

CONSTITUTION OF THE RAMGARHIA SABHA (ASSOCIATION)
344 NEWHAMPTON ROAD EAST, WOLVERHAMPTON

1. NAME OF THE INSTITUTION

The name of the Institution shall Ramgarhia Sabha (Association), 344 Newhampton Road East, Wolverhampton, West Midlands.

2. AIMS AND OBJECTS

- a. To devise ways and means for the general uplift of the Sikh community.
- b. To encourage education amongst the members of the Community especially the teaching of Gurmukhi and English.
- c. To discourage, obsolete and derogatory social customs and promote Social Reforms (Wihar Sudhar).
- d. To perform marriage in accordance with Sikh customs and rites as permitted by English Law.
- e. To open and operate a Library and provide useful books and literature on Sikhism.
- f. To co-ordinate with other Ramgarhia Institutions and other relevant organisations.
- g. To encourage and organise Ramgarhia Sikh youths to meet and plan their future and activities under the guidance of experienced Youth Leaders.
- h. To provide facilities to perform social and cultural functions to promote better understanding between communities.
- i. To familiarise non-Sikhs with the Sikh ways of life and worship.

3. MEMBERSHIP

The membership of the Sabha will be open to all persons (male and female of 18 years and over of the Ramgarhia Sikh Community residing in the Metropolitan Borough of Wolverhampton including Bilston, Wednesfield and Willenhall or any other area the Executive may find acceptable fulfilling the following conditions:—

- I. To have unshakeable faith in Ten Gurus and Siri Granth Sahib.
- II. To abide by the Aims and Objects of the Sabha and to observe discipline at meetings and regards to 'the powers of the Chair.

There shall be two types of membership i.e. (a) Ordinary Membership (b) Life Membership.

(a) **ORDINARY MEMBERSHIP**

- i. Any Ramgarhia Sikh of 18 years and over can become an Ordinary Member of the Sabha by completing an application form as in Appendix A.
- ii. Fee for registration as an Ordinary Member shall be £1 per annum which must be paid with the application form.
- iii. Ordinary Membership will be renewable every year by completing the Renewal Form as in Appendix B and submitting to the Executive together with £1 being Annual Subscription fee.
- iv. Ordinary Members shall have no right whatsoever to interfere in the running of the Sabha.
- v. Ordinary Members shall not be eligible to nominate or vote in the Election of the Honorary Officers of the Sabha.

(b) **LIFE MEMBERSHIP**

- i. Any Ramgarhia Sikh of 18 years and over can become a Life Member of the Sabha by completing an application form as in Appendix A.
- ii. Fee for registration as a Life Member shall be £25 or over in addition to £1 annual subscription.
- iii. An Ordinary Member of the Sabha can apply for Life Membership by completing an application form as in Appendix A and by paying £25 or over in addition to £1 annual subscription.
- iv. Life Members will be eligible to nominate or vote in the Election of the Honorary Officers of the Sabha.
- v. A Life Member who has not paid £1 annual subscription shall not be eligible to take part in the Election.
- vi. After the approval of the Life Membership, a Life Membership card as in Appendix C shall be issued forthwith.
- vii. If the application for the Life Membership has been refused by the Executive, the fee paid may be refunded with the approval of the Executive.
- viii. The application for the Life membership must be addressed to the President.

4. HONORARY OFFICERS

- (a) The Officers of the Sabha shall consist of a President, General Secretary, Treasurer and such other honorary officers as it may require for the proper conduct of its business.
- (b) Only Kesa Dhari (Unshaven) educated Ramgarhia Sikhs shall be elected as President, General Secretary, Treasurer and Stage Secretary of the Sabha.

5. EXECUTIVE (Parbandhak Committee)

- a. An Executive shall consist of 21 Life Members as follows:—
 - i. Elected from and by the Life Members of the Sabha. President. General Secretary and Treasurer.
 - ii. Selected by the Elected Officers:-
Vice President, Joint General Secretary. Joint Treasurer, Stage Secretary, Librarian, Bhandari, Storekeeper, Jathedar Shoes. Jathedar Langar and nine committee members.
- b. It shall be the duty of the Executive to carry out the general policy and management of the Sabha and subject to any conditions imposed from time to time by the Life Members of the Sabha to provide for the administration, management and control of the affairs and property of the Sabha.
- c. A casual vacancy in the Honorary Officers and the Executive may be filled by the Executive and any person appointed shall hold office until the conclusion of the next following Election.
- d. Honorary Officers and Executive shall hold the Office for a period of two years commencing from the date of Election which should be held on the second Sunday in the month of May every two years starting from May, 1976.
- e. The Officer Bearers i.e. President, General Secretary and Treasurer shall be eligible to seek re-election for the next term after the end of their term in office.
- f. The Office Bearer retiring as stated in para 5 (e) shall be eligible for selection for the Executive.
- g. The Executive should meet at least six times in a year and more often if the Executive requires.
- h. The Executive shall have power to refuse or terminate the membership of any individual whose continued membership is not, in their opinion, conducive to the best interest of the Sabha. The member concerned shall have the right to appear before the Executive at the meeting at which the question of his continued membership is being decided.
- i. A member of the Executive Committee who has missed three consecutive Executive meetings since the previous General Meeting (Election) be assumed to have resigned from the Executive as from the date of third absence, unless in the meantime the Executive agree to grant that leave of absence.

6. SUB-COMMITTEE

- a. The Executive shall have power to appoint Sub-Committees for any purpose and the chairman and members of each such committee shall be appointed by the Executive from the members of the Sabha.
- b. The Chairman of each Sub-Committee shall be the Life Member of Sabha.
- c. All decisions of each Sub-Committee on matters of principle shall be reported to the Executive for their approval.
- d. The Office Bearers as stated in Para 5 (a) (i) shall be ex-officio members of every Sub-Committee.

7. GENERAL MEETINGS

- a. All Life Members of the Sabha shall meet at least four times in two years and more often if the Executive requires.
- b. A Special General Meeting of the Life Members for the purpose of Election shall be held on second Sunday of May every alternative year at such time and place as the Executive shall determine. At least eight weeks' notice thereof shall be given in writing by or on behalf of President of the Sabha to the Life Members specifying the business to be conducted thereat. The Election of the Honorary Officers shall be conducted as stated in Para 9 (a) below.

8. QUORUM

The Quorum at a General Meeting of Life Members of the Sabha shall consist of not less than one third of such members and in the case of the Executive two thirds (14) members of it.

9. ELECTION

- a. Only Khesa Dhari (Unshaven) educated Ramgarhia Sikhs of good moral character would be eligible to seek election for the Honorary Posts of President, General Secretary, Treasurer and Stage Secretary.
- b. The Election of the Honorary Officers i.e. President, General Secretary and Treasurer must be held during the Special General Meeting to be held on 2nd Sunday in the month of May after every two years. The Election date should not be postponed except in an emergency for not more than two weeks.
- c. The elected Honorary Officers as stated in Para 9 (a) shall then select the other members stated in Para 5 (a) (ii).
- d. Only those Life Members whose annual subscription is paid up to date shall be eligible to take part in the Election.
- e. A Life member who has been accepted 8 weeks prior to the Election date shall be eligible to take part in the Election.
- f. It would be necessary for every registered Life Member to produce his or her Membership Card, Medical Card or Driving Licence at the time of casting a vote to establish identity.
- g. The Life Membership register will be closed on Sunday eight weeks before the Election date and submitted to the Election board.
- h. The elected office bearers or members of the Executive must take an oath within a week after their election in the presence of Siri Guru Granth Sahib Ji as in Appendix F.

10. ELECTION BOARD

- a. Election will be supervised and conducted by an Election Board consisting of five members elected from and by the Life Members of the Sabha 10 weeks before the Election.
- b. Powers and Duties of the Election Board are as follows:—
 - i. No member of the Election Board shall seek election.
 - ii. The Election Board shall elect its Chairman from its five members.

- iii. All Honorary Officers as stated in Para 5 (a) (i) must tender their resignation in writing to the Election Board 8 weeks before the Election Sunday but the Committee shall function as a Caretaker Committee until they hand over the charge to the newly elected committee within a week after the Election.
- iv. The nomination for the election of the Honorary Officers should be closed two weeks before the Election Sunday and notified to the Life Members.
- v. Nomination form as in Appendix D should be submitted duly completed in a sealed envelope to the Election Board on or before the Saturday two weeks before the Election. The Chairman or a member of the Election Board would open the envelopes in the presence of the members of the Sabha, on Sunday two weeks before the Election.
- vi. The Election Board shall endeavour to form the new Committee on a compromise basis. If it is not possible the Election should be held on proper ballot paper system.
- vii. Before opening the ballot boxes for counting votes, all candidates will be required to sign the Agreement Form (see Appendix E).
- viii. In case of deadlock or indecision on the part of the Election Board, the Trustees will handle the whole affairs of the Election and use their arbitration.

11. TRUSTEES

- a. All moveable and immovable property of the Ramgarhia Sabha, Wolverhampton, shall be vested in the name of four Trustees who would be elected by the Life Members. The Trustees will be empowered to take or defend legal or social actions in the interest of the Sabha with the approval of the Life Members of the Sabha.
- b. The first four Trustees elected by the Life Members of the Sabha in 1976 shall remain Trustees for an indefinite period unless or otherwise the Life members in two third majority decide to change any or all of the Trustees.
- c. A Life Member of the Sabha having the following capabilities may be elected as Trustees
 - i. Permanent resident of Wolverhampton Metropolitan Borough.
 - ii. Owner of a built up property.
 - iii. Having good moral character and sincere to the Sabha.
- d. The Trustees will be ex-officio members of the Sabha.
- e. All monies belonging to the Ramgarhia Sabha, Wolverhampton, not required for immediate use shall be invested in the name of the Sabha and its Trustees in accordance with the Law for the Investment of Trust Funds or applied in the acquisition of such freehold or leasehold property, as the Executive may direct.
- f. Any landed property acquired by the Ramgarhia Sabha, Wolverhampton, shall be vested in the Trustees upon trust for sale to hold the proceeds of sale and the rents and profits pending sale upon trust for the Sabha but so that a purchaser or mortgagee dealing in good faith With the Trustees should not be concerned with trusts affecting such proceeds of sale and rents and profits or as to whether the

Trustees have proper authority to see mortgage or otherwise deal with the property concerned.

- g. The Trustees shall deal with the funds and property of the Sabha held by them in such manner as they may be directed by the Executive Committee for the time being in office provided such directions are in accordance with the provisions of this Constitution.
- h. The Trustees shall elect from amongst their members a Chairman of Trustees who shall preside at and act as Chairman of all meetings of the Trustees but in the absence of the Chairman of Trustees then those Trustees present at such meeting shall select from amongst their number a person to act as Chairman of that meeting.
- i. The first Trustees have guaranteed certain payments to the Barclays Bank Limited, High Street, Wednesfield, and it is accepted that they have made guarantee of repayment to the said Bank and are directly responsible to the Bank. It is intended and understood that the Sabha in turn indemnifies and will indemnify the first Trustees in respect of their guarantees and payments to the said Bank.

12. AUDITORS

- a. Two Auditors shall be appointed by or from the Life Members and not from the Executive Committee members on Sunday immediately after election date to inspect the accounts and keep the Life Members in touch with the financial affairs.
- b. In the event of a dispute arising between the Auditors themselves or between the Auditors and the Executive, the matter would be referred to the Trustees, whose decision to resolve the dispute would be final and binding on all parties concerned. They shall be empowered to appoint new Auditors from the Life Members if need be.

13. FINANCE

- a. The Bank account would be run by the President, Hon. General Secretary and the Treasurer, who would be authorised to sign cheques for withdrawals or any payments to be made on behalf of the Sabha.
- b. A payment voucher must be prepared and supported by cash sales or receipts for all payments, and must be signed by the President, Hon. General Secretary and the Treasurer.
- c. A receipt must be issued for cash offertory (Charawa) at all functions held and signed by the maximum number of committee members present.
- d. Golak (Offertory Safe) should bear three locks and keys should be held by the President, Hon. General Secretary and the Treasurer. The said office bearers must be present at all clearances of the Golak. If any of the aforesaid is unable to attend he would send his assistant of office. There should be at least three more members present at such clearances and a receipt must be issued for the amount and signed by all present.
- e. The Sabha shall have power to raise money by means of subscriptions or means of subscription fees at such rates as the Executive may from to determine, donations, gifts, Legacies. grants-in-aid from statutory authorities and others, loans and fund-raising events.
- f. The income and property of the Sabha. Whence so ever derived, shall be applied solely towards the promotion of the objects of the Sabha set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Sabha, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration

to any officer or servant of the Sabha or the repayment of out-of-pocket expenses incurred as the direct result of the carrying out by any officer of his duties as such or by the discharge by any member of the Sabha of the Sabha's business.

- g. The Executive shall have power by resolution to determine upon whose signature cheques may for the time being be drawn upon the Sabha's or the Executive's current or deposit accounts with their bankers

14. DISSOLUTION

- a. In the event of Ramgarhia Sabha being compelled to wind up, it shall be compulsory to declare the same publicly to the Ramgarhia Community for 6 months and the decision to wind up would be taken by three quarters majority of the registered Life Members of the Sabha. The whole of the property and assets would be handed over to the Ramgarhia Educational Council, Phagwara, India.
- b. A resolution to dissolve the Sabha shall not be valid unless:
 - 1) It has been proposed and seconded by Life Members of the Sabha.
 - 2) Notice of the intention of the proposer and the seconder to move the same has been given to the Secretary not less than 8 weeks before the meeting at which it is proposed to move the same.
 - 3) Notice of the said intention to move the resolution has been given in writing to all Life Members of the Sabha by the Secretary not less than 21 days before the meeting at which it is proposed to move the same.

15. ALTERATIONS TO THE CONSTITUTION

Alterations may be made to the provisions of this Constitution by a resolution (hereinafter called "an amending resolution") passed by a majority of the Life Members present and voting at a General Meeting of the Sabha. An amending resolution shall not be valid unless:

- a. It has been proposed and seconded by Life Members of the Sabha.
- b. Notice of the intention of the proposer and the seconder to move the same has been given to the Secretary not less than 8 weeks before the meeting at which
- c. writing to all Life Members of the Sabha by the Secretary not less than 14 days before the meeting at which it is proposed to move the same.
- d. In case of immediate need period of the notice to the Life Members may be reduced as decided by the Life Members.

Appendix A

The President
Ramgarhia Sabha,
344 Newhampton Road East
Wolverhampton
WV1 4AD

Date _____

Dear Sir,

Re: Membership

I hereby apply for the registration as an Ordinary Member/Life member* of the Ramgarhia Sabha, Wolverhampton.

I hereby declare that:

- (a) I am a Ramgarhia by birth of 18 years and over.
- (b) I promise to keep in mind the religious and social welfare of the Ramgarhia Sabha.
- (c) I agree to abide by the Rules and Regulations of the Ramgarhia Sabha.
- (d) I agree to pay the annual subscription of £1
- (e) I enclose herewith £1/£25/£ being the registration fee for Ordinary Membership / Life Membership*

Yours faithfully,

Signed

Surname:

First & second Names:

Date of Birth or Age:

Address:

(* delete where applicable)

Appendix B

The President
Ramgarhia Sabha,
344 Newhampton Road East
Wolverhampton
WV1 4AD

Date _____

Dear Sir,

Re: Renewal of Membership

I hereby apply for the renewal of membership as an Ordinary Member/Life member* of the Ramgarhia Sabha, Wolverhampton.

I enclose herewith £1 being the annual subscription.

I agree to abide by the Rules and Regulations and am in favour the main and objectives of the Ramgarhia Sabha.

Yours faithfully,

Signed

Surname:

First & second Names:

Date of Birth or Age:

Address:

(* delete where applicable)

Appendix C

LIFE MEMBERSHIP CARD OF RAMGARHIA SABHA
(344 Newhampton Road East, Wolverhampton WV1 4AD)

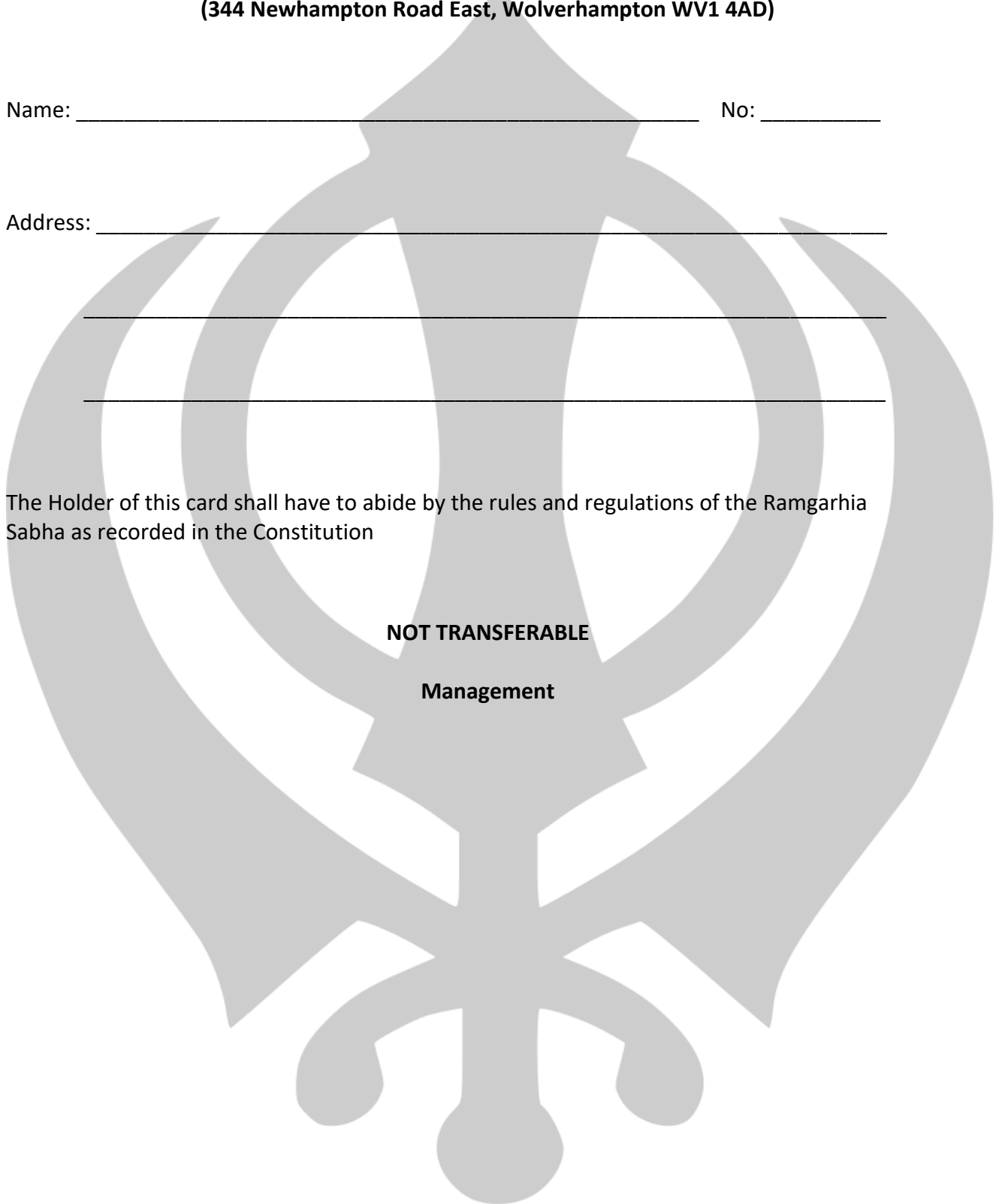
Name: _____ No: _____

Address: _____

The Holder of this card shall have to abide by the rules and regulations of the Ramgarhia Sabha as recorded in the Constitution

NOT TRANSFERABLE

Management



Appendix D

RAMGARHIA SABHA

344 Newhampton Road East, Wolverhampton WV1 4AD

ELECTION OF OFFICERS

We the undersigned nominate: _____ for

The Honorary post of _____

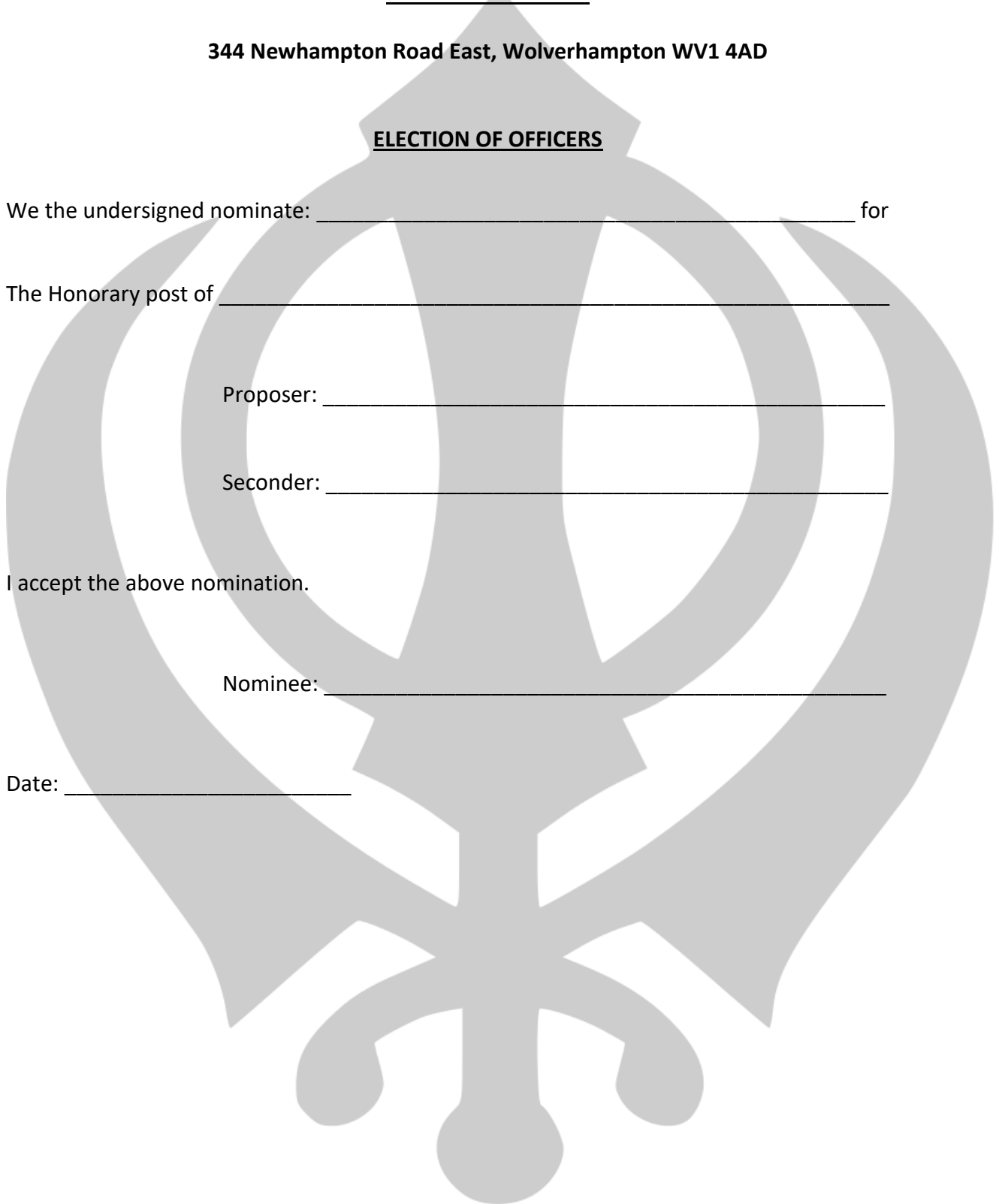
Proposer: _____

Secunder: _____

I accept the above nomination.

Nominee: _____

Date: _____



Appendix E

EK ONKAR

RAMGARHIA SABHA

344 Newhampton Road East, Wolverhampton WV1 4AD

AGREEMENT FORM

Undertaking for the Election Candidates.

(To be signed before the opening of ballot boxes for counting of votes)

I _____ of _____

Hereby declare that the voting has been conducted fairly to my satisfaction and I will agree to the decision of the Election Board which will be binding upon me.

Signed: _____

Date: _____

Witnessed By:

Signed: _____

Address: _____

EK ONKAR

RAMGARHIA SABHA

344 Newhampton Road East, Wolverhampton WV1 4AD

Date: _____

Undertaking for Office Bearers and Executive.

In the presence of Siri Guru Granth Sahib and with sincere belief therein, I solemnly undertake to remain sincere and honest in the execution of my duties for the welfare of the Ramgarhia Sabha, Wolverhampton.

Furthermore, I will tender my resignation 8 weeks before the election date as stated in para 1 (b) (iii) and work as a member of the caretaker committee until I hand over the charge to my successor within a week after the Election:

Signed: _____

Address: _____

Witnessed By:

Signed: _____

Address: _____
