

# **SIKH SOCIETY OF SOUTH AUSTRALIA INCORPORATED**

(Registration No: A7903)



## **CONSTITUTION**

<http://www.sikhssa.org.au/>

01<sup>st</sup> November 2015

**SIKH SOCIETY OF SOUTH AUSTRALIA INC.**

**CONSTITUTION (Reg No: A 7903)**

***PREAMBLE***

“SABHNA JEEAAN KA IK DHATA SO MAIN VISAR NA JAAEE”  
*There is One God for all Living beings, let us not forget Him*

“The Sikh religion is Universal”

“The Punjabi culture is unique with origins from Punjab”

[The Society shall uphold and promote both].

**1. NAME**

**SIKH SOCIETY OF SOUTH AUSTRALIA INC.- CONSTITUTION**

[a] The name of the society upon incorporation shall be Sikh Society of South Australia Incorporated – Referred to hereafter as The Society.

**2. DEFINITIONS**

The following words are to have the following meanings wherever they appear herein where the context so admits:

- [a] PRINCIPAL OFFICERS: President, Vice-President, Secretary and Treasurer.
- [b] SIKH: Any person who believes in one God and accepts the teachings of the ten Sikh Gurus (teachers) and who looks upon the “Adi Granth” as the holy scriptures of his religion.
- [c] AGM: Annual General Meeting
- [d] EGM: Extra-ordinary General Meeting
- [e] The singular shall include the plural, the masculine the feminine and vice versa.
- [f] SRM: Sikh Rehat Maryada
- [g] CULTURE: PUNJABI: This applies to all aspects of Language, Literature, Music, Songs, Dances, Dress, Foods and Social Habits which have originated in Punjab.

- (h) Adelaide Metropolitan Area: includes the Adelaide Urban District, the Adelaide Hills and Onkaparinga Districts as defined by the Australian Local Government Association.
- (i) GC: Governing Council
- (j) MC: Management Committee
- (k) SC: Standing Committee
- (l) SUC: Sub Committee
- (m) RO: Returning Officer

### 3. AIMS

The aims of the Society are:

- [i] To encourage the understanding of the Sikh religion & culture and to promote harmony between Sikhs and people of other beliefs in South Australia.
- [ii] To promote the interest of Sikhs resident, working in, or travelling through Australia in accordance with the Australian Law. As a responsible Society to liaise with all relevant Government bodies and agencies to protect and enhance the Rights & Privileges of Sikhs
- [iii] To act as a representative body of Sikhs in South Australia in liaison and co-operation with similar bodies in the other states.
- [iv] To provide for the religious, cultural, educational, social, sporting and welfare activities, and facilities to the members of The Society.
- [v] To provide facilities and activities to enable members and their friends to confer together at meetings, seminars, and conferences pertaining to the practice of the Sikh religion and its understanding to Sikhs and non- Sikhs including other matters and other common interests. The Society may charge for the provision of such facilities and activities.
- [vi] To establish an Educational Foundation for the teaching of the Punjabi Language, culture, Sikh Philosophy, and other related subjects not taught in a normal school curriculum and provide facilities for this purpose.
- [vii] To raise funds through membership fees and all other legitimate means to assist the carrying out of the aims of The Society.
- [viii] To print, publish, and sell books, papers, periodicals, badges and emblems, and engage in any other literary undertaking as may seem conducive to the attainment of the aims of The Society, including the use of Internet and Electronic Media.

- [ix] To consider all questions and issues affecting the interests of Sikhs and Sikhism, to initiate and watch over, promote or oppose general or particular measures affecting them, and to promote or procure changes in any law, by-law or regulation detrimental to Sikhs and Sikhism.
- [x] To ensure there is provision of the Society's facilities for the Elderly and people with a disability.
- [xi] To ensure that The Society's activities and the Sikh religion are not misrepresented.

#### **4. MEMBERSHIP**

##### **[a] ELIGIBILITY**

- [i] Ordinary membership (Refer 4.b.1) with the right to hold office and vote shall be restricted to Sikhs (Refer 2.b) who are legally permanent residents or nationals of Australia and who live in or whose principal place of work is in the Adelaide Metropolitan Area (including the Adelaide Urban District, the Adelaide Hills and Onkaparinga as defined by the Australian Local Government Association).  
Exemption – those who live outside of the Adelaide Metropolitan Area but have been ordinary members continuously for at least three years prior to the AGM held 28th August 2004, will remain as ordinary members whilst those who joined as ordinary members after the AGM held 28th August 2004 will convert to associate members.
- [ii] Associate Membership without the right to hold office on the Management Committee except as an Honorary Auditor or to vote, but with the right to attend and speak at meetings will be open to non-Sikhs and Sikhs from outside of the Adelaide Metropolitan Area, Interstate or overseas.
- [iii] Any person who has been a member of The Society as a child member of a family and changes to full membership upon turning 16 years of age, will have his/her membership considered as a continuing one and not as a new membership for the purposes of voting and holding office.
- [iv] All membership applications are subject to approval at the Management Committee meetings.

##### **[b] TYPES OF MEMBERSHIP**

There will be 2 types of membership: 1) Ordinary Membership and (2) Associate Membership. Sub categories of these memberships are as listed below.

1. Ordinary membership.

There shall be four categories of ordinary membership:

- [i] Family Membership – husband and wife (one must be a Sikh) and children under 16 years old.
- [ii] Individual Membership
- [iii] Pensioners (Husband & Wife)
- [iv] Life Membership – Any Ordinary member who pays a subscription of A\$1,000.00 or more may become a Life Member.

2. Associate Membership.

There shall be two categories of associate membership:

- [i] Outside of Adelaide Metropolitan Area (Adelaide Urban, Adelaide Hills & Onkaparinga), Interstate and Overseas Membership
- [ii] Persons who are not of Sikh faith but wish to associate participate and help in the activities of The Society.

**[c] MEMBER BENEFITS**

All members shall have priority and/or concessions in: \

1. All categories of membership shall have the right to participate in all religious, cultural, educational, sporting, and other activities organized by The Society.
2. The use of Gurdwara premises, its equipment, and facilities.
3. Assistance in the organization of any religious function whether it be in the Gurdwara or private premises
4. Receiving financial and any other assistance in sporting and cultural events representing the Society.
5. Representation in dealing with Government Departments and Statutory Authorities.
6. Charges that may be applicable in the hire of Gurdwara equipment, and functions that are open to non-members.

**[d] RIGHTS & PRIVILEGES OF MEMBERS**

- [i] The right to vote and hold office shall be restricted to financial Ordinary members above the age of sixteen in their own right in the following categories:
  - Family Membership – husband and wife.
  - Individual Membership
  - Pensioner Membership (Husband & Wife)
  - Life Membership.

[ii] Financial ordinary members who have paid their subscriptions by 30<sup>th</sup> June of the previous financial year shall have the right to vote and/or hold office.

Example: To be able to vote and/or stand for elections at the AGM to be held in August 2016 and/or any EGM to be held during the period between 01<sup>st</sup> July 2016 and 30<sup>th</sup> June 2017, the ordinary member must have paid his/her subscriptions by 30<sup>th</sup> June 2016

[iii] New members will have a one year waiting period before having the right to vote.

[iv] All office bearers on the MC/GC must be financial at all times.

[v] Any member who holds any Principal office position in any other similar association in South Australia which is deemed by the Society as the member having conflicting interest with our Society, will not be allowed to hold office in any capacity of the SSSA.

#### **[e] SUBSCRIPTIONS**

[i] Any member who is in arrears for two years shall be required to pay the arrears or have his or her membership lapsed and reapply as a new member.

[ii] The Annual Subscription fees will be decided at the Annual General Meeting.

#### **[f] VOTING**

Voting at all meetings of The Society shall be by a show of hands except when they involve the election of office bearers of the MC.

#### **[g] DISCIPLINE OF MEMBERS.**

Should a complaint - in writing - against any member of The Society be received for a breach or a considered breach, the Management Committee shall investigate the complaint immediately.

The President shall call a meeting of the Principal Officers and decide the course of action to be taken.

The member concerned should be called up to explain his side of the story and if necessary the complainant should also be called up with a view to a mutually agreeable solution.

The President shall convey the decision to the parties concerned in writing. Such decision shall be given within 4 weeks from the receipt of the written complaint.

In the event the complaint involves and affects a fair few members of The Society and community, a special Management Committee meeting shall be called by the President and with due and appropriate urgency. The course of action shall be decided at the meeting and shall be in writing and recorded as such with names of all present at the meeting.

#### **Disciplinary Action:**

Depending upon the findings as above the Management Committee may take disciplinary action against a member or members. The action may consist of any of the following: -

1. Written letter of warning and a reprimand, or
2. Suspension of membership and / or Society activities for a period to be determined by Management Committee, or
3. Expulsion, or
4. A combination of the above or any other action, the Management Committee may deem appropriate – including legal action.
5. Appeal can be made to the Governing Council to review the action or decision of the Management Committee.

#### **[h] CAPPING AND QUEUING OF MEMBERSHIP**

- (i) the MC has the power to cap or limit the number of memberships which can be approved in each financial year
- (ii) the number of memberships which can be approved by the MC in each financial year shall be decided at the AGM
- (iii) when a cap is reached, no further memberships can be approved and applicants shall wait in a queue for membership approval consideration (in order of their queue date), subject to places available.

### **5. MANAGEMENT**

#### **[a] MANAGEMENT COMMITTEE**

- [i] The society shall be managed by an annually elected committee comprising the following: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, four Committee Members, and one Youth Member. The Principal Office Bearer's i.e. the President, the Vice-President, the Secretary, and the Treasurer be elected for a period of two years. Non Principal Office bearers to be elected for a period of two years, but half be given the option of serving for a period of one year. All positions on the Committee shall be honorary.
- [ii] The President or in his absence the Vice-President shall have a casting vote at all times.
- [iii] All Principal Officers shall not hold office in the same position for more than two consecutive terms. However if no person is nominated and elected, then the outgoing Principal Officers shall be given the option to carry on for another term.
- [iv] The Vice-President shall automatically take over the duties and responsibilities of the President in the latter's absence.
- [v] The control and running of the Gurdwara premises and all other buildings at the site shall be under the absolute control of the Management Committee elected at the time. This includes the conducting of any ceremonies at the premises.
- [vi] Use of the Gurdwara premises for any occasion requires the approval of the Management committee.

- [vii] The MC shall have the power to select suitable applicants for the position of a Granthi and present them at the AGM or EGM for appointment. The MC shall seek applicants who are competent in Kirtan, Gurbaani and English. They are free from any criminal record

#### **[b] SUB-COMMITTEES**

The Management Committee may from time to time nominate and appoint sub-committees or individual members to be responsible for specific projects. They shall be directly responsible to the Management Committee.

#### **[c] STANDING COMMITTEES**

- [i] Standing Committees may be appointed if necessary to undertake specific projects, which may continue beyond the term of office of the current Management Committee or where it is deemed that special expertise is required.
- [ii] Such committees shall be appointed at an AGM or EGM and shall have their terms of reference, tenure, and powers clearly spelt out at the time of their appointment.
- [iii] Such committees shall be directly responsible to the Management Committee
- [iv] The Standing committee can have their own elections with the proviso that the Chairperson and Treasurer are financial members of the Society
- [v] The SC shall not borrow money or go into deficit. The MC shall be provided with copies of Bank Statements, every year a full financial statement and copies of their committee minutes.
- [vi] The MC has the power to demand further information from the SC. In the event of misappropriation, the MC shall have the power to terminate the SC and take charge of any Bank Accounts.
- [vii] The Management Committee shall be represented on such committees by one of its members.

#### **[d] THE GOVERNING COUNCIL OF THE SIKH SOCIETY OF SA INC.**

- [i] To act to protect all assets of the Society
- [ii] To ensure the elected Management Committee adheres to the Constitution in the conduct of all functions and affairs of the Society.
- [iii] To ensure that the Management Committee does not deny any competent person to conduct or take part in any ceremony or other sewa on any grounds other than competency.
- [iv] To hear and make decisions on any major complaints against the Management Committee or any matter referred by the Management Committee itself.
- [v] To review disciplinary decisions and actions by the Management Committee.
- [vi] To deal with any matters which reflects or affects on the Society and the Sikh Community in SA.
- [vii] The Council shall not unduly interfere with the day to day running of the Society by the Management Committee.



- [viii] The Governing Council shall be made up of five members elected at an AGM or EGM. The term shall be for five years. Members can be re-elected if necessary. To be eligible for elections to the Council, a person has to have been an ordinary member of the Society for at least ten years or a life member and should have contributed significantly in terms of service to the Society. The Chairman and Secretary of the Council shall be elected by the members of the Council. No active member of the Management Committee shall be on the Council. In the event of any Council member resigning or not able to function, the rest of the Council shall continue to function and a replacement elected at the ensuing AGM or EGM.
- [ix] The Council shall not be abolished unless decided by a majority of at least seventy five percent of the full membership of the Society (not seventy five percent of attendance) at an AGM or EGM.
- [x] Nominations for the Council  
This shall be on prescribed forms and submitted to the Management Committee no later than the last day of the Financial year.
- [xi] Functions of the Council  
The Council shall meet at least three times a year or more if required. The Council shall be provided with minutes of every Management Committee meetings after each of their meetings. The Council shall keep written records of its meetings and decisions and provide these to the Management Committee.
- [xii] The decision of the Council shall be on majority basis of three at least and shall be given in writing without detailed explanations. The Secretary of the GC shall keep minutes of all Council meetings. Any Council decisions impacting on the ongoing Management of the Society shall be conveyed to the Management Committee in writing.
- [xiii] There shall be no legal recourse by the Management Committee against the Council.
- [xiv] In the event of a situation where there is a call for a vote of no confidence in the MC or where the MC is dysfunctional, the GC has to follow the process as per the Constitution, namely:
  - (i) Call for and EGM to dissolve the MC
  - (ii) GC to act as Caretaker
  - (iii) Call for an EGM as per the Constitution to elect a new MC
- (xv) The GC is answerable to the members or any decisions that are detrimental to the Society.
- (xvi) Members of the GC shall abstain from nominating and/or seconding any candidates for positions on the MC, sub committees and standing committees.

[e] **AUDITOR**

The members at an Annual General meeting shall elect an Auditor who under no circumstances shall be a member of the Management Committee.

The Management Committee shall appoint independent, qualified, professional and registered external auditor to audit all accounts of The Society. The Auditor need not be a Sikh.

**[f] PUBLIC OFFICER**

The Public Officer shall be the Honorary Secretary or such other person nominated by the Management Committee and alterable as and when the Management Committee so desires.

The Management Committee shall inform the Corporate Affairs Commission forthwith of any such change or as required by law.

**[g] RETURNING OFFICER**

A returning officer shall be elected at the AGM. He will conduct the elections of the Management Committee in accordance with the constitution. In the event of doubts on matters in the Constitution, RO shall write to the Registrar of Societies to get clarification and direction

**[h] CELEBRANT**

The Management Committee should ensure that a Celebrant for Sikh weddings should be a person who is fully knowledgeable and able to perform the Sikh marriage ceremony and is well versed with Australian legal requirements

**[i] WEBSITE MANAGEMENT**

[i] Any changes to The Society's Web pages must have clear approval from the Management Committee.

[ii] Misuse or misappropriation of The Society's Web site is prohibited.

[iii] All SSSA registered Internet Domain Names are to be registered centrally by the management committee.

**6. ELECTIONS**

**[a] NOMINATIONS**

[i] Members who have a history of any criminal convictions or undischarged bankruptcy will not be allowed to hold office in any capacity on the GC, MC or any Committee. Members found by the SSSA to have been detrimental and have caused harm to the Society in any form, will be barred from holding positions in any committee of SSSA.

[ii] Nomination forms for the positions on the Management Committee will be made available to all members at least six weeks before the AGM at the society's registered office.

[iii] Completed nomination forms shall be returned to the Returning Officer by the stipulated date which shall be printed on the nomination form and which shall be no later than three weeks before the AGM.

- [iv] The complete list of nominations shall be posted on the notice board of The Society's registered office no later than two weeks before the AGM,
- [v] All nomination forms shall have the signature of the proposer, seconder, and the nominee.
- [vi] The management committee shall make available to the Returning Officer a list of the registered and financial members for his / her use.
- [vii] Members should have a minimum period of three years continuous and full financial membership just prior to elections, to be elected to the principal positions. To be elected to the position of President one has to have served at least two years in the Management Committee in the immediate past five years. For all other positions the requirement is one full financial year of membership.

**[b] CONDUCT OF ELECTIONS**

- [i] After the commencement of the item of business "nomination and elections" at the AGM all positions affected shall become vacant and the Returning Officer shall take over as chairperson for the purposes of elections.
- [ii] The Returning Officer shall then announce the nominations received by him for each position and call nominations for positions on the Management Committee for which no nominations had been received.
- [iii] Two impartial scrutineers may be appointed to supervise the counting of any votes by the Returning Officer.
- [iv] No voting shall be allowed by proxy.
- [v] The Management Committee shall have the discretion and powers to fill any remaining positions on the Management Committee, except those of principal officers, not filled at the AGM.

**[c] VACANCIES**

- [i] Should any position of the Management Committee become vacant except at an AGM the Management Committee shall nominate an ordinary member to fill the position forthwith. Any mid-term vacancies for the position of principal officers can only be filled by the consent of members at an EGM called for that purpose.
- [ii] The list of financial members as at 30th June of the current year shall be posted on the Notice Board of the Gurudwara by 15th July of the current year and the list should be freely available to all members upon request

**7. MEETINGS**

**[a] MANAGEMENT COMMITTEE MEETING**

Management Committee meetings shall be held at least once every two months. All business shall be carried out on a simple majority vote.

**[b] ANNUAL GENERAL MEETING – AGM**

- [i] The AGM shall be held no later than the thirty-first day of August each year.

- [ii] The agenda of the AGM shall be made available to the registered / financial members at least fourteen days before the AGM and shall include:
  - A year's reports of the Management Committee, various sub-committees and minutes of the previous AGM.
  - The presentation and passing of the audited accounts for the previous year.
  - The nomination and election of the incoming Management Committee, Auditor, and Returning Officer.
  - A discussion on an intended curriculum for the financial year in progress.
  - Subscriptions.
- [iii] All members shall be informed of the AGM at least 6 weeks before the event by circular post to the addresses of the members contained in the Register. All items on the agenda requiring a vote shall be passed by a simple majority of financial members attending.
- [iv] Any registered / financial member may give a notice of motion to be tabled at the AGM duly proposed and seconded by giving Twenty One days clear notice to the Secretary.

#### **[c] EXTRA-ORDINARY GENERAL MEETING – EGM**

Not less than twenty (20%) of members currently on the Register with the right to vote can request an EGM by circularising by post the reason for such meeting to ALL registered members giving at least fourteen (14) clear days' notice of the date, time, and venue of the meeting.

#### **[d] QUORUMS**

- [i] The quorum at all committee meetings shall be at least 60% of the committee members. (MC 5.a.i)
- [ii] The quorum at an AGM or EGM shall be at least 33.3% of all registered members. If the quorum is not reached the meeting shall be adjourned and reconvened after half an hour of the appointed time. Members present shall then constitute a quorum.

#### **[e] MINUTES**

All confirmed Minutes of all committee meetings (except those expressly noted after decision to be held in camera), extra-ordinary, annual or other meeting whatsoever that may occur shall be kept by the Secretary and be accessible to any financial member.

### **8. RECORDS**

#### **[a] RECORDS**

The Management Committee shall keep all records, accounts, and associated documentation. These shall be brought to the AGM and made available for reference if necessary and ready to be handed over to the incoming Committee.

**[b] REGISTER**

A register of all financial members shall be kept by the Treasurer and Secretary and shall be accessible to all members and the Auditor at all times. Any member who changes his or her address shall notify the Secretary.

**[c] SEAL**

The Common Seal of The Society shall be held by the Secretary for safe custody. Every document to which the Seal is affixed shall be signed by any two of the President, the Secretary, or the Treasurer after resolution has been duly passed at the Management Committee.

**9. FINANCES**

**[a] BANK ACCOUNTS**

- [i] The Society to amalgamate the building and operational accounts to one with any bank or financial institution agreed upon by the Committee. This account to have an overdraft facility of \$50,000.00
- [ii] A Current Account shall be opened for membership subscriptions and collections at religious functions for sundry expenses of The Society.
- [iii] A Building Fund Account shall be opened for specific donations to be used for the purchase and improvements of buildings for the furtherance of The Sikh culture and the Punjabi language.
- [iv] The Management Committee may approve the opening of a Specific Function Account by a sub-committee to facilitate the organization of an event or a function, on the completion of which a full statement of account shall be submitted to the Management Committee.

**[b] FINANCIAL YEAR**

The financial year of The Society shall commence on the first day of July each year and continue to the thirtieth day of June of the following year.

**[c] SIGNATORIES**

Subject to Clause 8[c] hereof the President, the Secretary, and the Treasurer shall be signatories to any account held in the Society's name, any two of which shall be required to sign any instrument.

**[d] BORROWING AND CAPITAL EXPENDITURE**

The MC shall have the power to borrow up to thirty thousand dollars and zero cents (\$30,000) per one item per financial year without sanction from the members in any general meeting for the furtherance of the aims of The Society. Any additional borrowing up to fifty thousand dollars and zero cents (\$50,000) shall require the approval of the GC only (without the sanction from the members in any general meeting) for the furtherance of the aims of The

Society.

Any additional borrowing or spending over fifty thousand dollars and zero cents (\$50,000) shall require the approval of the members at the AGM or EGM called specifically for the purpose.

Any expenditure over fifty thousand dollars and zero cents (\$50,000) per any one item shall require an EGM or AGM approval. This clause excludes standing committees appointed and granted allowances by EGM or AGM approval, provided they have given to The Society in writing, the projections of costs and the extent of Risks and Benefits at the EGM or AGM for the purpose.

**[e] ACCESS TO ACCOUNTS**

The Auditor shall have access to all books, documents, and accounts of The Society and shall audit the accounts annually, or as required by law.

**10. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution can only be effected at the AGM or an EGM called for that purpose.

**11. VOTE OF NO CONFIDENCE AND DISMISSAL**

[a] A majority vote of no confidence in a single member of the committee and subsequent dismissal thereof followed by an election of a replacement may be effected at an EGM called for that purpose in the manner as provided in Clause 7[c] hereof.

[b] A vote of no confidence and dissolution of the committee and a re-election of a new committee mid-term can be brought about at an EGM in the manner as provided herein.

[c] Any committee or sub-committee member who fails to attend three consecutive meetings without satisfactory explanation shall deem to have vacated his or her office.

**12. DISSOLUTION**

Having obtained the approval from the Governing Council, the dissolution of The Society shall be resolution carried by at least 75% of the members present and voting at an EGM called for that purpose. If the resolution is carried the Management Committee in office shall realize all the assets of the Society, and after payment of all outstanding debts and liabilities, the balance shall be transferred to any other similar societies or charities in Australia but not to this Society's or any other Society's members directly.

### 13. POWERS

Subject to this Constitution The Society shall have the following powers as conferred by section 25 of the Act:

- [i] The purchase, take on lease, in exchange or otherwise any lands, buildings, easements or property, real or personal, which may be required for that purpose or conveniently used in connection with any objects of The Society and to sell, demise, mortgage, give in, exchange or dispose of the same of any part or parts thereof from time to time and grant easements in, through, over or upon any land and to acquire easements or rights over any other land.
- [ii] To borrow or raise money with or without giving security and particularly by the issue of or upon bonds, debentures (redeemable on dates to be determined by yearly ballot or otherwise at the discretion of Management Committee and the written consent of the GC), bills of exchange, promissory notes or other obligations or securities of The Society or by mortgage or charge upon all or any part of the property of The Society.
- [iii] To hire and employ clerks, managers, servants, and workmen and to pay to them and other persons salaries, wages, gratuities, and pensions.
- [iv] To invest and deal with the moneys and/or properties of The Society in such manner as from time to time may be determined by the Management Committee and the written consent of the GC.
- [v] To support and subscribe to any charitable, athletic, or public body in Australia.
- [vi] To effect and maintain a policy of insurance.
- [vii] In furtherance of the aims of The Society to buy and sell and deal in all kinds of apparatus and all kinds of provisions liquid, solid and gaseous, required for the members of persons using The Society's facilities.
- [viii] To alter the Constitution subject to and in the manner provided by Clause 10 herein.
- [ix] To do all such lawful things as are incidental or conducive to the exercise of the above powers.

[Revised and adopted on 2 July 1989]  
[Revised and adopted 15th November 2003]  
Revised and adopted 21st May 2005]

[Revised and adopted 21st May 2007]  
[Revised and adopted 22nd June 2008]  
[Revised and adopted 30th August 2008]  
[Revised and adopted 15th February 2010]  
[Revised and adopted 15th September 2010]  
[Revised and adopted 25th August 2012]  
[Revised and adopted 19th January 2013]  
[Revised and adopted 29<sup>th</sup> August 2016]



## **SIKH SOCIETY OF SOUTH AUSTRALIA INC.**

### **STANDING RULES & GUIDELINES**

#### **1. GURDWARA PREMISES**

[a] The control and running of the Gurdwara premises and all other buildings at the site shall be under the absolute control of the Management Committee elected at the time. This includes the conduction of any ceremonies at the premises.

[b] Use of Gurdwara premises for any occasion requires the approval of the Management committee.

#### **2. CORE TIME FRAME FOR PRAYER SESSIONS**

The Gurdwara will be open on every Sunday or any other day when a Gurburb or other religious event is being celebrated. It is recommended that except for an Akhand Path the following time frame, particularly the commencement and the conclusion, be strictly observed.

9.30 a.m.	Jap Ji Sahib
9.50 a.m.	Kirtan
11.15 a.m.	Anand Sahib (when path da bhog is to be done)
11.30 a.m.	Anand Sahib (ordinary prayers when no bhog is to be done) This can be extended to 12.00PM at the discretion of the MC
12.00 p.m..	Anand Sahib (only Gurburbs, weddings, and events designated as Special Functions by the Management Committee) Ardas Hukam Nama Announcements Smapti Guru Ka Langgar

[The persons in charge of Guru Granth Sahib Service/Kirtan Katha shall be responsible for ensuring that the recommended times for Jap Ji Sahib and the Anand Sahib are observed]

Other prayers like Asa Di Var, Sukhmani should be organised around the core time frame.

### **3. CONDUCT, ATMOSPHERE & DÉCOR IN THE PRAYER HALL**

- [a] The attire worn should be consistent with the dignity of the place and the occasion. No shoes may be worn in the prayer hall, and the head must be covered at all times with a turban, scarf or a piece of cloth.
- [b] No article or item that may give offence to members of the congregation be placed before the Granth Sahib. Generally monetary donations, flowers, ramalas may be placed. All weapons not legally allowed in Australia to be carried shall not be permitted in the Gurdwara premises- inside or outside.  
  
Any person flouting this shall be asked to leave the premises cordially, but if necessary, can be removed through proper actions.
- [c] Pictures and other ornaments in the Gurdwara should reflect the good taste and aesthetic sense of the community and as such need to be co-ordinated. Members wishing to donate such items should pass them on to the Management Committee who will try to find a place for them.
- [d] Donation of any books, audio and videotapes should also be handed over to the Management Committee so that they may be acknowledged, kept in a suitable place, and procedures set up for other members to have access to them.
- [e] There must always be discrete silence in the prayer hall so that what is read and said can be heard and appreciated by the congregation. Members should not talk, and parents should restrain their children from making noise or running around.
- [f] The Management committee may permit photographs and videos to be taken in the Gurdwara. This must be done discretely, without intrusion or interruption of the proceedings.
- [g] Chairs may be placed at the rear of the hall for elderly and disabled people who are unable to sit on the floor.

### **4. KIRTAN KATHA**

- [a] Kirtan Katha will be done within the stipulated time frame.
- [b] Individuals or groups requesting time to do kirtan katha must liaise with the person in charge of kirtan katha so that their request can be incorporated into the day's programme.
- [c] Requests should preferably be made a week in advance or at the latest a day before the programme.
- [d] Individuals or groups doing kirtan katha must be present in the prayer hall by 10 a.m.

## **5. ARDAS**

- [a] Individuals wishing to do ardas should liaise with the person in charge of Guru Granth Sahib Service.
- [b] All information that needs to be addressed in the ardas should be passed on to the Secretary or Treasurer by 10.30 a.m. at the latest.

## **6. ANNOUNCEMENTS & SPEECHES**

- [a] All announcements in the Gurdwara will be made by the Secretary, a member of the Management Committee or any person designated by the Management Committee.
- [b] All speeches in the Gurdwara may only be made with the approval of the Management committee.
- [c] All literature to be distributed or notices/posters to be put up must be approved by the Management Committee.

## **7. PRIVATE FUNCTIONS**

- [a] All private functions held in the Gurdwara must be approved by the Management committee. These include weddings or other occasions marking a special family event.
- [b] The involved individuals or families should adhere to the core time frame if their function is to be held on a Sunday.
- [c] The individual or families responsible for the private function shall be in charge of cleaning up and tidying up of the premises after the function.

## **8. VISITING JATHAS**

Persons organising or hosting visiting jathas must communicate with the Management committee and the person responsible for organising Kirtan Katha.

## **9. GUESTS TO THE GURDWARA**

Hosts should brief their guests on the conduct and requirements in the Gurdwara.

**10. ALCOHOL & DRUGS**

No alcohol, tobacco, or drugs of any kind are permitted in the precincts of the Gurdwara, nor is any one who is under the influence of these to be allowed in the said area.

**11. ALTERATION TO RULES**

The Management Committee may in its discretion make minor alterations to the Standing Rules to meet the needs of special occasions.

**12. TABIA AND HUKAM NAMA**

- [a] A person performing this service should be mature and responsible.
- [b] A person while performing this service may read the Granth Sahib, explain and interpret the prayers for the benefit of the congregation. Utterances unconnected with the Granth Sahib may only be made from the speaker's dais from where all other announcements are made.
- [c] Individuals wishing to read the vaak should liaise with the person in charge of Guru Granth Sahib Service.

**13. ARDAS**

- [a] The ardas should be as given in Sikh 'Rehat Maryada' or SRM.
- [b] References to money donations in the ardas should only be made in general terms without listing the specific sums. However, mention may be made of the occasion and the sum if specifically requested.

**14. JANAM SANSKAR / BAPTISM**

This ceremony may be performed at the beginning at 9.30 a.m. when the Jap Ji Sahib is read or at a suitable time within the core time frame, where five pauris of Jap Ji Sahib will be recited when the Amrit is being prepared.

**15. Standing Guidelines-The Anand Karj Ceremony**

The following sequence is recommended for all weddings:

- [a] The bride and bridegroom sit among the audience and listen to the kirtan.
- [b] The couple is asked to come and sit in front of the Granth Sahib, the bride on

the left of the groom.

- [c] The couple is addressed by the Celebrant.
- [d] A few words of advice are given to the couple (optional and very brief)
- [e] The couple and their parents/guardians stand up for a short ardas.
- [f] The bride's father/guardian garlands the groom and the bride, and places the scarf.
- [g] The lavan are read, and sung. The couple goes round the Granth Sahib clockwise.
- [h] On the completion of the fourth lavan, the couple sits in front of the Granth Sahib – appropriate shabad to be sung.
- [i] The groom's father/guardian garlands the bride and groom.
- [j] The couple rejoins the congregation.

[The wedding ceremony should take no more than half an hour and fit into the core time frame]

## **WEDDINGS**

All weddings in the Gurdwara shall be strictly to standard Anand Karaj Ceremony and conducted or supervised by an appointed and approved celebrant or Granthi.

Sikh religion does not recognize or condone same sex marriage and as such shall not be permitted.

Persons getting married shall fulfill Australian legal requirements as determined by the Celebrant.

Couples who are already officially registered as married in a civil ceremony and desire to have the Anand Karaj, shall be allowed to do so without further scrutiny or supervision by a celebrant.

Application for marriage shall be in writing to the Committee with six weeks notice for a celebrant to assess and do the legal requirements. The Committee shall appoint at least two members from the Committee to be officially responsible. The marriage couple shall pay all legal fees and fees of the celebrant.

**16. ANTAM SANSKAR/FUNERAL SERVICE**

[a] At the crematorium kirtan sohila will be recited followed by Ardas before cremation takes place.

[b] At the Gurdwara kirtan sohila or sukhmani may be read, shabads suitable to the occasion may be sung, followed by ardas, and samapti.

**17. SUBSCRIPTIONS**

**[a] Ordinary Members**

Family Membership	\$40.00
Individual Membership	\$20.00
Pensioner Membership	\$20.00
Life Membership	\$1,000.00

**[b] Associate Members**

Associate Membership:	\$40.00 (all Categories of Membership except Life)
Outside Adelaide Metropolitan Area, Interstate & Overseas membership:	\$40.00
Associate Life Membership:	\$1,000.00

**18. HEALTH AND SAFETY**

The MC elected at the time shall ensure the public adheres to the Health and Safety Regulations at all times in the Gurdwara premises and all other buildings at the site.

**SIKH MARRIAGE TEXT**

(to be delivered to the couple before the commencement of the lavan)

It is customary and incumbent upon me to remind

\_\_\_\_\_ and \_\_\_\_\_

that among the Sikhs marriage is a very sacred institution. It is much more than a union between two human beings; it is the fusion of two souls into one.

For this union to thrive, prosper, and endure it is essential that, in accordance with the teachings of Sikhism, you, in the presence of the Guru Granth Sahib and the sangat, pledge to: love and respect each other, recognise each other’s individuality and equality as a human being and life-partner, strive to reach amicable solutions that generate happiness and harmony, share joys and sorrows, show kindness and consideration, value faithfulness and fidelity, guide, support, and comfort each other in affluence and adversity, and be active and

useful members of your community.

To strive towards perfect and happy union on all planes of life you should embrace and reflect on the strong spiritual bond that the Sikh marriage bestows on you.

It is also my duty to ascertain from you that you come before the Guru Granth Sahib with the full knowledge and understanding of your life long commitment to each other, and of your own accord and free will, and that you accept this as the religious ceremony you will undertake, and are willing to sign the marriage certificates on completion of the ceremony, if not already done so in a civil procedure.

Please signify your assent to all that has been said by bowing in front of the Guru Granth Sahib now so that the marriage ceremony may commence.

1. The lavan are read and sung. The couple circumambulates the Guru Granth Sahib clockwise.
2. On the completion of the fourth lavan, the couple bow and sit in front of the Guru Granth Sahib – appropriate shabads to be sung.
3. The groom's father/guardian garlands the bride and the groom.
4. The couple rejoins the congregation.

(The wedding ceremony should fit in with the recommended time frame given in the Rules and Guidelines)

[Revised and adopted on 2 July 1989]  
[Revised and adopted 15th November 2003]  
[Revised and adopted 21st of May 2007]  
[Revised and adopted 25<sup>th</sup> of August 2012]  
[Revised and adopted 19<sup>th</sup> of January 2013]