Tamils Representative Council By-Laws

(*Incorporating the Youth Wing By-Laws*)

(TRC By-Laws)

i. This By-Laws shall be in accordance with Clause 22 of the TRC Constitution.

ii. Contents of this By-Laws comes under the purview of the Management Committee and shall be reviewed periodically or as and when necessary.

iii. This By-Laws are for purposes of the efficient management of all Administrative and Financial related matters as identified under Clause 22 of the TRC Constitution.

1. MEMBERSHIP FEES

1.1. Institutional Affiliate Members shall pay an annual subscription of $100/. Subscriptions are due on the 1st date of each calendar year and shall be payable latest by 31st March of the current year. All such payments shall be made electronically.

1.2. Individual Ordinary Members shall pay an annual subscription of $30/. Subscriptions are due on the 1st date of each calendar year and shall be payable latest by 31st March of the current year. All such payments shall be made electronically.

1.3. Individual Youth Members shall pay a subscription of $5/. Subscriptions are due on the 1st date of each calendar year and shall be payable latest by 31st March of the current year. All such payments shall be made electronically.

1.4. Individual Life Members shall pay an amount of $250/- (once only) and it shall be paid at the time of submission of the membership application.

1.4.1. Individual Life Members who are 60 years and above (at the time of application) shall pay an amount of $100/- (once only) and it shall be paid at the time of submission of the membership application.

1.5. Individual Associate Members shall pay an amount of $100/- (once only) and it shall be paid at the time of submission of the membership application.

2. REVIEW AND ACCEPTANCE OF MEMBERS
(Includes Institutional Affiliate Members)

2.1 The MC has the authority to create or amend the prescribed form for applications of all membership types.

2.2 Application for membership shall be made by either 1 of the following methods:

a) Submission of hardcopy of the prescribed membership form;

b) Submission of electronic version of the prescribed membership form.

2.3. An interview process shall be conducted to assess the validity of all applications in accordance with Clause 5 of the Constitution regarding membership.

2.4. The MC shall appoint a Membership Review Committee which shall have the authority to review all membership applications and submit its recommendation to the MC. The Membership Review Committee shall be chaired by the Deputy President and at least 2 other members of the MC. The makeup of the Membership Review Committee may be changed at the MC's discretion.

2.5. All such applications (as submitted and recommended by the Membership Review Committee) shall be considered and may be approved or rejected at the sole discretion of the MC.

2.6. The Management Committee may reject any application without assigning any reason therefore and its decision shall be final.

3. CONDUCT OF MEETINGS

3.1. All meetings, including Annual General Meetings (AGM), Extraordinary General Meetings (EOGM), MC meetings, Executive Committee (Ex-co) meetings, Affiliate's meetings, and sub-committee meetings may be held either virtually or physically at the discretion of the MC and in accordance with the prevailing laws.

3.2. <u>AGM & EOGM</u>

3.2.1. The conduct of AGMs and EOGMs, in accordance with the regulations set forth in the Constitution, shall be stated here for clarity.

3.2.2. Conduct of physical and/or virtual AGMs and EOGMs:

Physical Meetings	Virtual Meetings
• Notices to be sent as per Constitutional requirements. Notices shall include: - Standing Orders. - Meeting Agenda. - Meeting Protocols. • In addition to normal mail, notices via email and website are also allowed. • Minutes, Annual Report, Audited Accounts, and other relevant documents shall be made available on TRC website for download or viewing. Hardcopies shall not be mailed to members. • During an election year, notices shall contain information on the election process and nominations. • Nomination forms shall be obtained from the TRC website. • Meeting proceedings shall be recorded for record purposes only. • Members shall ensure that non-members are not present during the meeting unless expressly permitted by the MC beforehand.	• Notices to be sent as per Constitutional requirements. Notices shall include: - Standing Orders. - Meeting Agenda. - Meeting Protocols. • In addition to normal mail, notices via email and website are also allowed. • Notices shall set out the mode of meeting, guidelines, registration, identification of members etc. • Minutes, Annual Report, Audited Accounts, and other relevant documents shall be made available on TRC website for download or viewing. Hardcopies shall not be mailed to members. • During an election year, notices shall contain information on the election and nominations. • Voting shall be by e-voting or mail-in voting, by way of proxy form submission. • Nomination forms shall be obtained from the TRC website. • Meeting proceedings shall be recorded for record purposes only. • Virtual meetings shall be held via any allowed virtual platform as approved by the MC (Zoom, MS Teams etc). • Proxy forms shall be used to confirm the following: ➢ Attendance at AGM/EOGM

	➢ Confirmation of Minutes of Meeting ➢ Adoption of Annual Report ➢ Adoption of Audited Accounts ➢ Election of MC Members ➢ Amendments to the Constitution ➢ Voting on Resolutions • Members shall ensure that non-members are not present during the meeting unless expressly permitted by the MC beforehand.

3.3. All other meetings apart from AGM & EOGM

3.3.1. Conduct of all other meetings apart from AGMs and EOGMs:

Physical Meetings	**Virtual Meetings**
• Notices to be sent as per Constitutional requirements. Notices shall include minutes of the last meeting. • Email shall be the default medium of notice. Postal mail shall only be used when email is not available. • Group messages (WhatsApp etc.) is in addition to Email. • Relevant discussion documents should be made available to the attendees at least 3 working days before the meeting. • No hardcopy of minutes or any meeting related documents shall be made available. • The above is not applicable for urgent meetings.	• Notices to be sent as per Constitutional requirements. Notices shall include minutes of the last meeting and meeting log-in details. • Email shall be the default medium of notice. Postal mail shall only be used when email is not available. • Group messages (WhatsApp etc.) is in addition to Email. • Relevant discussion documents should be made available to the attendees at least 3 working days before the meeting. • No hardcopy of minutes or any meeting related documents shall be made available.

• Prevailing safety measures, where applicable, shall be adhered to. • Meeting proceedings shall be recorded for record purposes only. • Members shall ensure that non-members are not present during the meeting unless expressly permitted by the MC beforehand.	• The above is not applicable for urgent meetings. • Prevailing safety measures, where applicable, shall be adhered to. • Meeting proceedings shall be recorded for record purposes only. • Virtual meetings shall be held via any allowed virtual platform as approved by the MC (Zoom, MS Teams etc). • No member shall record the meeting without prior approval from the General Secretary. Such recordings shall not be distributed to 3rd parties. • Members shall ensure that non-members are not present during the meeting unless expressly permitted by the MC beforehand.

4. FINANCIAL MANAGEMENT & CONTROL

4.1. The 1st MC meeting following the election of a new MC after an AGM must confirm the signatories to TRC's bank accounts. Signatories to the bank accounts shall be confirmed as per the Constitution.

4.2. In the event of any changes to the bank account signatories, (i.e., an MC member who is a signatory resigns from the MC or is for any reason unable to carry out their duties as a signatory), the MC shall confirm new signatories at the MC meeting immediately following any such changes.

4.3. All monies received by TRC and its subsidiaries must be deposited into the relevant bank accounts within 3 working days of receipt of such monies.

4.4. Receipts shall be issued within 7 working days upon receipt of payment by TRC and its subsidiaries.

4.5. The preferred mode of financial transaction is electronic but non-electronic modes of payment shall be accepted whenever necessary.

4.6. The monthly accounts are to be submitted to the internal auditors within 7 working days from the end of the previous month (e.g., January 2023 accounts must be submitted to internal auditors by 9 February 2023).

4.7. The annual accounts are to be submitted to the external auditors within 30 working days of the end of the preceding calendar year (e.g., 2022 accounts must be submitted to external auditors by 15 February 2022).

5. MODES OF COMMUNICATION

5.1. In all official and unofficial matters, unless expressly mandated by prevailing laws, the preferred mode of communication shall be electronic.

5.2. For official matters, unless expressly mandated by prevailing laws, the preferred mode of communication shall be via email.

5.3. For unofficial matters, the preferred mode of communication shall be via messaging systems such as WhatsApp or Telegram.

5.4. To streamline matters requiring official correspondence, email addresses shall be provided for certain office holders, namely:

a) President
b) General Secretary
c) Treasurer

5.5. For urgent correspondences within the MC, a chat group shall be maintained via a messaging system such as WhatsApp or Telegram.

6. YOUTH WING

6.1. Mandate and Activities of the Youth Wing

6.1.1. The objectives of the Youth Wing, where applicable, shall align with those of its parent body as stated in TRC's constitution.

6.1.2. Participation in and/or support of both the TRC MC's and Youth Wing's activities shall be mutual and voluntary.

6.1.3. The Youth Wing shall conceive of its own initiatives and activities, which shall be subject to the approval of the TRC MC. This may be presented in the form of an annual calendar of events or specific project proposals.

6.1.4. The TRC MC acts in a supervisory capacity to the Youth Wing where necessary and shall support the Youth Wing's activities as it deems appropriate.

6.1.5. The Youth Wing shall report to the TRC MC of its activities via the Chairperson of the Youth Wing, who shall be a member of the TRC MC.

6.2. Youth Wing Membership

6.2.1. The Youth Wing's membership shall adhere to the TRC constitution.

6.2.2. Youth Wing Executive Committee (Exco) members shall be Ordinary Members of TRC and shall pay the relevant fees. For other members of the Youth Wing, they may choose to be Ordinary Members of TRC or be Youth Members as per the Constitution.

6.2.3. The Youth Wing Management Committee (MC) shall review and choose to accept or reject youth members based on an application and interview process to be set out by the Youth Wing Exco.

6.2.4. All applications for youth membership shall be considered and may be approved or rejected at the sole discretion of the Youth Wing MC.

6.2.5. An Ordinary Member of TRC who falls within the acceptable age group for youth membership as specified in the constitution shall not automatically be a member of the Youth Wing. They may request to join the Youth Wing, and such requests shall be subject to the approval of the Youth Wing Exco.

6.2.6. In the event an application for direct youth membership is rejected by the Youth Wing Exco, the applicant may still apply for Ordinary Membership in TRC. If such applications are approved, the Youth Wing is not obliged to accept such members as part of the Youth Wing.

6.3. Youth Wing MC and Exco

6.3.1. The activities of the Youth Wing shall be supervised by its Exco and managed by the MC.

6.3.2. The Youth Wing MC shall comprise the Exco and Youth Wing Directors. The Exco shall be selected during elections and these Exco members shall oversee the activities of the Youth Wing.

6.3.3. Directors shall take charge of individual Directorates and shall be selected from among the Youth Wing members and volunteers. The Directorates shall be decided by the Youth Wing Exco. Directors need not be Ordinary Members of TRC.

6.3.4. Duties of key appointment holders in the Youth Wing Exco shall largely follow those of their counterparts in the TRC Ex-co:

a) Chairperson (1) of the Youth Wing shall have the same duties and responsibilities as the TRC President where applicable in respect of the Youth Wing. The Chairperson of the Youth Wing shall also be a member of the TRC MC.

b) In the event of any change in the Youth Wing Chairperson, the new Chairperson shall be co-opted into the TRC MC where the new Chairperson will replace the sitting Chairperson.

c) Vice-Chairpersons (2) of the Youth Wing shall have the same duties and responsibilities as the TRC Deputy President where applicable in respect of the Youth Wing.

d) General Secretary (1) of the Youth Wing shall have the same duties and responsibilities as the TRC General Secretary where applicable in respect of the Youth Wing.

e) Treasurer (1) of the Youth Wing shall have the same duties and responsibilities as the TRC Treasurer where applicable in respect of the Youth Wing.

6.3.5. Term limits for key appointment holders in the Youth Wing Exco shall follow those of their counterparts in the TRC Ex-co.

6.3.6. Elections to the Youth Wing Exco shall include an interview process conducted by the outgoing Youth Wing MC to identify suitable candidates.

6.3.7. Elections to the Youth Wing MC need not coincide with those of its parent body.

6.3.8. Only duly accepted Youth Wing Members (includes Ordinary Members of TRC who have been accepted as Youth Wing members) and who are not in arrears of their subscriptions shall vote during the Youth Wing elections and stand for elections, subject to an interview.

6.3.9. Youth Wing members who are not Ordinary Members of TRC may apply to be Ordinary Members of TRC and pay the relevant fees provided they fulfil the requirements for Ordinary Membership as per the Constitution.

6.4. Conduct of Meetings

6.4.1. With regards to Youth Wing AGMs and EOGMs, the Youth Wing shall adhere to the regulations and timelines set forth in the TRC constitution and its accompanying by-laws where applicable.

6.4.2. The Youth Wing AGM need not coincide with the TRC AGM.

6.4.3. With regards to Youth Wing MC and Exco meetings, the Chairperson or a suitable proxy designated by the Chairperson shall have the conduct of the meetings.

6.4.4. With regards to meetings of Directorates or sub-committees, relevant Directors or sub-committee representatives shall have the conduct of the meetings.

6.5. Financial Matters

6.5.1. The Youth Wing shall submit its annual budget for the TRC MC's approval within 2 months after its AGM.

6.5.2. The Youth Wing Treasurer shall submit the requisite statement of accounts to the TRC MC within 30 working days of the completion of any events or programs.

6.5.3. The Youth Wing Treasurer shall submit any claims from the Youth Wing to the TRC MC in a timely manner.

6.5.4. Upon approval of the Youth Wing's budget, the Youth Wing may spend the money allotted to its various programs as specified in the budget. Such expenditures must be accounted for with relevant documentation in the statement of accounts.

6.5.5. As much as possible, the Youth Wing shall attempt to obtain sponsorships to finance its programs.

Approved by Management Committee	31 October 2022