

CONSTITUTION GLOBAL SIKH COUNCIL

1. Vision:

To be the voice of Sikhs across the world.

2. Mission:

To achieve the vision through collaboration of national level Sikh organizations and individuals.

3. Objectives:

- A. To globally spread the values of Sri Guru Nanak's ethos
- B. To provide a platform to connect the Sikhs globally.
- C. To represent collective views of Sikhs on global issues developed through collaboration.
- D. To issue position statements on the issues concerning the Sikh community.

4. Goals:

To serve Sikhs worldwide through a global body of national level Sikh organizations and individuals, with no interference in the internal functioning of member organizations.

5. Registered Offices:

- A. The Global Sikh Council (GSC) will have the registered office in the United States of America.
- B. Member countries may have their own representative office with independent names.

6. Membership Criteria:

- A. Membership is open to all National level Sikh organizations registered in their own countries and individuals whose membership aligns with the following:
 - a. All organizations and individuals associated with the Global Sikh Council should declare their loyalty exclusively to the teachings of the Gurus as contained in the Sri Guru Granth Sahib
- B. All applications will be submitted to GSC Executive Committee (Secretary?). The Executive Committee shall forward it to the Board of Directors where majority will determine the final decision. And the decision will be final and irrevocable. The Board members (EC) will reply via email within 30 days of receipt.

C. Membership Fees:

- a. Application Fees for Individuals and Organization - 25.00 US\$ or equivalent currency non- refundable.
 - b. Annual Fees for Organization - 250.00 US\$ or equivalent currency non- refundable.
 - c. Annual Fees for Individuals - 100.00 US\$ or equivalent currency non- refundable.
- D. In case there are more than one national level Sikh organizations in any one country that qualify, all can become members but can nominate only two representatives to the general body.

A National Sikh organization representing a significant percentage of Sikh Organizations in that country may apply for membership by submitting a completed application to the GSC executive committee (EC?). The Board will decide on the application.

7. General Body (GB):

- A. Member Organizations will have 2 voting rights maximum and individual members will have a single voting right. (From Country?)
- B. General Body Meetings:
 - a. The Annual General Body meeting shall be held before 30th September each year. Notice will be given preferably six months in advance but no less than 90 days.
 - b. The annual meeting shall be held in a different country each year if possible.
 - c. The people present at the meeting shall constitute the quorum.
 - d. The representatives travelling to the meeting shall arrange for their own travel expenses possibly via their national organizations.
- C. All decisions should preferably be unanimous in the spirit of consensus, or approved be at least 2/3rd of the voting members.
- D. The General Body shall select a Board of Directors as per the process described under the section Board of Directors.
- E. The general body has the right to dismiss any Board member by the majority greater than 75%.

8. Board of Directors (BOD):

- A. The Board of Directors (BOD) shall consist of a maximum of fifteen (15) members. Preferably no more than one member with a maximum of two (2) members of the BOD shall be from any one country.

- B. The term of service for each person selected to serve on the BOD shall be three years
- C. Once selected, a member shall normally complete his/her term of service as BOD member provided that they abide by the rules of constitution of GSC.
- D. No member may serve on the BOD for more than two consecutive terms
- E. Each year 5 members who complete their term shall retire from the BOD and the same number shall be selected to replace them.

- F. The selection process shall be as follows.
 - I. The Secretary shall request for nominations to the Board for the upcoming year at the General Body meeting. The nominee must be from a country not already represented on the Board for the upcoming year.
 - II. The complete list of nominations received shall be sent out to all members of the General Body with a set deadline to select five of the nominees for appointment to the BOD. ??
 - III. The BOD shall appoint the top five (5) nominees selected by the majority of members. The remaining nominees shall be held in reserve, in their order of majority selection, to fill casual vacancies that may arise.
 - IV. Casual vacancies shall be filled by the Board by selecting the next person in the list 8.F.II.

- G. To start the process, the membership may select five (5) members for three (3) year term, five members for two (2) year terms, and another five (5) members for one (1) year term.
- H. Board shall hold a meeting at least once a quarter.
- I. Quorum for the Board meeting will be 1/3 of the current Board Members.
- J. Any Board member, absent from three consecutive Board meetings, without a reasonable explanation, will be assumed to have resigned and will be replaced by the next one in the list above.

K. Responsibilities of the BOD:

- a. Defining the policies, procedures, scope, constraints, timeframes, resources for the implementation of the General Body directives and ad-hoc projects.
- b. BOD shall select five (5) individuals from among its membership to serve on the Executive Committee (EC) for the upcoming year.
- c. No member may serve for more than two consecutive years.
- d. The Selection Process:
 - I. The old (out going) Secretary shall request for nominations to the EC for upcoming year through each member of the newly appointed BOD during the AGM.
 - II. Overseeing the Executive Committee with the right to dismiss any Executive Committee member for behavior and commitment contrary to GSC objectives.

- III. Deciding on all issues specifically covered by the By-laws/Constitution.

9. Executive Committee:

- A. Executive Committee (EC) shall consist of five (5) members who will perform the duties of President, Vice President, Secretary, Media and Public Relations Officer and Treasurer. Each member shall have equal voice in EC decision making regardless of their assigned duty.
- B. The EC members themselves shall decide assignment of duties. The EC members may reassign the duties during the term to improve the EC functioning.
- C. Each member of the EC shall be selected to serve a one-year term. No member may serve on EC for more than two consecutive years.
- D. Responsibilities of the Executive Committee:
 - IV. Implement the policies and procedures developed by the Board.
 - V. Decide on all implementation matters keeping the activities within guidelines, scope, constraints, time frame, and budget as specified by the Board at the start of the activity.
 - VI. Seek approval of the board for any changes to the scope, constraints, time frame, and/or Budgets.
 - VII. Hold at least one meeting (physically meeting or via a conference call etc.) a month and additional meetings as required. Presence of three (3) members shall constitute a quorum. All decisions of the Executive Committee shall be by consensus (75% in favor). If consensus is not achieved at first, the parties with strongly opposing views be given not more than 7 days to develop a consensus and present it to the EC. In case a consensus is still not possible, at least three in favor will carry the decision.
 - VIII. Any member absent from three (3) consecutive Executive meetings without a valid reason shall be assumed to have resigned and replacement appointed by the rest of the Executive Committee members with approval of the Board.
 - IX. Form any Special function Committees, Sub Committees, Task forces, or any other subgroups to accomplish ongoing activities not listed as defined in upcoming section (E) in Executive Committee responsibility. All such Committees, Task Forces or any other subgroups shall be directly responsible to the Executive Committee.
 - X. All individual activities and their scope, constraints, and budget must be approved by the Executive Committee prior to action being taken by any of the EC Members, Committees and Task Forces or any other Subgroups. Individuals, Committees, Task Forces or any other

subgroups carrying out the activity shall report the progress on a regular basis as defined at the time of assignment.

- XI. Overall income and expense must be in accordance with the budget approved by the Board.
- XII. Any GSC member attending a non-GSC event must not express views or act in a manner that will bring the GSC into disrepute.
- XIII. Provide progress update to the Board via approved minutes of the said EC meetings.

E. The responsibilities for the members of the Executive are as follows:

I. President:

- a. Preside over all Executive Committee meetings, Board Meetings, and General Body Meetings.
- b. Serve as Ex-officio member of all the Committees / Sub Committees, Task forces and other groups.

II. Vice President:

- a. Take over the responsibilities of the President in case of inability or absence of the latter.
- b. Perform activities as assigned by the Executive Committee.

III. Secretary:

- a. Keep Minutes of the Executive Committee and General Body meetings and provide copies of the same to the Board.
- b. Handle all communications on behalf of the Executive Committee, and General Body.
- c. Perform any duties assigned by the Executive Committee.
- d. Keep all records of minutes and all correspondence safely for later reference and consultation.

IV. Assistant Secretary/Media and Public Relations:

- a. Responsible for external/internal communication by the means through Media/ medium deemed fit.

V. Treasurer:

- a. Maintain all financial accounts of the Global Sikh Council
- b. Solicit, Collect, and distribute funds on behalf of the GSC as authorized by the Executive Committee.
- c. Report the status of the finances (Actual Vs Budget and Actual Vs Last Year) as required.
- d. Perform any other duties as assigned by the Executive Committee.

10. Committees / Task Forces:

EC may appoint committees or task forces for selected projects and tasks assigned by the Board. All committees and task forces shall report to the EC.

11. Communication:

In case the communication is by email and the response is requested by a specific dead line, only the responses received by that date will be accepted. Any member not responding by the deadline will be assumed to be in agreement.

12. Disciplinary Action:

Any individual associated to be GSC in a defined capacity can be relieved of the said capacity by the General Body (by more than 80% majority) if the individual is convicted of any criminal offence or brings Sikhi (Sikh Faith) into disrepute by activities contrary to the GSC objectives and goals.

13. Amendments:

These By-laws / Constitution may be amended by the following process:

- A. Any member, EC, or the Board may propose amendments to the constitution by submitting a written request to the Secretary with a copy to the President.
- B. Secretary shall submit the proposed amendment(s) to the Board for their discussion at the next Board meetings.
- C. The proposed amendment(s) along with comments from the Board shall be distributed to the General Body members for their comments.
- D. The decision on the proposed amendment(s) will be taken at the next duly scheduled Annual General Body meeting.

Date of Approved

Signed by