee members

The association in general meeting may by resolution (passed by 2/3 majority), remove any member of the committee from the office of member of the committee before the end of the member's term of office.

2.13. Committee meetings and quorum

- 2.13.1. The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.
- 2.13.2. Additional meetings of the committee may be called by any member of the committee.
- 2.13.3. written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours.
- 2.13.4. Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- 2.13.5. No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 2.13.6. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- 2.13.7. At meetings of the committee—
 - (a) the president or, in the absence of the president, the vice-president presides; or
 - (b) if the president and the vice-president are absent—1 of the remaining members of the committee may be chosen by the members present to preside.

2.14. Voting and decisions

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

General meetings

3.1. Annual general meetings—holding of

- 3.1.1. With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 3 months after the end of each financial year of the association, call an annual general meeting of its members.
- 3.1.2. The association must hold its first annual general meeting—
 - (a) within 18 months after its incorporation and
 - (b) within 3 months after the end of the first financial year of the association.

3.2. Annual general meetings—calling of and business at

- 3.2.1. The annual general meeting of the association must be called on the date and at the place and time that the committee considers appropriate.
- 3.2.2. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
- (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports on the activities of the association during the last financial year; and
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members and to the authority
- 3.2.3. An annual general meeting must be conducted in accordance with the provisions of this part.

3.3. General meetings—calling of

- 3.3.1. The committee may, whenever it considers appropriate, call a general meeting of the association.
- 3.3.2. The committee must, on the requisition in writing of not less than 51% of the total number of members, call a general meeting of the association.
- 3.3.3. A requisition of members for a general meeting—
- (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- 3.3.4. If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- 3.3.5. A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

3.4. Notice for meetings

- 3.4.1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by Email to each member at the member's email address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 3.4.2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

3.4.3. No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).

3.4.4. A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

3.5. General meetings—procedure and quorum

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

3.5.2. Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

3.5.3. If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

3.5.4. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

3.6. Presiding member

3.6.1. The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.

3.6.2. If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

3.7. Adjournment

3.7.1. The person presiding at 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

3.7.2. If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

3.7.3. Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

3.8. Making of decisions

3.8.1. A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

3.8.2. At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.

- 3.8.3. If the poll is demanded at a general meeting, the poll must be taken—
- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

3.9. Voting

- 3.9.1. any question arising at a general meeting of the association a member has 1 vote only.
- 3.9.2. All votes must be given personally or by proxy but no member may hold more than 1 proxies.
- 3.9.3. If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 3.9.4. A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.

3.10. Appointment of proxies

Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.

Miscellaneous

4.1. Funds—source

- 4.1.1. The funds of the association must be derived from membership fees subscriptions, donations and any other sources that the committee decides.
- 4.1.2. All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 4.1.3. The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

4.2. Funds—management

- 4.2.1. The funds of the association must be used for the objects of the association in the way that the committee decides.
- 4.2.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or someone authorised to do so by the committee.

4.3. Alteration of objects and rules

The association in general meeting may (by resolution passed by 2/3 majority), alter these rules.

4.4. Common seal

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

4.5. Custody of books

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

4.6. Inspection of books

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

4.7. Service of notice

For these rules, the association may serve a notice on a member by sending it by email to the member at the member's email address shown in the register of members.

4.8. Surplus property

At the first general meeting of the association, the association must pass a special resolution nominating another association with same purpose in which it is to vest its surplus property in the event of the dissolution or winding up of the association.