



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

<i>Rule Number</i>	<i>Rule(s)</i>
1.1	The society shall be known as “MARWARI MITRA MANDAL (SINGAPORE)”, hereinafter referred as “MANDAL”.
2.1	<p><u>PLACE OF BUSINESS:</u></p> <p>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.</p>
3.1	<p><u>OBJECTS:</u></p> <p>Its Objects are:</p> <ol style="list-style-type: none"> To promote social, cultural, educational, recreational and welfare activities as well as hold celebrations for Marwari community in Singapore. To promote inter cultural understanding between the Marwari Community and other Communities in Singapore. To promote cultural exchange between Mandal and other organizations throughout the world.
4.1	<p><u>MEMBERSHIP QUALIFICATION AND RIGHTS</u></p> <ol style="list-style-type: none"> 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 Life Members: Any Marwari person residing in Singapore and of Hindu religion, who is interested in the activities of the



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	<p>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.</p> <p>c) Associate Members: Any person residing in Singapore of origin other than Marwari/Rajasthan and of Hindu Religion interested in the activities of the Mandal may be admitted to the Associate Membership.</p> <p>d) Patron Member: The Committee may in consultation with Advisory Board confer Patron Membership to a Marwari person of Hindu religion, resident or not resident in Singapore, having a philanthropist mind and good standing in the community and who contributes to the Marwari society and the Mandal in a substantial way.</p> <p>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.</p> <p>f) Student Member: Any Marwari person of Hindu religion studying in Singapore on student visa may be admitted to Student Membership.</p> <p>g) Persons below 18 years of age shall not be admitted as members.</p>
5.1	<p><u>APPLICATION FOR MEMBERSHIP</u> A person wishing to join the Mandal should apply with his particulars to the Secretary on a prescribed form.</p>
5.2	<p>The Committee will decide on the application for new membership as well as application for change of category, and its decision shall</p>



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	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"
6.1	<u>ENTRANCE FEES. SUBSCRIPTIONS AND OTHER DUES;</u> 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 by the Treasurer. If he fails to settle his arrears within four weeks of being due, the President may order that his name 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. His name will be deleted from the membership register if dues are not paid within the calendar year.
6.3	Any additional funds required for special purposes may be raised with the approval of the Management Committee.
	<u>SUPREME AUTHORITY AND GENERAL MEETINGS</u>
7.1	The supreme authority of the Mandal is vested in a General Meeting of the members.
7.2	An Annual General Meeting (AGM) shall be held anytime from April to June, every calendar year as decided by the Committee.
7.3	Notice of the AGM, along with the agenda ,shall be sent by the secretary to all voting members at least 21 days before the date of the meeting. Communication to the members can be through email or digital or electronic media.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

7.4	<p>Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings. Life Members at large, Honorary Members, Non-resident Patron Members, Associate Members & Student Members shall not be entitled to vote at any meetings and will not be eligible to stand for elections to the committee.</p>
7.5	<p>The following points will be considered at the Annual General Meeting:</p> <ul style="list-style-type: none">(a) The previous financial year's accounts and annual report of the Committee.(b) Where applicable, the election of office-bearers and committee members for the Management Committee as well as appointment of Auditors for the following term.(c) Any other items as set out in the Agenda for the AGM
7.6	<p>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. 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 by giving minimum 14 days notice, from receiving request to convene the Extra Ordinary Meeting.</p>
7.7	<ul style="list-style-type: none">a) 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.b) If so required, EOGM may also be called at any time by the order of the Committee by giving minimum 14 days' notice to the



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	voting members.
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 or for voting. Members who have not paid their membership or other dues shall not be allowed to attend and vote in the general meetings.
7.10	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.
7.11	<u>ELECTION PROCEDURE:</u> (a) The Committee while calling for AGM in the year of the election, shall decide and announce date, time and place for receiving nomination papers and also date and time for withdrawal of nominations. (b) The Committee shall form an election committee of not more than 3 persons who themselves are not candidate for any post. (c) Nomination of the candidate has to be proposed and seconded by two different members. All three must have paid their dues before the nomination date, failing which nomination will be rejected. Candidates proposed should be eligible for election as per clauses 8.1 and 8.2 (d) The nomination papers to be opened and scrutinized by election officers in the presence of the office bearers designated by the committee. The Election officer will advise final list of eligible candidates to the Secretariat after the cut-off time for



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	<p>withdrawal of nominations.</p> <p>(e) At least five days before the AGM date, the Secretary shall send email circular to all members giving details of all the candidates proposed for each post.</p> <p>(f) Election shall be held in two phases by simple majority vote of the members present. In the first phase, election will be held for five office bearers only. The election of six ordinary committee members shall follow taking into account the requirement of number of additional Citizens as per clause 8.1a of the constitution</p> <p>(g) Election result will be certified and announced by the election officer(s) at the AGM</p> <p>(h) The term of the new Committee shall start immediately after the AGM.</p>
8.1	<p>MANAGEMENT AND COMMITTEE</p> <p>The administration of the Mandal shall be entrusted to a Committee, (hereinafter also known as Managing Committee or simply as MC)., consisting of the following five office bearers</p> <p>President Vice President Secretary Joint Secretary Treasurer</p> <p>And six Ordinary Committee Members, to be elected at alternate Annual General Meetings.</p>
8.1 (a to d)	<p>a. 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.</p> <p>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.</p>



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	<p>c. No candidate can be proposed for more than one post.</p> <p>d. The vacant positions of ordinary committee members, if any, can be filled up by the newly elected M.C. by co-opting eligible members.</p>
8.2	<p>TERM OF M.C. MEMBERS & OFFICE BEARERS:</p> <p>(a) All MC Members except the Treasurer can seek the re-election for one more term for the same or any other position. Treasurer can seek re-election for any other position except for the position of Treasurer</p> <p>(b) After serving two consecutive terms, any member of M.C. must take break of one term to be eligible for election.</p> <p>(c) President can serve maximum of 3 terms in his life time, as president.</p> <p>The term of office of the Management Committee is two years.</p>
8.3	<p>Election shall be by secret ballot. In the event of a tie, the chairman of the meeting shall have a deciding vote.</p>
8.4	<p>A Committee Meeting shall be held at least once every 2 months after giving five days' notice to the Committee Members. The President may call a Committee Meeting at any time by giving three days' notice. At least 50% of the total committee members, shall form the quorum for its proceedings to be valid.</p>
	<p>Any member of the committee who does not attend three M.C. meetings consecutively without applying for a proper written leave of</p>



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

8.5	<p>absence to be approved by M.C., shall be deemed to have withdrawn from the Committee .The M.C. may after writing to such member, initiate action to co-opt a replacement per clause 8.5-a) below. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.</p>
8.5 (a)	<p>The Committee may co-opt ordinary committee members on the recommendation of the President for any vacancy caused by removal, withdrawal or resignation of a committee member, for the balance term of the committee. His appointment must be informed to all the members and ratified at the subsequent General Meeting.</p>
8.5 (b)	<p>If any member of the MC is not performing his duties properly and to the satisfaction of the committee, the committee may ask for his explanation. The President can initiate disciplinary action and assign his duties to another MC member.</p>
8.6	<p>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.</p>
8.7	<p>Mandal Fund consists of Life membership fees, any funds raised for a specific purpose and cumulative surplus of revenue from previous years.</p> <p>The Committee has power to authorize an expenditure of a sum not exceeding \$25,000 per year from Mandal Fund (excluding life membership fees and specific purpose funds) for the Mandal's purposes.</p>
9.1	<p><u>DUTIES OF OFFICE-BEARERS</u></p> <p>The President shall be the executive head of the Mandal and chair all General and Committee meetings. He shall also represent the Mandal in its dealings with other organizations and individuals.</p>



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

9.2	The Vice-President shall assist the President and shall be acting president during his leave of absence.
9.3	The Secretary shall keep all records, except financial, of the Mandal and shall be responsible for their correctness. He will prepare minutes of all General and Committee meetings and will circulate the same to the Committee for adoption. Secretary shall also maintain an up to date Register of Members at all times.
9.4	The Joint Secretary shall assist the Secretary and will act as secretary during his leave of absence.
9.5	The Treasurer shall be responsible for all funds of the Mandal and shall keep an account of all monetary transactions. He shall be responsible for their correctness. He is authorised to spend up to \$1,000 per month for petty expenses on behalf of the Mandal. He shall not keep more than \$2,000 in form of cash and any money in excess of this will be deposited in Mandal's bank account.. Cheques, will be signed jointly by the Treasurer and either one of, the President or Vice-President or the Secretary.
9.6	Committee Members shall assist in the general administration of Mandal and perform duties assigned by the Committee from time to time.
10.1	AUDIT AND FINANCIAL YEAR 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.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

10.2	The Auditors:
10.2(a)	Will be required to audit each year's accounts and present their report to the Annual General Meeting.
10.2(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 present their report to the Committee.
10.3	The financial year of the Mandal shall be from 1 st of January to 31 st of December.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

	<u>TRUSTEES</u>
11.1	Any member of the Mandal who donates a sum of S\$ 100,000/= or above to the building fund shall be designated as Member of Trustee Group.
11.1 (a)	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.
11.2	The Trustees
11.2(a)	The Board of Trustees shall consist of Chairman and four members and be elected from and by the group of Trustee members..
11.2(b)	The Board of Trustees shall hold the property in Trust for the Mandal and cannot effect any sale or mortgage of property without the prior approval of the General Meeting of the Members
11.2(c)	The President of the Mandal shall be ex-officio member of the Board of trustees during his term of office.
11.2(d)	The Chairman of the Board of Trustees may nominate one of the Board of Trustees Member, to be an ex officio member of the MC of the Mandal, for the term of the MC
11.3	The office of the trustees shall be vacated:



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

11.3(a)	If the trustee dies or becomes a lunatic or of unsound mind.
11.3(b)	If the trustee is absent from Republic of Singapore for a period of more than one year.
11.3(c)	If the trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
11.3(d)	If the trustee submits notice of resignation from his trusteeship.
11.3(e)	If the trustee performs any act against the interest of the Mandal or is declared bankrupt by the concerned authorities.
11.4	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.
11.5	The address of each immovable property, name of each Trustee and subsequent changes must be notified to the Registrar of Societies.
11.6	BANK ACCOUNT:
11.6(a)	A separate bank account shall be opened for the funds collected for the building fund.
11.6(b)	The above bank account shall be jointed signed by Chairman of the Board of Trustees along with President and/or Treasurer of the Mandal.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

12.1	VISITORS AND GUESTS – 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.
13.1	PROHIBITIONS 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.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

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.
14.1	<p><u>AMENDMENTS TO CONSTITUTION</u></p> <p>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.</p>
15.1	<p><u>INTERPRETATION</u></p> <p>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.</p>
16.1	<p><u>DISPUTES</u></p> <p>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.</p>
17.1	<p><u>DISSOLUTION</u></p> <p>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.</p>
17.2	A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.



CONSTITUTION OF MARWARI MITRA MANDAL (SINGAPORE) – 2015

UEN T05SS0076L

18	<p>BY-LAWS 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.</p>
19	<p>Advisory Board: Mandal should constitute an Advisory Board consisting of 5 Past Presidents in a row starting with Immediate past president of the Mandal</p> <p>Advisory Board may, at the recommendation of the MC, induct any other person on the Advisory Board. Role of Advisory Board is to advise the MC from time to time, however final responsibility and authority lie with the Management Committee.</p>