

# Kutch Madhapar Community (U.K.) Constitution

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Approved on: 3<sup>rd</sup> Sept 2023

# Kutch Madhapar Community (U.K.) Constitution

## 1. Name

The organisation shall be known as KUTCH MADHAPAR COMMUNITY (UK). It shall use the following logo:-



## 2. Address

Address of the organisation shall be as determined from time to time.

## 3. Mission and Vision Statement

### Vision

Of a community in which people are inspired to make a positive difference to their social and cultural life.

### Mission

Kutch Madhapar Community is a vibrant organisation that serves its members by providing an atmosphere to create a thriving community.

## 4. Objectives

The objectives of the organisation shall be:

- The advancement of education, cultural and social activities amongst children and adult members.
- Relief of poverty and distress amongst Madhapar community whether in United Kingdom or abroad.
- To Religious activities amongst Madhapar community.
- To promote the interests of Madhapar community by any method deemed appropriate.
- Provision or assistant in the provision of facilities for sports and recreation and other leisure time activities.
- To take part in any activity deemed appropriate that is organised by any body, voluntarily, statutorily, or otherwise constituted. The purpose of which include the interests of the members of this organisation.
- To make donations to the deserving causes as appropriate from time to time.
- Generally, to promote the welfare and interests of the community.

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## **5. Eligibility for membership**

Any persons over the age of eighteen, of Madhapar origin residing in the UK shall be eligible for membership of the organisation. All applications shall be subject to the approval by the Executive Committee. Notwithstanding anything in these rules, the Executive Committee may, by giving four weeks' notice in writing, terminate the membership of any member.

Amount of subscription shall be as determined at the annual general meeting from time to time.

All paid-up members shall have, subject to these rules, equal rights of representation and participation in the affairs of the organisation.

## **6. Member's obligations**

Application for membership of the organisation shall constitute acceptance of these rules as binding upon him/her being accepted into membership. In particular, it is the duty of each member to ensure that his/her subscriptions are paid according to rule.

## **7. Executive Committee**

(a) The Executive Committee shall be elected every two years and shall comprise:

President  
Vice President  
Secretary  
Assistant Secretaries (two posts)  
Treasurer  
Assistant Treasurer  
Public Relation Officer  
Membership Officer  
Six Advisors

(b) A candidate for the post of President, Vice President, Secretary, Treasurer or Public Relation Officer is required to have served as a member of the Executive Committee for at least one term out of the past two terms.

(c) In the event of the resignation of, the President, Secretary or Treasurer the present E.C. may designate a suitable person to fill the post, until the next general election. If a suitable person cannot be agreed upon then the E.C. may call an Extraordinary General Meeting (E.G.M.) to elect a person, criteria 7 (b) will not apply in these circumstances.

(d) The Executive Committee shall have the power to appoint co-opted committee members and sub-committee as deemed appropriate.

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## **8. Rights and Duties of Office Bearers**

### **(a) President**

The president shall be responsible to preside at all meetings and shall take appropriate steps to uphold and promote the organisation's aims and objects. The President shall have a casting vote.

### **(b) Vice President**

The Vice President shall assist the President and deputise for him in his absence. In the event of absence of both President and Vice President the members in the meeting shall appoint any member of the Executive Committee to serve as the chair pro tempore.

### **(c) Secretary**

The Secretary shall deal with all correspondence in consultation with the Executive Committee, shall write the minutes of meetings and submit such minutes for approval at ensuing meeting.

### **(d) Assistant Secretaries**

The Assistant Secretaries shall fulfil deputies in the absence of the Secretary and generally assist in his/her duties.

### **(e) Treasurer**

The Treasurer shall be responsible to maintain all records of members, income and expenditure of the organisation and collect subscriptions, donations and other funds. He/she shall prepare annual accounts to 31st March of each year for approval and adoption at annual general meeting.

### **(f) Assistant Treasurer**

The Assistant Treasurer shall be in charge of all the responsibilities of the Treasurer in his/her absence and generally assist in his/her duties.

### **(g) Public Relation Officer**

To promote the standing of the organisation and liaise with other organisations as appropriate.

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## **(h) Membership Officer**

The Membership Officer's responsibility will be to manage any membership queries, ensure membership records are maintained in the organisation's database and collect fees in accordance with current rates. He/she will also be responsible for the database security and privacy of member's information.

## **(i) Advisors**

The Advisors shall assist the Executive Committee and undertake any responsibilities delegated to them by the Executive Committee.

## **9. Sub-committees**

Every sub-committee shall report the progress of activities undertaken by them to the Executive Committee.

Every sub-committee may if desirable, draft its own rules within the framework of this constitution subject to the approval of the Executive Committee.

## **10. Trustees**

The organisation shall at all times have five elected Trustees who would be notified of and be entitled to attend Executive Committee meetings.

### **Duties**

The Trustees shall, jointly and severally ensure that:

- a. The objectives of the organisation are properly carried out.
- b. The funds and assets of the organisation are properly and adequately administered and utilised.
- c. In case of dissolution of the organisation, the funds and the assets of the organisation are dealt with as stipulated in the constitution.

If at any time the Trustees are dissatisfied with the workings of the organisation, they, acting jointly if considered necessary, can require that an extraordinary general meeting be called to enable the Trustees to make an appropriate representation to the membership to ensure that the relevant issues are properly addressed, debated and resolved by the membership.

### **Election**

The Trustees shall be elected by the members at the Annual General Meeting (AGM) to hold office for a period of 6 years.

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## **11. Disqualification**

Any Elected Committee member will automatically be considered discharged if the Executive Committee becoming aware of such circumstances as misconduct, conviction of a serious crime, bankruptcy and mental disorder.

## **12. Finance**

The Executive Committee shall establish a banking account or banking accounts in the same name of KUTCH MADHAPAR COMMUNITY (UK) and all amounts received by or on behalf of the organisation shall be paid into such account or accounts.

The Executive Committee shall have power by resolution to determine upon whose signature(s) cheques may for the time be drawn upon the organisation's accounts.

The funds shall be used for any purposes which in the opinion of the Executive Committee shall further the objects of the organisation.

The annual accounts shall be published in time for annual general meeting.

## **13. Attendance at meetings**

Any committee member who is absent for 3 consecutive meetings without apologies to the Executive Committee may forfeit his/her office and the vacancy shall be filled in accordance with rule 7(b) + 7(c).

## **14. Annual general meeting**

The Executive Committee shall convene an annual general meeting of the organisation of which a reasonable notice shall be given to the members.

## **15. Extraordinary General Meeting (E.G.M)**

An E.G.M shall be convened if requisitioned in writing by one-third of the membership. Such meeting shall be held within a reasonable time of the requisition.

## **16. Quorum**

A general meeting of the organisation shall be postponed or cancelled if the attendance does not exceed fifty members. If the meeting is postponed or recalled at a later date, no quorum shall be required, and such a meeting can proceed in accordance with the agenda.

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## **17. Misconduct and public liability at an organised event**

A member can be banned or expelled for misconduct or actions detrimental to the organisation.

No liability shall attach to the organisation for any loss or injury to any person at, before or after the event.

## **18. Records and books**

All minutes to be held indefinitely and financial records will be held for a minimum of six years.

Any member shall have the right to check and inspect the account books and other records of the organisation. The member wishing to see such records shall give written notice to the Secretary to that effect. The inspection shall be in the presence of the President.

## **19. Alteration of the Constitution**

The Constitution can be altered and shall be valid provided two thirds of the members present at a general meeting shall be in favour of such alteration.

## **20. Dissolution**

The organisation shall be dissolved only by a vote expressly for that purpose of not less than three-quarters of the members present and voting.

Upon the dissolution the organisation, the available funds shall be used for such charitable purposes as decided by the Trustees.

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## 21. Document Control Information

Issue 1	2002	
Issue2	Aug 2006	Addition of Vision and Mission Change of wording in item 7.b – from ‘year’ to ‘term’ Addition of rule item 7. c. Addition on item 20. ‘Document Control Information’
Issue3	24 Sept 2008	Corrected error in document (missed paragraph 7(b) from previous version). Changed KMK Logo
Issue 4	13 <sup>th</sup> Sept 2009	Added Vice President, and Public relation Officer in section 7 (b). Changed ‘de-barred’ to ‘be banned’ in section 16. Added latest version KMK logo in the name section.
Issue 5	10 <sup>th</sup> Sept 2017	<ul style="list-style-type: none"> <li>• Change of Name to Kutch Madhapar Community</li> <li>• Change of Logo</li> <li>• Trustees’ elections to take place every 6 years.</li> <li>• Move Disqualification from under trustee’s category to new category (11)</li> <li>• Record keeping duration clarification.</li> <li>• Other changes – Minor grammatical changes</li> </ul>
Issue 6	3 <sup>rd</sup> Sept 2023	<ul style="list-style-type: none"> <li>• Deleted names of President and Secretary on Page 1</li> <li>• Changed the Assistant Public Relation Officer to Membership Officer on Page 3</li> <li>• Added the Membership Officer’s role responsibility on Page 5</li> </ul>