



QTA – Queensland Telugu Association Inc.

(Objective: Maintain and Promote Telugu Culture, Literature and Tradition among Telugu speaking people in Queensland)

Visit our website www.qldteluguassociation.org and Our Email Address: qldteluguasn@gmail.com

ABN 40 847 936 544 Qld Incorporated Association No # IA36458

PREAMBLE

Queensland Telugu Association (QTA) is a non-profit, non-religious cultural and community organization established in Brisbane, Queensland. The main objectives of QTA are to maintain and promote Telugu culture, literature and tradition among the Telugu speaking people in Queensland, and to serve the community through cultural and charity work. QTA provides a forum to participate, perform and promote cultural and recreational activities to its members.

QTA CONSTITUTION

1 Interpretation

1.1 In this Constitution— **Act** means the *Associations Incorporation Act 1981*.

1.2 A word or expression that is not defined in this Constitution, but is defined in the Act has, if the context permits, the meaning given by the Act.

1.3 Act prevails if association's rules are inconsistent with Act (Rule 1B of the ACT88)

To remove any doubt, it is declared that if a rule of an association is inconsistent with this Act, this Act prevails to the extent of the inconsistency.

1.4 Rule 9.3(b) of the ACT: If the association's proposed rules are not the model rules (application for incorporation must)—be accompanied by a copy of the proposed rules and a statutory declaration by the appointed person stating that the rules comply with this Act.

1.5 Rule 57 of the ACT: Management committee to ensure association complies with its rules for meetings

The members of the management committee of an incorporated association must ensure that the association complies with its rules about the calling and holding of meetings. Maximum penalty for each member of the management committee—10 penalty units.

More sections of the ACT 1981 and Regulations 1999 are given for easy of reference at the end as Appendix 1.

2 Name

The name of the incorporated association is **Queensland Telugu Association Inc.**





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3 Objectives

The objectives of the **Queensland Telugu Association Inc** are –

- Promoting and fostering Telugu culture and history in Queensland and in Australia;
- Preserving the culture of the Telugu people of Australia for the benefit of a diverse Australian society;
- Fostering a society that understands and accepts cultural diversity;
- Enhancing understanding, communication and building relationships between the Australian Telugu community and the wider community within Queensland and Australia;
- Providing opportunities for greater social well being, independence and social benefits for the Telugu people of Australia; and
- Providing support, assistance and education to Australia's future generations of the Telugu community.

These objects will be achieved through such of the following from time to time as may be determined by the management committee and/or the general membership–

- Holding community cultural activities which encourage debate and discussion on Telugu history and culture and Telugu community people and their social welfare issues;
- Where possible, promoting research and publications on Telugu community social welfare issues;
- Where possible, establishing and promoting Telugu language education programs and information publications;
- Where possible, providing funding opportunities for the benefit of Queensland Telugu people and as well as Australian Telugu people, by way of raising funds including through various fund raising activities, donations, community grants & sponsorships, membership fees collected;
- Holding Telugu community forums/festivals and other cultural activities which provide an environment for shared learning, communication and understanding between Telugu people and with other members of the community; and
- Promoting the achievements of Telugu people in Queensland and as well as in Australia.

4 Powers

4.1 The association has the powers of an individual.

4.2 The association may, for example

- (a) enter into contracts;
- (b) acquire, hold, deal with and dispose of property;
- (c) make charges for services and facilities it supplies; and



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(d) do other things necessary or convenient to be done in carrying out its affairs.

4.3 The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

MEMBERSHIP OF QTA

5 Classes of members

5.1 The membership of the association consists of the following classes of members—

Life Member	- Single
Life Member	- Family (2 adults + children under 18 years of age)
Senior Member	- Single (aged 65 or above)
Senior Member	- Family (2 adults of whom at least one is aged 65 or above plus children under 18)
Member (ordinary)	- Single (aged 18 or above)
Member (ordinary)	- Family (2 adults + children under 18 years of age)
Student member	- Over 18 years with current student enrolment

5.2 Children included in the family membership will have no voting rights and will have no right to participate in any other decision making process of the association.

5.3 The number of members in any class is unlimited.

5.4 Members with the exception of Life Members must pay annual fees as determined by QTA.

6 New membership

6.1 An applicant for membership of the association must be proposed by a current member of the association (the **proposer**) and seconded by another current member (the **seconder**).

6.2 Application for membership:

- (a) must be on the form prescribed by the association;
- (b) must be signed by the applicant and the proposer and seconder of the applicant;
- (c) must include a declaration that the person is eligible under the rule 61 A of the ACT 1981;
- (d) must include payment of membership fees for one year or the fee for life membership prevailing at the time of application. Applicant may send a cheque drawn in favour of *Queensland Telugu Association Inc* or include details of the payment if such a payment is made using internet transfer.



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6.3 Completed application should be sent to the Secretary of the association either by post or via email including the documentation specified in 6.2. Secretary will submit it to the Management Committee for further action.

6.4 After receiving the application as soon as practicable and before presenting the application for consideration the Secretary must advise the new member:

- (a) whether or not the association has public liability insurance; and
- (b) the sum insured if the association has public liability insurance.

7 Admission and rejection of new members

7.1 The Management Committee checks the validity of the application and if valid admits the member and the Secretary of the association informs the applicant of the membership and date of admission.

7.2 Upon admission, each new member will be issued with a QTA Membership Card which will include: (a) Member's name; (b) Serial Number of registration; (b) Date of joining QTA; and (c) type of membership (Life/Ordinary) and coverage (Single/Family). In case of Family membership name of the spouse of the member will be included. However, names of children will not appear on the card.

8 Membership fees

8.1 The membership fee for each class of membership is the amount decided by the members from time to time at a general meeting.

8.2 Membership fees cover the calendar year: 1st January to 31st December with the exception for life membership category.

8.3 For new members:

- Fees are payable at the time of application by cash, cheque or via direct internet transfer to QTA bank account.
- Fees paid will cover the calendar year in which the new membership is affected.

8.4 Renewal of membership: Each year, membership should be renewed before 30th April. Membership lapses if membership dues are not paid by 30th April. Membership renewals on or after 1st May will be considered to be new members for electoral purposes and will not be eligible to vote in the elections held in July/August of that year.

9 When membership ends

9.1 A member may resign from the association by giving a written notice of resignation to the secretary.

9.2 The resignation takes effect at—

- the time the notice is received by the secretary; or
- if a later time is stated in the notice—the later time.



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9.3 The management committee may terminate the membership if the member—

- is convicted of an indictable offence; or
- does not comply with any of the provisions of these rules; or
- has membership fees in arrears more than 4 months; or
- conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

9.4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

9.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

10 Appeal against rejection or termination of membership

10.1 A person whose application for membership was rejected or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

10.2 A notice of intention to appeal must be given to the secretary of the association within one month after the person receives written notice of the decision.

10.3 If the secretary receives a notice of intention to appeal, the secretary must, within one week of the receipt of the notice, refer this matter to the Mediation Committee for advice. The MeC must provide its advice within one month from the receipt of the appeal. A person may appeal directly to MeC if the secretary fails to refer the matter to MeC.

10.4 If the MeC fails to resolve the matter, the MeC must instruct the secretary to call for a general meeting to resolve the matter. The MeC must conclude its deliberations and recommendations within four weeks from receipt of notice of this matter from the secretary.

10.5 The secretary must call for a general meeting within two weeks upon receipt of instructions from the MeC and hold a special general meeting within two months (see 38 for details).

11 General meeting to decide appeal

11.1 The general meeting to decide an appeal must be held within one month in accordance with rule 10.5 after the secretary receives advice from the Disputes Resolution Committee to hold such a meeting.

11.2 At the meeting, the applicant must be given a full and fair opportunity to show why the membership should not be terminated.

11.3 Also, the management committee and the members of the committee who terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.





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11.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

11.5 If a person whose application for membership or an appeal for termination of membership has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund any membership fee paid by the person whose application for membership was rejected.

12 Register of members

12.1 The management committee must keep a register of members of the association.

- (a) The register must be kept in a hard-copy form which serves as a definitive record of the membership of the association;
- (b) An electronic form of the register may be maintained for administrative purposes.
 - The management committee should provide the members with login facilities to check their own details of membership.

12.2 The register **must include** the following particulars for each member:

- (a) the full name of the member and details of the family members in case of family membership;
- (b) the postal or residential address of the member;
- (c) email address for electronic communications;
- (d) the date of admission as a member;
- (e) the date of death or time of resignation of the member;
- (f) current status of the membership including date of expiry of membership and where appropriate details about the termination or reinstatement of membership;
- (g) any other particulars the management committee or the members at a general meeting decide; and
- (h) every member must be assigned a number and a membership card issued with details in given in Subrule 7.3.

12.3 The register must be open for inspection by members of the association upon request and by appointment arranged with the secretary.

12.4 The management committee may not disclose information and particulars of a member to other members of the association.

12.5 The management committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection of the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk or at harm.



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13 Prohibition on use of information on register of members

13.1 The information contained in the register of members is subject to the privacy laws applicable in Australia.

13.2 A member of the association must not—

- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

13.3 The Management Committee or the Mediation Committee must provide the name, and contact details of members of the association to the candidates interested in participating in the QTA elections without breaching 12.4 above. The member requesting such information should give an undertaking that he/she will not use such information for any other purpose including the purposes prohibited under 13.2 above.

13.4 Subrule 13.2 does not apply if the use or disclosure of the information is approved by the association.

QTA COMMITTEES

14 QTA Committees

Membership of QTA will be served by the following committees

14.1 Mediation Committee (MeC)

14.2 Management Committee(MC), also referred as Executive Committee (EC)

14.2.1 Co-Opted Members: Management Committee can nominate up to 6 Co-Opt members for their term of 1 year. Co-Opt members do not have any voting rights on decision making process of MC. They can be invited to the meetings carried out by Management Committee. If a member serves as a co-opt member in a committee, that period doesn't counted for the rule 17.6, as they are not part of the actual elected MC. To clarify further, Co-opt members are dedicated volunteers for QTA, who are nominated by MC members, but not an elected members.

14.3 QTA-Telugu Lahari Liaison Committee(TLLC)

The functions and structures of these three committees are contained in the ensuing list of rules of QTA.



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MEDIATION COMMITTEE

15 Functions of Mediation Committee

15.1 The Mediation Committee is entrusted with the following functions:

15.1.1 Resolving any disputes arising out of the functioning of the management committee and between members of the management committee.

15.1.2 Resolving and ruling on disputes between members of QTA and the management committee.

15.1.3 Conducting elections annually to fill positions on the management committee.

15.1.4 Conducting elections to fill any vacancies on the management committee that may arise during the course of the year.

15.2 Membership of the MeC:

15.2.1 MeC membership shall be limited to three.

15.2.2 All members of QTA are eligible for appointment to MeC.

15.3 New Members of the MeC are appointed by the existing MeC Committee of the QTA at the Annual General Meeting and shall not be filled through elections. 15.3.1 Three members are appointed to MeC when it is constituted for the first time.

15.3.2 From then on the MeC membership will be constituted on a rolling basis using the following procedure:

(i) In the first year, the three members will be allocated numbers (1), (2) and (3) drawn randomly.

(ii) The person with number (1) will be the chair of the MeC in the first year and will have a tenure of one year.

(iii) In the second year the person with number (1) will retire and be replaced by a member appointed by the membership of QTA at the annual general meeting. Person with number (2) will assume the chair and retire in the following year and so on.

(iv) Each year, the most senior member of MeC will assume the role of the Chair of MeC.

15.3.3 The Chair is responsible for convening the meetings of the MeC when need arises and report its deliberations to the management committee or to the membership of the QTA as appropriate.

15.4 Members of the MeC are appointed for a period of three years except in the first set of members to MeC (see 15.3.2 above).

15.5 The MeC is responsible to the membership of the QTA and not to the management committee or any other committees of QTA.

15.6 MeC reports to the membership of the QTA at its general meetings.

15.7 Any vacancy that arises during the tenure of the MeC shall be appointed at the discretion of the existing MeC Committee



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members.

15.8 In the event of all three MeC positions becoming vacant, the positions will be appointed by the prevailing Management Committee.

MANAGEMENT COMMITTEE

16 Functions of Management Committee

16.1 Subject to these rules or a resolution of the members of the association carried at a general meeting, the Management Committee (MC) has the general control and management of the administration of the affairs, property and funds of the association. MC represents QTA for all purposes.

16.2 The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the association's rules are inconsistent with the Act—see section 1B of the Act.

16.3 The management committee may exercise the powers of the association —

- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
- (c) to purchase, redeem or pay off any securities issued; and
- (d) to borrow amounts from members and pay interest on the amounts borrowed; and
- (e) to mortgage or charge the whole or part of its property; and
- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
- (g) to provide and pay off any securities issued; and
- (h) to invest in a way the members of the association may from time to time decide.

16.4 For subrule 16.3 (d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

- (a) the financial institution for the association; or
- (b) if there is more than 1 financial institution for the association—the financial institution nominated by the



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management committee.

16.5. Any financial activity listed in 16.3 above can only be acted after approval from the membership in a general meeting of the association.

16.6 The management committee is responsible for organizing cultural events to celebrate major festivals and events like the Independence and Republic Days as decided by the membership of QTA.

16.7 It is the responsibility of all members of the management committee to strictly adhere to the rules of the Association at all times.

16.8 In order to preserve the Telugu culture and language of the Telugu people of Australia, management committee should ensure its business should be conducted using Telugu Language as much as possible and records should be maintained in English.

17 Membership of Management Committee

17.1 The general affairs and the day-to-day administration of matters concerning QTA will be undertaken by the Management Committee (MC) elected by the membership of the association.

17.2 Membership of MC: The MC of the association will have the following executive positions:

- President
- Vice-president
- Secretary
- Secretary - Cultural Activities
- Treasurer
- Two Ordinary members

17.3 The MC will be elected annually by the membership of the association at its Annual General Meeting in July/August of each year. All the positions, including the position of secretary, on the Management Committee will be filled by members elected respectively for these positions.

17.4 At each Annual General Meeting of the association, the members of the Management Committee must retire from office. A new committee is installed after the conclusion of elections for the positions at the Annual General meeting.

17.5 Members who had worked as President, Vice-President, Secretary and Treasurer can be elected to the same positions for a maximum of two consecutive years. They may seek re-election to the same positions after a gap of two years subject to 17.6. Members who may have held a position for two consecutive years may contest for a different position on the committee. For example, a person who may have served as secretary for two years can contest for the position of the president and so on but restriction stated in 17.6 applies.

17.6 A member cannot be on the Management Committee for more than six years in any interval of nine years.



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18 Eligibility for nomination for positions on the Management Committee

18.1 To be eligible, a person must be a member of the association at the time of nomination and must have been a member for a minimum period of 2 continuous years, covering a period of at least 12 months, prior to nomination for the position on the management committee.

18.2 Consistent with ACT 81, to be eligible for nomination for the position of *Treasurer*, a member must be Australian citizen or Australian permanent resident or eligible New Zealand citizens permanently residing in Australia. No such restrictions apply for any other positions.

19 Election of members of the Management Committee

19.1 Management Committee is elected at the Annual General Meeting held in July/August of each year.

19.2 Secretary of the Association makes an announcement for the election is made in the month of June. Nominations close on the day specified in the notification.

19.3 The membership of the association will elect candidates for each position separately.

19.4 Nominations must be from interested members of the association and must specify the position they seek to fill. A member can nominate for only one position on MC in a given election.

19.5 All nominations must be:

- (a) in writing on the nomination form provided by the association and must clearly state the position for which the candidate is nominated;
- (b) signed by the nominee;
- (c) proposed and seconded by two current (financial) members of the association; and
- (d) submitted to the Chair of the Mediation Committee. MeC will act as the electoral office of the association by stipulated deadline for submissions. No late entries are admissible.

19.6 All nominations will be acknowledged by the Chair of MeC within three working days of the receipt of the applications.

19.7 Normally, candidates may withdraw their nominations up to one week prior to the Annual General Meeting where the elections will be held.

19.8 A list of the nominated candidates for various positions will be circulated to the membership of the association by email and the list will be posted on the QTA website within one week for the closing date for nominations.

19.9 If no nominations are received by the stipulated date, nominations may be taken from the floor of the meeting. All the nominees in such an instance must be physically present to accept their nomination.



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19.9.1 If no nominations are received from the floor of the meeting from the eligible members as per rule 18.1 (or) if a nomination has been received from the floor but the nominee is not physically present to accept their nomination, that vacancy can be filled by the newly elected management committee by appointing any existing financial member of the association (with the consent of the member) within one month of the date of the AGM. In such appointments, rule 18.1 does not apply.

19.10 If there are more than one nomination for a given position on the committee, an election will be held at the Annual General Meeting

19.10.1 Election will be by secret ballot.

19.10.2 Only members who have paid their membership dues by 30th April of the year are eligible to vote. New members who have paid their membership dues on or after 1st May are ineligible to vote.

19.10.3 The secretary must finalise the complete list of all eligible voters by 15th May.

20 Resignation, removal or vacation of office of management committee member

20.1 A member of the management committee may resign from the committee by giving written notice to the secretary and in the case of secretary resignation notice must be given to the president. Where possible a notice of 4 weeks should be given.

20.2 The resignation takes effect at—

- (a) the time the resignation is received by the secretary or president as appropriate; or
- (b) at a later time if a later time is stated in the resignation.

20.3 A member of the management committee may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

20.4 Request to remove a member of the management committee may be made to the MeC by:

- (a) a majority of the management committee makes such a request in writing; or
- (b) if a petition supported and signed by at least 20 percent of the current financial members of the association is made.

20.5 The matter for removal of a management committee member should be considered by the Mediation Committee once a request under 20.4 is made. If MeC fails to resolve the dispute it must call a general meeting of the association to resolve the matter and rule 20.3 applies.

20.6 Before a vote of members is taken in a general meeting about removing the member from office, the member must be given a full and fair opportunity to show why he or she should not be removed from office.

20.7 A member has no right of appeal against the member's removal from the management committee under Rule 20.3 and should vacate the office immediately.

20.8 A member should also vacate the office of member of management committee in the circumstances mentioned in section



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64(2) of the Act81.

21 Vacancies on Management Committee

The following procedures apply if a vacancy in the management committee arises either due to resignation or removal or due to other circumstances such as death or ill health.

21.1 If the vacancy arises for the position of President of the management committee, then (i) the Vice-President automatically assumes the role of President; and (ii) one of the two ordinary members of the management committee elected as per the decision of the MC will assume the role of Vice-President. This process ensures minimal disturbance to the roles played by MC members.

21.2 If the vacancy arises for the other substantive positions, viz., vice-president, secretary, cultural secretary and treasurer, the vacancy is filled by selecting one of the two ordinary members of the management committee. However, the person who will assume the position of Treasurer must satisfy the eligibility condition as specified in 18.2.

21.3 If the vacancy is from the ordinary members of the management committee, the remaining members of the management committee may appoint one of the financial members of the association to fill the vacancy until the next annual general meeting.

21.4 In the event of resignations of a majority of members on the management committee, the MeC must convene a general meeting of the association to fill the vacant positions. The continuing members of the management committee may act despite a casual vacancy on the management committee. All casual vacancies must be filled within one month after the vacancy arises.

22 Functions of President

22.1 The president provides leadership to the management committee and to the Association.

22.2 The president is the spokesperson of the Association and is responsible to coordinate QTA's relationships with other associations with similar objects.

22.3 The president will act as a liaison officer to all external organizations.

22.4 The president is the chairperson of the management committee and responsible for the smooth conduct of meetings of the management committee.

22.4.1 The president can refuse any item for the agenda that is against the rules of the association or the ACT and is unhelpful for the smooth conduct of the meetings.

22.4.2 The member whose item is disallowed by the President may refer the matter in writing to the MeC for redress.

22.4.3 President conducts the management committee meetings consistent with standard committee practices.

22.4.4 The president may not vote on decisions of the management committee except to break ties in voting.



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22.4.5 The president is responsible for the preparation of agenda items for the general meetings of the membership of the association.

22.4.6 The president shall be the chairperson for all the general meetings of the association.

22.5 The president must prepare and present the Annual Report of the Association detailing the major activities undertaken by the association during the course of the year.

23 Functions of Vice-President

23.1 The vice-president will assist the president in discharging the main functions as listed under 22.1-21.5.

23.2 In the absence of the president, the vice-president will chair the meetings of the management committee as well as the general meetings of the association.

23.3 In the event of a vacancy of the position of president arising out of resignation or other circumstances, the vice-president will automatically become the president and assumes the responsibilities of the president (see Rule 22).

23.4 The vice-president will take an active role in public relations of the association.

24 Functions of secretary

24.1 The secretary plays a coordinator role for the smooth functioning of the affairs of the association and is the first port of call on all issues of the association.

24.2 The secretary is responsible for maintenance of a register of membership in hard copy and in electronic format.

24.2.1 Secretary must obtain information from the Treasurer regarding subscription status of each of the members and update records accordingly

24.2.2 Secretary must finalise and prepare the full list of eligible voters by 15th May of each year so that the list can be used in the elections in July/August.

21.3 If the vacancy is from the ordinary members of the management committee, the remaining members of the management committee may appoint one of the financial members of the association to fill the vacancy until the next annual general meeting. In such appointments rule 18.1 does not apply.

24.4 The Secretary must maintain a record of all official communications of the QTA and Management Committee Members with the members of the association as well as with outside organizations.

24.5 The secretary is responsible for the organization of all the Meetings of the association including the Annual General Meeting of the Association as per the rules governing the organization of such meetings. Details of the meetings including the date, time and venue are to be finalized by the MC as the need arises.

24.5.1 Secretary must inform the membership via e-mail of the date, venue and agenda for the General Meeting of the association at least 4 weeks before the meeting date.

24.5.2 Secretary should make an accurate record of all matters raised and resolutions passed in a minute book. The



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minutes of the meetings should be sent to the general membership as early as possible and present them for confirmation in a subsequent general meeting.

24.5.3 Secretary must keep a record of all the minutes of all the general meetings of the Association in the Minutes Book.

24.6 The secretary is responsible for the organization of the meetings of the Management Committee.

24.6.1 Secretary should seek agenda items for the meetings of the management committee at least two weeks prior to the meetings. Agenda should be finalized in consultation with the President of the association and circulated to the members of the Management Committee at least one week before the scheduled date of the meeting.

24.6.2 Secretary should make an accurate record of all matters raised and resolutions passed in a minute book.

24.6.3 Minutes of the MC meetings must be circulated prior to the subsequent meeting and confirmed at that meeting.

24.6.4 Confirmed minutes must be circulated to the general membership of the association via email.

24.6.5 Secretary is responsible for organizing special meetings of the management committee after due process set at 29 of these rules, if a majority of the members of the management committee request for a meeting.

25 Functions of Cultural Secretary

25.1 Cultural secretary is responsible for the organization of cultural events as determined by the management committee.

25.1.1 In consultation with the cultural secretary the management committee shall determine the date and venue for the cultural event and inform the general membership of the upcoming event.

25.1.2 Where applicable it is the responsibility of the cultural secretary to book a venue for the event and coordinate the payment of necessary fees with the treasurer.

25.1.3 Cultural secretary is responsible for the organization of the cultural programs associated with the events.

25.1.4 Cultural secretary is responsible for overseeing catering arrangements as per the decision of the management committee.

25.2 Cultural secretary is the liaison officer between QTA and Telugu Lahari.

25.2.1 Cultural secretary is responsible for identifying QTA members who will receive Telugu Lahari membership (as per the procedures laid down at 46) and inform them of their membership and their obligations. If the concerned members are not interested in membership of Telugu Lahari then the cultural secretary should find a replacement.

25.2.2 Cultural secretary is the chair of the QTA-Telugu Lahari Liaison Committee (see details of this committee at Rule 45 below).

26 Functions of Treasurer

26.1 Treasurer is responsible for all the financial transactions associated with QTA and strictly follow the procedures laid down in Sections 52 and 53 of these rules.



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26.2 Treasurer must maintain records of all financial transactions

26.2.1 Treasurer must issue a receipt for the payment of the membership dues.

26.2.2 Treasurer must provide the secretary with information of the status of membership dues payment on a regular basis.

26.2.3 Treasurer must keep a record of all collections at the gate at all the cultural events organized by QTA.

26.2.4 Treasurer must make payments to providers of services to QTA as instructed by the secretary of the association.

26.2.5 Treasurer must deposit any cash collected as soon as practicable in to the QTA account at the financial institution approved by the management committee.

26.3 Treasurer must provide the management committee with up-to-date information on the financial status of the association.

26.3.1 Treasurer must do all the banking, depositing cash and cheques, paying the bills and tracking income and expenditure throughout the year.

26.4 Treasurer must present the annual financial report for the approval of the membership at the Annual General Meeting of the Association.

26.4.1 Treasurer must secure the services of an auditor if required by the ACT and present the audited report only to the Annual General Meeting for approval as per 26.4 above.

27 Functions of Ordinary members of the management committee

27.1 The main function of the ordinary members of the management committee is to assist in the smooth functioning of the association.

27.2 The ordinary members are expected to participate actively in the meetings and deliberations of the management committee and assist the Secretary and Cultural Secretary when required.

27.3 The ordinary members may be called upon to take up designated roles as the Vice-President, Secretary or Treasurer if a vacancy arises due to resignations or other unforeseen circumstances.

27.4 The ordinary members may be called upon to join sub-committees set up by the management committee for specific purposes and report back to the management committee after the conclusion of the deliberations.

28 Meetings of management committee

28.1 Subject to the rules contained herein, the management committee may meet and conduct its proceedings as it considers appropriate.

28.2 Regular meetings of the management committee are held on first Saturday of every month with the exception of summer months of December and January.

28.3 Any of the scheduled regular meetings may be cancelled if there is inadequate business to be conducted. As per the Act, at





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least one meeting of the management committee must be held in every four calendar months

28.4 Additional meetings may be held if necessary.

28.5 The following protocol must be used for all the meetings:

28.5.1 The secretary in consultation with the president prepares a draft agenda at least two weeks ahead of a scheduled meeting and circulates it to the members of the management committee seeking suggestions for any additional agenda items.

28.5.2 Business papers including minutes of the last meeting for confirmation and reports if any on any action items should be circulated by the Secretary one week ahead of the scheduled management committee meeting.

28.5.3 Only attendance in person is generally admissible. However participation of a member through Skype or through other electronic methods and devices may be allowed if the concerned member makes the necessary arrangements. It is not the responsibility of QTA management committee to provide facilities for participation through Skype and other media. Members who attend the meetings via teleconferencing (eg, skype etc) are deemed as present at the meeting.

28.5.4 Quorum for the meeting is 50 percent. Meeting is dissolved if the required quorum is not met within 30 minutes from the scheduled start of the meeting and it is adjourned.

28.5.4.1 The members of the management committee who are present are to decide the day, time and place for the adjourned meeting.

28.5.4.2 If at an adjourned meeting mentioned in 28.5.4.1 there is no quorum within 30 minutes from the scheduled time, the meeting lapses and is cancelled.

28.5.5 The president will chair the meetings of the management committee. In the event that president cannot participate in the meeting, the vice-president will chair the meeting. If both the president and vice-president are absent, the treasurer may chair the session.

28.5.6 Members present at the meeting must declare any conflict of interest with respect to an agenda item and abstain from discussions and voting on the topic.

28.5.7 The secretary must ensure that full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book. The secretary may use a recorder to record the proceedings to help in drafting the minutes accurately. The exact text of any formal resolution proposed and seconded by members of the committee and voted upon must be recorded in the minute book at the end of the discussion on the matter including the name of the proposer of the resolution. If the proceedings are recorded they should be archived for at least two years.

28.5.8 Minutes are circulated among the members of MC as soon as possible after the meeting. Minutes of a meeting must be confirmed at the immediately following meeting of MC subject to any amendments approved by the MC. The president or the chairperson signs on the confirmed minutes and the secretary files the confirmed minutes.

28.5.9 A majority is required to carry a resolution through. In case of a tie in voting, the president or the chair has the casting vote to break the deadlock.

28.6 The secretary must circulate the confirmed minutes of the meeting of the management committee to the membership of



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the association by email.

29 Special meeting of the management committee

29.1 If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee which must be held within 14 days from the time the written request is made to the secretary.

29.2 Any request for a special meeting must state the reasons for calling a special meeting.

29.3 Notice of a special meeting issued by the secretary must state:

- (a) the day, time and place of the meeting; and
- (b) the business to be conducted at the meeting.

30 Appointment of subcommittees

30.1 The management committee may appoint a subcommittee consisting of members of the association to help during the times of organization of cultural events and social activities and in cases where there is need to develop new procedures and policy.

30.1.1 The management committee shall provide terms of reference stating the main tasks for the sub-committee.

30.1.2 The management committee shall determine the membership of the sub-committee.

30.2 Normally, the sub-committee will be chaired by a member of the management committee. Under exceptional circumstances the sub-committee may not include members of the management committee. In such case management committee shall nominate a member of the sub-committee to act as the chair.

30.3 The sub-committee will organize a schedule of meetings to undertake the tasks listed in the terms of reference.

30.4 The sub-committee will prepare a short report based on its deliberations and provides the management committee with clear recommendations. The Chair of the sub-committee may be invited to brief the management committee.

30.5 Meetings of the sub-committee will be held in accordance with the general rules of conduct of committee meetings.

30.6 A member of the subcommittee who is not a member of the management is not entitled to vote at a management committee meeting.

31 Acts not affected by defects or disqualifications





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31.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

31.2 Sub rule (31.1) applies even if the act was performed when—

- (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

32 Resolutions of Management Committee without meeting

32.1 A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

32.2 A resolution mentioned in subrule (32.1) may consist of several documents in like form, each signed by one or more members of the committee.

32.3 All such resolutions must be entered in the minute book before the next MC meeting and inform the general members of QTA along with the minutes of the regular meetings.

General Meetings of QTA

33 General Meetings of the Association

There shall be an Annual General Meeting of the Association each year as at Rule 35 below. Additional meetings of the members of the association may be held as the need arises.

34 Annual General Meetings of the Association

Annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

35 Business to be conducted at Annual General Meeting of a level 1 incorporated association and particular level 2 and 3 incorporated associations

35.1 This rule applies only if the association is—

- (a) a level 1 incorporated association; or



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(b) a level 2 incorporated association to which section 59 of the Act applies; or

(c) a level 3 incorporated association to which section 59 of the Act applies.

35.2 The following business must be conducted at each annual general meeting of the association:

(a) receiving a report on the activities of the association during the past year presented by the President of the association;

(b) receiving the association's financial statement, and audit report, for the last reportable financial year;

(c) presenting the financial statement and audit report to the meeting for adoption;

(d) electing members of the management committee;

(e) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;

(f) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

35.3 In order to preserve the Telugu culture and language of the Telugu people of Australia, members are encouraged to conduct the business at the annual and other general meetings in Telugu Language to the extent possible but all the records must be maintained in English.

36 Notice of the Annual General Meeting

36.1 Annual General Meeting must be held within the first six months of the financial year as per Rules 34 and 35. The secretary issues notification of the Annual General Meeting via email or through regular mail to the membership of the association with the following information:

(a) Date, time and venue for the meeting;

(b) Agenda for the Meeting;

(c) Minutes of the last General meeting of the association;

(d) Financial report by the Treasurer; and

(e) Information on nominations for the election of Office Bearers/ Members of the Management Committee.

36.2 The secretary must give at least 14 days notice of the meeting to each member of the association.

37. General Meetings of the Association

In addition to the Annual General Meeting of the association, additional meetings of the association may be held as necessary as per the decisions of the Management Committee.





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37.1 Upon instructions from the Management Committee, the secretary must issue notification of the general meeting via email or through regular email to the membership of the association.

- (a) A notice of 14 days must be given prior to the meeting date;
- (a) Date, time and venue for the meeting; and
- (b) Agenda for the meeting stating the specific purpose of the meeting and any special resolutions to be considered by the membership.

37.2 Notwithstanding subclause 37.1 notice of the following meetings must be given in writing to specific persons involved if a meeting is called to hear and decide the appeal of a person against the management committee's decision —

- (a) to reject the person's application for membership of the association; or
- (b) to terminate the person's membership of the association; or
- (c) any other matter under contention.

38. Special General Meetings of the Association

38.1 The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after

- (a) being directed to call the meeting by the management committee; or
- (b) given being given a written request signed by
 - (i) at least half of the number of members of the management committee; or
 - (ii) at least one-third of the members of the association
- (c) instructed by the MeC to resolve matters referred to it by the MC or by the members of the association.

38.2 Any request for a special general meeting under 38.1 (b) and (c) must state

- (a) why the special general meeting is being called; and
- (b) the business to be conducted at the meeting.

38.3 A special general meeting must be held within two months from the time the secretary receives instruction or requests stated under 38.1 (a), (b) and (c).

39 Quorum for, and adjournment of, general meeting

39.1 The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of association's last Annual General Meeting plus one more financial member of the association, not counting





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proxies issued to the members attending the meeting.

39.1.1 This quorum must comprises at-least 50% of the current management committee

39.2 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

39.3 If there is no quorum within 30 minutes after the time fixed for a general meeting the meeting lapses and

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, time and venue of the adjourned meeting.

39.4 The meeting will be chaired by the president of the Association.

39.5 The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting to another time and place.

39.6 If a meeting is adjourned under subrule 40.4, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

39.7 The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

39.8 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

40 Procedures at general meetings

40.1 A member may take part and vote in a general meeting in person or by proxy or by attorney.

40.2 Only attendance in person is generally admissible. However participation of a member through Skype or through other electronic methods and devices may be allowed if the concerned member makes the necessary arrangements. It is not the responsibility of QTA to provide facilities for participation through Skype and other media. Members who cannot attend a scheduled meeting may send their apologies in advance.

40.3 At each general meeting—

(a) the president acts as the chairperson;

(b) if the president cannot attend or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president acts as the chairperson;

(c) either in the absence of both the president and the vice-president or in the instance when they are unwilling to chair the meeting, the members in attendance must elect one of the management committee members present to be chairperson of the meeting; and

(c) the chairperson must conduct the meeting in a proper and orderly way.



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41 Voting at the general meeting

41.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

41.2 Each member present and eligible to vote is entitled to one vote (and only one vote) and, if the votes are tied, the chairperson has a casting vote.

41.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

41.4 The method of voting is generally by show of hands. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(a) If a secret ballot is held, the chairperson must appoint 2 members of the association present to conduct the secret ballot in the way the chairperson decides.

(b) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

42 Proxies

42.1 A member who is unable to attend a general meeting may use another current member of the association as a proxy.

42.2 Proxies must be given in writing and on the form prescribed by QTA.

42.3 A proxy must be signed by the appointer as well as the appointee in the presence of a witness.

42.4 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

42.5 Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

42.6 Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.

43 Minutes of general meetings

43.1 The secretary of the association must record the minutes of the meeting. In the absence of the secretary, the Cultural Secretary or one of the other members of the Management Committee must record the proceedings of the Meeting in a minute book.

43.2 The secretary must

(a) record the exact text of any formal resolutions proposed, seconded and subsequently voted upon;



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(b) circulate a paper copy of the minutes of the meeting to the membership within two weeks from the time the general meeting is held; and

(c) present the minutes to the membership at the next general meeting for confirmation after corrections if any.

(d) All corrections must be entered in the minute book. The chairperson must sign the minutes as confirmed at the meeting.

44. QTA and Telugu Lahari - completely repealed

45 QTA – Telugu Lahari Liaison Committee - completely repealed

46. Financial support for Telugu Lahari - completely repealed

47 By-laws

47.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

47.2 A by-law may be set aside by a vote of members at a general meeting of the association.

47.3 No by-laws exist now.

48 Alteration of rules

48.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting subject to 50.2 below.

48.2 All amendments to the QTA constitution must be carried by a two-thirds majority in order to be effective

48.3 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

49 Common seal

49.1 The management committee must ensure the association has a common seal.

49.2 The common seal must be:

(a) kept securely by the management committee; and

(b) used only under the authority of the management committee.



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49.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by

- (a) the secretary; or
- (b) another member of the management committee; or
- (c) someone authorised by the management committee.

50 Funds and accounts

50.1 The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

50.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

50.3 It is the responsibility of the Treasurer to maintain accurate and current accounts.

50.4 All amounts must be deposited in the financial institution account as soon as practicable after receipt.

50.5 Receipts must be issued for all payments to QTA and receipts for all the disbursements must be maintained.

50.6 The income and property of the association when so ever derived shall be used and applied solely in promotion of its objects as mentioned in Section 3 of this Constitution and in the exercise of its powers as outlined in this constitution, and no portion thereof shall be distributed, paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit or amongst the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

50.7 Any payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

50.8 If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following: (a) treasurer; (b) president; (c) vice-president; (d) secretary; and (e) cultural secretary. As a general practice is cheques are to be signed by the treasurer and one of the four members of the management committee listed above.

50.9 However, one of the persons who signs the cheque must be the president, the secretary or the treasurer. Given finances are treasurer's responsibility, it should be mandatory that Treasurer must be the 1st person to sign and either president or secretary should be the other person to sign. Under exceptional circumstances of unavailability, the treasurer may authorize one of the MC members to sign on his behalf.

50.10 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

51.11 A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

51.12 All expenditure must be approved or ratified at a management committee meeting and entered in the minute book.



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51 General financial matters

51.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

51.2 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

51.3 The assets and income of the association shall be applied solely in furtherance of its objects as mentioned in section 3 of this constitution and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

51.4 Distribution of surplus assets (ACT 81 Section 92)

This rule applies if the association is wound-up under part 10 of the Act.

51.4.1 Where, upon the winding-up of an incorporated association, a special resolution relating to the distribution of the surplus assets of the incorporated association has been passed by its members in accordance with its rules, all surplus assets shall, subject to any trust affecting the same be disposed of in the manner so resolved.

51.4.2 Where no such resolution has been passed, the surplus assets shall be transferred to another association with similar purposes which is not carried on for the profit or gain of its individual members. If a suitable association cannot be identified, the remaining funds may be donated to any registered charity organization.

52 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

53 Financial year

The end date of the association's financial year is 30th June in each year.

END OF THE DOCUMENT.

Our reference: IA36458
Email: Assoc.Apps@justice.qld.gov.au



9 May 2022

The Secretary
Queensland Telugu Association Inc.
76 Pullenvale Road
PULLENVALE QLD 4069

Office of Fair Trading

Department of
Justice and Attorney-General

Dear Client

Application to register an amendment of rules

Queensland Telugu Association Inc.

Incorporation Number – IA36458

Document Number – 110818427871704

I refer to your application for registration of an amendment of the rules of the above incorporated association passed on 14 October 2021 and wish to advise that the rule amendments have been registered today.

The Incorporated Associations Smart Business Guide is a useful publication which aims to provide incorporated association administrators with a general understanding of their responsibilities in running an incorporated association in Queensland. The Guide is available at the Office of Fair Trading website, www.qld.gov.au/fairtrading. The Guide provides information about rights and responsibilities of members and will assist in making sure your incorporated association's operations comply with the *Associations Incorporation Act 1981* and *Associations Incorporation Regulation 1999*.

Should you have any enquiries, please telephone the **Client Support Officer** on **13 74 68** or via email Registration.Services@justice.qld.gov.au and quote the association name and incorporation number.

Yours sincerely

Business Services Officer
Registration Services Branch
Office of Fair Trading