



Vanza Mandal Constitution

VANZA MANDAL THE CONSTITUTION

ESTABLISHED SINCE 1976
REGISTERED AS CHARITY IN 1983
CHARITY REGISTRATION NUMBER
286623



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Introduction

- 1) The name of the society is 'VANZA MANDAL'(and will be referred as SOCIETY throughout this document)
- 2) The registered office of the Society shall be situated at the address of the General Secretary for the time being.
- 3) The objects of the Society shall be:
 - a) The advancement of the Vanza Religious Beliefs.
 - b) The relief of poverty.
 - c) The advancement of religious education in accordance with the Vanza Religious Beliefs.
 - d) In furtherance of these objects but not further or otherwise the society shall have the power to hire, rent, and lease or otherwise acquire land or building or any estate or interest therein.

Membership

- 4) Membership
 - a) Any member of Vanza Religious Beliefs and all those having family ties by way of marriage or otherwise with the members of the Vanza community and who are over the age of 18 years may be admitted to the membership of the society. The Management Committee and Trustees reserve the right to refuse membership to the Society
 - b) The Subscriptions will be set every year by the Management committee
 - c) A member who joins the Society during the source of a year shall be liable to pay the full subscription for the year.
 - d) A register of members will be maintained.
 - e) Life membership may be granted by the management committee to any member upon a fee agreed each year by the Management Committee .
- 5) Membership shall cease:
 - a) On death of the member.
 - b) On receipt of the members resignation in writing by the General Secretary of the Society.
 - c) On the expulsion of membership.
 - d) On non-payment of the annual subscription within 3 months of its falling due, unless there are special extenuating circumstances.
- 6) The Management Committee may expel or suspend for such period any member if



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in its opinion the member is guilty of any act prejudicial to, or inconsistent with, the interest of the Society, or willfully the member disobeys any of the provisions hereof or any rule of the Society from membership but before doing so the Management Committee shall give the member a notice of its intention and shall consider any representations which the member may wish to make. After considering such representations, any decision reached by the Management Committee shall be final and binding.

- 7) Any person, who shall cease to be a member of the Society for whatever reason, shall not be entitled to a refund of any part of any subscription already paid.

Administration

- 8) Administration
 - a) An Annual General Meeting and a meeting called for passing a special resolution shall be called by 21 days notice in writing.
 - b) Any other meeting shall be called by 14 days notice in writing.
 - c) The notice shall specify the place, the day and the hour of the meeting and in case of special business, the nature of that business.
 - d) Only members shall be entitled to receive such notices. e) Meetings called by a shorter notice shall be deemed to have been duly called if it is so agreed by a majority in number of the members present.
- 9) The Society will hold an Annual General Meeting in every calendar year, and not more than 15 months after the last AGM to transact the following business:
 - a) To receive the Chairman's and Secretary's report and statement of Accounts for the year.
 - b) To appoint the Auditors or Independent Examiners.
 - c) To elect office-bearers and members of the Managing Committee for the ensuing term
 - d) To transact any other business in accordance with the Rules of the Society.
- 10) Motions for inclusion in the agenda for the Annual General Meeting shall whenever possible, be submitted to the General Secretary at least 15 days before the meeting but a motion received too late for inclusion on the agenda may be considered as a matter of urgency if the meeting so resolves.
- 11) General Meeting of the Society, other than an annual general meeting, is an extraordinary general meeting and may be convened by the committee whenever they think fit.
- 12) The Management committee will convene an extraordinary general meeting on the requisition of the holders of not less than one-tenth of the members. The



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requisition must state the objects of the meeting and be signed by the requisitionists. If the committee do not, within 21 days of the deposit of the requisition proceed to convene the meeting, the requisitionists may convene it themselves so long as it is held within three months after such deposit. The business at an extraordinary general meeting shall be considered special business.

- 13) Any accidental omission to give due notice to any member shall not invalidate the proceedings of any general meeting.
- 14) The Chair shall be taken at a general meeting by the President and in their absence by the Vice President. In the absence of both the meeting shall elect from the members present a chairman for the meeting concerned.
- 15) The quorum at the general meeting shall be 25 members present, and that for the Management Committee shall be 50% members. In the event of a quorum not being present, the meeting shall be adjourned and all the members of the Society shall be notified by the General Secretary of the adjourned meeting. No quorum shall be necessary for meetings adjourned owing to lack of quorum.
- 16) Every member of the Society who has paid their subscription for the current/previous year (unless expelled, suspended or otherwise disqualified) shall be entitled to deliberate and vote on all motions at General Meetings and in all elections for officers and committee members.
- 17) Except where the contrary is expressly provided for, all voting shall be by a simple majority on a show of hands. In the case of an equality of votes, the President or the Chairperson of the meeting shall have a second or casting vote. Similarly, the Chairperson of the Management Committee shall also have a second or casting vote at such committee meetings.

Management Committee

18) Office bearers & Committee Members

The following office-bearers, and committee members shall be elected at the Annual General Meeting by a majority of votes.

- a) President (Office Bearer)
- b) Vice President(Office Bearer)
- c) General Secretary (Office Bearer)
- d) Assistant General Secretary (Office Bearer)
- e) Treasurer (Office Bearer)

- f) Assistant Treasurer (Office Bearer)

- g) A minimum of 6 Committee Members



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- 19) Such persons shall hold office for three years and shall be eligible for re-election for the same post or until retirement within three years or until removed by a resolution as provided hereinafter. If the meeting first resolves, without a dissolving vote, a composite resolution appointing two or more members of the Management Committee shall be put to the vote.
- 20) Nominations (with the names of the proposers and seconders) for the election at the annual general meeting shall be given to the General Secretary before the commencement of the meeting or at the time of election. No member shall be elected to any post unless they are personally present thereat or has put their intention to become a member in writing.
- 21) Any member who has not paid their current year's subscription or known to have been convicted of a criminal offence shall not be eligible to stand for election for the above posts.
- 22) Any member who is an undischarged bankrupt or who has made any composition or arrangement for the benefit of their creditors shall not be eligible for the election as Treasurer, Assistant Treasurer or as a Trustee.
- 23) Any Office-bearer or member of the Management Committee may be removed from office at any time during the term of office if they are convicted of a criminal offence (and in the case of the Treasurer, Assistant Treasurer or a Trustee, if they have become a bankrupt or has made composition or arrangement for the benefit of their creditors) or if they become unfit or incapable to act or if they fail properly to carry out their duties, by a resolution carried by a simple majority at a general or a special meeting of the Society and a replacement may be elected at the same meeting.
- 24) If the person so removed from their office refuses or neglects to hand over any books, documents, papers or property or to assign or transfer any property of the Society as a general meeting may direct, they shall be expelled from membership and cease to have any claim on the Society without prejudice to any liability to civil or criminal prosecution.
- 25) The Management Committee shall meet not less than four times a year on such days and hours as may be agreed from time to time, in consultation with the General Secretary. The President and in their absence, the Vice President shall preside. The Management Committee shall have powers:
 - a) to superintend and conduct the business and to undertake the general management of the policy and affairs of the Society according to the Rules of the Constitution, subject to any directions given by general meetings;
 - b) to make, alter and revoke rules for the internal management of the Society, which rules shall until revoked be binding on all members, and also standing orders for the conduct of general and committee meetings;



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- c) to render all assistance practicable to members in the recruitment of new members and the maintenance of membership;
 - d) to stimulate and foster support for any policies approved by the Society;
 - e) to perform such other functions as may be in the interest of the Society as a whole and to act in all things for and in the name of the Society.
- 26) The Management Committee shall have authority to set up sub- committees to deal with any specific projects, the chairperson of any such sub-committees to be a member of the Management Committee provided that any member who ceases for any reason to be a member of the Management Committee shall automatically cease to be the chairperson of any sub-committees and shall be replaced by another member of the Management Committee.
- 27) The Management Committee may call an Extraordinary General Meeting at any time to discuss any agenda it thinks fit.

Trustees

- 28) The title of all and any real property which may be acquired by or for the purposes of the Project shall be vested in Trustees who shall be appointed by the Management Committee (and may be of their number) and shall enter into Deed of Trust setting forth the purposes and conditions under which they hold the said property in trust for the project. The number of trustees shall be not less than three or more than five.
- 29) In the execution of the Trusts no Trustee shall be liable for any loss to the property of the Society arising by reason of any improper investments made in good faith (so long as they shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him or by any other Trustee hereof although the employment of such an agent was strictly not necessary or expedient or by reason of any mistake or omission made in good faith by any Trustee hereof or by reason of any other matter or thing other than willful and individual fraud on the part of the Trustee who is sought to be made liable.
- 30) Trustees shall be appointed every three years by the Management Committee.
- 31) Trustee shall not be any office bearer of the Society.
- 32) Trustee shall hold the office until their term has expired, retires, resigns or is replaced/removed as a trustee.

The President

- 33) The President as a general rule shall be responsible for the welfare of the Society, for the maintenance of harmony among members and of the dignity of the Society, and for the strict observance of the rules of the Constitution. They shall preside over all the meetings of the Society and sign minutes confirmed by the meetings. The Vice President shall assume these duties and responsibilities in the



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absence of the President.

The General Secretary

- 34) The General Secretary, besides exercising a general supervision of the detailed working of the rules of the Constitution shall be:-
- a) responsible for convening and attending all meetings of the Society and of the Management Committee; they
 - b) keep and record in the minute book or books minutes of all general meetings and Committee meetings, in addition to keeping a record of all proceedings and resolutions;
 - c) prepare the agenda for meetings in consultation with the President;
 - d) ensure that adequate notices of meetings are given;
 - e) conduct correspondence and implement the decisions of the General Meetings and Committee meetings;
 - f) shall keep in safe custody the files and other records of the Society; and present and submit for approval of the Management Committee their Annual Report on the working of the Society for presentation to the Annual General Meeting.
 - g) The General Secretary shall not at any time retain a sum of £10 as imprest.
 - h) The Assistant General Secretary shall help the General Secretary in carrying out their duties and shall act as General Secretary in their absence.

The Treasurer

- 35) The Treasurer in addition to keeping a general control over the finances of the society
- a) shall also collect, receive and pay money on behalf of the Society;
 - b) shall keep such books of account as may be required by the Management Committee and for the safe custody of the monies of the society.
 - c) shall pass and issue receipts on approved form for all monies received by them on behalf of the Society;
 - d) shall deposit all monies received into an approved bank of the Society imprest.
 - e) shall maintain and keep up- to-date a Roll or Rolls of members.
 - f) The Assistant Treasurer shall help in carrying out the duties of the Treasurer and shall act as Treasurer in their absence.
- 36) All books, documents and property belonging to the Society and held by any office-bearer, any member of the Management Committee or a Trustee shall be handed over to the Society with a full and clear account whenever required by a resolution, in the event of a request by the General Secretary or the Management Committee or the Trustees having been not complied with.



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Funds & Accounts

37) All monies received on behalf of the Society by any office- bearer (except the Treasurer), any member of the Management Committee or Trustee shall be handed over immediately to the Treasurer with a full and clear account.

38) All monies of the Society received from any source shall be deposited by the Treasurer without any deduction for any purposes whatsoever in the bank in the name of the Society and invested by

the Trustees in their discretion or as shall be directed by the Management Committee from time to time.

39) Cheques shall be drawn and signed jointly by two of the following:

- a) the Treasurer
- b) the President
- c) the Vice President
- d) the General Secretary.

40) No expenditure exceeding 500 pounds shall be incurred without the prior sanction of the Management Committee.

41) All expenditure shall be supported by properly receipted vouchers for all sums. Expenditure for which it may be inconvenient to obtain proper receipt may be supported by a voucher certified by the President, the General Secretary or the Treasurer.

42) All monies received on account of subscriptions, donations, interest on investments and all other funds shall be applied in carrying out the objects of the Society in accordance with the provisions hereof.

43) All funds and property of the Society shall be vested in the Trustees who shall (subject to any directions by the Management Committee) invest any monies not required for the immediate purpose of the Society in Building Society Account, in securities or in any other investment in which trust money may be lawfully invested with power from time to time to transpose such investments.

44) All deeds, documents of title and securities for money shall be held by the Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of the Society as they may think fit, and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control, and shall produce them for inspection by the auditor when required by him, and whenever else required by a resolution of a general meeting or the Management Committee.

45) Subject to such consents as may be required by law, the Society (through the Trustees) may:



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- a) by a resolution passed at a special general meeting may sell, exchange, mortgage, lease or build upon that land (with power to alter and pull down buildings and again rebuild, subject however to the local authority's necessary permission or consent), and a purchaser, assignees, mortgagee or lessee shall not be bound to inquire as to the authority for any sale, exchange, mortgage or lease by the Trustees and the receipt of the Trustees shall be sufficient with such sale, exchange, mortgage or lease;
- b) Borrow money, which shall be deemed to be necessary' the furtherance of the objects of the Society" upon the security of any assets of the Society or the documents which may be required for the purposes.
- c) Form a sub Committee consisting of the Chairperson, Secretary, And Treasurer (or their Assistants) ,of all the Trustees, three members from the Committee members and three paid members from the general membership shall be responsible for actively looking for properties and to make recommendations to the executive committee to acquire such property. Such property may only be purchased with the approval of at least 70% majority of this sub-group, 100% agreement of the Trustees and at least 70% approval of the Executive Committee.
- 46) The Management Committee shall ensure that proper accounts are kept by the Treasurer. The financial year will end on the 31st day of December, and the audited accounts will be presented by the Treasurer at the Annual General Meeting.
- 47) The Management Committee shall cause the books of accounts to be available for the inspection by any member at all reasonable hours at the offices of the Society or at any place where such books are kept and it shall be the duty of the General Secretary to produce them accordingly.
- 48) The Management Committee shall in each year appoint a qualified auditor or Independent Examiner to audit its accounts and balance sheet for that year. None of the following persons shall be appointed as auditor of the Society.
- a) an officer or servant of the Society,
 - b) or a member who is a partner of or in the employment of or who employs an officer or servant of the Society,
 - c) or a body corporate.
- 49) The General Secretary shall supply gratuitously to every member on their application a copy of the Annual Accounts of the Society together with the Auditors Report thereon.
- 50) Any office-bearer, member of the Management Committee or Trustee misapplying the funds shall repay the amount misapplied to the Society, and be excluded from membership of the Society without prejudice to their liability to prosecution for such mis-application.



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Premises

- 51) When the Society occupies any premises as a community center, every member will abide by such rules as may be made orally or in writing by the Committee responsible for organizing the event, in addition to those of the owner of the premises and will not accept any liability for loss or damages to personal property.
- 52) Such person as may be approved by the Management Committee and Trustees may be allowed to attend the event as a guest of the member who introduced him provided that no person shall be introduced as a visitor who shall have been expelled as a member from the Society. There will be nominal guest fee set each year by the Management Committee.

Supplementary

- 53) No member shall, under any pretense, receive any profit, salary or emoluments from the funds or transactions of the Society.
- 54) Every member of the Society shall from time to time communicate to the General Secretary their address or change of address and all notices posted to such address shall be considered as having been duly given two days following the day of posting.
- 55) The trustees and the Management Committee shall be the persons to sue* and be sued on behalf of the Society in respect of movable and immovable properties and shall sue in the name of the Society. All expenses and penalties in such litigation shall be borne by the society.

*In the event of suing, must have an agreement of at least 75% of the Trustees and Management committee

All the members of the management committee and trustee while performing their duties without any remuneration under this constitution and Rules thereof shall be indemnified by the Society from its funds in respect of any loss, damage or cost of legal proceedings, provided that such persons shall have acted in good faith and shall have taken proper professional advice when appropriate

- 56) This Constitution may be amended in any manner by a resolution passed by and with the approval of the majority of the members present and voting at a general meeting of the Society, save however that no alteration shall be made which would cause the Society to cease to be a charity at law.
- 57) The General Secretary shall supply copies of this Constitution and Rules (if any) to every member who demands a copy on payment of a nominal fee set by the Management Committee.
- 58) The Society may be dissolved at any time by a resolution passed by and with the approval of a three-fourths majority of the members present and voting at a general meeting of the Society, and upon dissolution the funds of the Society after the discharge of any outstanding debts and liabilities shall not be distributed



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amongst any members but will be given to an organisation which is charitable at law and which is approved by a simple majority of the Management Committee.

- 59) Any matter not provided for in this constitution shall be dealt with by the Management Committee in their discretion, whose decision shall be deemed final; any such decision thus made need not have the force of precedent.
- 60) Any doubt or dispute arising between a member or person claiming through such person aggrieved and the Society or any officer of the Society shall be resolved by the Management Committee in accordance with the customary practice and by reference to the rules and regulations of other similar societies. In this clause the expression 'dispute' is defined as any dispute arising on the question whether a member or person aggrieved is entitled to be or continues to be a member or to be reinstated as a member but, save as aforesaid, in the case of a person who has ceased to be a member this definition does not include any dispute other than a dispute on a question between him and the society or an officer thereof which arose while they were a member or arises out of their previous relation as a member of the Society.

Appendices

- Appendix A Version Control
- Appendix B Changes made August 2014



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Appendix A

Version	Changes at Appendix	Approved
4	B	17/8/2014



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Appendix B

Paragraph	Section	Changed From	Changed To
All		Vanza Religion	Vanza Religious Beliefs
All		References to a single sex i.e. he, she, his, her etc	Removed and appropriately replaced
All		References to Managing Committee	Replaced by Management Committee
1		The name of the society is 'VANZA MANDAL'	The name of the society is 'VANZA MANDAL' (and will be referred as SOCIETY throughout this document)
4	a	Any member of Vanza Religion and all those having family ties by way of marriage or otherwise with the members of the Vanza community and who are over the age of 18 years may be admitted to the membership of the society.	Any member of Vanza Religious Beliefs and all those having family ties by way of marriage or otherwise with the members of the Vanza community and who are over the age of 18 years may be admitted to the membership of the society. The Management Committee and Trustees reserve the right to refuse membership to the Society
	b	The Annual Subscription will be set every year by the committee subject to the AGM's approval.	The Subscriptions will be set every year by the Management Committee
	e	Life membership may be granted by management committee to any member upon a donation agreed each year by committee subject to AGM's approval	Life membership may be granted by the Management Committee to any member upon a fee agreed each year by the Management Committee.
	f	Fixed fee for 5 year membership terms	Deleted
6		The Management Committee may expel or suspend for such period any member if in its opinion he is guilty of any act prejudicial to, or inconsistent with, the interest of the Society, or willfully he disobeys any of the provisions hereof or any rule of the Society from membership but before doing so the Management Committee shall give him a notice of its intention and shall consider any representations which he may wish to make. After considering such representations, any decision reached by the Management Committee shall be final and binding	The Management Committee may expel or suspend for such period any member if in its opinion the member is guilty of any act prejudicial to, or inconsistent with, the interest of the Society, or willfully the member disobeys any of the provisions hereof or any rule of the Society from membership but before doing so the Management Committee shall give the member a notice of its intention and shall consider any representations which the member may wish to make. After considering such representations, any decision reached by the Management Committee shall be final and binding
9	c	To elect office-bearers and members of the Managing Committee for the ensuing year.	To elect office-bearers and members of the Managing Committee for the ensuing term.
16		Every member of the Society who has paid his subscription for the current year (unless expelled, suspended or otherwise disqualified) shall be entitled to deliberate and vote on all motions at General Meetings and in all elections for officers and committee members	Every member of the Society who has paid his subscription for the current/ previous year (unless expelled, suspended or otherwise disqualified) shall be entitled to deliberate and vote on all motions at General Meetings and



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			in all elections for officers and committee members
18		OFFICE-BEARERS AND Management Committee The following office-bearers, members of the Management Committee, shall be elected at the Annual General Meeting by a majority of votes	OFFICE-BEARERS AND Committee Members The following office-bearers, and Committee members , shall be elected at the Annual General Meeting by a majority of votes
		a)President b)Vice President c)General Secretary d)Assitant General Secretary e)Treasurer f)Assistant Treasurer g)A minimum of 6 members of the managing Committee	a)President (Office Bearer) b)Vice President (Office Bearer) c)General Secretary (Office Bearer) d)Assistant General Secretary (Office Bearer) e)Treasurer (Office Bearer) f)Assistant Treasurer (Office Bearer) g) A minimum of 6 Committee Members
20		Nominations (with the names of the proposers and seconders) for the election at the annual general meeting shall be given to the General Secretary before the commencement of the meeting or at the time of election. No member shall be elected to any post unless he is personally present thereat.	Nominations (with the names of the proposers and seconders) for the election at the annual general meeting shall be given to the General Secretary before the commencement of the meeting or at the time of election. No member shall be elected to any post unless they are personally present thereat or has put their intention to become a member in writing.
21		Any member who has not paid his current year's subscription or who has been convicted of a criminal offence shall not be eligible to stand for election for the above posts.	Any member who has not paid his current year's subscription or known to have been convicted of a criminal offence shall not be eligible to stand for election for the above posts.
45		Subject to such consents as may be required by law, the Society (through the Trustees) may by a resolution passed at a special general meeting: a) Purchase or take on lease any land and may sell, exchange, mortgage, lease or build upon that land (with power to alter and pull down buildings and again rebuild, subject however to the local authority's necessary permission or consent), and a purchaser, assignees, mortgagee or lessee shall not be bound to inquire as to the authority for any sale, exchange, mortgage or lease by the Trustees and the receipt of the Trustees shall be sufficient with such sale, exchange, mortgage or lease; b) Borrow money, which shall be deemed to be necessary' the furtherance of the objects of the Society" upon the security of any assets of the Society or the documents which may be	Subject to such consents as may be required by law, the Society (through the Trustees) may a) by a resolution passed at a special general meeting may sell, exchange, mortgage, lease or build upon that land (with power to alter and pull down buildings and again rebuild, subject however to the local authority's necessary permission or consent), and a purchaser, assignees, mortgagee or lessee shall not be bound to inquire as to the authority for any sale,



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		required for the purposes.	<p>exchange, mortgage or lease by the Trustees and the receipt of the Trustees shall be sufficient with such sale, exchange, mortgage or lease;</p> <p>b) b) Borrow money, which shall be deemed to be necessary' the furtherance of the objects of the Society" upon the security of any assets of the Society or the documents which may be required for the purposes.</p> <p>c) Form a sub Committee consisting of the Chairperson, Secretary, And Treasurer (or their Assistants), of all the Trustees, three members from the Committee members and three paid members from the general membership shall be responsible for actively looking for properties and to make recommendations to the Management Committee to acquire such property. Such property may only be purchased with the approval of at least 70% majority of this sub-group, 100% agreement of the Trustees and at least 70% approval of the Management Committee.</p>
55		The Trustees shall be the persons to sue and be sued on behalf of the Society	<p>The trustees and the Management Committee shall be the persons to sue* and be sued on behalf of the Society in respect of movable and immoveable properties and shall sue in the name of the Society. All expenses and penalties in such litigation shall be borne by the society.</p> <p>*In the event of suing, must have an agreement of at least 75% of the Trustees and Management committee</p> <p>All the members of the management committee and trustee while performing their duties without any remuneration under this constitution and Rules thereof shall be indemnified by the Society from its funds in respect of any loss, damage or cost of legal proceedings, provided that such persons shall have acted in good faith and shall have taken proper professional advice when appropriate</p>
56		This Constitution may be amended in any manner by a resolution passed by and with the approval of a two-thirds	This Constitution may be amended in any manner by a resolution passed by



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		majority of the members present and voting at a general meeting of the Society, save however that no alteration shall be made which would cause the Society to cease to be a charity at law.	and with the approval of the majority of the members present and voting at a general meeting of the Society, save however that no alteration shall be made which would cause the Society to cease to be a charity at law.
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End of Appendix 2