



LCNL CONSTITUTION

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1. Interpretation and Abbreviations

The definitions below shall apply in this constitution:

The Community: The Community organisation known as the Lohana Community North London

Objects: The objects of the Community as set out in clause 2

AGM: Annual General Meeting of the Community

The Executive Committee: As defined below and appointed at the AGM pursuant to the terms and provisions of this constitution

LMM: Lohana Mahila Mandal.

LSC – MEN: Lohana Social Centre - Men

LSC - LADIES: Lohana Senior Ladies Centre

Lohana Sports: Lohana Sports Club

LCF: Lohana Charitable Foundation established pursuant to the terms of the Declaration of Trust dated 12th February 2011

RCT: Raghuvanshi Charitable Trust established pursuant to the terms of the Declaration of Trust dated 5th November 1983

YLS: The Community youth service known as the Young Lohana Society an organisation deemed to be part of the Community to promote and further the Objects as particularly defined in the constitution.

Membership Forms: The membership forms used to apply for membership in the Community

Co-opted Member: A person who has been appointed at the discretion of the executive committee as its member without a process of election or other procedure as provided in the constitution.



Operational Committee: A delegated operational body formed according to the terms of this constitution for the purpose of undertaking activities of the Community to further the objects.

Co-worker: A person who is a voluntary member of a sub-committee but not a member of the Executive Committee.

Reporting Accountant: A duly qualified and independent Accountant appointed at the AGM for the purposes of verifying/endorsing the qualifying figures of the Community

Electoral Officer: A person appointed at the AGM for the purposes of carrying out the election procedure as provided in this constitution and who may also be the Reporting Accountant as defined above

2. Objects

The objects of the Community are to promote any charitable purpose for the benefit of Lohanas in particular or such other communities, charitable Government or non-Government organisations as the Community may determine from time to time to further and promote (without limiting the generality of the foregoing):

- i. The advancement of the Hindu Religion and Culture;
- ii. The advancement of education and decent standard of living;
- iii. The relief of poverty, distress and sickness;
- iv. The education and understanding of the Lohana Heritage, history, culture and traditions;
- v. The spirit and exercise of unity and harmony within the Community and other communities;
- vi. The close cooperation and affiliation with Lohana institutions and the Lohana Mahaparishad;
- vii. The involvement and participation of children, people with learning and mental difficulties, women and the youth;
- viii. The support and aid for the health and recreation of the elderly members;
- ix. To provide training and development of civic duties and further representation and citizenship within the United Kingdom;
- x. The organisation of and participation in different sporting activities
- xi. To raise funds, receive grants and donations; and
- xii. To do anything lawful and necessary to achieve the purposes as above.

3. Equal Opportunities

The Community is committed to universal values of democracy, freedom, justice and fair play. The Community will treat all members with dignity, courtesy and respect. The



Community will not discriminate on the grounds of gender, colour, age, marital status, disability, religious or political belief, and economic, social or political status.

4. Powers of the Community and appointment of Executive Committee

4.1. The Community shall further the objects and for that purpose shall where appropriate appoint the Executive Committee as defined in clause 10 to 17 and elsewhere.

4.2. In furtherance of the Objects the Community shall have the administrative powers, duties and obligations set out in clauses 5 and 6 below and elsewhere as referred to in this constitution.

5. Administrative Powers

To further the objects the Community may:

- i. sell let mortgage or otherwise deal with any disposition which at all times is in the best interest of the Community and is in furtherance of the objects;
- ii. purchase lease or otherwise acquire land, property, assets or objects of any other nature with a view to permitting the use occupation and enjoyment of the same by members of the Community or those permitted or licensed by the Community to do so from time to time.
- iii. permit the creation or existence of a body or bodies that are promoting the aims and objects whether in their own individual capacity, independently or otherwise as an affiliate or associated body or organisations so long as they adhere to the aims and objectives and the core values referred to above.
- iv. permit create or support whether financially physically or any other form the creation of Lohana boarding or other school or education establishment that will practice promote and educate the students or its members whether staff or otherwise the furtherance and promotion of the objects.
- v. become affiliated or co-operate with statutory or voluntary organisations engaged equivalently in the furtherance of the objects.
- vi. assist participate or enter into a joint venture with any non-profit making organisation either financially in terms of resources or in any manner considered suitable by the Executive Committee in furtherance of the objects.
- vii. acquire materials, equipment or any other items considered necessary by the Executive Committee in furtherance of the objects.



- viii. accept gifts donation and other gratuities or to borrow or raise money on such terms as thought reasonably fit and permitted by law
- ix. make any donation considered to be for the benefit of the Community and in furtherance of the objects;
- x. Provide bursaries, scholarships, grants or other form of financial assistance for educational purposes to members of the Community or generally as considered fit by the Executive Committee and in furtherance of the Objects.
- xi. print, publish, sell, distribute gratuitously or otherwise any religious or cultural or The Community books, literature, publication films CDs or any form of communication and to edit and publish The Community journals.
- xii. make representations at local or government levels to all relevant organisations on all matters affecting the interests of the Community relevant to the common interest of the Community.
- xiii. promote play and practice athletics, sports, leisure activities or any other form of physical and confidence building activities or events.
- xiv. co-operate with other non-profit making organisations, voluntary bodies and statutory authorities and to exchange information and advice to and with them;
- xv. do all such other things as may be incidental and conducive to the attainment of the objects or any one of them or to the implementation of the provisions of this Constitution.

6. Financial Powers

The Community shall have the following financial powers:

- (i) To purchase take on lease or exchange hire or otherwise deal with any disposition or acquisition of any property, rights, privileges including any variation extension construction alteration or such other actions or omissions pertaining to these matters as considered appropriate and in the interest of the Community
- (ii) To sell let or mortgage dispose of or in any way deal with the fixed and floating assets of the Community including land, buildings, shares, investments or other such assets whatsoever and whosoever as considered and deemed fit by the Community to be in furtherance of the objects.



- (iii) Employ or seek the services of or to enter into any such appropriate arrangement as considered fit and necessary of persons to further the objects.
- (iv) To raise funds or give charitable or other donations that may be deemed appropriate and in furtherance of the objects.
- (v) To do or undertake all such financial or other activities which may be considered to be appropriate and conducive to the objects of the Community and in furtherance of the interest of the membership.
- (vi) To set aside income as a reserve against future expenditure.
- (vii) To solicit from individuals, the public, the government sector and local authorities or other organisations or sections thereof, donations, contributions, gifts legacies, grants and property; to acquire property and interest in property both moveable and immovable; to deal with, improve, let, hire, mortgage, pledge, encumber, invest and re-invest monies and securities; to lend and borrow monies gratuitously or with interest.
- (viii) To raise, spend and invest funds on any of the aforesaid administrative or financial powers as permitted by law and in accordance with legislation governing charities and in furtherance of the objects.
- (ix) To acquire property and interest in property both moveable and immovable; to deal with, improve, let, hire, mortgage, pledge, encumber, invest and re-invest monies and securities; to lend and borrow monies gratuitously or with interest.

7. Membership

7.1 Membership of the Community shall remain for all those members who were and have been registered or recognised as members on the register of members of the Community at the date hereof and is open to people residing in the following areas:

- (a) The London Boroughs of Barnet, Brent, Camden, Enfield, Haringey, Harrow, Islington, Hammersmith, Hillingdon, Hounslow and Ealing;
- (a) The City of Westminster;
- (b) The Postal Districts of Northwood, Ruislip, Eastcote and Pinner;
- (c) The County of Hertfordshire;
- (d) The Counties of Berkshire and Buckinghamshire

7.2 Without prejudice to the foregoing membership is also available to people resident elsewhere in the United Kingdom and abroad provided that they:

- (a) apply to the Community by completing the Membership Form;



- (b) are approved by the Executive Committee;
- (c) shall be entitled to limited participation by virtue of their non-residential status and accessibility; and
- (d) Shall not be entitled to any voting rights under this constitution

7.3. The Executive Committee with the approval of the AGM may refuse an application for membership if upon acting reasonably and properly they consider it to be in the best interests of the Community to refuse the application and its decision in this regard shall be final. Subject to that all the members except for the honorary members (as defined below) will be required to pay the necessary subscription as fixed by the Executive Committee (subject to the approval of the community) to remain a member of the community.

7.4 There shall be the following three types of memberships of the Community:

(i) **Life Members:** Life membership shall:

- a. be available to a Lohana person whether by birth, adoption or marriage;
- b. be provided to people who are over the age of 18 years and shall include the member's spouse;
- c. vest in any child or children of a life member who is under the age of 18 by virtue of the membership of the life member;
- d. be available and remain vested in those members referred to in Paragraph 7.1 above
- e. continue for the lifetime of the individual regardless of any change of residence or re-location;
- f. entitle the members to have full voting and participation rights including the right to be elected or appointed to any post or position in the Executive committee permitted under this constitution.
- g. entitle the members to have the following rights:
 - i. To be notified in writing of any Annual, General or Special Meetings requiring the attendance of the full voting membership of the Community.
 - ii. To attend any Annual, General or Special Meeting and cast a vote save that the right to vote in relation to the election of officers and



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members of the Executive Committee under paragraph 35.3 shall only accrue to a Life Member whose application for membership has been accepted not less than 14 days before the date of the AGM at which such election is to take place”.

- iii. To enjoy the benefits and to have the access rights and privileges equally with all other community members
- iv. To be entitled to participate in discussions, debates, elections and voting and at all general meetings of the community and shall be able to make suggestions proposals and move resolutions for discussions adopting and decisions subject to the usual provisos as to notice (if applicable)

(ii) **Honorary Life Members:** Honorary life membership with the following rights shall be conferred upon:

- a. All RCT patrons who as at the date hereof have been registered in the books and records of the Community together with their respective spouses;
- b. Subject to the person having met the criteria for a life member as per clause 7.4 above (At the discretion of the Executive Committee and on the basis of a majority vote exceeding 75% of the attending quorum) any person as a token of appreciation for the services rendered to the Community or being capable of rendering the services to the Community and deserving such a title as a symbol of respect to honour him/her;
- c. All Honorary Life Members who have previously been RCT patrons (but not otherwise) shall have full voting rights

(iii) **Subscribing Members:** Subscribing Membership shall be given to those residing abroad or are members of the Community by virtue of their application as referred in clause 7.2 (a) to (d) above.

8. Termination of Membership

8.1 The membership of a Member shall cease:

8.1.1 Upon death of the member.

8.1.2. On receipt by the Secretary of the Member's a letter of resignation or a suitable form of communication from the member concerned.

8.2 The Executive Committee shall have the right for good and sufficient reasons which shall include (but not limited to) the behaviour, acts and/or omissions (whether



written verbal or otherwise) of any member acting contrary to the objectives, principles, authority, powers and operations of the Community as outlined in this constitution to terminate the membership of any member.

8.3 The person whose membership has been terminated in accordance with the provisions of paragraph 8.2 shall have the right to be heard by the Executive Committee before the final decision is taken. Such a decision shall be carried by a vote of two-thirds or more of the Committee Members present and voting and it shall be communicated in writing to the member concerned within 7 days of the decision having been made.

8.4 The Member whose membership has been terminated by the Executive Committee under Clause 8.3 shall have the right of appeal to an appeals committee panel of 3 independent members set up by mutual agreement at a General Meeting of the Community.

9. Members Register

9.1 The Executive Committee shall maintain a register of all Members ('the Register').

9.2 The Register shall contain relevant information and data in respect of the Members in such form as the Executive Committee may consider appropriate.

9.3 The Executive Committee shall hold and treat this data in the same manner and respect as a data processor under the provision of the Data Protection Act and shall be vigilant in any disclosure of confidential information thereunder.

10-17. Appointment of Officers Trustees, Management and Control

10.1. The Executive Committee shall be appointed and/or elected at the AGM.

10.2. The Executive Committee is the body that shall undertake various duties and tasks on behalf of the Community to further the objects and for which purposes it has been given the various powers and duties as defined in this constitution.

10.3. The policy and general management of the affairs of the Community including the powers to deal with all the matters as referred to in paragraph 4 and 5 above (save as hereinafter provided) shall be vested in the Executive Committee who shall ensure that these powers are exercised in accordance with their authority and in furtherance of the objects.



10.4. At the AGM the following officers of the Executive Committee and members shall be elected: (1) The President (2) Vice-President (3) Secretary (4) Assistant Secretary (5) Treasurer (6) Assistant-Treasurer (7) Social Secretary (8) Assistant Social Secretary (9) Membership Secretary (10) Assistant Membership Secretary (11) Webmaster (12) Assistant Webmaster and (13) Ten executive committee members.

10.5. In addition to the elected officers the following shall also be members of the Executive Committee:

- (a) The Immediate Past President and immediate Past Secretary of the Community
- (b) Three Elected Officers of the LMM namely the Chairperson, the Secretary and the Treasurer
- (c) Two Community representative Trustees to the RCT elected by members of the Community at the AGM
- (d) Two representatives of RCT and LCF each namely the Chairperson and the Secretary
- (e) Two representatives of YLS namely the Chairperson and the Secretary
- (f) One representative each of the LSC - Men and one for LSC - Ladies respectively
- (g) A building Chairperson for the acquisition and update of Lohana Centre Building excluding any building owned by or on behalf of RCT.
- (h) Two nominees of any Affiliated Organisations.

10.6. All of the members of the Executive Committee as referred to above shall be entitled to vote in respect of any Executive Committee decisions.

11. In addition to the election and appointments as above the members present at the AGM shall have the right to elect 6 members (or any other number of members as required by the LCF) to represent the interests of the Community as trustees of the LCF (hereinafter referred to as the LCF Trustees). If any life member wishes to be nominated for the position of an LCF trustee as referred to herein then he or she shall submit a written nomination to the Election Officer at least 5 days before the AGM as prescribed by this constitution.

11.1. The LCF trustees shall represent the interests of the Community in accordance with any current or future corporate and/or constitutional make up of LCF and/or the Trust Deed or any other governing instrument/s of LCF the first of which was executed on 12th February 2011, whichever is prevalent.

11.2.1 The LCF trustees shall serve as trustees of LCF for a period of three years (the LCF term) from the date of their election and may not be re-elected for more than three consecutive LCF terms but shall be entitled to serve following a break of at least one LCF term following any continuous service as referred to under the terms of this clause. For the avoidance of doubt, the election of LCF Trustees shall take place in the normal manner



after each LCF term which is 3 years. The first LCF term shall be deemed to have commence from 12 April 2015.

11.3. In addition to the LCF Trustees the President, Secretary and the Building Chairperson of the Community shall become trustees of the LCF as ex-officio members with the benefit of full voting rights in all the matters and affairs of the LCF as provided or shall be provided in the governing documents of that organisation. Save as provided herein a member who has been elected an LCF Trustee as provided above shall not be entitled to hold a concurrent post during that term or part thereof as an office bearer in the Executive Committee.

11.4. The Executive Committee shall be elected at the AGM by a majority of the numbers of votes cast by each life Member who is entitled to vote at the AGM.

12. All members of the Executive Committee shall retire after 2 years (the Term) following their appointment or after the AGM preceding their appointment whichever is earlier.

13. Any person who has been elected as President for the term shall not be eligible to be re-elected as President of the Community at the AGM immediately following the expiration of that term of his or her office but he/she shall be entitled to be elected after a break of at least one term.

14. Any other Member of the Executive Committee other than an Office Bearer who has been an elected Member of the Executive Committee for two consecutive terms shall not be eligible to be elected as an ordinary member of the Executive Committee at the AGM immediately following the second consecutive term of his or her office.

15. Any person who has been co-opted as a member of the Executive Committee for two consecutive terms shall not be eligible to be co-opted again as a member of the Executive Committee following the expiration of the Second consecutive term of his or her office in that capacity.

16. However the elected officer, members or co-opted members shall be entitled to become a co-worker for any of the Operational Committees subject to the approval and consent of the President and the Executive Committee.

17. A person shall not be eligible to stand and be elected as a candidate for the post of the President unless he or she has been a life member of the Community for at least 2 years prior to this appointment and has previously been a member of the Executive committee;

18. The Business of the Executive Committee



18.1. The Executive Committee shall meet as and when necessary and shall use their best endeavours to meet a minimum 6 times in a year (between a period of each agm) to conduct the business of the Community by giving reasonable notice which said notice shall be given in writing including notification by e-mail or other suitable means acceptable as a form of communication.

18.2. The Officers Bearers can meet from time to time as necessary and may invite other members of the Executive Committee and the Community (whether elected affiliated or otherwise) provided that in the event of any decision being taken which may affect or in some way influence the Community in respect of major issues relating to the objects then such decisions shall always be subject to the overriding authority of the Executive Committee whose consent must be obtained before implementation of the same.

18.3. If any member of the Executive Committee fails to attend three consecutive meetings of the Executive Committee in one year without any justifiable reason then he or she shall be given an opportunity to explain their lack of attendance and in the event of a failure to do so shall be invited to step down within a reasonable period not exceeding 14 days.

18.4. If a member does not step down in accordance with clause 18.3 then a notice may be given to him or her requiring their resignation shall be given. If after having served such a notice the member further fails to attend a fourth meeting then he/she shall be deemed to have automatically ceased to be a member of the Executive Committee

19. Powers and duties of the Executive Committee

The policy and general management of the affairs of The Community including the powers and duties to deal with all the matters as referred to in Clause 2, 3, 5 and 6 above shall be vested in the Executive Committee. The powers and duties shall be exercised in accordance with their authority and in furtherance of the Objects.

The Executive Committee shall have the following powers and duties;

19.1. To take such actions or omit such matters as they may deem necessary and in the interest of the Community to further the objects and in particular to decide all such matters affecting the Community in accordance with the provision of this constitution.

19.2. To ensure that all such decisions and actions are duly recorded in the books and records of the Community so that full accountability can be made available to the Community if called upon to do so.

19.3. Subject to the recommendation of the President and approval by the Executive committee to;



- a. co-opt further four life members of the Community to the executive committee;
 - b. ensure that the presence of the co-opted Members at the EC meetings shall not be counted for the purposes of a quorum and that they shall not be entitled to vote.
 - c. ensure that the co-opted members provide an advisory or voluntary role in the Executive Committee with a view to ensuring a better balance of representation, expertise, experience and commitment.
 - d. provided that the President and the Executive Committee feel that the person being co-opted can add to the achievements of the objects
- 19.4. To appoint sub-committees for the fulfilment of specific projects or generally for more converted planning, organisation or execution of the Community activities and may determine their powers and terms of reference.
- 19.5 For these purposes the sub-committee shall have power to co-opt three or more Members of the Community to serve on the sub-committee as volunteers or co-workers.
- 19.6. Subject to subsequent approval by the AGM or any other General Meeting to accept an affiliation from any organisation or to affiliate with any organisation which has the aims and objects similar to the objects provided the Executive Committee shall not accept affiliation of any organisation which is or purports to be part of a splinter group or a group that provides or will provide services or undertake activities similar to that of the Community
- 19.7. To appoint or terminate the services of the employees of the Community and to fix the period and terms and conditions of such Employees.
- 19.8. To administer the finances of the Community in conformity with the Objects of the Community and with the general directions of the General Meetings and to keep full fair true and accurate accounts thereof.
- 19.9. To approve as follows any financial contribution or donation to a non-profit making organization:
- a. to make donations out of the Community funds to any one or more Charity or Charities or towards any charitable or religious purpose of its choice;
 - b. the donation made under this provision shall not shall not exceed £2500 (Two Thousand Five Hundred Pounds) in any one year to any one organisation



c. Subject to the Executive Committee obtaining prior approval of the Annual General Meeting it shall have power to make donations exceeding £2,500

d. This clause shall not restrict the Executive Committee's power to make donations exceeding £2500 to any specific charitable or religious purposes provided that such funds shall have been raised specifically for that purpose.

e. The Executive Committee shall not make more than one contribution to the same Charity in any one year without prior approval of the AGM or a General Meeting called for the specific purpose.

19.10. However the above provisions do not affect the right of the Executive Committee to make a donation or contribution or any other form of disposition as they may be advised or think appropriate in favour of its own subcommittees or organization formed under the name of and for the benefit of the Community under the provisions of this Constitution.

19.11. Shall have the right to choose from amongst the life members of the Community or Executive committee any person to fill in any post or vacancy that becomes available by reason of death resignation or for any other reason. However should the post of the President become vacant then this position shall be filled by the vice-president as a caretaker President pending the appointment of a replacement which right shall at all times remain vested in the Community to be decided at a General Meeting.

19.12. To decide level and frequency of the subscription for life membership.

19.13. If the AGM is not held within the period prescribed in this constitution the Executive Committee shall have no power except to convene the General Meeting of the Community and in the meanwhile to act only as a caretaker committee through its President, Secretary and Treasurer pending the election of the new Executive committee.

20. Operational Committees

20.1 Any Operational Committee created by virtue of the delegated authority of the Community shall include those created pursuant to this constitution and previously from time to time.

20.2. The Community shall in its absolute discretion permit the setting up and running of different bodies as part of its management and administration strategy and logistics so that each of those organisations shall operate semi-autonomously as an Operational Committee of the Community.

20.3 The Community shall set up Operational Committees in order to provide a better range of facilities to meet the different needs of the membership of the Community. Each



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Operational committee will have its own service aims, Officers and election structures, planned activities, financial monitoring, reporting, evaluation and other criteria as relevant and as approved by The Community. Each Operational committee will give progress reports to the LCNL Executive Committee through their representatives.

20.4 These Operational Committees shall be as follows and shall undertake the commensurate task;

- (a) **Lohana Mahila Mandal (LMM)** Operational committee shall look after the particular needs of all the members of the Community and other organizations.
- (b) **Young Lohana Society (YLS)** Operational committee will provide for the needs and challenges of our youth between the ages of 16 to 35 years
 - a. **Lohana Social Centre (LSC - Ladies);** Operational committee will take responsibility for the specific needs of the elderly women members.
 - b. **Lohana Social Centre Men (LSC - Men)** Operational committee will provide for the needs of the elderly men members.
 - c. **Lohana Sports Club (Lohana Sports)** Operational committee will meet the sporting needs of all the members of the Community.

These Operational Committees shall operate by virtue of the provisions and documents as referred to in clause 20 above and in the following manner and for the avoidance of doubt any donations made by these Operational Committees shall be required to be declared and processed through LCNL

20.5. Each of the Operational Committees shall operate in accordance with their respective working instruments inclusive of memorandum of understanding, working guidelines or any other such operative documents (the documents) which have been or may be approved or amended by virtue of the respective delegated authority. However in the event of there being any conflict between the provisions of the documents and this constitution the provisions of this constitution shall prevail.

20.6 LMM and YLS

20.6.1. The LMM and YLS shall be run and managed by its independent committee (subject to the constitution of the Community) created by their respective rules as approved by the Community from time to time.

20.6.2. LMM shall be run and managed by three Officers namely the Chairperson, the Secretary, and the Treasurer and a Committee elected by LMM at their AGM provided that none of them shall be entitled to become members of the Executive Committee at the same time as they hold their position in the LMM Committee.



20.6.3. The three Officers of LMM, namely the Chairperson, the Secretary and the Treasurer shall automatically become members of the Executive Committee of the Community and reciprocally the Community shall have the right to nominate 2 members of the Executive Committee to the LMM who shall have full voting rights in LMM.

20.6.4. YLS shall be run and managed by two principal officers namely the Chairperson and Secretary who shall also become the nominated representatives to the Executive Committee

20.6.5. LMM and YLS shall keep separate bank accounts of their own and shall transfer all funds to the Community Accounts for the period ending 31st January of each year to be provided prior to the AGM of the Community. The qualifying figures of LMM shall be independently verified and incorporated in the main annual financial accounts of the Community.

20.7 LSC Men's and LSC - Ladies

20.7.1. LSC – Men's and LSC - Ladies shall be subject to and governed by this constitution save that for the purposes of the day to day management running and better enjoyment of the activities organized they shall be entitled to:

20.7.2. Create their own rules and regulations for administrative and operational purposes subject to the approval of the executive committee of The Community and the general meeting of the LSC – Men's and LSC - Ladies respectively.

20.7.3. run by a committee elected annually by them one of whom shall be appointed as a representative to the Executive Committee of the Community.

20.7.4. keep accurate accounts and records of their activities and related financial matters and shall transfer all excess funds (above the floating sum provided by the Community) to The Community accounts for the year ending of January of each year.

20.7.5. The qualifying figures of LSC – Men's and LSC - Ladies shall be independently verified and incorporated as part of the annual financial accounts of the Community for the year ending 31st January of each year.

20.8 Lohana Sports

20.8.1. The Lohana sports shall be part of the Community and governed by the constitution of the Community, and/or the Lohana Sports own rules agreed to with the Executive Committee save that in the event of a conflict the provisions of this Constitution shall prevail



20.8.2. Lohana sports shall be run by a committee elected or nominated annually by the Lohana sports.

20.8.3. Lohana sports shall keep accurate accounts of its own and shall transfer all funds to the Community accounts for the period ending January each year. The qualifying figures shall be independently verified and incorporated in the main accounts of the Community.

21. Duties of President and the Vice-President

The President shall:

21.1. For the welfare of the Community further harmony amongst its membership to preserve the dignity of the Community and to act in accordance with the requirements of the constitution;

21.2. preside over the AGM, General, Special and the Executive Committee meetings

21.3. represent the Community within its own structure, body, functions and all events and also similarly represent the interest of the Community outside of the Community and within the ambit of the Community links whether local international or otherwise.

21.4. exercise control over the subcommittees and other organizations associated with the Community pursuant to the provisions of this constitution and otherwise and take such steps as he or she may deem necessary to protect the interests of the Community and its smooth running in accordance with and in furtherance of the objects. For this purpose the President shall have the right to attend all meetings of the Operational committees from time to time as he may in his/her discretion consider fit and proper.

21.5. use his or her reasonable endeavours to ensure the smooth handover of all the records, papers, receipts & documents pertaining to the Community in his/her possession or that of any officers, chairpersons or other members of the Executive committee to the incoming President and/or the new Executive Committee as may be required at the earliest possible opportunity..

21.6. have the right to permit any important and necessary matters business to be conducted at the meeting

21.7. The President of the Community shall at all times be entitled to attend participate and vote as an ex-officio trustee of RCT in accordance with the provisions of the RCT trust deed or any other further amendment or variation thereto.



21.8. The Vice-President shall assist the President in his duties and obligations and shall assume the President's duties and responsibilities in the absence of the President for whatever reason.

22. Duties of the Secretary

The Secretary besides exercising general supervision of the detailed working of the rules of the Constitution of the Community shall also:-

22.1 Keep and record in the Minute Book or Books, Minutes of all Special, General and Executive Committee Meetings.

22.2. Issue notices of Meetings as prescribed in the Constitution.

22.3. Conduct correspondence and put the decisions of the Annual, General and Committee Meetings into execution.

22.4. Keep in safe custody the files and other records and documents of the Community.

22.5. Present and submit for approval of the Executive Committee his Annual Report of the working of the Community for presentation to the Annual General Meeting.

22.6. The outgoing Secretary to deliver within sixty days from the date of the last AGM to the incoming President & secretary, the minutes of the meeting of AGM as approved by the chair (President) who conducted the AGM

22.7. Deliver all current & old records papers, receipts & documents pertaining to the Community in his/her/possession to deliver to the incoming secretary on or before the first meeting of the executive committee meeting after the election Or within 60 days of the AGM whichever is later.

23. Duties of the Assistant Secretary

The Assistant Secretary shall assist the Secretary for the discharge of the duties of the Secretary as herein prescribed and assume these duties and responsibilities in the absence of the Secretary for whatever reason.

24. Duties of the Treasurer and Assistant Treasurer

The Treasurer in addition to keeping a general control over the finance of the Community shall also:-

24.1. Collect, receive and pay money on behalf of the Community



24.2. Keep such books and accounts as may be required by the Executive Committee and shall be responsible for the correct accounting of all receipts, payments and for the safe custody of the monies of the Community.

24.3. Deposit all monies received into the Community Account.

24.4. Pass and issue receipts on approved forms for all monies received by him on behalf of the Community.

24.5. He May not retain at any time a sum exceeding £500 as impress.

The Assistant Treasurer shall assist the Treasurer for the discharge of the duties of the Treasurer as herein prescribed and assume these duties and responsibilities in the absence of the Treasurer for whatever reason.

25. Duties of the Social Secretary

The Social Secretary shall be responsible for initiating and organising Social, Religious and Educational activities of the Community.

26. Duties of Assistant Social Secretary

The Assistant Social Secretary shall assist the Social Secretary for the discharge of the duties of the Social Secretary as herein prescribed. The Assistant Social Secretary shall assume these duties and responsibilities in the absence of the Social Secretary.

27. Duties of the Membership Secretary

The membership Secretary shall:

27.1. Prepare and maintain the Register of Life Members of the Community;

27.2. Maintain a register all other members;

27.3. shall enrol and have enlisted person/s as members of the Community;

27.4. Update the Register from time to time.

28. Duties of Webmaster

The Webmaster shall manage website needs and requirements, update website content, manage and coordinate social media content and send e-shots. The Assistant Webmaster shall assist the Webmaster for the discharge of duties of the Webmaster.



29. Finance

29.1. All funds/bank accounts of the Community shall be managed by the Executive Committee and they shall be used for activities undertaken by the Executive Committee in furtherance of the Objects of the Community.

29.2. The funds of the Community shall not be used by or lent to any one or more members of the Executive Committee or to any third party for his or her private use or purpose.

29.3. the Community shall maintain such bank account/s with such bank/s as approved by the Executive Committee. The account/s will be operated by any two joint signatories being either of the Treasurer, President or Secretary.

29.4. The Treasurer may keep an impress of up to £500 with him and subject thereto all excess funds shall be banked in the account.

29.5. All the qualifying figures of the Community shall be open for inspection and verification by the Reporting Accountant at any time.

29.6. The financial year shall run be from 1st February to 31st January of the following year.

30. Reporting Accountant

30.1. The Reporting Accountant shall be appointed for the following year by the AGM to report on the qualifying figures of the Community.

30.2. The Reporting Accountant or his nominee may also act as an Electoral Officer at the AGM.

30.3. The Reporting Accountant shall not be an Office Bearer or a Member of the Executive Committee or the Operational committees or a Trustee of the Community/RCT/LCF or participate as a co-worker in the Community.

30.4. The Reporting Accountant shall not have any voting rights whilst assuming the role of an Electoral Officer

30.5. Any results declared by the Reporting Accountant as a result of the number of votes cast shall be final.

31. AGM



31.1. The Executive Committee shall convene the AGM within two calendar months from the accounting reference date being 31st January of every year at such place and time as may be determined by the Executive Committee by giving at least fourteen days' written notice to Members who are entitled to receive such notice.

31.2. The notice may be in any form considered appropriate by the Executive Committee. In exceptional circumstances the Executive Committee will have the powers to extend the date of the AGM by not more than two weeks beyond 31st March

31.3. The AGM shall be called annually for the following Purposes:

31.3.1. To pass the Minutes of the last Meeting

31.3.2. To receive the Annual Report of the Executive Committee

31.3.3. To receive the Annual financial Statement of Accounts

31.3.4. To receive any recommendations of the Executive Committee as per the provisions of this constitution.

31.3.5. To elect Office Bearers and Members of the Executive Committee for the next two years (the Term).

31.3.6. To elect two Community representative trustees to the RCT for the next two years.

31.3.7. To Elect six (6) (or any other number as may be required by the LCF Deed) LCF Trustees for the next three years as representatives to the board of LCF

31.3.8. To appoint a Building chairperson as the Community Trustee/Representative to LCF to represent the interest and voting rights of the Community

31.3.9. To appoint a Reporting Accountant/who shall also be the Electrol Officer/s.

31.3.10. To make any appropriate recommendations to the Executive Committee

31.3.11. Any Other Business with the permission of the Chair.

32. Special General Meeting

A Special General Meeting may be called at any time by the Executive Committee for the transaction of any special important or urgent matters. A minimum of fourteen days' notice of such a meeting shall be given to the members who are entitled to receive such notice. The notice may be in any form considered appropriate by the Executive Committee.

33. General Meeting



33.1. A General Meeting shall be convened by the Executive Committee within eight weeks following receipt by post of a written requisition, duly signed by at least one hundred or one-third of the number of Members on the Register whichever is less and stating the purpose of the requisition.

33.2. Fourteen days' written Notice of such Meeting shall be given to Members who are entitled to receive such Notice. Notice may be in any form considered appropriate by the Executive Committee.

33.3. Should however the Executive Committee fail to convene a meeting within eight weeks from the receipt of the request, the members requisitioning may themselves call a Meeting giving not less than Fourteen days' Notice to all members entitled to receive such notice. In such an event the Membership Secretary shall make available to the members requisitioning the Membership Register.

33.4. Any Notice of a General Meeting must specify the purpose for which such a meeting is convened. At such a General Meeting only the subject specified in the notice shall be discussed.

33.5. All General Meetings of the Community shall be presided over by the President of the Community and in the absence of the President by the Vice-President. In the absence of both the Officers a General Meeting shall be presided over by a Member of the Community present and chosen at that Meeting.

34. Nominations for Elections

- i. This and the following sub-paragraph 34 (ii) sets out the procedure for nomination for the office of the President, Vice President, Secretary, and Treasurer and for the appointment of an LCF trustee.
- ii. The nominations as referred to in paragraph 34 (i) above must;
 - a. be in writing on the prescribed form;
 - b. be proposed by at least one life Member and seconded by one more life Member/s;
 - c. Contain the written consent of the nominee for the post nominated.
 - d. Must reach the Electoral Officer not less than five days before the date of the AGM.
- iii. This and the following sub-paragraph 34 (iv) sets out the procedure for nomination for other office Bearers and Committee members;



- iv. The nominations for the post of any other position in the Executive committee (where appropriate) must;
 - a. be in writing on a prescribed form.
 - b. proposed by at least one life Member and seconded by one more life Member.
 - c. contains written consent of the nominee.
 - d. must reach the Electoral Officer not later than three days before the AGM.

35. Voting

35.1. All motions put to the Meeting shall, failing unanimity of votes, be decided upon by a majority of votes. The President shall have a casting vote in addition to his ordinary vote.

35.2. Votes in relation to resolutions or motions of a meeting shall be counted by a show of hands unless the Meeting upon the direction and at the discretion of the Election Officer (whose decision shall be final) decides that such votes shall be counted by a ballot. A simple majority of those attending and casting the vote shall suffice.

35.3. Votes in relation to the election of officers and members of the Executive committee or any of the trustees or other positions for the Community as referred to in this constitution shall be counted by a ballot. A simple majority of those attending and casting the vote shall suffice.

36. Quorum

36.1. The quorum of the Annual, Special and General Meetings shall be Eighty or one-third of the Members on the Register whichever is less.

36.2. If an insufficient quorum is present for the Annual, Special or General Meeting, the Meeting shall be declared adjourned to a day, time and place to be decided by those present at the Meeting. The adjourned meeting shall not require a Quorum provided a notice of not less than seven days of such an adjourned Meeting has been given to those entitled to such notice.

36.3. The Quorum for the Executive Committee shall not be less than eight elected members of the Executive Committee out of which at least three shall be Office Bearers.

36.4. In the event of the number of the elected members of the Executive Committee falling below eight the Executive Committee shall call a Special General Meeting to decide the fate of the Executive Committee and any motion of confidence in the Executive Committee.

36.5. If a properly constituted meeting having partially disposed of the Agenda, stands adjourned to a date agreed by the meeting it shall require no quorum at that adjourned meeting to carry on with the remaining business on the Agenda.



37. Notices

All notices shall be given to members by post or in any other form of communication considered appropriate by the Executive Committee. An accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate any proceedings or resolutions at any Meeting of the Community or the Executive Committee.

38. Indemnity

The Executive Committee and all its Office Bearers and Members while performing their honorary duties under the Constitution and Rules thereof, shall be indemnified by the Community from its Funds in respect of any loss, damages or cost of any legal proceedings except where the exercise of their powers or duties are ultra vires the objectives of the Community.

39. Language

The working language of the Community shall be either Gujarati or English and the proceedings at any meeting may be conducted either in Gujarati or in English.

40. Amendment to the Constitution

The constitution may be altered, revoked or varied in the manner hereinafter provided:-

40.1. Any alteration revocation or amendment shall require the approval by a two-thirds majority of the Members present and voting at a General Meeting of the Community.

40.2. Unless such alteration, revocation or variation is proposed by the Executive Committee, notice in writing by at least one-tenth of the Members must be given to the Executive Committee at least Twenty-eight days prior to the General Meeting. Such notice must contain specific proposals for any proposed alteration, revocation or variation.

40.3. Where any alteration, revocation or variation of this Constitution is proposed to be effected at any Special or General Meeting the relevant provisions relating to such meetings shall apply.

40.4. Notice of each such Meeting must have been given in accordance with the provisions of this Constitution.

41. Dissolution



LCNL Constitution (Feb-23)

41.1. A resolution for the dissolution of the Community shall not be valid unless the same is on the Agenda of a Special General Meeting of which at least Twenty-eight clear days' notice shall have been given to the members who are entitled to receive such notice by Post or in any other form considered appropriate by the Executive Committee and passed by a majority of at least three-fourths of the members present and voting at that meeting.

41.2. If a valid resolution for the dissolution of the Community is passed, the assets of the Community after satisfying all debts and liabilities shall be disposed of in such a manner as may be resolved at the meeting at which the resolution for dissolution is passed; in case of disagreement as to the disposal of the assets, the assets shall be disposed of in accordance with the law governing Charities at the date of such dissolution.