

# United Kingdom Carrom Federation

Agreed on 25<sup>th</sup> March 2018

## A. Name

Name of the Organisation is United Kingdom Carrom Federation ('the Organisation'), which may be abbreviated to UKCF.

UK Carrom Federation (UKCF) is to promote the international sport of Carrom in United Kingdom. The objective of the UKCF is to generate a successful Carrom community and to ensure United Kingdom participation in all international Carrom tournaments and events organised by the European Carrom Confederation & International Carrom Federation or other National Carrom Associations/Federations around the world.

It will be a non-profit making and non-political organisation working for the people living in the United Kingdom.

## B. Administration

Subject to the matters set out below the Organisation and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause C of this constitution ('the Executive Committee')

## C. Objectives

The Objectives for which the federation is established are:

“TO PROVIDE PEOPLE OF ALL AGE IN UNITED KINGDOM WITH FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION IN THE INTEREST OF SOCIAL WELFARE PARTICULARLY IN CARROM AND OTHER INDOOR AND OUTDOOR SPORTS AND GAMES WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF SUCH PERSONS WITHOUT DISTINCTION ON THE GROUNDS OF RACE, GENDER, ETHNIC ORIGIN OR DISABILITY”.

- a) The promotion, development and coordination of the game of Carrom for people resident throughout the United Kingdom.
- b) All profits of the organisation to be used to encourage Carrom development nationally.
- c) The development of Carrom community, events, clubs and competitions.
- d) To increase knowledge and awareness of the game of Carrom.
- e) To have Carrom officially recognised as sport in the UK.
- f) To promote the enjoyment of Carrom within the education sector (schools, universities and

other academic institutions).

- g) To collect funds, acquire properties and borrow or advance moneys for the purpose of the federation and employ them in such manner as the federation considers desirable consistent with the objects and aims of the federation.
- h) To receive subscription and fees from the affiliated associations/members and to receive donations and contributions from members and benefactors of the federation.
- i) To spend funds for the purpose of the federation.
- j) To coordinate events, activities, club nights and competitions.
- k) To arrange and sponsor participation of National and other Carrom Teams in the World, Asian and other International Championships, Tournaments, Contests, exhibition matches, Test Series and any other International Carrom activity and to select teams to represent United Kingdom in international contests/competitions/and or any other international Carrom activity and to promote, control and finance visits by such teams abroad.
- l) To invite Carrom Teams and officials from other country or countries and to organise and/or finance International Championship/Tournament and other activities and to conduct tours by foreign teams in this country.
- m) To arrange representation of UKCF in Olympics, International bodies, Asian Bodies and in such other bodies as is considered necessary and their meetings..
- n) To increase Carrom exposure throughout the UK.
- o) To increase the communication of Carrom players (both nationally and internationally) using information communication technology and try other methods.
- p) To create a national Carrom team and raise funds to compete on an international level.
- q) To create a national ranking of players.
- r) Approval of Carrom boards that meet the specification set out in the International Carrom Federation (ICF) rules.

## **D. Principles of the Federation**

- a) The profits, property and assets of the federation, shall be used only for the objectives of the federation as outlined in the Constitution. No part of this will be paid, given or transferred directly or indirectly in any reasonable and proper wages to any employee of the federation or to any member of the federation in return for any services actually provided to the federation. This also not exclude the payment of reasonable commercial interest rates on money borrowed and proper rents for premises let by any member of the federation.
- b) Should any prosperities or assets remain after the winding up the company, having satisfied all debts and liabilities, the same shall be given or transferred to some other organisation which has a similar purpose as this federation. The condition of this donation will be that the

donation will only be used for the furtherance of Carrom, and cannot be used to be given to the organisation.

- c) Proper records of income and expenditure must be kept and handed to qualified auditors and made available to all members. Any costs in making these accounts available to members will be borne by the members i.e. photocopying costs, stamps etc.

## E. Composition

The federation shall consist of the following:

- a) Executive Committee
- b) Co-opted Members
- c) General Members
- d) Affiliates

### E.a) Executive Committee

#### E.a.i. Composition

**President:** The president shall be responsible for the federation's organisation and daily operation. As the head of the federation the president is responsible for resolving issue as it arise in achieving the objects of the constitution of federation.

- i. He shall have a casting vote in case of a tie in addition to his own vote.
- ii. To ensure that financial position of the Federation is sound and no unauthorized expenditure is incurred.
- iii. At any meeting, the President shall have the right to interpret the rules and decide all points of order or procedure raised by members and his decision/interpretation thereon shall be final and binding.
- iv. The President shall have the superintendence and control over day to day functioning of the Federation.

**Vice President:** In the absence of the president for any of the meetings, a vice-president will act and shall exercise all the powers of the president. They shell also performs the following duties. To do any act on the instructions of the President.

**General Secretary:** The general secretary shall issue the notice of all meetings and record the minutes. The general secretary will also be responsible for the upkeep of all records, registers, lists and data as well as the safekeeping of all papers concerning the federation. The duties and functions of the General Secretary shall be as under:

- i. To look after the welfare of the Federation and the affairs in accordance with the Rules, Regulations, bye-laws and directions of the President and the Working Committee.

- ii. To convene meeting with the concurrence of the President, prepare Agenda and record minutes of such meetings.
- iii. To carry on correspondence on behalf of the Federation pertaining to his duties and functions within & outside the Federation.
- iv. To keep and maintain office records and records of all Championships, Tournaments or any other activities held under the auspices of the Federation.
- v. To call for papers/information from Associations/Associate Members and other Office-bearers of the Federation necessary for the disposal of any matter and perform such duties as prescribed in the Rules, Regulations and bye-laws of the Federation.
- vi. To appoint Observers for elections to the State Associations and for the State Championships.
- vii. To help the Members to compose/settle the dispute/differences within the Associations and between the Associations.
- viii. To prepare and present the Annual Report on the activities of the Federation to the Working Committee.
- ix. To generally co-ordinate activities of all other wings of the Federation.
- x. To have custody and maintain in good order and conditions, all trophies, Souvenirs, seals, Furniture and properties of the Federation.
- xi. To exercise general control and supervise all matters pertaining to the Federation subject to any general or special directions of the Committee as per Rules & Regulations of the Federation.

**Joint Secretary:** In the absence of the general secretary to administrate all work. To assist the general secretary for the upkeep of records and papers concerning the federation.

**Treasurer:** The treasurer shall exercise overall supervision over the funds of the federation and construct fiscal policies for the Executive Committee. The treasurer shall be responsible for all accounting of the federation, however all payments, loans, orders to be countersigned by the president. He shall perform the following duties:

- i. To receive all moneys of the Federation and maintain proper accounts.
- ii. To act as in-charge of all moneys, Account Books, Papers, Vouchers and records including cheque books pertaining to his office and shall submit an audited statement of Accounts annually and/or otherwise, if necessary.
- iii. To deposit money as and when received in the Federation account with the approved Bank without unreasonable delay.
- iv. To help the Auditor in all possible ways in the auditing of accounts and to explain him such items, entries, etc. for which he may be called for.

- v. To send copies of his correspondence to the General Secretary for co-ordination.
- vi. To prepare and present the Budget Estimates to the Finance Committee and/or the Working Committee.
- vii. No expenditure shall be made by the Treasurer without the sanction of the President/General Secretary.
- viii. To submit Income & Expenditure Statement and the Balance Sheet as audited for the preceding year and the budget estimates for the following year to the Working Committee.
- ix. To prepare and submit to the General Secretary the list of Associations/Associate members who defaulted on the payment of their Annual Subscription and other payment to the Federation.

**Publicity Member:** To raise the profile of UKCF in the local community and all over the country via information, publicity and promotion. The incumbent should possess sound IT skills together with good communication attributes. The incumbent should also be able to produce coherent match and tournament reports drawing together all match reports and other press releases as required throughout the year.

**Tournament Secretary:** To organise tournament, league and other UKCF local and national competition in association with other affiliated member bodies. To arrange venues, administer league tournament and other international games.

**Assistant Tournament Secretary:** In absence of tournament secretary to administrate all work. To assist the tournament secretary for the upkeep of records and papers concerning the federation

### **E.a.ii. Power, duties, responsibilities and control**

The aim of the Executive Committee is to achieve the objects set out in the Carrom Federation Constitution. The initial Executive Committee will be determined by the founding members. Founding members can be elected as one of the Executive Committee member. The rules of the election will be determined at the first meeting of the Executive Committee.

- i. To organise and perform the daily operation of the federation.
- ii. To consider all budgetary issues.
- iii. To acquire, administer and dispose of the property and funds of the federation.
- iv. To coordinate the activities of members through throughout the United Kingdom and UK.
- v. To make and amend rules of the federation as and when necessary.
- vi. To take disciplinary action against members/players/official for acts of misconduct of regulation.
- vii. To appoint auditors and fix their remuneration.
- viii. To appoint committees and sub committees as deemed necessary.

- ix. To resolve any matters not covered by the rules of this Constitution.
- x. To take any other steps as may be necessary to achieve objects of the federation.

### **E.a.iii. Appointment and retirement of members of the Executive Committee**

Initially, the Executive Committee was formed for a period of 2 years. After this time the members of the general council must be elected by majority vote. If there is a tie in the vote the chair of the meeting will have the deciding vote. If a member of Executive Committee retires his/her role for any reason, an election must take place to determine a successor at the first available opportunity. All members of the Executive Committee must be co-opted members of the federation for a minimum period of 3 consecutive years.

### **E.a.iv. Period of Office**

#### a) Executive Committee Members

The period in office for any member of the Executive Committee shall be a term of 2 years. Upon completion of this period the individual may be re-elected.

#### b) Co-opted Members

Will consist of at least five people and be elected from the general membership group at each annual general meeting. Only a person who has been a member of the federation for a minimum of 3 consecutive years can be selected or elected as a co-opted member. Co-opted members can be added (a person or persons) to the executive committee group at any time by vote of those executive members. If a member of Executive Committee retires his/her role for any reason, an election must take place to determine a successor at the first available opportunity from the Co-opted members list.

#### c) General Members

There shall be two classes of membership:

- i. Honorary membership shall be appointed directly by the founding members, Executive Committee or by means of a vote at an emergency general meeting or at any general meeting.
- ii. Personal membership shall be open to individual person's subject in each case to the approval of application by the Executive Committee and/ or the founding members. The Executive Committee and founding members shall have the right at its discretion to decide which category of membership shall be granted to any subscriber.

#### d) Affiliates

Any organisation wishing to be affiliated to the United Kingdom Carrom Federation may do so under the consent of the executive committees/or founding members, and must become a corporate member.

## F. Membership Details

- (a) A subscriber to the federation and such other persons as are admitted to membership in accordance with this constitution shall be members of the federation. No person shall be admitted as a member of the federation unless he or she is approved by the Executive Committee or founding members. Every person who wishes to become a member shall deliver to the federation an application for membership, in such form as the Executive Committee require, executed by him or her.
- (b) A member may at any time withdraw from the federation by giving at least forty-eight hours notice to the federation. Membership shall not be transferable and shall cease on death. A membership shall cease on the winding up or dissolution of the member. The notice may be sent by e-mail or recorded delivery. Subscription fee are non-refundable.
- (c) The Executive Committee shall have an absolute right to return any subscription to be renewed with an appropriate explanation and the member whose subscription is returned or refused shall cease to be a member. The Executive Committee shall also have an absolute discretion to cancel the membership of any member. The privileges in these paragraphs are also extended to all founding members.
- (d) Unless otherwise stated in this constitution the expression member shall include members of all four classes.
- (e) The Executive Committee and founding members may, alter any category of membership or create additional categories of membership.
- (f) Each class member shall pay an annual subscription of such amount, as the general council shall determine. The subscription may be different for different classes of member.
- (g) General membership can be granted at any time during the year. However, there are certain limitations with regards to voting rights depending on when the membership is taken. Please see voting section below.
- (h) Votes of members:
  - i. Only members that have taken membership before the second ranking tournament for the year, are eligible for votes.
  - ii. All members shall be entitled to notice of and to attend general meetings of the federation but only eligible members shall be entitled to vote at such meetings. Each member present in person or by proxy shall have one vote. Members may vote on all issues except those pertaining to the principles underlying the foundation of the federation and its founding members.
  - iii. Each eligible member present in person or by proxy shall have one vote.
- (i) Amendments to the rules by members  
No rules set out by the federation shall be amended or altered in anyway except by a

seventy-five percent majority of the members present and eligible to vote.

(j) Arrears by members: No members shall have the right to vote at any meeting of the federation without all subscriptions and fees due being paid in full.

(k) Expulsion or suspension of members

Any members of the federation may be suspended or expelled from the federation if it deemed by the Executive Committee and/ or the founding members that he/she has not been acting in the best interests of the federation or of the game as a whole.

The reasons for the suspension or expulsion, as well as the punishments, will be determined by the Executive Committee and/ or the founding members at the time of the incident and notice will served forthwith.

(l) Winding up during members subscriptions

Every member of the federation undertakes to contribute to the federation a figure of no more the yearly subscription amount. Should the federation be wound up during a member's subscription year, fees will not be returned to the member for the current year. Should any advanced subscription fees be received for subsequent years these will be duly returned to the member concerned.

## **G. Meetings and Proceedings of Executive Committee**

- a) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairperson or by any two members of the Executive Committee upon not less than 5 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- b) The President shall act as chair at meetings of the Executive Committee. If the President is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.
- c) There shall be a quorum when at least one half of the numbers of members of the Executive Committee for the time being or three of the Executive Committee, whichever is the greater, are present at the meeting.
- d) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- e) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.



- g) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

## **H. Receipts and Expenditure**

- 1) The funds of the Organisation; including all donations, contributions and bequests; shall be paid into an account operated by the Executive Committee in the name of the Organisation at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least any two out of the designated signatories being the President, General Secretary or the Treasurer.
- 2) The funds belonging to the Organisation shall be applied only in furthering the objects.

## **I. Property**

- 1) All the properties of the Organisation shall be held in the name of the Organisation.
- 2) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall Cause and deal with according to this constitution and the rules here under:
  - a) All land held by or in trust for the Organisation which is not vested in the Official Custodian for Charities; and
  - b) All investments held by or on behalf of the Organisation.

Executive Committee shall elect trustees to act as custodian trustees of not less than three individuals amongst them, who will be the holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members, unless they are guilty of misconduct or wilful negligent.

If the holding trustees entitled to act as custodian trustee have not been appointed to hold the property of the Organisation, the Executive Committee may permit any investments held by or in trust for the Organisation to be held in the name of a clearing bank, trust corporation or any stock broking company which is a member of the London stock exchange and International Stock Exchange (or any subsidiary of any such stock broking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

## **J. Accounts**

All cheques drawn on the account must be signed by at least any two out of the designated signatories being the President, General Secretary or the Treasurer.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

1. The keeping of accounting records for the Organisation
2. The preparation of annual statements of account for the Organisation
3. The auditing or independent examination of the statements of account of the Organisation
4. The transmission of the statements of account of the Organisation to the Commission.

## **K. Annual Report**

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

## **L. Annual Returns**

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

## **M. Annual General Meetings**

1. There shall be an annual general meeting of the Organisation, which shall be held in the month of March in each year or as soon as practicable thereafter.
2. The Executive Committee shall call every Annual General Meeting. The General Secretary shall give at least 21 days' notice of the annual general meeting to all members of the Organisation. All the members of the Organisation shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons shall appoint a chairperson of the meeting. The chairperson shall be the chair of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of the meeting.
4. The Executive Committee shall present to each annual general meeting the report and accounts for the preceding year.
5. Nominations for election to the Executive Committee must be made by members of the Organisation in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

## **N. Special General Meetings**

The Executive Committee may call a special general meeting of the Organisation at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

## **O. Procedure at General Meetings**

1. The General Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the organisation.
2. There shall be a quorum when at least one tenth of the numbers of members of the Organisation for the time being or five members of the organisation, whichever is the greater, are present at any general meeting.

## **P. Notices**

Any notice required to be served on any member of the Organisation shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received by recipient after 5<sup>th</sup> working day.

## **Q. Alterations to the Constitution**

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A (the Name of Organisation clause), clause C (the Objects clause), clause R (the Dissolution clause) or this clause without prior consent in writing of the Commissioners.
3. No amendment may be made which would have the effect of making the Organisation cease to be a Charity at law.
4. The Executive Committee should promptly send the commission a copy of any amendment made under this clause.

## **R. Dissolution**

If the Executive Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a meeting of all members of the Organisation of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a

two-thirds majority of those present and voting at the meeting The Executive Committee shall have power to realise any assets held by or on behalf of the Organisation.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Organisation may determine or failing that shall be applied for some other charitable purpose. A copy of the statement, for the final accounting period of the Organisation must be sent to the Commission.

## **S. Indemnity**

Every employee of the federation shall be indemnified out of the assets or property of the federation against any losses or liabilities which they personally sustain or incur during normal execution of their duties including any liability incurred in defending any court actions including the result of any judgement made in court.

## **T. Arrangements until first General Meeting**

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document, and on behalf of the Organisation.

## U. Executive Committee Members

S.No.	Name	Position	Signature
1	Nazrul Islam	PRESIDENT	
2	Sunahar Ali	VICE PRESIDENT	
3	Amar Sanakal	GENERAL SECRETARY	
4	Anhar Ali	TREASURER	
5	Joseph Glasberg	PUBLICITY MEMBER	
6	Shahid Abdus	TOURNAMENT SECRETARY	

## V. Co-opted Members

S.No.	Name	Position	Signature
1	Abdul Khan	CO-OPTED MEMBER	
2	Abdul Malik Thohi	CO-OPTED MEMBER	
3	Aniket Shetye	CO-OPTED MEMBER	
4	Harvey Gomes	CO-OPTED MEMBER	
5	Hena Begum	CO-OPTED MEMBER	
6	Shuab Ahmed	CO-OPTED MEMBER	

The constitution was originally agreed at a Meeting of the (Name of the Organisation) duly convened at (Venue) held on the (Date)