



The Constitution of The Sagarmatha Gurkha/Nepalese Community Ashford, Kent (SGNCAK)

INTRODUCTION

1. 'Sagarmatha' translated simply in English means 'Mount Everest', the world's highest mountain peak, which is in Nepal; a landlocked country, sandwiched between China and India and, from where all Gurkhas or Nepalese hail from.

1.1 The Sagarmatha Gurkha/Nepalese Community Ashford, Kent was established in 2004 by retired and serving members settled in Ashford, Kent of the British Army's Brigade of Gurkhas, following the special grace and recognition bestowed by Her Majesty's Government as a special honour of gratitude to her Gurkhas most loyal contribution towards Britain for over 200 years. The Gurkhas have fought defended and protected British interests in both World War 1 and 2 and in almost all the major operations Britain has been involved in, most recently in Iraq and Afghanistan.

1.2 The organisation since 2004, also includes other residents as Honorary members and other Nepalese living in Ashford as their members and they continue to offer support and assistance to the organisation.

NAME

2. The name of the Charitable Incorporated Organisation shall be the **Sagarmatha Gurkha/Nepalese Community Ashford, Kent (SGNCAK)**. The community was incorporated as a Charitable Incorporated Organisation on 23 October 2017, Registration No: 1175315. The community will be governed by The Charities Act 2011, the Charitable Incorporated Organisations (General) Regulations 2012; and the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012 ('Dissolution Regulations').

2.1 The community office and correspondence address may be located anywhere within Ashford. The current address, including that of its sub-committees shall be:

Sagarmatha Gurkha Nepalese Community, Ashford
c/o Ray Allen Centre
Courtside,
Stanhope,
Ashford,
Kent TN23 5RN
United Kingdom

2.2 The success of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent's friendship and integration with the local community and Ashford Borough Council, has seen an increase in the number of Gurkhas and Nepalese choosing to settle with their families in Ashford. This trend has necessitated the formation of two sub-committees, namely:

- a. **The Sagarmatha Gurkha/Nepalese Ladies Committee, Ashford, Kent.**
- b. **The Sagarmatha Gurkha/Nepalese Youth Committee, Ashford, Kent.**

2.3 Both the Ladies and Youth Committees shall fall under the umbrella organisation of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent (SGNCAK) but will have autonomy to plan, organise and run their own charity events and functions.

2.4 The Ladies and Youth Committee shall elect and form their own committees outlined below. They shall call forward their own meetings and shall also attend the main Executive Community's meetings. However, the committee and their members shall attend the Annual General Meeting call for by the Sagarmatha Gurkha/Nepalese Community Ashford, Kent each year.

2.4.1 The main and ladies and youth committee may use their own committee signature stamp or seal approved by the Chairperson for correspondence purpose.

2.5 Both organisations, their committee and members have agreed that they shall adhere and be bound and governed by the Constitution outlined herein. There shall be no other rules or exception to these rules, other than the Constitution of The Sagarmatha Gurkha/Nepalese Community Ashford, Kent.

2.6 Administrative advice and support with financial flexibility to maintain and to request bank statements, deposit funds, cash cheques and withdraw respectively approved finances by either, the Sagarmatha Gurkha/Nepalese Ladies or Youth Committee shall be made available to these sub-organisations by the Executive Committee, Sagarmatha Gurkha/Nepalese Community Ashford, Kent (SGNCAK) as follows:

- a. The Chairperson of the Ladies & Youth Committee.
- b. The Secretaries of the Ladies & Youth Committee.
- c. The Treasurers of the Ladies & Youth Committee.

2.7 Any Executive Member of either the Main Executive Committee or Ladies Committee or Youth Committee who fails to attend a total of 3 meetings called for by the Committee, without reasonable reasons or prior notification to the committee of his/her absence:

- a. Shall have his/her appointment terminated without warning and,
- b. A new committee member shall be elected by their executive committee.

2.8 The organisation's logo information and oath allegiance is at Annex A and B.

OBJECTIVE

3. The objective of the community, including its umbrella Ladies and Youth Committee, shall be:

3.1 To further or benefit the residents of Ashford Nepalese community and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

3.2 Establish the identity of our Nepalese community within the ethnic minority communities within Ashford and integrate into the general society as responsible and caring citizens with the

view of supporting and improving Ashford and provide assistance in liaison with the Borough Council and help to improve the social status of all.

3.3 Strive for the benefit of all Nepalese residents in the Community and the local community by identifying, profiling, learning and sharing the community members' talent, skills and knowledge with the general public to promote harmony and co-existence and creating civic awareness.

3.4 Maintain a close link with Nepal such that the Nepalese community in the UK preserves its national and cultural identity to benefit all Nepalese children and to teach and lead them in the right path.

3.5 Organise and hold shared social events with and within the wider Community to cultivate and maintain social cohesion.

3.6 Prepare a community profile and identify the needs and prospects of the Community and seek assistance from the Ashford Borough Council, Emergency Services and other government agencies, where necessary.

3.7 In furtherance of the above objectives but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objectives.

TYPES OF MEMBERSHIP

4. Membership of the community shall be defined as follows:

4.1 Community Charity Trustee. Every trustee appointed must be a natural person and should not be under the age of 18 years and he/she should accept the appointment as the community's trustee. The Charity Trustees have the power to do anything which is calculated to further the objectives or is conducive or incidental to doing so.

4.1.1 Charity Trustees. The community charity trustees shall be:

Current Chairperson
Current Chief Vice-Chairperson
Current Vice-Chairperson
Current General Secretary
Current Treasurer
Chosen and approved General Member at a meeting to run the community events

4.1.2 The Charity Trustees may delegate any of their powers or functions to an Executive Committee or Committees and, if they do they must determine the terms and conditions on which the delegation is made. The Charity Trustees shall review the arrangements from time to time and may at any time alter those terms and conditions, or revoke the delegation.

4.1.2 The Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the community. But such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or byelaws currently in force must be made available to any member of the community on request.

4.2 Lifetime Membership. To become a Lifetime Member, a members shall pay the agreed fee of £20 and shall be entitled to all the benefits available to the ordinary member. Lifetime Members shall not be required to renew their annual membership.

4.3 Distinguished Membership. Any member shall elect to become a Distinguished Member if a member agrees to pay the agreed fee of £1001.00 Such members shall have the same rights and benefits available to the Lifetime Membership and shall not be required to renew their annual membership and additional to this, Community shall pay traditional respect to Members at a special Community's events, to appreciate their contribution towards the Community.

4.3.1 Memberships shall be open only to Lifetime Members of the Community and should be approved by the Executive Members at the Committee Meeting.

4.4 Honorary Members. Any individual of any nationality, whose dedication and contribution to the community is of the highest order, may be nominated by the committee to become Honorary Members. Such nominations shall be discussed and agreed by the Executive Committee and should a consensus not be reached by the committee, the nomination shall be taken forward for decision by members at the Annual General Meeting.

4.4.1 Honorary Members shall not be eligible to cast votes or submit his/her nomination for any executive posts of the community.

4.3.2 Honorary Members who cease to become actively involved or bring disrepute to the community shall have his/her Honorary Membership revoked or terminated by the committee. Any disagreement within the committee for such action shall be taken forward for decision by members at the Annual General Meeting.

4.3.3 Honorary Members shall not be required to pay subscription or membership fees and shall remain members until he/she elects to resign or his/her membership is terminated under clause 4.3.2.

MEMBERSHIP AND ANNUAL SUBSCRIPTION

5. Membership of the Community shall be open to all former and serving British Gurkhas and all Ashford based Nepalese residents with 'Friends of the Society' as Honorary Members as agreed with the objectives of the committee. All applications for membership will be submitted to the Executive Committee for ratification.

5.1 An initial joining fee of £20.00 is to be collected from each member.

5.2 The Ladies and Youth Committee may set their own joining fee agreed between their members at a meeting. However, there is no requirement for them to collect membership or annual subscription fees should members choose not to.

5.3 Any children on reaching his/her 18th birthday and who is already a paid member of the Youth Committee may transfer his/her membership and shall be eligible to become a member of the main Sagarmatha Gurkha/Nepalese Community Ashford, Kent. They shall be exempt the joining fee but if a levy has not been paid or set by the Youth Committee, he/she shall pay the initial joining fee of £20.00.

6. The Annual Membership fee, as set down by the Annual General Meeting, shall fall due in March each year. Any member who is deemed financially unsound as at the 01st of April of each year shall have his membership revoked for the purpose of rules (Article) number 6, 7, 8 and 9. A grace period of 30 days, following notification is to be granted to each member by the Community for settlement.

6.1. Any member ceasing to belong to the community by death, resignation or expulsion, or should be compound with his or her creditors shall not (except as regards any debt owing to the members by the community) have any claim or be entitled to participate in any of the effects and property of the community, or to have any part of the annual subscription returned.

TERMINATION OF MEMBERSHIP

7 Membership is terminated if:

7.1 The member dies or, if the organisation, ceases to exit.

7.2 The member resigns by written notice to the Community unless, after the resignation, there would be less than two members.

7.3 Any sum due from the member to the Community is not paid in full within six months of its falling due.

7.4 The member is removed from membership by a resolution of the Community that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

7.4.1. The member has been given at least twenty-one days' notice in writing of the meeting of the Community at which the resolution will be proposed and the reasons why it is to be proposed.

7.4.2. The member or, at the option of the member, the member's representative, who need not be a member of the Community, has been allowed to make representations to the meeting.

SUSPENSION OF A MEMBER

8. Membership may be suspended by not less than a two-thirds majority vote at an Executive Committee or General Meeting. By resolution of the Committee Members, a member may have his/her membership suspended if there are reasonable grounds to believe this to be in the interests of the Community, subject to:

8.1 The suspension being no longer than necessary and not exceeding eight weeks.

8.2 The member being advised of the reason for suspension and the action to be taken by the Committee.

8.3 Any suspended member may, on not less than 2 weeks written notice, other than under clause 5, appeal against the suspension at one subsequent Committee or General Meeting.

8.4 The Community shall not be required to accept the renewal of a membership of a suspended member when the renewal next falls due.

FINANCES

9. The Community Trustees must comply with the requirements off the Charities Act 2011 with regards the keeping of accounting records, to the preparation and scrutiny of statements of accounts and to the preparation of the annual reports and returns. The books of the community, including that of the Ladies and Youth Committee, shall commence on the 1st day of April and close on the 31st day of March each year. A full audit of accounts is to be made prior to the Annual General meeting and the Executive Committee are to arrange and appoint auditors to carry out these checks. A completed auditors report is to be presented and read out at the meeting.

9.1 The statement of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the community within 10 months of the financial year end.

9.2 The executive committee must comply with their obligation to inform the Commission within 28 days of any changes in the particulars of Sagarmatha Gurkha Nepalese Community Ashford Kent entered on the Central Register of Charities.

10. All monies, which are the property of the Community, those deemed by the Executive Treasurer to be necessary for the good and proper conduct of community business, shall be deposited with

financial institutions as determined by the Committee at a duly constituted Committee meeting. Cheques drawn on any account so operated shall require the signature of any two of the following office-bearers:

- 10.1 The Chairperson.
- 10.2 The Chief Vice Chairperson
- 10.3 The Treasurer.
- 10.4 The General Secretary.
- 10.5 The Secretary.

11. An auditor, appointed by the Committee in March each year, to fulfill the functions as stated in Article 8 of this rules, shall be so appointed prior to the Annual General Meeting and shall report to the Annual General Meeting in writing. Should the community's annual income be over £25,000, an independent auditor shall be appointed to examine the community's accounts as required by the CIO regulations.

APPLICATION OF INCOME AND PROPERTY

12. The income and property for the community shall be applied solely towards the promotion of the community's objectives. Income will be generated as follows:

- 12.1 Membership and annual subscription fee.
- 12.2 Funds raised from various community events and charity functions.
- 12.3 Donations, gifts and sponsorship funds received in support of the community.
- 12.4 Sales and profit from community produced memorabilia and other items.
- 12.5 Any gifts, donations or financial support received from local government or business associations in support of the community.

13. The income and property of the Community, including the Ladies and Youth Committee, shall be applied solely towards the promotion of the community's objectives.

13.1 The Chairperson is entitled to be reimbursed from the finances of the Community or may be paid out for reasonable expenses incurred by him or her when acting on behalf of the Community. This amount should not exceed £200 at any one time.

13.2 The Chairperson may benefit from trustee indemnity insurance cover purchased at the Community's expense.

13.3 None of the income or property of the Community may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Community. This does not prevent a member who is not also a Committee Member receiving:

- 13.3.1 A benefit from the Community in the capacity of a beneficiary of the Committee.
- 13.3.2 Reasonable and proper remuneration for any goods or services supplied, purchased or donated to the Community.
- 13.3.3 The Chairman or Committee Members may not buy, sell goods or services to

or belonging to the Community.

13.3.4 No member may receive any remuneration from the Community, other than special awards for special achievements or progress made in education, sports or community enlistment by the children of the Community.

FUNDRAISING

14. When staging fundraising events the Executive Committee shall be mindful of the fact that costs associated with staging such events should not outweigh or be unreasonably disproportionate to, the amount of funds applied for charitable purposes. The Executive Committee should plan for the charity resources that they will use to fundraise and be able to justify fundraising costs if called upon to do so.

14.1 The Executive Committee/Trustees should continue to review whether the events organized are the best way to raise fund. They should also need to consider whether events should be hived off and run separately.

ANNUAL GENERAL MEETING

15. The Annual General meeting of the Community shall be held in the month of March each year or as soon as practicable after that and shall require a quorum of thirty percent (30%) of the members present at the meeting.

16. The General Secretary of the Community shall post or e-mail to each member, not more than 30 days and not less than 14 days prior to the date, details of the time, place and the agenda for the said Annual General Meeting and a form of nomination for office-bearers in the community.

17. Every member of the Community shall be entitled to attend the Annual General Meeting, vote on the business transacted at the Meeting, vote on the election of office-bearers and submit any motion for decision by the Meeting in accordance with this rule.

18. The Annual General Meeting will

18.1 Elect the office-bearers of the Community for the ensuring 24 months.

18.2 Receive and adopt the minutes of the previous Annual General Meeting, the Annual Report of the Committee, and the Audited Financial Statement of the Community.

18.3 Transact such other business and make decision as the Meeting may decide.

GENERAL MEETINGS

19. The Executive Community, including the Ladies and Youth Committee, may call general meetings as required, giving not more than 30 days and not less than 10 days notice to all members.

19.1 The Executive Committee of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent and the Ladies Committee and Youth Committee shall:

19.2 Meet at least four times per calendar year and as required to conduct the affairs of their members within their respective committee.

19.3 Carry out all decisions of the Annual, General and Special General Meeting of their respective Community as well as observing and complying with any new rules or decisions made and passed by the Sagarmatha Gurkha/Nepalese Community Ashford, Kent.

19.4 Keep recorded minutes of their proceedings.

SPECIAL GENERAL MEETING

20. The Executive Committee, including the Ladies and Youth Committee, shall call a Special General Meeting.

20.1 If the Executive Committee deems a Special General Meeting to be necessary, or:

20.2 At the request to that effect, when signed by not less than 30% of the membership the Executive Committee is to arrange and hold a meeting within 30 days of receipt of such a request.

20.3 The Committee shall, at any time, within 21 days after the receipt of the request to that effect, signed by not less than fifteen members of the Association or 30% of the membership if the membership is below 100, hold a Special General Meeting.

20.4 The quorum shall be as for an Annual General Meeting.

20.5 The General Secretary shall, not more than thirty days and not less than ten days, prior to the holding of a Special General Meeting, notify members of the community a notice setting out the time and place, date and agenda of the said meeting.

20.6 A Special General Meeting shall require a quorum as for an Annual General Meeting, fifteen (15) members or 30% of the membership, if that is below 100 and shall have the power to transact only such business (including an amendment) as is set out in the agenda.

20.7 In the event of a Special General Meeting passing a vote of no confidence in the Committee, then the meeting shall be adjourned to a date not more than thirty days thereafter for the purpose of holding elections for the new Committee in the manner prescribed by the rules. Special General Meeting shall appoint an interim executive to organise the election.

AMENDMENTS TO CONSTITUTION

21. The constitution may only be amended at an Annual General Meeting of this Community at least 14 days prior to which written notice of such proposed amendments has been forwarded to the General Secretary; or at a Special General Meeting called for that purpose.

20.1 Any amendment to the rule approved and passed at a meeting becomes effective on the day it was passed by the meeting.

22. A majority of two-thirds of those present and voting is required to pass an amendment to the rules.

MAIN EXECUTIVE COMMITTEE

23. The main Committee of the Community shall be elected for a period of 24 months (2 years) at the Annual Meeting each year with the proviso that:

23.1 Members of the main executive committee and other adult male members of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent, shall not be eligible to transfer across or register their nomination as a Committee Member of either the Ladies or Youth Committee.

23.2 The appointment of the community's main executive posts are open to all members with the exception of the Chairperson, General Secretary and Treasurer.

23.3 The posts of the Chairperson, General Secretary and Treasurer shall only be open to

members of the Executive Committee who are currently post holders or, who have previously served a full tenure as an executive committee member of the community. Should there be no candidates from within the Executive Community, past or present, then these posts shall be contested for by any adult member of the community.

24. The Committee shall consist of:

24.1 The Chairperson.

24.2 The Chief Vice Chairperson.

24.3 4 x Vice-Chairpersons – to hold equal social and community standing

24.4 The General Secretary.

24.5 The Treasurer.

24.6 The Secretary.

24.7 Assistant Treasurer.

24.8 Assistant Secretary.

24.9 Youth Secretary and Youth Assistant Secretary

24.10 The Cultural Secretary.

24.11 The 1st Assistant Cultural Secretary.

24.12 The 2nd Assistant Cultural Secretary,

24.13 The Property Secretary and Property Assistant Secretary.

24.14 The Public Relation Secretary and Assistant Public Relation Secretary.

24.15 Media Secretary and 2 x Assistant Media Secretary

24.16 The Sport Secretary.

24.17 The Assistant Sport Secretary.

24.18 The Executive Members shall be 21 - 29 members-

24.19 Chairpersons on expiry of their tenure may be appointed and addressed as directors and advisors should the Executive Committee decide to seek the support and assistance from former Chairpersons for charitable events or functions.

SECRETARIAL COMMITTEE

25. The secretarial committee shall be formed from the senior executive members and shall comprise of:

25.1 The Chairperson.

25.2 The Chief Vice Chairperson.

25.3 Vice-Chairpersons (4 x Vice-Chairpersons – sharing equal status).

25.4 The General Secretary.

25.5 The Treasurer.

25.6 The Secretary.

SECRETARIAL MEETINGS

26. Secretarial meetings shall be called if:

26.1 A decision has to be made in an emergency and there is no time to call for the full executive meeting.

26.2 The full Committee meeting shall approve the decision made at the Secretarial meeting when a next meeting is called.

EXECUTIVE COMMITTEE MEETINGS

27. The Committee, including the Ladies and Youth Committee shall:

27.1 Meet at least four times per calendar year and as required to conduct the affairs of the community.

27.2 Carry out all decisions of the Annual, General and Special General Meeting of the Community.

27.3 Keep minutes of its proceedings.

DUTIES OF THE MAIN EXECUTIVE COMMITTEE

28. The Chairperson shall:

28.1 Act as the spokesperson for the Community, unless an alternative spokesperson has been appointed; and;

28.2 Preside over all General and Executive meetings. In the absence of the Chairperson, the Chief Vice-Chairperson shall act as the spokesperson and take the chair.

28.3 Advise and provide guidance and advice to the Ladies and Youth Committees and their members.

29. The Chief Vice-Chairperson shall:

29.1 Undertake the responsibilities of the Chairperson in his absence.

29.2 Organize annual Committee events and functions.

29.3 Elect and form his/her own committee to perform such events and functions.

30. The Vice-Chairpersons shall:

30.1 Be appointed, at a meeting, to undertake the responsibilities of the Chairperson and Chief Vice Chairperson in their absence.

30.2 Be appointed at a meeting to plan, organize and take responsibility for running specifically delegated community events or functions. The meeting shall also decide who shall assume the Vice-Chairperson's role in his absence.

31. The General Secretary shall:
 - 31.1 Keep a record of minutes of all meetings and disseminate it to members.
 - 31.2 Attend to and keep a record of all correspondence;
 - 31.3 Issues notices of meetings; and,
 - 31.4 Perform such other duties as requested by the committee.
 - 31.5 Prepare and distribute an Annual Diary of Events in April each year.
 - 31.6 Prepare and present an annual progress report for the Annual General Meeting.
32. The Treasurer shall:
 - 32.1 Receive all monies payable to the Community and issue receipts for the same, all monies received shall be paid into the bank account of the Community; except as provided for in clause 9.
 - 32.2 Keep proper record of all monies received and disbursed.
 - 32.3 Present a balance of the income and expenditure of the Community's finances at Committee Meetings and at the Annual General Meeting; and,
 - 32.4 Perform all such duties as directed by the Committee from time to time.
 - 32.5 Keep a detailed account of all property belonging to the Community; presented, purchased or inherited through members. The annual audit is to carry out a full check of all Committee property and report as necessary.
33. The Secretary and Assistant Secretary shall:
 - 33.1 Undertake the responsibility of the General Secretary in his/her absence.
 - 33.2 He/ she will support the General Secretary to carry out his/her responsibility and update the membership nominal roll.
 - 33.3 Perform such other duties as requested by the committee.
34. The Assistant Treasurer shall:
 - 34.1 Undertake the responsibility of the Treasurer in his/ her absence.
 - 34.2 To assistant to Treasurer at any time.
- 35. The Youth Secretary and Youth Assistant Secretary**
 - 35.1 Encourage youth membership to join the community and give young people courage and control over what they want to do.
 - 35.2 Let youths have a say in what happens to them in the community and a chance to develop their own ideas.
 - 35.3 Organise and get youths involved in activities that are fun and in which they can learn.

- 35.4 Provide alternatives to adult community services and reduces dependency on adults.
36. The Cultural Secretary shall:
- 36.1 Organize, receive and plan all entertainment at functions in liaison with the Ladies and Youth Community.
- 36.2 Shall organize and liaise with other communities and foster and spread comradeship, cultural exchanges and other activities.
- 36.3 Perform all such duties as directed by the Committee from time to time.
37. The 1st Assistant Cultural Secretary shall:
- 37.1 Undertake the responsibility of the Cultural Secretary in his/her absence.
- 37.2 To assist the Cultural Secretary at any time.
38. The 2nd Assistant Cultural Secretary shall:
- 38.1 Undertake the responsibility of the Cultural Secretaries in their absence.
- 38.2 To Assistant to Cultural Secretaries at any time.
39. The Property Secretary and Assistant Property Secretary shall:
- 39.1 Keep a proper record of the Community's property, including all cultural, entertainment equipment and accessories.
- 39.2 Keeping an account of issue and receipt vouchers, including repair and write off of property and equipment that are passed by the meeting as beyond economical repair, in liaison with the Chairperson and General Secretary.
40. Public Relation Secretary shall:
- 40.1 Plan, support and assist in the integrating and developing relations between other minor ethnic communities and the local public.
- 40.2 Promote, foster and develop the community's relation with the local public and government departments to preserve the community's traditions and cultural heritage.
- 40.3 Perform all such duties as directed by the Committee from time to time.
41. The Media Secretary shall:
- 41.1 Publicise the community and its activities through the internet, local dailies and other publications.
- 41.2 Organize and be the community's photographer for all its activities.
- 41.3 Update the Community's web site and social media information in accordance with the committee's programme.
- 41.4 All media advertisement, photographic material and information produced by the community for charitable events shall remain the sole property of Sagarmatha Gurkha Nepalese Community Ashford, Kent. No part of it may be copied, reproduced or used by a third party without the express written permission of the Chairperson.

42. The Sports Secretary shall:
- 42.1 Plan, organize and run the community's sporting functions and events in liaison with the Ladies and Youth Committee.
 - 42.2 Advise the community of sporting events and other calendar of events.
43. The Assistant Sports Secretary shall:
- 43.1 Undertake the responsibility of the Sports Secretary in his/her absence.
 - 43.2 Assist and help the community and the Sports Secretary.
44. The Executive Members shall:
- 44.1 Perform all such duties as directed by the Committee from time to time.

ADVISORY COMMITTEE

45. Any member of the public community who can assist in the well-being and the betterment of Sagarmatha Gurkha/Nepalese Community Ashford, Kent may be elected to the Advisory Committee. Committee members on expiry of their tenure and other Nepalese within Ashford and UK; with specialist skills and experience may elect or volunteer their services for the betterment of the Community.

45.1 The Chief Advisor shall be the current outgoing Chairperson and follows for preceding Advisors and they shall not cast votes to maintain neutrality.

45.2 The Advisory Committee, in consultation with the Executive Committee shall from time to time recommend, make, repeal and amend Byelaws and Regulations (not inconsistent with these Rules) as they shall think expedient for the internal management of the community and well being of its members.

45.3 All such Byelaws and Regulations shall be binding upon the members until repealed by a resolution of a General Meeting of the Community. Any member ceasing to belong to the community by death, resignation or expulsion, or should be compound with his or her creditors shall not (except as regards any debt owing to the members by the community) have any claim or be entitled to participate in any of the effects and property of the community, or to have any part of the annual subscription returned.

LADIES COMMITTEE

46. The Ladies Committee of the Community shall be elected for a period of 24 months (2 years) at the Annual Meeting each year.

47. The Ladies Committee shall consist of:
- 47.1 The Ladies Chairperson.
 - 47.2 The Ladies Chief Vice Chairperson.
 - 47.3 The Ladies Vice Chairperson.
 - 47.4 The Ladies Secretary.
 - 47.5 The Ladies Treasurer.
 - 47.6 The Ladies Assistant Secretary.

- 47.7 The Ladies Assistant Treasurer.
- 47.8 The Ladies Cultural Secretary.
- 47.9 The Ladies Assistance Cultural Secretary.
- 47.10 The Ladies Media Secretary.
- 47.11 Ladies Executive Members shall be between 21 – 29 members.

48. Members of the Ladies Executive Committee may submit their nominations for any executive posts of the main Sagarmatha Gurkha/Nepalese Community Ashford, Kent if there is a vacant post.

DUTIES OF THE LADIES EXECUTIVE COMMITTEE

- 49. The Ladies Chairperson shall:
 - 49.1 Be accountable, liaise and report to the Executive Chairperson Sagarmatha Gurkha/Nepalese Community Ashford, Kent for advice and direction.
 - 49.2 Act as the spokesperson for the Ladies Community, unless an alternative spokesperson has been appointed; and;
 - 49.3 Preside over all Ladies Committee meetings. In the absence of the Chairperson, the Chief Vice-Chairperson shall act as the spokesperson and take the chair.
- 50. The Ladies Chief Vice-Chairperson shall:
 - 50.1 Undertake the responsibilities of the Chairperson in her absence.
 - 50.2 Organize annual Committee events and functions.
 - 50.3 Elect and form their own committee to perform such events and functions.
- 51. The Ladies Vice-Chairperson shall:
 - 51.1 Undertake the responsibilities of the Chairperson and Chief Vice Chairperson in their absence.
- 52. The Ladies Secretary shall:
 - 52.1 Liaise with the main Executive General Secretary and the Youth Secretary.
 - 52.2 Keep a record of minutes of all meetings and disseminate it to members.
 - 52.3 Attend to and keep a record of all correspondence;
 - 52.4 Issues notices of meetings; and,
 - 52.5 Perform such other duties as requested by the committee.
 - 51.6 Prepare and distribute an Annual Ladies Diary of Events in April each year.
- 53. The Ladies Treasurer shall:
 - 53.1 Receive all monies payable to the Ladies Community and issue receipts for the same, all monies received shall be paid into the bank account of the main Community.

- 53.2 Keep proper record of all monies received and disbursed.
- 53.3 Present a balance of the finances of the Ladies Community at Committee Meetings and at the Annual General Meeting; and,
- 53.4 Perform all such duties as directed by the Committee from time to time.
- 53.5 Shall be given access to finances and accounts as stated in Clause 2.5 above.
54. The Ladies Assistant Secretary shall:
- 54.1 Undertake the responsibility of the General Secretary in her absence.
- 54.2 Perform such other duties as requested by the committee.
55. The Ladies Assistant Treasurer shall:
- 55.1 Undertake the responsibility of the Treasurer in her absence
- 55.2 Assist the Treasurer at any time.
56. The Ladies Cultural Secretary shall:
- 56.1 Organize, receive and plan all entertainment at functions in liaison with the main Executive Committee and Youth Community.
- 56.2 Shall organize and liaise with other communities and foster and spread comradeship, cultural exchanges and other activities.
- 56.3 Perform all such duties as directed by the Ladies Committee from time to time.
57. The Ladies 1st Assistant Cultural Secretary shall:
- 57.1 Undertake the responsibility of the Cultural Secretary in her absence.
- 57.2 To assist the Cultural Secretary at any time.
58. The Ladies 2nd Assistant Cultural Secretary shall:
- 58.1 Undertake the responsibility of the Cultural Secretaries in their absence.
- 58.2 Assist the Cultural Secretaries at any time.
59. The Ladies Media Secretary shall:
- 59.1 Publicise the committee and its activities through the internet, local dailies and other publications.
- 59.2 Organize and be the committee's photographer for all its activities.
- 59.3 Help update the Community's web site and social media information in accordance with the committee's programme.
- 59.4 All media advertisement, photographic material and information produced by the community for charitable events shall remain the sole property of Sagarmatha Gurkha Nepalese Community Ashford, Kent. No part of it may be copied, reproduced or used by a third party without the express written permission of the Chairperson.

60. The Executive Members shall:

60.1 Perform all such duties as directed by the Committee from time to time.

YOUTH COMMITTEE

61. The Youth Committee of the Community shall be elected for a period of 24 months (2 years) at the Annual Meeting each year.

62. The Committee shall consists of:

62.1 The Youth Chairperson.

62.2 The Youth Vice-Chairperson.

62.3 The Youth Secretary.

62.4 The Youth Treasurer.

62.5 The Youth Assistant Secretary.

62.6 The Youth Assistant Treasurer.

62.7 The Youth Entertainment Secretary.

62.8 The Youth Sports Secretary.

62.9. The Youth Executive Members shall be decided at a meeting.

63. Any executive members of the Youth Committee may submit their nominations for any executive posts, less the Chairperson, General Secretary and Treasurer of the main Sagarmatha Gurkha/Nepalese Community Ashford, Kent if there is a vacant post. The main Executive Committee shall consider the application and the nominee shall either; be approved, rejected or appointed at a General Meeting, provided the legal age limit under UK legislation is observed and abided with.

63.1 Only female executive members of the Youth Committee shall be eligible to assume or contest for the posts or responsibilities of the Sagarmatha Gurkha/Nepalese Ladies Committee Ashford, Kent.

DUTIES OF THE YOUTH EXECUTIVE COMMITTEE

64. The Youth Chairperson shall:

64.1 Be accountable, liaise and report to the Executive Chairperson Sagarmatha Gurkha/Nepalese Community Ashford, Kent for advice and direction.

64.2 Act as the spokesperson for the Youth Community, unless an alternative spokesperson has been appointed; and liaise with the Ladies Community for assistance.

64.3 Preside over all Youth Committee meetings. In the absence of the Chairperson, the Youth Vice-Chairperson shall act as the spokesperson and take the chair.

64.4 The Youth Chairperson shall be eligible for consideration of the main Executive Committee's Vice Chairperson post on completion of his/her appointment.

65. The Youth Vice-Chairperson shall:

- 65.1 Undertake the responsibilities of the Chairperson in his/her absence.
- 65.2 Organize annual Committee events and functions.
- 65.3 Elect and form their own committee to perform such events and functions.
66. The Youth Secretary shall:
 - 66.1 Liaise with the main Executive General Secretary and the Ladies Secretary.
 - 66.2 Keep a record of minutes of all meetings and disseminate it to members.
 - 66.3 Attend to and keep a record of all correspondence;
 - 66.4 Issues notices of meetings; and,
 - 66.5 Perform such other duties as requested by the Youth Committee.
 - 66.6 Prepare and distribute an Annual Youth Diary of Events in April each year.
67. The Youth Treasurer shall:
 - 67.1 Receive all monies payable to the Youth Community and issue receipts for the same, all monies received shall be paid into the bank account of the main Community.
 - 67.2 Keep proper record of all monies received and disbursed.
 - 67.3 Present a balance of the finances of the Youth Community at Committee Meetings and at the Annual General Meeting; and,
 - 67.4 Perform all such duties as directed by the Committee from time to time.
 - 67.5 Shall be given access to finances and accounts as stated in Clause 2.5 above.
68. The Youth Assistant Secretary shall:
 - 68.1 Undertake the responsibility of the General Secretary in his/her absence.
 - 68.2 Perform such other duties as requested by the committee.
69. The Youth Assistant Treasurer shall:
 - 69.1 Undertake the responsibility of the Treasurer in his/her absence
 - 69.2 Assist the Treasurer at any time.
70. The Youth Entertainment Secretary shall:
 - 70.1 Organize, receive and plan all entertainment at functions in liaison with the main Executive Committee and the Ladies Community.
 - 70.2 Shall organize and liaise with other communities and foster and spread comradeship, cultural exchanges and other activities.
 - 70.3 Perform all such duties as directed by the Youth Committee from time to time.
71. The Youth Sports Secretary.

71.1 Undertake to organize, plan and advertise all youth activities to all.

671.2 To keep an accurate account of the properties related to sports that belongs to the community.

71.3 Perform all such duties as directed by the Youth Committee from time to time.

72. The Youth Executive Members shall:

72.1 Provide support and assist the Executive Committee in as and when required.

VOTING

73. Voting shall be by show of hands from members except that:

73.1 Any contested election at an Annual General Meeting or otherwise shall be via secret ballot;

73.2 The meeting may, by show of hand, require any other quorum to be via a secret ballot.

73.3 The head of family who is a member means both husband and wives shall be eligible to cast his/her vote. Those candidate can also join as executive members. Whomever becomes a member first shall be known as A and the other partner known as B for voting purposes.

61.4 Any offspring above 18 years may pay the joining fee of £20 and become members of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent and, following ratification of their Membership by the Executive Committee, shall be eligible to cast vote.

DISSOLUTION

74. The Community will be dissolved in accordance with the Dissolution Regulations if a resolution to this is carried at:

74.1 A Special General Meeting called for the purpose in accordance with Article 16 of this rules.

74.2 The Annual General Meeting in accordance with Article 12-15 of this rule.

74.3 At the time of dissolution, the assets of the Community, being those remaining after all debts incurred have been met and all liabilities paid, shall be transferred to an organization with similar objectives as determined by a two-thirds majority of those present and voting at the Meeting at which the community is dissolved.

74.4 The Ladies and Youth Community shall not be dissolved and shall continue to function.

75. If the community is wound up, each member of the community will be liable to contribute to the assets of the community (but not more than £5.00 as may be required for payment of the debts and liabilities of the community).

ELECTION COMMISSIONERS OF EXECUTIVE COMMITTEE MEMBERS

76. The Executive Committee shall nominate an Election Committee to select the executive community at the end of the committees tenure. The team shall comprise of:

76.1 Election Commissioner.

76.2 Election Commissioner’s Secretary.

76.3 Member.

77. The Election team shall have the right to decide on how to run the election process but shall neither, be eligible to cast votes for the Executive Committee candidates or nominate themselves as a candidate.

CONSTITUTION AMENDMENT BODY

78. The Constitution of the Sagarmatha Gurkha/Nepalese Community shall be amended as and when necessary and the team shall be selected as follows:

78.1 The Executive Committee shall nominate a team of up to 3 – 5 executive members, which should include the Ladies and Youth Committee members.

78.2 In addition, 3 ordinary members are also to be selected and included in the team if necessary.

ISSUE OF COPIES OF RULES TO ALL MEMBERS

79. A copy of the Rules of the Community shall be displayed in the Community office and is available on request; including copies of any alterations or amendments of the Rules. These rules are the agreed constitution of the Sagarmatha Gurkha Community Ashford, Kent and a copy of these rules may be forwarded by the Chairperson to organizations as a legal document to validate the Community’s existence in Ashford.

80. The Constitution outlined herein was amended and passed by the Annual General Meeting of the Sagarmatha Gurkha/Nepalese Community Ashford, Kent on Saturday, 03 April 2021. The meeting was attended by members, including the Ladies and Youth Committee members and their members and the Constitution acknowledged by the undersigned members and, is effective on the day it is dated herein below.

<i>Signatures</i>	<i>Dated</i>
..... Chairperson
..... General Secretary
..... Chairperson Ladies Committee
..... Secretary Ladies Committee
..... Chairperson Youth Committee
..... Secretary Youth Committee
..... Founder Chairperson



ANNEX A

GUIDANCE - USE OF SAGARMATHA GURKHA NEPALESE COMMUNITY ASHFORD, KENT (SGNCAK) LOGO

The SGNCAK logo or badge is owned solely by the Sagarmathma Gurkha Nepalese Community Ashford, Kent.

The community logo is an oval shaped insignia with a photograph of Mount Everest or popularly also known as 'Sagarmatha' in Nepal, the highest mountain in the world, in dark blue background, with a white crossed khukuris in the foreground. The logo is encircled by two oval circle lines and the community title, "Sagarmatha Gurkha/Nepalese Community Ashford, Kent Est 2004" adorns it around the logo.

Chairpersons and Vice-Chairpersons of the main, and ladies and youth executive committee may approve the use of the SGNCAK logo in full on any office stationery, community marketing materials, sponsored events, charities or other functions.

- The logo and the wording should not be defaced or altered.
- The logo may be resized as long as the original aspect ratio of 55mm x 39mm is maintained.
- The logo may be reproduced only in the colours specified by SGNCAK.

The SGNCAK logo must not be used to show or make any statement that, in the opinion of SGNCAK, could damage or impair its value, is misleading, or could bring the SGNCAK and its members into disrepute.



OATH AND ALLEGIANCE OF THE SAGARMATHA GURKHA/NEPALESE COMMUNITY ASHFORD, KENT

सपथ ग्रहण

म ईश्वर र तपाईंहरूलाई साक्षी राखी वाँचा गर्दछु की, यस सगरमाथा गोर्खा/नेपाली समाजको _____ पदमा रहि म, _____, ले यस संस्थाको बिधान र निती नियम अनुसार संस्थाको उन्नति र प्रगतिको लागि आफ्नो पदको दायित्वलाई तन, मन र बचनले आफ्नो पदिय दायित्व गहन रुपमा बहन गर्नेछु ।

यस संस्थालाई असर पर्ने कुनै प्रकारका कामहरु गर्ने छैन भनी म आजको दिन देखि संस्थाले दिएको आफ्नो कर्तव्य र जिम्मेवारी शुरु भएको कुरा स्विकार गर्दछु ।

"जय सगरमाथा गोर्खा/नेपाली समाज !"

SAPATH GRAHAN

Ma iswor ra tapain haru lai sachhi rakhi bacha gardachhu kee, yes Sagarmatha Gurkha Nepalese community ko.....padma rahi ma.....le yes sansthako bidhan ra niti niyam anusar sansthako unnati ra pragatiko lagi afno padiya padko daittwo lai tan, man ra bachanle afno daittwo bahan gahan rupma bahan garnechhu.

Yes sanstha lai asar parne kunaipani prakarka kamharu garne chhaina bhani ma ajako dindexhi sangsthale dieko afno kartabya ra jimmewari shuru bhayeko kura swikar gardachhu!

"Jay Sagarmatha Gurkha/Nepalese Community!"

Signature:

Date:

Constitution Draft Committee (Wednesday, 31 March 2021):

Coordinator:

1. Mr Ganesh Limbu

Members:

1. Mr Kaprasad Chhantyal (Chief Vice-Chairperson Main)
2. Mr Dammar Singhak Limbu (Vice-Chairperson 1 Main)
3. Mr Ram Prasad Limbu (General Secretary)
4. Mrs Basundhara Rai (Chairperson Ladies)
5. Mrs Bimala Limbu (Secretary Ladies)
6. Mr Dawa Wangdi Sherpa (Chairperson Youth)
7. Mr Shikhar Limbu (Secretary Youth)