

**ASA CONSTITUTION OF ADHIOK SOCIETY
ASSOCIATION IN AUSTRALIA**

***ORGANISATION: ASA (Adhiok Society
Association) in Australia***

SUBJECT: CONSTITUTION

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PARTS/CHAPTERS: A-----G

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Executive Summary, Formation and/or Historical Backgrounds of ASA

Initially the organization of Adhiok people in Australia was ideally found as a discussion forum in Toowoomba by Adhiok community who were also in contact with their brothers and sisters in the other states of Australia. One of the aims/objectives of the society was to consolidate Adhiok community future visions for the development. As a result from the forum, was the formation of the lobby committee in January 2004 that had has to proceed with the formation of the association of Adhiok people in Australia wide.

The processes went on successfully till the completed formation of the association in 2005 December 27. The naming, the objectives, managerial bodies, the system and others were done here. The organization was named to be so called ASIA (Adhiok Society in Australia) which was latterly shortened to ASA (Adhiok Society Association in Australia). Adhiok society is one of the Southern Sudanese communities found in Lith Payam (shared by Adhiok and Abek) in Twich-East County and in Jonglei state.

The community was formerly known by many names such as Man-Deng, Amadhau, Amadhandengdit and wundeeng.

Organization Vision

The main vision of the Association is to unite, prepare and to organize the Adhiok people to achieve education, employment, participation in social life, participation in community life, to find possible ways of integrating into Australian Community and link with their colleagues' or relatives in overseas and to help to educate their brothers and sisters back home if the organization can afford to do so. The target is to build the future of Adhiok people wherever they are and when the strategy to achieve that goal is within the limit of enough and possible effort.

TABLE OF CONTENTS

<i>Topics/subtopics</i>	<i>Page</i>
Preamble -----	4
Part A: Section 1 to 3 -----	5
1. Name -----	5
2. Definitions -----	5
3. Aims and Objectives -----	6
4. Functions and powers -----	7
Part B: Memberships, Section 1 to 9 -----	7
1. Qualifications -----	7
2. Nomination for membership -----	7
3. Cessation of membership -----	8
4. Duties and rights of member -----	8
5. Resignation of membership -----	9
6. Fees and Subscriptions -----	9
7. Disciplining of members -----	10
8. Right of Appeal-----	11
9. Liabilities -----	11
PART C: Organs, Section 1 to 11 -----	11
1. The General Assembly -----	12
2. The Executive Committee -----	12
3. The Advisory Committee -----	17
4. The States Representatives -----	18
5. The Website Monitoring/Management Committee -----	20
6. The Constitutional Board -----	21
7. Subcommittees -----	22
8. Qualification for the EC Members -----	23
9. Nomination of Candidates -----	24
10. Vacancies in the EC -----	24
11. Removal of a committee member -----	24
Part D: Meetings, Section 1 to 4 -----	25
1. Annual General Meeting -----	25
2. Special General Meeting -----	25
3. Proceedings at Special/General meeting -----	26
4. Reporting System -----	27
Part E: Finances, Section 1 -----	27
Part F: Other Duties, Section 1 to 6 -----	28
1. Amendment -----	28
2. Dissolution -----	29
3. Miscellaneous -----	29
4. Common -----	30
5. Custody of Books -----	30
6. Inspection -----	30

Southern Sudanese ASA (Adhiok Society Association) in Australia

CONSTITUTION

Preamble

The southern Sudanese people who come from Adhiok society in particular and live in Australia envisage that we have lots of potentials which could only be exploited and put in to use for the betterment of Adhiok people in Australia and overseas, southern Sudanese and the wider Australian community through proper organization which can build a strong networks within ourselves and other community organizations not only in the Sudanese community but also within the African communities and the main stream community in Australia. Consequently, the recognition of such potentials and aspirations amongst us yielded in to the establishment of this society welfare association. This association fundamentally acknowledges the diversity and universality as part of our environment hence we stand for the unity of Adhiok's people and to organize them as well as the entire Sudanese community by establishing appropriate community structures and networks.

PART/CHAPTER A: NAME, DEFINITION, OBJECTIVES AIMS AND FUNCTIONS/POWERS OF THE ASSOCIATION

Section 1-----4

- 1. Name**
- 2. Definitions**
- 3. Objectives/Aims**
- 4. Functions/Powers of the Association**

Section 1: Name

- 1.1** The name of the association shall be the “*Adhiok Society Association in Australia*” (*ASA*) and will be referred to herein as ‘the Association’.

Section 2: Definitions

- 2.1** “*Adhiok Society*” is one of the Southern Sudanese communities found in Twich East County of Jongueli State in the Eastern part of Upper-Nile Region in Sudan.
- 2.2** “*Financial year*” means the association’s fiscal year ending on the 29th of December.
- 2.3** “*The Association*” means Adhiok Society Association in Australia.
- 2.4** “*Executive Committee*” (EC) means the legitimately elected body and entrusted with the management of the association
- 2.5** “*General Assembly*” (GA) means the entire membership/members of the association
- 2.6** “*Member*” means either a member by birth/registration and/or an affiliate member of the association
- 2.7** “*Adhiok*” means society found in southern Sudan
- 2.8** “*Constitution*” means the laws of the Association incorporated
- 2.9** “*Society*” means the group of people with the common interest and share a common area of living.
- 2.10** ‘*AC*’ means advisory committee
- 2.11** ‘*WMC*’ means website monitoring committee

- 2.12 '**SR**' means state representatives
- 2.13 '**CB**' means constitutional board
- 2.14 '**ECC**' means electoral commission committee

Section 3: Aims and Objectives

- 3.1 To create and promote unity amongst Adhiok society in Australia (ASA)
- 3.2 To foster a better indulgency between youth and elders of Adhiok Society in Australia
- 3.3 To create a common ground for educational support to students and as well as welfare of newly arrived community members
- 3.4 To provide a framework of advising and discussing relevant issues with its members and to bring coordination and interaction between not only its members but with wider community
- 3.5 To bring about the efficiency and effectiveness of charities and the promotion of the effective uses of resources for charities purposes by the charitable and non-profit bodies in the community including government support such as provision of accommodation, information assistance and other services
- 3.6 To promote dialogue and negotiation with other communities in matters relating to cultures
- 3.7 To create new opportunities and empower disadvantaged members in the society and to support imitative of local communities in the areas of further education, integration, adopting environs and community health wellbeing
- 3.8 To provide a self-financed environment and to take appropriate measures to ensure the viability of financial and legal legitimacy of the association
- 3.9 To provide an avenue where the Sudanese/Adhiok people can identify, explore and exploit their potentials for the benefit of the members and wider Australian community
- 3.10 To seek out the needs of Adhiok people/youth in Australia and find appropriate ways they can be solved to promote harmonious co-existence
- 3.11 To help co-ordinate the plans and programs of Adhiok community for the unity of its members in Australia and overseas
- 3.12 To liaise with services providers and authorities to find long lasting solutions to the problems of the youth of Adhiok community

- 3.12 To co-operate and work in consortium with other organizations with similar objectives to help members integrate into entire Australian society
- 3.13 To creates networks amongst Adhiok's people in Australia and overseas
- 3.14 Acknowledge the cultural diversity in Australia and foster it by educating other Australians more about the Sudanese culture
- 3.15 Encourage young people to take active role in leadership activities and discourage them from associating with immoral activities

Section 4: Functions and Powers of the Association

- 4.1 The association shall open and operate bank accounts
- 4.2 The Association shall have the power to employ staff, agents, contractors, consultants, professional advisors and the like in the furtherance of its objectives when possible
- 4.3 The Association shall manage and control the funds and other property
- 4.4 The Association shall have power to lease, hire or purchase any real or personal property for its functions and activities
- 4.5 The Association shall sign contracts with other organizations without compromising its objectives

PART/CHAPTER B: MEMBERSHIPS

Section 1-----9 Memberships

Section 1: Qualifications

- 1.1 Membership shall be opened to those people who come from Adhiok Society and they are in between the age of 18 and above. Children of age zero to 14 are considered to be legal members of the association by birth if one of the parents and/or all is/are from Adhiok community and exempted in term of registration and subscription fees. Children between 15 and 17 are pre-members of the association; this rule allows them to pay \$ 30.00 as their annual subscription fee. This rule also exempts them from the registration fee, that those who are promoted from 17 to 18 shall only pay the membership fee but not registration fee. They can participate accordingly to the development of the association.
- 1.2 The applicant should reside in Australia and any person with valid

interest in the overseas may be granted membership through the approval of the executive committee and branch offices headed by states representatives

- 1.3 Any Australian, Sudanese or African and/or any person who possesses the genuine and valid interest of promoting this association and shares the vision of the association shall be granted membership known as an affiliate member.

Section 2: Nomination for Membership

- 2.1 One shall be nominated for membership by:
- 2.2 Current member of the association
- 2.3 The proposing member shall fill an application form with the details of the nominee and the nominated
- 2.4 The application is lodge through the secretaries of the association and after the receipt; the executive committee members approve or reject the nomination for membership
- 2.5 The secretary notify in writing both the nominee and the nominated

Section 3: Cessation of Membership

- 3.1 Membership shall cease on:
- 3.2 Resignation in writing delivered to the Association's secretary
- 3.3 Non registry/renewal of membership within the prescribed period by the Association, with the prudence of the Executive committee to reconsider appropriate measures and conditions of renewal
- 3.4 Expulsion of any individual member or an affiliated organization of the association for any serious misconduct or a violation of the ethical code of conduct
- 3.5 Failing to pay membership and registration fee and/or general emergency contribution for the period of two years but the executive committee with the particular state representative will negotiate with that member before the final decision of cessation of membership is made
- 3.6 Death of a member
- 3.7 When the member has gone to overseas for some duration of time (more than six months), this rule is only to the executive committee member

Section 4: Duties and Rights of Members

- 4.1 All members shall have the right to vote during elections
- 4.2 Shall make proposals to the executive committee on how the Association could be improved
- 4.3 Shall get voted into the office or assign some responsibilities when the association sees it fits this rule is with the exclusive of ages 0---14
- 4.4 Protect the integrity and the reputation of the association
- 4.5 Shall respect and abide by this constitution, respect the by-laws and subsequent resolutions and the decisions of the association

Section 5: Resignation of membership

- 5.1 A member wishing to resign must write to the executive committee, explaining why he /she wants to resign.
- 5.2 On receiving the resignation letter, the executive committee;
 - 5.2.1 Accept the resignation and notify the resigning member of the decision made/taken
 - 5.2.2 The-resigning member ceases membership on receiving notification of the acceptance
 - 5.2.3 The executive committee notifies the general assembly during the subsequent general meeting
- 5.3 If the executive committee rejects the resignations;
 - 5.3.1 The resigning member is notified in writing of the reached by the committee and confirms if he/she agrees on the decision made
 - 5.3.2 If the resigning member insists on the resignation, the executive committee takes the issue before the general assembly
 - 5.3.3 The general assembly makes the ultimate decision on the matter
- 5.4 Any person who ceases to be a member of the Association after the ultimate decision is reached shall forfeit all rights and claims upon the Association and its property, except property loaned for specific purpose under specific conditions.

Section 6: Fees and Subscriptions

- 6.1 All members must meet this requirement or the membership can cease
- 6.2 All members shall pay annual subscription/membership fee of

\$150.00 a year or \$ 12.50 per month, which shall not be refundable once received. The finance secretary of the Association is authorized and allowed by the constitution to remind/ask all the states representatives after every three months of course, April, August and November. It's lawful that every state representative must be officially done away with all the financial status therefore, it will helps the finance secretary to compile his/her financial report before the annual meeting takes place.

- 6.3** New members will pay the registration fee of \$50 after three months of arrival and the approval by the executive committee. With this rule and together with rule 6.2 above; A person is legitimate member and this will grantee him/her such rights as freedom of expression during the general assembly meeting, voting during elections, among others.
- 6.4** Accommodation fee is \$ 50.00 to every member of the ASA.
Every member must pay/meet this rule whether some one will attend the meeting or not, still no exemption. Accommodation fee opened to be paid between January and September 30th, with this rule, state representatives are authorized to take out this fee from any form of first payment done from every one. The states representatives are directly require to pay this accommodation fee to state representative hosting the annual conference and the finance secretary can be informed once the payment is done.
- 6.5** All these fees must be paid to the treasurer (unless negotiated with the treasurer) before the end of the association's financial year, 29th December each calendar year.

Section 7: Disciplining of Members

- 7.1** Where the executive committee is of the opinion that a member;
- 7.1.1** Has persistently and negligently refused to comply with a provision(s) of the constitution or
- 7.1.2** Has persistently and willfully acted in a manner prejudicial to the interests of the association,
- 7.2** The alleged member is call for hearing before the executive committee
- 7.3** The executive committee determines whether the breach deserves expulsion or suspension of the member and the resolution must specify the period of suspension (2-4 weeks) if it is the likely outcome
- 7.4** The executive committee should cause a notice in writing to be served on the member

Section 8: Right of Appeal of Disciplined Member

- 8.1** A member may appeal to the association at a general assembly meeting against a resolution of the Executive committee made against him/her by lodging a written form with the secretary
- 8.2** Upon receipt of a notice by the secretary, the secretary must notify the executive committee of the receipt of that notice
- 8.3** The executive should call a general meeting as soon as practicable and if possible and there should be no other business to be transacted before this matter during this meeting but only the matter it was convened for
- 8.4** If a general meeting of the association, passes a Special Resolution in favour of the confirmation of the resolution made by the general assembly meeting, that the resolution is confirmed.

Section 9: Members' Liabilities

- 9.1** The fundamental goal of the association is to create mutual benefits between the association and its members to avoid liability and make sure no side enjoy more benefits at the expenses. Any loan/owe is automatically needed to be re-paid according to the given period otherwise, the banking system must be apply such as multiplication of interest charged.

PART/CHAPTER C: ORGANS

Section 1-----11

The structure of the association shall comprise of:

- 1. The general Assembly**
- 2. The executive committee**
- 3. Advisory committee**
- 4. States Representatives**
- 5. Mediators or website management committee**
- 6. Constitutional Board**
- 7. Any subcommittee that can be formed when the executive committee sees it fits**

Section 1: The General Assembly (GA)

1.1.0 Powers and Duties

- 1.1.1 The General Assembly (GA) shall be the supreme organ of the Association
- 1.1.2 The GA shall elect and remove members of the executive committee
- 1.1.3 The GA shall approve annual reports in the annual meetings
- 1.1.4 The GA shall meet at least once a year notwithstanding any other emergency GA meetings that the Executive committee may call for
- 1.1.5 The GA shall correct, question, deny and/or approve the report from the executive committee and states representatives during the annual meeting

Section 2: THE Executive Committee (EC)

This is the elected body to manage the association till the end of the subscribed period in the constitution.

2.1 Powers and Duties

- 2.1. Shall control and manage the affairs of the Association
- 2.1.2 May exercise all such functions as may be exercised by the other than those functions that are required by these rules to be exercised by the Association in general meeting
- 2.1.3 Has power to perform all such acts, as they appear to be necessary or desirable for the proper management of the affairs of the Association.
- 2.1.4 May delegate any of these functions to any subcommittee as the Executive sees it fits Association
- 2.1.5 The body shall draw policies of the association
- 2.1.6 Shall settle disputes between or among members
- 2.1.7 Shall form subcommittees if it thinks fits
- 2.1.8 Nominate vices/deputies, and can send its delegates should any thing concern arises.
- 2.1.9 Shall meet twice a year (between January and August while another meeting in December one day before the annual general meeting)
- 2.1.10 Oversees and in charge of the other management committees

2.2 Constitutions and Memberships

- 2.2.1 The committee shall comprise of such legitimately elected and appointed members in the general assembly meeting. The ASA management committee comprises of, 11 executive committee members, 5 advisers, 7 state representatives, 3 mediators and the constitutional board
- 2.2.2 The term of the office for the executive committee shall be two years. For example, the current executive committee's term is from January 1st, 2008 to December 31st, 2009
- 2.2.3 Each member of the executive committee is subject to these rules to hold the office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election if the members think is fit to hold the office again
- 2.2.4 In the event of a casual vacancy occurring in the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the initial election
- 2.2.5 Among the Executive members, any one who wants to campaign/contest for the position of chairpersonship and secretary of the Association during the election must resign within two months before election date. When the resignation has been approved by the executive it will be passed to the general assembly then onto electoral committee
- 2.2.6 Firing/termination and/or suspension of the executive committee member by this rule is when the executive member has been overstaying away from the office for more than six months for example, overseas, by not complying/following the rules and regulations in this document and when not capable to manage his/her office and/or not attending the meeting three time without a valid reason.

2.3 The office bearers of the executive committee shall be:

- (a) The chairperson
- (b) The vice chairperson
- © The 2nd, vice chairperson and women affairs officer
- (d) The secretary general
- (e) The deputy secretary general
- (f) The treasurer general
- (g) The deputy treasurer
- (h) The secretary for information
- (i) The secretary for youth affairs
- (j) The deputy secretary for youth affairs
- (k) The public affairs/relations officer

2.3.1 ◀ The Chairpersons

→ *Duties and Powers*

- Shall preside over the General Assembly and the Executive committee meetings
- Shall present the annual report of the executive committee to the annual General Assembly meeting
- Approve payment out of the association funds
- Shall be a signatory to the association's accounts together with treasurer and secretary
- Shall have a casting vote in the case of tie; this shall be in both the general assembly meeting and the executive committee meeting
- Shall supervise and approve the association's programs
- Shall represent the association in both the internal and external functions
- Shall be responsible for communication and coordination of the association's activities with other organizations
- Shall with the secretary for public relations liaise the association with other organizations and the entire wider Australian community

2.3.2 ◀ The Secretaries

→ *Duties and Powers*

- In charge of the internal correspondence
- Keeps the records and documents of the association (the register, proceedings of every meeting and any document of correspondence with any organization)

- Shall in consultation with the chairpersons and other secretaries/officers prepares the terminal and annual reports for the association
- Shall be in charge of administrative and logistical issues
- One of them shall take minutes during the meetings of the general assembly/executive and ensure that minutes are signed by the presiding member while the other one is spokesman/speaker in the meeting
- Shall in consultation with the chairperson, prepares the agenda for both the general assembly and executive meetings.
- Shall act in charge as the chairperson of the association if the chairpersons are away

2.3.3 ◀ The Treasurers

→Duties and Powers

- Shall be a signatory to all the association's financial transactions
- Shall ensure that all the money of the association received is deposited into the association's nominated account
- Shall keep all the financial records of the association
- Collects members' annual contributions from the states representatives
- Make financial reports during meetings to update members on the association's financial status
- Shall work closely with the chairperson on the proposed budget and other financial related matters
- Shall collect funds from individuals who wish to offer donations

2.3.4 ◀ The 2nd, Vice Chairperson and Ladies Affairs Officer

→Duties and Powers

- Shall perform the duties/roles of the chairperson
- Shall hold or represent the association when the other two chairpersons are away
- Shall be responsible for the girls/women affairs and duties in the Association
- Shall inform/mobilize girls/women in the community to perform the duties, which are entitled to women during the function
- Shall represent the voice of ladies in the association
- Shall be free to call the meeting for girls/ladies independently should the need arise

- Permitted to move from state to state when she wants to conduct meetings with ladies if she can afford to do so!
- Shall represent Adhiok ladies everywhere even in overseas
- She is lawfully empowered to form ladies subcommittee and limited to the maximum of 5 members only
- Shall acknowledge the chairpersons before proceeding with her decision

2.3.5 ◀ The Information Officer

→ *Duties and Powers*

- Shall make sure that all the members of the association are kept informed on matters pertaining to the association
- In charge of the internal correspondence, by passing information to members and coordinates minor/major activities
- Submit both terminal and annual reports of all that occurred within his/her department to the office of the chairperson
- Shall be in contact with the state representative to confirm the progress of the association
- Shall confirm book venues for meetings and/or other programs from the hosting state representative, organize them and works in hand with the information secretary and state representative, so that, the information can reach at the right time

2.3.6 ◀ The Youth Affairs Officer

Under this office, the branch office of the youth is constitutionally allowed to perform youth activities within the umbrella of ASA's main organization. This office shall comprise of:

- (a) 2 youth affair officers from the executive committee and are the chairpersons of the ASA youth branch office
- (b) The secretary for the youth office
- © Treasurer for the youth office
- (d) Organizer for the youth office

→ *Duties and powers of the youth affair officers*

- He is an executive member of the executive committee
- Shall be responsible for the youth affairs and duties in the Association
- Shall inform/mobilize youth in the community/Australia to perform the duties, which are entitled to them during the function
- Shall represent the voice of youth in the association

- Shall be free to call the meeting for youth independently should the need arise
- Permitted to move from state to state when she/he wants to conduct meeting with youth if he/she can afford to do so and in collaboration/consultation with the chairperson and executive members before the activity began
- Shall represent Adhiok youth everywhere even in overseas
- He/She is lawfully empowered to form youth sub-office and/or subcommittee and limited to the maximum of 5 members only
- He/she shall present his/her annual report in the annual meeting
- Shall acknowledge the chairpersons before proceeding with his/her decision

2.3.7 ◀ **The Public Affairs/Relations Officer**

→ *Duties and Powers*

- Shall be responsible for communications and coordination of the association's activities with other organizations
- Work hand in hand with the chairperson to perform the authorized tasks and collaborate to achieve the best outcome for the association
- Shall be responsible and work in collaboration with hosting state representative, information secretary, secretary for youth affairs and his office on the side of the activities to be performed during the function such as party and traditional dance; that is to ensure that the security of people and the area is sufficient
- Prepares the terminal and annual reports of what happened in his/her unit to the office of the chairperson
- Shall liaise with all the stakeholders to gather information from around the surrounding/Australia
- Shall be responsible for the registration of the association

Section 3: Advisory Committee (AC) or Planning and Programmer

This shall be the appointed body into the office of advisory. They shall be working closely with the EC till the end of the term.

It is an independent office that shall comprise of 5 members.

1. Chairperson of the advisory Committee
2. Deputy chairperson

2. Secretary
3. Pastor
4. Organizer

3.1 → *Duties and Powers*

- Direct the executive committee to the right path to achieve the ultimate set goals
- Collaborate with all the executive committee members so as to have some good insight of the issues facing the association
- Leads the executive committee during when the chairperson is in loggerhead with some members of the executive committee to find an enduring solution
- Ask the executive committee to form a sub-committee to perform a particular task if it sees it fits
- Advise the executive committee on the legal matters of the association
- Works closely with chairpersons on the emergency issues back home and advise the executive committee on how to tackle the issue when it is so burning
- Must be present in all the executive committee meeting to witness the discussion and/or assigns one of his/her members to attend the meeting only when having a genuine reason
- The pastor positioned in the advisory committee, appoints one of their official and/or some one else to lead the prayers in the general assembly meeting
- Deals/reports with the church matters that need the direct involvement of the executive committee and/or the ASA
- They shall be responsible for the Adhiok's traditional marriage and those activities shall be in the responsibility of the deputy chairperson of the association should the need arise and the owner of the function
- Together with the chairpersons, secretaries and the website committee, make projections for the association
- In charge of the drawing up of programs of the big functions of the association

Section 4: States Representatives (SR)

This shall be the elected body to manage the association on the state level. They have direct link to the main office of ASA. Their reports are directed to the concern office of executive committee. This office will comprise of 7 members such as

4.1.1 Perth/WA (Western Australia)

- (a) State representative
- (b) State Secretary

4.1.2 VIC/SA Victoria and South Australia

- (c) State Representative

4.1.3 ACT and NSW

- (d) State Representative
- (e) State secretary

4.1.4 QLD (Queensland)

- (f) State Representative
- (g) State Secretary
- (h) State Organiser

4.2 Duties and powers of the States representatives

- They are the base backbone supporters of the association
- They are the direct/link between the association and states and/or subjects in term of contributions, co ordinations of activities during the functions (if any), general registration and any duty concern such as emergencies
- They are lawfully allowed to form any state sum-committee at any time and with this rule, they will need to inform the office on such activity and limited to at-most 5members only
- They will be free to apply any strategy means of collecting money from the members provide that it is developing the association
- They are constitutionally authorized to conduct meetings on state administration level and at least twice a year of course they need to be in contact with executive committee mainly chairpersons, secretaries, treasurers and information secretary for official matters
- The hosting state representative shall bear in his/her dairy, to let the office know the venue for the meeting by September and report to the treasurer if the accommodation fee is not yet received after this time

- With the coordination of public affairs officer for official records reason, the state representatives hosting the meeting are responsible for the activities during the meeting in the end of every year
- They shall always be in closed contact with the information officer for the administration and information reasons

Section 5: Mediators or Website Management Committee (WMC)

This shall be the appointed members into the management of ASA website, during the operational period of the management committee till the adaptation of the new system by EC if the new office want to

This committee shall comprise of three members such as

1. Chairperson
2. Editor
3. Secretary

5.1 → *The Duties and powers*

- They must be knowledgeable or computer expert
- They will judge the articles either to be published or not
- They are allowed to correct the article but not change the meaning
- They will work in collaboration with the executive committee
- Together with the chairpersons, secretaries and the advisory committee, make projections for the association
- In charge of the drawing up of programs of the big functions of the association
- Shall design the office programs that are required by the executive committee and ASA
- Shall together with the chairpersons and secretaries develop the ASA logo/motto
- In charge of media and/or advertisement programs
- Shall visit the discussion forum and suggestion box on the web-page on regular basis's
- Helps the executive committee members in programming their annual reports
- Shall inform the main administration office of ASA before proceeding with their program

- Shall edit the ASA's official document such as constitution and others

Section 6: the Constitutional Board (CB)

CB is an appointed body by the EC to work along with till the end of the term or continuous with the new EC if sees in good structure

The committee shall be composed of ten members: five from the GA and MC, Five from EC such as chairpersons, secretariats general and officer for public affairs.

→Duties and roles

- In charge of the constitution, ensure that the ASA's legal document is protected from any contamination, otherwise; the committee shall be answerable if any alteration occurred in the document without acknowledgement of the EC and GA.
- Ensure that the '**CONSTITUTION**' of ASA is a secret document that will never under any circumstances be disclosed to an external member, Adhiok friends/relatives and/or competitors of Adhiok community; by this rule, every one possessing the membership of ASA is authorized to quote it and protect the privacy of the organization
- Gather the information from the ASA in vary states and forward them to the executive committee for the constitution amendment
- All of them shall keep the copy of the constitution
- Shall draft the constitution, should need arise
- Review the new items/bill of rights and/or rules which are awaiting to be placed in the constitution after they are being discussed and agreed in the GA meeting
- Shall observe and report/claim unconstitutional program that might have been wrongly addressed without a proper argumentative reason for
- Make lobby in order to adapt the Australian rules that may be necessary in ASA's constitution
- All are members but only lead by CB chairperson and secretary

Section 7: ASA Subcommittee

Any subcommittee that can be formed when the executive committee sees it fits

7.1 GENERAL ELECTIONS AND PROCEDURES

Electoral committee

→ Membership and Duties

- 7.1.1 It shall be formed one hour prior to the general elections
- 7.1.2 It shall comprise of the chairperson, secretary, pastor, supervisor and member
- 7.1.3 he electoral committee shall ensure that candidates satisfy the set out criteria for being a candidate
- 7.1.4 The electoral committee shall ensure that elections are fair
- 7.1.5 The electoral commission shall be dissolved on the conclusion of the elections or when deemed biased
- 7.1.6 The executive body together with the general assembly shall elect the members of the electoral commission
- 7.1.7 A member of the electoral commission shall not contest in the general elections
- 7.1.8 A member of the electoral committee can either be a member or a friend of the association
- 7.1.9 Shall be nominated and voted for during the general assembly meeting prior to the general elections
- 7.1.10 The outgoing executive committee shall have already been ready to hand over the office documents to the electoral committee then, the incoming committee, the electoral committee and in present of general assembly shall do the handing over of the office on the same day while the celebration ceremony will be the only activity left to out going committee broadly explained on next subtopic (6.4)

7.2 Powers of the Electoral Committee

- 7.2.1 In charge of the association from the time of the official dissolution of the executive committee until the elections finish.
- 7.2.2 Cancel election results if it is deemed unfair and biased
- 7.2.3 May refuse any nominated member candidate who does not meet the set criteria to qualify for candidacy

7.3 Dissolution of the Electoral Committee

- 7.3.1 The committee dissolves immediately after elections are finished and once the results are announced
- 7.3.2 The committee can be dissolved by a resolution from the general assembly meeting (only if the committee is deemed biased)
- 7.3.3 If the electoral committee is dissolved during the elections or because it is deemed biased;
- 7.3.4 The outgoing executive committee of the association assumes responsibility
- 7.3.5 The outgoing executive forms an interim committee that will run the association for three months before holding the next election.

7.4 Once announcing a fair election

- 7.4.1 The outgoing executive body hands over the office to the incoming executive committee
- 7.4.2 All members of the new team must be provided with copies of the constitution
- 7.4.3 The electoral commission will swear in the new team
- 7.4.4 The new executive committee members start assuming their responsibilities
- 7.4.5 The electoral committee is then officially dissolved and has to hand over all the documents to the new secretary general for filing.

Section 8: Qualifications for the Executive Committee Members

- 8.1 One must come from Adhiok community and/or any position shall be opened to any qualified member of the association regardless of origin
- 8.2 One must be in a reasonable age; (in between 18 and above years inclusive)
- 8.3 One must be an active member who have paid all his/her subscription/membership fees
- 8.4 One must be knowledgeable in both Dinka and English languages mostly applicable to chairpersons, general secretaries, finance secretary and public affairs secretary
- 8.5 One must be well informed about system and the historical background of Adhiok society and conversant to deal with diverse cultural and to represent the voice of Adhiok people

- 8.6 One must have some good knowledge and experience in managing both people and organization.
- 8.7 Good understanding of the local issues facing Adhiok people in Australia and overseas

Section 9: Nomination of Candidates

- 9.1 The priority for self-nomination shall be offered first to the willing and ready candidate to serve the association in any position and the nomination shall be seconded by at least two people. The second priority shall be given to any other fully qualified member of the association to nominate a candidate if no show of self-nomination made. Un opposed candidate shall be announced that he/she won the election. All such nominations shall be from/any person whose his/her financial status is unquestionable otherwise, with the good reason known by the executive committee and/or no vote at all
- 9.2 If insufficient nominations are received to fill all vacancies on the committee, the candidate nominated shall be deemed to be elected and further nominations shall be received during elections.
- 9.3 If the number of nominations received is equal to the vacancies to be filled, the persons nominated shall be taken to be elected.
- 9.4 If the number of nominations received exceeds the vacancies to be filled, a ballot or hand counting shall be held

Section 10: Vacancies on the Executive Committee

- 10.1 The sit becomes vacant when;
- 10.2 The official become severely sick
- 10.3 The official goes overseas on long term basis for example, one year
- 10.4 The official resigns his/her membership
- 10.5 The official was removed by a resolution passed in the general assembly meeting
- 10.6 The official has died
- 10.7 Once the Executive Committee confirms a vacancy, its nominates a replacement within three weeks of confirmation

Section 11: Removal of Committee Members

- 11.1 The association in general meeting may by resolution remove

any member of the committee from the office of being a member of the committee before the expiration of the member's term in the office if found not doing the right things by EC and GA
11.2 Vote of no-confidence but in peace

PART/CHAPTER D: Meetings

Section 1-----4

Section 1: Annual General Meeting

- 1.1 The association shall meet at least once a year while executive committee twice a year
- 1.2 The meeting shall be convened at where the committee thinks is appropriate
- 1.3 It will always be meant for the transaction of the following items;
- 1.4 To confirm the minutes of the last annual meeting and any general meeting held since that meeting
- 1.5 To receive from the executive, the reports on the association activities from the last fiscal year and see how best they could be improved in the current calendar year
- 1.6 To elect the members of the committee that need assembly's approval
- 1.7 To receive and consider the audited financial statement of the association's account (s) (if there is need for auditing)

Section 2: Special General Meeting

- 2.1 The executive committee shall whenever it thinks, fits convene a special general meeting of the association
 - 2.2 The executive committee shall, on the requisition in writing of not less than 5% of the total membership, convene a special general meeting
 - 2.3 A requisition of members for a special general meeting:
 - 2.3.1 Shall state the purpose (s) of the meeting
 - 2.3.2 Shall be signed by the members making the requisition
 - 2.3.3 Shall be lodged with the secretaries general
- The main demand for the meeting should be the only item to be transacted before any other crucial item

Section 3: Proceedings at General/Special Meetings

- 3.1 The chairperson and on failing the deputy presides at the general meeting of the association but if they are not present not within 30minutes after the published starting time of the meeting or are unwilling to act, then the members present shall elect one of their members to be the presiding member at the meeting.
- 3.2 The chairperson may, with the consent of any meeting at which a quorum is present, adjourn the meeting from time to time and place to place but no business shall be transacted at any adjourned meeting other than that left unfinished at the meeting from which the adjournment took place.
- 3.3 At any General Meeting a resolution put to the vote of the meeting shall be decided by show of hands unless a secret ballot is demanded by at least three quarters of the members present. The secret ballot may be demanded at the meeting at any time prior to commencement of the next item of business. Unless a secret ballot is demanded a declaration by the chairperson that a resolution has been lost or carried, either by a particular majority or unanimously, and an entry to that effect in the book containing the minutes shall be conclusive evidence of the fact. The demand for a secret ballot may be withdrawn.
- 3.4 If a secret ballot is properly demanded it shall be taken in a manner decided by the chairperson and at sometimes prior to the conclusion of the meeting at which it was demanded, except that it may be taken at an adjourned meeting. A secret ballot taken at an adjourned meeting shall be restricted to those present at the original meeting unless those present at the original meeting decide otherwise. A secret ballot on the question of adjournment shall be taken forthwith.
- 3.5 Each member of the Association (either individual or the appointed representative of an organization) at a General meeting shall have one vote. In the event of a tie in votes, a secret ballot will be called. In the event of a subsequent tie, the motion will be deemed to be lost
- 3.6 At a General meeting a quorum shall consist of fifteen (15) registered members. Should a quorum not be present within 30 minutes after the published starting time of the meeting, the meeting shall be adjourned to the same time and place seven days later, or a date and time determined by the members of the Executive Committee. If at such adjourned meeting a quorum is not present, then those present shall be deemed to constitute a quorum.

Section 4: Reporting System

- 4.1 All the reports either annual administrative reports, financial reports (from the states representatives and general treasurer) and/or any emergency report must only be done on the first day of the annual general assembly meeting
- 4.2 Any system of reporting is allowed and base on the paper work or electronic such as power point or over head projector and/or presenting the hard copies to the members otherwise, any other form of report system may not be officially accepted
- 4.3 The previous minutes must be confirmed on the first day of the general annual meeting
- 4.4 Matters arising from the previous minutes will be discussed before the actual agenda of the year
- 4.5 The participants/general assembly will be given few minutes to commend, question and/or anything to say basically on the report in particular

PART/CHAPTER E: FINANCE

Section 1

- 1.1 The financial year for the association shall terminate on the 29th December each calendar year
- 1.2 The executive committee shall open and operate the bank account (s) of the association and keep the records for future auditing
- 1.3 Money received by the association will be deposited in to an account of the association
- 1.4 Payments out shall be done by cheque or order signed by at least two signatories (Chairperson/secretary and the Secretary for Finance shall be the two signatories for the association's account(s))
- 1.5 A fully audited (if need be) financial statement of the general accounts shall be presented to each general assembly meeting
- 1.6 The association in getting finances shall be nominating a qualified auditor from within its members or friends to audit the association accounts.
- 1.7 Finance of the Association shall be drawn from membership and subscription fees, donations, and income from activities of the

association and/or funding/grants from community or youth organizations in Australia/overseas.

- 1.8 All the finance transactions including accommodation fee must be witnessed and signed by the signatories of the association by this rule, no transaction can be done if unsigned by the general treasurer and unwitnessed by the other two signatories
- 1.9 60% of the association's money will be invested in the term deposit account of the association while 40% will be invest in the current/saving account therefore, the association management committee/financial board can lend money to it members and expecting an interest at the end of the period agreed
- 1.10 Interest shall be 5% per month on the top of the amount borrowed
- 1.11 The maximum period shall be up to six months otherwise, should become an administrative issue and interest double after six months
- 1.12 the witness or the next contact person must be ready to act on behave of the applicant that he/she 'by this rule' shall pay the amount borrowed should the applicant failed to do so, such person can be friend, guardian, relative and/or parent
- 1.13 the loan shall be released after having thoroughly been checked the official records of the applicant such as financial records, employment details and personal commitment to the ASA organization, if the applicant has not been committed to the development of ASA by full filling the above requirements then, there will be no sufficient reason to consider this application

PART/CHAPTER F: OTHER DUTIES

Section 1-----6

Section 1: Amendments

The constitution, name of the association and the rules of the 'The Adhiok Society in Australia Association must be amended by at least half and/or two- thirds (1/2 and/or 2/3) of the members sitting and voting at the general assembly's meeting. Such meeting shall be legitimately governed by sending to all members a notice within not less than a fortnight through any means available. The decision to amend or abrogate these rules and the name of the association must be taken by the majority or unanimous votes.

The constitution will be due for the amendment when want to by the general assembly and management committees after 12 months from the annual general assembly meeting

Any chapter in which an individual feels to be amended in the constitution, the notice must be made to the chairperson and the secretary of the association in writing (those who can read and write) while verbal to those who can not read and write

By this rule amendment is only made in the general assembly meeting otherwise, an illegal matter

Section 2: Dissolution

2.1 The association shall not be dissolved except by the approval of not less than three-quarters majority of the members present and voting in a general assembly meeting called for the purpose of which not less than one calendar month's written notice including notice of the proposed dissolution has been distributed to all members.

2.2 Rules for proper conduction of meeting or business may be made, repealed or abrogated by the majority votes at the Executive committee meeting subject to the subsequent disallowance at a General Assembly meeting; provided that not less than seven days written notice of the proposed new rule, repeal or abrogation has been distributed to all members.

Section 3: Miscellaneous

3.1 Funds- Source

3.1.1 The funds of the association shall be derived from entrance fee and normal subscription of members, donations and, subject to any resolution passed by the association in general meeting and such other sources as the committee determines.

3.1.2 All money received by the association shall be deposited as soon as practicable and without deductions to the credit of the association's account

3.1.3 The association shall, as soon as practicable after receiving any money, issue an appropriate receipt

3.2 Funds- Management

- 3.2.1 Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuit of the objects of the association in such a manner as the committee determines
- 3.2.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two signatories of the association being members of the committee or employees authorized to do so by the committee

Section 4: Common Seal

- 4.1 The common seal of the association shall be kept in the custody of the secretary for public affairs
- 4.2 The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of two members of the committee in the absent of the chairperson; or one member of the committee and the chairperson

Section 5: Custody of books

- 5.1 The secretary general shall keep in his/her custody or under his/her control all records, books and any other documents relating to the association.

Section 6: Inspection of books

- 6.1 The records, books and any other documents of the association shall be open to inspection, free of charge, by a registered member of the association at any reasonable hour

APPLICATION FORM FOR MEMBERSHIP OF ASSOCIATION

ASA Adhiok Society in Australia.

(Incorporated under the *Association Incorporation Act 1984*)

I,
(full name of applicant in block)

of
(address)

.....
(contacts)

.....
(occupation)

hereby apply to become a member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

Country

State

County

Payam

Bomas (if possible)

..... (Signature of applicant)

Date



I, (full name) a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

..... (Signature of the proposer)

Date

FORM OF APPOINTMENT OF PROXY

I.....
(full name)

of.....
(address)

being a member of.....
(name of the incorporated association)

hereby appoint.....
(full name of proxy)

of.....
(address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (Annual general meeting or other general meeting, as the case may be) to be held on the..... day of200..., and at any adjournment of that meeting. (month and year)

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

..... (Signature of proxy)

Date.....