

Navnat Vanik Association of the United Kingdom (CIO)

Registered Charity No.1173042

CIO Rules & Regulations

1 Executive Committee

A President of the CIO upon vacation of his or her post, shall for the period of one term hold an ex officio committee member position within the Executive Committee.

2 Executive Committee Elections

In addition to the conditions outlined within the Constitution the following process for nominations of candidates to serve on the Executive Committee shall apply:

- 1)** The Executive Committee shall invite nominations for the post of all honorary officers and seven members of the Executive Committee by sending a request for written nominations and nomination forms for this purpose shall be issued with the notice of the AGM and shall also be made available via the Association's website or other media
- (2)** A duly completed nomination form, signed by the candidate, proposer and seconder must be delivered to the Chairperson of the Board of the Advisors at least 14 days before the date of the AGM in a sealed envelope. The candidate, proposer and seconder must all be members of the Association.
- (3)** A candidate can submit nominations for Two Office Bearer posts and One Executive Committee Member post.
- (4)** The Chairperson of the Board of Advisors shall with the help of General Secretary arrange a joint meeting of Executive Committee and The Board of Advisors at least 10 days before the AGM to open all sealed envelopes received from the nominees, The General Secretary will submit the names of the candidates to the AGM. If no nominations have been received for any of the above post or nomination received is withdrawn by the nominee, then nomination for that post can be accepted from the floor at the General Meeting.
- (5)** If the total number of nominations received for the membership of the Executive Committee (other than office bearers) is less than eight, then all the nominees shall be automatically declared elected in the General Meeting. The General Meeting shall invite nominations from the floor and hold elections as necessary for the remaining number of the Executive Committee to make their total to seven members.

3 Board of Advisors

- (1)** There shall be a resident Board of Advisors as provided for within the constitution, comprising of five members, who must be paid Patrons or Life Members of the CIO of at least two years standing and have regularly participated in the Community's activities. In addition. there will

be 3 ex-officio members as detailed in sub-clause (7).

- (2)** These Advisors shall be appointed at the AGM after taking into consideration the recommendations made by the outgoing Executive Committee and such Advisors shall not be members of the Executive Committee during their term of office. A person will not be eligible to be a nominee as an Advisor, if he or she is disqualified by the virtue of clause 15 (1) (f) of the Constitution.
- (3)** Every year at least one of the five Advisors must retire at the AGM just before the election, in order of length of service on the Board.
- (4)** In case of any casual mid-term vacancy due to resignation, removal from office, death or whenever the Board reports of long absence from the country by any Advisor, such vacancy will be filled by the Executive Committee and until such time, the remaining Advisors will carry on as Board of Advisors.
- (5)** The Advisors shall not interfere with the day to day working of the CIO as long as the Executive Committee operates within the provision of the constitution. The Advisors shall primarily aim at maintaining and upholding objects of the CIO and shall concern themselves with planning for the long term prosperity of the CIO. For the avoidance of any doubt, the Advisors are not Charity Trustees within the meaning of the Charities Acts, and, as such, they are not responsible for the regulation of the CIO.
- (6)** The Board will elect a chairperson and a secretary from amongst themselves to conduct their business, hold quarterly meetings, record minutes and liaise with the Executive Committee at all times.
- (7)** To enable the Board to carry out its duties and to receive delegated powers, the President of the CIO and two other Charity Trustees Executive Committee Members shall become ex-officio members of the Board of Advisors, with no voting rights. For the avoidance of doubt, any reference to Advisor or Board of Advisors excludes the ex-officio members, particularly in relation to account signatory requirements and quorum requirements at trustee meetings.
- (8)** The Board will be reimbursed such expenses it may incur on the CIO's business which will be reasonable and justifiable as approved by the Executive Committee.
- (9)** In case of any dispute with the Executive Committee which remains unresolved, the Advisors (or the Executive) shall have the right to be heard by the Members at General Meeting of the CIO with that matter clearly specified on the agenda of such meeting. If the Executive Committee is unwilling to act then the Board of Advisors shall have the right to call a special General meeting of the CIO by giving no less than thirty days' notice to members, with the business to be transacted clearly specified in the agenda.
- (10)** If an absolute majority of the Executive Committee aggrieved due to the misuse of the power by the office bearers and/or irregular functioning of the committee and on failing to get any positive response from the committee or persons concerned, appeals in writing to the Board

of advisors, then the Board may call a Special General Meeting of the CIO to consider dissolution of the relevant committee and elect a new Executive Committee in place thereof.

~~(11) Advisors shall have powers to accept or refuse donation, gift or bequest or other transfer or disposition of property, moveable or immovable, in favour of the CIO.~~

(12) Advisors shall be entitled to receive notice, agenda and minutes of every meeting of the Executive Committee. Advisors shall also have the right to attend meetings of the Executive Committee as observers but with no voting rights.

(13) Every Advisor shall be at liberty to retire or resign by giving written notice addressed to the Executive Committee. An Advisor so resigning shall cease to be an Advisor on acceptance of the resignation by the Executive Committee and not before.

4 Subsidiaries, Affiliates & Branches

(1) The CIO may have branches or subsidiaries for promoting activities of special interest groups, or to cater for specific geographical areas. The CIO may also affiliate with other organisations for these purposes. Such branches, subsidiaries or affiliates may be formed by:

- (a) the Executive Committee;
- (b) formal request of at least 25 members of the CIO and with the approval of the Executive Committee;
- (c) allowing an existing organisation to associate with the CIO as a branch, subsidiary or affiliate.

(2) Each branch and subsidiary will be governed by rules and regulations as formulated by its respective Committee.

(3) No rules and regulations shall be inconsistent with those of the CIO. Any exceptions to this clause can only be permitted following a resolution passed by the Charity Trustees.

(4) Any changes to rules and regulations of branches and subsidiaries will only be implemented following consultation with the Charity Trustees.

(5) Each branch and subsidiary will have a minimum committee consisting of five members.

(6) The branch or subsidiary committee will be elected at its respective meeting as per its rules and regulations

(7) Each branch, subsidiary or affiliate will endeavour to be self-financing and will have powers to create paid membership or raise funds.

(8) The activities of the branch, subsidiary or affiliate will not conflict with the activities of the CIO and the CIO may issue guidelines for this purpose.

- (9) In the case of a dispute, the branch, affiliate, or subsidiary will be able to present their case to a joint meeting of the Executive Committee and the Board of Advisors. A joint meeting of the Executive Committee and the Board of Advisors shall decide on the matter by not less than 75% majority. The quorum for such joint meeting shall be not less than 12 Executive Committee members and not less than 3 members of the Board of Advisors.
- (10) The President, or a nominated representative, of the Executive Committee of the CIO shall be an ex-officio member of the branch or subsidiary committee

5 Finance

- (1) All monies raised by or on behalf of the CIO shall be applied to further the objects of the CIO, and for no other purpose. Besides membership subscriptions the CIO shall have the power to raise money by means of donations, gifts, legacies, covenants, grants from other trusts or organisations and fund raising events. Any expenditure, on a single project or a single item, amounting to in excess of £25,000, shall be carried out only after approval at a joint meeting of the Executive Committee and the Board of Advisors.
- (2) The honorary Treasurer shall keep proper account of the finances of the CIO by maintaining and keeping proper books of account, receipts, vouchers, correspondence etc. The Treasurer shall also prepare management accounts and budgets giving estimates of income and expenditure (updated as deemed necessary) and present the same to the Executive Committee at regular intervals. The members of the Board of Advisors shall be entitled to receive the same whenever prepared.
- (3) The Accounts shall be audited at least once a year by a qualified auditor or auditors who shall be appointed at the AGM.
- (4) The audited statements of accounts for the last financial year shall be submitted by the Executive Committee to the AGM.
- (5) The President, Vice President, Treasurer and General Secretary must all be signatories for all banking purposes. The bank accounts shall be operated jointly by any two of the signatories. The account(s) shall be maintained in the name of the CIO. Such funds as are surplus to the day-to-day management of the financial affairs of the CIO (subject to the Executive Committee retaining a sum not exceeding £20,000 (being part of this excess) to cover for the contingencies or otherwise, shall be transferred to a separate account or accounts in accordance with sub clause (6) hereof. The said sum of £20,000 shall be reviewed and revised each year by the new Executive Committee in consultation with the Board of Advisors, as soon as practical, in the light of any experience or recommendations made by the outgoing Executive Committee.
- (6) The Advisors and the Executive Committee shall jointly maintain additional bank, building society or other investment account(s) in the name of the CIO and shall manage jointly such surplus funds as hereinbefore provided. Any two members comprising of the Board of Advisors and, any two out of four authorised signatories representing the Office Bearers as provided at sub clause (5), signatories. The Account shall be operated jointly by one of the Advisor signatories and one of the Executive Committee signatory. For the avoidance of any doubt, there shall be four signatories for the purpose of this paragraph.

6 Membership

(1) As per the provisions within the constitution the Executive Committee will have the ability to create new classes of membership as appropriate for the CIO. At the outset the initial classes of Membership are as follows:

(a) Life Member

A life member of the CIO must meet the criteria set out in the constitution clause [9 (1) (a)] and will be a full voting member of the CIO

Special discounted rates will be applicable to:

- Spouse of a Life Member
- Persons aged 16-25
- Persons aged 65 and over

(b) Annual Member

An annual member of the CIO must meet the criteria set out in the constitution clause [9 (1) (a)] and will be a full voting member of the CIO during the period of their membership

(c) Associate Member

Any persons eligible by virtue of constitution clause [9 (1) (a) (iii)] shall be able to apply for annual membership of the CIO but will not have any rights available to members including voting rights. All other benefits or offers available to members will be available. For the avoidance of doubt any clauses or rules requiring a person to be a member of the CIO will not be met by a person being an associate member.

(d) Affiliate Member

Any persons not already a member of the CIO in any of the classes listed above, that is a paid member of a branch or subsidiary of the CIO will automatically be classed as an affiliate member for the duration of their membership with said branch or subsidiary. Affiliate members will not be entitled to any benefits or voting rights available to other members of the CIO. For the avoidance of doubt any clauses or rules requiring a person to be a member of the CIO will not be met by a person being an affiliate member. There will be no additional costs for affiliate Membership.

(2) **All members** (irrespective of membership class) will be subject to the rules and constitution of the CIO as applicable to them.

7 Grievance Committee

(1) The Executive Committee shall appoint and maintain a five-member Grievance Committee consisting of persons of good standing who have contributed to the cause of the CIO and/or the Community.

(2) The Grievance Committee will retire alongside the Executive Committee at the end of each term, and the incoming Executive Committee will then appoint a new Grievance Committee. There are no restrictions on the reappointment of members of the Grievance Committee.

- (3) The Grievance committee will act as investigative body on behalf of the Executive Committee to hear appeals or grievances made by any member of the Executive Committee, Board of Advisors, and management committees of Subsidiaries and Branches.
- (4) Any appeals or grievances by members of the CIO not in relation to committee related matters should go through to the Executive Committee in the first instance. If appropriate the Executive Committee can, at its discretion, ask the Grievance Committee to investigate the matter on its behalf.
- (5) Any recommendation made by the Grievance Committee will be reviewed by the Executive Committee who will have the final say in any decision made.
- (6) Any grievances raised either to the Grievance Committee or the Executive Committee must be acknowledged within 14 working days, and the acknowledgement should provide details of the next steps that will be taken.
- (7) The Executive Committee should agree with the incoming Grievance Committee a formal referral and follow up process for all grievances to ensure that the Charity Trustees are kept fully informed of any cases that are being investigated and the outcomes of these cases.

8 Use of Property

- (1) The present freehold property of the CIO, **“Navnat Centre, Printing House Lane, Hayes, UB3 1AR”**, and any future property of any tenure shall be opened and closed at such hours as may from time to time be stipulated by the Executive Committee.
- (2) It shall be the policy of the CIO not to do or permit to be done in or near the premises any act which may cause or become a nuisance, annoyance, danger or damage to the CIO of occupiers of the neighbouring premises or the neighbourhood.
- (3) It shall be the policy of the CIO to conform to the local by-laws on noise and other restrictions from time to time.

9 Additions and amendments of CIO Rules

- (1) Additions to the above rules can be made by the Executive Committee, with immediate effect, subject to there being no conflict with the Constitution or other clauses already in effect. All additions are subject to review and ratification at the next General Meeting of the CIO.
- (2) Any amendments, including deletions, to the rules and regulations can only be made following consultation with the Board of Advisors and ratification by Members at a General Meeting of the CIO