

# **Bristol Durga Puja**

## **Constitution**

adopted on 01 September 2019

### **1. NAME**

The Organisation shall be known as 'Bristol Durga Puja', hereafter referred to as the Organisation.

### **2. AREA OF BENEFIT**

The area of benefit of the Organisation shall be Bristol, South Gloucestershire and South West of England

### **3. OBJECT(S)**

The provision of Cultural Activities, Celebration of Festivals, Contributing towards community wellbeing, Promotion of Equality for the benefit of residents of Bristol, South Gloucestershire and surrounding areas.

### **4. POWERS**

- i) To promote and solely fulfil the objectives of the Organisation
- ii) To raise funds and open a bank account
- iii) To obtain or lease equipment and premises (where applicable and when necessary)
- iv) To appoint trustees to hold property (where applicable and when necessary)
- v) to employ staff (where applicable and when necessary) and recruit volunteers
- vi) to network and form partnerships with other organisations and agencies

and to do all such other lawful things as are necessary to further the objects of the organisation.

### **5. MEMBERSHIP**

- i) Membership of the Organisation shall be open to:
  - any person over the age of 18 years that supports the objects and who has paid any annual subscription laid down from time to time by the Management Committee

- any group which supports the objects of the Organisation or its work and has paid any annual subscription as laid down by the Management Committee. Groups will nominate a named person to be their representative in all dealings with the Organisation.

ii) In addition:

- applications shall be made to the Management Committee
- the Secretary (or to a Management Committee member, if the Secretary is unavailable) shall keep an up-to-date record of memberships
- membership may be terminated or may not be accepted by the Management Committee on the grounds of a member or group acting against the objects of the Organisation or bringing the Organisation into disrepute or by self-promoting only oneself instead of promoting the entire organisation and its members and volunteers.

## **6. MEETINGS OF THE ORGANISATION**

### **6A. ANNUAL GENERAL MEETING**

i) An annual general meeting shall be held in each subsequent year (and not more than fifteen months may elapse between successive annual general meetings), the date, time and place to be determined by the Management Committee.

ii) Each annual general meeting shall be convened by the Secretary (or another member of the Management Committee, when the Secretary is unavailable) who shall notify all members at least 21 days before the date of that meeting.

iii) Any motion for consideration at the annual general meeting must be in the Secretary's hands no later than 14 days prior to the date of the meeting.

iv) The business of the annual general meeting shall include:

- adoption of annual report and accounts
- election of the management committee

v) Nominations for the management committee should be submitted to the Secretary (or to a Management Committee member, if the Secretary is unavailable) 7 days before the annual general meeting. If there are more nominations than there are vacancies to be filled, an election will be held.

vi) Any nomination for the management committee should be an active member or volunteer of the Organisation and should have been proven to work towards the objectives of the Organisation for at least 5 years from one year after the date of establishment of the Organisation. Any nomination with less than 5 years of being a member or volunteer, shall need two third of the Management Committee to agree:

vii) Every member shall be entitled to one vote.

viii) The quorum for both the annual general meeting and special meetings will be 5 voting members or one tenth of the membership present and eligible to vote, whichever of these is the greatest.

ix) If the quorum is not present, then within fifteen minutes of the appointed time of the meeting (or during a meeting the quorum ceases to be present), then the meeting shall be adjourned to such time and place as the Management Committee shall determine to reconvene.

## **6B. SPECIAL GENERAL MEETINGS**

A special general meeting should be convened at the request of at least 5 members, to the Secretary (or to a Management Committee member, if the Secretary is unavailable) giving at least 21 days notice (unless the management team is available to hold it earlier, based on the urgency of the meeting). Such a meeting shall be held within 30 days of that request. Agenda and motions submitted should be circulated to all members.

## **7. MANAGEMENT COMMITTEE**

The duty of the Management Committee will be to carry out the objects, provide the management and control the affairs of the Organisation.

i) At the annual general meeting of the Organisation, the members shall elect from amongst themselves a Chair, Treasurer and Secretary (the management committee) who shall hold office from the conclusion of that meeting.

ii) The management committee shall have authority to co-opt for additional members as necessary. These co-optees will have voting rights.

iii) In the event of any management committee members resigning before expiry of office the committee shall co-opt a member to fill this vacancy.

iv) All members of the Management Committee shall resign at the AGM but shall then be eligible for re-election.

v) The committee shall meet no less than four times annually.

vi) There shall be a quorum when at least one third of the number of members of the committee for the time being or 3 members of the committee, whichever is the greater, are present at a meeting.

vii) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee.

viii) The committee may invite any persons with particular knowledge, experience or skill to attend committee meetings on special issues but without having the right to vote.

ix) The committee may set up sub-committees and working groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate.

x) All committee members should be sent notice of all meetings at least 7 days in advance of such meetings unless, when there is urgent business, shorter notice may be given in agreement with the Secretary (or another representative of the Management Committee, if the Secretary is unavailable).

## 8. FINANCE

i) All monies raised by or on behalf of the Organisation should be used to further the objects of the Organisation.

ii) The Treasurer shall keep account of all income and expenditure and shall submit accounts to the annual general meeting.

iii) A bank or building society account shall be established in the name of the Organisation and withdrawals shall be made in its name on the signature of any two of three named management committee members.

iv) Members of the Management Committee and Members and Volunteers of the Organisation may claim reasonable out of pocket expenses whilst on business on behalf of the Organisation.

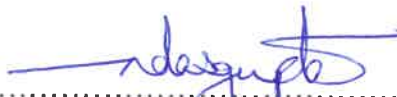
## 9. ALTERATIONS TO THE CONSTITUTION

This constitution may be altered by means of a resolution passed by a two-thirds majority of those present (and with agreement from all members of the Management Team) and voting at a quorate annual general meeting or a quorate special meeting held for that purpose. Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision of this constitution.

## 10. DISSOLUTION

The Organisation may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present (and with agreement from all members of the Management Team) and voting at any annual general meeting or special meeting called for that purpose. The Organisation's assets will be distributed as voted upon at that meeting, following the satisfaction of all debts and liabilities, to another voluntary organisation with similar objects.

Signed (Chair):

  
(NILANJANA DAS GUPTA)

Date:

01-09-2019