



CONSTITUTION OF GURDWARA SAHIB YISHUN

1. This Temple shall be known as the “Gurdwara Sahib Yishun” hereinafter referred to as the “Temple”.

PLACE OF BUSINESS

2. Its place of business shall be at “601 Yishun Ring Road, Singapore 2776” or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The Temple shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3. Its objects are:
 - (a) To preach the teachings of “Sri Guru Granth Sahib”;
 - (b) To preach Sikhism among the Sikh Community;
 - (c) To perform religious ceremonies according to Sikh rites;
 - (d) To promote the education of religious knowledge and Sikh customs and traditions among Sikh Community; and
 - (e) To do all acts and things incidental to the above.

MEMBERSHIP

4. (a) Membership is open to all Sikh ladies and gentlemen resident in Singapore. There shall be three categories of membership namely :
 - (i) Life Membership;
 - (ii) Ordinary Membership; and
 - (iii) Associate Membership

- (b) Any person not professing the Sikh religion and who applies to be a member may, subject to the approval of the Management Committee, be admitted as an Associate member.
5. (a) A person wishing to join as member of the Temple should submit his application to the Honorary Secretary in the prescribed form.
- b) The Management Committee shall decide on the application for membership and such decision shall be made within 2 months from the date of receipt of the application. The decision of the Management Committee shall not be subject to review in any Court of Law.
- (c) A copy of the constitution shall be furnished to every approved member upon payment of the entrance fee.
6. All life and ordinary members who are above 21 years of age and provided their subscriptions are not in arrears, shall be eligible to vote at General Meeting and stand for election for the Management Committee. Associate members shall not have the right to vote and to hold office in the Temple.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

7. There shall be no entrance fee. Subscriptions payable by the members shall be determined by the members from time to time at the Annual General Meeting or any other General Meeting of the members.
8. Yearly subscriptions are payable in advance within the first 3 months of the year. If a member falls into arrears with his subscriptions or other dues he shall be informed immediately by the Honorary Treasurer. The Management Committee shall have the right to strike off any member who has not paid his subscription after the first 3 months of the year.
9. The rate of yearly subscriptions may only be varied by a General Meeting of the members. Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

10. The supreme authority of the Temple is vested in a General Meeting of the members presided over by the President.
11. An Annual General Meeting shall be held between March and June every year.
12. At other times an Extraordinary General Meeting must be called by the President on the request in writing of ten per cent or more of the total voting membership and may be called at any time by order of the Management Committee. The notice in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
13. If the Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Temple's notice board.

14. At least two weeks' notice in writing shall be given to all members of an Annual General Meeting and at least ten days' notice of Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Honorary Secretary to all voting members. The particulars of its agenda will be posted on the Temple's notice board four days in advance of the meeting.
15. The following points will be considered amongst other things at the Annual General Meeting:
 - (a) The previous financial year's accounts and annual report of the Management Committee
 - (b) The election of office-bearers and Honorary Auditors for the following term; and
 - (c) Where applicable appointment of Trustees or New Trustees.
16. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice in writing to the Honorary Secretary one week before the meeting is due to be held.
17. At least forty (40) members of the Temple must be present at the general meeting in order to form a quorum.
18. In the event of there being no quorum, the meeting shall be adjourned for half an hour, and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing Rules.

MANAGEMENT AND COMMITTEE

19. (a) The administration of the Temple shall be entrusted to a Committee consisting of the following to be elected biennially at Annual General Meeting:-

President
 Vice-President
 Honorary Secretary
 Assistant Honorary Secretary
 Honorary Treasurer
 Assistant Honorary Treasurer
 Five Ordinary Committee members

(b) The following shall be ex-officio members of the Management Committee, and may be invited to attend specific meetings but shall have no voting rights nor form the quorum:

- (i) Immediate Past President
- (ii) Chairman, Board of Trustees

20. Names for the above offices shall be proposed and seconded by members at the Annual General Meeting and election will follow on a simple majority of the members present. All officers, except the Honorary Treasurer and Assistant Honorary Treasurer, may be re-elected to the same or related post for a consecutive term of office year after year. The outgoing President shall dissolve his Committee just before the election takes place. He shall however conduct the General Meeting and the elections and may offer himself and the members of the outgoing Committee for re-election. The term of the Committee is two years.

- (a) The Treasurer shall not hold the same office for more than four consecutive years. Re-appointment of the outgoing Treasurer may be considered after a lapse of at least two years.
21. Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by secret ballots. In the event of a tie, the Chairman of the meeting shall have a casting vote.
22. A Committee meeting shall be held at least once a month after giving 7 days' notice to Committee Members. The President may call a committee meeting at any time by giving 7 days' notice. At least half of the Committee Members must be present for its proceedings to be valid.
- (a) Where a conflict of interest arises at a Management Committee meeting, the Committee member concerned should not vote on the matter nor participate in discussions. He or she should also offer to withdraw from the meeting, and the other Committee members should decide if this is required.
23. Any member of the Committee absenting himself from 3 meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the committee to serve the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.
- (a) The Committee shall have the power to remove a Committee member who is co-opted by the Committee before the expiration of his or her period of office and may co-opt a successor to the Committee in his or her place instead in accordance with the procedure set out in Rule 26.
24. A member of the Committee may resign his post in the Committee by giving one month's notice in writing to the Honorary Secretary.
25. The duty of the Committee is to organise and supervise the daily activities of the Temple and to make decisions on matters affecting its running when the General Meeting is not sitting. It may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
26. The Committee shall have the powers:
- (a) To appoint or dissolve sub-committees;
 - (b) To make and amend By-Laws;
 - (c) To fill in any vacancy in the Committee by co-opting members; and
 - (d) To engage, remunerate, discipline, control and dismiss or terminate the services of all employees of the Temple;
 - (e) To reprimand, suspend or strike off any member who has committed any breach of the constitution or any regulations or By-Laws of the Temple, after giving a fair hearing to the member concerned; and
 - (f) To remove the Committee member who is appointed by the Committee before the expiration of his period of office and may appoint any other person instead.
27. The Committee has power to authorize the expenditure of a sum not exceeding \$10,000.00 per month from the Temple's fund for the Temple's purposes. This sum shall exclude the payment of salaries, the Public Utilities, Telecoms, property tax and other recurring monthly charges.

28. All decisions of the Committee shall be made according to the majority of the members present at the meeting. In the event that there is an equal number for and against the decision to be made, then the Chairman of the meeting shall have a casting vote.

DUTIES OF THE OFFICE-BEARERS

29. The duties of the office-bearers are as follows :-

- (a) The President shall act as Chairman at all General and Committee meetings. He shall also represent the Temple in its dealings with outside persons.
- (b) The Vice-President shall assist the President and deputise for him in his absence.
- (c) The Honorary Secretary shall keep all records, except financial, of the Temple and shall be responsible for their correctness. He shall deal with the correspondence and convene General and Committee meetings. He will keep minutes of all General and Committee meetings. He shall maintain an up to- date Register of Members at all times.
- (d) The Assistant Honorary Secretary shall assist the Honorary Secretary in all matters and shall carry out the duties of the Honorary Secretary in his absence.
- (e) The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Temple and shall keep an account of all money transactions and shall be responsible for their correctness. He is authorized to maintain a "Petty Cash Account" not exceeding \$1,000 at any one time for petty expenses. All other monies are to be deposited in a bank to be named by the Committee. Cheques, etc for withdrawals from the bank will be signed by the President or the Secretary in addition to the Treasurer. He shall submit a Statement of Accounts at each monthly meeting of the Committee and also the Annual General Meeting.
- (f) The Assistant Honorary Treasurer shall assist the Honorary Treasurer and deputise for the Honorary Treasurer in his absence.
- (g) All Ordinary Committee Members shall assist in the general administration of the Temple and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

30. (a) The accounts shall be audited by an independent firm of certified public accountants who shall be appointed by the Annual General Meeting of members and none of the auditing firm's employees shall be members of the Management Committee.
- (b) The financial year shall be from 1st January to 31st December.

TRUSTEES

31. All immovable properties of the Temple, if any so purchased or leased, shall be entrusted to the care of the Trustees, who shall hold such property in trust for the members and shall act in accordance with the terms of the resolutions that may be passed at any General Meeting.

32. The trustees of the Temple shall

- (a) Shall be not more than five and not less than three in number;
- (b) Be elected by a General Meeting of members; and
- (c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members

33. The office of the trustee shall be vacated:

- (a) If the trustee dies or is medically declared as of unsound mind;
- (b) If he is absent from the Republic of Singapore for a period of more than one year;
- (c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee; and
- (d) If he submits notice of resignation from his trusteeship.

34. Notice of any proposal to remove a trustee from the trusteeship or to appoint a new trustee to fill a vacancy must be given two weeks before the Annual General Meeting at which the proposal is to be discussed. Any such new appointment or removal shall then be notified to the Commissioner of Charities.

35. The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

36. The Management Committee may at its discretion transfer funds to the Trustees who shall be empowered to hold those funds in a Trust Fund. These funds shall only be invested in immovable property, fixed deposits, Singapore Dollar Bonds, or equivalent instruments, or Singapore Dollar Listed Shares of Singapore Stock Exchange STI Index Companies. In this respect, the Trustees are empowered to receive funds from and transfer funds to the Management Committee.

37. Any transaction involving real estate that is carried out by the Trustees shall require prior approval of the General Meeting of members.

38. All Trust Securities, title deeds and fixed deposits receipts owned by the Temple shall be deposited in a safe box at the Temple or at other equivalent location(s) deemed to be safe by the Temple.

39. All Trustees, except those appointed before 2022, shall be appointed for a term of 6 years and shall automatically retire at the Annual General Meeting immediately following their sixth anniversary. However, they shall be eligible for re-appointment at that Annual General Meeting. Trustees appointed before 2022 shall be allowed to continue for an additional 6 years beyond 2022 after which the same requirement relating to retirement after the sixth anniversary and any subsequent reappointment will apply.

40. The Trustees shall, from amongst themselves, elect a Chairman, Secretary and Treasurer to form the Board of Trustees.

41. The Trustees shall be empowered to open a separate Trust Fund Bank account for all funds entrusted to them. The Chairman, Secretary and Treasurer shall be authorized signatories and all transactions require the signature of all three of them.

42. The Trust Fund Accounts shall be subject to external audit by the Temple's External Auditor for every financial year, similar to how the Temple's main accounts being managed by the Management Committee.
43. The Board of Trustees shall meet as often as necessary but not less than twice a year. The quorum for all Trustee meetings shall be not less than 3 members. The Secretary of the Board shall record all proceedings of the meetings.
44. The key members of the Management Committee, namely the President, Vice President, Secretary and Treasurer may be invited to attend the meetings of the Board of Trustees as observers.

GENERAL/ DISCIPLINARY MATTERS

45. (a) All complaints and suggestions of members shall be made in writing to the Honorary Secretary who shall notify the Committee which shall decide on the course of action to be taken.
 - (b) Any complaint of a disciplinary nature made against a member shall be in writing and the complainant's name and address shall be stated therein. The Committee shall decide if the complaint merits further action and if it does, the Committee shall constitute a Disciplinary Committee made up of members appointed by the Committee, who may or may not be members of the Committee. The member against whom the complaint has been made shall be notified to appear before Disciplinary Committee to answer the charges and allegations made against him.
 - (c) The Disciplinary Committee shall, after completion of the disciplinary proceedings, make its recommendation to the Committee, which shall decide in its sole discretion whether to adopt, reject or vary the recommendation. The Committee may reprimand, suspend, or strike off the member. In the event that the Committee decides that the complaint does not merit any further action, it shall dismiss the complaint outright.
 - (d) A member may appeal to the General Meeting against the Committee's decision. The decision of the General Meeting shall be final.

PROHIBITIONS

46. (a) Gambling of any kind whether for stakes or not, is forbidden on the Temple's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited. The smoking of cigarettes or the use of tobacco in any form and the consumption of alcoholic drinks is strictly prohibited from the premises. Any member of the Committee shall have the power to enforce such prohibition.
 - (b) The funds of the Temple shall not be used to pay the fines of members who have been convicted in Court.
 - (c) The Temple shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
 - (d) The Temple shall not attempt to restrict or interfere with trade or make directly or

indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interests.

- (e) The Temple shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (f) The Temple shall not carry out any business activities or any other activities motivated towards profits and is formed purely for the purposes of carrying out its objects as stated in Clause 3 above.
- (g) The Temple shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head Licensing Division, Singapore Police Force, and other relevant authorities.
- (h) The Temple shall not hold any lottery, whether confined to its members or not, in the name of the Temple or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

VISITORS AND GUESTS

47. All visitors and guests are allowed to the premises for the purpose of worship and offerings of prayers only. They are required to behave themselves whilst in the premises. Any guests or visitors found misbehaving themselves will be evicted from the premises.

AMENDMENTS TO RULES

48. The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

49. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the rules or if there is any ambiguity in the rules, the Committee shall have power to use their own discretion. The decision of the Committee shall be final and effective until and unless it is reversed at a General Meeting of members.

DISPUTES

50. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the constitution. Should the members fail to resolve the matter, they may bring the matter to a Court of Law for settlement.

DISSOLUTION

51. (a) The Temple shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Temple for the time being resident in Singapore expressed, either

in person or by proxy, at a General Meeting convened for the purpose.

- (b) In the event that the Temple dissolved as provided above, or in the event the Temple ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Temple shall be fully discharged, and the remaining funds will be donated to other charitable organisation(s) with similar objects which are registered under the Charities Act, as the members at the General Meeting shall decide.
- (c) A certificate of Dissolution shall be given within 7 days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

Updated as per latest Registrar of Societies and Commissioner of Charities approvals in Jan 2023