

SACHKHAND NANAK DHAM

CONSTITUTION AND RULES



The Constitution and Rules of Sachkhand Nanak Dham - UK were approved and adopted at the General Meeting held at the Dera, 11 Church Hill Road, Birmingham on 25th March 1987.

Effective from 25th March 1987

General Meeting - Minute No. 1.

1. NAME

The Society shall be called "Sachkhand Nanak Dham - International" and hereinafter referred to as the "Society".

2. ADDRESS

The official addresses of the Society shall be:

11, Church Hill Road,	and 5, Maxwell Avenue,
Handsworth,	Handsworth,
Birmingham,	Birmingham.
B20 3TP.	

3. AFFILIATION

The Society shall have fraternal relations with Sachkhand Nanak Dham, Batala - a registered Society in India, with its head office at: Dera Sant Baba Darshan Dass, Batala, District Gurdaspur, Punjab, India.

4. OBJECTS

The objects of the Society are:-

4.1. To advance the precept of one Divine Being as expounded by Maharaj Darshan Das and thereby bring man to a greater realisation of God and increase and sustain his religious belief.

4.2. To provide for the public worship of God by means of gatherings for prayer and religious observances.

4.3. To relieve in cases of need any persons who are in conditions of hardship or distress or who are aged or disabled.

5. MEMBERSHIP

Any person may participate in the activities provided for by the Society but its administration shall be restricted to the members who will constitute the Executive Committee.

Any person can become a member of the Society irrespective of caste, creed or faith.

Any person who regularly participates in the functions of the Society shall be deemed to be an Associate Member of the Society. An Associate Member, not less than eighteen years

of age, who wishes to be elevated to Full Membership of the Society may apply to participate in the initiatory rite by Maharaj Darshan Das.

6. SUBSCRIPTION

There shall be no subscription for the membership of the Society.

7. MANAGEMENT

7.1. Patron

7.1.1. There shall be a Patron of the Society who shall be the supreme authority in the Society. Maharaj Darshan Das, the founder of Sachkhand Nanak Dham, is the first lifetime Patron of the Society.

7.1.2. On falling vacant Maharaj's successor at Batala will be appointed the Patron of the Society in the presence of congregation at a special inauguration Sat-sang.

7.2. Executive Committee

7.2.1. The management of the Society shall be entrusted to the Executive Committee made up of five trustees duly nominated in writing by the Patron and four elected committee members.

7.2.2. Immediately after election of the committee members the Executive Committee shall select its Chairman who then shall appoint the Office Bearers for the duties of General Secretary, Assistant Secretary, Treasurer and Assistant Treasurer from the trustees and the elected committee members.

7.2.3. The Office Bearers shall hold office for a term of one year, but shall be eligible for re-appointment if remaining a member of the Executive Committee at the end of that period.

7.2.4. Each Office Bearer shall carry out the duties of his office with utmost humility, care and diligence and keep the interest of Sangat at heart at all times. The office he holds is an honour bestowed upon him by his fellow members, therefore, he should not regard it as a privilege. The Office Bearers will not be entitled to a financial reward or remuneration of any kind.

7.2.5. In case of there being any vacancy on the Executive Committee, the Patron may nominate in writing another person to fill such vacancy, but in the case of such person filling a vacancy in the post of elected member such person shall hold office only until the next Annual General Election.

7.3. Trustees

7.3.1. There shall be five trustees of the Society.

7.3.2. The trustees shall be drawn from the Full Members of the Society who are residents of the United Kingdom.

7.3.3. Each trustee shall be expected to have a working knowledge of the English language.

7.3.4. Subject to sub-clauses 7.3.6. and 7.3.7 below each trustee shall hold office for at least one year from the date of his appointment in writing by the Patron and thereafter shall remain in office until he is replaced by another person whose appointment in writing is expressed to be in substitution for the trustee to be so replaced.

7.3.5. Any competent person may serve more than one term of office as a trustee.

7.3.6. Any trustee may resign from the Committee by giving notice in writing but he shall continue to hold his post until his resignation is accepted by the Patron.

7.3.7. If the activities of any trustee prove to be detrimental to the progress and the interest of the Society then he may be removed from the Executive Committee by the Patron and his decision shall be final.

7.4. Elected Committee Members

7.4.1. There shall be four committee members to form part of the Executive Committee.

7.4.2. The election of committee members shall take place at the Annual General Meeting in September each year. Any Full Member of the Society shall be eligible for election as a committee member. Existing committee members shall be eligible for re-election.

7.5. Executive Committee Meetings

7.5.1. The executive Committee shall hold a minimum of four meetings every year to:-

(a) Approve actions taken by the Office Bearers on the decisions in the meetings.

(b) Direct further actions as necessary.

(c) Approve quarterly accounts.

7.5.2. The records of the proceedings of the meetings shall be kept in English.

7.5.3. The Committee shall always be presided over by the Chairman. The Chairman shall notify if unable to attend. The General Secretary will then chair and conduct that particular meeting.

7.5.4. Each member of the Committee shall have one vote and any issue before the Committee shall be decided in favour of the majority of members save that if a majority is not found then the Chairman shall have the casting vote.

7.5.5. A notice in writing of at least fourteen days shall be given to convene meetings of the Executive Committee.

7.5.6. The quorum for a committee meeting shall be at least seven including minimum of two Office Bearers. If there is no quorum within half an hour of the time set for the start of the meeting, the meeting then shall stand adjourned. The adjourned meeting shall be reconvened giving seven days notice and shall proceed with the business on the agenda regardless of whether or not there is a sufficient quorum.

7.5.7. A special meeting of the Executive Committee may be summoned at any time by the Chairman or by any two members of the Executive Committee upon seven clear days notice being given to all other members of the Executive Committee of the matters to be discussed.

7.6. Executive Committee Powers

The Executive Committee shall be empowered to:-

7.6.1. Enter into any activity of a mercantile, commercial or financial nature that would in the absolute discretion of the Committee advance further and promote the objects of the Society.

7.6.2. Receive and collect donations and gifts and utilise the same in the furtherance of the aims and objects of the Society.

7.6.3. Formulate the overall policy for the running of the Society and frame rules for carrying out normal routine matters.

7.6.4. The Society may carry on its activities throughout the world.

7.7. Official Custodian for Charities

7.7.1. The premises and all other money investments and property for the time being belonging to the Society shall as soon as may be transferred into the name of the Official Custodian for Charities.

7.8. Sub-Committees

7.8.1. The Executive Committee shall have powers to nominate sub-committees and assign them specific tasks. The terms of reference for the task shall be specified by the Executive Committee.

7.8.2. The sub-committee shall be controlled by a chairman elected from and by the nominated members.

7.8.3. The sub-committee shall report back fully and promptly to the Executive Committee. After the completion of the task and fulfilment of the terms of reference the sub-committee will cease to function.

7.9. Finance

7.9.1. An account for the safe custody and conduct of all funds shall be maintained in the name of the Society at a Bank to be approved by the Executive Committee into which monies received on behalf of the Society shall be paid. Cheques for payment of all accounts

shall be signed by the Chairman or treasurer and one or two other persons appointed by the Executive Committee. The Treasurer shall maintain proper records of all income and expenditure. The accounts shall be subject to annual audit.

7.9.2. The Executive Committee shall nominate one person for the duties of buying and keeping the stores for the supplies to the common kitchen and other requirements of the Dera. The buyer/store keeper may be either a member of the Executive Committee or any other Full Member of the Society and shall serve for a term of one year similar to the Executive Committee and shall be eligible for re-appointment. The buyer/store keeper shall not be entitled to a financial reward or remuneration of any kind.

7.9.3. All purchases above a sum of £50 shall be signed by the buyer and countersigned by one member of the Executive Committee. Major expenditure may only be incurred after it has been approved by the Executive Committee.

7.9.4. The accounts of the Society shall be audited by the Honorary Auditor in August each year.

7.10. Honorary Auditor

7.10.1. The Honorary Auditor shall be elected at the Annual General Meeting. The Honorary Auditor shall not be a member of the Executive Committee. He shall audit the accounts of the Society for the preceding year in August and submit his audit report to the Chairman for the Annual General Meeting. In the event of a vacancy occurring during the term the Executive Committee shall be empowered to appoint an Auditor to act until the next Annual General Meeting.

8. ANNUAL GENERAL MEETING

8.1. The Annual General Meeting of the Society shall be held in September each year upon a period of not less than 21 days notice being given to all members. The General Secretary shall make a formal announcement of the date, time and place for the meeting at the celebrations of the Foundation Day of the Dera on the First of September.

8.2. Full Members and Associate Members shall have the right to attend the Annual General Meeting but only Full Members of the Society shall have the right to nominations and vote in the elections. On all other matters raised at the Annual General Meeting both Associate and Full Members shall have the right to express views and vote.

- 8.3. The Chairman shall preside at the Annual General Meeting to receive the annual reports from the General Secretary and the Treasurer. After acceptance and approval of the reports the election of the four committee members and the Auditor for the ensuing year shall be conducted. The Chairman shall receive the names of the candidates for the above situations in turn and hold the election for each position immediately after the nomination is made. Each proposed candidate shall have a seconder and the candidate must be present to confirm the acceptance of the proposal. On completion of the elections the Chairman will request the invited guest speaker to address the meeting and then himself deliver his closing speech before stepping down, and handing over with respect and dignity to the Executive Committee comprising the Trustees and the new Elected Members.
- 8.4. Immediately after closing the Annual General Meeting the Executive Committee shall retire into a separate room to elect its Chairman. A retiring Chairman if remaining a member of the Executive Committee shall be eligible for re-election.
- 8.5. Twenty-five Full Members of the Society shall form the quorum for a General and Special Meeting.

8.6. The Chairman of the Society or the Executive Committee may at any time at their discretion and shall within seven days of receiving a written request so to do signed by not less than twenty five Full Members of the Society giving reasons for the request call a Special General Meeting of the Society for the purpose of altering the constitution in accordance with Clause 9 or for any other purpose. The provisions hereinafter contained in respect of attendance and voting at the Annual General Meeting shall apply mutatis mutandis to the Special General Meetings. Except as provided in Clause 9, notice in writing of at least ten days shall be given to convene a Special General Meeting of the members of the Society.

8.7. Each Full Member and Associate Member shall have one vote and any issue before the Meeting shall be decided in favour of the majority of voters save that in the event of an equality of votes the Chairman shall have the casting vote.

AMENDMENTS TO THE CONSTITUTION

The constitution and rules of the Society may be altered or added to at a Special General Meeting of the Society by a two thirds majority vote of the Full Members present and with the approval in writing of the Patron of the Society. Notice of each such meeting should be given in accordance with the normal procedure but not less than 21 days prior to the

meeting in question and giving the wording of the proposed alteration or addition. PROVIDED THAT no such alteration or addition shall be made so as to cause the Society to cease to be a charity in law.

10. DISSOLUTION

The Executive Committee shall decide if it becomes impossible to run the affairs of the Society and by a resolution arrange an urgent meeting with the Patron to report on such happening.

A Special General Meeting, to be presided over by the Patron, shall decide by a three quarters majority vote of the Full Members present on further action. In the event of a decision for cessation of the affairs and activities the assets of the charity (if any) after payment thereof of all proper debts and liabilities should not be paid or distributed amongst the Members but shall be given to such other charitable organisation or organisations with objects similar to those of the Society as the Members for the time being shall decide or in default of any such decision for such charitable purposes as shall be decided by the Executive Committee by a simple majority.