

# **Oxford Afghan Community Terms & Conditions**

## **Article 1: The Name**

This organisation shall be known as the *Oxford Afghan Community* (hereinafter called the OAC).

## **Article 2: Aims and Objectives**

- 2.1. To encourage a strong community spirit with a clear sense of belonging for members of OAC, especially recent immigrants, refugees, asylum seekers and unaccompanied minors.
- 2.2. To celebrate and promote Afghan cultural heritage through religious and cultural events like Afghanistan New Year “Nowroaz” and Eids day festivals etc.
- 2.3. To promote sport activities among members of the OAC and establish organisation through membership.
- 2.4. To take account of the views of Afghan residents in Oxfordshire in the organisation through membership.
- 2.5. To develop mutual support between the OAC members and the wider community of Oxford.
- 2.6. To carry out its work wholly or partly through the voluntary effort and contribution of its members.

### **Article 3: Membership**

- 3.1. Membership is open to all Afghans and to all those with an interest in the Afghan Community, who live in Oxfordshire and who are **16 years** of age or **over**.
- 3.2. Membership is open to everyone regardless of their race, religion, ethnicity and gender.
- 3.3. All individual members shall pay their membership fee as the Annual General Meeting determines each year.
- 3.4. The Executive Committee may refuse an application for membership if they consider it to be in the best interest of the community.
- 3.5. The OAC will devise a Code of Conduct and members are required to respect and abide by the Code.
- 3.6. Membership shall be revoked if a member or members commit one of the following:
  - a) Fails to abide by the Code of Conduct of the OAC
  - b) Takes deliberate action to damage the organisation's reputation, structure, economy or unity.
  - c) Exploits his/her position in the OAC for personal benefit.

### **Article 4: The Executive Committee**

- 4.1. The *OAC's affairs* shall be managed and administered by a committee comprising of a **Chair, Vice Chair, a Secretary, a Treasurer** (office bearers) and five other members.
- 4.2. The **officers** and **five members** of the committee shall be the OAC's Executive Committee.
- 4.3. The **Executive Committee** shall be elected at the **Annual General Meeting (AGM)** by a secret ballot of all individual members during

their attendance. Nominations must be received by the Secretary at least **14 days** prior to the meeting.

- 4.4. The **Chair, Vice Chair, Secretary** and **Treasurer** can be elected from within the Executive Committee by the committee members.
- 4.5. **Executive Committee members** must have been a member of OAC for at least *a year* (i.e. paid his/her subscription fee).
- 4.6. **Paid employee** of the OAC shall not be eligible for membership of the Executive Committee or Trustee Board, but may be invited to attend the meetings as a non-voting advisor.
- 4.7. **Officers** shall be eligible for **re-election** at the expiry of their period at the office.
- 4.8. The **Executive Committee** may co-opt a further **3 members** who have suitable skills or experience onto the committee.
- 4.9. The **Committee** shall meet no less than **4 times** per year.
- 4.10. **Minutes** of committee meetings shall be available to all members by the Secretary and shall be kept in the OAC's office.

## **Article 5:**

### **Powers and Duties of the Executive Committee**

- 5.1. The Executive Committee will have the following power in order to further the objects of the OAC:
  - a) The organisation and administration of all activities including fundraising activities and events.
  - b) Disqualification of a member of the OAC or Executive Committee (including Officer Bearers) if deemed to be unsuitable for membership of OAC or Executive Committee after a majority vote.
  - c) Removal of an Executive Committee member if the member has been absent for three consecutive meetings of the Executive Committee without apology.

- 5.2. The Executive Committee may appoint a panel of experts from time to time from within the existing members of OAC to undertake a particular assignment e.g. hearing and dealing with complaints, election commission and etc. The panel is responsible to report to the Executive Committee.
- 5.3. The Executive Committee shall have the sole right of exercising its power to appoint, dismiss and determine the terms and conditions of service of paid employees.

**Article 6:  
General Meetings**

- 6.1. There shall be an *Annual General Meeting (AGM)* held every June, at which the committee will report on its work, present a statement of accounts and elect the new Executive Committee for the coming year.
- 6.2. The Chair may at any time at his/her discretion call a *Special General Meeting (SGM)* of the OAC, if the Executive Committee agrees that it is necessary.
- 6.3. At least *14 days* of notice has to be given by the Secretary in order to invite all members.

**Article 7:  
Quorum**

- 7.1. No **AGM** or **SGM** shall take place if less than one third of OAC members with the power to vote i.e. have paid membership fee, are present.
- 7.2. No Executive Committee meeting shall take place if fewer than half of the members are present.

**Article 8:  
Alterations to the Constitution**

- 8.1. A Resolution to alter the constitution may only be considered by the AGM or by a SGM called for that purpose.

- 8.2. Suggested changes must be handed to the Secretary *14 days* before the meeting.
- 8.3. Any alteration of the Constitution must be passed by at least two thirds of the members present and voting at the appropriate AGM or SGM.

**Article 9:  
Voting**

- 9.1. Any member may take a proposal, which must be seconded or supported by one other member.
- 9.2. Only members present may vote.
- 9.3. No member may exercise more than one vote.
- 9.4. In the event of a tie vote, the newly elected Executive Committee members shall decide on the matter using their discretion.

**Article 10:  
Finance**

- 10.1. Finances shall be devoted to:
  - a) promote the aims and objectives of OAC
  - b) organise events and activities for members
  - c) expenditure necessary for the running of the OAC
- 10.2. *Cheques* and *other documents involving financial expenditure* shall be signed by any two of the officers.

**Article 11:  
Dissolution**

- 11.1. The OAC may only be dissolved at a *Special General Meeting (SGM)* called for the purpose and advertise **14 days** before the meeting.
- 11.2. A proposal to dissolve OAC shall take effect only if agreed by two third of the members present.
- 11.3. The OAC will appoint Trustee(s) who will remain in office, and will be responsible for the OAC's assets after it is dissolved.
- 11.4. The Trustee(s) must collect in all the assets of the OAC and must pay or make provision for all the debts of the OAC.
- 11.5. The Trustee(s) must give any remaining assets (financial or otherwise) after payment of all debts and liabilities:
  - a) Directly for projects which fulfil the objects of OAC, as agreed before pr at the sae time as the resolution to dissolve the OAC.
  - b) Or transfer to any charity approved by the Executive Committee in accordance with a resolution agreed before or at the same time as the resolution to dissolve the OAC.
- 11.6. In no circumstances shall the net assets of the OAC to be paid to or distributed among the members of the OAC.

**Article 12:  
Equal opportunities**

- 12.1. No member of OAC will be discriminated against on any ground by any other members of the OAC. **Discrimination, offensive language or misbehaviour will not be tolerated.** All individuals have the right to be treated with **dignity and respect**, regardless of their *race, colour, ethnicity, gender, age, religion, language or political* interest.
- 12.2. In the event of such a case, on the discretion of the Executive Committee, the member shall be revoked of membership and banned from all proceeding OAC events.

This Constitution, adopted at a General Meeting on **Sunday, 21<sup>st</sup> September 2008** shall come into effect from that date.

Signed (Chair): ..... Signed (V Chair): .....

Signed (Secretary): ..... Signed (Treasure): .....