



हिन्दू मंदिर गीता भवन, डारबी

HINDU TEMPLE

Geeta Bhawan

DERBY

CONSTITUTION

OF

HINDU TEMPLE GEETA BHAWAN DERBY

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NAME The name of the charity shall be: *Hindu Temple Geeta Bhawan Derby* ("the Charity").

DEFINITIONS AND INTERPRETATION

In this Constitution, unless the context otherwise requires:

"Annual General Meeting" or "AGM" means the annual meeting of the General Body held in accordance with this Constitution.

"Charity" means Hindu Temple Geeta Bhawan Derby.

"Constitution" means this Constitution as amended from time to time.

"Custodian Trustee" means a Trustee appointed by the Trustees from amongst their number to hold the legal title to the Charity's property on behalf of the Charity. A Custodian Trustee shall act solely in accordance with resolutions of the Trustees and shall not possess any additional powers, authority or voting rights by virtue of being appointed as a Custodian Trustee.

"Executive Committee" means the committee appointed or elected in accordance with this Constitution and delegated responsibility for the day-to-day management and administration of the Charity.

"General Body" means all registered Members, Trustees and Executive Committee Members of the Charity.

"Member" means a person admitted to membership of the Charity in accordance with this Constitution and who has paid any applicable membership fee

"Special General Meeting" or "SGM" means a meeting of the General Body convened for a specific purpose outside the AGM.

"Trustee" means a charity trustee of the Charity for the purposes of the Charities Act 2011.

Words importing the singular shall include the plural and vice versa.

References to any statute include any amendment, re-enactment or replacement of that statute from time to time.

1. GENERAL BODY

1.1 The General Body comprises:

- a) All fully paid and registered members;
- b) All Trustees;
- c) All Executive Committee members.

1.2 The General Body shall act as the representative membership body of the Charity and shall provide a forum for communication, consultation and engagement between the Trustees, Executive Committee and Members.

1.3 The General Body shall:

- (a) elect members of the Executive Committee in accordance with this Constitution;
- (b) receive reports, accounts and updates regarding the affairs of the Charity;
- (c) consider and approve amendments to this Constitution in accordance with this Constitution;
- (d) consider matters referred to it by the Trustees; and
- (e) make recommendations concerning the welfare, activities and future development of the Charity.

1.4 The governance, control, management and administration of the Charity shall be vested in the Trustees, who may delegate operational functions to the Executive Committee.

1.5 Nothing in this Constitution shall confer upon the General Body any power to direct the Trustees in the exercise of their duties except where expressly provided by this Constitution.

2. AIMS AND OBJECTIVES

The objectives of the Charity are to:

- a) Promote and advance the Hindu religion in Derby
- b) To provide a place of worship in Derby for the followers of Hindu faith.
- c) To impart the spiritual teaching based on THE VEDIC THEOLOGY
- d) To invite the learned saints, kathawachics to preach the Vedic religion.
- e) To spread the message of Vedas and other Hindu scriptures to the followers of other faiths.
- f) To teach a better understanding of the Hindu Culture and traditions among other sections of the community.
- g) To celebrate all Hindu religious festivals in Derby.

The Charity shall manage:

- a) The Welfare of the community of the Hindu Temple Geeta Bhawan Derby
- b) The official working language of the Mandir shall be Hindi.
- c) To provide a qualified priest for the community in the Mandir.
- d) The opening times of the Mandir will be decided by the Executive Committee
- e) Hindi and other languages and cultural classes, Senior Citizens luncheon Club (s)
- f) Facilities for cultural, physical, and recreational activities in the interest of all communities irrespective of cast, religion or race.
- g) To organise physical activities and classes, such as the teaching of yoga, classical Indian dances and music.

Religion and Social:

- a) Daily Arti and other rituals will be performed in Sanskrit, Hindi.
- b) Explanations may be given in English.
- c) The priest must be graduated in Sanskrit, Hindi, and proficient in English
- d) The priest must be able to perform all conduct marriage ceremonies, antim sanskar and other religious rituals.
- e) Advise devotees on religious rituals.
- f) When requested by devotees, the priest will attend prayers/rituals at the homes of the devotee on behalf of the mandir.
- g) The priest will keep a diary of all offsite rituals performed.

General

- a) To foster promote and strengthen relationship and co-operation between Communities.
- b) To transmit information from the local and public authorities and government to all members as and when possible.
- c) Seek representation to all statutory bodies, both local and national and affiliation to other charitable organisations (barring political parties)

To Promote the Charity further, the Charity shall be empowered:

- a) To acquire and hold property for the purpose of society.
- b) To raise or borrow money or all or any of the foregoing objects in such manner and on such security as may be from time to time be determined subject to such consents as may from time to time be required by law
- c) To invest and deal with the monies of the society not immediately required in such a manner as may from time to time be determined by the society.
- d) To do any such other lawful things as shall further the objects of the society
- e) No other individual or groups can raise money for the Mandir without seeking approval from the Trustees and Executive Committee

3. TRUSTEES

There shall be not less than two (2) and not more than five (5) Trustees registered with the Charity Commission.

The Trustees shall be the Charity Trustees for the purposes of the Charities Act 2011 and shall be the supreme governing authority of the Charity.

The Trustees shall have ultimate responsibility for the governance, finances, assets, property, compliance and strategic direction of the Charity.

The Trustees may delegate operational and administrative functions to the Executive Committee but shall retain overall responsibility for the affairs of the Charity.

The Trustees shall act collectively and decisions shall be made by simple majority unless otherwise provided by this Constitution.

Duties and Powers:

- a) Retain legal responsibility for the Charity in accordance with the Charities Act and this Constitution
- b) Delegate the day-to-day management of the Mandir to the Executive Committee while maintaining oversight
- c) Safeguard the assets, finances, and overall governance of the Charity
- d) Trustees have a responsibility to ensure that Mandir money is spent prudently and wisely and shall approve budgets, policy decisions, and structural or financial commitments exceeding £1,000
- e) If there are any financial discrepancies by the Executive committee, the Trustees will issue a one-month notice to verify the relevant documents. Failure to do so, the Trustees will have the power to investigate or terminate individuals. If multiple committee members are involved, the Trustees have the right dissolve the committee.
- f) Appoint internal and external auditors as required
- g) The Trustees will audit the accounts twice a year, once in June and once in October/November. The Executive Committee will give them all the documents, cash register, receipt books, and other auditable documents for auditing during the auditing process.
- h) The Trustees shall have authority to acquire, dispose of, lease, mortgage, charge or otherwise deal with Charity property in accordance with this Constitution, any Trust Deed entered into by the Charity and applicable charity law
- i) Trustees shall attend quarterly meetings
- j) The Trustees shall attend all official Executive Meetings and provide oversight and support to the Executive committee as and when required. Should it appear to them at any time that the interest of the Charity justifies such a cause on their part, they may advise and direct the Executive Committee to resolve the matter independently. If the Executive Committee fail to resolve the problem within a period of two months from the date of such request, they shall forward the complaints to the trustees who will collaborate with the Executive committee or independently review the issues
- k) The legal title to all Charity Property shall be vested in the Custodian Trustees appointed in accordance with this Constitution and any Trust Deed entered into by the Charity. The Trustees may nominate two Trustees from amongst their number to act as Custodian Trustees for the purpose of holding legal title to the Charity's property. The Custodian Trustees shall hold the legal title to all land, buildings and other property belonging to the Charity upon trust for the Charity and in accordance with this Constitution and any Trust Deed entered into by the Charity. The Custodian Trustees shall act only in accordance with resolutions passed by the Trustees and shall have no independent power to sell, transfer, mortgage, lease, charge, dispose of or otherwise deal with any Charity property. The appointment or removal of a Custodian Trustee shall be made by majority resolution of the Trustees. The office of Custodian Trustee shall automatically cease upon resignation, removal or retirement as a Trustee.
- l) Any alteration, improvement, repair, development to the building or to purchase equipment for the charity must also be jointly discussed in the joint meeting of the Trustees and Executive committee where minimum of two quotes must be presented. A tender for repairs must be advertised on the notice board. The final decision shall remain vested in the Trustees who shall act in the best interests of the Charity.
- m) The Trustees are entitled to perform a background check on any individuals standing for elections, individuals need to be of good character with a good reputation and have

the ability and skills in the role they have applied for. Failure to provide good character references or evidence of their abilities, Trustees will have the right to refuse the applicant.

- n) Should a Trustee post become vacant, the meeting of the Trustees and the Executive Committee Members will be called to decide to elect or select the candidate for the post of vacant Trustee. The vacant post must be filled within three months. If more than one Trustee is nominated then the Executive Committee will approve the Trustee through simple majority vote. The appointment shall be reported to the General Body at the next AGM.
- o) If the Trustee(s), are sued in the name of the Charity in respect of movable and immovable properties and for other matters, all such litigation expenses shall be borne by the Charity as long as the action concerns the Charity and is approved by the Executive Committee

Eligibility and Appointment:

- a) Must be over 18 years of age and a practising Hindu
- b) Must be of good character and not disqualified under the Charities Act 2011
- c) Not bankrupt or convicted for an offence of dishonesty or deception.
- d) Must pay a non-refundable contribution of not less than £3,500 upon appointment or such higher amount, as determined by the Trustees from time to time.
- e) They shall enter the Deed of Trust, setting forth the purpose and conditions that they hold the Charity's property in trust for the Community.
- f) They shall look after the welfare of the Charity.
- g) The Trustees will ensure the charity is run as per the constitution.
- h) They cannot hold any office in the Executive Committee of the Charity
- i) The Trustee must be prepared to give time and effort for the welfare of the Charity.
- j) The Trustee must understand and accept that the Trusteeship carries the legal responsibility
- k) The Trustees are Responsible for ensuring that the charity is properly run, in accordance with its Constitution and the requirement of the Charity law.
- l) The post of Trustee is not transferable and cannot be inherited by a family member.
- m) The post of a Trustee shall be declared vacant by criminal imprisonment, bankruptcy, insolvency, financial fraud, deception, leaving the country permanently, upon his/her death, resignation, or retirement
- n) The office of Trustee shall automatically become vacant if the Trustee: (i) dies; (ii) resigns by written notice to the Trustees; (iii) becomes disqualified from acting as a charity trustee under the Charities Act 2011 or any statutory replacement thereof; (iv) is declared bankrupt or enters into an individual voluntary arrangement with creditors; (v) is certified by a registered medical practitioner as lacking capacity to manage his or her affairs on a permanent basis; (vi) ceases to be eligible for appointment under this Constitution; or (vii) is absent from all Trustee meetings for a continuous period of three months without reasonable excuse and without the consent of the Trustees.

Removal and Suspension:

Any misappropriation or fraudulent use of Mandir funds or assets by Trustees or Executive Committee members will result in immediate suspension and investigation conducted by the

remaining Trustees not implicated in the misconduct. Legal action may also be pursued against the individual(s) responsible.

A Trustee may be removed by a majority vote by the remaining Trustees for

- a) Misconduct;
- b) breach of duty;
- c) negligence;
- d) failure to carry out duties or consistent absence from meetings;
- e) loss of trust or confidence from the majority of fellow Trustees;
- f) disqualification under the Charities Act;
- g) behaviour contrary to the interests and values and/or objects of the Charity;
- h) has brought the Charity into serious disrepute;
- i) has engaged in conduct which has caused, or is reasonably likely to cause, significant harm to the Charity, its reputation or its assets; or
- j) has breached this Constitution

Procedure:

- a) The Trustee shall be given written notice of the grounds and an opportunity to respond in writing within 14 days.
- b) The Trustees shall then hold a meeting and vote on the removal.
- c) A Trustee who is subject to removal shall have the right to request a review of the decision within 14 days of being notified of removal. The review shall be conducted by the remaining Trustees, excluding any who may have a conflict of interest. The decision of the Trustees following the review shall be final and binding. No further appeal shall be permitted
- d) The outcome shall be recorded in writing and reported to the General Body at the next AGM for transparency.

Charity Property

The Trustees shall have responsibility for all decisions relating to the acquisition, disposal, leasing, mortgaging and charging, of Charity property.

Before entering into any transaction involving the acquisition, disposal, leasing, mortgaging or charging of Charity property, the Trustees shall provide notice of the proposal to the Executive Committee and allow the Executive Committee a reasonable opportunity to provide observations and recommendations.

The Trustees shall consider any observations received but shall not be bound by them.

The final decision shall remain solely with the Trustees.

Any decision relating to the acquisition, disposal, mortgage, charge or other disposition of Charity property shall require the approval of majority of the Trustees then in office.

Where there are only two Trustees in office, both Trustees must approve the decision.

Where legal title to any Charity property is vested in persons other than the current Custodian Trustees, those persons shall execute all documents and do all acts reasonably necessary to transfer or vest the legal title in the Custodian Trustees upon request of the Trustees.

4. EXECUTIVE COMMITTEE

The Trustees shall delegate operational responsibility to an Executive Committee, who shall manage the day-to-day activities of the Charity and its facilities. The Executive Committee shall exercise only those powers delegated to it by the Trustees and shall remain accountable to the Trustees at all times.

Composition:

- General Secretary Hall Hire and Events Manager
- Treasurer
- Kitchen, Store and Catering Manager
- Maintenance and Facilities Manager
- Health and Safety & Security Officer
- Welfare and Community Engagement Officer

The Executive Committee may also have six elected assistants to support the operations of their respective departments; these assistants will help with specific responsibilities. They may attend meetings as required. However, they will not hold any voting rights. Additionally, the Executive Committee has the authority to appoint a Seva Group to assist with various tasks. Members of the Seva Group shall not have voting rights but may be present at meetings in a supporting capacity. A position of Honorary Chairperson may also be appointed by the Executive Committee. This is a ceremonial role and does not count towards the total number of official committee members. The Honorary Chairperson will be an individual of experience, capable of offering guidance to the Executive Committee when needed.

Authority and Oversight:

- a) Executive Committee, which will be elected by the General Body members of the Charity every three years All officers will hold office from the date of election until the succeeding General Election.
- b) The members of the Executive Committee need to be able - and willing - to give time to the efficient administration of the charity and be prepared to take an active part and give valuable time in the running of the affairs of the charity.
- c) The Executive Committee shall assist the Trustees in promoting the welfare and advancement of the Charity and shall manage the day-to-day affairs of the Charity under the oversight of the Trustees
- d) The Executive Committee is to act strictly in accordance with this Constitution.
- e) The Executive Committee is to act in the Charity's interest only and without regard to his/her own private interests.
- f) Manage the Charity's affairs prudently.
- g) Not to derive any personal benefit or gain from the Charity.
- h) The Executive Committee has a power to impeach an officer who misappropriate Mandir funds, tarnish the reputation of the Mandir or misuse their official position for their personal benefit.

- i) The Executive committee members are empowered to authorise routine expenditure up to £1,000 in performance of their day-to-day duties per month. However, no individual Committee member can spend any money without the consent of the Treasurer. For the authorisation of a sum exceeding £1,000 the Trustees and Committee members must jointly discuss the expenditure in a meeting. Permission must be granted in writing and passed by majority members of the Executive Committee and countersigned by at least 2 Trustees.
- j) All Executive Committee decisions are subject to review by the Trustees. The Trustees may confirm, vary, suspend or revoke any decision of the Executive Committee where they consider it necessary in the interests of the Charity. In the event of any conflict between a decision of the Executive Committee and a decision of the Trustees, the decision of the Trustees shall prevail.
- k) The Trustees may suspend or remove any committee member for cause, following an investigation and written notice.
- l) Any officer who ceases to be a member of the Charity will automatically cease to become an Executive Committee Member.
- m) Any Executive Committee Member who fails to attend three consecutive committee meetings without giving reasons shall automatically be disqualified from being a Committee Member.
- n) Any four members shall constitute a quorum and can decide any issue in the Committee meeting in conformity with the Constitution.
- o) The Executive Committee shall be accountable to the Trustees and shall report to the General Body through the Trustees at the AGM and any SGM.
- p) When General Secretary is absent, the Executive Committee meetings shall be chaired by the Committee Members present who shall elect a member from the members present to preside over the meeting and conduct business in accordance with the agenda.
- q) The committee members must be able to be fulfilling the responsibilities of the position they hold.
- r) The Functions and powers of the Trustees/Executive committee will be to carry out the aims and objects of the Charity.
- s) To control, supervise and conduct the proper working of the charity.
- t) The Executive Committee, with permission and consent from the Trustees, can appoint or dismiss any paid employee or casual labour of the Charity.
- u) To arrange and hold religious prayers, programmes, functions, festivals, exhibitions, preaching and teaching Vedic principles, practice of Hindu culture and values.
- v) To provide facilities for community meetings, marriage ceremonies or for other occasions.
- w) To invite distinguished swami's, saints, mahatmas, and other religious preachers to give discourse on Vedic and puranic theology.
- x) To do all such other lawful things as may be required for the attainment of our aims and objects.
- y) To contribute, with permission from the Trustees, to any human disaster by organising appeals to collect funds from devotees in the Mandir.
- z) The Executive Committee and Trustees must approve the appeal fund collection.

Elections

- a) Elections shall be held every three years;
- b) The Executive Committee will invite the Trustees after every three years to form a "Board of Election" which will cease to function after the elections are over. They

themselves may act as "Election Commissioners" and may appoint temporarily suitable and reputable persons to help them during the duration of the elections. The "Board of Election" may not exceed four Members and they are not eligible to contest elections for a post in the Executive Committee

- c) Candidates must be fully paid members of good standing;
- d) Nominations must be submitted in writing by the published deadline;
- e) Results shall be declared on the same day and are final.
- f) The trustees may invite a reputable member of the community to help in the process of elections.
- g) Election board will conduct the elections fairly and the elections must be transparent.
- h) The candidates standing in election will have a right to be present at the time of the counting of the ballots and during the election process.

Filling Of Vacancies

- a) If an Executive Committee Member resigns, is removed, dies, becomes disqualified, or is otherwise unable to fulfil their duties during their term of office, the remaining members of the Executive Committee may, by majority resolution, appoint a suitable replacement from amongst the eligible Members of the General Body.
- b) Any person appointed pursuant to this Clause shall hold office until the next scheduled election of the Executive Committee.
- c) Where the vacancy relates to an Office Bearer, including the General Secretary or Treasurer, the Executive Committee may appoint another Executive Committee Member to fulfil that role or appoint an interim replacement from amongst the eligible Members of the General Body.
- d) Any appointment made pursuant to this Clause shall be reported to the Trustees and notified to the General Body at the next General Body Meeting.
- e) Where vacancies result in the Executive Committee no longer being quorate, the Trustees may convene a SGM for the purpose of electing replacement Executive Committee Members.

Duties of Officers:

General Secretary, Hall Hire & Event Organiser:

- a) The General Secretary shall convene all the meetings.
- b) Shall record Minutes of the meetings and have the same approved at the next executive meeting.
- c) Shall keep complete records of all meetings, communications, decisions, resolutions
- d) Shall maintain a register of members. Shall attend to correspondence and reply to normal letters.
- e) Shall reply to all letters unless it effects the operation of the Charity, then the Committee members must be consulted before a reply is sent.
- f) Shall support the activities and work of the Executive Committee or General Managing Body.
- g) Oversee the organisation of functions religious or social events in the Mandir.

- h) Present any complaints to the Committee
- i) Represent Hindu Mandir at all statutory bodies' meetings other functions when invited by other organisations, religious, social, and other communities.
- j) All decisions of the committee will be decided democratically by casting of the votes.
- k) For handing over hall upon hire, collecting the charges, issuing receipts and giving the monies to the treasurer.
- l) They will organise and oversee the smooth running of the extracurricular.
- m) They will start and organise youth groups for males, female and children including Hindi language classes.
- n) Organise celebrations of Hindu Festival such as, Diwali, Holi, Janmashtami, Ram Namvi
- o) In all cases reasonable rent or fees are to be charged claiming either funds from the council or contributions by parents or groups.
- p) They should supervise the cleaner and is responsible for keeping the Mandir clean.

Treasurer

- a) Shall be responsible for the collection of membership fees, funds and other dues of the charity.
- b) Shall maintain and control the proper account of all amounts received and paid, duly supported by receipts, vouchers, and other transactions.
- c) Shall prepare a monthly statement of accounts showing income and expenditure of the Charity for presentation to the Committee and afterwards to be displayed on the Mandir's Notice Board.
- d) Safeguard the funds, valuable items and all accounting documents.
- e) Shall open an account with a bank or any other financial institution decided upon by the Committee and deposit all the money in such an account.
- f) It is mandatory that all cheques shall be signed by the Treasurer and countersigned by the General Secretary or other authorised signatory.
- g) Shall prepare an annual statement of accounts for internal audit before submitting to the Mandir's independent accountant.
- h) Shall present annual accounts to the AGM for receipt and consideration.
- i) Shall ensure that a receipt is issued for all the incoming donations, if the amount is less than five pounds advise the donor to deposit the sum in the Mandir's donation box.
- j) The donation boxes shall be emptied at least once every four weeks in the presence of two persons, and a receipt must be issued for the collections from the Mandir's donation box.
- k) They shall claim gift aid

Health, Safety And Security Manager:

The Security Manager will evaluate the risks to the health and safety of all devotees visiting the Mandir within the Mandir perimeter, including priests, employees, worshippers, volunteers, visitors, contractors, and other users. They must decide whether existing precautions are adequate, or if more can be done to reduce the risks. The assessment should be recorded in writing if possible. It is a requirement of the Health, Safety and Security Manager to familiarise themselves with (Health & Safety at Work etc. Act 1974)

They should attend functions to assess the risks to the worshippers.

In the light of this assessment to make arrangements to avoid accident and ensure that when worshippers are arriving or leaving, there are no obstacles in their paths, thus avoiding accidents.

They must ensure:

- a) All the fire escapes are clear.
- b) The fire extinguishers are regularly maintained and are in working order.
- c) The fire alarm is regularly tested and is in working order. It should be tested regularly.
- d) The lift is in working order and there is no risk to the elderly and the vulnerable.
- e) A First Aid kit must be placed in a prominent place and regularly maintained.
- f) Floor surfaces and coverings should be regularly inspected to ensure that they remain free from defect.
- g) The Health, Safety & Security officer must report if any repairs are required which can cause an accident to kitchen staff or devotees. A book must be maintained to record incidents

Site Maintenance Manager:

Is responsible for:

- a) For arranging repairs to all kitchen appliances, doors, windows, water pipes,
- b) Ensuring that the toilet flushing systems in the ladies and gents' toilets are in working order.
- c) Ensure the electric switches in the Mandir, main dining hall, welfare centre is in working order.
- d) Regularly checking the Mandir, welfare centre building roofs are in good order and are not leaking.
- e) Supervising all the work being carried out in the Mandir is done as per specification. More than one tender must be invited for any job to be done in the Mandir and approved by the committee.

KITCHEN, STORES, HYGIENE CONTROL & CATERING MANAGER

Is responsible for:

- a) For taking control of rations from the devotees.
- b) They will make sure that the store is clean, free from pests and rodents, and all the rations are stacked in proper order.
- c) Food which is utilised in the mandir cooking, should not be sold without discussing the Executive Committees. They will maintain a register of the sale of all rations and milk and give the sales money to the treasurer regularly.
- d) Storekeeper will be accompanied by one other person when selling or buying food items
- e) They will be responsible for moving the donated rations to the store. After the function they must inspect the hall ensuring that the hirer has left the hall & kitchen clean, according to the agreed terms and conditions of the hall hire.
- f) Oversee the cleaning operation, providing cleaning and pest control services in the kitchen areas.

- g) Make sure aprons and head covering are worn by the kitchen staff and where needed, wear gloves when serving food.
- h) There will not be more than 4 people in the kitchen when the food is being cooked.
- i) Ensure that No food is taken off the premises unless it's the sponsored family
- j) Advise the cooks, cleaning team regarding standards.
- k) Ensuring that the work is in a safe environment, audit weekly safety checks.
- l) Identify any H&S issues within the area maintaining a focus on risk reduction.
- m) In case of any risk in the kitchen liaise with the site maintenance manager
- n) Liaise with secretary
- o) They must ensure that all the rubbish and left-over food has been removed from the kitchen, deposited in the black bin bags and the bags have been deposited in the correct council bins at the designated area.
- p) Ensure the kitchen is left clean and safe for the next event
- q) Log any accidents no matter how minor they may be

Welfare and Community Engagement Officer:

Coordinates support initiatives, outreach, and community liaison.

An IT and Marketing Manager will be appointed by the Management Committee and must be a person of reputable character. They will be responsible for supporting the committee on all IT-related matters and must possess the necessary expertise and essential skills in their field.

5. MEMBERSHIP

Any adult, male or female who believes in Hindu faith, is 18 years of age, or over and a resident in Derbyshire and surrounding districts shall be eligible to become a member of the Charity, on the payment of the subscription

Conditions:

- a) Must complete a membership application and provide valid identification;
- b) Must pay the full membership fee as determined by the Executive Committee;
- c) Only fully paid and registered members shall have voting rights or eligibility to stand for election;
- d) Membership shall be valid for three years. Lifetime membership is not permitted
- e) THE EXECUTIVE COMMITTEE WILL HAVE THE RIGHT TO REFUSE ANY MEMBERSHIP WHICH THEY CONSIDER TO BE ILLEGITIMATE.

Suspension and Removal:

A member may be suspended or expelled for misconduct, defamation, or behaviour contrary to the interests of the Charity. Disciplinary action must:

- a) Be based on substantiated written complaints;
- b) Provide the member with a right to respond;
- c) Be approved by the Trustees, with the member entitled to appeal to the General Body.

6. GENERAL MEETINGS

- a) An AGM shall be held in each calendar year.
- b) A Triennial General Meeting shall be held every third year for the purpose of electing the Executive Committee.
- c) A SGM may be convened by the Trustees upon not less than fourteen days' written notice.
- d) No business shall be conducted unless a quorum is present for any meeting.
- e) The quorum for an AGM, Triennial General Meeting or SGM shall be fifty-one members of the General Body.
- f) Every year the General Body shall meet to receive the annual accounts, annual report and other business of the Charity and every third year the General Body shall also elect the Executive Committee.
- g) Not less than fourteen days prior to any AGM or SGM a notice shall be displayed on the Mandir notice board specifying the date, time, venue and business of the meeting.
- h) Following publication of the election timetable, details of vacant posts, nomination forms, election procedures and voting arrangements shall be made available to all fully paid and registered members.
- i) Elections shall be conducted fairly and by secret ballot. All fully paid and registered members shall be entitled to vote and stand for election subject to this Constitution.
- j) Details of vacant posts, nomination forms, election procedures, voting arrangements and eligibility requirements shall be displayed on the Mandir notice board.
- k) Accidental omission or non-receipt of a notice of any meeting by a member shall not invalidate the proceedings of that meeting. Display of the notice on the Mandir notice board shall be deemed sufficient notice to the membership.
- l) Voting at meetings shall be by a show of hands unless the Chair directs otherwise. Resolutions shall be passed by a simple majority of those present and voting, unless otherwise provided by this Constitution

7. CONSTITUTIONAL AMENDMENTS

- a) Any proposed amendment to this Constitution shall be circulated to the membership not less than seven days notice before the AGM at which it is to be considered.
- b) No amendment shall be effective unless approved by not less than two-thirds of the members present and voting at a duly convened AGM.
- c) No amendment shall be made which would cause the Charity to cease to be a charity in law.

- d) No amendment affecting the charitable objects of the Charity or the status of the Charity under charity law shall take effect unless permitted by applicable law and any required regulatory approval has been obtained.

8. FINANCIAL CONTROLS

- a) All income must be deposited in a bank account in the name of the Charity;
- b) Expenditures require two signatories: the Treasurer and either the General Secretary or a Trustee;
- c) Donations over £5 must be receipted; lower-value donations shall be deposited in sealed donation boxes;
- d) Donation boxes shall be opened monthly in the presence of at least two witnesses;
- e) Accurate financial records must be maintained and audited annually.

9. AUDIT AND COMPLIANCE

- a) The Charity shall appoint an internal auditor to conduct quarterly reviews;
- b) An external audit shall be conducted annually and presented to the General Body;
- c) All financial discrepancies must be resolved within 30 days of detection.

10. DISCIPLINARY MATTERS

The Trustees, with input from the Executive Committee where necessary, may investigate any Trustee, officer, member, or volunteer who:

- a) Engages in financial misconduct or breach of duty;
- b) Defames, harasses, or intimidates others;
- c) Disrupts community harmony or damages the Charity's reputation.

Disciplinary action may include:

- a) Written warnings,
- b) Suspension from office or membership,
- c) Removal following due process,
- d) Right of appeal to the General Body.

11. DISSOLUTION

- a) The Charity may be dissolved by a two-thirds majority of a General Body at a SGM;
- b) All moveable and immovable property whatsoever remaining after the satisfaction of all debts and liabilities shall be given or transferred to such other Hindu Religious organisations or societies having objectives similar to those of Charity as decided by a simple majority in the said Meeting.

12. POLICIES AND COMPLIANCE

The Trustees shall ensure the Charity adopts and enforces policies including:

- Safeguarding: Protecting all individuals involved.
- Code of Conduct: Establishing standards of behaviour.

- Executive of Employees: Policies for recruiting, managing, and supporting both new and existing staff, including annual DBS checks
- Volunteer Executive: Procedures for engaging and supporting volunteers including Executive Committee.
- Health and Safety: Ensuring the safety and well-being of all.
- Financial Controls: Comprehensive Executive of donations, banking, insurance, gift aid, and other financial matters.
- Complaints Policy: Clear processes for addressing and resolving complaints.
- Hall Hire Policy: Guidelines for renting Mandir facilities.
- Food Donation Policy: Procedures for handling and distributing food donations.
- Social Media / Photography Policy
- Privacy / GDPR Policy

All officers and members shall be bound by these policies.

This Constitution was adopted by the General Body of Hindu Temple Geeta Bhawan Derby on

Signed & Printed Name:



SUDHIR SHARMA
Trustee (s)

07/06/26



NEERAJ JADHAV
General Secretary

07/06/26



JATINDER JALPOTE
Treasurer

07/06/26.