



Tohum Cultural Centre
Tohum Kültür Merkezi

CONSTITUTION

A. Name

The name of the association is

TOHUM CULTURAL CENTRE

B. Administration

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with the constitution by the members of the Management Committee.

C. Objects

The charity's objects are:

1. The relief of poverty, sickness and distress of members of the community, particularly those of Kurdish or Turkish decent who are resident in all London Boroughs by providing such persons with free and confidential advice, assistance, representation, counselling, translating and interpreting services in matters of asylum, immigration, money debts, welfare benefits, housing, health, education, training and employment.
2. By the provision for such persons of
 - (a) Facilities for their education and cultural and vocational training;
 - (b) Facilities to promote their health (including the provisions of translators and interpreters at clinics and surgeries);
 - (c) Facilities in the interest of social welfare for their recreation and leisure time occupation with the object of improving their conditions of life.

D. Powers

- i. In furtherance of the objects, the Management Committee may exercise the following powers:



Tohum Cultural Centre
Tohum Kültür Merkezi

- ii. Power to provide accessible meeting place/s such as a community centre
- iii. Power to raise funds and invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities, and shall conform to any relevant requirements of the law:
- iv. Power to lease any property necessary for the achievement the objects and to maintain and equip it for use;
- v. Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- vi. Power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- vii. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice.
- viii. Power to establish or support any charitable trust association or institutions formed for all or any of the objects:
- ix. Power to appoint and constitute such advisory committees as the Management Committee may think fit:
- x. To carry out all such other lawful things as are necessary for the achievement of the objects.

E. Membership

1. Membership of the

TOHUM CULTURAL CENTRE

Shall be open to any over the age of sixteen years interested in furthering the objects and who has paid the annual subscription laid down by the Management Committee.



Tohum Cultural Centre
Tohum Kültür Merkezi

2. Every member shall have one vote.
 3. The Management Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
- F. Votes of members
The members will elect the Management committee members in yearly AGMs' The elected members of the MC will elect Chairmen , Secretary , and treasurer between themselves.
- G. Management Committee
1. The Management Committee shall consist of not less than six members and not more than twelve members aged 18 or above, being not less than three and not more than nine ordinary members elected at the annual general meeting who shall hold office from the conclusion of that meeting;
 2. The Management Committee may in addition appoint not more than two co-opted members but so that no- one may be appointed as a co-opted member if, as a result, more than one third of the committee would be co-opted members. Each appointment of the co-opted member shall be made at a special meeting of the committee and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
 3. All the members of the committee shall retire from the office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re appointed.
 4. The proceedings of the committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- H. Determination of membership of Management Committee
- A member of the Management Committee shall cease to hold office if he or she



Tohum Cultural Centre
Tohum Kültür Merkezi

1. Is disqualified from acting as a member of the Management Committee by virtue of -section 45 of the Charities Act 1992 (or any Statutory Re-enactment or modification of that provision).
 2. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
 3. Is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated: or
 4. Notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect.)
- I. Management Committee Members not to be personally interested.

No member of the Committee shall acquire any interest in property belonging to charity otherwise than as a trustee or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by Committee.

J. Meetings and proceedings of the Management Committee

1. The Management Committee shall hold at least two ordinary each year.

A special meeting may be called at any time by the chairman or by any two members of the Management Committee upon not less than 4 days notice being given to the other members of the Management 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.
2. The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
3. There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at a meeting.



Tohum Cultural Centre
Tohum Kültür Merkezi

4. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
5. The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
6. The Management Committee may from 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.
7. The Management Committee may appoint one or more sub-committees consisting of three or more members of the Management Committee for the purpose of making an inquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such subcommittee shall be fully and promptly reported to the Management Committee.

K. Receipts and expenditure

1. The Charity funds, including all donations contributions and bequest, shall be paid into an account operated by the Management Committee in the name of the Charity at such bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Management Committee.
2. The funds belonging to the Charity shall be applied only in furthering the objects.

L. Accounts

The Management Committee shall comply with their obligation under the Charities Act 1992 with regard to.

1. The keeping of accounting records for the Charity:



Tohum Cultural Centre
Tohum Kültür Merkezi

2. The preparation of annual statements of account for the Charity:
3. The auditing or independent examination of the statements of accounts of the organisation: and
4. The transmission of the statements of accounts of the organisation to the Commissioners.

M. Annual Reports

The Management Committee shall comply with their obligation under the Charities Act 1992 (or any statutory re-enactment or modification of that Act), with regards to preparation of an annual report or its transmission to the Commissioners.

N. Annual Returns

The Management Committee shall comply with their obligation under the Charities Act 1992 (or any statutory re-enactment or modification of that Act), with regards to preparation of an annual report or its transmission to the Commissioners.

O. Annual General Meeting

1. There shall be an annual general meeting of the project which will be held in the month of April, each year or as soon as practicable thereafter.
2. Every Annual General Meeting shall be called by the Management Committee. The secretary shall give at least 21 days notice of the Annual General Meeting to all members of the project. All the members 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 present shall appoint a chairperson of the meeting. The chairperson shall be chair person of the subsequent Annual General Meeting but if he or she is not present, before any business is transacted, the person present shall appoint a chairperson of the meeting.
4. The Management Committee shall present to each Annual General Meeting the reports and accounts of the proceeding year.



Tohum Cultural Centre
Tohum Kültür Merkezi

5. Nominations for elections to the Management Committee must be made by members of the project in writing and must be in the hands of the Management Committee secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, elections shall be by ballot.

P. Special General Meeting

The Management Committee may call a special general meeting of the charity at any time if at least 20% of the membership 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.

Q. Procedures and notices

1. The secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting.
2. There shall be a quorum when at least one tenth of the number of members of the project or ten members, which ever is greater, are present at any general meeting.

R. Notices

Any notice required to be served on any member of the project shall be served in writing by the secretary or Management Committee on any person either personally or by sending it through the post in a pre-paid letter 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 within ten days of posting.

S. Alteration 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 alterations proposed.



Tohum Cultural Centre
Tohum Kltr Merkezi

2. No amendment may be made to: Clause A: Tohum Cultural Centre, Clause C, Objects (1) (2), Clause 1, Management Committee Members not to be personally interested, Clause T, the Dissolution clause or this clause, S, without the 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 Management Committee should promptly send to the Commissioners a copy of any amendment made under this clause.
- T. Dissolution

The Association may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the above charity as the charity may determine and if and in so far as effect cannot be given to this provision then or such other charitable purpose.