



GURKHA NEPALESE COMMUNITY  
LONDON BOROUGH OF HOUNSLOW

# CONSTITUTION

Revised AGM 2019

## **EQUAL OPPORTUNITIES**

Gurkha Nepalese Community London Borough of Hounslow (GNCLBH) confirms its commitment to Equal Opportunity in all area of its work. All individuals will be treated in a fair and equal manner and in accordance with Law regardless of race, age, sex, disability, pregnancy, marital status, sexual orientation, gender reassignment and religion or belief. The community will not discriminate its' members and member of the other communities and public. Similarly, if the GNCLBH members would have been discriminated by any member of the public or the member of the other communities the GNCLBH will take liable action against those individual.

The GNCLBH accepts its responsibilities to comply with all relevant legislations and Acts. The chairman and executive committee members will ensure that the equal opportunity policy is properly applied within our community.

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### Amendment Index

Date(s)	Old Rule(s) No	New Rule No	Alteration	Note
02/2019	2.4			Re sentence
2016	3			Revised
02/ 2019	3.2.a	3.2	moved	AnnexA deleted & moved to new rule no
02/2019	3.2.b	3.3	moved	AnnexB deleted moved to new rule no
02/2019	3.2	3.2 a-f	Added sub pra	Paragraph number written
2016	4			text revised 2016 erased
02/2019	4.1.a	Annex A	Annex C to A	Change annex C to annexA
02/2019	4.1a		Text added	Membership renewal fee
02/2019	4.1b	4.10	moved	Moved to rule no 4.10
02/2019	4.1d	4.4	Annex G to B	Change annex G to B
02/2019	4.1e		Removed	Contain is in G/membership (repeated)
02/2019	5		Text added	Annual before Genera Meeting
02/2016	6			text revised 2016 erased
02/2019	6.5		Word added	Text Annual added before GM
02/2019	6.10b	6.11	Rules no	Rule number change
2019	7			Text Revised 2016 erased
2016	8			text revised 2016 erased
02/2019	8.1		Annual	Annual added before GM
02/2019	8.2		Annex F to C	Full 1 <sup>st</sup> paragraph change. Change annex F to C (revised AGM 2019)
02/2018	8.8		Text added	Informal and formal warning.
02/2019	8.12		Annex E to D	Change annex E to D
02/2019	10.5	10.5(a-e)		Sub rule numbers added to.
02/2019	12.3		Text added	GNCH Website
02/2019	14.1		Text added	Executive committee meeting
2016	15			text revised 2016 erased
02/2019	15.4		Text added	Gnch website
02/2019	15.10	9.7	Moved	Moved to new rule no
02/2019	15.13	9.8	Moved	Moved to new rule no
02/2019	15.14	9.9	Moved	Moved to new rule no
02/2019	15.11	9.10	Moved	Moved to new rule no
02/2019	15.15	9.11	Moved	Moved to new rule no
02/2019	15.16	9.12	Moved	Moved to new rule no
02/2019		16		Property and depreciation new rule passed AGM 2019

## **RULE 1 – NAME AND OFFICE**

- Name 1.1 The name of the organisation shall be  
GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW
- Office/Address 1.2 The registered office and postal address of the organisation shall be at  
GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW  
(GNCH)  
140 Vernon Road, Feltham, TW13 4JZ or such other place as may be  
decided upon by the Executive Committee

## **RULE 2 – OBJECTS**

- Objects 2.1 The objects of the Community shall be as follows:  
To preserve and promote Nepalese multi-traditional cultures and equally  
respect others.
- 2.2 To help members in all aspect (Social, moral, health and financial) as  
resources available, especially in the event of the death, terminally ill and  
long-term hospitalization of individual or family members.
- 2.3 To encourage members to support and take part in Boroughs (London  
Borough of Hounslow and its surrounding Borough Councils) and run  
activities, especially environmental, social community support and  
charitable events.
- 2.4 To encourage young generations for integrating into the community, or  
education, sports, health and social activities which would have given better  
understanding and mutual respect on religions, politics and cultural  
difference amongst them.

## **RULE 3-BENEFIT AND QUALIFICATION**

- 3.1 All Members (Including their dependents) shall be eligible for financial  
support as per rule 4, however for providing long term standing benefit  
will be discussed in the future at the General Meeting. All members shall  
only be officially qualified to claim the financial benefit after the 28 days  
from the member registration approved.
- Death Grants 3.2 On the event of death occurrence, a member from each family should  
attend the funeral service. Financial support shall be provided by the  
community once minimum £15.00 contribution is collected from every  
member at the time of the death. The same amount to be collected there  
after (every time) if the member or their qualified dependent's death  
occurred. The standard contribution might increase or decrease  
depending upon the number of memberships.
- 3.2.a The fixed amount of funeral financial benefit is capped on  
£2500.00(subject to be changed in the future) per Funeral. 1 x Wreath  
and condolence message shall be provided by the community.
- 3.2b

All members are expected to contribute minimum £15.00 on every death occurred. A member and their qualified dependents shall be received funeral financial benefit as long as they regularly contributing.

Any member not paying the contribution for three times (regular or irregular) the initial notice shall be given after two missing and the Final notice shall be given after third time missing if he/she decide not to pay all three contribution than he/she shall be lost the financial benefits but they still entitle to receive general community's help on physical and moral support as long as valid member remain with GNCH.

3.2c

3.2d The community will coordinate and assist to release deceased for

3.2e The community will assist to call Priest, Lama, Pandit, Bijuwa and Jhankri if requested by the family or relatives at their own expense for funeral ceremony.

3.2f The Medium standard funeral service per deceased person, which includes, hours- drawn, Hearse Carriage and single Limousine for relative from the local address to the cemetery.

The community will assist for obtaining administrative documents to clear the deceased.

**At least one member of each family must attend the funeral service for any victim family of member**

3.3

#### **ASSISTANCE IN WEDDINGS OF DEPENDENTS**

3.3a Funds will be set up to buy gift/bouquet if the members of the community are invited.

3.3b

Assist to set up venue if requested by the family or relatives.

3.3c

The Community will assist to contact Priest, Lama etc if the wedding is to be held in a traditional way.

3.3d

Assistance and support will be provided to obtain basic documents for marriage registration

Compassionate on medical ground such as incurable illness, disability due to an accident or ill health of a member or his/her dependent.

3.4

#### **Miscellaneous Benefits**

3.4a

To promote sport and support young generations towards their education, administration and wellbeing (Will Expand upon fund received).

3.4b

3.4c

Legal advice and legal assistance in the event of litigation with the third party.

	3.4d	Sports support funding and encouraging ( <b>Will expand upon fund received</b> )
		To organize cultural, social, educational and recreational activities annually or as decided by the Committee Members.
	3.4e	To advise and encourage all members to participate in disseminating of identities of the Gurkha Nepalese Community by publishing news, journals, articles, pamphlets, books or other materials and publications which may be desirable for the promotion of the community and its members. However, every single article must be censored by the Public Relation Officer and approved by the Chairman and executive members of the community. (see para 9.10)
Qualification for Membership	4.1	To encourage members to liaise with the Borough Council and find out exactly what supports and benefits are available to them when needed.
		<b>RULE 4 – MEMBERSHIP AND SUBSCRIPTION</b>
	4.1a	The Membership is open to all families or individuals over the age Of eighteen who are living and working in the London Borough of Hounslow and its surrounding area at the time of application. The Membership is not transferable to anyone else. For membership registration from see (Annex A)
	4.1b	Adult children of GNCH member shall be covered by their parent membership. There is no age limit as far as they are not married and living with their parent but if they are married, they shall apply for separate membership even they are living together with their parent or not.
	4.2	Senior dependent (65 years old and above accept in disability condition) of the member who are living together permanently (with benefit and NHS address proof) shall be covered by their Son's / daughter's membership and it shall be applied for the parent of both sides (Husband/ Wife).
	4.3	<b>Categories of the member, Subscription and expiry date:</b>
		<b>General Member-</b> The joining amount shall be £ 25.00 (Registration fee £10.00 and Subscription £15.00 for three years). The membership Expiry date will be 31 December in three years' bulk. (like 2012 – 2014, 2015 – 2017 or 2018 -2020). Membership renewal fee £15 for 3 years.
Registration Procedures	4.4	<b>Life Member –</b> The joining amount shall be £ 100.00 (Registration fee £10.00 And Subscription £90.00 for the life time). The existing General member interested to change into life member in first year of became general members shall pay £75 from the second year of became the general member shall pay £90.00 and become life member.
Alteration of fee	4.5	An applicant for membership of the COMMUNITY shall fill in an application form in the first instance. When the application is approved by the Executive Committee, he /she shall pay the fee and
	4.6	subscription, obtain a membership certificate (See Annex-B) and

Reduction or exemption from payment of subscriptions

become a member of the COMMUNITY. Any omission from or inaccuracy or misrepresentation in the particulars relating to the applicant shall render his/her admission null and void.

The General Meeting of the COMMUNITY shall be the sole authority to alter any fees, subscriptions and contributions.

4.7

No refund of fees paid

The Executive Committee is empowered to introduce or exemption from implement instalment of subscriptions payment or to reduce the amounts of monthly or annual subscriptions of unemployed members, or to exempt such members from paying of the subscriptions as one off, without setting any precedence, provided that the community's financial position is healthy.

4.8

Members breaking Rules

When a member withdraws voluntarily from membership or is dismissed from the COMMUNITY, all fees and subscriptions previously paid by him/her shall not be refunded.

4.9

Arrears of subscriptions or levies

All members must abide by the rules and decision of the COMMUNITY. Any member breaking the rules of the COMMUNITY is liable

to disciplinary action or expulsion by the Executive Committee (see Rule 8.8). Any member disciplined or expelled may appeal to the General Meeting.

All members of the community must settle their fees, subscription or contribution within 30 days of bills produced, however situation may arise

when a member has got a valid reason. He/she may settle within three months. If the member fails to pay at the end of three months the treasurer should give written notification to individuals.

The committee shall wait for another three months but during this waiting period; using all type of funds and benefit will be under the discretion of the executive committee. (The treasurer should give six months notification stating the person is under suspension for using all type of funds and voting right in full 12 months times than treasurer should raise the point in the committee meeting and committee decision will be final for cease to exit from an active membership and the treasurer

4.10

Member complaints

is to notify individuals in writing accordingly.

If the same person wishes to join back again, he/she should pay off all his/her outstanding subscription and also submit a written request to the committee. The committee shall then decide his/her request for approval. But to use all funds he/she must wait for 28 days from the date of re-joining.

4.11

Honorary membership

Any member, who is not satisfied with the business of the COMMUNITY, may lodge his/her complaint with the Executive Committee in writing. The Executive Committee shall not refuse to consider such complaint in any circumstances and shall summon the complainant to make an account of the matter. The Executive Committee shall give a reply in writing when it comes to a decision on whether or not to accept the complaint. The member may appeal to a

4.11a



General Meeting if he considers that the Executive Committee has no ground to turn down his/her complaint.

- 4.11b Honorary members are friends of the community and any person who either wishes to join the community or is voted in by the members of the community will be the honorary members of the community. However, they will not have voting rights and membership will be renewed on yearly basis on the recommendation of two third of general members of the community.
- 4.11c

**The General terms and condition for the honorary members will be:**

- 4.11d The initial membership joining fee will be a voluntary contribution; however, this fee should not be less than the general member's fee. The present rate is £20 for first year thereafter £10 per year for full family membership.

- 4.12 All rules and regulations will be applied to the honorary members as other general community members and any honorary members violating the community rules, regulations will be dealt with accordingly.

The Honourable Member

- 5 The honorary members will be entitled to use all facilities available within the community, however using community fund and benefits will be under the discretion of executive committee members and will need a vote of 2/3<sup>rd</sup> majority.

Machinery of Government

These rules may change in the Annual General community meeting if necessary.

- 6.1 Changes on circumstances in the community lead to rescind the Honorable Member in constitution by the AGM 2017.

Date of Annual General Meeting of Members

6.2

#### **RULE 5 – CONSTITUTION AND GOVERNMENT**

The supreme authority of the COMMUNITY shall be vested in the AGM/EGM. The committee Members shall exercise only those passed by the General Meeting

Calling of Extraordinary General Meeting Of Members

6.3a

#### **RULE 6-ANNUAL GENERAL MEETING (AGM) AND EXTRAORDINARY GENERAL MEETING (EGM)**

Attendance and voting at General Meetings

6.3b

The Annual General Meeting of Members shall be held annually or within 15 months of the previous AGM.

6.4

6.4a

An Extraordinary General Meeting of Members may be called by the Executive Committee or at the request of not less than 1/3<sup>rd</sup> of the total number of members of the COMMUNITY. On receipt of a request from members, the Executive Committee shall arrange to call an Extraordinary General Meeting of Members within three weeks.

Business of Annual General Meeting of Members

6.4b

All members shall be entitled to attend the General Meeting.

6.4c

Only one voting members shall be entitled to vote at the General Meeting of Members.

		The business of the Annual General Meeting of Members shall be:
	6.4d	To confirm the minutes of the previous Annual General Meeting of Members and of any intervening Extraordinary General Meeting of members.
	6.4e	
	6.4f	To consider reports from the Executive Committee and to plan policy and work for the future.
	6.5	
Alteration of rules		To consider and approve the statement of accounts for the previous financial year together with the report on the audit of accounts of the COMMUNITY.
	6.6	To elect/select members for the vacant position of the Executive Committee by secret ballot.
Notice and agenda of General Meeting		To appoint or elect an auditor or auditors.
	6.7	To consider any other business of the COMMUNITY.
Business of Extraordinary General Meeting of Members		The Annual General Meeting shall be the sole authority to make alterations, amendments and additions to any of these rules, to rescind (Radda Garnu) any of these rules and to make new rules.
	6.8	Under the instructions of the Executive Committee the Secretary shall prepare the notice of the General Meeting and inform all members of the community by letter, e-mail, text, or phone at least 28 days in advance. Upon receipt of returns from members, the Secretary shall prepare agenda and send it to the members at least 14 days before the meeting.
Quorum for and decision of General Meeting	6.9	The business of the Extraordinary General Meeting of Members shall be confined to those matters specified in the agenda. Decisions reached at the Extraordinary General Meeting of Members shall have the same validity and authority as decisions reached at the Annual General Meeting of Members provided that, where any alteration of the rules of the Community is contemplated, such proposed alteration shall be specifically stated in the agenda of the meeting.
Adjourned General Meeting		
	6.10	The quorum for General meeting shall be formed by not less than 51% majority of the total voting member.
Notice and agenda of Adjourned General Meeting		
	6.11	If within 2 hours from the time appointed for a General Meeting, the number of voting members present at the meeting is insufficient to constitute a quorum, the Executive Committee shall adjourn the meeting and recall within 21 days. In case the meeting is covenanted (Mutual agreement) at the request of members under (Rule 6.2) although the number of voting members present within 2 hours from the time appointed for the General Meeting is insufficient to constitute a quorum, the meeting shall be called on and no adjournment shall be made.
Amalgamation of community		

Secret ballot held under the authority of Executive Committee or Sub-Committee	7.1	The Secretary will notify to each and every individual member by letter, e-mail, text or phone about new date, timing and place of previously adjourned meeting at least 14 days in advance. At that meeting, a quorum shall be formed by whatever number of voting members present. The decisions taken by the meeting shall be binding
Matters to be decided by secret ballot or open votes	7.2	The amalgamation of Gurkha Nepalese Community London Borough of Hounslow with any other NEPALI COMMUNITY or vice versa will be decided by ballots of 2/3 votes in the General Meeting or Extra-Ordinary Meeting.
	7.2a	
	7.2b	<b>RULE 7 – GENERAL CONVENTIONAL MEETING(GCM) ELECTION (SECRET BALOT) AND SELECTION (MAJORITY OPEN VOTE)</b>
	7.2c	All executive committee shall be elected by secret ballot or selected by majority open vote under the authority of the executive committee at the
	7.3	Annual General Meeting or by the Election Committee appointed specifically for propose by the executive committee at the General Conventional Meeting.
Issue of ballot forms	7.4	All decisions in respect of the following items shall be taken by secret ballot:
Manner of balloting		Election of members and office-holders of the Executive Committee:
	7.5	Amalgamation may be taken into consideration for others Nepali Community. (Rule 6.11 apply)
Observer to count and check votes		Dissolution of the COMMUNITY. (Rule 13.1 apply)
	7.6	The Secretary or Sub-Committee appointed by the Executive Committee for the purpose of election or voting work shall be responsible for issuing ballot forms and shall issue them only to voting members.
Candidate Application Procedure and Fee and composition of Executive Committee		All ballot forms must not be signed by the voters who mark or inscribe them and must be placed in the sealed ballot box provided by the Executive Committee. The Executive Committee or the Sub-Committee may appoint voting members to supervise and safeguard the ballot box.
		Observer (Paribekchhak) shall be elected at the General Meeting from among the voting members. They shall be responsible to the Executive Committee or the Sub-Committee for collecting the ballot box and counting and checking the votes and also to disclose the results after counting the ballots.
		As per the composition of executive committee for Gurkha Nepalese Community London Borough of Hounslow at the time of election all interested candidate who qualified as a candidate (see para 8.2) should fill the candidate form and submit to election committee with appropriate fees by no later than date and time given in election instruction. The composition and the fee for their respective post are as follow:
	8.1	
		a. Chairman £25.00

Government of Community vested in Executive Committee	8.2	b. Senior Vice Chairman c. Vice Chairman d. General Secretary e. Secretary f. Vice Secretary g. Treasurer h. Vice Treasurer i. 9-11 E/Committee Members	}	£15.00
Composition of Executive Committee				£10.00

**RULE 8 - EXECUTIVE COMMITTEE**

The executive committees will exercise rules and regulations as passed by the Annual General Meeting.

8.3 The executive committee shall consist of 9-19 members. They shall be elected or selected by the secret ballot or open vote by qualified voting members at the AGM or GCM. Composition of the executive committee are as per (see Rule 7 paragraph 7.6) and full name list at (See Annex C). The Chairman, General Secretary & Treasurer post preferred to be from exiting EC members however these posts could be applied from general member. EC post applying from general members must meet the qualifying period 28 days or more being a GNCH's active member.

Meeting and quorum of Executive Committee 8.4 A list of Executive Committee Members and their office title shall be displayed at registered office of the community.

Vacancies in the Executive Committee 8.5 The elected/ selected member of the committee should take over within 30 days form the election date than Chairman and his headset shall delegate other important responsible post amongst them.

8.6 All member of the executive committee shall serve for the term of 3 years. Any executive member shall not serve more than two terms in the same post however if there is no other candidate available then the current post holder could carry on for the same post for one final term.

Protection of funds by Executive Committee 8.7 The executive committee meeting shall meet at least once every two months. For Quorum, a 51% majority of the committee members is required to decide any matters to solve the issue

Paid staff and Sub-Committees 8.8 In the event of the death, resignation, dismissal and permanent absent from the community the vacant post shall be filled at the next Annual General Meeting from executive committee members and qualified GNCH members. If selected by executive body than should be approved at next AGM. The elected member will serve the remaining term of the vacating member or office holder.

Suspension or dismissal of officers 8.8 The Executive Committee shall pursue the objectives of the COMMUNITY and shall protect its funds against extravagance or misappropriation. It may give instructions as to the investment Community fund.

8.8 The Executive Committee shall give instructions to the Secretary and other office-holders for the conduct of the affairs of the COMMUNITY. It

	8.9	may appoint paid staff and may dismiss them for reasons deemed good and sufficient in the interests of the COMMUNITY. It may appoint Sub-Committees to carry out the routine or special work of the COMMUNITY and may dissolve them.
Discipline and expulsion of members	8.10	The Executive Committee may suspend or dismiss any member of the Executive Committee for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the General Meetings or of the Executive Committee, or for any other concrete evidence to support that it has been damaging the good name and interest of the COMMUNITY. Any member of the Executive Committee suspended or dismissed may appeal to an Annual General Meeting.
Decisions of Executive Committee	8.11	The Executive Committee may give an informal, formal warning or discipline or expel from the organization any member who is proved to its satisfaction to have been guilty of conduct prejudicial to the interests of the COMMUNITY.
Interpretation of rules	8.12	Subject to the overriding authority of the General Meeting, all decisions of the Executive Committee shall be binding on all members of the COMMUNITY.
Power to establish branches		The Executive Committee shall interpret the rules, determining any points which the rules do not adequately cover, and propose alterations to the General Meeting for approval.
Handing over of duties and documents	9.1	With the approval of the General Meeting, the Executive Committee may establish branches of the COMMUNITY. (Specific rules governing branch affairs shall be made before a branch is established).
Duties of the Chairman	9.1a	The Chairman or in his absence the vice Chairman is to ensure that the proper handing/taking over of nominees duties and documents are carried out between newly elected and outgoing members as soon as possible and not later than ONE month of the change-over. A certificate to this effect shall be signed by the both incoming/outgoing members.
	9.1b	The Chairman or in his/her absent the vice Chairman of the Executive Committee is to counter sign the said documents and keep the original safely with him giving copies to both parties. (H/T Certificate see Annex D)
	9.1c	<b><u>RULE 9 - OFFICE HOLDERS OF THE COMMUNITY</u></b>
	9.1d	The chairman is to represent the community as its figurehead. He/She requires ensuring the executive committee is managing effectively and functions properly.
	9.1e	The chairman should provide support and supervision to the EC members. He/She has to monitor assets & financial accounts.
	9.1f	The Chairman shall preside at all General Meetings and Executive Committee Meetings and shall be responsible for the proper conduct of business of such meetings. He shall advise to set meeting agendas and countersign the minutes of each meeting as they are approved. In case

- the numbers of votes for and against an item are equal, the Chairman can deliver a casting vote.
- 9.2 The chairman should represent the community to outside parties in a professional manner.
- 9.2a He/she may, in conjunction with the Secretary and the Treasurer sign cheque or cash withdrawal forms on behalf of the COMMUNITY.
- Duties of the S/Vice or Vice-Chairman
- 9.3 In consultation with the Secretary and the Treasurer, the Chairman is to furnish required information and updated list of the member of the Executive Committee and membership of the COMMUNITY to the Registrar of Charity Commission annually or as required.
- 9.3a It is not ethical for Chairman to have a tie with any other organizations official post which might affect the running of business of one or both organizations. However, if a situation dictates, he/she should declare his/her circumstances before taking up any position.
- 9.3b
- Duties of the General Secretary
- 6.3c The Vice-Chairman shall carry out his/her duties as defined by the Executive Committee. In the absence of the Chairman he/she shall deputies until the Chairman returns or until the vacancy is filled in accordance with the provision of Rule 8.4.
- 9.3d He/she should help and provide support to EC members in all community's events.
- 9.3e The General Secretary shall conduct the business of the COMMUNITY in accordance with the rules and shall carry out the instructions of the General Meetings and of the Executive Committee.
- 9.3f He/she shall keep the common seal of the COMMUNITY in safe custody.
- 9.3g He/she shall keep a register of all members and without consent of the individual concerned, he will never give or disclose the personal details to any third person.
- 9.3h He /She shall prepare agendas and attend all meetings of the COMMUNITY and shall record the proceedings of the meetings.
- 9.3i He/she shall prepare the Annual Report of the COMMUNITY for submission to the Annual General Meeting and any other reports necessary for Extraordinary General Meetings.
- 9.4 He/she is to write, sign and issue minutes, instruction, etc as directed by the Chairman and empowered to countersign every document of the COMMUNITY to which the common seal of the COMMUNITY.
- 9.4a He/she may, in conjunction with the Chairman and the Treasurer, sign cheque or cash withdrawal forms on behalf of the COMMUNITY.
- 9.4a He/she shall, in conjunction with the Chairman, furnish to the Registrar of Charity Commission before 31 March in each year a return showing
- 9.5

Duty of the Secretary or vice secretary

the names of the members of the Executive Committee and membership of the COMMUNITY as at 31 December in the preceding year. (see 9.1e)

9.5a It is not ethical for the Secretary to have a tie with any other organizations official post which might affect the running of business of one or both organizations. However, if a situation dictates, he/she should declare his/her circumstances before taking up any position.

9.5b The Secretary/vice Secretary shall always assist the general Secretary and carry out other duties as defined by the executive committee. In the absence of the General Secretary/Secretary. He/she shall deputies until the General Secretary/Secretary returns or the vacancy is filled according to the provision of rules 8.6)

Duties of the Treasurer

9.5c He/she should help and provide support to EC members in all community's events.

9.5d He/she should help and provide support to EC members in all community's events.

9.5e The Treasurer shall be responsible for the safe keeping of all registered membership names and the safeguarding of all investments belonging to the COMMUNITY.

9.5f He/she shall keep full and accurate books and accounts with respect to all transactions conducted in the name of the COMMUNITY and maintain proper records of the COMMUNITY'S assets and liabilities.

9.6 He/she shall establish and maintain a satisfactory system of control of accounting and transactions records.

9.6a He/she shall prepare a financial statement for each meeting of the Executive Committee.

9.6a He/she shall prepare statement of accounts fully supported by original documents, bills or invoices in order to audit the accounts.

9.7 He/she shall, present the auditor report together with audited half yearly/annual statement of accounts to the General Meeting and also forward a copy of the same to the Registrar of Charity Commissions within three months after the closing of the financial year.

Duty of the Vice Treasurer

It is not ethical for the Treasurer to have a tie with any other organizations official post which might affect the running of business of one or both organizations. However, if a situation dictates, he/she should declare his/her circumstances before taking up any position.

Duty of the Property Manager

9.7a The vice Treasurer shall always assist the Treasurer and carry out other duties as defined by the executive committee. In the absence of the Treasurer. He/she shall deputies until the Treasure returns or the vacancy is filled according to the provision of rules 8.6.

9.8 He/she should help and provide support to EC members in all community's events.

The property manager shall be appointed from the executive committee members, either by voting or on voluntary basis. Their tour of duty shall be 3 years. Their main duties are as follows: -

Look after all the community properties and equipment.  
Carry out repairs and replacement as directed by the executive committee.

Duty of the Sport Secretary

9.9

Issue/Receive or hire and purchase the community equipment to insider and outsider.  
Any money collected or purchased to be handed over to committee treasurer.  
Advice to the committee on properties and equipment matters.

He/she should help and provide support to EC members in all community's events.

A sports Secretary shall be appointed from the executive committee members. Their tour of duties shall be 3 years and their main duties shall be as follows:

Duty of the Cultural Secretary

9.10

Organize Gurkha VC Cup and other sports for community members, especially for the younger generation.

Advice to community members on sports matters.

He/she should help and provide support to EC members in all community's events.

The cultural secretary shall be appointed from the executive committee members. Their tour of duty shall be 3 years and the Duties shall be as follows:

Duty of the Public Relation Officer

9.11

To promote and organize Nepalese cultural programs.

To organize Nepalese cultural show (Program) for events as decided by the Committee members.

He/she should help and provide support to EC members in all community's events.

The public relation officer shall be appointed from the executive committee member. Their tour of duties shall be 3 years and their main duties shall be as follows:

Censor or edit all incoming articles as necessary.

Publish newsletters, articles on behalf of GNCH.

To Liaise with outside agencies on behalf of community on goodwill matter.

Duty of the Community Spokesperson

9.12

To carry out other duties as defined by executive committee.



Note: All publishing materials must be consulted and passed by the chairman and the executive members before they are published.

He/she should help and provide support to EC members in all community's events.

The community spokesperson to be appointed from the executive committee Members and his/her assistance may be selected from the general members. Their tour of duty shall be 3 years and their main duties shall be as follows:

Duty of the Administrative Officer

- 10.1 To liaise with the event's coordinator (Organizers) and run the event smoothly in Logical order.
- 10.1a To promote and control the community matter for public liaising with chairman.
- 10.1b To carry out other duties as defined by the executive committee.
- 10.1c The community administrative officer and his/her assistant to be appointed from the executive committee body and their tour of duty shall be 3 years and main duties shall be as follows:
- 10.1d

Composition of funds

To organizes all logistic matter for the community (especially arrangement of foods and equipment for event).

Use of the General Fund

- 10.1e Advice to executive and general members on logistic matters.
- 10.1f To carry out other duties as defined by the executive committee.

#### **RULE 10 - USE OF FUNDS**

10.2 The Community shall have General Fund, short term funds.

10.2a The General Fund may be used with the authority of the Executive Committee or AGM only for the following purposes:

10.4 The payment of expenses for the administration of the COMMUNITY, including audit of the accounts of the community fund.

Purchase of stationeries.

Investment of Funds

The payment of subscriptions, fees, contributions or donations to other registered Nepali Community or other lawful associations or combinations established as decided by the AGM or EGM.

The payment of fines imposed on the COMMUNITY for any offence of which it is convicted.

Creation and use of Short-Term Fund

10.5a To give donation to any members who has fatal injury or death while in membership

The surplus fund may be invested, subject to the approval of a General Meeting.

	10.5b	The executive Committee may subject to the approval of a General Meeting, acquire or sell any assets or property of the community.
Creation and use of Short Term Fund for the Funereal	10.5c	The General Meeting may authorize the Executive Committee to establish a Short-Term Fund which shall be administered by the Executive Committee or by a Sub-Committee appointed by the Executive Committee. The Fund shall be open to all qualified members and give benefits to qualified members and/or their families for the purposes set out in Rule 3.2 (a), (b) and (c). It may also be used for payment of expenses incurred in the promotion of recreational, cultural and social pursuits in the interests of qualified members. It must not be used for General Fund purposes. (Specific rules shall be made before a Short-Term Fund is created).
	10.5d	The General Meeting may authorize the Executive Committee to establish a Short-Term fund for funeral which shall be administered by the Executive Committee or by a Sub-Committee appointed by the Executive Committee. The Fund shall be open to all qualified members and give benefits to qualified members and/or their families for the purpose set out in Rule 3.2 (a)
	10.5e	In the event of death of a present member or dependents, financial support will be provided by the Community once £15 donation is collected from every member at the time of death. Thereafter every time when the member or their dependent 's death occurs, this amount will be collected again. The standard donation fee might increase or decrease depending upon the numbers of members registered.
	11	
	12.1	In the event of death of all members of a family which consisted more than 4 persons, or more than 10 members or dependents in an accident or natural calamities, the Extra Ordinary Meeting will be called by the Chairman as soon as possible in order to decide: <ul style="list-style-type: none"> <li>• Collection of Funeral Contribution.</li> <li>• To form a committee to handle the situation.</li> </ul>
Financial year	12.2	If the concerned person's family members or relatives will not require the financial support the funeral fund will not be collected.
Auditors need not be members	12.3	The General fund may be utilized in any legal proceeding when it is required for defending the common right of the Community.
	12.3	<b>RULE 11 - FINANCIAL YEAR</b>
		The financial year of the COMMUNITY shall commence on the 1st day of April each year.
Audit of accounts	12.4	<b>RULE 12 - AUDITORS</b>
		A team, of auditors (3-5) who need not be members of the Committee and shall be appointed or elected at the Annual General

Display of Auditor Report		Meeting. His/her appointment is subject to the approval of The Charity Commission of London Borough of Hounslow He/she shall serve for a term of 3 years and be eligible for re-appointment or re-election.
Vacancy of auditor	13.1	The auditor shall audit all the accounts of the COMMUNITY, including those of the General and Short-Term Fund (if any) and properties and any subsidiary accounts, as soon as possible after the close of each financial year and at other times when necessary. He/she shall examine all books and accounts of the COMMUNITY, certify as to their correctness or otherwise and make a report to the Annual General Meeting.
	13.2	
	13.3	
		A copy of auditor's report shall be conspicuously displayed at the registered office of the COMMUNITY or post on GNCH'S website.
Cancellation of registration of the Community Voluntary Dissolution	14.1	In the event of an auditor vacating his office between two Annual General Meetings, the Executive Committee shall have the power to appoint a suitable person to fill the vacancy until the next General Meeting. The appointment will be referred to the next General Meeting for covering approval. On obtaining the approval, the appointed person can continue to serve the remaining term of the out-going auditor, if any.
Disposal of assets and funds		
		<b>RULE 13- DISSOLUTION OF THE COMMUNITY</b>
		The COMMUNITY may be dissolved by obtaining more than two- thirds (2/3) votes at a General Meeting.
Definition		When COMMUNITY is dissolved, the Secretary shall notify the Registrar of The Council for charity Service to this effect within 14 days.
		In the event of the COMMUNITY being dissolved or the registrations of the COMMUNITY being cancelled, the surplus assets and funds will be given to other Charity Organization as decided at the General Meeting.
		<b>RULE 14 DEFINITION</b>
		Annual General Meeting means - Annual General Meeting of members or an Extra-Ordinary General Meeting.
		Members of Executive Committee- means all members who constitute the Executive Committee
		Executive Committee Meeting- means executive committee members meeting.
		Office- holder- means any member of the Executive Committee who concurrently holds a designated office in the Executive Committee.
	15.1	Original copy of registered rules- means the copy of rules that bear the certificate of registrations issued by the Registry of the Charity Commission.
		Qualified member- means members qualified for voting.

15.2 Registered – means registered under the Council for Volunteer Service Hounslow and Charity Commission in London.

Voting member- means any member of the community entitled to vote for any purposes under the rules of the COMMUNITY (Same family living under one roof).

Inspection of books 15.3 Member of family-Same family living under one roof in a house/flat/room.

Legal Advice or assistance 15.4 Headset-Mean the Chairman, S/vice, Vice Chairman, General Secretary, Secretary, Vice Secretary, Treasurer, Vice Treasurer (Total of 8 persons)

15.5 ECM- Executive committee meeting

**RULE 15 – MISCELLANEOUS (REVAISED AGM 2016)**

Education of members Any member who wishes to inspect the COMMUNITY’S account books, original certificate of registered rules and register list of members, may do so by obtaining advance clearance from the Chairman.

Rules to be printed and made available 15.6 If requested by the member of the object in Rules 3.3 (b) the Executive Committee shall help legal advice or assistance for any qualified member on any matter connected with the prosecution or defense undertaken

Common Seal and Contract 15.7 for the purpose of securing or protecting any rights arising out of the relations of the member, provided that Executive Committee is satisfied that the case merits legal advice or assistance will be provided by member’s own expense.

The COMMUNITY will encourage its members to promote its cultural and common values by publishing annual bulletin, literature etc.

A copy of the COMMUNITY constitution shall be on GNCH’S Website and if deemed necessary given free to each executive committee members.

Calls Response **Common Seal and Contract.** The COMMUNITY shall have a common seal which shall be in the safe custody of the Secretary, and it shall only be used by the authority of the Executive Committee. Any contract or instrument made by the Executive Committee on behalf of the COMMUNITY to which the common seal of the COMMUNITY is affixed shall be signed by a member of the Executive Committee or voting member appointed by the Executive Committee for this purpose and countersigned by the Chairman, the Treasurer and the Secretary.

Reserved

As the community objectives dictated; a basic call response procedure is laid down in paragraphs below in order to respond and deal with an emergency or routine call requested by the community members without delay. This procedure is only a basic guideline and shall be carried out when appropriate.

### The First Point of Contact

15.8 All calls regarding for assistance shall be directed to the Chairman/vice Chairman. He/she will decide the degree of urgency and delegate to the executive members for further action. All received information must be kept secret and passed on to individuals on need to know basis only. He/she shall call an emergency committee meeting if necessary, then, select a team for further assistance and monitor the situation regularly.

### The Second Point of Contact

15.9 If the chairpersons are not available then the community secretary shall take calls and inform to the chairpersons as soon as possible and wait for further action. If both (the chairman and vice chairman) are not available at the time of call the secretary must stand in and carry out the procedures described at the chairperson's paragraphs.

### The Third Point of Contact

Use of Professional People (Priest, Lama, Pandit, Bujuwa, Jhankri And Dhami

15.10 If by any chance the chairpersons and the secretary are unavailable to take calls then third point of contact person shall be the community treasurer. He should try to inform to chairpersons as soon as possible and wait for further action. If none of above three is available then he should carry out the procedures as described at the chairperson's paragraph.

Community Adviser

16 If none of above persons are available at the time of a call, then any executive or general member can take calls and pass on to the above persons or carry out the procedures as described at the chairperson's paragraphs

The Chairman and the Secretary must keep in touch with these professional people at all times in case of any unforeseen eventuality. An up to date name lists and contact addresses must be kept in the community address book and made available for other members when needed. These professional people must be briefed by the Chairman for their requisition to the community. If possible, their professional fees are to be negotiated on behalf of community users. The Community shall not bear any cost apart from use of community business.

Advisory body shall be selected by new executive committee considering the advice from outgoing executive committee at committee meeting after taking over the community responsibility. Advisor name list (See Annex F). The main duty of advisors shall be advised and guide the community on good will matters and advice to the executive body when required. The tour of duty shall remain exactly the same as executive member of GNCH.

Reserved

### RULE 16 –PROPERTY DEPRECIATION & HIRING

Property depreciation is fixed 10% depreciation of current value.

The property hiring term and condition is set out at Annex E.

ANNEX A- TO CONSTITUTION RULE 4 PARA 4.1a (REVAISED AGM 2016)



**GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW**

Email: [info@gnch.org.uk](mailto:info@gnch.org.uk)

Web: [www.gnch.org.uk](http://www.gnch.org.uk)

**Membership Application Form**

Insert your  
Picture here

Please use **BLOCK** capitals

Name: Mr/Mrs/Ms/Miss:-	
Name of spouse: Mr/Mrs:-	
Name of Child:-	Age:-
Name of Child:-	Age:-
Name of Child:-	Age:-
Name of Child:-	Age:-
Name of Senior citizen:-	Age:-
Address:-	
Postcode:-	
Email:-	
Home Tel:-	Mobile:-
General Member	Registration Fee £10+Subscription £15(for 3 Years) =£25
Life Member	Registration Fee £10+Subscription £90(One time) =£100
General to Life Member First Year	Additional Subscription £75 (one time) less registration fee
General to Life Member After First Year	Additional Subscription £90 (one time) less registration fee

Applicant Signature:

Date:

Introduced by: -	Signature: -
Official use only: Membership No:	Date:
Authorized by: Name:	Signature: Post:

If you wish to send your application form to GNCH office address: GNCH 140 Vernon Road, Feltham, TW13 4JZ

**ANNEX B- TO RULE 4 PARA 4.1d (REVISED AGM 2016)**



**GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW**

**Email: [info@gnch.org.uk](mailto:info@gnch.org.uk)**

**Web: [www.gnch.org.uk](http://www.gnch.org.uk)**

This is to certify that Mr./Mrs./Ms./Miss..... And  
His/her(.....  
.....) Qualified Family members became a  
General Member/Life Member/ Honorary Member in Gurkha Nepalese Community London Borough of  
Hounslow from Date:-.....  
Membership number is .....

On behalf of the community we would like to welcome you all into the community and are always willing to help whenever possible.

.....  
CHAIRMAN  
GURKHA NEPALESE COMMUNITY  
LONDON BOROUGH OF HOUNSLOW

.....  
GENERAL SECRETARY/TREASURER  
GURKHA NEPALESE COMMUNITY  
LONDON BOROUGH OF HOUNSLOW



**ANNEX C- TO CONSTITUTION RULE 8 PARA 8.2**  
**(REVISED AGM 2016)**

**The Executive Members of Gurkha Nepalese Community London Borough of Hounslow**

<b><i>Appointment</i></b>	<b><i>Name</i></b>	<b><i>Other Responsibility</i></b>
Chairman	Dol Malla	
Senior vice Chairman	Mr Shiba kumar Palungwa	
Vice Chairman	Mrs Pabitra Siwa	
General Secretary	Mr Debkumar Rai	
Secretary/Media	Mr Bom Thapa	
Treasurer	Mr Pitambar Rana	
Vice Treasurer	Mrs Radha kumari Gurung	
Sport Secretary	Mr Lal bahadur Roka	
Property member	Mr Shunil Gurung	
Committee member	Mrs Ganga Gurung	
Committee member	Mrs Sita Rai	
Committee member	Mrs Padma Rai	
Committee member	Mr Rajendra Rai	
Committee member/Sport Representative	Mr Sahash Gurung	
Committee member/DJ	Mr Prakash Limbu	
Committee member		
Committee member		
Committee member		

**Advisors Gurkha Nepalese Community London Borough of Hounslow**

Mr Man bahadur Gurung  
Mr Man bahadur Rai  
Mr Bhisnu Gurung  
Mr Ram kumar Pomu  
Mr Man bahadur Thapa  
Mr Jiwan prakash Thapa  
Mr Tulsi Limbu  
Mr Govind Sharma  
Mrs Asha KC  
Miss Sirjana Gurung (tbc)

**Auditors**

Chairman Dol Malla  
General Secretary Debkumar Rai  
Secretary Bom Thapa  
Advisor Man bahadur Gurung  
Advisor Jiwan prakashThapa





**ANNEX D- TO CONSTITUTION RULES 8.12**

**HAND OVER/TAKE OVER CERTIFICATE**

1. The handing/taking over procedure is to be carried out between incoming and outgoing executive members of Gurkha Nepalese Community London Borough of Hounslow (GNCH).

From: ..... to .....

2. On the following heading separate sheets to be produced (itemized all details) and attached with this certificate during the hand over/ take over time.

- (a) Financial Statement: at attached page
- (b) Equipment Statement: at attached page
- (c) Miscellaneous Statement: at attached page

3. **Name list of outgoing and incoming members**

\_\_\_\_\_

**Outgoing** \_\_\_\_\_ **Date:** \_\_\_\_\_

Post

\_\_\_\_\_

**Incoming** \_\_\_\_\_ **Date:** \_\_\_\_\_

Post

**Witness:** \_\_\_\_\_

Post



**ATTACHED TO HAND OVER/TAKE OVER CERTIFICATE**

**DATED:**

**(a) FINANCIAL STATEMENT**

**(b) EQUIPMENT STATEMENT**

The following equipment's handed over and took over:

Description	Qty	Notes

**(c) MISCELLANEOUS STATEMENT**

Name (Outgoing member) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Incoming member) \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEX E- TO COMMUNITY PROPERTIES AND EQUIPMENT**  
**GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW**

**PA HIRING TERMS AND CONDITIONS**

The community has purchased some entertainment equipment (Numark PA set and its accessories) which can be released on hiring basis to third party. However, some term and conditions are highlighted bellow for the guideline:

1. The PA set can be hired for a 24 hours period for the purpose of personal or community function use. The basic cost is £60 for community members and £100 for outsiders.
2. A full functional and serviceability check to be carried out before and after hiring the set and any damage is to be recorded and will have to be repaired and replaced by the users.
3. If the set is required for more than 24-hour period, the hirers will have to consult with the committee members for availability and £30 for insiders and £50 for outsiders are to be added for every further 24-hour period.
4. The set can only be released 24 hours before a function starts and full cost to be paid in advance.

**Contact details for of hirer**

Note: I have checked the list below for PA equipment's and paid £60/100 in advance.

Name:	Signature:
Name of Organization:	
Date:	

Address (including post code)

Telephone:

Email:

**Equipment issued by property manager**

Name:	Signature:
Date:	



**ANNEX E - COMMUNITY PROPERTIES AND EQUIPMENT**  
**GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW**

**ENTERTAINMENT SET CHECK LIST (PA SET)**

Item List

Ser No	Items	Qty	Serviceable Y/N Time of Issue	Serviceable Y/N Time of Return	Remarks
01	Prosound1000Professional Power Amplifiers Set	1			
02	Prosound Power Supply 3pins cable mail/female end	1			
03	Prosound Speaker Cable Black 1xShort and 1x Long	2			
04	Prosound Speaker Set	2			
05	Prosound Wireless Vocal artist mic Set to Numark CD Mix-1 Microphone Connector Cable(1xShort,1xLong)	2			
06	Prosound Wireless Vocalartist Mic Set	1			
07	Prosound Wireless Vocalartist Mic Set Power Supply Cable (Model No:PA 1700-02 LITON)	1			
08	Prosound Amplifiers set to NumarkCD Mix-1 connector Red/White End	1			
09	Numark CD Mix-1 Mixture Set	1			
10	Numark CD Mix-1 Power Supply Cable (Model No HK-DL36-A12)	1			
11	Goodman Cassette &CD Player	1			
12	Goodman Cassette & CD Player Power Cable	1			
13	Goodman Cassette to Numark Mix Connector Cable Yellow & White End	1			
14	Mic Desk Set	1			
15	Prosound Wire Microphones Set	1			
16	Prosound Wireless Microphone	2			

17	Sonbird Speakers	2			
18	Speaker Connector Red Cable	2			
19	Power Distribution Extension White	1			
20	Duracell Supper Long life 9 volt Battery	3			
21	Speaker Stands (Tripod)	2			

**CONFIDENTIAL**



## ANNEX E- COMMUNITY PROPERTIES AND EQUIPMENT

### GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW

#### TENTS HIRING

The community has purchased four tents and accessories (two small and two large) which can be released on hire basis, for certain period of time. However, some guideline is highlighted below.

1. Tents can be hired for 24-hour period for the purpose of persona, group or community function use; the basic cost is £5 (each for small tents) and £10 (each for large tents).
2. The complete accessories and serviceability checked to be carried out before and after hiring the tent sets, any damage is to be recorded and will have to be repaired/replaced by the user.
3. If all tents sets are required for a group use then only pound £20 to be charged for all for £10 for 24 hour period, if tents are required for more than 24 hours period then £2 to be added for every 24hours; however the hirers will have to consult with the community members for further availability.
4. The tent sets can only be released 24 hour before a function starts and full cost to be paid before hiring them.

#### Contact details of hirer

Notes: I have checked the below listed tent set and paid £5/£10/£15/£20/£25/£30 in advance

Name:	Signature:
Name of Organization:	
Date:	

Address (including post code)

Telephone:

Email:

Equipment issued by property manager

Name:	Signature:
Date	



**ANNEX E - TO COMMUNITY PROPERTIES AND EQUIPMENT**  
**GURKHA NEPALESE COMMUNITY LONDON BOROUGH OF HOUNSLOW**

**TENT SET CHECK LIST**

Items List

Ser	Items	QTY	Serviceable Yes/No Time Of Issue	Serviceable Yes/No Time of return	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					