



THE RULES

We, the Turkish Community of South Australia, being resolved to preserve and develop our national culture and heritage, and to provide mutual self-help to one another, do hereby give ourselves these Rules designed for the benefit of our growing Community in accordance with the *Associations Incorporations Act 1985* (the Act).

1. The Name of the Association.

The name of the incorporated association is the Turkish Association of South Australia Incorporated, referred to herein as 'the Association'.

2. Definitions

'CBS' refers to Consumer and Business Services

'Committee' means the committee of management of the Association

'Community' means the Turkish Community of South Australia and all interested parties

'Rules' means this document and includes the rules that state the name, objects and purposes of the Association.

'General Meeting' means a general meeting of members of the Association convened in accordance with these rules.

'Member' means a member of the Association.

'Subscribed Member' means a member of the Association who has paid a membership fee and has the power to vote.

'TASA' refers to Turkish Association of South Australia Inc.

'The Act' means the *Associations Incorporation Act 1985*.

'Special Resolution' means a special resolution as defined in the Act.

'The Regulations' means *Associations Incorporation Regulations 2023*.

3. Objects and purposes of the Association.

The objects and purposes of the Association shall be:

- a) The advancement of the cultural, educational and social well-being of the Community.
- b) To assist in the orientation and settlement of Turkish families and individuals newly arrived in South Australia and to provide appropriate assistance to them.

- c) The promotion of friendship and education within the Community and other Groups.
- d) To organise festivals and celebrations of the Turkish national and religious holidays, and to strive for the preservation of the ethnic, religious and cultural identity.
- e) To partake in Multicultural festivals within South Australia and promote our cultural heritage.



4. Powers of the Association

The Association shall have all the powers conferred by section 25 of the Act to further the objects of the Association.

5. Membership of the Association

5.1 *Membership*

- a) A **General Member** of the Association is deemed to be any person of Turkish descent or who has a direct interest in the Turkish culture who resides in South Australia and has recorded their attendance at an official TASA meeting or event. To be recognised as a General Member, the individual must provide their valid contact details (email address, phone number and address) to the Association for the purpose of receiving communications. General Members do not pay an annual fee and do not hold voting rights.
- b) A **Subscribed Member** of the Association is determined to be a person over the age of 18 years who resides in South Australia who has paid the annual fee as set by the Committee. Subscribed Members hold full voting rights (1 vote per member) at all General & Special Meetings.
- c) A **Life Member** of the Association is a person who has served as President of the Association for 5 consecutive years OR a person who has served on the Committee for 10 consecutive years. A Life Member will hold the same powers as a Subscribed Member but will not need to pay the annual fee set by the Committee.
- d) Application for Subscribed Membership to TASA can be made by submitting an application form to a committee member, via the Association's website or by emailing the Association's official email address.
- e) The Committee shall determine the Annual membership fee(s) and structure by special resolution and notify all parties in writing no later than 1 month after the date of the AGM.
- f) Membership fees are to be paid directly into the Association's bank account or cash directly to the President or Treasurer of the Association or any other method deemed appropriate by the Committee.
- g) Membership fees will be used to cover costs incurred by the Association including but not limited to:



- a. Insurances
 - b. Website upkeep
 - c. Subscriptions
 - d. Applications to governing bodies
 - e. Ticket sales for officials for any dinners/festivals etc
 - f. Stationary costs
 - g. General coffee/tea/biscuit costs for meetings
 - h. Any other ad hoc costs that may arise
- h) Each Subscribed Member and Life Member of the Association shall have 1 vote at each Annual General Meeting and any other special meetings of the Association.
- i) A register of all members must be kept and contain:
- a. The name of each member
 - b. The type of membership they hold (subscribed or normal)
 - c. The email address of the member
 - d. The phone number of the member
 - e. The date on which the member paid the membership fee (for Subscribed Members) and the date on which the membership ends.
- j) Every Subscribed and Life Member must complete a membership form confirming their membership into the Association.

5.2 Resignation of Members

Subscribed Members who do not renew their membership within 3 months after the end of their annual membership will automatically be considered to have resigned as a member of the Association.

A member can voluntarily leave the Association at any time with written notice to the secretary. Any membership fees paid will be forfeited and treated as a donation to the Association.

A General Member who has not attended and registered their presence (via an attendance sheet) at an official TASA meeting or event for 3 months, will automatically be considered to have resigned as a member of the Association.

5.3 Expulsion of a Member

- a) Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the Association.
- b) Particulars of the charge shall be communicated to the member at least one month before the meeting of the Committee at which the matter will be determined.
- c) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.5d below),

cease to be a member 14 days after the committee has communicated its determination to the member.

d) It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary or public officer of the association within 14 days after the determination of the committee has been communicated to the member.

e) In the event of an appeal under 5.5d above, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.



6. The Committee

6.1 *Powers and duties*

- a) The affairs of the Association shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the Association, and are not by the Act or by these rules required to be done by the Association in general meeting.
- b) The Committee has the management and control of the funds and other property of the Association.
- c) The Committee shall have the authority to interpret the meaning of these rules and any other matter relating to the affairs of the Association on which these rules are silent.
- d) The Committee shall appoint a public officer as required by the Act at the first meeting of the Committee. Any changes to the Public Officer, and any other contact details are to be updated with CBS within 1 month of the meeting as per the Act.

6.2 *Appointment*

- a) The committee shall be comprised of a President, Vice President, Secretary, Treasurer and no less than 3 and no more than 5 committee members.
- b) A committee member shall be a natural person.
- c) A committee member must be at least 18 years of age.
- d) A committee member shall be a resident of South Australia
- e) No committee member may hold more than one title on the Committee.
- f) Committee members must be held to the provisions as outlined in the Act especially in relation to Part 4, Division 1, Section 30. The committee may

choose to ask all committee members to provide a current Police Check on election.

- g) All committee positions shall be subject to re-election at each AGM.
- h) Subscribed members of the Association will each have 1 vote for election of each committee member.
- i) All nominations to be submitted in writing to the Secretary no later than 7 days before the election. The names of all nominees must be announced to all members no later than 5 days before the election. A person nominated to be a part of the Committee must accept or decline the nomination in writing no later than 5 days before the date of the election.
- j) The Election date and AGM of the Association are to be held on the same date and to be announced via email, social media and on the Associations website 6 weeks before the selected date of the meeting.
- k) A handover of the previous Committee and the newly elected Committee is to take place immediately following the election. All physical documents, are to be brought to the meeting ready for handover (if required) and all digital access to be granted within 1 week. Handover of the Associations bank account and physical goods to be organised within 1 week following the election.



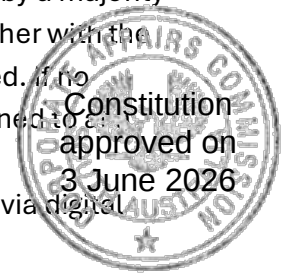
6.3 Resignation of a Committee member

- a) A committee member must resign in writing if resigning before the date of the AGM.
- b) If the committee member is either the President, Vice President, Secretary or Treasurer, then a Special Meetings of all members must be held to elect a new Committee member into that position.
- c) If the committee member is any other member, then a notice is to be issued to all members asking for volunteers into the role. If more than one volunteer shows interest, then a vote from the committee is to take place and a special resolution passed.
- d) If there are no volunteers for the position, then normal committee business is to continue as long as number of the committee does not fall below as stated in 5.2 a.

7. Proceedings of the Committee

- a) The Committee shall meet together for the dispatch of business at least once a month. Notice to be given to all committee members of the meeting at least 1 week prior.
- b) The Committee shall keep in communication with each other over all business via a digital App of their choice or any other means as decided by the Committee for all relevant business between meetings.

- c) Questions arising at any meeting of the committee shall be decided by a majority of votes. In the event of a tie vote, the matter shall be discussed further with the opportunity of additional information to be researched and presented. If no favourable outcome is reached, the matter will be shelved and returned to a later date if needed.
- d) Any questions arising between Committee meetings, can be settled via digital vote using the App or other means as chosen by the Committee.
- e) A quorum for a meeting of the committee shall be a minimum of one half of the members of the committee.
- f) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of their interest in the contract at the next annual general meeting of the association.



8. Disqualification of committee members

The office of a committee member shall become vacant if a committee member is:

- Disqualified from being a committee member by the Act
- Expelled as a member under these rules
- Permanently incapacitated by ill health
- Absent without apology from more than four meetings in a financial year
- Ceases to reside in South Australia

9. Meetings

9.1 Annual General Meetings

- a) The committee shall call an Annual General Meeting in accordance with the Act and these rules
- b) The first AGM shall be held within 18 months after the incorporation of the Association, and thereafter within five months after the end of its financial year.
- c) The AGM and subsequent business must be held in February of each year, preferably on the first Sunday of the month.
- d) AGM's will be held in person at a location of the committees choosing.
- e) The order of the business at the meeting shall be:
- o The confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
 - o The consideration of the accounts and reports of the committee
 - o The election of committee members
 - o Any other business requiring consideration by the Association in a general meeting.

9.2 Special General Meeting

- a) The committee may call a special general meeting of the Association at any time.
- b) Upon a requisition in writing of not less than 5% of the total number of members of the association, the committee shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- c) Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- d) If a special general meeting is not convened within one month, as required by 9.2b above, the requisitionists, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.



9.3 Notice of general meetings

- a) Subject to 9.3b, at least 14 days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- c) A notice may be given by the Association to any member by serving the member with the notice personally, or by sending it by email or post to the address appearing in the register of members. (See rule 5.i).

9.4 Proceedings at general meetings

- a) Ten members present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.
- b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place (if available and as practical) and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.

c) Subject to 9.4d, the chairperson shall preside as chairperson at a general meeting of the association.

d) If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retire from the chair, the members may choose a committee member or one of their own number to be the chairperson of that meeting.



9.5 Voting at General Meetings

a) Subject to these rules, every Subscribed and Life member of the Association has only one vote at a meeting of the association.

b) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.

c) Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

d) A member being a body corporate (if applicable) shall be entitled to appoint one person, who shall not be a member of the association, to represent it at a particular general meeting or at all general meetings of the association. That person shall be appointed by the corporate member by a resolution of its board, which may be authenticated under its seal. Such a person shall be deemed to be a member of the Association for all purposes until the authority to represent the corporate member is revoked.

9.6 Poll at general meetings

a) If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

9.7 Special and ordinary resolutions

a) A special resolution is as defined in the Act

b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

9.8 Proxies

A member shall be entitled to appoint in writing a natural person who is also a member of the Association to be their proxy, and attend and vote at any general meeting of the Association.

10. Minutes

- a) Proper minutes of all proceedings of general meetings of the Association and of meetings of the Committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b) The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent meeting.
- c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.
- e) Minutes of Annual General Meetings will be made available for members inspection on request as per section 51(6) of the Act.
- f) Minutes of Committee meetings are to be only available to committee members and not to other members of the Association.



11. Dispute resolution

- a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between - a member and another member or a member and the Association
- b) The parties to the dispute must meet and discuss the matter of dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties (such as lawyers).

12. Financial reporting

12.1 *Financial year*

The first financial year of the association shall be the period ending on the next 30 June following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.

This was changed in the 2024/25 year where the committee reported from 1 July 2024 to 31 December 2025 (a period of 18 months). The subsequent committee will be reporting from 1 January 2026 to 31 December 2026 and so forth continuing

12.2 *Accounts to be kept*

The Association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.



13. Prohibition against securing profits for members

The income and capital of the Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

14. Privacy of members

The Association will keep records of members details as stated in Section 5.i of the rules. A directory of Members names will be made available to other members on application. Other personal details will not be made available without consent of the member.

If one member wishes to contact another member of the Association, the Committee will facilitate this occurrence without disclosing personal information without consent of the member.

15. Rules

- a) These rules may be altered (including an alteration to the Association's name) by special resolution (as defined in Section 3 of the Act) of the members of the association. This includes rescission or replacement by substitute rules.
- b) 1) The alteration shall be registered with CBS which administers the Corporate Affairs Commission, as required by the Act.
- c) 2) The registered rules shall bind the Association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

16. By Laws

The Committee by way of majority decision, may incorporate By Laws for any small change within the Rules. Any By Law introduced will not be required to be submitted to CBS as an official change in the Rules. These By Laws can address the following points:

- a) Membership Fees
- b) Membership Structure
- c) Sub Committees
- d) Any other matter that is not inconsistent with the Act.

17. Winding up

The Association may be wound up in the manner provided for in the Act.

18. Application of surplus assets

- a) If after the winding up of the Association there remains 'surplus assets' defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- b) Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.

