

CONSTITUTION OF THE SOUND DIGITAL VIDEO ENTERTAINMENT PRODUCTION.

(S D V E P)

ARTICLE 1 NAME

The Name of the Organization Shall Be SOUND DIGITAL VIDEO ENTERTAINMENT PRODUCTION.

ARTICLE 11 AIMS AND OBJECTIVES

The aims and objectives of the Organization shall be:

To create an enabling environment that will promote multiculturalism in Australia

To assist the integration of migrant families and individuals into the Australian community

To actively participate in the development of a multicultural society of Australia.

To encourage and promote video production in Australia

To foster good relationship with existing Australian entertainment media, Government and non-government organizations.

To respect and abide by the laws of Australia.

To work in partnership with authorities in which members found themselves.

ARTICLE 111 MEMBERSHIPS

Membership shall be open to who is interested and willing to abide by the rules of The Organization.

Application for membership shall be in writing on a form provided by the Organization.

There shall be a register containing the name and address of members, their Country of birth and date of admission to the organization.

The register shall be kept confidential and shall not be released without a written Permission of the Chief executive, or without the Permission of executive committee with and or the member concerned.

The executive committee shall have the power to refuse membership to an Applicant when it considered such membership shall be detrimental to the aims And objectives of the organization.

CESATION/TERMINATION OF MEMBERSHIP

Membership to the Organization shall cease:

By official notification of withdrawal given to the secretary or Public officer.

By deliberate contravention of the rules and regulations set out in the Constitution.

By misappropriating funds or finances of the organization.

By violence and misconduct.

By failing to renew membership by paying the prescribed annual subscription fee within the month of the subscription becoming due.

The executive committee may by a resolution passed at a meeting thereof suspend or terminate the membership of any member if in its opinion the member's conduct is detrimental to the interests and objects of the Organization. Provided the individual member shall have the right to be heard or make a written Submission before the final decision is made. There shall be a right of appeal to An independent arbitrator appointed by mutual agreement.

ARTICLE 1V EXECUTIVE COMMITTEE

The Executive Committee of the organization shall comprise

The chairman

The Secretary

The Assistant Secretary

The Treasurer

The Public Relation Officer

The Executive Committee shall be responsible to the Organization for the Implementation of the rules and regulations of this constitution.

The Executive Committee shall have the power:

To control and manage the funds and other property of the Organization.

To appoint a Public Officer as required by the Organization Incorporation Act 1985

To impose membership fees and special levies.

To set up sub committees as deemed necessary which shall be accountable To the committee.

Such power shall be subject to approval by a single majority of Members present at an annual general meeting or any special meeting Call for the purpose of voting.

TERMINATION OF MEMBERSHIP OF THE EXECUTIVE COMMITTEE

A member of the executive committee who without tendering an Adequate reason or without seeking leave of absence, fails to attend {3} consecutive meetings shall at the discretion of the executive Committee expressed by a simple majority, be liable to forfeit their Membership of the Executive committee. Such forfeiture however shall Not affect their membership of the Origination.

THE SEAL

There shall be a seal of the Association which shall contain the words Sound Digital Video Entertainment Association (S D V E A)

The seal shall be used on all documents and instruments used in the Conduct of the affairs or business of the Association

The seal shall only be used by the authority of the Executive Committee and every document or instrument in which it is affixed Shall be signed by the Chairman and the Secretary or such person Appointed by the Executive Committee.

MOTTO

The motto of the association shall be Peace Unity and Justice.

ARTICLE V FINANCE

The financial year of the association shall be from 1st of July to the 30th Of June each year.

Any bank accounts opened for the organization shall be in the name of The Association.

All accounts shall before payments be presented to and passed for Payment at a meeting of Executive Committee.

Except in cases where

The association has approved a project involving the expenditure of The Association's funds.

Incidental expenses are incurred which are necessary for the proper And effective conduct of the legitimate business of the organization or.

It is necessary that accounts be paid at short notice before they can Be referred to a meeting of the Organization or the Executive Committee.

The expenses so incurred may be paid with the approval of the Executive committee

Any cheque issued shall be signed by at least two of any of the three Nominated signatures.

The income and assets of the organization shall be used to carry out The aims and objectives of the organization, and must not be Distributed directly or indirectly to the members of the organization Except as compensation for services rendered or expenses incurred on Behalf of the organization.

AUDIT OF ACCOUNTS

Auditor or auditors shall be elected at the annual general meeting. They shall Examine all accounts, vouchers, receipts etc, and furnish a report to members at The annual general meeting. Audits shall be conducted at regular intervals of not More than {12} months.

AUTHORISATION OF ACTIVITIES

A Person or organization shall not, without authority of the Executive Committee Given in writing;

Do any act which may involve the Organization in any liability, or

Organize any effort to raise funds for or on behalf of the Organization.

ARTICLE V1 MEETINGS

Executive Committee meetings shall be held at least once between Each general Meeting or as often as the executive considers Necessary.

General meetings shall be held at least once every month or as the Executive deems necessary.

Special meeting shall be called by the chairman (Chief Executive) if in the case of the Organization, at least one third of members request it, and in the case of an Executive meeting at least three (3) members of the executive Request it

Requests for special meetings shall be made in writing addressed to The secretary. The request shall be signed by the relevant members And shall state the purpose of the meeting. Such special meetings Shall be held within fourteen (14) days of the Secretary receiving the Request

QUORUM

At a general meeting, at least one third of members present shall Constitute a quorum

If at any general meeting the require quorum is not met, the chairman Shall call another meeting within {2} weeks where no fixed quorum will Be necessary.

If at any Executive committee meeting the required quorum is not met, The chairman shall convene another meeting within {7} days where no Fixed quorum is necessary

The chairman shall preside over all meetings at which the chairman is Present.

In the absence of the chairman, a member of the execute committee Shall preside the meeting

As far as possible the rules of debate and of parliamentary procedure Shall be followed at all meetings of the organization

ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of November in Each year

The secretary shall inform members of the annual General meeting at least two weeks prior to the meeting

The business conducted at the Annual General Meeting shall include;

Presentation of annual report and audited financial statement for the Preceding year by the chairman and treasurer respectively

Election of a new executive committee and consideration of any other Matter as may be appropriate at such a meeting.

MINUTES

The Secretary shall take minutes of all proceedings of general meetings of the Organization and Executive Committee meetings, and shall ensure the minutes of

A meeting are forwarded to each member at least fourteen (14) days before the Next meeting

CONFIRMATION OF MINUTES

The minutes of general meeting shall at the next corresponding meeting, be Confirm on the motion of a member, and seconded by another member who were Present in person at that meeting

The minutes of an Executive committee shall at the next meeting of the Executive be confirmed on the motion of a member of the executive, and Seconded by another member both of whom were present at that meeting

The minutes when confirmed shall be considered the official record of the Meeting of the Organization or of the Executive committee, as the case may be And shall be signed by the member presiding at the meeting at which they are Confirmed

ARTICLE V11 ELECTIONS

A member is entitled to nominate another member for election to the Executive committee

Nominations shall be in writing by a proposer and a seconder and shall Be endorsed by the member

Nominations shall close seven days prior to the annual General Meeting provided there are sufficient nominations to fill the positions

If there are insufficient nominations to fill the positions, the Chairman May at the general meeting re-open as appropriate to allow for further Nominations from those eligible

Where at the close of nominations, the number of nominees for each Position is equal to or less than the number of positions to be filled, The person so nominated shall be deemed to be elected

An election shall be conducted where the number of nominations Received for a position is greater than the number of positions to be Filled.

There shall be a Returning Officer, being a member chosen at the General meeting for the purpose of the conduct of election.

The Returning Officer shall before the voting commences at an Annual General Meeting hand to each member a ballot paper with returning Officer's initials endorsed thereon.

The Returning Officer shall ascertain the eligibility of each member Against the membership register.

Voting except for the purpose of election shall be by show of hands on A majority basis.

Votes shall be counted by at least three persons appointed at the Meeting and announce the results of the ballots to the Returning Officer.

The Returning Officer shall declare the names of the persons elected To positions of the Executive.

ARTICLE V111 TERMS OF OFFICE

Executive Committee members shall hold office for three years or they May stay longer than three years with the Approval of the Chief Executive Director the Founder of the Organization Mr Paul A. Bangura.

Where a member of the Executive Committee, ceases to be a member, Forfeits membership or resigns from the Executive:

The position of that member on the Executive shall be deemed to have Become vacant

A vacant on the Executive Committee may be filled by the Executive.

Where a member of the Executive Committee obtains leave of absence In advance for a considerable period, the executive shall appoint a Member to fill the position only until the return from leave of the Elected member.

ARTICLE IX AMENDMENT

This constitution shall be amended by a vote of 2/3 majority of the Membership at any regular or special meeting, and should not be Amended frequently and easily.

