



ஈஸ்றவூட் தமிழ் கல்வி நிலையம் EASTWOOD TAMIL STUDY CENTRE

CONSTITUTION*

1. NAME AND LOCATION

1.1. Name:

The institution is called EASTWOOD TAMIL STUDY CENTRE.

1.2. Location:

The school of the centre shall be situated at Eastwood Public School or at such other place as shall be decided by the general meeting.

2. OBJECTIVES

- 2.1. Teach Tamil language and literature to children aged 2-18 years.
- 2.2. Conduct events to promote social and cultural developments.
- 2.3. Function as a non-religious, non-political and non-profitable independent organisation.
- 2.4. Co-operate with and assist other organisations which promote Tamil culture and multi-culturalism.

3. MEMBERSHIP

- 3.1. Teachers of the School and parents and guardians of the children who are attending the School are independent members of the Eastwood Tamil Study Centre.
- 3.2. Attending meetings and voting on issues are not permitted to parents or guardians whose children did not attend the School during the last three months without giving valid reasons in writing.
- 3.3. Any person, who is not a parent or guardian and interested in the development of the school, shall be accepted as an Associate Member with the approval of the Committee.

4. MANAGEMENT

- 4.1. Eastwood Tamil Study Centre shall be managed by a committee which is elected for a period of one (1) year.
- 4.2. The Committee shall consist of the following nine (9) members: President, Secretary, Treasurer, Social Event Coordinator, Principal, Assistant Secretary, Assistant Treasurer, Deputy Social Event Coordinator and Deputy Principal.

- 4.3. The Committee shall be elected by members at an annual general meeting each year.
- 4.4. The Committee may form extra positions by majority vote in the Annual General Meeting or at an Extraordinary General Meeting.
- 4.5. No member of the committee shall resign without 14 days prior written notice.
- 4.6. Vacancies arising in the Committee after the AGM may be filled by the Committee up to a maximum of two (2) members until the next annual meeting.
- 4.7. Any Committee member who fails to attend three (3) consecutive committee meetings without any valid reason shall be deemed to have vacated his/her position in the Committee.

5. GENERAL MEETINGS AND ELECTIONS

- 5.1. The Annual General Meeting (AGM) shall be held in the last month of the school year.
- 5.2. A quorum of the AGM and Extra-ordinary General Meeting (EGM) is established by the presence of (1/3) one-third of the total voting membership.
- 5.3. At the Annual General Meeting:
 - a) President shall present a report on the previous year activities;
 - b) Treasurer shall present the audited financial statements;
 - c) Election shall be held for the new Committee
- 5.4. Any member with voting rights is eligible to become a member of the Committee.
- 5.5. Nominations for positions in the Committee shall be submitted to the Secretary, before the closing date for nominations, which is the last Saturday of the second last month of the school year. If no valid nominations are received for any office, nominations shall be accepted at the Annual General Meeting.
- 5.6. Candidates must be present at the AGM for the election.
- 5.7. The newly elected Committee shall assume responsibilities at the beginning of the following year.
- 5.8. An extra-ordinary general meeting may be called by the Secretary within fifteen (15) days from the date of request:
 - a) If requested by at least two members of the Committee in writing giving reasons; or
 - b) Requested by (1/5) one-fifth of the general membership or by 15 members (which ever is the least) in writing giving reasons.
- 5.9. Notice of the EGM shall be sent to all members at least a week prior to such meeting

6. COMMITTEE MEETINGS

- 6.1. Committee shall meet once a month and additional meetings shall be called when necessary.
- 6.2. Decisions are made by a simple majority of at least 50% of the Committee members present.
- 6.3. In the case of an equality of votes, the president shall have the casting vote.

7. FUNCTIONS OF THE COMMITTEE

- 7.1. All members of the Committee shall fulfil their task gratuitously.
- 7.2. The Committee is responsible for raising finance to satisfy the needs of the school.

8. FUNCTIONS OF SUB-COMMITTEES

- 8.1. Educational sub-committee shall be responsible for the following:
 - a) Selection of teachers;
 - b) Maintain discipline in the school;
 - c) Review the School curriculum;
 - d) Developing teaching materials;
 - e) Co-ordinate the work of teachers;
 - f) Organising activities to promote the Tamil Language skill of the children; and
 - g) Coordinating with other Tamil schools and other relevant organisations on common educational matters.
- 8.2. Cultural sub-committee shall be responsible for the following:
 - a) Organising concerts and other cultural events;
 - b) Organising activities for the purpose of promoting Tamil Language
 - c) Working with other organisations for the purpose of organising various cultural activities; and
 - d) Printing a newsletter for the school.

9. FINANCIAL MATTERS

- 9.1. The school shall maintain a bank account in the name of "EASTWOOD TAMIL STUDY CENTRE INC."
- 9.2. The cheque signatories for the bank transactions are any two of the President, the Secretary and the Treasurer.
- 9.3. Financial Year of the school ends of 31 December each Year.
- 9.4. In the event of the closure of the school, all funds and properties of the school shall be donated to a charity decided upon by a general meeting of the members.
- 9.5. Any changes to the parents' contributions of the centre shall be ratified at a general meeting.

9.6. Members' liabilities:

Third Person Public Liability insurance covers the school in the event of an accident occurring, which is due to the negligence of the school. Only accidents involving children, parents, visitors and teachers who are not in receipt of a salary are covered.

10. DUTIES OF THE COMMITTEE MEMBERS

10.1. The main duties of the President:

- a) Chair General Meetings and Committee Meetings;
- b) Co-ordinate with the Principal of the Eastwood Public School;
- c) Represents the School in co-ordinating committee of the Tamil Study centres;
- d) One of the signatories of the bank account;
- e) Decision making in the day to day administration of the school; and
- f) Ex-officio member in the sub-committees.

10.2. The main duties of the Secretary:

- a) Take minutes of the Committee and General meetings;
- b) Notify the Committee meetings, General meetings and items of agenda;
- c) Collect mails, make copies if necessary and distribute them appropriately;
- d) Responsible for the School records, membership list, and student list, etc;
- e) Fill in forms and supply information to Government when required;
- f) Correspond with departments, other institutions and individuals on School matters as decided-by committee;
- g) Keeping record of all correspondence with others;
- h) Custody of documents except financial; and
- i) One of the signatories of the bank account.

10.3. The main duties of the Treasurer:

- a) Head the financial sub-committee;
- b) One of the signatories of the bank account;
- c) Keep correct up to-date school account;
- d) Receive donations for the school and issue receipts; and
- e) Submit financial statements at each Committee meeting, showing monthly income and expenditure.

10.4. The main duties of the Principal:

- a) Head the educational sub-committee;
- b) Represent the school at official functions;
- c) Represent the school in co-ordinating committee of the Tamil Study Centres;
- d) Responsible for the use of the School's teaching resources;
- e) Co-ordinate the sharing of resources by all teachers;
- f) Recommend book purchase to the Committee;
- g) Express teachers' concern to the Committee;
- h) Preside over monthly/quarterly staff meetings;
- i) Be a member of the cultural sub-committee; and
- j) Allocate classes to the children.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1. The constitution shall be amended only by a general meeting.
- 11.2. Proposed amendments shall be sent to all members by the Executive Committee at least four week prior to the general meeting.
- 11.3. A change in the constitution shall be effected only by a 75% majority votes by members present at the general meeting.

* This Constitution was unanimously approved by the general body on 16 December 2006.