



## **Constitution of the Federation of Polish Associations in NSW.**

1. The name of the incorporated association is **The Federation of Polish Associations in NSW** or **Federacja Polskich Organizacji w NPW**.
2. The area of activities of the Federation is the **State of NSW**.
3. The Federation is a Non-Government Body, community base, state wide peak **umbrella organization** representing the Polish Community in NSW.
4. The objectives and duties of the Federation shall be set out in the Statement of Purposes attached hereto.

### **Membership**

5. Any non political, non-profit Polish Organization whose aims and activities are consistent with the Statement of Purposes may become a member of the Federation, providing:
  - The Organisation shall apply in writing requesting membership.
  - Is admitted and recommended by the Federation Committee.
  - Pays \$35.00 as the first year subscription.
  - There will be no entrance fees for Member Organisations.
6. **A Member Organization shall retain the right to independent management of its affairs in accordance with its own constitution of rules.**
  - A copy of the constitution of the proposed Member will be deposited with the secretary of the Federation.
  - A member organisation may resign from the Federation; the resignation shall be in writing.
  - All Member Organisations shall be bound by and observed the Federation Constitution and will be responsible for the actions of its Members and Representatives.

## **Controlling Authorities**

7. The Controlling Authorities of the Federation shall be:

- The General Meeting of Delegates, which shall be the highest authority of the Federation.
- The Federation Committee.
- The Internal Audit Committee.
- The Adjudicative Committee.

## **General Meeting of Delegates**

8. The General Meeting of Delegates shall be convened every year preferable in February or March.

9. Participants of the General Meeting shall be the Delegates of the Member Organisations.

10. Every Member Organisation is entitled to two (2) Delegates.

11. Members of the Audit and Adjudicative Committees are not entitled to vote unless are members of a Member Organisation.

12. Discharging by Member Organisation of its financial obligations to the Federation is essential to participate in the General Meeting.

13. The Member Organisations shall be advised in writing 21 days prior to the General Meeting.

14. The General Meeting shall have the following powers:

- To establish the guidelines for development of the Polish Community in NSW.
- To receive, consider and approve the reports of the Controlling Authorities of the Federation.
- To receive a report of the Auditor (if required).
- To elect the office bearers of the Controlling Authorities of the Federation and appoint an Auditor (if required).
- To elect Delegates to the Congress of the Federal Council of Polish Communities in Australia and New Zealand or other Government or Non-Government Bodies.
- To confirm the acceptance of new members.
- To approve the Federation Budget.
- To amend the Constitution in accordance of part 35.
- To vote on the dissolution of the Federation in accordance of part 36.

15. The General Meeting shall be valid if :

- It was convened by the Committee of the Federation in accordance with the Constitution.
- At least half of the Members are represented and 50% of the Delegates are present.
- If quorum is not reached, the G.M. shall begin and be valid half an hour latter of the nominated starting time, regardless the number of Organisations or Delegates present.

16. Resolutions of the General Meeting shall be carried out when passed by a simple majority of votes, unless otherwise specified in the Constitution.
17. The Office Bearers of the General Meeting shall be:
- The Chairperson elected by the General Meeting.
  - Two assessors and a Secretary elected by the General Meeting.
  - The voting rights of the Delegates shall be verified prior to the General Meeting by a commission elected by the Committee.
  - Delegates may transfer voting rights to other Delegates.
18. The General Meeting shall be convened by the Committee of the Federation.
19. The notice of the General Meeting shall be mailed to the Member Organisations at least 21 days prior to the nominated day for the General Meeting together with the proposed agenda.
20. The Extraordinary General Meeting shall be convened by the Committee of the Federation:
- On its own initiative.
  - On request in writing of one third of Member Organisations or the Internal Audit Committee.
21. The Federation Committee shall be elected by the General Meeting for a two (2) year term and shall be vested with the full executive powers and responsibility of the Management of the Federation in NSW.
22. The Committee shall consist of:
- A President, elected by ballot during the General Meeting.
  - Two Vice-Presidents, elected by ballot during the General Meeting
  - A Secretary, elected by ballot during the General Meeting.
  - A Treasurer, elected by ballot during the General Meeting the Delegates of the Member Organisations.
  - **All the Delegates of the Member Organisations are part of the Federation Committee.**
  - Candidates to office bearers are to be nominated at the General Meeting.
  - In case of inability of the President to carry out the duties of office the first Vice-President shall assume the Presidents duties until the next General Meeting is convened.
  - In the event of a vacancy in the Federation Committee, the Committee can cover the vacancy from the Delegates of the Member Organisations.
23. The meeting of the Committee shall be convened by the President when deemed necessary, but at least one a month.
24. Resolutions of the Federation Committee shall be carried out by simple majority of votes providing that 5 members including the President or his nominee are present in the meeting. In case of a tie vote the President is entitled to exercise a second casting vote.
25. The Internal Audit Committee shall be elected by the General Meeting for a two year term, and shall consist of at least two members.

26. The duty of the Audit Committee is to examine at least once a year the procedures and finances of the Federation and report to the General Meeting
27. The Adjudicative Committee shall be elected by the General Meeting for a two year term, and shall consist of at least two members.
28. The duties of the Adjudicative Committee are:
  - Adjudicate upon matters in dispute between Member Organisations or Member Organisations and the Federation Committee.
  - Clarify matters relating to the Constitution.
  - All matters presented to the Adjudicative Committee A.C. shall be in writing.
  - The Adjudicative Committee shall conduct its business in accord to the Federation Constitution.

### **Audit of Accounts**

29. The Annual Report shall conform to auditing standards.
30. In case of the financial year net profit is less than \$10,000.00 the Treasurer will be responsible to present the accounting books to the Department of Fair Trading, Audit Committee and General Meeting.
31. If the financial year profit is more than \$10,000.00 the books shall be examined by professional Auditor.
32. All cheques and other transactions shall be signed by the Treasurer, President or one of the two Vice-Presidents.

### **General Rules**

33. The Federation of Polish Organisations in NSW shall have a minimum Public Liability Insurance of \$10,000,000.00.
34. A Public Officer shall be nominated by the Committee and ratified by the General Meeting.
35. Amendments to the Constitution may be made at the General Meeting with 2/3 majority.
36. The winding up of the Federation requires 2/3 majority votes at the General Meeting. All assets after payment of obligations shall be transferred to an organisation with similar objectives and being of a Non-Profit charitable nature.
37. The Federation of Polish Organisations in NSW is not carried for profit. Any income shall be applied solely towards the promotion of its objectives. No portion of income or assets shall be distributed or transferred directly or indirectly to individuals or organisations. Only in good faith out of pocket expenses shall be covered.

## **Statement of Purpose**

**The purposes of the Federation of Polish Organisations in NSW are:**

- 1. To represent the Polish Community in NSW and coordinate the activities of Member Organisations.**
- 2. To initiate and organise social, recreational and charitable activities related to enhance the Polish, Polish - Australian Heritage.**
- 3. To assist the Member Organisations in organising social activities.**
- 4. To maintain and develop co-operation with all tiers of the Australian Government and Professional Organisations.**
- 5. To maintain contact and co-operation with other Polish Community Organisations inside and outside Poland.**
- 6. To maintain contact and co-operation with representatives of the Polish Government.**
- 7. To maintain and to preserve Polish Traditions and to cultivate and propagate the Polish Cultural Heritage.**
- 8. The Federation shall not subscribe to or support with its funds and Club, Association or Organisation which does not prohibit the distribution of income among Members or Associations.**