



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥  
Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex



# CONSTITUTION

Of the

Registered Charity (No: 1063786):  
**SIRI GURU SINGH SABHA (Association) CRAWLEY**

(Final modifications to this document were  
approved by the general meeting of the SABHA  
on 25<sup>th</sup> May and 15<sup>th</sup> June 2014



## TABLE OF CONTENTS

i. Title.....	1
ii. Contents.....	2
1. Name of the organisation .....	3
2. Address of the organisation .....	3
3. Purpose of the organisation .....	3
4. Area of benefit .....	3
5. Aims and objectives .....	3
6. Community Centre .....	4
7. Membership of the organisation .....	4
8. Management structure of the executive Committee .....	5
9. Election of the executive committee.....	5
10. Qualification for membership of the executive committee.....	6
11. Duties and responsibilities of the executive committee.....	6
12. Meetings of the executive committee .....	8
13. General meetings of the organisation.....	9
14. Management of Accounts .....	9
15. Trustees .....	10
16. Discipline .....	10
17. Dissolution .....	11
18. General (matters relating to the constitution of the organisation).....	11
19. Appendix A – Procedure of election of the Executive Committee.....	12
20. Appendix B – Procedure of election of Trustees.....	13



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥



Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex

### 1. Name of the organisation

The name of the Sikh religious association is SIRI GURU SINGH SABHA (hereinafter called "the SABHA").

### 2. Address of the organisation

The Gurdwara (Sikh Temple)  
25-29 Spencers Road ,  
West Green  
Crawley  
West Sussex  
RH11 7DE

(Hereinafter called "the GURDWARA) or such other place of worship as the SABHA shall from time to time decide upon.

### 3. Purpose of the organisation:

The SABHA is established for religious and charitable purposes and for meeting wider needs of the community.

### 4. Area of benefit:

The area of benefit (hereinafter called "the area") shall be Sussex and adjoining areas of Surrey.

### 5. Aims and objectives:

The object of the SABHA shall be to promote the Sikh faith.

In furtherance of the above OBJECT, the SABHA shall have the following powers:

- 5.1 To advance public education in the philosophy of Sikhism.
- 5.2 To hold congregations to celebrate Sikh religious festivals e.g. "GURPURBS".
- 5.3 To arrange meetings known as DIWANS to impart teachings of Sikh Gurus.
- 5.4 To procure and provide information about the Sikh religion and Sikh history.
- 5.5 To maintain a Library containing religious books, publications, periodicals, Video & Audio tapes, records, digital media and other means of information.
- 5.6 To perform Sikh ceremonies such as 'Amrit Pan' (Baptisms), marriages and last rites according to the Sikh faith and in accordance with civil laws.
- 5.7 To provide facilities for learning of Punjabi Language in "GURMUKHI SCRIPT" and religious music.
- 5.8 To discourage the use of alcohol, tobacco and drugs and the consumption of meat.
- 5.9 The Association shall have regard to the equality legislation.



## 6. Community Centre:

The SABHA shall have a COMMUNITY CENTRE for promoting Education, Health and wellbeing, sports and peaceful co-existence between different communities (as detailed below)

### 6.1 Education

6.1.1 To provide education according to identified needs of children and adults.

### 6.2 Health, well being and sports

6.2.1 To promote health and wellbeing of the growing number of SABHA's senior citizens.

6.2.2 To provide education and support in health and wellbeing to members of the SABHA particularly with regard to diabetes, hypertension, diet, mental and psychological health and other needs as these arise.

6.2.3 To provide a gymnasium for cardiovascular exercises for all members of the SABHA.

6.2.4 To provide indoor and outdoor facilities for sports and fitness for the SABHA's members and others.

### 6.3 Beyond the Gurdwara (Social responsibility)

6.3.1 To share the facilities with other organisations/charities (e.g. Crawley Inter-Faith groups, neighbourhood network) as long as its use does not interfere with the activities of the SABHA, does not conflict with the Sikh values and beliefs and does not compromise the security of its members and its property.

6.3.2 To promote Inter-faith dialogue, community/social cohesion and peaceful coexistence.

6.3.3 To serve as a centre for the SABHA to carry out its responsibility to the society at large.

6.3.4 To support members of the SABHA that may fall victim to racism and other discriminatory practices.

## 7. Membership of the organisation

7.1 The SABHA shall keep a register of membership. The registration fee will be £5.00 per member per year.

11 years for the price of 10: £50.00

22 years for the price of 20: £100.00

Life: £200.00

7.2 Every Sikh over the age of 18 years will be encouraged to become a member of the SABHA but shall only be entitled to vote in the SABHA's elections after a period of one year of residence in the area of benefit and have attended the Gurdwara regularly during this period.

7.3 Verification of age and residence may be provided in the form of entry in the electoral register, a medical card or other such evidence as shall be acceptable to the election commission.



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥



Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex

7.4 A registered member of this SABHA cannot become a member of any other similar SABHA in Crawley.

## **8. Management Structure of the executive committee:**

The affairs of the SABHA shall be managed by an Executive Committee consisting of fifteen elected members (unpaid volunteer).

8.1 The Executive Committee shall have:

8.1.1 A President

8.1.2 A Secretary

8.1.3 A Treasurer

8.1.4 A General Manager and

8.1.5 Eleven other members

8.1.6 The committee may appoint non-executive members as below:

8.1.6.1 Up to FIVE co-opted members (non-voting see 11.8.10)

8.1.6.2 May invite up to five occasional observers (non-voting see 11.8.11)

8.2 The PRESIDENT, SECRETARY and TREASURER shall be 'KESADHARI' SIKHS. All four officers shall be ineligible for office unless they shall have been members of the Executive committee for at least one term of two years.

8.3 If a member of the executive committee is absent from 4 of its monthly meetings in any continuous period of 12 months, the committee member will forfeit his/her membership of the executive committee. The committee member will be replaced with one of its co-opted members that are already on the committee.

8.4 The PRESIDENT, SECRETARY and TREASURER shall not hold the same office for more than one term of two years but could be re-elected after a gap of one term of two years.

8.5 The PRESIDENT, SECRETARY and TREASURER shall not hold more than one office on the Executive Committee.

8.6 The GENERAL MANAGER is elected for a period of three years to ensure continuity and progression of the SABHA.

## **9. Election of the executive committee**

9.1 The SABHA will require each member of its executive committee to provide an up-to-date ENHANCED DBS/CRB check prior to filing their nomination for election. The SABHA will facilitate DBS/CRB checks at appropriate cost.



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥



Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex

- 9.2 The election of the Executive Committee shall be held every two years on the Last SUNDAY of APRIL at the Annual General Meeting (AGM). If it is not possible to hold the AGM/election on the last Sunday of April, these events shall be held one week earlier or as soon as possible thereafter.
- 9.3 The general manager is elected every three years at the AGM.
- 9.4 The process of election is given in Appendix A – Election of executive committee of the SABHA.
- 9.5 The outgoing officers of the executive committee shall handover all the records to the newly elected officers of the executive committee at a time, place and date as determined by the election officers.
- 9.6 If a vacancy arises because of any one of the officers of the executive committee (the President, the Secretary or the Treasurer) is not available to continue in their position, the following shall apply:
- 9.6.1 If a vacancy arises after the end of April of the year following the election, the Executive committee shall nominate a member, preferably from its executive committee in its first meeting after the occurrence of such a vacancy and seek approval of the Sabha members present at the ensuing Sunday. The above period of holding office shall not count towards the normal term of office as specified in clause 8.4.
- 9.6.2 If a vacancy arises before the end of April of the year following the election, such a vacancy shall be filled in accordance with the relevant clauses of the constitution as given in Appendix A – Election of executive committee of the SABHA.

## 10. Qualification for membership of the executive committee:

- 10.1 Members of the Executive Committee shall be voting members of the SABHA and shall be at least 21 years of age and shall have no criminal convictions and be proficient in Punjabi Language in Gurmukhi script
- 10.2 To make the Executive Committee more inclusive, there shall not be more than one member from any one family. The family is defined as anyone of its members from grandparents to grandchildren.

## 11. Duties and responsibilities of the executive committee:

- 11.1 The PRESIDENT shall:
- 11.1.1 Exercise general supervision of the SABHA.
- 11.1.2 Chair all the meetings of the executive committee but will not chair the annual general meeting.
- 11.1.3 Ensure the implementation of the decisions of the Committee and the general meetings.
- 11.1.4 Prepare and present annual and other reports to general meetings.



11.1.5 Call emergency meetings as and when required.

11.1.6 Have the casting vote.

11.2 The VICE PRESIDENT shall:

11.2.1 Assist and act for the president in his/her absence.

11.3 The SECRETARY shall:

11.3.1 Conduct and manage DIWANS and arrange AKHAND PATH duties.

11.3.2 Be responsible for all correspondence, records and custody of all documents unless otherwise stated.

11.3.3 Convene all meetings and display minutes on the notice board (as appropriate).

11.3.4 Prepare reports and control the stage at DIWANS.

11.3.5 Keep record of minutes of all meetings at least for 5 years.

11.3.6 Maintain a record of stock.

11.4 The ASSISTANT SECRETARY shall:

11.4.1 Assist and act for the Secretary in his/her absence.

11.5 The TREASURER shall:

11.5.1 Keep accounts of income and expenditure.

11.5.2 Present monthly statements of income and expenditure to the Executive Committee and thereafter may display on the Gurdwara Notice Board.

11.5.3 Provide and present all the yearly records of income and expenditure to the auditor.

11.5.4 Ensure that audit reports for the last 5 years are preserved.

11.5.5 Collect and safeguard offerings and donations and issue receipts thereof.

11.5.6 Prepare financial report for the Sabha and the Charity Commissioners as and when required.

11.6 The ASSISTANT TREASURER shall:

11.6.1 Assist and act for the Treasurer in his/her absence.

11.7 The GENERAL MANAGER shall

11.7.1 Ensure good governance.

11.7.2 Develop and coordinate sustained development of the SABHA.



11.7.3 Work in partnership with: the president, secretary, treasurer and the trustees.

11.8 The EXECUTIVE COMMITTEE

11.8.1 Shall be entitled to order the removal of any person from the Gurdwara for any reason to the interests of the SABHA.

11.8.2 May compromise, settle, conduct enforce or resist in a court of law or by arbitration any suit, debt, liability or claim by or against the SABHA.

11.8.3 Shall have the power to appoint and remove a solicitor, architect, surveyor, accountant or any other external professionals in connection with the affairs of the SABHA.

11.8.4 With the prior approval of the SABHA, shall have the power to appoint a suitable "GRANTHI" (Preacher) and may terminate his/her services.

11.8.5 May appoint voluntary or paid employees to further the object of the SABHA. Each employee voluntary or paid shall be required to provide an enhanced CRB check before taking up such employment. The SABHA will facilitate CRB checks at appropriate cost.

11.8.6 Shall not pledge the credit of the SABHA without the prior approval of the SABHA.

11.8.7 Shall seek prior approval of the SABHA before incurring any expenditure over the value of THREE THOUSAND POUNDS or such amount as shall be agreed upon from time to time.

11.8.8 Shall make regulations for the conduct of meetings including DIWANS.

11.8.9 May appoint committees and sub-committees, such as Personnel and Finance Committee, Community Centre Committee, Premises Committee, Langar Committee for the efficient and effective running of its affairs. Each committee or subcommittee shall elect its coordinator to ensure its smooth running, and each coordinator will report its business to its members and to the executive committee.

11.8.10 May appoint up to FIVE CO-OPTED MEMBERS. The co-opted members shall be unpaid volunteers who have specific knowledge and skills that will enhance the work of the executive committee. The co-opted members will fully contribute to the business of the executive committee but will not have the right to vote and hence shall not count towards the quorum.

11.8.11 May invite no more than FIVE OBSERVERS (these may be prospective executive committee members) at the executive committee meetings. They shall be unpaid volunteers who shall not participate in the business of the committee. They will have no right to vote. However, the chair may invite them to contribute to the proceedings of the committee.

## 12. Meetings of the executive committee:

12.1 The meeting of the Executive Committee shall be held once a month at 7 days notice. The quorum shall be formed by two thirds of its voting members and all decisions shall be by simple majority. In the absence of a quorum the meeting shall be postponed to a later date. The postponed meeting will proceed irrespective of the quorum.

12.2 Emergency meeting of the Executive Committee may be called within 24 hours notice to all





members.

- 12.3 There may be additional meetings as and when necessary to improve the effectiveness and efficiency of the executive committee.

### **13. Meetings of the Sabha**

13.1 The general meetings shall be as follows:

13.1.1 Annual general meeting (AGM).

13.1.2 Ordinary general meeting (OGM) to be held in late summer and mid winter. At least 3 weeks' notice of such meetings shall be given by displaying on the Gurdwara notice board and announcement at weekly DIWANS.

13.1.3 Special general meeting (SGM). The president may call SGM as and when necessary with a notice period and procedure as for OGM.

13.1.4 Emergency General Meeting (EGM). The President and Secretary shall call an emergency meeting of the SABHA with at least 2 weeks' notice when requested to do so in writing by at least 51 registered voting members of the SABHA.

13.2 The quorum for the general meeting shall be at least 51 registered voting members of the SABHA. In the absence of the quorum the meeting shall be postponed to a later date when the Agenda for the postponed meeting may be discussed and decided upon irrespective of the numbers present.

### **14. Management of Accounts**

14.1 The Executive Committee shall ensure that proper books of accounts are kept with respect to its transactions, its assets and liabilities to give a true and fair view of the state of affairs of the SABHA.

14.2 All cheques drawn, bank orders or any remittance orders issued on behalf of the SABHA shall require the signature of any two signatories of the following CURRENT office bearers:

The President and the Vice President  
The Secretary and the Assistant Secretary  
The Treasurer and the Assistant Treasurer

14.3 Receipts of all donations, subscriptions and any other form of revenue shall be duly acknowledged by issue of an official receipt of the SABHA.

14.4 All offerings including GOLAK shall be counted with the help of at least two independent persons and handed over to the Treasurer.

14.5 The Executive Committee shall have the power to incur any expenditure in connection with day to day operation of the SABHA.



14.6 In pursuance of clause 11.8.3, the executive Committee shall appoint a chartered/certified accountant to audit the SABHA's accounts.

## 15. Trustees

15.1 There shall be FIVE trustees of the SABHA. All trustees shall act jointly as trustees and shall not take part in the management of the SABHA.

15.2 Shall act as returning/election officers of the SABHA to ensure smooth and fair conduct of elections.

15.3 The trustees shall be elected as detailed in Appendix B.

15.4 The trustees shall hold office until they cease to be of sound mind and health or when the following circumstances apply.

Death.

Mental or physical illness.

Resignation

If he/she shall move out of the area of benefit.

Shall become bankrupt or be convicted of an indictable offence.

15.5 If a vacancy shall arise then a new trustee shall be appointed as described in Appendix B.

15.6 A trustee or a candidate for trustees shall be:

15.6.1 A member of the SABHA and shall be a 'Kesadhari' Sikh.

15.6.2 The trustee should have been living in the area of benefit for at least five years.

15.6.3 Not a member of the Executive Committee or hold any other trusteeship and shall not be the Auditor of the SABHA.

15.6.4 All the trustees to provide an enhanced DBS/CRB check. Each trustee shall have no criminal record and not be an undischarged bankrupt.

15.7 The trustees shall have the right to attend meetings but shall not be entitled to vote on any matter.

15.8 All the property and assets belonging to the SABHA shall be vested in the trustees.

15.9 The trustees shall not sell, lease, exchange, mortgage or charge the property without prior approval of the SABHA and (if appropriate) the Charity Commissioners.

15.10 The trustees shall be entitled to sue or be sued on behalf of the SABHA.

15.11 All deeds, documents and securities shall be held by the trustees at the expense of the SABHA.

15.12 The trustees shall have the right to examine all records, accounts and assets of the SABHA.



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥



Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex

15.13 A trustee may only be removed from office by SABHA at a general meeting.

## 16. Discipline

Dignity, humility and discipline shall be maintained at all times in DIWANS and all areas of the SABHA's premises. In meetings permission to speak must be obtained from the Chairman and all matters shall be addressed courteously. The trustees may take or direct disciplinary action against any persons whose conduct or behaviour causes indiscipline or a breach of order that is detrimental to the SABHA.

## 17. DISSOLUTION:

The SABHA shall not be dissolved except in the circumstances beyond its control and upon taking a vote in favour of dissolution by at least 9/10ths of the members of SABHA at a special meeting called for the purpose thereof and after written notice of such meeting shall have been given to all members of SABHA. In such an event the trustees shall take necessary action after approval of the SABHA to discharge all liabilities and transfer assets to SHIROMANI GURDWARA PARBHANDHAK COMMITTEE AMRITSAR PUNJAB

## 18. GENERAL

18.1 The conduct of the affairs of the SABHA should be guided by the CONSTITUTION, GURMAT and GURUS instructions remaining sincere and selfless at all times.

18.2 Alteration to the constitution may only be done at annual, ordinary or special general meetings with two-thirds majority of the registered members present and having been previously approved by the executive committee.

18.3 This constitution approved by Siri Guru Singh Sabha, Crawley on 25th May and/or 15<sup>th</sup> June 2014 replaces all its previous constitutions.

18.4 The SABHA further agrees to submission of this constitution to the charity commission.

J.SINGH

Mr J S Padda  
President  
Siri Guru Singh Sabha  
22<sup>nd</sup> June 2014

M. K. Dhaliwal

Mrs A K Dhaliwal  
Secretary  
Siri Guru Singh Sabha  
22<sup>nd</sup> June 2014

Dr M M S Galowalia

Dr M M S Galowalia  
General Manager  
Siri Guru Singh Sabha  
22<sup>nd</sup> June 2014

(Final changes to this document were approved by the general meeting of Siri Guru Singh Sabha, Crawley on 25<sup>th</sup> May and 15<sup>th</sup> June 2014)

SIKH TEMPLE  
SHRI GURU SINGH SABHA  
27-29 SPENCERS ROAD  
CRAWLEY SUSSEX



## 19. Appendix A - Election of the Executive Committee of the SABHA

- 19.1 Two trustees shall act as election officers for the entire election process. These two trustees would have been elected by the trustees by a simple majority. The trustees shall display a notice of the result of this election on the SABHA's notice board prior to assuming the role as election officers.
- 19.2 The election officers will give the notice of the Annual General Meeting/election at least 4 weeks prior to the meeting/election date. They will also explain that those who wish to stand as a candidate for the membership of the executive committee are required to write a statement of 50 to 75 words describing what seva he/she would do if elected and will have to undergo enhanced DBS/CRB (Disclosing and Barring Service) check.
- 19.3 On the 4th Sunday before the AGM/election Sunday, the election officers will inform the SABHA of AGM/election day/date and at 1.00 p.m. display a Nomination Form on the SABHA's notice board. Each candidate will write his/her name and sign it. The name of each candidate must also be signed by his/her proposer and his/her seconder.
- 19.4 The Nomination Form will remain on the notice board until 1.00 p.m. on the 2nd Sunday before the AGM/election Sunday.
- 19.5 The SABHA will require each member of its executive committee to provide an enhanced CRB check.
- 19.6 Any objections against a candidate or withdrawal by a candidate should be notified to the election officers before 12.00 p.m. of the 3rd Sunday prior to the ELECTION Sunday. At 1.00 p.m. of the same day, the election officers will display the final list of candidates for election.
- 19.7 On the day of election, the SABHA may authorise election officers or elect two of its members (excluding those who are standing for the election), to conduct the election. One of these persons shall chair the AGM/election process and the other shall take notes of the election process.
- 19.8 If more than one person is nominated for any position(s) then the candidate with majority votes shall be declared elected. Voting shall be by secret ballot.



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥  
ਗੁਰਦੁਆਰਾ, ਸ੍ਰੀ ਗੁਰੂ ਸਿੰਘ ਸਭਾ, ਕਰੌਲੀ, ਸਸੈਕਸ॥



Gurdwara (Sikh Temple), Siri Guru Singh Sabha, Crawley, Sussex

## 20. Appendix B - Election of trustees

- 20.1 The Executive Committee and Trustees of the Sabha will jointly make a shortlist of names. The potential nominees shall not be present in this meeting.
- 20.2 The nominees will have an opportunity to present their case for suitability for the position of a trustee in front of the Committee and Trustees.
- 20.3 The Executive Committee will then vote resulting in an elected trustee.
- 20.4 A current Trustee shall announce the result of the trustee election at a subsequent AGM or OGM.