

# **INTERNAL RULES**

As Per Article XVII of the Constitution  
Bhutanese Association in South Australia Inc.

## **PROVISION I**

### **1. MEMBERS' ASSEMBLY**

- 1.1 Members' Assembly shall consist of both voting and non-voting members.
- 1.2 Both general and elected members shall mandatorily conduct and act in accordance to the constitution, internal rules and resolutions of the Association.
- 1.3 Adult, Youth and Children shall have sub-assemblage, such as Adult Assembly, Youth Assembly and Children Assembly, with respective nominated working committee.
- 1.4 Each working committee, consisting of five members, shall be headed by Co-Chair, consisting of one female and one male member.
- 1.5 Each working committee shall convene the respective assembly as and when necessary.
- 1.6 Members' Assembly shall be convened, where Adult, Youth and Children Assembly shall hold joint assembly, as and when necessary.
- 1.7 Any submission or proposal made by Members' Assembly shall be signed by Co-Chair of Adult and Youth Assembly and submitted to Apex Council for perusal and action or for deliberation and consideration during the annual general meeting.

## **PROVISION II**

### **2. NOMINATED BODIES**

#### **2.1 EXECUTIVE COMMITTEE**

- 2.1.1 Executive Committee shall consist of Desk Coordinators/Officers, comprising of general members nominated by the Apex Council and headed by the Chairperson of Apex Council.
- 2.1.2 The activities and programs of the Association shall be implemented by Executive Committee.
- 2.1.3 Chairperson shall supervise and support programs and activities undertaken by different Desk Coordinators; represent the Association in different forums, meetings and conferences; make contact and conduct correspondence with relevant institutions; present monthly committee report to the members of Apex Council.
- 2.1.4 Vice Chairperson of Apex Council shall function as Acting Chairperson and take charge of the Executive Committee in absence or unavailability of Chairperson.
- 2.1.5 Secretary of Apex Council, supported by Joint Secretary shall perform all administrative functions relating to Executive Committee.
- 2.1.6 Coordinator General shall support the Chairperson to oversee the general coordination amongst the desks.
- 2.1.7 In order to accomplish the aims of the Association, following Desk(s) shall be made functional, while keeping provision for future expansion:
  - i. Education Desk
  - ii. Employment Desk
  - iii. Cultural Desk
  - iv. Games and Sports Desk

- v. Press and Publicity Relation Desk
  - vi. IT and Empowerment Desk
  - vii. Event and Activity Management Desk
  - viii. Human Rights and Peace Desk
  - ix. Family Service Desk
  - x. Public Officer Desk
- 2.1.8 Each Desk shall be headed by Desk Coordinator, who shall create a working committee, in consultation with Chairperson, to implement and carry out programs and activities consented by the Council.
- 2.1.9 Desk Coordinator shall conduct defined communication and correspondence with relevant institutions and individuals, and each communication shall be copied or intimated to the Apex Council Executives [basa@bhutaneseesa.org.au] for information, coordination and documentation.
- 2.1.10 Any new program or activity developed by Executive Committee shall be forwarded for consent of the Apex Council, prior to implementation.

## 2.2 ADVISORY BOARD

- 2.2.1 Advisory Board shall consist of seven members, nominated by the Apex Council, headed by its Chair.
- 2.2.2 Vice Chair shall take charge of Advisory Board in absence or unavailability of Chair.
- 2.2.3 Secretary of Advisory Board shall perform all administrative function relating to Advisory Board.
- 2.2.4 Advisory Board shall advise and aid the Apex Council, Ombudspersons and Executive Committee, on regular basis or whenever asked for. The voting and non-voting member(s) shall seek advice vis-à-vis the organizational matters.
- 2.2.5 Advisory Board shall be consulted by the Apex Council, Ombudspersons and Executive Committee prior to taking any decision of significance.

## 2.3 OMBUDSPERSONS

- 2.3.1 Ombudspersons shall consist of seven members, nominated by the Apex Council, headed by its Chair.
- 2.3.2 Vice Chair shall take charge of Ombudspersons in absence or unavailability of Chair.
- 2.3.3 Secretary of Ombudspersons shall perform all administrative function relating to Ombudspersons.
- 2.3.4 Ombudspersons shall receive written complaints from the ordinary member(s) or member(s) elected to office, against any member or members of the Apex Council, Executive Committee, Advisory Board as well as Ombudspersons. If the complaint is filed against any member of Ombudspersons, that person shall be subjected to investigation and be held back from participating in any investigation process.
- 2.3.5 Ombudspersons shall investigate the complaint, for which, complainant(s) can be summoned for substantiation of the complaint; defendant(s) can be summoned for explanation/questioning and it can gather related information from other sources.
- 2.3.6 Ombudspersons, taking aid of Advisory Board, shall initiate mediation process if the case is between one member and another member. If the case is against the elected or nominated member(s), Ombudsmen shall launch investigation and in consultation with Advisory Board shall report its finding to the Apex Council.

- 2.3.7 If the charges by Complainant are found to be baseless or malicious, the Council shall direct Ombudspersons to initiate Defamation Charge against the Complainant.
- 2.3.8 If defendant is found to be guilty of violation of the Constitution, Internal Rules and Resolutions the Council shall pass a resolution and direct Ombudspersons to initiate impeachment or termination process, which shall be voted, for and against, by the members of the Apex Council. The decision taken by two third majority of full quorum of the Apex Council shall be final and binding.
- 2.3.9 Ombudspersons, in consultation with the Apex Council and Advisory Board, shall have the power to warn, suspend or expel general member for non-compliance and violation of Constitution, Internal Rules and Resolutions of the Association.
- 2.3.10 If any member, whether elected, nominated or general, is found to abuse the power in the Association, s/he shall be summoned to Ombudspersons for explanation. Ombudspersons in conjunction with Advisory Board shall attempt to resolve the particular issue in question. In case of serious abuse of power, the matter shall be dealt with by the Joint Meeting of Apex Council, Executive Committee, Advisory Board and Ombudspersons and be resolved according to provisions of constitution, internal rules and resolutions of the Association.

### **PROVISION III**

#### **3. NOMINATION, ELECTION AND VOTING**

- 3.1 The member to be nominated for the elected post shall be competent and credible and be required to conduct in conscientious, fair, responsible, accountable and impartial manner on being elected.
- 3.2 The eligible voting members from each distinctive community/caste shall vote and elect two members (one female and one male from their own community/caste) to be sent to the Council as their representatives.
- 3.3 The elected council members shall vote and elect their Chairperson from amongst the members. They shall also vote and elect a Vice-Chairperson.
- 3.4 Election shall be held at a regular interval of two years.
- 3.5 By election shall be held in the event of resignation or termination of the member before the completion of term.
- 3.6 Election committee shall be constituted to hold the election in accordance to rules adopted by the Association.
- 3.7 Voting shall be conducted according to universal and equal suffrage and be held by secret and free voting procedure.
- 3.8 Only members fulfilling their constitutional responsibility shall have the right to vote and be voted.

### **PROVISION IV**

#### **4. TENURE OF OFFICE**

- 4.1 The term of office of an elected as well as nominated member shall be two years.
- 4.2 Elected member shall be allowed to serve two terms in office on reelection.
- 4.3 Nominated member shall be allowed to serve two terms in office on the basis of competence and conduct.

## **PROVISION V**

### **5. APPOINTMENT AND NOMINATION**

- 5.1 Members of Executive Committee, Advisory Board and Ombudspersons shall be nominated and appointed by Apex Council, in consultation with the Members. Chairperson and Vice Chairperson shall be elected by the respective members of Advisory Board and Ombudspersons. Nominated members can hold up to two portfolios, at a time, as appointed by Apex Council.
- 5.2 The council and nominated bodies shall appoint office bearers to manage respective office. Office order, in this regard, shall be issued for general information.
- 5.3 Volunteers shall be nominated and mobilized to support the programs and activities of the Association. Even the elected and nominated members can freely serve as volunteers in different capacities and areas. Voluntarism shall be encouraged, promoted and duly recognized with issuance of letters and certificates.

## **PROVISION VI**

### **6. ACCEPTANCE OF RESIGNATION**

- 6.1 Chairperson of Apex Council shall accept the resignation submitted by member(s) elected to office and by the members of Executive Committee, Advisory Board and Ombudspersons. The elected and nominated members shall make a verbal notice of resignation to the Chairperson 14 days prior to written submission.

## **PROVISION VII**

### **7. COMPLAINT, IMPEACHMENT AND REFERENDUM**

- 7.1 Complaint and impeachment procedure shall be followed in accordance with Provision 2.3.4 – 2.3.8.
- 7.2 Vote of No Confidence shall be tabled against the member(s) of Apex Council, Executive Committee, Advisory Board and Ombudspersons on the ground of non-compliance or failure to uphold and abide by the Constitution, Internal Rules and Resolutions.
- 7.3 New member shall be elected or nominated to fill up the vacancy on resignation or termination of member. The matter shall be duly communicated for general information.
- 7.4 In the event of constitutional crisis confronting the Association, referendum shall be held, where all voting members, including the members elected to office, shall vote to address the crisis and reestablish constitutional order.

## **PROVISION VIII**

### **8. RESOURCE MOBILIZATION, MONITORING AND UTILIZATION**

- 8.1 The financial resource shall be mobilized through membership subscription, charity programs, donation and endowment.
- 8.2 Any donation/support in cash or kind shall be received only after the consent of Apex Council.

- 8.3 Treasurer, under the supervision of Chairperson and Members of Finance Committee, shall look after the financial matter, in accordance with the financial rule of association. Treasurer shall be supported by Deputy Treasurer.
- 8.4 Treasurer shall release the money required for any program or activity after receiving written request from the Head(s) of Council, Executive Committee, Advisory Board and Ombudspersons. Any verbal request in the time of emergency shall be supplemented with a written request immediately.
- 8.5 Chairperson of Finance Committee shall provide financial report on regular basis to the Association to keep abreast on the financial situation.
- 8.6 Each annual general meeting shall appoint a person to be an internal auditor of the association. S/he shall serve for one term and be eligible for re-appointment. If no appointment is made during the annual general meeting, the Council shall appoint an auditor for the current financial year.

## **PROVISION IX**

### **9. RULES FOR INTERNAL ADMINISTRATION**

- 9.1 The Council and all other nominated bodies shall be given the authority to develop its administrative guidelines and rules for its effective functioning. They shall also have the authority to constitute working committee(s) and relevant bodies. The rules and working committees shall be effective only on consent by the Council.
- 9.2 Two consecutive proxy will be allowed after which the member shall be required to be present personally for the meeting.

## **PROVISION X**

### **10. ACCOUNTABILITY AND NON-ABUSE OF POWER**

- 10.1 The Executive Committee, Advisory Board and Ombudspersons shall be accountable and answerable to the Apex Council and the Apex Council in turn shall be accountable and answerable to the Members' Assembly.
- 10.2 Each member of elected or nominated bodies, sub-bodies and working committees shall be required to conduct and act within the perimeter of power delegated by the constitution, internal rules and resolutions of the Association. Anyone found to abuse the power shall be dealt with according to the Provision II (2.3.10) of Internal Rules of the Association.

## **PROVISION XI**

### **11. AMENDMENT OF INTERNAL RULES FOR ADMINISTRATION**

- 10.1 The amendment shall be executed in the Internal Rules for Administration by the joint sitting of the Apex Council, Executive Committee, Advisory Board and Ombudspersons. It shall be brought into force after being adopted by the general meeting and consented by the Apex Council.