

VANZA MANDAL

THE CONSTITUTION

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

VANZA MANDAL

CONSTITUTION

- 1) The name of the society is 'VANZA MANDAL'.
- 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 Religion.
 - b) The relief of poverty.
 - c) The advancement of religious education in accordance with the Vanza Religion.
 - d) In furtherance of these objects but not further or otherwise the society shall have the power to hire, rent, lease or otherwise acquire land or building or any estate or interest therein.

4) MEMBERSHIP

- 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.
- b) The Annual Subscription will be set every year by the committee subject to the AGM's approval.
- c) A member who joins the Society during the course of a year shall be liable to pay the full subscription for the year.
- d) A register of members will be maintained.
- e) *Life member*
- 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 Managing 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 wilfully he disobeys any of the provisions hereof or any rule of the Society from membership but before doing so the Managing 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 Managing 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.

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. *Indyana Examiners*
- c) To elect office-bearers and members of the Managing Committee for the ensuing year.
- 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 committee will convene an extraordinary general meeting on the requisition of the holders of not less than one-tenth of the members. The 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 his 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 Managing 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 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.

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 Chairman of the meeting shall have a second or casting vote. Similarly, the Chairman of the Managing Committee shall also have a second or casting vote at such committee meetings.

18) OFFICE-BEARERS AND MANAGING COMMITTEE

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

- a) President
- b) Vice President
- c) General Secretary
- d) Assistant General Secretary
- e) Treasurer
- f) Assistant Treasurer
- g) A minimum of 6 members of the Managing Committee.

19) Such persons shall hold office for one year and shall be eligible for re-election for the same post or until retirement within one year 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 Managing 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 he is personally present thereat.

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.

22) Any member who is an undischarged bankrupt or who has made any composition or arrangement for the benefit of his creditors shall not be eligible for the election as Treasurer, Assistant Treasurer or as a Trustee.

23) Any Office-bearer or member of the Managing Committee may be removed from office at any time during the term of office if he is convicted of a criminal offence (and in the case of the Treasurer, Assistant Treasurer or a Trustee, if he has become a bankrupt or has made composition or arrangement for the benefit of his creditors) or if he becomes unfit or incapable to act or if he fails properly to carry out his 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 his 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, he 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) MANAGING COMMITTEE

The managing 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 his absence, the Vice President shall preside. The Managing 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;
- 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 Managing Committee shall have authority to set up sub-committees to deal with any specific projects, the chairman of any such sub-committees to be a member of the Managing Committee provided that any member who ceases for any reason to be a member of the Managing Committee shall automatically cease to be the chairman of any sub-committees and shall be replaced by another member of the Managing Committee.

27) The Managing 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 nor 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 he 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 wilful and individual fraud on the part of the Trustee who is sought to be made liable.

30) Trustees shall be appointed ^{3 yearly} annually by the Managing Committee.

31) Trustee shall not be the Secretary or Treasurer of the Society.

32) Trustee shall hold the office until he retires, resigns or is replaced/removed as a trustee. X

33) THE PRESIDENT

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. He 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 absence of the President.

34) THE GENERAL SECRETARY

The General Secretary, besides exercising a general supervision of the detailed working of the rules of the Constitution shall be responsible for convening and attending all meetings of the Society and of the Managing Committee; he shall 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; he shall prepare the agenda for meetings in consultation with the President; he shall ensure that adequate notices of meetings are given; he shall conduct correspondence and implement the decisions of the General Meetings and Committee meetings; he shall keep in safe custody the files and other records of the Society; and present and submit for approval of the Managing Committee his Annual Report on the working of the Society for presentation to the Annual General Meeting. The General Secretary shall not at any time retain a sum of 10 pounds as imprest. The Assistant General Secretary shall help the General Secretary in carrying out his duties and shall act as General Secretary in his absence.

35) THE TREASURER

The Treasurer in addition to keeping a general control over the finances of the society shall also collect, receive and pay money on behalf of the Society; he shall keep such books of account as may be required by the Managing Committee and for the safe custody of the monies of the society. He shall pass and issue receipts on approved form for all monies received by him on behalf of the Society; he shall deposit all monies received into an approved bank of the Society imprest. He shall maintain and keep up-to-date a Roll or Rolls of members. The Assistant Treasurer shall help in carrying out the duties of the Treasurer and shall act as Treasurer in his absence.

36) All books, documents and property belonging to the Society and held by any office-bearer, any member of the Managing 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 Managing Committee or the Trustees having been not complied with.

FUNDS AND ACCOUNTS

37) All monies received on behalf of the Society by any office-bearer (except the Treasurer), any member of the Managing 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 Managing 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 Managing Committee.

41) All expenditure shall be supported by properly receipted vouchers for all sums over 1.00 pound. Expenditure of under 1.00 pound for which it may be inconvenient to obtain proper receipt may be supported by a voucher certified by either 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 Managing 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 Managing Committee.

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 "for 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.

46) The Managing 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 Managing 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 Managing Committee shall in each year appoint a **qualified auditor** 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, or
- b) a member who is a partner of or in the employment of or who employs an officer or servant of the Society, or
- c) a body corporate.

49) The General Secretary shall supply gratuitously to every member on his application a copy of the Annual Accounts of the Society together with the Auditors Report thereon.

50) Any office-bearer, member of the Managing 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 his liability to prosecution for such mis-application.

PREMISES

51) When the Society occupies any premises as a community centre, every member will abide by such rules as may be made orally or in writing by the Committee responsible for organising 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 General Secretary 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.

SUPPLEMENTARY

53) No member shall, under any pretence, 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 his 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 shall be the persons to sue and be sued on behalf of the Society.

56) This Constitution may be amended in any manner by a resolution passed by and with the approval of a two-thirds 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 50 pence per copy.

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 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 Managing Committee.

59) Any matter not provided for in this constitution shall be dealt with by the Managing 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 Managing 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 he was a member or arises out of his previous relation as a member of the Society.