



Bangladeshi Seniors Club, Canberra Inc.
35 Clem Hill Street, Gordon, ACT 2906
ABN 85 043 619 554

Constitution

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Constitution

Article I. NAME AND LOCATION

The name of the club shall be “Bangladeshi Seniors Club, Canberra Inc.” (hereinafter called the Club). The headquarters of the club shall be in Canberra, ACT.

Article II. AIMS AND OBJECTIVES

The Club is a gathering place and recreational, social and cultural activities facility centre for Bangladeshi seniors living in ACT and surrounding region. The Club provides a range of intellectually and physically stimulating activities for the older person in a comfortable and sociable environment, whether it be for participating in a wide range of activities or just having a chat over a cup of coffee.

The main goal and vision of the Club is to improve the quality of life for their members, make their lives easier by assisting them in as many areas as possible through recreational, social and cultural activities and by organizing trips, excursions and outings to discover new places and new friends.

The purpose of the Club is to provide opportunities for participants as following:

1. To promote the ethos of ‘Healthy Ageing Through Activity’.
2. To promote the well-being of all older people and help make their lives enjoyable and fulfilling.
3. To provide opportunities for socializing and friendship
4. To initiate, foster and co-ordinate, where necessary, projects which will contribute to providing opportunities for seniors to participate in recreational social and cultural activities.
5. To arrange and conduct educational, scientific and sporting or other activities of any sort, as approved by the members for the entertainment and assistance of the members.
6. To promote the welfare and interests of older people within the ACT area.
7. To encourage members' participation in community activities.
8. To liaise with other agencies, government & non-government, catering for seniors needs.
9. To be a democratic, non-profit making, non-partisan, non-racial, non-sectarian, not affiliated to or connected directly with any political party or political organisation.

Article III. MEMBERSHIP

1. Membership qualifications

- 1) A person is qualified to be a member if –
 - a) He/She (aged 50 or more years) is a Bangladeshi living in ACT and surrounding region and their spouses (regardless of nationality and the age of the spouse) who subscribes to the aims and objectives of the Club; and
- 2) The person –
 - a) Has been nominated for membership in accordance with section 2 (1) (nomination for membership); and
 - b) Has been approved for membership of the Club by the executive committee of the Club.

2. Nomination for membership

- 1) A nomination of a person for membership of the Club –
 - a) Must be made by a financial member of the Club in writing in the form set out in appendix 1; and
 - b) Must be lodged with the General Secretary of the Club.
- 2) After receiving a nomination for membership the General Secretary must refer the nomination to the executive committee which must decide whether to approve or to reject the nomination.
- 3) If the committee decides to approve a nomination for membership, the General Secretary must notify the nominee of that approval and request the nominee to pay within 15 days after receipt of the notification the sum payable in accordance with section 6 (fees, subscription etc) by a member as the first year's annual subscription.
- 4) The General Secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in the subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member (also called financial member) of the Club.

3. Membership entitlements not transferable

- 1) A right, privilege or obligation that a person has because of being a member of the Club –
 - a) Can not be transferred or transmitted to another person; and
 - b) Terminates on cessation of the person's membership.

4. Cessation of membership

- 1) A person ceases to be a member of the Club if the person –
 - a) Dies; or
 - b) Resigns from membership of the Club; or
 - c) Is expelled from the Club; or
 - d) Fails to renew membership of the Club.
- 2) If membership ceases, as soon as member pays membership fee, his/her membership will be renewed automatically.

5. Resignation of membership

- 1) A member who has paid all amounts payable by the member to the Club may resign from membership of the Club by first giving notice of not less than 1 month, in writing to the General Secretary of the member's intention to resign and, at the end of the period of notice the member ceases to be a member.
- 2) If a person ceases to be a member, the General Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

6. Fees, subscription etc

- 1) The annual membership fee of the Club is \$10 or, if any other amount has been determined by the resolution of the annual general meeting.
- 2) The annual membership fee is payable –
 - a) Except as provided by paragraph (b) – before 1 August in each calendar year; or
 - b) If a person becomes a member on or after 1 August in any calendar year – before 1 August in each succeeding calendar year.

7. Members' liabilities

- 1) The liability of a member to contribute the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount (if any) unpaid by the member in relation to membership of the club as required by section 6.

8. Disciplining of members

- 1) If the executive committee is of opinion that a member –
 - a) Has persistently refused or neglected to comply with a provision of these rules; or
 - b) Has persistently and wilfully acted in a manner prejudicial to the interest of the Club; the executive committee may, by resolution –
 - i. Expel the member from the Club; or
 - ii. Suspend the member from the rights and privileges of membership of the Club that the executive committee may decide for a specified period.
- 2) If the executive committee passes a resolution under the sub section (1), the General Secretary must, as soon as practicable, serve a written notice on the member –
 - a) Setting out the resolution of the executive committee and the grounds on which it is based; and
 - b) Stating that the member may address the executive committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - c) Stating the date, place and time of that meeting; and
 - d) Inform the member that the member may do either or both of the following:
 - i. Attend and speak at the meeting;
 - ii. Submit to the executive committee on or before the date of that meeting written representations relating to the resolution.

9. Rights of appeal of disciplined member

- 1) A member may appeal to the Club in general meeting against a resolution of the committee within 7 days after notice of the resolution is served on the member, by lodging with the General Secretary a notice to that effect.
- 2) On receipt of a notice under subsection (1), the General Secretary must notify the committee which must call a general meeting of the club to be held within 21 days after the date when the General Secretary received the notice or as soon as possible after that date.
- 3) The committee and the member must be given the opportunity to make representation in relation to the appeal orally or in writing, or both.
- 4) The members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

Article IV. EXECUTIVE COMMITTEE

1. Powers of committee

- 1) The Executive committee (hereinafter called the committee) subject to any resolution passed by the Club in general meeting –
 - a. Controls and manages the day to day affairs of the Club; and
 - b. May exercise all functions that may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in general meeting; and
 - c. Has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.

2. Constitution and membership

- 1) The committee consists of –
 - a) The office-bearers of the Club; and
 - b) Three committee members; each of whom must be elected under the section 3 (election of office-bearers and committee members) or appointed

in accordance with subsection (4). One of the committee members if possible should be the immediate past president.

- 2) The office-bearers of the Club are –
 - a) President
 - b) Vice-president
 - c) General Secretary
 - d) Treasurer
- 3) Each office-bearer and member of the committee holds office, subjects to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

3. Election of office-bearers, committee members and their responsibilities

- 1) Nominations of candidates for election as office-bearers of the Club or as committee members –
 - a) Must be made in writing (in the form set out in appendix 2), signed by 2 members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - b) Must be given to the General Secretary of the Club not less than 7 days before the date fixed for the annual general meeting at which the election is to take place, or
 - c) Must be given to the Election Chairperson at the annual general meeting
- 2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- 3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.

- 5) If the number of nominations received exceeds to the number of vacancies to be filled, a ballot must be held.
- 6) The ballot for the election of the office-bearers and committee members must be conducted at the annual general meeting in the way the Election Chairperson may direct.
- 7) A person is not eligible to hold more than 1 position simultaneously on the committee.

4. President

The President shall preside at all regular and extraordinary executive and general meetings. The President may appoint sub Committees and Conveners in accordance with section 12 (delegation by committee to subcommittee) for the purpose of carrying out the Club's aims and purposes as outlined in the Constitution.

5. Vice President

The Vice-president shall perform the duties of the President in his/her absence and accept other duties as designated by the President.

6. General Secretary

- 1) The General Secretary must keep minutes of –
 - a) All elections and appointments of office-bearers and committee members; and
 - b) The names of members of the committee present at a committee meeting or a general meeting; and
 - c) All proceedings at committee meetings and general meetings.
- 2) Be the custodian of all non-financial records and attend to correspondence.
- 3) He must present an annual report at the annual general meeting of his/her term.
- 4) Minutes of proceeding at the meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- 5) He/She must conduct all activities of the Club and look after the wellbeing of members. He/She must hand over all minutes and documents

immediately or at a suitable time at the end of annual general meeting of his/her term to newly elected General Secretary.

7. Treasurer

The treasurer of the Club must –

- 1) Collect and receive all amounts owing to the Club and make all payments authorised by the Club; and
- 2) Keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club; and
- 3) Present financial statements at the General meeting and prepare a yearend financial and assets statements to be presented at the Annual General Meeting; and
- 4) He/She also will keep up-to date records of all members and shall be responsible for the collection of dues, issuing of membership cards. He/She must hand over all financial documents immediately or at a suitable time at the end of annual general meeting of his/her term to newly elected Treasurer.

8. Committee Members

Three committee members shall carry out specific duties as entrusted on them by the committee.

9. Vacancies & Resignation of office-bearer and committee member

- 1) For these rules, a vacancy in the office of an office- bearer and committee member occurs if the office-bearer or committee member –
 - a) Dies; or
 - b) Ceases to be a member of the Club; or
 - c) Resigns from the office; or
 - d) Is removed from the office under section 13 (Removal of committee members); or
 - e) Suffers from mental or physical incapacity; or

- f) Is absent without the consent of the committee for a period of 6 months.
- 2) An office-bearer and a committee member may resign by submitting a letter of resignation addressed to the President of the Club and upon its acceptance by the Committee.
- 3) The President may resign by submitting a letter of resignation addressed to the Vice President or in the absence of Vice President to the office bearers/committee members of the Club and upon its acceptance by the Committee.
- 4) If all the office bearers including President and committee members resign then an emergency special general meeting should be called by the President to form a sub-committee to carry the activities of the club till the next annual general meeting.

10. Removal of office-bearers and committee members

The Club in general meeting may by resolution, remove any office-bearer & committee member from the office of the committee before the end of the member's term of office.

11. Committee meetings and quorum

- 1) The committee must meet at least 4 times in each calendar year at the place and time that the committee may decide.
- 2) Additional meetings of the committee may be called by any member of the committee.
- 3) Oral or written notice of a meeting of the committee must be given by the General Secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 4) Notice of a meeting given under subsection (3) must specify the general nature of the business that may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- 5) Any 4 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

- 6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week (unless another place and time is specified at the time of adjournment by the person presiding at the meeting).
- 7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- 8) At the meetings of the committee –
 - a) The President or, in the absence of the President, the Vice President presides; or
 - b) If the President and the Vice-President are absent, one of the remaining office-bearers & committee members of the committee may be chosen by the office-bearers and members present to preside.

12. Delegation by committee to subcommittee

- 1) The committee may, in writing delegate to 1 or more subcommittees (consisting of members of the Club that the committee consider appropriate) to exercise the specific function as per the terms of reference (TOR) determined by the committee.
- 2) The committee may, in writing, revoke wholly or in part any delegation under this section.
- 3) A subcommittee may meet and adjourn as it considers appropriate.

13. Voting and decisions

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

Article V. GENERAL MEETINGS

1. Annual general meetings – holding of

With the exception of the first annual general meeting of the Club, the Club must, at least once in each calendar year and within 1 month after the end of each financial year of the Club (July each year), call an annual general meeting of its member.

2. Annual general meetings – calling of and business at

- a. The annual general meeting of the Club must, be called on the date and at the place and time that the committee considers appropriate.
- b. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is –
 - i. To confirm the minutes of the last annual general meeting and at any general meeting held since that meeting; and
 - ii. To receive from the committee annual reports on the activities of the Club during last financial year; and
 - iii. To receive and consider the audited statement of accounts and assets that are required to be submitted to members; and
 - iv. To elect the Public Officer if the position become vacant; and
 - v. To elect the Election Chairperson; and
 - vi. To elect the office-bearers and committee members; and
 - vii. The minutes of the annual general meeting must be taken by the incumbent General Secretary and to be sent to members within 7 days of the meeting for their review.
- c. An annual general meeting must be specified in a notice calling it in accordance with Section 4 (Notice).
- d. Only financial members are entitled to remain present and participate at the annual general meeting.
- e. An annual general meeting must be conducted in accordance with the provisions of **general meetings**.

3. General meetings – calling of

- a. The committee may, whenever it considers appropriate, call a general meeting of the Club.
- b. The committee must, on the requisition in writing of not less than 10% of the total number of financial members, call a general meeting of the Club.
- c. A requisition of members for a general meeting –
 - i. Must state the purpose or purposes of the meeting; and
 - ii. Must be signed by the members making the requisition; and
 - iii. Must be lodged with the General Secretary.
- d. If the committee fails to call a general meeting within 1 month after the date when a requisition of the members for the meeting is lodged with the general secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- e. A general meeting called by a member or members mentioned in subsection (d) must be called in nearly, as is practicable, in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any reasonable expense so incurred.

4. Notice

- 1) Except, if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the General Secretary must, at least 14 days before the date fixed for holding of a general meeting, send by post, email, or any other method agreed upon to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and nature of the business proposed to be transacted at the meeting.
- 2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the General Secretary must, at least 21 days before the date fixed for holding of a general meeting, send notice to each member in the way described in sub-section (1), specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

- 3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, where business may be transacted in accordance with Section 2(b).
- 4) A member proposing to bring any business before a general meeting may give at least 7 days written notice of that business to the General Secretary. The General Secretary must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

5. General meetings – Procedure and Quorum

- 1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 2) At least one-third of financial members present in person or by proxy (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of businesses of a general meeting.
- 3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 10%) constitute a quorum.
- 5) The minutes of the general meeting must be taken by the General Secretary and to be sent to members within 7 days of the meeting for their review.

6. Presiding Member

- 1) The President, or in the absence of the president, Vice-President, presides at each general meeting of the Club.

- 2) If the President and the Vice-President are absent from the general meeting, the members present must elect 1 of the office bearers or committee members to preside at the meeting.

7. Adjournment

- 1) The person presiding at a general meeting at which a quorum is present, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 2) If a general meeting is adjourned for 14 days or more, the General Secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3) Except as provided for in sub section (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

8. Making of decisions

- a. A question arising at a general meeting of the Club is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- b. At a general meeting of the Club, a poll may be demanded by the person presiding or by not less than 10% members present in person or by proxy at the meeting.
- c. If the poll is demanded at a general meeting, the poll must be taken –
 - i. Immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - ii. In any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of

the poll on the matter is taken to be the resolution of the meeting on that matter.

9. Voting

- 1) Subject to subsection (3), on any question arising at a general meeting of the Club a member has 1 vote only.
- 2) All votes must be given personally or by proxy but no member may hold more than 2 proxies.
- 3) If votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 4) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid, other than the amount of the annual subscription payable for the then current year.

10. Appointment of proxies

- 1) Each member is entitled to appoint another member as proxy by notice given to the General Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 2) The notice appointing the proxy must be in the form set out in appendix 3.

Article VI. MISCELLANEOUS

1. Funds – Source

- 1) The funds of the Club must be derived from annual subscriptions of members, donations, grants and subject to any resolution passed by the Club in a general meeting and any other sources that the committee decides.
- 2) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- 3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

2. Funds Management

- 1) Subject to any resolution passed by the Club in a general meeting, the funds of the Club must be used for the objects of the Club in the way that the committee decides and must be documented in the minutes of committee meeting.

- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members (President, General Secretary, and Treasurer) of the committee of the Club.
- 3) The assets and income of the club shall be applied solely into the operation of the club to carry out its purposes and no portion shall be distributed directly or indirectly to the members of the club except as bona fide compensation for services rendered or expenses incurred on behalf of the club.

3. Amendments of Constitution

- 1) Amendments to the Constitution shall be subject to a resolution passed by at least two-thirds of the total financial members present in person or by proxy in a general meeting at which the amendments are voted upon.
- 2) Any proposed amendments must be circulated among the members of the Club at least seven days prior to such general meeting.
- 3) Any amendments to the constitution shall only be entertained if it is supported by at least 10% of the total financial members. Such a request needs to be served in writing by those proposing the amendments and must be received by the General Secretary.

4. Dissolution

- 1) The Club may be dissolved at any time by the majority vote of the members in attendance and at an Extraordinary General Meeting called for such purpose.
- 2) In the event of the dissolution of the Club, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

5. Membership, Financial and Committee Year

- 1) The membership year shall be from 01 August until 31 July of the following year.
- 2) The Financial year shall be from 01 July until 30 June of the following year
- 3) The term of office for the committee shall be from the election at the annual general meeting in July until the election of the following July.

6. Auditors

- 1) Auditors shall be appointed annually at the general meeting or at the committee meeting to examine the Treasurer's records and other sections responsible for any Club funds, assets and report their findings at the annual general meeting.
- 2) Auditors should not be Committee members or immediate relatives of Committee members or anyone responsible for Club funds.

7. Election Chairperson

Members present in the annual general meeting will elect the Election Chairperson (who is not standing for office) on proposal of the outgoing President or member present in the meeting.

8. Common Seal

- 1) The common seal of the club must be kept in the custody of the General Secretary.
- 2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either 2 members of the committee or of 1 member of the committee and General Secretary.

9. Custody of Books

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

10. Inspection of Books

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

11. Public Officer

- 1) A public officer is the official point of contact for an incorporated club and one of the authorised signatories.
- 2) A committee member, an ordinary member or a person outside the club may hold the position of public officer.

- 3) The person nominated as the public officer on the application for incorporation of a club will become the club's first public officer. The committee will appoint the public officer when a vacancy occurs.
- 4) A public officer will vacate the position if he or she:
 - a. dies
 - b. resigns in writing to the committee
 - c. is removed from office by the passing of a resolution at a general meeting
 - d. Once the position becomes vacant, the committee must fill the position within 28 days.
 - e. The new public officer must notify ACT Fair Trading within 28 days of the new appointment. Notification must be in the approved form (*Notice of appointment of public officer and notice of change of club address* Form A9).
- 5) The public officer is responsible for:
 - a. Notifying ACT Fair Trading of any change in the club's official address within 28 days.
 - b. Collecting all club documents from former committee members and delivering the documents to the new committee member.
 - c. Returning all club documents to a committee member within 14 days, upon vacating office.
 - d. Lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the club's annual general meeting.
 - e. Acting as the official contact for the club, including taking delivery of documents served on the club and bringing them to the attention of the committee as soon as possible.
 - f. Custody of any documents as required by the constitution.

APPENDIX 1

MEMBERSHIP APPLICATION FORM

The General Secretary
Bangladeshi seniors Club, Canberra Inc.
ACT

I/We the undersigned would like to become member(s) of the Bangladesh Seniors Club, Canberra Inc.

I/We have read the constitution and understand the aims and objectives of the Club and look forward for the membership and opportunity to contribute to the activities of the Club.

Thanking You.

(Signature of applicant) Date: ----/----/----

(Spouse Signature) Date: --/----/----

Name of Applicant			
Spouse Name			
Address			
Telephone Number	(H)	(W)	(M)
E-Mail Address			

I,
(full name)

A financial member of the Club, nominate the applicant, who is personally known to me, for the membership of the Club.

.....
(Signature of proposer) (Date)

I,
(full name)

A financial member of the Club, second the nomination of the applicant, who is personally known to me, for the membership of the Club.

.....
(Signature of seconder) (Date)

APPENDIX 2

ELECTION NOMINATION FORM

The General Secretary/Election Chairperson
Bangladeshi Seniors Club, Canberra Inc.
ACT

I the undersigned financial member would like to become office-bearer/committee member of the
Bangladeshi Seniors Club, Canberra Inc.

I have read the constitution and understand the aims and objectives of the Club and look forward
for the EC membership and opportunity to contribute to the activities of the Club.

Thanking You.

Name of Applicant	
EC Position	
Address	
Telephone Number	(H) (W) (M)
E-Mail Address	

(Signature of Applicant)
Date: ----/----/----

I,
(full name)

A financial member of the Club, nominate the applicant, who is personally known to me, for the
EC membership of the Club.

.....

(Signature of proposer) (Date)

I,
(full name)

A financial member of the Club, second the nomination of the applicant, who is personally
known to me, for the EC membership of the Club.

.....
(Signature of seconder)

.....
(Date)

APPENDIX 3

APPOINTMENT OF PROXY FORM

The General Secretary
Bangladeshi Seniors club, Canberra Inc.
ACT

I,
(full name)

Of
.....
(Address)

A financial member of Bangladeshi Seniors club, Canberra Inc. appoint

.....
(full name of Proxy)

Of
.....
(Address)

A financial member that incorporated Club, as my proxy to vote for me on my behalf at the general meeting of the Club (annual general meeting or other general meeting, as the case may be) to be held on

.....

And at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the resolution

.....

.....
(Signature of member appointing proxy)

Date: