

In the name of Allah, the Most Merciful and the Most Benevolent

Bihar Anjuman [www.biharanjuman.org, networking website of registered National NGO in India:
RAHBAR (www.myrahbar.org)]

Striving towards educational and socio-economic empowerment of Muslims

Model bylaws for chapters established at city, country or regional level

Preamble: We, the muslims of Indian states of Bihar & Jharkhand, have solemnly resolved to form a non political organization called "**Bihar Anjuman**". We further declare that we shall strive ceaselessly to promote collectivity and unity among the muslims of Bihar & Jharkhand, creating an urge for acquiring islamic knowledge, moulding their lives in the light of teachings of Islam and carrying the educational and social welfare activities in a conducive environment. We, the members of the Anjuman hereby adopt, enact and give to ourselves these bylaws on and pledge to pursue the activities within the framework of the constitution of India and the laws of the local Govt. We further declare that we would not expect any remuneration of any kind from the Anjuman.

Article 1: Immediate objectives:

- 1.1 To create an atmosphere of togetherness among NRIs hailing from Bihar & Jharkhand.
- 1.2 To prepare and maintain a comprehensive directory showing complete names and addresses of all expatriates from Bihar & Jharkhand living in the _____.
- 1.3 To provide moral, material and physical help to members in case of any adverse circumstances such as accident, serious illness leading to hospitalization, death, financial crisis.
- 1.4 To provide legal support to members whenever required.
- 1.5 To provide physical, moral and financial support to non-member NRI muslims hailing from Bihar & Jharkhand in times of crisis, e.g., to stranded newcomers.
- 1.6 To offer aid and assistance to the people of Bihar & Jharkhand badly affected by natural calamities and other disastrous incidents.
- 1.7 To establish close contacts with other organizations and extend full support in promoting welfare activities outside Bihar & Jharkhand for muslim brethren affected during calamities.
- 1.8 To provide financial support for (a) marriage of muslim girls belonging to economically weaker families of Bihar & Jharkhand (b) for technical education to economically weak muslims of Bihar & Jharkhand.
- 1.9 To form an employment cell for providing guidance to jobseekers.
- 1.10 To meet regularly to devise means leading to achieve the above goals, review the working of the Anjuman and to present members' views and demands/ requirements.

Article 2: Long term objectives

- 2.1 To grant aid & assistance to financially crippled muslim orphans, widows and disabled persons.
- 2.2 To award scholarship and grant loans to talented but financially weak muslim students pursuing higher education, professional or technical courses.

- 2.3 To provide informations to members regarding the facilities offered by the Indian government to NRI's for back home rehabilitation and investment.
- 2.4 To strive to establish an international forum for NRI muslims of Bihar & Jharkhand living in overseas countries.
- 2.5 To organize religious, literary & social get togethers.

Article 3: Membership

- 3.1 **Members:** Any muslim from Bihar & Jharkhand residing in _____ paying Rs. 1,200 yearly or Rs. 100 monthly shall be a member subject to confirmation by the membership committee.
- 3.2 **Life members:** Any muslim from Bihar and Jharkhand residing in _____ who pays a one time payment of Rs. 6,000* or in four equal quarterly instalments shall be a life member subject to confirmation by membership committee.
- 3.3 **Patrons:** Any muslim from Bihar & Jharkhand above the age of 30 residing in _____ who pays a one time minimum amount of Rs. 25,000 shall be a patron subject to confirmation by **Majlis-e-Shoora**.
- 3.4 **Disqualification of membership:** In accordance with a recommendation by the membership committee, Majlis-e-Shoora may decide to disqualify any member found to be indulging in indisciplinary activities or acting against the Anjuman's code of conduct.

Article 4: Structure of the Anjuman

The affairs of the Anjuman shall be delivered, managed, supervised and controlled by the following committees:

- 4.1. **The General Body**
- 4.2. **The Majlis-e-Shoora**
- 4.3. **The Executive Committee**
- 4.4. **The Joint Secretaries**
- 4.5. **The Membership Committee**
- 4.6. **The Projects Committee**
- 4.7. **The Employment Committee**

4.1 The General Body:

The general body shall consist of all the members of the Anjuman.

4.2 The Majlis-e-Shoora:

The Majlis-e-Shoora shall be the central body of the Anjuman consisting of joint secretaries plus 5 nominated members hailing from Bihar & Jharkhand from different disciplines. Nominated members of the Shoora may be replaced with new ones every two years.

4.2.1 Functions of the Majlis-e-Shoora:

- 4.2.1.1 To select/elect the members of the executive committee, membership committee, Projects Committee, and any other subcommittees if required.
- 4.2.1.2 To examine and review the report of the executive committee dealing with activities of the Anjuman.
- 4.2.1.3 The Shoora can rectify the decision of the executive committee and has the right to amend the decision by its $\frac{3}{4}$ th majority.
- 4.2.1.4 Approval of periodical reports and accounts.
- 4.2.1.5 Approval of the appointment of auditors.

4.2.1.6 Approval of annual budget.

4.2.1.7 Approval of minimum programs.

4.2.1.8 The meetings of the Majlis-e-Shoora shall be conducted four times a year to review the general functioning of the Anjuman. The general secretary with the consent of the president shall notify the members for the meetings two weeks in advance.

4.2.2 Disqualification:

If any member of the Majlis-e-Shoora fails to attend three consecutive meetings without prior written notice and without valid reasons he shall cease to be the member of the Shoora.

4.3 The Executive Committee:

The Majlis-e-Shoora shall select/elect the executive committee from among its members for one year and no individual shall continue to hold the same position for more than three consecutive terms

4.3.1 Functions of the executive committee:

4.3.1.1 It shall draw a common minimum program for every year keeping in view of broad objectives of the Anjuman and its limited resources and launch an aggressive action plan to achieve them. It shall be vested with all the rights and privileges to run the day-to-day affairs of the Anjuman.

4.3.1.2 Preparing monthly, quarterly and annual reports and budgets.

4.3.1.3 Preparing a statement of accounts and appointing auditors.

4.3.1.4 Calling monthly meeting of joint secretaries for supervising their functioning.

4.3.1.5 Reviewing the functioning of the Membership Committee, the Projects Committee and other Committees.

4.3.2 Structure of the executive committee:

The executive committee shall consist of:

4.3.2.1. The President

4.3.2.2. The Vice Presidents

4.3.2.3. The General Secretary

4.3.2.4. The Secretaries

4.3.2.5. The Finance Secretary

4.3.2.6. Assistant Finance Secretary

4.3.2.1 The President:

The president shall be the chief administrator and the head of the Anjuman. He shall preside over all the meetings. He shall guide the activities of the Anjuman, advise the executive committee for the furtherance of the objectives of the Anjuman. He shall be one of the joint signatories for any financial transaction.

4.3.2.2 The Vice Presidents:

The vice presidents shall assist the president in discharging and sharing his duties and one of them authorized by the President to do so shall act in his absence as the President.

4.3.2.3 The General Secretary:

He shall be the head of the secretarial team of the executive committee. All the activities within the frame work of the policies and programs of the Anjuman shall be deleivered, pursued and executed by him. He shall promote subscription of new members and

strengthening of links and communication among Majlis-e-Shoora, executive committee and joint secretaries. He and his nominee secretary shall be the custodian of the register of all types, the bylaws, all the documents and official papers of the Anjuman. He shall prepare all the statements and periodical reports required by the committees. He shall be one of the joint signatories for any financial transaction.

4.3.2.4 The Secretaries:

The secretaries shall assist the general secretary in discharging the activities of the Anjuman. They shall help develop friendly relations among the members and coordinate with joint secretaries in furthering the cause of the Anjuman. They shall lead the various special committees that the executive committee resolves to establish for specific purposes. One of them nominated by the general secretary shall act as general secretary in his absence.

4.3.2.5 The Finance Secretary:

He shall be the custodian of all assets, properties and funds (cash and kinds) of the Anjuman. He shall be responsible to collect contributions and deposit them in Anjuman's joint bank account, maintain books of account, prepare statement of accounts, and annual budgets and submit them before the executive committee and Shoora for review and approval. He shall present the books of accounts before the president and general secretary whenever asked to do so, for the inspection.

4.3.2.6 Assistant Finance Secretary:

He shall assist the finance secretary in discharging his duties and work as acting finance secretary in the absence of the finance secretary.

4.4 Joint Secretaries:

The membership committee based upon the performance of the Area Representatives (A.R.) shall appoint, from among them, the joint secretaries. The joint secretary shall look after the welfare of members in his designated area, increase the strength of members, collect monthly subscribed amounts regularly and serve a link between executive committee and general members to keep them posted about the progress of the Anjuman.

Performance Criteria for A.Rs to be eligible for appointment as Joint Secys:

4.4.1 They must hold at least 15 members in their books of Accounts.

4.4.2 At least 3/4th of the members must be paying the membership fees regularly, i.e., must not have defaulted for more than 6 months.

4.4.3 They have not defaulted on depositing of monthly collections to the Finance Secy for more than two consecutive months, without prior approval from the Finance Secy, i.e., they have maintained a proper link between the members and the Executive Committee.

4.5 Membership committee

Based upon the recommendation of the Executive Committee, the Majlis-e-Shoora shall select the membership committee consisting of 3 (three) members from among its members. The membership committee through its consensus shall select the (Area Representatives). The committee shall continuously lead the campaign of drive to increase the membership strength.

Responsibilities:

4.5.1. To admit members fulfilling Anjuman requirements and to recommend disqualification of those who violate membership conditions.

4.5.2. To devise means to spread the invitation to the masses, leading to increase in the membership, and to launch drives to attract prospective members.

4.5.3. Organize corner meetings at all places where the prospective members are concentrated.

4.5.4. Maintain Directories of (a) NRIs from Bihar, and (b) the Member's Accounts; prepare and distribute monthly reports based upon the two directories.

4.5.5. Recommend to the Shoora, or appoint on their behalf (if authorized to do so), Area **4.5.1.** Representatives who are likely to be appointed, later, as Joint Secretaries on fulfillment of conditions outlined in Clause 4.4.

4.5.6. Review performance of the Area Representatives/ Joint Secretaries on a monthly basis, to

4.5.6.1 Motivate A.Rs / Jt. Secys.

4.5.6.2 Suggest ways and means (like meeting them separately to redress their grievances) to tackle the defaulting A.Rs/ Jt. Secys.

4.5.6.3 Recommend A.Rs for appointment as Jt. Secys, or to replace them with more suitable persons.

4.5.6.4 Review members' contributions to the Anjuman, and motivate any defaulting members, devise means to enhance their loyalty towards the Anjuman, transfer defaulting members from present A.Rs/ Jt. Secys to more interested A.Rs/ Jt. Secys., in consultation with the concerned A.Rs/ Jt. Secys.

4.6 The Projects Committee: This Committee reporting to the Executive Committee, consisting of 3 (three) members selected by the Shoora on the recommendation of the Executive Committee, shall be responsible to process all project proposals, after proper consultation with all those who could provide useful input.

4.7 The Employment Committee: It will consist of 3 (three) members selected by the Shoora for a term of one year, on the recommendation of the Executive Committee. The members thus selected could be ordinary members also. Their main responsibility shall be to devise and implement ways and means of increasing employment opportunities for the people belonging to Bihar & Jharkhand. They shall report to and act under the guidance of the Executive Committee and maintain a database of Hunters, Seekers and Trainers so as to provide the facilities of an employment and training bureau. With finance from the Employment Assistance Fund, they can establish a full-fledged Employment Consultancy Firm, with due license from the local authorities.

Article 5: Finance

5.1 Sources of finance: Contributions from members [**Note:** Anjuman should not run on donations of any kind, but it should undertake purely self-financing activities, in so far as its main objectives are concerned. Otherwise there was no need to charge to membership fees from labourers. The idea is to instill a feeling among the common mass that they can help themselves, if they want, without any outside assistance. This brings in the satisfaction that they are participants in these activities to the same extent as anybody else, and dispels any sense of disappointment. The donations can be used for all purposes included in Clause 5.8 – Other Funds.]

5.2 Financial Year

The financial year of the Anjuman shall be from beginning of Ramadan to end of Shaaban.

5.3 Bank account of the Anjuman: The bank account of the Anjuman shall be operated jointly by **at least** two signatories nominated/ approved by the Majlis-e-Shoora.

5.3.1 Authority to sanction withdrawal from accounts: No amount can be withdrawn by the joint account holders without a written sanction by the joint signature of the president (or in his absence, the available vice president) and general secretary (or in his absence an approved secretary).

5.4 Audit: Every year at the end of shaaban the books of accounts shall be closed for auditing by qualified auditors.

5.5 Modes of disbursements: A budget for next financial year's disbursement will be approved by the Majlis-e-Shoora after the audited Statement of Account has been submitted for the previous fiscal year.

5.5.1 Annual contribution to Imarat Sharia, Bihar, Jharkhand & Orissa (Priority level 1): Every Ramadan, the Gen. Secy. will send a fixed amount approximately equal to 10% of the closing balance of the previous fiscal year (for which the audit would have just concluded) to the Emarat-e-Sharia to fulfill the obligation under **article 1.8**.

5.5.2 Assistance to next of kin, in case of death: (Priority level: 1) Restricted to members only. A one-time fixed amount will be paid to the next of kin of any member who dies in the _____. This amount shall be Rs. 10,000/= . This amount shall be paid as a token of affection and can be increased to higher levels, at a later stage, if the financial health of "the Anjuman" so allows. Sanctioning Authority: as per **article 5.3.1**

5.5.3 Financial Assistance to non-members: (priority level 3) Assistance will also be provided to non-member muslims from Bihar, in times of crisis such as serious accident leading to hospitalization or death. There will be no fixed amount marked for such cases and they will be dealt with, on a case to case basis only. Special meeting of the Exec Committee may be called for seeking the authorization on information from the concerned Area Representative. Cumulative assistance in any fiscal year will be restricted to a maximum of 10% of the total closing balance at the end of previous financial year. This amount is (Qarze Hasna – Voluntary, non-mandatory Return) and the Sanctioning Authority shall be the same as outlined in **article 5.3.1**

5.5.5 Assistance to crisis ridden places within Bihar & Jharkhand: (priority level 2) In order to implement the objective outlined in **article 1.6**, assistance will be provided in times of calamities affecting muslims within Bihar, purely on a case to case basis. Sanctioning authority: as outlined in **article 5.3.1**. This type of assistance will be restricted to a maximum of 10% of the total closing balance at the end of previous fiscal year and will be handed over to Imarat Sharia preferably.

5.5.6 Assistance to crisis ridden places outside Bihar & Jharkhand: (priority level 4) In order to implement the objective outlined in **article 1.6**, assistance will be provided in times of calamities affecting muslims outside Bihar, purely on a case to case basis and on the approval of a majority of the members (of the Shoora). This type of assistance will also be restricted to a maximum of 10% of the total closing balance at the end of previous fiscal year. This amount will be handed over to a renowned charity organization approved by the Majlis-e-Shoora.

5.7 Restrictions on expenditure: Expenditure shall be incurred only in circumstances referred to in **article 5.5**, and for nothing else. For any other expenditure, separate funds will be raised from more affluent & willing members or non-members, on the advice of the executive committee.

5.8 Other Funds:

5.8.1 Circumstantial/ temporary Funds: These funds will be raised on a circumstantial basis, e.g. to meet the expenditure of the Annual General Assembly/ Iftar Party, or for the monthly meetings.

5.8.2 Futuristic Funds: Following Funds will be maintained on a permanent basis to fulfill the long-term objectives of article 2:

5.8.2.1 Scholastic Fund (SF): To award monthly/ yearly scholarships to the poor bright students beyond the 10th grade, who may not be able to continue their higher studies without such assistance.

5.8.2.2 Small Business Fund (SBF): To assist individuals with capabilities in establishing small businesses, here, in _____ (city/ country). The fund shall grant loans after the willing member submits a proposal supported by a feasibility report, and a guarantee from 5 (five) members out of which at least two shall be Executive Committee members. The loan amount should be returned within a span of two years, after which the guaranters will have to undertake the responsibility to return the same.

5.8.2.3 Calamities Fund (CF): To help our brethren affected by calamities, in India.

5.8.2.4 Zakat Fund (ZF): To help individuals worthy of receiving Zakat, Fitra, Sadqa, etc. establish small businesses, in India. This amount shall be disbursed 100% at the end of every year, i.e. in Ramadan.

5.8.2.5 Hospital/ Medical Assistance Fund (HF): Generated from individual contributions as well as by organising Blood Donation Camps at regular intervals, to assist individuals affected by deadly diseases requiring large funds for treatment. The fund shall have an ultimate aim to establish, or help establish hospital(s) in Bihar.

5.8.2.6 Employment Assistance Fund (EAF): To assist individuals get employment, develop resources such as training facilities for them, locally or in Bihar. Funds will be raised from contributions by the beneficiaries of this scheme, by charging nominal fee payable after he gets employed.

5.8.2.7 Mode of Collection: These funds will be established from contributions separate from the Membership Fund, and shall be maintained in different books of account, one for each Fund.

5.8.2.8 Mode of Disbursement: Any disbursement which has to be made in India shall be made, in the initial years, through an organization engaged in such activity, but later through a mechanism developed in-house by the Anjuman.

5.8.3 The above two funds (i.e., those enlisted in 5.8.1 & 5.8.2) shall be kept open to the muslim Community as a whole without any distinction to the region they represent.

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