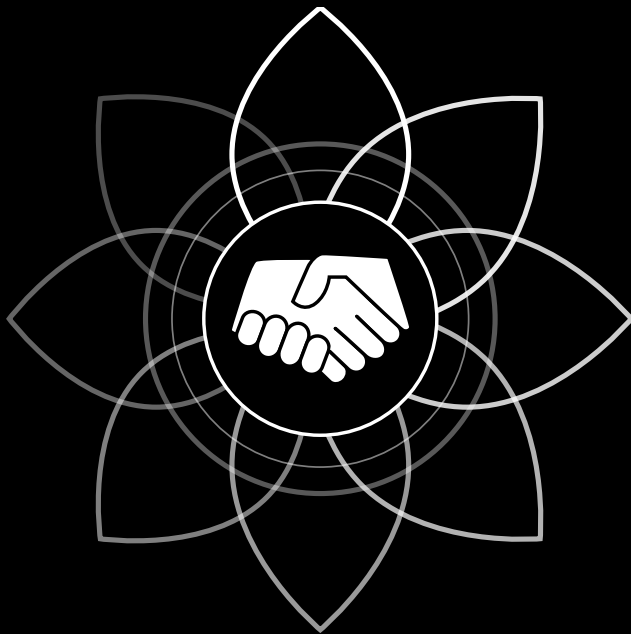


Shree Sukhpar - Roha Mitra Mandal (U.K.)

શ્રી સુખપર (રોહા) મિત્ર મંડળ (યુ.કે.)

Established since 1967: Working for the community



Draft Constitution v2

CONSTITUTION OF SHREE SUKHPAR-ROHA MITRA MANDAL - U.K.

1. Name:

The name of the organisation shall be "Shree Sukhpar-Roha Mitra Mandal U.K."

2. Mandal's Offices:

Until the establishment of Mandal's own property, the address shall be the home address of the presiding elected President.

3. Aims and Objectives:

- 3.1 To impartially promote and encourage a close and co-operative link amongst and between the members of the Mandal in the U.K. and organisations elsewhere in a spirit of togetherness, participation and respect for each other.
- 3.2 To participate, assist and arrange social gatherings, sports, educational and similar charitable activities.
- 3.3 To help develop future generations with the following values – Humility, respect, positivity, cultural pride and confidence.
- 3.4 Encourage membership to create an active organisation for the betterment of our community and future generations.

4. Interpretations:

- 4.1 "The Mandal" - wherever stated in the constitution shall refer to Shree Sukhpar-Roha Mitra Mandal - U.K.
- 4.2 "Member" - One who has duly paid their membership subscriptions and whose name appears on Mandal's register.
- 4.3 "Executive Committee" - An honorary body of office bearers elected at the annual general meeting to run the affairs of the Mandal during the year.
- 4.4 "Annual Meeting" - A meeting of members convened at the beginning of the Mandal's year under clause 7.
- 4.5 "Ordinary Meeting" - A meeting convened under clause 8.
- 4.6 "Extraordinary meeting" - A meeting convened for urgent business under clause 9.

5. Membership:

- 5.1 Open to all Patidar (Leva & Kadwa) natives of Sukhpar-Roha and their descendants wherever presently residing who are 16 or over. All applications for membership shall be made in such forms as shall be prescribed by the executive committee and shall be subject to the approval of the executive committee.
- 5.2 **Special membership:** Any person who does not belong to the Patidar Community but who has contributed significantly to the Mandal and who in the opinion of the executive committee is worthy of membership of the Mandal, shall be accepted as a special member with the approval of the general meeting. The Special members shall have equal rights and responsibilities as other members.
- 5.3 Members' spouses shall automatically become members.
- 5.4 Children and young adults in full time education/apprenticeship shall be included under their parents membership.
- 5.5 Subscriptions. The rate of subscriptions shall be determined from time to time by the members at annual general meetings and such determined sums shall be the current subscriptions. Presently subscriptions are:- Life £25. Yearly £2.
- 5.6 Membership shall be granted at any time during the financial year of the Mandal but such annual subscriptions shall be valid only up to the end of the relevant financial year.
- 5.7 The executive committee shall have powers to dismiss a member from the Mandal if their activities are found to be detrimental to the Mandal's interests. The executive committee shall carry out a full investigation before dismissing a member for alleged misconduct. (As per section 21)
- 5.8 A member dismissed under sub-section (5.7) of clause 5 or a resigning member shall under no circumstances be entitled to claim a refund of their subscriptions, gifts or donations.
- 5.9 Members shall be required to work for the betterment of the community. The executive committee shall have power to discipline a member whose activities are found to be detrimental to the Mandal's interests. The executive committee shall carry out a full investigation before taking disciplinary actions against a member for alleged misconduct.

6. Members' Rights:

- 6.1 All members shall be entitled to attend, vote and fully participate in general meetings.
- 6.2 Non-members and members whose names have not been on the Mandal's register for at least one month prior to a meeting shall not be entitled to vote in that meeting.

7. Annual General Meeting:

The executive committee shall fix a date once a year for annual general meeting for which every member shall receive at least 21 days' notification. The following matters shall be dealt with at the annual general meeting:

- 7.1 To approve the minutes of the last general meeting.
- 7.2 To deal with matters arising on the minutes.
- 7.3 To receive and adopt secretary's report on the work of the Mandal during the last year.
- 7.4 To receive and adopt treasurer's report and accounts of the Mandal for the last financial year.
- 7.5 To approve the budget for the ensuing year.
- 7.6 To elect the officers and members of committee for the new year.
- 7.7 Any other business of general interest to the members with the permission of the chairman.

8. Ordinary Meeting:

The executive committee shall convene general meetings in addition to the AGM whenever necessary and members shall be notified accordingly.

9. Extraordinary Meeting:

- 9.1 The executive committee shall have power to convene an extraordinary meeting for an urgent and specific purpose. A minimum of seven days notice shall be given to members. This meeting shall be for that specific matter only. No other business shall be dealt with at this meeting. In exceptional circumstances, the minimum notice period given to members may be waived after consultation and agreement between the President, Secretary and Treasurer. All members must be informed of such a meeting. No quorum will be required for the extraordinary meeting.
- 9.2 If a member wishes to call an Extraordinary Meeting he or she must make such a request in writing to the President, detailing and explaining fully the necessity of such a meeting. The request must be signed by at least 20 (twenty) other members. At least 28 (twenty eight) days' notice must be given commencing from the day of receipt of such a request by the President. In such circumstances, the president must call an executive committee meeting to discuss the matter(s) at hand. The member must be notified in writing of the decision.

10. Committee Meetings:

10.1 7 (Seven) Days notice must be given.

10.2 Meetings must be minuted by the secretary/assistant secretary.

11. Quorum:

11.1 At any Annual General Meeting 35 (thirty five) members are required to be present.

11.2 If the required attendance of members is not achieved after an hour of the time of the Annual General Meeting being called, the meeting shall continue if a quorum of 28 (twenty eight) members is achieved. If there is no quorum of 28 (twenty eight) members, the meeting will be re-convened by the executive committee at a future date at which no quorum will be required.

12. Chair Person:

The elected President of the Mandal shall chair all the meetings and in their absence, the Vice President shall chair the meetings. In the absence of both the President and the Vice President, the executive committee shall elect a committee member to chair such a meeting.

13. Executive Committee:

13.1 The executive committee shall be elected to handle the affairs of the Mandal and shall comprise of seven Honorary Members as hereunder:

1. President	5. Treasurer
2. Vice President	6. Assistant Treasurer
3. Secretary	7. Internal Auditor
4. Assistant Secretary	

13.2 In addition to the Executive Committee, there shall be ten advisors. The Executive Committee shall have power to appoint additional advisors.

14. Trustees.

14.1 The board of trustees shall consist of five elected members.

14.2 An appointed trustee cannot also hold a position in the executive committee.

15. Duties and responsibilities of the Executive Committee and Board of Trustees:-

15.1 President.

15.1.1 To chair all meetings.

15.1.2 To cast an additional vote in case of getting equal votes on matters arising.

15.1.3 To conduct, supervise and take all necessary steps to ensure the Mandal's affairs are conducted within and according to the constitution.

15.2 Vice President

15.2.1 To carry out all duties of the President in their absence.

15.2.2 To assist the President in their duties.

15.3 Secretary.

15.3.1 To convene any meetings as required after giving requisite notice to members.

15.3.2 To keep detailed minutes of proceedings at all meetings in an appropriate minute book.

15.3.3 To deal with all correspondence in consultation with the executive committee.

15.3.4 To prepare and maintain a proper register of members.

15.4 Assistant Secretary.

15.4.1 To assist secretary in their duties.

15.4.2 To carry out all the duties of secretary in their absence.

15.5 Treasurer.

15.5.1 To maintain proper records and accounts and present these to members at executive committee meetings and annual general meetings

15.5.2 To deal with all financial affairs of the Mandal including collection of membership fees, contributions and funds from members.

15.5.3 May retain in hand a sum not exceeding £200 to meet urgent financial expenditure.

15.6 Assistant Treasurer.

15.6.1 To carry out all duties of treasurer in their absence.

15.6.2 To assist the treasurer in their duties.

15.7 Internal Auditor.

15.7.1 The auditor shall vouch for all the receipt books, records and vouchers to agree them in and with the accounts and evidence such a review with a formal sign off on the accounts.

15.7.2 They shall request explanations in relation to the above as required.

15.7.3 They shall bring to the executive committee and members in general meetings, any matters of concern relating to the accounts or financial governance of the Mandal.

15.8 **Advisors.**

15.8.1 To attend executive meetings and be eligible to be part of any sub-committee.

15.8.2 To advise on and vote on any matters.

15.9 **Trustees.**

15.9.1 The trustees shall be overall responsible of the welfare of the Mandal.

15.9.2 The trustee may attend Executive Committee meetings if they so wish.

16. **Co-opted members.**

16.1 Co-opted members are ineligible to vote on any other matters other than the sub-committee for which they are members.

16.2 To attend executive committee meetings and voice their opinion only for matters for which the sub-committee has been elected.

16.3 **Co-opted non-members.**

16.3.1 Co-opted non-member is a person who is not a member of the Mandal.

17. **Rights and duties of the Executive Committee:**

17.1 The executive committee shall work within the framework of the Mandal's constitution

17.2 The executive committee shall work and only spend monies within the budget as approved at an Annual General/Extraordinary Meeting. For any additional expenditure exceeding £1,000 individually and in total, mandate from the members at a general meeting is required.

17.3 The executive committee shall remain in their post for duration of three years unless specifically approved by a majority vote at the Annual General Meeting, in which case the post duration shall be for one year until the following Annual General Meeting.

17.4 The executive committee shall if deemed necessary elect sub-committees to deal with various affairs of the Mandal. Such sub-committees are to be headed by an executive committee member.

17.5 Members of the executive committee may be elected to form such sub-committees which may include co-opted members from outside of the executive committee as well as Co-opted non-members for the specific task of the sub-committee.

17.6 The executive committee shall carry out schemes or projects as per resolutions passed in any general meeting, Any new scheme or project cannot be carried out without an approval of members in a general meeting.

18. Election:

18.1 At the time of election, the executive committee retires and members shall appoint a member present by majority vote to act as an election commissioner under whose guidance the election is carried out.

18.2 Any member who has served in the executive committee in the past are eligible for re-election.

18.3 The outgoing executive committee shall hand over all documents and records to the incoming executive committee within 30 (thirty) days.

18.4 Any member who wishes to be elected for a position in the executive committee, should be present in person.

18.5 If a person is unable to attend, that person may send in a request that they are willing to serve on the committee. This written request is only acceptable for the post of an advisor and not an executive committee member.

18.6 Any person who wishes to be elected for the positions of President, Secretary or Treasurer shall only be eligible to be elected if they have served on the Executive Committee for at least one year in the last five years, or has held a similar position in another organisation.

18.7 A post of trustee can only be held by a person who has held a post of trustee in the past or has held a post of president, secretary or treasurer in the past five years or any other member who has served on the committee within last three years.

18.8 In the event no member mentioned above (18.7) is available than by a majority vote a suitable member may be elected.

19. Absence:

19.1 A member of the executive committee who fails to attend three consecutive committee meetings without valid reasons shall be reminded of their responsibilities and if after notification from an executive committee member, such member does not attend the subsequent meeting, the member shall be deemed to have resigned from the executive committee.

19.2 Absence on leave:

19.2.1 Any executive committee member who is going on extended leave in excess of 3 (three) months or is unable to temporarily perform their duties, shall inform the executive committee and hand their responsibility, records etc., to a fellow member appointed by the executive committee and resume their allocated duties on their return or resumption of ability to perform these.

20. Resignation:

- 20.1 Any member of the executive committee may resign at any time by giving one month's written notice together with an explanation to either the President or Secretary as to the reasons for resignation.
- 20.2 An honorary member's resignation shall be presented to the executive committee for acceptance and approval. Until the resignation is accepted, the honorary member is not relieved of their duties. After acceptance of such resignation, the honorary member shall hand over records, documents or assets to the President.
- 20.3 If an advisor wishes to resign, the president may alone accept such resignation. The President must inform the Executive Committee at the next meeting.

21. Suspension of Membership:

- 21.1 Any member who acts contrary to the stated objectives of the Mandal or acts in a manner detrimental to the reputation of the Mandal and its interests, shall be suspended from the event/activities and/or have their membership suspended after a full investigation by the executive committee of the alleged misconduct and with a majority vote by executive committee.
- 21.2 Suspended member shall be given enough opportunity and time to defend him/herself at a meeting with the executive committee.
- 21.3 In the event the executive committee can not deal with the matter or the member is not satisfied with the executive committee's decision then the matter must be forwarded to the board of trustees.
- 21.4 Such suspended member shall have the right to be heard at the following Annual General Meeting and be eligible for consideration to resume membership, subject to a majority vote at the meeting. If this member is not present at the meeting, the matter may still be discussed at the meeting and a decision can be taken without their presence. In this case, the member must be notified in writing of any decision taken.
- 21.5 Any member who acts as stated in clause 5.7 during any events/activities/meetings, may also be suspended from the activities/events/meetings.
- 21.6 Such suspended member shall have the right to be heard and be able to put their point to the executive committee and/or the board of trustees and/or at the following Annual General Meeting and be eligible for consideration to resume their membership, subject to a majority vote at the Annual General Meeting.
- 21.7 Any member who has been suspended shall only receive correspondence related to their suspension and future Annual General Meetings.

22. Special Funds:

- 22.1 The executive committee may raise funds for any specific purpose. Any such specific fund shall be utilised or handled as approved by the members in the general meeting.
- 22.2 The specific funds raised that have not been utilised for the initially intended purpose, for whatever reason, may be used for any other purpose on approval by a majority of the members at the general meeting.

23. Finance & Management:

- 23.1 The executive committee shall operate and maintain a current account with a commercial bank or a building society.
- 23.2 The account shall be operated jointly by any two of the three honorary members namely the President, Secretary and Treasurer.
- 23.3 Any withdrawal, except for amounts of up to £200 (two hundred), shall require the authority of the executive committee which is required for urgent financial expenditure.
- 23.4 Any account of the Mandal shall first be presented by the treasurer to the executive committee and then at the annual general meeting.

24. Financial Year

- 24.1 The financial year of the Mandal shall be from 1st April to 31st March of the following year.

25. Amendments to the constitution

- 25.1 Any amendment to the constitution other than its aims and objects requires a majority of 75% of members present at a general meeting.
- 25.2 Any amendments to either the name of the Mandal or its aims and objects shall not be considered.

26. Dissolution

- 26.1 Dissolution may be permanent or temporary
- 26.2 Before any dissolution is considered, all the current affairs/activities/events must be completed/ceased/closed/cancelled and all records/outstanding issues must be brought up to date and audited. There must not be any outstanding matters/issues in any form or shape. If any matters do arise, these must be resolved first.
- 26.3 Proposals to dissolve the Mandal shall only be considered where they are made by agreement of 90% of the executive committee first and then 90% members in a general meeting called for this specific purpose.

- 26.4** Such proposals shall be discussed at a separate general meeting called for this specific purpose and all members shall be informed of the proposed dissolution at least one calendar month in advance of the meeting.
- 26.5** No other matter shall be discussed at such a meeting other than matters relating to the dissolution.
- 26.6** During a temporary dissolution, all funds and assets shall be frozen and all activities of The Mandal shall be temporarily suspended until the dissolution is either made permanent or revoked.
- 26.7** During temporary dissolution executive committee shall hold annual or any other general meeting where only matters relating to dissolution of the Mandal shall be discussed.
- 26.8** In the event of permanent dissolution of the Mandal, remaining members, shall by majority vote, decide to use all surplus funds, property, belongings and net assets for social, educational and other charitable activities both in the U.K. and/or in Sukhpar-Roha, Kutch Bhuj, India.



