

RULES AND REGULATIONS

1. **NAME OF THE SOCIETY:** Name of the Society shall be: **ALL INDIA MUSLIM MAJLIS-E-MUSHAWARAT.**

2. **MEMBERSHIP:** (a) The membership of the Society is open to any person who has attained the age of maturity and fulfils the terms & conditions of the Society (framed by the Governing Body/General Body from time to time) but subject to the approval of the Governing Body of Society,



(b) Representatives of such organizations that are in agreement with the aims and objectives of the society.

NOTE: If the membership is not approved by the Governing Body of the Society, the reason of refusal shall be communicated to the person/applicant concerned.

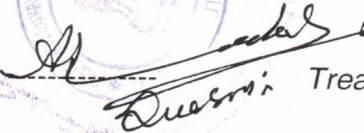
3. **ADMISSION FEE & SUBSCRIPTION:** The Admission Fee and the Subscription shall be as under unless otherwise revised by the Governing Body of the Society.

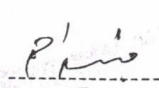
- (a) Admission Fee Rs.100/- at the time of admission,
- (b) Subscription Rs.25/- per month.

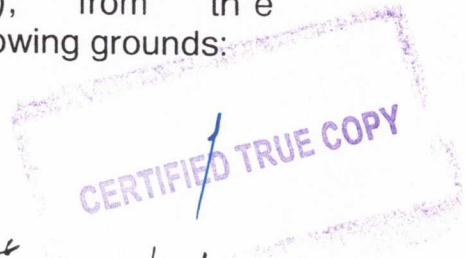
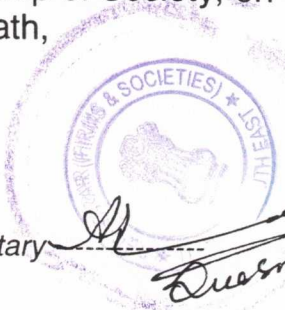
4. **TYPES OF MEMBERS:** At present there is only one type of members namely:- General Members. Governing Body of Society shall decide different types of members in its Governing Body Meeting called for this purpose. Membership Fee, Subscription and Voting Powers of such members shall also be finalised in same meeting.

5. **TERMINATION OR CESSATION OF MEMBERSHIP:** Governing Body of Society shall have powers to expel/terminate a member(s), from the membership of Society, on the following grounds:
(a) on death,


President -----


Gen. Secretary -----


Treasurer -----




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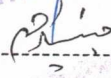
- (b) on written resignation,
- (c) if found to be involved in any anti social activities,
- (d) if adjudged by any court of law to be a criminal offender or of unsound mind,
- (e) if found guilty by means of anti propaganda of Aims and Objects of the Society,
- (f) if fails to pay the subscription of contribution for three months from due Date,
- (g) if has not attended three consecutive meetings without proper intimation,
- (h) if disregards Rules & Regulations or disobey the decisions of Society.



NOTE: The decision of the Governing Body regarding the termination from the membership of the Society, shall be communicated to the member concerned.

- 6. **GENERAL BODY DEFINED:** All the members of the Society will constitute the General Body of the Society.
- 7. **FOUNDER MEMBERS:** Members of First Governing Body/Executive Committee shall be known as Founder Members of the Society.
- 8. **PATRON OF THE SOCIETY:** Governing Body have right to appoint any distinguished/ eminent person(s) as the Patron (s) of the Society, from time to time.
- 9. **GENERAL BODY:**
 - (a) **NOTICE:-** Minimum `15' days notice shall be given to the members, before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
 - (b) **MEETING:-** General Body Meeting shall be held once in every year regularly.
 - (c) **QUORUM:-** Quorum of General Body Meeting shall be 2/3rd (two third).
 - (d) **URGENT MEETING:-** Urgent General Body Meeting may be called by 2 days short notice


 President -----


 Gen. Secretary  Treasurer 

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but the quorum for same Urgent General Body Meeting shall be 2/3rd (two third) of the total strength of General Body members.

10. RIGHTS & PRIVILEGES OF MEMBERS:

- All and every member of the Society:-
- (a) shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Society,
- (b) have right to collect the Identity Card after depositing the required/prescribed fee (fixed by Society from time to time).

11. DUTIES OF THE MEMBERS:



- All and every member of the Society shall:
- (a) elect the Governing Body of the Society,
- (b) attend the General Body meetings regularly,
- (c) give the necessary information to Society, pertaining to any matter which is necessary to be known by Society, not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules & Regulations of Society.

12. GOVERNING BODY:

- (a) **STRENGTH:-** The Strength of Governing Body (including office bearers and executive member) shall not be less than 10 and not more than 21.
- (b) **TERM:-** The Term of every Governing Body shall be FIVE YEARS.
- (c) **NOTICE:-** Minimum 7 days notice shall be required for Governing Body Meeting.
- (d) **QUORUM:-** Quorum of every Governing Body Meeting shall be 2/3rd (two third) of the total strength of the Governing Body (including office bearers and executive member).
- (e) **MEETING:-** Governing Body Meeting of the Society shall be held as and when the Governing Body may decided from time to time.
- (f) **URGENT MEETING:-** The Urgent Governing Body may be called by the 24 hour notice but the quorum for the same Urgent Governing Body Meeting shall be 2/3rd (two third) of total strength of the Governing Body of the Society.

President _____

Gen. Secretary _____

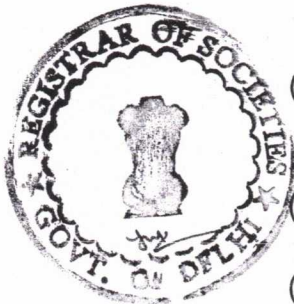
Treasurer _____



13. FUNCTIONS & POWERS OF GOVERNING BODY:

Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorised to appoint any office bearer/executive member to look after any particular activity. Governing Body shall have also the following powers:

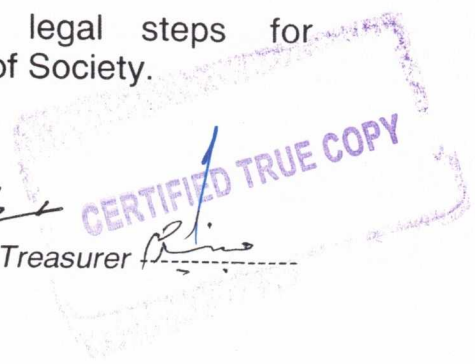
- (a) To take necessary steps for the implementation of all the programs and policies drawn by the General Body.
- (b) To pass the necessary expenditure to meet the day to day requirements of the Society.
- (c) To take decisions on applications for new membership.
- (d) To prepare plans, projects and programs.
- (e) To manage the affairs of the Society and to keep control over the property of the Society and all its assets.
- (f) To invest the funds of the Society not immediately required in such a manner as may be determined by the Governing Body.
- (g) To send representative(s) to any exhibitions or contests and training etc. within or outside India.
- (h) To appoint Returning Officer and his/her powers to complete election process.
- (i) To appoint the Patron(s) of the Society.
- (j) To arrange and receive loan from any Bank(s) or from any other legal entity or individual(s) on reasonable terms and conditions, the Governing Body as a whole shall be liable for its return.
- (k) To accept donations, grants, gifts, contributions, subscriptions and endowments.
- (l) To establish and collect funds and accept donations in cash or in kind and utilise the same for the purpose of Society.
- (m) To receive money, securities, instruments and or any other movable property for and on behalf of Society.
- (n) To enter into agreement for and on behalf of Society.
- (o) To take all such other legal steps for smooth/better management of Society.



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President

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Gen. Secretary

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Treasurer



14. COMPOSITION OF THE GOVERNING BODY:

Composition of Governing Body (Office Bearers and Executive members) shall be as under:

- (a) PRESIDENT 1.
- (b) VICE PRESIDENT 3.
- (c) GENERAL SECRETARY 1.
- (d) WORKING GEN. SECRETARY 1.
- (e) SECRETARY 1.
- (f) TREASURER 1.
- (g) EXECUTIVE MEMBERS 2 to 13.

15. POWERS AND DUTIES OF OFFICE BEARERS:

A. PRESIDENT:

- (a) President of the Society shall preside over all the Governing Body and General Body meetings of Society.
- (b) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject.



B. VICE PRESIDENT:


- (a) There shall be three Vice Presidents of the Society to assist the President in his/her work.
- (b) Any one Vice President out of three (selected by the present members of Governing Body and or General Body), shall enjoy all the powers of the President in his/her absence.

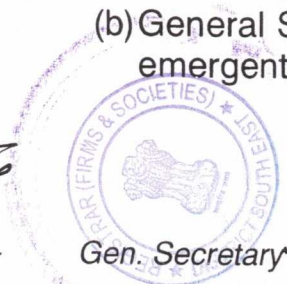
C. GENERAL SECRETARY:

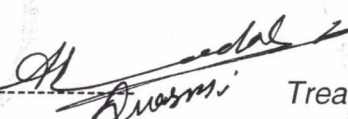
General Secretary shall be the subject to control and supervision of Governing Body, have the power to make general directions and management of the affairs relating to the Society.

The General Secretary of the Society shall also enjoy the following powers and duties:-

- (a) General Secretary shall summon and circulate the notice to the concerned Office Bearers and Executive Members/General members.
- (b) General Secretary shall have power to call any emergent meeting.

President 


Gen. Secretary


Treasurer


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- (c) General Secretary will prepare Membership Register as well as Proceeding Register to record the minutes of the proceedings of the Governing Body Meetings and the General Body Meetings and have them duly signed by the members who attend the meetings.
- (d) General Secretary shall have the power to allow inclusion of any subject/matter in the agenda for discussion in the course of proceeding/meeting.
- (c) In the course of any proceedings or meetings of Society, the decision of the General Secretary shall be considered as final (in case of dispute as to the meaning or interpretation of any Rule).
- (d) In case it is necessary to decide any point/matter/issue urgently and there is no time to call the Governing Body Meeting, the General Secretary have the powers to decide the point/issue/matter, but he/she shall bring the matter to the notice of the Governing Body as early as it is possible.
- (e) General Secretary will sign all the papers/letters, on behalf of the Society, to conduct its correspondences.
- (f) To appoint/terminate such staff as may be required for effective & efficient management of the affairs of the Society, and fix their remuneration.
- (g) In the event of any office bearer(s) seat falling vacant, the powers and functions of that office bearer/executive member would vest in the General Secretary.
- (h) General Secretary will get the accounts audited by Qualified Auditor, appointed by Governing Body.

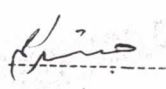
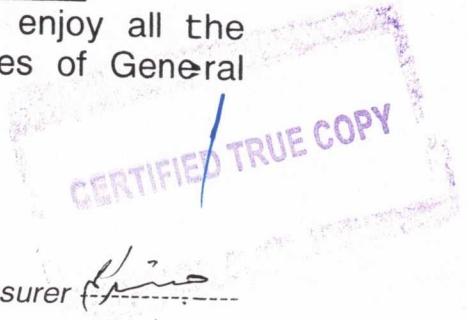


D. WORKING GENERAL SECRETARY:

Working General Secretary shall enjoy all the Powers and perform all the duties of General Secretary in his/her absence.

President 

Gen. Secretary 

Treasurer  

E. SECRETARY:

Secretary of Society shall assist the General Secretary in his/her work.

F. TREASURER:

- (a) All the funds of Society shall remain under the care and management of Treasurer of the Society.
- (b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Society.
- (c) Treasurer shall produce all the Account-Books in every Governing Body.
- (d) Treasurer will ordinarily hold a cash balance not exceeding Rs.1000/- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
- (e) All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Nationalised Bank/Banks, selected by the Governing Body of the Society.




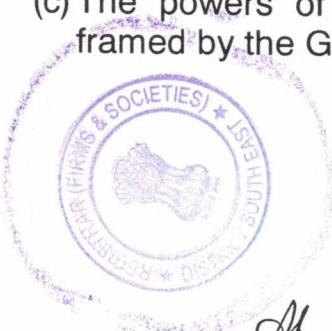
G. EXECUTIVE MEMBER:

Executive Member is the important part of the Governing Body. Executive Member is supposed to attend all the Governing Body Meetings and also the General Body Meetings of the Society.

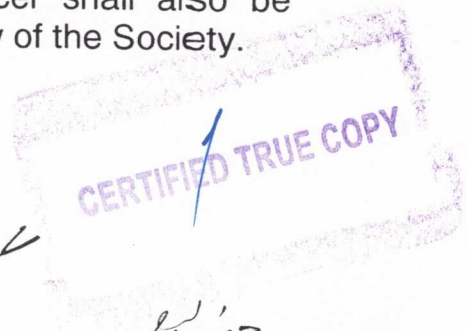
16. ELECTION:

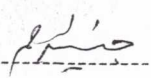
- (a) The General Body in its Annual Meeting will elect all office bearers and also the Executive Members of the Governing Body, after every FIVE YEARS by secret ballot papers or by show of hands as the Election Officer may decide.
- (b) Election Officer will be appointed by Governing Body.
- (c) The powers of Election Officer shall also be framed by the Governing Body of the Society.


 President -----



Gen. Secretary 



Treasurer 

17. RE-ADMISSION: In case, any member of the Society is expelled by the Governing Body on the reason of Non-Payment of the subscription, he can be re-admitted, provided the member concerned pays all upto Date dues with the permission of the Governing Body.

18. APPEALS: All the appeals shall be referred to the General Body of the Society. The decision of the General Body shall be final. The decision of the General Body shall be communicated to the member concerned.

19. FILLING UP OF CASUAL VACANCIES: Any casual vacancy, amongst office bearers & executive members of Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

20. SUB-COMMITTEES
a) Governing Body may appoint Sub-committee(s) on State, District, Block and/or village/town level, as and when it considers expedient to assist in the furtherance and achievement of the objects of Society. Governing Body may at any time dissolve any such committee.



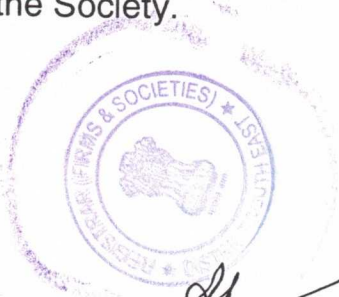
The Sub-committees shall have such powers as may be delegated to them by the Governing Body from time.

c) Any power delegated to such committees may be withdrawn by Governing Body at any time (without any notice).

21. BRANCHES: Governing Body, in its meeting, shall form the Branches and/or the Sub-Committees (all over India and Abroad on State, District, Block and/or Village/Town level) to attain the Aims and Objects of the Society.

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President -----



Gen. Secretary -----

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Treasurer -----



22. SOURCES OF INCOME:

All the income of the Society (received from all sources) shall be utilised only for the promotion and upliftment of the Aims and Objects of the Society.

Sources of Income of the Society are as under :

- (a) Admission Fee and Subscription from the members of the Society,
- (b) Donations and Special Contributions ...and
- (c) Funds generated by Exhibitions, Functions, Seminars and other Cultural programs arranged by the Society.

23. ADVISORY BOARD:

Governing Body is authorised to appoint/nominate, any time, the Advisory Board to solve any matter/issue. The Governing Body of the Society can Nominate any Office Bearer/Executive member as the CHAIRMAN of this kind of Advisory Board.



24. FINANCIAL YEAR:

Financial year of Society shall be from the 1st. Day of April to 31st. March, every year.

25. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION:

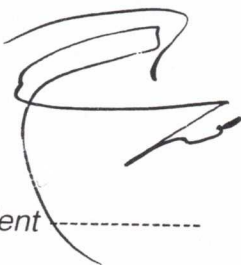
The entire amount shall be kept in any Nationalised, Scheduled and/or Co-Operative Bank(s). Bank Accounts shall be operated by Joint Signatures of any two office bearers from PRESIDENT, GENERAL SECRETARY and TREASURER.

26. AUDIT:

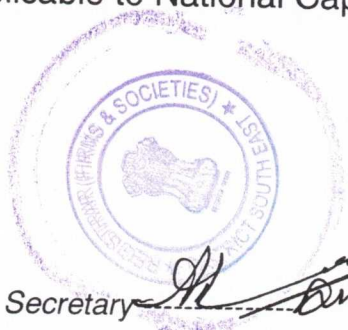
Accounts of Society shall be audited by qualified auditor (Chartered Accountant) every year.

27. ANNUAL LIST OF GOVERNING BODY:

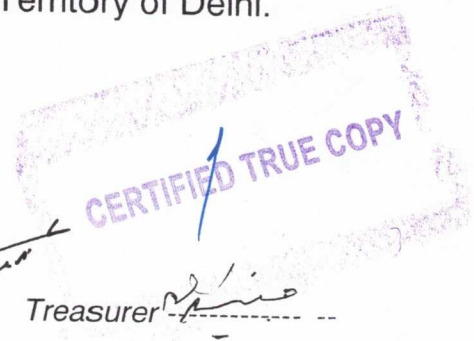
Once in every year a list of the Office-Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies (Delhi), as it is required under Sec. 4 of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.



President




Gen. Secretary





Treasurer

- 28. **DISSOLUTION:** If the Society needs to be dissolved, it shall be dissolved as per-provisions laid down under the Sec. 13 & 14 of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
- 29. **LEGAL PROCEEDINGS:** Society may sue and/or be sued in the name of **PRESIDENT** as per provisions laid down under Sec.6 of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
- 30. **AMENDMENT:** Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Section 12 & 12-A of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
- 31. **APPLICATION OF THE ACT:** All the provisions under all the Sections of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi, shall be applicable to this Society.
- 32. **ESSENTIAL CERTIFICATE** Certified that this is the correct copy of the Rules and Regulations of the Society.



 (PRESIDENT) _____ (GENERAL SECRETARY) _____ (TREASURER) _____





 President _____ Gen. Secretary _____ Treasurer _____