



Polish Community Council of Australia Inc.
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To the Member Organisations of the Polish Community Council of Australia

Ladies and Gentlemen

In accordance with Articles VII and VIII of the Constitution of the Polish Community Council of Australia (PCCA) as well as the notification sent to Member Organisations on the 6th April of this year, the Executive of PCCA wishes to inform you:

The 52nd Congress of Delegates will occur on the 10th and 11th of October 2020.

The Congress will occur by remote access utilising the internet application “Zoom Meeting”.

Congress Date and Format. The Executive reminds you that the 52nd The Congress, as decided by the Delegates of the 51st Congress, was due to take place in Canberra in June this year. However, the prevailing COVID-19 pandemic and the epidemic situation in Australia with a number of related recommendations, orders and prohibitions by Federal and State Governments does not allow the 52nd Congress to occur according to the will of the Delegates of the previous Congress.

The Executive has received approval from Access Canberra, the government institution where the PCCA is registered, to host the Congress of Delegates before the end of October this year. At the same time, the country's prolonged epidemic-based instability has changed the regulations held by the Association Act, allowing the facilitation of general meetings of organisations registered in Access Canberra using remote (online) means of communication. This change in regulations mitigates the facilitation of meetings that require direct participation of participants of the meeting in an enclosed space and completely eliminates the risk of COVID-19 infection.

The decision of the Executive to organise the 52nd PCCA Congress of Delegates on the 10th and 11th of October via the Zoom Meeting application is a consequence of the above legislation as well as consultation on this issue with the majority of PCCA Member Organisations.

President Małgorzata Kwiatkowska, NSW
Vice President Prof. Marian Radny, NSW
Secretary Helena Andrusiewicz, QLD
Treasurer Iwona Rafalski, QLD
Spokesperson Ita Szymańska, QLD
Website Andrzej Gołkowski, QLD

Members
Marek Bartczak, NSW
Edward Dudziński, SA
Henryk Kurylewski, QLD
Joanna Merwart, VIC
Anna Niedzwiedek, WA
Leszek Wikarjusz OAM, QLD

Coordinator of Polish Catholic Mission in AU/NZ
Ks. Tadeusz Przybylak SCh
Polish Education Commission in Australia Elizabeth Cesarski
Honorary Chairman Krzysztof Łańcucki AM, VIC
Honorary Chairman Dr Janusz Rygielski, QLD
Public Officer Mark Stawski, ACT

Pre-Congress procedures – Member Organisations of PCCA

Member Organisations and their Delegates are respectfully requested to **become familiar with and entirely honour** the following pre-congress procedures:

1. In accordance with Article IV § 11 and Article XIII § 49 of the PCCA Constitution, the Executive of PCCA hereby reiterates the necessity to reconcile **membership dues no later than 8 weeks prior to the Congress, that being by 14th August of this year.**

The payment of fees to the amount of \$120 (including GST) for every 50 members of an organisation (one Mandate) is to be deposited directly into the account of: "Polish Community Council of Australia"; Bank: CBA; BSB: 064126; Account Number: 10031032. Please record the name of the organisation making the payment in the relevant comment box at the time of making the deposit.

The Executive hereby informs that only timely deposits into the account of the Polish Community Council of Australia (as outlined above) will authorise Delegates' entitlement to a Mandate (please refer to Point 2 below), and that any other payment methods (e.g. cash, cheques sent by post) will not constitute a reason for being issued with a Mandate.

2. The Executive of PCCA hereby reminds **Member Organisations of their obligation to provide the current number count of its financial members.** Organisations are required to submit these details **by 14th August of this year** using a *Statutory Declaration Form* (Part XIII, § 49 (a)). Submissions made after this date will not be considered. In the event that a member of PCCA is a Federation or an umbrella organisation of a similar nature, the above details, in the form of a Statutory Declaration, ought to be provided for every separate member organisation of that Federation (or umbrella organisation of a similar nature).
3. Details and declarations received by the due date will be forwarded to the Verification Committee for verification (Part XIII, § 49). **The Verification Committee will not issue mandates to organisations which did not reconcile their membership dues before the articulated date that being by 14th August and which do not submit a *Statutory Declaration Form* identifying the number of its financial members.**

So as to avoid any misunderstandings and to streamline the task of the Verification Committee, the PCCA Executive appeals to Member Organisations for absolute compliance with the requirements of the Constitution: Part V § 10 Obligations (c) and Part XIII § 49. The Executive also hereby reminds Member Organisations of the sanctions that may be applied in the event of not complying with the cited clauses of the PCCA Constitution (Part V § 13 (b) (iii) and § 14).

4. The Executive also hereby reminds that, in accordance with Part XIII § 49 of the PCCA Constitution, the condition of allocating Mandates after the due date for submission of membership Statutory Declaration and depositing membership fees may also be submitted by organisations **until 25th September** (see Point 8):
 - (a) a list of delegates elected by the member organisations (1 delegate – 1 mandate),
 - (b) any formal, valid proxy appointments, and
 - (c) a list of delegates attending the Congress.

5. **Proposals, motions for resolutions and proposals for additional items on the agenda of the Congress** should be forwarded to the email address of the Secretariat of the PCCA: secretary@polishcouncil.org.au **no later than 14th August of this year**, Constitution: Part VII § 20 (c).

6. **Reports and materials for distribution amongst Delegates** must be forwarded electronically to the Secretariat of the PCCA in PDF format **no later than 25th September of this year**. These include:
- (a) Compulsory Congress Report, i.e., reports from the President, Treasurer, Auditor, Audit Committee, Arbitration Commission, as well as the Administrators of the Perpetual Fund. Delegates ought to become familiar with these reports prior to the Congress (also see Point 8).
 - (b) Materials that Member Organisations of PCCA wish to share with other PCCA Member Organisations.

Pre-Congress procedures – Secretariat of the PCCA

- 7. The Secretariat of the PCCA Executive will forward the agenda of the 52nd Congress to Organisations **by the 18th September**, Constitution: Part VII § 20 (c).
- 8. The confirmation of the number of mandates authorised by the Mandate Commission as well as the list of Delegates registered by organisations will be forwarded to organisations on **1st October of this year**.
- 9. The Secretariat of the PCCA Executive will email registered Delegates with electronic PDF copies of reports from the Executive of PCCA, Treasurer, Auditor, Audit Committee, Arbitration Commission, as well as the Administrators of the General Juliusz Kleeberg Polish Community Fund in Australia, and any other materials **by the 3rd of October of this year**. **The forwarded reports will not be read out during the Congress. Delegates ought to become familiar with the forwarded materials prior to the Congress.**

Congress Procedure

The opening of the 52nd Congress of Delegates utilising the internet application “Zoom Meeting” will occur on Saturday, 10th October 2020 at 10:00am (NSW, VIC, ACT, QLD), 9:30am (SA), 8:00am (WA).

- 10. Congress proceedings will commence on Saturday, 10th October, and if necessary, will continue on Sunday, 11th October.
- 11. The “Zoom Meeting” application will be accessible to Delegates from 45 min. prior to the official opening of the Congress. During this time, confirmation of Delegates’ eligibility to attend will occur.
- 12. Instructions regarding the use of the “Zoom Meeting” application and the sign-in procedure to the meeting will be emailed to Delegates by the Secretariat of the PCCA.
- 13. Seven (7) days prior to the Congress, i.e., on Saturday, 3rd October of this year, the Executive will organise a practice sign-in for all Delegates with the aim of providing an understanding of how an on-line “Zoom Meeting” functions.

Kind regards



Helena Andrusiewicz
Secretary