

The Companies Act 1985

MEMORANDUM

And

ARTICLES Of ASSOCIATION

OF

Siri Guru Singh Sabha Gurdwara Bristol
301- 307 Church Road, St George, Bristol BS5 8AA

Incorporated: 8TH January 2006

Company Limited by Guarantee No: 5707451
Charity No: 1180348

Constitution reviewed, approved and adopted by members on 7th January 2018
Amendment to section 2, page 5 at EGM on 26th August 2018

Amendments to Constitution approved with minor changes at EGM on 17th September 2023
Minor changes approved and adopted by MC on the 26th September 2023

The Companies Act 1985 and 1989
Company Limited by Guarantee and not having a
Share Capital

Memorandum of Siri Guru Singh Sabha Gurdwara Bristol

1. The Company's name is "**Siri Guru Singh Sabha Gurdwara Bristol**" (and in this document it is called the Gurdwara)
2. The Gurdwara's registered office is situated in England and Wales
3. Where 'Directors' are mentioned, this means the Gurdwara Management Committee
4. The Gurdwara's Aims and Objectives are: -

5. Aims

- a. To advance the Sikh faith for the benefit of the public in accordance with the statements of belief appearing in the schedule.
- b. To further or benefit the residents of Bristol and the neighborhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organizations' in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents

6. Objectives

In furtherance of the aims, objects but not otherwise the Gurdwara Management Committee may exercise the following powers with the approval of two thirds of the total membership of the general body of the Gurdwara where a quorum of 45 has been achieved:

- a. To raise funds for the furtherance of the objectives of the Gurdwara in such manner and on such security that the M C may think fit
- b. To raise funds and to invite and receive donations/ contributions: provided that in raising funds, the M C shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations
- c. To invest the funds of the Gurdwara not immediately required for the furtherance of the objectives subject to any conditions and consents required or imposed by law (low risk investment, a maximum of 50% of income)
- d. To buy, dispose or all or any part of the property or assets of the Gurdwara necessary for the furtherance of the objects of the Gurdwara subject to the approval and consent by majority vote of (at least two thirds of those present, at the meeting where a quorum of 90% of the Gurdwara's general membership body has been achieved.

- e. To buy services for and pay such Architects, surveyors, solicitors and any other professional persons required for the furtherance of the objectives of the Gurdwara.
 - f. Subject to any consents required by law to borrow funds to support the activities of the Gurdwara and to charge all or any part of the property of the Gurdwara as security for the repayment of the funds so borrowed
 - g. To engage with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them
 - h. Sadh - Sangat, Kirtan and Guru-Ka-Langar
To organise Sadh-Sangat (Congregations) Meetings for the purpose of providing Religious Services including Kirtan (devotional hymn singing) and Guru-Ka-Langar (Sacramental Communion provision of meals and refreshments for the gatherings on such occasions).
 - i. Celebrations and Ceremonies
To organise and provide facilities for the celebration of Religious Functions, National festivals and Religious Services connected with Births, Baptisms, (Amrit Sanchar), Nuptials, Engagements, Marriages, Civil Marriages and Bereavements according to the Sikh Religion, Custom, and the Law of this Country. Anand Karaj (Religious wedding) ceremony can only be executed in front of the Siri Guru Granth Sahib Ji provided Kaur and Singh has been adopted legally and documented evidence has been provided to the Management Committee to confirm this.
 - j. Educational and Literary Activities
To organise a Reading Room, Library and School for the teaching of the Punjabi Language, Kirtan (religious music classes), the Sikh Religion and computer technology for men, women and children, irrespective of their faith, beliefs, religion, caste, color, race, nationality or sex. Generally to help in the harmonious integration of the migrants from Punjabi and Indian communities into British Society by mutual understanding and knowledge of the various Cultures involved, and to propagate and expand the Sikh Religion and its Spiritual, and Religious Tenets, Ethics, Doctrines and the Philosophy through the media of Literary activity and expression, and Translation of Religious Scriptures.
 - k. Employment
Appoint such employees or agents, who may not be members of the Management Committee, as may be deemed necessary for the effective administration of the Gurdwara.
 - i. Funds
To collect donations and raise funds for the activities of the furtherance of the Gurdwara. This will be in addition to voluntary contributions, subscriptions, donations, loans, grants and subsidies, and offerings in cash or kind during congregation gatherings.
7. The income, donations and property of the Gurdwara shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by

way of dividend, bonus or otherwise by way of profit, to members of the Gurdwara. No Director shall be appointed to any paid official post and receive any remunerations or other financial benefits in money or money's worth from the Gurdwara whilst still acting as a Director.

Provided that nothing in this document shall prevent any payment in good faith by the Gurdwara:

- a. Of the usual professional charges for business done by any management committee member who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Gurdwara to act in a professional capacity on its behalf: Provided that at no time shall a majority of the Directors benefit under this provision and that a Director shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- b. Of reasonable and proper remuneration to any member, officer or servant of the Gurdwara (not being a member of the Management Committee for any services rendered to the Gurdwara.
- c. Of reasonable and proper rent for premises hired or let by to any member of the Gurdwara or its Management Committee.
- d. To any Management Committee Member of reasonable out of pocket expenses, if approved in advance of the expense being incurred.

8. The Liability of the members is limited

8. Every member of the Gurdwara undertakes to contribute such amounts as may be required (not exceeding £2) to the Gurdwara's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Gurdwara's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

10. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Gurdwara, it shall call a meeting of all members of the Gurdwara, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. A quorum of 90% of total membership should be achieved. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have the power to release any assets held by or on behalf of the Gurdwara. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution having objects similar to the objects of the Gurdwara, as the members of the Gurdwara may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts for the final accounting period of the Gurdwara must be sent to Companies House.

The Companies Act 1985 and 1989
Company Limited by Guarantee and not having a
Share Capital

Articles of
Siri Guru Singh Sabha Gurdwara Bristol

Interpretation

1. In these articles:

‘the Act’ means the Companies Act 1985, including any statutory modification or re-enactment thereof for the time being in force;

‘the articles’ means these Articles of the Gurdwara

‘the memorandum’ means the memorandum of the Gurdwara

‘the seal’ means the common seal of the Gurdwara

‘Secretary’ means any person appointed to perform duties secretary of the Gurdwara

‘Directors’ means the elected members of the Management of the Gurdwara

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

The Gurdwara is established for the objectives expressed in the Memorandum of the Gurdwara.

2. Membership of the Gurdwara shall be open to those who:

- a. To become a member of the Gurdwara, a membership form needs to be completed and submitted to the Gurdwara Management Committee. The Management Committee should consider the request at their next monthly management meeting. Where membership has been awarded, the membership fee should be requested. Where a membership has not been awarded, the person should be written to, explaining the reasons why. The membership form should also record the reason for refusal. Refused applicants can make an appeal within 30 days of the refusal, which will be determined at the next monthly MC meeting. Membership application form shown on Appendix A.
- b. Membership fees are £250 for a single life membership and £500 for a couples’ life membership. The membership fee can be paid in installments over a period of 5 years. Members will be entitled to voting rights once fully paid.

- c. In the case the family unit should be dissolved both parties shall retain their membership, and should they remarry the new partner/s who wish to be considered as members of the Gurdwara, will be required to provide £250 to attain full membership and rights.
- d. All new members should be added to the membership register.
- e. Believes in the fundamental principles, beliefs and values of Sikhism and in the teachings of Siri Guru Granth Sahib Ji.
- f. Is 18 years of age or above
- g. No person/s shall be entitled to attend or vote at any general meeting unless he/she is a fully paid up member of the Gurdwara.
- h. Is in agreement with the aims and objectives of the Gurdwara.
- i. Unreservedly agrees to abide by the Constitution of the Gurdwara.
- j. Unreservedly agrees to abide by the Rules and Regulations produced by the elected Management Committee.
- k. The Management Committee may refuse membership to any individual with good and sufficient reason to the individual applying for membership.
- l. Date of commencement of membership will be from the date the Management Committee approves the membership and membership monies have been received and not from the date of application on the membership form.
- m. Those requesting membership must be from Bristol or surrounding area.

3. Termination of Membership

The M.C may, by a two-thirds majority vote, for good reason, and by giving notice in writing informing the individual concerned of the reasons for such action and termination of membership, provided that the individual concerned shall be given the right to appeal such decision within 28 days in writing to the Committee, for the matter to be reconsidered. If, after due consideration the M.C decides for the decision to be upheld, then M.C will call an Extraordinary General Meeting for the resolution to be passed by a two third majority vote of those present, then the Membership's decision shall be final and binding.

4. Suspension of Membership

Any member who has not attended any AGM or sent apology notification to the Gurdwara secretary in the last ten years, their membership will be placed on the inactive list on the SGSSGB membership Voting Register, as their being member of the SGSSGB serves no purpose in the furtherance of the Gurdwara. The MC will verify their attendance from the last ten years AGM attendance register before taking this action

- a. The Gurdwara MC will write to these members informing them they will not be receiving any correspondence, of AGM, EGM meetings or events, until the member contacts the MC and expresses their wish to still receive correspondence and have voting rights. The member will have to update their details with current postal address, email ID and mobile numbers to receive these by post, email or WhatsApp.
- b. Members can appeal against this decision by contacting the MC in writing or in person and make their case as to why their voting rights should still stand.
- n. If a member is charged of a criminal offence ~~is~~ committed against the Gurdwara and criminal proceedings are commenced against such individual, the membership of that individual will be suspended from the date of his charge until such time as the criminal proceedings are concluded. At the conclusion of the criminal proceedings, the Management Committee may recommend the following actions:
 - a. Lift the suspension of membership on acquittal.
 - b. Commence own Disciplinary Procedure by carrying out an internal investigation of the individual.
 - c. Expulsion from membership if convicted of a criminal offence without further reference to the individual concerned.

5. General Meetings

- a. The MC should aim to hold an Annual General Meeting by 12 months of their term in office in addition to any other meetings in that year.
- b. Not more than fifteen months should elapse between the date of one Annual General Meeting of the Gurdwara and that of the next
- c. The annual general meeting shall be held at the Gurdwara's registered address and participants should be present in person.
- d. An Annual General Meeting and an Extraordinary General Meeting called for the passing of a special resolution or appointing persons, as Directors shall be called by at least twenty-one clear days' notice.
- e. The notice shall specify the date and time of the meeting and include an agenda outlining the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such. Letters will be sent out electronically and only as a hardcopy to those who do not have an email address or WhatsApp. All members are encouraged to provide an email address and mobile contact details.
- f. All general Meetings other than Annual General Meetings shall be called Extraordinary General Meetings (EGM). There should be at least one EGM each year as a business update meeting before the AGM.

- g. Extraordinary meetings may be called by the MC on the request from least 25 members with a justifiable reason and this must convene not later than eight weeks after written receipt of the request
- h. If there are not sufficient Directors within the United Kingdom to call a general meeting, any Director or any member of the Gurdwara may call a general meeting.
- i. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting. A quorum of 45 members must be present to commence a meeting. Proxies can only be accepted for passing a resolution.
- j. Special resolutions can be brought to General Meetings or EGM's by the MC or members. Any proposed resolution should be submitted to the secretary well in advance (at least 4 weeks) before the notice of a general meeting can be issued. Once discussed at the next MC monthly meeting the proposed resolution may be sent with the notice of the meeting to all members and/or added to the agenda.

6. Proceeding at annual general meetings.

- a) No business shall be transacted at any meeting unless a quorum is present, which will be 45 members. No proxies will be considered to complete the quorum.
- b) If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place. Members should aim to establish a quorum at the second meeting, However, if a quorum is not present the meeting should continue. Letters will **not** be re-sent informing members of the re-convened adjourned meeting.
- c) The Chairperson or in his/her absence may appoint another Director to preside as chair of the meeting. If neither the Chairperson or appointed person is present within fifteen minutes after the time appointed for holding the meeting, then Director's present shall elect one of their numbers to be Chairperson and if there is only one Director present and willing to act, he/she shall be Chairperson. If no Director is present then members present and entitled to vote shall choose one of their numbers to be Chairperson.
- d) The Chairperson may adjourn a meeting where a quorum is not present with the consent of members present, but no business other than original business may be transacted at an adjourned meeting. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given, specifying the date and time of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- e) A resolution put to the vote of a meeting shall be decided using a poll system.
- f) A declaration by the Chairperson that a resolution has been carried or carried unanimously, or by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence.

- g) In the event of a tie the Chairperson shall be entitled to a casting vote in addition to any other vote he/she may have.
- h) Proxies can be included for passing a resolution at a general meeting. Proxies must be delivered in person or by post ahead of the meeting to the General Secretary. All proxies must be opened in the general and announced at the meeting.
- i) During an annual general meeting, the meeting should select a non-committee member to chair the meeting to preside over the election.
- j) An up-to-date members list should always be available at each meeting for review by any member.
- k) Members should act in accordance with this governing document. Unacceptable behavior i.e., shouting at anyone present, being aggressive will not be tolerated. Members will be asked to leave by the chair if this happens.

7. Appointment and Retirement of the Management Committee (M.C)

- a. The M.C shall aim to consist of fifteen members. At each Annual General Meeting of the Gurdwara, five of the members will retire from office in order of seniority and first name order.
- b. Members wanting to join the management committee can express their interest by completing an application form sent with the AGM agenda.
 - i. They must have been a member for at least one year before submitting a form. Completed application forms should be received by the secretary or chair at least 14 days prior to an AGM.
 - ii. Members will need to specify three roles they would be able to undertake should they be successful. Members should ensure they have the skills required of the roles they specify.
 - iii. The management committee will check each completed form to ensure it has been completed correctly. Where forms have not been completed correctly, the member will be contacted for clarification.
 - iv. The management committee has no right to reject any application form that has been submitted unless conditions specified in this constitution have not been met. Where application forms are rejected, the member should be written to by the management committee prior to the AGM, explaining why this has happened.
 - v. Members who completed expression of interest form and are unable to make the AGM should notify the management committee of their interest in joining the management committee in writing in advance of the meeting taking place. Their names will be added to the ballot box.

- vi. Management committee members will be selected by members present at the AGM. Names of all applicants will be put into a box for selection. If for example there are five vacancies, and there are ten applicants, after taking out the required number of female applicants the rest of names will be placed into a box. The required number of names will be drawn randomly, by an elected person from the members. If more than then required 5 females are put forward, then all names to be placed in a box.
 - vii. The election should be undertaken by the Management Committee, and observed by an independent observer (ideally not a member of the Gurdwara). The independent observer shall not interfere with the election process. However, the female quota must also be achieved (please see point c. below).
 - viii. The outcome of the election should be shared with members on the same day. The management committee can bring in a third party to run the election process on their behalf if they so wish. If there are insufficient volunteers to make up the MC, those retiring can then volunteer to be co-opted and join the management committee for one term and then stand for election the following year.
- c. Members of the committee must constitute a minimum of one-third female members, if insufficient female members have submitted an application form for election, the vacancy may be filled from male applicants. The one third female quota must be achieved before including male applicants from the election process. Where there are more female applicants in the election than required to meet the one third quota, they will compete for votes.
 - d. Any member elected for M.C. must be 18 years or over.
 - e. Any member having previously held office of M.C and did not attend three consecutive meetings without a valid reason, will not be eligible for election and their nomination will be null and void.
 - f. Only one member from any one family unit (husband & wife) would be eligible to reside on the Management Committee at any one time.
 - g. On the event of a member who retires from office before an A.G.M. the M.C may co-opt an appropriate member to fill such vacancy, but any person so appointed will hold office only until the next following A.G.M, and shall be then eligible for re-election.
 - h. The M.C. by majority vote may remove any member of the management committee who does not attend without good reason and no apologies received on three consecutive M.C. meetings.
 - i. The Chairman, Secretary and Treasurer ideally should not hold the same officer's role for more than two consecutive years.
 - j. New Members must have been members of the Gurdwara for at least one years and regularly attend the Gurdwara before being able to serve on the Management Committee.
 - k. All MC members must take on a role/duty within the MC, failure to do so will result in them having to vacate their position and them being replaced by the next person from applicants

list from the election. The one third female quota should be maintained where possible first. If the female quota is unachievable co-opting a member should be an option.

1. The newly formed MC should arrange Basic Safeguarding Training as soon as possible, at least within 3 months of being formed.

8. Disqualification and removal of M.C

A member of the management committee will be asked to leave his/her position if the member:

- a. Becomes bankrupt (until the bankruptcy charge has been cleared).
- b. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affair
- c. Resigns his/her position by notice in writing (for that year of office/term and the following two AGM's).
- d. Is absent without valid reason and without the permission of the MC for three consecutive meetings and the MC resolves that his or her office be vacated.
- e. Is directly or indirectly interested in any contract with the Gurdwara and fails to declare the nature of his/her interest in manner required by the Companies ACT
- f. Does not take on a role/duty from the 15 designated roles of the MC.
- g. Does not play an active role in supporting the day to day running of the Gurdwara.
- h. Does not act in accordance with the code of conduct (section 18 'Code of Conduct' of this document) and whose behavior is deemed to be unacceptable by the MC.

9. Executive Members of the Management Committee

Following the selection of the Management Committee at the Annual General Meeting, the selected members will hold their first meeting as soon as practicable thereafter and elect amongst themselves the following:

- a. **Chair** (Mukh sewadaar)- The Chair shall be responsible for the overall functioning of the Management Committee and general supervision. The chair is expected to encourage team work and support all decisions made at meetings. The Chair he/she shall reside over meetings and ensure that the rules and the spirit of the constitution are complied with. The Chairperson shall have a casting vote at all meetings in the event of a tie. The Chair is expected to be able to converse in both Punjabi and English (writing and speaking).

- b. **Vice Chair:** - The Vice Chair shall assist the Chair in his/her duties and act in the absence of the latter (expected to be able to converse in both Punjabi and English (writing and speaking)).
- c. **General Secretary** - who shall have the general administrative management responsibility for carrying out the decisions of the MC, the decisions of the membership taken in General Meetings of the Gurdwara, and taking notes and publishing and displaying/circulating minutes of the MC meetings and General Meetings and have responsibility for calling and organizing any such meetings? All other members of the Management Committee must liaise with the General Secretary. The General Secretary will receive and deal with all correspondence in the name of the Gurdwara and report to MC. He/she shall prepare the annual report for presentation at AGM of the Gurdwara (expected to be able to converse in both Punjabi and English (writing and speaking)).
- d. **Assistant General Secretary** – To assist the General Secretary in the discharge of his/her duties and act on the Secretary’s absence (expected to be able to converse in both Punjabi and English (writing and speaking)).
- e. **Treasurer** - who shall be responsible for keeping the books, records, and accounts of the Gurdwara, receiving donations and collecting subscriptions and all other funds due to the Gurdwara for the credit of the Gurdwara’s bank account, paying the debts of the Gurdwara, and preparing and submitting annual accounts of income and expenditure and a balance sheet for the approval of the membership at the A.G.M of the Gurdwara. The treasurer should display income and expenditure bottom line on the noticeboard every six months. He/she is expected to be able to converse in both Punjabi and English (writing and speaking).
- f. **Assistant Treasure** – To assist the treasurer in the discharge of his/her duties and act on the Treasure absence. He/she is expected to be able to converse in both Punjabi and English (writing and speaking).
- g. **Programme Organiser** - who shall be responsible for organizing the regular Sadh-Sangat congregations and Kirtan programmes as well as organize special functions to celebrate Religious Events. The Programme Organiser will report directly to the General Secretary
- h. **Langar Organiser (x 3)**- They will be responsible for organising and supporting sewadaars (volunteers) in preparing the langar at each Gurdwara functions and ordering groceries for replenishing the food store. The Langar Organisers will liaise with all concerned for the smooth operation of the Langar duties
- i. **Bhandari** – The Bhandari shall maintain a stock register of the Kitchen equipment, general store, furniture, appliances etc. to be responsible for issuing and collecting items under his/her control. The Bhandari will be responsible to ensure the cleanliness and hygiene of the kitchen is kept to a satisfactory requirement set by law, as per Health and Safety Standards and regulations
- j. **Sports and Cultural Secretary** – Will be responsible for organising activities to encourage youngsters to develop their potential and participate in sport in Kabaddi, Judo, football, cricket and Karate for young people and arrange in the sponsoring them to participate in Gurmat camps held by similar institutions in the country. He/she will also be responsible for apply for grants for these activities. The Sports and Cultural Secretary will be answerable the M.C.

and all activities will require approval from M.C. He/she is expected to be able to converse in both Punjabi and English (writing and speaking).

- k. **Education Secretary** – Will be responsible for organising Punjabi Language classes to encourage youngsters to develop reading, writing and speaking skills to preserve their Mother Tongue. He/she shall also arrange Music and Kirtan classes. The Education Secretary will be answerable to the M.C. and all activities will require approval before administration. He/she is expected to be able to converse in both Punjabi and English (writing and speaking).
- l. **Building Maintenance Organiser (x2)**– Responsible for the administration/organisation of building maintenance. To include reporting on maintenance issues at each monthly MC meeting. The organiser will set-up a Gurdwara Maintenance committee to oversee all building Health & Safety issues and routine maintenance and capital works. To regularly inspect the building and report back on significant issues affecting the operation of the building. The organiser will maintain a 'Maintenance' folder within the Gurdwara office. He/she is expected to be able to converse in both Punjabi and English (writing and speaking).

10. Employment of the Granthi and Kirtan Jatha

Only a devout Amrit Dhari Sikh, well versed in Kirtan, Katha and Path, of good moral character will be employed as the Granthi by M.C, under the terms agreed in writing between the M.C. and the employee concerned. The Granthi's duties should be issued by the MC on commencing their employment. Granthi's and Kirtan Jatha's should also be DBS (Disclosure Barring Service) checked soon after commencing. The MC should keep all relevant paperwork to support any checks made. If granthi's/kirtan jatha's are arriving from India, and a DBS check is not possible, a reference for their previous position should be obtained from a responsible person at their previous employment. The details of who was spoken to, when and what was said should be recorded and kept in the Gurdwara office. All employees of the Gurdwara should be paid via the payroll system and UK Employment law and the relevant tier visa rules should be followed at all times. Basic Safeguarding Training should be attended by the granthi/kirtan jatha's.

11. Powers of Management Committee

Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution; the Directors, who may exercise all the powers, are responsible for managing the business of the Gurdwara. Any future alteration to the Gurdwara Constitution shall not invalidate any prior act of the Directors, which would have been valid if that alteration had not been made or that direction had not been given. Directors may exercise all the powers given by this article provided there is a meeting at which a quorum is present.

In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the Directors shall have the following powers, namely:

- a) To use the funds of the Gurdwara in such manner, as they shall consider most beneficial for the achievements of the objects and to invest in the name of the Gurdwara such part of the funds as they may see fit. To direct the sale or transposition of any such investments and to use the proceeds of any such sale in furtherance of the objects of the Gurdwara;
- b) To enter into contracts on behalf of the Gurdwara, for the furtherance of the Gurdwara its aims and objectives

12. Proceedings of M.C

- a) The Directors may regulate their proceedings as they think fit. The Chair or secretary may, at the request of a Director call a meeting of the Directors. It shall not be necessary to give notice of a meeting to a Director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote
- b) The quorum for the transaction of the business of Directors may be fixed by the Directors but shall not be less than one half (1/2) of their number (8 members).
- c) The M.C will elect a Chairperson, Treasurer and Secretary at their first meeting and these persons shall only hold either of these three positions for two consecutive years
- d) The M.C. may appoint one or more sub-committees consisting of three or more Directors for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Directors would be more conveniently undertaken or carried out by a sub-committee. All proposals and decisions made by such sub-committees shall be brought before the full MC for approval before any work undertaken or any action taken
- e) Any bank account in which any part of the assets of the Gurdwara is deposited shall be operated by the Directors and shall indicate the name of the Gurdwara. There should be three bank signatories at any time. All cheques and orders for payment of money from such account shall be signed by at least two members of the bank signatories.
- f) Once a new MC has formed, there should be a handover of all accounts, keys and other relevant information, property including all electronical data belonging to the Gurdwara in their possession ideally within one month.
- g) The MC are responsible for ensuring the annual renewal of the Gurdwara policies and contracts with suppliers i.e., insurance policy and compliance with the terms and conditions specified within the cover.

13. The seal

The seal shall only be used by the Secretary or Assistant Secretary. Where letters are sent using the Gurdwara letterhead all copies should be retained at the gurdwara or copied into the Gurdwara

email account (sgssgb@live.co.uk). All correspondence of the Gurdwara should be done using sgssgb@live.co.uk email and not a personal email. All returned correspondence should come to the Gurdwara email. All letters need to be sent on the Gurdwara official Letterhead and from the Gurdwara email account.

14. Accounts

- a) Accounts shall be prepared in accordance with the provision of the Companies Act and Charity Commission requirements and submitted within the time frame set by Companies House (30th November for Companies House and 31st December for Charity Commission).
- b) The accounting records shall be kept at the registered office of the Gurdwara or subject to the provisions of the Act, at such place or places the Committee thinks fit
- c) The MC may from time to time determine place and conditions or regulations for accounts to open for inspection by members of the Gurdwara (recommended 6 monthly).
- d) The MC will prepare and produce the accounts at the Gurdwara's Annual General Meeting. These should be made available on the Gurdwara noticeboard in advance of the AGM. All documents supporting the accounts should be held at the Gurdwara.
- e) A copy of the balance sheet (including every document required by law to be annexed thereto) is to be laid before the Gurdwara membership in the Annual General meetings together with the Accountant's report.
- f) The Gurdwara will not require an audit as long as it satisfies the Audit exemption criteria specified in section 249A of the Act

15. Notices to Membership

- a) The Gurdwara may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his/her address or by leaving it at that address. A member whose address is not within the United Kingdom and who gives to the Gurdwara an address within the United Kingdom at which notices may be given to him/her shall be entitled to have notices given to him/her at that address, but otherwise no such member shall be entitled to receive any notices from the Gurdwara, including the MC.
- b) A member present in person at any meeting of the Gurdwara shall be deemed to have received notice of the meeting and, where necessary of the purposes for which it was called.
- c) The appointed Accountants of the Gurdwara should be confirmed at every AGM.
- d) No other person shall be entitled to attend or receive notice of the Annual General and General Meetings.

16. Indemnity

Subject to the provisions of the Act every Directors or other officer or auditor of the Gurdwara shall be indemnified out of the assets of the Gurdwara against any liability incurred by him in that capacity

in defending any proceedings, whether civil or criminal, in which judgment is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Gurdwara. The MC should seek to obtain an indemnity cover/policy.

17. Complaints and Disciplinary Procedures

The MC must look into any allegations received in writing about incidents or any individual and report back its findings within four weeks of receiving the complaint to the individual or the Sangat, as the case may be. If the findings of the MC fail to satisfy the individual or the Sangat, then an independent board of enquiry consisting of five members must be appointed by the members (Sangat) to investigate the allegations. If the allegations are found to be true, the MC shall be empowered to take suitable action with the approval of the Directors and the members (Sangat).

18. Codes and Conducts

To facilitate the day-to-day running, the Gurdwara shall display at its permanent place, lists of Acts, which are strictly forbidden and totally prohibited within the premises of the Gurdwara. The MC, by a majority vote, shall have the right to take appropriate action against any individual not adhering to these displayed Rules, provided that removal from membership in accordance with clause (3) must be resolved by two thirds of the members of the Gurdwara MC.

The Gurdwara in general meetings shall have power to alter, add to or repeal the rules or by-laws and the Directors shall adopt such means as they think sufficient to bring to the notice of members of the Gurdwara all such rules or bye laws, which shall be binding on all members of the Gurdwara. Provided that no rule or bylaw shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum of articles.

The following procedure and Rules must be adhered to all times and the MC has the right to supplement these Rules as required, such additional Rules must be displayed on the Notice Board at all times.

- a. Members must communicate and treat each other with utmost respect and regard. The slok "*Hum Nahin Changhae Bura Nahin Koa*" must be adhered to at all times.
- b. The slok "*Nanak Naam Chardi Kala Terae Bhanee Sarbhat da Bhalla*" must be adhered to at all times.
- c. The slok "*Aadh Sach Jugadh Sach Habi Sach Nanak Hosi Bi Sach*" must be adhered to at all times.
- d. A member shall not accuse, abuse, shout at or chastise any other member within the premises of the Gurdwara Sahib Ji.
- e. Any disputes must be conveyed in writing to the Management Committee via the General Secretary.
- f. Possession of drugs or other banned substance, smoking, drinking of alcohol, the consumption and preparation of meat on the Gurdwara premises is strictly forbidden.
- g. Any Sikh whatever the degree of his/her religious observance shall be permitted to participate in every aspect of the work, practices and activities of the Gurdwara unless expressly prevented from so doing by the provisions of this constitution or the tenants of Sikhism.

- h. Parents must keep their children under their own control at all times. The Gurdwara will not accept liability if the above rules are breached.
- i. Members must observe and pay due respect to the Officers and Members of the Management Committee. Abuse or disrespectful behavior towards them will be unacceptable. Such misbehavior may attract appropriate disciplinary action by the Management Committee.
- j. Unauthorized removal of goods and other effects from the Gurdwara premises is strictly prohibited.
- k. Unlawful activities of any kind on the Gurdwara premises are strictly prohibited.
- l. The Management Committee may discipline any member by way of suspension of membership whilst a disciplinary procedure is invoked and conducted.
- m. No member may disrupt the congregation proceedings in any way whatsoever. Non - observance of this clause will result in the offender being asked to leave the Gurdwara and may require the matter to be reported to the Police.
- n. No member may address the Sadh Sangat without prior consent from the General Secretary or his appointed deputy in the event of his absence from the premises.
- o. No programmes may be set by any individual without receiving prior authorisation by the MC
- p. Health and Safety Notices should be observed at all times.

19. Safeguarding of Vulnerable Groups

Where we are organising activities involving vulnerable groups (e.g. children, the elderly) taking place at the Gurdwara or are responsible for the activity taking place, we will ensure anyone leading the activity will be DBS checked at the appropriate level. Ideally DBS checks should take place in advance of the activity taking place. If this is not practically possible, we will ensure there are measures in place, such as supervision by someone who is DBS checked, in the interim to manage this risk. All DBS records will be maintained in the Gurdwara office.

Each year, the MC will nominate two (one male and one female) Designated Safeguarding lead who will either sit on the MC or advise the MC as and when required.

The responsibilities of the Designated Safeguarding lead will be to ensure:

- Basic DBS checks are undertaken of the MC
- The MC and key staff and volunteers receive Basic Safeguarding training
- Volunteers and staff leading an activity are DBS checked at the appropriate level
- All volunteers/staff involved in leading an activity with children undertake basic Child Protection Training and appropriate Safeguarding training.
- The MC is appraised of key Safeguarding issues and legislative requirements.
- Be the key contact for the gurdwara for reporting matters of concern and following up such matters and taking appropriate action.
- Regularly review controls in place to safeguard vulnerable groups.

20. Services, Activities and Programs

All religious services, activities, classes and education taking place at the Gurdwara will be the responsibility and be run under the Gurdwara's MC, this includes classes, kirtan programs, Sikh camps, morning and evening services.

No third party will be allowed to set up or run any religious classes, any activities, functions or kirtan programs without permission of the MC.

No third party will be allowed to make collections at the Gurdwara, unless the MC has granted written permission prior to event. Any person found infringing these rules will be asked to leave the Gurdwara and if they are a member, their membership will be revoked.

21. Amendments

The rules and regulations in this constitution will be regarded as legal and binding and may not be changed. All proposed amendments to the constitution of the Gurdwara must be submitted to the Management Committee in writing, at least 30 days before the A.G.M. in exceptional circumstances involving an urgent or vital amendment, an Extraordinary General Meeting may be called

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Signed by

SANTOKH SINGH SANDHU — S.S. Sandhu
GURPAL SINGH — Gurpal Singh
Sukhdeep Kaur
Gurdial Singh — Gurdial Singh

Approved

Ravinder Singh Dhirsay — R. Singh

Parneet Kaur
Parneet Kaur

Nirmal Kaur Nirmal Kaur (Bel.)

MR. Jagmohan S. Gill — approved online

MR. Jatnail S. Sandhu approved before going abroad to India.