

THE CONSTITUTION OF THE SIKH MISSIONARY SOCIETY, U.K. (REGD.)

as revised by
the General Body on 29 September 2024.



THE SIKH MISSIONARY SOCIETY, U.K. (REGD.)
SOUTHALL, MIDDLESEX UB2 5AA

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Early History of The Sikh Missionary Society UK

The history of The Sikh Missionary Society can be traced back to 1969. The occasion was the quincentenary celebration of the birth of Guru Nanak Sahib (1469), the founder of the Sikh religion. Three selfless Gursikh teachers from India with post graduate qualifications, decided to write and publish a short booklet about Guru Nanak, for the reason given below.

Since the early sixties, thousands of graduates and post graduates from Panjab, most of them Sikhs, had arrived in Britain seeking employment for a better life and secure economic future. A decade before them, migrants from rural Panjab with less or no education had been arriving in Britain to work as labourers in factories and foundries of the midlands and north. Both categories of these migrants had young families and their children growing up without having any access to their ancestral and cultural heritage.

By co-incidence Sardars Gurbachan Singh Sidhu, Gurbaksh Singh and Kirpal Singh Rai lived in the same town of Gravesend on the Thames estuary in Kent, not far from London. In their own words as put in their first publication "Guru Nanak", they say, "The authors as school teachers have felt very strongly that our younger generation, the English schools and at home, is being totally starved of even a basic knowledge about Sikh Gurus and the culture from which they have sprung....This negligence on our part may well result in abhorrence of their moral and cultural heritage and total religious bankruptcy."

The production of their first booklet “Guru Nanak” (5,000 copies) for free distribution among the Sikh families was quickly followed by the second booklet, “The Guru’s Way” in September 1970, and then the third titled, “Sikh symbols” in March 1971. By that time, more Gursikh friends came forward to support their pioneering group with some modest donations. A small organisation under name of “Sikh Missionary Society UK” was registered with the Charity Commission. S. Kabal Singh Sodhi had offered a room in his house at 20 Peacock Street, Gravesend for much needful storage of books and relevant office work. This became the registered official address of The Sikh Missionary Society UK incidentally, the first Sikh Organisation at national level.

In the first five years, with the added support of many educated Gursikh stalwarts like Dr H S Hora, S. Teja Singh Mangat, S Balwant Singh Grewal, S Mohinder Singh Cheema, S Harcharan Singh Dua and S. Gurinder Singh Sacha, the society flourished quickly. The need was felt to have a new suitable building or a house for independent running of the Sikh Missionary Society. After some serious deliberations, a house at 10 Featherstone Road, Southall was bought and renovated for the purpose.

The present extended building of the society has been equipped with a DIWAN HALL for any socio-religious activities and events during the year. There is also a new National Resource Centre housing a wide range of literature, information booklets, artefacts, DVDs, and CDs etc.

Students and staff from schools, colleges and universities are welcome to seek direct information during the opening hours.

Introduction

The Constitution of the Society as last amended by the General Body on 29th July 2019 and filed with the Charity Commission, was further amended by the General Body meeting on Sunday 29th September 2024.

The amendments are aimed mainly towards greater transparency and accountability on the part of Office Holders and members of committees. These should lead to improvement in active participation and smooth procedures, especially those relating to the conduct of meetings.

There are no changes to the “Aim” and “Objectives” of the Society.

Main Amendments are under following headings:

Clause 4 MEMBERSHIP.

9 RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

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

11.4 (1) Selection Procedure

15. POWERS AND DUTIES OF TRUSTEES

19. MEETINGS

24. DISCIPLINE

On behalf of The Sikh Missionary Society UK, I would like to thank all those who took part in the well-attended

meetings of the Constitution Review Working Group guided by S. Gurmukh Singh OBE and S. Kulwant Singh Rai, and the Executive Committee which produced the final draft for the approval of the General Body.

Gurbachan Singh Athwal
Hon. General Secretary

Date: 29 September 2024

ਵਿਚਿ ਦੁਨੀਆ ਸੇਵ ਕਮਾਈਐ ॥ ਤਾ ਦਰਗਹ ਬੈਸਣੁ ਪਾਈਐ ॥
*Do selfless service in this world and you shall be given a
place of honour in the Court of the Lord.*
(SGGS Ang 26)

THE CONSTITUTION OF 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 SIKH REHAT MARYADA approved by Sri Akal Takhat Sahib and published by Shromani Gurudwara Prabandhak Committee, Amritsar.

4. MEMBERSHIP:

The membership of the Society shall be open to persons over Eighteen (18) who are Sikhs 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 its own organisation's aims and objectives through the Society or by exercising influence through the membership of the Society. Only those, who have the membership for two years can attend the AGM/EGM.

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:

The General Body shall consist of all members.

6. MANAGEMENT:

6.1 The Management of the Society shall be vested in an Executive Committee consisting of eleven (11) members, five (5) of whom will hold offices i.e. Honorary General Secretary, Honorary Deputy 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 significant services for the good of the Sikh Community.

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 the 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 Executive 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 Executive Committee.

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 Committee Members will be eleven (11), including these five. Each member of the Executive 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.
- (c) Have a good 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, 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:

9.1 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)

9.2 Honorary General Secretary

- (a) Honorary General Secretary shall endeavour to propagate the teachings of the Sikh Gurus and work towards the enhancement of the Society.
- (b) Convene and chair the meetings of the Executive

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 responsibilities and tasks.
- (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. The 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 a reasonable time.

9.3 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 immovable assets as well as membership registers.
- (e) Take minutes at the Executive Committee meetings and make appropriate entries into the minutes register.

9.4 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 usually 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 explain 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.

9.5 Resources Secretary

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

9.6 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 providing 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 FOR 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 GM 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 either promote the Deputy General Secretary or, if that is not possible, one of the Office Holders for the remainder period of the term.

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

11. SELECTION 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 Executive Committees and have been members 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 Executive Committee will hand over the

full charge to the new Committee within two weeks of the selection.

11.4 (1) Selection Procedure

- (a) Nominations for the Society's Office Holders shall be vetted by the Selection Commission, constituting the chairperson of the Trustees of the Society assisted by at least two other Trustees.
- (b) To be eligible for consideration, the nomination form must be completed as per instructions on the form and signed by the Applicant, the Proposer and the Seconder.
- (c) A member may propose or second the name of only one candidate for any one office.
- (d) The nomination form should be returned to the Selection Commission by the due date given in the AGM notice of not less than two weeks before the General Body meeting.
- (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.
- (h) In case there are more than one candidates for a position, the selection will be made by method for Parchi (draw) in front of Sri Guru Granth Sahib Ji.

11.4 (2)

- (a) The remaining six (6) members of the Executive Committee shall be nominated by the selected Office Holders within two (2) weeks after the selection.
- (b) Outgoing one of the three (3) being Honorary General Secretary, Honorary Deputy General Secretary and the Treasurer must be included in the Executive 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 shall have Two (2) i.e. a casting vote, for the selection.

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 term from amongst the other members of the Committee.

12. TRUSTEES:

12.1 The General Body shall select five (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 Office Holders. In case there are more than five candidates shortlisted by the Selection Commission for Trustees [vide clause 14 (e)], the selection will be made by method for Parchi (draw) in front of Sri Guru Granth Sahib Ji.

13. QUALIFICATIONS OF TRUSTEES:

In addition to fulfilling qualifications for Executive Committee members, only life members dedicated to the promotion of the Society's objectives, 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) A nomination form stating the qualifications required, as outlined in clause 13 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 nomination form should be returned to the 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, 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 selection 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 of whole or part of Society's assets without getting prior approval of the General Body.

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 selection 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, Honorary Deputy General Secretary and the Treasurer 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 £500 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.

19. MEETINGS:

Unless otherwise stated, decisions at all meetings shall be by simple majority. When there is 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

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 Clause 14.

- (a) A calendar month 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 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 of the members must be given. The reasons for calling the meeting 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. Similarly if the executive committee

need to hold an EGM, members will be informed 21 days before the meeting and the quorum will be the same (25).

- (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 General Body meeting for approval by the members.

19.2 General Body Meeting 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 Ang 1185.)

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

Specific guidance in the Constitution under the relevant clauses must be followed.

Proper, prior and due notice must be given for all meetings.

An agenda must be sent with the notice.

All meetings must be chaired by an authorised person (vide

clause 9.2 (h)) with the necessary experience of chairing meetings and knowledge of the Constitution.

If for any reason, the Chairperson selected by the Executive Committee is unable to attend the meeting then, respectively, the Chair of the Dispute Resolution Committee, a member of the Dispute Resolution Committee, or any other suitably qualified member approved by the Sangat, who shall not be a member of the Executive Committee or the Board of the Trustees, shall chair the meeting.

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.

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.

Formal minutes must be taken by Deputy General Secretary who shall also assist the Chairperson regarding the agenda, the constitutional aspects and paperwork and record the resolutions passed. These should be summarised by the Chairperson during the meeting under each relevant agenda item.

Recording devices must not be used during the meeting.

Generally, the chairperson must ensure that:

The meeting is properly held in accordance with the quorum

rules and the agenda and that minutes of the meeting are taken.

That order prevails during the meeting.

That the meeting time is not taken up by irrelevant discussions while adequate time is allowed for discussion of each agenda item.

At the end of the meeting, the chairman should summarise the achievement of the meeting with reference to the agenda.

He must agree and sign the formal minutes of the meeting within a week of the meeting.

The chairperson has the power to exclude any member from the AGM who is continuously disruptive after a given chance. He can also recommend to the AGM to take appropriate action including revoking his/her membership in extreme cases.

19.3 Meetings of the Executive Committee

- (a) Meetings of the Executive Committee shall be held every month or sooner if required after giving one week's notice to members.
- (b) The quorum will be complete if at least six (6) members are present.
- (c) A member of the Committee who fails to attend three (3) consecutive meetings shall cease to be a 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.

20 BRANCHES:

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 subscriptions, donations, and grants locally and remit the collected amount to the 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 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 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 within three (3) months. If the suspended member does not appeal within the time limit he is automatically disqualified from the membership. The disqualified person can apply for a fresh membership after the next three (3) terms.

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 clause 25 below, should be sought to sort out any matters of dispute.

24.4 Performance of duties

The Society depends on the regular attendance, contribution to discussions and efficient performance of their responsibilities and assigned duties by all Office Holders, members of the Executive Committee and Dispute Resolution Committee, Trustees, Auditors, and any advisory ad-hoc or standing boards/panels set up by the Executive Committee or the General Body. The Executive Committee will ensure that performance and contribution which falls short of a reasonable level is brought to the notice of the person concerned through the relevant Chair of the committee/board or the Honorary General Secretary. If felt necessary, the option of replacement can be considered by the Executive Committee. The process under this sub-clause should be followed as discreetly and amicably as possible.

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 three (3) 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, a joint meeting will be called by the Honorary General Secretary, of the Executive Committee, the trustees and the Dispute Resolution Committee.

All constitutionally recognised committees should be encouraged by the Honorary General Secretary to meet at least twice a year.

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 3 months of the AGM to discuss the smooth running of the Society. 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.

27. CLOSURE OF THE SOCIETY:

27.1 In case of extreme emergencies that necessitate 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 and seek 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 Pingalwara, a registered charity (Charity No 130), GT Road, Amritsar, Punjab, India.

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[Ref: CONST 5351 GS 141124]