FILE COPY

CERTIFICATE OF INCORPORATION

OF A PRIVATE LIMITED COMPANY

Company No. 5707451

The Registrar of Companies for England and Wales hereby certifies that

SIRI GURU SINGH SABHA GURDWARA BRISTOL

is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.

Given at Companies House, Cardiff, the 13th February 2006

N05707451G

THE OFFICIAL SEAL OF THE REGISTRAR OF COMPANIES

Companies House

— for the record —

HC007B

Companies House
for the record

12

Declaration on application for registration

Please complete in typescript, or in bold black capitals.

CHWP000

Company Name in full Siri Guru Singh Sabha Gurdwara Bristol

I, Harbhajan Singh Litt

of 62 Birchwood Road St Anns Bristol BS4 4QN

† Please delete as appropriate.

do solemnly and sincerely declare that I am a † [Solicitor engaged in the formation of the company][person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985] and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature

Declared at 18 Portland Square Bristol BS2 8SJ

	Day	Month	Year
On	01	02	2006

❶ Please print name.

before me ❶ Rebecca Head

Signed **Date** 01/02/06.

† A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Solicitors at Henriques Griffiths 18 Portland Sq.
Bristol BS2 8SJ
Tel 0117 9094000
DX number DX exchange

A1ML7CNO
A14 271
COMPANIES HOUSE 04/02/2006

When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for companies registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland DX 235 Edinburgh
or LP - 4 Edinburgh 2

Form revised 10/03

Companies House
for the record

30(5)(a)

Please complete in typescript, or in bold black capitals.

CHFP000

Declaration on application for registration of a company exempt from the requirement to use the word "limited" or "cyfyngedig"

Company Name in full SIRI GURU SINGH SABHA GURDWARA BRISTOL

I, Santokh Singh Sandhu

of 20, Staunton FIELD WHITCHURCH BRISTOL BS14 0QD

† Please delete as appropriate.

a [Solicitor engaged in the formation of the company][person named as director or secretary of the company in the statement delivered under section 10 of the Companies Act 1985]† do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the Companies Act 1985.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature S.S. Sandhu

Declared at 78 PORT AND SQUARE, BRISTOL, BS2 8SJ

on Day 11 Month 02 Year 2006

❶ Please print name.

before me ❶ REBECCA HEAD

Signed [signature] **Date** 11/02/2006

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

Solicitors at Henriques Griffiths
18, Portland Sq BRISTOL BS2 8SJ
Tel
DX number DX exchange

A14 *A1ML8CNP* 270
COMPANIES HOUSE 04/02/2006
COMPANIES HOUSE 17/01/2006

When you have completed and signed the form please send it to the Registrar of Companies at:
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for companies registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland **DX 235 Edinburgh**

Form revised June 1998

Companies House
for the record

10

First directors and secretary and intended situation of registered office

Please complete in typescript, or in bold black capitals.

CHWP000

Notes on completion appear on final page

5707451

Company Name in full Siri Guru Singh Sabha Gurdwara Bristol

Proposed Registered Office
(PO Box numbers only, are not acceptable)

301-307 Church Road

St. George

Post town Bristol

County / Region Bristol Postcode BS5 8AA

If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address. ✔

Agent's Name Balbir Kaur Nirwan

Address 5 Russell Town Avenue

Redfeild

Post town Bristol

County / Region Bristol Postcode BS5 9LT

Number of continuation sheets attached Total 5 sheets

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to

Black Development Agency

Tel 0117 9396645

DX number DX exchange

A14 COMPANIES HOUSE 272 04/02/2006

A30 COMPANIES HOUSE 17/01/2006

When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for companies registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland DX 235 Edinburgh
or LP - 4 Edinburgh 2

Company Secretary (see notes 1-5)

Company name: Siri Guru Singh sabha Gurdwara Bristol

NAME *Style / Title: Mr *Honours etc:

* Voluntary details

Forename(s): Harbhajan Singh

Surname: Litt

Previous forename(s): N/A

Previous surname(s): N/A

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Address ††: 62 Birchwood Road

St. Ann's

Post town: Bristol

County / Region: Bristol Postcode: BS4 4QN

Country: UK

I consent to act as secretary of the company named on page 1

Consent signature [signature] **Date** 16/1/06

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title: Mr *Honours etc:

Forename(s): Santokh Singh

Surname: Sandhu

Previous forename(s): N/A

Previous surname(s): N/A

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Address ††: 20 Staunton Field

Whitchurch

Post town: Bristol

County / Region: ~~South Gloucestershire~~ NORTH Somerset Postcode: BS14 0QD

Country: UK

Date of birth Day 11 Month 04 Year 1936 **Nationality** British

Business occupation Sub Poster Master

Other directorships Bristol Indian Association

I consent to act as director of the company named on page 1

Consent signature S.S. Sandhu **Date** 16/1/06

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME	*Style / Title	Mr	*Honours etc
* Voluntary details	Forename(s)	Gurdial	
	Surname	Singh	
	Previous forename(s)	N/A	
	Previous surname(s)	N/A	
†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.	**Address** ††	18 Kynges Mill Close	
		Frenchay	
	Post town	Bristol	
	County / Region	Bristol	Postcode BS16 1JL
	Country	UK	

Date of birth Day 15 Month 04 Year 1954 **Nationality** British

Business occupation Jobs Advisor

Other directorships Bristol Indian Assoication

I consent to act as director of the company named on page 1

Consent signature [signature] **Date** 16/1/06

This section must be signed by either an agent on behalf of all subscribers or the subscribers (i.e those who signed as members on the memorandum of association).

Signed	[signature] (agent)	**Date**	16/1/06
Signed		**Date**	
Signed		**Date**	
Signed		**Date**	
Signed		**Date**	
Signed		**Date**	
Signed		**Date**	

Memorandum of Association of
Siri Guru Singh Sabha Gurdwara Bristol

1. The Company's name is "**Siri Guru Singh Sabha Gurdwara Bristol**" (and in this document it is called the Association)

00059/20
901404

2. The Association's registered office is to be situated in England and Wales

3. The Association's Aims and Objectives are: -

3.1 **Aims**

- The Aim of Association is to advance the Sikh religion by the provision and maintenance of a Gurdwara or Gurdwara's for worship, the celebration of Sikh religious festivals and conducting of baptisms (Amrit Parchar), marriages, Civil Marriages and funerals rites in accordance with the Sikh religious observances and by such other means as the Management Committee shall think fit

- To further the religious and charitable work of the Sikh Faith by providing a safe place to congregate for the assembly of worship in the said Gurdwara or Gurdwara's.

- To provide, in the interests of Social Welfare, facilities for the elderly, recreation, sport, and other leisure time activities with the object of improving the conditions of life of, in particular but not exclusively, the members of the Sikh community

- To promote the fundamental Sikh beliefs and values to the wider community and to the new generation of Sikh youths

- To provide provisions for the teaching of the Punjabi Language both written and spoken to sustain the mother-tongue for future generations to appreciate

- To promote music, Arts and culture within the context of the Sikh Gospel and continuity of the Sikh Faith

- Provide awareness sessions on the Sikh Faith, for schools Religious Education trips to the Gurdwara, and send representatives to schools on request

3.2 **Objectives**

In furtherance of the Objects but not otherwise the Association may exercise the following powers:

- To borrow and raise funds for the furtherance of the objectives of the Association in such manner and on such security that the Association may think fit

- To raise funds and to invite and receive donations/ contributions: provided that in raising funds the Association shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations

- To invest the monies of the Association not immediately required for the furtherance of the objectives subject to any conditions and consents required or imposed by law

- To sell, buy, take on lease dispose or turn into account all or any part of the property or assets of the Association necessary for the furtherance of the objects of the Association subject to the approval and consent of the Association's general membership body

- Subject to clause 4 hereof employ and pay such Architects, surveyors, solicitors and any other professional persons required for the furtherance of the objectives of the company

- Subject to any consents required by law to borrow money to fund the activities of the Association and to charge all or any part of the property of the Association as security for the repayment of the money so borrowed

- To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them

- To pay out of the funds of the Association the costs, charges and expenses incurred in connection with promotion, formation and incorporation of the Association, incidental to the formation and registration of the Association

- **Sadh - Sangat, Kirtan and Guru-Ka-Langar**
  To organise Sadh-Sangat (Congregations) Meetings for the purpose of providing Religious Services including Kirtan (devotional hymn singing) and Guru-Ka-Langar (Sacramental Communion provision of meals and refreshments for the gatherings on such occasions).

- **Celebrations and Ceremonies**
  To organise and provide facilities for the celebration of Religious Functions, National festivals and Religious Services connected with Births, Baptisms, (Amrit Parchar), Nuptials, Engagements, Marriages, Civil Marriages and Bereavements according to the Sikh Religion, Custom, and the Law of this Country.

- **Educational and Literary Activities**
  To organise a Reading Room, Library and School for the teaching of the Punjabi Language, Kirtan (religious music classes), the Sikh Religion and computer technology for men, women and children, irrespective of their faith, beliefs, religion, caste, colour, race, nationality or sex. Generally to help in the harmonious integration of the migrants from Punjabi and Indian communities into British Society by mutual understanding and knowledge of the various Cultures involved, and to propagate and expand the Sikh Religion and its Spiritual, and Religious Tenets, Ethics, Doctrines and the Philosophy through the media of Literary activity and expression, and Translation of Religious Scriptures.

- **Employment**
  Appoint such employees or agents, who may not be members of the Management Committee, as may be deemed necessary for the effective administration of the Association

- **Funds**
  To collect monies and raise funds for the activities of the Association. This will be in addition to voluntary contributions, subscriptions, donations, loans, grants and subsidies, and offerings in cash or kind during congregation gatherings.

4. The income, donations and property of the company shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Association, and no Director shall be appointed to any office of the company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Association.

Provided that nothing in this document shall prevent any payment in good faith by the Association: -

i. Of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Association to act in a professional capacity on its behalf: Provided that at no time shall a majority of the Directors benefit under this provision and that a Director shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;

ii. Of reasonable and proper remuneration to any member, officer or servant of the Association (not being a member of the Management Council or Governing body) for any services rendered to the Association.

iii. Of reasonable and proper rent for premises demised or let by any member of the Association or its Management Council, or Governing Body.

iv. To any Management of Governing body member of reasonable out-of pocket expenses.

4. The Liability of the members is limited

5. Every member of the company undertakes to contribute such amounts as may be required (not exceeding £2) to the Association's assets if it should be wound up while he or she is a member of within one year after he or she ceases to be a member, for payment of the Association's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

6. Dissolution

If the Management of the Council decides that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management of Council shall have the power to release any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution having objects similar to the objects of the Association, as the members of Association may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts for the final accounting period of the Association must be sent to the Company House.

Signatures, Names and Addresses of Subscribers

Sarbjit Singh Bisla
121 Old Gloucester Road
Hambrook
Bristol
BS161QH

Signed..Sarbjit Singh Bisla

Santokh Singh Sandhu
20 Staunton Field
Whitchurch
Bristol
BS14 0QD

Signed..S. S. Sandhu...

Jarnail Singh Sandhu
28 Kellaway Avenue
Horfield
Bristol
BS

Signed...J. S. Sandhu

Harbhajan Singh Litt
62 Birchwood Road
St Anns
Bristol
BS4 4QN

Signed.....

Gurdial Singh
18 Kynges Mill Close
Frenchay
Bristol
BS16 1JL

Signed.....

Jaswinderpal Singh Ghuman
13 Wathen Road
St Andrews
Bristol
BS6 5BY

Signed.....

Dated: 1 - 2 - 2006

Witness to the above Signatures: ਸੁਰਿੰਦਰਪਾਲ ਸਿੰਘ

Name: SURINDER PAL SINGH

Address: 301-307 CHURCH ROAD, ST. GEORGE, BRISTOL
BS5 8AA

Occupation: HEAD PRIEST

The Companies Act 1985 and 1989
Company Limited by Guarantee and not having a
Share Capital

Articles of Association of
Siri Guru Singh Sabha Gurdwara Bristol

Interpretation

1. In these articles:

'the Act' means the Companies Act 1985, including any statutory modification or re-enactment thereof for the time being in force;

'the articles' means these Articles of Association

'the memorandum' means the memorandum of Association

'the seal' means the common seal of the Association

'Secretary' means any person appointed to perform duties secretary of the Association

'Directors' means the elected members of the Management of the Association

"The Management Council" (MC) means Management committee of the Association

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

The Association is established for the objectives expressed in the Memorandum of the Association.

2. Membership of the Association shall be open to those who:

a. Membership of the 'Covenant Life Members' or the Founders of the Bristol Indian Association will be automatically transferred to stand as Life Membership of the Siri Guru Singh Sabha Gurdwara Bristol. (Singles or Couples (family unit) who provided either an interest free loan or Donation of £500 for a period of 80 years.) These 'Covenant life memberships' will be transferable to the next of kin merely one vote at the discretion of and consent of the named life member of the Association. The recipient will be eligible to full membership rights when he/she attains the age of 18 years

b. In the case the family unit should be dissolved both parties shall retain their membership, and should they remarry the new partner/s who wish to be considered as members of the Association, will be required to provide £250 to attain full membership and rights

c. Every member of the Association shall either sign a written consent to become a member or sign the register of the members on becoming a member.

d. Believes in the fundamental principles, beliefs and values of Sikhism and in the teachings of Guru Granth Sahib Ji.

e. Is 18 years of age or above

f. No person/s shall be entitled to attend or vote at any general meeting unless he/she is a fully paid up member of the Association.

g. Is in agreement with the aims and objectives of the Association.

h. Unreservedly agrees to abide by the Constitution of the Association.

i. Unreservedly agrees to abide by the Rules and Regulations produced by the elected Management Council.

j. The Management Council may refuse membership to any individual with good and sufficient reason to the individual applying for membership for the first time.

k. Date of commencement of membership will be from the date the Management Council approves the membership and not from the date of application on the membership form

3. Termination of Membership

The M.C may, by a two-thirds majority vote, for good reason, and by giving notice in writing informing the individual concerned of the reasons for such action and termination of membership, provided that the individual concerned shall be given the right to appeal such decision within 28 days in writing to the Committee, for the matter to be reconsidered. If, after due consideration the M.C decides for the decision to be upheld, then M.C will call an Extraordinary General Meeting for the resolution to be passed by a two third majority vote, then the Membership's decision shall be final and binding.

The Management Council may terminate the membership of any individual, if the individual becomes ineligible for membership due to change of circumstances relating to items **(2-k)** under Membership clause **(2)** above.

4. Suspension of Membership

a. If a member is charged of a criminal offence committed against or at the Association and criminal proceedings are commenced against such individual, the membership of that individual will be suspended from the date of his charge until such time as the criminal proceedings are concluded. At the conclusion of the criminal proceedings, the Management Council may recommend the following actions:

b. Lift the suspension of membership on acquittal.

c. Commence own Disciplinary Procedure by carrying out an internal investigation of the individual.

d. Expulsion from membership if convicted of a criminal offence without further reference to the individual concerned.

5. General Meetings

a. The Association shall hold an Annual General Meeting in the month of September each year, in addition to any other meetings in that year.

b. Not more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and that of the next

c. The Association shall hold its first annual General Meeting within eighteen months of its incorporation; it need not hold it in the year of its incorporation or in the following year

d. The annual general meeting shall be held at Association registered address.

e. An Annual General Meeting and an Extraordinary General Meeting called for the passing of a special resolutions or appointing a persons, as Directors shall be called by at least twenty-one clear days' notice.

f. All other extraordinary General Meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:

g. The notice shall specify the date and time of the meeting and the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such.

h. All general Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

i. Extraordinary meetings may by called by MC on the request of members and this must convene not later than eight weeks after receipt of the request

j. If there are not sufficient Directors within the United Kingdom to call a general meeting, any Director or any member of the Association may call a general meeting.

k. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

6. Proceeding at general meetings.

a) No business shall be transacted at any meeting unless a quorum is present, which will be one-third of the total number of such persons currently residing in Bristol and surrounding areas shall constitute a quorum.

b) If a quorum is not present within half and hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place

c) The Chairperson or in his/her absence may appoint another Director to preside as chair of the meeting. If neither the Chairperson or appointed person any is present within fifteen minutes after the time appointed for holding the meeting, then Directors present shall elect

one of their numbers to be Chairperson and if there is only one Director present and willing to act, he/she shall be Chairperson. If no Director is present then members present and entitled to vote shall choose one of their numbers to be Chairperson.

d) The chairperson may adjourn a meeting where a quorum is not present with the consent of members present, but no business other than original business may be transacted at an adjourned meeting. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given, specifying the date and time of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

e) A resolution put to the vote of a meeting shall be decided on a show of hands unless on the show of hands a poll is duly demanded.

f) Subject to the provisions of the Act, a poll may be demanded:

   i. by the chairperson; or
   ii. by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

g) Unless a poll is duly demanded a declaration by the chairperson that a resolution has been carried or carried unanimously, or by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence.

h) The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairperson. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

i) A poll shall be taken as the chairperson directs and he/she may appoint scrutiniser's (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

j) In the event of a tie the chairperson shall be entitled to a casting vote in addition to any other vote he/she may have.

k) A poll demanded on the election of a chairperson or on a question of adjournment shall be taken immediately. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business.

7. Appointment and Retirement of the Management Council (M.C)

a. The M.C shall consist of fifteen members. At each Annual General Meeting of the Association one-third of the members will retire from office in rotation of seniority of serving office (every third year of administration).

b. Members of the council must constitute a minimum of one-third female members, unless insufficient female members nominated for election, thereby the vacancy may be filled from male members nominated.

c. Any member nominated and elected for M.C. must be of 18 years plus.

d. Any member having previously held office of M.C and did not attend meetings or support in the administration duties of the Association during his/her office will not be eligible for stand election and their nomination will be null and void.

e. Only one member from any one family unit (husband & wife) would be eligible to reside on the Management Council at any one time

f. A retiring member of the council will not eligible for re-election on the same A.G.M of retirement and will have to stand down until the following A.G.M.

g. On the event of a member of council retires from office before an A.G.M. the M.C may fill such vacancy, but any person so appointed will hold office only until the next following A.G.M, and shall be then eligible for re-election, and his/her temporary appointment shall not be taken into account as part of the determining rotation of the members of council who are due to retire.

h. The M.C. by majority vote may remove any member of Council who does not attend without good reason and no apologies received on three consecutive M.C. meetings

i. The Chairman, Secretary and Treasurer may not hold the same officer's role for more than two years in their three-year term of office.

8. Disqualification and removal of M.C

The office of member of council shall be vacated if the member: -

i. Becomes bankrupt or makes any arrangement of composition with his creditors generally

ii. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affair

iii. Resigns his office by notice by notice in writing

iv. Is absent without valid reason and without the permission of the MC for three consecutive meetings and the MC resolves that his or her office be vacated.

v. Is directly or indirectly interested in any contract with the Association and fails to declare the nature of his/her interest in manner required by the Companies ACT

9. Executive Members of Council

Following the election of the Management Council at the Annual General Meeting, the elected members will hold an immediate meeting on the same day or as soon as practicable thereafter and elect amongst themselves the following:

a. **Chair** - The Chair shall be responsible for the overall functioning of the Management of Council and general supervision. He/She shall reside over meetings and ensure that the

rules and the spirit of the constitution are complied with. The Chairperson shall have a casting vote at all meetings in the event of a tie.

b. **Vice Chair: -** The Vice Chair shall assist the Chair in his/her duties and act in the absence of the latter.

c. **General Secretary** - who shall have the general administrative management responsibility for carrying out the decisions of the MC, the decisions of the membership taken in General Meetings of the Association, and taking notes and publishing and displaying/circulating minutes of the MC meetings and General Meetings and have responsibility for calling and organizing any such meetings? All other members of the Management Committee must liaise with the General Secretary. The General Secretary will receive and deal with all correspondence in the name of the Gurdwara and report to MC. He/she shall prepare the annual report for presentation at AGM of the Association.

d. **Assistant General Secretary** – To assist the General Secretary in the discharge of his/her duties and act on the Secretary's absence.

e. **Treasurer** - who shall be responsible for keeping the books, records, and accounts of the Association, receiving donations and collecting subscriptions and all other monies due to the Association for the credit of the Association's bank account, paying the debts of the Association, and preparing and submitting annual accounts of income and expenditure and a balance sheet for the approval of the membership at the A.G.M of the Association.

f. **Assistant Treasure** – To assist the treasurer in the discharge of his/her duties and act on the Treasure absence.

g. **Programme Organiser** - who shall be responsible for organizing the regular Sadh-Sangat congregations and Kirtan programmes as well as organize special functions to celebrate Religious Events. The Programme Organiser will report directly to the General Secretary

h. **Langar Organiser -** who shall be responsible for arranging the Langar, refreshments at all Association functions and ordering groceries for replenishing the food store. The Langar Organiser will liaise with all concerned for the smooth operation of the Langar duties

i. **Bhandari** – The Bhandari shall maintain a stock register of the Kitchen equipment, general store, furniture, appliances etc. to be responsible for issuing and collecting items under his/her control. The Bhandari will be responsible to ensure the cleanliness and hygiene of the kitchen is kept to a satisfactory requirement set by law, as per Health and Safety Standards and regulations

j. **Sports and Cultural Secretary** – Will be responsible for organising activities to encourage youngsters to develop their potential and participate in sport in Kabaddi, Judo, football, cricket and Karate for young people and arrange in the sponsoring them to participate in Gurmat camps held by similar institutions in the country. He/she will also be responsible for apply for grants for these activities. The Sports and Cultural Secretary will be answerable the M.C. and all activities will require approval from M.C

k. **Education Secretary** – Will be responsible for organising Punjabi Language classes to encourage youngsters to develop reading, writing and speaking skills to preserve their Mother Tongue. He/she shall also arrange Music and Kirtan classes. The Education

Secretary will be answerable the M.C. and all activities will require approval before administration.

10. Employment The Granthi -

Only a devout Amrit Dhari Sikh, well versed in Kirtan, Katha and Path, of good moral character will be employed as the Granthi by M.C, under the terms agreed in writing between the M.C. and the employee concerned.

11. Powers of Management Council

Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution; the Directors, who may exercise all the powers of the Associations, shall manage the business of the Association. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the Directors, which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the Directors by the articles and a meeting of Directors at which a quorum is present may exercise all the powers exercisable by the Directors.

In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the Directors shall have the following powers, namely:

a) To use the funds of the Association in such manner, as they shall consider most beneficial for the achievements of the objects and to invest in the name of the Association such part of the funds as they may see fit. To direct the sale or transposition of any such investments and to use the proceeds of any such sale in furtherance of the objects of the Association;

b) To enter into contracts on behalf of the Association, for the furtherance of the Association its aims and objectives

12. Proceedings of M.C

a) The Directors may regulate their proceedings as they think fit. The Chair or secretary may, at the request of a Director call a meeting of the Directors. It shall not be necessary to give notice of a meeting to a Director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote

b) The quorum for the transaction of the business of Directors may be fixed by the Directors but shall not be less than one third (1/3) of their number

c) The M.C will elect a Chairperson and Secretary at their first meeting and these persons shall only hold either of theses two positions for two years during their term of Directorship

d) The M.C. may appoint one or more sub-committees consisting of three or more Directors for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Directors would be more conveniently undertaken or carried out by a sub-committee. All proposals and decisions made by such sub-committees shall be brought before the full MC for approval before any work undertaken or any action taken

e) A resolution in writing, signed by all the Directors entitled to receive notice of a meeting of Directors, shall be as valid and effective as if it had been passed at a meeting of the Council duly convened and held

f) Any bank account in which any part of the assets of the Association is deposited shall be operated by the Directors and shall indicate the name of the Association. All cheques and orders for payment of money from such account shall be signed by at least two members of council

13. The seal

The seal shall only be used by the authority of the Council or of a Committee of the Council authorised by the Council. The M.C may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the secretary or by a second Director

14. Accounts

a) Accounts shall be prepared in accordance with the provision of the Companies Act and submitted in time frame set by Companies House

b) The accounting records shall be kept at the registered office of the Association or subject tot he provisions of the Act, at such place or places the Council thinks fit

c) The council may at time to time determine place and conditions or regulations for accounts to open for inspection by members of the Association

d) The Council will prepare and produce the accounts at the Association's Annual General Meeting

e) A copy of the balance sheet (including every document required by law to be annexed thereto) is to be laid before the Association membership in the Annual General meetings together with the Accountant's report, and shall be sent to every member of the association not less than twenty-one days before the date of the meeting

f) The Association will not require an audit as long as it satisfies the Audit exemption criteria specified in section 249A of the Act

g) The membership may appoint and an independent individual person from the membership to inspect the Associations current years accounts quarterly and produce a written report to certify the accounts are in order

15. Notices to Membership

a) The Association may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his/her registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him/her shall be entitled to have notices given to him/her at that address, but otherwise no such member shall be entitled to receive any notices from the Association.

b) A member present in person at any meeting of the Association shall be deemed to have received notice of the meeting and, where necessary of the purposes for which it was called.

c) The appointed Accountants of the Association.

d) All members of the Council.

e) No other person shall be entitled to attend or receive notice of the Annual General and General Meetings.

16. Indemnity

Subject to the provisions of the Act every Directors or other officer or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

17. Complaints and Disciplinary Procedures

The Management Council must look into any allegations received in writing about incidents or any individual and report back its findings within four weeks of receiving the complaint to the individual or the Sangat, as the case may be. If the findings of the Management Council fail to satisfy the individual or the Sangat, then an independent board of enquiry consisting of five members must be appointed by the Sangat to investigate the allegations. If the allegations are found to be true, the MC shall be empowered to take suitable action with the approval of the Directors and the Sangat.

18. Codes and Conducts

To facilitate the day-to-day running, the Association shall display at its permanent place, lists of Acts, which are strictly forbidden and totally prohibited within the premises of the Gurdwara. The Management Committee, by a majority vote, shall have the right to take appropriate action against any individual not adhering to these displayed Rules, provided that removal from membership in accordance with clause (3) must be resolved by two thirds of the members of the MC Association.

The Association in general meetings shall have power to alter, add to or repeal the rules or by-laws and the Directors shall adopt such means as they think sufficient to bring to the notice of

members of the Association all such rules or bye laws, which shall be binding on all members of the Association. Provided that no rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum of articles.

The following procedure and Rules must be adhered to all times and the MC has the right to supplement these Rules as required, such additional Rules must be displayed on the Notice Board at all times.

1. Members must communicate and treat each other with utmost respect and regard. The slok *"**Hum Nahin Changhae Bura Nahin Koae**"* must be adhered to at all times.
2. The slok "***Nanak Naam Chardi Kala Terae Bhanae Sarbhat da Bhalla***" must be adhered to at all times.
3. The slok "***Aadh Sach Jugadh Sach Habi Sach Nanak Hosi Bi Sach***" must be adhered to all times.
4. A member shall not accuse, abuse, shout at or chastise any other member within the premises of the Gurdwara Sahib Ji.
5. Any disputes must be conveyed in writing to the Management Committee via the General Secretary.
6. Possession of drugs or other banned substance, smoking, drinking of alcohol, the consumption and preparation of meat on the Gurdwara premises is strictly forbidden.
7. Any Sikh whatever the degree of his/her religious observance shall be permitted to participate in every aspect of the work, practices and activities of the Gurdwara unless expressly prevented from so doing by the provisions of this constitution or the tenants of Sikhism.
8. Parents must keep their children under their own control at all times. The Gurdwara will not accept liability if the above rules are breached.
9. Members must observe and pay due respect to the Officers and Members of the Management Committee. Abuse or disrespectful behavior towards them will be unacceptable. Such misbehavior may attract appropriate disciplinary action by the Management Committee.
10. Unauthorized removal of goods and other effects from the Gurdwara premises is strictly prohibited.
11. Unlawful activities of any kind on the Gurdwara premises are strictly prohibited.
12. The Management Committee may discipline any member by way of suspension of membership whilst a disciplinary procedure is invoked and conducted.
13. No member may disrupt the congregation proceedings in any way whatsoever. Non - observance of this clause will result in the offender being asked to leave the Gurdwara and may require the matter to be reported to the Police.
14. No member may address the Sadh Sangat without prior consent from the General Secretary or his appointed deputy in the event of his absence from the premises.
15. No programmes may be set by any individual without receiving prior authorisation by the MC

20. Amendments

The rules and regulations in this constitution will be regarded as legal and binding and may not be changed. All proposed amendments to the constitution of the Gurdwara must be submitted to the Management Council in writing, at least 30 days before the A.G.M. in exceptional circumstances involving an urgent or vital amendment, an Extraordinary General Meeting may be called

Signatures, Names and Addresses of Subscribers

Sarabjit Singh Bisla

Santokh Singh Sandhu

Jarnail Singh Sandhu

Harbhajan Singh Litt

Gurdial Singh

Jaswinderpal Singh Ghuman

Dated: 10-12-05

Witness to the above Signatures:

Name:

Address: 301-307 Church Rd,
ST. George.
Bristol.
BS5 8AA.

Occupation: ਗ੍ਰੰਥੀ ਸਿੰਘ
Head Priest.

Signatures, Names and Addresses of Subscribers

Sarbjit Singh Bisla
121 Old Gloucester Road
Hambrook
Bristol
BS161QH

Signed. Sarbjit Singh Bisla

Santokh Singh Sandhu
20 Staunton Field
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Bristol
BS14 0QD

Signed... S. S. Sandhu...

Jarnail Singh Sandhu
28 Kellaway Avenue
Horfield
Bristol
BS

Signed... J. S. Sandhu..

Harbhajan Singh Litt
62 Birchwood Road
St Anns
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Signed...

Gurdial Singh
18 Kynges Mill Close
Frenchay
Bristol
BS16 1JL

Signed. Gurdial Singh.

Jaswinderpal Singh Ghuman
13 Wathen Road
St Andrews
Bristol
BS6 5BY

Signed.....

Dated: 1 . 2 . 06

Witness to the above Signatures: ਸੁਰਿੰਦਰ ਪਾਲ ਸਿੰਘ

Name: Surinder Pal SINGH

Address: 301-307 CHURCH ROAD, ST. GEORGE, BRISTOL BS5 8AA.

Occupation: HEAD PRIEST