

1. Guidelines on Operational Matters

These guidelines are developed as per Clause 36 (1) of the Constitution of the Jaffna Hindu College Old Boys Association Australia - NSW Branch Incorporated.

The aim of these guidelines is to ensure that the Operational matters which need further clarification are clearly defined thereby giving a clear guidance on the course of action required and the process to follow on the administration of the Association.

1. Membership of the Association

- 1.1 All eligible persons who want to become a member of the Association need to provide their details in the Membership form when admitting the member for the first time.
- 1.2 Specimen Membership form has been attached to at the end of this document.
- 1.3 Life Subscription request has to be made in writing and submitted to the Management Committee along with the appropriate fees.
- 1.4 Management Committee shall verify and confirm the eligibility of the membership including life membership.

2. Nomination for Election of Office Bearers and other Committee Members

- 2.1 Nomination form shall be used for election of Office Bearers and other Committee members.
- 2.2 If a candidate who wants to send his nomination using email can do so, by completing the nomination form, get it proposed and seconded by any two members of the Association and attached the document in the email addressed to the Secretary of the Association.

3. Election of Office Bearers and Other Committee Members

- 3.1 After closing and verification of the nominations received as per clause 18 (7) of the Constitution, if a ballot is to be held at the Annual General Meeting, the Management Committee shall prepare a simple ballot for election.

4. Activities of the Webmaster

Webmaster shall make sure that the following activities are completed in a timely manner.

- 4.1 Periodically maintain lay out and content of the official website of the Association www.jhcobasydney.org.au
- 4.2 Regulate and manage access rights of different users on the official website
- 4.3 Make the website more attractive by updating the audio and video contents and links
- 4.4 Reports to the Management committee on the usage and traffic flow for the official website.
- 4.5 Maintain the official media platforms which are in use at all times.
- 4.6 Always ensure that the contents are relevant and necessary for the Jaffna Hindu College Old Boys community in Australia.
- 4.7 Work towards making the official website as a tool for communicating to and receiving feedback from Jaffna Hindu College Old Boys Community in Australia.

Membership Registration Form



Jaffna Hindu College Old Boys Association of Australia NSW Branch

PO BOX 166, Pendle Hill, NSW 2145 Australia

www.jhcobasydney.org.au



Date of Application:/...../.....

Form No: _____

Full Name:.....

Residential Address:

.....
.....
.....

Home Phone:.....Mobile Phone:

Email Address:

Jaffna Hindu College Period: to

Optional:

Interested Sports Activities:

Field of Specialty:

I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

Signature of the Applicant

Proposed by:

Membership No.

Name:

Signature:

Date:

..... /..... /.....

Seconded by:

..... /..... /.....

For Office use only:

Payment Received:

Membership Recorded:

Membership Number

.....

Secretary / Treasurer



**Jaffna Hindu College Old Boys Association
of Australia NSW Branch**

PO BOX 166, Pendle Hill, NSW 2145 Australia

www.jhcobasydney.org.au

Nomination to the Management Committee

The nomination form should reach the Secretary, JHC OBA two weeks prior to the Annual General Meeting.

Proposer:

I, propose

The name of for the
position offor the Year

Signature: Date:

Secunder:

I, second

the name of for the
position offor the Year

Signature: Date:

Consent of the Nominee:

I, here by
give consent to my nomination to the position ofin the
Management Committee of the JHC OBA for the year

Signature: Date: