

# **CONSTITUTION OF THE UNITED ASSAM ASSOCIATION OF THE UK**

**(Established 1979)**

## **1. The Association**

The United Assam Association of the United Kingdom (UAAUK) consists of a voluntary group of people from Assam. It is a non-political, non-religious and non-profit-making voluntary Association.

## **2. Aims and Objectives:**

### **2.1 The aims of UAAUK are:**

- (a)** To unite the people from Assam in the UK in order to build a stronger Assamese community
- (b)** To promote cultural identity of the people from Assam in the British society
- (c)** To make the second and third generation of the British Assamese aware of their cultural heritage
- (d)** To promote social and general welfare of the British Assamese
- (e)** To lend a helping hand, whenever possible, to the people of Assam
- (f)** To cooperate and collaborate with other organisations with common or similar interests for closer social relations.

### **2.2 The objectives of UAAUK are:**

- (a)** To represent the Assamese community, if necessary, at the UK Government departments and at the UK Office of the Indian High Commission
- (b)** To organise Assam Day every year at summer time
- (c)** To propagate Assamese culture in the British society by way of inviting well-known artistes, singers and dancers from Assam to perform in the UK
- (d)** To collect and receive funds by way of subscriptions, donations or grants etc.
- (e)** To collect and send financial aid to the people of Assam at times of crisis such as natural disaster
- (f)** To help, in whatever small ways, the British Assamese in distress.

### **3. Membership:**

People from Assam and resident in the UK, their next of kin, their descendents and people with keen interest in Assam will be eligible for membership.

### **4. Management:**

**4.1:** All affairs of the Association shall be managed by an Executive Committee to be elected by the members every 3 years.

#### **4.2: The Executive Committee:**

The Executive Committee comprises of both elected and selected officeholders. The elected office holders are:

- President
- Vice-President
- General Secretary
- Assistant General Secretary
- Treasurer
- Cultural Secretary

The elected Officeholders shall select eight other members who will be co-opted as Executive Committee members to execute various duties assigned to them by the elected members of the Committee.

**4.3:** Members of the Executive Committee are expected to attend at least three Executive Committee meetings in a calendar year. All reasonable efforts should be made to put forward comments/views in writing or through a nominated deputy, if a member is unable to attend.

**4.4:** A member who is requested by the Executive Committee to carry out specific duties can be co-opted to the Committee at the behest of the Executive Committee.

## **5. Functions and Powers of the Executive Committee:**

**5.1:** The Executive Committee shall have the authority to fill any vacancy that may occur during the 3 year tenure of the Committee by nominating a member to fill the vacant position.

**5.2:** The Committee shall meet as and when necessary but must meet at least once in every four months to discuss the affairs and to arrange the activities of the Association.

**5.3:** Advance notice of at least 21 days will be given to the Executive Committee members. The President may direct to convene a Special Meeting at shorter notice by any media he/she feels appropriate at the time.

**5.4:** The Committee shall be vested with full authority of all the assets and monies of the Association.

**5.5:** The Committee shall do all such acts and deeds and carry out such activities and functions as may be necessary to fulfil the aims and objectives of the Association.

## **6. The President:**

**6.1:** The President will be the figurehead of the Association. He/she shall conduct the meetings of the Association as Chairperson, in a proper and fair manner, and shall always maintain impartiality towards the views of the members of the Executive Committee. He/She shall have a casting vote in the event of a tied decision.

**6.2:** The President shall advise the Executive Committee in the matters of events occurring due to improper acts by any member that may prejudice the interests of the Association.

## **7. The Vice-President:**

**7.1:** In the absence of the President, the Vice-President shall act as Chairperson and perform all duties of the President.

## **8. The General Secretary:**

**8.1:** The Committee shall maintain, through the General Secretary and the Assistant General Secretary, proper records of all activities of the Association. The General Secretary shall be responsible for the day-to-day running of the affairs of the Association and effective execution of the decisions taken at the meetings.

**8.2:** The General Secretary shall on all occasions, in the execution of his/her duties, shall act under superintendence and direction of the Executive Committee.

**8.3:** He/She shall be responsible for the production of correct recordings of the minutes of the meetings of the Association and distribution of the copies of the same prior to the next meeting for amendments and adoption.

**8.4:** He/She shall convene the Executive Committee meetings and the Annual General meeting of the Association as and when necessary, or as required by the President or on receipt of a requisition by a simple majority of members.

**8.5:** He/She is responsible for the production of the annual report of the Association and he/she shall submit the report to the members at the Annual General Meeting.

**8.6:** In the event of a new General Secretary being elected, the incumbent General Secretary will hand over all documents, records and properties of the Association in his/her possession to his/her successor immediately and without undue delay.

**8.7:** The Committee members will assist the General Secretary in submitting reports of its activities.

**8.8:** In the absence of the President and the Vice President, the General Secretary shall preside over the meetings and perform all the duties of the President. In the absence of all three, a Chairperson shall be elected from among the members present who will likewise perform all the duties of the President.

## **9. The Assistant General Secretary**

**9.1:** The Assistant General Secretary shall assist the General Secretary in conducting the affairs of the Association.

**9.2:** In the absence of the General Secretary, the Assistant General Secretary shall act as his/her deputy and shall conduct all affairs of the Association as required.

## **10. The Treasurer.**

**10.1:** The Treasurer shall keep and maintain proper records of income and expenditure of the Association. He/She shall present a statement of accounts at the four monthly meetings of the Executive Committee and also submit audited accounts of the year at the Annual General Meeting.

**10.2:** Bank account or accounts in the name of The United Assam Association of the United Kingdom (UAAUK) shall be maintained in a bank or banks by the Treasurer under the supervision of the Executive Committee. The Treasurer shall also operate the said account or accounts, if necessary and if viable, by telephone or electronically on internet. Cheques issued for payments shall be signed by the Treasurer. Debit card or cards, if issued in the name of UAAUK, shall be operated by the Treasurer. The Treasurer shall also operate the Pay Pal Account of the Association.

**10.3:** The Treasurer shall deposit all surplus monies belonging to the Association into the said bank account or accounts of the Association.

**10.4:** For accounting purposes, the accounting year shall end on 31<sup>st</sup> December, and the Treasurer shall get the accounts audited by the appointed auditors soon after 31<sup>st</sup> December.

**10.5:** The incumbent Treasurer shall handover all accounts, documents, monies and property of the Association in his/her possession to his/her successor when required to do so by the Executive Committee or at the expiry of his/her term of office without undue delay.

## **11. The Cultural Secretary:**

The Cultural Secretary shall be responsible for all cultural activities of the Association. He/She shall organise cultural shows and shall contact all relevant artistes, singers and dancers. He/She shall always act under the guidance of the Executive Committee.

## **12. The Auditor:**

Two fully paid-up members of the Association shall be appointed as auditors by the members at an Annual General Meeting to audit the accounts of the

Association before the statement of the annual accounts is presented to the members at the following Annual General Meeting.

### **13. The Annual General Meeting:**

The Executive Committee shall decide the time and the place of the Annual General Meeting. The business of the Annual General Meeting shall be:

- I. To receive and approve the Annual Report of the preceding year from the General Secretary.
- II. To receive and pass the audited accounts of the Association for the preceding year, and to appoint auditors for the following year.
- III. To transact any other business on the agenda

### **14. Extraordinary General Meeting:**

An Extraordinary General Meeting shall be convened within 30 days of the receipt of a requisition in writing signed by at least two-third members of the Association. No less than 14 days notice shall be given to the members prior to the meeting. The notification will state the agenda for discussion at this meeting.

### **15. Quorum:**

- a) Five members of the Executive Committee present at a meeting shall form a quorum at the EC meeting, provided that at least two elected members are present.
- b) One third of the total membership or a minimum of 25 members, whichever is less, shall be a quorum at the Annual General and Extra-Ordinary General Meetings.

### **16. Election of Officeholders:**

**16.1:** An Election Officer shall be chosen at the Annual General Meeting to conduct the election of the officeholders for the following posts, namely, the President, the Vice-President, the General Secretary, the Assistant General Secretary, the Treasurer, and the Cultural Secretary. The Election Officer will be observed by another chosen member of the Association.

**16.2:** Any fully paid-up member is eligible to contest the election, provided that he/she has been proposed by a fully paid-up member and seconded by another fully-paid up member.

**16.3:** In the event of a contest, the proposed candidates shall write a statement of not more than 250 words which will be sent to the fully-paid members of the Association along with the ballot paper. The ballot papers will have serial numbers, but voter's confidentiality will be maintained by a process of random distribution of the ballot papers to the members.

**16.4:** A proposed candidate shall have the right to withdraw his/her candidacy in the event of a contest.

**16.5:** The elected officeholders at their behest shall select wisely and freely eight other members to the Executive Committee, including at least two members from the younger generation.

**16.6:** Any fully paid-up member of the Association has the right to offer himself/herself to be a selected member of the Executive Committee by writing to the newly elected President within the first fortnight after the announcement of the election results by email, or letter or via the Association's webpage. However, in the absence of any offers from members, the newly elected officeholders would make formal approaches to members. The decision based on the majority voting by the six elected members will be final.

**16.7:** A selected member shall serve for a term of three years, and he/she may be re-selected when his/her term expires.

**16.8:** The tenure of all Committee members automatically ends after a full term of three years. Any elected officeholder who desires to continue to serve beyond his/her term of office shall also have to be proposed and seconded in the said manner.

## **17. Expulsion of a Member:**

The Executive Committee shall have the authority to consider expulsion of any member whose conduct in the opinion of the Committee renders the person unfit for membership of the Association.

**18. Amendment to the Constitution:**

The constitution may be amended at any Annual or Extraordinary General Meeting, provided that resolution or resolutions are passed by a majority of at least two-third of the members present at the Meeting.

**19. Dissolution:**

At any General Meeting a resolution for the dissolution of the Association can be initiated by a majority of the Members present. An Extraordinary General Meeting must be held not less than six weeks after the initiated resolution. All members will be notified of this in no less than four weeks. At least half the members of the Association must be present at an Extraordinary General Meeting at which a two-third majority will be required to pass the resolution. Thereupon the Executive Committee shall, within four weeks, recover the properties of the Association. After discharge of all liabilities, the money recovered shall be donated to a charity chosen by a majority the members at the Extraordinary General meeting. Upon completion of the donation to a charity, the Association shall cease to exist.

End