

**MARWARI MITRA MANDAL  
(SINGAPORE)**

**CONSTITUTION**

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**NO.1, NORTH BRIDGE ROAD  
#19-04, HIGH STREET CENTRE  
SINGAPORE - 179094.**

## CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE)

### NAME

- 1.1 The society shall be known as the “**MARWARI MITRA MANDAL (SINGAPORE)**”, hereinafter referred as “**MANDAL**”.

### PLACE OF BUSINESS

- 2.1 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.

### OBJECTS

- 3.1 Its objects are
  - a) To promote social, cultural, educational, recreational and welfare activities as well as hold celebrations for Marwari people in Singapore.
  - b) To promote inter cultural understanding between the Marwari Community and other Communities in Singapore.
  - c) To promote cultural relationship between Marwari community and other related organizations throughout the world.

### MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership consist of:
  - a) **Ordinary Members:** Any Marwari person residing in Singapore and of Hindu religion, who is interested in the activities of the Mandal may be admitted to Ordinary Membership. Ordinary Members above 21 years of age shall be eligible to vote and stand for elections to the committee
  - b) **Life Members:** Any Marwari person residing in Singapore and of Hindu religion, who is interested in the activities of the Mandal may be admitted to Life Membership. Life Members above 21 years of age shall be eligible to vote and stand for elections to the committee.  
Life Members, who decide to leave Singapore due to any reason, will be considered as “Life Member At Large”. In case of demise of a life member, his/her membership will be transferred to his/her spouse if the spouse qualifies for the membership.

- c) **Associate Members:** Any person residing in Singapore of origin other than Marwar/Rajasthan and of Hindu Religion interested in the activities of the Mandal may be admitted to the Associate Membership. Associate members shall not be eligible to vote or stand for elections to the committee.

Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

- d) **Patron Member:** The Committee may confer Patron Membership to a Marwari person of Hindu religion, resident or not resident in Singapore, who contributes to the Marwari society and the Mandal in a substantial manner, having a philanthropist mind and standing in the community, as decided by the Committee.
- e) **Honorary Member:** The Committee may confer Honorary Membership to a Person, who may be felt of importance to be associated with the Mandal, for a specific period.
- f) **Student Member:** Any Marwari person of Hindu religion studying in Singapore on student visa may be admitted to Student Membership .

#### **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Mandal should apply with his particulars to the Secretary on a prescribed form.
- 5.2 A new member must be proposed and seconded by existing members. The Committee will decide on the application for membership and its decision shall be final and conclusive.
- 5.3 A copy of the constitution shall be furnished, upon request, to every approved member upon payment of the membership fee”.

#### **ENTRANCE FEES. SUBSCRIPTIONS AND OTHER DUES**

- 6.1 The annual subscriptions and entrance fees shall be determined by the General Meeting on the recommendation from the Committee from time to time.
- 6.2 Annual subscriptions are payable in advance in January each year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four weeks of their becoming due, the President may order that his name may be posted on the Mandal's notice board. If he falls into arrears for more than 3 months, he will cease to enjoy the privileges of the membership till he clears his dues.
- 6.3 Any additional funds required for special purposes may be raised with the approval of the Management Committee.

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

- 7.1 The supreme authority of the Mandal is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held anytime between April to June as decided by the Committee.
- 7.3 At other times, an Extraordinary General Meeting 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 the lesser, and may be called at anytime by the 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 this request to convene the Extraordinary General Meeting.
- 7.4 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 10 days notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Mandal's notice board.
- 7.5 At least 2 weeks' prior notice, with agenda of the meeting, shall be given of an Annual General Meeting. Notice of meeting shall be sent by the Secretary to all voting members. Communication to the members can be through email or digital or electronic media.
- 7.6 Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings.
- 7.6 a) Life Members at Large, Honorary Members, Non-resident Patron Members, Associate Members and Student Members shall not be entitled to vote at any meetings and will not be eligible to stand for elections to the committee
- 7.7 The following points will be considered at the Annual General Meeting:
  - a) The previous financial year's accounts and annual report of the Committee.
  - b) Where applicable. the election of office-bearers and Honorary Auditors for the following term.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or 30 voting members, whichever is lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

- 7.10 In the event of those 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 quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing rules.

## MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Mandal shall be entrusted to a Committee consisting of the following office bearers to be elected at alternate Annual General Meeting:
- A President
  - A Vice President
  - A Secretary
  - A Joint Secretary
  - A Treasurer
  - Six Ordinary Committee Members

- 8.1 a) Immediate past President will be ex-officio member of the Management Committee

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, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

- 8.2 Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer who shall not be elected to the same post for a consecutive term of office, can be re-elected to serve on the Committee for a maximum of two consecutive terms in any capacity and can only seek nomination on the same office after a break of one term (two years) following the two consecutive terms in office. The term of office of the Committee is 2 years.
- 8.3 Election shall be by secret ballot. In the event of a tie, the chairman of the meeting shall have a deciding vote.
- 8.4 A Committee Meeting shall be held at least once every 3 months after giving seven days' notice to the Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least 1/2 of the Committee Members must be present for its proceedings to be valid.
- 8.5 Any member of the committee absenting himself from the three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.6 The duty of the committee is to organize and supervise the daily activities of the Mandal. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

8.7 The Committee has power to authorize the expenditure of a sum not exceeding \$15,000 per event/transaction from the Mandal's funds for the Mandal's purposes.

## **DUTIES OF OFFICE-BEARERS**

9.1 The President shall chair all General and Committee meetings. He shall also represent the Mandal in its dealings with outside persons.

9.2 The Vice-President shall assist the President and deputise for him in his absence.

9.3 The Secretary shall keep all records, except financial, of the Mandal and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up to date Register of Members at all times.

9.4 The Joint Secretary shall assist the Secretary and deputise for him in his absence.

9.5 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Mandal and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$1,000 per month for petty expenses on behalf of the Mandal. He will not keep more than \$1,000 in form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or Vice-President or the Secretary.

9.6 Ordinary Committee Members shall assist in the general administration of Mandal and perform duties assigned by the Committee from time to time.

## **AUDIT AND FINANCIAL YEAR**

10.1 A Firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting for a term of ONE YEAR and shall be eligible for reappointment.

10.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b) May be required by the President to audit the Mandal's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **TRUSTEES**

11.1 If the Mandal at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Mandal shall:

- a) Not more than 7 and not less than 5 in number.
- b) Be elected from the group of Life Members by a General Meeting of Members for a tenor of 5 years
- c) Not effect any sale or mortgage of properly without the prior approval of the General Meeting of Members.

11.3 The office of the trustees shall be vacated:

- a) If the trustees dies or becomes a lunatic or of unsound mind.
- b) If he is absent from Republic of Singapore for a period of more than one year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.
- e) If he performs any act against the interest of the Mandal or is declared bankrupt by the concerned authorities.

11.4 Notice of any proposal to removal a Trustee from his trusteeship and to appoint a new trustee to fill a vacancy must be given at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## **VISITORS AND GUESTS –**

12.1 Visitors and guests may be admitted into 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**

13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250. 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.

13.2 The funds of the Mandal shall not be used to pay the fines of members who have been convicted in court of law.

13.3 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.

13.4 The Mandal shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

- 13.5 The Mandal shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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.
- 13.7 The Mandal shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head. Licensing Division, Singapore Police Force and other relevant authorities.

## **AMENDMENTS TO CONSTITUTION**

- 14.1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of the Societies.

## **INTERPRETATION**

- 15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for 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**

- 16.1 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 matter, they may bring the matter to a court of law for settlement.

## **DISSOLUTION**

- 17.1 The Mandal shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the Mandal for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies

## **BY-LAWS**

18. The Committee is authorized to make by-laws to facilitate the smooth working of the Mandal and such by laws will be effected 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 Registry of Societies and the constitution.

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