

Muththamil Sangam Incorporated, P.O. Box 96105, Balmoral 1342, Auckland

Email: muthtamilsangam@gmail.com

Rules for the “Muththamil Sangam Incorporated”

As at January 2011

Muththamil Sangam Incorporated
PO Box 96105
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1. Name

The name of the association is "Muthtamil Sangam Incorporated" (hereafter called the Sangam)

2. Objects

Muthtamil Sangam Inc. is a non political organization set up:

- 2.1 To promote social contact, mutual helpfulness, assistance and recreational activities between Tamil people.
- 2.2 To provide a support base for newly-arrived Tamil immigrants to New Zealand.
- 2.3 To facilitate mutual appreciation of Tamil and New Zealand traditions and cultures and help Tamils and their children embrace New Zealand life while retaining the best aspects of Tamil culture.
- 2.4 To provide a forum for contribution of Tamils to the New Zealand community and seamless integration with people of all other ethnicities.
- 2.5 For the Sangam as a **Secular body**, to foster the good values and traditions of Tamil Culture enshrined in the principle, "Yaadum Oore, Yavarum Kelir" (The whole world is our home and all humans are brethren).
- 2.6 To carry out any other activities that may be useful or as required by the members of the Sangam from time to time.

3. Membership

- a. Membership is open to all persons over the age of 18 (eighteen) years who is of Tamilian or is a descendent of Tamil ethnicity.
- b. Application for membership will be in writing in the prescribed form and will require the approval of the Executive Committee.
- c. Commencement of membership will only be effective upon submission of the application form, payment of the membership fee and the approval of the Executive Committee.
- d. Approved membership applications will be recorded in a register maintained by the Secretary
- e. **Termination of membership**

Membership may be terminated by:

- Death, or
- Resignation in writing
- Cancellation of membership for non payment of annual membership fee

f. Membership

There are three forms of membership:

- Individual membership fee will be \$20.00 (Twenty dollars only) or any other amount as determined by the General Body at Annual General Meetings (AGM).
- Family Membership (Family membership shall include a member, spouse and children aged below 18 years) fee will be \$30.00 (Thirty dollars only) or any other amount as determined by the General Body at AGM
- Life Membership for Individual/family the fee will be \$400.00 (Four hundred dollars only) or any other amount as determined by the General Body at AGM

(Note: This membership fees is applicable only for membership and does not include any other fees such as Tamil School or any other activities of the Sangam)

g. Obligations of Members

All members shall abide by the rules of the society and promote the goals of the Sangam and shall not do anything to bring the Sangam into disrepute.

4. Patron

The Sangam may invite any individual(s) to be a patron(s) of the Sangam (but not exceeding 3 (three) at any one time). Such patrons, to be selected by the Executive Committee with the support of at least two thirds of its members present at the AGM. Such patrons will not be required to pay any fee for the period of their positions as patrons of the Sangam.

5. Subscription

- a. The membership fee shall be fixed by the General Body at an Annual General Meeting hereafter called AGM, and reviewed from time to time as appropriate
- b. The fee shall be payable by the date set for this purpose by the Executive Committee and communicated to the members. Failure to pay the fee by such date will result in termination of membership and the affected individual(s) will not be eligible to attend or cast vote(s) at the AGM.

6. Executive Committee

a) At AGM an Executive Committee shall be elected for the Sangam, consisting of the following :

- I. President.
- II. Vice President.
- III. Secretary.
- IV. Treasurer.
- V. And 6 (six) Committee Members.

b) The Principal Office bearers - namely, President, Vice President, Secretary and Treasurer will be elected for a term of one year and shall only serve for a maximum of two (2) consecutive terms. Members of the Executive Committee can hold office for not more than 4 (four) consecutive years, including any year(s) in which they were Principal Office-Bearer(s) of the Sangam (also refer clause 6e).

c) Any person wishing to stand for election as The Principal Office bearers must have been a Committee member for at least one year or must have been a member of the Sangam for at least two years continuously.

d) To promote fairness and the unbiased functioning of the Sangam, Principal Office Bearers shall not be part of any other non-profit religious or secular organisations/bodies in a governing or an executive capacity during the time they hold office in the Sangam.

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- e) Any former Principal Office Bearer, who held position for two consecutive years, may stand for election or accept office again only after a lapse of at least two years since the end of his or her last position. The restriction under this clause will apply equally to their spouses.
- f) Subject to (g) below, if any Principal Office Bearer retires or resigns mid-term, the remaining members in the Executive Committee will appoint one among themselves to take over the vacant position until the next AGM.
- g) In the case of retirement/resignation of the President or Secretary, the Executive Committee members will endeavour to appoint one of its Committee members to hold office until the next AGM. If the Executive Committee is unable to make such appointment in an amicable manner then a Special General Meeting will be called under Clause 18 of these rules to elect a President/Secretary, to hold office until the following AGM.
- h) If any of the 6 (six) Committee Members choose to retire or resign or are dismissed for any valid reason, another member of the Sangam may be co-opted by the Executive Committee to hold the position until the next AGM, or the position may be left vacant until that time.

7. Management of the Sangam

- a) The Executive Committee shall meet regularly to carry out its business of managing the Sangam and will hold at least six (6) meetings in each year of office.
- b) The Secretary or any other nominated person in the absence of the Secretary will keep minutes of the meetings.
- c) Six (6) members, which may include any of the Principal Office Bearers, will be the quorum for Executive Committee meetings.
- d) The President of the Sangam, and in his/her absence, the Vice President will preside over Executive Committee meetings. If neither of them is present, the remaining members of the Committee will elect one among themselves to chair the meeting.
- e) Any two of the Principal Office Bearers or any four Executive Committee Members can call Executive Committee meetings.
- f) If the appointed Auditor in the AGM chooses to retire or resign or is dismissed for any valid reason, another auditor for the Sangam may be appointed by the Executive Committee to hold the position until the next AGM.

8. Appointment of Sub Committees

Sub Committee(s) may be appointed by the Executive Committee for special purposes and such sub-committee(s) will submit reports to the President and the Secretary of the Sangam for the responsibilities entrusted to them.

9. The President's Role

The President's role is to:

- a) Preside over Executive Committee Meetings, and determine who shall speak and when.
- b) Oversee the operation of the Sangam.
- c) Prepare and send out, jointly with the Secretary, an Annual Report of the Sangam and its activities annually prior to the holding of the AGM as per Clause 11 (f) below.

- d) Advise the Registrar of Incorporated Societies of any changes in the rules of the Sangam and/or its office bearers.
- e) Undertake any other activity decided upon by the General Body of Sangam members.

10. The Vice President's Role

In the absence of the President the Vice President will perform the role of the president.

11. The Role of the Secretary

The Secretary will:

- a) Call and organize Executive Committee Meetings under Clause 7 above, in coordination with the President.
- b) Keep minutes of all Executive Committee Meetings and circulate them to the Executive Committee Members.
- c) Keep a record of all members, including the payment of fees by them.
- d) Maintain the Sangam's records, correspondences, documents and books.
- e) Act as the spokesperson of the Sangam in its relationship with external agencies and organizations
- f) Prepare and send out an Annual Report of the Sangam annually prior to the holding of the AGM Jointly with the President, per Clause 9(c) above
- g) Receive and reply to any correspondence as required by the Committee.
- h) Keep custody of the common seal of the Sangam (if available).

12. The role of the Treasurer

The treasurer will be responsible for the following:

- a) Collect and receive all monies and payments made to the Sangam.
- b) Deposit membership fees received, in the case of new members, do so only after the Executive Committee has approved the application for membership.
- c) Deposit all other monies received within a reasonable time.
- d) Keep a true and accurate record of the Sangam's finances.
- e) Prepare and circulate a financial report at every Executive Committee Meeting.
- f) Prepare an Annual Financial Report for presentation to the general body for the AGM and obtain prior approval of the Executive Committee before presenting the Annual Report to the AGM.
- g) Ensure that the Financial Report approved by the Executive Committee is sent out to the members together with the Notice of AGM, at least two weeks before the AGM date.

13. Borrowing

Any borrowing by the Sangam must have the prior approval of the Executive Committee with at least two thirds (2/3) of the Executive Committee members supporting the decision to borrow.

14. Bill payment authority

- a) All payments must be approved by the Executive Committee.

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- b) For urgent payments, the President will be subject to a limit of \$300.00 (Three Hundred Dollars). The Secretary will have a limit of \$200.00 (Two Hundred Dollars) and the Treasurer will have authority up to \$100.00 (One Hundred Dollars). Urgent payments, if any, made under Sub-clause (b) above, must be endorsed by the Executive Committee in the next meeting.
- c) All payments must be accompanied by relevant bills and must be relevant to the Sangam's activities and expenses.
- d) Bank Accounts: 2 Signatures are required to operate the bank account. The President plus either the Treasurer or Secretary.

15. Executive Committee Meetings

- a) The Executive Committee shall meet on a regular basis and meet no less than 6 times in a Year to conduct the business of the Sangam.
- b) Minutes of the proceedings of each committee meeting shall be kept by the Secretary or by another member of the Executive Committee in the absence of the Secretary.
- c) Six (6) members of the Executive Committee shall form a quorum for any meeting.
- d) All Executive Committee meetings will be scheduled by the Secretary or in the absence of the Secretary, by the President.
- e) (7) Days notice will be given for holding Executive Committee meetings.
- f) An agenda for the forthcoming meeting will be supplied to all Executive Committee members at least 24 hours prior to the meeting.
- g) In the absence of the President and the Vice-President, the Committee members present will elect one of themselves to chair the meeting at which the President/ Vice-President are absent.
- h) The Executive Committee/President/Secretary can invite advisors to the meeting for a specific purpose unless objected to by at least three members of the Executive Committee.
- i) The agenda for Executive Committee Meetings will follow the following format:
 - 1) Record any apologies received by the Secretary or President.
 - 2) Confirm the previous meeting's minutes.
 - 3) Discuss any matters arising from the minutes of the previous meeting.
 - 4) Present the Treasurer's report.
 - 5) Discuss items listed on the agenda.
 - 6) Discuss any other business with the leave of the chair.
- j) The Executive Committee will confine its proceedings to the business of the Sangam and will not discuss any other business
- k) The Member of the Executive committee or any Sub committee appointed by it shall lose his/her position/seat if he/she fails to attend 3 consecutive meeting without leave of absence.

16. Annual General Meeting (AGM)

- a) A meeting of all the members shall be held once a year at a time and place to be fixed by the Executive Committee.
- b) A notice of such a meeting must be given to all members at their last known address or at the address as stated in the respective membership application form. Any changes to the

- address must be notified to the Secretary in writing, failing which the notice will be sent to the last known address. Notices must be sent at least two weeks prior to the AGM.
- c) Only members of the Sangam of 6 months standing as per clause 19 (c) below will be allowed to participate in the AGM and all members must have been duly approved and have paid their membership fee within the permitted time. There will be no exceptions to this rule.
 - d) Notices of the AGM may be sent either in electronic form (email) or by hard copy through the post.
 - e) The outgoing President will chair the AGM, and in his/her absence, the meeting will be chaired by the outgoing Vice-President or any other outgoing Office Bearer.
 - f) The business of the AGM will be the following:
 - 1. Receive and approve the minutes of the previous AGM.
 - 2. Receive the Sangam's Annual Report.
 - 3. Receive the Treasurer's Financial Report.
 - 4. Elect new Office Bearers.
 - 5. Consider/adopt any motions received.
 - 6. Appoint an auditor.
 - 7. Determine any changes to the membership fee, if appropriate.
 - 8. Discuss any other business with the leave of the chair.

17. Quorum

The quorum for the AGM will be half the membership or at least twenty-five (25) members, whichever is lesser.

18. Special General Meeting

- a) A Special General Meetings (SGM) may be called to discuss important issues which need urgent attention.
- b) SGM may be called by at least two thirds of the Executive Committee members, or at least one third of the members of the Sangam, or 25 (twenty-five) members, whichever is lesser, by a requisition in writing and signed by each of them.
- c) The quorum for SGM will be at least 30 (thirty) members.
- d) SGM will only discuss the issue for which it has been called, and no other matter.
- e) SGM shall be called for within 28 days of giving notice of such intention.

19. Voting

- a) Individual members will be entitled to one vote only and family members are eligible for two votes
- b) No proxy voting will be allowed; all voting must be in person.
- c) Only members with minimum 6 months' standing can attend and vote at AGM. This is intended to ensure that participation in the electoral process is by serious members who participate in the Sangam and its activities, and membership is not used merely for the purpose of voting and influencing the outcomes at elections.

- d) On any issue or motion to be decided at a meeting, the President or the chair will determine, in good faith, whether the decision will be made by :
- Vocal consensus,
 - Show of hands, or
 - Secret ballot.
- e) If there is a secret ballot and the result is a tie, the President may cast a casting vote and the results must be disclosed in any election.

20. Standing orders

The following will be the standing orders of the Sangam:

- a) On all questions concerning these Standing Orders, the President's ruling shall be final.
- b) All motions brought forward or tabled should be proposed by a member and seconded by a member. Any amendment to the original motion must be proposed by a member and seconded by a member.
- c) Once proposed and seconded all valid proposals shall be open for discussion. No proposal may be further amended once the motion has been opened for discussion.
- d) On all motions presented, members will be allowed to speak only once and for a reasonable time, which time will be determined by the President of the Sangam. The mover of the motion will have the right to reply to any queries raised on the motion. The President may clarify or present his/her own views on the motion.
- e) All questions from the members must be addressed to the President, who may refer the issue to the concerned Office Bearer/ Executive Committee member to reply, if appropriate.

21. Cessation of Sangam Membership

- a) Any member may resign of his/her own accord upon written notice being given to the Secretary.
- b) Non-payment of the membership fee within the permitted time i.e. from the respective AGM to the following AGM will automatically terminate a member's membership of the Sangam.
- c) The membership may be terminated if any member is found to be a part/member of any national or international organisation which is banned or illegal by New Zealand Government.
- d) Membership may be terminated if the Executive Committee is of the view that a member is in breach of the Rules, or is acting in a manner inconsistent with the purposes of the Sangam, or has committed acts which bring disrepute to the Sangam. Before taking action under this provision, the Executive Committee will give written notice to the Member.
- e) The notice referred to in clause 21(e) above will notify the member of the breach and explain how the member has breached the Rules or acted in a manner which has brought disrepute to the Sangam, and state what the member must do in order to remedy or defend his position
- f) The member to whom the notice is issued will have at least 10 (ten) working days to provide a written response to the Secretary in his/her defence as to why the membership should not be terminated. On receipt of the written explanation, if the Executive Committee is not satisfied with the explanation given by the member, it may in its absolute discretion and by a majority vote of the Executive Committee, terminate the membership of the individual/family in the Sangam. Termination will be with immediate effect. No further discussions will be entered into and the decision of the Executive Committee shall be final and binding.

22. Incorporation

The Sangam is a non-profit entity and is incorporated under the Incorporated Societies Act 1908.

23. Interpretation of Rules

If any doubt shall arise to the proper meaning of any of these rules the decision of the Executive Committee thereon shall be final and conclusive, provided such decision is reduced to writing and recorded on the minutes of the proceedings of the meeting.

24. Alterations of Rules

Any of these rules can be altered or added by resolution passed by any Annual or Special General Meeting by two thirds majority of the members present at such meetings, provided that the notice of the intention to propose such resolution shall have been given in writing to all members and such resolution shall be approved by registered as provided in Section 21 of the incorporated societies Act 1908.

25. Dissolution

- a) The Sangam may be voluntarily wound up if so decided at a General Meeting of the Sangam by a two thirds majority of the members present.
- b) If upon the liquidation, winding up, or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association and no money will be sent abroad, but shall be given or transferred to some other organization or body having objects similar to the objects of the Association, or some other charitable organization, or purpose, within New Zealand.

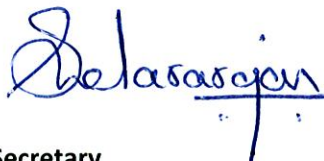
26. Liabilities

Any vicarious liability of the Sangam to third parties, arising out of the activities of any of its members, will not exceed \$1. The liabilities of the Sangam will be limited to the assets of the Sangam and shall not extend to any of the personal assets of the Office Bearers or members of the Sangam.



President

Thangamani Periasamy
MSc, PG Dip Edn



Secretary

Soundararajan Thirupathi
MBA, MEx(UK), Dip CPPCA



Executive Committee Member

Nathan Saminathan (JP)
MBA, BSc, NZDipLA, Dip Bus Stud, CFP