

WORLD MEMON ORGANISATION
CHARITABLE FOUNDATION

REGULATIONS FOR
REGIONAL CHAPTERS



In The Name of Allah, the Most Gracious, the Most Merciful

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Adoption

In accordance with *Articles 7.24, 7.27, 9.4, 12.3, 25.7, 30.3 and 30.4* of the *Constitution* of the World Memon Organisation Charitable Foundation (“the WMO”) adopted on the of 201..., these Regulations for the Regional Chapters of the WMO, as approved by the WMO Management Committee (“the MC”) at their 5th meeting held at the Jumeirah Creekside Hotel, Dehra, Dubai on the 29 October 2016 are hereby adopted by the Board of Trustees of the WMO (“the BOT”) on the of 201... on behalf of:

- (a) the duly elected Office Bearers of the WMO; and of
- (b) the duly elected and appointed Members of the Management Committee of the WMO; and of
- (c) all the Members of the WMO;

SIGNED by the Trustees of the WMO in the presence of the below named witnesses:

Mr Nowsad Abdul Gani
TRUSTEE

Mr Bashir Sattar
TRUSTEE

Mr Haroon Karim
TRUSTEE

Witnessed by :

Sir Iqbal Sacranie
of : 2A Crown Road,
New Malden, Surrey KT3 3UW

Mr Abba Ali Yousuf
of : 144 East Acton Lane,
East Acton, London W3 7EN

Dated this : day of 201...

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Definition of a Memon :

A MEMON is a Muslim person born within a Memon family which traces its ancestry back to the descendants of the community originating from Sindh whose members first embraced Islam, including Halai Memons, Okhai Memons, Sindhi Memons, Katchi Memons, Kathri, Tharati, Nasarpuria and others.

RRC 1. Regional Constituencies and Regional Chapters :

RRC 1.1 In accordance with the regions designated in *Article 25.1* of the *WMO Constitution*, there shall be eight Regional Constituencies of the WMO as follows:

- (a) Pakistan;
- (b) India;
- (c) Southern Africa (south of the equator);
- (d) Northern Africa (north of the equator);
- (e) Europe;
- (f) America and Canada;
- (g) Middle East;
- (h) Far East and Other Countries.

RRC 1.2 Should the designation of these regions be changed by special resolution of the General Assembly of the WMO in accordance with *Article 26.3* of the *WMO Constitution*, then the designation of the Regional Constituencies shall *mutatis mutandis* also be changed accordingly.

RRC 1.3 There shall be a Regional Chapter of the WMO for each Regional Constituency.

RRC 2. Membership of Regional Chapters :

RRC 2.1 Every Member of the WMO whose respective subscriptions have been paid (including those whose subscription payments are not in arrears) shall automatically be deemed to be a Member of the Regional Chapter of the Regional Constituency in which he or she ordinarily resides.

RRC 2.2 Any person who ceases to be a Member of the WMO shall automatically cease to be a Member of the Regional Chapter of the Regional Constituency in which he or she ordinarily resides.

RRC 3. Duties and Powers of Regional Chapters :

RRC 3.1 With reference to *Article 7.27(d)* and subject to *Article 12.1* of the *WMO Constitution*, the Regional Chapters of the WMO shall at all times be subject to the control, supervision and direction of the Management Committee of the WMO (“the MC”).

RRC 3.2 The Members of each Regional Chapter shall at all times seek to honour their obligations as set out in *Article 17* of the *WMO Constitution*.

RRC 3.3 All decisions acts and proceedings of Regional Chapters shall be fully and promptly reported to the MC.

RRC 3.4 The MC shall at all times retain the power to take any such action as it considers necessary in respect of any such decisions acts and proceedings of any Regional Chapter.

RRC 3.5 Without prejudice to the generality of the above, the particular duties and powers of each Regional Chapter shall be :

- (a) to advise the MC on all matters referred to it by the MC and to offer such other help as may be required;
- (b) to make representations to the MC as regards any specific needs, projects or initiatives of the Regional Chapter;
- (c) to carry out any functions or duties as may be entrusted to the Regional Chapter by the MC;
- (d) to make every effort to implement the aims and objectives of the WMO in its particular Regional Constituency;

- (e) to make every effort to raise funds to be expended in furtherance of the aims and objects of the WMO, whether in its own Regional Constituency or elsewhere, by way of donations, subscriptions or fundraising appeals, or by any other lawful means;
- (f) to appoint special committees for the purpose of undertaking any specified work, investigation or research in furtherance of the aims and objects of the WMO;
- (g) to carry out welfare projects for the well-being of the Memon community in its particular Regional Constituency, subject to the approval of the MC;
- (h) to do all such other lawful things as are necessary for the promotion and achievement of the aims and objects of the WMO.

RRC 3.6 The MC may take such actions and impose such sanctions against a Regional Chapter as it deems fit if it is satisfied – after having given the Regional Management Committee of the Regional Chapter the opportunity to explain matters – that the Regional Chapter has not carried out any of the MC’s directives or has acted in a manner which is detrimental to the interests and reputation of the WMO.

RRC 4. Administration of Regional Chapters and Regional Management Committees :

Subject to *Article 25* of the *WMO Constitution*, each WMO Regional Chapter shall be administered by its Regional Management Committee (“ RMC”) as follows:

RRC 4.1. Membership of Regional Management Committees

RRC 4.1.1 With reference to *Articles 25* and *26* of the *WMO Constitution*, each RMC shall be comprised of a combination of *elected* and *appointed* members.

RRC 4.1.2 Elections of RMC Members shall be conducted once every **3** years.

RRC 4.1.3 Any Management Committee Member of the WMO who resides in any particular Regional Constituency shall automatically be appointed as a Member of the RMC of the Regional Chapter in his or her particular Regional Constituency and may be elected as an RMC Office Bearer.

RRC 4.1.4 There shall be no limit to the number of times a person can be *elected or appointed* as a Member of the RMC of the Regional Chapter in his or her particular Regional Constituency.

RRC 4.2 Regional Elections for Members of Regional Management Committees

RRC 4.2.1 With reference to *Article 24.3.2* of the *WMO Constitution* and *SO4* of the current *WMO Standing Orders*, Regional Elections shall be conducted by the Regional Election Commissioners appointed by the WMO Election Commissioner.

RRC 4.2.2 Candidates shall notify their Regional Election Commissioner of their intention to stand for election at least **12** weeks before the Annual General Assembly Meeting of the WMO.

RRC 4.2.3 Regional Elections for Members of RMCs shall be held at least 10 weeks before the Annual General Assembly Meeting of the WMO.

RRC 4.2.4 Subject to *Article 26.2.2* of the *WMO Constitution*, any vacancy which occurs in an RMC or its Office Bearers shall be filled by the Members of the RMC until the next Regional Elections are held.

RRC 4.3 Election of Office Bearers of Regional Management Committees

RRC 4.3.1 The Office Bearers of each RMC shall be the Chief Executive of their Regional Chapter.

RRC 4.3.2 With reference to *Article 25.3* of the *WMO Constitution*, in addition to the Regional Vice-President, the Regional Assistant Secretary and the Regional Assistant Treasurer, the Members of each RMC shall elect from amongst themselves such additional Office Bearers as they consider appropriate.

RRC 4.3.3 With reference to *Article 25.2* of the *WMO Constitution* and *SO 4.1.5* of the current *WMO Standing Orders*, RMC Office Bearers shall be elected at least **8** weeks before the Annual General Assembly Meeting of the WMO.

RRC 4.3.4 With reference to *Article 25.3.3* of the *WMO Constitution* and *SO 9.1* of the *WMO Standing Orders*, elections of RMC Office Bearers shall be conducted once every **3** years, by secret ballot, directly after the elections for RMC Members have been held.

- RRC 4.3.5 The appointment of Office Bearers for each RMC shall take place at the first meeting of each RMC to be held immediately after the Regional Elections for Members of RMCs have taken place.
- RRC 4.3.6 All RMC Office Bearers shall hold office for a period of **3** years commencing from the date of their being elected and shall remain in office until their successors are elected.
- RRC 4.3.7 With reference to *Article 25.3.4* of the *WMO Constitution*, any person who has been elected as Regional Vice-President of his or her RMC for **2** consecutive terms of **3** years each shall only be eligible for:
- (a) re-election as Regional Vice-President, or
 - (b) election as any other office bearer of his or her RMC, after a lapse of **1** term of **3** years.
- RRC 4.3.8 With reference to *RRC 4.3.7 above*, with the exception of the office of RMC Regional Vice-President, there is no limit to the number of consecutive terms an RMC office bearer may serve, **EXCEPT THAT** while remaining eligible to stand for election as **any** office bearer of an RMC, no member of an RMC may serve in the **same** office for more than **2** consecutive terms of **3** years each unless there has been a lapse of **1** term of **3** years between any two consecutive terms in any one particular office.
- RRC 4.4 Regional Management Committee Representation on the Management Committee of the WMO
- RRC 4.4.1 With reference to *Article 25.6.3* of the *WMO Constitution* and *SO 4.1.5* of the current *WMO Standing Orders*, the details of all RMC Office Bearers and Members who are eligible to be either *elected* or *appointed* Members of the WMO MC shall be communicated to the current WMO MC by the Regional Election Commissioners at least **2 weeks** before the Annual General Assembly Meeting of the WMO.
- RRC 4.4.2 With reference to *Articles 24.2.3* and *35.1.1(d)* of the *WMO Constitution*, the Annual General Assembly will then ratify the *elected* Members of the MC and confirm the *appointed* Members of the MC.

- RRC 4.4.3 With reference to *Article 26.6* of the *WMO Constitution* and *Standing Orders SO 5.1* and *SO 9.1* of the *WMO Standing Orders*, the MC will then elect its Office Bearers, the ExeCom, by secret ballot.
- RRC 4.4.4 The provisions in the *WMO Constitution* and *WMO Standing Orders* relating to elections to the MC of the WMO – especially as regards the eligibility of Members to vote and to hold office, the procedures for elections and the declaration and notification of election results – shall wherever practicable apply *mutatis mutandis* to the Regional Elections for the RMCs, unless otherwise determined by the MC.
- RRC 4.5 Nomination Procedure for Regional Management Committee Elections
- RRC 4.5.1 With reference to *Article 24.4.3* of the *WMO Constitution*, Apex and Institution Members shall notify their Regional Election Commissioner of the name(s) of their appointed representative(s) and of the name(s) of their alternate(s) at least **12** weeks prior to a General Assembly Meeting, indicating which of these representatives wish to stand for election to the RMC of their Regional Chapter – and for which category or categories defined in *Article 25.2.3* of the *WMO Constitution*.
- RRC 4.5.2 It is up to each Apex, Institution and Associate Member of the WMO to decide how its representatives are appointed.
- RRC 4.5.3 Any reference to an ‘Individual Member’, whether in the *WMO Constitution*, or in the *WMO Standing Orders*, or in these *WMO Regulations for Regional Chapters*, shall be taken to include reference to both Annual and Life Individual Members unless otherwise stated.
- RRC 4.5.4 Individual Members who wish to stand for election to the RMC of their Regional Chapter shall notify their Regional Election Commissioner of their intention to do so at least **12** weeks prior to a General Assembly Meeting – and for which category or categories as defined in *Article 25.2.3* of the *WMO Constitution*.
- RRC 4.5.5 All candidates standing for election shall submit a personal written Biodata Record not exceeding **100** words setting out his or her particulars, experience, aims and vision.

RRC 4.6 Preparation for Regional Management Committee Elections

RRC 4.6.1 The Regional Election Commissioner shall collate **one** Voting Form with two sections – one section for each of the two categories as defined in *Article 25.2.3(a) to (b)* of the *WMO Constitution* – recording the names of the candidates who will be standing for election in each category. Each candidate will be assigned a unique number, (in order to assist the Counting Officers when the votes are being counted at the election).

RRC 4.6.2 At the bottom of each Voting Form there shall be a printed reminder which clearly states :

- (a) the maximum number of candidates who can be elected in each particular category;
- (b) the direction that a voter may vote for as many candidates in each category as he or she wishes up to the permitted maximum, but no more;
- (c) a warning that any Voting Form which has more ticks than the maximum permitted number of candidates for that category will be regarded as spoiled and will accordingly be disregarded altogether when the votes are being counted;
- (d) a clarification that if a lady's name appears in both sections of the voting form, she can only be chosen as a member of the RMC under one of the two criteria – and that accordingly if she is elected under both sections, then she will be appointed in accordance with the section in which she has the most votes, while the runner-up in the other section will be appointed instead of her.

RRC 4.6.3 In addition, the Regional Election Commissioner shall collate the Biodata Records of all the candidates standing for election, in order to facilitate informed decision making in the voting process.

RRC 4.6.4 The Regional Election Commissioner shall also compile Score Cards, listing the unique numbers of the candidates standing for election in both sections printed on the Voting Form, each number with its own column, (in order to assist the Counting Officers when the votes are being counted at the election).

RRC 4.7 Voting and Counting Procedure
in Regional Management Committee Elections

RRC 4.7.1 One Voting Form and one set of collated Biodata Records shall be made available, on registration, to all Individual Members of the WMO – or in the case of Apex and Institution Members, their representatives – who are eligible to vote at the Regional Chapter Meeting, in order to provide an opportunity for the nominees to be introduced, to permit any late withdrawals and to facilitate the voting process.

RRC 4.7.2 Each member of the WMO who is entitled to vote will be able to place a tick on each Voting Form next to the names of the candidates for whom he or she wishes to vote, in each category, up to the permitted maximum.

RRC 4.7.3 After the forms have been completed and collected, counting will take place as follows :

- (a) Counting Officers will be appointed and each will be given a batch of completed Voting Forms and a Score Card.
- (b) Each Counting Officer will go through each completed Voting Form in his or her batch, one at a time, and record a tally of votes per candidate on the Score Card.
- (c) Any Voting Form which has more ticks than the maximum permitted number of candidates in either section will be regarded as spoiled and that section will accordingly be disregarded altogether when the votes are being counted.
- (d) The completed Score Cards will be collected and collated and a Final grand total Score Card prepared for each category.
- (e) The candidates with the most votes in Section One and in Section Two up to the permitted maximum – subject to RRC 4.6.2(d) above – shall be declared elected by the Regional Election Commissioner.

RRC 4.7.4 The decision of the Regional Election Commissioner in all matters relating to the election shall be respected and accepted, but in the event of any serious dispute concerning the regional election results, the dispute shall be referred to the Election Commissioner whose decision shall be final and binding.

RRC 4.7.5 For the purposes of clarity and with reference to *Article 12.1* of the *WMO Constitution*, the deemed approval of the Trustees of the WMO as regards any election results may only be withdrawn if there has been an irregularity in the election procedure itself – in which case the Trustees shall draw any such irregularity to the attention of the Election Commissioner with the request that the irregularity be resolved. Subject to this proviso and to *Articles 28* and *33* of the *WMO Constitution*, the Trustees may **not** otherwise question or overrule any election result.

RRC 4.8 Duration of Regional Management Committees

RRC 4.8.1 The duration of newly elected RMCs shall be **3** years from the date of the Regional Elections **PROVIDED ALWAYS** that notwithstanding the expiration of the duration of any RMC, it shall continue to exercise its functions until a new RMC has been elected.

RRC 4.8.2 The MC may by a **two thirds** majority resolution extend or shorten the duration of an RMC, or the term of any RMC Office Bearer.

RRC 4.9 Oath of Newly Elected Members of Regional Management Committees

RRC 4.9.1 At the first meeting of each RMC held immediately after the Regional Elections, the Regional Vice-President will take and will ask the Members of the RMC to take the following oath:

“May Allah bear witness that in the discharge of my duties as a Member of the Regional Management Committee of this Regional Chapter of the World Memon Organisation Charitable Foundation, I shall at all times seek to serve the Memon community in particular and Muslims in general and to work for the common good in accordance with the Holy Qur’an and the Sunnah of the Prophet Muhammad, may Allah bless him and grant him peace.”

RRC 4.9.2 Any Member of an RMC absent from their first meeting, and any person subsequently appointed or elected as an RMC Member to fill a vacancy, will be required to take this oath at the next RMC meeting at which he or she is present. The oath in such cases will be administered by the Regional Vice-President or in his or her absence by the Regional Assistant Secretary.

RRC 5. Meetings of Regional Chapters

RRC 5.1 Meetings of Members of Regional Chapters

RRC 5.1.1 The provisions in the *WMO Constitution* and the current *WMO Standing Orders* relating to meetings of the General Assembly of the WMO – especially as regards the timing and the calling of meetings, the procedures at meetings and the declaration and notification of any decisions made at such meetings – shall wherever practicable apply *mutatis mutandis* to the meetings of the Members of Regional Chapters, unless otherwise determined by the RMC **PROVIDED ALWAYS** that the quorum for any meeting of a Regional Chapter Members meeting shall be **12** Members present in person.

RRC 5.1.2 Each Regional Chapter shall hold its own annual general meeting, **prior** to the main WMO Annual General Assembly Meeting, for the purposes of:

- (a) confirming the minutes of the previous Regional Chapter’s annual general meeting;
- (b) receiving the Regional Chapter’s annual report (which with reference to *Article 31.9.8* of the *WMO Constitution* shall be prepared by the Regional Assistant Secretary);
- (c) receiving and approving the Regional Chapter’s audited annual accounts (which with reference to *Article 39.9* of the *WMO Constitution* and *RRC 7.8* and *RRC 7.11 below* shall be prepared by the Regional Assistant Treasurer);
- (d) appointing, with reference to *RRC 7.8 below*, the Regional Chapter’s auditor(s);
- (e) discussing and approving the Regional Chapter’s annual budget and plan of action for the coming year (which with reference to *Article 31.8.7* of the *WMO Constitution* shall be prepared by the Regional Vice President);
- (f) discussing and voting on any other ordinary business with the permission of the chairman.

RRC 5.1.3 Any other specific item of business or proposed resolution may be raised by first notifying the RMC in writing through the Regional Assistant Secretary at least **2 weeks** prior to a Regional Chapter's annual general meeting.

RRC 5.1.4 The arrangements for each Regional Chapter's annual general meeting shall be conducted as follows:

- (a) notice of the date of the regional annual general meeting shall be sent by each Regional Assistant Secretary to all the Members of each Regional Chapter **14 weeks** before the date of the main WMO Annual General Assembly Meeting;
- (b) with reference to *SO 4.1.5(e)* of the current *WMO Standing Orders* and to *RRC 4.2.3 above*, each Regional Chapter's regional annual general meeting shall be held **10 weeks** before the date of the main WMO Annual General Assembly Meeting – and shall coincide, every 3 years, with the regional elections being held for each Regional Chapter's RMC;
- (c) with reference to *Article 16.4* of the *WMO Constitution* and to *SO 6.1.2* of the current *WMO Standing Orders*, any WMO Member whose subscription remains unpaid or in arrears shall not be entitled to speak or to vote at a regional annual general meeting;
- (d) the chairman of the regional annual general meeting shall be either the Regional Vice President or else any person appointed by him to act as chairman.

RRC 5.1.5 With reference to *RRC 7.11 below*, each Regional Chapter's approved audited accounts shall be submitted to the WMO Treasurer at least **8 weeks** prior to the main WMO Annual General Assembly Meeting, for inclusion in the WMO's annual audited Accounts.

RRC 5.2 Meetings of Regional Management Committees

RRC 5.2.1 The provisions in the *WMO Constitution* and *WMO Standing Orders* relating to meetings of the MC – especially as regards the timing and calling of meetings, the procedures at meetings and the declaration and notification of any decisions made at such meetings – shall wherever practicable apply *mutatis mutandis* to the meetings of the RMCs, unless otherwise determined by the

MC PROVIDED ALWAYS that the quorum for any meeting of an RMC shall be 5 Members present in person.

RRC 6. Finances and Accounts of Regional Chapters :

RRC 6.1 Each Regional Chapter shall be financed by such proportion of its Members' WMO subscriptions as the MC may decide together with any aid, grant, or donation from central funds as the MC may decide.

RRC 6.2 Each Regional Chapter shall be free to initiate its own fundraising activities in accordance with *RRC 3.5(e) above*, but must keep the MC informed of what funds have been raised.

RRC 6.3 No Regional Chapter shall borrow or obtain credit without the previous sanction of the MC.

RRC 6.4 The funds of Regional Chapters shall be utilised for such purposes as may from time to time be sanctioned by their RMCs – subject always to the overall supervision of the MC – and PROVIDED ALWAYS that no such funds shall be applied either directly or indirectly as payment to any Member of the RMC except by way of reimbursement for any expenses incurred by him or her in the discharge of his or her duties as a Member of the RMC.

RRC 6.5 With reference to *Article 39.6 of the WMO Constitution*, each RMC shall maintain its own bank account(s), with any 2 of up to 4 of its Members authorised to act as signatories, to facilitate any specific local projects and day-to-day expenses and financial transactions of its Regional Chapter, subject to approval by the MC.

RRC 6.6 The financial year of all Regional Chapters shall be from the 1st January to the 31st December.

RRC 7. Duties of Regional Assistant Treasurers :

RRC 7.1 The Regional Assistant Treasurer of each Regional Chapter of the WMO shall be responsible for:

RRC 7.2 assisting the WMO Treasurer and WMO Deputy Treasurer in performing all such functions as may be delegated to him or her;

- RRC 7.3 collecting all subscriptions, donations, rents and any other income of that region;
- RRC 7.4 issuing official receipts for all sums received;
- RRC 7.5 depositing into an approved Bank all monies held;
- RRC 7.6 making any payments by cheque;
- RRC 7.7 maintaining proper books of account in English;
- RRC 7.8 maintaining the RMC's bank accounts which shall be audited annually by any firm of chartered accountants as may be appointed at the annual general meeting of the Members of its Regional Chapter.
- RRC 7.9 submitting quarterly accounts to the Treasurer within 4 weeks of the end of each quarter;
- RRC 7.10 providing the Regional Assistant Secretary of that region with an up to date list of regional members eligible to vote at any election held in that region.
- RRC 7.11 With reference to *Article 39.9* of the *WMO Constitution*, all Regional Treasurers shall submit copies of their Regional Chapter's annual audited accounts to the WMO Treasurer at least 8 weeks prior to the Annual General Assembly Meeting, for inclusion in the WMO's annual audited Accounts.

RRC 8. General Proviso and Interpretation :

- RRC 8.1 These Regulations are intended to set out guidelines but do not provide for every situation which may arise in the future. Local conditions and customs may vary widely and significantly from one Regional Constituency to another.
- RRC 8.2 It is up to each RMC to determine the best administrative and operational approach for its own particular Regional Chapter **PROVIDED ALWAYS** that this does not conflict with these Regulations and the *WMO Standing Orders* and the *WMO Constitution* and **PROVIDED ALWAYS** that its purpose is to assist in fulfilling the aims and objects of the WMO in the best possible way.
- RRC 8.3 Subject to *RRC 7.1 above*, as regards the interpretation of these Regulations, *Article 45* of the *WMO Constitution* applies and any interpretation may not contradict the *WMO Constitution*.

