



**Fair Trading**  
 ABN 81 913 830 179

**Form A6**



6

**Application to register change of objects or constitution**

*Associations Incorporation Act 2009 (section 10)*

**RECEIVED**

17 DEC 2019

Please read the information before completing this form.  
 This form can be completed in Adobe Reader and saved for your records.

**REGISTRY SERVICES**

Fee - \$52.00

**1. ASSOCIATION DETAILS**

Name  INCORPORATED

Registration number (not ABN)

**2. SPECIAL RESOLUTION**

The special resolution (motion) approving the change was passed by members on

DAY MONTH YEAR

The wording of the special resolution (i.e. the exact wording of the motion) is set out below or attached (do not attach the minutes).

Please refer attached

Did the special resolution adopt a complete constitution?

- Yes - The Fair Trading model constitution (do not attach copy).  
 OR  
 Yes - Our own constitution (attach a full copy of the adopted Constitution consolidating any changes).  
 OR  
 No - Amending our existing constitution (attach the new or amended Clauses including clause numbers).

**3. FINANCIAL YEAR END**

The financial year end of the Association will be  as set out in the change to the constitution

DAY MONTH

*(If the association has adopted the NSW Fair Trading model constitution OR its financial year end is not included in its current constitution then the Associations financial year end will be 30 June)*

**4. DECLARATION AND PRIVACY ACKNOWLEDGEMENT**

I declare:

- \* I am authorised by the committee of the association to make this application,
- \* the information set out in this form and in any attachment to this form is correct,
- \* the constitution/change accompanying this application complies with the requirements of the *Associations Incorporation Act 2009* and have been amended as required by section 10 of the Act.

I acknowledge:

- \* NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- \* NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- \* I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature

Date signed

DAY MONTH YEAR

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here.

Printed name

Position held

The members of Wentworthville Tamil Study Centre Inc. resolved by Special Resolution to alter the current constitution as follows:

Current Constitution	Amendments to the Constitution
<p><b>1. INTERPRETATION</b>  <b>"the secretary"</b> means:            (a) the person holding office under these rules as secretary of the centre, or</p> <p><b>"the Act"</b> means the Associations Incorporation Act 1984 or an Act supersedes;</p> <p><b>"the Regulations"</b> means the Associations Incorporation Regulation 1985 or any regulations supersedes.</p>	<p><b>"the Secretary"</b> means:            (a) the person holding office under these rules as secretary of the Centre; such provisions shall not be contrary to the aims and objectives of the Centre or contradict the constitution.</p> <p><b>"the Act"</b> means the Associations Incorporation Act 1984 or any Act which supersedes;</p> <p><b>"the Regulations"</b> means the Associations Incorporation Regulation 1985 or any regulations which supersedes.</p> <p><b>"model rules"</b> means any rules which supersedes.</p>
<p>1.(3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as these provisions would so apply as these rules were an instrument made under the Act.</p> <p>1.(4) If this constitution of this incorporated centre do not make provision in relation to any matter the provisions of the model rules for the Incorporation of Associations, NSW shall in relation to that matter, be deemed to be included in the rules of the incorporated Centre.</p>	<p>1.(3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as these provisions would so apply as these rules were an instrument made under the Act or any Act whichever supersedes.</p> <p>1.(4) If this constitution of this incorporated centre do/does not make provision in relation to any matter the provisions of the model rules for the Incorporation of Associations, NSW shall in relation to that matter, be deemed to be included in the rules of the incorporated centre.</p>
<p><b>3. AIMS AND OBJECTIVES</b>            3.(1) Make children to learn Tamil Language.            3.(2) Inculcate the Tamil culture and cultural values on these children.</p> <p>In order to achieve these objectives the Centre will:            (c) Function as a non-political, non-religious and non-profit making organisation,            (d) Co-operate with and assist other similar organisations which promote Tamil culture and multiculturalism.</p>	<p>3.(1) To make children learn the Tamil Language.            3.(2) To include the Tamil culture and cultural values on these children.</p> <p>In order to achieve these objectives the Centre will:            (c) Function as a non-political, non-religious and not-for-profit organisation,            (d) Co-operate with and assist other similar organisations (non-political, non-religious and not-for-profit) which promotes Tamil culture and multiculturalism.</p>
<p><b>4. MEMBERSHIP QUALIFICATIONS</b>            4.(4) Parents or Guardians whose children had not attended the centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting but shall not have the right to cast their votes without submitting a valid reason for their children's absence in writing to the secretary.</p>	<p>4.(4) (a) Parents or guardians whose child/children had not attended the Centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting (as an observer) but shall not have the right to cast their votes.</p>
<p><b>6. CESSATION OF MEMBERSHIP</b>            (c) Loses his membership rights later by not qualifying to be a member;            (d) Is expelled from the Centre.</p>	<p>(c) Loses his membership rights later by not qualifying to be a member;            (d) Whose child/children had not attended the Centre for three months prior to the date of notice of any meeting;            (e) Teachers who had not attended the Centre for three months prior to the date of notice of any meeting;            (f) Is expelled from the Centre.</p>

Current Constitution	Amendments to the Constitution
<p><b>8. REGISTER OF MEMBER</b></p> <p>8.(1) The secretary of the Centre shall establish and maintain a register of members of the Centre specifying the name and address of each person who is a member of the Centre together with the date on which the person became a member.</p> <p>8.(2) The register of members shall be available for inspection by any member of the Centre at any reasonable hour.</p>	<p>8.(1) (a) The secretary of the Centre shall establish and maintain a register of members of the Centre specifying the name, address, email address and mobile number of each person who is a member of the Centre together with the date on which the person became a member. The information must be stored either on paper or electronic for the future verifications and correspondences.</p> <p>(b) Where a member ceases to be a member, the Secretary shall make an appropriate entry in the register of members recording the date on which the person ceased to be member.</p> <p>8.(2) The register of members shall be available for inspection by any member of the Centre at any reasonable hour at the Centre during centre operation hours with prior notice to the Secretary to organise a suitable time.</p> <p>8.(4) The membership register may be stored on paper or electronic and kept secured in accordance with guidelines.</p> <p>8.(5) The member registration must close one week prior to the notice of annual general meeting or call for nomination whichever is the earlier.</p>
<p><b>9. REGISTER, SUBSCRIPTION, ETC.</b></p> <p>9.(1) The subscriptions shall be collected from the parents of the children currently attending the school, according to the recommended scale by the financial sub-committee referred in clause 19(13)(d).</p>	<p>9.(1) The fees/subscriptions shall be collected from the parents or guardian of the child/children currently attending the School, according to the recommended scale by the financial sub-committee referred in clause 19(13)(d).</p>
<p><b>10. MEMBERS LIABILITIES AND RESOLUTION OF INTERNAL DISPUTES</b></p> <p>10.(1) In the event of winding up the Centre the liability of a member of the Centre to contribute towards the payment of the debts and liabilities or the cost, charges and expenses shall be limited to the amount, if any unpaid by the member in respect of subscription of the Centre as required by clause 9.1.</p> <p>10.(2) Disputes between members (in their capacity as members) of the Centre, and disputes between members and the Centre, may be resolved through internal mediation within the Centre or shall be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act, 1983.</p>	<p>10.(1) In the event of winding up the Centre the liability of a member of the Centre to contribute towards the payment of the debts and liabilities or the cost, charges and expenses shall be limited to the amount, if any unpaid by the member in respect of fees/ subscription of the Centre as required by clause 9.1.</p> <p>10.(2) Disputes between members (in their capacity as members) of the Centre, and disputes between members and the Centre, may be resolved through internal mediation within the Centre or shall be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act, 1983 or any act superseded.</p>
<p><b>11. DISCIPLINING OF MEMBERS</b></p> <p>11.(1) Where the Executive Committee is of the opinion that a member of the Centre –</p>	<p>11.(1) Where the Executive Committee is of the opinion that an ex-officio member/ a member/ any other person appointed by the Committee of the Centre –</p>

Current Constitution	Amendments to the Constitution
<p><b>13. CONSTITUTION AND EXECUTIVE COMMITTEE MEMBERSHIP (MANAGEMENT)</b></p> <p>13.(2) Subject in the case of the first members of the committee, the executive committee,</p> <p>i. In the event the school is run as a single session in one location or two sessions in one location or in two separate locations or as determined by the committee, the office-bearers of the Centre shall be the following twelve members:</p> <p>(a) The president;  (b) Two vice-president;  (c) The treasurer;  (d) Two assistant treasurers;  (e) The secretary;  (f) Two assistant secretaries;  (g) The principal; and  (h) Two vice-principals.</p> <p>13.(3) The Executive Committee with the exception of the principal and vice principal shall be elected by the members at the annual general meeting.</p> <p>13.(4) Principal and vice principal are ex-officio members of the Executive Committee and shall be appointed by the Executive Committee and ratified by the members at the subsequent general meeting.</p> <p>13.(5) The Term of the principal and vice-principal shall be three years, and are eligible for re-appointment in accordance with clause (4)</p> <p>13.(9) No office bearers position shall be kept vacant for more than 14 days.</p>	<p>13.(2) Subject in the case of the first members of the Committee, the executive committee,</p> <p>i. In the event the school is run as a single session in one location or two sessions in one location or in two separate locations or as determined by the Committee, the office-bearers of the Centre shall be the following thirteen members:</p> <p>(a) The president;  (b) Two vice-presidents;  (c) The secretary;  (d) Two assistant secretaries;  (e) The treasurer;  (f) Two assistant treasurers;  (g) The principal; and  (h) Three vice-principals (two for lower school and one for upper school).</p> <p>13.(3) The Executive Committee with the exception of the principal and vice principals shall be elected by the members at the annual general meeting.</p> <p>13.(4) Principal and vice principals are ex-officio members of the Executive Committee and shall be appointed by the Executive Committee.  (i) Principal and vice principals can be selected from members/non-members of the Centre through expression of interest from the same community.</p> <p>13.(5) The term of the principal and vice-principals shall be one year, and are eligible for re-appointment in accordance with clause (4).  (i) The probation period is three months from date of appointment and subject to review by the Executive Committee for continuation.  (ii) The maximum period of a principal and vice-principals service is three years.  (iii) If the principal/vice-principal are not performing to the duties or in breach of any rules of the Centre or position's responsibility as set out by the Centre shall be terminated by the Executive Committee and appoint new principal/vice-principal in accordance with clause (4)</p> <p>13.(9) No office bearers position shall be kept vacant for more than 28 days.</p>
<p><b>14. ELECTION OF COMMITTEE MEMBER</b></p>	<p>14. (14) A member being nominated or elected as president of the Executive Committee in accordance with rule 13.(2) must have served minimum of one year in the previous Committees.</p>

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<p><b>15. DUTIES OF THE EXECUTIVE COMMITTEE SHALL BE:</b> 15.(3) (II) (h) Keep a record of all inward and outward letters;</p> <p>15.(5) (j) Decides on the placement of students from class to class based on the assessment by the teachers.</p>	<p>15.(3) (II) (h) Keep a record of all inward and outward letters and emails on paper or electronic;</p> <p>15.(5) (j) Decides on the placement of students from class to class based on the assessment by the teachers; (k) Coordinating and handling educational activities within teachers, students and other educational support staffs.</p>
<p><b>16. CASUAL VACANCIES</b> (d) Resigns office by 14 days prior notice in writing to the secretary;</p>	<p>(d) Resigns office by 28 days prior notice in writing to the secretary;</p>
<p><b>18. COMMITTEE MEETINGS AND QUORUM</b> 18.(6) Quorum for an executive committee meeting shall be any four members of the Executive Committee.</p>	<p>18.(6) Quorum for an executive committee meeting shall be any seven members of the Executive Committee.</p>
<p><b>19. FUNCTION OF THE EXECUTIVE COMMITTEE AND DELEGATION BY EXECUTIVE COMMITTEE TO SUB-COMMITTEE</b></p> <p>19.4. (a) The committee may, by instrument in writing, delegate to sub-committees namely Educational, Finance, Cultural or any other sub committees that may be necessary (consisting of such member or members of the Centre or Ex officio members as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than: (a) this power of delegation, and (b) a function which is a duty imposed on the committee by the Act or by any other law.</p> <p>19.4. (b) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.</p> <p>19.(5) Each sub-committee shall have three members of the committee.</p> <p>19.(6) Educational sub-committee shall be chaired by the principal; Financial sub-committee by the treasurer; and the Cultural sub-committee by the vice-president.</p> <p>19.(12) The education sub-committee shall be responsible for – i. Engagement of teachers and payment of allowances;</p> <p>ii. Co-ordinate the work of teachers and the Executive Committee;</p> <p>iii. Maintaining discipline at the school;</p> <p>iv. Reviewing of the school curriculum;</p> <p>v. Organising activities to encourage students to speak</p>	<p>19.4. (a) The Committee may, by instrument in writing, delegate to sub-committees namely Educational, Finance, Cultural, Safety or any other sub committees that may be necessary (consisting of such member or members of the Centre or ex-officio members as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than: (a) this power of delegation, and (b) a function which is a duty imposed on the Committee by the Act or by any other law.</p> <p>19.4. (b) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.</p> <p>19.(5) Each sub-committee shall have minimum two members of the executive committee.</p> <p>19.(6) Educational sub-committee shall be chaired by the principal; Financial sub-committee by the treasurer; and the Cultural sub-committee by the vice-president, Safety sub-committee by the president.</p> <p>19.(12) The education sub-committee shall be and responsible for – i. Total of fifteen members inclusive of the followings appointed by executive committee; a. two members ( president and secretary) from executive members; b. four principals ( principal and three vice principals); c. four teachers ( one lower school, one upper school and two any others); d. five members/non-members of the Centre from same community.</p> <p>ii. Co-ordinate the work of teachers;</p> <p>iii. Maintaining discipline at the School;</p> <p>iv. Reviewing of the school curriculum;</p> <p>v. Organising activities to encourage students to speak</p>

Current Constitution	Amendments to the Constitution
<p>and write Tamil Language at the school/inter-school level;</p> <p>vi. Co-ordinating with other Tamil Study Centres and other relevant organisations on common educational matters;</p> <p>vii. Co-ordinate the work of teachers.</p> <p>19.(13) The financial sub-committee shall be responsible for –</p> <p>(b) Delegation of all recurrent payments and any other payments up to a maximum of \$50-00 to the treasurer;</p>	<p>and write Tamil Language at the school/inter-school level;</p> <p>vi. Co-ordinating with other Tamil Study Centres and other relevant organisations on common educational matters;</p> <p>vii. Co-ordinate the work of teachers and Education Subcommittee;</p> <p>viii. Make recommendation to the Executive Committee when require an opinion to resolve any issues when arise;</p> <p>ix. Minimum of eleven members need to be present for any discussions and prepare the recommendations;</p> <p>x. Prepare materials, coordinate and assist the School to conduct exams, competitions and other similar events;</p> <p>xi. Engagement of teachers and other teaching personals and allocation of allowances for teachers.</p> <p>19.(13) The financial sub-committee shall be responsible for –</p> <p>(b) Delegation of all recurrent payments and any other payments up to a maximum of \$100 to the treasurer;</p> <p>19.(16) The Safety sub-committee shall be responsible for –</p> <p>(a) Maintain the Centre’s health and safety;</p> <p>(b) Provide first aid during school hours;</p> <p>(c) Maintain children safety during the school hours and school’s cultural events and prize giving days.</p>
<p><b>35. AUDITOR</b></p> <p>35.(1) Auditor shall audit the accounting records and the annual accounts statement prepared by the treasurer and certify it.</p>	<p>35.(1) Chartered Accountant Australia &amp; New Zealand (CA ANZ), A Certified Practicing Accountant (CPA) or A registered auditor shall audit the annual accounts of the Centre prepared by the treasurer and certify the accounts for publication at the annual general meeting.</p> <p>35.(2) Auditor shall be independent to the Centre i.e non-member</p>