

CONSTITUTION

AUSTRALIAN CAPITAL TERRITORY (ACT)
ASSOCIATION OF MALAYSIAN MUSLIM FAMILIES (AMMF)
INCORPORATED

MISSION STATEMENT

To provide a support network for Malaysian Muslims and their families residing in the Australian Capital Territory and its surrounding areas in New South Wales. To promote social, cultural and Islamic religious contact and cooperation among people of Malaysian Muslim descent. To be an effective link between Malaysian Muslims and their families and Australian counterparts to promote the uniqueness of the Malaysian Muslim culture. A culture that is rich and vibrant in tradition, yet readily accepting of the new and contemporary trends.

1. NAME

The name of the Association shall be the **ACT ASSOCIATION OF MALAYSIAN MUSLIM FAMILIES (AMMF) INCORPORATED** (hereinafter called the "Association").

2. OBJECTIVES

- a) To promote social, cultural and religious contact and cooperation among persons of Malaysian Muslim descent, their spouses and families.
- b) To provide a support network for Malaysian Muslims and their families who are residing in the Australian Capital Territory and its surrounding areas in New South Wales in time of birth, marriage, religious ceremonies, sickness and death.
- c) To establish an emergency fund to provide short-term loans to grieving relatives to meet funeral expenses of members.
- d) To encourage closer liaison between Malaysian official representatives posted at the Malaysian High Commission in Canberra and members of the Association.
- e) To promote Malaysian food, culture and traditions for the benefit of members and non-members through periodic food and cultural events.
- f) To provide a regular newsletter detailing Association matters and any other information considered of interest to Association members.
- g) To be an apolitical Association.

3. MEMBERSHIP

- a)
 - i) Membership shall be open to all persons of Malaysian Muslim descent, their spouses and families. An organisation whose majority of members fall into this category can apply to become a Corporate Member. As a Corporate Member, the organisation's qualified members and their families enjoy all the benefits of ordinary members, with the exception of voting rights which is elsewhere specified.
 - ii) Any person (not within part (a) (i) above) shall be eligible to be an associate member of the Association. Associate members shall enjoy all privileges of the Association except for voting rights and holding office in the Management Committee of the Association. They can however be co-opted into sub-committees.
 - iii) Dependent children (under 21 years of age and unemployed) are covered under Family Membership of their parent(s).
- b) Application for membership shall be in writing (completion of a prescribed Membership Application Form).
- c) Commencement of membership shall be upon payment of membership fee to the Treasurer or other authorised officer of the Association.
- d) Membership may be terminated by:
 - i) Death
 - ii) Resignation (written)
 - iii) Resolution of Management Committee if any membership fee remains unpaid for a period of two months beyond the due date.
- e) Expulsion of a member:
 - i) 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.
 - ii) 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.
 - iii) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.4d below), cease to be a member 14 days after the committee has communicated its determination to the member.

- f) Member's right of appeal:
 - i) 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.
 - ii) In the event of an appeal under 3. f (i) 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.

4. PATRON

The Association may invite any individuals to be patron(s) of the Association.

5. MEMBERSHIP FEE

- a) The annual membership fees are initially set at \$20.00 for Ordinary Single Membership and \$50.00 for Ordinary Family Membership.
- b) Annual Fees for Associate Single Membership are \$20.00 and Associate Family Membership are \$50.00.
- c) Annual Fees for Undergraduate Student Membership, Postgraduate Single Student Membership and Postgraduate Family Student Membership are \$5.00, \$10.00 & \$20.00, respectively.
- d) Those upon reaching 75 (seventy-five) years of age will enjoy free membership for life.
- e) Annual Fee for a Corporate Member Organisation is set at ten (10) times the Single Membership Fee, which currently becomes \$200.00.
- f) Changes to membership fees (an increase or decrease) can be moved through a motion by members present at the Annual General Meeting.
- g) Membership fees are due upon joining the Association and thereafter annually on the anniversary date.

6. MANAGEMENT COMMITTEE

- a) The Management Committee of the Association shall comprise:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary;

- iv) Treasurer; and
- v) three (3) Committee Members

who shall be elected at every alternate AGM, thereby enabling each elected member to be in office for 2 years. The Management Committee may appoint from the Association's membership a person to fill any casual vacancy that may arise from time to time. The person(s) thus appointed shall hold office until the next ensuing Annual General Meeting of the Association when elections are held.

- b) The composition of the Management Committee is to include one member from eligible students and one member from one of the Corporate Organisations.
- c) All officers of the Management Committee shall hold office until the next Annual General Meeting of the Association when elections are held. All officers are eligible for re-election but a person shall not hold the same office for more than two consecutive terms, unless no other nomination is received for a particular position.

7. MANAGEMENT OF THE ASSOCIATION

The affairs of the Association shall be administered by a Management Committee comprising the President, Vice-President, Secretary, Treasurer, and three (3) committee members, as per the objectives defined in the Constitution of the Association or as varied from time to time at the Annual General Meeting.

- a) The Management Committee shall meet regularly (not less than 6 times a year) to carry on the business of the Association.
- b) A written record of the proceedings of each Management Committee meeting shall be kept.
- c) Five (5) members shall form a Quorum at any Management Committee Meeting.
- d) Ordinary meetings of the Management Committee shall be called by the Secretary at two-monthly intervals. At ordinary meetings of the Management Committee the order of business shall be:
 - i) Apologies
 - ii) Confirmation of Minutes
 - iii) Business arising from Minutes
 - iv) Inwards and Outwards correspondence
 - v) Treasurer's report, Accounts for payment or approval
 - vi) Reports of sub-committee(s)
 - vii) General business

- e) At all meetings the President shall preside; in the President's absence the Vice-President shall preside; or in both their absences, those present shall appoint one of their numbers to preside.
- f) A member of the Management Committee or any sub-committee appointed by it shall lose his/her seat if he/she fails to attend three consecutive meetings without approved leave of absence.
- g) Seven (7) clear days written notice shall be given of all Management Committee Meetings unless the meeting is called specifically to consider urgent matter(s).
- h) Notwithstanding ordinary meetings set out in clauses 7(d) and 7(g) above, a meeting of the Management Committee may be convened at any time upon the request of the President or four members of the Management Committee.
- i) The Management Committee shall have the power to appoint sub-committees to be responsible for such areas of the Association's activities as it shall from time to time decide. The Management Committee or sub-committees shall have the power to co-opt members to any such sub-committee(s).

8. FINANCE

- a) The Association's financial year shall commence on the 1st day of July each year and end on the 30th day of June in the following year.
- b) The Trustees of the Association's bank account shall be the Treasurer, President and one other of the remaining two (2) members of the Executive. For signing of cheques or any withdrawals from the Association's bank account the signatures of any two (2) of the four (4) members of the Executive (President, Vice President, Secretary, Treasurer) are required.
- c) All the monies of the Association shall be paid into such bank or banks as the Management Committee may determine from time to time to the credit of the Association and all accounts shall be passed for payment by the Management Committee.
- d) All payments above \$20.00 shall be by cheque. However, if payments are for reimbursements of out-of-pocket expenses incurred by members who have undertaken assigned tasks on a voluntary basis rather than as a business and cash reimbursements are requested then the Treasurer, with the approval of the Management Committee, can use the association's funds to pay them in cash up to a maximum of \$200.00.
- e) No liability shall be incurred by any officer or member of the Association without prior consent of the Management Committee.
- f) For the Association to borrow money for projects within the objectives of the Association, the approval of a two-thirds majority of votes cast at a General Meeting or Special General Meeting shall be required.
- g) The funds of the Association shall be devolved solely to the furtherance of the objectives of the Association as set out in the Constitution.

9. MEETINGS

a) Annual General Meeting

An Annual General Meeting shall be held once a year at a time and a place to be determined by the Management Committee. The annual general meeting each year, where feasible, shall take place during the first two weeks of September.

- i) Notice of the Annual General Meeting and of the business to be transacted thereat shall be forwarded to every member at their last notified address (residence or email) not less than 21 days prior to the date fixed by the Management Committee for the meeting.
- ii) At the Annual General Meeting or a Special General Meeting ((see 9. b) below), the attendance of a minimum of fifteen (15) of the Association's financial members with voting rights shall form a quorum.
- iii) Such meetings shall be held for the following purposes:
 - 1) To read the minutes of the previous annual general meeting and any special general meeting held since then; to receive an annual report, balance sheet and statement of accounts duly audited for the preceding year.
 - 2) To elect officers to the Management Committee at alternate AGM for the ensuing two years and any other office bearers as may be determined by the meeting.
 - 3) To decide on any motion submitted to the meeting.
 - 4) To appoint an Honorary Auditor who shall not be a member of the Management Committee.
 - 5) To discuss general business.
 - 6) To review and set annual membership fees.
- iv) Each motion submitted at a meeting shall be decided on a show of hands. In the case of equality of voting, the chairperson shall have a casting vote in addition to the vote in which he/she is entitled to as a member.

b) Special General Meeting of the Association may be called as follows:

- i) By a resolution of the Management Committee.
- ii) Upon a requisition signed by at least one-third of fully paid up financial members with voting rights specifying the objective(s) thereof, delivered to the Secretary.

Special general meetings shall be held no later than 30 days after the passing of such resolution or the receipt of such requisition, at such time and place as the Management Committee shall fix. Fourteen (14) days notice in writing shall be given to every member at their last notified address (residence or email), specifying the time, place, and objective(s) of the meeting. Only the business specified in the resolution or requisition will be dealt with at a special general meeting.

10. VOTING

Unless otherwise provided by these rules, voting at all meetings shall be by show of hands. On any issue where five or more members present request a secret ballot, the voting shall be by secret ballot. A Corporate Member can exercise up to a maximum of ten (10) votes at any general meeting. Voting by proxy is also acceptable to be provided in writing to the Secretary by the member nominating his/her proxy.

11. STANDING ORDERS

The following shall be the standing orders of the Association:

- a) On all questions concerning these standing orders or points of order, the chairperson's ruling shall be final unless a member moves that the meeting disagrees with such ruling, if seconded, shall be put to the meeting without further discussion.
- b) No motion shall be discussed before it has been proposed and seconded.
- c) Any member, with the exception of the mover and seconder of any motion under discussion, may move an amendment thereto and on being seconded such amendment shall be open for discussion.
- d) No further amendment shall be received by the chairperson until the amendment before the meeting is dealt with.
- e) Amendments must be dealt with before the substantive motion.
- f) On all motions of questions before the meeting, each member may speak once except the mover of the motion who alone shall have the right of reply, provided that the chairperson may use his/her discretion upon special application for the right to speak twice to a motion.
- g) All questions shall be addressed to the chair.
- h) In addition to his/her deliberate vote, in event of equality of voting, the chairperson may exercise a casting vote.
- i) No subject which has been negated or passed at any meeting shall be brought up for discussion except by notice of motion of which seven (7) days notice to members must be given.

12. CUSTODY OF BOOKS

Subject to the Act (Associations Incorporation Act 1991 (ACT)), the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

13. INSPECTION OF BOOKS

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

14. SEAL

The Common Seal of the Association shall be kept by the Secretary. Instruments to which the seal of association is affixed shall be sufficiently executed on behalf of the Association if the seal is affixed in the presence of the President and the Secretary and then only in pursuance of the resolution of the Management Committee.

15. INTERPRETATION OF RULES

If any doubt shall arise as to the proper meaning of any of these rules the decision of the Management Committee shall be final and conclusive. Such decisions must be recorded in writing in the minutes of the proceedings of the meeting.

16. ALTERATIONS OF CONSTITUTION

Any of these rules may be altered, added to, or rescinded by a resolution passed at any annual or special general meeting by a two-third majority of financial members present at such meetings. Notice of the intention to propose such resolution shall be given in writing to all members and such resolution shall be approved by the Registrar as provided in Associations Incorporation Act 1991.

17. DISSOLUTION

The Association may be voluntarily wound up if the Association at a general meeting or special general meeting of its members passes a resolution requiring the Association to be wound up. The resolution shall be confirmed at a special general meeting called for that purpose and held no later than thirty (30) days after the date on which the resolution was passed.

In the event of the Association being wound up, any surplus of funds and/or assets, after payment of all liabilities, shall be disposed to an appropriate Malaysian Muslim charity, to be determined by the Management Committee. In the event of there being insufficient funds to meet all liabilities, the Management Committee shall be empowered to make a levy on members of any amount not exceeding the previous year's annual subscription.

Adopted as the Constitution of the Australian Capital Territory (ACT) Association of Malaysian Muslim Families (AMMF) at 4.50 pm at the Inaugural General Meeting held on 17 August 2008 at Dewan Merdeka, Malaysian High Commission, Canberra.

Adopted as the Revised Constitution of the Australian Capital Territory (ACT) Association of Malaysian Muslim Families (AMMF) Incorporated after amendments made at a Special General Meeting held on 1 July 2012 at Dewan Merdeka, Malaysian High Commission, and Canberra.

Adopted as the Revised Constitution of the Australian Capital Territory (ACT) Association of Malaysian Muslim Families (AMMF) Incorporated after amendments made at the 6th Annual General Meeting held on 26 October 2014 at Dewan Merdeka, Malaysian High Commission, Canberra.



Hashim Abdul Rahman
President
AMMF



Roze Diani Hisham
Secretary
AMMF