



CONSTITUTION OF INTAKE 2/1981 ASSOCIATION

1. **Name:** Brigade of Gurkhas Intake 2/1981 Association
2. **Statement of Purpose:** To promote and maintain friendship and unity amongst the Intake 2/81 members and their families and to provide assistance to its members in need.
3. **Membership Clause:** All members of Intake 2/1981 will automatically qualify to become a member. Those who have registered and contributed annual subscriptions will be known as Active Members. However, the following rules shall apply:
 - a. **General Membership:**
 - (1). This membership may be obtained by simply paying the membership registration fee, which is at present £20. Thereafter, Annual Renewal Membership fee of £10 to be paid by each member regardless of attendance or not at the Annual Get-together. The executive committee shall review the fees periodically.
 - (2). Membership should be taken as soon as members arrive in the UK. Individuals living outside the United Kingdom are also eligible for the membership.
 - (3). Only active members will be eligible for the emergency fund. The sum of the emergency fund available and eligible criteria is highlighted below (Paragraph 9). Note: Member's dependents will not be covered/eligible for financial assistance.
 - (4). The membership is not transferable to anyone else.
 - (5). The Executive committee shall ensure that an invitation in the form of an email together with 2/1981 Intake Association Constitution be sent to those who have recently arrived in the UK.
 - (6). The Executive Committee shall keep and update the names, addresses, contact telephone numbers and email address of the members. This should be posted on the 2/81 Intake webpage unless members have specifically asked not to publish their contact details.

b. Termination of Active Membership: The following rules will apply for termination of Active Membership:

(1). When failing to maintain, registration of membership or renewal of membership.

(2). Membership will be deemed to be terminated if any member dies or Intake 2/1981 Association ceases to exist.

(3). Any individual may cease to be a member by resignation of his Active membership in a written notice to the Chairman of the Intake 2/1981 Association. There shall be no refund of membership fees paid or any contribution towards the organisation up to the time of the notice.

4. Selection of Committee: A General Meeting will select an Executive Committee, who will be responsible to run the Association. The tenure of the Executive Committee members will be for 3 years (Amendment Number 1 = Amdt No 1).

5. Roles and Responsibilities: An Executive Committee will run the Association and its day to day business. The roles and responsibilities of the committee will be as follows:

a. To carry out the work in support of the 2/1981 Intake Association objectives.

b. To produce annual forecast of programs, annual report, financial report as required and to present them at Annual General Meeting.

c. To effectively implement the decisions of meetings.

d. To collect subscriptions and issue instructions regarding its safeguard and control and supervision.

e. To constitute sub-committees as and when required.

f. To make necessary provision/arrangement in forming up a new Executive Committee when required.

g. To appoint a member if a position is vacant in the Executive committee.

h. To prepare and issue necessary amendments, if necessary, under this constitution and implement effectively.

i. To establish co-operation, understanding and social harmony within the Association.

6. Responsibilities of key Portfolio Members:

a. The Chairman:

- (1). To chair all types of meetings organised by Intake 2/1981 Association.
- (2). To provide leadership, guidance and inspiration to all members of Intake 2/1981 to achieve its purpose/objectives.
- (3). To effectively implement the decisions made by executive committee.
- (4). To oversee the work of Portfolio members and to provide guidance and direction as required.
- (5). To use a casting vote in case of tie.
- (6). To call Annual General Meeting each year and emergency meetings, when required in the event of compassionate cases.
- (7). To actively participate on the matters of members involving in an accident, serious illness or death.
- (8). To lead and guide activities as planned by the Intake 2/1981 Association.
- (9). To lead/appoint a team to audit the financial dealings of the Intake 2/1981 Association.

b. Vice Chairman:

- (1). To assist the President in every aspects of Intake 2/1981 Association activities.
- (2). To act as President in the absence of President or in the event that the President being unable to carry out responsibilities due to any reason.
- (3). To act as directed by Intake 2/1981 Association.

c. General Secretary: (Amdt No 2).

- (1). To make correspondence on behalf of Intake 2/1981 Association.
- (2). To call meetings, in consultation with the President giving at least four weeks' notice, whenever practical, in advance to all members of the Executive Committee.
- (3). To record Minutes of Meetings and ensure safe keeping of Minutes Book, files and other important documents related to intake 2/1981 Association.

(4). To prepare and submit Annual Report and Forecasts of Programs of Intake 2/1981 Association an Annual General Meetings.

(5). To implement the decisions and resolutions passed in the meetings.

(6). To actively participate on the matter of members involving in an accident, serious illness or death.

(7). To run planned activities of Intake 2/1981 Association as necessary.

d. Secretary: (Amdt No 2).

To assist General Secretary or carry out responsibilities at his absence:

(1). To make correspondence on behalf of Intake 2/1981 Association.

(2). To call meetings, in consultation with the President giving at least four weeks' notice, whenever practical, in advance to all members of the Executive Committee.

(3). To record Minutes of Meetings and ensure safe keeping of Minutes Book, files and other important documents related to intake 2/1981 Association.

(4). To prepare and submit Annual Report and Forecasts of Programs of Intake 2/1981 Association an Annual General Meetings.

(5). To implement the decisions and resolutions passed in the meetings.

(6). To actively participate on the matter of members involving in an accident, serious illness or death.

(7). To run planned activities of Intake 2/1981 Association as necessary.

e. Treasurer:

(1). To take full responsibility of maintaining Intake 2/1981 Association funds and its accounting.

(2). To provide an up to date financial record of 2/1981 Association (i.e. assets at bank and details of income/expenditure) at every Executive Committee and Annual General Meetings for information to all committee and general members.

(3). To prepare balance sheet showing the correct income and expenditure for each financial period (1 April – 31 March).

(4). To prepare all financial records of Intake 2/1981 Association ready for viewing and auditing by the president and selected auditors for financial period (01 April – 31 March) each year.

(5). To collect annual renewal fee of those members who are unable to attend the annual gathering.

f. Joint Treasurer: (Amdt No 2).

To assist Treasurer or carry out responsibilities at his absence:

(1). To take full responsibility of maintaining Intake 2/1981 Association funds and its accounting.

(2). To provide an up to date financial record of 2/1981 Association (i.e. assets at bank and details of income/expenditure) at every Executive Committee and Annual General Meetings for information to all committee and general members.

(3). To prepare balance sheet showing the correct income and expenditure for each financial period (1 April – 31 March).

(4). To prepare all financial records of Intake 2/1981 Association ready for viewing and auditing by the president and selected auditors for financial period (01 April – 31 March) each year.

(5). To collect annual renewal fee of those members who are unable to attend the annual gathering.

g. Entertainment IC:

(1). To plan and take full responsibility on the Entertainment aspects of Intake 2/1981 Association.

(2). To run planned activities of Intake 2/1981 Association as necessary.

h. Entertainment 2IC: (Amdt No 2).

To assist Entertainment IC or carry out responsibilities at his absence:

(1). To plan and take full responsibility on the Entertainment aspects of Intake 2/1981 Association.

(2). To run planned activities of Intake 2/1981 Association as necessary.

i. Event Coordinators x 3: (Amdt No 2).

(1). To plan and execute the Association Events as instructed by the committee.

(1). To liaise with the Area Representatives and plan accordingly to execute the Association Events successfully.

j. Area Representative:

- (1). Nominated Area Representatives will work as a pool between the committee and members residing in their area and carry out any association related tasks as instructed by the committee.
- (2). As soon as any new members arrive in their area they are to contact the new Numberi and inform him of the association and its activities as well as the committee to send them invitation to join the association.
- (3). They are also to inform the committee if any member in their area is in need of any welfare requirement from the Association.

7. Selection of Executive Committee (Amdt No 5):

a. Qualification and Criteria

- (1). For the position of Chairman - On priority order as follows:
 - (a). Vice Chairman in the Existing or Past Executive Committee.
 - (b). General Secretary in the Existing or Past Executive Committee.
 - (c). Treasurer in the Existing or Past Executive Committee.
 - (d). Entertainment Treasurer in the Existing or Past Executive Committee.
 - (e). Joint Treasurer in the Existing or Past Executive Committee.
 - (f). Area Representative in the Existing or Past Executive Committee.
- (2). For the position of Vice Chairman - On priority order as follows:
 - (a). General Secretary in the Existing or Past Executive Committee.
 - (b). Treasurer in the Existing or Past Executive Committee.
 - (c). Entertainment Treasurer in the Existing or Past Executive Committee.
 - (d). Joint Treasurer in the Existing or Past Executive Committee.
 - (e). Area Representative in the Existing or Past Executive Committee.
- (3). For other positions – any member with an `Active Membership`.

(4). Member wishing to stand as an Executive Committee Member must have an `Active Membership`.

b. Annual General Meeting or Executive Committee Meeting will nominate an Electoral Committee consisting of at least one Active Member, if possible 2.

8. Committee Meetings and Emergency Meetings:

a. Executive committee meetings shall be held at least once a year; however, the Executive Committee may decide to call further meetings, if necessary.

b. The Executive Committee Meeting shall also be called if one third of members of the Executive Committee request, in writing, with a valid reason.

c. The Executive committee may call Emergency Meetings at short notice, if any important issues or compassionate case arises.

d. Normally, 51% attendance of members shall allow conducting the general meetings of Executive Committee; however, one third of members present shall constitute a valid quorum.

e. In the event of meeting not being held due to lack of quorum as mentioned above and short notice on the discretion of the Chairman shall be sent. Members present at the subsequent meeting shall constitute a valid quorum.

f. Notice of the General Meetings of the Executive committee shall be given to all members at least four weeks in advance.

g. Decision of Executive Committee Meetings shall be decided on the basis of votes given by majority of members present.

h. The Chairman shall not participate in the voting but he shall give his final decision if there are equal votes on either side.

i. The Minutes Book, where Minutes of all Meetings are recorded, shall be kept by the Secretary.

9. Functions of Annual General Meeting:

a. Generally Annual General Meetings shall be convened at least once a year to discuss, review and plan the policies and guidelines of the Association.

b. It shall pass the financial transaction of the Association presented by the Executive Committee.

c. It shall evaluate the achievements and shortcomings of the Association.

d. The Annual General Meeting shall pass broad guidelines and proposals with respect to the working of the Association on the basis of the majority vote and recommended them to the Executive Committee for appropriate action.

e. The Annual General Meeting shall be the highest authoritative confirming body and it shall be held each year by giving notice, in writing or via emails, to all General Members at least three months, in advance.

f. In every three year, the Annual General Meeting shall concentrate on the formation of a new Executive Committee (as tenure of Executive Committee shall be for three years) either by good understanding and unanimous agreement of Annual General Members or through election process if required.

10. Financial Assistance (Amdt No 4):

a. In the event of extreme difficult situation involving death of Numberi or Numberni with an ACTIVE MEMBERSHIP, the association will transfer £1000 (One thousand pounds) instantly to the spouse's bank account from the Association Fund, which will then be recovered from the **£10each** contribution from all members. The Association will bear any amount collected less than £1000 and the amount collected more than £1000 (all amount over £1000) will be passed on to the respective person (Note 3).

(1). Active members: Eligible for £1000 immediately and further may be raised if he/she desperately needs and requested. An ACTIVE Membership will be counted if the membership fee has been paid until the last 2 years before. For example, for 2023, membership has had to be paid/renewed up to 2021 (Note 3).

(2). Non-active members: NOT ELIGIBLE for any sort of financial support from the Numberi Association. In the cases of Funerals, a wreath will be presented and attended by available members. A Comfort Home visit may be carried out (Note 3).

(3). If any members request for a financial support for medical treatment/destitute, it may be raised by contribution.

(4). If the Association is invited to Numberies' son/daughter's wedding, an amount of £100 worth of gift, flower bouquet, khada and congratulation card shall be presented on behalf of the Association.

(Note 1: Personal contribution as passed during the Annual General Meeting held at Aldershot on 03 June 2012 was £10.00).

(Note 2: Paragraph 9a (1) and (2) as passed during the Annual General Meeting held virtually on Zoom on 21 March 2021).

(Note 3: Paragraph 9a (1) and (2) as passed during the Annual General Meeting held virtually on Zoom on 26 March 2023).

b. If there is any requirement for assistance of a lesser urgency, the request should be submitted to the committee in writing.

c. This kind of assistance is solely for active members and his immediate family (children under 18 years only). However, it can also be extended to members' dependents over 18 years in very extreme circumstances. In such cases, the committee may consider it following a case review.

11. Audit: The record of financial transactions of fund and its book-keeping shall be kept up to date by the 2/1981 Intake Association's Treasurer. Every year, before the Annual General Meeting takes place, an annual auditing by the President and the Secretary is to be convened to check and examine whether the Intake 2/1981 Association fund is operated in accordance with the constitutions of the Association.

12. Duties and Responsibilities of Auditing Team: The auditing team shall check and examine the following:

a. A book giving the descriptions of all income and expenditures are supported by receipts and invoices.

b. All money received in the form of cash or cheques are deposited to Intake 2/1981 Association bank account without delay.

c. All expenditures (such as proof of purchase, etc.) are supported by invoices.

d. All cash or cheque paid to individuals or business enterprises are supported by the signatures of recipients.

13. Amendments: The majority vote of the attendants at the meeting will count to reach a decision on any subject and to make amendments to the constitution. However, decision of the Chairman will be the final. All Numberies and their families are welcome to attend any meeting but will not participate to vote in executive committee meetings.

14. The Association Ladies Representatives shall be (by default) Mrs Chairman, Mrs Vice Chairman and Mrs Secretary responsible for bridging the gap within Numbernies and also to co-ordinate any ladies' events to strengthen a strong bonding and friendship.

15. Schedule: This constitution will be active with immediate effect.

(Amdt No 1: Refers to Para 4 above made by the AGM dated 20 July 2015).

(Amdt No 2: Refers to Para 6 above made by the AGM dated 25 March 2018).

(Amdt No 3: Refers to Para 9 above made by the AGM dated 21 March 2021).

(Amdt No 4: Refers to Para 9 above made by the AGM dated 26 March 2023).

(Amdt No 5: Refers to Para 7 above made by the AGM dated 21 January 2024).