

TURKISH AUSTRALIAN CULTURE HOUSE – SIMPLE MEMBER RULES

1. What Our Association Is About

We exist to:

- Promote Turkish culture, language, education, sports and community wellbeing.
 - Celebrate national and religious days.
 - Support harmony, diversity and cooperation with other communities.
 - Help the Turkish community understand their rights and get involved in Australian society (without joining any political party).
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2. Membership

Who can join?

Anyone who supports our goals and is over 15 years old (under 15 can join as junior members without voting rights).

How to join

- Fill out a written application.
- A current member must nominate you.
- The committee decides to accept or reject the application.
- Pay your membership fee.

Membership types

- **Ordinary Member** – full voting rights.
- **Associate Member** – no voting rights (e.g., junior, senior, honorary, life members).

Ending membership

You stop being a member if you:

- Resign in writing.
- Don't pay your fees within 3 months.
- Are expelled for breaking rules or harming the association.
- Pass away.

Membership rights **cannot** be transferred to someone else.

3. Fees

- The committee sets the joining fee and annual fee.
 - Fees must be paid by the due date.
 - Not paying for 3 months = membership ends.
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4. Behaviour & Discipline

You may be suspended or expelled if:

- You break the rules.
- You act against the association's interests.

The process:

1. You receive written notice 28 days before the meeting.
2. You can attend and explain your side.
3. Committee decides.
4. You can request mediation if you disagree.

During suspension you lose all membership rights.

5. Resolving Disputes

If members disagree:

1. Try to solve it yourselves within 14 days.
2. If not solved, notify the secretary.
3. Committee meets to resolve the dispute.
4. Any party can request a mediator.
5. Mediation is confidential.

6. Committee (Management Team)

Roles

- **Chairperson** – leads meetings.
- **Deputy Chairperson** – supports chairperson.
- **Secretary** – records members, minutes, notices.
- **Treasurer** – handles finances.
- Plus ordinary committee members.

Who can be on the committee?

- Must be 18+ and an ordinary member.

How elections work

- Nominations open 42 days before AGM.
- Members vote at the AGM.
- Committee meets at least 3 times per year.

Meeting rules

- Minimum number (quorum) must be present to make decisions.
- Minutes must be recorded.
- Committee members can use phone/video to attend meetings.

Committee members may claim reimbursement for travel or expenses but **cannot be paid** for being on the committee.

7. General Meetings (AGMs & Special Meetings)

- All members receive notice (14–21 days depending on the meeting).
- Quorum is 30% of voting members.
- Only business on the agenda can be discussed (unless agreed as urgent).
- Members can vote personally or via proxy (max 5 proxies per person).

Special resolutions (major decisions) need 75% support.

8. Money & Financial Rules

Our association is not-for-profit.

All money must be used to support our aims.

Funds come from:

- Fees, donations, grants, fundraising.

Rules:

- Money must be kept in a bank account under the association's name.
- Two authorised people must sign payments.
- Financial records must be kept for 7 years.
- Annual financial statements must be presented at the AGM.

9. Records & Documents

Members can request to inspect:

- Membership register
- Committee member record
- Minutes
- Other association documents

Members must use this information only for association-related purposes.

10. Changing the Rules

Rules can only be changed by a **special resolution** (75% vote).

- Can advise the current committee.
 - Step in if the current committee stops functioning.
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11. Trustee Committee

A special group made of past senior leaders who:

- Can review the Association's activities.
 - Can audit files and finances.
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12. Winding Up

If the association closes, leftover assets must be given to another approved not-for-profit (not to members).

TURKISH AUSTRALIAN CULTURE HOUSE – MANAGEMENT COMMITTEE ROLES (Simplified)

1. Chairperson

Main Responsibilities:

- Leads all committee and general meetings.
 - Works with the Secretary to plan meeting agendas.
 - Ensures the association follows its rules and operates properly.
 - Represents the association publicly when needed.
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- Maintains:
 - the **Register of Members**,
 - the **Record of Committee Members**,
 - a copy of the **Rules (Constitution)**.
 - Keeps all non-financial documents safe.
 - Records & keeps **minutes** of all meetings.
 - Performs any other duties given by the Committee.
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2. Deputy Chairperson

Main Responsibilities:

- Assists the Chairperson.
 - Acts as Chairperson when the Chairperson is absent or unable to perform duties.
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4. Treasurer

Main Responsibilities:

- Collects payments owed to the association & issues receipts.
- Deposits funds into the association's bank account.
- Pays authorised expenses on time.
- Looks after:
 - all financial records,
 - financial statements or financial reports.

3. Secretary

Main Responsibilities:

- Handles all correspondence (emails, letters).
- Works with the Chairperson to prepare meeting agendas.
- Sends meeting notices to members.

- Prepares the **annual financial statements** for the AGM.
- Assists auditors or reviewers when required.
- Ensures the association follows financial laws and the Act.
- Performs any other duties requested by the Committee.

(This group acts independently of the current committee.)

5. Ordinary Committee Members

Main Responsibilities:

- Support the Executive (Chairperson, Deputy Chairperson, Secretary, Treasurer).
- Attend committee meetings and help make decisions.
- Take on tasks or projects as delegated.
- Ensure the association is run properly and legally.

The number of ordinary committee members is decided each year at the AGM.

6. Trustee Committee (Special Role – Not Part of Daily Management)

Who they are:

Senior past leaders (e.g., former chairpersons, treasurers, secretaries).

Main Responsibilities:

- Review the association's functioning and provide advice.
- Act as internal auditors (can examine files and finances).
- Support or guide the committee when needed.
- Step in if the current committee becomes inactive.