



Shree Kodki Ganga Leva Patel Community (UK)

श्री कोडकी गंगा लेवा पटेल कोम्युनिटी (युके)

kodki.co.uk



Constitution and Rules

Adopted on 18th November 2007

1. Name:

The name of this organisation shall be the **Shree Kodki Ganga Leva Patel Community (UK)**.
(In this constitution it will be referred to as “Kodki Gaam Community” or “KGC”).

2. Office:

The office of the KGC shall be situated at the address of the President or the Secretary.

3. Aims and Objectives:

The objectives of the Shree Kodki Ganga Leva Patel Community (UK) shall be:

- The advancement in education, cultural and social activities amongst children and adult members.
- The advancement of Hindu religion and traditional values amongst Kodki Gaam Community.
- To promote the interests of Kodki Gaam Community by any appropriate method.
- Support and provide any sports, recreation, and other leisure time activities.
- Participate in any appropriate activities that are organised by any associated bodies, which are in the interest of Kodki Gaam Community members.
- To make donations to worthy causes in the UK & abroad.
- To co-operate with other “affiliated” organisations in the UK and abroad, such as Hindu Temples and Shree Kutch Leva Patel Community (Samaj) in UK and abroad.

4. Membership and Enrolment:

- Any person over the age of 18 who are born in Kodki or have parents, grandparents, or spouse born or have roots from Kodki Gaam Community may apply.
- Full-time students (male & female) and KGC daughters (living with parents) are exempt from paying the annual fee, provided they register and provide an annual status. They can however become a ‘fully paid’ member.
- KGC daughters who have married and have left Kodki are exempt from paying the annual fee, provided they register and provide Father, Spouse and Children (under 18) details. They can however become a ‘fully paid’ member.
- Changes in the subscription fee will occasionally be reviewed at the annual general meeting (AGM).
- The subscription is fixed for a calendar year. This is non-refundable and non-transferable.
- Any past member must pay the last 3 years’ membership before being accepted as a member again. Any member who has left the UK for 2 years or more is exempt from paying the previous years’ fees, and will be accepted as a new member.
- At least one parent must be a member if children (under 18) are included or for KGC daughters (living with parents) are to be exempt from paying the annual fee.
- All ‘fully paid’ members have equal rights of representation and may participate in KGC’s affairs.
- All membership applications must be approved by the Executive Committee (EC). Regardless to any rules, with 21 days of written notice, the EC may terminate the membership of any member.

5. Membership Records and Photos:

- Any paid-up member shall have the right to check their personal record on request.
- It is important to share the photos with other members who have attended the events. All photos used are in good taste and unlikely to cause offence. If, however, you see a photograph you would not like to be used please contact the KGC secretary with details for removal from web and not use in future print runs.

- c. Member's details will be printed in Directory or Annual Members List and will be provided to all members. If you wish to have your details Ex-directory, please inform the Treasurer or the Secretary.

6. Executive Committee (EC) Members:

The Executives hold office for a period of TWO years and shall comprise of:

- President & Vice President
- Secretary & Assistant Secretary
- Treasurer & Assistant Treasurer
- Advisors (6 to 8)
- Co-opted members (non-elected, no voting right)

7. Executive Committees Members Responsibilities

President:

- a. Have the power to summon, convene and chair all committee meetings;
- b. As chair, the president is responsible for determining items for the agendas of committee meetings.
- c. Ensure the smooth and effective running of KGC by acting as an ambassador for the KGC members.
- d. Represent the KGC at external meetings with "affiliated" organisations in the UK and abroad.
- e. Conduct, supervise, and take all appropriate and necessary steps to ensure that the KGC's affairs are conducted in accordance with this Constitution;
- f. Helping to plan Annual & Diwali Functions and other events/fundraisers by overseeing the process and organizing temporary teams. (**Shared Task with ALL of the Committee**)

Vice President:

- a. Assist the President in their duties & assume the President's powers in his/her absence.

Secretary:

- a. Have the power to summon or convene meetings;
- b. Facilitation of communication between all members of the committee.
- c. Keeping of minutes from all committee meetings, AGMs and for their circulation to EC members.
- d. Composition of agenda and for their circulation to the appropriate persons.
- e. Recording of all correspondences within KGC and for the forwarding of all enquiries to the relevant person or persons.
- f. Management and production of all KGC documentation, including Constitution, meeting minutes, agenda, records of correspondences, event invites, members list, mailing list, newsletters, posters, advertisements and final editorial approval before distribution to KGC members.
- g. Any information that needs to be distributed to members will come from the secretary.
- h. Production, maintenance and content update of the KGC website. (**Shared task or co-opted out**)

Assistant Secretary:

- a. Assist the Secretary in their duties & assume the Secretary's powers in his/her absence.

Treasurer:

- a. Management of KGC finances, including the collection of membership subscriptions, donations and other funds and the payment of all bills and expenses.
- b. Management of new member applications updated membership records and provide up to date members list to the Secretary.
- c. Costing and setting budgets for KGC events and general spending. (**Shared task**)
- d. Notify members of subscriptions collection and then collect subscriptions from each member.
- e. Maintain proper accounts and bank all funds collected promptly.
- f. Make payments in accordance with the decisions of the Executive Committee.
- g. Prepare annual accounts of each year, for approval and adoption at the Annual General Meeting.

Assistant Treasurer:

- a. Assist the Treasurer in their duties & assume the Treasurer's powers in his/her absence.

Advisors:

- a. Assist the EC and undertake any responsibilities delegated to them by the EC.
- b. Co-ordinating Entrance / Exit control, general stewarding duties at events.
- c. Co-ordinating the youth wing activities and selecting the youth wing sub-committee.

8. Election of Executive Committee Members:

The Executive Committee shall be elected every two years at the AGM (Diwali Function).

- a. All elections at the AGM (Diwali Function) will be taken as a vote by a simple majority.
- b. In the event of the resignation of the President, Secretary, or Treasurer, his/her Assistant should fill the position, until the next General Election.
- c. The present EC shall have the power to fill any other vacancy within the committee.
- d. The EC shall have the power to appoint co-opted committee members due to their skills/knowledge.
- e. Co-opted committee members are non-elected representatives to the committee, who do not have a voting right at EC meetings and may retire at any time without reason.
- f. Any members who are convicted of a serious crime, bankruptcy, or mental disorder cannot be elected as an Executive Committee member. Any EC member will automatically be considered discharged on becoming aware of such circumstances.

9. Rules of Election:

- a. Candidate for the President, Secretary, Treasurer and his/her Assistant positions must be 25 years or over and be a 'fully paid' member or be a spouse of a 'fully paid' member.
- b. Candidate for Advisor position must be 17 years or over.
- c. Full-time students (male & female) and KGC daughters (living with parents) can be an Advisor.
- d. KGC daughters who have married and have left Kodki can also be an Advisor, provided they are 'fully paid' member.
- e. Positions for the President, Secretary, or Treasurer cannot be held for more than two consecutive terms, (four consecutive years).
- f. Ideally the President, Vice President and the Secretary should be fluent in Gujarati. At the minimum one of the three must have ability to read/write/speak in Gujarati for benefit of the senior members.
- g. If there are no suitable candidates, a vote by a simple majority is required for re-election.
- h. The current executive is responsible for the organisation of the elections of their successors.

10. Voting Disqualifications:

- a. If any member is in arrears of the subscription immediately preceding any General Meeting then that member will not be entitled to vote at such a meeting.

11. Committee Meetings:

Attendance at meetings:

- a. All committee members to sign the attendance "**Redbook**".
- b. All committee members to have an e-mail address, as this will be used for sending agenda, minutes, membership updates, and newsletters to EC members.
- c. Any committee member who is absent for three consecutive meetings without apologies to the EC shall forfeit his/her office and the vacancy shall be filled in accordance with rule 8.
- d. Committee members who wish to voice opinion or address the members at meetings must do so in professional manner, keeping calm and courteous at all times. Refusal to do so will result in committee member being suspended.

12. Diwali - Annual General Meeting (AGM) & Gaam Annual Function Meeting:

- a. The Committee shall convene an AGM of the KGC;
- b. Invite to Annual Function & Diwali Function (AGM) shall be posted 21 days in advance to member's home address. Additionally the details will be available on the website and by e-mail.
- c. Daughters of Kodki Gaam will be given a complementary invite to the Annual Function. It is the member's responsibility to inform their daughters of the date, time and venue.
- d. Daughters of Kodki Gaam will not be invited to Diwali Function (AGM), unless they are a "fully paid" member. This is due to limited venue capacity.

13. Special or Extraordinary General Meetings (EGM)

An EGM may be summoned if requested in writing by one-third of the membership (with explanation of matter to discuss). Such meeting shall be held within 21 days of the request.

14. Member's Obligations:

- a. It is the duty of each member to ensure that his/her membership fee is fully paid up for ALL years in accordance to the constitution.

- b. All Members to provide up-to-date postal address, home phone number, Spouse name, children (under 18), full-time students (male & female) and KGC daughters (living with parents) who are not a fully paid member.
- c. All members to update/review the membership details annual and make subscriptions accordingly.
- d. If the membership fee is overdue for 2 years or more, on the spot payment will be requested or I owe You (IOU) form completion will be requested. Any IOU's must be paid with-in 21 days of issue.
- e. Any member who fails to pay the subscriptions for 3 consecutive Years will be assumed he/she has chosen to terminate their membership. Re-joining will be in accordance to rule 4.
- f. Any member under the influence of drugs and alcohol will not be permitted to any event. For the Safety of the members he/she may be requested to leave, with the membership being suspended or terminated.

15. Misconduct and public liability at an organised event:

- a. A member can be barred or expelled for misconduct or actions detrimental to KGC.
- b. No Liability shall be attached to the KGC for any loss or injury to any person or property at, before, or after the event.

16. The Rights of Members:

All members who have fully paid their subscription ("Paid Members"):

- a. Shall have the right to speak at any General Meeting of the KGC on all matters on the agenda subject to obtaining prior permission from the Executive Committee.
- b. A member must address the members at meetings in professional manner, keeping calm and courteous at all times. Refusal to do so will result in member being suspended.
- c. Shall be eligible for election as a member of the Executive Committee.
- d. Shall have the right to one vote at the General Meeting.
- e. A member may distribute wedding/party invites to the KGC members at events, provided it does not disrupt the event and is carried out in low-key manner. Any other literature distribution or display is prohibited without obtaining prior permission from the Executive Committee.
- f. A member may resign at any time by giving notice to the KGC Secretary or the Treasurer.

17. Alterations to the Constitution:

- a. Amendments, omissions and additions to the constitution must be agreed by a majority of members present and voting at any AGM, and may not be carried by the committee alone.
- b. Gujarati Translation of this Constitution to be created and any changes must be reflected in both.

18. Payment of Subscription & Donations:

- Members are invited to make voluntary contributions to the KGC funds.
- Membership & Donations shall be paid in: *Cash, Cheque, SO or Electronic Transfer*.
- Members are advised to setup a 'Standing Order' for Electronic Transfer. See Info Desk.

19. Finance:

- a. The EC shall establish a Banking Account(s) in the name of "**Shree Kodki Ganga Leva Patel Community (UK)**" and all amounts received by or on behalf of the KGC shall be paid into such account(s).
- b. The EC shall have the power by resolution to determine upon whose signature(s) cheques may be drawn upon the KGC account(s).
- c. The funds shall be used for any purposes which, in the opinion of the EC shall further the Aims and Objectives of the KGC.
- d. Approval must be obtained from the members at a General Meeting for any expenditure greater than £200 (Two-hundred Pounds).
- e. The Profit & Loss of the annual Accounts shall be published in time for the AGM.

20. Dissolution:

KGC may be wound up at any time if agreed by two-thirds of those members present and voting at any Annual General Meeting. KGC must pay all its debts. If there are any funds left, it shall be given to another group with similar Aim/Objects.

Adopted on 18th November 2007

President: Laxman Karan Dabasia

Vice President: Naran Ravji Halai

Secretary: Shivji Dhanji Khetani

Assistant Secretary: Mansukh Samji Khetani

Treasurer: Ramji Shivji Varsani

Assistant Treasurer: Iela Shivji Khetani