

Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji MILTON KEYNES



CONSTITUTION

**SIKH SOCIETY OF MILTON KEYNES
Registered in England, Charity No. 284603**

**100 Phoenix Drive, Leadenhall, Milton Keynes,
Buckinghamshire, MK6 5LU.**

Adopted 27th April 2003

1. GURDWARA SAHIB

The name of the registered charity shall be The Sikh Society of Milton Keynes (SSMK), Registered in England, Charity No. 284603.

The Gurdwara Sahib building shall be known as **GURDWARA BABA ZORAWAR SINGH JI, BABA FATEH SINGH JI - Milton Keynes.**

Offices:

Principal Office of SSMK shall be Gurdwara Baba Zorawar Singh Ji Baba Fateh Singh Ji, 100 Phoenix Drive, Leadenhall, Milton Keynes, Buckinghamshire, MK6 5LU, United Kingdom.

The SSMK may have such other offices as the managing committee of SSMK may, from time to time, determine necessary to carry out its objectives and activities.

2. AIMS AND OBJECTS

The aims and objects of the SSMK shall be:

- a) To advance the Sikh religion and provide facilities for religious worship and ceremonies.
- b) To advance Education of persons who follow the Sikh religion resident in Milton Keynes particularly in the doctrine of the Holy Sri Guru Granth Sahib and teachings of Ten Gurus and in the teaching of the Gurmukhi and English language to the younger members of the Sikh Community.
- c) To advance the education of the citizens of the United Kingdom in the Sikh ways of worship and life; and
- d) To provide and promote facilities for recreation and leisure-time occupation of young members of the Sikh community in the interests of social welfare with the object of improving the conditions of life for the said young members.

3. ACTIONS REQUIRED TO ACHIEVE AIMS AND OBJECTS

a) Establishment of Gurdwara Sahib

Buy, construct buildings, lease or rent properties to establish a place of worship for the Sikh Community for all those who believe (and all other citizens of United Kingdom, who are interested) in the teachings of the Gurus. Provide accommodation to the resident priests and other visiting Sikh priests and preachers. The Sikh Code of Conduct and Conventions as prescribed by Dham-Dami Taksal Rehat-Maryadha including the Rehat-Maryadha of the

Shiromani Gurdwara Prabandhak Committee (SGPC) will be followed. If there are differences in the Rehat-Maryadhas, then the Management Committee shall decide which section is applicable.

b) Promote Amrit Parchar

To actively promote and arrange Amrit Parchar (Baptism) as and when required.

c) Marriage and Death Ceremonies

To perform marriage and death ceremonies in accordance with the Sikh customs and rights as permitted by English Law. Provide all facilities to conduct civil marriage ceremonies in Gurdwara Sahib.

d) Library

To establish and maintain a library and to offer facilities for study and instructions on the Sikh way of life, Sikh philosophy, and related areas, provide and issue books, and other publications both in English and other languages.

e) Co-operation with other Bodies

To seek liaison and co-operate with other organisations with similar interests in the United Kingdom and Sikh organisations internationally.

f) Establishment of free Kitchen (Langar)

Establish free kitchen based on the teachings of Sikh Gurus, which is open to all the members of the community and for those attending the Gurdwara Sahib and believe in equality and humility as taught by the Gurus.

g) Youth Training

Create an environment, where the children and young people may be given the inspiration and education to grow as outstanding citizens in the Sikh way of life. Arrange regular courses on Gurbani, Physical Education, Sikh Religion, and Sikh History.

h) Scholarships and grants

Provide scholarships and grants to the deserving Sikh children of schools and colleges to further their education. The managing committee must determine this need.

i) Helping the needy in the community

Extending a helping hand to those in need as well as recognised charities.

j) Community Centre

Provide a community centre for sports activities, teaching activities, music classes, social meetings, non-political meetings, social functions, and wedding/birthday functions. Meat, cigarettes and alcohol shall not be allowed on the Gurdwara Sahib/ Community Centre premises. Provide day facilities for senior citizens.

k) Others

Any other reasonable activities required to achieve the aims and objectives of the SSMK.

4. MEMBERSHIP

Membership of the Society will be open to all genders of the Sikh Community, residing in the administrative area of Milton Keynes.

The members shall:

- a) Have unshakeable faith in Ten Gurus and Sri Guru Granth Sahib Ji.
- b) Be at least 18 years of age.
- c) Complete the prescribed membership form. The Managing Committee shall check, investigate, and if all criteria are met, approve the acceptance of the Member and issue the appropriate membership card.
- d) Comply with all rules and regulations of SSMK.
- e) Be eligible to vote at the AGM and shall have a single vote.
- f) Not object to mutual dealings with the recognised Sikhs of any section.
- g) Abide by the aims and objectives and observe discipline at every meeting and respect the authority of the Chairman.
- h) Try to attend every Diwan and Congregation being held by the Society and maintain Sanctity (Holiness) of the Diwan and Sri Guru Granth Sahib Ji.
- i) Not be members of any other Gurdwara Sahib.

- j) Be eligible to be nominated to the Managing Committee after being a member for a minimum of One Year.

5. TERMINATION OF MEMBERSHIP

The Managing Committee shall have the right to terminate the membership of a member by giving notice and reasons in writing. The Member has a right to appeal in writing within 14 days to the Managing Committee. The Managing Committee shall convene within 14 days of receiving an appeal and reach a conclusion from the written evidence.

The Managing Committee can invite the member to put forward his/her own facts in the hearing. The Managing Committee shall respond in writing within 7 days of the hearing.

6) RESPONSIBILITIES AND POWERS OF MEMBERS IN ANNUAL GENERAL MEETING (AGM)

- a) To oversee the selection/ appointment of the Management Committee for a 2 year term in accordance with this Constitution. All persons appointed to the Managing Committee should have been a member of SSMK for a minimum of one year. The Proposers and Seconders of nominees shall also be current members of the SSMK.

THE NOMINEE, PROPOSER, AND SECONDER SHALL ALL MEET THE FOLLOWING CRITERIA:

- British Citizen or shall have permission to stay indefinitely in the UK;
- Current member of the SSMK;
- Regular attendee of the SSMK Gurdwara Sahib;
- Dedicated to the SSMK Gurdwara Sahib.

THE FOLLOWING PERSON CANNOT BE A MEMBER OF THE MANAGING COMMITTEE:

- A person, who has brought the affairs of the SSMK, into disrepute.
- Breached clauses of the Charities Act 2022.
- Has engaged in harmful activities to the interest of SSMK.
- Has mismanaged in activities the affairs of the SSMK i.e.: financial problems, opening other Gurdwaras, and dividing the Sangat.
- Has breached any clauses of the "Trustee Act 2000" and "Charities Act 2022".
- Has failed a Disclosure Barring Service (DBS) - Criminal Record Check

- b) To vote on any resolution to amend the Constitution.

- c) To hear, discuss and approve the annual report of the Managing Committee, Accounts and Auditors report.

- d) To appoint three members from the outgoing committee for continuity of projects to meet the requirements of clause 7.

The members present at the AGM are hereinafter referred to as “The General Body”.

7. MANAGING COMMITTEE

The Managing Committee in charge shall receive all nominations for the new committee prior to the AGM and vet their suitability for appointment to the General Body in the presence of an independent person.

The Management Committee shall be 19 in number and shall be appointed in the presence of the General Body and an independent person at the AGM.

The post of President and Stage Secretary shall be decided by proposal, nomination by the Management Committee. The President and Stage Secretary should have held membership continuously for 3 years prior to being considered for selection. The President shall be Amritdhari Sikh and fluent in Gurmukhi and Punjabi. All other members of the Managing Committee must have held membership for a minimum of one year and are to be preferably Amritdhari Sikh.

8. DUTIES AND POWERS OF THE MANAGING COMMITTEE - See APPENDIX 1

9. MEETINGS OF THE MANAGEMENT COMMITTEE

- a) The Managing Committee shall meet not less than six times a year.
- b) Two thirds of the total membership of the Committee shall constitute a quorum at any meeting.
- c) The President or Vice President will take the Chair in all meetings of the Managing Committee. In the absence of the Chair, the General Secretary will act as Chairman. In absence of all three executive officers, the Committee will appoint a committee member to take the Chair for the meeting.
- d) A member who does not attend meetings for two consecutive months, without informing the General Secretary will cease to be a member of the Managing Committee. The Managing Committee shall have power to co-opt a member of The General Body as a replacement until next selection.
- e) Any proposal may be made to the General Secretary in writing who will place the same on the agenda for the next meeting of the Managing Committee. A proposal concerning the constitution will be considered by the Managing Committee and any recommendation submitted to The General Body concerned in accordance with the constitution.

- f) The General Secretary shall present the Minutes of the previous meeting first of all at the meetings of the Managing Committee for approval. The Committee will deal with matters arising therefore and then proceed with the agenda of the meeting. All proceedings of the meetings will be dealt with as directed by the Chairman.
- g) Any member while speaking shall address the Chairman at all meetings.
- h) Any proposal whether in original or amended form shall be presented with the permission of the Chairman.
- i) After a proposal has been amply discussed, the proposer shall have the right to reply to the objections and criticism of the other members.
- j) When an amendment is raised to a proposal, no other amendments shall be allowed unless the first amendment is adopted or is rejected. In the absence of amendments, the proposal shall be put to votes for decision.
- k) No member shall be allowed to speak twice on the same issue except with the consent of the Chairman. The Chairman may be reminded of non-adherence to the constitution.
- l) Every proposal shall be put to the votes and decided by majority of votes. Every member shall have one vote.
- m) No item, which is placed on the agenda at the specific request of a member, shall be considered in his absence unless he has authorised any other member of the Managing Committee in writing to present the same.
- n) In the event of postponement of meeting of the Managing Committee for lack of quorum, the presence of members shall be recorded.
- o) In case of equality of votes, the Chairman shall have a second or casting vote.

10. DUTIES AND POWERS OF THE PRESIDENT/ VICE PRESIDENT - See APPENDIX 2

11. DUTIES OF THE GENERAL SECRETARY - See APPENDIX 3

12. DUTIES OF THE STAGE SECRETARY - See APPENDIX 4

13. DUTIES OF THE TREASURER - See APPENDIX 5

14. FUNDS

- a) A payment voucher must be prepared and supported by cash sales or receipts for all payments and must be signed by at least two of the designated signatories.
- b) A receipt must be issued for cash donations at all functions held inside or outside the Gurdwara and signed by all members present.
- c) Bank account signatories will be three members from the management committee and two signatures are mandatory on all cheques issued.
- d) Changes to the bank mandate must be resolved and recorded in the meeting of the management committee before making a change request.
- e) The mandate change request form at the bank must be countersigned by two of the three existing account signatories and be accompanied by a copy of the minutes, recording the resolution to change the bank mandate.
- f) All signatories must be refreshed after the committee changes following an annual general meeting.

15. ANNUAL GENERAL MEETING (AGM)

During April after Vaisakhi, in each year the AGM of SSMK shall take place at a venue to be directed by the Managing Committee and once decided shall not be postponed in any circumstances. The General Secretary shall give 28 days' notice of the meeting, to all the members of SSMK and an agenda circulated with the notice. The purpose of the meeting shall be to present a report by the current committee and if required to elect and or appoint the members of the new Management Committee for the next term.

At the AGM, only the members of the SSMK will be admitted to the meeting area.

16. SPECIAL GENERAL MEETING (SGM)

The Management Committee may call a SGM of the SSMK. If at least 75 members request such a meeting in writing stating the business to be considered the General Secretary shall call such a meeting. At least 14 days' notice must be given. The notice must state the business to be discussed.

At the SGM, only the members of the SSMK will be admitted to the meeting area.

17. SELECTIONS

The officers and members of the Management Committee shall all resign at the AGM but they shall all be eligible for re-selection/ re-appointment.

The current General Secretary shall give 28 days' notice to the membership and send out nomination forms. Names of prospective candidates to the new management committee, the proposer and seconder should be sent to the General Secretary two weeks (14 days) before the AGM. These will be displayed on the notice board in the Gurdwara Sahib.

In the event there are more than 19 nominations to join the Management Committee, the nominations shall be entered into a ballot box and an independent person selected from the General Body will draw the names in the presence of Sri Guru Granth Sahib.

If there are less than 5 nominations, then an appeal to select members from the General Body shall be made and appointments made providing the criteria under clause 6(a) are satisfied.

In the event of resignation, death, removal of any member of the Management Committee the remainder of the members shall meet and co-opt a new member from the General membership by unanimous vote by the Managing Committee.

18. VOTING

Except as otherwise provided in this Constitution or in any Rules and Regulations all issues arising at any meeting shall be decided by a simple majority of those members present and entitled to vote. No proxy votes will be allowed. No members shall have more than one vote. In the event of an equality of votes the outgoing President shall have a second or casting vote. An independent person in accordance with the Constitution shall oversee the whole of the voting procedure.

19. INDEPENDENT PERSON

The independent person shall be appointed by the Management Committee and approved by the Management Committee at their meeting, 14 days before the AGM.

20. TRUSTEES

Charity Trustees for avoidance of doubt are sometimes referred to as the Management Committee, the Board, Governors, Directors, or something else. For the purposes of this constitution document the Charity Trustees are the Management Committee and are ultimately responsible for governing SSMK and directing how it is managed and run.

The Management Committee will ensure that the title to all land and investments held by or in trust for SSMK that is not vested in the Official Custodian of Charities, is vested either in a

corporation-entitled to act as Custodian Trustee or individuals appointed by the Management Committee as Trustees.

THE CRITERIA FOR BECOMING TRUSTEES ARE AS FOLLOWS:

NOMINEE:

- Shall be Amritdhari Sikh;
- British Citizen or shall have permission to indefinitely stay in the UK;
- Current UK Driving licence;
- Between 20 and 75 years of age;
- Current member of SSMK;
- Regular attendee of the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji;
- Dedicated to the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji.
- Has no Criminal Record and no pending cases.

PROPOSER:

- British Citizen or shall have permission to indefinitely stay in the UK;
- Current member of SSMK;
- Regular attendee of the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji;
- Dedicated to the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji.

SECONDER:

- British Citizen or shall have permission to indefinitely stay in the UK;
- Current member of SSMK;
- Regular attendee of the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji;
- Dedicated to the SSMK and Gurdwara Baba Zorawar Singh Ji, Baba Fateh Singh Ji.

THE FOLLOWING PERSON CANNOT BE A TRUSTEE:

- A person, who has brought the affairs of the SSMK, into disrepute;
- Has engaged in activities harmful to the interest of SSMK;
- Has been declared bankrupt and / or has a criminal record;
- Has mismanaged the affairs of the SSMK i.e.: financial problems, opening other Gurdwaras, and dividing Sangat;
- Has breached any clauses of the "Trustee Act 2000" and "Charities Act 2022".

THE FOLLOWING INDIVIDUALS ARE PROHIBITED FROM BECOMING TRUSTEES:

- Any followers or members of the Darshan Dasia, balak Nathia, Radha Swami, Nirankari, Namdhari;
- Any fictitious saints, groups or leaders adapting religion for their own monetary needs and impose their own rehat maryadha;
- Any followers or members of any new groups or religious organisation that may come into existence.
- Have a criminal record.

Trustees may only act in accordance with lawful directions of the Management Committee and that if they do so they will not be liable for the acts and defaults of the Management Committee or of members of the charity. Trustees, have no financial and administrative authority in running the day-to-day affairs of SSMK and can be removed by the Management Committee at any time.

21. AUDITOR

Based upon the annual gross income of the charity and the statutory requirements under the Charities Act 2022, the Management Committee will resolve to appoint either an independent auditor or examiner to inspect the accounts and the outcome of such a report shall be communicated to the General Body.

22. GENERAL RULES

- a) To only follow the principles set out in Holy Sri Guru Granth Sahib Ji and by Sri Guru Gobind Singh Ji.
- b) SSMK shall not participate or intervene in any political campaign on behalf of any candidate for public office. SSMK shall work towards achieving the interests of the whole Sikh Community.
- c) To create a group to represent Sikhs voice nationally.
- d) Not more than one member of a family residing together as a family at the same premises shall be eligible to be members of the Management Committee at the same time to avoid nepotism.
- e) A religious matter that is contrary to the Rules and Regulations and interests of the Society will not be allowed at the discussions.
- f) No member shall be allowed to promulgate ideas, which are contrary to the tenets of Sikhism.

- g) The Management Committee shall not give any assistance whatsoever in any function to be held anywhere not in furtherance of the afore mentioned aims and objective.
- h) Permission to speak may be sought from the President or presiding Chair. A member disregarding this Regulation may be evicted from the meeting or his membership terminated by the Management Committee.
- i) Every complaint shall be made to the General Secretary in writing. The Management Committee shall deal with any dissatisfaction, conflict, or struggle of any nature-taking place on the premises of SSMK, as they think appropriate.
- j) Only a matter, which has been considered by the Management Committee, shall be put up to the General Body for consideration.
- k) If any of the Management Committee resign from their posts the Management Committee shall be empowered to appoint other who would perform the duties of Management Committee member until next selection.
- l) At the meetings of the general body any member shall have the right to:
 - I. Ask Questions regarding the performance of the Management Committee.
 - II. These shall be submitted to the General Secretary in writing, 14 days before the AGM. The Management Committee shall choose a representative to answer the written question at the AGM.
- m) Except the proposals and amendments of the Management Committee, the General Secretary must be given at least 14 days' notice in writing of the proposal of any matter required to be placed on agenda of any meeting of the General Body. The notice shall contain proposer and seconder.
- n) Sub – Committees:
 - I. There shall be five members of any sub-committee. Every sub-committee formed would elect its own Chairman at least three members would constitute a quorum.
 - II. Reports of the sub – committees would be submitted to the Management Committee as soon as possible and would be in the Minutes after same have been considered and passed.
 - III. Sub – committees would be empowered to deal with the specific issue for which these would be formed.

- o) Possession and consumption of alcohol, drugs, tobacco is strictly prohibited on the Gurdwara premises, anyone violating this will be removed from site. Anyone under the influence of drugs or alcohol whilst on site will also be subject to the same consequences.
- p) All registers, financial and administrative records, etc. belonging to SSMK shall be kept safely and handed over to the new committee to ensure continuity.
- q) No member of the Management Committee of SSMK shall be a member of the Management Committee or a Trustee of any other Gurdwara, unless declared to the Management Committee and agreement made to over-rule this.
- r) Anyone involved in working with vulnerable adults or children will require to hold a valid Enhanced Disclosure Barring Service – Criminal Records Check Certificate.

23. THESE RULES and Regulations can only be amended by the members the Management Committee and approved by a two-thirds majority of the attendee members of the Management Committee. These proposed amendments shall then be presented at a SGM of the General Body of the SSMK. The proposed amendments will be approved by the General Body by voting on the proposed amendments by those members present and entitled to vote. In the event of an equality of votes the President shall have a second or casting vote. Each member shall have one vote and no proxy votes are allowed. The Aims and Objectives of the SSMK shall not be amended without the prior written approval of the Charity Commission. There shall be no amendments proposed regarding the dissolution of the Society or this clause without the prior written approval of the Charity Commission and no amendments shall be made which would cause SSMK to cease to be a charity at law.

24. IN THE EVENT of SSMK being compelled to wind up, it shall be compulsory to declare the same publicly to the Sikh Community for six months and the decision to wind up would be taken by three-quarters majority of the registered members of the Society. The whole of the property and assets after satisfaction of any proper debts and liabilities shall be transferred or given to some charitable institution or institutions in the United Kingdom, having same aims and objectives or like those of the SSMK, as approved by the Charity Commission.

25. AMENDMENTS

The by-laws of SSMK may be amended upon approval by unanimous vote of the Management Committee.

The working name **GURDWARA BABA ZORAWAR SINGH JI, BABA FATEH SINGH JI** shall not be changed and will be subject to the same rules as those stated under clause 23 of the constitution.

Approved unanimously by the nineteen members of the Managing Committee and Adopted

Management Committee:

- 1. MR D.S. LOTEY - PRESIDENT**
- 2. MRS HARBANS KAUR SIDHU - GENERAL SECRETARY**
- 3. MR J.S. RAI - TREASURER**
- 4. MR G.S. NAGRA - STAGE SECRETARY**
- 5. MR B.S. MARWAHA**
- 6. MR D.S. NAKWHAL**
- 7. MR D.S. DHALIWAL**
- 8. MR G.S. DHILLON**
- 9. MR H.S. CHAHABRA**
- 10. MR H.S. KOCHHAR**
- 11. MR S.S. SAMRA**
- 12. MR J.S. RUPRAI**
- 13. MR G.S. LIDER**
- 14. MR J.S. HANSPAL**
- 15. MRS R.K BAGA**
- 16. MRS. J.K. LOTEY**
- 17. MR T.S. BASSI**
- 18. MR JAGDEV SINGH**
- 19. MR JAGJIT SINGH**

APPENDIX 1 - DUTIES AND POWERS OF THE MANAGING COMMITTEE

- a) To manage all financial and administrative matters relating to SSMK.
- b) To draft and submit any statutory amendments or additions to the Rules and Regulations of this constitution to the General Body for approval.
- c) To call a special meeting of the General Body upon two clear weeks' notice to deal with any matter of a special and urgent nature.
- d) To construct, manage and maintain all assets and the properties of the SSMK and provide support for the continuity of all existing projects.
- e) To approve and pay all expenditure relating to SSMK and Gurdwara Sahib.
- f) To appoint sub-committees for specific affairs and purposes.
- g) To present Siropa when necessary to V.I.P's, visiting missionaries and honorary workers, etc. The Siropa is to be presented by an Amritdhari Sikh.
- h) To ratify the actions taken or decisions made whilst carrying out official duties for SSMK.
- i) To appoint, remunerate and dismiss paid full or part time employees.
- j) If requested, to appoint a Registrar and a deputy Registrar of Marriages.
- k) To approve the job descriptions of the employees.
- l) Approve reasonable expenses incurred whilst carrying out their delegated responsibilities.
- m) Honour all existing obligations and contractual liabilities regarding existing loan agreements between SSMK and financial institutions, contractors and sub-contractors, and Sangat Loan agreements.
- n) To vet and approve all new membership applications prior to acceptance.
- o) To appoint an independent person to oversee the selection process.
- p) To vet and assess suitability of new committee member applications prior to the AGM.
- q) To appoint the role of President and Stage Secretary by proposal, nomination at the first Committee Meeting immediately after the AGM.
- r) Sign the "Undertaking for members of the Management Committee" statement on page 21 and provide a complete administrative and financial hand over to the new incoming committee following the AGM.

s) Follow the Governance Principles Indicated below.



APPENDIX 2 - DUTIES OF THE PRESIDENT/VICE PRESIDENT

- a) To lead the workings of SSMK in accordance with the Rules and the Regulations and to authorise the execution of any urgent matters pending the approval of the Managing Committee.
- b) To attend the proceedings of religious diwans and in the event of any dispute arising to consult the Managing Committee and settle the dispute.
- c) To disallow discussion on any issue at meetings and diwans leading to disunity in the Community and non-adherence to the Rules and Regulations.
- d) To act as Chairman at all diwans and meetings of the General Body. To stop or evict any member using insulting language at a meeting or diwan. The President shall have power to suspend or terminate the meeting or diwan when other means of maintaining order have failed.
- e) The President shall have power to stop further discussion on an issue already discussed or ask the proposer to put his issue forward in the shape of a proposal thereby enabling the President to put it to vote for decision.
- f) In case of an issue requiring deep and extraordinary consideration the President shall if requested by a majority of those present and voting upon a resolution to that effect adjourn the discussion.
- g) In the case of an equality of votes in any matter, the President will have the power to exercise a casting vote.
- h) The President shall be accountable for the efficient running of the management of the SSMK.
- i) Shall be one of three authorised signatories on all bank accounts operated by SSMK.

APPENDIX 3 - DUTIES OF THE GENERAL SECRETARY

- a) To convene the meetings of the Management Committee, annual general meeting, special and emergency meetings, as and when necessary, record same in respective books and to have the Minutes of the Meetings confirmed and signed by the President in the next meeting.
- b) To issue and circulate to members the requisite agenda prepared with the approval of the president for the meetings and circulate relevant papers and information before the meeting.
- c) To run the business of SSMK in accordance with the Rules and Regulations and comply with the instructions of the Management Committee and the President for specific affairs.
- d) To receive and deal with all correspondence in the name of SSMK and to manage the publication of resolutions adopted and religious matters as approved by the Management Committee.
- e) To prepare the annual report, the summary of annual account, with the help of the Treasurer, to have the same audited and passed by the Managing Committee before presenting it to the General Body at the AGM.
- f) To maintain record of marriages (and issue certificates according to British law when authorised). Registrar may be appointed from the Managing Committee if necessary.
- g) To prepare membership lists.
- h) To conduct annual appraisals of all paid employees.
- i) To investigate, report and help resolve all grievances and complaints.
- j) Shall be one of three authorised signatories on all bank accounts operated by SSMK.

APPENDIX 4 - DUTIES OF THE STAGE SECRETARY

- a) To manage the celebrations of GURPURBS and other functions such as Sehaj path and Akhand path, etc., in accordance with the Rules and Regulations and endeavour to ensure the efficient running of all celebrations.
- b) To supervise the employees and honorary workers and report irregularities and improvements of staff etc., to the General Secretary.
- c) To make presentations at all Diwans
- d) To organise Kirtan/ Visiting jathas
- e) To ensure that the Gurudwara premises are maintained to a high standard of cleanliness.
- f) To arrange Langar for Diwans, Gurpurbs and all functions with help of volunteers.
- g) To manage seating of Sangat at the times of service of Langar and to be responsible for Langar at all functions.
- h) To receive all donated rations and organise or prepare Parshad for all occasions.

APPENDIX 5 - DUTIES OF THE TREASURER

- a) To be responsible for keeping the cash and maintaining the accounts of the Society.
- b) To enter all sums of income and expenditure in the ledger, issue receipts and deposit cash and cheques in SSMK Bank Accounts.
- c) To issue receipts for monies received, and to pay all bills after approval by the Managing Committee and to obtain a receipt, thereof.
- d) To submit accounts to the Managing Committee quarterly. The annual audited accounts should be displayed on the notice board of the Society.
- e) Shall be responsible for maintaining and safe keeping of all used and unused receipt books. Records of receipt books must be maintained in a separate register.
- f) To issue utensils, bedding and other tools and plant for use on the premises or outside on receipt of requisite deposit; to receive the same back in good order and to report charges to be recovered for lost or damaged items.
- g) Shall be one of three authorised signatories on all bank accounts operated by SSMK

EK-ONKAR

THE SIKH SOCIETY OF MILTON KEYNES

Undertaking for Members of the Management Committee.

Dated:

In the presence of Siri Guru Granth Sahib Ji and with sincere belief therein, I solemnly undertake to remain sincere and honest in execution of my duties for the welfare of the Sikh Society of Milton Keynes.

Furthermore, I would tender my resignation 14 days before the selection date as provided for in the constitution and work as a member of the caretaker committee until I hand over charge to my successor.

Signed..... date:

Address.....

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Witness..... date:

Address.....

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