



## **Guru Nanak Darbar Crawley**

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Registered Charity No: 268132

Serving the spiritual & religious needs of The Sikh Community in the County of  
Sussex



# **Constitution and Rules**

**Revised and adopted by GURU NANAK DARBAR**  
**CRAWLEY**  
**{SIKH COMMUNITY CENTRE CRAWLEY (SCCC)}**  
**on the 15<sup>th</sup> day of August 2018**

1. **MAIN NAME**

Hence forth this body shall be called **GURU NANAK DARBAR CRAWLEY** & herein referred to “GNDC”, which has been duly registered with the Charity Commission.

**WORKING NAME**

Working name will be **Sikh Community Centre Crawley** and hereinafter referred to as “SCCC”, which has also been registered with the Charity Commission.

2. **OBJECTS**

The Religious & Spiritual objects of Guru Nanak Darbar Crawley shall be to:-

- a) Conduct all Sikh religious ceremonies, celebrate all gurburbs that fall within the Sikh calendar, and conduct Sikh engagements, marriages, funerals, Sikh religious teachings/education, including practice of kirtan & associated musical recitals.
- b) Help the needy, destitute, widows, and orphans. Relieve and comfort the sick and the needy from their misery irrespective of colour, cast and creed;
- c) To promote equal opportunity for all within the community including gender and disability

- d) **In furtherance of the above aims and objectives, but not otherwise, raise funds from various sources (including Bank loan) in such a manner as the Management Committee shall decide.**

3. **FURTHERENCE POWERES**

- a) **Promote good citizenship and harmony in a multiracial society, fully co-operating and assisting other voluntary organisations established for the attainment of this objective;**
- b) **To promote peace and harmony in today's ever changing multicultural societies by co-operating with other organisations established for the attainment of similar objectives;**
- c) **To promote Sikh culture and values;**
- d) **To hold functions and congregations to celebrate the Sikh faith;**
- e) **To provide various facilities for the elderly and the young in the community, encouraging social, welfare and recreational activities;**
- f) **A woman's guild to run recreational, educational, social and health classes;**
- g) **Promote, share common values of peace and tolerance with all community groups, and appreciating different faiths and cultures;**

c) **MEMBERSHIP**

**Membership is open to all who wish to join but the Management Committee reserves the right to reject any application and shall be in the following categories:**

- **Ordinary Member – any person over 16 years of age shall be eligible to apply by completion of an Application for Membership Form (Appendix A) provided he or she has attended the regular monthly diwan held by GNDC for a period of 6 months.**
- **Life Member – same as above but lasting the life time of a member who has paid life membership subscription.**
- **Associate Member – Any person of either sex who has attained the age of 16 and who supports the aims and purposes of GNDC may be admitted by the Committee as an Associate member. An Associate member shall be entitled to all the privileges of a full member except that he/she will not be eligible for election as an office bearer or as a committee member and shall have no voting rights at a general meeting of the members of GNDC.**
- **Honorary Member – The Committee may decide to invite a person who has rendered meritorious services to the GNDC, to become Honorary Member. A person may only be invited to become an Honorary Member if his/her name has been recommended by the unanimous decision – arrived at secret ballot – of a Committee set up for this purpose consisting of five full members, including the President or his/her deputy.**
- **Patron and Grand Patron – Any person eligible for any of the membership criteria and from the community may become a Patron or Grand Patron of the GNDC by paying the appropriate subscription.**

- Membership shall run from 1<sup>st</sup> January to 31<sup>st</sup> December of each calendar year. Any person admitted to the membership during the year will be required to renew his/her membership on 1<sup>st</sup> January of the following year.
- The Management Committee shall have the right to determine the maximum number admissible as members so as to comply with any relevant statutory requirements.
- Membership is open to anyone residing in the Counties of West Sussex, East Sussex and Surrey. To qualify for membership, the persons must reside within the above Counties, must be domicile of the UK and must be over the age of 18.  
Further to this their names must appear on the voters register.  
Members who cease to reside in the above Counties will not be eligible to vote at the AGM.

d) **SUBSCRIPTION**

The subscription towards the GNDC membership shall not be less than five pounds (£5.00) per year or life membership shall not be less than two hundred and fifty pounds (£250) and it can only be varied by a resolution at a special or Annual General meeting. The Patronship fee shall be One thousand pounds (£1,000) and Grand Patronship fee shall be two thousand and five hundred pounds (£2,500).

e) **MANAGEMENT**

GNDC shall be managed by the following office bearers:

- (i) **President**
- (ii) **Vice President**
- (iii) **Secretary**
- (iv) **Assistant Secretary**
- (v) **Treasurer**
- (vi) **Assistant Treasurer**

**Hereafter called “the Office Bearers”**

**Seven committee members**

**Hereafter together called “the Management Committee”**

**f) DUTIES OF OFFICE BEARERS AND COMMITTEE MEMBERS**

**(1) President**

- (a) Shall preside over meetings and ensure prompt action on directions of the committee;**
  - (b) Shall present all reports at the general meetings;**
  - (c) Shall monitor, control, and guide the committee in fulfilling its objectives, GNDC Projects and fund raising plans;**
  - (d) Shall be the representative head of GNDC on all ceremonial occasions and/or social functions and Community Projects;**
  - (e) Can nominate any other committee member;**
  - (f) Make sure the principle of collective responsibility shall apply to all decisions at the meeting of the committee.**
- Shall also have the power to raise a Bank loan (personal or from one of the named trustees) for GNDC construction. Oversee any loan arrangements made by any trustee member. Or if any member is willing & able to offer personal guarantee towards the loan for the project. Any such loan repayment will be made from funds in GNDC bank account. This would be formally discussed at a committee meeting & logged in the minutes.**

**(2) Vice President**

**Shall assist the President and when required act on behalf of the President**

**(3) Secretary**

- (a) Shall undertake day to day administration of the affairs of GNDC;**
- (b) Shall maintain all records of the Committee and general meetings. Act on decisions and correspondence;**
- (c) Shall maintain liaison with other charitable organisations;**
- (d) Shall arrange and organise all meetings and functions decided upon by the Management Committee;**
- (e) Shall maintain members' register, and all other records and retain all other documents unless otherwise stated;**
- (f) Liaise, control and with the President, the Management Committee, establish sub committees for any GNDC Community Project Developments, various fund raising projects and grant applications;**
- (g) Shall maintain an inventory of all property of GNDC & assist the management to apply for bank loans for the GNDC project.**
- (h) Assist in process of procuring loan for the project in providing necessary organisation & project details.**

**(4) Assistant Secretary**

**Shall assist the Secretary and when required act on behalf of the Secretary.**

(5) **Treasurer**

- (a) Shall have control of funds and bear full responsibility to account for the income and expenditure of GNDC;
- (b) Shall maintain security of the cheque and cash books together with the cash box & assist the management when securing bank loans for GNDC project;
- (c) Shall maintain members' subscription register;
- (d) Shall prepare and present Statement of Accounts to the Charity Commission, the Management Committee and the community members;
- (e) Shall prepare and present audited accounts, reports for the Management Committee, the Auditors and guide the Committee in ALL financial matters;
- (f) Prepare cash flow analysis as and when required for GNDC Projects thereby maintaining full budgetary and financial control.
- (g) Prepare & claim gift aid data from inland revenue.

(6) **Assistant Treasurer**

Shall assist the Treasurer and when required act on behalf of the Treasurer.

(7) **Volunteers**

Shall be responsible for all the affairs in the kitchen services, general cleaning, safe keeping/loan of equipment and assist the Management Committee in any useful way when called upon to do so.

(8) **TRUSTEES**

- 1) There shall be five Trustees to jointly act as a body and who can nominate one of their number as Chairman;
- (a) Subject to sub-paragraph (8c) hereof all freehold and leasehold real property belonging to GNDC and the proceeds of sale thereof shall be vested in the Trustees;
- (b) All decisions affecting the real property belonging to GNDC shall be made by the Management Committee or by the full members of GNDC in General Meeting and it shall be the duties of the Trustees to give effect thereto provided; however no decision to sell or dispose by way of charge or otherwise of the GNDC or any part thereof or to part with possession or occupation of the GNDC or any part thereof shall be of any effect unless it is made or confirmed by the full members of the GNDC at a General Meeting;
- (c) All immovable property of the GNDC shall be vested in the Trustees;
- (d) The Trustees shall be jointly responsible for all investment, bank loans and property matters of the GNDC and shall carry out the resolution of the General Body passed at the General Meeting
- (e) Trustees shall only be elected from Members, who are citizens of the UK, are property owners in the UK and have been Members of GNDC for a period of at least three years
- (f) All Trustees shall have reasonable working knowledge of the English Language;
- (g) Any vacancy occurring during the term of trustee shall be filled by election at a General Meeting for the purpose not later than ten weeks after the Committee

Meeting at which the vacancy is first recorded. The person elected to fill the vacancy shall serve for the remainder of the term of service and accept the order of retirement which applied to his/her predecessor;

- (h) Any Trustee can also be elected a member of the Management Committee & can also hold an office on the Management Committee;
- (i) The Trustees shall sue or may be sued where recourse to litigation becomes necessary to safeguard property or financial interests of the GNDC and shall be entitled to exercise all powers and be subject to all obligations under the relevant statutory provisions;
- (j) Questions arising at any meeting of the Trustees shall be determined by a majority of votes with not less than 4 Trustees present;
- (k) A Trustee shall cease to hold office if he/she becomes:
  - Bankrupt or makes any arrangement or composition with his/her creditors.
  - Becomes of unsound mind.
  - Resigns his/her office by notice in writing to the President.
  - Accepts an office in any other similar institution/organisation (other than as a Trustee) within the UK.
  - Is removed by the vote of two-thirds majority at an extraordinary general meeting of the members of the GNDC.
  - Is convicted of any criminal offence.

(9) **QUALIFICATIONS TO BE A TRUSTEE**

A Trustee:

- (a) Shall have been a full member of the GNDC for 3 years preceding his/her appointment;
- (b) Can be a current member of the Management Committee of GNDC;
- (c) Shall have acknowledged in writing to the committee prior to his/her election that he/she has attained the age of 25 years and holds no office (other than a Trustee) in any similar institution/organisation in the UK;
- (d) Shall be a UK citizen and a property holder.  
(Nominations for the post of Trustee must be submitted not later than 7 days prior to the date of the Annual General Meeting. It must be signed by the proposer and seconder and the nominee confirming that he/she has the qualification required in (c) above. A nomination form is attached in Appendix 'C'.

(10) **COMMITTEE MEETINGS**

I. A Committee Meeting shall be held once a month to:

- (a) Approve actions of the Office Bearers for the last month;
- (b) Approval of biannual accounts;
- (c) Direct further actions as necessary.

II. The President, the Secretary or the Treasurer and SEVEN other members shall form a QUORUM.

**III. The committee shall always be presided over by the President, who shall notify if unable to attend. The Vice president then shall assume and perform full duties of the President for that particular meeting only.**

**IV. Members shall be allowed to attend at the prior invitation of the President or with the President's prior approval.**

**(11) MANAGEMENT POWERS**

**(a) The Office Bearers jointly shall be empowered to incur expenditure of up to a maximum of £500 (five hundred pounds) on any single item;**

**(b) The Management Committee shall be empowered to incur or approve expenditure up to a maximum limited to £1000 (one thousand pounds) without reference to the General Body;**

**(c) Payment of any amount in excess of £1000 shall only be authorised at a Committee Meeting convened for that purpose;**

**(d) Obtain, collect, and receive money and funds by way of contributions, loans (personal or Bank) donations, legacies and grants or any other lawful method, accept and receive gifts of property of any description. Apply for bank loans for GNDC projects;**

**(e) The Management Committee shall have the power to remove any person(s) from any gathering/function of GNDC, who is/are showing unreasonable behaviour using anti-social language or under the influence of alcohol, drugs, or smoking;**

**(f) The Management Committee may compromise, settle, conduct, enforce or resist in the court of law or by arbitration any law suit, debt, liabilities or claims by or against GNDC;**

**(g) The Management Committee shall have the power to appoint and/or remove a Solicitor, Architect or Surveyor;**

**(h) The Managing Committee shall have the power to appoint any suitable staff and also have the power to terminate such employment or appointment;**

**(j) No member of the Management Committee shall have the power to borrow or lend funds on behalf of the GNDC without the prior approval.**

**(12) DECISION PROCESS**

**(a) Any decision undertaking shall be decided by voting;**

**(b) In the event of equal voting (a tie) the President shall have a casting vote to decide the issue.**

**(13) ELECTIONS**

**(a) The election of the Office Bearers and the Committee members shall be made at the Annual General Meeting to be held in the month of April of each year;**

**(b) Only those members who have been enrolled as members of the GNDC for NOT LESS THAN THREE MONTHS prior to the date of Election Meeting**

shall be eligible to vote at a General Meeting or Annual General Meeting or a Special General Meeting;

- (c) The person, whose name is proposed for any post or committee membership, must be present in the election meeting;
- (e) No name shall be proposed for election unless the person concerned is fully agreeable to serve in that position;
- (f) There shall be a Proposer, a seconder, who both should be qualified voters.

#### **TENURE**

The elected Office Bearers and Committee Members as detailed above shall hold office from the date of election until completion of the next election. The President shall preside at the Annual General Meeting to receive:

- (a) The Secretary's report for the past year's working;
  - (b) The Treasurer's Statement of Accounts for the past year's working.
- The President shall remain in the office until election of the new President. As soon as the new President is elected, the retiring President shall step down handing over with respect and dignity to the newly elected President, who will then assume charge to conduct the election of the remaining committee for the ensuing year.

#### **(14) QUALIFICATIONS**

- (a) Any member who has been a member for at least one year, regular attendance at the Diwans, hold a British Passport, & a UK citizen shall be eligible to stand for election for Managing Committee;
- (b) GNDC believes in and practices equal opportunity for all within the Community i.e. gender and disability.

#### **(15) ACCOUNTS**

- (a) An account for the safe custody and conduct of funds, bank loans of GNDC shall be maintained with a reputable banking organisation(s);
- (b) All payments in excess of £10 shall be made by cheque;
- (c) The Bank Account shall be operated by the following signatories: Treasurer, President or Secretary. Any of the two will be required for cheque signing;
- (d) The accounts of GNDC shall be audited by the appointed Auditor in April each year;
- (e) All purchases shall be signed by one of the Office Bearers;
- (g) The financial year ends on 30<sup>th</sup> March each year.

#### **(16) AUDITORS**

- (a) Shall be appointed at the Annual General Meeting;
- (b) Shall audit the accounts of GNDC for each financial year;
- (c) Shall submit a report to the President and the Treasurer;



(d) Shall not be a member of the Managing Committee.

(17) **QUORUM**

One-third of fully paid members shall form the Quorum for a Special General Meeting or Annual General Meeting.

(18) **NOTICE**

A notice of fourteen days shall be given to convene an Annual General Meeting and seven days for a Special General Meeting.

(19) **VACANCY**

- (a) In the event of a vacancy of an Office Bearer caused by resignation, disqualification or expulsion or unknown circumstances, this void shall be filled;
- (b) The Managing Committee shall be empowered to fill a vacancy of a member on the Committee by co-opting another member in replacement.

(20) **SUB-COMMITTEES**

The Managing Committee shall be empowered to appoint Sub-Committee(s) for specific purposes relating to the GNDC.

(21) **AMENDMENTS TO THE CONSTITUTION**

Amendments shall only be authorised by a majority votes at a General Meeting, where at least 2/3 members are present; however no amendments to the objectives clause, dissolution clause or to this clause shall be made without the consent of the Charity Commissioner and no other alteration shall be made which would cause the Association to cease to be a charity.

(22) **DISQUALIFICATION**

Any member of GNDC who commits an act set out in the Schedule below or who commits an unlawful or unconstitutional act that in the opinion of the President or the Management Committee is inimical to the interests of the GNDC shall be disqualified and expelled from the GNDC.

**Schedule:**

- Using foul or abusive language;
- Misbehaving in any of the functions/gatherings;
- Uttering threats to the members of the GNDC and/or the community;
- Being drunk and disorderly;
- Under the influence of drugs or any other intoxicants;
- Being disrespectful to Siri Guru Granth Sahib;

- Fails to renew his/her subscription and falls in arrears without reasonable cause or shall be deemed to have relinquished the membership or shall be deemed to be disqualified;
- Brings the GNDC into disrepute.

(23) **DECLARATION**

The Office Bearers elected at the General Meeting or Special General Meeting shall sign a declaration form after the election. The declaration shall be witnessed by the:

- President
- Secretary
- Any member of the community (sangat)

(24) **PROTOCOL AND DICIPLINE**

- (a) Strict discipline shall be maintained during the Committee and General Meetings. The President's permission must be obtained before expressing any views or making any comments. The President's decision in allowing or disallowing anyone to speak shall be final and binding on all members. All expressions shall be courteously directed to the President;
- (c) Only Members shall be allowed to attend meetings;
- (d) Qualified members only shall be allowed to speak and vote during Committee or General Meetings;
- (e) The President shall have full discretionary powers to reprimand or caution any member who creates indiscipline or unpleasantness by misbehaviour, drunkenness or foul language. The offending member may as well be debarred or directed to quit the meeting, gathering or function;
- (f) The recurrence of above in any member's behaviour shall disqualify him/her from membership of GNDC;
- (f) Any member degrading himself/herself by misbehaviour or immoral act and hence proving a disgrace to the GNDC shall, at the discretion of the Management Committee, be disqualified and struck off from membership of the GNDC.
- (g) GNDC shall not permit, in any circumstances, any unlawful act by any person(s) or organisation(s) in disturbing the peace or plotting to oust the elected Management Committee of this organisation & such action(s) will be considered as unlawful. Any dissention shall be discussed by the GNDC to the satisfaction of the complaint(s) & will be strictly according to the GNDC Constitution.

**(25) PRIVILEGES**

- (a) Assistance by way of service, facilities and loan of equipment shall be available to members of the GNDC only as a privilege and NOT as a right. The Management Committee shall, however, endeavour to meet the demand as much as possible; priority being given in the order of requests received;**
- (b) Equipment so loaned shall be promptly returned by the member in a clean and tidy condition;**
- (c) Damage, if caused, shall be compensated by the member in full or the article replaced.**

**(26) DISSOLUTION**

- (a) The Management Committee shall decide if it becomes impossible to run the affairs of the GNDC and by a resolution of the Management Committee summon an urgent General Meeting to report on such happening;**
- (b) The General Meeting shall decide by two-thirds majority vote of members present, on further action to be taken. In the event of a decision for cessation of affairs and activities:**
  - All Accounts shall be closed;**
  - Any assets remaining, after the satisfaction of all debts and liabilities, shall be paid or transferred to a charitable institution having objectives similar to those of the GNDC or, if that is not possible, to other charitable organisation.**

**APPENDIX 'A'**

**MEMBERSHIP**

**I hereby request to be enrolled as a member of GNDC and declare that:**

**(Tick to confirm)**

**(a) I have no faith except SIKHISM**

**(b) I am not a Sikh but fully support GNDC**

**I agree to abide by the rules of GNDC and enclose my subscription to apply for membership under the following category:**

**ORDINARY ANNUAL (£5 for 1 year)**

**LIFE MEMBERSHIP (£250 for life membership)**

**PATRON (£1,000 for Patron)**

**GRAND PATRON (£2,500 for Grand Patron)**

**TITLE ..... FORENAME.....**

**SURNAME.....**

**ROAD .....**

**TOWN .....**

**COUNTY .....**

**POST CODE .....**

**PHONE .....**

**SIGNATURE .....**

*I understand the Managing Committee reserves the right to refuse this application without assigning a reason and that the decision will be final and binding*

**APPENDIX 'B'**

**DECLARATION**

**I .....**

**of .....**

**Elected as .....**

**of the GNDC, at the Annual General Meeting held on ..... Declare and pledge in the presence of the members that I shall carry out the duties of the post to the best of my abilities with honesty, sincerity and in accordance with the Constitution and Rules of GNDC.**

**SO HELP ME GOD**

**Signature .....**

**Date .....**

**Witnessed by:**

**1. *President***

**Signature .....**

**Full name .....**

**2. *Member***

**Signature .....**

**Full name .....**

**APPENDIX 'C'**

**NOMINATION FORM FOR THE POST OF TRUSTEE**

**CANDIDATE:**

**Full name** .....

**Address** .....  
.....  
.....

**TEL.** .....

**PROPOSER:**

**Full name** .....

**Address** .....  
.....  
.....

**TEL.** .....

**Signature** .....

**SECONDER:**

**Full name** .....

**Address** .....  
.....  
.....

**TEL.** .....

**Signature** .....

**DECLARATION BY THE CANDIDATE:**

*I hereby declare that I am 25 years or above of age and I hold no office (other than that of a Trustee\*) in any other similar institution/organisation in the UK. I am citizen of the UK and am a property holder.*

**Signature** .....

**Full Name** .....

\* delete if not applicable

## APPENDIX'D'

### MANAGENENT COMMITTEE

<b>President (x)</b>	<b>Mr Ranjit Singh Bedi</b>
<b>Vice President (x)</b>	<b>Mr Bikramjit Singh Burji</b>
<b>Secretary</b>	<b>Mr Baldev Singh Dedyal</b>
<b>Asst. Secretary (x)</b>	<b>Mr Gurmukh Singh Hanspal</b>
<b>Treasurer</b>	<b>Mr Satwant Singh Ruprai</b>
<b>Asst. Treasurer</b>	<b>Mr Inderpal Singh Kler</b>
<b>Stage Secretary/Diwans</b>	<b>Mrs Surinder Kaur Kalsi</b>
<b>Religious Teachings</b>	<b>Mr Satpal Singh Panesar</b>
	<b>Mrs Ajit Kaur Panesar</b>
<b>Functiont Organiser</b>	<b>Mr Avtar Singh Purba</b>
<b>Event Organisor (x)</b>	<b>Mr Kawaljit Singh Sokhi</b>
<b>Funding: (x)</b>	<b>Mr Narinder Singh Kapoor</b>
<b>Kitchen</b>	<b>Mrs Balbir Kaur Kapoor</b>
<b>5 Volunteers</b>	

**(x) Are trustees of GNDC**