

JSG INT. FEDERATION

CONSTITUTION

Memorandum of Association

Rules & Regulations

Standard Constitution of the Group

Standard Constitution of the Yuva Forum

Re-Drafted Constitution:

Approved by I. D. , C. C. M . & E. G. M.

This Re-Drafted Constitution comes into effect from 24-12-2016.

Presented by:

**KIRIT N. SHAH,
Chairman, JSGIF Constitution & By Laws Committee 2016**

**MEMORANDUM OF ASSOCIATION OF JSG INT. FEDERATION
(As amended upto 24-12-2016)**

1. NAME:

The name of this organization shall be “JAIN SOCIAL GROUPS INT. FEDERATION” i.e.: “JSG INT. FEDERATION”.

2. COMMENCEMENT:

The **original** constitution came into force from 1st July 1980 and redrafted/amended from time to time.

3. OFFICE:

The Registered Office of the Federation shall be situated in MUMBAI.

Official Web Site of JSGIF shall be “www.jsgif.co.in” & “ www.jsgif.in “ both are interlinked

4. YEAR:

The Year of the Federation, Region, Group, Yuva forum and attached bodies shall be **Financial Year i.e. 1st April to 31st March** each year.

5. Objects:

- a) To promote and develop principals of Ahimsa and its related Activities.
- b) To assist undertake and promote educational, medical, sports related activities and other charitable activities.
- c) To organize conferences, conventions and cultural activities to develop brotherhood amongst the people on the principles of peace, love, humanity and equality.
- d) To constitute, develop and administer groups, zones, regions, national and Int. association or federation to promote principles of peace, ahimsa and brother hood of mankind.
- e) To develop spiritual yogic and traditional activities for mental and Social peace and brother hood.
- f) To promote and publish literature, magazines, Bulletins etc. to achieve any of its objectives.
- g) To do undertake, assist, organize any work to achieve above objectives.

- h) All these objectives shall be done for people without discretion of any Cast and creed and for the benefit of general public through Like-minded groups of people who are Jain.
- i) To achieve the above objectives the organization which includes Federation Regions and groups shall function to run the activities as per above object
- J) To promote & provide hygienic JAIN FOOD at Programmes.

6. Organization structure and its Role

PURPOSES:

To achieve the above objectives the organization which includes Federation Regions and groups shall function to run the activities as per above objects.

- (a) To organize, recognize, to present, charter and supervise “Jain Social Groups”
- (b) To prepare/amend constitution of federation, Standard Constitution for the Groups and Yuva Forums.
- (c) To co-ordinate the activities and standardize the administration of Regions, Zones, Groups and Yuva Forums.
- (d) To assist and advise all the Regions, Zones, Groups, and Yuva Forums.
- (e) To prepare code of conduct, guidelines for the Regions, Groups, Zones and Yuva Forums and other allied bodies and their Members

7. MEMBERSHIP:

GROUPS TO BE MEMBERS: All the GROUPS presently in existence and formed thereafter chartered by the federation shall be member of the federation until they are De-chartered.

8. Present Office Bearers:

	<u>Designation</u>	<u>Name & Address</u>	<u>Signature</u>
1	President		
2	President Elect		
3	Imm. Former President		
4	Vice President		
5	Vice President		
6	Vice President		
7	Vice President		
8	Vice President		
9	Vice President (Overseas)		
10	Secretary General		
11	Secretary		
12	Jt. Secretary		
13	Treasurer		
14	PRO		
15	PRO		

RULES & REGULATIONS OF JSG INT. FEDERATION
Re-drafted & Amended up to 24-12-2016

1. NAME:

The name of this organization shall be JAIN SOCIAL GROUPS INT. FEDERATION” i.e.: “JSG INT. FEDERATION”.

2. COMMENCEMENT:

The **original** constitution came into force from 1st July 1980 and redrafted/amended from time to time.

3. OFFICE:

The Registered Office of the Federation shall be situated in MUMBAI.

4. YEAR: The Year of the Federation, Region, Group, Yuva forum and attached bodies shall be **Financial Year i.e. 1st April to 31st March** each year.

5.(i) INTERPRETATION:

a) “Federation” or JSGIF means: “JAIN SOCIAL GROUPS INT. FEDERATION”

b) The “Group” means “Jain Social Group” duly initiated and chartered by federation until it is De-chartered

c) “Region” means: “All the existing Regions of Federation and Regions formed thereafter consisting of various Groups as per the provisions and duly recognized by the Federation”.

d) Office Bearers means: JSGIF Office Bearers duly elected as per Constitution.

e) “Region Chairman” means: The Chairperson of the Region.

f) “Zone Coordinator” means: A Coordinator for various groups duly appointed by Regional office bearers in respective Region.

g) Constitutional Documents: Constitution of the Federation and the Standard Constitution of the Group and Yuva Forum.

i) Financial Year: 1st April to 31st March.

j) Term: : **One Year & Two(2) years from the year 2019-20**

- k) “Int. Director”/Board Of Int. Director I.D means, all the Members of Board of Int. Directors.
- l) Board’ means Board of Int. Directors of JSGIF.
- m) He includes she.
- n) Election means: Election by voting or by unopposed Election.
& Elected means: Elected by voting or by unopposed.
NO nominated or appointed person can be considered as Elected.
- o) General Meeting includes Extra Ordinary General Meeting.
- p) Couple Member of a group means **married couple** (Male must be Jain)
- q) Member of a group means single member (including widow / widower)
- r) Rights for any/all post are to be given to the eligible members, who continues to be a member of a Group.
- s) Former President of a Group means a President of Group who has completed his/her Full term as President in any group, provided No objection in writing is given by the previous / earlier Group and by the new Group where he or she may join. And In case, NO Objection from any of the above Group within 3(three) years of his/her joining a new Group, then in that case, He/she may be treated as Former President of concerned Group by the Federation.
- t) ***JMF Status to JSG Members***
Any JSG member or couple of a group may on completion of norms as prescribed by federation shall be awarded status of ‘Jain Mahavir’ fellow (Shall be known as JMF) for life time so long as they continue member of any JSG Group. They shall also be given a planque in special recognition of their status.
- (u) Yuva Forum: Yuva Forum means a Forum of unmarried Youngsters as per norms prescribed.
- (v) JSG Sangini: JSG Sangini means a forum of Females sponsored by a JSG Group as per Rules & Norms prescribed by Federation.

(ii) SUTRA OF THE FEDERATION:

The Sutra of the Federation will be “SANGACHHADHAVAM SAMVADADHVAM SAMVO MANASMI JANATAM” i.e. Walk together, Talk together, Act with one mind.

(iii) FEDERATION THEME:

The theme of the Federation will be “BANDHUTVA SE PREM”

(iv) SERVICE THEME:

The service theme of the federation will be “BANDHUTVA KE SAATH SEVA”.

(v) PRAYER:

NAVKAR MANTRA

MAITRI BHAVNU PAVITRA JHARNU

JSG Theme Song

(vi) BANNER:

As per guide line given

(vii) **LOGO & COMMON SYMBOL: As embodied hereunder:**

The words “JSG” with the LOTUS Flower adopted as a Logo – which shall be Common Symbol of the Federation. All the Groups and their Members shall be entitled to use the Logo as a Member of Jain Social Group. This Logo shall not be used by any organization or Groups or its Members unless such organization or Group is recognized or continued to be recognized by Jain Social Groups Int. Federation

(vii) LOGO –COMMON SYMBOL: As embodied hereunder:



The words “JSG” with the outline of LOTUS Flower shall be adopted as a Logo – Common Symbol of the Federation. All the Groups and their Members shall be entitled to use the Logo – Common Symbol as a Member of Jain Social Group. This Logo – Common Symbol or a title “Jain Social Group” shall not be used by any organization or Groups or its Members unless such organization or Group is a recognized by Jain Social Groups Int. Federation

(viii) Term of Board of Int.. Directors of Federation & Regional committee along with their office Bearers shall be **for One Year** from 1st April to 31st March. & **TWO YEARS** effective from the year 2019-20.

6) Objects:

- a) To promote and develop principals of Ahimsa and its related Activities.
- b) To assist undertake and promote educational, medical, sports related activities and other charitable activities.
- c) To organize conferences, conventions and cultural activities to develop Brotherhood amongst the people on the principles of peace, love, humanity and equality & To promote & provide hygienic JAIN FOOD at programmes.
- d) To constitute, develop and administer groups, zones, regions, national and Int. association or federation to promote principles of peace, ahimsa and brother hood of mankind.
- e) To develop spiritual yogic and traditional activities for mental and Social peace and brother hood.
- f) To promote and publish literature, magazines, Bulletins etc. to achieve any of its objectives.
- g) To do undertake, assist, organize any work to achieve above objectives.
- h) All these objectives shall be done for people without discretion of any Cast and creed and for the benefit of general public through Like-minded groups of people who are jain.
- i) To achieve the above objectives the organization which includes Federation Regions and groups shall function to run the activities as per above objects.

6) A) Organization structure and its Role.

PURPOSES:

To achieve the above objectives the organization which includes Federation Regions and groups shall function to run the activities as per above objects.

- (a) To organize, recognize, to present, charter and supervise “Jain Social Groups”
- (b) To prepare/amend constitution of federation, Standard Constitution for the Groups and Yuva Forums.
- (c) To co-ordinate the activities and standardize the administration of Regions, Zones, Groups and Yuva Forums.
- (d) To assist and advise all the Regions, Zones, Groups, and Yuva Forums.
- (e) To prepare code of conduct, guidelines for the Regions, Groups, Zones and Yuva Forums and other allied bodies and their Members

7. MEMBERSHIP:

GROUPS TO BE MEMBERS:

All the GROUPS presently in existence and formed as per the Norms & thereafter chartered by the Federation shall be member of the Federation until they are de-chartered.

8. Administrative Contribution:

- (i) Groups who shall pay an annual contribution and taxes thereon to the Federation which shall be 5 percentage of the total membership fees received by the Groups from their members subject to 5% of Minimum Rs. 1000/- and Maximum Rs. 3000/- of membership fees per couple member for carrying out various activities of the Federation Plus Rs. 25/- yearly per couple member for publishing a bulletin, magazine or other literature of the Federation
- (ii) Method of Payment of Contribution:
 - (a) Each Group shall pay every year on or before the 25th January, Annual Contribution provisionally calculated on the basis of its membership fees as reported in Form 'A' and finally difference by 30th June on the basis of Membership and their fees.
 - (b) A Group formed during the year shall pay contribution on the proportionate basis.

9. GENERAL COUNCIL

a) Representation of the Groups:

All the Groups shall be represented on the Federation through their members on the General Council as provided in the manner specified in sub clause (b) hereunder:

b) Constitution of the General Council:

The General Council of the Federation shall be constituted of the following members.

- (i) All the Office Bearers of the term of all the Groups not exceeding five as per Standard Constitution from each Group.
- (ii) Immediate Former President of each Group.
- (iii) Three Former Presidents from each Group nominated by Managing Committee of the respective Group. The nomination under Sub-clause above should be intimated to the Federation in B-Form by the President of the Group or in his absence, by the Joint Signatures of the Secretary and Joint Secretary of the Group within such time as may be prescribed by the Central Council. Nomination once made cannot be varied till the end of the term of the nominated member unless such nominated member resigns or dies or ceases to be a member of the Group.
- (iv) All the Former Presidents of the Federation provided they continues to be member of any Group.
- (v) Former President of the Group who are co-opted by the Central Council for respective term.

10 CENTRAL COUNCIL:

The Central Council consists of the following:

- (1) All the members of Board of Int. Director of JSGIF.
- (2) All Former Presidents of JSGIF.
- (3) President of all recognized groups of JSGIF

If the President of the Group is unable to attend a particular meeting of the Central Council, he may nominate in writing any one of the General Council Members of the Group to attend the particular meeting.

- (4) Office Bearers of the all Regional's Committees includes ,
All the following Office Bearers of Regional Committee such as Chairman, I.F.Chairman, Chairman Elect I, Vice Chairman , Secretary, Jt.Secretaries & Treasurer & Zone Co-ordinators.
- (5) All the appointed Chairpersons of JSGIF Committees.
- (6) Co- opted members: Co-opted members by B.O.D. of Federation
The B.O.D. may co-opt not more than 11 persons amongst the members of the General Council and / or Former Presidents of the Groups.
- (7) Any trustee of Jain Social Groups Federation Foundation who is a member of any JSG Group and affirmed as central council member by the board of Int. directors.
- (8) Five Office Bearers from JSG Welfare Society including Chairman, Secretary General & three other office bearers as may be affirmed as central council member by the board of Int. directors of Int. federation.

11. BOARD OF INT. DIRECTORS OF FEDERATION

- i) Board of Int. Directors of Federation shall consist of all Elected Int. Directors from various Regions, President Elect-1 of 2017-18 President Elect-2 of 2018-19 and President Elect 2019-21 Immediate Former President, two **Inducted** Directors by incoming President, Two PRO and six appointed directors out of former presidents of Federation, all Region Chairmen and managing trustee of JSG Federation foundation and chairperson & secretary general of JSS welfare society.
- ii) Elected Int. Directors: One Int. Director shall be elected from all the Region upto their first 3000 members. For each next 3000 members or fraction thereof exceeding 50% of 3000, one Int. Director shall be added. However, maximum Directors shall be not more than Five Int. Directors from one Region.

For example: Upto 3000 members 1 Int. Director.

For each next 1501 to 3000 members 1 additional Int. Director.
(i.e. on 4501 Two, 7501 Three, 10501 Four and 13501 Five)

MAXIMUM FIVE (5) I.D. per Region.

- iii) Former president of Federation: Six former presidents of JSGIF shall be Director of the Board of the Int. Director of the Federation as may be elected or appointed by former presidents forum in a meeting Called by president as per direction on Election of Int. Directors.
- iv) Nominated Int. Directors: Two Int. Directors may be nominated by the incoming president from the former president of the groups who are General council members. Not more than two PRO may be nominated by Board of Directors, from Former president of the Group who are General council members. And such Nominated I.D. can not be made Office bearers .
- (v) Membership strength entitlement in the region shall be calculated on the basis of last membership and contribution payment upto 30th.Sept. immediately before election of federation.
- vi) Regions means, all existing Regions and newly formed / bifurcated Region by board of directors and approved by central council.
- vii) The board of Int. directors shall elect, President Elect & SIX (Five + One) Vice President (not more than one from one region and one and one from overseas groups).One secretary general, two Secretaries and one treasurer as office bearers amongst themselves. They may also appoint not more than two PRO as office bearer out of former president of any group. There shall not be more than three office bearers from one region. There can not be Two Federation Office Bearers of the same in a Region.
- viii) Two Editor/s of Mangal yatra shall be members of Board of Int. Directors.
- ix) The Board of Int. Directors may appoint various committees and its Chairpersons out of the Former Presidents of the Group.
- (x) The Election of Board of Int. Directors of Federation shall be held alongwith Regional committee Election. In case of non election / delay in elections in any Regions, It can be filled up by the Board of I.D. from any Former President of the Group from the same Region only and those I.D. can not become Office Bearers of JSGIF.

12. ELECTION OF BOARD OF DIRECTORS OF FEDERATION ETC

(A)* Eligibility:

- i) For all the post of Int. Director of JSGIF from various Region Minimum requirement is Former President of a Group who is General Council member and has served any office for one term in Federation or two terms as Office Bearer in Region. And He should be a member of Mutual Benefit Scheme of JSG Welfare Scheme and shall continue to be a member provided he/she is eligible for M.B.S. criteria.
- ii) If there is more than two post of Int. Director in the Region, one post of Int.

Director shall be reserved for Former President of a Group who is

General

Council member and who has served at least one term as Director of

Board

or Federation Office Bearers or as Region Chairman.

- iii) For the post of President Elect minimum requirement is that he should have served any two term as Office Bearer of Federation. For Secretary General minimum requirement is that he should have served at least one term as Office Bearer of Federation or as Chairman of Region.
- (iv) Once a person is Elected as a President Elect of the Federation from a particular Region no other person from such Region shall be entitled to become President Elect of the Federation for the term until such persons ceases to be the President.

(B) ELECTION:

- i) All the Election of the JSGIF shall be held every year & in the year 2019-20 **for term 2021-23** & onwards every **Alternate (2nd)** year. General Council members of next year shall elect candidates for various post out of themselves for next year term as per specified eligibility.
- ii) Region Election shall be held in time (in February upto March 15th.) except in the exceptional cases.
- iii) Election of Int. Directors, shall be held along with Regional Elections.
- (iv) In the event of any casual vacancy, in the office bearers and Board of Directors, it shall be filled by Board of International Directors amongst eligible person. Officer Bearers of JSGIF can not hold the same post for more than 2 (two) terms & Secretary General shall not hold more than one term.

**Term of TWO years shall be effective from the year 2019-20 i.e. after the one year term of present P1 & P2 is completed.
Election of the President Elect. for the term 2019-21 shall be held alongwith the Election in 2018-19.**

- (v) President Elect of immediate preceding year shall become Int. President for next term automatically.

(C) **ELECTION PROCEDURE:**

Board of Int. Directors may fix the Norms and Rules from time to time for the Election of the Federation as well as the Regions & Groups.

(D) **ELECTION COMMISSION:**

Election Commission consist of one Election Commissioner and two Members) shall be appointed by the Board of Int. Directors of Federation by 31st May every alternate year and election commission shall nominate Election Officer and members in each Region preferably in consultation with Federation President & The Region Chairpersons for smooth and timely election of the Region and Federation. If any Region does not hold Election within prescribed time frame & hold the election without taking consent of the Election Commission, then in that case Election Commission reserves the rights to withhold or cancel such election.

- (1) Name of The Election Officer of the Region shall be recommended by the Out going Chairman of the concerned Region
- (2) Place of election To be recommended by the Incoming Chairman. And, preferably at a place shall be as per the convenience of the Region.
- (3) Date of Election : within the prescribed time limit as specified by the Election Commission. (say between 1st. Feb. to 15th. March)

13. **CONTINUITY OF THE MEMBERS OF GENERAL COUNCIL & CENTRAL COUNCIL.**

Any person who is of the General Council / Central Council Member shall be deemed to be continued to be the Office Bearer / Int. Director of the Federation / Region office bearer or the Chairman and the Members of other committees till the completion of his term.

CONSTITUTION OF REGIONAL COMMITTEE:

- 14 (A) A Regional Committee shall consist of the following persons:

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- i) All the elected regional office bearers out of General council Members of the groups of that Region and Two PRO (Former President / G.C.Member) appointed by regional office bearers.
 - (ii) All the Int. Directors and Former Presidents of the Federation from such Region.
 - (iii) All Former Chairman of such Region.
 - (iv) All Zone coordinators who are former president of a Group.
 - (v) Regional conveners as appointed by Region office bearers out of former Presidents of groups
- (B) Regional office bearers Eligibility & Election procedure :
- (i) a) For Chairman Elect minimum Qualification is Former President of a group who is General council member and have served Two terms of office bearer in Region.
 - b) For Vice Chairman and other post of Region office bearers minimum Qualification is Former President who is General Council member. However relaxation may be granted to elect the members of Regional committee from General council members by election commissioner or election officer of such region in consultation with election commissioner and Federation president.
 - ii) Regional Chairman Elect -1 or Region Chairman Elect of immediate preceding year shall become Region Chairman for next term automatically
 - iii) General Council Members of a Region shall Elect Two Vice Chairperson, One Secretary, Two Joint Secretary & One Treasurer from the General Council members of the Group for the years 2017-18 & 2018-19 Committee shall also appoint Zone Coordinators and various Committee and its Conveners out of Former Presidents of Groups & shall elect President Elect for the term 2019- 21 from 2018-19
 - iv) Restriction for the Election of the Chairman.:
Once a person is Chairman of the Region from a Group, no other person from such Group shall be elected as the Chairman Elect of the Region for the term until such person ceases to be Region Chairman.
- (C) The Secretary of the Region in consultation with the Regional Chairman shall call an Annual General Meeting of the Region before September to transact the following Business:
- (a) To adopt the report of the Regional committee.
 - (b) To adopt the audited accounts

- (c) To appoint auditors
- (d) To transact any business with the permission of the Chair.

(D) ELECTION OF THE REGIONAL OFFICE BEARERS:

- (i) **Election of the Regional committee will be held every year and from 2019-20 onwards Alternate (2nd.) year**
- ii) In the event of any casual vacancy, it shall be filled by the Regional committee amongst eligible members of such Region or in its absence by the Board of Int. Directors of Federation.
- (iii) In case of any vacancy of I.D. in a Region, It can be filled up by the Board of I. D. from the same Region only and those I.D. can not become Office Bearers of JSGIF. If a Region strength is reduced to less than Eight(8) Groups continuously for 3 years, In that case such Region should be merged with nearest Region or may be closed and Federation will take care of the said Region

15. FAILURE TO PAY CONTRIBUTION, TO HOLD ANNUAL GENERAL MEETING ETC.: BY THE GROUPS

If any Group fails;

- (i) To hold Annual General Meeting of the Group in a calendar year.
- (ii) To present the audited annual accounts in AGM.
(Audit Optional for Groups upto 75-100 Couple members.) However such Groups should submit unaudited accounts to the Federation.
- (iii) To elect the members of Managing Committee in the Extra Ordinary General Meeting and to elect Office Bearers of the Group at the meeting of the newly elected Managing Committee (within 10 days of E.G.M)) and names of such office Bearers elected is intimated to the Federation every year & Alternate year from 2019-21 in the prescribed ' Form 'B' in writing so as to reach Federation Office on or before 25th. January .
- (iv) To pay the Annual Contribution as per the provisions of the constitution along with form A, Before 25th every year & balance by 30th June..
Form B & A both should be filed before 25th .January .

If any Group fails to pay the balance contribution by 30th. JUNE then in that case, any member who is elected anywhere (Group / Region or Federation) will cease to be the Elected person on respective post.

(v) If the membership of the Group is reduced to less than the one hundred members or 50 couples.

(vi) To follow the standard constitution of the Jain Social Group.

Then any Eligible candidate represented by such Group shall not be entitled to stand for election of the Federation or Region. In case of non payment of annual contribution by Group its General Council Members shall not be entitle to take part & Vote in the meetings of Region and Federation until annual contribution is paid. However Such members can Vote, if their Group's Contribution is paid at least 5 (five) days before Election.

16. POWER, DUTIES AND RESPONSIBILITIES:

(A) General Powers & Duties :

(i) The Board of Directors will exercise all such powers and will perform such duties as are normally vested in them for functions as are conducive to the objective of the Federation.

(ia) B.O.D. shall have powers :.
To decide the manner and method in which the Bank Account or Accounts shall be opened and operated

(ii) The Central Council shall have powers:

- a) To decide the manner and methods in which the annual contribution shall be collected from the Groups.
- b) To decide the manner and method in which the property and funds of the Federation shall be invested.
- c) To purchase, sell, transfer, assign or mortgage any movable and immovable property or to take on ownership, rent, hire or lease any premises.
- d) To decide the manner and method by which election of the Federation and Region shall be held.
- e) To take appropriate decision on any suggestions sent by Forum of Past Presidents of groups for betterment of JSG movement.
- f) To take disciplinary actions, to suspend, to withdraw the Charter and Membership of Group if it fails to comply with:
 - i. Any of the clauses of the standard constitution for the groups as framed by the Federation and as amended from time to time.
 - ii. Any of the Clauses of the Constitution of the Federation.
 - iii. Norms, Procedures and Guidelines for the Groups prescribed by the Federation from time to time after giving opportunities to such Group.
 - iv. To pay Contribution to the Federation regularly.

- v. For any misbehavior / misconduct / misappropriation by the Group or its member after giving proper opportunities to such Group & or it's member.
- g) To exercise such other powers and functions as are conducive to the objects of the Federation.
- h) The Central Council, other Committees and Region Committees may meet as often as it considers necessary to meet.

(B) SPECIAL POWERS:

- (i) The Central Council shall have powers to take such decision and frame such rules and regulations, as it considers necessary in respect of matters not provided in this Constitution. In case of urgency only, by giving proper time as specified.
- (ii) If any difficulty arises in giving effect to the provisions of this Constitution, and in case of any emergency, the Central Council may take such decisions as it considers necessary or expedient for the purpose of removing such difficulty by passing a special Resolution in a meeting of its members called with such agenda
- (iii) The President is authorized to add, alter or delete any Provision in the Constitution for Groups outside India due to Local Government Regulations prevailing in the country in which such Groups are situated, or for any other suitable reasons.
- (iv) To promote groups having membership of youngster couples of different segments, President is authorized to recognize and initiate 'youth' groups where he feels it appropriate. However, such groups shall be chartered only as per decision of Board of Int. Directors.

17. GENERAL MEETING:

(A) Annual General Meeting:

On or before 30th September, every year, the Secretary General in Consultation with the President shall call an Annual General Meeting of the General Council to transact the following business.

- (i) To adopt the report of the Central Council and the Audited Accounts.
- (ii) To appoint Auditors.
- (iii) To transact any other Business with the permission of the Chair.

(B) Extra Ordinary General Meeting:

The President may at his own instance and the Secretary General in consultation of the President will, on the written request of at least 100 members or 15% of the membership of the General Council, whichever is less, call an Extra Ordinary General

Meeting of the General Council not later than thirty days from the date of receipt of such request with specific Agenda only.

C) Voting Power:

At the time of Election all the member of General Council referred in clause 12 of the Federation will be entitled to have one vote.

Provided that all the member of the general council of the federation representing a group whose couple membership strength is more than 300 in the preceding year, will be entitled to have one additional vote and a group whose couple membership strength is more than 500 in proceeding year will be entitled to two additional votes. All Presidents Elect in JSGIF & All Chairpersons Elect in Regions shall have Voting Rights in the Election, irrespective of whether they are General Council Members or not.

18. NOTICE OF MEETINGS:

Unless the President considers it necessary or expedient to dispense with a notice in urgent matters, within time frame

- (a) A meeting of the General Council may be called by giving not less than twenty one days (21 days) notice in writing with agenda.
- (b) A meeting of the Central Council may be called by giving not less than Fourteen days (14 days) notice in writing with agenda.
- (c) A meeting of the Board of Int. Directors may be called by giving not less than Fourteen days (14 days) notice in writing with agenda .

19. CHAIRMAN AT MEETINGS:

- (a) The President and in his absence, President Elect-1, or President Elect-2, or President Elect which ever the case be or any of the Vice-President may be the Chairman at the Meetings of the General Council and the Central Council, and in the absence of all above, members present at such meetings, may elect a Chairman from amongst themselves
- (b) Chairman of the meeting shall have a casting vote.

20. QUORUM:

- (a) The Quorum for a meeting of the General Council shall be fifty members personally present.
- (b) The Quorum for a meeting of the Central Council shall be twenty five members personally present.

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- (c) The Quorum for a meeting of the Board of Directors shall be ten members personally present.
 - (d) If within half an hour from the time fixed for holding meeting a quorum is not present, the members present shall form the quorum.

21. PROTOCOL OF THE OFFICE BEARERS AND BOARD MEMBERS:

The following will be the Seniority protocol of the Board of Directors of Federation.

- (i) President
- (ii) President Elect
- (iii) Immediate Former President
- (iv) Founder President
- (v) Vice Presidents
- (vi) Secretary General
- (vii) Secretary
- (viii) Joint Secretary
- (ix) Treasurer
- (x) PRO (TWO POSTS)
- (xi) INT. Directors (seniority wise)

22. DISCIPLINE OR DE-CHARTER OF THE GROUP ETC.

- (a) The Central Council may delegate such powers from time to time to the Office Bearers of the Federation along with the appointed Former Presidents in the Board for taking Disciplinary actions / Dismissal actions (including De-Charter) in case of misconduct / misbehavior / misappropriation and/or violation of the Federation Constitution, standard constitution and Guidelines issued by Federation, Region by any Jain Social Group or Yuva Group or its member.
- (b) Every Group recognized and chartered by the Federation and accepting the same thereby accepts, ratifies and agrees to be bound in all things not contrary to law, by this Constitution, Rules, Procedures, Guideline, Code of Conduct etc of the Federation and Groups as amended, here to, and faithfully observe the provisions thereof.

- (c) Strict Discipline at All levels in every field will have to be strictly followed and for this purpose the Office Bearers will take necessary **Disciplinary** actions required in this connection against anyone who is at fault, if proved.
- (d) ***Any member of Board of Int. Directors or Office Bearer of Federation or Regional Office Bearer of Region, not attending more than 50 % meetings every year in his term of Election shall not be eligible for next term of election in that body.***

23. GUIDELINES, CODE OF CONDUCT:

The Board of Int. Directors may from time to time prepare Rules, Procedures, Guidelines, and Code of conduct for Regions, Zones, Group, Yuva Forum and also for the Federation.

24. AMENDMENTS etc.

- (1) Any amendment to this Constitution may be made by a resolution passed by at least two-third members present at the meeting of the General Council specially called for the purpose or at the Annual Meeting with specific agenda after the same is approved by central council meeting with specific Agenda
- (2) **No frequent Amendments to be made unless Urgent & utmost necessary.**

25. ARBITRATION

No group or its members shall initiate any legal case against Group, Region or Federation in any court of law **directly** or otherwise.

In case of any dispute aggrieved members shall apply for an arbitration to their groups with a copy to Federation and if deemed fit Group shall apply for the same within 30 days or max. within two months from the date of dispute arises, against Region or Federation to Board Of Int. Directors through Federation office bearers. On receipt of application of arbitration with prescribed fees of Rs.5000/-, arbitrators shall be appointed by Office bearers of Federation within one month (Mandatory) whose decision shall be final binding upon all the parties.

In case of any direct legal action by groups or its members they may be removed as member of the group and or group may be De-chartered for a period as may be decided by central council.

26. WINDING UP:

The Federation may be wound up by a resolution passed by at least two third (2/3) members present at a meeting of the General Council specially called for the purpose after the same is approved by central council meeting.

27. OPENING OF GROUPS IN SMALL PLACES:_____

There can be an opening of the Group with 25 Couple Members in Small Places / Villages subject to that all rights and eligibility are to be given to the Group on its charter when they achieve their membership of minimum 50 couple members. However the Founder President and President of such Group are eligible to avail all the rights as per Constitution.

28. DISTRIBUTION OF SURPLUS IF ANY:

After all the liabilities of the Federation which is wound up have been met, surplus shall not be divided amongst its members but it shall be devoted to any of the objects described in the object clause of the Federation or to any other institution having objects similar to the Federation.

29. JURISDICTION:

Legal Jurisdiction of JSGIF (Federation, Regions & Groups) shall be Mumbai Court only under any circumstances for all the matters.

30. Present Office Bearers:

	<u>Designation</u>	<u>Name & Address</u>	<u>Signature</u>
1	President		
2	President Elect		
3	Imm. Former President		
4	Vice President		
5	Vice President		
6	Vice President		
7	Vice President		
8	Vice President		
9	Vice President (Overseas)		
10	Secretary General		

- 11 Secretary
- 12 Jt. Secretary
- 13 Treasurer
- 14 PRO
- 15 PRO

***.

STANDARD CONSTITUTION OF JAIN SOCIAL GROUP
(As approved upto AGM -2016)

PREAMBLE :

With the solemn desire to promote charitable activities and promotion of ahimsa through fellowship and fraternity among by members of Jain Community, to strive for their progress and prosperity, to foster unity of all Jains, to enrich harmony brotherly feeling amongst members and with other Jain Social Groups and Jain Social Groups Int. Federation and to propagate the fundamental principles of Jainism, Jain Social Group _____ is formed with the approval of federation, and as per the following constitution.

1 NAME :

The Name of this organization shall be JAIN SOCIAL GROUP. The same will hereinafter be referred to as the group.

2 FEDERATION :

'Federation' means 'Jain Social Groups Int. Federation'

3 OFFICE :

The office of the Jain Social Groups shall be situated at (name of city / town)

4 ACCOUNTING YEAR :

The accounting year of the group shall be Financial Year i.e April - March every year.

5 OBJECTS :

Object of group is to involve members to undertake welfare fellowship and charitable activities as per objectives of federation through like minded membership for the benefit of public at large without any discrimination of any cast and creed.

The objects of the groups are :

(a) To arrange programmes, gatherings, talks, meetings and panel discussion and to provide wholesome entertainment and rejoicing to apprise them about prevailing Social, Cultural, Educational, Moral, Economic and national issues, to promote close contacts and brotherhood and to plan study circles.

And To promote & provide, hygienic JAIN FOOD at programmes.

(b) To arrange gatherings, conventions or joint programmes with one or more Jain Social Groups or with any social, cultural, educational and other organisations as may be expedient or convenient.

(c) To encourage arts, oratory, scholastic and leadership qualities of members and their children.

(d) Generally to carry on such activities as are conducive to the objectives listed in the preamble as also the above ones.

6 AFFILIATION :

The group shall be a member of the Federation.-----

7 SYMBOL :

With consent of the federation, the Group has adopted the letter "JSG" with the outline of Lotus Flower as its emblem. All members of the groups shall be entitled to use the same as a symbol of status, prestige, honour, and identity.

8 MEMBERSHIP :

Subject to the approval of Managing Committee, any Jain Couple (Male member of the couple should be "JAIN" by birth and couple must be observing Jain Religion in their family) applying in the prescribed form may be eligible for the Membership of the Group. The Managing Committee may approve or reject any new application for membership.

For Renewal of Membership: There should not be any Direct action of Non Renewal on the members. But reason is necessary by way of serving show cause notice & giving proper opportunity and the reason for non renewal may be written in Managing Committee minutes. No injustice to be done for renewal of membership.

9 SUBSCRIPTION :

(a) The annual subscription for the new members for the first year shall be such amount as may be decided by the Managing Committee from the time to time.

(b) The renewal subscription shall be such amount as may be decided by the

Managing Committee from time to time.

- (c) All the members shall pay their renewal subscription before the due date as fixed by the Managing Committee from time to time or latest before the end of existing year. i.e. subscription for Fin. Year 2017-18 i.e. should be paid before 31st.March 2017. Non payment of the renewal subscription by above time may result in the discontinuance of their membership. The Committee will have the final decision in the matter.

10 **ELECTION :**

- (a) Managing Committee :

The Managing Committee shall be consist of the following persons.

- (I) The Elected Members.

(II) **Ex - Officio Members :**

The founder President, Immediate Former President, ****three nominated Former President**** and the member Co-opted by the Central Council and Former President of Federation, President or President Elect - 1, President Elect -2 or **President Elect** of the Federation and Former Region Chairman **of the concerned Group** will be Ex-officio Members on the Managing Committee as long as they continue to be the members of the Group.

- (II a) Nomination of (3) Former Presidents of the Group :

The nomination under Sub-clause above should be intimated in B-Form to the Federation by the President of the Group or in his absence, by the Joint Signatures of the Secretary and Joint Secretary of the Group within such time as may be prescribed by the Central Council. Nomination once made cannot be varied till the end of the term of the nominated member unless such nominated member resigns or dies or ceases to be a member of the Group.

- (III) Co –opted Members.: .

The Elected Members:

- 1) **The Election will be held every year for 2017-18, 2018-19 & in year 2019-20 for Two Year's term. Thereafter Every Alternate (2nd) year. before 31st.December**
- 2) Extra Ordinary General Meeting of the group the General Body shall Elect 11 or (Maximum 18) of the Managing Committee for the term of one or two years.
- 3) In case of more nominations Election shall be held by ballot.

- 4) In case of couple member either husband or wife can stand for Election as a member of the Managing Committee.
- (5) Preferably Two (2) Females may be given preference in a Committee. But in case of vacancy, it can be filled up by Males.

(III) **CO-OPTED MEMBERS :**

- (a) The elected Members along with the Ex-officio Members may Co-opt not more than 4 (Four) members from among the members of the Group in the Managing Committee.
- (b) Spouse of the elected members or Ex-officio member can not be Co-opted.
- (c) Co-opted members will not have right to vote.
- (d) No Voting rights for Co-opted members & Ex-officio members. Only I. F.P. & Nom. F.P. shall have voting rights.

- (IV) Intimation of managing committee shall be sent in writing to the Federation in Prescribed **‘Form ‘B’** every 2nd. year so as to reach Federation office on or before **25th January** of the concerned month.

11 **OFFICE BEARERS :**

- (a) *The new Managing Committee, at its first meeting, to be held within 10 days of the Extra Ordinary General Meeting, shall elect amongst themselves.*
- 1) *President.*
 - 2) *Vice President.*
 - 3) *Secretary.*
 - 4) *Jt. Secretary.*
 - 5) *Treasurer.*
- (b) The office Bearers of the Group shall not hold the same post for more than four (4) years unless approved by Federation.
- (c) Co-opted members cannot be the Office Bearers of the Group.
- (d) (I) The President of the Group should complete one full term. Failing to do so he will not be entitled to be Immediate Former President. In such case, the Immediate Former President, President will continue to be Immediate Former President.

(II) In the event of the President not completing his term, and in his place the president is elected for the remaining period then in that case, his term will be considered as the remaining Period.

12 VOTING POWERS :

- (I) In case of couple member both husband and wife will have a voting right.
- (II) No member of the Group will be entitled to give the vote unless he has completed or will complete a period of one year on the date of election.
- (III) No member of the Group will be entitled to contest the election unless such member has completed or will complete a period of two years on the date of election.
- (IV) No member will be entitled to give vote or to contest the election unless he has paid the renewal subscription before election.

13 CASUAL VACANCY :

Any casual vacancy of the Office Bearers or the Managing Committee Members may be filled up by the Managing Committee from amongst themselves and the members respectively.

14 GENERAL MEETING :

(a) Annual General Meeting :

On or before 30th September of every year, the secretary at the instance of the managing committee, shall call Annual General Meeting of the group to transact following business.:

- (i) To adopt the Report of the Managing Committee.
- (ii) To adopt the audited accounts. Audited accounts is optional for small Groups having 75 or 100 Couple members but submission to Federation is must.
- (iii) To appoint Auditors.
- (iv) To transact any business for which special Notice has been given.
- (v) To transact any other business with permission of the chair.

(b) Extra Ordinary General Meeting :

The president may at his own instance or the secretary shall on the written request of at least 10 members or 10% of the group membership whichever is more, not later than 30 days from the date of receipt of such request, call an Extra Ordinary General Meeting of the Group for considering only the agenda stated in the notice.

15 MANAGING COMMITTEE MEETINGS :

The Secretary shall call a minimum of four Managing Committee Meeting in every financial year.

16 POWER, DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS :

The Office Bearers shall have such powers and shall perform such duties as are normally vested in them.

17 GENERAL POWERS OF MANAGING COMMITTEE :

Without derogating from the powers vested in the Managing Committee under this Constitution, the Managing Committee may :

- (a) Appoint, if necessary, sub - committee or sub - committees for any specific work, programme or project from time to time.
- (b) Purchase, sell, transfer, assign or mortgage any movable and immovable property of the Group or to take on ownership basis, rent, hire or lease any premises for the Group after taking approval from General Body.
- (c) Discontinue any member from the group on the ground of indiscipline or misconduct in the interest of the prestige of the group by giving them proper opportunity to explain.

18 SPECIAL POWER OF MANAGING COMMITTEE :

(i) The managing committee shall have the powers to take such decisions and frame such Rules and Regulations as it considers necessary in respect of matters not provided for in this Constitution.

(ii) If any difficulty arises in giving effect to the provision of this Constitutions, the Managing Committee may take such decision as it considers necessary or expedient for removing such difficulty.

19 QUORUM :

The Quorum for all General Meetings will be 50 members or 15% of the group membership whichever is less. The quorum for all Committee Meeting will be 5 members or one third (1/3) of the Committee whichever is less. If within half an hour from the time fixed for holding meeting a quorum is not present, the members present shall form the quorum and transact the business on agenda only.

20 NOTICE OF MEETING :

Unless the president considers it necessary or expedient to dispose with a notice in urgent matters.

(a) A General Meeting may be called by giving not less than ten day's notice in writing.

(b) A committee Meeting may be called by giving not less than three day's notice in writing.

21 CHAIRMAN AT MEETINGS :

(a) The president and in his absence the Vice - President shall be the chairman at all General and Managing Committee Meetings. In the absence of both, the Managing Committee members present at such meetings may elect a chairman from amongst themselves.

If in case, the President resigns or expires during his/her term, then in that case, Vice President may become the President for the remaining period. And if he denies to be a President, members from the Mg.committee shall elect a President among themselves. And in the circumstances if no one is ready to takeover as President then in that case V.P. shall call for Fresh Election within 15 days

(b) The chairman of the Committee shall have a casting vote.

22 AMENDMENT :

It is a condition precedent for obtaining recognition of this Group from Jain Social Groups Int. Federation and for using the name "Jain Social Group" and its emblem that the group will follow the standard Constitution framed by Jain Social Groups Int. Federation and the amendments made therein by the federation from time to time. The Group has no power or authority to make any amendments in this constitution. The Groups outside India are entitled to make suitable amendments in the constitution in order to comply with the local laws. These changes should be approved by the president of the federation.

23 WINDING UP :

This Group may be wound up by a resolution passed by at least three – fourth (3/4) members present at a general meetings specially called for the purpose.

24 DISTRIBUTION OF SURPLUS, IF ANY :

After all the liabilities of the group which is wound up have been met, surplus shall not be divided amongst its members but it shall be devoted to any of the objects described in the objects clause of the group or similar object of any institution. Treasurer

CONSTITUTION OF JSG YUVA FORUM

(As approved upto AGM D-29/09/2013)

1 NAME :

The Name of this organization shall be JSG YUVA FORUM _____ The same will hereinafter be referred to as Yuva Forum

2 COMMENCEMENT:

This Constitution shall come into force from Date of its initiation.

3 SPONSORSHIP:

The sponsor of this Yuva forum is JAIN SOCIAL GROUP _____

4 YEAR:

The Accounting year of the Yuva forum shall be the financial year i.e. from april to march.

5 OBJECTS :

Object of Yuva forum is to involve yuva members to undertake welfare fellowship and charitable activities as per objectives of federation through like minded membership for the benefit of public at large without any discrimination of any cast and creed.

To achieve the above objectives the group may undertake the following:-

- A) To prepare young generation to perserve and promote JSG Movement
- B) To develop fellowship between Yuva Forum members and to enhance their inner strength.

- C) To organise programme for self development and leadership development, to get best results in examination. For these purpose to call experts in these fields and get trained through them.

To organise debates, seminar, workshop etc.

- D) To bring out and develop hidden skill of our youths in the field of publication speaking, singing, acting, dancing, painting etc.
- E) To organise debates, seminars, workshops etc.
- F) To organise youth exchange programmes.
- G) To organise other innovative and constructive programmes.

6 **SYMBOL :**

The symbole / Emblem of Yuva forum is round with a word in capital letter YUVA FORUM imposed over horizontal and vertical Curved lines with a logo of JSGF imposed on the top of the round. Colours are deep red lines and background of circle with blue colours. The Yuva forumemblem shall be preserved for the exclusive use of Yuva forum member. Each member of the Yuva Forum shall be entitled to wear or otherwise display the Yuva Forum emblem in a dignified and appropriate manner during the period of membership.

7 **MEMBERSHIP :**

JSG YUVA FORUM is Jain Social Group sponsored organisation of unmarried young sons and daughter between the age group 14-26 years and one time fee of Rs 500/- shall be paid by sponsorer group to federation.

- (1)(a) Unmarried Sons & daughters of 14-26 year of members of Jain Social Group and their relatives residing wit hthe members of Jain Social Group can become the members of JSG Yuva Forum.
- (b) Unmarried Sons and daughters of 14-26 years of another JSG Group os same city also can become member of Yuva Forum
- (c) Unmarried Sons and daughters of 14-26 years residing in place of Yuva Forum for studies or any other purpose and their parents residing in other city and are the members of JSG Group of that place can become member of Yuva Forum.
- (d) Membership and its renewal shall be subject to approval of co-ordinator/s appointed by parent JSG Group
- (e) The Managing Committee may approve or reject any application for membership or renewal without giving any reason thereof
- (2) Membership shall be terminated at the end of the year:
- (a) On being older than 26 years.

- (b) If he/she get married

8 MEMBERSHIP AND ENTRANCE FEES:

- (a) The entrance fees for the new member shall be decided by the Managing Committee of the sponsored Jain Social Group
- (b) Membership fees also will be decided from time to time by the Managing committee of sponsored Jain Social Group
- (c) All the members shall pay their renewal fees in the beginning of new year. Non payment of the renewal fees by the above time may result in the discontinuation of their membership. The committee will have the final decision in the matter.

9 ELECTION / SELECTION:

- (a) Selection of Managing committee as also the office bearers shall be held every year.
- (b) The office bearers and managing committee shall be nominated by sponsor Jain Social Group
- (c) Under any circumstances, election of office bearers and managing committee are not allowed.

10 MANAGING COMMITTEE AND OFFICE BEARERS:

- a) The Managing Committee of the Yuva Forum shall be composed of the President, Vice-President, Secretary, Joint Secretary, Treasurer and the members of Managing Committee, whose number shall be decided by the sponsor Jain Social Group but the maximum number of other members shall be NINE
- b) Intimation of managing committee and office bearers shall be sent to federation in the prescribed form every year by 20th January or immediately after their appointment.

11 MEETINGS OF MANAGING COMMITTEE:

Managing Committee should meet minimum 4 times in a year.

12 APPOINTMENTS OF CO-ORDINATORS:

- (a) the sponsor Jain Social Group shall appoint 3 co-ordinators from the group, to provide guidance and have supportive responsibility for this Yuva Forum.
- (b) Out of 3 co-ordinators at least one female member must be nominated as a co-ordinator.

13 ROLE OF CO-ORDINATORS:

The role of co-ordinators are very important and basic to the Yuva forum. Co-ordinators should see that Yuva forum members remain disciplined and well mannered. In all programmes of Yuva Forum and Managing Committee meeting and General Meeting. Co-ordinator should remain present and also keep the managing committee of the sponsor Group as informed about it.

14 BANK ACCOUNTS:

a) The accounts must be opened in the name of Yuva Forum. All the fees shall be deposited in the bank.

b) Bank A/c shall be operated by 2 signatory authority:

1 President or Treasurer of Yuva Forum

2 Signature of one co-ordinator who is authorised by the Managing Committee of the Sponsor Group.

15 GENERAL MEETING:

A) ANNUAL GENERAL MEETING: On or before 30th June of every year, the Secretary at the instance of the Managing Committee, shall call Annual General Meeting of the Forum to transact the following business:

1) to adopt the report of the Managing Committee

2) To adopt the Audited Accounts

3) To transact any other business with the permission of the chair.

B) EXTRA ORDINARY GENERAL MEETING: The President or Secretary may call extra ordinary General Meeting of the Yuva Forum for considering only the agenda stated in the notice.

16 PROGRAMMES:

a) Generally five to six programmes shall be arranged by Yuva forum in a year.

b) The programmes shall not be only entertainment programmes, but it shall consist of professional development, leadership development, self development, Industrial visit and guidance, visit to historical places, development of skills to use of Household appliances and its repairs, youth exchange and innovative and constructive programme etc.

17 DISCIPLINE:

- a) Sponsor Group should follow strict norms for the membership of the Yuva Forum.
- b) Respect of office bearers of Parent Group and Yuva Forum should be maintained
- c) Constitution and other rules shall be observed very strictly by the Yuva Forum.
- d) In case of misbehaviour by any of the members of the Yuva forum, disciplinary action shall be taken by the Managing Committee of sponsor Jain Social Group.
- e) If any of the provisions of the constitution of Yuva Forum or any provisions of the Federation is not observed by the Yuva Forum then without assigning any reason, Federation will de-recognise the Yuva Forum.

18 FORMATION OF NEW JSG YUVA FORUM:

- a) JSG group, intending to form Yuva Forum should first make and pass resolution in their managing committee for the formation of JSG yuva Forum and appoint 3 coordinators out of JSG members to guide and advise Yuva Forum attached to it for the period of one term
- b) Letter of intent and above referred resolution should be sent to Region Chairman and a copy of JSG Yuva Forum committee chairman and Federations office.
- c) Region Chairman shall send recommendations to Yuva Forum Committee chairman and Federation Office within maximum 2 weeks of the receipt of letter of intention from JSG group.
- d) After receiving letter of sanction from the Federation, Coordinators shall enroll members of yuva Forum and collect fees and also inform names and addresses of office bearers of Yuva Forum, its committee members and other members to President, Secretary of proposing JSG Group and also to Region Chairman, Yuva Forum Chairman & Federation.

18 AMENDMENTS:

It is a condition precedent for obtaining recognition of the Yuva forum from Jain Social Groups' Int. Federation and for using the name "JSG YUVA FORUM" and its Emblem. Sponsor Group will follow the standard constitution framed by Jain Social Groups' Int. Federation and the amendments made therein by the Federation from time to time. The Group has no power or authority to make any amendments in this constitution.



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