



Community Voice of Australia (CVA)

Constitution

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Part 1 Preliminary

1 Introduction

- 1.1 The name of the organisation shall be Community Voice of Australia(CVA)
- 1.2 Community Voice of Australia to as a Local Government Political Party

2 Objectives

- 2.1 The objective of the party shall be:
 - (a) To create a platform for a democratic and secure society where members can practice free speech within the guideline of the constitution of Community Voice of Australia Seek the election of the candidates to the Local Government Assembly.
 - (b) Candidate selection process will include selecting candidates from local and multi-cultural background to reflect community representation.

3 Definitions

- 3.1 the Act means the Electoral Act 2017 and Electoral Funding Act 2018

Part 2 Membership

4.1 Membership generally

Each Member of the Party shall:

- Pay the membership subscription applicable to his/her category of membership.
- Be over the age of 18 years or more.
- Australian Citizen and resident
- Subscribe to this Constitution and the beliefs and ideals of the Party.
- Be named in the Membership Register of The Party.

4.2 An application from a person or nominee to become a member of the Party shall be formalised by the applicant providing the name, address and proposed membership category of the person or nominee on the prescribed Party form and paying, or authorising payment of the applicable membership subscription to an authorised Party officer. The Party Membership Register shall record the date of application.

5. Membership Categories

There shall be two categories of members:

5.1 Financial member (fee paying) Individuals who have applied for and been accepted as members in their own right as fee paying members.

5.2. General member: individuals who have applied for and been accepted as General members. General members do not need to pay any membership fee.

5.3 Financial member and General member:

Individual membership of the Party is open to any person who has not been expressly excluded from membership, has not been convicted of a disqualifying electoral offence within 10 years before the person applies to become a member, and who agrees to comply with this Constitution.

Individual membership shall include membership of Local Government Assembly.

Only Financial members recognised as "Financial" by The Executive committee shall be entitled to vote on Party matters.

6. Application and Registration of members

6.1 An application by a person for membership of the organisation:

- Must be made in writing (including by e-mail or other electronic means, if the committee so determines) in the form determined by the committee, and
- Must be lodged (including by electronic means, if the committee so determines) with the secretary of the organization as soon as practicable after receiving an application for membership, the secretary must refer the application to the committee, which is to determine whether to approve or to reject the application as soon as practicable after the committee makes that determination, the secretary must:
- Notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable), and
- For Financial members- If the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the application of the notification) the sum payable under this constitution by a member as entrance or annual fee subscription.
- For General members- If the committee approved the application, upon receiving necessary documentation, will notify the applicant in writing

(electronic or writing) within 28 days about the acceptance of the membership application.

6.4 Register of members

(a) the secretary must establish and maintain s register of members of the organization (whether in writing or electronic form) specifying the name and postal, residential or email address of each person who is a member of the organization together with the date on which the person became a member.

(b) the register of members must be kept in NEW SOUTH WALES: At the main premises of the organization, or if the organization has no premises, at the official address.

(c) the register of members must be open for inspection, free of charge, by any member of the organization at any reasonable hour

(d) if a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection,

7 Separation from the party

7.1 Cessation of membership

A person ceases to be a member of the organization if the person:

- (a) Dies or
- (b) Resigns membership or
- (c) Is expelled from the organization

7.2 Resignation of membership

(a) a member of the organization may resign from the membership of the organization by first giving to the secretary written notice of at least 1 month (or any other period that the committee may determine) of the member's intention to resign and , on the expiration of the period of notice, the member ceases to be a member

(b) if a member of the organization ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member

8. Procedure for ending membership.

Grounds for termination: Identify the grounds on which a person's membership can be terminated. These grounds may include violations of party rules, breach of code of conduct, non-payment of membership fees, or other specified criteria.

Investigation or disciplinary process: If there are allegations against a party member, the party may initiate an investigation or disciplinary process. This process typically involves gathering evidence, conducting interviews, and giving the member an opportunity to respond to the allegations.

Decision-making body: The party's decision-making body, such as a central committee or executive board, reviews the investigation findings or disciplinary recommendations. They decide on whether to terminate the membership based on the evidence and the party's rules.

Notification: If the decision is made to terminate the membership, the party usually notifies the member in writing, specifying the reasons for the termination and the effective date of termination.

Appeal process: Community voice of Australia, allowing the member to challenge the termination decision.

9 Fees and subscriptions

- (a) A Financial member of the organization must, on admission to membership, pay to the organization a fee of \$50, or, if some other amount is determined by the committee, that other amount
- (b) In addition to any amount payable by the member, a member of the organization must pay to the organization an annual membership fee of \$70 or if some other amount is determined by the committee, that other amount
- (c) General members do not need to pay any fees; however, they may participate on a voluntary basis at their will any amount they see fit.

Part 3 Committee

9.1 Party Organisation

(a) Executive Committee

(b) Subordinate bodies

(a) Executive Committee

There shall be one Executive committee comprised of no more than nine individual members duly elected in accordance with this Constitution.

* Members of the Executive Committee shall serve for a period of three years and, upon expiry of the term, are eligible for re-election.

* The Executive Committee shall be the principal governing body of the party, with authority to:

* Promote the party's principles.

* Improve public perceptions of the Party.

* Select candidates for local government elections.

- * Set membership fees,
- * Formulate and adopt policies consistent with the principles of the party.
- * Make, repeal and amend such by-laws as are from time to time considered necessary for the wellbeing of the Party.
- * Form such permanent or temporary committees as may from time to time be required.
- * Perform all such acts and do all such things as appear to be necessary or desirable for the proper management of the affairs of the Party.
- * Exercise all such functions as may be exercised by the Party, other than those functions required by this Constitution to be exercised by a General Meeting of members.

(b) Subordinate bodies

Subject to there being sufficient members, interest and organisation, the Executive Committee may approve the establishment of subordinate bodies of the Party.

- * The Executive Committee may delegate to subordinate bodies certain powers including the power to:
 - * Select candidates for local government elections
 - * Raise and accept donations*
 - * Formulate policies specific to the region.
- * Each such subordinate body shall operate subject to this Constitution and within the powers delegated to it,
- * The Local Executive may withdraw a delegation, in whole or part, at any time.

10. OFFICE BEARERS

(a) Executive Committee

The Local Executive shall elect from among its members the office-bearers of the Party, being:

1. President
2. Vice-president
3. Secretary
4. Assistant Secretary
5. Office Secretary
6. Treasurer
7. Executive members

(b) No more than two office-bearer positions may be filled by one member of the party.

(c) The Local Executive Committee shall elect from among its members a Local Registered Officer.

11. Duties of the office- Bearer

The Executive President shall:

- * Be the Senior Executive Officer of the Party.
- * Chair all National Executive and National Conference meetings of the Party.

* Be a member "ex officio" of all committees,

The Executive Vice-president shall:

* Perform the duties of the President during his/her absence or at his/her request,
* Be a member "ex officio" of all committees,

The Executive Secretary shall:

* Have overall responsibility for correspondence in connection with the Party.
* Ensure the maintenance of a register of members as directed by the Local Executive.
* Record all appointments of office-bearers and members of the Local Executive.
* Ensure that minutes are taken of all proceedings at Local Executive Meetings and general meetings of the Party including the Local Conference.
* Present such minutes to the subsequent corresponding meeting for approval as a true and accurate record and retained as its principal record.

The Executive Treasurer shall:

* Have overall responsibility for the care of the Party's finances.
* Ensure that all membership fees, donations, and other monies collected are promptly paid into a bank account approved by the National Executive.
* Ensure that all payments authorised by the National Executive are made.
* Ensure that correct accounts are kept showing the financial affairs of the Party, including full details of receipts and expenditure.
* Ensure the maintenance of an accurate and current register of Party assets.
* Present to each meeting of the National Executive a statement of income and Expenditure for the period since the prior meeting.

12 Delegation by committee to sub-committee

(a) the committee may, by instrument in writing, delegate to one or more sub-committee (consisting of the member or members of the organization that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:

* This power of delegation, and
* a function which is a duty imposed on the committee by the Act or by any other Law

(b) a function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercise from time to time by the sub-committee in accordance with the terms of the delegation.

(c) a delegation under this clause may be made subject to any condition or limitation as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.

(d) despite any delegation under this clause, the committee may continue to exercise any function delegated.

(e) any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.

(f) the committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.

14 Procedure of removing person holding office

The procedure for removing a person holding office within the Community voice of Australia is taking the following steps.

1 Grounds for removal : These grounds include misconduct, violation of party principles or policies, breaching constitution, failure to fulfill duties or other specific criteria.

2 Initiation of removal process: A party member or a group of members can initiate the removal process by submitting a formal complaint or motion to the appropriate body within the party.

3 Investigation or hearing: The party's internal body (nominated by the members) responsible for handling complaints or disciplinary matters investigates or arranges a hearing to assess the allegations against the person holding office. This process involves gathering evidence, interviewing witnesses, and giving the accused an opportunity to present their defence.

4 Notification and implementation: If the decision is made to remove the person from office, the party notifies the individual in writing, specifying the reasons for the removal and the effective date. The necessary steps are taken to implement the decision, such as updating official party records and communicating the change to relevant stakeholders.

Part 4 Meetings

15 Executive meeting

Meetings of the Local Executive shall be held at such times and places as the Local Executive shall determine:

* At least twice each financial year; or

* Within fourteen (14) days of the receipt by the Local Secretary of a requisition by a majority of members of the Local Executive.

* Five members of the Local Executive, one of who is the President or Vice-president shall form a quorum.

* Not less than two (2) days' notice shall be given for a meeting of the National Executive.

* If either the National President or Vice President is unable or unwilling to act as Chairman,
the Local Executive may appoint its own.

* All matters before the National Executive shall be decided by a simple majority of those present except where this Constitution provides otherwise.

16 General Meeting

One or more general meetings may be called by the local executive committee for each year. All members shall be entitled to attend the General Meeting.

17 Annual General Meeting

There shall be one Annual General Meeting each year known as the Local Conference, to be held at a time and place determined by the Local Executive Committee.

* All members shall be entitled to attend an Annual general meeting,

* Only financial members shall be entitled to vote at an Annual General Meeting. Members must be present to vote except where the National Executive has decided to permit a postal vote on a particular matter. In such cases the matter shall be decided by votes cast both in person and by post provided that no member may vote more than once.

*The Local Secretary shall ensure that all members are notified of each annual General Meeting not less than four weeks prior to its occurrence.

* All matters for decision at an annual General Meeting shall be submitted to the Local Secretary not less than two weeks prior to the meeting.

*An annual General Meetings shall be open to observers unless closed (entirely or for certain sessions) by decision of the National Executive or resolution of the meeting.

* The agenda for the Local Conference shall be as determined by the Local Executive but shall include the following:

** A report by the Local President,

** A report by the Local Secretary.

** Receipt and consideration of the minutes of the prior Local Conference.

** Receipt and consideration of the Local Treasurer's report including financial accounts.

** Elections to fill such vacancies on the Local Executive as fall due.

**The appointment of an auditor.

**Consideration of policies adopted by the Local Executive and their approval or rejection without amendment,

** There shall be 00 quorum for an annual general meeting.

** Unless proper notice has not been given or the holding of the meeting is seriously hampered by events beyond the control of the Local Secretary or Local Executive, an annual general meeting shall not be adjourned.

18 Special general meetings-calling of

* Special General Meetings may be called by the Local Executive and shall be called if requested by a petition carrying the signatures of not less than 25 percent of individual voting members. Such meetings shall be held at least four weeks and no more than eight weeks from the date when the request was received,

(a) the committee may, whenever it thinks fit, convene a special general meeting of the association.

(b) the committee must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the organisation.

(c) a requisition of members for a special general meeting:

** must be in writing and purpose of the meeting

** must be lodged with the secretary

19 Notice

(a) except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the organization, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date, and time of the meeting.

(b) if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the organisation, the secretary must, at least 21 days before the date fixed for the holding of the general meeting.

20 Quorum for meeting

(a) no item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item

(b) five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

Part 5 Election

21 Committee Election campaign Committee

- The Delegates sub-committee shall be responsible for the conduct and financing of the running of Local Government elections.
- Member-groups are solely responsible for all aspects of local government campaigns in the electoral districts where they have a candidate.
- The registered officer must nominate for the local government, any candidate proposed by a member-group for an electoral district of which that member-group has coverage. Where coverage is not recorded, the registered officer shall only nominate the candidate of a member-group if there is no objection by other adjacent member-groups, or if the objection is resolved by a conflict resolution process.

- Candidates for pre-selection for the Local Government must be members of The Community Voice of Australia
- If a potential party candidate does not belong to a member-group or is part of a group which is not a member of the party, the Delegates Council may decide to direct the registered officer to nominate that person provided:
- the candidate is not intending to stand in an electoral district where there will be a candidate from a member-group;
- the group and candidate are assessed to be satisfactory by at least two delegates of the Delegates committee who can either attend meetings of the group or liaise in other ways. The form of the liaison shall be under the direction of the Delegates Committee; and the candidate becomes a member of the party.
- Candidates who have no member-group to which they are accountable shall be accountable to the Delegates Committee.

22 Pre-Selection Process (Candidates Selection)

The Delegates sub-committee has the power to select candidates from each district or suburb. Each candidate may be responsible for two or more suburbs depending on the area or number of voters. The Delegate sub-committee may need to follow the guidelines of the rules given by the local executive committee before the election.

23 Voting

(a) on any question arising at a general meeting of the organisation a member has one vote only.

(b) in the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

(c) a member is not entitled to vote at any general meeting of the organisation unless all money due and payable by the member to the organisation has been paid.

(d) a member is not entitled to vote at any general meeting of the organisation if the member is under 18 years of age.

24 Proxy votes not permitted.

Proxy voting must not be undertaken at or in respect of a general meeting.

Part 6 Miscellaneous

25. Amendments to the Constitution

This Constitution may be amended if the committee deemed required if:

a. majority of the committee members agrees on the amendment, and

- b. the amendment is passed the majority votes of the party members in the general meeting.
- c. the amendment in whole complies with the provision of the Act.

26. Custody of the books

Except as otherwise provided by this constitution, all records, books and other documents relating to the organisation must be kept in NEW SOUTH WALES:
(a) at the main premises of the organisation, in the custody of the public officer or a member of the organisation (as the committee determines), or
(b) if the organisation has no premises, at the organisation's official address, in the custody of the public officer.

27 . Inspection of books

- a. The following documents must be open to inspection, free of charge, by a member of the organisation at any reasonable hour:
 - Records, books, and other financial documents of the organisation,
 - This constitution,
 - Minutes of all committee meetings and general meetings of the organisation
- b. The committee may refuse to permit a member of the organisation to inspect or obtain a copy of records of the organisation that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the organisation

28 Insurance

The organisation may effect and maintain insurance.

29. Funds-source

- a. the funds of the association are to be derived from entrance fees and annual subscriptions of the members, donations and , subject to any resolution passed by the organisation in the general meeting, any other sources that the committee determines.
- b. all money received by the organisation must be deposited as soon as practicable and without deduction to the credit of the organisation's bank or other authorised deposit-taking institution account.
- c. the organisation must, as soon as practicable after receiving any money. Issue an appropriate receipt.

28. Financial Year

- a. the period commencing on the date of registration of the party and ending on the following 30 June. And
- b. each period of 12 months after the expiration of the previous financial year of the party, commencing on 1 July and ending on the following 30 June.

30. Funds-Management

a. subject to any resolution passed by the party in general meeting, the funds of the party are to be used sole in pursuance of the objects of the party in the manner that the committee determines.

b. all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

32 - Community Voice of Australia (abbreviation CVA) the abbreviation of community voice of Australia Can be used in future corresponding in representation of Community voice of Australia ,

Registered party information required under the *Electoral Act 2017* and the *Local Government Act 1993*:

Please provide written responses in the spaces provided to address the following party information if it is not explicitly outlined in the party's constitution. This information will be published on the NSW Electoral Commission's website with the party's constitution.

(i) the party's objects:

Community Engagement,
Advocacy for citizen,
Multicultural initiatives,
Support for families,
Collaboration and partnerships

(ii) the procedure for amending the party's written constitution:

The procedure for amending a constitution is following strictly the below clause.
1.Proposal:2. Executive body's approval 3 Vote 4 Ratification: 5. Publication
Financial member can be raising the proposal to amend and then it goes to Executive body for approval then vote and two third majority is required to pass any amendment. After passing it will present to executive body for ratification and then published to the party members

(iii) the rules for membership of the party, including the procedure for accepting a person as a member and ending a person's membership:

procedures involved in accepting a person as a member and ending a person's membership:
1. Application:2. Eligibility:3. Review and Approval:4. Membership Fee if financial member
5. Acceptance. Ending Person membership -1. Investigation2. Hearing or Disciplinary Process:
3. Decision 4. Notification:

(iv) a description of the party structure and of how the party manages its internal affairs:

The structure of a political party and how it manages its internal affairs.
1. Leadership:2. Executive Committees 3. Internal Elections 4. Policy Formulation:
5.Internal Communication 6. Dispute Resolution:7Financial Management:

(v) the procedure for selecting a person to hold an office in the party and for removing a person from office:

Selecting a person for an office within the party:1. Nomination:2. Evaluation:3. Voting or Selection:4. Appointment or Ratification:
Removing a person from office:1. Investigation:2. Hearing or Disciplinary Process:3. Decision:
4. Implementation:

(vi) the names of the officers or members of the party responsible for ensuring the party complies with the *Electoral Act 2017* and the *Electoral Funding Act 2018*:

President - Muhamad Ibrahim Khalil
Secretary - Khaled Halabi
Executives - Hasan Pradhan, Mustafa helal, Belal Jaber, Sajjan Karki, Morsheda khan,
Khurshida Hossain, Mohammad Somon Kabir

Please provide clear statements that explicitly outline all of the required information.