

**THE  
IPSWICH HINDU SAMAJ  
CONSTITUTION  
(As agreed and adopted at the Ipswich  
Hindu Samaj AGM of 24<sup>th</sup>. February 2010)**

- 1. NAME** : The name of the Society/Samaj shall be “The Ipswich Hindu Samaj”.
- 2. OBJECT** : To advance education, relieve poverty, distress and sickness and to advance the Hindu religious, cultural and social activities in the Ipswich area, particularly by the provision of a place of worship.
- 3. POWERS IN FURTHERANCE OF THE OBJECTS**
  - a) Establish a Centre/Mandir for the Hindu community in Ipswich.
  - b) Provide facilities for religious functions.
  - c) Provide a meeting place for Hindus of all traditions and cultures and for the others interested in the Hindu religion.
  - d) Enable and encourage the study of Hinduism.
  - e) Promote and encourage comparative religions and philosophies in their widest form.
  - f) Study the lives and teachings of the great teachers and sages of India of the Hindu faith and other faiths.
  - g) Arrange lectures and discussions on the Hindu religion and other religions.
  - h) Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions or donations or otherwise. Provided the Samaj shall not undertake any permanent trading activities in raising funds for its objectives.
  - i) Encourage service to the Indian community in furtherance of the objects of the Hindu Samaj.
  - j) Promote all such things as shall further the greater understanding of the Hindu religion.

**4. MEMBERSHIP**

Membership shall be classified as follows :

- a) FULL MEMBERS – Persons of the Hindu faith
- b) ASSOCIATE MEMBERS – Non-Hindus interested in the Hindu religion.
- c) HONORARY MEMBERS – Distinguished people in any part of the world known for their interest in and knowledge of, the Hindu religion.

All members shall be either Annual Members or Life Members. Only Full Members have voting rights.

## **5. MEMBERS**

- a) All members must be approved by the Executive Committee and be over 18 (eighteen) years of age, such approval to be ratified by the Trustees.
- b) Every application for membership must be signed by the applicant.
- c) On joining the Samaj, each new member shall be deemed to have agreed and be bound by the rules and by-laws stated in this document.
- d) A member who fails to abide by the rules and bye laws shall be asked to resign from the Samaj. In such circumstances the Executive Committee shall state concisely to the member the grounds on which he/she is being asked to resign. A member shall be given every opportunity to state his/her views. The final decision to terminate an individual's membership shall lie with the Trustees.
- e) No individual member shall take any public action or make any public announcement in the name of the Samaj or otherwise do anything directly or indirectly, to represent any proposal, action or statement of facts or opinion on the Samaj's behalf unless authorised by the Executive Committee.
- f) The Executive Committee together with the Trustees, shall alone make announcements and publications in the name of the Samaj.

## **6. SUBSCRIPTION FEES**

- a) Annual members of the Samaj shall pay such subscription each year as determined at the Annual General Meeting.
- b) Full and Associate annual members may become Life Members by payment of such sums or as the Samaj may adopt at the Annual General Meeting.
- c) Where payment of the Life Membership fee is being made by instalments, these must be made within 12 months.
- d) The Annual subscription is payable after election as a member and thereafter a renewal subscription shall be due on 1<sup>st</sup>. January of each year.
- e) A member whose subscription is in arrears for a period of 6 months, maybe given two weeks notice by the treasurer, requesting payment and if the arrears are not paid at the expiry of the period the Executive Committee may remove the member from the roll of members.
- f) If a member makes an initial payment of more than the ordinary Subscription to become a Life Member of the Samaj and then fails to pay the balance within 12 months of the initial payment, the Samaj may, without his/her consent, apply enough of the payment to pay the annual subscription for the member for the last 12 months and treat the rest as a donation to the Samaj.
- g) Any member in the course of becoming a Life Member, shall be required to pay his/her arrears within a 12 month period, starting from the date of the application for becoming a Life Member.

## **7. MEMBERSHIP CARDS**

- a. All paid members, whether life or otherwise, shall be issued with a membership card.

## **8. PROPERTY OF THE SAMAJ**

- a. The Samaj may purchase or otherwise acquire and hold property of any nature and may sell, lease, mortgage or otherwise deal with the same, subject to such prior consents as may be required by law.
- b. All property belonging to the Samaj shall be vested in the Trustees.

## **9. TRUSTEES**

- a. Five Trustees shall be elected at the Annual General Meeting of the Samaj for a period of three years. Such trustees should be members of the Samaj.
- b. The elected Trustees will be automatically members of the Executive Committee.
- c. The Trustees shall hold the property of the Samaj.
- d. Any elected Trustee who pays his membership fee annually must pay his/her subscription for the next three years within three months or any other period as deemed appropriate by the Trustees.
- e. The Chairman of the Trustees shall be elected from among the Trustees.
- f. The Honorary Secretary, if such post is considered necessary, shall be elected from among the Trustees.
- g. A copy of the Minutes of any meeting of the Trustees, signed by the Chairman and the Honorary Secretary, if appointed, shall be conclusive evidence of their decision/s.
- h. The provision of clause 20a shall also apply to the meetings of the Trustees, substituting the Chairman of the Trustees for the President of the Samaj.
- i. Any Trustee may be removed from office by a resolution passed at a special meeting of the Trustees, by a vote of no less than 3 of the Trustees.
- j. A minimum of two weeks notice of special meetings to remove a Trustee shall be given to all Trustees and the agenda for the meeting shall state concisely the reasons why removal is considered necessary and the Trustee concerned shall be permitted to make his/her defence orally or in writing.
- k. Investments may be made in such shares, stocks, funds, securities, investments or leaseholds, in any part of the world, upon such terms and conditions (if any) as the Trustees shall in their absolute discretion think fit and in all respects as if the Trustees were the sole beneficial owners thereof.
- l. Trustees may from time to time, sell, vary and transfer such investments and property, and if thought fit and subject to the approval of the Samaj at a General Meeting, mortgage or charge the same.

- m. Trustees must declare all vested interest in the fund they may invest in, on behalf of the Ipswich Hindu Samaj.

## **10. EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the every day management of the Samaj.

- a) The following officers will be elected at the Annual General Meeting :
- a. President
  - b. Vice-President
  - c. Hon. Secretary
  - d. Assistant secretary (if considered necessary by the Executive Committee)
  - e. Treasurer
  - f. Assistant Treasurer (if considered necessary by the Executive Committee)

b) All aforementioned officers shall be the current or ex-officio members of the Executive Committee.

c) Additional Executive Committee Members shall be elected as follows, at the Annual General Meeting, these depending upon the extent of the membership :

- i. 5 elected members for up to 200 members of the Samaj.
- ii. 7 elected members for up to 300 members of the Samaj.
- iii. 9 elected members for up to 700 members of the Samaj.

d) All Executive Committee Officers and Members shall hold office until the next Annual General meeting.

e) Only annual or life members shall be eligible for election to the executive Committee.

## **11. SUB – COMMITTEES**

a) The Executive Committee, on behalf of the Trustees, shall have power to appoint one or more sub-committees, as and when deemed necessary, to carry out specific objectives of the Samaj.

b) The Chairman of the sub-committee and the majority of its members shall be members of the Executive Committee.

c) The sub-committee members shall be permitted to co-opt additional members, provided they are members of the Samaj or as appointed by the Executive Committee.

d) All acts and proceedings of any sub-committee, shall be reported by the Chairman of the Sub-Committee, to the Executive Committee within the period decided by the Executive Committee. Copies of such reports will be supplied to the Trustees.

## **12. FINANCE**

- a) All money payable to the Samaj shall be passed to the Treasurer who shall pay it into such bank as shall be appointed by the Executive Committee. The financial year of the Samaj shall end on 31<sup>st</sup> December of each year.
- b) All funds belonging to the Samaj (unless invested) shall be deposited in a bank account in the name of the Samaj and no sum of cash shall be withdrawn from this account except by a signed cheque by such person or persons, as the Executive Committee shall direct.
- c) Any two of the agreed signatories (who shall not be family members) shall be authorised to jointly sign and issue cheques for between £50 and £500.
- d) For amounts between £500 and £5,000 the spend shall be sanctioned by the Executive Committee. These drawing rights in sub paragraphs c) and d) may be reviewed or modified at the discretion of the Trustees, after prior consultation with the Executive Committee.
- f) For amounts greater than £5,000, the spend shall be approved by a full meeting of the Executive Committee and Trustees.

## **13. ANNUAL GENERAL MEETINGS**

The Annual General Meeting of the members of the Samaj shall be held once every Calendar Year in January/February/March to transact the following business: :

- a. To receive and, if approved, to adopt the Annual Report of the Executive Committee and the Trustees.
- b. To receive and if approved, accept the annual accounts and the Audited statement of the accounts, of the preceding financial year.
- c. To elect the Officers and other Members of the Executive Committee.
- d. To determine and fix the subscription fees payable for the forthcoming year.
- e. To appoint an auditor/external examiner.
- f. To appoint a solicitor.
- g. When required, to elect Trustees for the Samaj.

## **14. SPECIAL GENERAL MEETING**

- a. Special General Meetings of the Members may be called at any time by the Executive Committee, such meeting to be approved by the Trustees, to discuss any special matters.
- b. A Special General Meeting shall be organised by the Executive Committee when requested by one third of the total membership.

- c. No business, other than specified in the notice, shall be transacted at such meetings.
- d. A minimum of four weeks notice shall be required to call upon all members for such a meeting. All resolutions for such a meeting shall have to be submitted at the same time as the notice of the meeting.

#### **15. VOTING AND ATTENDING AT GENERAL MEETINGS OF THE SAMAJ.**

- a. Every paid member (annual or life) present at the meeting shall be eligible to one vote.
- b. Only members shall be eligible to vote at the Special General Meetings and at the Annual General Meetings.
- c. Only adult members shall be eligible to stand for the offices of the Samaj.
- d. A member unable to attend the meeting may vote by proxy (the proxy being a member). A written consent for the proxy to vote for the member should accompany this proxy.
- e. With the approval of the Executive Committee and Trustees, non-members may be invited to attend an Annual or Special General Meetings, as privileged observers but without authority to vote.
- f. Any member not present at the Annual General Meeting cannot be nominated or elected to any position at the AGM unless a written letter of consent from that member is presented at the meeting.

#### **16. MEETINGS OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall endeavour to meet at least once a month. A minimum of 10 such meetings shall be held each year.
- b. An extraordinary meeting of the Executive Committee may be called at any time at fourteen days notice at the discretion of the President.
- c. Persons may be invited by the Executive Committee to attend monthly or extraordinary meetings of the Executive Committee as privileged observers but without authority to vote.
- d. If any member of the Executive Committee fails to attend three consecutive meetings of the Executive Committee, the Committee may, after considering the reasons offered for such absences, call on such member to resign and in default of resignation, may remove him/her from the Executive.
- e. A vacancy occurring under this or a casual vacancy due to a resignation, may be filled by a majority vote of the Executive Committee itself and any such person so appointed shall continue as a member of the Executive Committee until the next Annual general Meeting of the Samaj, following his/her appointment.

## **17. NOTICE OF MEETINGS OF THE EXECUTIVE COMMITTEE**

- a. Notice of the monthly or special Executive Committee meetings shall be communicated to members at least fourteen days before the date of the meeting.

## **18. QUORUM**

- a. A minimum of 4 members shall form a quorum at any Executive Committee Meeting.
- b. A minimum of 3 persons shall form a quorum at any Trustee Meeting.
- c. The quorum at an Annual General meeting shall be one fifth of the paid up members.

## **19. ALTERATIONS TO THE CONSTITUTION**

- a. The Constitution of the Samaj may only be altered at a Special General Meeting.
- b. At least twenty eight days notice of such a meeting shall be given to all members.
- c. The notice shall clearly state the proposed change or changes.
- d. In order to effect any alteration of the Constitution, at least two thirds of the members present and voting at the meeting shall vote in favour of the proposed change/s (the meeting being quorate).
- e. No amendment may be made at such meetings, which would cause the Samaj to cease.
- f. No amendment to the Constitution shall be valid until the Trustees have assented to it in writing.

## **20. AFFILIATION**

- a. The Executive Committee, with the Trustees approval, may at any time affiliate to or accept affiliations on such terms as it thinks appropriate from other charitable religious organisations, without stating any reason.
- b. The Executive Committee, with the Trustees approval, may at any time disaffiliate from any charitable religious organisations, without stating any reasons.

## **21. BY – LAWS**

- a. The Executive Committee is authorised to make by-laws for the conduct of the Centre/Samaj, which are consistent with this Constitution.

- b. All by – laws authorised by the Executive Committee must also be approved by the Trustees, in writing, to be valid.

## **22. DISSOLUTION**

- a. A motion to dissolve the Samaj may only be made at a Special General Meeting.
- b. The Special General meeting to dissolve the Samaj can only be held if it has already been sanctioned by the Trustees, in writing.
- c. To effect a dissolution, at least three quarters of the members actually present shall vote in favour of the dissolution (subject to the meeting being quorate).
- d. If the Samaj is dissolved by the said majority, the Samaj's surplus funds, property and assets (if any) shall be disposed of for such charitable purposes in connection with advancement of the Hindu Religion as the members may at the said General meeting decide or failing any such decision, to any charity connected with the Hindu religion to be nominated by the Trustees for the time being.
- e. No member of the Samaj shall receive any of the said funds, property or assets by virtue of his/her membership or otherwise.