

GSC By-Laws effective 2nd Oct 2021
(Approved during Board of Directors meeting held on 2nd Oct 2021)

1.Vision:

To be the voice of Sikhs across the world.

2.Mission:

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

3. Goals:

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

4. Objectives:

- A. To globally promote the teachings of Sri Guru Granth Sahib, and have faith in Khanday Batay Di Pahul.
- B. To represent views of Sikh community on global issues developed through collaboration.
- C. To support, advocate and provide a platform to connect the global Sikhs.
- D. To bring out positioning statements on the issues concerning the Sikh community.

5. Registered Offices:

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

6. Membership:

- A. Membership is open to all Sikh organizations satisfying the following criteria:
 - I. All organizations and individuals associated with the Global Sikh Council should declare their loyalty exclusively to the teachings of the ten Gurus and Sri Guru Granth Sahib.
 - II. Whose membership is open to all Sikhs and Sikh Organizations.
 - III. Organization must be managed by their local membership.
 - IV. Any organization managed or owned by an individual or a limited group of individuals shall be ineligible to become a member.
- B. All applications will be submitted to Secretary of the GSC Executive Committee (EC). The EC shall forward it to the Board of Directors their consideration at the next meeting.
- C. In case there are more than one Sikh organizations in any one country that qualify, all can become members but can nominate only two representatives to the general body except provided otherwise in the Constitution (By-Laws).
- D. Membership Fee:
Must be ready to contribute minimum of \$20 US annually to a GSC project financially or otherwise.

E. The applicant organization shall become a member after their application is approved by the board of directors (BOD). The Board may reject any application which they feel does not meet the objectives and criteria without stating reasons. The decision of the BOD shall be final.

F. Member responsibilities:

I. Keep a minimum balance, equal to their initial fee, in their account earmarked for GSC activities in their countries.

II. Pay for project expenses in their countries.

III. Contribute towards the GSC common expenses as their share of expenses as decided by the Executive Committee.

7. General Body (GB):

A. The general body shall consist of TWO (2) representatives per member country, nominated by the member organizations of that country. Except India, which may have four representatives, two from Punjab, Chandigarh, Haryana, Himachal Pradesh, J&K and two from rest of India. Each representative will have one vote.

B. All decisions should preferably be unanimous or approved by at least 75% of voting representatives.

C. General Body meetings:

I. The Annual General Body meeting shall, preferably be face to face, and held in March each year. Notice will be given 3 months in advance.

II. The annual meeting shall be held in a different country each year if possible.

III. The representatives present at the meeting shall constitute the quorum. Representatives may also join by technology.

IV. A second General Body (GB) meeting may also be held in September via other means of communication. The quorum for such meeting will be 1/3 of the total representatives.

V. The host country shall bear the expenses of hosting the meeting.

VI. The representatives travelling to the meeting shall arrange for their own travel expenses possibly via their national organizations.

VII. All decisions should preferably be unanimous in the spirit of consensus, or approved by at least 2/3rd of the representative present at the meeting.

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 right to dismiss any Board member by the majority (greater than 80% vote).

8. Board of Directors (BOD):

A. The Board of Directors (BOD) shall consist of a minimum of Ten (10) maximum of thirty (30) members. Not more than one member 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 if 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 one third (1/3) of the members who complete their term shall retire from the BOD and the up to ten (10) members shall be selected to replace them.

The Board will have the authority to take the decision on the retirement for the years 2022, 2023.

F. The selection process shall be as follows:

I. The Secretary shall request for nominations to the Board for the upcoming year through each member representative of the General Body at least two months in advance). A deadline shall be set for receiving the nomination of each member country. 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 up to ten of the nominees for appointment to the BOD.

III. The BOD shall appoint the top up to ten 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 above

G. Board shall hold a meeting at least once a quarter.

H. Quorum for the Board meeting will be at least 33% of the current Board Members.

I. 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. After the Board misses two consecutive meetings, the secretary will inform the member that they have missed two meetings and in case they miss the third meeting they would be assumed to have resigned.

G. Responsibilities of the BOD:

I. Defining the policies, procedures, scope, constraints, timeframes, resources for the implementation of the General Body directives and ad-hoc projects.

II. BOD shall select five (5) individuals from among its membership to serve on the Executive Committee (EC) for the upcoming year.

III. The Secretary shall request for nominations to the EC for the upcoming year through each member of the BOD. A deadline shall be set for receiving the nominations. The top five nominees selected by majority shall be appointed with the remaining being held in reserve for casual vacancies that may arise.

IV. Overseeing the Executive Committee with the right to dismiss any Executive Committee member for behavior and commitment contrary to GSC objectives.

V. Deciding on all issues not 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.

B. Assignment of duties shall be decided by the EC members themselves. The duties may be reassigned by the EC members among themselves 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:

I. Implement the policies and procedures developed by the Board.

II. 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.

III. Seek approval of the board for any changes to the scope, constraints, time frame, and/or Budgets.

IV. Hold at least one meeting (physically meeting or via a conference call etc.) a month and

additional meetings as required. Presence of three 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 a set time 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.

V. Any member absent from three 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.

VI. Form any Special function Committees, Sub Committees, Task forces, or any other subgroups to accomplish ongoing activities / tasks not included in Executive Committee responsibility and beyond the ability of the Executive Committee to handle. All such Committees, Task Forces or any other subgroups shall be directly responsible to the Executive Committee.

VII. All individual activities / sub activities, their scope, constraints, and budget must be approved by the Executive Committee prior to action being taken by any of the EC Members, Committees / 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.

VIII. Overall income and expense must be in accordance with the budget approved by the Board.

IX. Any GSC member attending a non-GSC event must not express views or act in a manner that will bring the GSC into disrepute.

X. Provide progress update to the Board via minutes of the EC meetings.

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

I. President:

- a. Shall serve as Chief Executive Officer of the Global Sikh Council
- b. Preside over all Executive Committee meetings, Board Meetings and General Body Meetings.
- c. 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. MEDIA AND PUBLIC RELATIONS.

- a. Stay in touch with media regarding organizational activities.
- b. Issue Press Releases after they are approved by the President.

V. TREASURER:

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

10. Individual GSC Representatives/Members:

- A. Any GSC Board member or EC may propose an individual as below for Board's approval:
 - i. GSC Patrons etc.: Based on their financial support of the GSC projects.
 - ii. GSC Project Directors: For all those who are contributing their efforts towards some GSC Project, in their area or Country.
 - iii. GSC Ambassadors: The ones who can represent Sikhi (GSC) views in various media, TV debate, Newspapers, or online debates. In their respective locations.
 - iv. GSC Advisors: Past GSC EC Members and other individuals who have significant experience in similar service organizations.
- B. These designations are to be reviewed on a regular interval (yearly) just in case some needs to be replaced as result of inactivity or just lack of interest.
- C. Among the responsibilities of these Individuals will be to help recruit local organizations as GSC Members and help establish local level functioning units for GSC projects.
- D. All designated Individuals will work with the GSC EC or establish local GSC Branch offices in their own countries / States / areas etc.

11. Committees / Task Forces:

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

12. Communication:

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

13. 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.

14. Amendments:

These By-laws / Constitution may be further 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 within General Body meeting.