

# INDIAN CULTURAL SOCIETY

## CONSTITUTION

### **Name:**

The name of the organisation shall be Indian Cultural Society (“the Society”).

### **Aims:**

The foremost aim of the Society shall be to celebrate and promote the richness and diversity of Indian art, tradition and culture. It shall also aim to foster goodwill and harmony between different communities by organizing various festivals and activities. Unity in Diversity is the main motto of the Society.

### **Membership:**

Membership of the Society shall be extended to all members of the public who share the aims of the Society. The Society shall not refuse an application for membership on the grounds of race, place of origin, sex, sexual orientation, caste, religion, political views or on any other grounds that it may deem discriminatory in the future. Rules and privileges of membership are outlined in Appendix 1.

### **The General Body:**

The General Body shall comprise of all members of the Society. The Core Members (as outlined in Appendix 1), will have full voting rights in the election of the Management Committee at the Annual General Meeting (AGM), and also at General meetings called for the purpose of electing candidates, if vacancies arise. If any member of the General body has any concern pertaining to the functioning of the Society or constitutional amendments, the issue should be put forward to the General Secretary in writing. The General Secretary will discuss the issue in a meeting of the Management Committee, within a reasonable time (not exceeding 60 days). If the decision of the Committee is not to the satisfaction of the member, a General Body Meeting may be demanded if at least 10% of the General Body also share the concern. The General Secretary shall not refuse to assist the member in communicating with the other members, if needed. The issue may be put to vote in the General Body Meeting.

## **The Management Committee:**

The management of the Society (except as otherwise provided by these rules) is deputed to a Committee of a General Secretary, Cultural Secretary, Social Secretary and Treasurer all of whom must be elected by the Core Members at the Society's Annual General Meeting for not less than 3 years.

**General Secretary-** (a) shall take the lead in day to day running of the Society and will be the first point of contact for any issues that need to be sorted within and outside the Society. (b) Shall be a signatory along with the Treasurer for monetary transactions. (c) Shall attend Committee meetings and other meetings of the Society and maintain the minutes of all such meetings, and any other documents that the Society may ask him/her to maintain. (d) Shall be responsible for arranging disciplinary hearings and appeals, where necessary.

**Treasurer-** (a) shall take the lead in maintaining the accounts of the Society and liaison with the Society's bank as the principal signatory. (b) Shall receive the subscriptions of members as well as other monies that may be paid from time to time into his or her hands by any person on account of the Society. (c) Shall pay all accounts after they have been approved by the Committee and shall furnish a statement of receipts and expenditure to the Annual General Meeting and whenever required to do so by the Committee.

**Social Secretary-** (a) shall take the lead in maintaining the Society's official correspondence with all external bodies (such as the Cambridge City Council) (b) shall be responsible for enhancing the Society's profile with various organisations in the UK including schools and institutions in Cambridgeshire. (c) Shall be responsible for applying for funds from new and untapped sources in coordination with the General Secretary.

**Cultural Secretary-** (a) shall take the lead in promoting cultural and literary activities such as songs, dance, drama and talks among Society members. (b) Shall also take the lead in organising local cultural events and hiring external artists in coordination with the rest of the Committee.

The Management Committee shall meet at regular intervals and keep minutes of their meetings. Significant decisions affecting the Society must be taken by unanimous agreement of the Committee, which is together responsible for the actions of the Society. Where such unanimity is not achieved, the Committee shall revert to the General Body for advice and direction. Further, the Committee must revert to the General Body if it anticipates or precipitates significant financial departures from the budget presented at the AGM.

The Management Committee can appoint and coordinate the working of sub-committees or focus groups for better management of large events. This can include, but are not restricted to, fund-raising, publicity, cultural events, security and cleaning among others.

Significant sub-committee/focus group decisions for the Society must be approved by the Management Committee.

## **Meetings of the Society:**

The Annual General Meeting of the Society shall be held each year in March/April. At least one General Meeting shall be held in the second half of the year. The time and venue of these meetings shall be determined by the Management Committee and publicized at least twenty-one days in advance. The AGM of the Society must:

- a. Receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year.
- b. Present a budget for the current financial year.
- c. Fill the vacancies in the Committee.
- d. Fix the annual and Autumn Festival (Sharodutsav) subscriptions
- e. Consider any other business as determined by the Committee

All other General Meetings shall be held as and when the Committee deem necessary. The time and venue of these meetings shall be publicised at least seven days in advance. The Management Committee shall determine the date of a General Body meeting by consulting the membership through electronic polling, such as a doodle poll, in order to ensure maximum participation. A quorum of one-third of the Core membership plus one shall be necessary for the meeting to take place. Whenever a meeting (as determined by electronic polling) is not quorate, alternative dates shall be offered. If quorum is still not achieved, despite reasonable effort by the Management Committee on two consecutive occasions, the General Body Meeting may proceed without quorum and decisions taken at such a meeting will be binding.

The Committee shall hold meetings as and when they deem necessary. The time and venue of these meetings shall be duly publicised. A quorum of half the membership of the Management Committee shall be necessary for the meeting to take place.

## **Elections:**

- a) Members of the Management Committee shall be elected at the Annual General Meeting, and if vacancies arise in mid-year, at a General Meeting. The candidates must be Core Members of the Society.
- b) Nominations for these positions can be put forward only by Core Members, and any expressions of interest shall be submitted to the Committee in writing when a post is advertised. In case of extraordinary circumstances where no Core Member is available

to take up a post, the Committee may ask an Associate Member to fill the position subject to ratification by the General Body.

- c) There may be hustings at the election meeting.
- d) As far as possible the Society shall strive to elect office-bearers unanimously. If this is not possible despite best efforts, voting may be permissible. Core members will have voting rights at such elections and in such instances the society reserves the right, by seeking consensus from the Core membership, to allow associate members to cast their votes. Votes shall be counted by two persons who are chosen at the election meeting and who are not candidates for any of the posts. The election and count shall be conducted using the 'First Past the Post' system. This system envisages that the candidate polling the highest number of votes shall be declared the winner.

### **Amendments to this Constitution:**

Amendments to this Constitution may be proposed by any Core member of the General Body and must be submitted to the General Secretary in writing. This Constitution may only be amended at an Annual General Meeting, or a General Meeting specially called for that purpose. All Constitutional amendments have to be concordant with statutory obligations, including those mandated by the Cambridge City Council. No vote on a constitutional amendment shall be valid unless at least one quarter of the Society's Core members are present at the meeting.

The Society shall review all applicable policies, such as those enlisted under Appendices 2-6 of this document, from time to time and make reasonable endeavours to ensure that such policies are not conflicted with any funders' or accreditors' prescribed guidelines.

### **Dissolution of the Society:**

The Society may be dissolved at a General Body Meeting called specifically for this purpose, provided that at least twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Body Meeting must vote in favour of the motion for Dissolution for it to be effective. If five or more unrelated Core Members offer to carry forward the aims and aspirations of the Society as presented in this document, then the motion for Dissolution shall not be put forward for voting. Here 'unrelated' refers to members not related by birth or family ties. The Management Committee shall step down and hand over the running of the Society to the members willing to take the Society forward.

Any motion for Dissolution of the Society shall provide that assets remaining after disbursing funds ring-fenced for designated beneficiaries, and after all liabilities have been met, shall be disbursed among registered charities selected during the General Body Meeting.