

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

• NAME AND ADDRESS

1. The name of the organisation shall be **STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE** (hereinafter referred to as **SCOT**).
2. The registered address of **SCOT** shall be in the United Kingdom.

• OBJECTS

3. The primary object of **SCOT** shall be the relief of poverty and social upliftment of Tamil speaking people.
4. In furtherance of the primary object and in addition thereto **SCOT** will:
 - a) organise and implement or assist in the organisation and implementation of such economic projects as may be deemed necessary,
 - b) assist the needy and poor Tamil speaking people by creating economic and employment opportunities and by providing financial assistance for self-employment ventures,
 - c) assist in housing the homeless and rehabilitate displaced people in areas where their security is assured,
 - d) provide relief to Tamil refugees who suffer or have suffered loss or damage to their property in situations of disasters,
 - e) assist in the provision or improvement of educational opportunities to poor school going children,
 - f) promote social and cultural awareness and togetherness within the Tamil community living in the United Kingdom,
 - g) promote the recognition of human rights, inter-racial justice and equality,
 - h) promote inter-racial, inter-ethnic relations and exchanges among the various communities living in the United Kingdom and
 - i) endeavour to establish or secure the establishment of a Centre and maintain or manage or cooperate with any Local Authority or any other body in the maintenance and management of such a Centre to enable members of **SCOT** to meet together in a common place so as to enable activities initiated or promoted by **SCOT** to be carried out effectively.
5. In furtherance of the aforementioned objects SCOT may
 - a) raise funds and seek and receive contributions from any person or persons or body or bodies by way of subscriptions, grants or donations PROVIDED **SCOT** shall not undertake trading or commercial activities the primary aim of which is profit.

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

- b) collect information on all matters relevant or concerning the said objects and exchange such information among members and other bodies having similar objects within or outside the United Kingdom.
- c) do all things as are necessary for the attainment of the aforesaid objects provided they may lawfully be undertaken by a body established for charitable purposes only.

• MEMBERSHIP

- 6. All persons and organisations who subscribe to the objects of **SCOT** shall be eligible for Membership.
- 7. Members shall pay an annual subscription as may be prescribed from time to time at the Annual General Meeting. Membership subscription shall be paid in advance monthly, quarterly, Half-yearly or annually.
- 8. An organisation which seeks membership shall apply in writing with an entry fee and subsequent annual subscription as may be prescribed from time to time at the Annual General Meeting.
- 9. Each organisation admitted to membership (hereinafter referred to as the ?constituent Organisation) shall be represented by a named delegate nominated by the constituent organisation, such nomination being notified in writing to the General Secretary at least 28 days before the Annual General Meeting.
- 10. Any constituent organisation which fails to pay the prescribed subscription in the manner herein provided, and any member who is in arrears of subscription for a period of three months consecutively shall be deemed to have lost membership
- 11. The General Council shall have power to approve or reject applications for membership, and for good and sufficient reasons terminate the membership of an individual or constituent organisation provided that the individual member or constituent organisation shall have the right to be heard by the General Council before a final decision is made.

• GENERAL MEETINGS

- 12. The Annual General Meeting (hereinafter referred to as AGM) shall be held in the months of September to November each year .All members who have paid their subscriptions up to August 31 of the year shall be entitled to attend and vote at the AGM. Members shall be given the prescribed notice of the AGM in writing or electronic mail by the General Secretary. The notice shall include the date, time, venue and agenda of the AGM and the date before which nominations for the General Council and resolutions shall be received.
- 13. The business of the AGM shall include:

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

- a) Adoption of the Minutes of the previous AGM or any Special General Meeting
- b) Receive and adopt the Annual Report and Audited Statement of Accounts.
- c) Presidential Address
- d) Election of the General Council
- e) Resolutions
- f) Any Other Business of which due notice has been given

- 14.** Only paid up members shall be eligible for election to the General Council. Any member who wishes to become a General Council member should have been a paid up member of **SCOT** in the twelve months preceding the Annual General Meeting at which the member's name is proposed. Any member who wishes to become an office-bearer of **SCOT** should have been a General Council member of **SCOT** for at least two consecutive preceding years.

The following are deemed office-bearers:

- a) President,
- b) Vice-Presidents (2),
- c) General Secretary,
- d) Assistant Secretaries (2),
- e) Treasurer,
- f) Assistant Treasurer,
- g) Project Officer,
- h) Trustees (3).

Nominations shall be in writing, proposed and seconded by two paid up members, and shall be received by the General Secretary before the prescribed date.

Election shall be by secret ballot in the event of a contest.

- 15.** A Special General Meeting (hereinafter referred to as SGM) may be held by a specific decision by the General Council or at the written request of at least fifty (50) paid up members to discuss any specified matter or subject concerning the affairs of **SCOT**.
- 16.** The quorum at the AGM or SGM shall be thirty members or one-fourth of the paid up membership whichever is less.

• GENERAL COUNCIL

- 17.** Subject to any decision at the AGM or SGM, the powers of policymaking and general management of the affairs of **SCOT** shall be vested in the General Council (herein referred to as GC).

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

18. The General Council shall be elected at the AGM and shall consist of:

- a) President
- b) Vice-Presidents (2)
- c) General Secretary
- d) Assistant Secretaries (2)
- e) Treasurer
- f) Assistant Treasurer
- g) Project Officer
- h) Trustees (3)
- i) General members (17)

The two immediate past Presidents shall be deemed members of the GC.

19. The functions of the General Council shall include the following:

- a) To give guidance and directions to the office-bearers on matters of policy and Disbursement of funds
- b) To authorise expenditure
- c) To consider and approve projects to which funds may be allocated
- d) To consider and authorise fund-raising activities
- e) To appoint an Auditor
- f) To deal with applications for membership

20. The GC may appoint any Sub-Committee or Sub-Committees consisting of GC members for any specific purpose or purposes and delegate to such Sub-Committee or Sub-Committees any of its powers or functions.

21. The GC may appoint paid or unpaid staff as may be necessary to carry out the functions of **SCOT** and in its discretion determine the terms and conditions including remuneration and disciplinary control including termination of such staff.

22. The GC shall meet at least nine times during the year.

23. The President or in his/her absence one of the Vice-Presidents shall normally preside at the meetings of the General Council.

24. The General Secretary shall maintain proper Minutes of the AGM, SGM, and meetings of the General Council.

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

25. The quorum for a meeting of the General Council shall be eleven (11) members thereof.

• TRUSTEES AND FINANCES

26. Trustees of **SCOT** shall consist of the President, General Secretary, Treasurer, Project Officer and the three Trustees elected at the AGM.

27. The three Trustees elected at the AGM shall hold office for two years.

28. The President, General Secretary and Treasurer shall be ex-officio Chairperson, Secretary and Treasurer of the Trustees.

29. Vacancies among the Trustees shall be filled by the General Council.

30. The Trustees shall ensure that the income and property of **SCOT** and all monies received by or on behalf of **SCOT** shall be applied solely towards the furtherance of the objects of **SCOT** and no part thereof shall be held by way of dividend, bonus or profits to any member of **SCOT**.

31. All monies raised or received by or on behalf of **SCOT** shall be applied to further its objects and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to persons appointed in pursuance to Article 21 hereof, and reimbursement of reasonable expenses in connection with the activities of **SCOT**.

32. The Treasurer shall keep and maintain proper accounts and records of the finances, including assets, receipts, expenditure, credits, liabilities and other relevant matters. The accounts shall be audited at least once a year by the Auditor appointed at the Annual General Meeting.

33. A bank account or accounts shall be opened and maintained in the name of **SCOT** with a bank or banks as may be deemed necessary and appropriate by the GC. All monies otherwise than those required for immediate use shall be deposited in the bank at the discretion of the Trustees. The GC will designate four (4) Trustees to be authorised signatories of such accounts. Of these, two (2) signatories will be required to operate the bank accounts, sign cheques and draw upon the funds in the bank or banks.

34. No expenditure shall be incurred otherwise than in accordance with the authorisation of the General Council.

35. The GC may, in consultation with the Trustees, invest all or part of the funds in ventures they deem fit and proper for the benefit of SCOT and allocate funds and incur expenditure in furtherance of its objects.

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

36. The GC shall through the Treasurer submit to the AGM an audited statement of accounts made up to the end of the financial year, which shall be twelve months ending 31 August in every year.
37. Any member may inspect the books of accounts provided thirty days notice in writing has been given to the Treasurer in that behalf.
38. The Trustees may, in consultation with the GC, prosecute or defend any action or proceeding Instituted by or against **SCOT** in any court or tribunal or other forum either in the name of **SCOT** or in the name of the Trustees on behalf of **SCOT**.
39. The Trustees shall be effectually indemnified by **SCOT** from and/or against any liability, costs, expenses and other dues whatsoever which may properly be incurred or made by them in good faith in relation to **SCOT**, its property or investment or funds or in connection with any legal proceedings which may directly or indirectly relate to the proper performance of their functions.

• NOTICES AND VOTING

40. The required notice for the following shall be:
 - a) Annual General Meeting 28 days
 - b) Resolutions for the AGM 35 days
 - c) Special General Meeting 21 days
 - d) Resolutions for the SGM 28 days
 - e) Nominations to General Council 14 days
 - f) General Council Meeting 7 days
41. Voting in all bodies of **SCOT** shall be open and by a show of hands except where prescribed otherwise by a decision of the AGM or the GC.
42. A member may cast his/her vote in person or by proxy or post. A proxy must be a member Of **SCOT** and the instrument appointing the proxy must state the subject matter in respect Of which such proxy is given and must be deposited with the General Secretary not less than 48 hours before the appointed time for the commencement of the relevant meeting.
43. Decisions by all bodies of **SCOT** shall be arrived at by simple majority voting unless provided to the contrary herein.
44. The President of **SCOT** shall have the option to exercise a casting vote in the event of a tie.

THE CONSTITUTION

SCOT - STANDING COMMITTEE OF TAMIL SPEAKING PEOPLE

45. Where a decision is required under the provisions of The Constitution to be taken on any matter at an Annual General Meeting or a Special General Meeting, the General Council may decide to consult the members by post or electronic mail on such matter and if a majority of members who respond to such consultation convey their decision on such matter, such decision shall be deemed to have been duly taken at the Annual or Special General Meeting.

• AMENDMENT TO THE CONSTITUTION

46. Amendments to The Constitution may be effected, after due notice being given by way of a resolution in that behalf, at the AGM or SGM at which at least two-thirds of the votes cast are in favour of such amendments.

• STANDING ORDERS

47. The General Council shall have the power to adopt and issue Standing Orders not inconsistent with the provisions of The Constitution by a two-thirds majority of those present and voting for the effective management of the affairs of **SCOT** and the conduct of meetings. Standing Orders so adopted and issued shall come into operation forthwith provided however they may be reviewed, altered or repealed at a General Meeting.

• DISSOLUTION

48. The following procedures and steps shall be adopted in the event SCOT is to be dissolved.

- a) The General Council shall adopt a resolution in that behalf by a two-thirds majority
- b) The decision of the GC shall be confirmed by a simple majority at a General Meeting convened for the purpose after due notice being given
- c) The confirmation of the decision to dissolve shall be notified in writing to the Charity Commissioner.
- d) Any assets remaining after satisfaction of any proper debts and liabilities shall be Applied towards such charitable purposes as are keeping with the objects of **SCOT** And as may be approved by the Charity Commissioner for England and Wales.

49. For the interpretation of the provisions of this Constitution, the Interpretation Act 1978 shall apply as it applies to the interpretation of an Act of Parliament.

The Constitution of **SCOT**: Revised September 2003.