



Hindu Economic Forum of Australia (HEF Australia)

Chapter Guidelines

Terms of Reference

1. Introduction

The Hindu Economic Forum of Australia (HEF Australia), incorporated in 2021, is a not-for-profit organisation. It operates in Australia under a licence from the Hindu Economic Forum Headquarters, located at FF-10, M2K Corporate Park Shopping Plaza, Block No. N, Mayfield Garden, Sector 51, Gurugram – 122003, Haryana, NCR (National Capital Region), Bharat. The Hindu Economic Forum of Australia aims to bring together successful individuals from business, industry, trade, banking, investments, and various professions, along with technocrats, economists, and thinkers, to facilitate the exchange of business knowledge, experience, expertise, and practical resources.

HEF is committed to promoting economic activities and collaboration within the business community in Australia in general, and particularly within the Hindu business community across the Australia.

Chapters in Australia

Presently, the Hindu Economic Forum of Australia has chapters in South Australia, Victoria, New South Wales, Queensland, and Western Australia.

Chapters' Guidelines

The following governance structure outlines the procedures and criteria for establishing and operating HEF chapters across Australia.

It is intended to provide guidance to ensure consistency, transparency, and strategic alignment of chapter activities with the national objectives of HEF Australia. These guidelines are informed by the Hindu Economic Forum Headquarters in NCR Delhi.

2. Chapter Types

2.1 Ad Hoc Chapter

- An HEF Ad Hoc Chapter is formed when there are fewer than 50 paid members in a state.

- It operates without a formal Management Committee structure.
- It may organise meetings and activities, but an Ad Hoc Chapter does not have an independent bank account.
- It reports directly to the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee).

2.2 Fully Functional Chapter

- Requires a minimum of 50 paid members.
- Eligible for the appointment of a formal Management Committee by consensus, subject to approval by the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee).
- A Fully Functional Chapter is authorised to open a dedicated bank account for the Chapter of the Hindu Economic Forum.
- Must operate in accordance with the governance and KPIs outlined in this document.
- Once a chapter reaches 100 paid members, it may establish an additional chapter within the city or region, subject to adherence to the chapter guidelines applicable to both ad hoc and fully operational chapters.

3. Management Committee (Applicable to Fully Functional Chapters Only)

- Members of the Management Committee must be paid members of HEF Australia.
- The Management Committee shall be appointed by the HEF Chapter Members for a term of two years.
- Absence from meeting & subsequent termination from Managing Committee: A nominated member of the Managing Committee shall be deemed to have vacated their seat if he/she is absent from more than three consecutive meetings of the Managing Committee without obtaining prior leave of absence, or if he/she fails to attend at least fifty per cent of validly conducted Managing Committee meetings over a period of six months.
- They shall be responsible for implementing activities, managing finances, and reporting to the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee).

Key positions include:

- President (CEO)
- Vice President
- Secretary (COO)
- Treasurer

- Other Committee Members

4. Membership and Fees

4.1 Annual Membership

- **Annual Fee:** AUD \$200 per business individual.
- **25%** retained by HEF Australia's National Office.
- **75%** allocated to the chapter (applicable only to fully functional chapters).
- **Membership Period:** 12 months from the date the membership fee is received.
- **Pro-rata rates** apply for mid-year memberships.

Note: Membership may be cancelled at any time, without prior notice, if a member's behaviour or actions are deemed inappropriate or contrary to the values of the Hindu Economic Forum.

5. Membership Renewal

- Membership renewal is due by 30th June each year.
- No grace period will be granted.
- Failure to renew membership by 30th June will result in its lapse.
- Rejoining will require payment of the entry fee of AUD 100.

6. Key Performance Indicators (KPIs)

1. Monthly Meetings:

- Each chapter must conduct a minimum of one meeting per month, and at least 10 meetings annually.
- Meetings must be open to all paid members. Unpaid members should be charged a meeting attendance fee, with a minimum amount decided by the Management Committee – for example, AUD 50 per meeting for non-members. (A fee of AUD 50 is being charged for non-members attending the meeting. This is a decision made by the chapter management committee; it is only a suggestion at this stage.)
- Meetings should ideally include guest speakers, networking opportunities, and promotional activities for paid members.
- Minutes of the monthly meetings must be duly recorded, including a register of both paid and unpaid members in attendance, along with their signatures. The key points of business discussed should be clearly documented and shared with the National Office Bearers to ensure transparency and good governance.

- The financial affairs of the chapter shall be diligently managed and regularly submitted to the National Office Bearers for the purposes of transparency, good governance, accounting, and auditing.

2. Membership Growth:

- Chapters must aim to achieve a minimum net increase of 20 paid members annually.

3. Reporting Requirements:

Chapters must submit the following reports to the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee):

- A **Monthly Chapter Activity Report**, detailing:
 - Number of businesses in attendance
 - Total value of business transacted (in AUD)
 - Number of new business connections established
- A **Quarterly Financial Report**, to be submitted to the HEF of Australia Treasurer

4. Chapter Launch Expenditure Recovery:

- Any costs incurred by the National Executive Office during a chapter launch must be reimbursed from chapter revenues.

5. Bank Account:

- A fully functional chapter is permitted to open its own dedicated chapter bank account, which shall be managed by the chapter treasurer and designated office bearers.
- The National Treasurer of the Hindu Economic Forum must have access to the chapter bank account.
- In the event of any financial irregularities or suspected mismanagement, the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee) shall have the right to freeze the account.

7. Chapter Governance and Oversight

- Chapters must strictly adhere to the strategic objectives of HEF Australia.

- Chapter events, finances, and office-bearer appointments are subject to review by the Board of Directors of the Hindu Economic Forum of Australia (National Executive Committee).
- Non-compliance with the Terms of Reference (ToR) may result in the revocation of chapter status.

8. Strict Compliance and Restrictions

All meetings, programmes, events, and conferences organised under the banner of the Hindu Economic Forum of Australia must strictly adhere to the following principles:

- They must be strictly vegetarian.
- The consumption or serving of alcohol is strictly prohibited.
- No form of entertainment – including Bollywood or other films, folk or classical dance, music, or instrumental performances – is permitted.

Both chapter-level and national-level bodies must uphold and strictly observe these core principles of the Hindu Economic Forum of Australia without exception.

9. Social Media & Website

- Each fully functional chapter shall appoint a nominated social media representative, who will be granted access to the official social media platforms of the Hindu Economic Forum of Australia (e.g., LinkedIn).
- The chapter shall also nominate a dedicated volunteer to manage its designated page on the Hindu Economic Forum of Australia's website.

9. Amendments

This document is subject to periodic review and amendment by the National Executive Committee of the Hindu Economic Forum of Australia. All chapters will be notified of any revisions with reasonable notice.

Document Approved By:

National Executive Committee, Hindu Economic Forum of Australia, with the approval of Swami Vigyananand, Founder of the Hindu Economic Forum.

Date of Approval: 1st May 2025