

CONSTITUTION OF THE SIKH CULTURAL AND SPORTS COMMUNITY CENTRE LEAMINGTON AND WARWICK

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Amendment History

7 September 2013

The Constitution of the Sikh Cultural and Sports Community Centre Leamington and Warwick was amended following the vote on Saturday 7 September 2013 at a meeting at 17A / B Queensway, Queensway Trading Estate Leamington Spa Warwickshire CV31 3LZ

The key amendments are summarised below:

- I. Remove the clause that prohibits members from being elected to the General Committee for more than 2 consecutive terms
- II. Each member is to have 11 votes – one vote to select each member to the General Committee
- III. In the case of a tie, the relevant names shall be placed in a box and the required number of name(s) will be drawn and that candidate(s) shall be selected to the General Committee

CONSTITUTION OF THE SIKH CULTURAL AND SPORTS COMMUNITY CENTRE LEAMINGTON AND WARWICK

1 NAME

The name of the charity is THE SIKH CULTURAL AND SPORTS COMMUNITY CENTRE LEAMINGTON AND WARWICK (hereinafter called 'the Centre') of 17A / B Queensway, Queensway Trading Estate Leamington Spa Warwickshire CV31 3LZ or at such other address as the Executive Committee may from time to time determine as suitable.

2 OBJECTS

The objects of the Centre are to:

- (a) promote the benefit of the inhabitants of Warwick District and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the Sikh community local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (b) establish, or secure the establishment of, a Community Centre (hereinafter called 'the Community Centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;
- (c) promote such other charitable purposes as may from time to time be determined.

The Centre shall be non-party in politics and non-sectarian in religion.

3 POWERS

In furtherance of the said objects, but not otherwise, the Centre shall have power to:

- (a) bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals;
- (b) arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities;
- (c) collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;
- (d) write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and recorded material, as shall further its objects, and to issue or circulate the same whether for payment or otherwise;
- (e) purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objects, and to construct, maintain or alter the same, SUBJECT TO the provisions of Clause 17 hereof;
- (f) make regulations for the proper supervision, control and management of any property which may be so acquired;
- (g) sell, let, dispose of or turn to account all or any of its property or assets SUBJECT TO such consents as may be required by law;
- (h) raise funds and invite or receive donations and contributions, whether by subscription or otherwise, PROVIDED THAT the Centre shall not undertake or in any way engage in any permanent trading activities in raising funds for its charitable objects;

- (i) support any charitable trusts, associations or institutions formed for all or any of the objects;
- (j) receive money on deposit or loan or overdraft, in such manner as the Centre may think fit, SUBJECT TO such consents or on such conditions as may be required by law;
- (k) invest money not immediately required for its objects in or upon such investments, securities or property as the Centre may think fit, SUBJECT NEVERTHELESS to such conditions (if any) as may for the time being be imposed by law;
- (l) borrow money, and SUBJECT TO such consents as may be required by law, to charge all or any of the property of the Centre with the repayment of money so borrowed;
- (m) subject to clause 13 hereof, employ such persons as are necessary for the proper pursuit of the objects and make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (n) insure and arrange insurance cover and to indemnify its employees and voluntary workers from and against all such risks incurred in the course of the performance of their duties as may be thought fit;
- (o) provide indemnity insurance for the members of the General Committee (or any of them) out of the funds of the Centre PROVIDED THAT any such insurance shall not extend to any claim arising from any act or omission which the members of the General Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed by members of the General Committee (or any of them) in reckless disregard of whether it was a breach of duty or breach of trust or not;
- (p) affiliate to the National Federation of Community Organisations (Community Matters) and to other organisations with similar charitable objects;
- (q) do all such other lawful things as shall further the charitable objects of the Centre.

4 MEMBERSHIP

- (a) Membership shall be open, irrespective of sex, sexual orientation, race, nationality, or political, religious or other opinion to:
 - (i) the Sikh community and all individuals aged eighteen years and over who live within the area of benefit and who are interested in furthering the objects of the Centre, who shall be known as Full members;
 - (ii) individuals aged under eighteen years, who live within the area of benefit, who shall be known as Junior members and who may be admitted to membership subject to such conditions as the General Committee may decide. They shall have the power to elect one of their number to represent them, without the right to vote, at meetings of the General Committee.
- (b) Individual members admitted under Clause 4(a)(i) shall hereafter be referred to as 'members with power to vote'.
- (c) The General Committee may refuse an application for membership if acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application. PROVIDED THAT The General Committee must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision and The General Committee must consider any written representations the applicant may make about the decision. The General Committee's decision following

any written representations must be notified to the applicant in writing but shall be final.

- (d) Membership is not transferable to anyone else.
- (e) Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with The Centre.

5 SUBSCRIPTIONS

- (a) All individual members and Affiliated Groups shall pay such subscriptions as the General Committee may from time to time determine (the initial subscriptions shall be £5).
- (b) Subscriptions fall due on or before 30th September (or such other date as the General Committee may from time to time determine)
- (c) The Centre will issue a receipt and a membership number and any Officer of the Centre may demand to inspect the receipt to verify membership.

6 SECTIONS

Sections shall be such groups of individual members as may, with the permission of the General Committee, be formed within the Centre for the furtherance of common activities. The General Committee shall determine the terms of reference and functions of each such Section

7 RESIGNATION AND TERMINATION OF MEMBERSHIP

- (a) Any member of the Centre may resign his/her membership and any representative of a member organisation or Section may resign such position, by giving to the Secretary of the Centre written notice to that effect.
- (b) The General Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion, his/her conduct is prejudicial to the interests and objects of the Centre, PROVIDED THAT the individual member (accompanied by a friend) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
- (c) Membership is terminated if any sum due from the member to the Centre is not paid in full within two months of it falling due. Membership may be reinstated at the discretion of the General Committee provided that all sums due are paid at the time of reinstatement.

8 GENERAL MEETINGS OF THE CENTRE

(a) Annual General Meetings:

Once in October (or such other month as the General Committee shall determine provided that not more than 15 months shall have passed since the adoption of this constitution and thereafter the holding of the preceding Annual General Meeting) of each calendar year, an Annual General Meeting of the Centre shall be held at such time and place as the General Committee shall determine. At least twenty-eight clear days' notice shall be posted on the Community Centre and the Gurdwara Notice Board.

The business of each Annual General Meeting shall be:

- (i) to receive the written Annual Report of the General Committee, which shall incorporate the accounts of the Centre referred to below, and give an account of the work of the Centre and its activities during the preceding year;
- (ii) to receive the accounts of the Centre for the preceding financial year;

- (iii) to note the names of the persons appointed to serve as members of the General Committee under clause 10(a) (ii) hereof;
- (iv) to elect representatives of Full members to serve on the General Committee, in accordance with Clause 10(a)(i) hereof;
- (v) to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the Centre in accordance with the Charities Act 1993 (or any statutory modification or re-enactment of that Act);
- (vi) to consider and vote on any proposals to alter this constitution in accordance with Clause 25 hereof;
- (vii) to consider any other business of which due notice has to be given.

(b) Special General Meetings:

The Chair of the General Committee may at any time at his/her discretion and the Secretary shall within thirty-five days of receiving a written request so to do signed by not less than 20 members with power to vote and giving reasons for the request, call a Special General Meeting of the Centre to consider the business specified on the notice of meeting and for no other purpose. At least twenty-eight clear days' notice shall be posted on the Community Centre and the Gurdwara Notice Board.

(c) Chair

General Meetings shall be chaired by the Chair of the General Committee or, in his/her absence, the Vice Chair. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a member of the General Committee nominated by the members of the General Committee shall chair the meeting.

(d) Written Annual Report

The written Annual Report shall be made available and published with the notice of AGM

(e) Votes

Each Full member shall have eleven votes, one vote for each General Committee member to be elected.

To be eligible to vote a Full member must have been registered with the Centre and appear on the Secretary's list of members at least one calendar month prior to being eligible to vote and not be in arrears with his or her subscription.

In March the Secretary shall prepare a list of all members eligible to vote. All voters must prove their identity and evidence of membership when registering their vote.

Voting must be in person and not by proxy

9 HONORARY OFFICERS

(a) The Honorary Officers shall be a Chair, Vice Chair, Treasurer, Secretary and Press and Public Relations Officer.

(b) Only members of the Centre aged eighteen years and over able to be elected as a member of the General Committee shall be eligible to serve

- as Honorary Officers. An Honorary Officer cannot hold a similar post in any other organisation.
- (c) At its first meeting after the Annual General Meeting the General Committee shall elect from among its members the Honorary Officers who shall serve in their respective capacities as Honorary Officers of the General Committee. Such Honorary Officers may be appointed as members of any sub-committee established in accordance with Clause 11 hereof.
 - (d) An Honorary Officer shall cease to hold office if he/she notifies the Secretary of the Centre in writing of his/her resignation.
 - (e) If a vacancy occurs by death, resignation or disqualification among the Honorary Officers of the Centre or of the General Committee, the General Committee shall have the power to fill it from among its members.
 - (f) Subject to sub-clause (d) of this clause, all Honorary Officers shall hold office until the conclusion of the next Annual General Meeting of the Centre.

10 THE GENERAL COMMITTEE

Subject to the provisions of Clause 8 hereof the policy and general management of the affairs of the Centre shall be directed by a General Committee which shall meet not less than six times a year. As the charity trustees, the General Committee shall have power to enter into contracts for the purposes of the Centre on behalf of all members and may exercise on behalf of the Centre any or all of the powers enumerated in Clause 3 hereof.

- (a) The General Committee shall consist of:
 - (i) up to 15 representatives of Full members;
 - (ii) one representative of each of the Gurdwara Leamington and Warwick, Elderly Asian Men, Elderly Asian Women and Khalsa Sports Club appointed by the respective organisation;
 - (iii) persons co-opted individually by the General Committee who shall serve on the General Committee until the conclusion of the next Annual General Meeting; PROVIDED THAT the number of co-opted members shall not exceed one-quarter of the total number of members elected and appointed to the General Committee in accordance with the provisions of this sub-clause and enumerated above.
- (b) To be eligible as a member of the General Committee the individual:
 - (i) must be a member of the Centre and have lived in the Warwick District for at least five years
 - (ii) must not have proposed or seconded any person to be a member of the General Committee
 - (iii) must not have been guilty of any criminal offence within the last seven years
 - (iv) must not be a senior office bearer of any religious or political organisation
 - (vi) must not have been removed by the Charity Commissioners or by any court under the Companies Directors Disqualification Act 1986 or the Insolvency Act 1986
- (c) No one may be elected at an Annual General Meeting of the Centre as a member of the General Committee unless:
 - (i) at least seven days prior to the Annual General Meeting they have submitted to the Secretary the Prescribed Form duly completed

- (ii) They and their proposer and seconder (who shall not be siblings or parents of the candidate) are present at the Annual General Meeting
 - (iii) they are eligible to vote in accordance with clause 8 (e) hereof
 - (d) All Registered Members are eligible to vote in the election of the General Committee, election shall be by secret ballot. Each member may vote for a maximum of eleven Candidates for the General Committee. The eleven candidates receiving the greatest number of votes will form part of the incoming General Committee. In the event of a tie for the final positions (the eleventh position) where two or more individuals receive the same number of votes, the names of the individuals in question will be written on a piece of paper of the same size and colour and folded into four so that the name is concealed and placed in a box and the required number of name(s) will be drawn and that candidate(s) shall be selected to the General Committee.
 - (e) All members of the General Committee shall retire from office together at the conclusion of the second Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed for one further term of two years only.
 - (f) If casual vacancies occur among the elected members of the General Committee it shall have power to fill these from among the Full members of the Centre provided that the appointment is approved by two thirds of the members of the General Committee present at the meeting.
 - (h) The proceedings of the General Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
 - (j) A member of the General Committee shall cease to hold office if he or she
 - (i) is disqualified from holding such office by virtue of section 72 of the Charities Act 1993 (or any statutory modification or re-enactment of that provision), or
 - (ii) becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs, or
 - (iii) fails to disclose a material conflict of interest and the remaining committee members are of the opinion that the committee member has not acted in the best interest of The Centre. The Secretary shall inform the member of their intention to terminate his/her services via letter. Provide that the member (accompanied by a friend) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
 - (iv) is absent without the permission of the General Committee or without good reason from three consecutive meetings and the General Committee resolves that he/she shall cease to hold office,
 - (v) under the provisions of clause 7 (b) hereof, or
 - (vi) notifies the General Committee in writing of his or her resignation (PROVIDED THAT at least three members of the General Committee will remain in office when the notice of resignation is to take effect).
- The provisions of paragraphs (i) and (ii) of this sub-clause also apply to

any individual holding trustee who may be appointed in accordance with Clause 17(a) below.

- (k) Each member of the General Committee shall upon election or appointment to the committee receive a copy of the Centre's constitution. No person shall be entitled to act as a member of the General Committee, following election or re-election or appointment or re-appointment, until they have attended a the first General Committee meeting and agree to a declaration of acceptance and willingness to act as a managing charity trustee of the Centre.
- (l) No persons under the age of eighteen shall be members of the General Committee but such persons may be invited to attend meetings of such committees as observers without the right to vote.
- (m) The members of the General Committee shall inform the Secretary of any change of address or telephone number or other contact details
- (n) The General Committee shall, before incurring expenditure for any one item exceeding £5000, first obtain the approval of the Centre in General Meeting for which a two- thirds majority shall be required
- (o) other than in exceptional circumstances, to take on contracts for a period of not more than five years, after which a re-tendering exercise shall take place

11 SUB-COMMITTEES

The General Committee may appoint one or more sub-committees for supervising or performing any activity or service or to advise.

In each such case:

- (a) the General Committee shall define the terms of reference of the sub-committee and may also determine its composition and the duration of its activities;
- (b) all acts and proceedings of the sub-committee shall be reported as soon as possible to the General Committee.

12 GENERAL COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

Except as provided for in sub-clause 3(o):

- (a) no member of the General Committee (otherwise than as a trustee for the Centre) or of the Executive Committee shall acquire any interest in property belonging to the Centre;
- (b) no member of the General Committee (otherwise than as a member of the General Committee) shall be interested in any contract entered into by the General Committee;
- (c) no member of the General Committee and no member of the Executive Committee shall receive remuneration.

13 PAID EMPLOYEES

- (a) The General Committee shall have the sole right in exercise of the power conferred by clause 3(m) hereof of appointing, dismissing, and determining the terms and conditions of service of all employees of the Centre.
- (b) An employee of the Centre shall not be eligible to be a member of the General Committee, the Executive Committee, any section committee or any sub-committee of the Centre, but may be invited to attend such committees as a non-voting adviser.

14 RULES OF PROCEDURE AT ALL MEETINGS

- (a) **Voting**

Subject to the provisions of Clause 25, any question arising at a meeting of the Centre or one of its committees shall be decided by a simple majority of those present and voting. No Full member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the Chair shall have a second or casting vote.

(b) Quorum

(i) Committee Meetings: nine of the members with power to vote shall form a quorum at meetings of the General Committee and two thirds of the members with power to vote (or such other quorum as the General Committee may from time to time decide) for all other committees and sub-committees of the Centre. All members of the respective committees are expected to attend all their committee meetings

(ii) General Meetings: fifteen members with power to vote or one-third of the members with power to vote, whichever is the less, shall form a quorum at General Meetings of the Centre.

In the event that no quorum is present at an Annual General Meeting of the Centre, or the meeting has to be abandoned the meeting shall stand adjourned and be reconvened fourteen days later, and those members with power to vote present at that meeting shall be deemed to form a quorum.

(c) Minutes

Minute shall be kept by the Centre in an electronic format, and all its committees and the respective secretary shall enter therein a record of all proceedings and resolutions. Minutes shall be available for inspection to all members of the centre.

The minutes of previous meetings will be reviewed at the following meeting, amended accordingly, and the Chair and Secretary shall sign the approved minutes

15 STANDING ORDERS AND RULES FOR THE USE OF THE COMMUNITY CENTRE

The General Committee shall have power to adopt and issue, vary or revoke Standing Orders for the conduct of business of the Centre and/or Rules for the use of the Community Centre including the conduct of members. Such Standing Orders and Rules shall come into operation immediately, provided always that they shall be subject to review by the Centre in General Meeting and that they shall be consistent with the provisions of this constitution.

16 FINANCE

(a) All money raised by or on behalf of the Centre shall be applied to further the objects of the Centre and for no other purpose, PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Centre or the repayment of reasonable out-of-pocket expenses incurred on behalf of the Centre by employees and volunteers.

(b) An account shall be opened in the name of the Centre with the Leamington Spa branch of the Lloyds TSB Bank plc or with such other financial institution as the General Committee may from time to time decide. The General Committee shall authorise in writing the Treasurer, and two members of the General Committee to sign cheques on behalf of the Centre. All cheques must be signed by not less than two of the three

- authorised signatories.
- (c) The Centre's financial year shall be from 1st April to 31st March

17 TRUST PROPERTY

(a) Land and Buildings

Subject to the provisions of sub-clause (b) of this clause, the General Committee shall cause the title to all land (which is not vested in the Official Custodian for Charities) and all investments held by or in trust for the Centre to be vested either in a corporation entitled to act as custodian trustee or in not less than three nor more than four named individuals (not being members of the General Committee) appointed by the General Committee as holding trustees. Holding trustees shall act in accordance with the lawful directions of the General Committee. PROVIDED THAT they act only in accordance with such lawful directions, holding trustees shall not be liable for the acts and defaults of members of the General Committee. Holding trustees may be removed by the General Committee at its pleasure and shall otherwise cease to hold office in accordance with the provisions of Clause 10(j) above.

(b) Investments

If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Centre, the General Committee may permit any investments held by or in trust for the Centre to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the General Committee and may pay such nominee reasonable and proper remuneration for acting as such.

18 ACCOUNTS

The General Committee shall comply with its obligations under the Charities Act 1993 (or any statutory modification or re-enactment of that Act) with respect to:

- (a) the keeping of accounting records for the Centre;
- (b) the preparation of annual statements of the accounts for the Centre;
- (c) the auditing or independent examination of the statements of account of the Centre;
- (d) the transmission of the statements of account to the Charity Commission for England and Wales.

The General Committee shall maintain a record of all receipts and expenditure and all important correspondence for at least seven years

19 ANNUAL REPORT AND ANNUAL RETURN

The General Committee shall comply with its obligations under the Charities Act 1993 (or any statutory modification or re-enactment of that Act) with respect to the preparation of an annual report and an annual return and their transmission to the Charity Commissioners for England and Wales.

20 INDEMNITY

In the execution of the trusts hereof no member of the General Committee shall be liable:

- (i) for any loss to the property of the Centre by reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before making such investment); or
- (ii) for the negligence or fraud of any agent employed by him/her or by any other member of the General Committee in good faith (provided

reasonable supervision shall have been exercised);
and no member of the General Committee shall be liable by reason of any mistake or omission made in good faith by any member of the General Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member who is sought to be made liable.

21 COMPLAINTS

If any employee, volunteer, committee member or member of the Centre has a grievance, they may file a complaint in writing with the General Committee who shall investigate such grievance and take appropriate action.

22 PRESS STATEMENTS

- (a) No member, without the permission of the General Committee and the Press and Public Relations Officer, shall give any statement to the media with regard to the proceedings of the Centre.
- (b) All press statements shall be in writing

23 MISCELLANEOUS

Fund raising for the Centre shall only take place with the knowledge and authorisation in writing of the General Committee

24 DISSOLUTION

If the General Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Centre it shall call a meeting of all members with power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than twenty-eight days' clear notice (stating the terms of the resolution to be proposed thereat) shall be posted on the Community Centre and the Gurdwara Notice Board and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the National Director of the National Federation of Community Organisations (Community Matters). If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting the General Committee shall have power to dispose of any assets held by or in the name of the Centre. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards the Gurdwara Leamington and Warwick (Charity Number 1084702) if it shall remain registered as a charity and if not then such charitable purposes for the benefit of the inhabitants of the area of benefit as the General Committee shall decide subject, in all cases, to the prior approval in writing of the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction.

25 ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this constitution must be delivered in writing to the Secretary of the Centre not less than thirty-five days before the date of the meeting at which it is first to be considered. Any alteration will require the approval of a two-thirds majority of members with power to vote present and voting at a General Meeting.

At least twenty-eight clear days' notice shall be posted on the Community Centre and the Gurdwara Notice Board, stating the wording of the proposed alteration .

No alteration shall be made to this constitution which would cause the Centre to cease to be a charity at law. No alteration to Clause 2 (Objects), Clause 12 (Personal Interests), Clause 24 (Dissolution) or to this Clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable

jurisdiction shall have been obtained.

Amendment to the Constitution of the Sikh Cultural and Sports Community Centre Leamington and Warwick were accepted following the vote on Saturday 7 September 2013 at a meeting at 17A / B Queensway, Queensway Trading Estate Leamington Spa Warwickshire CV31 3LZ. Amendment are attached in Append 3

APPENDIX 1
EXECUTIVE COMMITTEES APPLICATION FORM (ECM 1)

**SIKH CULTURAL AND SPORTS COMMUNITY CENTRE LEAMINGTON
AND WARWICK**

Queensway Trading Estate
Leamington Spa
CV31 3LZ

NOMINATION FORM

Date received:/...../200..... Time
received:.....

Title:..... D.O.B...../...../..... Sex: Male / Female
Nationality:.....

Forename:.....Surname:.....
Membership No.....

Tel. No. Home:..... Work:..... Mobile:
.....

Address:
.....
.....

Have you been convicted for a criminal offence by Court in last 7 years? Yes / No

How long have you lived in Warwick District? (At least 5 yrs) Years

Have you ever been banned or had restrictions put upon you by any Community Organisation? Yes / No

**Iwish to make an application to
serve on the S.C & S.C.C Board. If I am elected I will fulfil my duties entrusted to me**

with the best of my abilities, with sincerity and honesty. I will Honour the Constitution in full and if found in violation of any clause I shall be liable to discharge and dismissal from the S.C & S.C.C committee. I here give my consent and have no objections to Police and Child Protection checks being carried out (as required under the DATA PROTECTION ACT).

Applicant's Signature:
.....**Date:**...../...../200....

Proposed by: Name:..... **Seconded by:**
Name:.....

Membership No:..... **Membership**
No:.....

Address:..... **Address:**
.....

.....
.....

.....
.....

Signed:
Signed:.....

APPENDIX 2

HONORARY OFFICERS DUTIES

Chairman:

- To look after all activities at the centre.
- To implement the resolution passed by management committee.
- To prepare and present general report at the A.G.M.
- To organise and manage the staff at the centre.

Vice Chair:

- Assist and assume responsibility to perform all chairman's duties in his/her absence.

General Secretary:

- Keep minutes and report of committee meetings and general meetings.
- To maintain and inventory of all movable property of the centre.
- To deal with all correspondence and general paperwork.
- Write and obtain approval of all minutes of all the meetings.

Treasurer:

- To pay off accounts and maintain all written records as required.
- To prepare details of income and expenditure for monthly presentation of the general committee.
- To arrange for the annual audit of centre's accounts.

Press and public relation officer:

- To release all reports to the press.
- To attend all meetings along with Chairman concerning the other organisation.

Signed:

.....
Chair of the meeting

.....
Secretary of the Meeting

APPENDIX 3

8* GENERAL MEETINGS OF THE CENTRE

(e) Votes

Each Full member shall have eleven votes, one vote for each General Committee member to be elected. To be eligible to vote a Full member must have been registered with the Centre and appear on the Secretary's list of members at least one calendar month prior to being eligible to vote and not be in arrears with his or her subscription. The Secretary shall prepare a list of all members eligible to vote. All voters must prove their identity and evidence of membership when registering their vote. Voting must be in person and not by proxy

10 THE GENERAL COMMITTEE

(d) All Registered Members are eligible to vote in the election of the General Committee, election shall be by secret ballot. Each member may vote for a maximum of eleven Candidates for the General Committee. The eleven candidates receiving the greatest number of votes will form part of the incoming General Committee. In the event of a tie for the final position(s) where two or more individuals receive the same number of votes, the names of the individuals in question will be written on a piece of paper of the same size and colour and folded into four so that the name is concealed and placed in a box and the required number of name(s) will be drawn and that candidate(s) shall be selected to the General Committee.

(e) All members of the General Committee shall retire from office together at the conclusion of the Annual General Meeting, but they may be re-elected or re-appointed.

(k) Each member of the General Committee shall upon election or appointment to the committee receive a copy of the Centre's constitution. No person shall be entitled to act as a member of the General Committee, following election or re-election or appointment or re-appointment, until they have attended the first General Committee meeting and agree to a declaration of acceptance and willingness to act as a managing charity trustee of the Centre.

14 RULES OF PROCEDURE AT ALL MEETINGS

(c) Minutes

Minutes shall be kept by the Centre in an electronic format, and all its committees and the respective secretary shall enter therein a record of all proceedings and resolutions.

* Number refer to the sections as numbered in the previous SCSCC Constitution