

SHREE MANDHATA YOUTH AND COMMUNITY ASSOCIATION EAST LONDON AND ESSEX CONSTITUTION

1. NAME

The name of the Association shall be, Shree Mandhata Youth & community Association East London and Essex.

2. OBJECTS

The Association is established for the benefit of inhabitants of the London Borough of Newham for the following purposes:

- (i) to advance the Hindu Religion;
- (ii) to advance education;
- (iii) to relieve poverty;
- (iv) to promote racial harmony; and
- (v) to provide or assist in the provision of facilities for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

POWERS

In furtherance of the said objects but not otherwise the Association may:-

1 Employ and pay any person or persons to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependents.

2 Establish where necessary local branches (whether autonomous or not).

3 Bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals.

4 Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.

5 Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.

6 Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.

7 Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the Association.

8 Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the said objects.

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9. Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter

any buildings or erection necessary for the work of the Association.

10 Make regulations for any property which may be so acquired.

11 Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.

12 Subject to such consents as may be required by law, borrow or raise money for the said objects and accept gifts on such terms and on such security as shall be deemed to be necessary.

13 Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Association shall not undertake permanent trading activities in raising funds for the said objects.

14 Invest the moneys of the Association not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.

15 Do all such other lawful things as are necessary for the attainment of the said objects.

3. DEFINITIONS

3.1 ASSOCIATION : The Association means "Shree Mandhata Youth & Community Association.

3.2 MEMBER : A person enrolled as a member on the register/records of the Association.

3.3 MEMBERSHIP : A person over the age of 18 years is eligible to become a member of the Association.

3.4 MANAGEMENT COMMITTEE : A committee elected according to the rule and regulations of the association, amongst it's members to carry out the management tasks and the day to day running of the Association.

3.5 ANNUAL GENERAL MEETING : A meeting of the member of the Association to be held before end of JUNE, each year.

3.6 EXTRA ORDINARY GENERAL MEETING : A meeting of the members of the Association convened for emergency business.

3.7 YEAR : The financial years of the Association shall be 1st April to 31st March (Option 31st December).

4.GRADE OF MEMBERSHIP

4.1 PATRON : A person who gives a minimum of £151 to the Association shall be considered a person of the Association.

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4.2 LIFE MEMBER : A person who gives of £101 to the Association shall be considered Life member of the Association.

4.3 ORDINARY MEMBER : A person who pays the annual subscription as decided by the Association shall be considered as the ordinary member of the Association.

4.4 HONOURARY MEMBER :

A person may be elected as an Honourary member by the Management Committee as a token of appreciation of his/her distinguished services to the Association. Such members pay no subscription, has no vote and shall not be eligible to hold any office in the Association.

5. RULES & REGULATIONS

5.1 The members specified as Patron, or Life member shall be free from paying annual subscription of membership.

5.2 The members specified as Donor, Life member or Ordinary member wishing to transfer to an upper grade of membership shall be entitled to do so by paying the difference between the two at the time.

5.3 Any member whose subscription is overdue by three months shall lose his/her right to vote at any of the meetings of the Association.

5.4 Members shall have the right to vote and participate in the proceeding of the general meeting and gatherings of the Association.

5.5 Any member found acting against the best interest of the Association would render himself/herself liable for any disciplinary action, that may be deemed necessary.

5.6 Subject to para 5.5 above, the Association shall convene the special meeting of the general body of the Association.

5.7 Subject to para 5.5 & 5.6 above, no such step shall be taken unless such member has been given notice of such meeting and also given an opportunity to make fair representation on his behalf, such disciplinary action may be taken ONLY if the members represent at such a meeting so decided by the majority.

5.8 The Association shall keep a register maintaining the list of the members specified under the heading of "**The Grade of Membership**".

6. ANNUAL GENERAL MEETING

6.1 The annual general meeting of the Association will be held before the end of JUNE each year for the transaction of the following business.

a) To approve the minutes.

b) To consider the report of activities of the previous year.

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c) To approve the annual account of the previous year.

d) To elect the office bearers and the members of the management Committee.

e) To transact any other business which may have approved by the Management Committee or which the President may permit to do so.

f) To elect an Hon. Auditor to audit the accounts.

6.2 Notice of Annual General Meeting shall be given at least 21 days before the date of the meeting either by correspondence or distributing leaflets.

6.3 Ordinary adjourned general meeting may be called by seven days notice as stated above.

6.4 Extra Ordinary General Meeting may be called by 48 hours notice by publishing the manner aforesaid.

7. EXTRA ORDINARY GENERAL MEETING

The Managing Committee at any time on their own authority or on written requisition of 30% members of the association or members of the committee shall call a special meeting giving seven day notice, specifying for which it is convened. No subject other than specified shall be discussed. If the Managing Committee within two weeks of the written requisition neglect to convene the meeting, the signatories may themselves convene a meeting of the Association by giving seven days notice.

8. QUORUM

8.1 Quorum for the general meeting shall be 33% of the membership and it shall be eight members for the Managing Committee meeting.

8.2 If within an hour quorum is not present at the meeting:

a) It shall stand adjourned to such time and place decided by office bearers OR.

b) It shall stand adjourned for one hour then after the present members can continue the meeting and decision shall be taken by the majority of votes amongst the members.

c) If it is convened on the written requisition of the members, it shall be dissolved.

9. MANAGING COMMITTEE

At the annual general meeting the managing committee consisting of the following shall be elected.

- 1 President.
- 2 Vice-President.
- 3 Hon. Secretary.

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- 4 Joint Secretary.
- 5 Secretary sport/social/cultural sec.
- 6 Hon. Treasurer.

7 twelve other Committee Members.

DUTIES OF THE OFFICE BEARERS

1 PRESIDENT

9.1.1 The president of the Association shall preside over all the meeting and in his absence, the vice president shall preside. In the absence of them both, the meeting will elect its Chairman who has deliberative as well as a final casting vote in the case of a tie.

9.1.2 He shall supervise the general offices of the Association and conduct the general and managing committee meetings.

9.2 VICE-PRESIDENT

During the absence of the President the Vice President shall carry out the functions of the President.

9.3 HON. SECRETARY

9.3.1 The Secretary shall be the Chief Executive Officer of the Association and shall carry out all secretary work, but he shall have to consult the Managing Committee in all matters concerning the policy of the Association.

9.3.2 He shall carry out his duties under the guidance of the committee and supervision of the president.

9.4 JOINT SECRETARY

9.4.1 He shall carry out such tasks as are entrusted to him by the managing Committee and during the absence or inability of the Hon. Secretary, he shall carry out the duties of the Hon. Secretary.

9.4.2 He shall help Hon. Secretary carry out all secretarial work.

9.5 ASSISTANT SECRETARY

9.5.1 He shall help Hon. Secretary.

9.5.2 He shall carry out writing minutes of the meeting under the guidance of the Managing Committee.

9.5.3 He shall help in mailing work from time to time.

9.6 HON. TREASURER

9.6.1 The treasurers shall be responsible for the management of the financial affairs of the Association under the guidance of the Managing committee.

9.6.2 He shall not pay any bill or expenses unless the same has been approved by the president or secretary of the Association.

9.6.3 He shall keep proper books of accounts and at the end of the year shall submit all his books of accounts and vouchers to have them audited by the Auditors of the Association.

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9.6.4 He shall present a receipt and payment account and balance sheet at the annual general meeting.

9.7 CO -OPTED MEMBERS

In addition to the members so elected the Committee may co-opt up to three further members being full members of the Association who shall serve until the conclusion of the next Annual General Meeting after individual co-option PROVIDED THAT the number of co-opted members shall not exceed one third of total membership of the committee at the time of co-option. Co-opted members shall be entitled to vote at meetings of the committee.

10. THE MANAGEMENT COMMITTEE

10.1 The Managing Committee will meet at least once in three months. Three days notice shall be given to the members of the Committee.

10.2 The Managing Committee shall be responsible for the proper management of the affairs of the association.

10.3 The Managing Committee shall have power to incur expenditure according to budget approved by the general meeting.

10.4 The Committee shall have power to fill in any casual vacancy in the Committee that may have occurred during the year. If the President or five or more of it's members resign at any time, the Managing Committee shall call a general meeting to fill up such vacancies.

10.5 Any member of the Managing Committee failing to attend THREE (3) consecutive meeting shall cease to be a member of the Managing Committee, but the Managing Committee shall grant the leave of absence for some good reason.

10.6 No member who is absent at the annual general meeting shall be eligible to be elected as an office bearer or the member of the Managing Committee unless he has previously informed the secretary in writing of his willingness to accept such a position.

10.7 Quorum of the Managing Committee shall be eight members.

11. TRUST PROPERTY

The title to all real or personal property which may be acquired by or on benefit of the Association shall be vested in a corporation lawfully entitled to act as Custodian Trustee or not less than 2 or more than 4 individual persons (not being members of the committee).

12. FINANCE

12.1 Special funds

It shall be the duty of the Managing Committee to collect the fund to meet any urgent requirements. The Management Committee may take such step to collect funds to meet the expenses for the fulfilment of the Aims and Objectives. However, to meet a special fund of permanent nature shall be collected only with approval of general body.

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12.2 Bank account

A bank account shall be opened in the name of the Association with the Nationwide Building society, Cranbrook House, 76 Cranbrook Road, Ilford Essex or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the

Honourary Treasurer, the Honourary Secretary of the Association and two members of the committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the authorised signatories.

13. INSPECTION OF BOOK OF ACCOUNTS

Any members of the Association shall be entitled for an inspection of the book of accounts provided he has applied in writing three days in advance to the Managing Committee for such inspection and obtained prior consent of the Managing Committee.

14. AMENDMENT ALTERATION TO THESE RULES & REGULATIONS

Alteration to this constitution shall receive the assent of two thirds of the members present and voting at Annual General Meeting or Extraordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Honourary Secretary of the Association at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such meeting must be given by the Honourary Secretary to the membership and must include notice of the alteration proposed. No alteration shall be made to the objects clause, the dissolution clause or this clause without the prior approval in writing of the Charity Commissioners or other authority having charitable jurisdiction; and no alteration shall be made which would have the effect of causing the Association to cease to be a charity in law.

15. DISSOLUTION

The Association may be dissolved by a Resolution and passed by a two thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which 21 days notice shall have been given to the members. Such resolution may give instruction for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may determine and if and in so far as affect cannot be given to this provision then to some other charitable purpose.

This constitution shall come in force

from the 3 October 1992.