



# Constitution

## INDIAN ASSOCIATION OF SLIGO

Published 2017  
Version 1

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## **Document History**

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### **Revision process**

- The change request for the document can be initiated by any registered member of IAS. The “change” needs to be discussed and approved by 75% of the committee members. Once approved this needs to be updated and summary of the change needs to be notified to all registered members of IAS.

### **History**

- The first draft was prepared by Anirban Bhanja, President of IAS. First Publication Date 17<sup>th</sup> November, 2017.

## **Organisation Information**

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**Indian Association of Sligo**

**Version 1 Published 2017**

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Ballytivnan  
Sligo

**Tel** 0892424275

[www.sligoindians.com](http://www.sligoindians.com)

**Charity Status:** To be applied.

**Revenue registration status-**Registered on 13<sup>th</sup> June 2013

*Non-Profit  
Organisation*

## **Mission**

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Indian Association of Sligo (IAS) is a voluntary, secular, non-political and non-profit organisation intended to support the persons of Indian origin living in the North west of Ireland. It is also the association's interest to integrate with the wider Irish and other communities living in Sligo. Our pledge is to remain united and live harmoniously.

## **History**

IAS was founded in 2006 by a small number of Indian families living in Sligo. Father Tom Heaver of Sligo Cathedral was very supportive in providing Gillhooly for meetings and Indian celebrations. Late Mr. Johnny Chadda was the first Chairperson of the organization and had big contribution in shaping the organization.

One of the key recognition of the organization was during unveiling of statue of Indian Nobel Laureate Rabindranath Tagore by the Indian Foreign Affairs Minister Retd Gen Dr V K. Singh on 23<sup>rd</sup> June 2015 in the presence of John Perry T.D, Senator Susan O'Keefe and the Sligo county council chairperson Cllr. Rosaleen O'Grady. The event set a milestone in cultural and bilateral relationships between Ireland and India. IAS has successfully organized the event along with a range of cultural programs.

In 2017, IAS has raised over €6,300 for the NorthWest hospice by organizing India-Fest'17 at the Knocknarea arena, IT Sligo.

IAS has always been participated in the St Patrick's day Parade (National Event of Ireland) in Sligo and has consistently received awards and recognitions.

The organization has earned admiration and recognition by integrating into the wider Irish community in the North-West of Ireland. It is well recognized for its activities by authorities of the Sligo County council and Indian Embassy Dublin.

Our pledge is to stand undivided socially, ethically and to support humanity.

Anirban Bhanja

President

November 17, 2017

## Organisation

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Indian Association of Sligo (IAS) is not limited to the county Sligo. All members of this association are of Indian Origin. It is a voluntary, secular, and non-political nonprofit organisation. The source of fund is from the contribution of the members.

The organization has an equal opportunity policy. The organization shall not involve in any political agenda. The members are expected to be mindful of co-member's sentiments, beliefs and conditions.

The organisation shall have advisory board who are nominated by the members of IAS.

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## Core Committee

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### Roles and Responsibilities

#### President

- This is an elected position by the registered members of the association.
- The candidate must be of Indian origin, registered member of IAS and active member for continuous two years at the time of election.
- The President shall guide the activities of the Association and its aims and objectives.
- The President may allocate all or any of the powers and duties under this or any other clause of the Constitution to the Secretary.
- Supports, promotes and motivates the members in association for programs, events and operations related to organization mission.
- The president has the authority to sign the cheque for IAS.
- Making appropriate decisions for maintenance, rules, regulation and administration of the association.
- Decision maker for formulation policies and planning recommendations to the board.
- Assists in selection and evaluation of Board members.
- Approval and acceptance of resignations of any board members.
- Presides all the meetings of the board members, makes recommendations, and manages public relations and financial matters of association.
- Chairs the Annual General Body meeting.
- Has right to invite any advisory group members/existing members for regular meetings.
- The President shall hold office for one year term and will be eligible for re-election for a second term of another year. No person will be President for more than two terms consecutively and, after expiry of his term(s). The President would only be eligible for re-election third term only if 75% of the registered members give signed request to the electoral officer.
- A gap of minimum one year required for contesting an election under normal condition.

#### Secretary

- This is an elected position by the members.
- Supports the president in carrying out the roles and responsibilities.
- Represents/acts as a substitute for president/treasurer in his/her absence in all manners.
- . The secretary has the authority to sign the cheque for IAS.
- Reimbursements or payments will be made only after approval of Secretary for amount up to €200 per transaction and thereafter approval from President is required.
- Notes the minutes of meeting information and distributions of minutes of meeting (MOMs) to all members.
- Keeps the official recording and minutes of meeting and maintaining association records.

- Communicates with the members and promotes in informing the activities of the association.
- Point of contact to the board and association members with coordinating and managing during planning and execution.
- Represents the board and ensures action points from meetings.
- The secretary shall hold office for a one year term and will be eligible for re-election for a second term. No person will be Secretary for more than two terms and, after expiry of his term(s). The President would only be eligible for re-election third term only if 75% of the registered members give signed request to the electoral officer.
- A gap of minimum one year required for contesting an election under normal condition.

### Treasurer

- This is an elected position by the members.
- The Treasurer shall hold office for a two year term and will be eligible for re-elections.
- The Treasurer is the custodian of the IAS bank account.
- The account should be **audit ready always**.
- Reimbursements or payments will be made only after approval of Secretary for amount up to €200 and thereafter approval from President is required.

Shall maintain true accounts of the funds and other assets of the Association and of funds and other assets connected with or in any way controlled by the Association, get them audited by compliance officer and present the Balance-sheet of the Association at the Annual General Body meeting.

- The Treasurer has the right to refuse payment if reason shown is not for ethical cause or money launderings or the request is not aligned with the mission of this constitution.
- The statement of account after every program should be provided to President / Secretary **within a week** of the event.
- Responsible for maintaining the bank account.
- Responsible for maintain the relevant insurances.
- Advises the committee on financial limits for any event.
- The Treasurer has cheque signing authority.
- Ensures finance returns are filed to Revenue annually.

### Cultural Secretary

- This is an elected position by the members.
- Plays the major role in leading the cultural activities unless agreed in the committee.
- Event manager plans and coordinates with various members of the committee towards the program. Planning plays crucial role with creative ideas to well-organizing.
- Supports the treasurer and secretary to produce the relevant expenses on time to close account within a week of the event.
  - Encourages talent development.

- Ensures equal opportunities to every participant equal opportunities to every member
- The cultural secretary shall hold office for a one year term and will be eligible for re-election for a second term.
- Nominates appropriate member in agreement with the core committee to execute an event.

### **Public Relations Officer**

- This is an elected position by the members.
- First point of contact for all enquiries, planning, development and implementing PR strategies.
- Promotes social networking.
- Managing and coordinating with the association and members during event planning and execution.
- Support the president and represents the board members.

### **Compliance Officer/Auditor**

- This is an elected position by the members.
- He / She shall hold office for a two year term and will be eligible for re-election for a second term.
- Responsibility is not limited to the following:
- Strategies and plans are ethical and aligned with regulations.
- The accounts are kept transparent and accurate.
- Provide support to treasurer especially if there are events which needs fund over €3000.
- Ensure Revenue file is returned annually.

### **Media Officer**

- This is an elected position by the members.
- The Media Officer shall hold office for a two year term and will be eligible for re-elections.
- Ensure to advertise all activities, reaching to the members.
- Ensures non-political, informative and relevant information is present at all times,
- The website is kept up to date.
- Promotes IAS credits.
- Coordinates with newspapers / television or appropriate media for promoting IAS.
- Ensures all postings are in agreement with core committee members.

### **Committee Members**

The president and the core-committee will nominate a maximum of 10 (ten) committee members (preferred balanced gender in the committee). A student representative will also be nominated by the core-committee.



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## **Membership**

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### **Members**

Any person of Indian origin living in the North-West counties of Republic of Ireland can become the member of the organization. The registration can be done through on-line. Please contact PRO (Public Relation Officer) or Secretary of IAS for any assistance.

All the registered members (Age above 18years) are eligible to vote for committee election. It is the prime responsibility of the member to be ethical and to abstain from any un-social behavior. It is expected to stay harmoniously and solicit IAS at all times.

In the event of any help or dispute within members of IAS, the members can approach committee for mediation and privacy will be protected.

Registered members only can take part in the committee election process.

### **How to become a member**

Member who meets the above-mentioned pre-requisites need to complete the application process which needs to be approved by the core committee.

Annual membership is €1 and lifetime membership is €5 per person.

If the membership fee is due over 3 years then the membership will be cancelled and can be revoked by paying outstanding dues.

### **Grievance process**

Any member who would like to file complaint can formally apply to secretary of the association. Each complaint will be dealt with confidentiality. President, Secretary and PRO will form a special committee to address the issue. The committee will include any other individual if deemed to necessary to solve the issue.

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## Finance

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### **Statement of Accounts**

All the funds will be maintained in the AIB bank. After each event the statement of accounts will be published to state the income, expenses and the fund balance.

### **Ordering process**

As a practice, minimum three quotation is needed to choose the best services.

Appropriate justification needs to be in place for selecting service provider who has quoted more than the minimum. This needs to be approved by the president and the Secretary.

Purchase order or service request needs to be documented and copy of acknowledgement from the service provider needs to be filed.

All the purchases need to be pre-approved by the core committee or the assigned member.

### **Reimbursement process**

All the reimbursement needs to be done through reimbursement form available with treasurer.

#### **Receipt is mandatory for all payments.**

The expense budget needs to be prior agreed by the core committee.

Reimbursements will be done only through cheque to make the transactions traceable.

### **Department of Revenue**

At the end of every financial year the relevant information must be submitted to revenue.

If any financial support is required by any professional chartered accountant or tax consultant, the consultancy fee will be borne by IAS.

## **Election Process**

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The electoral officer and assistant electoral officer are appointed by the existing committee.

**The registered members (minimum age 18years) can only take part in the election process.**

### **Nomination**

The nomination of the core committee (President, Secretary, Treasurer, Cultural secretary, Public Relation Officer, Compliance Officer / auditor and Media officer) needs to be completed formally through use of the nomination form available from the secretary.

**No person can be nominated for more than one position.**

Any registered member of the association should propose another registered member for post which needs to be seconded by another registered member. The nomination needs to be agreed by the proposed candidate.

The nomination form needs to be submitted to the electoral officer appointed by the existing committee.

### **Election**

President of IAS will formally communicate the AGM (Annual General Meeting) date to all registered members prior to AGM.

Electoral officer along with supporting electoral assistant officers will conduct the election on the AGM every year.

Electoral officer has the responsibility to manage the secret ballot voting method.

The electoral officers cannot take part in voting.

### **Declaration of results**

The counting will be done by the electoral officer and the assistant electoral officers.

The results shall be communicated on the same day of the election.

The transition process of the new committee should be completed in two months' time.

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## Programs

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Following programs shall be scheduled every year and not limited to the following:

1. St Patrick's day celebration.(March 17<sup>th</sup>)
2. Tagore's Birthday Celebration (May 7<sup>th</sup>)
3. Summer Day out
4. Indian Independence day celebration (Aug 15<sup>th</sup>)
5. Onam Celebration
6. Diwali Celebration
7. Christmas / New Year \*

\* AGM could be planned with the year-end program to maximize the attendance.

The actual program list will be circulated by IAS Secretary by end of February of each year.

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## Appendix – Nomination form

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### Nomination form

Full name of the candidate: \_\_\_\_\_

Position: \_\_\_\_\_

(e.g. President)

Number of years of experience with IAS: \_\_\_\_\_

Proposer Name and Signature: \_\_\_\_\_

Seconder Name and Signature: \_\_\_\_\_

#### **DECLARATION BY CANDIDATE**

*I will be fully willing to serve the Indian Association Sligo for the position shown above if*

*I am elected for the period January \_\_\_\_\_ to December \_\_\_\_\_.*

*I will do everything in my capacity to promote and continue the unity in diversity of the association.*

**SIGNATURE OF CANDIDATE**

|  |  |
|--|--|
|  |  |
|--|--|

**DATE**

|  |  |
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|  |  |
|--|--|

Email the completed scanned form by email to the electoral officer (nominated)

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Official Use: Accepted/ Rejected

Reason

Signatures of electoral officers and date \_\_\_\_\_

## **Code of Conduct**

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### **IAS What's app group CODE OF CONDUCT**

- 1) Please use the IAS what's app group for sharing information's relevant to the community ONLY. The idea of the group is to unite People of Indian origin in Sligo and surrounding areas.
- 2) Welcome to have healthy conversions, help requests etc.
- 3) Please avoid sharing unnecessary jokes, videos or engaging in arguments etc.
- 4) Must respect the IAS committee.
- 5) The default language of this group is English.
- 6) You may not use threatening, abusive, defamatory, obscene, hateful, racially or ethnically offensive language or terms and comments of a sexual nature are not allowed. If you are unsure that a comment is appropriate, keep it to yourself.
- 7) Personal attacks (verbal or otherwise) against any member will NOT be tolerated.
- 8) Do not share anything that's authenticity is not verified.
- 9) If anybody found violating rules 1 to 8 will immediately be removed from the group without any explanation.