

Constitution for SWINDON INDIAN ASSOCIATION

Name

The association shall be called the **SWINDON INDIAN ASSOCIATION**, hereinafter referred to as "SIA".

Objectives

The objectives of SIA are:

- To provide a unique social and cultural forum within which to integrate and celebrate harmony in multicultural diversity.
- To provide a range of community services which would include funding of the celebration of specific festivals in local neighbourhoods as well as the promotion of opportunities for families to participate in activities, including sport, which would enhance the quality of life.
- To work with Swindon Borough Council (SBC) in promoting harmony in diversity.

Membership

Membership shall be open to all members of the community who have a keen interest in Indian/Asian culture. The Committee shall consider each membership request individually before formal ratification of membership. There will be an annual membership fee, which will be decided annually and ratified at the AGM.

Records

Shall be kept by the office bearers and made available for inspection by any member of the SIA. These records will include minutes of meetings, minutes of the AGM, and the Annual Report which would include an income and expenditure account, details of grants applied for and received from SBC and other foundations as well as reports from office bearers when necessary. SIA shall maintain a current membership list including details of membership fees paid.

Management

SIA shall be managed by the "SIA Executive Committee" consisting of 5 Members and a Treasurer and a "SIA Committee" comprising of at least [5] Members. One of the 5 Executive Committee Members shall assume the position of Chairman on a rotation basis for 1 year. The role of the "SIA Executive Committee" is to lead the membership by providing a strategic input to further the goals of the organization and to promote liaison with external agencies such as Banks, Charities, Government departments and other community organizations with a view to raising the profile of SIA. The role of the "SIA Committee" is to serve the operational needs of SIA for the various events organized from time to time such that roles and responsibilities for a specific event or on a short-term basis can be assigned to match the capabilities of one or more members. There shall also be a "Founding Members" honorary category to which the founding members of SIA will be nominated (so the organization can continue to benefit from their rich experience and knowledge). This will be ratified at the AGM. The SIA Executive Committee and SIA Committee shall be formed from among the members of SIA through a process of nomination and/or election including simple majority voting (if needed) at a General Meeting and shall be ratified at the AGM. The SIA Executive Committee will try to take decisions through consensus and with the agreement of all SIA Executive Committee members present; in case of disagreement, there would be voting and if needed, the vote of Treasurer will be included. The SIA Executive Committee shall meet not less than once in every term (term is defined as 3 calendar months). The SIA Executive Committee members and SIA Committee members shall be eligible for re-election provided that they are fully paid-up members.

Vacation of Office

Any member of the SIA Executive Committee and the SIA Committee shall vacate the office upon resignation or upon dismissal from the office by a resolution of a General Meeting of SIA. Should a vacancy arise due to resignation or any other reason, the SIA Executive Committee shall nominate a replacement pending ratification at the next AGM.

Casual Vacancies

The SIA Executive Committee is authorised to co-opt members to fill casual vacancies to ensure SIA has an adequate number of people to run the affairs of the organization. Such vacancies will be filled by a simple majority of the vote of the SIA Executive Committee and SIA Committee members. However, there shall be a quorum present while taking a vote (quorum being at least 50% of the SIA Executive Committee and SIA Committee members being present). All those elected to such casual vacancies shall be current members of SIA.

Annual General Meeting

The SIA Annual General Meeting (AGM) shall be held in the first eight weeks of the 4th term if possible. Not less than fourteen days' notice of the AGM shall be given by informing all members by e-mail or any other suitable means. For any resolution to be considered at the AGM, there must be a proposer and a seconder. Decisions shall be made via a simple majority vote. Each member shall have one vote, which will need to be cast in person. Pending members (whose membership requests have not been approved) shall not have any voting rights.

Committee Meetings

The meetings shall be called at least once in 3 months or at the discretion of the Chairperson or at the request of not less than six members of SIA. Notice of not less than three working days shall be given. The quorum for the SIA meetings will be not less than 50% of SIA Executive Committee members and 50% of SIA Committee members. If two attempts to achieve quorum are unsuccessful, then an executive decision can be taken on behalf of SIA by the SIA Chairperson in consultation with SIA Executive Committee.

Code of Conduct

Integrity and loyalty are the key words and they should inform the conduct of all SIA members and in particular committee members and office bearers. Members are advised to consult the executive committee before embarking on any independent action or project that could have a negative impact on SIA. Breaches of trust or of the code of conduct would be subject to disciplinary action which would be initiated after a majority vote by committee members at a meeting called to discuss issues. At least 3 working days' notice must be given prior to such a meeting. Disciplinary action may constitute a warning or abrogation of membership of SIA.

Dissolution

If at any time, a majority of the SIA Executive Committee, combined with a majority of the SIA Committee decides it is advisable to dissolve SIA, a meeting of the SIA membership shall be called with not less than 14 days' notice to consider the terms of the proposed resolution. A simple majority of those present and voting at such a meeting shall confirm such a decision. Any equipment and/or monies left after the settlement of any proper debts and liabilities shall be donated to an organisation with similar aims and objectives, or, failing that, may be donated to such charitable organisation or organisations as the members shall decide.

Finance

SIA Membership fees are determined by the SIA Executive Committee in consultation with the SIA Committee and ratified at the AGM.

Applications by SIA to the local government or part thereof for grants of funds shall be made at the discretion of the SIA Executive Committee. SIA Executive Committee shall nominate a SIA member to perform the tasks required in relation to such grants in consultation with and approval by the SIA Executive Committee and to keep the SIA Executive Committee informed about the status and progress of the grant applications.

On vacating office, the office bearers of SIA shall hand over the account books and/or any other important or relevant information or document(s) to the duly elected successor and report the handing over to the SIA Executive Committee. In the event of SIA not electing any successor, the handover can be done to any other member of the SIA Executive Committee.

SIA shall maintain a Bank Account in its name, the details of which shall be made available by the Treasurer to any member upon request. At least 2 members of the SIA Executive Committee are required to act as signatories or to operate the Bank Account. Any payments from SIA Bank Account are done by SIA Treasurer or SIA Chairman and if it is a Bank Cheque then two signatories (from SIA Executive Committee) must sign the Cheque. Any payment or refunds including online bank transfer for any purpose, shall require the prior approval of the Chairman or in case of the Chairman's absence, of another SIA Executive Committee member.

Grants / Donations / Contributions:

The SIA Treasurer shall maintain an account of all funds received and spent during the year. This finance report will be presented at the SIA AGM.

Amendment of the Constitution

This constitution may be amended or altered by the SIA Executive Committee in consultation with SIA Committee in the interim; however any changes made must be ratified at the AGM by a resolution supported by a majority of the members present.

This constitution shall be made available to all members of SIA on request. This constitution is dated and effective as of _15 September 2013_ (the "effective date").