

Constitution of the

RAMGARHIA SIKH TEMPLE

GRAHAM STREET

BIRMINGHAM I

1971

(amended 1980 and 2017)

Approved 26/03/2017

Ramgarhia Sikh Temple Graham Street, Birmingham B1 3LA

Charity no - 506947

Tel:021-233 2647 - 021-236 5435

CONSTITUTION

1. NAME AND ADDRESS

- 1.1 The name of the Temple is Ramgarhia Sikh Temple
- 1.2 Ramgarhia Sikh Temple's address is Graham Street, Birmingham B1 3LA

2. OBJECTIVES

Ramgarhia Sikh Temple's Objectives are to advance the Sikh religion in accordance with the Doctrine, Sri Guru Granth Sahib Ji.

3. POWERS & RESPONSIBILITIES

In order to further the Objectives the Managing Committee has the following powers:

- 3.1 to raise funds, so long as Ramgarhia Sikh Temple does not undertake any substantial permanent trading activity and complies with any relevant statutory regulations;
- 3.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 3.3 to sell, lease or otherwise dispose of all or any part of the property belonging to Ramgarhia Sikh Temple. In exercising this power, Ramgarhia Sikh Temple must comply as appropriate with sections Part 7 of the Charities Act 2011. If a situation arises for sale or disposal of such properties it needs to be in agreement with the Property Trustees and General Body.
- 3.4 to borrow money and to charge the whole or any part of the property belonging to Ramgarhia Sikh Temple as security for repayment of the money borrowed. Ramgarhia Sikh Temple must comply as appropriate with Part 8 of the Charities Act 2011 if it wishes to mortgage land; this will only be performed with consultation and agreement from the Property Trustees and General Body;

- 3.5 to employ or engage such staff, contractors or volunteers as are necessary for carrying out the work of Ramgarhia Sikh Temple. In relation to such people who are employed , Ramgarhia Sikh Temple may pay salaries, reimburse expenses and provide pensions as governed by UK Employment Law. Ramgarhia Sikh Temple may employ or remunerate a Granthi(s) or other person(s) to assist in carrying out the religious work of Ramgarhia Sikh Temple, such a person may not be a Managing Committee member.
- 3.6 to educate members of the community concerning the Sikh religion and way of life;
- 3.7 to operate and maintain a library or information centre;
- 3.8 to perform marriages, Amrit Parchar\Sanchar and other religious ceremonies in accordance with Sikh custom;
- 3.9 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank or building society accounts in the name of Ramgarhia Sikh Temple;
- 3.10 to co-operate with other Sikh organisations, charities, voluntary bodies, statutory authorities or other organisations and to exchange information and advice with them;
- 3.11 to establish or support any charitable trusts, associations or institutions formed for any of the purposes included in the Objectives;
- 3.12 to affiliate with Sikh organisations or charities to acquire or to enter into any partnership or joint venture arrangement with any other organisation for any purpose connected with the Objectives;
- 3.13 to set aside income as a reserve against future expenditure but in accordance with Ramgarhia Sikh Temple's written policy on reserves;
- 3.14 to:
- 3.14.1 deposit or invest funds;
 - 3.14.2 arrange for the investments or other property of Ramgarhia Sikh Temple to be held in the name of the Property Trustee's,

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

- 3.15 insure the assets of Ramgarhia Sikh Temple to such amount and on such terms as the Managing Committee Members decide, pay premiums out of income or capital, and use any insurance proceeds as the Managing Committee Members decide (without having to restore the asset);
- 3.16 take out insurance policies to protect Ramgarhia Sikh Temple, its employees and volunteers or members of the public using premises owned by or let or hired to Ramgarhia Sikh Temple;
- 3.17 insure and indemnify Ramgarhia Sikh Temple's employees and volunteers from and against all risks incurred in the proper performance of their duties;
- 3.18 take out other insurance policies to protect Ramgarhia Sikh Temple as required;
- 3.19 insure the Managing Committee Members against:
 - 3.19.1 the costs of a successful defence to a criminal prosecution brought against them as charity trustees; or
 - 3.19.2 personal liability incurred in respect of any act or omission (unless the Managing Committee Member concerned knew that, or was reckless whether, the act or omission was a breach of trust or a breach of duty); and
- 3.20 to do all such other lawful things as are necessary for the achievement of the Objectives.

4. MANAGEMENT OF RAMGARHIA SIKH TEMPLE

There are four groups involved with the management of Ramgarhia Sikh Temple:

- 4.1 the General Body, who are the Members of Ramgarhia Sikh Temple;
- 4.2 the Managing Committee, who are the charity trustees for Ramgarhia Sikh Temple responsible for its day to day general management and administration; and

- 4.3 the Property Trustees, who are the trustees of only Ramgarhia Sikh Temple's land and buildings which will be vested in their names.
- 4.4 The Istri Sabha, who will elect their own President, General Secretary and Treasurer and form a sub-committee

5. GENERAL BODY MEMBERS

- 5.1 The membership of the General Body is open to any person who:
- 5.1.1 is part of the Ramgarhia community residing in the city of Birmingham and the surrounding districts using the postcode and Areas in Appendix 5.
 - 5.1.2 is over 18 years of age;
 - 5.1.3 has faith in the Sikh religion, and follows the Guru Granth Sahib Ji's teachings only in its entirety and believe that the Guru Granth Sahib ji is the only living Guru;
 - 5.1.4 completes the prescribed membership form and complies with the conditions in it whilst a member and fully satisfies the criteria within it Appendix 2
 - 5.1.5 pays the subscription set by the Managing Committee.
- 5.2 There are three kinds of Members
- 5.2.1 a yearly member, who must pay yearly subscriptions in full when due in person
 - 5.2.2 a Life Member, who will be a Member for his lifetime unless he retires or is removed; and
 - 5.2.3 a Patron who is also a Member for his lifetime unless he retires or is removed.
- 5.3 Members will be considered for admission as such by the Managing Committee whose decision will be final and complies with rule 5.1.
- 5.4 The subscriptions for Members are:
- 5.4.1 £5 for Yearly Members;
 - 5.4.2 £51 for Life Members; and
 - 5.4.3 £101 for Patrons.

Subscriptions may be increased by the Management Committee in line with the Retail Price Index every five years, starting with 2022. Any changes to subscription levels will be made apparent to the Members as appropriate.

- 5.5 A Member whose subscription is in arrears will not be eligible to vote at any meeting.
- 5.6 A Member whose subscription remains unpaid for six months may be removed as a Member by the Managing Committee unless his unpaid subscriptions are paid promptly, in full, on request.
- 5.7 A Member who's subscription is in arrears will not be sent out reminders, or notices of events.

6. RESPONSIBILITIES OF MEMBERS

The responsibilities of Members are:

- 6.1 to abide by the rules of Ramgarhia Sikh Temple set out within the constitution and the teachings of the Guru Granth Sahib only and abide that this is the only living guru.
- 6.2 to behave appropriately in every meeting, abide by the instructions and decisions of the Chair and abide by the Rules at all times;
- 6.3 to try to attend every Diwan and Congregation held in Ramgarhia Sikh Temple;
- 6.4 to pay his subscription when due, whether or not demanded;
- 6.5 to elect the President, Honorary General Secretary, and Treasurer in accordance with the Rules;
- 6.6 to elect Property Trustees in accordance with the Rules;
- 6.7 to receive and consider the annual report of the Managing Committee, accounts and auditor's report; and
- 6.8 to address any concern as regards Ramgarhia Sikh Temple's affairs to the Honorary General Secretary in writing to submit to the Managing Committee.

7. TERMINATION OF MEMBERSHIP

A Member will cease to be a Member if:

- 7.1 he\she resigns his membership by notifying the Honorary General Secretary in writing;
- 7.2 he\she is removed from the membership by the Managing Committee for any conduct detrimental to Ramgarhia Sikh Temple. Their conduct and membership must be fully considered by the Managing Committee and they must be given a fair chance to state why they should not be so removed;
- 7.3 he\she is removed for not paying his membership subscription in accordance with Rule 5.6;
or
- 7.4 he\she ceases to live in Birmingham or surrounding districts in accordance with Rule 5.1.1.
- 7.5 he\she fails to comply with the rules set out in the membership form which they have signed and comply to Rule 5.1

Although a member may have their membership revoked or suspended they will still be able to attend Ramgarhia Sikh Temple to worship at any time and as long as no disruption is caused.

8. RELIGIOUS SERVICES

- 8.1 The General Body will meet for religious services as follows:
- 8.1.1 Daily: daily religious services will be held in accordance with the agreement of the Managing Committee;
- 8.1.2 Weekly: on Sunday Morning Asa Di War and religious Diwan will be held;
and
- 8.1.3 Gurburb's and other religious festivals will be celebrated with the approval of the Managing Committee.

9. GENERAL BODY MEETINGS

- 9.1 The General Body will meet for General Body Meetings as follows:
- 9.1.1 Annual General Meeting: the Annual General Meeting will be held on Vaisakhi Day for approving the annual report and accounts.
- 9.1.2 Special Meetings: special meetings may be called by the Managing Committee as and when necessary. Special issues may be discussed; at such meetings

- 9.2 Annual General meetings and Special Meetings must be called by 14 days notice unless the circumstances are urgent in which case such notice as is reasonable must be given. The notice must set out the business which will be considered.
- 9.3 If the Quorum of 20% of the valid upto date membership is not met, then 7 days' notice will be provided for the subsequent 2nd and 3rd Meetings. The notice for the 1st, 2nd and 3rd meetings may be sent on the same invitation. The third meeting will take place even if Quorum is not met for the same agenda.
- 9.4 Ramgarhia Sikh Temple's business which requires discussion by the Members will only be dealt with at Annual General Meetings or Special Meetings.

The quorum for General Body meetings is 20% of valid upto date paid up Members.

- 9.5 Every matter voted upon at a General Body Meeting will be decided by a majority of votes of the members present at that meeting.
- 9.6 Matters which have first been considered by the Managing Committee may be considered by the General Body. Otherwise matters for consideration must be notified to the Honorary General Secretary at least 14 days prior to the meeting.
- 9.7 The President will act as Chair at General Body Meetings. If he is absent the Vice President or the Honorary General Secretary will act as Chair.
- 9.8 Voting shall be by show of hands except for where the constitution a ballot vote or where this body decides otherwise. In the event of there being an equality of votes on any matter decided by a show of hands, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.
- 9.9 At General Body Meetings any Member may:
- 9.9.1 seek clarification of a decision of the Managing Committee; or
 - 9.9.2 request the Managing Committee review a decision taken by them on a specific issue; or

9.9.3 raise any concern regarding Ramgarhia Sikh Temple's affairs.

9.10 If possible any matter to be raised should be notified to the Honorary General Secretary at least 14 days prior to the meeting concerned. If such notice is not given then, at the Chair's discretion, the matter may be adjourned with or without consideration or dealt with in full.

9.11 Special issues will be discussed at special meetings not at the Annual General Meeting

10. MANAGING COMMITTEE

10.1 The Managing Committee Members will be elected and appointed in accordance with Rule 17 and serve a term of three years.

10.2 Each Management Committee Member will need to complete DBS Checks and comply with them and the Charity Commission Rules and Code of Conduct for office bearers.

10.3 Each Management Committee will need to sign a Code of Conduct Issued by Ramgarhia Sikh Temple to ensure they comply with the rules and regulations throughout the term they are designated as an officer

10.4 The Managing Committee will consist of:

10.4.1 the following Officers in section 10.4.1.X must be Kesa-Dhari Sikhs with Unshaven\Uncut Hair and beard. All candidates and officers should be well educated and must be of good moral character and meet the Eligibility Criteria:

10.4.1.1 President;

10.4.1.2 Honorary General Secretary;

10.4.2 the following other Officers:

10.4.2.1 Vice President;

10.4.2.2 Assistant General Secretary;

10.4.2.3 Joint Secretary;

10.4.2.4 Treasurer;

- 10.4.2.5 Assistant Treasurer;
- 10.4.2.6 Building Superintendent;
- 10.4.2.7 Stage Secretary;
- 10.4.2.8 Marriage Bureau Coordinator;
- 10.4.2.9 Jathedar Langar
- 10.4.2.10 Librarian;
- 10.4.2.11 Storekeeper;
- 10.4.2.12 Sports Cordinator
- 10.4.2.13 Jathedar Jorre; and
- 10.4.2.14 Bhandari
- 10.4.2.15 Education Coordinator; and

10.4.3 six further persons.

10.5 A Managing Committee Member will cease to be so:

- 10.5.1 if he\she resigns by written notice to the Honorary General Secretary;
- 10.5.2 when he\she reaches the end of his term of office;
- 10.5.3 if he\she dies;
- 10.5.4 if he\she is disqualified from being a charity trustee pursuant to the Charities Act 2011;
- 10.5.5 if, in the reasonable opinion of the Managing Committee, he\she is no longer suitable to be a Managing Committee Member and they has been given an opportunity to justify to the Managing Committee why thye should not be removed; or
- 10.5.6 if he\she is absent without good reason from three consecutive Managing Committee Meetings held no more frequently than once per month and the Managing Committee resolves they should be removed.

11. DUTIES AND POWERS OF THE MANAGING COMMITTEE

11.1 The Managing Committee will manage the business of Ramgarhia Sikh Temple and may exercise all the powers charity trustees are permitted in law, unless they are restricted by these Rules.

11.2 The Managing Committee's duties and powers include:

- 11.2.1 to draft and submit to the General Body for approval any amendment to the Rules;
- 11.2.2 to call a Special Meeting;
- 11.2.3 to manage and maintain the properties of Ramgarhia Sikh Temple.
- 11.2.4 to appoint Sub-Committees for particular purposes on such terms as they think fit. The Managing Committee must establish any Committee's membership, chair, meeting requirements, extent of delegation and reporting requirements;
- 11.2.5 to spend or apply Ramgarhia Sikh Temple's funds as they think fit, subject to Rule 19.1.3;
- 11.2.6 to present Siropa when necessary to visitors and others; and
- 11.2.7 to consider and resolve any concerns from Members as regards the affairs of Ramgarhia Sikh Temple.

12. MANAGING COMMITTEE MEETINGS

- 12.1 The Managing Committee should meet often enough to discharge their responsibilities as charity trustees. Unless they decide otherwise this should be once a month.
- 12.2 Managing Committee Meetings should be called with at least seven days' notice, save that a Special Managing Committee Meeting may be called for dealing with urgent matters on such notice as is reasonable. The Honorary General Secretary should arrange for notice to be given.
- 12.3 The quorum for Managing Committee Meetings is 13, consisting of
 - 12.3.1 the President or Vice-President;
 - 12.3.2 the Honorary General Secretary, Assistant General Secretary or Joint Secretary;
 - 12.3.3 the Treasurer or Joint Treasurer; and
 - 12.3.4 10 other Managing Committee Members.
- 12.4 If a meeting is adjourned owing to lack of quorum or otherwise the Honorary General Secretary should give at least one week's notice of the adjourned meeting.
- 12.5 The President will act as Chair at all Managing Committee Meetings. In the absence of the President, the Vice-President or the Honorary General Secretary will act as Chair.

- 12.6 Proposals for consideration by the Managing Committee should be made to the Honorary General Secretary in writing at any time for consideration at the next convenient meeting.
- 12.7 Each meeting will consider:
- 12.7.1 the minutes of the previous meeting, which must be proposed, seconded, adopted and then signed by the Chair and Honorary General Secretary; then
 - 12.7.2 any matters arising; then
 - 12.7.3 the agenda of the meeting.
- 12.8 All proceedings at meetings will be dealt with as directed by the Chair.
- 12.9 Proposals should be dealt with as follows:
- 12.9.1 the proposal should be introduced by the proposer, Chair or such other person as appropriate;
 - 12.9.2 any clarification needed should be sought and given;
 - 12.9.3 open discussion should then be allowed;
 - 12.9.4 the proposal to be made should be agreed with any amendment required;
 - 12.9.5 the proposal should be seconded;
 - 12.9.6 the proposal should be voted on and decided by a majority of votes;
 - 12.9.7 in the case of equality of votes the Chair is entitled to a second or casting vote; and
 - 12.9.8 Motion to rescind resolution - No motion to rescind a resolution of this body shall be valid within three months from the date on which the resolution was carried. Notice of rescinding motion must be given in writing and made available to those entitled to attend the relevant meeting.
 - 12.9.9 Chair's ruling -Any breach of, or question to, the rules or standing orders may be raised by a member rising to a point of order. The chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four members; such a challenge shall be put to the meeting without discussion and shall only be carried with the support of two-thirds of the members present.

13 MANAGING COMMITTEE MEMBER BENEFITS AND CONFLICTS OF INTEREST

- 13.1 Any Managing Committee Member may not charge Ramgarhia Sikh Temple any fees for services provided where he/she is a member, partner or employee of the organisation providing such services.
- 13.2 A Managing Committee Member may not directly or indirectly receive any payment of money or other benefit with a monetary value from Ramgarhia Sikh Temple except:
- 13.2.1 the reimbursement of reasonable out-of-pocket expenses actually incurred directly in the administration of Ramgarhia Sikh Temple;
 - 13.2.2 an indemnity for any liabilities incurred in running Ramgarhia Sikh Temple (including the costs of a successful defence to criminal proceedings);
- 13.3 Whenever a Managing Committee Member has a personal interest or conflict of interest in a matter to be discussed at a Managing Committee Meeting the Managing Committee Member concerned must:
- 13.3.1 declare an interest before discussion on the matter begins;
 - 13.3.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
 - 13.3.3 not be counted in the quorum for that part of the Managing Committee Meeting; and
 - 13.3.4 in any event withdraw during the vote and have no vote on the matter.
- 13.4 A Managing Committee Member who holds an interest other than in a personal capacity in a matter being considered by the Managing Committee Members may, after declaring his interest and subject to the right of the remaining Managing Committee Members to resolve that he should withdraw and not vote on the matter, count towards the quorum for that item and take a full part in the discussion and voting.

14 OFFICERS

All Officers must be Managing Committee Members.

All Officers must comply with all the Rules and Regulations included within the Charities Act 2011 during their term as Management Committee Members.

14.1 **PRESIDENT**

The President's responsibilities include:

- 14.1.1 to supervise the work of Ramgarhia Sikh Temple in accordance with the Rules;
- 14.1.2 to authorise any urgent and specific matters pending approval of the Managing Committee;
- 14.1.3 to supervise Diwans;
- 14.1.4 in the event of any dispute arising, to consult religious leaders and the Managing Committee and seek to settle the dispute;
- 14.1.5 to promote unity and adherence to the Rules at meetings, Diwans and otherwise;
- 14.1.6 to maintain order at all Diwans and meetings, to direct meetings as he sees fit and to remove any Member causing disruption; and
- 14.1.7 to adjourn a meeting if appropriate;

14.2 **VICE PRESIDENT**

The Vice President's responsibilities are:

- 14.2.1 to act in place of the President in his\her absence and they shall have the powers of the President when doing so; and
- 14.2.2 to help the President in all matters;
- 14.2.3 to promote communications activities for RST and liaise with Media.

14.3 **HONORARY GENERAL SECRETARY**

The Honorary General Secretary's responsibilities include:

- 14.3.1 to convene Managing Committee Meetings, Annual General Meetings and Special Meetings;
- 14.3.2 to keep minutes of all meetings;
- 14.3.3 to prepare and distribute agendas and relevant papers in good time for all meetings;
- 14.3.4 to assist the President in supervising the work of Ramgarhia Sikh Temple in accordance with the Rules;

- 14.3.5 to comply with the instructions of the Managing Committee and the President;
- 14.3.6 to deal with all correspondence for Ramgarhia Sikh Temple;
- 14.3.7 to publish and distribute resolutions of the General Body or the Managing Committee;
- 14.3.8 to manage the celebrations of Gurburabs and other functions, such as Sehaj Path and Akhand Path, in accordance with the Rules;
- 14.3.9 to prepare the annual report and annual accounts, with the help of the Treasurer, to have the same audited and passed by the Managing Committee before presenting to the General Body at the Annual General Meeting;
- 14.3.10 to manage and supervise all employees and volunteers on behalf of Ramgarhia Sikh Temple;
- 14.3.11 to assist Sub-Committees;
- 14.3.12 to keep and maintain all important documents and records for Ramgarhia Sikh Temple;
- 14.3.13 to maintain a record of marriages, to issue certificates as authorised and to oversee the appointment of a registrar for marriages if necessary; and
- 14.3.14 to assist the Treasurer in maintaining the membership list.

14.4 **ASSISTANT GENERAL SECRETARY**

The Assistant General Secretary's responsibilities are:

- 14.4.1 to act as the Honorary General Secretary in his/her absence and they will have all the powers of the Honorary General Secretary when doing so; and
- 14.4.2 to assist the Honorary General Secretary in all matters.

14.5 **JOINT SECRETARY**

The Joint Secretary's responsibilities are to assist the Honorary General Secretary and Assistant General Secretary in all matters.

14.6 **TREASURER**

The Treasurer's responsibilities are:

- 14.6.1 to keep and maintain proper accounts for Ramgarhia Sikh Temple;
- 14.6.2 to manage the cash of Ramgarhia Sikh Temple;
- 14.6.3 to operate and manage Ramgarhia Sikh Temple's bank accounts;

- 14.6.4 to manage a system of financial controls for Ramgarhia Sikh Temple's finances;
- 14.6.5 to assist the Managing Committee in spending or applying Ramgarhia Sikh Temple's funds;
- 14.6.6 to maintain the membership list and to collect membership subscriptions;
- 14.6.7 to submit monthly accounts to the Managing Committee, display quarterly reports on the notice board of Ramgarhia Sikh Temple and arrange for annual auditing of the accounts; and
- 14.6.8 to oversee and manage all receipts, payments and the cash offering in accordance with Rule 19.1.

14.7 ASSISTANT TREASURER

The Assistant Treasurer's responsibilities are:

- 14.7.1 to act as the Treasurer in his/her absence and they will have the full powers of the Treasurer when doing so; and
- 14.7.2 to assist the Treasurer in all matters.

14.8 BUILDING SUPERINTENDENT

- 14.8.1 The responsibilities of the Building Superintendent are to manage and oversee Ramgarhia Sikh Temple's buildings, including the land on which they are situated and all fixtures and fittings, and to arrange for such repairs and maintenance as necessary.
- 14.8.2 The Building Superintendent may incur expense in fulfilling his responsibilities within such limits as the Managing Committee may set.

14.9 STAGE SECRETARY

- 14.9.1 The Stage Secretary's responsibilities are to conduct and control the proceedings of the stage at all functions as directed by the President and Honorary General Secretary.

14.10 MARRIAGE BUREAU COORDINATOR

The Marriage Bureau Coordinator will

14.11 work with their team to promote matrimonial services for Sikhs and maintain a database to provide services for registered members.

14.11.1 Coordinate with the Management Committee and arrange open days and events for members at least once a year and ensure all subscription are paid up and details are accurate.

14.12 **JATHEDAR LANGAR**

The responsibilities of the Jathedar Langar are:

14.12.1 to arrange Langar for Diwans, Gurburabs and other functions; and
14.12.2 to manage the seating of Sangat at the times of service of Langar and to be responsible for Langar at all functions.

14.13 **BHANDARI**

The responsibilities of the Bhandari are:

14.13.1 to oversee, supervise and prepare Prashad for all occasions; and
14.13.2 to assist Jathedar Langar as necessary.

14.14 **LIBRARIAN**

The responsibilities of the Librarian are to manage the Library in accordance with Rule 19.2.

14.15 **STOREKEEPER**

The responsibilities of the Storekeeper are:

14.15.1 to maintain a record of all kitchen utensils for use within or outside Ramgarhia Sikh Temple premises;
14.15.2 to issue such utensils to Members for use on Ramgarhia Sikh Temple premises or elsewhere, to receive deposits for the same and arrange for replacements as necessary; and
14.15.3 to report to the Treasurer as necessary as regards expenditure.

14.16 SPORTS COORDINATOR

The roles of the Sports coordinator will be to maintain records of classes and equipment held and to promote sports awareness and coordinate new classes and events.

14.17 JATHEDAR JORRE

The responsibilities of the Jathedar Jorre are to administer the safekeeping of shoes of Sangat at all meetings or functions.

14.18 EDUCATION COORDINATOR

The responsibilities of the Education Coordinator are:

- 14.18.1 to manage and run the School and the affairs of its teachers and students;
- 14.18.2 to organise educational activities; and
- 14.18.3 to liaise with the Honorary General Secretary, President and any relevant educational bodies as required.

15 GRANTHI

15.1 The responsibilities of the Granthi(s) are:

- 15.1.1 to oversee all religious matters for Ramgarhia Sikh Temple under the direction of the President, Honorary General Secretary and Managing Committee;
- 15.1.2 to be responsible for the performance of daily, weekly and special religious services;
- 15.1.3 to look after the musical instruments and other religious equipment of Ramgarhia Sikh Temple;
- 15.1.4 to preach Sikhism and arrange Amrit Parchar;
- 15.1.5 to perform religious services at the residences of the Members with the approval of the Managing Committee;
- 15.1.6 to accept no money except his salary and donations from Paths and other functions;

- 15.1.7 to maintain a register for guests making use of the Rest House in accordance with the instructions of the President or Honorary General Secretary; and
- 15.1.8 to conduct marriage ceremonies with the permission of the registrar of marriages (when appointed).
- 15.2 The Granthi(s) will be appointed by the Managing Committee. The Granthi(s) will serve for whatever length of time the Managing Committee shall decide.
- 15.3 The Granthi(s) will need to undergo DBS Checks every three years
- 15.4 The Granthi(s) will need to sign a contract of employment to ensure they comply with the Rules and Regulations of Ramgarhia Sikh Temple

16 PROPERTY TRUSTEES

- 16.1 All land and buildings will be vested in the names of the Property Trustees.
- 16.2 There will be five Property Trustees.
- 16.3 All Property Trustees must meet the Eligibility Criteria.
- 16.4 The Property Trustees shall be elected in accordance with Rule 18 and serve a time of five years.
- 16.5 The Property Trustees should meet as often as they think necessary and govern their affairs as they think fit. They will report these to the Management Committee as necessary.
- 16.6 The Property Trustees and Managing Committee will consult with each other on all matters.
- 16.7 Trustees and Management Committee will work together to achieve the aim and Objectives of Ramgarhia Sikh Temple
- 16.8 Trustees may be called upon to assist in disputes and other matters where the Management Committee request their assistance

17 ELECTION AND APPOINTMENT OF MANAGING COMMITTEE

17.1 ELECTION OF PRESIDENT, HONORARY GENERAL SECRETARY AND TREASURER

- 17.1.1 Elections for the President, Honorary General Secretary and Treasurer will be held on the last Sunday in May every three years. This date should not be postponed for any reason other than that which is beyond direct control of the Management Committee, where an order from the Charity Commission will need to be obtained unless the date is within 2 weeks of the scheduled dates in relation to Elections.
- 17.1.2 Candidates for President, Honorary General Secretary and Treasurer may be nominated by any Member whose subscription is up to date. Nominations must be submitted in writing to the Election Board by the first Sunday in May.
- 17.1.3 A President, Honorary General Secretary or Treasurer who has served one term of office shall not be eligible to seek re-election for a second term for the same post consecutively. They will be eligible to seek re-election for the same post after 3 years. Other members of the Managing Committee are eligible for re-election immediately.
- 17.1.4 Only a Member who has been accepted as such at least six weeks prior to the election date and whose subscription is up to date four weeks prior to the election is eligible to vote or be a candidate in an election.
- 17.1.5 All candidates must sign the Election Candidate's Undertaking (set out in Appendix 5) and comply with the conditions of it.
- 17.1.6 Elections will be supervised and conducted by an Election Board consisting of five members, selected or if required elected by the General Body from amongst the valid members present at least four weeks prior to the election in election year.
- 17.1.7 Nominated Election Board Members must have valid up to date paid membership, and must be nominated by two valid members

- 17.1.8 To ensure that all candidates comply to and meet the criteria setout within the constitution and if required they have the authority to disqualify candidates not meeting criteria and abiding to rules of election
- 17.1.9 The Election Board's responsibilities are:
- 17.1.9.1 not to seek candidature in the election;
 - 17.1.9.2 to elect a chair from amongst its members;
 - 17.1.9.3 All forms issued by the Election Board must be signed by all candidates and agents. Failure to comply will result in the rejection or disqualification of the candidate.
 - 17.1.9.4 to ensure all nominations are in accordance with the Rules, and if not, are declared invalid;
 - 17.1.9.5 to open the nominations in presence of Sadh Sangat on the first Sunday in May;
 - 17.1.9.6 to endeavour to resolve an election on a compromise basis. If this is not possible the election should be decided by ballot;
 - 17.1.9.7 To prepare lists of valid upto date paid members four weeks prior to the Election date and provide a copy of these to all Candidates;
 - 17.1.9.8 To arrange Polling Officers, Arbitration Committee and Independent Observers;
 - 17.1.9.9 to open the ballot boxes, count the votes and declare the results;
 - 17.1.9.10 to ensure all candidates sign the Election Candidate's Undertaking before the votes are counted, following which the decision of the Election Board will be final and binding on all candidates; and
 - 17.1.9.11 after the election is completed to inform Ramgarhia Sikh Temple's bankers and legal advisers of the new office bearers.
 - 17.1.9.12 To Ensure all voters have Valid Identification, being Passport, Photo Drivers Licence, Photographic Government Issued Travel Passes other official photographic identification acceptable to the Election Board members.
 - 17.1.9.13 Any Member who is under the influence of alcohol, abusive to other members or officials on the day of the Election will not be eligible to vote and reported to the Management Committee for disciplinary action which may result in suspension or the membership being revoked.

17.1.9.14 No canvassing will be permitted in the Gurdwara Sahib Grounds including the langar Hall, diwan hall and, kitchen, car parks, public open places and pavements. Any member who do not abide by the above and a complaint is made of harassment of the above will lead to the cancellation of the vote or\and membership of the person being complained about in the Election day.

17.1.9.15 Any complaint must be made in writing and considered by the Election Board. The decision of the Election Board will be final and binding.

17.2 APPOINTMENT OF VICE PRESIDENT, ASSISTANT GENERAL SECRETARY AND ASSISTANT TREASURER

The Vice-President, Assistant General Secretary and Assistant Treasurer shall be appointed by the President, Honorary General Secretary and Treasurer respectively, immediately following their election

17.3 APPOINTMENT OF OTHER MANAGING COMMITTEE MEMBERS

Immediately following the election and appointments set out in Rules 17.1 and 17.2, the President, Vice-President, Honorary General Secretary, Assistant General Secretary, Treasurer and Assistant Treasurer will appoint the remaining 17 Managing Committee Members.

17.4 ELECTION AND APPOINTMENT OF MANAGING COMMITTEE – GENERAL

The Managing Committee Members elected or appointed under Rules 17.1 – 17.3 will be announced to the Sadh Sangat on the Sunday immediately after the election date.

17.5 The Managing Committee Members must sign the Managing Committee Member's Undertaking set out in Appendix 3 before beginning their term of office.

17.6 The newly elected Managing Committee will take over their responsibilities on the Sunday immediately after the election date, at which point the previous Managing Committee Members' terms of office will end.

- 17.7 If a vacancy on the Managing Committee occurs other than at the time of elections, the vacancy will be filled in the same way as if it had occurred at the end of the relevant term of office and the election and appointment procedures set out in Rules 17.1 – 17.4 shall apply.
- 17.8 If for any reason Managing Committee Members are not elected or appointed or a dispute arises as to the validity of the elections or appointments set out in Rules 17.1 – 17.4, the Managing Committee Members who were in office prior to the election or appointment in question shall continue to act as such until the valid election or appointment of Managing Committee Members in accordance with the Rules is resolved.
- 17.9 For the avoidance of doubt, if some Managing Committee Members are validly elected and some are not:
- 17.9.1 those who are validly elected shall take office in accordance with Rule 17.6; and
 - 17.9.2 in relation to Managing Committee posts where there are not valid elections or appointments, the corresponding Managing Committee Members who were in office prior to the election or appointment shall continue to act as such until the valid election or appointment in accordance with the Rules is resolved.

18 ELECTION OF PROPERTY TRUSTEES

- 18.1 Elections for Property Trustees will be held in September every five years.
- 18.2 Property Trustees who have served one term of office will not be eligible for re-election for five years.
- 18.3 An Election Board will be appointed by the General Body to conduct the election of the Property Trustees. The Election Board will be appointed on the same terms and subject to the same responsibilities as the Election Board elected under Rule 17.1.6, save that they will be appointed on the first Sunday in August of an election year and conduct the election on the last Sunday in August of the same year.
- 18.4 Candidates may be nominated by any Member in writing to the Honorary General

Secretary.

- 18.5 The election will be conducted in the same way as for the President, Honorary General Secretary and Treasurer.

19 FINANCIAL AND ADMINISTRATIVE MATTERS

19.1 FINANCE

19.1.1 Ramgarhia Sikh Temple's bank accounts will be operated by the Treasurer with the assistance of the President and the Honorary General Secretary.

19.1.2 All cheques, payment vouchers or other financial documents must be signed by the President, Honorary General Secretary and Treasurer. Invoices over £5000 must be referred to the Managing Committee for approval.

19.1.3 If the Managing Committee wish to commission services they must seek estimates as follows.

19.1.3.1 services with a likely value of less than £5,000: two estimates required, and validated by the President, General Secretary and Treasurer and Executive Committee Members. All payments will be by cheque. Utility Bills are not included in above and will be paid to the value. Estimates will not be required for essential items for the efficient running of the Gurdwara such as stamps\stationary\office and kitchen equipment.

19.1.3.2 services with a likely value of £5,000 - £10,000: two estimates required and must be agreed by Management Committee. All payments will be by cheque.

19.1.3.3 services with a likely value of over £10,000: three estimates required and must be agreed by Management Committee. All payments will be by cheque.

All estimates and tenders must be opened in front of President, General Secretary, Treasurer, at least two or their assistants and two Property Trustees.

If any member making any decision to the award or recommendations are known to the Tenderers they must declare this at the outset, Terms of contract and work specification must be given to the successful tendering party.

19.1.4 A receipt must be made for the Charawa (cash offering) wherever an offering is made. The receipt must be signed by the Treasurer and at least two other Managing Committee Members.

19.1.5 A Golak (safe) must be used for Ramgarhia Sikh Temple as follows:

19.1.5.1 It must be used to store cash or other valuables for Ramgarhia Sikh Temple.

19.1.5.2 The Golak's keys should be held by the President, Honorary General Secretary, the Treasurer or their assistants.

19.1.5.3 The Golak should be emptied regularly and money deposited in the bank as soon as possible.

19.1.5.4 Two Managing Committee Members, at least one of whom must be the President, Honorary General Secretary or Treasurer, must be present whenever the Golak is emptied, if any of those Officers is unable to attend they may delegate this authority to their assistant Officer or any other Member.

19.1.5.5 A receipt must be issued for the amount withdrawn and signed by the Officers present.

19.1.6 Auditors shall be appointed by the Managing Committee on the Sunday immediately after election and appointment of the Managing Committee and announced to the Sadh Sangat on the Sunday following the election.

19.2 LIBRARY

19.2.1 All Members are automatically members of the Library and may use the Library on payment of such fee as may be set by the Managing Committee.

- 19.2.2 Any non-Member may become a member of the Library by completing an application form and paying such fee as may be set by the Managing Committee.
- 19.2.3 Those borrowing items from the Library are responsible for returning them in good condition with the period allowed. Losses and damage must be paid for by the borrower.
- 19.2.4 The Librarian may propose terms on which the Library is run to the Managing Committee for approval. The terms may include opening times, borrowing periods, fines, non-removable items and removal of persons from Library membership.
- 19.2.5 The Librarian will pass all money received regularly (no less than weekly) to the Treasurer.
- 19.2.6 The Librarian will prepare a budget for new books, magazine, CD and DVD orders or other matters for approval by the Managing Committee.

19.3 **ENDORSEMENT STAMP**

The Endorsement Stamp of Ramgarhia Sikh Temple will be held by the Managing Committee. The Endorsement Stamp will be used when signing or executing formal documents as the Managing Committee think fit.

19.4 **LOGO AND STATIONERY**

- 19.4.1 The logo for Ramgarhia Sikh Temple will be as illustrated in Appendix 6.
- 19.4.2 The stationery for Ramgarhia Sikh Temple must conform to the design of that illustrated in Appendix 6.
- 19.4.3 No other design for Ramgarhia Sikh Temple's logo, stationery or other published materials is permitted save as set out in this Rule 19.4.

20 **SUB-COMMITTEES**

- 20.1 The Managing Committee may establish Sub-Committees for particular purposes on such terms as they think fit.
- 20.2 Unless the Managing Committee decide otherwise:

- 20.2.1 there will be five members on any Sub-Committee;
 - 20.2.2 each Sub-Committee will elect its own chair;
 - 20.2.3 Sub-Committee members may be selected from any valid member and if they possess expertise in that field.
 - 20.2.4 three members will constitute a quorum; and
 - 20.2.5 reports, decisions and recommendations of Sub-Committees will be submitted to the Managing Committee promptly after the meeting at which the Sub-Committee considers them.
- 20.3 There will be an Istri Sabhato consider and represent the interests of women and girls within Ramgarhia Sikh Temple. The Istri Sabha will report directly to and work under the Management Committee.

21 **AMENDMENT OF RULES**

- 21.1 The Rules may only be amended as follows:
- 21.1.1 the Managing Committee will consider and resolve (by a two-thirds majority) such changes as they wish to recommend to the General Body; and
 - 21.1.2 the quorum for the meeting will be 20% of valid members
 - 21.1.3 the General Body will consider and resolve (by a two-thirds majority who are present at the meeting and valid members) for the proposed changes.
- 21.2 No amendment may be made that would cause Ramgarhia Sikh Temple to cease to be a charity in law.

22 **DISSOLUTION**

In the event Ramgarhia Sikh Temple is to be dissolved:

- 22.1 notice proposing the dissolution will be sent to all Members, displayed in Ramgarhia Sikh Temple and notified to the Ramgarhia community for six months prior to the Special Meeting at which the dissolution is considered;

22.2 a Special Meeting will be convened for the purpose of considering the proposed dissolution; and

22.3 any assets remaining after all debts and liabilities have been paid shall be transferred to some other charitable organisation having objectives similar to Ramgarhia Sikh Temple's the Objectives, such organisation to be selected by the Members at the time of dissolution and in default by the Charity Commission.

23. ISTRA SABHA (LADIES SABHA)

The following Rules and Regulations were passed unanimously at the General Meeting held on 8th August 1973 at Ramgarhia Sikh Temple, Graham Street, Birmingham-I and still valid.

23(a) FORMATION

1. President
2. Vice-President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Joint Treasurer
7. Bhandari and 8 Committee members.

23(b) Aims and Objective

- (i) To assist the Managing Committee of Ramgarhia Sikh Temple to achieve its aims and objects.
- (ii) To perform religious ceremonies in accordance with the Sikh customs and preach Sikhism.
- (iii) To encourage education and teaching of Kirtan amongst female section of the community.
- (iv) To seek welfare of-the Institution.

23(c) Membership-General Body of Istri Sabha

- (i) The membership will be open to female members of the Ramgarhia Community residing in the areas and post codes as per Appendix 5 and are at least 18 years of age. The Membership fee will be £1 per calendar year.
- (ii) A register will be kept of all registered members.

23(d) ELECTIONS

- (i) The election of President, General Secretary and Treasurer of the Istri Sabha would be held every TWO years fortnight after Vaisakhi Purab of the election year. This election date should not be postponed in any circumstances. The above three will select the rest of the committee.

- (ii) The President, General Secretary and Treasurer who has served one term of office shall not be eligible to seek re-election for the same post for the 2nd term running immediately. However, after a gap of two years she may seek re-election.
- (iii) After election day but the committee would function as a caretaker management till they handed overcharge to the newly elected committee in any case not later than the following one week.
- (iv) If required the election should be held on proper ballot paper system.

23(e) FUNDS

- (i) There will be common receipt books for the use of Istri Sabha issued by the Management Committee Treasurer and receipts must be issued for all kinds of income and donations.
- (ii) The limit for petty expenses would be £150.
- (iii) Cash in hand over £250 would be handed over after every four weeks to the Treasurer of the Institution and account for the donations received by the Istri Sabha.
- (i) Funds received from the Istri Sabha will be shown and reported as a separate income item in the accounts and general report of the Institution.
- (ii) Treasurer of the Istri Sabha would keep account of all expenditure. If anticipated expenditure is over £250, further funds may be requested from the Managing Committee of the Institution.
- (iii) The accounts of the Istri Sabha would be audited by the auditors of the Institution in accordance with the constitution.
- (iv) All expenditure should be within the powers laid down in these rules and regulations and notified to the committee of the Istri Sabha.

APPENDIX 1
DEFINITIONS

Akhand Path	continuous reading of the Holy Guru Granth Sahib for 48 hours
Amrit Parchar	religious baptism in accordance with the Sikh faith
Annual General Meeting	the annual General Body meeting held in accordance with Rule 9.1.1
Asa Di Var	early morning sung prayer or scripture reading
Assistant General Secretary	the Officer appointed as such under Rule 17.2
Bhandari	the Officer appointed as such under Rule 17.3
Building Superintendent	the Officer appointed as such under Rule 17.3
Chair	the President or such other Managing Committee Member who chairs a Managing Committee Meeting or General Body Meeting
Charawa	offertory given at religious services, ceremonies or meetings
Congregation	those taking part in religious services and ceremonies
Diwan	Sadh Sangat
Doctrine	the doctrine of the Sikh faith of the Sikh Temple set out in The Code of Sikh Conduct and Conventions approved by the Supreme Council of Sikh Temples and set out in the Sikh Reht Maryada, published by the Dharam Parchar Committee (Shiromani Gurdwara Parbandhak Committee) from time to time.
Election Board	the group elected to oversee and manage an election under Rules 17.1 or 18
Eligibility Criteria	a person who is a Member, a Kesa-Dhari Sikh and not a trustee or Management Committee member of any other Sikh Temple or similar institution in Birmingham
Endorsement Stamp	the stamp of Ramgarhia Sikh Temple used for formal execution of documents
General Body	the Members
General Body Meeting	a meeting of the General Body
Golak	the donation box usually placed in front of the Holy Guru Granth Sahib

Holy Guru Granth Sahib	the religious scripture for Sikhs
Honorary General Secretary	the Officer elected as such under Rule 17.1
Istri Sabha	the Ladies' Sub-Committee established under Rule 23
Jathedar Jorre	the Officer appointed as such under Rule 17.3
Jathedar Langar	the Officer appointed as such under Rule 17.3
Joint Secretary	the Officer appointed as such under Rule 17.3
Kesa-Dhari Sikh	a Sikh who observes the traditional prohibition as to cutting hair, including the beard.
Kirtan	singing of hymns from the Holy Guru Granth Sahib
Langar	the community kitchen operated at Ramgarhia Sikh Temple
Librarian	the Officer appointed as such under Rule 17.3
Library	the facility managed by the Librarian as set out in Rule 19.2
Life Member	a Member admitted as such under Rule 5
Managing Committee	the charity trustees of Ramgarhia Sikh Temple elected and appointed under Rule 17
Managing Committee Meeting	a meeting of the Managing Committee
Managing Committee Member	a member of the Managing Committee
Members	persons admitted as such under Rule 5 and forming the General Body
Objectives	the aims of Ramgarhia Sikh Temple set out in Rule 2
Officer	a Managing Committee Member elected or appointed as such under Rule 17
Patron	a Member admitted as such by the Managing Committee, having demonstrated outstanding support to Ramgarhia Sikh Temple
Prashad	a dish used for religious ceremonies that has the status of a sacrament
President	the Officer elected as such under Rule 17.1
Granthi	the person appointed as such under Rule 15.2
Property Trustees	the persons elected as such under Rule 18 to be trustees of the land and buildings of Ramgarhia Sikh Temple

Ramgarhia	a distinct group in the Sikh community
Rest House	a special room where the Holy Guru Granth Sahib is kept overnight
Rules	these rules for the governance of Ramgarhia Sikh Temple
Sadh Sangat	a congregation in the presence of the Holy Guru Granth Sahib
Sangat	a congregation
School	the education and training as regards Sikh matters which is undertaken within Ramgarhia Sikh Temple
Siropa	a robe of honour presented by the community to one of its members
Special Managing Committee Meeting	a Managing Committee Meeting called under Rule 12.2
Special Meeting	a General Body Meeting which is not an Annual General Meeting
Storekeeper	the Officer elected as such under Rule 17.3
Sub-Committee	a sub-committee appointed by the Managing Committee for defined purposes under Rule 20
Ramgarhia Sikh Temple	The Ramgarhia Sikh Temple, Graham Street, Birmingham, which is governed by these Rules
Yearly Member	a Member admitted as such under Rule 5

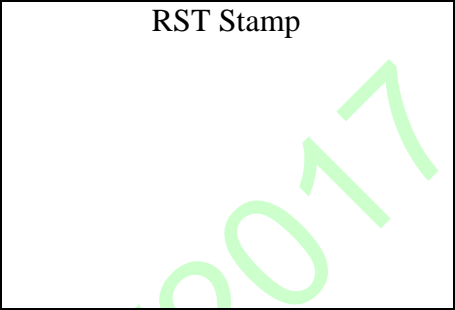
APPENDIX 2

ੴ ਸ੍ਰੀ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ ॥
Ramgarhia Sikh Temple
Graham Street, Birmingham B1 3LA
ਰਾਮਗੜੀਆ ਸਿੱਖ ਟੈਂਪਲ
ਗਰਾਹਮ ਸਟਰੀਟ ਬਰਮਿੰਘਮ-੧
0121 233 2647 or 0121 236 5435
MEMBERSHIP APPLICATION FORM

The Hon. General Secretary
Ramgarhia Sikh Temple

Graham Street
Birmingham
B1 3LA

Dear Sir,



Re: Membership

Would you please enrol me as a **Member / Life Member / Patron*** of the **Ramgarhia Sikh Temple, Birmingham**, with

effect from:.....201

I hereby declare that:

- a) I am a Ramgarhia by birth.
- b) I promise to keep in mind the religious and social welfare of the community.
- c) I agree to abide by the rules and regulations of the Ramgarhia Sikh Temple.
- d) I agree to pay any annual subscription of £ 5-00 per annum.
- e) I am prepared to pay £51 as a Life member and £101 as a Patron.

Yours faithfully,

Signed

Surname Full Name.....

Age Passport No:..... N.H.S No:

Home Residential Address.....

.....

*Delete where inapplicable

Membership No:..... The applicant is considered to be qualified in accordance with the rules and Regulations and is taken as a **Member / Life Member / Patron** of Ramgarhia Sikh Temple.

w.e.f.

Receipt No:

Signature (President).....

Signature (Gen. Sec.).....

APPENDIX 3

MANAGING COMMITTEE MEMBER'S UNDERTAKING

I undertake to fulfil my duties as a Managing Committee Member (charity trustee) of Ramgarhia Sikh Temple in accordance with its Rules and the law. I hereby provide a copy of my Disclosure form and Number from my DBS check. I will adhere to the attached Code Of Conduct

Witness

Signed.....

Name.....

Address.....

.....

.....

.....

Date.....

Code Of Conduct

These guidelines are applicable to all Committee Members for the term xxxx to xxxx

GENERAL

- YOUR ACTIONS ARE A REPRESENTATION OF THE MANAGING COMMITTEE AND RAMGARHIA SIKH TEMPLE. ENSURE THEY DO NOT EMBARESS OTHER MEMBERS OR THE MANAGING COMMITTEE WHETHER AT THE GURDWARA OR OUTSIDE.
- DO NOT GET INTO A CONFRONTATION OR RETAILIATE WITH ANY OTHER MEMBER, SADH SANGAT OR EXTERNAL PERSON. ANY ISSUES SHOULD BE REPORTED BACK TO THE MANAGING COMMITTEE.
- RESPECT EVERYONE IRRESPECTIVE OF AGE OR GENDER.
- ASSIST AND HELP THE SADH SANGAT WHERE POSSIBLE.
- REPORT UNETHICAL BEHAVIOUR BACK TO THE MANAGING COMMITTEE.
- IF YOU ARE ASKED TO REPRESENT THE GURDWARA EXTERNALLY OR MAKE A STATEMENT THEN GET THIS AUTHORISED BY THE MANAGING COMMITTEE OR PRESIDENT FIRST.
- OUR MAIN GOAL IS TO ADHERE TO THE AIMS AND OBJECTIVES IN THE CONSTITUTION AND SERVE THE SADH SANGAT AND MEMBERS TO OUR BEST ABILITY WITHIN OUR TERM AND EXCEL EXPECTATIONS.

MEETINGS

- ALL AGENDA ITEMS AND ACTIONS MUST BE AGREED BY THE CHAIRPERSON (PRESIDENT, HON.GENERAL SECRETARY, TREASURER OR ASSISTANTS IN THEIR ABSENCE).
- RESPECT ONE ANOTHER – NO SHOUTING OR ABUSIVE BEHAVIOUR OR LANGUAGE WILL BE TOLERATED AT THE MEETINGS
- ALL MEMBERS MUST OBTAIN PERMISSION TO SPEAK FROM THE CHAIRPERSON SO THAT THE MEETINGS CAN BE CONDUCTED IN AN ORDERLY MANNER
- CONFIDENTIAL ITEMS MUST NOT BE DISCUSSED OUTSIDE THE MEETING OR WITH ANYONE ELSE EXTERNALLY.
- ASK FOR ASSISTANCE IF AND WHEN REQUIRED.
- IF YOU DO NOT AGREE WITH ANY MATTER THEN ASK FOR THIS TO BE MINUTED.
- ALL MANAGEMENT COMMITTEE MEMBERS WILL BE TREATED EQUALLY AND WITH RESPECT AND HONESTY.

Approved 26/03/2017

APPENDIX 4

ELECTION CANDIDATE'S UNDERTAKING

I agree to abide by the decision of the Election Board which will be binding on me.

Witness

Signed.....

Name.....

Address.....

.....

.....

.....

Date.....

Approved 26/03/2017

APPENDIX 5

AREA BOUNDARIES BIRMINGHAM AND SURROUNDING DISTRICTS

Individuals who reside in the following areas are entitled to apply for membership. If members move address it is their responsibility to inform the Committee in writing. If the new address is within the areas outlines below then they will be entitles to membership rights. Members who leave the area will not have membership rights listed in the document.

Members with a PO Box will not accepted as members.

All Postcodes which have a B-Birmingham Postcode including and paying Council Tax to

Stourbridge

Dudley

West Bromwich

Wednesbury

Redditch

Approved 26/03/2017

APPENDIX 6

APPROVED DESIGN FOR RAMGARHIA SIKH TEMPLE'S LOGO AND STATIONERY

Approved 26/03/2017

THIS CONSTITUTION WAS APPROVED UNANIMOUSLY ON

3rd JANUARY 1971

AND AMENDED AND ADOPTED ON 23rd NOVEMBER 1980

AND [] 2017

Approved 26/03/2017