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ਸਿੱਖ ਗੁਰਦਵਾਰਾ ਕਾਰਡਿਫ

**SIKH GURDWARA CARDIFF**

212A Pearl Street  
Roath  
CARDIFF  
CF24 1RD  
Tel: (029)20465514

Registered Charity Number. 1106376

## **CONSTITUTION AND RULES**

### **CHANGE HISTORY**

<b><u>DATE</u></b>	<b><u>Recommended by</u></b>	<b><u>Changed by</u></b>
1977 [original version]	CRSub-Committee	SGC Members
1980 [amended]	"	"
1983 [amended]	"	"
1999 [amended]	"	"
2014 [amended]	"	"

**"WAHEGURU JI KA KHALSA WAHEGURU JI KI FATEH"**

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1. Glossary of Punjabi Words used in the text

1.1 Diwan

A gathering of the Sikhs to offer prayers to Waheguru - the Lord Almighty and on occasions to celebrate special events.

1.2 Guru Granth Sahib

The most revered writings of the Sikh Gurus considered by the Sikhs as a perpetually living Guru.

1.3 Granthi

A priest in the Gurdwara.

1.4 Gurdwara

The place for worship for the Sikhs and open to all who have respect for the Sikh faith.

1.5 Gurpurb

A day of festival on the Sikh calendar to mark the birth or martyrdom of one of the Gurus and to celebrate Vaisakhi.

1.6 Jathedar

The head of the group. Usually a person responsible for a specific task e.g. Jathedar-Langar.

1.7 Langar

A free meal served in the premises of the Gurdwara.

1.8 Sangat

The gathering of the congregation for the Sikh prayers at the Diwan.

1.9 Saropa

A token offering usually a Patka [turban] and patasha [sugary sweet] to an individual in appreciation of the services to the Sikh Community.

1.10 Sewa

A service given by a person without any expectation of a reward. Sewa is held in high regard in Sikhism.

1.11 Sewadar

The person who is providing the Sewa.

2. Name

2.1 The name of the Gurdwara Sahib shall be 'The Sikh Gurdwara Cardiff'. This name shall not be amended by the Sangat, the Management Committee or the Trustees in the future.

3. Address

3.1 The premises of the Sikh Gurdwara Cardiff shall be at 212a Pearl Street, Roath, Cardiff where all the Diwans and ceremonies shall be held and all Gurburbs shall be celebrated until such time as and if other premises are acquired or built in the future.

3.2 The Address for all correspondence related to the affairs of the Gurdwara shall be as clause 2.1 but the President, Secretary, Treasurer or a Trustee may at his/her discretion have the correspondence directed to the personal address if so authorised by the Management Committee.

4. Aims

4.1 The Gurdwara is based on religious faith and its primary purpose shall be to promote the Sikh Religion in accordance with the precepts of ten Gurus and Guru Granth Sahib. In furtherance of these objectives but not otherwise:

4.2 To hold regular Diwans.

4.3 To celebrate Gurburb on a convenient Sunday close to the actual date of Gurburb.

4.4 To conduct ceremonies according to the accepted practice of the Sikh faith.

4.5 To assist the disabled, aged, widows, orphans and to relieve the needy.

4.6 To provide religious literature and educational material.

5. Membership

5.1 The Gurdwara shall be open to all but its administration shall be in the hands of the Management Committee which shall be elected by the Members of the Gurdwara.

5.2 Any person not less than eighteen years of age resident in South Wales [if requested he or she must provide proof of his or her residence in South Wales] having a faith in Sikhism and Guru Granth Sahib shall be eligible for membership. Application shall be made to the General Secretary.

5.3 An up to date register of members shall be kept under the direction of the General Secretary. A new member shall only be eligible to vote in the elections when he or she has been a fully paid member since the 31st December prior to the year of elections.

5.4 Existing members must renew their membership by 30th April to be eligible to vote at the next election and if he or she has not renewed his or her membership by this date then he or she shall not be eligible to vote at the next election.

- 5.5 Any member shall have the privilege of becoming a life member after two years of continuous membership.
- 5.6 The Management Committee shall have the right to suggest the name of any person of eminence who cares for the welfare of the Gurdwara to be accepted as an Honorary Member. The Honorary Membership shall only be offered to persons who show reverence for the precepts of the Sikh Religion, culture and ideology. There shall be no fee for the Honorary Membership.
6. Conduct of Members
- 6.1 Every member of the Gurdwara shall conduct himself or herself in keeping with the teachings of Sikh faith and shall endeavour to attend and participate regularly in the Sunday Diwans and prayers.
7. Subscription
- 7.1 The subscription fee for the membership shall be £1 [one pound] for a period of two years. The subscription period shall commence on 1st January and expire on 31st December the following year. The fee for life membership shall be £20 [twenty pounds].
8. Management
- 8.1 The management of the Gurdwara shall be entrusted to the Management Committee duly elected by the members at the time of general elections
- 8.2 The Management Committee shall be made up of nine office bearers and two committee members.
9. Office Bearers
- 9.1 Each office bearer shall hold office for a term of two years. The President, the General Secretary and the Treasurer shall not be entitled to hold the same office for more than two consecutive terms.
- 9.2 The Office Bearers will not be entitled to a financial reward or remuneration of any kind. The Office Bearer may only accept a 'Saropa' in keeping with the acknowledged practice of the Sikh faith.
- 9.3 Each Office Bearer shall carry out the duties of his or her office with utmost humility, care and diligence and keep the interest of Sangat at heart at all times. The Office he or she holds is an honour bestowed upon him or her by fellow members and therefore he or she should not regard it as a privilege.
- 9.4 The Office Bearers in the Management Committee shall be as follows:
- 9.4.1 President
- 9.4.2 Vice-President
- 9.4.3 General Secretary

9.4.4 Assistant Secretary

9.4.5 Treasurer

9.4.6 Assistant Treasurer

9.4.7 Jathedar-Langar

9.4.8 Assistant Jathedar-Langar

9.4.9 Jathedar Sewa

10. Committee Members

10.1 There shall be two Committee Members to form integral part of the Management Committee.

10.2 Each Office Bearer and each Committee Member shall show active participation in all affairs of the Gurdwara and carry out all tasks assigned by the Management Committee with care, efficiency and dignity.

11. Correspondence

11.1 Gurdwara's Letterheaded paper shall be used for all correspondence related to the official matters of the Gurdwara.

12. Meetings of the Management Committee

12.1 The Management Committee shall hold at least one meeting every month. Each office bearer and each committee member shall be given due notice for the meeting and the trustees shall also be notified. Proper record of each meeting shall be kept by the General Secretary or the Assistant Secretary.

13. Quorum for Management Committee Meetings

13.1 The Quorum for a Management Committee Meeting shall be at least two-third of the total number of Members of the Management Committee.

14. Conduct of the Committee Meeting, the Office Bearers and the Committee Members.

14.1 The President or in his absence the Vice president shall take the chair and preside at each meeting. he or she shall ensure that the meeting is conducted in an orderly manner. All matters shall be addressed to the chair. All affairs shall be conducted on the democratic principles and only the President shall have the right to a casting vote.

14.2 Only members eligible to vote at the elections and free from any restrictions as imposed by the Charity Commission and / or the Trust law can offer themselves to become a Trustee, a member of the Mngement Committee or an Office Bearer.

14.3 Any office bearer or a committee member who is convicted of a criminal offence other than a motoring offence or declared bankrupt or acts in a manner which might bring a blemish on the Sikh Community or who communicates in writing a wish to resign shall cease to be a member of the management committee.

15. President

15.1 To be eligible for the post of 'PRESIDENT' a member should preferably be Amritdhari otherwise he or she must be sabtsoort and teetotaler.

15.2 Ensure that all ceremonies are conducted in a proper manner.

15.3 Supervise the activities of all office bearers.

15.4 Promote the Sikh Religion and participate in the preaching.

15.5 Represent the interest of the Gurdwara at other functions when invited to do so.

15.6 Ensure that all resolutions passed by the Management Committee are properly implemented.

15.7 Ensure that all resolutions passed at all meetings and any Extra-Ordinary General Meeting are properly implemented.

16. Vice- President

16.1 The Vice-President shall preside at all meetings and functions in the absence of the President. The Vice-President shall support the President in conducting all affairs in a responsible manner.

17. General Secretary

17.1 To be eligible for the post of 'General Secretary' a member must be sabtsoort, teetotaler and a practicing Sikh who is fully conversant with the precepts of Shri Guru Granth Sahib, Sikh Rehat Maryada and Sikh History.

17.2 The General Secretary shall undertake the overall administration of the Gurdwara and shall have the following duties:

17.2.1 Arrange all Diwans and ceremonies.

17.2.2 Make a programme for each ceremony and control the proceedings.

17.2.3 Ensure that all ceremonies are conducted in a peaceful and disciplined manner and in full accord with the precepts of the Sikh faith.

17.2.4 Receive all requests from individuals who may wish to address the Sangat.

17.2.5 Put forward proposals to the Sangat as and when necessary.

17.2.6 Bring all relevant information related to the activities to the attention of the Sangat.



- 17.2.7 Communicate the wishes of the Sangat to the management committee and report the findings of the management committee to the Sangat.
- 17.2.8 Organise meetings of the management committee.
- 17.2.9 Attend meetings of the management committee and maintain all records and ensure that a copy of the minutes of each meeting is also made available to the Trustees.
- 17.2.10 Deal with all correspondence related to the official matters of the Gurdwara.

18. Assistant Secretary

- 18.1 The Assistant Secretary shall assist the General Secretary in the fulfilment of all duties. The Assistant Secretary shall act on behalf of the General Secretary in the latter's absence when he or she shall be responsible for all duties of the General Secretary.

19. Treasurer

- 19.1 To be eligible for the post of 'Treasurer' a member should preferably be sabtsoort and teetotaler.
- 19.2 The Treasurer shall bear full responsibility for the control of all funds and undertake the following duties:
  - 19.2.1 Receive monies and issue receipts.
  - 19.2.2 Deposit monies in the appropriate account.
  - 19.2.3 Maintain up to date records and accounts of all income and expenditure.
  - 19.2.4 Make all records and account books available to the Auditors for six monthly audit.
  - 19.2.5 Present the financial statement at the Annual General Meeting.
  - 19.2.6 Keep a petty cash account.
  - 19.2.7 Liaise with the Trustees on relevant financial matters and financial policy and advise on funding any major developments.
  - 19.2.8 Prepare and present up to date financial statement including current balance in each account to the Management Committee at least once in three months.
  - 19.2.9 Prepare a funding plan for the financial year and keep full records of all existing and new covenants. Ensure that regular payments for covenants are collected and all tax rebates are claimed at the appropriate time.

20. Assistant Treasurer

- 20.1 The Assistant Treasurer shall assist the Treasurer in all duties. In the absence of the Treasurer the Assistant Treasurer shall assume responsibility for all financial matters of immediate concern.

- 20.2 Immediately upon resuming office after the Genarl Elections the Assistant Treasurer shall update the membership register and start collecting subscriptions for the current year and complete the collection of subscriptions of all members by end of November.
- 20.3 Provide applicationforms and deal with the applications for enrolment of new members under the supervision of the General Secretary and confirm eligibility for voting at the General Elections.
- 20.4 Maintain an up to date Register for the inventory of all the articles in the Gurdwara premises.
21. Jathedar - Langar
- 21.1 The Jathedar - Langar shall be fully responsible for all matters related to the Langar. His or her responsibilities shall include:
- 21.2 Organising the preperation and looking after the serving of Langar.
- 21.3 Shopping for all materials needed for the Langar.
- 21.4 Preperation of 'Deg' [Parshad].
- 21.5 Supervision of the kitchen, general cleaning and maintenance of good standard.
- 21.6 Saafe keeping of all articles and proper storage of all food products.
- 21.7 Maintain a Register for booking of Langar and provide guidance to the Sangat and the management committee on matters related to the Langar and liaise with the Treasurer to keep record of monies received and expenditure incurred for the Langar.
22. Assistant Jathedar - Langar
- 22.1 The Assistant Jathedar-Langar shall assist the Jathedar-Langar in all duties. In the absence of Jathedar-Langar the Assistant Jathedar-Langar shall assume responsibility for fulfilment of all duties of Jathedar-Langar.
- 22.2 Assistant Jathedar-Langar shall be responsible for keeping a record of any articles loaned to anyone and keeping an inventory of all articles in the kitchen.
23. Jathedar- Sewa
- 23.1 Jathedar -Sewa shall be responsible for the following:
- 23.2 Organise Sewadars for sewa in Gurdwara.
- 23.3 Ensure that the Gurdwara premises including all linen are in clean and tidy condition.
- 23.4 Ensure that all the necessary work is done in the halls in readiness for the Sunday Diwan, Akhandpaath and on all other occasions and ceremonies.
- 23.5 Take active interest in the welfare of the Sangat and work in co-operation with the two committee members in all matters of welfare.

24. Office Bearers and Members of the Management Committee

- 24.1 All the office bearers and members of the management committee shall carry out the tasks and duties they may be called upon to undertake in a responsible manner.
- 24.2 The office bearers and committee members shall endeavour to report at each function half an hour before scheduled time and shall not leave at the conclusion of the function until everything is cleared and properly stored away.
- 24.3 The office bearers and committee members shall be responsible to ensure that the Gurdwara is open for worship every Sunday whatever the circumstances.
- 24.4 The committee members shall be responsible to provide assistance to the Jathedar - Sewa, participate in the running of Gurdwara's library and take active interest in the welfare work and education.

25. Nominated Sub-Committee

- 25.1 The Management Committee shall have the authority to nominate a sub-committee and assign it a specific task. The terms of reference for the task shall be specified by the Management Committee. The Sub-Committee shall be controlled by a chairman elected by the nominated members. After the completion of the task and the fulfilment of the terms of reference the sub committee will cease to function.

26. Granthi

- 26.1 The Management Committee shall consider the appointment of a Granthi on a voluntary or a salary basis and define his terms of service and duties. The appointment of the Granthi shall be subject to the approval of the Management Committee and the Trustees.
- 26.2 The Granthi must be Amritdhari Sikh and shall be well versed in the precepts of Sikh faith and possess the essential qualities of preaching and guiding the Sangat.
- 26.3 The duties of Granthi shall include the responsibility of giving guidance on religious teaching classes and the availability of religious literature.
- 26.4 The Granthi shall be responsible under the instructions from the President and/ or the General Secretary to conduct and participate in religious ceremonies outside the Gurdwara.

27. Trustees

- 27.1 There shall be three Trustees who shall jointly act as a body. The Trustees shall be jointly responsible for the overall policy for all investment, loan and property matters of the Gurdwara.
- 27.2 They shall ensure that all resolutions passed at the General Meetings and any Extra - Ordinary General Meetings are properly implemented by the Management Committee.
- 27.3 The Trustees shall have the authority to charge the property and borrow on behalf of the Gurdwara as and when recommended by the Management Committee.

- 27.4 All property of the Gurdwara shall be vested in the Trustees. Sale or disposal of any property must be with the written consent of the Trustees. The Trustees shall not be held personally liable for any debts or claims against the Gurdwara.
- 27.5 Trustees shall hold regular meetings once every two months and each meeting shall be held in the first week of the relevant month. A summary of the Minutes of the Trustees meetings shall be regularly made available to the Management Committee.
- 27.6 In the event of Gurdwara being wound up any assets remaining upon dissolution after payment of proper debts and liabilities shall be transferred by the Trustees to a charitable institution or institutions having similar objectives to those of the Gurdwara.
- 27.7 Each Trustee shall be expected to have a working knowledge of the English language. One Trustee in turn must retire every two years. The order of retirement of the Trustees shall be determined by ballot at the General Election in which all Trustees are elected for the first time and thereafter by rotation.
- 27.8 A retiring Trustee shall not be eligible for re-election for the term immediately following his or her retirement.
- 27.9 Any vacancy occurring during the term of office of each Trustee caused by resignation or unknown and unavoidable circumstances shall be filled by elections specially held for the purpose. The person elected to fill the vacancy shall serve for the remaining terms of service and accept the order of retirement which applied to his or her predecessor. A Trustee shall be deemed to have resigned by default in the event of continuous absence of twelve months from Trustees meetings without just cause and written notice.
- 27.10 The Trustees shall have the right to attend all meetings of the management committee as observers. They may if invited advise the President and the committee on matters referred to them. On certain occasions if the Trustees attending the meeting feel that some aspects of the matter under discussion have been overlooked they may give their views on the matter for further consideration by the Management Committee.
- 27.11 Any matters which may be deemed likely to upset the harmony in the administration of the affairs of Gurdwara may be referred to the Trustees for investigation. In such an event the Trustees and the management committee shall call for an Extra- Ordinary General Meeting and elect five Sikhs from Sangat who shall act as Arbitrators and after investigation shall give a decision which shall be final and binding.
- 27.12 Any action or proceedings brought by or against a member by the management committee and/or Trustees or any office bearer without first obtaining a decision pursuant to clause 27.11 above shall be in breach of this Constitution.
28. Finance
- 28.1 The Gurdwara must maintain at least two accounts in the name of 'Sikh Gurdwara Cardiff'.
- 28.2 General Account - for the day to day running of the Gurdwara to include receiving all donations and making payments. The Authorised signatories for this account shall be the Treasurer and either the President or the General Secretary. Any amount in excess of five thousand pounds is to be transferred to the deposit account.

- 28.3 Deposit Account - to be used as a reserve account. Funds from this account can be transferred to and from the General account as and when necessary. The authorised signatories for this account shall be the Treasurer and either the President or one of the Trustees nominated for this purpose.
- 28.4 The Treasurer shall keep up to date records of all income and expenditure. The accounts shall be subject to an audit. Any expenditure in excess of one thousand pounds may only be incurred after it has been approved by the Management Committee with a majority vote.
- 28.5 Two auditors shall be elected every two years at the general elections. They shall audit the accounts each year in April for the period from 1st October to 31st March and in October for the period from 1st April to 30th September respectively and approve the yearly financial statement to be issued by the Treasurer at the time of General Meeting. The Auditors shall not be members of the Management Committee.
29. General Meeting and General Elections
- 29.1 General Meeting shall be held every year and the General Elections shall be held every two years at a convenient time after the second week and not later than the fifth week following the Vasakhi Gurpurb celebrations in the particular year. The General Meetings and the General Elections shall be held at the Gurdwara immediately after Langar on a Sunday. The General Secretary shall make the formal announcement of the date, time and place for the General Meeting and General Elections at the Vasakhi Gurpurb celebrations. Only members shall have the right to participate in the General Meeting and the General Elections.
- 29.2 The General meeting shall commence first and the President shall conduct the General Meeting as a Chairman. Reports on the affairs of the Gurdwara covering the term of office shall be presented at the General Meeting by the President, the General Secretary and the the Treasurer. The Treasurer shall submit financial statements covering the income and expenditure for the year for approval.
- 29.3 Any resolution for consideration at the General Meeting shall be proposed by a member and seconded by two members. The proposed resolution must be submitted in writing to the General Secretary by the proposer at least three weeks before the date of the General Meeting to be valid for consideration. The General Secretary shall display a copy of the proposed resolution on the notice board in the Gurdwara at least two weeks before the General Meeting. The proposed resolution after due consideration at the General Meeting shall be adopted only after the approval with at least two thirds majority vote from the members present.
- 29.4 The General Elections shall commence immediately after the conclusion of the General Meeting in the relevant year to elect office bearers, committee members and two auditors and one Trustee to replace the retiring Trustee when necessary for the ensuing term. The General Elections shall be conducted by three elction officers who shall be nominated by the chairman of the General Meeting.
- 29.5 The election officers shall declare all offices vacant and receive names of candidates for each office commencing with the office of the Trustee and hold the election for each office immediately after receiving nominations for that office. Each proposed candidate shall have a seconder and the candidate must be present to confirm his or her acceptance of the proposal.

- 29.6 The voting shall be carried out by show of hands unless eligible voting members decide otherwise by two third majority in which case the voting shall be taken by secret ballot. The election officers shall call for votes in favour of each candidate and declare the candidate with the highest number of votes in his or her favour counted either by show of hands or secret ballot as the case may be to have secured the office for the ensuing period of two years.
- 29.7 After completion of elections the election officers shall request the incoming President to address the members.
- 29.8 In the event of a vacancy in the office of the President the General Secretary or the Treasurer caused during the year by resignation or unknown and unavoidable circumstances the Vice - President, the Assistant Secretary or the Assistant Treasurer as the case may be shall take over the office to maintain continuity of affairs until the vacancy is filled by holding special elections for the purpose. The special elections shall be conducted in a manner similar to the General Elections. Any office bearer shall be deemed to have resigned by default in the event of continuous absence of four months from meetings without just cause and written notice.
- 29.9 The Management Committee shall be empowered to fill any other vacancy on the Committee by co-opting any eligible member.
- 29.10 The General Secretary shall be empowered to call an Extra-Ordinary General Meeting as and when deemed necessary. The Extra-Ordinary General Meeting shall be conducted in a manner similar to the General Meeting. The General Secretary shall make a formal announcement of the date, time and place for the Extra-Ordinary General Meeting at any Sunday Diwan in the Gurdwara at least four weeks prior to the date and display a written notice of Extra-Ordinary general Meeting on the Gurdwara Notice Board.
30. Religious Literature
- 30.1 The Management Committee shall ensure that religious literature in Punjabi and in English Language is available at all times.
31. Revisions and Amendments
- 31.1 Revisions and Amendments to the Constitution and Rules shall be looked into only by a nominated sub -committee every six years or earlier if the Management Committee deems necessary. Each proposed amendment shall be incorporated only after the approval with at least two-third majority vote from the members present at the General Meeting or an Extra-Ordinary General Meeting.
32. Vote of No-Confidence
- 32.1 Any member shall have the right to bring forward a motion of no-confidence in any member of the Management Committee or the Trustee or Auditors or Management Committee as a whole. The motion must be submitted in writing giving full details to the General Secretary who shall then commence investigation by dealing with the motion in accordance with clause 26.11 above.

**"WAHEGURU JI KA KHALSA WAHEGURU JI KI FATEH"**

**CERTIFICATE OF APPROVAL AND AUTHORISATION**

Amendments to this Constitution are made after each and every amendment was duly approved by the Members of the 'Sikh Gurdwara Cardiff' present at the Extra-Ordinary General Meeting called for this purpose on Sunday the 23rd March 2014

Signed by Members of the Nominated Constitution Review Sub-Committee  
this day of 23rd March 2014

***GSRandhawa***

Gurmit Singh Randhawa  
[Chairman]

***KSOjla***

Kulwant Singh Ojla  
[Member]

***GSingh***

Gurwinder Singh  
[Member]

