



Wales Puja Committee

Registered Charity 1050138

Constitution

1. The Name

The name of the group is WALES PUJA COMMITTEE and we are a registered charity.

2. Objectives

The Charity's Objects are ***to increase the awareness of social, cultural & religious values of India amongst the communities we live in*** by such means as the Trustees shall from time to time determine.

3. Finances

Most of the funds are raised from direct donations made by the participants during the autumn festivities we organise. We also have a small number of regular donors by standing order/direct debit. Some of the other events we organise are supported by grants or major sponsorship alongside our own resources. We also raise funds from local & national businesses by offering promotional scopes in our events particularly in a souvenir/brochure we produce during our Durga Puja.

All income & expenditure are recorded for every event we organise, which have already been approved by the executive committee.

All the funds raised are acknowledged as WPC funds and are maintained in a WPC account with a recognised bank, needing 2 out of 4 signatories for authorising any payment or withdrawal of money. The Treasurer is responsible for all the finances of the group. The yearly accounts are published in the Puja souvenir every year and presented at the Annual General meeting. The accounts are also sent to the Charity Commission as a requirement. The full accounts are available at our website as well as with the Treasurer for anyone interested.

The financial status of the group is assessed once every year by the Trustees and recommends measures to the executive committee, if needed. The executive committee will be responsible for day to day financial health of the group. All the financial activities of the group will be based on the guidelines provided by the Charity commission.

4. Membership and Subscription

Full membership of the committee shall be open to anyone 18 or over who is interested in our objectives or the activities we pursue to achieve our objectives and have paid the subscription.

4.1 Any individual donating £5.00 or more in any function (Except DIWALI TICKETS) will be a member for that year (till the next Durga Puja). It will be a period of 12 months starting from Durga Puja to Durga Puja. Family membership will be only for immediate family members (i.e. spouse and children) and would not involve any extra contribution.

4.2 Any member will be entitled to propose or second a member's name for the executive committee as long as there is a vacancy (announced in the AGM) and the proposed person is a member for more than a year. Final decision of membership to the executive committee will be taken in the meeting of executive committee members and communicated to the nominee within a short period of nomination.

4.3 To become an office bearer one must be a member of the executive committee for at least a year although the executive committee can co-opt members as an office bearer in an exceptional circumstance.

4.4 Total number of members in the Executive Committee is now 35.

4.5 On the request of a member, an honorary membership can be bestowed to anyone with exceptional contribution to the cause of WPC (with a service of 15 or more years of service). The proposal has to be approved by the Executive committee and then passed in an AGM.

5. **Dismissal of Membership**

The name of a member can be removed in a special general meeting if in view of the executive committee the member concerned has acted to the detriment of the group.

6. **List of Members**

This will be maintained and updated by the Secretary with the help from other members and should be revised as far as possible during festive occasions and annual general meetings.

7. **The Executive Committee**

7.1 The total number of members in the executive committee would be 35.

7.2 Number of vacancies in the executive committee will be announced in every AGM and nominations will be invited from the members.

7.3 Any member will be entitled to propose or second a member's name (agreeable, with the person's consent) for the executive committee as long as there is a vacancy (announced in the AGM) and the proposed person is a member for more than a year. The final decision of the membership to the Executive committee will be taken in the meeting of The Executive committee members and communicated to the nominee within a short period of nomination.

7.4 Any member joining Executive Committee should be a paid up member at least for a year.

7.5 Executive Committee can co-opt any regular member in the committee for a vacant place or otherwise (maximum of two) if needed for one year only at a time.

7.6 Any Executive Committee member who has failed to attend a committee meeting consecutively three times without any justified reason can be considered for removal from the committee after a letter from the Secretary asking their intention.

7.7 The Executive committee will meet at least five times a year and any other times as needed. Any of those meetings will need seven members present for a valid quorum.

8. **The Office Bearers**

The Executive Committee, other than the members, will consist of the following office bearers, to carry out the specific area of work for the group:

- One Chairperson
- One Vice-chairperson
- One Secretary
- One Treasurer
- Two Entertainment and publicity officers
- Two Catering Officers
- One Events Officer

8.1 To become an Office Bearer one has to be an Executive Committee Member for at least a year. Each of the posts is to be nominated by an Executive Committee member and seconded by another, with his/her consent. The selection will be by a majority vote in an EC meeting, when there is another candidate for the same post. The tenure of all the office bearers is for 2 years, unless anyone wishes to terminate the position earlier.

For more than 2 candidates for a post, the Executive committee will elect the office bearer by secret ballots and the election would be conducted by a nominated Election officer for the year. The election of the office bearers is conducted before Saraswati Puja every year and the names of the new office-bearers are formally declared at the AGM, which is normally organised in the evening of Saraswati Puja.

8.2 Chairperson:

He or She will preside over the executive committee meetings, The AGM and officially represent the group to outside bodies or engagements. He or She will be responsible for the smooth running of the group through the executive Committee.

8.3 Vice-Chairperson:

He or she will assist the chairperson in all activities of the group and will preside and act as chairperson in his or her absence.

8.4 Secretary:

He or she will be responsible for day to day running and co-ordinating all the activities within the group. He or she will be responsible for all the correspondences with the members, arranging the committee meetings, preparing the minutes of the meetings and updating the members' list.

8.5 Treasurer:

He or she will be responsible for all the finances. Fund raised through various dues, donations or in any other way, are acknowledged as WPC funds and are maintained in a WPC account with a recognised bank. The person will keep all the income & expenditure records, present interim or other accounts and manage the bank accounts the group has. He or she may have to be one of the signatories for the bank account the group has. The person will be responsible for producing the annual financial report of the group to Executive committee, Trustees and in annual general meeting.

8.6 Entertainment and Publicity officers (2):

They will be responsible for organising the socio-cultural events as well as the public relation & promotional activities of the group.

8.7 Catering Officers (2):

They will be responsible for the arrangements of refreshments for all the functions and social occasions we organise as required.

8.8 Events Officer:

This is a post, nominated by the Executive Committee members with the tenure of 5 years. He or she would be responsible for co-ordinating all the efforts needed for any event we organise. He or she is also responsible for liaising with other organisations for the benefit of WPC, which could be on: new opportunities, PR & marketing, funding possibilities etc.

9. **Voting Rights**

9.1 Each Family membership will be counted as one vote irrespective of number of adults in the family in the Annual General Meeting. Voting in Annual General Meeting may be done in proxy as long as a written consent of the voter is available.

9.2 Once a member is in the Executive committee he or she will have individual voting right.

9.3 In case of disagreement in an Executive Committee meeting and a tie in show of hands, the chairperson will have the deciding vote.

10. **General Organisation**

10.1 The group will be run and managed by the Executive Committee which will abide by the rules as set out in this constitution. In case of unforeseen circumstances this executive committee will have the authority to take any decision and or action and then present the case to the members in the general meeting for their formal approval.

10.2 The executive committee will arrange adequate insurance cover for all the assets of the group and will remain accountable to the members of the group as far as practicable.

10.3 Wales Puja committee shall not be responsible or liable for any personal loss or injury to any person attending its functions or meetings.

10.4 Annual General Meeting of the members shall be held once a year and it will require a quorum of one tenth of its members (one family counted as one member) to become a valid meeting.

10.5 A Special General Meeting can be held any time if convened by the Chairperson and/or two other office bearers or on a written request of at least one tenth of the members.

10.6 Every Year the Executive committee would nominate a senior member as the Election officer to conduct the nomination and election. The Election officer's responsibility would finish after completion of that year's election.

10.7 The Executive committee would also nominate a Puja Co-ordinator every year, who is to make all the arrangements for each of the Pujas, as required by the Priest.

10.8 Any charitable donation by the group to other charities, national or international, is to be decided by The Executive committee from time to time as and when required.

11. **Amendments to the Constitution**

Any amendment to the constitution will go through two steps; first to be agreed by the Trustees & the Executive committee members, then approval by the members present at a Special General Meeting convened, if feasible or at an AGM, requiring more than 50% of the attending members agreeing.

Besides the new sections 'Finances', 'General Organisation' & 'Community Responsibilities', as well as Chairperson and Secretary's responsibilities the following amendment to the Objectives has been agreed and accepted by the Trustees in their meeting convened on 6th September 2012.

Replacement of all the aims and objectives with the objective:

“The Charity's objects **are to increase the awareness of social, cultural & religious values of India amongst the communities we live in** by such means as the trustees shall from time to time determine”.

12. **Community Responsibilities**

All our members should recognise that we are part of a broader community. We have to recognise the values of other communities and let others know about the values our community, in a responsible manner, to enhance the cohesion amongst the communities we live in.

Trustees of Wales Puja Committee (8+1):

Dr Ravi D Narayan	Mr Dipak K Kundu	Dr Rupen K Majumdar	Dr Kanti Nath
Dr Satya Kishore Sharma	Dr Sankar Das	Dr Sandip K Raha	Dr Ashok Mukherjee

Officiating Chairperson

Constitution 10th September 2012