

DATED 6th SEPTEMBER 1971

GURU RAVIDASS CULTURAL ASSOCIATION
BIRMINGHAM

Copy/

AGREEMENT and CONSTITUTION

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THIS AGREEMENT is made the SIXTH day of SEPTEMBER
 One thousand nine hundred and seventy-one BETWEEN SWARAN DASS KATARIA of
 62 Newcombe Road, in the City of Birmingham MANGOO RAM JASPAL of 8
 Douglas Road Birmingham aforesaid BHAGOO RAM of 93 Farnham Road
 Birmingham SADHU SINGH SOHPAL of 98 Greenway Street Birmingham
KULWINDER SINGH of 116 Murdock Road Birmingham DHARAM PAUL of 116
 Murdock Road aforesaid BHAGAT RAM of 92 Murdock Road Birmingham
DARSHAN RAM of 92 Murdock Road aforesaid BHAJAN RAM of 138 Boulton
 Road Birmingham MOHAN LAL CHHIMMAR of 5 Grassmere Road Birmingham
MALOOKA RAM of 145 Linwood Road Birmingham HANS RAJ KATARIA of 38
 Whateley Road Birmingham LAL CHAND of 85 Douglas Road Birmingham
DARSHAN RAM CHAHAL of 179 Lichfield Road Birmingham BHAGAT RAM
SOHPAL of 94 Inkerman Street Birmingham PAKHAR SINGH TOORA of 3
 Dawson Road Birmingham SANTA SINGH of 23 Park Avenue Birmingham
SHINGARA SINGH PAUL of 145 Linwood Road Birmingham BAL KRISHAN of
 56 Murdock Road Birmingham and GURMEET CHAND SUMMAN of 141 Boulton
 Road Birmingham _____

HEREBY IT IS AGREED AND DECLARED as follows:-

1. THE PARTIES hereto shall from the date hereof associate together as an Association or Society for the purposes of furthering the aims and objects referred to in the Constitution contained in the Schedule hereto.
2. THE RULES OR CONSTITUTION of the Associate shall be as stated in the Schedule.
3. THE NEXT MEETING of the Association shall take place at _____ on _____ day the _____ day of _____ One thousand nine hundred and seventy-one at _____ o'clock

AS WITNESS the hands of the parties hereto

1. A.R. Kataria (1) Malooka Ram
 2. Mangoo Ram Jaspal (2) Mohan Lal Chhimmarr
 3. Bhagoo Ram x His Mark (3) A.R. Kataria
 4. Sohpal. (Sadhu Singh Sohpal) (4) Lal Chand (13) Bal Krishna Patte
 5. K. Singh (5) Bhasonpal (14) S.J. Paul
 6. Dharam Paul (6) Pa Kharsingh Toora (15) Bal Krishna Patte
 7. BHAGAT RAM (7) Santa Singh (16) Summan
 8. Darshan Ram (8) Gurmeet Chand (17) Summan

C O N S T I T U T I O N

1. The name of the Institution shall be GURU RAVIDASS CULTURAL ASSOCIATION BIRMINGHAM (hereinafter called 'the Institution')

2. AIMS AND OBJECTS

- (a) To provide suitable premises to be known as RAVIDAS BHAVAN
- (b) To research and propogate the teachings and philosophy of Shri Guru Ravidass Ji
- (c) To invest the moneys of the Institution not immediately required for its purposes in or upon such investments securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided
- (d) To borrow or raise any money for the purposes of the Institution on such terms and on such security as may be thought fit
- (e) To sell let mortgage dispose of or turn to account all or any of the property or assets of the Institution as may be thought expedient with a view to the promotion of its objects
- (f) To afford facilities for association among themselves of such citizens of the Republic of India as shall become members of the Institution and to maintain good relations, understanding and co-operation among the members of the Institution for the purpose of furthering their social, economic and cultural progress and advancement
- (g) To promote the mutual support and co-operation of citizens of the Republic of India who are resident in England for their mutual advantage
- (h) To encourage the members of the Institution and other citizens of the Republic of India in England to make efforts directed to their social improvement and education both general and in matters of art, music and other cultural activities and to participate in social, recreational and sporting activities and for such purposes to provide such facilities for any such activities as may be thought convenient
- (i) To arrange celebrations on occasions of national importance to citizens of the Republic of India and on birthdays of the religious or national leaders of such Republic
- (j) To give advice to citizens of the Republic of India on all questions with which such citizens are concerned by reason of their residence or other activities in England
- (k) To establish support maintain and contribute to any benevolent

- similar fund for the benefit of any persons
- (l) To undertake and execute any trusts which may lawfully be undertaken by the Institution and may be conducive to its object
 - (m) To establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Institution or calculated to further its objects
 - (n) To engage and pay a Priest or other persons to carry out or assist in carrying out the work of the Institution
 - (o) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them

3. CONSTITUTION

This Constitution shall comprise

1. The General Body of the Members
2. A Managing Committee to be known as 'the Council'

4. GENERAL BODY

The membership of the General Body will be open to all persons who are or have been Citizens of the Republic of India being over the age of Eighteen years and are AD-DHARMI Indians by birth or origin and:-

- (a) Every candidate for admission shall apply therefor on such form as may from time to time be determined by the Council and subject as aforesaid the admissions of persons to be members of the Institution shall be in the hands of the Council and shall have uncontrolled discretion in the matter and shall not be bound to give any reason for refusing to admit any person to membership
- (b) To pay the admission fee which shall be twenty-five pence or such other amount as the Institution shall from time to time decide
- (c) Shall on or before the First day of April in every year pay the annual subscription in respect of the year beginning on that date
The amount of the annual subscription payable by each member shall be ten pence or such other amount as shall be decided upon by the Institution from time to time
- (d) Shall abide by the aims and the objects of the Institution
- (e) Make every effort to attend the religious meetings at the Ravidas Bhavan
- (f) Shall have faith in the teachings and philosophy of Shri Guru Ravidass Ji
- (g) Shall not be members of any institution with ideals conflicting with or competing with those of the Institution

- (h) The name of a member whose subscription remains unpaid for six months after the due date may be removed from the Register of Members by the Council but nothing shall prevent that member from making a fresh application for membership on the form provided
- (i) A member may be expelled from the Institution for misbehaviour after the case has been considered by the Council and such member will be given a fair chance to put forward his own case
- (j) A member whose subscription is in arrears will not be eligible to vote at the General or any other meeting The members shall pay their due subscriptions on the due date whether or not they have received any demand therefor
- (k) A member may resign from the Institution by giving notice in writing of his or her intention so to resign The Council may re-admit any persons to membership on such terms as they shall think fit

5. THE GENERAL BODY ITS POWERS AND RESPONSIBILITIES

- (a) To elect office bearers and members of the Managing Committee
- (b) To pass any rules or regulations which from time to time it is thought appropriate to add to the Constitution
- (c) To hear discuss and approve the Annual Report of the Council and the accounts and auditors report
- (d) To appoint Auditors
- (e) To elect trustees in accordance with the Constitution

6. ELECTION BOARD

- (a) Elections will be supervised and conducted by an Election Board consisting of five members elected from the General Body not later than six weeks before the elections in any year
- (b) POWERS AND DUTIES OF THE ELECTION BOARD
 - (i) No member of the Board shall seek candidature for the election
 - (ii) The Election Board will elect its Chairman from amongst five members
 - (iii) All office bearers of the Council in office must tender their resignations to the Election Board a week before the election day The Council shall continue to function as a caretaker management until they hand over charge to the newly elected Council in any case not later than the day of the election when the new Council are appointed The caretaker Council must obtain sanction of the Election Board for any payments to be made during their caretaker period
 - (iv) Nominations for election shall be closed four weeks before the day of the election and nomination papers shall be submitted in sealed envelopes to the Election Board These should reach the Election Board fourteen days before the election date

Nomination forms shall be obtainable from the Election Board on payment of Five pounds as security which will not be refundable after the Election. The Board will open the envelopes in the presence of such members of the Council who desire to be present on the date that the said envelopes are opened

- (v) The decision of the Election Board shall be final and binding on all candidates. The decision arrived at about the Chairman and two members would be considered a decision of the Board
- (vi) The newly elected Council shall take over charge from the caretaker Council immediately after the election. The Board would be responsible for handing over of charge by holding a joint meeting of the retiring and newly elected Council members. It is hoped that the Trustees will also attend the handing over and taking over of the charge. They shall be permitted to do so, but their absence shall not invalid the proceedings in any way
- (vii) The Board shall send a copy of the election result to the Institution's Bankers and legal advisers informing them of the new office bearers and they shall sign such documents as the Bank shall require for the proper administration of the Institution's account
- (viii) The Election Board shall dissolve immediately after the handing over and taking over by the caretaker Council to the newly elected Council

7. THE COUNCIL

The affairs of the Institution will be managed by the Council elected in General Meeting after every two years at an election to be held in of every year and the Council shall consist of:-

1. President
2. Vice-President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Building Superintendent and 5 other Committee Members

8. DUTIES AND POWERS OF THE COUNCIL

- (a) To draft and submit to the General Body for approval any amendments or additions to the rules and regulations to meet with the needs and requirements of the Institution
- (b) To call a special meeting of the General Body to deal with affairs of a special and urgent nature and if thought fit by the Council to give less notice than that required normally under the rules or terms hereof

- (c) To look for suitable premises or land upon which to build suitable premises to be known as Ravidas Bhavan and to look after and manage the said property
- (d) To appoint a sub-committee or sub-committees for specific affairs and purposes
- (e) Any single expenditure in excess of One hundred and fifty pounds shall require the sanction of the General Body but the Council may spend up to this sum without such sanction
- (f) To appoint a Priest or Priests and any Priest may be removed from his post if the Council so requires and give him notice of one week for every year of service of the Priest but so that in any event the length of notice shall not exceed ten weeks

8. MEETINGS OF THE COUNCIL

- (a) The Council shall meet once a month upon seven days notice. A special meeting may be called at shorter notice at the discretion of the President and Secretary to deal with any affair which requires attention before the next monthly meeting
- (b) The President or Vice-President the Secretary or Assistant Secretary and five other members of the Council shall constitute a quorum
- (c) The President will normally chair all meetings of the Council and in his absence the Vice-President or such other person appointed by the Committee at the meeting in question shall take the chair
- (d) A Committee member who does not attend three successive meetings without informing the Secretary in writing of the reason therefor shall cease to be a member and shall be replaced by the Council
- (e) Any proposal may be made to the Secretary in writing to be placed before the next meeting and a proposal concerning the rules and regulations of the Institution will be considered by the Council and the report submitted to the General Body at the discretion of the Council
- (f) The Secretary will present the Minutes of the previous meeting prior to the commencement of the meeting in question. The Committee will deal with all matters arising therefrom and then proceed with the agenda. All proceedings at the meetings shall be dealt with as directed by the Chairman
- (g) Any member whilst speaking at a Council Meeting shall address the chair
- (h) Any proposal whether in its original or amended form shall be presented with the permission of the Chairman
- (i) When an amendment is raised to a proposal, no other amendments shall be allowed to be proposed unless the first amendment is adopted or rejected but successive amendments in these circumstances would be

allowed In the absence of amendments the proposal shall be put to the vote

- (j) No member shall be allowed to speak twice on the same issue unless allowed by the Chairman
- (k) Every proposal put to the vote shall be decided by the majority
- (l) No item which is placed on the agenda from a member of the Council will be considered in his absence unless he has authorised any other member in writing to be present in his stead
- (m) In the case of there being equal votes cast the Chairman shall have a casting vote

9. DUTIES AND POWERS OF THE OFFICERS AND COUNCIL MEMBERS

PRESIDENT

- (a) The President shall supervise generally the working of the Institution in accordance with the rules and regulations and authorise the execution of any urgent matters pending the approval of the Managing Committee
- (b) To supervise and consult with religious leaders and the Managing Committee for the purposes of efficiently running the Institution and for the settlement of any disputes thereon
- (c) To maintain order at all meetings of the Council and of the Institution

10. VICE-PRESIDENT

- (a) To act in place of the President in his absence
- (b) In general to help the President in all matters

11. SECRETARY

- (a) To convene all meetings of the Council, to convene the Annual General Meeting and special emergency meetings as and when necessary and to record the same in the respective books and to have the Minutes confirmed and signed by the President at each subsequent meeting
- (b) To prepare the agendas for the meetings
- (c) To comply with the instructions of the Council or any committees set up by the Institution
- (d) To deal with the correspondence of the Institution
- (e) To keep the Register of Members
- (f) With the Treasurer and other Council members to prepare the Annual Report of the Institution

12. ASSISTANT SECRETARY

- (a) To assist when required the Secretary in all his work
- (b) To act in place of the Secretary if there shall be no Secretary or no Secretary capable of acting

13. TREASURER

- (a) To be responsible for and to keep and maintain all cash and accounts

of the Institution

- (b) To enter all sums of income and expenditure in the books of the Institution to issue receipts and deposit cash and cheques in the Bank account of the Institution
- (c) All cheques upon the Bankers for the time being of the Institution shall unless and until the Council shall otherwise determine be signed by the Treasurer and the President for the time being of the Institution
- (d) To submit accounts to the Council quarterly or more often if required and to submit accounts when required to the Auditors of the Institution
- (e) The Treasurer shall have the right to keep Twenty-five pounds cash in hand for immediate expenditure

14. BUILDING SUPERINTENDENT

- (a) To assist and advise the Institution in the provision of suitable premises to be known as Ravidas Bhavan
- (b) To take care of the buildings and to organise repairs and decoration thereof with the approval of the Council
- (c) To keep water lights gas and other services in good and running order
- (d) To look after the furniture and fittings and submit proposals for improvements
- (e) To make sure that insurance is maintained on the Institution's premises and assets

15. DISQUALIFICATION OF MEMBERS OF THE COUNCIL

The office of a member of the Council shall be vacated:-

- (a) If a Receiving Order is made against him or he makes any arrangement or composition with his creditors
- (b) If he becomes of unsound mind
- (c) If he ceases to be a member of the Institution
- (d) If by notice in writing to the Institution he resigns his office
- (e) If he is removed from office by a Resolution passed at a General Meeting of the Institution and carried by three-quarters of the votes of members present

16. RETIREMENT AND ELECTION OF ORDINARY MEMBERS OF THE COUNCIL

- (a) At the Annual General Meeting in every year all the ordinary members of the Council shall retire from office but shall be eligible to be re-elected as ordinary or ex-officio members of the Council
- (b) The Institution may, at the meeting at which an ordinary member of the Council retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for re-election, be deemed to have been re-elected unless at such meeting it is expressly resolved not to fill such

vacated office, or unless a resolution for the re-election of such member shall have been put to the meeting and lost

- (c) The Institution may from time to time in General Meeting increase or reduce the number of ordinary members of the Council, and may make the appointments necessary for effecting any such increase and may also make any other appointment for the purpose of filling any vacancy on the Council
- (d) Should any office become vacant either by death or removal of the officer by any of the reasons above given before the natural expiration of his period of office, then the Institution may by ordinary resolution appoint another member in his stead

17. AUDIT

- (a) Once at least in every year the Accounts of the Institution shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified auditor or auditors
- (b) The Auditors shall be appointed by a Resolution of the General Body

18. TRUSTEES

- ✓(a) All moveable and immoveable property of the Institution shall be vested in the names of four Trustees who shall be elected by the General Body
- ✓(b) The Trustees will be empowered to take or defend legal actions in the interests of the Institution and with the approval of the General Body
- ✓(c) A person shall be eligible for election as a Trustee if he has the following qualifications:-
 - (i) Permanent residence in Birmingham or in its surrounding districts
 - (ii) He shall be the owner of immoveable property
 - (iii) He shall have good moral character

19. ELECTION OF TRUSTEES

- (a) The first Trustees shall be elected by the General Body
- (b) The term of office of the Trustees shall be five years from the date of election
- ✓(c) The future election of Trustees shall be by an election board consisting of five members appointed by the Council appointed by the General Body to conduct the election of Trustees
- (d) Trustees shall be proposed and seconded and then voted for by paper ballot or any system thought suitable by the election board and shall be elected by majority of the votes cast
- (e) All monies belonging to the Institution not required for immediate use shall be invested in the names of the Trustees in any of the modes of investment for the time being authorised by law for the investment of trust funds or applied in the acquisition of such freehold or

leasehold property as the Council shall direct

- (f) Any immovable property acquired by the Institution shall be vested in the Trustees upon trust for sale to hold the proceeds of sale and the rents and profits pending sale upon trust for the Institution but that so a purchaser or mortgagee dealing in good faith with the Trustees shall not be concerned with the trusts affecting such proceeds of sale and rents and profits or as to when the Trustees have proper authority to sell mortgage charge or otherwise deal with the property concerned
- (g) The Trustees shall deal with the funds and property of the Institution held by them in such manner as they shall be directed by the Council for the time being in office Provided that such directions are in accordance with the provisions of this Constitution
- (h) The Trustees shall elect from amongst the members a Chairman of Trustees who shall preside at and act as Chairman of all meetings of the Trustees but in the absence of the Chairman of Trustees then those Trustees present at a meeting shall elect a Chairman from amongst the members present

20. GENERAL RULES

- (a) Any complaint relating to the running of the Institution or its members shall be made to the Secretary in writing and shall be dealt with by the Council as they feel appropriate
- (b) No member shall be allowed to use abusive or insulting language at the meetings of the Institution or of its Council or any sub-committees
- (c) Any person who shall fail to comply with (b) above or who shall for any other reason be considered a troublemaker by the Council may be refused entry to any of the meetings of the Institution
- (d) Except as otherwise provided in the Rules and Regulations all business of the Institution shall be decided by a majority of the votes of a meeting and in the case of equality of votes the Chairman shall have a casting vote
- (e) At the meetings of the General Body any member shall have the right to:-
 - (i) question any proceedings of the Council
 - (ii) review any of the decisions taken by the Council on specific issuesbut any questions or reviews as aforesaid shall be notified to the Secretary three weeks before the question or review is put
- (f) Except for the proposals and amendments of the Council for the purposes of Council Meetings the Secretary must be given at least one month's notice in writing of any proposals or matters required to be placed on the agenda of a meeting of the General Body or at the Annual General Meeting

21. SUB-COMMITTEES

- (a) There shall be five members on any sub-committee. Every sub-committee formed would elect its own Chairman and at least three members would constitute a quorum.
- (b) Reports of the sub-committees would be submitted to the Managing Committee and would be recorded in the Minutes after the same have been considered and passed.
- (c) Sub-Committees would be empowered to deal with the specific issue for which these would be formed.

22. DISSOLUTION

If upon the winding up or dissolution of the Institution there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institution but shall be given or transferred to All India Ad Dharam Scheduled Caste Federation Head Office Jullundur India but in the event of this body not being in existence at the time of the dissolution of this Institution then to its successor or if none then to some other institution or institutions having objects similar to the objects of the Institution, and if and so far as affect cannot be given to such provision, then to some charitable object above.
