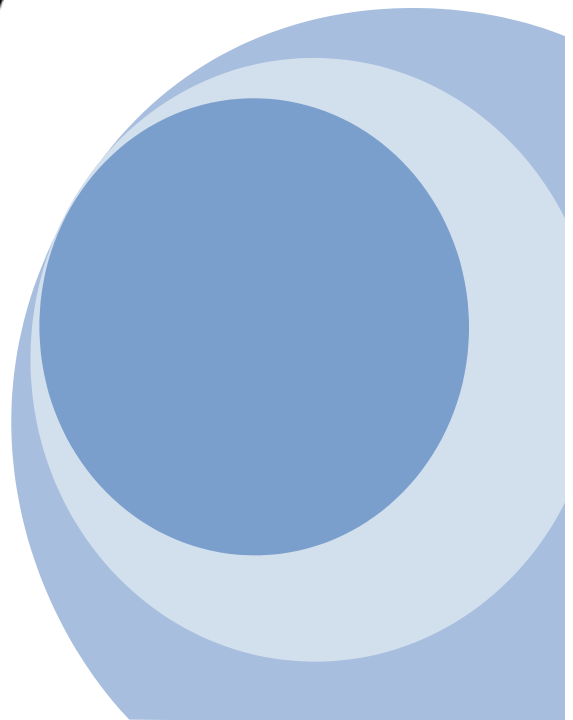


LINCS

Indian Society



THE CONSTITUTION
OF
LINCS INDIAN SOCIETY
(LIS),
LINCOLN, U.K.

Updated 5th Dec 2017

1. Name of the Society

The name of the Society shall be 'Lincs Indian Society (LIS)', Lincoln, UK.

2. Definitions

1. This document shall be 'The Constitution' of the Lincs Indian Society (LIS), UK.
2. In the Constitution, the term –
 - i. 'Society' means 'Lincs Indian Society (LIS), UK'.
 - ii. 'President' means the President of the Society.
 - iii. 'Vice President' means the Vice President of the Society
 - iv. 'Secretary' means the Secretary of the Society.
 - v. 'Treasurer' means the Treasurer of the Society.
 - vi. 'Executive Committee' means the Executive Committee of the Society.
 - vii. 'General Body' means the General Body of the Society.
 - viii. 'Full Member' means a member whose membership has been accepted by the executive committee or anybody authorised by it to accept such membership.
 - ix. 'Associate Member' means a member whose membership has been accepted by the executive committee or anybody authorised by it to accept such membership.
 - x. 'Family Member' means parents, partners/spouse and dependent children

3. Address of the Society

The correspondence address of the Society shall be the address of the General Secretary or any nominated full member of the Lincs Indian Society and this has to be passed at the AGM every year

4. Area of Operation

The geographical area of operation of the Society shall comprise of the county of Lincolnshire.

The 'Target Community' of the Society refers to people of Indian origin living within the boundary of county of Lincolnshire and their family members.

5. Aims and Objectives

1. The aim of the society is -
 - i. To preserve the Indian Culture in the target community.
 - ii. To promote solidarity, friendship, co-operation, community spirit and cultural interaction among the members of the target community.
 - iii. To promote the traditional practices, moral values and cultural standards of the target community.
 - iv. To promote social and cultural integration among the target community with programs and activities.
 - v. To promote and provide forums which enable families in the target community especially the children and youth to learn about the culture, traditions, heritage and Indian values and celebrate festivals associated with Indian culture and heritage.
 - vi. To promote awareness of Indian literature, art, script, rituals, festivals and music.
 - vii. To establish common platform and promote links and interaction between the target community and people of Indian origin elsewhere in the world.
 - viii. To promote links between the target community and the wider society of U.K.

2. The objective of the Society is to remain -
 - i. Non-political
 - ii. Secular
 - iii. Non-profitable

6. Membership

1. Full membership may be given to any person who subscribes to the aims and objectives of the Society and who shall fulfill the requirements as laid down in the constitution and continues to be resident or holding employment and / or business within the area of the operation.
2. Associate membership may be given to any person who subscribes to the aims and objectives of the Society and who shall fulfill the requirements as laid down in the constitution. This may include members who are non-resident within the area of operation.
3. All applications for membership shall be on the prescribed application form of the Society along with membership fee and Society dues as may be prescribed by General Body from time to time.
4. All membership or renewal of membership is subject to the decisions of the Executive Committee and the Executive Committee has the right to reject or approve the application for membership.
5. Membership – Membership is given to any person who subscribes to the aims and objectives of the Society, who shall fulfill the requirements as laid down in the constitution and pays the membership fee as prescribed by the Executive Committee and updated from time to time. The Executive Committee shall publish a list of membership fee, having agreed that by consensus or by majority.
6. The frequency of payment and amount of membership fee may be reviewed by the Executive Committee from time to time.
7. All full members who are above the age of 18 years have one single non-transferable vote.
8. All full members shall have the right to hold office within the Society.
9. Associate members shall not have the right to hold office within the executive committee.
10. Associate members shall not have a right to request an extraordinary general body meeting nor the right to vote at a general body meeting.
11. Associate members shall enjoy all the rights and privileges granted to full members, subject to the exceptions described in paragraph 9 and 10 above.
12. A member upon admission becomes liable to all obligations as well as is entitled to all privileges of the membership of the Society.
13. The membership of a member shall not be transferable by his/her own act or any other manner.
14. Any member may give up his/her membership at will, at any time upon written notice to the President, in which case he/she shall no longer share in the benefits of the Society. They shall forfeit remainder of their membership fee.

15. The Executive committee can suspend and remove any member from membership if he/she is found working against the aims and objectives of the Society or found to be working against requirements laid down in the Constitution. The concerned member shall be given 14 days period to submit a written explanation to the Executive Committee from the date of the notice to suspend him/her. This period may be extended at the discretion of Executive Committee, the decision being taken by a majority vote of the Executive Committee members present and voting. Having considered the explanation given by the member, the Executive Committee shall take a decision on withdrawing the suspension on the concerned member or removing the membership permanently, this to be decided by a majority vote of the Executive Committee members present and voting.
16. In the event of a removal of membership, the member shall be informed in writing by the Secretary. The member shall be given 21 days period to appeal to an Appeal Board constituted by the Executive Committee.
17. The Appeal Board will examine whether the criteria for removal of membership was met and decision will be made within a period of three months. The decision of the Appeal Board shall be binding on the Society.

7. General Body

The General Body comprises of all the members.

8. Powers of the General Body

1. To elect the office-bearers and members of the Executive Committee of the Society.
2. To decide on all policy matters relating to the Society.
3. To approve the annual statement of accounts and annual reports.
4. To amend the constitution of the Society where necessary, subject to the provisions of Charity Law for England and Wales.
5. To decide on the removal of the office-bearers of the Society.

9. Meeting of the General Body

1. The General Body shall meet at least once a year on the last Sunday of November, which is the Annual General Meeting (AGM). In exceptional circumstances where it cannot be held on this day, the date will be decided by the executive committee.
2. The General Body can hold special meeting if 1/4th of the members, on the day of 1st signature, request so in writing to the Secretary/President unless otherwise decided by the Executive Committee.

3. The Secretary on the decision of the Executive Committee shall summon all meetings of the General Body and notice of the General Body meeting shall be given to all members at least 14 days before the meeting.
4. The quorum for the General Body meeting is 1/4th of the existing members.
5. All General Body meeting shall be presided by the President or in the event of absence of the President, by the Vice-President, or in the event of absence of the President and Vice President, by one of the members of the Executive Committee elected by the Executive Committee.

10. Executive Committee

1. There shall be an Executive Committee elected by the Annual General Body Meeting from among the members, which will be held on the last Sunday of November every year. The term of the elected Executive Committee member will be for 2 years.
2. The size of the Executive Committee shall be a maximum of 23 members which consists of Office Bearers of the Society and other elected members from the General Body.
3. Any vacancy to members of Executive Committee, except the Office Bearers, shall be filled at the following Annual General Body Meeting or extra ordinary General Body Meeting. Any executive member who is co-opted after the annual general meeting to fill any vacant post in the executive committee, will hold the post of executive committee member up to the next AGM only.
4. The Executive Committee shall meet at least once in three months.
5. Any member of the Executive Committee absent in the meetings of the Executive Committee consecutively for three times without intimating satisfactory reasons will cease to be a member of the Executive Committee.
6. All decisions in the Executive Committee are taken on a majority vote of the members present and voting.
7. All members of the Executive Committee are eligible for a single non-transferable vote.
8. In the event of a tie, the President will have the casting vote.
9. The Executive Committee can suspend and remove any of its members, other than the Office Bearers, from its membership if he/she is found working against the aims and objectives of the Society or found working against requirements laid down in the constitution. The concerned member shall be given 14 days period to submit a written explanation to the Executive Committee from the date of the notice to suspend him/her. This period may be extended at the discretion of Executive Committee, the decision being taken by a majority vote of the Executive Committee members present and voting. Having considered the explanation given by the member, the Executive Committee shall take a decision on withdrawing the suspension on the concerned member or removing him/her from the membership of the Executive Committee

permanently, this to be decided by a majority vote of the Executive Committee members present and voting.

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11. Powers and functions of Executive Committee

1. To manage the administration of the Society and take direct responsibility of its programs.
2. To hold all assets of the Society and use them for the welfare of the target groups that the Society serves.
3. To receive all receipts and make all payments and acquire and dispose of all wealth of the Society.
4. To plan the programs and policies of the Society and prepare appropriate budgets for the programs and mobilise the resources perceived in the plans and programs.
5. To mortgage, sell or alienate any property of the Society for the benefit of the target group that the Society serves.
6. To elect or appoint any casual vacancy of office-bearers of the Society from among the members of the Executive Committee.
7. To appoint and terminate staff of the Society and its projects and decide their salaries and other terms and conditions of employment.

12. Powers and Functions of the Office Bearers

The General body in its meeting shall elect four office-bearers of the Society: President, Vice-President, Secretary and Treasurer.

Office-bearers may be re-elected to their own or to other positions. They shall continue as the office-bearers for the term of the Executive Committee as long as they enjoy the confidence of the General Body. The Executive Committee shall fill any casual vacancy of office-bearers on a majority decision.

13. President

1. The Annual General Meeting shall elect one of its members as President of the Society for a term of two years. In the event of absence of the President, the Vice-President shall exercise his/her powers and functions. The General Body in its next meeting shall fill any vacancy to the office of the President.
2. The Executive Committee can suspend the President by a majority vote if he/she ceases to enjoy the confidence of the Executive Committee. The General Body can, by 2/3rd majority of the members present, remove the President if he/she ceases to enjoy the confidence of the General Body.
3. The President shall preside over all meetings of the General body and Executive Committee of the Society.
4. All assets of the Society shall be held in the name of the President.
5. The bank accounts of the Society shall be operated by the President jointly with Treasurer.
6. The President shall give directions to other office-bearers regarding the work to be undertaken for the Society.
7. The President is empowered to exercise the casting vote in the event of a tie in any decision-making process relating to the Society.
8. The President shall represent the Society either jointly with Secretary and other office-bearers or individually as decided by the Executive Committee.
9. The President either jointly with Secretary and other office-bearers or individually as decided by the Executive Committee shall attend all legal proceedings for and against the Society.

14. Vice President

1. The General body shall elect a Vice-President from one of its members in its meeting for a term of two years. The Vice-President shall exercise the powers of the President in his/her absence if authorised so by the President or approved by the Executive Committee. The Executive Committee shall fill any casual vacancy in the office of Vice-President by a majority vote.
2. The Vice-President shall preside over the Executive Committee and General Body meeting in the absence of the President.
3. The Vice-President shall exercise all powers of the President in the absence of the President, if the President is suspended, resigns or is removed, or if so decided by the Executive Committee.
4. The Executive Committee can suspend the Vice-President by a majority vote if he/she ceases to enjoy the confidence of the Executive Committee. The

General Body can, by 2/3rd majority of the members present, remove the Vice-President if he/she ceases to enjoy the confidence of the General Body.

15. Secretary

1. The Annual General Body Meeting shall elect a Secretary for the Society from amongst its members for a term of two years. The Executive Committee in its meeting shall fill any casual vacancy to the office of the Secretary.
2. The Executive Committee can suspend the Secretary by a majority vote if he/she ceases to enjoy the confidence of the Executive Committee. The General Body can, by 2/3rd majority of the members present, remove the Secretary if he/she ceases to enjoy the confidence of the General Body.
3. The Secretary shall hold the custody of all the documents of the Society.
4. The Secretary shall manage the day-to-day affairs of the Society according to the directions of the President and resolutions of the Executive Committee.
5. The Secretary shall implement the decisions of the Executive Committee and report the progress to the meetings of the Executive Committee.
6. The Secretary shall summon all the meetings of the Executive Committee and General Body according to the directions of the President.
7. The Secretary shall represent the Society jointly with the other office-bearers or severally according to the decision of the Executive Committee.
8. The Secretary shall attend all legal proceedings for and against the Society jointly with the other office-bearers or severally.
9. The Secretary shall initiate all communications and correspondence of the Society.
10. The Secretary shall administer the petty cash of the Society and approve of all the receipts and payments.

16. Treasurer

1. The General Body in its meeting shall elect a Treasurer from among its members for a term of two years. The Executive Committee in its next meeting shall fill any casual vacancy in the office of the Treasurer.
2. The Treasurer shall keep the books of accounts of the Society and operate the bank accounts of the Society jointly with President/Secretary or, if mandated by AGM, then on his own.

3. The Treasurer shall present statements of accounts of the interim period in all the meetings of the Executive Committee and seek approval from the Executive Committee.
4. The annual statement of audited accounts shall be presented by the Treasurer and seek the approval of the meeting of Executive Committee and General Body.
5. The Executive Committee can suspend the Treasurer by a majority vote if he/she ceases to enjoy the confidence of the Executive Committee. The General Body can, by 2/3rd majority of the members present, remove the Treasurer if he/she ceases to enjoy the confidence of the General Body.

17. Funds

1. The funds of the Society comprised of membership fee, contributions, advances, grants and donations from members and others, loans from financial institutions, individuals and government bodies etc.
2. All the funds of the Society shall be kept in bank/building society account and operated jointly by the President and Treasurer/Secretary. Outgoing office bearers who have access to operate the LIS bank account will continue to be signatories till the new office bearers of the executive committee have access to the LIS bank account.
3. The treasurer is entitled to keep petty cash to a maximum of £300.00 (three hundred pounds only) and all the petty cash vouchers shall be approved by the Secretary.

18. Accounts/Audit

1. All receipts and expenditure of the money shall be properly accounted and quarterly statement of accounts presented in the meeting of the Executive Committee by the Treasurer and approved by the Executive Committee.
2. There shall be two internal auditors elected by the Annual General Body meeting for the auditing of the accounts for a term of two years. Such statements audited by the internal auditors shall be further verified by the Chartered Accountants if so required legally.
3. Accounting period of the organisation is annual and the financial year is from 1st April to 31st March unless otherwise decided by the General Body Meeting.
4. A copy of the audited Annual Statement of Accounts approved by the General Body shall be disseminated among the General Body Members.

