

Constitution of Nepalese Recreational Club (NRC)

Preamble

To promote an active and healthy lifestyle through sporting and recreational events, promote Nepalese culture, recognise sporting talent, create community harmony and strengthen unity among the wider Australian community.

1. Name

The name of the association shall be the **Nepalese Recreational Club (NRC)**.

2. Objective

The objective of the Club shall be promoting an active, healthy lifestyle through sporting and recreational events, promote Nepalese culture preserving traditional values. To acknowledge, encourage, reward and recognize sporting talents, engage, explore new talents as well as help young Australian born kids blend into rich Nepalese Culture and tradition through sporting and recreational means. The association shall be social, cultural, non for profit and non-political.

3. Membership

Membership of the Club shall be open to any person who, irrespective of race, sex, political or religious affiliation with any Association. The biannual membership fee, as set down by the annual general meeting, or at a special general meeting, shall fall due on July 1st of each year. The current Membership fee is \$25/Single and \$50 for a family membership.

4. Executive Membership

To register the candidacy for an executive membership, the member has to be registered with NRC for at least 1 year and must have attended 70% or more general meetings throughout the year.

5. Executive Office Bearers

To register the candidacy for the executive office (President, Vice-President, General Secretary, Secretary, Treasurer, Sports Coordinator, Cultural Coordinator, Funding Coordinator, Membership Coordinator) the member must have served the executive board as an executive member for at least 1 year and must have attended 80% or more general meetings throughout the year.

6. Special provision

With the approval of 65% or more executive members, the executive board may exempt any member from meeting the requirements and nominate as an executive member.

7. Disqualification

An executive member will automatically disqualify himself or herself to remain in the Executive team if s/he is absent from the general meetings for a maximum of 3 times without notifying the general secretary or the secretary who is acting as the General Secretary in his/her absence.

8. Advisors

NRC shall appoint people of high standing or those with a long and/or outstanding record of contribution to the development of Nepali community by the Executive Committee as advisers of the Club. The number of advisors shall be nominated as per EC Meeting and invited to attend Executive Committee meeting, express their opinion, offer advice but shall have no voting right. NRC shall appoint Chief Patron, patron where appropriate and necessary.

9. Executive Committee

The executive committee of the Association shall be elected for a period of two years at the annual general meeting. The Executive Committee of the Club shall comprise as follows:

1. President
2. Vice-President
3. General Secretary
4. Secretary
5. Treasurer
6. Public Officer (appointed at the AGM)
7. Sports Coordinators (up to 5)
8. Deputy Sports Coordinators (up to 5)
9. Cultural Coordinator
10. Deputy Cultural Coordinator
11. IT Coordinator
12. Funding Coordinator
13. Deputy Funding Coordinator
14. Membership Coordinator
15. Executive Members- (up to 7)

10. Functions of the Executive Committee

The major functions of the Executive Committee shall be as follows:

- ✓✓ To prepare policy and program of the Club and submit to the General Meeting.
- ✓✓ To plan and implement events in accordance with the objective of the Club
- ✓✓ To constitute committees and sub-committees to perform specific tasks during sports and other events
- ✓✓ To review the activities of the Club and adopt appropriate actions plan
- ✓✓ To review the operation and management of the fund
- ✓✓ To establish an excellent working relationship and contact with other community organizations for the interest of the Club
- ✓✓ To perform any other tasks that may deem necessary to meet the objectives of the Club

11. Duties of Office bearers and Coordinators

a) President

The President shall preside at all meeting of the Club, call such meeting as he or she is empowered to call, exercise general supervision over the affairs of the Club. In the absence of the President, the Vice President will undertake the role of the President.

A president can occupy the office for the maximum of two 2-years terms (4 years maximum).

The duties of the President shall include but not limited to:

- Develop and present the 2 years goal and vision for discussion at the beginning of each term.
- Lead, inspire and motivate members to achieve NRC's common goals.
- Extend NRC's goodwill among Nepalese community members and organisations.
- Explore opportunities to work with other government and nongovernment sports and social organisations.
- Create healthy discussion environment in the organisation to allow equal participation and to conclude with a result agreed by everyone.

b) Vice-President

The Vice-President shall assist the president in fulfilling his/her duty as the president. The vice-president shall act as the president in his/her absence or when empowered to do so by the executive team.

c) General Secretary

The General Secretary shall keep a record of the monthly proceeding of the Association, give notice of meetings in writing to members of the Association, shall post to each financial member, not less than 7 days prior to a general meeting, and not less than 14 days prior to an Annual General Meeting, details of the time, place and agenda, and shall publish such other items as decreed by the executive members.

The duties of General Secretary are but not limited to:

- With the help of all executive members, implement the goals set by the executive committee.
- Become the central point of contact of all executive members and keep up to date record of all happenings in the organisation.
- Inform the executive team of the progress of tasks managed by all executive members and co-ordinators.

d) Secretary

The secretary shall assist the general secretary in managing day to day tasks of the organisations. The duties of Secretary are but not limited to:

- Assist the general secretary with the above tasks.
- Act as the General Secretary in his/her absence or when empowered to do so by the executive team.

e) Treasurer

The treasurer shall have custody of the monies belonging to the Association, and shall receive and send receipts for annual membership due or any other monies belonging to the Association shall make disbursements as approved at the general meeting or the annual general meeting. Cheques drawn on the Nepalese Recreational Club's bank account will require the signature of the Treasurer and President. Any official expenditure which has been approved by the President or at the general meeting shall be paid by the Treasurer by cheque, EFT or appropriate means. The treasurer shall keep accounting records

of the Club and prepare Annual Financial Statements for the Club as of 1st July to 30th June each year.

f) Funding Coordinator

The funding coordinator shall:

- Research for Australian Government or non-government funding opportunities.
- Apply for the funding with the help of General Secretary/Secretary and follow up on them.
- Approach for sponsorship to the business
- Arrange various fundraising event as and when necessary

g) Sports Coordinator

The sports coordinator shall:

- Plan sporting activities to accommodate NRC members and their families (including kids).
- Arrange an annual sports event and encourage maximum participants including kids and ladies
- Find a reasonable venue for the events, co-ordinate the activities with the help of executive members.

h) Cultural Coordinator

The cultural coordinator shall:

- Prepare a plan to organise social and cultural events
- Co-ordinate the events with the help of executive members.

i) Membership Coordinator

- Come up with an initiative to increase membership
- Develop and present strategies to establish long term relationship with its members.
- Develop a plan for the benefit to the members to attract quality members
- Respond to the inquiries made by prospective members.

12. The Funds of the Club

a) Source of fund

Activities of the Club shall be run by the following sources:

- Membership fees
- Savings generated from the programs run by the Club
- Amount received as Event Sponsorship
- Governments or non-government grants

b) Management of the Funds

Any amount received by the Club shall be deposited in the bank. As much as practicable, all the transactions shall be carried out through a bank. The

Treasurer and the President shall jointly sign for the operation of the Club's bank accounts.

The Treasurers shall maintain appropriate records of all funds received, expenditures incurred and balance. The Treasurer shall furnish the statement of income and expenditure to the Annual Meetings

13. Annual General Meeting

The Annual General Meeting shall be held in every year in Sept- October. Written notice of the meeting and the agenda shall be sent by the Secretary to all financial members, to reach them out later than 14 days prior to the meeting. Elections for the Executive Committee shall take place in every alternative year. Every financial member of the Association shall be entitled to attend the Annual General Meeting, vote on the business transacted at the meeting, vote on the election of office bearers/EC members and submit a notice of any motion for inclusion in the agenda of the Annual General Meeting in accordance with this constitution.

General meeting of the association shall perform the following tasks:

- To evaluate the performance of the Executive Committee of the Club and give the necessary direction
- To determine the policy and program of the Club to meet its objective
- To amend the constitution of the Club, if required
- To adopt the recommendations from Advisors
- To discuss and decide on any other relevant issues raised during the general meeting

14. Voting

At the Annual General Meeting, those eligible to vote shall be current financial members of three months standing.

15. Constitution Amendment

This constitution shall be amended only at an Annual General Meeting of the Association, or at a special general meeting called for that purpose, at least 21 days prior to which written notice of such proposed amendments has been forwarded to the General Secretary. A majority of two-thirds of those present and voting required passing an amendment of the constitution.

16. Code of Conduct

Code of conduct is a set of guidelines on ethical behaviour for all the members of Nepalese Recreational Club. Breaches of some aspects of this code may be raised in the meeting and result in disciplinary action against the member. The disciplinary action may be warning or expulsion from the committee. The decision to expel can be made only by a two-thirds majority of the executive committee members.

Please refer to "NRC Code of Conduct" in **Appendix I** for guideline and norms of the code of conduct.

This code of conduct may be amended if need be by the executive committee at any time.

17. LOGO

The Club has its own logo with the wording "NRC" as per **Appendix II**.

18. Dissolution

The Club may be dissolved or disbanded by a resolution passed at any General Meeting or Special General Meeting of the Club by a two-thirds majority of the Members present and voting. However, such resolution will not become effective until one year of the adoption of such a resolution and approved by the Office of Fair Trading NSW.

The End