



Sayapatri Nepali Cultural Group, UK

Amended Constitution

September 2016

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Preamble:

Sayapatri Nepali Cultural Group is purely a non-political, non-religious and not profit motive social institution. Considering the need to protect, enrich and promote the Nepali art and culture and to familiarize the Nepali art and culture with Nepali and non-Nepali within our outside the country, this institution has been established. It will function within the Nepali community in the matter of interests and rights of Nepali society.

As the beauty of marigold is reflected with combination of its petals, the beauty is reflected owing to diversity in our Nepali art and culture accordingly because Nepal is a multi-ethnic, multi-linguistic and multi-religious country, and there is diversity in the geography and the climate of country, whereupon the language, script, dress, foods, living manner, festival, art, dance, music and musical instruments of all Nepali from Mechi in the east and Mahakali in the west have separate types of characteristics.

Our Nepali art and culture is our identity and the matter of pride, and reflects the values and civilization of our society. With the purpose to avoid the doubt whether we forgot our Nepali art and culture or whether our art and culture will disappear in our new generation, this Sayapatri Nepali Cultural Group has made this effort to enrich the Nepali art and culture.

The art and culture is transferred easily from one generation to another generation and at the same time, high probability of disappearance exists. Considering the need to familiarize with the importance of practicing the Nepali art and culture in our new generation, Sayapatri Nepali Cultural Group is determined to move ahead.

CHAPTER -1

Introduction to the Institution

1. Short Title and Commencement:

- (a) The name of this institution shall be "Sayapatri Nepali Cultural Group, UK". It may be call called "SNCG, UK" in brief.
- (b) The central office of this institution shall be located at Woking, Surrey, United Kingdom and its branch office may be expanded in different place within UK. In necessity, the institution would be able to open its branches and sub-branches in other parts of the UK and all other nations.

- (c) Existence of institution: This institution shall be an autonomous, organized, self-governed, non-profit motive social institution with perpetual succession.
- (d) The institution shall use Nepali language in Devnagarik scrip and English language in its works.
- (e) The institution may acquire, purchase or sale the movable and immovable property like a natural person. Further, it may sue as person while recovering its assets or it may be sued as a person.

2. Definition:

- (a) "Institution" means Sayapatri Nepali Cultural Group, UK.
- (b) "Constitution" means the constitution of the Institution.
- (c) "Committee" means the central executive committee.
- (d) "Official" means the person holding position of members of the Committee.
- (e) "Member" means the member mentioned in Clause 6 of Chapter 3 of the Constitution.
- (f) "Regulation" means the regulation framed under the Constitution.
- (g) "General Meeting" means the joint meeting of the General Members and Life Members.
- (h) "Meeting" means the meeting of Committee of the Institution.
- (i) "Assembly" means the assembly to be called for election of Executive Committee of the Institution.

3. Seal and Logo of the Institution:

There shall be a photo of a dancing woman in the center of marigold flower and the name of Institution mentioned as ;okqL g]kfnL ;fFs[lts ;d"x, o"=s= in Nepali and Sayapatri Nepali Cultural Group, UK in English Language in half circle from the bottom of flower with Est. 2006, the year of establishment, mentioned at the bottom of flower.

4. Office:

- (a) The central office of the Institution shall be located at Woking, Surrey, United Kingdom.
- (b) The branch office, if required, may be located at the place designated by the local unit.

CHAPTER-2

Objectives

5. **Objectives of the Institution:**

The objectives of the Institution shall be as follows:

- (a) To protect, enrich and promote the Nepali art and culture.
- (b) To identify or cause to identify the importance of Nepali art and culture in Nepali and non-Nepali society.
- (c) To maintain the coordination and cooperation between/among the Nepali institutions or association set up in the international level to carry out the different programs relating to the social and public interest.
- (d) To engage with other ethnic cultural and social organizations to maintain multiculturalism and promote international brotherhood.
- (e) To carry out different types of works in different sectors in regards to interest and the matter of common concerned of Nepali residing in UK, Nepal and other international Nepali society.
- (f) To operate the Institution as non-religious, non-political and non-profit motive institution.
- (g) To unite youth forces scattered in Nepali society and motivate them to carry out different works to promote Nepali culture and society.
- (h) To carry out various types of works to maintain the social harmony and coherence in the Nepal society.
- (i) To carry out the miscellaneous works supportive for educational and social upliftment.

CHAPTER-3

Membership

6. **Classification of Members:**

The Institution shall have following five types of members:

- (a) **Founder Member:**

The persons in Executive Committee at the time establishment of the Institution, the persons granted membership, or receiving membership, by the Executive Committee during the establishment period fixed by the Executive Committee shall be the founder members. However, these members must pay the life membership fee.

(b) General Member:

A Nepali, Non-resident Nepali or any other nationality who has crossed the age of 18 years, may take the general membership of the Institution by depositing the general membership fee as prescribed by the Executive Committee.

(c) Life Member:

A Nepali or Non-resident Nepali, who has paid the fee as prescribed by the Executive Committee, may be given the life membership as per the decision of the Executive Committee.

(d) Honorary Member:

A renowned Non-resident Nepali, who has given the special contribution for the development and attaining objective of the Institution, may be provided the honorary membership as per the decision of the Executive Committee. Such members shall require depositing the fee prescribed by the Executive Committee.

(e) Patron Member:

On the recommendation of the Executive Committee, the General Meeting may declare the highly senior personality as the patron member of the Institution.

7. Qualification for Membership:

The following may be qualified to become a member of this Institution.

- (a) A Nepali or Non-resident Nepali citizen, who has crossed 18 years of age;
- (b) A person from any nationality or ethnic background contributing for the institutional development and obtaining objective by extending special support (Non-Nepali national will not be able to exercise voting rights);
- (c) Children with parents' permission who are interested in learning and promoting Nepali Art and Culture;
- (d) Not an unsound mind;
- (e) Not have charged with any criminal offence;
- (f) Not have conflict of interest in the works of the Institution.

8. Condition when the Membership cannot be Obtained or Maintained:

A person shall not be appointed as member of the Institution in the following situation:

- (a) The person who has not crossed 18 years of age;
- (b) Unsound mind person;
- (c) Convicted by the court in any kind of theft, cheating, forgery or misappropriation or misuse of property or corruption;
- (d) Having private interest in the works of the Institution;
- (e) Membership fee due;

9. Membership Fee and Process for Providing Membership:

(a) General Membership:

- a. Upon submission of application along with the fee as per the procedures prescribed by the Executive Committee, a person may be provided the general membership as per the decision of the Executive Committee.
- b. The general member shall be required to renew their membership every two year or before expiry of their membership.

(b) Honorary Member:

Upon submission of application along with the fee as per the procedures prescribed by the Executive Committee, a person may be provided the honorary membership as per the decision of the Executive Committee. However, such member shall have voting right.

(c) Life Member:

Upon submission of application along with the fixed lump sum fee as per the procedures prescribed by the Executive Committee, a person may be provided the life membership as per the decision of the Executive Committee. Such member shall not require renewing their membership.

(d) Founder Member:

The members of ad-hoc committee of the Institution set up at the phase of its establishment shall be the founder members automatically, and such members shall be required take either life membership or general membership by depositing the prescribed fee.

- (e) If the applicant submitting application for membership of the Institution is not provided the membership of the Institution, s/he shall be notified the same stating the reason thereof. All members shall require to abide by the provisions of the rules and by-laws framed under this Constitution.

CHAPTER-4

Provisions Relating to The General Meeting and Meeting

10. General Meeting:

- (a) The General Meeting of this Institution shall be as follows:
- a. Annual General Meeting
 - b. Special General Meeting
- (b) The Executive Committee shall call the Annual General Meeting of the Institution within two months after end of every fiscal year. The General Meeting shall perform as provisioned in the Constitution. The General Meeting of the Institution shall elect new central Executive Committee in its every two years.
- (c) The Committee shall call the Special General Meeting upon request of two third members of the Institution or two third members of the central Executive Committee as per the Constitution.
- (d) The notice shall be sent to all general members stating the date, place and agenda of the meeting at least 15 days before for holding the Annual General Meeting and 7 days before for holding the Special General Meeting.
- (e) If the General Meeting called pursuant to Clause 11 (d) could not be held due to lack of quorum, the General Meeting shall be called by serving a notice of at least 7 days.

11. Executive Committee:

- (a) The election of Executive Committee shall be done from among the members mentioned in Clause 9(a), (c) and (d) by the General Meeting. The official and members of the Executive Committee shall be as follows:
1. Chairperson 1
 2. Vice-chairperson 1

3. Secretary 1
 4. Vice-Secretary 1
 5. Treasurer 1
 6. Vice- Treasurer 1
 7. Members 7
- Total 13

- (b) The Institution shall have an Executive Committee of 13 members.
- (c) The tenure of Executive Committee shall normally be two years however, they may be able to serve for the next term if re-elected at General Meeting and stand down any time because of personal reasons or illness providing written notice to the Chairman of the Committee.
- (d) If any position of Executive Committee becomes vacant before holding the Annual General Meeting, the Executive Committee may appoint in the vacant position for remaining period of term.
- (e) The meeting of Executive Committee shall be held once in every two months and it may be held at any time as per the need.
- (f) The members of Executive Committee should present themselves at the meeting.
- (g) The meeting of Executive Committee shall be chaired by the Chairperson and by the Vice-chairperson in the absence of Chairperson.
- (h) The presence of at least 51% members of the Executive Committee shall constitute the quorum for holding its meeting.
- (i) The votes of majority members shall be decision of the Executive Committee and the Chairperson may give the casting vote, if there is tie.
- (j) The minutes of the meeting shall be recorded in a separate book by recording the agenda items and discussion on the same, which must be signed by at least 51% members present at the meeting.
- (k) Notwithstanding anything contained above in this Clause, if the members of Executive Committee agree in writing in any work, such work may be carried out by enclosing the agreement in minutes.
- (l) All works of the Institution shall be carried out through the decision of Executive Committee.

12. Functions, Duties and Power of the Executive Committee:

- (a) To implement the decisions of Annual General Meeting, Special General Meeting and Executive Committee.
- (b) To carry out the works as per the objective and to frame necessary rules in the course of operation of the Institution;
- (c) To setup Constitution Amendment Committee if it is required to amend the Constitution and to endorse the draft amendment and submit in the Annual General Meeting or Special General Meeting for approval, and to implement the amendment approved by the Annual General Meeting or Special General Meeting;
- (d) To prepare and submit the annual report of the Institution in the General Meeting.
- (e) To fulfill the vacancy in the Executive Committee from among the general or life members for remaining period of term if the position remained vacant;
- (f) To setup Secretariat of five members comprising of Chairperson, Vice-chairperson, Treasurer, Advisor and Member and it will take the decision on the matter to be decided by the Executive Committee immediately. However, such decision must be ratified by the Executive Committee.
- (g) To setup different committee or sub-committees as per the need.
- (h) To prepare the annual working plan and implement different programs as per the annual calendar of the Institution.
- (i) To coordinate among the different types of Nepali & Non-resident Nepali Institutions and other wider ethnic community to expand the network of harmonious relationship.
- (j) The target group of this Institution being the Nepali community, it shall implement different types of programs in coordination with the institutions and community in Nepal.

13. Condition for not continuation of Official or Member:

- (a) Death;
- (b) If the resignation submitted by Chairperson through Vice-chairman and by other official and members through the Chairperson is approved;
- (c) If the qualification is not meet with as per the Constitution and if s/he goes outside the UK for long time (however, the life membership and general membership shall be maintained).

- (d) If remained absent in the meeting three times in row without assigning any reason. However, a sufficient opportunity shall be provided to submit clarification in such a case.
- (e) If committed any works affecting the Institution;
- (f) Motion of no-confidence: 25% of the total members may register the motion of no-confidence against any official of the Committee. Special General Meeting shall be called in such situation and if the motion of no-confidence is passed by two third majority, s/he shall be terminated from his/her position automatically.

14. Quorum:

The proceeding the General Meeting shall not start without the present of 60% of total members. However, the presence of 51% of total members shall not bar to start the proceeding the General Meeting in the case of General Meeting called again pursuant to Clause 10(d) of Chapter 4.

CHAPTER-5

Function, Duty and Power

15. Function, Duty and Power of the Official:

(a) Chairperson:

- a. To work as chief of the Institution and provide leadership to the Institution;
- b. To chair meeting, Annual General Meeting and Special General Meeting of the Institution;
- c. To provide casting vote if there is tie in voting at the meeting and the General Meeting.
- d. To instruct the regular and emergency meeting.
- e. To call meeting of Executive Committee in the interval not exceeding two months.
- f. To abide by or cause to abide by the code of conduct of the Institution.
- g. To prepare the working plan programs of the Institution.
- h. To perform other works prescribed by the Executive Committee.

(b) Vice Chairperson:

- a. To perform the duties of the Chairperson in the absence of Chairperson.

- b. To perform the task, assign by the Chairperson;
 - c. To remain active in the interest of the Institution;
 - d. To play constructive role to make the program of the Institution successful.
 - e. To carry out another task prescribed by the Executive Committee.
- (c) **Secretary:**
- a. To call the meeting of Executive Committee and General Meeting in consultation with the Chairperson;
 - b. To prepare and submit proposals in the meeting of Executive Committee and General Meeting.
 - c. To implement the resolutions and reports approved by the Executive Committee and the General Meeting.
 - d. To maintain the documents and records updated and safe at office.
 - e. To communicate or establish relationship on behalf of the Institution.
 - f. To remain active to perform the works prescribed by the Constitution and to carry out the incidental works.
- (d) **Vice-Secretary:**
- a. To conduct the meeting in the absence of Secretary.
 - b. To assist in the works of Secretary.
 - c. To carry out the works assigned by Secretary.
 - d. To play constructive role to make the program of the Institution successful.
 - e. To perform the functions of the Secretary in his absence.
 - f. To perform others works as prescribed by the Executive Committee.
- (e) **Treasurer:**
- a. To keep the fund of the Institution in custody and take all responsibilities relating to the accounts.
 - b. To maintain the income and expenditure and assets record updated.
 - c. To maintain the particulars of the general membership fee other charges updated.
 - d. To carry out audit of the annual transaction and submit the report thereof in the General Meeting.
 - e. To implement the decision of Executive Committee and the General Meeting in regards to financial matter.

- f. To mobilize the fund.
 - g. To inform status of the fund in every meeting.
 - h. To get ratified the income and expenditure from the meeting.
 - i. To perform other works as prescribed by the Executive Committee.
- (f) Vice-Treasurer**
- a. To assist in the works of the Treasurer and to maintain the record of the members updated.
 - b. To perform other works prescribed by the Treasurer.
 - c. To perform the function of Treasurer in his absence or if his position is vacant.
 - d. To perform other works as prescribed by the Executive Committee.
- (g) Member**
- a. To remain active regularly for fulfilment of objective of the Institution.
 - b. To perform works of the Institution as per the instruction of the Chairperson.
 - c. To perform other works as prescribed by the Executive Committee.

CHAPTER-6

Management of Fund

16. Fund of the Institution:

- (a) Account will be opened in the local bank in the name of Institution, which will be operated joint signatures of any two among Chairperson, Secretary and Treasurer. However, the signature of Treasurer shall be mandatory.
- (b) If the treasurer is changed through election, all accounts have to be transferred to the newly elected treasurer within one month of the election.
- (c) The Executive Committee may frame necessary rules for different purpose and may carry out the campaign of fund collection.
- (d) The Institution shall have its fund and the following amounts shall be deposited in the fund.
 - a. The membership fee
 - b. Donation given voluntarily by any person

- c. The amount given by the donor to conduct any program
 - d. The amount collected from different programs
 - e. Other
- (e) Fund mobilization: The fund of the Institution shall be mobilized as decided by the Executive Committee.

17. Account and Auditing of the Institution:

- (a) The statement of account of income and expenditure of the Institution shall be audited by the licensed auditor and submitted in the General Meeting.
- (b) The fiscal year as per the UK calendar shall be the fiscal year of the Institution.

CHAPTER-7

Election

18. Provision Relating to Election:

- (a) The election of Executive Committee shall be held in every two years.
- (b) The Executive Committee shall setup an Election Committee of two members: one coordinator and one member, from among the members of the Institution before one month of expiry of their terms.
- (c) If any difficulty arises, the Election Committee may remove such difficulty in consultation with the Executive Committee.
- (d) The Election Committee shall conduct the election process focusing on the performance of the Executive Committee.
- (e) The Election Committee shall prepare its rules, bylaws by itself and conduct the election accordingly.
- (f) The decision of the Election Committee in regards to the election shall be final.
- (g) The Election Committee shall be dissolved automatically after completion of election.

19. Qualification to become a Candidate:

- (a) Member of the Institution
- (b) Not disqualified under any law
- (c) Committed to perform as per the objective of the Institution
- (d) Free from addiction to drugs, alcohol and any other substances
- (e) One cannot become candidate in any particular position for three consecutive terms.

- (f) One should have worked at least one term in any position to become a candidate in the position of Chairperson, Secretary and Treasurer. However, this will not apply for the first Assembly.

CHAPTER-8

Constitution

20. Amendment in the Constitution:

- (a) If any amendment in the Constitution is required to be done, the Executive Committee shall set up Drafting Committee. The Executive Committee shall adopt amendment proposal submitted by the Drafting Committee and submit in the Annual General Meeting or Special General Meeting for approval.
- (b) The affirmative voting by two third members out of the members present at the Annual General Meeting or Special General Meeting shall be deemed to have passed the amendment proposal. The amendment shall be deemed to have come into the force from date of approval by the Annual General Meeting or Special General Meeting.

Schedule -1

(Related with Clause -3)

Seal of the Institution



Schedule – 2

(Related with Clause 10d)

Founder Member

- 1) Dhankaji Bishowkarma. (Sargam)
- 2) Kabita Gurung
- 3) Lekh (LB) Gurung.
- 4) Shantosh Bishowkarma

**This constitution was adopted on 19th April 2015 with Further Amended in Autumn 2016 by
Special Assembly**

They are the members of the charity and this members of the Exclusive Management committee until the next annual General Meeting,

Position	Chairman of Management Committee
Name	
Address	
Signature	

Position	Vice Chairman of Management Committee
Name	
Address	
Signature	

Position	General Secretary of Management Committee
Name	
Address	
Signature	

Position	Vice Secretary of Management Committee
Name	
Address	
Signature	

Position	Treasurer of Management Committee
Name	
Address	
Signature	

Position	Vice Treasurer of Management Committee
Name	
Address	
Signature	

Position	Board Member of Management Committee
Name	
Address	
Signature	

Position	Board Member of Management Committee
Name	
Address	
Signature	

Position	Board Member of Management Committee
Name	
Address	
Signature	

Position	Board Member of Management Committee
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Position	Board Member of Management Committee
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Position	Board Member of Management Committee
Name	
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Signature	

Position	Board Member of Management Committee
Name	
Address	
Signature	