



# **KHALSA CENTRE**



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Registered Charity No.: 289347

*Under Interim Management by virtue of Charities Act 2011*

## **NOTICE TO CONGREGATION ABOUT MEMBERSHIP**

I am Michael King, a solicitor and a partner in Stone King LLP, and have been appointed by the Charity Commission as the Interim Manager for the Khalsa Centre ("the Centre"). I have the assistance of two solicitor colleagues, Reema Mathur and Darren Hooker.

The primary reason for my appointment is to organise and oversee an election for the Executive Committee who will then be responsible as charity trustees for the management of the Centre. In order to hold a proper election I need to establish who exactly are the existing members of the Centre.

### **Re-registration of Existing Members or Registration of New Members**

I must ask every existing member of the Centre and every person who wishes to become a member of the Centre to complete the application form enclosed.

In order to be eligible to vote in the election of the Executive Committee:

- each existing member of the Centre must complete the attached form to re-register and return it to my office by 10am on Tuesday 31<sup>st</sup> December 2013 and in addition attend the Centre Office in order for their identity to be re-checked and also pay any subscription currently due; and
- each person wishing to become a member of the Centre ("a new member") must complete the attached form, return it to my office by 10am on Tuesday 31<sup>st</sup> December 2013 and in addition attend the Centre Office in order for their identity to be checked and to pay the subscription.

***Members who do not re-register and new members who do not register within the time limits which I have set will not be eligible to vote.***

***I will not accept multiple application forms for membership in one return envelope. Each application form will be numbered and must be returned to my office in its numbered return envelope.***

### **Nomination of Members for Election as Trustees**

I also enclose a form to enable members to nominate individuals for election to the Executive Committee.

It is very important that individuals seeking election as trustees should indicate the skills and experience which they will offer in order to help manage and develop the Centre in the future. Therefore any nomination form must include a brief CV or biography (5 lines max) and a current photograph.

In order to ensure diversity of skills and experience on the Executive Committee and to comply with the principles set out in the Constitution of the Centre, Members are encouraged to nominate women and those who are under 35 years of age for election.

***Any nominations not correctly completed and received by my office by 12 noon on Wednesday 15<sup>th</sup> January 2014 will not be included in the ballot.***

## Identity Checks

**All** members must attend the Centre Office on dates to be notified to them to have their ID checked and to pay subscriptions due – see the Notes to the Registration form.

**All** members attending the Election Meeting must bring with them suitable photographic identity, failing which they cannot vote.

## Proposed Timetable to the Election Meeting

The current proposed timetable is as follows:

7 <sup>th</sup> November 2013 to 31 <sup>st</sup> December 2013	Submission of application forms for re-registration for existing members
7 <sup>th</sup> November 2013 to 31 <sup>st</sup> December 2013	Submission of application forms for registration for new members
13 <sup>th</sup> November 2013 to 8 <sup>th</sup> January 2014	Attendance by all members for ID checks and payment of subscriptions due on set dates
13 <sup>th</sup> November 2013 to 15 <sup>th</sup> January 2014	Nomination of candidates for election with brief CVs & photos.
23 <sup>rd</sup> January 2014	Notice of the election meeting will be sent to all members on the updated Register of Members together with candidates' CVs and photos.
16 <sup>th</sup> February 2014 (starting 10am)	A meeting of the members will be held to elect the new Executive Committee. Details for the day will be included in the Notice.

I hope to be able to announce the results of the election of Trustees on the day of the election meeting and the new Executive Committee will be able to take up their roles once the Charity Commission are satisfied with the election process.

## Presentation on Saturday 14<sup>th</sup> December 2013

I will attend the Centre at 5pm until Prayers at 6pm on Saturday 14<sup>th</sup> December 2013 with Reema Mathur and Darren Hooker to present this process to the Congregation and answer any questions you may have.

I look forward to working with the membership to secure the future of the Khalsa Centre.



**Michael King**  
**Interim Manager, Khalsa Centre**

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