

# **NZ ODIA Society Incorporated**

## **Byelaws**

# ODIA - Odia Diaspora In Aotearoa

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## 1 NAME OF THE SOCIETY

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The name of the society shall be NZ Odia Society Incorporated, and it is hereinafter referred to as “NZ Odia Society” or “the society”.

## 2 THE OBJECTIVES OF NZ ODIA SOCIETY INCORPORATED

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- a. We aspire to enrich the multiculturalism of New Zealand by acting as a bridge between the state of Odisha, in India and the people of Aotearoa, New Zealand.
- b. We aspire to build bridges between diverse cultures Nationally and Internationally by celebrating unity in diversity
- c. We will work towards the recognition of Odia language and its culture as part of the cultural fabric of Aoteroa.
- d. We will work to promote better communication and liaison among the Odia community in New Zealand.
- e. To promote better communication and understanding between NZ Odia Society and the Government of New Zealand.
- f. To encourage Odias and others, who have some affinity to Odia ethos, to be proud of its customs, language, heritage, and values.
- g. To nourish the language and culture of the Odia community by various possible means, including the publication of an Odia magazine and organising cultural events of significance and value in Odisha.
- h. To protect the interest of the Odia community across New Zealand and liaise with the Government of India, Government of New Zealand, statutory and non-statutory organisations in both countries, and similar such associations (Odia and non-Odia) across the world, for the progress and betterment of all.
- i. To propagate Odia values, cultures, and traditions to next generation Odias in New Zealand.
- j. To make such representations / submissions / appeals to Governmental or non-Governmental organisations, including statutory and non-statutory organisations, as necessary for the fulfilment of NZOdia’s objectives.
- k. To initiate, engage, propagate, and encourage such activities, events, shows, publications, socio-cultural outreach, as would promote the overall vision, mission, objectives, values and commitments of NZOdia.

## 3 MEMBERSHIP

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### 3.1 WHO CAN BE A MEMBER?

Who can be a member?

Who is living in New Zealand and

- 1) Who is an Odia, or
- 2) Who identifies himself/herself as Odia, or

- 3) Someone whose root is connected to Odisha and is desirous of joining this group.

There shall be two types of memberships:

- a. Core Membership
- b. Associate Membership

### 3.2 CORE MEMBERSHIP

**Core Membership** is open to all people who are from Odisha or those who have direct or indirect connection with the state of Odisha, or they have an affinity with the language, culture and heritage of Odisha. They must be committed to the fulfilment of the mission, vision, values and objectives of NZOdia. They must be at least 18 years of age and must be based in New Zealand. Core members have voting rights.

### 3.3 ASSOCIATE MEMBERSHIP

**Associate membership** is open to any person of age 18 years and above and must be based in New Zealand, who identifies with and respects Odia culture and wishes to be a part of the Association. Associate members do not have voting rights. However, as valued members of NZOdia, their ideas, strategies, and suggestions in furtherance of the objectives of the Association is highly encouraged.

- a) Any person eligible for membership may apply by lodging an application to the General Secretary for approval and acceptance by the Executive Committee whose decision will be final.
- b) A member may withdraw his/her membership from the organisation, in writing, to the General Secretary. Membership fee for the unused period will not be refunded.
- c) Unless membership fee is paid in full within three months of the AGM, membership will lapse, and members' names will be deleted from the register.
- d) Where it is proposed to expel a member, the General Secretary, on behalf of the Executive Committee, shall give fourteen days' notice to the member concerned of the Special General Meeting /Annual General Meeting which will consider expelling that member.

Note: Annual General Meetings or AGMs are formal meetings which are held once every year to deal with ordinary business. Special General Meeting or the SGMs are meetings which are held in emergency/extraordinary situations to deal with any special business.

- i. Any Member receiving notice in accordance with paragraph 6 (a) of this rule shall have the right to appear in person at the meeting at which such member's expulsion is to be proposed and shall be given the opportunity to be heard and if necessary to call witnesses.
- ii. SGM/AGM may expel a member from the Association on the grounds of conduct unbecoming or unworthy of a member by passing a resolution by a two-thirds majority of the members present to that effect as per this rule.
- iii. The decision of SGM/AGM shall be final and conclusive, and no person will have any right to review or appeal to any court, or other authority.

## 4 SUBSCRIPTIONS

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There shall be two types of subscriptions:

- a) Core/Ordinary/Common Membership Subscription
- b) Associate Membership Subscription

#### **4.1 CORE/ORDINARY/Common MEMBERSHIP SUBSCRIPTION**

The admission fee for Core/Ordinary/Common Membership Subscription shall be \$15 per person per year.

#### **4.2 ASSOCIATE MEMBERSHIP SUBSCRIPTION**

Associate membership subscription is \$20.00 per year per person.

Maximum membership fee of \$40.00 per family / per year is applicable if there are more than two members in a family residing at the same address.

The admission fee and membership subscription can be revised/alterd from time to time as determined at the Annual General Meeting (AGM) of the Association.

### **5 ACQUISITION, UPKEEP & MAINTENANCE OF ASSETS**

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The Association can:

- a) Buy, take lease, exchange, and hire or otherwise acquire in its own name, any asset that may be deemed necessary or expedient for the purposes of the Association.
- b) Construct and maintain or alter any houses, buildings including temples or works necessary or expedient for the purposes of the Association. It can take any gift or property for the fulfilment of one or more objectives of the association.
- c) Manage, lease, mortgage, sell or otherwise deal with all or part of the Associations Property.
- d) Mobilise funds in the form of grant, donation, contribution, subscription and otherwise.
- e) Invest any fund of the Association not immediately required for any of its objectives in such manner as may from time to time be determined in the form of secured investment.
- f) Undertake any lawful action as may be deemed incidental or helpful to the attainment of the objectives of the Association.

### **6 TYPES & METHODOLOGY OF CONDUCTING OF MEETINGS**

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There shall be the following meetings:

- a) Annual General Meeting
- b) Special General Meeting
- c) Executive Committee Meeting

#### **6.1 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association will be held within fourteen months of the previous AGM. The Executive Committee will fix a date as soon as it can be conveniently arranged for the following purposes: -

- i. To receive the Annual Report and Statement of audited accounts for the preceding year duly audited by the Auditors appointed by the Association.
- ii. To elect members of the Executive Committee for the next 2 years

- iii. To consider Notices of Motion provided that if the carrying of any such proposed motions would materially affect any of the above-mentioned business, then such motion shall be dealt with prior to such business.
- iv. To set the membership fee for the ensuing year.
- v. To appoint the Auditor for the ensuing year.

At least fourteen days' notice of the date of such meeting shall be given by ordinary post (including emails) by the General Secretary to members and a copy of such notice shall be posted to the Registered Office.

## 6.2 SPECIAL GENERAL MEETING

- i. A Special General Meeting shall be deemed to have been duly convened if a notice calling the meeting and setting forth the general nature of the business were posted to each member at least seven days prior to the meeting.
- ii. At the written request of not less than two third of the members (such request to state the business to be brought forward), the Secretary shall convene a Special General Meeting of the Association to consider the same, such meetings to be held giving fourteen days' notice.

## 6.3 EXECUTIVE COMMITTEE MEETING

- i. The Executive Committee meeting shall be held once in three-months.
- ii. A notice of seventy-two hours must be given with the agenda. But in case of an emergency, a twenty-four hours' notice shall be required.
- iii. A proper minute of all meetings must be maintained
- iv. Previous minutes shall be read out, discussed, and approved unanimously prior to the commencement of any Executive meeting.

## 6.4 QUORUM FOR MEETINGS

- a) At any General Meeting of the Association there shall be not less than one-third of the members in person (physical or virtual) in order to form a quorum, whereas five members of the Executive committee are required to form a quorum prior to the commencement of any Executive Committee meeting. If there is no quorum present within an hour after the time fixed for commencement of the meeting, the meeting shall stand adjourned to the same day and hour of the following week. Those present at such adjourned meetings shall be competent to transact all the business for which the meeting was called.
- b) Voting at AGM/SGM shall be organised by submission of voting papers by the full members who are physically or virtually present at the AGM/SGM to be held at an agreed location. Voting at the Executive Committee can be performed by showing of hands, by secret ballot or by any other means as decided in the Executive Committee Meetings.

**Special Note under Quorum:** Meetings in person shall include meetings using any on-line video conferencing tool like Zoom, MS Teams etc.

## 7 THE EXECUTIVE COMMITTEE OFFICE BEARERS, THEIR POWERS, & RESPONSIBILITIES

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The Executive Committee shall consist of nine Members (maximum) namely:

- i. President, Vice President, General Secretary, Treasurer, and five ordinary Executive Committee Members.
- ii. Three out of Five ordinary executive members to be co-opted from the cities/towns across New Zealand. (Excluding Auckland)
- iii. The full members of the Association in a General Meeting shall elect the President, Vice President, General Secretary, Treasurer, and two ordinary Executive Committee Members. The committee shall hold office up to the next Annual General Meeting (AGM). No one shall continue to hold any position if he/she has lost his/her membership.
- iv. An office-bearer of the outgoing Executive Committee may be eligible for contesting the election for another term after a waiting period of at least one term. The person already holding a particular position may continue to hold the same position if no other candidate is willing to contest for the same position in the election.
- v. The Executive Committee will notify an absentee member, who is absent without apologies from three consecutive meetings. Upon discussion of the reasons explained by the absentee member, the Executive Committee may appoint an alternative. Likewise, the Executive Committee may appoint an alternative for a member who has resigned. The person so appointed shall be entitled to hold the office until the next AGM.
- vi. The President shall be the Chairperson of all Executive Committee Meetings as well as the Annual General Meeting and Special General Meetings. In the absence of the President, the Vice-President shall be the Chairperson of the said meetings, and in the absence of the President and the Vice-President, the remaining members present may elect an alternative to act (from among the remaining members) as the Chairperson for that meeting.
- vii. The President may, at any time upon not less than seventy-two hours' notice, convene a meeting of the Executive Committee.
- viii. Voting at the Executive Committee Meetings shall be by show of hands or by a poll, where each member present is entitled to record only one vote.
- ix. The Executive Committee shall have the power to delegate to any of its members for any specified purpose such powers it may deem necessary. It shall also have the power to form committees and to co-opt, any person to such sub-committees should it deem necessary.
- x. In case of a tie, the Chairperson shall have and shall exercise a casting vote and shall declare the result. (Bit ambiguous; please check).

## **7.1 POWERS AND RESPONSIBILITIES OF EXECUTIVE MEMBERS**

### **7.1.1 PRESIDENT**

The President will preside over all meetings of the Association, approve financial transactions and minutes of the meetings. He/she or his/her nominated representatives from the EC will represent the Association to the Government Departments or to various functions who have invited the Association. The President also will provide moral and public support for its members who are harassed by racial, religious, or sexual discrimination. He/she will be one of the cheque signatories of the Association.

### 7.1.2 VICE PRESIDENT

The Vice President will assist the President as and when required. He or she will fill up the temporary vacation of the President's office and preside over the meeting in absence of the President. The Vice President will also perform other jobs and represent Association in the Government Departments as and when required.

### 7.1.3 GENERAL SECRETARY (GS)

The General Secretary will take care of the overall administration of the Association, initial approval of all financial transactions, and take post-facto approval from the president.

- a) The G.S. will issue a notice of the agenda of the meetings, keep, issue, and write minutes of all the meetings.
- b) The G.S. will organize all events of the Association with the help of respective EC members. He / She will organize any religious/cultural function as approved by the EC. He / She may organize the Language School with the help of other members of the Association.
- c) The G.S. will receive letters, and applications from all members, prospective members of the community, and Government/other Departments and correspond with all these accordingly.
- d) The G.S. will organize events as and when directed by the EC, to raise funds for the Association. He/she will also organize the social functions with the help of the secretaries / executive committee members and others.
- e) The G.S. will issue press statements (as approved by EC), seek legitimate funds from various government agencies. In consultation with the President, he/she shall also maintain liaison with the Government, its various departments, and local authorities.

### 7.1.4 TREASURER

The Treasurer shall maintain accounts and books of the Association and shall deposit all money received into such a bank as the Executive Committee may, from time to time direct, to the credit of the Association. The Treasurer shall submit a statement of the Association, having been previously examined and certified correct by an Auditor appointed by the Executive committee to the Annual General Meeting. All payments out of the funds of the Association shall be made in consultation with the G. S. He/she will be one of the cheque signatories.

All bank transactions are to be made by any two authorised signatories and instruction to the bank is to be given accordingly.

### 7.1.5 OTHER EXECUTIVE COMMITTEE MEMBERS:

All other EC members shall attend all the EC meetings, express his/her own opinion, and perform all other jobs as and when asked.

## 8 WINDING UP/DISSOLUTION OF THE ASSOCIATION

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- a) The Association may be wound up voluntarily if, at a General Meeting of its members, a resolution was passed requiring the Association to be wound up, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed was passed.



- b) Any property belonging to the Association on a voluntary winding up and all the property of the Association in the event of the dissolution by the Registrar shall, subject to the payment of any debts and liabilities of the Association, be donated to any charitable/voluntary organization having similar objectives. The name of the charitable/voluntary organization will be decided in a General Meeting.

## 9 OFFICIAL LOGO SEAL OF THE ASSOCIATION

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The Association shall have a logo seal, which shall be in the custody of the Executive Committee and shall not be used without the authority of the EC.

Any use of the seal of the association will be recorded in a register (kept for this purpose) which will be kept for any future reference.

## 10 COMPLAINTS

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All complaints shall be e-mailed to the General secretary & President along with a copy to the executive committee, if needed.

## 11 ALTERATIONS/AMENDMENTS TO THE CONSTITUTION

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(a) The constitution or any clause of the constitution may be repealed, altered, added to, or amended in any way at any AGM/SGM of the Association by a resolution to that effect passed by two-third majority of the full members of the Association and entitled to vote or by a unanimous resolution taken at the AGM/SGM provided that 14 days' notice shall be given of any proposed repeal, alteration, addition, or amendment.

(b) All members of the Association have the right to propose their opinion about the addition or alteration or amendment of the constitution. Members will inform their opinion preferably by e-mail to the General Secretary of the Association, and she/he will place this opinion to the EC. The EC will make the necessary arrangement of AGM/SGM with 14 days' notice if the EC considers the proposed amendment is relevant. Should the proposal not be acceptable to the EC, the event must be communicated to the member(s) concerned, and such proposals will be submitted to the members at the next AGM under miscellaneous agenda.

## 12 ELECTION PROCEDURES OF THE EXECUTIVE COMMITTEE

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A member who wishes to hold a particular position in the EC must submit the prescribed Nomination form duly filled out. The nomination must be proposed and seconded by two full members and to be accepted by the person willing to contest the election and to be submitted to the Returning Officer at least seven working days before the Annual General Meeting. The Returning officer shall have to be selected by the existing EC amongst the members who will not contest for any position in the ensuing year. Nominations for the positions of the nine EC members shall be made at the AGM of the Association. In the event of the number of nominations exceeding the number of vacancies, elections shall be made by secret ballot (either paper or electronic). The election of the EC shall be conducted by the Returning Officer. The President of the retiring EC will announce the dismissal of the EC before the new election of the EC. However, the retiring president may preside over the AGM until the conclusion of the AGM. Vacancies occurring on the EC from time to time may be filled in by the EC.

## 13 OPENING A CHAPTER IN ANY PART OF NEW ZEALAND

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- a) The EC will be allowed to open any new chapter of the Association in any part of New Zealand. The Chapter will have a steering committee of 5 members headed by an elected convener. The committee will be responsible for all sorts of socio-cultural and economic activities as required in the fulfilment of the Association's objectives. However, the chapter will seek approval of its activities including its budgets and all other functions.
  - b) The chapter will follow the constitution of the Association and instructions from the EC. The steering committee would be responsible for submitting the annual reports and audited accounts of the chapter before the AGM of the chapter.
  - c) For any dispute, which cannot be resolved by the steering committee, the committee will contact the President of the General Secretary of the Association for further decision. In case of any illegal activities of the chapter, the steering committee will be ceased, and the branch activities will be stopped with immediate effect. However, the ceased steering committee can raise the issue to the AGM of the Association for judgement by the general members of the Association. The EC, if it is required, has the right to nominate or arrange another steering committee to run the chapter up to the next AGM of the chapter.
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## APPENDIX 1: GLOSSARY

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- AGM – Annual General Meeting
- SGM - Special General Meeting
- EC – Executive Committee
- GS – General Secretary
- Chapter – Any branch of the association