

CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) $-\,2024$

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Rule Number	Rule(s)
	NAME
1.	The society shall be known as "MARWARI MITRA MANDAL (SINGAPORE)", hereinafter referred to as "MANDAL".
	PLACE OF BUSINESS
2.	Its place of business shall be at "No.1, North Bridge Road, # 19-04 High Street Centre Singapore 179094' or such other address as may subsequently be decided upon by the Committee, and approved by the Registrar of Societies. The Mandal shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.
	<u>DEFINITIONS</u>
3.	a) "Marwari" when referred to as a person shall refer to any person whose one or both parents are Marwaris.
	b) The word "Committee" shall mean the Management Committee of the Mandal.
	c) The word "month" shall mean a calendar month and the word "year" shall mean twelve (12) months
	d) Any reference to the singular shall, where the context requires, include plural
	e) Any reference to the male shall, where the context requires, include the female and vice-versa
	f) The word "AGM" shall mean the Annual General Meeting of the Mandal
	g) The word "EOGM" shall mean the Extra Ordinary General Meeting of the Mandal
	h) The word "ROS" shall mean "Registry of Societies"
	i) The word "Advisory Board" shall mean a committee consisting of past presidents as per clause 19

AIMS AND OBJECTIVES

- 4. The aims and objectives of the Mandal shall be:
 - a) To promote activities that would be conducive to the cultural, moral, educational, intellectual, professional, recreational, and artistic interests of the Members and their families.
 - b) To establish contacts, intercultural understanding, collaborate with and support other organisations with similar interests and objectives, in and out of Singapore.
 - c) To curate programmes and provide resources for the promotion and preservation of the Marwari language, culture, heritage and tradition through observation, celebration and practice of festivals, customs, norms, rituals, art, music, cuisine, fashion, and all other aspects that form an integral part of the Marwari culture and lifestyle.
 - d) To collect and accept funds or monies required for the purposes of carrying out the aims and objectives of the Mandal, by way of subscriptions, donations, sponsorships, gifts, benefits, endowments, grants, advertisements and/or any other form of contributions made whether by individuals, institutions, corporations.
 - e) To purchase, lease or otherwise acquire land and/or buildings or to erect and/or develop buildings on landed and/or non-landed property, acquired for the purposes of the Mandal's activities. Such properties to vest in Trust(s).

MEMBERSHIP CATEGORIES, QUALIFICATION AND RIGHTS

5. Membership of the Mandal shall consist of Ordinary Members, Life Members, Associate Members, Patron Members, Honorary Members, Student Members and Sub-Members of spouse of Ordinary and Life Members

a) ORDINARY MEMBERSHIP

Any Marwari person of Hindu religion, 21 years of age and above, and a resident of Singapore and residing in Singapore at the time of the application, shall be eligible to be an Ordinary Member. Ordinary membership is valid for one calendar year and must be renewed each year. An Ordinary Member is eligible to take up Life Membership in future.

b) LIFE MEMBERSHIP

Any Marwari person of Hindu religion, 21 years of age and above, and a resident of Singapore and residing in Singapore at the time of the application, shall be eligible to be a Life Member. Life membership is valid for life. Life Members, who decide to leave Singapore due to any reason, will be considered as "Life member At Large". If a Life Member passes away, the privileges of the Life Membership shall be made available to the spouse,

provided the spouse meets the Membership qualification stipulated under this clause.

c) ASSOCIATE MEMBERSHIP

Any person resident of Singapore and residing in Singapore above the age of 21 years who does not fall under the definition of Marwari and yet interested in the activities of the Mandal shall be eligible to become an Associate Member of the Mandal. Associate membership is valid for one calendar year and must be renewed each year.

d) PATRON MEMBERSHIP

Distinguished Marwari personages of the Hindu religion and having a philanthropist mind and good standing in the society and whose significant contributions and services have benefitted the Mandal, in consultation of the Advisory Committee, can be honoured as Patrons of the Mandal at unanimous discretion of the full committee.

e) **HONORARY MEMBERS**

A person can be honoured in recognition of his services to the Mandal by making him an Honorary Member by a two-thirds (2/3) of majority of the committee, in consultation with Advisory Board for a specific period to be mentioned in the letter to be issued.

f) STUDENT MEMBERS

Any Marwari person of the Hindu religion, studying in Singapore and residing in Singapore on a student visa shall be eligible for a Student Membership provided he/she is older than 18 years at the time of application. Student membership is valid for one calendar year and must be renewed each year. Upon cancellation of student visa, he/she will cease to be a Student Member. He/she can opt for an Ordinary Membership or a Life Membership.

g) SUB-MEMBERSHIP UNDER THE MAIN MEMBER

- 1. Spouse of an Ordinary Member is eligible to become a Sub-Member under the main Member subject to clause 5(a). However, only one of them is eligible to stand for elections and vote during General Meetings.
- 2. Spouse of a Life Member is eligible to become a Sub-Member under the main member. Such Sub-Member can choose to be an Ordinary Member and or a Life Member subject to clause 5(a) and 5(b). However, only one of them is eligible to stand for elections and vote during General Meetings.
- 3. Sub-Member shall cease to be a member when the main Member decides to discontinue his membership, or upon legal separation or upon the demise of the Ordinary Member. However, such Sub-

Member of Ordinary Member may then apply for Membership based on the criteria under Clause 5(a)

h) Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings and Extra Ordinary General Meetings. Patron Members, Honorary Members, Associate Members and Student Members shall not be entitled to stand for election to the Committee and vote in the General Meetings.

APPLICATION FOR MEMBERSHIP

- 6. a) All application for Membership, to join the Mandal, should be made on the prescribed Forms to the Secretary of the Mandal
 - b) The committee will decide on each application for new Membership as well as change of category and the Committee's decision shall be final and conclusive.
 - c) A copy of the Constitution shall be furnished, upon request, to every approved member upon payment of the membership fee.

ENTRANCE FEES AND SUBSCRIPTIONS

- 7. Entrance Fees and Annual Subscriptions for Ordinary, Associate, Student including Ordinary Sub-Members under the main Members shall be in such amounts as determined by the Committee and approved by members at a General Meeting.
 - a) The Entrance Fees and one time subscription for Life Members and Life Sub-Members under the main Members shall be in such amounts as determined by the Committee and approved by Members at a General Meeting.
 - b) All subscriptions for the current calendar year shall be payable yearly in advance no later than 31st March of every year, or the date of the AGM, whichever is earlier.
 - c) The committee shall have the right and power to waive the Entrance Fees in respect of past Members of the Mandal if they opt to re-join.
 - d) The Committee will write to Members who are in arrears to pay their dues. Such Members shall be deemed to be non-Members and not eligible to stand for elections and vote in General Meeting until such payment is received.
 - e) The Members name will be deleted from the Members Register if arrears are not paid within the calendar year.

The income and property of MANDAL whensoever derived shall be applied towards the promotion of the objects of MANDAL as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of

profit to the persons who at any time are or have been members of MANDAL or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

8.

- a) The supreme authority of the Mandal is vested in a General Meeting of the members.
- b) The Annual General Meeting (AGM) of the Mandal shall be called every calendar year before end of June, as decided by the Committee, by the Secretary giving at least twenty-one (21) days' notice to all Members of the Mandal to transact the following business:
- 1. To Adopt the Minutes of the last AGM and EOGM if any of the Mandal
- 2. To receive the Annual Report of the Committee
- 3. To receive and adopt the Audited Accounts for the Mandal and it's Trusts if applicable
- 4. To transact any other business arising out of the agenda and any other matter written notice of which had been received by the Secretary not less than seven (7) days before the date of the AGM
- 5. To elect the President, office bearers and Committee Members
- 6. To appoint a Certified Public Accountant as an external auditor

If so required, the General Meetings can be conducted virtually on Zoom or any other Electronic Platform. The applicable rules for virtual meetings including notices, election and voting shall apply

c) EXTRA ORDINARY GENERAL MEETING

- 1. At other times, an Extraordinary General Meeting (EOGM) must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is lesser, and may be called at any time by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving request to convene the Extra Ordinary Meeting.
- 2. If the Committee does not, within 2 months after the date of the receipt of the written request, proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving minimum 14 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Mandal's notice board.

OUORUM

- 9.
- a) At least 25% of the total voting membership or thirty (30) voting members, whichever is lesser, present at a General Meeting shall form a quorum.
- b) In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing constitution
- c) Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings

ELECTION OF THE MANAGEMENT COMMITTEE

- 10.
- a) The elections of the Committee shall be held at a General meeting.
- b) The Secretary while calling for AGM in the year of the election, shall inform date, time, and place for receiving nomination papers and date and time for withdrawal of nominations. These nomination forms shall accompany the Notice calling for the General Meeting.
- c) Each nomination form must be signed, physically or digitally, by a proposer and seconded by two different members. Candidates proposed should be eligible for election as per Rule five (5)
- d) All nominees must be persons who are Ordinary Member, Sub-Member of Ordinary Member, Life Members and Sub-Member of Life Member
- e) All nominees must be of sound mind and must not have been an undischarged bankrupt or have been convicted of a criminal offence.
- f) The Committee shall form an election committee of not more than three (3) persons who themselves are not candidates for election to Management Committee.
- g) The nomination papers to be opened and scrutinized by election Committee in the presence of the office bearers designated by the Committee. The Election Committee will advise final list of eligible candidates to the Secretariat after the cut-off time for withdrawal of nominations.
- h) At least five (5) days before the date of AGM, the Secretary shall inform final list of candidates to all the members of the Mandal giving details of all the candidates proposed for each post.
- i) Election to be held in two (2) phases by simple majority vote of the members present. In the first phase election will be held for five (5) office bearers and in the second phase for six (6) committee members

Keeping in view the requirement of number of additional Citizens as per clause 11a of this constitution.

- j) The results of the elections shall be announced by the Election Committee at the AGM
- k) The term of the new Committee shall start immediately after the AGM

MANAGEMENT COMMITTEE

- a) The administration of the Mandal shall be entrusted to a Management Committee (hereinafter also known as "M.C.") consisting of the following to be elected at alternate Annual General Meeting:
 - 1. A President
 - 2. A Vice-President
 - 3. A Secretary
 - 4. A Joint Secretary
 - 5. A Treasurer
 - 6. Six (6) Ordinary Committee Members

Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. In addition, the President, Vice President, Secretary, Joint Secretary and Treasurer shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

- b) Any Candidate for the M.C. must have joined as a member of the Mandal in the previous calendar year before the AGM at which his name is proposed.
- c) Any Candidate for the post of President must have served the management committee for at least one term in any capacity.
- d) No candidate can be proposed for more than one post.
- e) The vacant positions of ordinary committee members, if any, can be filled up by the newly elected Committee by co-opting eligible members
- f) Office of Office Bearers and Committee members shall stand vacated:
 - 1. On the demise of the member

	2. If the member is declared a lunatic or of unsound mind
	3. If the member is absent from Republic of Singapore continuously for a period of one year
	4. If the member has submitted resignation from his position to Committee
	5. If the member is declared bankrupt by the authorities
	6. If the member is found performing acts against the interest of the Mandal
	TERM OF MANAGEMENT COMMITTEE AND OFFICE BEARERS
12.	a) A member can be elected for a maximum of three (3) terms on the Committee consecutively. However, a treasurer shall not be elected for more than one consecutive term as a treasurer
	b) Any member of the Committee shall not be elected for more than two(2) consecutive terms in the same position.
	c) A Member can be elected for a maximum three (3) full terms in his lifetime as president
	d) The term of office of the Management Committee shall be two (2) years.
	MANAGEMENT COMMITTEE MEETINGS AND QUORUM
13.	a) A Committee Meeting shall be held at least once every 2 months after giving five (5) days' notice to the Committee Members. The President may call a Committee Meeting at any time by giving three (3) days' notice
	b) At least fifty (50) percent of the total Committee Members shall form the quorum for its proceedings to be valid
	ABSENCE
14.	Any member of the committee who does not attend three (3) Committee meetings consecutively without applying for a proper written leave of absence to be approved by Committee shall be deemed to have withdrawn from the Committee and the Committee shall forthwith inform the Member in writing about his cessation from the Committee.

VACANCY IN THE MANAGEMENT COMMITTEE

- 15.
- a) If the post of President falls vacant, the Vice-President shall become President and the post of the Vice-President shall be filled from amongst the Management Committee by simple majority. He shall serve until the next Annual General Meeting.
- b) Should any vacancy arise in the post of an Office-Bearer (except President), it will be filled from amongst the Management Committee by a simple majority. He shall serve until the next Annual General Meeting.
- c) Should any vacancy arise in the post of a Committee Member, the Management Committee may fill such vacancy by co-opting from the Ordinary, Life and Sub-Members of the Mandal. He shall serve until the next Annual General Meeting.
- d) If any Management Committee Member is out of Singapore for more than six (6) months continuously without informing the President in writing, he shall cease to be a Management Committee Member and the vacancy so caused shall be filled in by the Committee in the manner provided above. He shall serve until the next Annual General Meeting.
- e) Any changes in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change

AUTHORITY OF THE MANAGEMENT COMMITTEE

- 16.
- a) To control and manage the finances of the Mandal and to monitor the expenditure by its Trusts.
- b) To raise funds by voluntary contribution and collection from Members and others to carry out the aims and objectives of the Mandal subject to the provisions of this Constitution.
- c) To employ, control and terminate the services of employees of the Society.
- d) To appoint and dissolve sub-committees and to delegate to such sub-committee's appropriate authority as the Committee deems necessary. All such sub-committees shall automatically cease to exist on the expiry of the term of office of the Committee.
- e) To do all such things as are necessary for the carrying out of the aims and objectives of the Mandal in accordance with this Constitution.
- f) To administer and manage the movable assets of the Mandal.
- g) The Committee may, in its discretion, determine that the publication of notices, announcements, material, literature, Information or otherwise may be by electronic and any other convenient digital or

- other means, whether in conjunction with the other prescribed methods or not. Any meeting of the Committee and or General Meeting may be held by virtual means
- h) The funds of Mandal shall consist of Membership subscription and fees, funds raised for a specific purposes and cumulative surplus from the previous years
- i) The Committee shall have power to authorise an expenditure of a sum not exceeding twenty-five thousand (\$25,000) Singapore Dollars per year from the previous reserves of the Mandal to meet the requirement of the Mandal.
- j) The Committee is not authorised to use funds collected for Life Membership fees and funds for specific purposes. However, these funds can be used to purchase properties for the Mandal in consultation with the Advisory Board.

DUTIES AND POWERS OF THE OFFICE BEARERS

- 17.
- a) **PRESIDENT**: The President shall be Executive Head and preside at all meetings of the Committee and of the Mandal. He shall be Ex-Officio Member of all sub-committees. He shall have a casting vote in case of a tie. He shall represent the Mandal and conduct the affairs of the Mandal.
- b) **VICE-PRESIDENT**: The Vice President shall assist the President and shall be Acting President during his leave of absence. Should both the President and Vice- President be absent from any Meeting, the Members of the Committee shall elect the Chairman from amongst the Members of the Committee present at that Meeting.
- c) **SECRETARY**: He shall have general charge and control of the records and all other matters that come within the purview of the Committee. He shall keep a Register of the Members, prepare reports for the Meetings, and call for the Committee and General Meetings of the Mandal and shall keep the minutes of the said Meetings.
- d) TREASURER: The Treasurer shall receive and have charge of all funds of the Mandal other than those vested in the Trusts and shall disburse the same under the directions of the Committee. He shall not keep more than two thousand dollars (\$2000) in cash at any time. He shall keep full and correct Accounts and submit a statement of receipts, payments, arrears of subscriptions, other dues, and outstanding liabilities at each Meeting of the Committee. He shall also submit duly audited Statement of Accounts at the General Meeting of the Mandal. He is authorised to spend up to one thousand dollars (\$1000) per month for petty expenses for the work of the Mandal. All payments exceeding one thousand dollars (\$1000) shall be made by cheque or digital banking transfers only. The bank account of the Mandal shall be jointly operated by the Treasurer and either one of the President, Vice President, or the Secretary

	e) JOINT SECRETARY : He shall generally assist the Secretary and in the Secretary's absence, he shall perform his duties.
	f) COMMITTEE MEMBERS : They shall assist in the general administration of the Mandal and perform duties assigned by the Committee from time to time.
	AUDIT AND FINANCIAL YEAR
18.	A Firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of ONE (1) YEAR and shall be eligible for reappointment
	a) The Auditor will be required to audit each year's accounts and present their report to the Members of the Mandal.
	b) The Auditor may be required by the President to audit the Mandal's accounts for any period within their tenure of office at any date and present their report to the Committee.
	c) The financial year of the Mandal shall be from 1st of January to 31st of December.
	ADVISORY BOARD
19.	Mandal should constitute an Advisory Board which shall consist of five (5) past presidents of the mandal in a row starting with immediate past President of the Mandal.
	Role of Advisory Board is to advise the Committee from time to time, however final responsibility and authority shall lie with the Committee
	TRUSTEES
20.	1. Any member of the Mandal who donates a sum of one hundred thousand dollars (S\$ 100,000.00) or above to the building fund shall be designated as Member of Trustee Group.
	2. If the Mandal at any time acquires any immovable property, such property shall be vested in five members of Board of Trustees to be held in Trust for the Mandal.
	BOARD OF TRUSTEES
21.	The Board of Trustees shall consist of Chairman and four members and be elected from and by the group of Trustee members.

- 2. The Board of Trustees shall hold the property in Trust for the Mandal and cannot affect any sale or mortgage of property without the prior approval of the General Meeting of the Members
- 3. The President of the Mandal shall be ex-officio member of the Board of trustees during his term of office.
- 4. The Chairman of the Board of Trustees may nominate one of the Board of Trustees Member, to be an ex officio member of the Committee of the Mandal, for the term of the Committee

5. The office of the trustees shall be vacated:

- a) On the demise of the trustee
- b) The trustee is declared a lunatic or of unsound mind
- c) The trustee is absent from Republic of Singapore for a period of more than one year
- d) The trustee is declared a bankrupt
- e) The trustee is convicted by a court of Law of any criminal offence
- f) The trustee is guilty of misconduct of such a kind as to render it undesirable for him to continue as a trustee
- g) On submission of the resignation from the board of trustee
- 6. Notice of any proposal to remove a Trustee from Board of Trustees and to appoint a new member to fill a vacancy must be given to the chairman of the Board of Trustees. Such notice if any can be given only by Trustees Group Member. The Chairman must call the meeting of the Trustees Group members within one month of such notice and decide on the issue.

7. BANK ACCOUNT:

- a) A separate bank account shall be opened for the funds collected for the building fund.
- b) The above bank account shall be jointly signed by Chairman of the Board of Trustees along with President and/or Treasurer of the Mandal.

	<u>VISITORS AND GUESTS</u>
22.	Visitors and guests may be admitted in the premises of the Mandal, but they shall not be admitted into the privileges of the Mandal. All visitors and guests shall abide by the Mandal's rules and regulations
	PROHIBITIONS
23.	1. Gambling of any kind is forbidden on the Mandal's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
	2. The funds of the Mandal shall not be used to pay the fines of members who have been convicted in court of law.
	3. The Mandal shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
	4. The Mandal shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
	5. The Mandal shall not hold any lottery, whether confined to its members or not, in the name of Mandal or its office bearers, Committee or members unless with the prior approval of the relevant authorities.
	6. The Mandal shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.
	AMENDMENTS TO CONSTITUTION
24.	The Mandal shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a General Meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.
	INTERPRETATION
25.	In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

	DISPUTES
26.	In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the same, they shall bring the matter for arbitration
	BY-LAWS
27.	The Committee is authorized to make by-laws to facilitate the smooth working of the Mandal and such by-laws will be effective from the date of approval of the same by the General Meeting of the Members provided such by-laws are not in contradiction to the provisions of the ROS and the Constitution.
	DISSOLUTION
28.	1. The Mandal shall not be dissolved, except with the consent of not less than three-fourths (3/4) of the total voting membership of the Mandal for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.
	2. In the event of the Mandal being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Mandal shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
	3. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.