

# CONSTITUTION

OF HIMALAYAN YOUTH CLUB – GRANVILLE (HYC) INCORPORATED



## **PREAMBLE**

Himalayan Youth Club–Granville Incorporated (*HYC*) aims to promote and enhance an active and ongoing participation in sports and community activities in Sydney, NSW and Australia. It provides an engaging platform for everyone, especially Nepalese and the broader multicultural communities in Sydney to pursue an active and healthy lifestyle throughout their life.

HYC is the club of a proud Nepali heritage. It is committed to help addressing social, economic and cultural barriers to participation in sports and social engagement activities by a range of multicultural communities, thereby enhancing community building, social cohesion and resilience.

HYC is a socially responsive and responsible organisation. It focuses on nurturing talents, committed to mutual help and reciprocity, and accountable to its members. Its ultimate goal is to help bring about positive social change.

### **1. NAME**

The name of the association shall be the **Himalayan Youth Club - Granville Incorporated (HYC)**.

HYC may have associated names for performing specific functions such as playing sports. These names will be decided or revised by the executive committee as and when necessary. Currently, HYC has the following associated names:

- HYC Football Crew, *called* **HYC FC**
- HYC Badminton
- HYC Basketball
- HYC Women
- HYC Student

The slogan of HYC is '*Rise as One*'.

### **2. OBJECTIVES**

The objective of the Club shall be promoting an active, healthy lifestyle through sporting and social activities and events, promote Nepalese culture and engaging with the multicultural communities.

HYC will encourage, reward and recognise sporting talents, engage, explore new talents as well as help youth blend into rich multicultural and Nepalese culture and tradition through sporting and social means.

The association shall be sporting, social, cultural, non for profit and non-political.

Specific objectives shall be:

**Goal 1:** Planning, organising and delivering sporting and social activities that are desired by its members. HYC aspires to be the Club of Choice by pursuing

supportive, high quality and inspiration environment to nurture individual talents and aspirations.

**Goal 2:** Governing of HYC by a dedicated, passionate and professional team of members, executive members and advisers who are committed to respect, responsibility, ethics, transparency and integrity.

**Goal 3:** Engaging with the multicultural communities and organisations in Sydney and Australia for catering to the needs of diverse social and cultural groups and increase the participation of multicultural and indigenous peoples and students/ new migrants. HYC is committed to providing an environment which is safe, supportive, equitable and welcoming for all.

**Goal 4:** Nurturing individual talents, by identifying, supporting and advancing their personal and professional goals, and by being a vehicle to address barriers to achieve their full potential, and

**Goal 5:** Facilitating inter-cultural engagement between Nepali communities and other communities in Australia, in Nepal and beyond, thereby contributing to community building and resilience.

### 3. MEMBERSHIP

Membership of the Club shall be open to any person who, irrespective of race, sex, political or religious affiliation with any Association. The annual membership fee, as set down by the annual general meeting, or at a special general meeting, shall fall due on July 1<sup>st</sup> of each year. The current Membership structure and fees are as below:

<b>Membership types</b>	<b>Annual fees</b> (renewable July each year)
1. Individual Member - General*	\$25
2. Family Member (maximum of 4; i.e. 2 adults and 2 children under 18 years)	\$50
3. Corporate Member	\$300
4. Life Member	\$500 (one off payment for life)
5. HYC Order of Merit	Nil; Granted only one per year

*\*Any member under the age of 18 is free.*

All players and officials shall be a member of HYC.

The membership for girls and boys under the age of 18 is free. They can be part of a family member, or just become an individual member.

Life Member makes a one-off payment; so, there is no need for renewal.

HYC through its annual general meeting, or at a special general meeting may offer a maximum of ONE special recognition per year, called the “**HYC Order of Merit**” to a member of the broader community (including HYC members) who has made significant contribution to HYC. This is a special membership, granted for life and requires no payment of membership fees.

#### **4. EXECUTIVE MEMBERSHIP**

To register the candidacy for an executive membership, the member has to be registered with HYC for at least 1 year and must have attended 70% or more general meetings throughout the year.

#### **5. EXECUTIVE OFFICE BEARERS**

To register the candidacy for the executive office such as President and General Secretary the member must have served the executive committee as an executive member for at least 1 year and must have attended 80% or more general meetings throughout the year.

#### **6. SPECIAL PROVISION**

With the approval of 65% or more executive members, the executive committee may exempt any member from meeting the requirements and nominate as an executive member.

#### **7. DISQUALIFICATION**

An executive member will automatically disqualify himself or herself to remain in the Executive team if s/he is absent from the general meetings for a maximum of 3 consecutive times without notifying the general secretary or joint secretary who is acting as the General Secretary in his/her absences.

#### **8. ADVISORS**

HYC shall appoint people of high standing or those with a long and/or outstanding record of contribution to the development of Nepali and other communities by the Executive Committee as advisers of the Club. The number of advisors, usually the maximum of 5 members, shall be nominated as per EC Meeting and invited to attend Executive Committee meeting, express their opinion, offer advice but shall have no voting right. HYC shall appoint Chief Advisor, or patron where appropriate and necessary.

#### **9. CONFLICT MANAGEMENT AND DISCIPLINARY COMMITTEE (CMDC)**

HYC shall appoint a committee, called Conflict Management and Disciplinary Committee, for short – **Disciplinary Committee** or **DM**, comprising a team of highly experienced and noted individuals. This committee shall research, investigate and make decision on all complaints and issues, including those brought to the committee's attention. The committee's decision are made within the HYC rules and regulations and are consistent with the relevant government legislation in NSW and Australia. These members are expected to follow the HYC Code of Conduct for CMDC members. The decisions made by CMDC is final. All HYC members and associates agree to abide by this overarching requirement as part of HYCV membership.

## **10. EXECUTIVE COMMITTEE**

The executive committee of the Association shall be elected for a period of two years at the annual general meeting. The Executive Committee of the Club shall comprise as follows:

- President
- Vice-President (up to 2)
- General Secretary
- Joint Secretary
- Treasurer
- Public Officer (appointed at the AGM)
- Sports Coordinators / Deputy Co-ordinator (up to 5)
- Public Relations/ Social Networking Co-Ordinator
- Membership/ Volunteer Co-ordinator
- Finance & Sponsorship Co-ordinator
- Women & Cultural Co-Ordinator
- Youth and Student Co-ordinator
- IT/ Website Co-ordinator
- Executive Members (up to 7)

## **11. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The major functions of the Executive Committee shall be as follows:

- To prepare strategies, policy and program of the Club and submit to the General Meeting
- To plan and implement events in accordance with the objective of the Club
- To constitute committees and sub-committees to perform specific tasks during sports, social and other events
- To review the activities of the Club and adopt appropriate actions plan
- To review the operation and management of the fund
- To establish an excellent working relationship and contact with other multi-cultural community organisations for the interest of the Club
- To perform any other tasks that may deem necessary to meet the objectives of the Club

## **12. DUTIES OF OFFICE BEARERS AND COORDINATORS**

### **a) President**

The President shall preside at all meeting of the Club, call such meeting as he or she is empowered to call, exercise general supervision over the affairs of the Club. In the absence of the President, the Vice President will undertake the role of the President.

A president can occupy the office for the maximum of two 2 - years terms (4 years maximum).

The duties of the President shall include but not limited to:

- Develop and present a 5 yearly strategic plan, with a specific 2 years goal and vision for discussion at the beginning of each term.
- Lead, inspire and motivate members to achieve HYC's common goals.
- Extend HYC's goodwill among Nepalese community members and organisations.
- Explore opportunities to work with other government and non-government sports and social organisations.
- Create healthy discussion environment in the organisation to allow equal participation and to conclude with a result agreed by everyone.
- Make and implement decisions collaboratively, inclusively and responsibly

#### **b) Vice-President**

The Vice-President shall assist the president in fulfilling his/her duty as the president. The vice-president shall act as the president in his/her absence or when empowered to do so by the executive team.

#### **c) General Secretary**

The General Secretary shall keep a record of the monthly proceeding of the Association, give notice of meetings in writing to members of the Association, shall post to each financial member, not less than 7 days prior to a general meeting, and not less than 14 days prior to an Annual General Meeting, details of the time, place and agenda, and shall publish such other items as decreed by the executive members.

The duties of General Secretary are but not limited to:

- With the help of all executive members, implement the goals set by the executive committee.
- Become the central point of contact of all executive members and keep up
- to date record of all happenings in the organisation.
- Inform the executive team of the progress of tasks managed by all executive members and co-ordinators.

#### **d) Joint Secretary**

The secretary shall assist the general secretary in managing day to day tasks of the organisations. The duties of Secretary are but not limited to:

- Assist the general secretary with the above tasks.
- Act as the General Secretary in his/her absence or when empowered to do so by the executive team.

#### **e) Treasurer**

The treasurer shall have custody of the monies belonging to the Association, and shall receive and send receipts for annual membership due or any other monies

belonging to the Association shall make disbursements as approved at the general meeting or the annual general meeting. Cheques drawn on the Himalayan Youth Club - Granville's bank account will require the signature of the Treasurer and President. Any official expenditure which has been approved by the President or at the general meeting shall be paid by the Treasurer by cheque, EFT or appropriate means. The treasurer shall keep accounting records of the Club and prepare Annual Financial Statements for the Club as of 1<sup>st</sup> July to 30<sup>th</sup> June each year.

**f) Coordinators (various)**

The coordinators (various) shall:

- Take accountability of the respective activities as assigned in the role of co-ordinator
- Discuss, plan and implement activities to implement HYC's strategies through the engagement of members and their families
- Maintain details of the activities, members engaged and any other information.
- Communicate activities to HYC members and others where required
- Report their activities, performance and issues/ opportunities to the executive committee meetings
- Work together with the executive committee and membership to make and implement decisions.

**g) Executive Members**

The executive members shall:

- Attend all meetings and contribute to the various initiatives taken on by various co-ordinators
- Actively participate in discussion, planning and implementation of the HYC strategies through the engagement of members and their families
- Communicate activities to HYC members and others where required
- Act as a working committee member as and when required by the club
- Work together and in the club's interest, with the executive committee and membership to make and implement decisions.

**13. THE FUNDS OF THE CLUB**

*a) Source of fund*

Activities of the Club shall be run by the following sources:

- Membership fees
- Savings generated from the programs run by the Club
- Amount received as Event Sponsorship
- Incentives from partnership organisations
- Governments or non-government grants

*b) Management of the Funds*

Any amount received by the Club shall be deposited in the bank. As much as

practicable, all the transactions shall be carried out through a bank. The Treasurer and the President shall jointly sign for the operation of the Club's bank accounts.

The Treasurers shall maintain appropriate records of all funds received, expenditures incurred and balance. The Treasurer shall furnish the statement of income and expenditure to the Annual Meetings.

#### **14. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held in every year in Sept- October. Written notice of the meeting and the agenda shall be sent by the Secretary to all financial members, to reach them out later than 14 days prior to the meeting. Elections for the Executive Committee shall take place in every alternative year. Every financial member of the Association shall be entitled to attend the Annual General Meeting, vote on the business transacted at the meeting, vote on the election of office bearers/EC members and submit a notice of any motion for inclusion in the agenda of the Annual General Meeting in accordance with this constitution.

General meeting of the association shall perform the following tasks:

- To evaluate the performance of the Executive Committee of the Club and give the necessary direction
- To determine the policy and program of the Club to meet its objective
- To amend the constitution of the Club, if required
- To adopt the recommendations from Advisors
- To discuss and decide on any other relevant issues raised during the general meeting

#### **15. VOTING**

At the Annual General Meeting, those eligible to vote shall be current financial members of three months standing.

#### **16. CONSTITUTION AMENDMENT**

This constitution shall be amended only at an Annual General Meeting of the Association, or at a special general meeting called for that purpose, at least 21 days prior to which written notice of such proposed amendments has been forwarded to the General Secretary. A majority of two-thirds of those present and voting required passing an amendment of the constitution.

#### **17. CODE OF CONDUCT**

Code of conduct is a set of guidelines on ethical behaviour for all the members of Himalayan Youth Club - Granville. Breaches of some or any aspects of this code may be raised in the meeting and result in disciplinary action against the member. The disciplinary action may be warning or expulsion from the committee. The decision to expel can be made only by a two-thirds majority of the executive committee



members.

Please refer to “HYC Code of Conduct for members, executives, advisors and affiliates” in Appendix I for the code of conduct. This code of conduct may be amended if need be by the executive committee at any time.

HYC Code of Conduct and all disciplinary actions will be handled by its Conflict Management and Disciplinary Committee (CMDC).

## **18. LOGO**

The Club has its own logo with the wording “HYC” as per Appendix II.

## **19. DISSOLUTION**

The Club may be dissolved or disbanded by a resolution passed at any General Meeting or Special General Meeting of the Club by a two-thirds majority of the Members present and voting. However, such resolution will not become effective until one year of the adoption of such a resolution and approved by the Office of Fair Trading NSW.

**\*The End\***

## **APPENDIX I - CODE OF CONDUCT FOR HYC MEMBERS, EXECUTIVES, ADVISORS AND AFFILIATES**

The Himalayan Youth Club - Granville Incorporated (HYC) comprises general members including players and coaches, members of the executive, advisory board and conflict management and disciplinary committee. It is expected that all the members of HYC including the executive committee and the advisory board within the HYC will behave towards one another with respect, integrity, fairness, impartiality and compassion and that they will perform their duties as efficiently and responsibly as possible.

This code of conduct establishes the standard of behaviour expected of HYC's executives, members and the advisors and is a guide to resolving issues. While there is no set of rules capable of providing answers to all the questions, which arise, this framework provides basic principles for appropriate conduct in a variety of context.

### *1. Behaviour*

HYC members are passionate and compassionate individuals and families who love sports and who support one another at good times and bads. They should strive to present themselves as a responsible and responsible members, the executives performing their duties allocated by the executive committee diligently, impartially, conscientiously and in a professional manner to the best of their ability.

### *2. Conflicts of Interest*

HYC executive members should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties and responsibilities. Any financial or other interests should be only in the benefit of the entire organization rather than of an individual.

### *3. Non Political and Professional*

HYC is a non-political community organisation.

All members and executives are expected to communicate professionally the HYC values and activities with accuracy and openness.

Any executive member is a member of the club and has right and responsibility to make public comment and to enter into public debate. However, there may be circumstances in which they should clearly indicate that their comments are being made in a private capacity and should not be attributed as an official comment of the organization.

Executive members have access to the HYC's official documents and information; they need to maintain confidentiality and privacy of that information in order to protect individuals concerned and to ensure the efficiency and effectiveness of the operation of the club.

In general executive, members should only disclose official information when required to do so by law, when the need arises as part of their normal duties, where they are called upon to give evidence in court or where the information has been officially

approved for release.

#### *4. Association with Other Organisations*

All the executive members are required to inform the executive committee about their involvement with any other similar organizations if there is a need. In cases where the executive member has already been a member of such organisations, he/she must inform the executive committee in the next meeting.

#### *5. Attendance*

All members of HYC are expected to attend the General Assembly and HYC's events.

It is very important that all the members, particularly executive members recognise the importance of being punctual in all the meetings and functions organised by HYC.

In circumstances where the executive members are running late or cannot attend a meeting or a function, they are required to notify either the general secretary or the joint secretary well in advance.

If an executive member is not present in regular meetings without notifying the designated officers for two consecutive meetings, a warning will be sent to the member by the executive team. If he/she is absent for a third consecutive meeting, he/she will be automatically expelled from the executive committee with no further communication. Such executive member would then only remain as a general member.

#### *6. Commitment*

HYC members are expected to be committed to HYC visions, values and activities.

Each executive member must be responsible and committed for the tasks and duties allocated to him/her by the executive committee meeting through mutual agreement between the member and the committee.

In a case where the executive member cannot perform the duty because of various circumstances, he/she should inform the executive committee via email or in the meeting without delay. The executive committee will then allocate the responsibility to another executive member.

#### *7. Ethos of Community and Mutual Help*

All Members of the club shall be driven by the ethos of the community. That is, they respect each other, receive/give mutual support and act as a responsive and responsible team all the time. HYC members must be willing to and proactively provide help and support to any HYC member needing help at a time of distress.

Being a member of HYC should be a pride in itself and their contribution is completely voluntary. They shall not be paid any kind of salaries or allowances for the time they have devoted or for the works they have undertaken for the Club during the term of their office. They can, however, claim the reimbursement of the expenses incurred for official purpose.

## 8. *Communication*

All HYC members are expected to respect one another and communicate professional to whoever they encounter in the course of HYC activities.

All official communications of HYC with other organisations or external people must be made via the official email address of the organisation.

President and General Secretary will be provided with an official email address of HYC which must be used at all times when communicating with external parties such as other Community organisations, Australian Government Departments and Agencies, etc.

Formal contacts should not be made via personal or work email address.

The member's database of HYC must not be used by any members for their personal or business purpose.

## 9. *Club's Interest First*

All HYC members shall act to achieve the objectives and interests of the Club first and foremost. Any act against this shall be considered as unethical and unaccountable. Property and resources of the Club shall be used only for its official purposes. Private use of property and resources shall be considered unethical. Members shall refrain from any personal criticism (either in person or in writing) against other Members.

## 10. *Breaches of this Code of Conduct*

This code of conduct is a set of guidelines on ethical behaviour for all the members of Himalayan Youth Club - Granville (HYC). Breaches of some aspects of this code may be raised in the general assembly, executive committee meeting and in the meeting of the conflict management and disciplinary committee (CMDc). The CMDc can initiate disciplinary action against the member if there is a breach. The disciplinary action may be warning or expulsion from HYC or from the executive committee. The decision to expel can be made only by the special general assembly, or if it concerns to the executive committee, by a two-thirds majority of the executive committee members.

## 11. *Code of Conduct/ Behaviours for Players, Coaches, Officials, Spectators etc.*

A separate set of code of conduct shall be developed for specific cohort of HYC members or supporters who are engaged in HYC associated sporting events. The following code of conduct shall be developed and implemented:

- HYC Code of Conduct for Players
- HYC Code of Conduct for Coaches
- HYC Code of Conduct for Managers and Officials
- HYC Expected Behaviour of Spectators

These code of conduct may be amended if need be by the HYC executive committee at any time.

**APPENDIX II –  
LOGO OF HIMALAYAN YOUTH CLUB – GRANVILLE INCORPORATED (HYC)**

