

# **CONSTITUTION OF SRI THURKKAI AMMAN TEMPLE - NOTTINGHAM**

## **(HINDU TEMPLE)**

### **1. NAME**

- (a) The name of the trust is SRI THURKKAI AMMAN TEMPLE (herein after referred to as STAT).
- (b) The Registered office of the Trust shall be 10A West crescent, Beeston, Nottingham, NG9 1QE).
- (c) The Registered office shall only be changed by Resolution of the board of Trustees of the STAT.
- (d) Any change in the registered office shall be intimated to the charity commission within a month from such a change in address in the form prescribed by the Treasury Regulation.

### **2. AIMS AND OBJECTS**

The object of the STAT is to promote and advance the HINDU culture and religion according to the special traditions prevailing in the countries where Hindus practising Hinduism. In furtherance of the above-mentioned objects but not further or otherwise the STAT shall have the following aims and objectives:

- (a) To provide and establish a place of worship.
- (b) To educate the younger generation with the religious studies and to make them aware of the traditional methods of worships and associated educational and cultural activities based on the traditions followed by Hindu community.
- (c) To offer prizes/awards and scholarships to the outstanding students in Hindu Religious Studies and to the outstanding Hindu Students/Scholars in other fields.
- (d) To establish and maintain a library with up-to-date books on Hindu religion and associated social educational and cultural affairs both in English and the other languages spoken by Hindu community.
- (e) To provide and assist the elderly and disabled people with the facilities of transportation to and from the place of worship and the library.
- (f) Provide written and printed or otherwise produced and circulated gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (Audio/visual).
- (g) The Hindu Religious Educational and Cultural events are provided by the Nottingham Sri Thurkkai Amman Temple Centre. This Centre is the educational and cultural wing of the STAT. Temple Centre provides basic Computer skills, Grammar and Spoken English. All are invited and allowed to participate in this activity without any prejudice.
- (h) Raise funds and invite and receive contributions from person or persons by way of donations. STAT shall not undertake any permanent trading activities for raising funds for the said objects.
- (i) Do all such other lawful things as are necessary for the attainment of the said objects.

### **3. ORGANIZATION OF STAT**

- (a) A Board of Trustees, herein after called the BOARD, shall conduct the affairs of the STAT. BOARD shall consist of Three Trustees. The Chairman, the General Secretary and one (1) another Trustee.
- (b) The Trustees shall be governed under the Trust Law.

(c) Every resolution appointing a trustee shall be entered on the minutes of the meeting at which he/she is appointed, and a copy of the resolution signed by the Trustees shall be forwarded within 14 days by the General Secretary of the trust to the Charity Commissioner in the form prescribed by the Treasury Regulations.

(d) All Trustees have equal rights.

(e) All the properties belonging to the trust shall be vested in the Trustees for the time being of the Trust, for the use and benefit of the Trust and its members according to the rules of this Constitution.

(f) The trust funds shall not be misused or misappropriated.

(g) Legal action can be taken against the alleged offenders for the recovery of any such misused/misappropriated trust funds subject to the approval of the Board.

(h) The place of worship of the Trust shall not be exploited for self-propagation, self-interest, non-bonafide purposes or against the interest of the Hindu Community.

(i) In the event of any Trustee dying or resigning, another family member of that individual's family will be given first to become a Trustee.

(j) If for any reason if a Trustee individually has anything against the Board or not cooperative for the STAT objects, he/she shall be removed from the Board by majority votes of the Trustees.

(k) The Trustees can select an Executive Committee from the general membership.

(l) The Board shall cause the Executive committee to keep the proper accounts of the income and expenses of the Board and to produce any documents including Account books and to have the accounts inspected by an independent examiner in accordance with the general directions given by the Charity Commission (an examination will include the review of the accounting records kept by the charity and a comparison of the accounts presented by those records) and to arrange for annual account for the year and balance sheet to be prepared as at 31st March in each year and shall place the annual account through the General Secretary before the General Membership in the Annual General meeting and also to arrange the annual statement of Accounts to be sent to the Charity commissioners each year.

(m) The Board of Trustees shall among themselves elect their chairperson and secretary every two years simultaneously along with the election of the Executive Committee and The Secretary. Chairperson of the Board of trustees shall have the right to address the General Membership on the affairs of the trust once a month if so desired.

(n) It is a requirement that all Trustees shall sign confidentiality, NON-SOLICITATION AND NON-COMPETITION AGREEMENT prior to taking position as a trustee.

(o) Any public notices circulars advertisements pamphlets leaflets literature etc in the name of the Board shall not be printed published or circulated without the prior written approval of Board of Trustees in the form of a memorandum.

#### **4. MEMBERSHIP**

a) The Membership can be either ordinary member or life member.

(b) Membership of the STAT is open to all who are desirous of furthering the aims and objectives of the STAT, irrespective of colour, creed, nationality, or sex without any restrictions. Membership shall remain in effect if the member remains in GOOD standing, having paid all the current dues as set out in the Bylaws, and abides by the constitution and bylaws. Members should be at least 18 years old.

(c) Junior membership shall be opened to those under the age of 18 years who are interested in furthering the work of the trust. Junior members shall not be entitled to vote.

(d) Annual member subscription of £25 each should be paid to be an ordinary member of the STAT and shall be issued with the ordinary membership number. The life member subscription will be £1000 of the STAT.

(e) No Member who is not in possession of the membership Number shall part take in the deliberation of a meeting of the General Membership or the Elections of the Executive Committee.

(f) Any member or member of the Executive Committee can be disqualified/dismissed who is found guilty of unprofessional conduct, misappropriate or misuse of the Trust Funds without prejudice to any liability for prosecution for such an offence. Such an action shall; however, have to be approved by the Board with two thirds of majority present and voting; Provided the member concerned shall have the right to be heard by the joint Committee of the Board of Trustees and Executive Committee; prior this matter be brought to General Membership.

(g) In the event of the Executive committee is dissolved for any reason, the Board of Trustees will have the power to appoint an interim Executive committee, until such time as a new Executive Committee is elected.

## **5. ELECTIONS**

The Election of the Office Bearers and Executive Committee shall be carried out by one of the following methods:-

(1) BY NOMINATIONS in a meeting of the General Membership held on the 1st of Sunday in June all the members of the Executive Committee shall be unanimously nominated by the General Membership who shall run the Temple affairs for the next two years starting from November and such names shall be announced by a senior member of the General Membership at the above meeting.

(2) BY ELECTION If more nominations are received for the positions in the Executive Committee, the members of the Executive Committee shall be elected in the following manner:-

(i) List of members eligible to contest shall be placed on the Notice Board of the Temple by the end of September and any appeals against exclusion omission of names shall be received by the General Secretary by not later than 07th of July.

(ii) All the contenders who wish to file the nomination for any of the post of the office bearers shall pay a nomination fee of £25.00 each which shall not be refunded in any event unless he wishes to withdraw his nomination as per sub clause(ii) hereinafter. Such nomination fees shall form part of the Trust funds.

(iii)The nomination papers shall be withdrawn if desired by any candidate on or before the 30th of July.

(iv) The names of the contending candidates shall be declared by the Chairman of the Executive Committee by the 7<sup>th</sup> August and the list placed on the Notice Board.

(v) The election shall be held by secret ballot voting on 1st Sunday in September.

(vi) The new Executive Committee shall take up office immediately thereafter. The above dates may be advanced but shall not be postponed without the overall majority decision of the Board of Trustees.

## **6. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEES**

The Executive Committee is responsible for implementing the policies and the resolutions adopted by the Board, as well as managing the routine administrative responsibilities of the STAT. The Executive Committee have the following Office Bearers:

- Chairman
- Vice Chairman
- Hon General Secretary
- Joint Secretary
- Hon Treasurer
- Administrator
- Three Committee Members

The Executive Committee is responsible for implementing the policies and the resolutions adopted by the BOARD, as well as managing the routine administrative responsibilities of the STAT.

### **(1) QUALIFICATIONS OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE**

(a) He/she must be a Hindu by faith.

(b) He/she must be a member of the charity and must have been as such for not less than two years at the time of the nomination/filing papers as candidates for election.

(c) He/she must not be a member of the Executive Committee or member of another organisation with same objects as of the Board.

### **(2) DUTIES OF THE OFFICE BEARERS**

(a) Chairman

He/she shall have the general supervision of the affairs of the Board and shall preside over all the meetings of the Executive Committee and the General Membership.

(b) Vice Chairman

He/she shall assist the Chairman in his duties and during his absence shall act for Chairman.

(c) Hon General Secretary

(i) Shall attend all gatherings.

(ii) Shall attend all the meetings of the Executive Committee and General Membership and maintain the minute books.

- (iii) Shall attend to the day-to-day administration of the Trust and shall deal with all the correspondence.
- (iv) Shall issue invitations on behalf the Trust and shall convene all the meetings of the Executive Committee and General Membership.
- (v) Shall give effect to the Resolutions passed in all meetings.
- (vi) Shall have liaison with the Sub-Committees and call for progress reports from other office Bearers/Members.
- (vii) Shall have general supervision over the employees of the Trust and close liaison with the Chief Priest.
- (viii) Shall prepare and submit the General Report for the presentation at the General meeting at the end of the term.
- (ix) Shall produce the monthly statement of account prepared by the treasurer as per sub clause (e) (ii) hereof firstly for the approval of the Board of Trustees and thereafter upon obtaining such approval in the form of the memorandum as referred to in the 2nd schedule the said monthly statement of account should be displayed in the Notice Board before the 15th of the following month and such monthly statement of account should not be removed from the Notice board until the next monthly statement is available for such display.

(d) Joint Secretary

He/she shall assist the General Secretary in the performance of his duties and shall act for him during his absence.

(e) Hon Treasurer

- (i) Shall receive and deposit all the moneys/cheques on behalf of the Board and shall keep record and Vouchers of all the expenses and receipts of the Board.
- (ii) Shall prepare and hand over to the General Secretary for information of the General Committee Monthly Statements of Accounts clearly showing the receipts and expenses of the Board during the last month.
- (iii) Shall get the accounts of the Board audited by the auditor appointed by the Executive Committee of the Board every month by maintaining two Cash Books i.e., Main and Petty Cash Book.
- (iv) Shall on demand hand over the accounts of the Board to the Chairman/General Secretary of the Board or for the inspection of the Chairperson of the Board of Trustees.
- (v) Shall deal with all the financial matters of the Board and shall keep and maintain a proper record of /cheque Books, Paying in Books and Current Receipt Books.

(f) Administrator

He/she shall assist for Temple Pooja Administrating and organising also he deal with Kovil Kurukal.

(g) Cultural Officer

He/she shall assist with cultural activities and also be responsible for organising cultural classes

(h) Madapalli Officer

He/she shall be responsible for the catering / other requirements for the temple's household activities

(i) Committee Members

Shall assist generally the office Bearers and the members of the Executive/committee and at the request of the Chairman/General Secretary of the Board of Trustees shall act for any of the above office Bearers in their absence.

## **7.ANNUAL GENERAL MEETING**

- There shall be an annual general meeting of the Charity which shall be held in the month of August in each year or as soon as practicable
- Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- Before any other business is transacted at the first annual general meeting the persons present shall appoint a Chairman of the meeting. The Chairman elected under clause 6 shall be the Chairman at the subsequent annual general meeting, but if he or she is not present, before any other business is transacted, the members present shall appoint a Chairman for the meeting.
- The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- Nominations for the election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed the vacancies, election shall be held by secret ballot.

## **8. SPECIAL GENERAL MEETING**

The Executive Committee in consultation with the Board of Trustees may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing, stating the business to be considered, the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

## **9. PROCEDURE AT GENERAL MEETING**

- The secretary or other person specially appointed by the Executive Committee shall keep a full record of the proceedings at every general meeting of the Charity.
- There shall be a quorum where at least one tenth of members of the Charity for the time being or ten members of the Charity, whichever is greater, are present at any general meeting.

## **10. NOTICES**

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a pre-paid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received ten days after posting.

## **11. EXECUTIVE COMMITTEE MEETING**

- (a) The Meetings of the Executive Committee shall be held as frequently as possible but not less than once a month.
- (b) At least one third or members present of the Executive Committee shall form the quorum and shall have the full powers to conduct the business.
- (c) Any member who absents himself for 3 consecutive times from the meetings, without valid reasons or not informing the Chairman or General Secretary of such an absence, shall be deemed to cease to be the member of the Executive Committee. The Executive Committee in consultation with the Board of Trustees can, however, excuse the member concerned if the Executive Committee feels that the explanation given by such a member is satisfactory.
- (d) An Emergency Meeting of the Committee can be called by the Chairman/General Secretary on any Friday gathering of the Members or at 24 hours' notice otherwise.
- (e) The Chairman/General Secretary shall also call a special meeting of the Executive Committee within a week if so desired and given in writing by 1/3rd member of the Executive Committee to discuss an important matter,
- (f) The Executive Committee in consultation with the Board of Trustees shall have the authority to invite persons other than its members to its meeting/meetings of the General Committee.

## **12. FUNDS**

- (a) All the money received shall be applied in carrying out the objects of the trust in accordance with these rules.
- (b) Any other Office Bearer/Member of the Executive Committee member of the Board of Trustees misapplying the funds of the trust shall repay the amount misapplied and may forfeit his membership without prejudice to his liability to prosecution for such misappropriation.
- (c) Internal Auditors shall be appointed by the Board of Trustees and the Accounts of the trust shall be audited as frequently as possible but not more than twelve months intervals.

## **13. INVESTMENTS AND BORROWING**

- (a) So much of the funds as may not be wanted for immediate use or to meet the usual accruing liabilities shall with the consent of the Executive Committee be invested by the trustees in the appropriate Financial Institution or to purchase of land or for erection of a trust building or additions or alterations of the trust buildings or in any investments in which trustees are for the time being by law authorised to invest Trust funds, however the Board of Trustees shall consult the General Membership which shall have the power to veto any such proposals by two thirds majority of the members present and voting.
- (b) The Board when so asked by the Executive Committee may purchase or take on lease any land and may sell, mortgage, lease land or buildings subject to such consents as may be required by Law.
- (c) The Trustees, with the consent of the Executive Committee and subject to such consents as may be required by Law may borrow money for the purposes of the trust upon the security of any assets of the trust and shall have the powers to execute all deeds or other documents which may be required for the purposes.

## **14. EMPLOYEES**

The Executive Committee with the support of the board of trustees shall have the right to employ any other person/persons on reasonable salary as may be considered necessary for the proper upkeep and functions of the Trust administration.

Any appointment shall require the approval of the Board of Trustees. Every employee of the Trust shall work in accordance with the rules and regulations of the Trust.

(a) Chief Priest & any other religious workers

- i) Shall work under the terms and conditions agreed between him and the Board of Trustees.
- ii) Shall work in co-ordination with the General Secretary of the trust and shall be responsible to the Executive Committee through him. No other member shall directly interfere in his work.
- iii) Shall be responsible for all the property of the Board entrusted to him.
- iv) All the member of the Board shall give due respect to the Chief Priest & any other religious workers and any member accused of any misbehaviour with him may result in losing his/her membership and/or office.

(b) Internal Administrator

Keep an up-to-date record of the accounts, maintain the account books and prepare the monthly statements of accounts which is to be presented to the General Membership and be displayed on the Notice Board.

## **15. USE OF THE TRUST PREMISES**

(a) The Trust premises or part there of shall not be used as a place for carrying out any other business.

(b) No other association or party can hold meetings in the Trust premises except with the written permission of the General Secretary who shall consult the Executive Committee on the subject, if necessary.

(c) Pamphlets, circulars, leaflets etc, (other than those issued by the trust) shall not be distributed/circulated in the Trust premises without the permission of the Executive Committee.

## **16. AMENDMENT TO THE CONSTITUTION**

(a) No amendment shall be made to the object, this clause or the dissolution clause and no amendment shall be made to the remaining clauses which would cause the trust to cease to be a charity by law.

(b) Subject to the provision (a) above and also subject to the prior written approval of the Board of Trustees in the form of a memorandum of any alterations amendments or addition to this Constitution shall receive the assent of not less than three fourths of the members of the General Membership for the time being present and voting at a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the General Secretary in writing not less than 90 clear days before the alteration is to be proposed. At least 14 clear days' notice in writing of such a meeting, setting forth the terms of the alteration shall be sent by the General Secretary to each member of the General Membership.

(c) No new rule or amendment of the existing rule is valid until registered with the Charity Commission.



(d) A copy of this Constitution shall always be kept at the Registered Office of the Board and in the Temple of the Trust.

(e) This Constitution shall be translated and made available in Tamil Language.

## **17. DISSOLUTION**

If the Board decides that it is necessary or advisable to dissolve the Charity it shall call a Special General Meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Board shall have the authority to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to the objectives of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

## **18. APPROVED DOCUMENT**

This Constitution was agreed and approved at the Annual General meeting held on the  
16 July 2022

Trustees

Swarnalatha Janarthanan .....

Kobaha Vijayathas .....

Shamini Krishanand .....