



Kannada Balaga U.K.  
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# CONSTITUTION

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## Revision History

Date	Authors	Change
Aug 2015	Anand Keshavamurthy & Navya Anand, Dr Uma Venkatesh, Dr Shiva Prasad, Prajyoti Madhusudan and Vivek Thontadarya	Initial Draft
Nov 2015	Vivek Thontadarya	Updated as per review comments of the EC (Dr Jayaram Gowdagere, Dr Prasad, Rajeev Metri, Mrs Prajyoti Madhusudan, Mrs Shantha Hirekodi, Dr Uma Venkatesh and Vivek Thontadarya)
Jan 2016	Vivek Thontadarya	Updated section 3 and 6 as per review comments of Charity Commission
Jan 2016	Vivek Thontadarya	Updated section 3.2 as per Charity Commission's advice
Feb 2016	Anand Keshavamurthy, Vivek Thontadarya	Final document approved by Charity Commission
April 2016	Anand Keshavamurthy	Updated as per AGM held on 16th April 2016
March 2017	Shiva Prasad, Prajyoti Madhusudan, Vivek Thontadarya, Navya Anand	Updated prior to AGM on 8th April 2017
May 2017	Dr Ashirwad Merve Mrs Prajyoti Madhusudan Mr Vivek Thontadarya	Updated as per AGM comments and approval on 8th April 2017
April 2022	Dr Girish Vashista Dr Sneha Kulkarni	Updated section 10.4.8 and added Appendix 1.7 as per AGM approval on 23 <sup>rd</sup> April 2022. Election nomination form also changed in accordance to the above.



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## Keywords

Keyword	Acronym/Definition
Kannada Balaga UK	KBUK; used interchangeably with ‘the Charity’.
Kannadigas	Individuals who speak the Kannada language and follow the customs and traditions of this culture.
Charity Commission	the Commission: A government organisation which registers and regulates charities in England and Wales. See <a href="https://www.gov.uk/government/organisations/charity-commission">https://www.gov.uk/government/organisations/charity-commission</a> for further information.
Executive Committee	EC: Consisting of 11 individuals, the EC manages the running of KBUK as outlined by this Constitution, and in accord with the guidelines set out by the Charity Commission. All EC members are also Trustees (see below).
Office Bearers	OB: The President, Vice-President, Secretary, and Treasurer of the EC. These positions hold specific roles of both authority and responsibility within the EC and wider KBUK Community.
Charity Trustee; Trustee	“Trustees have independent control over, and legal responsibility for the charity’s management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.” EC members are exclusively Trustees of the Charity.
Financial Benefit	A benefit, direct or indirect, which is either money or has monetary value.
Returning Officer	RO
Liaison Officer	LO
The Signatories	The President and the Treasurer
Sub Committee	A small group formed using one or more EC members and life-members of KB
Local Organising Committee	LOC



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## Part 1

### 1. Adoption of the Constitution

Kannada Balaga UK and its property will be administered and managed in accordance with Part 1 and Part 2 of this constitution.

### 2. Registered Name of the Organisation

The name of the Organisation is KANNADA BALAGA UK (KBUK). The address for correspondence will be the address of the Secretary of the Organisation.

### 3. Aims and Objectives

- 3.1. To promote, facilitate, organise, and participate in cultural, educational and other charitable activities for the benefit of Kannadigas resident in the United Kingdom and/or in India. Revitalise and revive Indian traditions including, and in particular, the traditions of Karnataka among its members, the future generation and the local community who are interested in Indian culture.
- 3.2. To advance the education of the public in the subject of Kannada Language, Kannada Literature, Karnataka's art, culture, tradition, music, sport in the United Kingdom and India. This will be undertaken by organising suitable events in various parts of UK and/ or through our publications. Where necessary specialist talent from UK or abroad shall be invited to perform/talk in those events.
- 3.3. For poverty alleviation in India and in particular in Karnataka by providing: grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.
- 3.4. The relief of financial need and suffering among victims of natural or other kinds of disaster in the form of money (or other means deemed suitable) for persons, bodies, organisations and/or countries affected.
- 3.5. To advance in life and help young people through:
  - The provision of recreational and leisure time activities provided in the interest of social welfare.
  - Providing support and activities, which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

### 4. Application of Income and Property

- 4.1. The income and property of KBUK shall be applied solely towards the promotion of the objectives of the organisation (see Section 3).



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- 4.2.A KBUK Trustee is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- 4.3.A KBUK Trustee may benefit from Trustee indemnity insurance cover purchased at the KBUK's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 4.4.None of the income or property of KBUK may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent a member who is not also a Trustee from receiving:
  - 4.4.1. A benefit from the Charity in the capacity of a beneficiary of the Charity;
  - 4.4.2. Reasonable and proper remuneration for any goods or services supplied to the Charity.
- 4.5.KBUK may collect monetary donations from members and non-members, (restricted fund) and take responsibility for the distribution of such charitable donations to Charity organisations within the UK, India, or other parts of the world.
- 4.6.If a surplus is generated at KBUK Events, this may be donated to Charity organisations in UK, India or rest of the world. This donation is capped at 50% of the total surplus. The Local Event Team has the right to decide, in consultation with the EC, which Charity organisation to donate the surplus to.
- 4.7.KBUK may supplement such donations through the use of its own funds (un-restricted fund) to provide monetary support for other Charity organisations in the UK, India or the rest of the world, based on requests received from said Charities. The EC may donate up to £1000 to any such Charity organisations per year, by achieving a two-thirds majority at an EC meeting. If an amount greater than £1000 is to be donated, the EC must approve of this at an EC meeting, and a two-thirds majority must be achieved at an AGM.

## 5. Benefits and Payments to Charity Trustees and Connected Persons (Members)

### 5.1. General provisions:

5.1.1. No Charity Trustee or connected person may:

5.1.1.1. buy or receive any goods or services from the Charity on terms preferential to those applicable to members of the public

5.1.1.2. sell goods, services or any interest in land to the Charity

5.1.1.3. be employed by, or receive any remuneration from the Charity

5.1.1.4. receive any other financial benefit from the Charity

5.1.1.5. unless the payment is permitted by sub-clause 4.2, or authorised by the court or the Commission.

### 5.2. Scope and powers permitting Trustees' or connected persons' benefits:

5.2.1. A Trustee or connected person may receive a benefit from the Charity as a beneficiary provided that it is available generally to the beneficiaries (members) of the Charity.

5.2.2. A Charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, section 185 of the Charities Act 2011.

5.2.3. Subject to sub-clause (3) of this clause a Charity Trustee or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the Charity Trustee or connected person.



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5.2.4. A Charity Trustee or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (the base rate).

5.2.5. A Charity Trustee or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

### 5.3. Payment for supply of goods only - controls:

The charity and its Trustees may only rely upon the authority provided by the sub-clause 5.2.3 if each of the following conditions is satisfied:

5.3.1. The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Charity and the Charity Trustee or connected person supplying the goods ('the supplier'), under which the supplier is to supply the goods in question to or on the behalf of the Charity.

5.3.2. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

5.3.3. The other Charity Trustees are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a Charity Trustee or connected person. In reaching that decision the Charity Trustees must balance the advantage of contracting with a Charity Trustee or connected person against the disadvantages of doing so.

5.3.4. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her regarding the supply of goods to the Charity.

5.3.5. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Charity Trustees is present at the meeting.

5.3.6. The reason for their decision is minuted by the Charity Trustees.

5.3.7. A majority of the Charity Trustees then in office are not in receipt of remuneration or payments authorised by clause 5.

## 6. Dissolution

6.1. If the members resolve to dissolve the Charity, the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.

6.2. The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

6.3. The Trustees must apply any remaining property or money:

6.3.1. directly for the objectives;

6.3.2. by transfer to any Charity or charities having same or similar purpose as KBUK;

6.3.3. in such other manner as the Commission may approve in writing in advance.

6.4. The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity, and the Trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub-clause 6.3 above.

6.5. The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.



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## 7. Amendment of the Constitution

7.1. The Charity may amend any provision contained in Part 1 of this constitution provided that:

7.1.1. no amendment is made that would have the effect of making the Charity cease to be a Charity under the law;

7.1.2. no amendment is made to alter the objectives if the change would undermine or work against the previous objectives of the Charity;

7.1.3. no amendment is made to clauses 4 or 5 without the prior written consent of the Commission;

7.1.4. any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.

7.2. Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by a resolution that is passed by a simple majority of the members present and voting at the AGM. Amendment request shall be proposed and seconded by the members.

7.3. Any other non-constitutional proposals -require approval by a simple majority present at the AGM.

7.4. A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

## Part 2

### 8. Membership

8.1. Membership is non transferrable.

8.2. Eligibility: Any person over the age of 18 years who believes in the aims and objectives of KBUK.

8.3. Types of membership:

8.3.1. Life membership –Individual/ Family: Family membership is for the couple and their children; children are included in the Family Membership for as long as they are either below the age of 18 years, or the children who are over 18 & in full time education. Anyone over the age of 18 and no longer in full time education must buy their own Life Membership in order to enjoy the benefits of membership. Whilst the family membership will continue to get concessions to attend KB events, voting and contesting elections should be to only those who are fully paid members in their own right.

8.3.2. Life Membership allows one to receive discounted entry to all KBUK Events, to participate in, contribute to, and organise KBUK Events, and to benefit from works conducted by the KBUK as defined in the Aims and Objectives (Part 1, Clause 3).

8.3.3. Honorary membership: This is when membership is conferred to an individual who is not a Life Member, but who has made an outstanding contribution to Kannada Balaga UK and/or Karnataka. An Honorary Membership may only be conferred upon approval from a simple majority at an AGM. If the motion is passed, the President must send a letter to the individual to officially confer the Honorary Membership.



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8.3.4. Although an Honorary Member has the same rights as a Life Member with regard to KBUK Events and services, and are welcome to attend and contribute to AGM discussions, they do not have any voting rights within KBUK or contest election for any EC posts. Henceforth, all mention of Life Members shall include Honorary Members, except in the case of voting rights & EC posts.

8.4. Membership subscription: The subscription shall be such an amount as shall be decided by KBUK at the AGM. Family membership is £125, single membership for above 18 year old is £75. Single membership can be upgraded to family membership by paying the difference to family membership.

8.5. Changes in membership status:

8.5.1. *Withdrawal:* Life Members are allowed to withdraw their membership; membership fees will not be reimbursed.

8.5.2. *Removal:* A motion of no confidence may be proposed by any member of the EC to remove the membership and rights associated from a Life Member. All voting members of the EC must participate in a vote, and a two-thirds majority achieved in order to pass the motion. If the motion passes, the motion to remove the Life Member will be brought to the AGM, and will require a simple majority of all voting Life Members present to pass. The removed Life Member is not entitled to any refund of their Life membership fee.

8.5.3. *Bereavement:* Upon the receipt of news that a Life Member has passed away, the Treasurer shall send a bouquet of flowers to the family of the deceased with a maximum expense of £25 including delivery charges, or shall donate the equivalent amount to a Charity of the family's choice. The Membership Administrator shall then remove the individual from the KBUK Register.

8.5.4. *Termination:* Membership is terminated if:

8.5.4.1. The member dies or, if it is an organisation, ceases to exist;

8.5.4.2. The member resigns by written notice to the charity unless, after the resignation, there would be less than two members;

8.5.4.3. Any sum due from the member to the charity is not paid in full within six months of it falling due;

8.5.4.4. The member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated.

8.5.4.5. A resolution to remove a member from membership may only be passed if:

8.5.4.5.1. The member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;

8.5.4.5.2. The member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

## 9. Executive Committee (EC)

9.1. Function: The EC shall at all times work towards the progress of the organisation as per the Aims and Objectives (section 3), and assist the Event organisers.

9.2. Structure: The EC shall consist of President, Vice-President, Secretary, Treasurer, IT Administrator, Young Persons' Representative and 5 other EC members.

9.3. Term of office: Three years.

9.4. Frequency of meetings: The committee shall hold meetings at least three times a year to carry out the business of the organisation and promote its Aims and Objectives. These meetings can be in-person, conference calls, or any other



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technology-based method which allows all members to participate, discuss and to exchange ideas.

9.5. Quorum: Quorum shall be one more than half of the voting members of the EC.

9.6. Sub-committees: The EC has the right to appoint sub-committees as the need arises, given that any and all such sub-committees report back to the EC regularly and in full detail regarding their activities and outcomes. The decision to appoint a sub-committee requires a democratic vote within the EC, with a normal majority being a necessity for such an establishment. The budget assigned to each sub-committee shall be decided by vote by the EC members (requiring a two-thirds majority) upon the creation of the sub-committee, and any changes to this budget will need to be passed with a two-thirds majority at EC meetings. Each sub-committee, if consisting of more than 2 individuals, will appoint one member as the point of contact between that sub-committee and the EC.

9.7. Appointments: The Executive Committee shall appoint an Accountant and a legal advisor as and when required.

9.8. Co-opted EC members: The EC can 'co-opt' a maximum of two Life Members to fulfil specific roles within the EC; co-opted EC members shall have no voting rights within the EC.

9.9. President:

9.9.1. The President holds the highest position in the organisation, chairs all official meetings, encourages democratic decisions of all matters concerning the organisation and will have a casting vote in the event of a tied situation in any of the meetings. The role of the President is to provide a clear vision and direction for KBUK to take, as outlined by the Aims and Objectives of the Charity.

9.9.2. The President will also be responsible for conflict resolution, both within the EC and the wider Life Membership. Upon election of EC members, it is the responsibility of the President to assign roles to the EC.

9.9.3. In the case of an EC position is vacated mid-term, President will ensure it is filled by co-opting from KB membership and ratified at the next AGM. In the interim period before filling of that position, the President shall assign the duties of that role to a different EC member.

9.9.4. The President and Secretary are the only EC members who may call an EC meeting or an AGM; in the case that another EC member wishes to arrange a meeting, they must contact either the President or Secretary in order to do so.

9.9.5. In the case that the position of President is vacated (e.g. due to relocation, dismissal, resignation) the Vice-President will take over the position of President.

9.10. Secretary:

9.10.1. The Secretary will prepare the agenda for the meetings; undertake all communications on behalf of the organisation; record the minutes of EC meetings; and record the minutes of Annual General Meetings (AGM) for distribution to the EC within a week to help with action planning. Any queries relating to meeting minutes should be addressed to the Secretary.

9.10.2. The Secretary and President are the main points of liaison for the Charity Commission.

9.10.3. The Secretary and President are the only EC members with the authority to arrange an EC meeting or an AGM; should another EC member wish to carry out this action, it must be done so via the President or Secretary.

9.10.4. The Secretary may choose a non-Office Bearer from the EC as Deputy Secretary at the approval of the Executive Committee to assist with their role.



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- 9.10.5. The Secretary, after AGM approval, will upload the annual accounts and amendments to constitution to Charity Commission website and coordinate with the Commission in case of any queries from the Commission.
- 9.10.6. In the case that the position of Secretary is vacated (e.g. due to relocation, dismissal, resignation) the role will be assigned to another EC member. The vacant EC position can be filled by co-opting from KB membership and ratified at the next AGM.
- 9.11. Treasurer:
- 9.11.1. The Treasurer shall keep up to date accounts of the organisation and submit income and expenditure accounts to the AGM. Such accounts will be either audited or unaudited annually to comply with the directives of Charity Commission.
- 9.11.2. The Treasurer shall claim 'Gift-Aid' from HMRC as and when relevant.
- 9.11.3. The Treasurer may choose a non-Office Bearer from the EC as deputy Treasurer at the approval of the Executive Committee to assist the office.
- 9.11.4. The Treasurer is responsible for all financial aspects of Local organiser, and will act as the main point of contact with the Local Organiser for all issues related to monetary funding (add reference after passing that section in AGM). Treasurer is allowed to transfer funds to Venue, caterer and Local Organising Lead (even for a Trustee) as advance to organise events. These amounts will have to be accounted for by the Local Organising Lead while submitting the event accounts. For any other payment to trustees and life members of KB, the Treasurer will follow the *Expense Claims Procedure* described in section 14.3.
- 9.11.5. If any issues related to the finances of KBUK, or the expenditure of KBUK money arise, the Treasurer must amass all relevant information, and present a case either in favour or against the proposition to the EC. The EC will then discuss and vote upon the outcome; should the EC choose not to follow the advice of the Treasurer, the responsibility for any consequences shall be given to the President.
- 9.11.6. The treasurer is responsible for preparing and finalising the annual accounts a minimum of four weeks before AGM date.
- 9.11.7. In the case that the position of Treasurer is vacated (e.g. due to relocation, dismissal, resignation) the role will be assigned to another EC member. The vacant EC position can be filled by co-opting from KB membership and ratified at the next AGM.
- 9.12. IT Administrator:
- 9.12.1. The IT Administrator shall be responsible for the creation (if one does not already exist) and maintenance of the official KBUK website.
- 9.12.2. They must ensure internet security measures are in place, and allow for password-enabled access to all members.
- 9.12.3. The IT Administrator shall coordinate with the Membership Administrator in order to assign specific login details to every Life Member, and to maintain a database of all Life Members who have opted out of the online facilities.
- 9.13. Young Persons' Representative (below the age of 35):
- 9.13.1. The role of the Young Persons' Representative shall be to encourage the attendance and participation of Kannadigas (both Life Members, and those covered by Family Membership) below the age of 35 years in KBUK Events.
- 9.13.2. The Young Persons' Representative may propose one activity per KBUK Event to be specifically targeted at individuals under 35 years of age; this needs to be approved by the EC, and incorporated into the organisation of the Event by the Event Manager.



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- 9.14. **EC Member:** Please refer to Appendix for roles and responsibilities.
- 9.15. **Disqualification and removal of Office Bearer or EC Member:** A 'Motion of no confidence' may be brought against any EC member. Such motion is proposed by an EC member and seconded by another EC member. A democratic vote must be taken by all voting members of the EC, and a two-thirds majority achieved in order to pass the motion. Regardless of the outcome of the vote of no confidence, the occurrence of such a motion in an EC meeting must be presented at the next AGM/EGM in order to inform the Life Members of KBUK.
- 9.16. In the case that an EC member does not follow the procedures as per Charity Commission (like providing annual accounts at AGM, AGM minutes within stipulated time, upload annual accounts and constitution amendments to Charity Commission website etc.), the issue will be brought to the AGM, and an appropriate action shall be decided upon.
- 9.17. **Conflict of interest:**
- 9.17.1. A conflict of interest is any situation in which a trustee's personal interests or loyalties could, or could be seen to prevent the trustee from making a decision only in the best interests of the charity.
- 9.17.2. A conflict of interest exists even where there is the possibility that a trustee's personal or wider interests could influence the trustee's decision making even the perception that there is a conflict of interest can damage the charity.
- 9.17.3. Conflicts of interest relate to a trustee's personal interests and the interests of those connected to them where there is a conflict of interest where there is a proposed transaction between the charity and a connected person or there is a conflict of interest where there is a benefit.
- 9.17.4. Consider removing the conflict of interest: Trustees must consider the issue of the conflict of interest so that any potential effect on decision making is eliminated. This means that in cases of serious conflicts of interest they may decide that removing the conflict of interest is the most effective way of preventing it from affecting their decision making and demonstrating that they have acted only in the best interests of the charity.
- 9.17.5. *Serious conflicts of interest include, but are not limited to:*
- 9.17.5.1. Those which are so acute or extensive that the trustees are unable to make their decisions in the best interests of the charity, or could be seen to be unable to do so.
- 9.17.5.2. Are present in significant or high risk decisions of the trustees.
- 9.17.5.3. Are associated with inappropriate trustee benefit
- 9.17.6. *In practice removing the conflict of interest is likely to mean:*
- 9.17.6.1. Not pursuing the course of action.
- 9.17.6.2. Proceeding with the issue in a different way so that a conflict of interest does not arise. This might mean deciding not to consider using a trustee's company to do some work for the charity if this would mean that the number of payments to trustees, although authorised, is at risk of introducing levels of conflict of interest which could be difficult to manage and to justify.
- 9.17.6.3. Securing the resignation of a trustee affected by a conflict of interests.
- 9.17.6.4. Not making trustee appointments which will introduce a conflict of interests.
- 9.17.7. *Where there is a conflict of interest, the trustees should ensure that the written record of the decision shows:*
- 9.17.7.1. the nature of the conflict.
- 9.17.7.2. which trustee or trustees were affected.
- 9.17.7.3. whether any conflicts of interest were declared in advance.



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9.17.7.4. an outline of the discussion.

9.17.7.5. whether anyone withdrew from the discussion.

9.17.7.6. how the trustees took the decision in the best interests of the charity.

9.17.8. Recording decisions in this way helps trustees to show that they have acted properly and complied with their duties.

9.18. Resignation: Any EC member or Office Bearer is allowed to resign from their post, with valid reason. The EC will discuss any such resignation within one week of notification, and either approve or reject the resignation. The President has the responsibility to communicate the decision to the individual in question within one week of the EC meeting. In the case that the President resigns, the Secretary shall communicate with the President, the EC decision to accept or reject the resignation. If the resignation is accepted, Vice- President will take the position of President. In case of resignations of Secretary or Treasurer or EC member, President will ensure these positions are filled by other EC members or co-opted.

## 10. Election of Executive Committee Members

10.1. Eligibility to vote: Any paid member & their eligible family members who are over the age of 18 before 31<sup>st</sup> Dec of the previous year is/are eligible to be on the electoral list for voting.

10.2. Eligibility to contest:

10.2.1. Life Members aged 21 years or over are eligible to stand for election for the Executive Committee.

10.2.2. Life Members as of 31<sup>st</sup> Dec of the previous year are eligible to contest. If a new member (who has become a life member after 31<sup>st</sup> Dec of the previous year) but was previously included as part of family membership before 31<sup>st</sup> Dec of previous year, can also contest.

10.2.3. No two members from the same family membership are eligible to contest.

10.2.4. The EC Members should have skills/experience to perform at least 2 to 3 roles as listed in Appendix

10.3. Term of office:

10.3.1. The term of office is for 3 years.

10.3.2. No member may hold office for more than two terms successively but may hold

the office for a third term if he/she is the sole candidate for that post.

10.4. Positions for election: Eligible life members can contest for the specific positions of:

10.4.1. President

10.4.2. Vice-president

10.4.3. Secretary

10.4.4. Treasurer

10.4.5. IT Administrator

10.4.6. Young Persons' Representative (below 35 years of age)

10.4.7. Executive Committee members (5 members)

10.4.8. A contestant is eligible to apply and contest for two posts only. One post is for office bearer and one for EC member. Upon election, the contestant will forfeit one of the posts.

10.5. Election procedure:

10.5.1. The Election is held every 3 years.

10.5.2. The outgoing Executive Committee is to appoint a Liaison Officer(s) (LO) from the life membership before the 31<sup>st</sup> December of the year before elections.

10.5.3. The Returning Officer (RO) should be an independent person from outside the Organisation.



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- 10.5.4. The LO is to prepare the electoral list before the 15th January in the year of the election.
- 10.5.5. Neither the LO nor their spouse may contest nor vote in the election.
- 10.5.6. The LO is send out Job Description of all the positions to all the members and clearly list out typical roles performed by EC Members.
- 10.5.7. The contestants to send their nominations detailing skills and experience; The non- office bearer EC member shall mention 2 to 3 roles they can perform as an EC Member. Such possible roles are as listed in the Appendix.
- 10.5.8. The RO shall conduct the elections as per the protocol and announce the results only at AGM. RO shall be responsible for all queries, and their decision will be final.
- 10.5.9. In the case that all EC positions are not filled at the election, or that any vacancies are created due to resignation, the EC should co-opt members and ratify the same at the next AGM.

## **11. Annual General Meetings**

- 11.1. The AGM is to be held once a year during Ugadi celebrations (roughly in spring). If for valid and unforeseeable reasons & it is absolutely impossible to hold the AGM in spring, then it shall be held instead during the Deepavali event (roughly in autumn).
- 11.2. Quorum- 25% of Life Members who are eligible to vote and who are present at the event.
- 11.3. The President & Secretary are obliged to ensure that the AGM is conducted fairly, efficiently, and democratically.
- 11.4. The AGM is to be conducted at a time when maximum number of members are present e.g., immediately before or after lunch.
- 11.5. The treasurer should prepare and finalise the annual accounts a minimum of four weeks ahead of AGM date and share it with EC members.
- 11.6. The Secretary should send annual accounts and EC resolutions along with AGM notice three weeks ahead of the AGM date.
- 11.7. Members' Proposals which are seconded by another life member to be received by the Secretary up to 2 weeks before the AGM and no constitutional issues are to be decided when presented from the floor. Any motions presented after the 2-week deadline will not be considered at the AGM, and shall be tabled for the next AGM. Similarly, any constitutional changes proposed during the AGM shall be minuted and tabled for the following AGM. Any constitutional changes proposed by the EC and the membership prior to the deadline could be voted in the AGM.
- 11.8. An adequate time of 60-90 minutes must to be allocated for the presentation of reports and for members to discuss the issues and resolutions as stated on the Agenda for the AGM.
- 11.9. There needs to be AOB on the agenda to discuss non constitutional and Non-Policy issues with notification to the Secretary prior to starting the AGM
- 11.10. Only paid members are allowed to discuss and vote at the AGM. Non-members may attend only as observers.
- 11.11. All decisions taken at any AGM must be minuted by the Secretary, and any actions undertaken by those they pertain to. Actions may cease to be followed only if and when a new motion is passed which alters those specific action items. Any constitutional changes made during an AGM must be minuted by the Secretary, and incorporated into a new version of the Constitution. All copies of the Constitution must be retained on file (Electronically), and, if changes are made, the most recent version of the Constitution must be sent to the Charity Commission. The most recent version of the Constitution must be made available for download KBUK Website (<http://www.kannadabalaga.org.uk>).
- 11.12. AGM minutes to be circulated by e-mail only to life members by the secretary within four weeks of AGM.



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11.13. The annual accounts to be uploaded to the Charity Commission website after the accounts are approved at the AGM with suitable changes made (if any) as suggested by members at the AGM.

## 12. Handover to the New Team

12.1. The outgoing Secretary shall produce a Handover Checklist for each of the EC positions.

The Secretary shall distribute the Handover Checklists to outgoing EC members at least 30 days before the handover date (i.e. starting date of incoming committee).

12.2. The outgoing President shall be responsible for ensuring that EC members conduct a handover meeting with the respective incoming committee member to a satisfactory standard at least 30 days before the handover date. These meetings can be in-person, conference calls, or any other technology-based method which allows both members to participate and to exchange ideas.

12.3. Other EC Members: Any Co-opted members who have fulfilled a specific role within the EC will also complete the handover procedure with a member of the incoming committee as chosen by the incoming President.

## 13. Accounts, Annual Report, Annual Returns

- 13.1. Bank accounts: The Bank account of the organisation to be opened at a bank as agreed by the Executive Committee.
- 13.2. Bank Accounts in the UK: The new committee will continue to work with the previous bank account; in the case of issues or changes in convenience, the EC may decide to select a different bank to open an account with. The bank account opened must allow for a minimum of three modes of banking (personal/telephone/internet/digital), and allow for the creation of a sub-account.
- 13.3. Sub-Account: The sub-account shall be used to conduct all monetary transactions for any given event. The Treasurer must ensure that these Event accounting procedures have been completed within 30 days after the Event.
- 13.4. KBUK shall ring fence an amount of £5,000 to help closure procedures in case of KBUK is dissolved.
- 13.5. Bank Account in India: An account may also be opened in India following the same procedures in order, for example, to allow for sponsorships to be acquired from the Government in Karnataka, or to aid KBUK in handling expenditures related to guests invited to the UK from India. The bank account opened must be included in the second schedule of the Reserve Bank of India (RBI Act, 1934), and must allow for both international transactions and internet banking to be conducted.
- 13.6. Cheque Handling Procedure: All cheques must be written by the Treasurer, and countersigned by the Signatory (normally the President).
- 13.7. Approval process: Treasurer makes payments by bank transfer or cheque, with approval by President and Secretary. This approval may be given in writing at meetings or via email.
- 13.8. Any major changes in financial dealings greater than £20,000 with regards KBUK savings need approval at the AGM.



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- 13.9. **Annual Accounts:** The KBUK financial year is same as calendar year (1<sup>st</sup> Jan to 31<sup>st</sup> Dec). The Treasurer is responsible for the completion, auditing, and submission of accounts. A failure to adhere to the accounting procedure laid out here by the Treasurer results in grounds for dismissal (vote of no-confidence) by the EC; in the event of failure to present the annual accounts as per the procedure, the President may temporarily replace the Treasurer with another EC member, until further action is taken.
- 13.10. Annual accounts shall be produced by the Treasurer within 30 working days of the end of previous financial year, and submitted to the EC for approval. The accounts shall be reviewed by at least one of the other EC members within 30 days after submission, and upon completion, the accounts shall be audited by an external auditor, with a draft report provided within 60 days. The audited accounts shall be reviewed by the EC and presented in the AGM. Once it passes in the AGM it shall be submitted to the Commission at least 30 days before the Commission's deadline.

## 14. Benefits and Payments to Charity Trustees and Connected Persons

- 14.1. The trustees of KBUK are unpaid and can't claim loss of earnings, but all trustees can claim reasonable out-of-pocket expenses; Trustees cannot claim travel expense to attend AGM or EC meeting.
- 14.2. The trustees of KBUK must not put themselves in a position where their personal interests conflict with their duty to act in the interest of the charity unless authorised to do so by the EC.
- 14.3. **Expense Claim Procedure:**
- 14.3.1. The KBUK trustees or EC shouldn't be 'out-of-pocket' as a result of the work they carry out on behalf of KBUK hence all legitimate expense incurred are refunded. This is not treated as payment to a Trustee or EC or LOC or Member.
- 14.3.2. Expenses are normally KBUK costs, a trustee or EC member or LOC or any member of KBUK has had to meet personally (or which have been met on his or her behalf) in order to carry out EC or LOC or Trustee duties. In some cases, these expenses may be paid in advance. A refund of properly incurred expenses is not a trustee payment, nor does it count as any kind of personal benefit. Typical expense normally incurred are payment to caterer, hotel booking, flight/train/taxi booking for KBUK guests/artists, printing/stationary/postage, cleaners, hall rent, technical support of website, sound/light engineers, artists fees, flowers for the bereaved, external charity payments, any other professional services hired for charity events or external professional fees such as Solicitors/Accountants for running the organisation etc
- 14.3.3. All such expense claims if they are more than £100, then it must be pre-approved by the President and Treasurer. If the expense is incurred for a KBUK event, then the budget has to be pre-approved by the EC.
- 14.3.4. All expense claims should be supported by bills or receipts.
- 14.3.5. Where it is impractical to expect bills/receipts, where a service is provided by an individual, but not a registered business then a hand written receipt from the person in the form of payment voucher can be collected and signature of the person taken along with name and contact details.
- 14.3.6. All expense claims must be reviewed & approved by at least two of the EC members and one of them must be either Treasurer or President.
- 14.3.7. All expense claims must be processed and refunded within 10 to 20 working days from the date of submission.
- 14.3.8. The refund payment can be either through Cheque or online transfer or cash.



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## 15. Irregularities in Proceedings

15.1. All decisions taken at EC meetings shall be valid in spite of the absence of an EC

member who has lost the right to vote due to:

15.1.1. Exclusion or disqualification from office;

15.1.2. Retirement from office;

15.1.3. Conflict of interest.

15.2. An EC member who has been disqualified is not permitted to keep any benefits or privileges associated with that position.

15.3. Resolutions or acts of an EC member, committee of EC members, or the Charity (KBUK) could be invalidated in the AGM:

15.3.1. By reason of failure to give notice to any EC member.

15.3.2. Reason of procedural defect which materially affects the beneficiaries or members of KBUK.

## 16. Respect and Dignity

16.1. Policy Statement: KBUK upholds the right of each member of KBUK to be treated with dignity and respect. It is committed to fostering an environment in which members work towards achieving the aims and objectives of the charity free from harassment, bullying, intimidation and victimisation. This policy applies to all the members of KBUK. Any incident of harassment or bullying will be regarded extremely seriously and can be grounds for disciplinary action including expulsion from KBUK.

16.2. Harassment and bullying: *“Harassment and Bullying is the behaviour that makes someone feel intimidated or offended”*. Harassment is unlawful under the Equality Act 2010 in the UK and KBUK will not tolerate such behaviour in the organisation.

Harassment and bullying both involve behaviour, which harms, intimidates, threatens, victimises, offends, degrades, humiliates or undermines dignity of KBUK members.

Harassment may be a single incident or a series of incidents.

Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual member's right to dignity.

Everyone should be treated with dignity and respect in KBUK. If any member is found to be violating this policy wilfully, then it will lead to termination of their life membership from KBUK.

16.3. Procedure: Complaint can be made through an email to either Secretary or President of KBUK only. Complaints of bullying and/or harassment, of information from KBUK members relating to such complaints, will be dealt fairly and confidentially and sensitively using the process outlined below:

16.3.1. *Investigation*: Complaints will be taken seriously and investigated promptly by the KBUK executive committee, objectively and independently. Decisions can then be made as to what action needs to be taken.

16.3.2. *Informal action*: If appropriate, the matter will be dealt with informally by one of the executive committee members appointed by the majority of Executive Committee; sometimes people are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. There is no formal documentation required and it should not be brought to AGM.

16.3.3. *Formal action*: In case, the informal discussion(s) doesn't cease that behaviour from that individual or in more serious cases of bullying or harassment, it shall be dealt more seriously. A committee of investigators will be formed and at least one of the committee members has to be an EC member or one of the past office bearers or an



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independent ombudsman depending seriousness of the incident. The results of investigation are documented. Depending on the seriousness of the allegation the committee can take action ranging from cautioning to termination of life membership. The member who was suspended or terminated, his/her name will not be announced in AGM but it should be brought to the notice of all the members in AGM that such an act has happened.

16.3.4. *Counselling and mediation*: Counselling or mediation may be considered, particularly where investigation shows no cause for disciplinary action (suspension/ termination), or where it may be useful to help resolve the issue or help support the person accused as well as the complainant.

16.4. Unfounded allegations: Members lodging a complaint will not be disciplined for doing so unless somebody makes an unfounded allegation of bullying and/or harassment for malicious reasons. The case will then be investigated and dealt with fairly and objectively using either “Informal action” or “Formal action” or “Counselling and Mediation” as explained above.

16.5. Disputes: If there is a counter allegation and the independent investigation is inconclusive leading to a dispute between two members then it shall be handled through dispute handling procedure of KBUK.

## **End of Constitution**

*This constitution is supported by the below appendix which forms an operational document for the EC and members and not a part of the constitution itself. Where deemed necessary, reference to the appendix has been mentioned within the main constitution.*



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## Appendix / Supporting Operational Documents

### 1. Event Management

- 1.1. Local Organising Committee (LOC): The Local Organising Committee is responsible for organising the venue, catering, entertainment, guests/artists (no more than 2 international guests/artists without approval from EC), and budget of a KBUK Event. The LOC consists of volunteers who wish to aid the organisation of an Event (must be Life Members), with one designated LOC lead who holds responsibility for the Event, and acts as the point of liaison with the EC.
- 1.2. Event budget: The LOC lead must submit a completed Event Budget Document to the Treasurer for their event at least 6 months in advance of the event itself, including specific details of the costs of all major aspects of the event (e.g. venue booking, refreshments, entertainment). This proposal is to be analysed by the Treasurer, and any queries addressed directly to the LOC Lead. The Treasurer will then present the proposed budget at an EC meeting, and will advise the Committee about how to proceed; such advice must be accompanied by information relevant to both the LOC Lead's budget plan, and the current state of KBUK accounts. The Treasurer has the authority to propose changes to the budget, given that this is supported by evidence in the form of accounts and projected expenditures of the KBUK. The EC will either accept or reject the Event Budget based on the Treasurer's recommendation, and this decision will be conveyed to the LOC lead by the Treasurer. All further queries regarding event budgeting will be handled by the Treasurer; any non-financial queries are to be handled by the Secretary. If the LOC lead finds that additional funding is required after the budget is approved by EC, an exceptional approval shall be obtained from President, Secretary and Treasurer before incurring the Expenditure. A maximum deviation away from the budget of £250 will be allowed in exceptional cases without exceptional approval as described above. The deviation rule doesn't apply to variable expense item as it varies based on number of people attend the event (e.g., Caterer final bill).
- 1.3. Event accounting procedure: The LOC lead must fill out the Event Expenditures Excel Document, and submit it to the Treasurer along with all receipts from transactions made, within 30 working days after the completion of the event. The Treasurer is to ensure that the reported expenditures and money spent from the KBUK account align, and present this information to the EC. Once this is confirmed, any outstanding payments may be made from the Treasurer to the LOC Lead, given that approval is received from the President and the Secretary.
- 1.4. Refund process: The refund applies to only the delegate fee (Registration fee of members / non-members for the KBUK events). If the members/non-members report that due to unavoidable circumstances, that they cannot attend an event for which they have already registered & paid, and they raise a refund request at least 3 days prior to the event, refund shall be made after deducting 10% of the total amount towards admin charges. If KBUK has already incurred an expenditure which is more than 10% of the amount on behalf of the delegates, then such amount shall be withheld while making a refund (Such expenditure is typically incurred when a payment is made is through a credit / debit card or through some other means where KBUK incurs a cost or if any external tickets purchased on behalf of the attendees of the KBUK event which can't be transferred to others) The EC is the final authority in case of any disputes in the refund amount. The refund shall be either through cheque or online bank transfer and shall be made within 20 working days. There is no refund for sponsorship, charity auction, raffle tickets and any other fund raising activities where members voluntarily participate during the event. A delegate when they register it is



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implied that they agree for the above terms and conditions of refund and this should be sited in the registration form.

1.5. Sponsorship: The corporate or individual sponsorship can provide another source of funding for the KBUK events.

1.5.1. The amount, terms and conditions shall be agreed by the potential sponsors, the LOC and the EC based on case to case basis prior to the event.

1.5.2. If the sponsors have agreed to pay for Artists/Guests travel/hotel, KBUK shall not spend any money on booking flight/train tickets or hotel until full sponsorship amount is deposited into the KBUK account to cover all the costs.

1.5.3. KBUK shall not be responsible to reimburse such costs to Artists/Guests if they have travelled on their own hoping that such costs would be covered by a sponsor who later doesn't fulfil their obligation.

1.5.4. If the international artists have found their own sponsor(s) to take care of the travel cost to KBUK event, KBUK will not be responsible for any disputes between the artists and the sponsors.

1.5.5. There will not be any refund of sponsorship amount from KBUK.

1.6. Mileage Claim Policy: This is applicable for airport transfer of KBUK official guests. The following policy is applicable only to the expenses incurred by volunteers or Trustees transporting KBUK's invited international guests to and from airports. The mileage rate payable shall be set at 25p/mile; all airport parking and toll fee charges shall be reimbursed upon submission of the corresponding receipts to the Treasurer. Mileage shall be calculated based on the route taken, and mileage estimates as calculated by GoogleMaps. Individuals who incur this mileage cost are advised to report the payment as well as the number of miles with HMRC when they file their annual account returns. This policy is implemented and effective from the 1st April 2017 onward.

1.7 Overseas artists: Visa and air tickets of overseas artists performing at KBUK events are sponsored and paid for by KBUK. All efforts are to be made to mitigate financial loss to KBUK and prevent misuse of artist-

1.7.1. A disclaimer should be signed between KBUK and the artist stating that they will perform only at the KBUK event for which they were sponsored during their stay in UK.

1.7.2 KBUK may allow the artist to perform in an event organised by another organisation only if KBUK has entered into an agreement with the other organisation to allow such an event, provided it is mutually beneficial.

1.7.3. Even if an agreement is in place with another organisation, they cannot advertise the event until KBUK event is completed.

## 2. Safeguarding Minors at KBUK Events

2.1. Safeguarding minors is the responsibility of any individual present at a KBUK Event, regardless of their membership status.

2.2. A minor is any individual who is under the age of 18 years; the term 'minors' and 'children' are used interchangeably here, and refer to both children and young people (Children's act 2004).

2.3. Child minders and professional children's entertainers should have an up to date DBS check, police vetting, or other legally viable equivalent to certify that they are authorised to work with minors.

2.4. When parents and/or guardians of minors register for a KBUK event, they should read the disclaimer notice cited in the registration form. By registering for the event they are consenting for:

2.4.1. KBUK to initiate child protection matters should their child be a subject of safeguarding matters.



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- 2.4.2. The public to take photographs and/or videos during the event in which their child may be included.
- 2.4.3. It is the responsibility of parents to supervise children at all times during KBUK Events; the Charity can't be held responsible if children encounter an accident, or are missing due to a lack of parental supervision.
- 2.5. Dealing with child abuse:
- 2.5.1. This section shall focus mainly on physical and sexual child abuse: Physical abuse includes hitting, throwing, shaking, suffocating and any physical harm deliberately inflicted by an adult. Sexual abuse includes forcing or enticing a minor to take part in sexual activity, inappropriate physical contact, penetrative and non-penetrative acts.
- 2.5.2. Abuse may be disclosed by the minor, parent or people attending the event. If such a disclosure or allegation is made, the local organisers and EC of KBUK are responsible for handling the situation.
- 2.5.3. The first port of call in a situation where an allegation of child abuse has been made, is for a KBUK EC Member (preferably the office bearer of KBUK), who will assess the situation, take appropriate action which may include contacting the local police & Emergency Duty Team social worker, and request on-site assistance. While making this assessment the office bearer shall ensure the affected family are treated with utmost sensitivity, dignity and respect. It is also important to ensure privacy while investigating such matters. EC Members must take note of: the child's date of birth, address, parents' details, parents' contact telephone number, school, GP, and details of the accused (including contact details). It is the responsibility of the EC Members to ensure that the parties involved do not try to take legal/policing matters into their own hands.

### 3. Disputes

- 3.1. A dispute may arise between members of the charity, either due to:
- 3.1.1. Impropriety
  - 3.1.2. Violation of any of the clauses of the constitution
  - 3.1.3. Unacceptable behaviour
- 3.2. If a dispute arises between individuals or groups of individuals, then the Parties must try to resolve disputes peacefully and amicably and follow the procedure mentioned below:
- 3.2.1. The issue must first be presented before the EC.
  - 3.2.2. If the EC can't find a solution to the problem with second/ third EC members agreeing to the solution, then the matter must be referred to the AGM.
  - 3.2.3. The decision/solution to resolve the dispute has to be agreed by two-thirds of the attendees of the AGM if not, it would be treated as unsatisfactory decision.
  - 3.2.4. As a last resort the parties can seek legal advice if there is unsatisfactory decision from AGM.
- 3.3. Any personal information recorded must be stored securely and in complete confidentiality by an EC Member. This information may be shared with the Police, and other child safeguarding agencies who may become involved in the case; information is to be shared on a need-to-know basis. Information regarding such an allegation is not to be circulated to other Life Members of KBUK, or to any individuals attending the Event.

### 4. Local Chapters

- 4.1. Definition: A Local Chapter is a sub-group of KBUK which operates under the



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umbrella of KBUK, and follows the same Constitution, in order to achieve the same Aims and Objectives as the Parent Organisation (KBUK).

- 4.1.1. The Local Chapter may be requested to host a KBUK Event by the EC; in such a case, the Event Management Protocol (Section 19) must be followed.
- 4.1.2. Local Chapters may not host parallel activities at KBUK Events; Local Chapters have no role within KBUK Events except when invited to host said Events.
- 4.2. Function: The Local Chapter exists to showcase Local talent in Local Events, encourage members' attendance at and participation in KBUK Events, facilitate the achievement of the Aims and Objectives of KBUK. This shall primarily be achieved through the organisation of Local Events.
  - 4.2.1. Local Chapters may not sponsor or invite overseas artists for Local Events as the intention is to promote local talent.
  - 4.2.2. Local Chapters may not communicate directly with the Charity Commission.
  - 4.2.3. Local Chapters may not be involved in any financial transactions on behalf of KBUK, and may not be legal entities independent of KBUK.
- 4.3. Foundation: Life Members in specific locations within the UK may apply to the Secretary of the EC to form a Local Chapter of KBUK by submitting the Local Chapter Foundation document.
  - 4.3.1. Although non-members may contribute to and participate in Local Chapters, only Life Members may become Local Committee Members (LCM), and hence liaise with the EC.
  - 4.3.2. The EC shall decide whether to approve the formation of Local Chapters based on:
    - 4.3.2.1. The previous contributions of Local Committee Members to KBUK/the EC;
    - 4.3.2.2. The necessity for a Local Chapter, given the number of Kannadigas in the region.
- 4.4. Attendance: As in the Parent Organisation, both members and non-members may attend Local Chapter Events. The Local Committee shall encourage non-members to become life member of KBUK.
- 4.5. Local committee structure: Each Local Chapter shall have its own Management Team, consisting of a President, Secretary, and Treasurer. The Local President shall represent the Chapter on the EC as a non-voting EC member, and shall provide regular updates regarding the Chapter to the KBUK EC.
- 4.6. Funding: Whilst Local Chapters are sub-groups of KBUK, they do not have access to the KBUK funds, nor any of the authority and responsibility associated with the EC.
  - 4.6.1. If Local Chapters wish to gain monetary support from KBUK in the organisation and execution of Local Events, they must submit an Event Budget form to, and gain approval from the EC.
  - 4.6.2. The EC may fund up to £1000 per year in total to Local Chapters for the advancement of the Aims and Objectives of the Charity. Any decisions to support Local Chapters with funding must be approved by a two-thirds majority of the EC.
- 4.7. Dissolution: The EC retains the authority to dissolve any Local Chapters which jeopardise the reputation and/or integrity of the Parent Organisation.

## 5. Formation of Arms-Length Groups (KSSVV, Golf Society)

- 5.1. Definition: Any group of individuals comprised mainly of Life Members of KBUK, which exists to promote education, arts, culture, heritage, recreation, or leisure activities (Recreational Charities Act, 1958).
- 5.2. Function: To provide a service to KBUK Life Members and Non-Members which is not necessarily otherwise provided by KBUK.
- 5.3. Foundation: Any KBUK Life Member may form such an arms-length group. Upon



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- formation, if the group wishes to be affiliated with KBUK, they must submit a proposal to the EC.
- 5.4. Affiliation with KBUK: Any arms-length groups affiliated with KBUK have a limited set of benefits conferred to them by lieu of this affiliation: 1. They may contact the Secretary of the EC directly, in order to advertise their events to KBUK Life Members 2. They may set up a stall at KBUK Events to advertise their group, sell goods, and to recruit new members 3. Arms-lengths groups may publish reports and updates in Sandesha, published by KBUK. There are some actions which are not permitted of arms-length groups: 5.4.1. They may not contact the Life Members of KBUK directly. 5.4.2. They shall receive no monetary funding from KBUK. 5.4.3. Arms-length groups may not organise independent events which clash with KBUK Events. 5.4.4. Arms-length groups may not use the KBUK name, logo, or any merchandise associated with the Charity at their independent events. 5.5. Funding: Arms-length groups may decide on membership fees, and receive sponsorship/ funding independently of KBUK. KBUK shall have no input into these independent matters regarding arms-length groups. 5.6. Dissolution: If an arms-length group decided to disband, they must notify the EC within 30 days of dissolution. The EC retains the authority to dissolve any Arm-length groups which jeopardies the reputation and/or integrity of the Parent Organisation.

## 6. Other Portfolios Within the EC

- 6.1. Typical roles of EC members: This can changed based on skills/experience requirement to run KBUK effectively. This change doesn't need AGM approval but an approval from EC with a simple majority. The roles are as below:
- 6.2. Literary Administrator:
- 6.2.1. The Literary Administrator shall be the main liaison between the EC and any arms'- length-groups associated with Kannada literature.
- 6.2.2. The Literary Administrator is responsible for the publishing of the KBUK 'Sandesha' magazine; Sandesha is to be published at least two times per calendar year
- 6.2.3. The Literary Administrator may create a Sandesha sub-committee to aid with publication.as per section 9.6.
- 6.3. Membership and Communication Administrator:
- 6.3.1. The Membership Administrator shall be responsible for keeping the Membership Register up-to-date, including the contact details of all Life Members.
- 6.3.2. The Membership Administrator shall coordinate with the IT Administrator in order to assign specific login details to every Life Member, and to maintain a database of all Life Members who have opted out of the online facilities.
- 6.3.3. Communicate (currently e-mail) with members and non-members as directed by Secretary or President.
- 6.3.4. In the case that a Life Member opts out of KBUK's online facilities, it is the responsibility of the Membership & Communication Administrator to ensure that any correspondence is sent via non-online means (i.e. via post) to the said Life Member.
- 6.3.5. Provides the electoral roll to the Liaison Officer and Returning Officer to help them conduct the election for EC positions.
- 6.4. Chapters Administrator:
- 6.4.1. The Chapters Administrator shall be the main liaison between the EC and all KBUK Chapters.
- 6.4.2. The Chapters Administrator shall be on the Local Committee for each Chapter,



**Kannada Balaga U.K.**

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and shall advise Local Committees on the planning, organisation, and execution of Local Events.

**6.5. Arts, Culture, and Sports Administrator:**

6.5.1. This role has the responsibility to organise events apart from the two main events in the year; like screening Kannada movies, music concerts, dance performances and sporting activities etc.

6.5.2. For any of these events the same procedure as explained in section 18 will be followed.

**6.6. Publicity and Sponsorship Administrator:**

6.6.1. This role has the responsibility to help Local Organising Committee with publicity of the event.

6.6.2. Actively looking out for fund raisers, sponsors, negotiate and agree the sponsorship amounts and publicity provided

**6.7. Charity Administrator:**

6.7.1. Is responsible to prepare yearly budget for charity donations of KBUK

6.7.2. Based on requests received from charities, the Charity Administrator will prepare the plan, budget and presents it to the EC.

6.7.3. With the EC's approval will advise the treasurer to make the payment to the charities.

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