

CONSTITUTION OF THE INSTITUTE OF SIKH STUDIES

1. *Name*

This association will know as the *Institute of Sikh Studies*.

2. *Location and Area of operation*

The Registered office of the Institute shall be at D-151, Eltop, Indl Area Phase 8, Sector 72, SAS Nagar, Mohali – 160 071.

The Admin office of the Institute shall be at Gurdwara Singh Sabha, Kanthala, Indl Area, Phase II, Tribune Chowk, Chandigarh – 160002 or such other place as the Institute may determine. The area of operation will be the entire world.

3. *Aims And Objects*

The Institute is a non-political organisation set up mainly to interpret and propagate the Sikh religion and others. Specifically the aims and objects are:-

- i. To interpret the basic philosophy / theology enunciated in the original writings of Guru Nanak and the succeeding Gurus.
- ii. To study the history of development of religious thought, society, traditions and polity, and to bring out the contribution of Gurmat in particular towards advancement of universal religious thought and welfare of all mankind.
- iii. To prepare and publish suitable, value-based literature on the above aspects, and to disseminate information through common media, meetings, seminars, talks, discussions, etc. to promote spirituality among the masses.
- iv. To watch and to counter any attempts to misinterpret the philosophy of Guru Granth Sahib & other holy texts, or any hostile propaganda against its doctrines, traditions and history, and way of life of the followers, and ensure harmony amongst sections / groups of people.
- v. To encourage establishment of Centres / Groups / Fora at suitable places in India and abroad to promote the belief in One God and brotherhood of mankind.
- iv. To maintain close liaison with affiliated centres through visits, periodical newsletters exchange, and supply of literature published by the Institute from time to time.
- vii. To establish and maintain contact with existing religious organisations and institutions engaged in similar pursuits, and to extend cooperation to as well as seek cooperation and assistance from them on specific projects.
- viii. To set up a reference Library for the benefit of members and scholars working for the Institute, and distribute free school books to needy children, and award scholarship to brilliant but poor students.
- ix. To prepare and introduce courses of instruction on Comparative Religion in schools and colleges, and produce informative literature on global issues of concern, like, environment, drug addiction, etc., for distribution at no or low cost among public at large.
- x. To cater to the needs of masses and similar religious groups in their missionary pursuits mainly through supply of literature to enable the masses to become moral, responsible citizens of the Nation.

- xi To cooperate with all organisations genuinely interested in the study of religion, so as to enhance inter-faith relations.
- xii To set up a dispensary [homeopathy / Ayurvedic] to provide medical help to the needy and poor.
- xiii To obtain gifts, donations and contributions and to raise funds for the purpose of carrying out the aims and objects of the Institute in the service of mankind.
- xiv To set up Central office of the Institute with provision for collection, classification and study of information and material pertaining to matters of interest to the Institute and current religious affairs.
- xv. To acquire by purchase, gift, bequest etc., land, buildings and other properties for the benefit of the Institute and furtherance of its activities.
- xvi To take on lease or otherwise, any land or buildings required for the Institute and its staff.
- xvii To manage all properties vested in or acquired by the Institute for its benefit.

4. Membership

Membership will be open to those persons:

- a. who believe in the teachings of the Ten Gurus and the Guru Granth Sahib, and no other Guru Deity,
- b. who share the aims and objects of the Institute, outlined above, and who are willing to spare time, and work for their attainment, and
- c. who pay an initial admission fee of Rs. 2,000/-, besides an annual subscription of Rs. 1500/-.

List of members of the Institute is given in Appendix I.

Admission of new members of the Institute after its registration shall be subject to unanimous approval of the existing members, as obtained by the secretary.

5. Termination of membership

A person shall cease to be a member of the Institute on:

- a. his/her death,
- b. resignation,
- c. insolvency,
- d. insanity,
- e. a resolution passed in a General meeting by two thirds majority of the total membership of the Institute,
- f. Nonpayment of subscription for two years.

6. Executive Committee

The management and administration of the Institute shall vest in its executive committee which shall consist of following office bearers and members:

- i. President
- ii. Vice-President
- iii. Patron of the Institute
- iv. Immediate Past President
- v. Secretary
- vi. Joint Secretary
- vii. Treasurer
- viii. Member, Incharge, Abstracts of Sikh Studies
- vii. Member, Incharge, Seminar

7. Term of office-bearers and members of the executive committee

The term of office-bearers and members of the executive committee shall be one calendar year from 1st of January to 31st December. Except for the first President, election of the President shall be held every year in the month of November/December. The President shall nominate the remaining office-bearers and members shall, however, be eligible for re-election / nomination, as the case be.

8. Meetings

- i. The annual general meeting of the Institute shall be held before the close of the calendar year on any convenient date during November or December every year. The following shall be the business to be transacted at this meeting:
 - a. Report about the affairs and functioning of the Institute
 - b. Statement of Accounts completed up to the 31st October of that particular year
 - c. Budget for the following year
 - d. Election of the President of the Institute
 - e. Any other matter with the permission of the President
- ii. Besides the annual general meeting, there shall be at least three ordinary General meeting during a calendar year, so that there is one general meeting once in every quarter to transact such business as the Executive committee may consider necessary.
- iii. The Executive committee shall meet at least once a month.

9. Working groups and sub-committees

The executive committee may setup Sub-Committees or working groups to attend to specific tasks or projects. Even non-members can be dominated to working groups, provided it is considered necessary to meet the requirements of a particular task or project.

10. Quorum

- a. The quorum of the annual general meeting will be one third of the members residing in India.
- b. The quorum for an Ordinary General meeting shall be one fourth of the members residing in India.
- c. The quorum for the meeting of the Executive committee shall be four.

11. Funds

Finances of the Society will come from :

- a. Admissions Fees of members.
- b. Annual subscriptions of members.
- c. Contributions from affiliated groups.
- d. Donations from individuals.
- e. Contributions from existing organisations and *Sangats* / *Sabbas* interested in the projects of the society.

12. Accounts

- i. All funds received or collected shall be deposited in the name of the Institute in one or more scheduled banks, approved by the executive Committee.
- ii. The Bank accounts shall be operated jointly by the secretary and the Treasurer. In case one of them is not available, then signature of the President or joint secretary will be essential.

13. Assets

The entire property of the Institute, of every kind shall vest in the Institute and be managed and dealt with in accordance with the Rules of the Institute.

14. Amendments

- i. It shall not be open to the council, or any other body, constituted under this memorandum or its rules and regulations, to effect any change or make any amendment in the Aims set out in 3 above, except by the existing Aims, for which the Institute has been established, and no amendment made in any other provision of this memorandum or the Rules and Regulations and bye-laws shall be valid, if it runs counter to the aims and objects of the Institute has been set up.
- ii. Subject to the provisions specified above, the rules and regulations appended to this memorandum shall be regarded as fundamental rules of this institute, and no additions or amendment of fundamental rules of this Institute, and no addition or amendment of any kind shall be made in them unless and until the proposed alteration, deletion or amendment etc. after having been notified in the agenda has been passed by majority of at least two third of the members of the Institute, residing in India, at a meeting specially called for that purpose on 15 days clear notice in accordance with rules regarding the calling and conduct of a General meeting of the Institute.

15. Bye-Laws:

For discharge of the functions or those of any body constituted by or under its authority, for setting up, efficient running, and management of the Institute or any undertaking or institution set up by it, the Institute may from time to time frame such bye-laws, not inconsistent with the Aims and Objects of the Institute and its memorandum of Association, as it considers necessary.

16. Dissolution:

In case of dissolution, all funds and assets of the society shall be transferred by a resolution of the Executive Committee to any organization having similar aims and objects. The assets will not be distributed among the members of the Society.

RULES AND REGULATIONS OF THE INSTITUTE OF SIKH STUDIES

(Registered Under Act XXI of 1860)

1. Interpretation

- a. The 'Institute' means the 'Institute of Sikh Studies'.
- b. 'Rules and Regulations' means the 'Rules and Regulations' with such amendments as may be made from time to time in accordance with the provisions contained in the memorandum.
- c. 'Bye-Laws' mean the bye-laws that may be framed by the Institute from time to time.

2. Vesting of Assets and Managements

The administration and control of the Institute of Sikh Studies and all its properties, moveable and immoveable, shall vest in the Institute. The Institute shall administer all the affairs of the Society, efficiently manage and perform all its functions and discharge its duties, as laid down

3. Election of Office Bearers

- a. Every such election shall be by majority vote, each member having single nontransferable vote in case of tie the Chairman will have a casting vote.
- b. The retiring President will preside at such a meeting. The Chairman of the first meeting for election of President shall, however, be chosen by Members present at that meeting and out of themselves.

4. Vacancy of Office

- a. If the office of the President falls vacant, the Vice-President of the Institute will take over for the rest of the term.
- b. A vacancy in any other office shall be filled up by the President for the rest of the term.

5. Functions of Office Bearers

I. President

- i. The President shall be the executive head of the Institute.
- ii. He shall also exercise effective control and general superintendence over the affairs of the Institute and the institutions under it, being answerable to the Institute.

II. Vice-President

- i. The Vice-President shall perform the duties and exercise such powers and functions of the President, as are delegated to him by the President in writing.
- ii. In the absence of the President, the Vice-President shall function and preside over the meetings of the Institute, its Executive Committee, etc.

III. Secretary

- i. The Secretary shall be responsible for carrying out the policy of the Institute and implementation of its decisions and those of the other bodies set up by it.
- ii. He shall carry on correspondence on behalf of the Institute and its committees and Institutions.
- iii. He shall summon meetings with the approval of the President, keep minutes, record proceedings, maintain all records, and perform such other duties, as the Institute may direct.
- iv. He shall prepare and present the Annual Budget of the Institute, and the Institutions, and file the necessary statements with the Registrar of Societies.

IV. Joint Secretary:

The joint Secretary shall perform such functions and duties, as are laid down by the Executive Committee from time to time.

V. Treasurer

The treasurer shall receive all the monies, donations and properties on behalf of the Institute, and all the monies so received shall be deposited with a scheduled bank at Chandigarh in the name of the Institute. This account shall be operated as laid down in the *para* 12 of the memorandum.

VI. Auditor

The account of the Institute and its institutions shall be audited every year by an Auditor appointed by the Institute.