

# *Shree Vishwakarma Association of U.K.*

*Adopted Constitution*

26th October 1997



SHREE VISHWAKARMAY NAMAH

ॐ नमो विश्वकर्माय नमः

Working  
for

**Our Association, Our Dada , Our Children and Our Future**

Registered Charity No. 287416





# *Shree Vishwakarma Association of U.K.*

शुभे नमो ब्रह्मणे नमः

Registered Charity No : 287416

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1. **NAME**            The name of the Association shall be "Shree Vishwakarma Association of United Kingdom " hereinafter referred to as the Association. ("The Charity").
  
  2. **OBJECTS**        The objects of the Association shall be ;  
  
The advancement of the Hindu Religion , the advancement of Education and the advancement of any other charitable purpose for the benefit of the public at large , and in particular for the Suthar Community comprising of Gurjar , Vainsh, Mevada and Pancholi

3. POWERS

In furtherance of the objects but not otherwise, the management and the Administration of the Association shall be vested in the Executive Committee and may exercise the following powers for which they shall be responsible for :

- (a) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
  - (b) clause 3 (c), 3(d), and 3(e), shall have the approval by the Association members at an AGM or SGM only if valued above £5000.
  - (c) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
  - (d) power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the Charity;
  - (e) power subject to any consents required by law to borrow money and to charge all or part of the property of the charity with repayment of the money so borrowed;
  - (f) power to employ such staff ( who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
  - (g) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purpose and to exchange information and advice with them;
  - (h) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
  - (i) power to appoint and constitute such advisory committee as the Executive Committee may think fit;
  - (j) power to do all such other lawful things as are necessary for the achievement of the objects;
  - (k) no member of the Executive Committee shall acquire any interest in property belonging to the Association or receive remuneration or be interested in any contract entered into by the Executive Committee. ( Otherwise as a member of the Executive Committee or a Holding Trustee of the Association)
  - (l) obtain, collect and receive money and funds by way of subscriptions, donations, endowments, bequests, affiliation fee, legacies, grants and any other lawful methods and accept and receive gifts of any description whether subject to any special trusts consistent with the objects or not, to establish and maintain the Association fund.
  - (m) acquire educational, religious and medical equipment for the advancement and the furtherance of the above purpose.
  - (n) The ultimate responsibility for the administration of the charity shall lie with the Executive Committee.
  - (o) All Trustees must act reasonably and prudently in all matters relating to the Charity and must always bear in mind the interest of the Charity.
  - (p) Trustees should act within the general requirements of Trust and Charity Law.
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4. MEMBERSHIP

4. (i) The Association's members shall be the ones who are permanent residents of the United Kingdom or the European Community and who are known as Suthars and are interested in furthering the objects of the Association.

Word "member/s" shall mean any member/s of the Association including its Executive Committee, Branches or Sub-Committees.

The Association shall consist of the following classes of members :

- (a) Full Member - any person born as Suthar or is married into a Suthar Family . This person shall be fully paid member according to the annual subscription fees set up by the Executive Committee.
- (b) Life member - any full member who subscribes a sum specified by the Executive Committee.
- (c) Associate member - any person other than that (a) or (b) above and over the age of 18 years .
  - (i) such a person who is interested in furthering the objects of the Association .
  - (ii) such a person shall be approved by the Executive Committee.
  - (ii) such a person shall pay a specified sum of membership fees per year
- (d) Honorary member- May be elected by the Executive Committee as a token of appreciation of their distinguished services to the Association.

4. (ii) Association's Elected Committee Members :

All elected committee members of the Association's Executive Committee and its Branches or Sub-Committees shall be belonging to 4(i) (a) or 4(i) (b) Only.

4. (iii) Termination of Membership

The Association shall have the right to terminate, expel , suspend , disqualify or shall cease the membership of any member/s for the reasons as follows :

- (a) on death of a member .
- (b) on receipt of withdrawal of membership in writing to the General Secretary .
- (c) on non-payment of annual subscription, provided that the Executive Committee may reinstate membership on payment of subscription within reasonable time.
- (d) for any other good reason that the Executive Committee may find reasonable, in order to preserve the integrity and betterment of the Association . Such action shall be for the benefit of the Association and must be in accordance with the disciplinary policy.

- (e) Such decisions by the Executive Committee shall be by unanimous vote of members of the Executive Committee after following the disciplinary policy. Such member shall have the right to appeal within 21 Calendar days after receipt of the written notification of dismissal. Such Appeals shall be in writing to the General Secretary who shall then follow the appeals procedure .  
Such member shall have the right to be heard by the Executive Committee before decision is taken against the member. Such decision shall be for the term specified by the Executive Committee and shall be final and binding to all members of the Association.

4. (iv) Membership Voting Rights

- (a) Each member other than the Honorary , and the Associate member present at a meeting, whose subscription is fully paid to the date of the meeting shall be entitled to one vote and be a member of the Executive Committee or the Associations Branches or Sub-Committees.
- (b) The Chairman of a meeting shall have a casting vote in addition to his own.
- (c) Proxy vote shall not be allowed.
- (d) All resolutions and elections shall be determined by a simple majority of votes.

4. (v) Membership Subscription

- (a) The amount of subscription fees to be paid by a member shall be determined by the Executive Committee and shall be subject to changes if any.
- (b) The membership of the Full and Associate member shall be valid for one calendar year (1st April to 31st March ).
- (c) The membership fee shall not be refundable under any circumstances, except if the membership has been rejected to a person when applying in the first instance.
- (d) There shall be no subscription fee for Honorary member.

5. FINANCE

a) **Fund Raising**

- (i) The funds of the Association shall be derived by offerings, subscription, donations, appeals, bequests and special religious funds as approved by the Executive Committee. Such funds shall be paid into an account operated by the Executive Committee in the name of the Charity. All cheques drawn on the account must be signed by at least two members of the Executive Committee appointed by provisions made under clause 5 (b).
- (ii) The Executive Committee shall have the power to borrow money for the purpose of enhancement and execution of its aims and objects and for that purpose to charge, mortgage or create lien on the property of the Association as a security of debt, liability or obligation of the Association. Such action shall be with the approval of the members at an AGM or SGM.
- (iii) The Executive Committee trustees shall direct and apply all the resources, money and property of the Association solely towards the advancement and execution of the aims and objects of the Association laid down herein.

b) **Finance Records and Books**

- (i) All money payable to the Association shall be received by the Executive Committee Treasurer.
- (ii) The Executive Committee shall from time to time appoint signatories to operate such account or accounts.
- (iii) Accounts and annual Report. The Executive Committee members shall comply with their obligations under Part VI of the Charities Act 1993 with regard to :
  - (a) the keeping of accounting records for the charity;
  - (b) the preparation of annual accounts for the charity;
  - (c) the preparation of an annual report;
  - (d) where applicable, the auditing or independent examination of the statements of account of the Charity; and
  - (e) where applicable, the transmission of the statements of account and the annual report to the Charity Commissioners.

**Annual return.** The Executive Committee members shall, where applicable, comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Charity Commissioners.

- (iv) The financial year for the purpose of the accounts of the Association shall be from 1st January to 31st December but the Executive

Committee shall remain in office until the election of the new Executive Committee at the Bi-Annual General Meeting.

c) Auditors

- (i) The Executive Committee and the Holding Trustees shall jointly approve and appoint an independent external auditor and carry out duties as set under clause 5(b)(iii)(d) of this document.

6. HOLDING TRUSTEES

- (a) There shall be five trustees who shall be full/life members of the Association.
- (b) The Trustees shall be ex-officio and must be persons suitable to act as trustees.
- (c) The five Trustees shall be the Holding Trustees of the Association.
- (d) The Trustees shall be designated as first, second, third, fourth and fifth trustee, and shall be elected at the bi-annual General meeting. The first and second trustee shall be the senior trustees and each second year of the term, the senior most, shall retire in rotation, but shall be eligible for re-election. The Third and fourth Trustee shall now become the Senior Trustees and the fifth trustee shall take the position of the third Trustee. Two new Trustees shall be elected to take the position as fourth and fifth Trustees. The Trustees term shall be as follows :  
First and Second - Two Years,  
Third and Fourth - Four Years  
Fifth - Six Years.  
The terms of each Trustee shall be determined according to their position as First, second, third, fourth and fifth after rotation.
- (e) The Executive Committee shall have power to fill in any vacancy that may occur in the office of Trustees during the year until the next bi-annual General Meeting. Such decision shall be with joint consensus between the Holding Trustees and the Executive committee.
- (f) All property of the Association shall be vested in the names of the Five Trustees. The Trustees shall be empowered to invest any excess assets/funds which may not be required for considerable time. Such decision shall be with the approval of the Executive Committee.
- (g) Such Trustee/s shall not have been or is not involved in any deception, criminal offence, dishonesty, declared Bankrupt or removed from office by courts. The trustee shall not have been involved with any actions that may have been detrimental to the Association.
- (h) Such Trustees (Holding), shall not be involved with the management of the Association but have the right to make enquiries after a complaint has been made by a member regarding any mis-management of the Association.
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7. EXECUTIVE COMMITTEE

- (a) Subject to limitations set out in this constitution , the management and the administration of the Association shall be vested in the Executive Committee. The Executive Committee Members shall be referred as Charity Trustees within the meaning of S.97 ( General interpretation ) of the Charities Act 1993.
- (b) The members of the Executive Committee shall be bound as specified under clause 3 of this document.
- (c) The Executive Committee Trustees shall comprise of :
- (i) 4 Office Bearers :
    - . President
    - . Vice- President
    - . General Secretary
    - . Treasurer
  - (ii) 7 Committee members
  - (iii) one representatives from each branch or sub-committee , nominated by that branch or sub-committee.
  - (iv) Other posts/duties such as the Asst. Secretary, Asst. Treasurer shall be appointed and agreed by the EC from the 7 elected committee members as in 7(c)(ii) of this constitution .
- (d) The quorum of Executive Committee meetings , shall consist of seven members of the Executive Committee .
- (e) A special meeting may be convened at any time by the Executive Committee or by the General Secretary . No business other than that specified shall be allowed to be conducted. A minimum of two days notice shall be given to Executive Committee Trustees.
- (f) No quorum shall be necessary at any adjourned meeting if such adjournment was due to want of quorum. Such adjourned meeting shall be held by further notice of 14 days given at any time to all members in case of an AGM or SGM . Atleast three days notice is required in case of EC , Sub-Committee or Branch committee meetings.
- (g) Any member of the Executive Committee who remains absent for three consecutive meetings without justifiable reasons shall be deemed to have resigned. In such a case the General Secretary shall write to that member to confirm the resignation .This clause shall not apply to the Holding Trustees.
- (h) At least three days notice of meetings of the Executive committee shall be given to the members thereof.
- (i) The President shall be chairman of any Executive Committee meeting at which he is present. In his absence the Vice-President shall be chairman and if the Vice -President is not present , the Executive committee shall appoint a chairman. The Chairman shall have the casting vote .
- (j) The Chairman shall conduct all Executive Committee Meetings . The chairman shall have the right to allocate his duty to conduct the meetings to any other member of the Executive committee.
- (k) Members under paragraphs c(i) and (ii) shall be elected in the Annual General Meeting for a term of two years, whereas those under paragraph (iii) shall hold office for one year. Election of the Trustees shall be in accordance with the provisions made in this Constitution.

- (l) The Executive Committee shall have the right to fill any casual vacancies arising in the Executive Committee or in the post of Holding Trustees. If more than Four members resigned at the same time , such vacancies shall be filled by election at a special general meeting to be called within five weeks of the date of receipt of such resignations.
- (m) The Executive Committee shall at least meet once a month.
- (n) Holding Trustees may attend the Meetings of the Executive Committee but shall have no voting rights .
- (o) The Minutes shall be written by the General/Asst. Secretary in an approved format. The Minutes shall be kept in the file provided. At every meeting of the Executive Committee the minutes of the last meeting shall be read, approved by all present and signed by the Chairman and one other Executive member .
- (p) The Executive Committee shall have the right to remove, suspend or expel any member of the Executive Committee who misbehaves continuously at the meetings . Such action shall be in accordance with the disciplinary policy and clause 16 in this constitution. The Executive Committee decision shall be final and binding to all members of the Association.
- (q) The Executive Committee minutes shall be copied to all Trustees of the Association. However the Executive Committee shall have the right to make other arrangements as necessary provided there are sufficient reasons for such actions.
- (r) The Executive Committee may from time to time appoint such sub-committees as may be deemed necessary and may determine their terms of reference, powers, duration's and composition which shall be termed as Guidelines herein. The sub-committee shall report to the Executive committee without undue delay. Such Guidelines shall be written in an approved format by the Executive Committee.
- (s) The President or the Secretary with the approval of the Executive Committee may invite any person to attend its meetings as an observer but without the right to vote.
- (t) The proceedings of the Executive committee shall not be invalidated by failure to give due notice or failure to or any defect in the appointment of any member.
- (u) All notices and correspondence shall be deemed to have been duly served if delivered at or sent by post addressed to the last known address of the member or person to whom they intended.
- (v) The Executive Committee will administer the membership of the Whole Association . In case of a Branch the Executive Committee will retain 25% of the membership fees received towards the administration costs.
- (w) All the members of the Executive Committee shall retire from office together at the end of their term . An Election shall be held at the Bi-Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.
- (x) A member of the Executive Committee shall cease to be a Trustee if he or she :
  - (i) is disqualified from acting as Trustee by virtue of section 72 of the Charities Act 1993;
  - (ii) becomes incapable ( in the opinion of the Executive Committee members) by reason of illness, injury or mental disorder of managing his or her own affairs; or
  - (iii) is absent without informing the Executive Committee members from all their meetings held within a period of three months and the Executive Committee members resolve that his or her office be vacated ; or

- (iv) gives not less than one month's notice in writing of his or her intention to resign (ensuring that at least 3 members of the Executive Committee will remain in office when the notice of resignation is to take effect).
- (y) The Executive Committee may co-opt not more than three members who shall be members of the Executive Committee but their term of office shall be for such period as the Executive Committee may determine but shall not exceed the life of the Executive Committee.
- (z) Not more than one member per household, can become member of the Executive Committee.

8. DUTIES OF OFFICE BEARERS

(a) President and Vice-President

Subject to the direction of the Executive committee, the president shall have the right to preside at all Executive Committee Meetings and he shall supervise and conduct all such meetings. The Executive committee may elect any Executive Committee Trustee to preside and conduct at such meetings with the permission of the President. The president shall be responsible for the conduct of all Association's Activities. The president may preside at Branch/Sub committee meetings if requested to do so by the Branch or Sub-Committee Chairman. The Vice-President shall deputise in the absence of the President. However the Executive Committee may make other arrangements if necessary with majority decision.

(b) Secretary

The Secretary shall be responsible for maintaining all records of the Association including minutes of the Executive Committee and General or Special Meetings. He shall conduct all correspondence on behalf of the Association and carry out instructions from the Executive Committee in all matters requiring Executive committee decisions. All Correspondence received and answered, shall be presented at the meetings. The Asst. Secretary shall assist the General Secretary and may work in General Secretary's Absence.

(c) Treasurer

The Treasurer shall be accountable for all financial transactions, issue of proper receipts for these transactions and maintain account books. The Treasurer shall make no payments exceeding a sum specified by the Executive Committee. The Treasurer shall be accountable to the Executive Committee, Trustees and the Auditor. Such books shall be examined by the auditor on regular interval, which the auditor shall report to the Executive Committee. With Approval from the Executive Committee he shall present proper prepared accounts and the balance sheet to the Annual General Meeting. The Treasurer shall submit current to date account details at regular Executive meetings written in the format agreed. The Asst. Treasurer may work in the absence of the Treasurer.

- (d) The Executive committee may decide to delegate any of the above Office Bearers Duties to any other Executive Committee Trustee or member of the Association.

9. ELECTIONS

- (a) The position of Trustees for the Association , shall be by election at the General meeting every second year or completion of the Term of the Executive Committee Trustees.
- (b) The election shall be for the Executive Committee of which the composition as per clause 7(c) of this document. and any Vacant positions within the Five Holding Trustees of the Association.
- (c) The Executive Committee shall determine the Terms and Conditions required to conduct such Elections.
- (d) Any member standing as candidate for the Executive Committee or the Holding Trustee post shall be a full/life member. The Office Bearers post must be filled by qualified person who has knowledge of the responsibilities he/she is to undertake.
- (e) No member shall apply for or join Executive Committee or the Holding Trustee's post , if the said person has been convicted of serious criminal offence or has been disqualified by the virtue of section 72 of Charities Act 1993 and any amendments thereof.
- (f) Any member who is at default due to clause 16, shall not stand in the elections for any post for two terms of the Executive Committee.
- (g) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause;
- (h) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity and that all matters discussed at the Executive Committee Meetings shall be treated as Private and Confidential.

10. ANNUAL GENERAL MEETING

- (a) The Executive Committee shall arrange to hold the Annual General Meeting once a year in the month of February or as soon as possible thereafter.
- (b) To receive the annual report and audited statement of Treasurer's account to the end of the preceding financial year.
- (c) To elect office bearers and committee members of the Executive Committee who shall manage the Association for the next two years.
- (d) To elect Holding Trustees .
- (e) To decide any such matters brought before it by not less than 50 members but such matters must be forwarded to the General Secretary in writing atleast 28days before the date of the Annual General Meeting.
- (f) Not less than 14 days notice in writing of the Annual General meeting shall be sent to the members of the Association , but the accidental omission to give notice of the meeting to or the non-receipt of the notice of the meeting by any member , person or body entitled to receive notice shall not invalidate the proceedings of the meeting.
- (g) If the President is absent the Vice-President shall be the Chairperson at any meeting at which he/she is present. In his absence the members at the Annual General meeting shall appoint a chairman. The chairman shall have the casting vote.

- (h) The quorum of the Annual or Special General meeting shall be 30% of the total membership.
- (i) All motions shall be in writing signed (including membership number and address ) by the proposer and seconded, who shall be member/s of the Association and shall be delivered to the General Secretary to be passed onto the chairman who will read before any debate there on shall take place.
- (j) Every matter shall be decided in the first instance on a show of hands but the chairman may order a poll and must do so if it is required by the majority of the members.
- (k) Minutes of the meeting of the Association shall be kept in the book provided for the purpose. At every meeting of the Association the minutes of the last meeting of the Association shall be signed by the Chairman and one other Executive Committee trustee.
- (l) The President or the Secretary with the approval of the Executive Committee may invite any person to attend any meeting of the Association as an observer but without the right to vote.
- (m) The proceedings of the Association shall not be invalidated by any failure to appoint or defect in the appointment or qualification of any member.

11. SPECIAL GENERAL MEETINGS

- (i) A Special General Meeting may be convened at any time by the Executive Committee or by the General Secretary on receipt of a requisition of not less than 50 full/life members of the Association stating in writing , with their full names , membership numbers and signatures , the exact purpose for which it is desired.
- (ii) No Business (Matters) other than that specified shall be allowed to be conducted.
- (iii) A minimum of 28days notice shall be required by the Executive Committee to arrange for such a meeting.
- (iv) 28Days days notice shall be given to the members of such a meeting.
- (v) The Executive Committee shall meet regularly and as and when required. The special meeting of the Executive committee may be convened by the secretary at any time or at the written request of not less than seven members of the Executive committee to the General Secretary.
- (vi) the Executive Committee shall allow only those resolutions to be placed before it for consideration at any meeting as it would deem relevant to the object of the Association.

12. RECORD BOOKS

- (a) All record books, including the books of the account and minutes of the Association but excluding any pecuniary self interest records ,shall be and remain the property of the Association and officers shall hand over the to the Executive Committee through the President or the Secretary on retirement or resignation.

- (b) No less than two members of the Executive Committee shall have right to inspect such books at any reasonable time, with at least one weeks notice, In presence of the officer responsible for those records. Private and confidential correspondence between members, establishments and ourselves will not be allowed without the unanimous Executive Committee's Approval.
- (c) The President, the Vice-President , the General Secretary, the Assistant Secretary , the Treasurer , the Assistant Treasurer , the Holding Trustees and the Accountant / Auditor shall each have same right to inspect all records without any notice.
- (d) Not less than five Association Full/life members shall be entitled to access to records of the Association by a written application to the General Secretary giving 28days days notice in advance. Such an application shall be accepted by the Executive Committee and shall only allow the inspection of Accounts and Minutes but the various correspondence between members , establishments and ourselves (self pecuniary) shall be deemed private and confidential and shall only be allowed to be viewed if the Executive Committee was to Agree unanimously. Such application should state the purpose of the inspection and exact documents required. The applicant (Full/life Member) shall not take copies, or photographs, or any part of the records. Such a meeting shall not allow any recording of any nature but at the time of such inspection, minutes shall be taken by the Officer in charge of the inspection. Such inspections must have the five signatories present on the day.

13. STANDING ORDERS , RULES , DISCIPLINARY POLICY AND APPEAL PROCEDURE.

- (a) The executive Committee shall have the right to adopt and issue standing orders and rules to the Association's Branches, Sub-Committees .
- (b) Such standing orders, rules , Disciplinary Policy and Appeals Procedure , shall come into operation immediately, provided always that they shall be subjected to review by the Annual or Special General meeting and shall not be inconsistent with the object of the Association. Such Standing orders, rules , Disciplinary Policy and Appeals Procedure, shall be circulated to all members of the Association or to the branches, Sub-Committees or members concerned.
- (c) the Executive Committee may from time to time make and alter rules for the conduct of their own business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution. Such action shall be by Majority vote of the Executive Committee.

14. BRANCHES , SUB-COMMITTEES AND OTHER GROUPS

- (a) The Executive Committee shall have the right to establish branches or sub-committees of the Association for the purpose of making any inquiry or supervising or performing any function or duty and shall define it's terms and references , duration, powers and composition.
- (b) In the establishment of a Branch , the executive committee shall prescribe it's constitution . The Object of such Branch shall be identical to the object of the Association. The remaining provisions of the constitution of the branch shall follow as closely as possible to this constitution. Such Branch shall be responsible for all expenses incurred of their own administration.

- (c) The Sub-Committees shall report to the Executive Committee without undue delay or in accordance with their terms and references.
- (d) The Executive Committee shall consider to open a bank account with an amount not exceeding £1000 (One Thousand pounds Only).
- (e) Any groups which the Association recognises and which are within the context of this Constitution membership, shall be considered as part of our Association and the Executive Committee shall interact with such groups as necessary.

15. ALTERATION AND AMENDMENT TO THE CONSTITUTION

- (a) Any proposal to alter or amend this constitution must be delivered in writing to the General Secretary of the Association not less than 3Months before the date of the Annual or Special General Meeting at which it is first to be considered and if approved annexed to the adopted constitution.
- (b) The Executive Committee may amend the Constitution from time to time as necessary. Such amendments shall be with a request from atleast Nine Executive Committee members giving notice in writing to the General Secretary of the Association not less than 28days before the date of the AGM or SGM where it shall be approved.
- (c) The alterations shall require the approval of two-third majority of the members of the Association present at the meeting and entitled to vote at the SGM or AGM.
- (d) No alteration to clause 2 shall be made without first seeking the approval of the Charity Commissioners.
- (e) No amendment may be made which would have the effect of making the Charity cease to be a charity at law. Such amendments should be promptly be sent to the Commissioners and annexed to the adopted constitution.

16. DISPUTES AND COMPLAINTS : THESE RULES SHALL APPLY EQUALLY TO EXECUTIVE COMMITTEE, BRANCHES, SUB-COMMITTEES AND ALL MEMBERS OF THE ASSOCIATION [ CLAUSE 4(i) ].

- (a) Any disputes or complaints arising within the Association or it's Branches shall be effectually dealt with by the Executive Committee and may be followed by the Disciplinary Policy in case of a serious offence.
- (b) The Executive Committee shall have the right to ask the defaulter member to resign and failing compliance may suspend, expel and withdraw his membership for a period . In any case the defaulter may lose his membership for that period depending on the seriousness of the offence. Such offence shall be with unanimous vote of the Executive Committee.
- (c) The decision of the Executive Committee shall be binding on all members of the Association and it's Branches. Any such decision should be given in writing to the offender.
- (d) The decision of the Executive Committee shall be final as regards to definition of "Suthar".
- (e) Any dispute between the Branches or Sub-Committees of the Association shall be resolved by the parties concerned. Should a dispute not be resolved by mutual understanding then parties concerned will seek the help of the Management Trustees. If amicable solution is not found then the Executive Committee shall follow the "Disciplinary Policy" accordingly.
- (f) Any misconduct or misbehaviour by any member at the Elections will be effectually be dealt with by the Chairman and the Trustees present at the

- meeting. Such decision shall involve the offender losing his membership or be ordered to leave and take no further part in the proceedings of the Election.
- (g) Subject to Provisions of the Acts every Holding Trustee, Executive Committee Member, or Auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by him/her in that capacity in defending any proceedings, whether civil or criminal, in which judgement 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 court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association. No member shall take any legal proceedings against the SVA of UK or its members without the consent of the Charity Commission, in accordance with the Charity Law and any such member taking legal proceedings shall not be included within the indemnity policy and shall be with the discretion of Executive Committee which shall be based on the merit of the case.

17. DISSOLUTION :

The Association may be dissolved by a resolution to that effect passed at a Special General Meeting, subject to the following conditions:

- (a) Not less than 50% of total members propose such a resolution.
- (b) At least 75% of the voting members actually present at the meeting shall be required to vote in favour of effecting dissolution.
- (c) All surplus funds, property belongings and assets of the Association shall be given to charitable body or bodies connected with Hindu religion or to such charitable objects as may be decided upon at the said Special General Meeting by vote through the registered Holding Trustees of the Association.
- (d) Once dissolution of the Association is accepted the Executive Committee shall hand over the full responsibilities to the Holding Trustees.

This constitution was adopted as the constitution of Shree Vishwakarma Association of the United Kingdom on 26th October 1997. ( Twenty Sixth of October nineteen ninety seven. )

Certified by the Trustees of the Association :

President :

D. P. Dutt  
28-10-1997

Gen. Secretary :

L. P. Dutt 28th Oct  
1997



*Shree Vishwakarma Association of U.K.*

*Supplements to the Adopted Constitution  
of*

26th October 1997



SHREE VISHWAKARMAY NAMAH

शुभं भवतु सर्वसुखम् ॥

**Disciplinary policy  
and  
Appeals Procedure**

Working  
for

**Our Association, Our Dada , Our Children and Our Future**

Registered Charity No. 287416

# Disciplinary Policy



श्री विश्वकर्मा संघः

## Introduction

Shree Vishwakarma Association of U.K.'s ( SVA ) principal Object in accordance with the adopted constitution of SVA of UK. The Association expects all its members or employees, whatever their responsibilities to support and enhance the objectives of the Association (SVA). Member/s will mean any member/s of SVA of UK who is/are the member/s of the Executive Committee(EC) , or Branches, or Sub-Committees.

The SVA expects that each of its members or employees, shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the Association, in accordance with the constitution. This policy may be amended in accordance with the adopted Constitution referred to under clause 13.

## 1. The Policy

- 1.1 The Primary objective of the Disciplinary Policy is to assist any member or employee, whose conduct is in question by helping them to reach an acceptable standard.

It will only concern cases where formal disciplinary action is necessary.

Counselling may often be a more satisfactory method of resolving problems than a disciplinary interview. Management (EC) have a responsibility to take appropriate action at the earliest stage to counsel staff with a view to assisting the member whose conduct is in question . Such actions should be noted or minuted.

The policy will in most cases only be applied when discussion between the member/ employee and the counsellor has failed to result in the desired improvement.  
This policy and may equally apply to an employee of SVA of UK and the employment acts may be applied in that case.

- 1.2 SVA will undertake to ensure that any failures or shortcomings of member in relation to the duties and responsibilities of their post or their behaviour will be brought to their attention at the earliest opportunity.
- 1.3 The Disciplinary Policy will be applied consistently to all members in conjunction with the "Appeals Procedure " which form part of the Disciplinary Policy, once a decision has been taken to implement formal disciplinary action in accordance with the adopted constitution clauses 4(iii) (d) or 7(p) or 7(x) or 16.
- 1.4 All members of the EC will have the right of appeal against formal disciplinary action and the right to be represented by a member representative or a member friend. Such action must be followed in accordance with Adopted Appeals Procedure.

- 1.5 Such decisions shall be binding to all members of SVA of UK.
- 1.6 This policy shall not apply once the appeals procedure has been invoked for the same offence or disciplinary action and the final decision has been taken by the Appointed panel and the Executive Committee in accordance with the " Appeals Procedure". This policy shall not apply to any Criminal Offences or any disciplinary action taken/falls under/within Charities Act 1993 or by order of Court of Law applied to the defaulter member.
- 1.7 Any such dismissal or Appeals shall be carried forward and followed up ,after every election of the Executive Committee if the matter is still pending or until the final decision has been made.

## **2. General Principles of the Disciplinary Policy**

- 2.1 The standards of general conduct as outlined in the introduction to this policy will determine the need for disciplinary action in instances of misconduct or gross misconduct.
- 2.2 Before invoking the disciplinary policy a formal investigation will be held by a representative member of the Association , appointed by the Executive Committee, who has not previously been involved in then case.

The member defaulter will be informed in writing of the allegations to be investigated , and will be given opportunity at investigatory level to answer the allegations before disciplinary action is taken in accordance with the adopted constitution of the SVA of UK.

- 2.3 Association will undertake to ensure that all members who have authority to take disciplinary action recognise the serious nature of such action and give priority consideration to the conclusion of such matters in the interest of both the individual and the Association.

## **3. Authority to take disciplinary Action.**

Any investigation which may call into question the professional conduct of a member of SVA will be reported in writing to the EC secretary / President / Trustee, whether within the EC, Branches or Sub-Committees. Instances of professional conduct or competence may necessitate referral to additional guidance.

## **4. Formal Disciplinary Action**

### ***4.1 Oral Warnings***

For matters of relatively minor misconduct an oral warning may be appropriate.

- 4.1.1 A record of the discussion at the interview leading to the oral warning will be kept on the member's personal file for six months. The record will be destroyed after this time , if follow up is not required. Such actions shall be minuted.
- 4.1.2 In instances where follow-up action is required by the EC, for example further counselling, this will be confirmed in writing to the member.
- 4.1.3 There is no right of appeal against an oral warning.
- 4.1.4 This should attempt to help the member/s to meet the standards required of him/her . The Counsellor should indicate the disciplinary action which might follow unless the required improvement is made within the review period of two months.

#### 4.2 *First Formal Warning*

- 4.2.1 Following investigation it may be considered that an oral warning is inadequate but the misconduct does not warrant a final formal warning, a first formal warning may be given.
- 4.2.2 If an oral warning about behaviour has been given and following further investigation within the two month review period there has been no improvement a first formal written warning may be given.
- 4.2.3 The Counsellor will explain in a formal interview with the member, what is expected from them and indicate the disciplinary action which will follow unless the required improvement is made.
- 4.2.4 The warning will be confirmed in writing usually within five working days of the interview. The letter will include a clear explanation of failings, what is required to rectify matters, and the consequence of a failure to improve. Details of how to appeal will be indicate.
- 4.2.5 A record of this warning will remain on the member's personal file for term of the Executive Committee.

#### 4.3 *Final Formal Warning*

Where a final formal warning is necessary, and depending upon the circumstances of the case the Executive Committee with the authority to dismiss shall take this action. The member will be informed that further similar misconduct may lead to the termination of his/her membership from the EC, Branches, Sub-Committee or the Association as appropriate.

A record of this warning will remain on the member's personal file for the term of the Executive committee.

#### 4.4 *Dismissal*

Dismissal is the final step in the disciplinary procedure.

The need to dismiss a member of EC may arise in one of three ways :-

- 4.4.1 Where there has been a continuing failure to meet the disciplinary performance requirements.
- 4.4.2 Where gross misconduct occurs under clause 7(p) or 7(x) , which is considered sufficiently serious to merit dismissal without warnings having previously been given. A dismissal for gross misconduct should only take place after a normal investigation to establish the facts.
- 4.4.3 in accordance with the Adopted constitution clauses 4(iii) or 7(p) or 7(x) or 16 or any other appropriate clause contained within the Constitution.

Such shall be in writing to the offender /defaulter , but that member shall have the right to be heard by the Executive Committee before decision is made against him/her. Such decisions shall be by simple majority of the Executive Committee.

Summary , dismissal will be reserved for cases of gross misconduct, and the member of SVA will in this instance forfeit their right of membership of SVA in lieu of notice.

#### 5. Suspension

- 5.1 If it is alleged that a member of SVA of UK has committed an act of gross misconduct or a serious offence which means it is undesirable for them to remain on as member of EC, suspension by the joint EC Committee and Holding Trustees may be appropriate. Such decisions shall be binding to all members of the Association.

It is the intention of the EC , that no person will be suspended for more than two working week without having been interviewed by the EC Representative responsible for undertaking the investigatory meeting. Councillor shall be appointed by EC when required for any such matters arising.

#### 6. Criminal Offences

If a member is convicted of a criminal offence or there is a court order on that member or not committed whilst engaged on SVA Business , the EC reserves the right to asses continuation of membership. If it is considered following and investigation that the nature of the offence is such that continued membership could create an unacceptable level of risk to the Association and it's objectives , the member may either :-

1. be suspended until further notice .
2. have their membership from the EC terminated.
3. have their membership from the EC & SVA of UK Terminated.
4. the EC may take appropriate action of dismissal in accordance with clause 4.4 of this policy.

#### 7. Appeals

A member may appeal against dismissal and the written stages of the formal procedure . Appeals shall be conducted in accordance with the appeals procedure. Such Appeals shall be in accordance with the Adopted Constitution.

#### Declaration of Approval by the Executive Committee of SVA of UK. Adopted 26th October 1997

Signatures : ( President ) :

D. P. Dooling

Date : 28 Oct 1997

( Secretary ) :

L. P. Dooling

Date : 28th Oct 1997

# Appeals Procedure



ॐ नमो भगवते वासुदेवाय

## Introduction

The Executive Committee (EC) will delegate to the Appeals Panel responsibility for hearing and deciding cases of dismissal which are subject to appeal which remain unresolved after all stages of the agreed procedure (Disciplinary policy) have been followed through.

A member/s is/are entitled to have the right of appeal against a formal written warning , to the Gen. Secretary of SVA of UK. .

In such cases , except for Constitution of the Appeals Panel , the procedure shall be the same as that for an appeal against dismissal.

### 1. Constitution

The Appeals Panel will consist of three members of the EC , two of the panel members shall be non Executive Committee and two Holding Trustees .

The Secretary (who shall be a personal advisor) and be present at every stage of the proceedings ,shall advise the panel on the EC's procedures during the hearing and any judgements to be taken.

Such Judgements shall be advised to the Executive Committee to make the final decision in writing to the offender/defaulters member.

### 2. Time Limits

#### *Exercising the Right of Appeal from Dismissal*

A Member/s who wishes to exercise the right of Appeal against dismissal shall notify the EC on the grounds for Appeal in writing as soon as reasonably possible, and in any case not later than 21 calendar days after receipt of the written notification of dismissal, which specifies the right of Appeal.

If the member/s is/are to be represented ,the name of that person must be notified as soon as reasonably possible, at least within 28 calendar days of receipt of the written notification of dismissal.

#### *Hearing of the Appeal*

Whenever possible, the Appeal should be heard within 90 Calendar days from the receipt of the member/s stated intention to pursue an appeal. If the Appeal cannot be heard within the prescribed time scale, the reasons shall be given to the panel or all parties in writing.

### 3. Notification Arrangements

All parties concerned shall whenever possible be given at least 14 calendar days notice of the date of the appeal hearing.

The Secretary to the panel shall inform the panel members , the EC representatives, the appellant and their representatives of the arrangements for the appeal hearing, as follows:

- a. Date,time and location of hearing.
- b. The names of the Panel members.
- c. The location of separate waiting rooms for any witnesses expected.

#### **4. Documents**

The Secretary will be responsible for arranging the exchange of document between parties prior to the hearing being held.

Circulation of the documents relating to the panel should take place 10 calendar days prior to the hearing. The secretary to the panel will circulate the documents to the panel members, to the manager involved in the Appeal, to the Appellant and their named representative/s

If any party has not received these documents by 8 calendar days prior to the hearing then they should contact the Secretary of the Appeals Panel. In this circumstances, either party has the right to defer the Appeal hearing by no longer than 10 calendar days.

#### **5. Witnesses , Professional Advisors**

It is the responsibility of the parties concerned to request their witnesses to attend. With the agreement of the both parties , either party, or the Appeals panel may request the attendance of a professional advisor to the panel, particularly in cases which call into question professional conduct.

#### **6. Interpreters**

Where an interpreter is required to overcome language barriers, then the interpreter selected must be acceptable to both sides. If satisfactory arrangements cannot be made prior to the Hearing there may be a deferral of the hearing for 10 calendar days.

#### **7. Presence of the public ( SVA Members)**

Members of the Public are not entitled to attend , unless they are attending as witnesses or have made prior arrangements through the Appeals Panel. Observers may attend with agreement by both parties and the panel or the Executive Committee may make other arrangements.

#### **8. Hearing Procedure :**

At the hearing of an Appeals Committee the following procedure shall be observed :

- a. The EC's representative shall state the case in presence of the appellant and his/her representative may call witnesses.
- b. The appellant or his/her representative shall have the opportunity to ask questions of the EC's representative and witnesses.

- c. The members of the Appeals committee shall have the opportunity to ask questions of the EC's representative and witnesses.
- d. The EC's representative shall have the opportunity to re-examine his/her witnesses on any matter referred to in the examination by the appeals committee, the appellant or his/her representative.
- e. The appellant or his./her representative shall put his/her case forward in the presence of the EC's representative and may call witnesses.
- f. The EC representative shall have the opportunity to ask questions of the appellant , his/her representative and his/her witnesses.
- g. The members of the Appeals committee shall have the opportunity to re-examine his/her witnesses on any matter referred to in their examination by members of the appeal committee or the EC's representative.
- h. The appellant or his/her representative shall have the opportunity to re-examine his/her witnesses on any matter referred to in their examination by members of the appeals committee or the EC's representative.
- I. The EC and the appellant or their representatives shall have the opportunity to sum up their case if they so wish. The appellant or his/her representative shall have the right to speak last. In their summing up neither party may introduce a new matter.
- j. Nothing in the foregoing procedure shall prevent the members of the committee from inviting either party to elucidate or amplify any statement he may have made; or from asking him such questions as may be necessary to ascertain whether or not he proposes to call any evidence in respect of any part of his/her statement, or alternatively, whether he is in fact claiming that the matters are within his/her knowledge, in which case he will be subject to examination as a witness under (b) or (f).
- k. The committee may at their discretion adjourn the appeal in order that further evidence may be produced either party to the dispute] for any other reason.
- l. The EC's representative, the appellant and his/her representative and witnesses shall withdraw.
- m. The committee with the secretary appointed as advisor to the committee shall deliberate in private only recalling both parties to clear points of uncertainty on evidence already given,. If recall is necessary both parties shall return notwithstanding only one is concerned with the point giving rise to doubt.
- n. No account shall be taken of previous acts of misconduct by the employee or of the issue of a formal warning or warnings unrelated to the alleged offence(s) on which the disciplinary actions is based until after the panel has reached a decision on the first two parts of their terms of reference:-



1. whether misconduct was substantiated
2. whether the EC procedures were correctly and fairly implemented.


The panel may wish to take into consideration the member/s previous conduct when reaching a decision on the third point of their terms of reference:

3. whether the disciplinary action was reasonable..
- o. and the offender or defaulter member may further appeal at the AGM , giving 21days notice in writing to the Gen.Secretary.

Declaration of Approval by the Executive Committee of SVA of UK. Adopted 26th October 1997.

Signatures : ( President ) : D.P. Daulton Date : 28-10-1997

( Secretary ) : L. S. Daulton Date : 28 Oct 1997

	<h1>SHREE VISHWAKARMA ASSOCIATION OF UK</h1>		Secretary: 92 Arundale Drive South Harrow - Middlesex HA2 8PP
	President: Mr Rajnibhai K. Bakrania	Hon. Secretary: Mr Ashwinbhai R. Bakrania	Registered Charity - No 287416

LIST OF AMENDMENTS TO THE ADOPTED CONSTITUTION

**Clause 3** Powers  
 Old: 3(b) Limit of expenditure- £5,000.00  
 New: 3(b) Revised to-£10,000.00

Amendment was approved with 43 votes in favour Vs 1 vote in against

Old: 3(k) No member of the Executive Committee shall acquire any interest in the property belonging to the Association or receive remuneration or be interested in any contract entered into by the executive Committee (Otherwise as a member of the Executive Committee or a Holding Trustee of the Association)

New: 3(k) No member of the Executive Committee shall acquire any interest in the property belonging to the Association or receive remuneration or be interested in any contract entered into by the executive Committee **except he or she has loaned money as part finance of the acquisition of a property** (Otherwise as a member of the Executive Committee or a Holding Trustee of the Association)

Amendment was approved unanimously

**Clause 4** (i) (c) (ii) Membership

Old: 4(c) (ii) Such a person shall pay a special sum of membership fees per year

New: Renumbered- 4(c ) (iii)

Amendment was approved unanimously

**Clause 4** (iii) Termination of Membership

Old: The Association shall have the right to terminate, expel, suspend, disqualify or shall cease the membership of any member/s for the reasons as follows

New: The Executive Committee shall have the right to terminate, expel, suspend, disqualify or shall cease the membership of any member/s for the reasons as follows

Amendment was approved unanimously

**Clause 4** (iv) Membership Voting Right

New: (e) Any member under 18 years of age has no voting right

*Amendment was approved unanimously*

**Clause 4 (v) Membership Subscription**

Old: (b) The membership of the Full and the Associate member shall be valid for one calendar year (1<sup>st</sup> April to 31<sup>st</sup> March)

New: (b) The membership of the Full and the Associate member shall be valid for one year (1<sup>st</sup> April to 31<sup>st</sup> March)

*Amendment was approved unanimously*

Old: (c) The membership fee shall not be refundable under any circumstances, accept if the membership has been rejected to a person when applying in the first instance

New: (c) The membership fee shall not be refundable under any circumstances.

*Amendment was unanimously NOT approved*

**Clause 5(a) Fund Raising**

Old: (i) Funds of the Association shall be derived by offerings, subscriptions, donations, appeals, bequests and special religious funds as approved by the Executive Committee. Such funds shall be paid into an account operated by the Executive Committee in the name of the Charity. All cheques drawn on the account must be signed by at least two members of the Executive Committee appointed by the provisions made under clause 5 (b)

New: (i) Funds of the Association shall be derived by offerings, subscriptions, donations, appeals, bequests, special religious funds and other fund raising activities as approved by the Executive Committee. Such funds shall be paid into an account operated by the Executive Committee in the name of the Charity. All cheques drawn on the account must be signed by at least two members of the Executive Committee appointed by the provisions made under clause 5 (b)

*Amendment was approved unanimously*

**Clause 6 Holding Trustees**

Old: (d) The Trustees shall be designated as first, second, third, fourth and fifth trustees, and shall be elected at the bi-annual General meeting. The first and second trustees shall be the senior trustees and each second year of the term, the senior most shall retire in rotation, but shall be eligible for re-election. The third and the fourth shall now become the Senior Trustees and the fifth shall take position of the third trustee. Two new Trustees shall be elected to take the position as forth and fifth Trustees. The Trustees term shall be as follows: First and Second - Two years. Third and Fourth - Four Years. Fifth - Six Years. The term of each Trustees shall be determined

according to their position as First, Second, Third, Fourth and Fifth after rotation.

- New: (d) The Trustees shall be designated as first, second, third, fourth and fifth trustees, and shall be elected at the bi-annual General meeting. The first and second trustees shall be the senior trustees and each second year of the term, both shall retire in rotation, but shall be eligible for re-election. The third and the fourth shall now become the Senior Trustees and the fifth shall take position of the third trustee. Two new Trustees shall be elected to take the position as forth and fifth Trustees. The Trustees term shall be as follows: First and Second - Two years. Third and Fourth - Four Years. Fifth - Six Years.

*Amendment was approved unanimously*

- New: (i) Any holding trustee who is unable to continue to act and discharge his constitutional responsibilities and refuses to accept majority decision of the other holding trustees without providing and valid reason, shall cease to be a holding trustee.

*Amendment was approved unanimously*

**Clause 7 Executive Committee**

- Old: (d) The quorum of the Executive Committee meetings shall consist of seven members of the Executive Committee.

- New: (d) The quorum of the Executive Committee meetings shall consist of six members of the Executive Committee.

*Amendment was approved unanimously*

- Old: (k) Members under paragraph c (i) and (ii) shall be elected in the annual General Meeting for a term of two years, whereas those under paragraph (iii) shall hold office for one year. Election of the Trustees shall be in accordance with the provision made in this constitution.

- New: (k) Members under paragraph c (i) and (ii) shall be elected in the Bi-Annual General Meeting for a term of two years, whereas those under paragraph (iii) shall hold office for one year. Election of the Holding Trustees shall be in accordance with the provision made in this constitution.

*Amendment was approved unanimously*

- Old: (x)(iii) is absent without informing the Executive Committee members from all their meetings held within a period of three months and the Executive Committee members resolve that his or her office be vacated; o

Above Clause 7(x) (iii) be deleted. (covered by Clause 7 (g))

Clause 7 (x) (iv) is renumbered as Clause 7 (x) (iii)

*Amendment was approved unanimously*

**Clause 9 Elections-**

Regard (a) to (h) as sub-clause ( I )

Add - Sub-Clause ( II )

**Vetting Committee**

At an Annual General meeting, the members can appoint an Ad-hoc committee, consisting of five past presidents, office bearers or holding trustees with clean and favourable track record to carry out suitability of the candidates who wish to stand in the elections. In particular, the following persons shall not be allowed to stand in the elections:

- (a) An un-discharged bankrupt person or one upon whom there is a pending legal action of criminal / serious civil offence.
- (b) One who is or was involved to divide the Associations unity
- (c) One who did not maintain confidentiality of the executive committee matters
- (d) One who opposed the majority decision of the executive committee and divulge matters discussed to third party
- (e) One who failed to return Association's property / records up on completion of his / her office to the incoming committee.
- (f) One who resigned during part of the term of his/her office without just cause except for being unable to attend meetings due to work load or being removed from the base

On this subject, Shri Ravibhai J Bharadia raised the following questions:

Q1: If Vetting committee did not meet in time or could not vet the candidates in time, what happens to the election ?

Q2 : If there were not enough candidates, who would run the association ?

RKB replied that these were hypothetical questions. One needed to see what would really happen in reality. It was better to have no candidate rather to have a wrong candidate. Reasonable time would be allowed to the Vetting Committee to do their job properly. After some debate on this item, the members approved to have a vetting committee-

**43 votes in favour Vs 1 vote in against**

The above disqualifications from (b) to (f) with regard to the selection of the candidate were approved unanimously. As regarding disqualification (a), the words "civil offence" was replaced with "serious civil offence" which was then approved with 34 votes in favour Vs 10 votes in against.



Shree Vishwakarma Namah:

## SHREE VISHWAKARMA ASSOCIATION OF UK

Registered Charity No 287416

President: Mr Pravinbhai L Gundecha

[www.sva-of-uk.co.uk](http://www.sva-of-uk.co.uk)

Gen Secretary: Miss Shivani Bhadeshia

Tel: 07956 834 021

PO BOX No: 511, Perivale, Greenford, UB5 9GJ.

Tel: 07825 834 934

Dear Members,

### **Amendment to the Adopted Constitution**

At the Annual General Meeting of Shree Vishwakarma Association of UK, held on 31 October 2009, an Amendment to the Adopted Constitution, Clause 7(z) was presented to the attending members of our Association.

#### **Current Clause:**

*No more than one member per household can become member of the Executive Committee.*

#### **Amendment for Approval:**

*Two household members from the same address (i.e. House number and Post-code) cannot serve the Executive Committee as Office Bearers or as Holding Trustees, BUT they may serve the Executive Committee as members.*

We are pleased to announce that the members of our Association approved and ratified this amendment unanimously by 158 Votes.

This amendment will now be entered into our Adopted Constitution and take effect immediately.

Jai Shree Vishwakarma

Jayant Gajjar  
Senior Trustee  
For & on behalf of SVA of UK.



# SHREE VISHWAKARMA ASSOCIATION OF UK

REGISTERED CHARITY NUMBER 287416  
WWW.SUTHAR.UK

PRESIDENT: MR LINAY KHAMBHAI

GENERAL SECRETARY: MR DHARMESH PATADIA

P O BOX 511, PERIVALE, GREENFORD, UB5 9GJ

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Dear Members

12 January 2017

Happy New Year and warm wishes for a prosperous and healthy 2017 from your Executive Committee and Board of Trustees.

Being the first communication in 2017 I wanted to give you information about how we operate and some plans for this year.

## **Thank You!**

Our association works with the support of its members and a growing number of dedicated volunteers supporting the Executive Committee and Trustees in organising cultural, religious and social events and activities. We are very grateful and thank each and every one of you and if you or any member of your family wish to assist at future events please let us know and we'll find something for you to do! Please email [events@sva.uk.com](mailto:events@sva.uk.com)

## **Next Event – Vishwakarma Jayanti Celebrations – 4.30pm Saturday 11 February 2017**

Our next event is Vishwakarma Jayanti Celebrations to be held on **Saturday 11 February 2017** at Allum Hall in Borehamwood. This is FREE event for SVA members and we request that you inform us of attendance by email to [events@sva.uk.com](mailto:events@sva.uk.com). Full details are included in the enclosed Flyer.

## **Donations**

General donations and sponsorships form a large part of how events and activities are funded and we're always grateful for any size of contribution small or large. If you'd like more details about contributing or understanding event costs please ask any Executive Committee member.

## **Email Communications**

This year we're also hoping to make more use of email communication not only to help bring efficiency and speed up communications but also help with reducing our postage and volunteer time to envelope and post items. We'll also be sending details of this communication to all email addresses we currently hold.

If you'd like to register to receive email communications please visit our website <http://www.suthar.uk/sandesh-newsletter> and add your details.

## **Executive Committee**

Your Executive Committee meets every month to discuss events and matters relating to the smooth running of SVA and meetings run well into the evenings most months. For some of our larger events such as Navratri we have created sub-committees who meet and update the Executive Committee regularly.

As a registered Charity we have to comply with guidelines set out by the Charity Commission and our very own Charity Constitution. The Constitution is our "procedure" manual setting out how we operate and we've recently updated this at last year's Adjourned Annual General Meeting (AAGM). Full details are provided later.

*Please turn over.....*

We have great support from the Board of Trustees who are always there to help guide and give feedback. The Trustees are long standing members of SVA with years of experience.

### **Community Organisations**

We will continue to work with our Midlands Branch, South London Group, Sharad Poonam Navratri Group and other community bodies to ensure we continue to unite and bring benefits to everyone.

### **Amendments to the Adopted Constitution**

At the Adjourned Annual General Meeting (AAGM) held on Sunday 26 June 2016, these were presented to the attending members of our Association. Notifications of which were sent to all the members of our Association with the official Notices of AGM and AAGM, printed in the SVA Newsletter, as well as being made available on the SVA of UK website.

The Amendments were passed by the attending members and the voting approval for each amendment is attached for your information. Please keep a copy of this document as an addendum to the Adopted Constitution (1997) of the SVA of UK. These amendments have been notified to the Charities Commission and will now be entered into our Adopted constitution and take immediate effect.

### **Membership Applications**

We launched a new membership application process last year and helped with membership applications at recent events. The process has moved from a paper based application to an electronic system and full details are on our website <http://www.suthar.uk/membership>

Please ensure you bring your membership cards to all future events to help with registration and attendance monitoring.

### **Building Committee**

In 2012 SVA invested in a buy to let flat in Colindale and this property is managed by the SVA Building Committee. Full details of the income and expenditure are included in our Financial Accounts.

### **SVA Accounts Year Ending 31 December 2015**

We are pleased to enclose the Charity accounts for the year ending 31 December 2015. These are in a new and simpler format and we hope it will make it easier to understand our financial records. The new format is approved by the Charity Commission and we also arrange for the accounts to be independently reviewed.

### **Annual General Meeting**

We are planning our Annual General Meeting which is likely to be held in March or April 2017. Full details will be sent to all members in due course.

We hope this update has been helpful. If you have any feedback or ideas to help improve the way we do things or ideas about future events and activities please email [ec@sva.uk.com](mailto:ec@sva.uk.com).

Jai Shree Vishwakarma



Dharmesh Patadia  
General Secretary – SVA of UK



*SVA of UK – Amendments to the Adopted Constitution (1997) as approved by the attending members at the SVA of UK AAGM held on 26/06/2016.*

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The following amendments, proposed for members' approval at the Adjourned Annual General Meeting of **Shree Vishwakarma Association of UK (Reg. Charity No. 287416)** held on 26 June 2016 have been approved and the voting results are as follows:

*Clause 2:*

The current "Objects" are defined as:

- |                              |  |
|------------------------------|--|
| <b>2.     <u>OBJECTS</u></b> | <b>The objects of the Association shall be ;</b><br><br><b>The advancement of the Hindu Religion , the advancement of Education and the advancement of any other charitable purpose for the benefit of the public at large , and in particular for the Suthar Community comprising of Gurjar , Vainsh, Mevada and Pancholi</b> |
|------------------------------|--|

Proposed changes:

- 2. OBJECTS**     The objects of the Association shall be;
- "The advancement of Education and supporting other charitable causes, with a purpose to preserve Hindu cultural values and teachings within the Suthar Community and the wider community. It is represented by the descendants of Lord Vishwakarma, comprising of Gujar, Vainsh, Mewada, Sorathia and Pancholi"

**\*\*\* The above amendment is subject to Charity Commission approval as per Clause 15 (d). \*\*\***

Voting :- For: 17     Against: 0     Abstained: 1     Not Voted: 2

*Clause 4(iv)(c):*

The current "Membership Voting rights" clause 4(iv) (c) is defined as:

- |  |
|--|
| <b>4. (iv)   <u>Membership Voting Rights</u></b>   |
| <b>(a)     Each member other than the Honorary , and the Associate member present at a meeting, whose subscription is fully paid to the date of the meeting shall be entitled to one vote and be a member of the Executive Committee or the Associations Branches or Sub-Committees.</b> |
| <b>(b)     The Chairman of a meeting shall have a casting vote in addition to his own.</b>   |
| <b>(c)     Proxy vote shall not be allowed.</b>  |
| <b>(d)     All resolutions and elections shall be determined by a simple majority of votes.</b>  |

Proposed change:

4. (iv) (c)     Proxy vote shall be allowed. Any proxy voting forms must be received, either by post or via electronic communication such as email etc., at least one day before the date of the AGM, AAGM or SGM. Any members voting by proxy must state their Membership Number, Full Name and Address. **The maximum number of proxy votes taken on by any individual is two (2) votes (their own and one other).**

Passed on the basis that a caveat is included as highlighted above.

Voting :- For: 18      Against: 0      Abstained: 1      Not Voted: 1

*Clause 4(v)(b):*

The **current** "Membership Subscription" clause 4(v) (b) is defined as:

**4. (v) Membership Subscription**

(b) The membership of the Full and the Associate member shall be valid for one year (1<sup>st</sup> April to 31<sup>st</sup> March)

**Proposed change:**

4. (v) (b) The membership of the Full and Associate member shall be valid for one year (1st January to 31st December).

Voting :- For: 19      Against: 0      Abstained: 0      Not Voted: 1

*Clause 5(b):*

The **current** "Finance Records and Books" clause 5(b) is defined as:

**5. FINANCE**

**b) Finance Records and Books**

- (i) All money payable to the Association shall be received by the Executive Committee Treasurer.
- (ii) The Executive Committee shall from time to time appoint signatories to operate such account or accounts.
- (iii) Accounts and annual Report. The Executive Committee members shall comply with their obligations under Part VI of the Charities Act 1993 with regard to :
  - (a) the keeping of accounting records for the charity;
  - (b) the preparation of annual accounts for the charity;
  - (c) the preparation of an annual report;
  - (d) where applicable, the auditing or independent examination of the statements of account of the Charity; and
  - (e) where applicable, the transmission of the statements of account and the annual report to the Charity Commissioners.

**Annual return.** The Executive Committee members shall, where applicable, comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Charity Commissioners.

**Proposed changes:**

5. (b) (i) All money payable to the Association shall be received by the Executive Committee Treasurer who, from time to time, has the authority to delegate this to other Executive Committee Members with the approval of the EC.

5. (b) (iii) Accounts and Annual Report. The Executive Committee members shall comply with their obligations under Part 8 Chapter 4 of The Charities Act 2011, or any subsequent updates to the legislation of Charity Law by UK Act(s) of Parliament.

**Annual Return.** The Executive Committee members shall, where applicable, comply with their obligations under The Charities Act 2011, or any subsequent updates to the legislation of Charity Law by UK Act(s) of Parliament.

Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0

*Clause 6(b):*

The **current** "Holding Trustees" clause 6(b) is defined as:

**6.      HOLDING TRUSTEES**  
**(b)      The Trustees shall be ex-officio and must be persons suitable to act as trustees.**

**Proposed change:**

- 6(b)      The Five Trustees shall be ex-officio or an EC member who has served at least two consecutive terms within the Committee, and must be persons suitable to act as trustees.

Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0

*Clause 6(f):*

The **current** "Holding Trustees" clause 6(f) is defined as:

**6.      HOLDING TRUSTEES**  
**(f)      All property of the Association shall be vested in the names of the Five Trustees. The Trustees shall be empowered to invest any excess assets/funds which may not be required for considerable time . Such decision shall be with the approval of the Executive Committee.**

**Proposed change:**

- 6(f)      All property of the Association, shall be vested in the custodianship of the Holding Trustees or in the Official Custodian Services legally listed and officially registered in the Custodian Registry Panel. The decision to choose which option to use shall be approved by the EC and Holding Trustees and will be dependent on the purpose of the property being registered. The Trustees shall be empowered to invest any excess assets/funds which may not be required for a considerable time. Such decision shall be with the approval of the Executive Committee and General Members.

Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0

*Clause 6(h):*

The **current** "Holding Trustees" clause 6(h) is defined as:

- 6.     HOLDING TRUSTEES**
- (h)     Such Trustees (Holding) , shall not be involved with the management of the Association but have the right to make enquiries after a complaint has been made by a member regarding any mis-management of the Association.**

**Proposed change:**

- 6(h)     Such Trustees (Holding), while not involved with the actual management of the Association, they shall take an active role and assist the Executive Committee (EC) in the running of the Association and be actively involved in all major programmes organised by the Association as deemed necessary.
- They shall have the right to make enquiries, after a complaint has been made by a member regarding any mismanagement of the Association.

**Voting :- For: 20     Against: 0     Abstained: 0     Not Voted: 0**

*Clause 7(a):*

The **current** "Executive Committee" clause 7(a) is defined as:

- 7.     EXECUTIVE COMMITTEE**
- (a)     Subject to limitations set out in this constitution , the management and the administration of the Association shall be vested in the Executive Committee. The Executive Committee Members shall be referred as Charity Trustees within the meaning of S.97 ( General interpretation ) of the Charities Act 1993.**

**Proposed change:**

- 7(a)     Subject to limitation set out in this constitution, the management and the administration of the Association shall be vested in the Executive Committee. The Executive Committee Members shall be referred as Charity Trustees within the meaning of Part 9, Section 177 (Charity Trustees, trustees and auditors etc.) of the Charities Act 2011, or any subsequent updates to the legislation of Charity Law by UK Act(s) of Parliament.

**Voting :- For: 20     Against: 0     Abstained: 0     Not Voted: 0**

### Clause 7(g):

The **current** "Executive Committee" clause 7(g) is defined as:

7. EXECUTIVE COMMITTEE  
**(g) Any member of the Executive Committee who remains absent for three consecutive meetings without justifiable reasons shall be deemed to have resigned. In such a case the General Secretary shall write to that member to confirm the resignation . This clause shall not apply to the Holding Trustees.**

**Proposed change:**

7(g) Any member of the Executive Committee who remains absent for three (3) consecutive meetings without justifiable reasons shall be deemed to have resigned. In such a case the General Secretary shall write to that member to confirm the resignation. While this clause shall not apply to the Holding Trustees, they must attend at least one (1) EC meeting every quarter.

**Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0**

### Clause 7(i):

The **current** "Executive Committee" clause 7(i) is defined as:

7. EXECUTIVE COMMITTEE  
**(i) The President shall be chairman of any Executive Committee meeting at which he is present. In his absence the Vice-President shall be chairman and if the Vice -President is not present , the Executive committee shall appoint a chairman. The Chairman shall have the casting vote .**

**Proposed change:**

7(i) The President shall be chairperson of any Executive Committee meeting at which he is present OR shall appoint a Committee member/Trustee present, to chair the meeting. In his absence, the Vice-President shall be chairperson and if the Vice-President is not present, the Executive Committee shall appoint a chairperson. The chairperson shall have the casting vote.

**Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0**

### Clause 7(x)(i):

The current "Executive Committee" clause 7(i) is defined as:

7. EXECUTIVE COMMITTEE
- (x) A member of the Executive Committee shall cease to be a Trustee if he or she :
- (i) is disqualified from acting as Trustee by virtue of section 72 of the Charities Act 1993;
  - (ii) becomes incapable ( in the opinion of the Executive Committee members) by reason of illness, injury or mental disorder of managing his or her own affairs; or
  - (iii) is absent without informing the Executive Committee members from all their meetings held within a period of three months and the Executive Committee members resolve that his or her office be vacated ; or

Proposed change:

- 7 (x) A member of the Executive Committee shall cease to be a Trustee if he or she:
- (i) is disqualified from acting as Trustee by virtue of Part 9, Section 178 (Charity Trustees, trustees and auditors etc.) of the Charities Act 2011, or any subsequent updates to the legislation of Charity Law by UK Act(s) of Parliament.

Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0

### Clause 10(h):

The current "Annual General Meeting" clause 10(h) is defined as:

10. ANNUAL GENERAL MEETING
- (h) The quorum of the Annual or Special General meeting shall be 30% of the total membership.

Proposed change:

- 10(h) The quorum of the Annual General Meeting (AGM) or Special General Meeting (SGM) shall be seventy-five (75) current fully paid-up members of the Association.
- In the event of adjournment of the AGM or SGM, through lack of quorum, the Chairperson shall adjourn the meeting.
- In such an event, an Adjourned Annual General Meeting (AAGM) or Adjourned Special General Meeting (ASGM) may be called by the Chairperson upon agreement of the attending members, to reconvene soon thereafter (within one to two hours) in order to continue the business of the Association. **The reconvened meeting shall exclude any Agenda items related to Finance, Bank Assets or Property Assets.**

Passed on the basis that a caveat is included as highlighted above.

Voting :- For: 20      Against: 0      Abstained: 0      Not Voted: 0

## SVA of UK – Proposed Amendments to the Adopted Constitution (1997)

The following amendments are proposed by the EC for members' approval at this "Adjourned" Annual General Meeting (online Zoom Meeting) of **Shree Vishwakarma Association of UK (Reg. Charity No. 287416)** on Sunday 8th Nov 2020. Attendance online: 47 members.

### **Clause 3. (b):**

The **current** "Powers" clause 3. (b) on the spending power of the EC was originally defined as:

<b>3. POWERS</b>
<b>In furtherance of the objects but not otherwise , the management and the Administration of the Association shall be vested in the Executive Committee and may exercise the following powers for which they shall be responsible for :</b>
<b>(a) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;</b>
<b>(b) clause 3 (c), 3(d), and 3(e), shall have the approval by the Association members at an AGM or SGM only if valued above £5000.</b>

This was subsequently amended at the 2006 AGM to £10,000:

<b>Clause 3</b>	<b>Powers</b>
Old: 3(b)	Limit of expenditure- <u>£5,000.00</u>
New: 3(b)	Revised to- <u>£10,000.00</u>

### **Proposed change:**

3. (b) clause 3(c), 3(d), and 3(e), shall have the approval by the Association members at an AGM or SGM only if valued above £15,000 (Fifteen Thousand Pounds).  
The EC and the Holding Trustees can spend up to this value, provided there is approval by the majority of Attendees at the monthly EC Meeting.

**Voting: APPROVED unanimously via on-line Zoom Meeting**

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### **Clause 11(iv):**

The **current** "Special General Meeting" clause 11. (iv) is defined as:

<b>11. SPECIAL GENERAL MEETINGS</b>
<b>(iv) 28Days days notice shall be given to the members of such a meeting.</b>

### **Proposed change:**

11. (iv) A minimum of 14 days' notice shall be given to the members of any SGM meeting called by The Executive Committee.

**Voting: APPROVED unanimously via on-line Zoom Meeting**

SVA of UK – Approved Amendments to the Adopted Constitution and all subsequent amendments

The following are amendments to our Constitution, that were **approved** by members at the **Adjourned Annual General Meeting (AAGM)** of **SVA of UK (Reg. Charity No. 287416)** on Saturday 30th April 2022.

Voting details for each change is as listed below.

*Clause 6. (a), Clause 6. (b) Clause 6. (c), and Clause 6. (d):*

The **current** "HOLDING TRUSTEES" clause 6 (a) to 6 (d) was originally defined as:

6. **HOLDING TRUSTEES**

(a) **There shall be five trustees who shall be full/life members of the Association.**

(b) **The Trustees shall be ex-officio and must be persons suitable to act as trustees.**

(c) **The five Trustees shall be the Holding Trustees of the Association.**

(d) **The Trustees shall be designated as first, second, third, fourth and fifth trustee, and shall be elected at the bi-annual General meeting. The first and second trustee shall be the senior trustees and each second year of the term, the senior most, shall retire in rotation, but shall be eligible for re-election. The Third and fourth Trustee shall now become the Senior Trustees and the fifth trustee shall take the position of the third Trustee. Two new Trustees shall be elected to take the position as fourth and fifth Trustees. The Trustees term shall be as follows :  
First and Second - Two Years,  
Third and Fourth - Four Years  
Fifth - Six Years.  
The terms of each Trustee shall be determined according to their position as First, second, third, fourth and fifth after rotation.**

Clause 6(b) was amended at the 2016 AAGM:

6(b) The Five Trustees shall be ex-officio or an EC member who has served at least two consecutive terms within the Committee, and must be persons suitable to act as trustees.

Clause 6(d) was amended at the 2006 AGM:

(d) The Trustees shall be designated as first, second, third, fourth and fifth trustees, and shall be elected at the bi-annual General meeting. The first and second trustees shall be the senior trustees and each second year of the term, both shall retire in rotation, but shall be eligible for re-election. The third and the fourth shall now become the Senior Trustees and the fifth shall take position of the third trustee. Two new Trustees shall be elected to take the position as forth and fifth Trustees. The Trustees term shall be as follows: First and Second - Two years. Third and Fourth - Four Years. Fifth - Six Years.

**New 2022 APPROVED change:**

- 6. (a) There shall be **four** Holding Trustees who shall be Full/Life members of the Association.
- 6. (b) The **four** Trustees shall be ex-officio or an EC member who has served at least two consecutive terms within the Committee, and must be persons suitable to act as trustees.
- 6. (c) REMOVE THIS CLAUSE as it is nullified and covered in 6. (a) and 6. (b).
- 6. (d) The trustees shall be designated as first, second, third and fourth trustees, and shall be elected at the main EC Elections every three years. They shall retire in rotation but shall be eligible for re-election. At election, the trustee(s) whose term was three years shall retire. The new trustee(s) shall be elected to take the positions of third and fourth trustees. Therefore there shall be at least two trustees covering two EC Terms.

The trustees terms shall be as follows:  
First and Second Trustees – three years.  
Third and Fourth Trustees – six years.

**As 6. (c) is removed, clause 6 will be reordered to be 6. (a) to 6. (g).**

**Voting: For: 40 Against: 2 Abstained/not voted: 11**



### Clause 7. (c):

The current "EXECUTIVE COMMITTEE" clause 7 (c) (i) and (ii) was originally defined as:

7.	<u>EXECUTIVE COMMITTEE</u>
(c)	The Executive Committee Trustees shall comprise of :
(i)	4 Office Bearers :
	. President
	. Vice- President
	. General Secretary
	. Treasurer
(ii)	7 Committee members
(iii)	one representatives from each branch or sub-committee , nominated by that branch or sub-committee.
(iv)	Other posts/duties such as the Asst. Secretary, Asst. Treasurer shall be appointed and agreed by the EC from the 7 elected committee members as in 7(c)(ii) of this constitution .

### New 2022 APPROVED change:

7. (c) The Executive Committee Trustees shall comprise of:
- (i) 3 Office Bearers:
    - President
    - General Secretary
    - Treasurer
  - (ii) 4 Committee Members
  - (iii) 4 Holding Trustees
  - (iv) Representatives from any branch or sub-committee or Co-opted members.
- The original sub clause (iv) is redundant and not required anymore.

**Voting: For: 47 Against: 2 Abstained/not voted: 4**

### Clause 7. (d):

Clause 7 (d) as amended at the 2016 AAGM:

7.	<u>EXECUTIVE COMMITTEE</u>
(d)	The quorum of the Executive Committee meetings shall consist of <u>six</u> members of the Executive Committee.

### New 2022 APPROVED change:

7. (d) The quorum of the Executive Committee meetings shall consist of six members of the Executive Committee, two of whom must be Office Bearers and one Holding Trustee (sub-clause 7. (c) (i), (ii) and (iii) above), Representatives or Co-opted members (sub-clause 7. (c) (iv) above) shall not form part of the quorum.

**Voting: For: 49 Against: 2 Abstained/not voted: 2**

### Clause 7. (i):

Clause 7 (i) as amended at the 2016 AAGM:

7.	<u>EXECUTIVE COMMITTEE</u>
(i)	The President shall be chairperson of any Executive Committee meeting at which he is present OR shall appoint a Committee member/Trustee present, to chair the meeting. In his absence, the Vice-President shall be chairperson and if the Vice-President is not present, the Executive Committee shall appoint a chairperson. The chairperson shall have the casting vote.

### New 2022 APPROVED change:

7. (i) The President shall be the chairperson of any EC Meeting at which he/she is present OR shall appoint a Committee Member/Trustee present to chair the meeting. In his/her absence, the members present shall appoint a chairperson. The chairperson shall have the casting vote.

**Voting: For: 45 Against: 2 Abstained/not voted: 6**

### Clause 7. (k):

Clause 7 (k) as amended at the 2006 AGM:

7. EXECUTIVE COMMITTEE  
(k) Members under paragraph c (i) and (ii) shall be elected in the Bi-Annual General Meeting for a term of two years, whereas those under paragraph (iii) shall hold office for one year. Election of the Holding Trustees shall be in accordance with the provision made in this constitution.

### **New 2022 APPROVED change:**

7. (k) Members under paragraph c (i) and (ii) shall be elected at the three-yearly General Meeting for a term of three years. Election of the Holding Trustees shall also be held at the same time, and in accordance with any provisions made in this constitution.

**Voting: For: 47 Against: 0 Abstained/not voted: 6**

### Clause 7. (m) and 7. (n):

The **current** "EXECUTIVE COMMITTEE" clause 7 (m) and 7 (n) were originally defined as:

7. EXECUTIVE COMMITTEE  
(m) The Executive Committee shall at least meet once a month.  
(n) Holding Trustees may attend the Meetings of the Executive Committee but shall have no voting rights .

### **New 2022 APPROVED change:**

7. (m) The Executive Committee shall meet at least every quarter (three months).  
(n) Holding Trustees shall attend the meetings of the Executive Committee and assist in any decision making processes and have voting rights for the betterment of the Association and its members.

**Voting: For: 48 Against: 0 Abstained/not voted: 5**

### Clause 7. (w):

The **current** "EXECUTIVE COMMITTEE" clause 7 (w) was originally defined as:

7. EXECUTIVE COMMITTEE  
(w) All the members of the Executive Committee shall retire from office together at the end of their term . An Election shall be held at the Bi-Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.

### **New 2022 APPROVED change:**

7. (w) All the members of the Executive Committee shall retire from office together at the end of their term. An Election shall be held at the three-yearly General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.

**Voting: For: 45 Against: 0 Abstained/not voted: 8**

### Clause 9. (a):

The **current** "ELECTIONS" clause 9 (a) as amended at the 2006 AGM:

9. ELECTIONS  
Regard (a) to (h) as sub-clause ( I )

9. ELECTIONS  
(I) The position of Trustees for the Association , shall be by election at the General meeting every second year or completion of the Term of the Executive Committee Trustees.

### **New 2022 APPROVED change:**

9. (I) The positions of the Trustees for the Association, shall be by election at the General Meeting every third year or completion of the Term of the Executive Committee Trustees.

**Voting: For: 48 Against: 0 Abstained/not voted: 5**

*Clause 10. (c):*

The **current** "ANNUAL GENERAL MEETING" clause 10 (c) was originally defined as:

10. ANNUAL GENERAL MEETING
- (c) To elect office bearers and committee members of the Executive Committee who shall manage the Association for the next two years.

**New 2022 APPROVED change:**

10. (c) To elect Office Bearers and Committee Members of the Executive Committee who shall manage the Association for the next three years.

**Voting: For: 53 Against: 0 Abstained/not voted: 0**

*Clause 15. (b) and 15. (c):*

The **current** "ALTERATION AND AMENDMENT TO THE CONSTITUTION" clause 15 (b) and 15 (c) were originally defined as:

15. ALTERATION AND AMENDMENT TO THE CONSTITUTION
- (b) The Executive Committee may amend the Constitution from time to time as necessary. Such amendments shall be with a request from at least Nine Executive Committee members giving notice in writing to the General Secretary of the Association not less than 28 days before the date of the AGM or SGM where it shall be approved.
- (c) The alterations shall require the approval of two-third majority of the members of the Association present at the meeting and entitled to vote at the SGM or AGM.

**New 2022 APPROVED change:**

15. (b) The Executive Committee may amend the Constitution from time to time as necessary. Such amendments shall be discussed at the Executive Committee Meeting and agreed by a majority vote of the Committee. All such amendments shall be communicated in writing (either electronically or by post) to the Members of the Association giving notice of not less than 14 days before the date of the AGM or SGM where it shall be put to vote for approval or rejection.

15. (c) The alterations shall require the approval by a majority vote of the Members present and entitled to vote at the AGM or SGM.

**Voting: For: 53 Against: 0 Abstained/not voted: 0**