

Updated Advisory Draft 2 after CRG/Exec Committee meeting on 8 Jan 2023

The Assistant [*Deputy*] General Secretary took the Minutes.

From now on he is advised to start a formal draft agreed by the Executive Committee.

Changes agreed by the Exec Committee, for example number of Committee Members and Quorum etc should be made on the formal draft.

Amendments agreed on Advisory Draft 2

6.4 – To insert “religious” before “organisation” in the first line.

8.1 (c) To add words in italics: Have a good *oral and written* command of English and Panjabi languages.

9. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

“Collective responsibility” of the Executive Committee needs further discussion.

Kulwant Singh would wish to advise from a legal aspect.

If agreed, then an introductory paragraph can be as follows:

Once a decision has been reached, Members of the Executive Committee shall be individually and collectively responsible for the decisions of the Committee. (Regarding decision-making see clause 19 MEETINGS)

9.1 (j) Add: “.....*within reasonable time.*” at the end.

10.2 To remove the word “either” so that it reads:the Selection Commission is empowered to promote the Assistant (*Deputy*) General Secretary, or, if that position is vacant, then one of the Office Holders with due regard to seniority and experience, for the remainder period of the term[Note: The objective is to avoid a lengthy selection process through the General Body.]

[Note: Suggest, apply the same succession procedure as above for other mid-term Office Holder vacancies. To consider.]

19.1 (d) Insert wording in italics: “.....may be called *by the Executive Committee* in addition to

19.2 Meeting of the Executive Committee

(a) To consider additional sentence: *The General Secretary shall call a meeting of the Executive Committee if requested by [XX quorum?] Members in writing.*

24 DISCIPLINE

The revision suggested *to introduce the mechanism for bringing a disciplinary issue to the notice of the Executive Committee* was rejected by the meeting.

However, I have left the wording in this Advisory Draft as it is. It remains unclear how such a matter should be reported to the Executive Committee.

Gurmukh Singh

9 January 2023

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Introductory Note: Advisory Draft 1

Note for Constitution Review Group: The old published Constitution of 30 September 2012 should have been withdrawn on 29 July 2019 and the new Constitution published by the Society. Regrettably, the old Constitution continues to be distributed.

Below is Commission approved Constitution as sent by Amrit Pal Singh (His e-mail to CRG of 20 December 2022 refers).

This Constitution was not made available at the first meeting of the Constitution Review Group (CRG) meeting held towards end October 2022. Much time and effort could have been saved.

I have now collated, redrafted where necessary, and inserted *Constitution Review Group* (CRG) amendments and suggestions for consideration by the Executive Committee.

I have not included all suggestions receivede.g. giving shelter to refugees or the number of Executive Committee Members etc. That will be for the Executive Committee to also add/amend CRG (including my) recommendations/drafting etc.

I would not wish to be associated with any further changes but am available regarding any drafting improvements.

Finally, constitutions and regulations are only good for those who intend to follow them!

Sevadar

Gurmukh Singh

5 January 2023

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Advisory Draft 2

9 January 2023

(From Commission Record)

CONSTITUTION ADOPTED 9TH MAY 1971 AS AMENDED 5 NOVEMBER 1972, 11TH OCTOBER 1990 & FINALLY APPROVED BY THE GENERAL BODY ON 26 JUNE 1999. AS AMENDED 30 SEPTEMBER 2012 as amended on 29 Jul 2019

COMMISSION APPROVED CONSTITUTION.

Constitution Amendments

Title Page: 3 line God is (Not God in)

Page 2 : Amendments passed in AGM 2018

Page 3 : New paragraph starting after the word under Since the early...

Page 3 : Last line add, the after at (the national level).

Page 4 :2nd last line after word hours, Monday to Saturday 10-6 PM, Sunday 1-6 PM

Page 5: It behoves the devotee to engage the selfless service for it is through selfless service that He is exalted.

CONSTITUTION

THE SIKH MISSIONARY SOCIETY (U.K.) REGD.

NAME AND ADDRESS:

The name of the Society shall be The Sikh Missionary Society, UK, hereinafter called the Society. Its Registered Office shall be at 8-10 Featherstone Road, Southall, Middlesex UB2 5AA.

AIM AND OBJECTIVES

The aim of the Society shall be the advancement of the Sikh faith, tradition and culture in the United Kingdom and abroad. This shall be achieved by meeting the following objectives.

2.1 To produce, procure, *promote* and distribute books and other material, including multi-media, in English, Panjabi and *if possible*, other languages and to enlighten people about the Sikh faith.

2.2 To arrange lectures, seminars, conferences and Gurmat camps *as well as* celebrations of Sikh occasions.

2.3 To distribute literature on Sikh faith, free as far as possible.

2.4 To promote the learning of Panjabi, Gurbani and Keertan.

2.5 To help other charities and seek help from them.

3. CODE OF CONDUCT

The Society will follow the code of conduct as laid down by REHAT MARYADA approved by Sri Akal Takhat Sahib and published by Shromani Gurudwara Prabandhak Committee, Amritsar.

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4. MEMBERSHIP

The membership of the Society shall be open to persons over Eighteen (18) who are Sikh as defined by the Rehat Maryada Article 1 and agree with the aim and objectives of the Society by completing the prescribed membership form. A Sikh organisation can apply for membership and must undertake not to pursue own organisation's aims and objectives through the Society or by exercising influence through the membership of the Society.

4.1 There will be only one category of the membership: (i.e. Life Membership)

4.2 Termination of Membership

The membership of a member may be terminated on disciplinary grounds (see clause **24**).

4.3

(a) A membership register must be maintained by electronic means as well as hard copy.

(b) Communication with the members must be carried out at least once a year by post or by other means

5. GENERAL BODY

(a) The General Body shall consist of all life members.

6. MANAGEMENT

6.1 The Management of the Society shall be vested in a Executive Committee consisting of fifteen (11) members, five (5) of whom will hold offices i.e. Honorary General Secretary, Assistant General Secretary, Treasurer, Resources Secretary and Education Secretary.

6.2 The Executive Committee may co-opt additional members not *more than* five (5) who have rendered very significant services for the good of the Sikh Community.

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6.3 All members of the Executive Committee are expected to devote substantial amount of time for the smooth running of the Society. Any member who does not adhere to the above may be suspended by a majority of two- third members of the Executive Committee

6.4 A person holding any office in another religious organisation shall not be eligible to be a member of the Executive Committee or become a trustee of the Society. However, such a person can be invited by the Honorary General Secretary or the Chair of Trustees to act in an advisory capacity and to attend meetings of the Executive Committee or the Trustees respectively. The person shall not attend meetings of the Executive Committee or the Trustees or take part in any other decision-making process when there is any conflict of interest after declaring such interest; or, if such interest is formally brought to the notice of the Chairperson concerned by any member of the Society and verified on investigation by the Chairperson concerned. The final decision will be by the Executive Committee.

6.5 If and when necessary, the Executive Committee may invite suitable persons from the Society's membership to serve on any Sub-Committee or an assigned responsibility in a non-executive position.

7. PUBLICATION BOARD

7.1 The Managing Committee may appoint a Publication Board comprising of at least three members. The Board's membership may include Non-Managing Committee members. The Publication Board will be responsible for reviewing all material to be published and make recommendations to the Managing

8. QUALIFICATIONS OF EXECUTIVE COMMITTEE MEMBERS:

8.1 Whilst the five (5) office holders are the main functionaries, the Executive committee is responsible for acts of omission and commission and for upholding the prestige of the Society amongst the Sikh Sangat, Sikh Associations, Government and non-Government bodies. The total number of executive members will be fifteen (11) including these five. Each member of Managing Committee must have the following qualifications:

(a) Be an Amritdhari Sikh as defined in SIKH REHAT MARYADA vide clause 3 above.

(b) Have a good knowledge of Gurmat i.e. the Sikh religious teachings, and be able to present Sikh points of view effectively to Governmental and non-Governmental bodies.

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- (c) Have a good oral and written command of English and Panjabi languages.
- (d) Have a working knowledge of office administration.
- (e) Have been a life member of the Society for at least two (2) years and have no criminal conviction (except for parking), bankruptcy or under treatment of mental disorder for the past five years continuously.
- (f) The applicant for any post must go for a DBS check. A failure of the DBS check will mean that the person will no longer be a post holder

9 RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

“Collective responsibility”

Once a decision has been reached, Members of the Executive Committee shall be individually and collectively responsible for the decisions of the Committee. (Regarding decision-making see clause 19 MEETINGS)

9.1 Honorary General Secretary

- (a) Honorary General Secretary shall endeavour to propagate the teaching of the Sikh Gurus and work towards the enhancement of the Society.
- (b) Convene and chair the meetings of the Managing Committee, make arrangements for recording minutes, implement decisions taken and co-ordinate the work of the Sub-Committee members.
- (c) Deal with all correspondence; keep a record of any statements to be made to the press or any such contributions during public engagements. **[See also sub-clause 24.2]**
- (d) Respond to the request for advice and information and send out newsletter as necessary.
- (e) Ensure that up-to-date records of membership are maintained.
- (f) Assign duties and tasks to other members of the Committee or any other volunteers and supervise such assigned duties and tasks.

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- (g) Submit a written report to the General Body about the work and progress of the Society during his/her tenure of office. This report shall include separate reports from other office holders with specific responsibilities and be sent to all members of the General Body at least three weeks before the date of the General Body meeting.

(h) In consultation with the Executive Committee, to nominate a suitably qualified Chairperson [see 19.1 under Clause 19 MEETINGS] for the General Body meetings. Formal procedure for decision-making at MEETINGS under Clause 19 shall apply.

(i) In consultation with the Executive Committee to develop house-rules relating to health and safety, office procedures and accountability and the behaviour of staff and all visitors for disciplined and smooth running of the Society's business in accordance with the Aim and Objectives of the Society, consistency of practices and transparency.

(j) Other than routine day to day running of the Society, the Honorary General Secretary shall consult the Executive Committee regarding all decisions which concern the interpretation of the Aim and Objectives, accountability and the image of the Society. Any Executive Committee Member can bring such issues to the attention of the Executive Committee for decision within reasonable time.

9.2 Honorary Deputy General Secretary

(a) The Honorary Deputy General Secretary shall perform all tasks assigned to him/her by the Honorary General Secretary and work closely and assist him/her in the workings of the Society.

(b) Chair the meetings in the absence of the Honorary General Secretary.

(c) Take over the duties of the Honorary General Secretary if he/she had to be away for more than two weeks.

(d) Maintain inventory register of the Society's movable and immoveable assets as well as membership registers.

(e) Take minutes at the Executive Committee meetings and make appropriate entries onto the minutes register.

9.3 Treasurer

(a) The treasurer will make sure that proper receipts are issued for all cash, and cheques received.

(b) Maintain correct records of all receipts and payments in cashbook and prepare summaries, signed by the Honorary General Secretary and the Treasurer at the end of each month.

(c) Ensure that cash in hand does not normally exceed *£1000*.

(d) Keep records of all invoices, payments and receipts and claim tax rebates on the donations received where appropriate.

(e) (i) Have the annual accounts audited and presented to the General Body meeting and give reasons for any significant deviation from the budget estimates.

(ii) Prepare accounts of the Income and Expenditure and Balance Sheet for inclusion in the annual report to be made to the members at the General Body meeting.

(f) If the treasurer resigns before the end of his/her term, the Honorary General Secretary or his/her nominee shall take over his/her duties after proper scrutiny.

9.4 Resources Secretary

The Resource Secretary will be responsible for maintaining and running the Society's resource centre efficiently. His/her responsibilities include:

(a) Procurement of books and artefacts.

(b) Maintenance of an up to date stock register, including the Society's own publications.

(c) Promotion of Society's own publications wider afield and raising funds and/or sponsorships for the same.

(d) Any other relevant duties such as maintaining a separate Reference Library and preparing the yearly report for the AGM.

(e) Prepare a report of his/her activities during the year, in consultation with the Deputy General Secretary.

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Treasurer and Education Secretary, for inclusion in the main annual report to be made to the members at the General Body meeting.

9.5 Education Secretary

(a) He/she will be responsible for organising seminars, lectures and Gurmat camps as well as supervising any other educational activities at the Society's premises.

(b) He/she will establish contacts with the educational institutions. Authorities, especially SACRE and Examination Boards with a view to provide appropriate information about Sikhism.

(c) He/she will assist the General Secretary in representing the Society at Interfaith meetings or conferences.

(d) He/she will keep the Society updated regarding the promotion of the Panjabi language and other educational activities with a yearly report to the AGM.

10. SELECTION COMMISSION (SCRUTINY OF APPLICATIONS FOR OFFICE HOLDER POSITIONS)

10.1 The trustees selected vide clause 12.1 shall act as the Selection Commission for holding the selection of the office holders for the next term. **The Commission shall scrutinize the nominations received by the due date and prepare a list of eligible candidates for Office Holder positions against qualifications vide Clause 8, to be selected at the AGM for the next term. The Commission must limit this process to their scrutiny against qualifications and eligibility only. A short report shall be presented at the AGM by Chair of the Selection Commission regarding the outcome of the selection process.**

10.2 **If *the position of the Honorary General Secretary becomes vacant for any reason*, the Selection Commission is empowered to promote the Deputy General Secretary**

(Note: The objective is to avoid a lengthy selection process through the General Body. Vacancies should be filled without delay on a temporary basis.)

(Note: The same succession procedure can be applied as above for other mid-term Office Holder vacancies to consider)

10.3 While considering the promotion of the Deputy General Secretary [***or one of the Office Holders***] the trustees will fully consider his/her qualifications, experience and capability to hold the Honorary General Secretary's post.

10.4 Any member from the executive committee, trustees, auditor or dispute committee who resigns or suspended from his/her position that person cannot be reinstated in the same or any other position.

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11 SELECTIONS OF OFFICE HOLDERS

11.1 The selection of the five (5) Office Holders shall be held after every two (2) years on a Sunday in September in the presence of the Sri Guru Granth Sahib after Ardas.

11.2

(a) Only those who have been member of the management committees and have been member of the Society for more than Two (2) years shall be eligible.

(b) Honorary General Secretary and Treasurer are not eligible for the same posts after serving two (2) terms but they can stand for other posts.

11.3 The outgoing Managing Committee will hand over the full charge to the new Committee within two weeks of the selection.

11.4 (1) Selection Procedure

(a) The selection of the Society's office holders shall be conducted by the Selection Commission, constituting the chairperson of the Trustees of the Society assisted by at least *two* other Trustees.

(b) The Application form stating the qualifications required, as outlined in clause 8 of the constitution, will be sent with notice of the General Body meeting. The Application Form must be completed as per instructions on the Form and signed by the Applicant, the Proposer and the Secunder.

(c) A member may propose (or second) the name of only one candidate for any one office.

(d) The Application Form must be returned to the Selection Commission one week before the General Body meeting.

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(e) The Selection Commission will scrutinise the nominations and ensure each candidate's eligibility for the office, bearing in mind the qualifications as laid down in clause 8 one week before the selection in the presence of the candidates.

(f) A candidate may withdraw his/her candidature in writing a day before or in person during the selection meeting.

(g) The selection for each office shall be held separately.

(i) In case there are more than one candidate for a position, the selection will be made by method for Parchi (draw) in front of the Guru Granth Sahib Ji.

11.4 (2)

(a) The remaining ten (6) members of the Managing Committee shall be nominated by the selected post holders within two (2) weeks after the selection.

(b) Outgoing one of the three (3) being Honorary General Secretary, Assistant Honorary General Secretary and the Treasurer must be included in the management committee for the continued smooth running of the Sikh Missionary society.

(C) In case of non-agreement for the nomination in the Executive committee the Honorary General Secretary should have Two (2) votes (**i.e. a casting vote**) for the selection.

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11.4 (3) The Honorary General Secretary shall not have the authority to remove any member from the Executive Committee except under clause **24**.

11.4 (4) If any office holder resigns the Honorary General Secretary may fill the vacancy for the remaining period of the term from amongst the other members of the Committee.

12. TRUSTEES

12.1 The General Body shall select (5) trustees of the Society for a term of two (2) years at the selection AGM to be held in the alternative year to the selection of the officer holders.

13. QUALIFICATIONS OF TRUSTEES

13.1 In addition to fulfilling qualifications for managing Committee members, only faithful, life members and free from any restrictions, as imposed by the Charity Commission and/or the Trust Law can offer themselves to become the trustee of the Society.

14. SELECTION OF TRUSTEES

(a) The selection of the Society's Trustees shall be conducted by the Selection Commission **for Trustees**, constituting the Honorary General Secretary of the Society assisted by at least two other members of the Executive Committee.

(b) The Application Form stating the qualifications required, as outlined in clause 13.1 of the constitution, will be sent with notice of the General Body meeting.

(c) A member may propose (or second) the name of only one trustee.

(d) The Application Form should be returned to the

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Honorary General Secretary two (2) weeks before the General Body meeting.

(e) The Honorary General Secretary and two of his/her colleagues as the Selection Commission for Trustees will scrutinise the nominations and ensure each candidate's eligibility for the trusteeship, bearing in mind the qualifications as laid down in clause 13.1 one week before the selection in the presence of the candidates. The Selection Commission must limit this process to the scrutiny against qualifications and eligibility only. A short report shall be presented at the AGM by the Honorary General Secretary on behalf of the Selection Commission for Trustees regarding the outcome of the selection process.

(f) A candidate may withdraw his/her candidature in writing a day before or in person during the scrutiny meeting.

15. POWERS AND DUTIES OF TRUSTEES

15.1 After specific approval from the General Body and subject to such consent as may be required by law, the trustees will be empowered to:

(a) Acquire functional property/land as necessary for the Society.

(b) Sell or mortgage such property in furtherance of the Society objectives after approval to do so is granted by two thirds of the members at an AGM/EGM.

15.2 The trustees will act as a body and their decisions should preferably be unanimous. They shall meet at least three times a year to discuss and ensure that their duties as Trustees under this Clause 15 are being carried out. They shall select a Chairperson at their first meeting after the AGM at which they are selected.

15.3 The trustees will have the duty of protecting the Society's investment and property. They must satisfy themselves that the Society's investments are sound and immovable property is well maintained and put to best use.

15.4 The trustees shall, under no circumstances, dispose off whole or part of Society's assets without getting prior approval of the General Body.

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15.5 The trustees will ensure with the Honorary General Secretary:

(a) That important records of the Society, such as financial statements and minute books are safely retained for a period of at least Six (6) years.

(b) Permanent documents such as "Title Deeds" must be retained indefinitely

16 AUDITORS

16.1 The General Body will elect two (2) internal auditors at the time of selections of office holders for the term of two (2) years.

16.2 The auditors shall be independent of the Executive Committee.

16.3 The auditors shall have the right to audit the Society's accounts at any time by giving *notice in writing at least two (2) weeks in advance* to the Honorary General Secretary and/or the Treasurer.

16.4 The auditors shall bring to the notice of the General Body any discrepancies found in accounts or records whereby no reasonable action has been taken by the Honorary General Secretary.

16.5 The auditors shall complete an annual audit one month before the next annual General Body meeting and send a copy of the report to the trustees.

17. ACCOUNTS

17.1 The Society shall maintain accounts with a scheduled bank or building society.

17.2 The Honorary General Secretary, Treasurer and Deputy General Secretary.

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General Secretary will operate the Bank/Building Society accounts. All payment cheque/vouchers shall be signed by any two signatories.

17.3 The General Body shall determine the maximum amount, which the Honorary General Secretary, Treasurer and the Executive Committee may spend.

17.4 Quotations for the purchases/printing for any item over £1000 must be obtained.

18. FINANCE

18.1 The Society may raise funds to meet its objectives.

(a) By appeal to its members, Sikh Sangat and other institutions or associations.

(b) By subscription from its members.

(c) By seeking grants from local authorities, Government and non/Government bodies for providing service to the community at large.

(d) By raising loan only after approval of General Body for specific purpose and also after taking into account the Society's capacity to repay the loan.

18.2

(a) The Executive Committee or the Trustees shall, in no circumstances, invest funds in stocks and shares. The funds may be invested in fixed deposits or bonds of scheduled banks/building societies.

(b) No one, not even the General Body, is empowered to lend money to any individual or offer Society's assets as security for any individual or organisation's interest.

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19. MEETINGS

Unless otherwise stated, decisions at all meetings shall be by simple majority. When there are an equal number of votes for and against a proposal, the chairperson shall have a casting i.e. second vote.

19.1 Meeting of the General Body:

CRG to consider: The Chairperson for all General Body meetings shall be appointed by the Executive Committee following the same selection process as for selection of Trustees, with due regard to experience and suitability vide sub-Clause 19.3.

(a) Twenty (20) days written notice to the members will be required to call a General Body Meeting.

(b) Normally a General Body meeting will be held once every year on a Sunday in September.

(c) The biennial selection meeting must be held within two (2) years of the last General meeting.

(d) An extra-ordinary General Body meeting (**EGM**) may be called by the Executive Committee in addition to the Annual General Meeting to consider urgent matters.

*(e) An extra-ordinary General Body Meeting can be requested if such demand is genuinely signed by at least forty (40) members of the Society. Full names, addresses and home **telephone numbers must be given**. The reasons for calling the EGM should be formally and clearly stated with reference, if possible, to the relevant Constitution Clause for example Clause 2 Aim and Objectives, or Clause 24 Discipline. At least twenty five (25) of them would be expected to be present at the meeting called at their demand.*

(f) The quorum for the General Body meeting will require the presence of at least thirty (30) members. If the quorum is not complete the meeting will be postponed and will be held next week at the same time and place. No quorum is needed.

(g) The minutes of the General Body meetings will be presented at the next meeting for approval by the members.

19.2 Meeting of the Executive Committee

(a) Meetings of the Executive Committee shall be held every two (2) months or sooner if required after giving one week's notice to members. The General Secretary shall call a meeting of the Executive Committee if requested by Members in writing.

(b) The quorum will be complete if at least 7 (*seven*) members are present.

(c) A member of the Committee who fails to attend three (3) consecutive meetings shall cease to be

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the member of the Committee unless he/she can give written satisfactory reasons for such an absence. In addition any member who fails to attend half the number of total meetings shall not be eligible to serve on the next Committee.

19.3 GENERAL BODY MEETINGS PROCEDURE AND DISCIPLINE

Meetings held in the holy presence of Sri Guru Granth Sahib must observe the same utmost respect towards The Guru and each other as in the Holy Congregation (Sangat) in a gurdwara, and as guided by Gurbani (the Guru's Word), thus:

Assemble and meet, O my Siblings of Destiny, by dispelling your sense of duality through mind focus [on the One Lord of all]. (SGGS Ank 1185.)

In addition, following rules relating to meeting procedure shall apply:

- (a) Specific guidance in the Constitution under the relevant clauses must be followed.**
- (b) Proper, prior and due notice must be given for all meetings.**
- (c) An agenda must be sent with the notice.**
- (d) All meetings must be chaired by an authorised person (vide clause 9.1 (h)) with the necessary experience of chairing meetings and knowledge of the Constitution.**
- (e) If for any reason, the Chairperson selected by the Executive Committee is unable to attend the meeting then the Honorary Secretary General shall nominate a suitable person who shall not be a member of the Executive Committee or the Board of the Trustees.**
- (f) The Chairperson shall seek prior approval and support from the meeting assembled as Sangat before Sri Guru Granth Sahib, to be able to ask any Society member or other person to voluntarily absent himself/herself from the meeting who in his or her view refuses to observe proper respect for Sri Guru Granth Sahib or misbehaves towards any member of the Sangat.**
- (g) The Chairperson must acquaint himself/herself with the Constitution and the agenda of the meeting. Generally he/she should be well-briefed about the matters to be discussed.**
- (h) Formal minutes must be taken by Deputy General Secretary who shall also assist the Chairperson regarding the agenda and paperwork and record the resolutions passed. These should be summarised by the Chairperson during the meeting under each relevant agenda item.**
- (i) No recording devices must be used during the meeting.**
- (j) Generally, the chairperson must ensure that:**
 - 1. The meeting is properly held in accordance with the quorum rules and the agenda and that minutes of the meeting are taken.**
 - 2. That order prevails during the meeting.**
 - 3. That the meeting time is not taken up by irrelevant discussions while adequate time is allowed for discussion of each agenda item.**
 - 4. At the end of the meeting, the chairman should summarise the achievement of the meeting with reference to the agenda.**
 - 5. He must agree and sign the formal minutes of the meeting within a week of the meeting.**
 - 6. The chair person conducting the AGM has power to exclude any member who is continuously disruptive after given a chance. He can also recommend the AGM to take an appropriate action against the person in extreme circumstances.**

20.1 The Society may open its branches in an area of sizeable Sikh population where at least twenty five (25) life members have joined the Society.

20.2 The branch shall function under the guidance and direction of the Honorary General Secretary.

20.3 The branch will be allowed to receive subscription/donations/grants locally and remit the collected amount to head office.

20.4 The head office will allocate at least twenty five percent (25%) of funds collected locally and may provide more funds if required to further the objectives of the Society.

20.5 The Honorary General Secretary will appoint the Branch Secretary and the Branch Secretary will nominate Assistant Secretary and Treasurer, under the guidance of the Honorary General Secretary. All branch office holders will hold office for two years and may be re-elected/selected.

20.6 The branch shall keep the Head Office informed of their activities regularly.

20.7 The branch shall maintain proper accounts and supply a copy of the accounts to the Honorary General Secretary before the General Body meeting.

20.8 If a branch fails to act in accordance with the provisions outlined above, the Honorary General

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Secretary may recommend to the Executive Committee for the branch's dissolution or taking of alternative measures by the Executive Committee.

21. AMENDMENTS TO THE CONTITUTION

21.1 An amendment can only be made by the General Body. The proposed amendment must be stated in the notice for the General Body meeting. Any amendments shall require two-third majority of the members present at the meeting.

21.2 No amendment shall be made that shall have the effect of causing the Society to cease to be a charity in law.

21.3 The amendments passed by a General Body shall be adopted at the next General Body meeting after receiving the approval of the Charity Commission.

22. PUBLICATIONS

22.1 The Society will publish and distribute literature in pursuance of the objectives in clause 2.1 and 2.4.

22.2 The Society may have further editions/reprints of its publication as necessary.

22.3 If permission has been granted once by the writer for publication of his/her writing the Society shall not ask for further permission for subsequent reprinting or reproduction.

22.4 The author shall be responsible for the accuracy of the information in the publication and any act of plagiarism.

22.5 The Society should normally accept material for publication without payment. If it becomes necessary to offer some honorarium to an author or publisher, the Honorary General Secretary shall obtain the approval of the General Body before agreeing to any payment exceeding £1,500.

22.6 The Society shall allocate and maintain a separate fund for its own publications and the Resource Centre. No money from this fund shall be used for any other purpose, except when authorised by the members at a General Body meeting.

23. THE NATIONAL SIKH RESOURCE CENTRE *shall:*

Establish and maintain a comprehensive Resource Centre, which will also have separate sections of books on Sikh culture, religion, history and *artefacts*.

Keep the resource centre updated with new publications and materials from reputable sources e.g. SGPC (Amritsar) *and* other religious bodies and universities *etc*.

Make rules to run the resource centre efficiently and effectively.

24. DISCIPLINE

24.1 If Any member of the Society can bring to the notice of the Executive Committee evidence in writing of a Society member, including a member of the Executive Committee or a Trustee, bringing the Society into disrepute by his/her word or action. Following consideration of such evidence, the Executive Committee, in consultation with the Chair of Trustees, may suspend Society membership of the person concerned.

The suspended member will have a right to appeal to the Trustees. The decision to disqualify a person from the membership can only be taken by the General Body at an AGM.

24.2 No member of the Executive Committee, other than the Honorary General Secretary, shall issue any public statement on behalf of the Society unless authorised by the Executive Committee.

24.3 Members, Executive Committee members and the Trustees are always expected to act in the interest of the Society and are expected to resolve any dispute amicably. Assistance of the Dispute Resolution Committee, outlined in Section 25 below, should be sought to sort out any matters of dispute.

25. DISPUTE RESOLUTION COMMITTEE

25.1 A Dispute Resolution Committee, to resolve any dispute within the Society, will be formed at the AGM comprising of five (5) members who are neither members of the Executive Committee nor Trustees.

25.2 Selection of the Dispute Resolution Committee will be conducted by the same Selection Commission and in the same manner and at the same time as the selection of the Executive Committee office holders. **[Vide sub-clause 10.1]**

25.3 In case the Dispute Resolution Committee is unable to resolve a dispute, the matter will be referred to Sri Akal Takhat for an advice.

25.4 The Dispute Resolution Committee shall meet within two weeks of the AGM and select a Chairperson. In addition to any matters referred to the Committee during the year, the Dispute Resolution Committee shall meet the Honorary General Secretary within 6 months of the AGM to discuss the smooth running of the Society. The Chairperson of the Dispute Resolution Committee is authorised to fill any vacancy between AGMs in consultation with the Honorary General Secretary. At his or her own discretion, the Chairperson can present a short report at the AGM.

26 DIS-AGREEMENT

26.1 If a serious disagreement arises within the Executive Committee the Dispute Resolution Committee will hold a joint meeting of trustees and Committee members to find a workable solution, failing which the trustees may call fresh selection.

CLOSURE OF THE SOCIETY

27.1 In case of extreme emergencies like that of political upheaval or any grave situation that necessitates the closure of the Society, the trustees and the Executive Committee, in joint consultation shall make a decision and call an emergency meeting of the General Body to explain their actions/decision, get the approval.

27.2 If the decision is taken to wind up the Society the trustees and the Executive Committee shall be jointly empowered to sell its entire property and assets. The proceeds will be donated to Pinglewara, a registered charity (Charity No 130), GT Road, Amritsar, Punjab, **India**.

Draft for EGM, how it will be looked once accepted by the Executive Committee... Amrit Pal Singh 25/02/2023