

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

30TH MARCH 1999

the following

SCHEME

will govern the charity known as

GURDWARA SRI GURU SINGH SABHA, HOUNSLOW (283314)

at

Hounslow, Greater London

Commissioners' References:

Sealing: 60(s)/99

Case No: 107588

Amendments

Clause 6(1) - AGM 2003

Clause 10(2)(b) - AGM 2010

Third Schedule - AGM 2019

SCHEME

1. Definitions

In this Scheme:

“the charity” means the charity identified at the beginning of this Scheme.

“the Committee” means the Executive Committee of the charity who are the Trustees of the Charity.

“the First Trustees” means the persons listed in part 1 of the schedule to this Scheme.

“the membership” means the membership of the Charity and “member(s) of the Charity” means those having a membership.

“the general body” of the charity means the members of the charity for the time being.

“membership card” means a card identifying that an individual is a member of the Charity.

“the Gurdwara” means the property specified in the first schedule to this Scheme currently used for religious worship together with other premises which are now owned or may hereafter be acquired by the Charity for such purpose (whether in addition to or in substitution for any of the said properties).

ADMINISTRATION

2. Administration

- (1) The charity is to be administered by the Committee in accordance with this Scheme. This Scheme replaces the former trusts of the charity.
- (2) The charity will be administered by the First Trustees until the end of the first general body meeting held under the provisions this Scheme. They shall administer the charity in accordance with such provisions.

3. Name of the charity

The name of the charity is Gurdwara Sri Guru Singh Sabha, Hounslow.

OBJECT

4. Object of the charity

- (1) The object of the charity is the advancement of the Sikh religion in accordance with the teachings of Sri Guru Granth Sahib. In furtherance of that object but not otherwise, the charity may:
 - (a) establish one or more centres for religious worship and ancillary educational and cultural activities; and
 - (b) establish an adequate library with books connected with the Sikh religion and or educational matters in Punjabi, English and other languages.
- (2) The land identified in part 2 of the first schedule to this Scheme shall be retained by the Committee for use for the object of the charity.

POWERS OF THE COMMITTEE

5. Powers of the Committee

In addition to any other powers which they have, the Committee may exercise the following powers in furtherance of the object of the charity:

- (1) Power to sell, lease or otherwise dispose of all or any part of the charity's property which is not required by clause 4 above to be retained for use for the objects of the charity. (The Committee shall comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the sale, lease or disposal is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of that Act.)
- (2) Power to acquire or hire property and to maintain and equip it for use. (The property shall be needed to further the objects of the charity.)
- (3) Power to appoint employees (who shall not be members of the Committee) and pay them reasonable remuneration, including pension provision for them and their dependants.
- (4) Power to insure against public liability and, if appropriate, employers' liability; and to insure the buildings of the charity to their full value against fire and all other usual risks (except to the extent that the buildings are insured against any of these risks by a tenant).
- (5) Power to raise funds. (The Committee shall not undertake any permanent trading activity for fund-raising purposes.)
- (6) Power to co-operate with other charities, voluntary bodies and statutory authorities. The Committee may exchange information and advice with them.

- (7) Power to make rules and regulations consistent with this Scheme for the management of the charity. Any such rules or regulations will be of no effect unless the same has been passed at a meeting of the Committee of which 14 days written notice specifying the proposal to make the rules and regulations in question has been given to each of the members of the Committee.

MEMBERSHIP OF THE CHARITY

6. Membership of the Charity

(1) Membership of the Charity shall be open to individuals over the age of 18 who have firm faith in the Ten Gurus and Sri Guru Granth Sahib Ji only, profess no other religion and who are resident in the London Boroughs of Hounslow, Hillingdon or Richmond, *Royal Borough of Kingston or Spelthorne Borough*

(2) There shall be two categories of member, namely: Life Members and Ordinary Members.

(3) The membership subscription for those wishing to be Life Members shall be (£100) or such greater or lesser sum as the membership of the charity shall approve from time to time on the recommendation of the Committee.

(4) The membership subscription for Ordinary Members shall be £5 per three year term or such greater or lesser sum as the membership of the charity shall approve from time to time on the recommendation of the Committee.

(5) All the members of the Charity shall have one vote each.

(6) It shall be the duty of the Committee to maintain an up to date membership register of the Charity and records of the payment of subscriptions. A copy of the membership register may be made available for public inspection on prior written request lodged with the Secretary.

(7) Every member of the Charity shall be issued with a membership card.

(8) Loss of a membership card shall be reported forthwith to the Secretary. If s/he is satisfied that the card has been lost, the Secretary shall issue a duplicate upon payment of £0.50 or such greater or lesser sum as the Committee decides. The duplicate shall be returned if the original is found but without any refund.

(9) No one may take part in the general meetings unless at the time s/he is in possession of a current membership card.

(10) Misuse of a membership card may be a ground for termination of membership pursuant to clause 7 below.

(11) The members of the Charity are subject to such rules and regulations as the Committee from time to time prescribes in bye-laws made in accordance with the provisions of clause 5(7) above.



Amended - ASM 2003

(12) Membership confers the right (subject to any bye-laws) to make use of the facilities provided by the Charity and to take part in all its activities.

(13) Members must be enrolled at the Gurdwara.

7. Termination of membership

(1) The Committee may propose to the general body of the charity that the membership of a member shall be terminated in any case where they consider:

(a) that s/he never was or has ceased to be qualified under clause 6(1) above to be a member of the Charity; or

(b) that their activities are detrimental to the interests of the Charity.

(2) Not less than 28 days before the meeting of the general body at which the Committee's proposal to terminate a member of the Charity's membership is to be considered, the Committee shall give him/her notice in writing of the grounds on which it proposes that his/her membership be terminated and of his/her right to make representations to the general body either in writing within such period (not being less than 14 days) as may be specified in such notice or in person at the meeting of the general body or both. If the member of the Charity makes submissions in writing the Committee shall post a copy thereof at some prominent place in the Gurdwara for not less than 7 days before the meeting of the general body. If the member wishes to speak at the general meeting the President or other person chairing the meeting shall allow him/her to do so.

(3) A motion to terminate a member's membership requires a two-thirds majority of the vote of the members present at the meeting.

(4) Any member of the Charity whose membership is terminated as aforesaid may after one year from such termination apply at any subsequent regular general meeting to be reinstated as a member of the Charity.

COMMITTEE

8. Executive Committee

(1) The Committee shall have the responsibility of managing the charity and shall be the trustees of the charity. The Committee shall consist of 13 elected members of the Charity of whom 6 shall be office bearers occupying the offices described below:

President;

Vice-President;

Secretary;

Joint Secretary;

Treasurer; and
Joint Treasurer.

- (2) At the general body meeting of the Charity in May 2002 and at every third general meeting held in May thereafter the members of the Committee shall retire from office. Retiring members of the Committee, if duly qualified, may be eligible for re-election but may not serve more than two consecutive terms in office.
- (3) At the general body meeting at which the members of the Committee retire in accordance with the provisions of clause 8(2) above the general body shall elect the next Committee. Until the conclusion of valid elections to the new Committee the members of the outgoing Committee shall continue to hold office.

9. Qualification of the Committee members

S/he must be a baptised Sikh and must be a member of the charity.

10. Conduct of Elections

Save in the case of the first elections under this Scheme (which shall be regulated by the provisions of the second schedule to this Scheme) elections to the Committee shall be conducted in accordance with the following regulations:

- (1) The Committee shall give notice, in accordance with the provisions of clause 23(13) below, of their intention to hold a general body meeting of the charity for the purpose of electing the members of the Committee
- (2) No person will be eligible for election to the office of member of the Committee unless not more than 21 days after the notice issued by the Committee under clause 10(1) above the person delivers to the Secretary:
 - (a) a notice in writing in English or Punjabi signed by at least 2 other members of the Charity specifying the name of the candidate for election and proposing and seconding such person for election; and
 - (b) a notice in writing in English or Punjabi signed by the candidate stating his or her willingness to serve as a member of the Committee together with a donation of ~~£25~~
£100 to the Charity.
- (3) It shall be the duty of the Committee forthwith after the last day for giving notice in accordance with the provisions of clause 10(2) above to appoint a committee of five members, ("the Scrutiny Committee"), who shall not be eligible to stand as candidates, for the purpose of considering and determining in relation to each of the notices whether or not the person wishing to be a candidate at the elections is eligible to stand for election.



Amended - ASM 2010

- (4) The Scrutiny Committee shall consist of the following:
 - a) Four members of the charity
 - b) One independent person who may or may not be a member of the Charity whose appointment is jointly approved by the other members of the Scrutiny Committee.
- (5) It shall be the duty of the Secretary:
 - (a) to transmit the names of all candidates whom the Scrutiny Committee determines are eligible to the Election Supervisors (as defined in sub-clause 7 below); and
 - (b) to inform each of the persons wishing to be candidates at the elections whether or not s/he is eligible to stand for election.
- (6) Elections of members of the Committee shall be by the secret ballot of the members of the Charity who were registered as such on the first day of the month preceding that in which the election is held.
- (7) The elections of members of the Committee shall be conducted under the supervision of such members of the Charity (not being candidates in the election or members of the existing Committee or Scrutiny Committee) as the Committee may appoint (hereinafter called "the Election Supervisors").
- (8) The Election Supervisors shall be entitled to appoint one or more persons to advise or assist them.
- (9) The Election Supervisors shall be entitled (after making such (if any) inquiries and receiving such (if any) evidence or advice as they think fit) to determine conclusively all matters relating to:
 - (a) the persons entitled to vote;
 - (b) the conduct of the elections; and
 - (c) the results of the elections.
- (10) After the conclusion of voting the Election Supervisors or their assistants shall:
 - (a) scrutinise each ballot paper;
 - (b) reject any ballot paper on which more than 13 votes have been cast or more than one vote has been cast for any one candidate or which has otherwise been spoilt;
 - (c) count the votes duly cast for each candidate; and

- (d) cause a written notice in both English and Punjabi to be displayed at some prominent place at the Gurdwara declaring the result of the elections.

(11) The notice of the result of the elections shall state:

- (a) the number of votes cast for each candidate;
- (b) the names of the candidates elected to be members of the Committee; and
- (c) the number of rejected ballot papers.

11. Casual Vacancies

The Committee shall have power at any time and from time to time to appoint any duly qualified person under clause 9 above to fill any casual vacancy in their number. The appointment shall be made at an ordinary meeting of the Committee. The appointment will be effective from the end of that meeting until the end of the following general body meeting.

12. New Committee members

The Secretary shall ensure that each new Committee member shall receive:

- (1) a copy of this Scheme and any amendments made to it;
- (2) a copy of the charity's latest report and statement of accounts.

13. Register of Committee members

- (1) The Committee shall keep a register of the name and address of every member and the dates on which their terms of office begin and end.
- (2) Before acting as a Committee member, every member shall (whether on their first appointment or on any later re-appointment) sign in the register a declaration of acceptance and willingness to act in accordance with the provisions of this Scheme.

14. Members not to have a personal interest

Except with the prior written approval of the Charity Commissioners no Committee member may:

- (1) receive any benefit in money or in kind from the charity; or
- (2) have a financial interest in the supply of goods or services to the charity; or
- (3) acquire or hold any interest in property of the charity (except in order to hold it as a Trustee of the charity).

15. Termination of membership of the Committee

A Committee member will cease to be a member if s/he:

- (1) is disqualified from acting as a Trustee by section 72 of the Charities Act 1993; or
- (2) is absent without the permission of the members from all their meetings held within a period of 6 months and the members resolve that his or her office be vacated; or
- (3) gives not less than one month's notice in writing of his or her intention to resign (but only if at least one-third of the total number of members will remain in office when the notice of resignation is to take effect).

OFFICERS

16. Chairman

- (1) At their first meeting in each year after the general body meeting the members of the Committee shall elect one of their number to be chairman of their meetings.
- (2) The members of the Committee present at a meeting shall elect one of their number to chair the meeting if the chairman is not present or the office of chairman is vacant.

MEETINGS OF COMMITTEE

17. Ordinary meetings

- (1) The Committee shall hold at least 1 ordinary meeting in each calendar month.
- (2) Ordinary meetings require at least 10 days' notice.
- (3) The President, or any two members, may call an ordinary meeting at any time.

18. Special meetings

- (1) The President, or any two Committee members, may call a special meeting at any time.
- (2) Special meetings require at least 7 days' notice.
- (3) The notice calling a special meeting shall include details of the business to be transacted at the meeting.
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

19. Quorum

- (1) Subject to sub-clause (2) below, no business may be transacted at a meeting unless there are present at least one-third of the total number of Committee members.
- (2) If there are fewer than one third of the total number of Committee members in office, the Committee may take such action as is required for the purpose of filling vacancies in its number, but it may not conduct any other business.

20. Voting

- (1) Every matter shall be decided by majority decision of the Committee members present and voting at a duly convened meeting of the Committee.
- (2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

21. Recording of meetings

The Committee shall keep a proper record of its meetings. The record should be in English and shall be retained by:

- (1) the Secretary; or
- (2) another suitable person appointed by the Committee to do so

who shall allow the Committee members access to it.

22. Members to act jointly

The Committee members shall exercise their powers jointly, at properly convened meetings.

GENERAL BODY MEETING

23. General body meeting

- (1) There shall be a general body meeting of the charity in May each year, or as soon as possible thereafter.
- (2) All ordinary and life members of the Charity shall be allowed to attend and vote at the meeting.
- (3) The first general body meeting after the date of this Scheme shall be called by the First Trustees on or before 2 May 1999 at which elections are to be held for membership of the Committee or such later date as the Charity Commissioners may by Order authorise. Every other meeting shall be called by the Committee.

- (4) At the meeting the Committee shall present the report and accounts for the last financial year.
- (5) Every matter shall be decided by majority decision of those present and voting except as provided for in clause 7(3) of those present and voting. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.
- (6) No business may be transacted at any general body meeting of the Charity unless a quorum is present at the time when the meeting proceeds to business. 150 members or one-fifth of the persons entitled to vote at the date of the meeting (whichever is the less) will form a quorum. If there is no such quorum the meeting shall stand adjourned to a date and place to be appointed by the Committee of which due notice shall be given in accordance with sub-clause (11) below.
- (7) The President or in his absence the Vice-President shall preside at every general body meeting of the Charity. In the absence of the President and the Vice-President the members of the Committee present at the meeting shall elect one of their number to preside at the meeting. If there are no members of the Committee present the members of the Charity present at the meeting shall elect one of their number to preside at the meeting.
- (8) All general body meetings of the members of the Charity other than the regular general body meetings shall be extraordinary general body meetings. Notice of extraordinary general body meetings shall not be less than 14 days.
- (9) Every general body meeting shall be called by the Committee. The Secretary shall give at least 21 days notice of the general body meeting to all the members of the charity, except in the case of general body meetings at which elections are to be held for membership of the Committee.
- (10) The Committee may, when ever it thinks fit, convene an extraordinary general body meeting of the members of the Charity, and extraordinary general body meetings shall also be convened on a requisition signed by not less than one-tenth of the members of the Charity. Any requisition of an extraordinary general body meeting shall be addressed to the Secretary and shall state the objects of the meeting. Upon receipt of a proper requisition it shall be the duty of the Committee to convene an extraordinary general body meeting of the members of the Charity within 28 days thereafter.
- (11) Notices of or relating to general body meetings of the members of the Charity shall be given by the Committee by posting the same in some prominent place at the Gurdwara and by announcement from the stage of the Gurdwara
- (12) The notice shall specify the date, time and place of the meeting and, in the case of special business, the general nature of that business.

- (13) In the case of a regular general body meeting at which elections are to be held for membership of the Committee:
- (a) not less than 42 days notice shall be given in accordance with clause 23(11) above stating:
 - (i) the date of the meeting and the intention to hold elections
 - (ii) the name and address of the persons who have supervision of the elections
 - (iii) that the persons entitled to vote at the elections are the persons whose names appear on the list of members on the 1st day of the month preceding that in which the election is to be held
 - (b) not less than 14 days before the meeting notice shall be given in accordance with clause 23(11) above stating the names of the candidates for election.

HOLDING TRUSTEES

24. Holding Trustees

- (1) There will be not less than two and not more than five holding trustees who must hold the property belonging to the charity. The first holding trustees are the persons listed in the third schedule of this Scheme.
- (2) A holding trustee will cease to be a holding trustee if he or she is disqualified from acting as a trustee by section 72 of the Charities Act 1993 or gives the Committee not less than one month's notice in writing of his or her intention to resign (but only if at least two holding trustees will remain in office when the notice of resignation is to take effect).
- (3) The Committee must record in writing the appointment or discharge of a holding trustee.
- (4) The holding trustees must hold all securities and title documents relating to the property belonging to the charity.
- (5) The Committee must be allowed free access to view and copy these documents.
- (6) The holding trustees must administer the property under the directions of the Committee.
- (7) The holding trustees must concur with the Committee in all lawful acts necessary for the management of the charity unless the act in question involves a breach of trust or a personal liability upon them.

- (8) Unless the holding trustees concur with any act involving a breach of trust or personal liability upon them, they will not be liable for any act or default on the part of the Committee, or any of them.
- (9) The title to the land described in the second schedule to this Scheme is transferred by this Scheme to the holding trustees in trust for the charity.

CHARITY PROPERTY

25. The title to the land described in part 2 of the said schedule shall be held by the holding trustees in trust for the charity.

26. Use of income and capital

(1) The Committee shall firstly apply:

- (a) the charity's income; and
- (b) if the Committee think fit, expendable endowment

in meeting the proper costs of administering the charity and of managing its property (including the repair and insurance of its buildings).

(2) After payment of these costs, the Committee shall apply the remaining income in furthering the object of the charity.

(3) The Committee may also apply expendable endowment for the object of the charity.

27. Power of dissolution

Upon the dissolution of the charity, the proceeds of sale and other property of the charity shall be transferred to a charitable organisation or organisations having similar objects.

AMENDMENT OF SCHEME

28. Amendment of Scheme

(1) Subject to the provisions of this clause, the provisions of this Scheme may be amended.

(2) Any amendment shall be made by a resolution passed at the general body meeting. The notice of the meeting shall include notice of the resolution, setting out the terms of the amendment proposed.

- (3) The Committee shall not make any amendment which would:
 - (a) vary this clause;
 - (b) vary clause 4 (Object);
 - (c) vary clause 26 (Power of dissolution).
- (4) The prior written approval of the Charity Commissioners shall be obtained to any amendment which would vary clause 14 (Members not to have a personal interest).
- (5) The Committee shall:
 - (a) promptly send the Charity Commissioners a copy of any amendment made under sub-clause 2 of this clause; and
 - (b) keep a copy of any such amendment with this Scheme.

GENERAL PROVISIONS

29. Questions relating to the Scheme

The Charity Commissioners may decide any question put to them concerning:

- (1) the interpretation of this Scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

FIRST SCHEDULE

PART 1

First Trustees

Name	Address
Piara Singh Aulakh	34 Vincent Road, Hounslow, Middlesex
Gurcharan Singh Chatwal	37 Beaufort Road, London Borough of Ealing
Jagivan Singh Rihal	28 Beresford Gardens, Hounslow, Middlesex
Karnail Singh	13 Penderel Road, Hounslow, Middlesex

PART 2

Land

Land known as Gurdwara Sri Guru Singh Sabha, Alice Way, Hanworth Road, in the London Borough of Hounslow.

SECOND SCHEDULE

Provisions for the holding of the first elections of the Committee under this Scheme.

1. (1) The First Trustees shall give the following election notices:-
 - (a) A notice in the terms set out in the appendix below in a local newspaper in both English and Punjabi; and
 - (b) Notices in the like terms in English and Punjabi to be displayed in some prominent place at the Gurdwara.
- (2) If it comes to the attention of the First Trustees that any notice displayed at the Gurdwara under this clause has been removed or defaced then they shall cause a fresh notice to be displayed in its place.
- (3) The First Trustees may vary any of the dates, times and places referred to in any such notice as aforesaid by publishing one or more supplemental notices in accordance with the requirements of clause 1 of this second schedule above.
2. (1) No person shall be entitled to vote at the first election unless at the time s/he is in possession of a current membership card and has been registered by the First Trustees as either Life or Ordinary member of the Charity.

(2) Any person who is a member of the Charity shall be entitled on reasonable notice to the First Trustees to inspect the membership register of the Charity.

3. The election shall be held at the place and date and between the times specified in the election notice (that is to say in the last such notice if more than one has been published under clause 1(3) of this second schedule above) and shall be conducted in accordance with the following regulations:-

(1) Candidates for election shall consist of persons who have declared themselves as candidates in accordance with the provisions of the election notice, provided that no-one may be a candidate for election unless his/her name and the names of his/her proposer and seconder appear in the membership register of the Charity and they are duly qualified to stand as members of the Committee.

(2) The list of candidates shall be displayed at some prominent place in the Gurdwara not less than 7 days before the day appointed in the election notice for the elections to take place.

(3) The elections shall be by the secret ballot of the members of the Charity whose names appear in the membership register of the Charity.

(4) The elections shall be conducted under the supervision of persons appointed for that purpose ("the Election Supervisors") by the First Trustees.

(5) The Election Supervisors shall be entitled to appoint one or more persons to advise or assist them.

(6) The Election Supervisors shall be entitled (after making such (if any) inquiries and receiving such (if any) evidence or advice as they think fit) to determine conclusively all matters relating to

(a) the persons entitled to vote

(b) the conduct of the elections

(c) the results of the elections

(7) After the conclusion of voting the Election Supervisors shall:

(a) scrutinise each ballot paper;

(b) reject any ballot paper on which more than 13 votes have been cast or more than one vote has been cast for any one candidate or which has otherwise been spoilt:

(c) count the votes duly cast for each candidate; and

(d) cause a written notice in both English and Punjabi to be displayed at some prominent place at the Gurdwara declaring the result of the elections

(10) The notice of the result of the elections shall state:

- (a) the number of votes cast for each candidate;
 - (b) the names of the candidates elected to be members of the Committee; and
 - (c) the number of rejected ballot papers.
4. The First Trustees will be indemnified out of the funds of the Charity in respect of all costs and expenses properly and reasonably incurred by them in performing their functions under the foregoing provisions of this second schedule.
 5. Subject as provided in this second schedule the affairs of the Charity shall be regulated in accordance with the provisions of this Scheme.

APPENDIX TO SECOND SCHEDULE

TAKE NOTICE that we, the undersigned, are the persons appointed by an order of the Charity Commissioners for England and Wales made on 28th August 1998 to be the First Trustees until the holding of a general body meeting.

The election of a new Committee will be held on 2 May 1999 at the Gurdwara between the hours of #a.m and #p.m. under the supervisions of the Election Supervisors.

If you wish to be a candidate at the election you shall provide us with a written declaration of your desire to stand for election, signed by a proposer and a seconder. You shall also provide evidence that you are a member of the Charity. You shall do this not later than 7 days before the date of the election. Your candidacy will only be accepted if you and your proposer and seconder are entered on the membership register of the Charity.

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(Names of First Trustees)

THIRD SCHEDULE

Holding Trustees

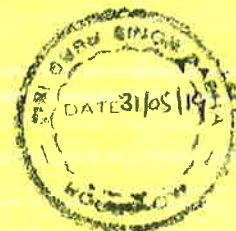
Gurdial Singh Dhillon, of 7 Pickwick Close, Hounslow

Surjit Singh Gupta, of 27 Elmsworth Avenue, Hounslow

Mohinder Singh Mand, of 25 Taunton Avenue, Hounslow

Surinder Kaur Rana, of 111 Cromwell Road, Hounslow; and

Raminder Singh Vig, of 38 Alexandra Road, Hounslow all in the County of Middlesex.



Amended Agm 2019

THIRD SCHEDULE

Holding Trustees (appointed on 31st May 2019)

Sukhvinder Kaur Dhanjal of 182 Vicarage Farm Road, Heston, Middx

Pakhar Singh Braich of 15 Penderel Road, Hounslow, Middx

Surinder Kaur Rana, of 111 Cromwell Road, Hounslow, Middx

Sukhpal Singh Sekhon of 121 Cromwell Road, Hounslow, Middx and

Raminder Singh Vig of 7 Medallion Place, Maidenhead, Berks



Amended AGM 2019