

TamilStudiesUK

Constitution

V3.0



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Version History

Version	Changes	Approved by EC and effected date	Comments if any
1.2	Initial version of the constitution	20 MARCH 2018	Initial Version
2.0	Updated by the new executive council (2019-2020)	26 MAY 2020	Completely revamped.
3.0	Updated sub-committee roles, and disciplinary procedure	08 JUNE 2022	Policy committee approved on 05 June 2022

1. Aims

1. To establish a department of Tamil Studies in prominent UK Universities.
2. To act as a hub providing access to Tamil language education at further and higher University level.
3. To enable the awarding of UCAS points to the students that elect Tamil language at A Level.
4. Support digitisation of Tamil palm-leaf manuscripts, rare books and other historic materials, and make them available to research communities.

2. Objectives

1. To set up a department of Tamil at SOAS, University of London, and then expand it to other UK universities such as Oxford, Cambridge, Edinburgh etc..
2. To run a fundraising campaign to co-fund the establishment and functioning of the department of Tamil at SOAS, University of London.
 - a. To raise a fund of Ten million GBP. (Six Million for the departmental activities and Four Million for scholarships.)
 - b. The corpus collected will be kept in an endowment fund and only the proceeds (income/interest) of that fund will be used for the functioning of the Department of Tamil.
 - c. The proceeds from the above mentioned endowment fund will be used only for the Department of Tamil at SOAS.
 - d. If the proceeds are not used in part or full for a particular year, the unused portion gets added to the corpus of the endowment fund.
 - e. A fixed percentage of the annual proceeds generated will be added into the corpus fund to increase the capital over time and thereby to generate more proceeds in the long run.
3. The Department of Tamil formed at SOAS, with the funds raised by TamilStudiesUK will implement the following Minimum Value Programs (MVPs):
 - a. To recruit the human resources required to run the department.
 - b. To offer full time courses in Tamil at the bachelors, masters and research levels.
 1. Set up necessary scholarships.
 2. Establish necessary Research Fellowship.
 - c. To offer Tamil as a separate module as elective ancillaries for the students of other disciplines from SOAS, as well as the other institutions under the University of London.

- d. To digitise the palm leaf manuscripts and rare books from UK, starting from the ones available at SOAS, and make them available.
 - e. To come up with a syllabus for the Tamil language for the Tamil Schools in UK from Year 1 to GCSE and A level. .
 - f. To construct a curriculum framework for the Tamil Language examination. This will cover the basic, preliminary and intermediate levels as well as the 'A' Level examination to be used in all Tamil Schools in the United Kingdom to enable the awarding of the UCAS points.
 - g. To encourage and invite professors and scholars in Tamil from various Universities around the world.
4. Based on the above Aims and Objectives, agree a "Memorandum of Understanding" with SOAS, University of London.

3. Organisational Structure

The TamilStudiesUK will be managed by the Executive Council supported by a set of committees.

The organisation will have the following groups or committees:

FOUNDERS GROUP

The founders group comprises the original founders of this organisation.

Roles

The only role in this group is "Founder Members".

Responsibilities

There are no defined responsibilities for the founder members. This group is an honorary group and members only hold honorary positions with no responsibilities unless they are members of any other groups.

Eligibility

People who originally founded this organisation and started the campaign.

Term

The members of this group will hold this honorary positions for their lifetime.

PATRONS GROUP

A person of high and honourable position in the Society that will support TamilStudiesUK.

Roles

The only role in this group is “Patrons”.

Eligibility

The Executive Council will invite a person to be a patron.

Term

The members of this group will remain as patrons until they resign or the EC decides their services are no more needed. Disciplinary procedure applies to the Patrons group.

EXECUTIVE COUNCIL

The set of people that run the organisation and manage other groups and members.

Roles

The following are the roles in the Executive Council:

1. President
2. Vice President
3. Secretary
4. Vice Secretary
5. Treasurer
6. Vice Treasurer
7. Up to five Executive Members

Responsibilities

1. Core operations of the organisation.
2. Spearheading the campaign.
3. Appoint or remove members of other groups/committees (except the founders group), including the coordinator.
4. Coordination with the other groups with full participation
5. Liaison with SOAS, University of London.
6. Frame the strategies for the organisation.
7. Approve, monitor and moderate the activities of other groups, such as events organisation, events participation, running campaigns etc.
8. Authorise amendments to the constitution.

Eligibility

The members of the Executive Council are elected by members of the organisation. Only members that have at least two continuous years of paid membership or lifetime paid membership where life time membership is secured at least 1 year before the election date can file nominations or cast votes.

Note: To ensure continuity, it is important that some of the members of the council of a particular term remain in the council during the following term as well. In other words, the situation is to be avoided where completely new members are elected for all the posts.

This will be achieved by conducting the election for the posts of

- President, Secretary, Treasurer and the (up to) five Executive members on every “odd” year, and
- Vice President, Vice Secretary and Vice Treasurer on every “even” year.
- If a person in a “Vice Post” is nominated for the “Main Post”, then election for that “Vice Post” will be conducted in the same year.
- If any council member resigns before the end of the two year period, an ad hoc election will be conducted.
- While maintaining continuity, this method will also ensure no member enjoys a term of more than two years without an election.
- The current executive council will serve up until the £10m fundraising goal is complete.
- Current Executive Council members shall opt to become an Advisory at their discretion if they couldn’t fulfil their commitments to the campaign because of personal or other reasons.
- Disciplinary procedure applies to the Executive Council members.

Election Process

1. One month before the end of each two-year period, the secretary will invite nominations for the posts falling vacant in that year, by giving one month notice before the election.
2. The members (that have two years of continuous paid membership or lifetime paid membership where life time membership is secured at least 1 year before the election date) have two weeks to file their nominations. All nominations must be filed two weeks before the election date.
3. Any withdrawal of a nomination must be done at least one week before the election date.
4. On the day of the election, the posts that have received only one nomination will have been elected unanimously. Any posts that have received more than one nomination will go for the poll. The person that receives the maximum votes will be elected for the given post.

5. Only members that have at least two years of continuous paid membership or lifetime paid membership where life time membership is secured at least 1 year before the election date, from UK, are eligible to cast their vote. One member can cast only one vote to a post.
6. After the election, the new office bearers will take charge from the outgoing members.
7. The new secretary will record the election information including the nominations, and results in the “Annexure 1” to the constitution and publish the same to the members of the organisation.
8. The new Executive Council after the election of the “odd” year would immediately appoint new members or reappoint existing members to the supporting groups/committees for a period of two years.
9. Outgoing members of the council will do a proper hand over to the incoming members for the respective posts. The handover would include the status of the ongoing activities, documentation and any other relevant information.
10. Election could be conducted within a two year period if any post falls vacant due to any reason.

Term

The current executive council will serve up until the £10m fundraising goal is complete.

1. The council members will remain in the elected post for the elected period of two years.
2. The member can resign before the two year period ends.
3. If the member acts with a conflict of interest, he can be removed from the council if the majority of the council approves it. First, the member should be given a verbal warning, followed by a written warning. If the member continues his actions in the same manner, then he or she could be removed before his term is completed.
4. Disciplinary procedure applies to the Executive Council members.

ADVISORY GROUP

Eligibility:

The advisory group would comprise of people

- That have held posts in EC in the past but want to take a back end role, going forward.
- With expertise in specific fields such as legal, financial, auditing, academics etc such that such expertise could be utilised for the cause of the organisation.
- From the SOAS, University of London, that could help with the campaign.
- That hold important positions in society such as an officer of a government body.
- That need not be a paid member and can be from any country.

Selection

The advisory group members would be appointed by the Executive Council.

Roles:

- Advisors (There shall be no coordinators in this group).

Responsibilities:

- Offer advice in their area of expertise.
- Provide help and guidance when asked for by other members of the organisation.

Term:

- Appointment is for 2 years.
- Advisory members can submit renomination request towards the end of their term.
- Executive council shall consider their request if their service is needed.

SUPPORTING GROUPS/COMMITTEES

The Executive Council shall appoint a sub-committee or focus group to strengthen the campaign in certain areas. Following are some examples of sub-committees:

1. Operations Group (formerly Campaign Group)
 - a. Actively involved in all the fundraising activities
2. TamilStudiesUK Youngsters Group
 - a. Spread the campaign among the student communities and youth
- 3.
4. Event Management Group
 - a. Facilitate the events
 - b. Suggestion of dates
 - c. Technical help
5. International Campaign and Fundraising Group
 - a. Spread the campaign across the world
6. TamilStudiesUK WomenWing
 - a. Spread the campaign among the women community and involve them in the campaign.
7. Country Specific Groups, etc.
 - a. Focus groups in raising funds within that country.
8. Regional groups within UK
 - a. Regional groups in raising funds within UK

Roles

1. Group Coordinator
2. Group Member

Term

The Executive Council appoints the coordinator and members of a group for a period of 2 years.

- The Executive Council can remove a member from these groups before the end of the 2 year term, if his/her services are no longer needed or if his/her activities work against the cause of the organisation.
- Sub-committee/Focus group shall self-organise, and have its freedom of operation provided that the constitution and fundraising charters are strictly followed and continuous fundraising efforts are demonstrated.
- Executive Council shall not worry about the nitty gritty.
- Disciplinary procedure applies to the sub-committee/focus group members.
- Executive council renews/reappoints the focus group towards the end of their term.
- If the group is inactive, or its service is not needed, Executive Council shall dissolve the group.
- A broad project proposal with financial projections and implications must be submitted to the Executive Council for approval.
- Executive Council can extend not exceeding 30% of the project cost as advance to meet the initial expenses. This will be done case by case analysis.
- Any projects must be approved by the Executive Council.
- A minimum of one Executive Council member shall be in the group.
- The sub-committee is responsible for maintaining financial transparency and submit accounts after the completion of each project.
- Minutes should be submitted to the Executive Council.

4. Memberships

The membership to the organisation is open but at the discretion of the Executive Council.

The memberships are categorised as follows and all new members are to be approved by the Executive Council:

MEMBERSHIP

Full Membership

Eligibility

- Should be a resident of the United Kingdom of Great Britain and Northern Ireland.
- A stipulated membership form needs to be filled up.
- Must be proposed and seconded by full members.

- A standard membership fee of twelve GBP per annum should be paid while joining and again in the same month of joining every year.
- Alternatively, a life membership fee of one hundred and fifty GBP could be paid as a single payment while joining and can remain as a member for life. The life membership payment can also be paid in six instalments in six months. If a life membership fee is not fully paid, the membership will be converted into an annual membership for a corresponding number of years.
- Executive Council reviews this price regularly and increase it to a reasonable level agreed by the council.

Benefits

- If two years of continuous paid membership or lifetime paid membership is held at least a year before the election date, the member is eligible to be nominated for a post in the Executive Council when an election is announced.
- If two years of continuous paid membership or lifetime paid membership is held at least a year before the election date, the member is eligible to vote in the Executive Council election.
- Can be appointed as a member of a supporting committee.

Associate Membership

Eligibility

- Could be from any country other than the United Kingdom of Great Britain and Northern Ireland.
- A standard membership form needs to be filled up.
- A membership fee of twelve GBP per annum should be paid while joining and renews every year.
- Alternatively, a life membership fee of one hundred and fifty GBP could be paid as a single payment while joining and can remain as a member for life. The life membership payment can also be paid in six instalments in six months. If a life membership fee is not fully paid, the membership will be converted into an annual membership for a corresponding number of years.
- Executive Council reviews this price regularly and increase it to a reasonable level agreed by the council.

Benefits

- Can be appointed as a member of a supporting committee in their respective country.

Nominal Membership (On hold. To be reviewed in 6 months)

Eligibility

- Could be from any country
- No need to pay any fee.

Benefits

Can be appointed as a member of a supporting committee in the country in which they are a resident.

Organisational Membership

Eligibility

- Only applicable to an organization. Not for individuals.
- Could be from any country
- This is a lifetime membership.
- The membership fee is £300 (Three hundred British pounds) payable during the time of joining.
- Executive Council reviews this price regularly and increase it to a reasonable level agreed by the council.

Benefits

- Discount will be offered to setup stalls during any functions organised by TamilStudiesUK.
- Discount on tickets will be offered to the representatives of the organisation to attend any functions organised by TamilStudiesUK.
- The logo of the organisation will be added to the TamilStudiesUK website.
- This benefits will be applied on case by case.

Restrictions

- The organisation will not have voting rights in the elections of the Executive Council.
- The representatives of the organisation cannot contest the election of the Executive Council.

5. Charters

CHARTER – EXECUTIVE COUNCIL

1. Council members will not have any conflicting interests such as roles in other organisations, social activities potentially harm the reputation of TamilStudiesUK, involvement of direct and extended relatives in the TamilStudiesUK, etc. and should disclose in advance and seek prior approval from the council
2. Each member will carry responsibility for a designated function and would pledge to fulfil that function by contributing efforts and resources to a reasonably agreed minimum level.
3. If any member acts against TamilStudiesUK's objective, or spread false or defamation information, Executive Council must be notified immediately by

- writing. The matter will be investigated thoroughly by the Executive Council and if proven guilty, all positions from the respective members will be withdrawn and the membership will be revoked.
4. Maintain high decorum and confidentiality. The discussion within the committees must not be discussed outside. If violated, disciplinary action will be initiated.

CHARTER – ALL MEMBERS AND VOLUNTEERS

1. Council members will not have any conflicting interests such as roles in other organisations, social activities potentially harm the reputation of TamilStudiesUK, involvement of direct and extended relatives in the TamilStudiesUK, etc. and should disclose in advance and seek prior approval from the council.
2. Each member will carry responsibility for a designated function and would pledge to fulfil that function by contributing efforts and resources to a reasonably agreed minimum level.
3. The draft of any press releases on behalf of TamilStudiesUK should be sent to the Executive Council for approval before publishing.
4. All intergroup communications, whatsapp messages, emails, etc. must be relevant to the campaign.
5. When any committee member has been inactive for a long time, the Secretary of the Executive Council will ask the member to confirm by a certain date if he/she will like to continue in his/her current position. If no reply is received before the given date, it will be assumed that the member does not like to continue in the position.
6. If any member acts against TamilStudiesUK's objective, or spread false or defamation information, Executive Council must be notified immediately. The matter will be investigated thoroughly by the Executive Council and if proven guilty, all positions from the respective members will be withdrawn and the membership will be revoked.
7. TamilStudiesUK is a non-religious, non-political group. All members must present neutrality all the time.
8. Maintain high decorum and confidentiality. The discussion within the committees must not be discussed outside. If violated, disciplinary action will be initiated.

CHARTER – DISCIPLINARY PROCEDURE

1. All members, Executive Council, Sub-Committees/Focus Groups, Advisory Groups and Patrons are subject to the disciplinary procedure. These procedures are in place to protect the rights of any individual involved in the campaign from direct and indirect abuse, racial, religious and ethnic discriminations.
2. All members involved in the campaign must be treated with respect.
3. No form of verbal aggression, or disrespectful comments are allowed in the campaign.
4. No form of groupism is allowed. The sole purpose of “we” coming together is to complete the fundraising goal.

5. Zero tolerance towards financial malpractices. If found guilty, immediate dismissal applies.
6. If a member involved in the campaign is felt threatened, or harmed in any way, Executive Council must be informed immediately in writing with the details and evidence to contact@tamilstudiesuk.org. Executive Council will investigate the matter thoroughly and if proven guilty, based on the severity of the issue, either a written warning shall be issued or a dismissal applies. The third warning will be considered as dismissal.
7. Executive council regularly monitors the conduct and integrity of all the campaign members and provide regular feedbacks. If there is no improvement over a course of time, the council moves the respected member to advisory group or other roles according to the best interest of the campaign.
8. All meetings must be used for constructive campaign discussions only. Any harmful comments and clarifications must be done only in writing to contact@tamilstudiesuk.org for Executive Council's perusal.
9. Members should request for disciplinary procedure only on genuine reasons and this procedure should not be misused. Executive Council has the right to take disciplinary action if this procedure is misused.

CHARTER – MONEY MATTERS

1. A suitable Clubs and Societies or Community or Associations category bank account to hold all the Society's funds. The bank account shall be opened with any and upto three committee members.
2. The income into the Society's bank account may comprise any of the following sources:
 1. Membership fees.
 2. Any sponsorship money towards the administration, operation and campaign expenditure.
 3. Any monies given by SOAS towards the administration of the campaign.
3. The expenditure from the Society's bank account will be primarily towards the administration cost of the campaign.
4. The approved modes of raising funds will be as follows:
 - a. Direct Debits or BACS payment
 - b. Cheques or demand drafts addressed to "SOAS University of London" with a note saying that the donation is to support Tamil Studies.
 - c. Authorized campaign pages set up either by the University partner or this society.
 - d. Cash donation. The process of cash handling is explained in detail in "Annexure 2".
 - e. During the Covid-19 lockdown, the cheque handling process has been amended to accept donation to TamilStudiesUK account, and redirected to SOAS account for quick response and traceability.
5. The accounting year shall be from the 1st of April till the 31st of March.

6. An accountant's report shall be presented each year at the AGM.
7. Approval needed for any spending is tabulated below:

Amount	Approving Body
Upto 300 GBP	President & Treasurer of the EC
300 to 500 GBP	President, Secretary & Treasurer of the EC
More than 500 GBP	Majority of the EC.

CHARTER - CONSTITUTION

1. The Society will be governed as per this constitution and in due course, if necessary, in addition adapt the Model Articles of Association prescribed by the Charity Commission for Charitable Incorporated Organisation (CIO) and modified as required
2. Until such time this constitution will be the governing document.
3. If there arises a situation that cannot be handled by this constitution document, then guidance will be taken from the CIO Association Model mentioned in - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/562468/Association_Model_Constitution.pdf
4. The working model of this organisation would be based on the best practices of Research Councils UK, Charitable Educational Trusts such as Wellcome Trust and Learned Societies such as Royal Society of Arts.

Amendment Process

Any amendments to the constitution will be executed following the procedure enumerated below:

1. Any member can suggest changes to the Executive Council.
2. If it finds the suggestions valid, apt and necessary, the EC will direct the suggestions to the Policy Committee.
3. The Policy Committee will discuss these suggestions and draft the amendments in the respective sections of the constitution.
4. The EC will either approve the amendments or send it back to the Policy Committee with recommended alterations.

6. Annexure 1

Cash handling charter is defined in this section.

The charter has been defined in the attached document "TamilStudiesUK Cash donation collection procedure V1.pdf".



TamilStudiesUK Cash donation collection procedure V1.pdf

7. Annexure 2

INTRODUCTION:

The details of the office members will appear here, for every term.

FOUNDING COMMITTEE

1. Selin George (President)
2. Sivanesan Matchendran
3. Bala Chandramohan
4. Palanivel Kulandaivel
5. Ponnammal F.J.
6. Senthilkumar Nagalingam
7. Kandasamy Selvan (Founding Treasurer)
8. Siva Pillai
9. Umadevi Sathyarajan

ELECTION RESULTS:

The elected members of the Executive Council based on the election conducted on 4th January 2020 are as follows. All were elected unanimously.

Person Name	Role	Effective From	Effective Till
Mr. Selin George	President	04 January 2020	03 January 2023
Mr. A.K.Rajeshkumar	Vice President	04 January 2020	03 January 2022
Mr. Sivaleelan Sivanesan	Secretary	04 January 2020	03 January 2023
Mr. Wimaladasan	Vice Secretary	06 January 2020	05 January 2022
Mr. Tharmendiran	Treasurer	04 January 2020	03 January 2023
Mrs.Ponnammal Joseph	Vice Treasurer	06 January 2020	05 January 2022
Mr. Siva Pillai	Member	04 January 2020	05 January 2023
Mr. Rajaboopathy	Member	04 January 2020	05 January 2023
Mr. Waran Kangeyan	Member	04 January 2020	05 January 2023
Dr. Manibabu	Member	06 January 2020	Resigned on Aug 2020
Mr. Sri Sundaram	Member	04 January 2020	03 January 2023

APPOINTMENTS:

The Executive Council made the following appointments on the 7th October 2020 for a period of 3 months:

Person Name	Role	Committee	Effective From
Mrs.Sivananthi	Member	Executive Council	7 th October 2020

The Executive Council made the following appointments on the 22nd October 2020:

Person Name	Role	Committee	Effective From
Mr. Siva Pillai	Coordinator	India Committee	22 nd October 2020
Mrs. Ponnammal Joseph	Assistant Coordinator	India Committee	22 nd October 2020

The Executive Council made the following appointments on the 6th January 2021 for a period of 3 months:

Person Name	Role	Committee	Effective From
Mrs.Sivananthi	Member	Executive Council	7 th January 2021

Following role changes occurred on 15th June 2022:

Person Name	Role	Committee	Effective From
Mr. Tharmendiran	Stepped down as Treasurer	Executive Council	16 th June 2022
Mr. A.K.Rajeshkumar	Stepped down as Vice-President	Executive Council	16 th June 2022
Mr. A.K.Rajeshkumar	Appointed as Treasurer	Executive Council	16 th June 2022
Mr. Sri Sundaram	Appointed as Vice-President	Executive Council	16 th June 2022

History of Amendments

Amendment Date: 22 Oct 2020		Version: 2.1
Section	Supporting Groups/Committees	
Previous Content	5. TamilStudiesUK – Country groups such as India Group, Singapore Group, Malaysia Group etc.	
Amended Content	5. TamilStudiesUK – Country groups such as India Group, Singapore Group, Malaysia Group etc. Effective from 28 th October 2020, the coordination of the “India Committee” will be handled by the TamilStudiesUK Executive Council. India committee members will become campaigners. Photo identity cards will be issued accordingly.	

Amendment Date: 22 Oct 2020		Version: 2.1
Section	Supporting Groups/Committees	
Previous Content	6. Constitution Group	
Amended Content	6. Constitution Group Effective from 28 th October 2020, the “Constitution Group” will become the “Policy Group”.	

Amendment Date: 22 Oct 2020		Version: 2.1
Section	Annexure 2 -> Appointments	
Added Content	Added the details of new appointments made on 22 Oct 2020.	

Amendment Date: 22 Oct 2020		Version: 2.1
Section	CHARTER - CONSTITUTION -> Amendment Process	
Previous Content	Any amendments to the constitution will be executed following the procedure enumerated below: <ol style="list-style-type: none"> 1. Any member can suggest changes to the Executive Council. 2. If it finds the suggestions valid, apt and necessary, the EC will direct the suggestions to the constitution committee. 3. The constitution committee will discuss these suggestions and draft the amendments in the respective sections of the constitution. 4. The EC will either approve the amendments or send it back to the constitution committee with recommended alterations. 	

Amended Content	<p>Any amendments to the constitution will be executed following the procedure enumerated below:</p> <ol style="list-style-type: none"> 1. Any member can suggest changes to the Executive Council. 2. If it finds the suggestions valid, apt and necessary, the EC will direct the suggestions to the Policy Committee. 3. The Policy Committee will discuss these suggestions and draft the amendments in the respective sections of the constitution. 4. The EC will either approve the amendments or send it back to the Policy Committee with recommended alterations.
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Amendment Date: 23 Feb 2021		Version: 2.1
Section	Objectives: 3f	
Previous Content	To construct a curriculum framework for the Tamil Language examination. This will cover the basic, preliminary and intermediate levels as well as the ‘A’ Level examination to be used in all Tamil Schools in the United Kingdom. Each examination level will be awarded UCAS points.	
Amended Content	To construct a curriculum framework for the Tamil Language examination. This will cover the basic, preliminary and intermediate levels as well as the ‘A’ Level examination to be used in all Tamil Schools in the United Kingdom to enable the awarding of the UCAS points.	

Amendment Date: 23 Feb 2021		Version: 2.1
Section	Charters	
Added new Content	<p>CHARTER – All Members and Volunteers</p> <ol style="list-style-type: none"> 1. The draft of any press releases on behalf of TamilStudiesUK should be sent to the Executive Council for approval before publishing. 2. When any committee member has been inactive for a long time, the Secretary of the Executive Council will ask the member to confirm by a certain date if he/she will like to continue in his/her current position. If no reply is received before the given date, it will be assumed that the member does not like to continue in the position. 	

Amendment Date: 23 Feb 2021		Version: 2.1
Section	Memberships	
Added new Content	A new section “Organizational Membership” was added.	

Amendments from 2.1 to 3.0:



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