

MEMORANDUM OF MAHAVIR INTERNATIONAL

(RULES AND REGULATIONS OF MAHAVIR INTERNATIONAL)

1. NAME :
The Name of the association shall be “ Mahavir International ”
2.
<p>(i) MOTTO : Its motto shall be “Love All - Serve All”</p>
<p>(ii) SLOGAN : Its slogan shall be “Live and Let Live”</p>
<p>(iii) LOGO (Emblem) (Emblem the same as designed & with the same colours as patented)</p>
<p>iv) Official salutation : Jai Mahavir</p>
3. <u>AIMS AND OBJECTS :</u>
The aims and objects for which the Association is established, are the following :-
i) To promote precepts teachings and philosophy of Lord Mahavir among the people of the world which are universal in nature & hold good for all time and climes.
ii) To promote doctrines of Truth, Ahinsa and Love and their practice in life.
iii) To infuse and practice the golden rule “ Live and let Live ”.
iv) To foster sense of oneness and unity among different sections of the Society by extending bonds of friendship, good Fellowship, Brotherhood and understanding.
v) To promote active interest in the social, cultural, moral and civic welfare of the Society and to promote selfless service for its betterment.
vi) To hold discussions on all matters of public interest. Partisan politics and sectarian religion shall however not be discussed.
vii) To mobilise public opinion against social evils and out-dated customs like Bal Vivah, Bal Majduri, Bhrun Hatya, Bad Customs, Andha Vishvaasa etc.
viii) To provide support/assistance and extend help to those in distress and to the weaker sections of the Society as well as to the victims of natural calamities/accidental cases and to associate with similar organization/NGO.

PRESIDENT

SECRETARY GENERAL

TREASURER

ix) To establish or assist establishment of educational institutions for imparting moral, technical, professional and ethical education.
x) To acquire, purchase, obtain, construct, sell & possess movable/immovable assets/property for achieving aims & objects.
xi) To organize, charter, supervise, encourage and coordinate the activities and standardize the administration of all centres.
xii) To raise/receive funds &/or provide donation, subscription, gifts or other considerations, from any person / corporate / institution / Govt. Organization / semi-autonomous bodies, for the advancements of the aims & objects of the organization.
xiii) To take/give/purchase/gift/licence on lease &/or hire any movable & immoveable property for the advancement of organization.
xiv) To borrow money, accept deposits, invest/construct and donate for the purpose of the objects of organization.
xv) To form, create, in corporate trust/ society for the advancement of aims & objectives of Mahavir International.
4. REGISTERED OFFICE : The Registered office of the Mahavir International will be situated at Jaipur. Presently at S-10, Mahavir International Bhawan, Janta Colony, Jaipur – 30 2004
5. ADMINISTRATIVE/ HEAD/ INTERNATIONAL OFFICE AND ITS PLACE: The administrative &/or International/ Head Office of the Mahavir International will be called as Mahavir International Apex office and be situated at Jaipur. Presently at S-10, Mahavir International Bhawan, Janta Colony, Jaipur – 30 2004
6. DEFINITION:
(a) “Association”: means “Mahavir International” Including its various affiliated Units known as “Centres” wherever situated.
(b) “Member”: means all types of members as defined in rule 7.
(c) “CHARTER”: means the certificate of recognition by the APEX BODY.
(d) “General Council”: means the General Body of the Apex Body of Mahavir International to be constituted in the manner provided in rule No. 9 C here below. Its member shall be called as General Council Member.
(e) “Governing Council”: means the International President & executive body of Mahavir International to be constituted in the manner provided in rules 9 D. Its member shall be called as Governing Council Member.
(f) “General Body”: means the members of a Centre constituting electoral college for the election of Board of Directors as defined in Rule 9 (B) (I).
(g) “Board of Directors”: means the Chairman and executive body of a Centre to be constituted in the manner provided as in Rule 9 (B) (II).
(h) (i) ‘Mahavir International Foundation Trust’ : means a Trust having its own constitution and as specified here under in Rule No. 30 (a). (ii) Mahavir International Charitable Trust/ Society : means charitable trust of the centre as per Rule no. 30(b).
(i) “Zone Council”: means the executive of Zone body to be constituted as provided in the rule 13(IX) & 13 VI (e).
(j) “Region”: means any one of the Divisions in which an area may be divided in 2 or more Zones as defined in rule 13(X), 13 VI (e) & 15 (A).
(k) “Regional Council”: means the executive of Regional Body to be constituted in manner as provided in the rules - 13 (II) (C) and 13 (X) & 15 (B).
(l) Zone : means any one of sub-divisions having 5 or more Centres (in consideration of distances and number of Centres and their members) for the purpose of improvement of working efficiency of “Association”.
(m) “Centre” : means unit having a minimum 15 members, ideally 25 or more members and recognized by the Apex body (by awarding the CHARTER) shall

PRESIDENT

SECRETARY GENERAL

TREASURER

be known/called as Mahavir International Centre
(n) “Youth Member and Youth Centre”: means a centre of minimum 15 members of age group 21 to 35 (Known as Youth Members) duly sponsored by a Chartered Centre will be called as “Mahavir International Youth Centre”.
(o) “Tarun/Taruni Member & Tarun/Taruni Centre”: means a centre of minimum 11 members (Known as Tarun in case of male and Taruni in case of female Members) of age group 15 to 25 years, duly sponsored by a Chartered MI Centre will be called as “Mahavir International Tarun/Taruni Centre”; shall not be eligible to participate in election of Apex Body and be governed with separate guide lines.
(p) “International President”: means Chairperson of the Apex body and of entire Mahavir International.
(q) “International Vice President”: means Chairperson of a Region.
(r) “International Secretary General”: means a person who executes & manages the policies of Mahavir International as per advice of International President & Governing Council.
(s) “International Treasurer”: means person – (very well experienced & expert in the field) responsible for collection and disbursement of amount and proper maintenance of accounts as per guidance of Board of Governors &/or Governing Council.
(t) “International Director”: means an eminent Vir/Vira (very well experienced & expert in the field) given specific/important assignment by the International President for effective working & result.
(u) “International Regional Secretary”: means a person who assists the International Secretary General in managing the Apex Office &/or manage the working of Regional Council as per advice of International Vice President.
(v) Zone Chairman: Zone Chairman means Chairperson of the Zone for managing working of Zone.
(w) Zone Secretary: means a person who manages working of Zone as per advice of the Zone Chairman.
(x) Chairman/Chairperson: means Chairperson of a Centre to be elected by that Centre.
(y) Secretary: means a person in Centre who manages the working of Centre as per the advice of Chairperson of the Centre &/or Board of Directors.
(z) Treasurer: means person responsible for collection and disbursement of amount and proper maintenance of Books of Accounts of the centre as per guidance of Chairman and Board of Directors.
(aa) Board of Governors: consist of International President, International Vice Presidents, International Secretary General, International Treasurer, International Directors, International Regional Secretaries, and Immediate Past International President & immediate past International Secretary General.
(ab) Virtual Member: A member who is not member of any centre can become a Virtual Member by paying a lum-sum contribution of Rs.5000/-+1000/- for member in India (or USD \$ 250/- + \$ 50 for overseas member) to the Apex Body or as may be decided by the Governing Council from time to time.
(ac)Virtual Centre: A group of any number of virtual members of Mahavir International shall be known as a MI Virtual Centre. N.B : Chairperson of Virtual Centre will be nominated by the International President.
(ad) Apex Body: means the supreme Central Administrative Body consisting of the International President, Governing Council and General Council; working within power of constitution.
(ae) Corpus Fund: means permanent fund which is kept for the existence of the Organisation unless specifically received for attainment of specific objective(s).
7. Membership :
(A) The membership of the Centres shall be open to all males and females of age over 21 years and of good moral character & reputation; having faith in the aims and objects of the Mahavir International, subject to the approval of the Board of Directors of the Centre and on paying all the prescribed contributions in time every year regularly.

PRESIDENT

SECRETARY GENERAL

TREASURER

- i)** The membership of this Association shall be affiliated through its various admitted (i.e. Chartered) Centre(s) situated in India and or Abroad.
- ii)** A Member in existing centre will come into effect from the date of taking oath as prescribed.
- iii) (a)** New centre will come in to existence after approval by the Governing Council and on receipt of contribution for minimum 15 persons and there after receiving the “Charter” from Apex Office within 15 days time.
- N.B.:** The Apex Office will send charter to the new centre within 15 days time.
- (b)** Its initial members called as Chartered Members will also come into effect there after only on administrating Oath to them by concerning Zone Chairman/ International Vice President or competent Office Bearer nominated by the International President.
- (c)** Every New Member after administrating oath shall be:
- (i)** Provided a membership card with Id by Apex Office.
- (ii)** Be called as ‘Vir’ in case of male and female as ‘Vira’.
- iv)** A member, who has paid required annual contribution(s) and cleared all other dues, (if any) both for Apex Body & Centre, will be entitled to all rights and privileges (including voting right) and subject to all obligations which membership in Mahavir International confers or implies.

7.(B) Categories of Members :

- (a) Founder Member(s) :** All persons who initially formed the “Association” on 4th July, 1975 as per the list attached, are the Founder Members.
- (b) Chartered Member(s):** All the members of the newly formed Centre enrolled up to the presentation of the Charter will be known as Charter members of respective centre.
- (c) Honorary Member(s) :** Person(s) of eminence in the public field and actively associated with rendering of social service to the community in India or abroad selected by the Board of Directors, shall be Honorary Member(s) for one term or more as approved by the Board of Directors.
- (d) Life Member(s) :** Any person who subscribes Rs. 20000/- (Rupees Twenty thousand) for a member in India or USD \$ 500 for overseas member or more as decided by the Board of Directors from time to time, toward the corpus fund of the centre may be enrolled as Life Member of respective centre. The Life Member or on his behalf the Centre has to pay the prescribed contribution to Apex Office regularly & in time.
- (e) Ordinary Member(s):** Person who pays all the prescribed contributions in time every year regularly as per Rule no. 8 here in, be enrolled as Ordinary Member.
- (f) Patron Member(s) :**
A very senior member of the Centre beneficial in the various field (s) and activities can be considered as Patron member by Board of Directors of that Centre.
- (g) (i) MI Diamond Patron Fellow Member (s) :**
Person who contributes Rs.11 lac or more for the Corpus Fund of Mahavir International Foundation Trust shall be known as M.I. Diamond Patron Member.
- A matching grant of Rs.1.0 lac will be given to the respective centre of the Diamond Patron Member.
- He/She will be permanent Governing Council Member, General Council Member & Board of Directors of the centre.
- (g) (ii) MI Gold Fellow Member:** Person who contributes Rs.3 lac or more for the Corpus Fund of Mahavir International Foundation Trust shall be known as MI Gold Fellow Member.

PRESIDENT

SECRETARY GENERAL

TREASURER

A matching grant of Rs.30 thousand will be given to the respective centre of the Gold Patron Member.

He/She will be permanent General Council Member and ordinary member of the MI Centre.

(h) Spouse of Member: “Organization” institutes spouse membership where spouse of a member is considered as a non-paid spouse member having no voting right but can obtain membership of any category in any Centre on paying prescribed contributions as mentioned in Rule no.7 (B) & 8.

(i) Mahavir International Fellow (MIF) Member(s): Vir/Vira who subscribes Rs.50,000/- or as decided by Governing Council for the corpus fund of MI Foundation Trust shall be known as MIF Member and will get voting right provided is a member of any of MI Centres.

8. CONTRIBUTION:

(A) For M.I.Apex Body:

Amount as decided by the Governing Council from time to time shall be payable to ‘Apex Body’ for the member through/by the relevant Centre as under :

(i) Person(s) interested for membership in a MI Centre, shall pay initially to Apex Body through the Centre, contribution for first financial year which presently is Rs.700/- for a member of centre in India or USD \$ 35 for overseas members.

Contribution so collected from new member(s) by the centre(s) to Apex Office along with name(s) & other desired details of every new member, at the earliest but prior to administrating oath.

N.B: From 2nd year New Member shall pay annual contribution regularly as per clause (ii) here under.

(ii) Annual Affiliation Contribution :

Every centre shall collect & then send annual contribution to the Apex Body for all existing members of all categories except Honorary & Spouse Member, before 30th June every year regularly with the names & Apex Ids of the members. Presently it is Rs.700/- for a member of centre in India or USD \$ 35 for overseas members.

8. (B) Payable for the Centre :

The members, in addition to above mentioned contribution(s) to Apex Body as per clause 8 (A) (i) (ii); have also to pay the contribution(s) to the respective Centre(s) initially and there after also every year regularly as/if desired by the centre(s).

Note: No contribution either for Apex Body or for the Centre shall be payable (except meeting expenditure, if any) by honorary, spouse and diamond patron fellow members. However contribution for Apex Body for Diamond Patron Fellow Members shall be paid by the relevant centre every year by 30th June regularly.

(Tarun/Taruni Members will pay as per separate guide lines for them.)

8. (C) If a member does not pay the annual contribution within three month of the beginning of every financial year, his membership may stand suspended and then he/she shall not be entitled to attend any meeting of the organization till gets it revived by clearing the arrears. In case dues remains unpaid in spite of notice in writing, the matter be referred to the Board of Directors and the Board of Directors may decide to terminate the membership.

8.(D) (a) A member who ceases to stay at the local headquarters of his/her Centre may retain the membership by informing the Secretary of the Centre in writing and by paying aforesaid contribution of “Apex Body” or as decided by the Board of Directors of the Centre.

(b) In case there is a Centre at the new station, the member may have the option to subscribe and retain the membership at either of the two places subject to rules & regulation and approval by the Board of Directors of the concerned centre and in that case on joining the Centre at new station the member has not to pay

PRESIDENT

SECRETARY GENERAL

TREASURER

the initial Enrolment contribution for 'Apex Body' as per rule 8(A) (i) here above.

(N.B.: In case member gets transferred early in the financial year then if desired and approved by the Board(s) of Directors, proportional amount of the 'Annual Centre- contribution' (if any) paid by the member can be refunded.)

(c) There will be no dual membership for any of the Members except Life Member(s) who may have dual membership by paying prescribed/desired contribution separate-separate to both the Centres. Otherwise will be known as member(s) of the Ist Centre only.

N.B.: Provision of this Rule will not be applicable to Founder Member(s) &/or Honorary Member(s).

9. STRUCTURE :

(A) (I) Structure of Mahavir International Association shall consist of:

(i) All Founder Members

(ii) Admitted Centres in such numbers as may be approved by the Governing Council from time to time and shall represent through General Council constituted amongst from the members of these Centres who along with Founder Members shall elect the Governing Council Members and International President.

II) Structure of the Centre :

The structure of a Centre shall be constituted of General Body and Board of Directors.

9.(B) (I) The General Body of the Centre shall consist of the followings :

- i) Chartered Members
- ii) Ordinary Members
- iii) Life Member(s) (if any)
- iv) MIF Member(s) (in case member of centre)
- v) Patron Member(s) (if any)
- vi) MI Diamond Patron Fellow Member(s) (MIDPFM) (if any)
- vii) MI Gold Fellow Member(s) (MIGFM) (if any)

9. (B) (II) The Board of Directors of a Centre shall consist of the followings :

- i) A Chairman and 7 (Seven) Directors to be elected and in case membership increases over 50 then One Director more on each next 25 members can be elected.
- ii) Not more than four Directors be co-opted by the Chairman - elect, out of whom two shall be Vira members provided there are Vira Members also in centres and already not elected as Board of Directors.
- iii) The Chairman shall nominate Vice-Chairmen, a Secretary, a Joint Secretary and a Treasurer from amongst the Directors.

PRESIDENT

SECRETARY GENERAL

TREASURER

<p>No Person shall be eligible for any one of the above posts including that of the Chairman normally for more than two terms, each term lasting not less than 18 Months/Maximum 30 months including extension period, if any. {Rule no. 9. (E) (iii) and 22 (D) (E)}</p> <p>iv) The immediate past Chairman and the immediate past Secretary shall be “Ex Officio” members.</p> <p>v) Past Chairmen (provided members) and Patron (s) of Centre, as well as Past & Present International Presidents and present Governing Council members & Office Bearers of Apex Body and MI Diamond Patron Fellow Members belonging to that centre to guide & advice properly.</p> <p>vi) Special Invitees (if necessary for any of the meetings) having no voting right.</p>
<p>9. (C) General Council will consist of the following members:</p>
<p>(I) All Founder Members.</p> <p>(II) Representatives from the centres in every term as under :-</p> <p>(i) From the Centres having membership up to 25: Chairman + Secretary of the every Centre.</p> <p>There after :</p> <p>(ii) One representative more for every additional 25 members.</p> <p>(iii) However there will be no representation from newly constituted Centre (s) unless completed Six Month from the date of presentation of Charter.</p>
<p>(III) The International President, International Vice Presidents, International Secretary General, International Treasurer, International Directors, International Regional Secretary(s) and Zone Chairmen of present term up to election of the new term plus International Past President(s) & International Past Secretary General(s).</p>
<p>(IV) All Mahavir International Fellow (MIF) member(s) provided having membership of any of the M.I.centres.</p>
<p>(V) All Trustees (Founder & Present) of the M.I.Foundation Trust.</p>
<p>(VI) MI Diamond Patron Fellow & MI Gold Fellow Member(s). (if any)</p>
<p>(VII) The members (elected & nominated) of Governing Council of present period.</p>
<p>(VIII) Special Invitees (if necessary for any of the meetings & will have no voting right)</p>
<p>9. (D) The Governing Council: shall consist of :</p>
<p>(I) All Founder Members</p>
<p>(II) “International President and Fifty One (51) members elected by the General Council and 10 more members to be co-opted thereafter by the International President (elect) out of the Centres.</p> <p>Note: Out of above all elected & nominated members there should be minimum: 03 (Three) MIF, 06 (Six) Vira and 02 (Two) Youth Members.</p>
<p>(III)Out of above all Governing Council members the International President elect shall nominate :-</p> <p>(i) International Vice Presidents(max.no.9) upto 500 (five hundred) active centres and increase one more in case of additional each 200 Centres + One at International Head Office</p> <p>(ii) One International Secretary General (iii) One International Treasurer</p> <p>(iv) International Regional Secretaries (max.no.9) upto 500 (five hundred) active centres and increase one more in case of additional each 200 Centres.</p>
<p>(IV) Immediate and all past International Presidents & International Secretary Generals.</p>
<p>(V) International Directors – expert in filed, given special/important task/duties; minimum 10 (Ten), Maximum five from elected Governing Council Members & balance to be nominated additionally by International President (elect).</p>

PRESIDENT

SECRETARY GENERAL

TREASURER

(VI) All Zone Chairmen: To be nominated additionally by the International President (elect) from the Centres. (N.B. : If Zone Chairman not attending any of Council Meetings, he/she may depute the Zone Secretary as representative).
(VII) All Trustees (Founder & Present) of the M.I.Foundation Trust.
(VIII) M.I.Diamond Patron Fellow Member(s).
(IX) Special Invitees (if necessary for any of the meetings will have no voting right)
9. (E) Tenure of the Elected Body at Apex and Centre Level :
(i) The tenure of the ‘Apex Body’ shall be two consecutive years. Similarly tenure of Centres (i.e. Chairman and Directors of Board) shall also be two consecutive years i.e. starting from 1 st April of first year to 31 st March of second year coinciding with Apex Body.
(ii) Tenure of ‘Apex Body’ can be extended maximum for 6 (six) months <u>only in case of special circumstances</u> with the approval of the General Council and in that case tenure of Boards of Directors of all the Centres shall also extend accordingly to coincide the tenure of all the Centres with Apex Body.
N.B.: In such case, the tenure of the next term shall also accordingly be either extended over or reduced to regularise the start of next term from April month.
(iii) First Board of Directors including Chairman of a new Centre shall be an adhoc body nominated by Apex Body preferably by the Zone Chairman with consultations of sponsoring Centre. It shall be replaced by elected body at the earliest to coincide to the next term of Apex Body.
10. DUTIES OF MEMBERS:
(a) To attend meetings regularly and in time or inform to the Secretary in advance for not attending particular meeting.
(b) To participate in the activities of the Association.
(c) To project favourable image of the Association in the community at large by words as well as by deeds and help in the achievement of its aims and objects.
(d) To help in the propagation of the principles and precepts of Lord Mahavir which are universal in nature & hold good in all time & places.
N.B. : (a) & (b) of this rule will not be a binding on Founder, Diamond/Gold Fellows, spouse and Honorary members.
11. RELATIONSHIP BETWEEN APEX BODY AND CENTRE:
(A) Apex Body through its Governing Council shall:
a) Approve the setting up of centres at various places.
b) Guide and supervise the activities of the Centres and if any centre not found working according to the Guide Lines and/ or Constitution/By-laws/Aims & Objects of Mahavir International and/ or any unlawful & unethical act then its Charter can be withdrawn.
c) Ensure timely election of Chairman & Board of Directors and filling up of vacancies (if any) in centre (s).
d) Ensure proper maintenance of accounts at Centres and their timely audit.
e) Keep itself aware of activities of the Centres from time to time and suggest/guide/encourage further for more activities.
f) Ensure/make possible/organize Training programme(s) for the members and office bearers of Apex Body as well as of Centre(s) from time to time at Zone/Region/Apex level.
g) If required, may provide a letter for opening Bank Account at risk & responsibility of the Centre.

PRESIDENT

SECRETARY GENERAL

TREASURER

11. (B) The Centres shall :
(a) Enrol at least fifteen (15); ideally 25 members, or more and send the list to the Apex Office along with prescribed contribution for getting charter for the centre and Id for the members.
(b) Take up activities as described/indicated & suggested by Apex Body and of local importance in furtherance of the aims and objects of the “Association”.
(c) Carry out its activities in overall supervision and guidance of the Apex Body and the concerned Zone Chairman and International Vice President.
(d) Keep the Apex Office and the concerned Zone Chairman and International Vice President informed of its activities from time to time and submit such monthly and annual or periodical returns as may be desired by the Apex Body.
(e) Help the Apex body in carrying out aims and objects of the “Association” & such policies &/or programmes as may be enunciated from time to time.
(f) Remit prescribed contribution for all existing members with names & Ids every year and similarly for new members with names & others all desired details to Apex Office in time as per Rule No. 8 (A)-(i) & (ii) above.
(g) Hold election of Chairman & Board of Directors before the end of the term, consigned to the election of Apex Body and send list of New Office Bearers & Board of Directors to the Apex Office under intimation to the concerning International Vice President & Zone Chairman within a Fortnight of election and get the approval/acknowledgement from Apex Office.
(h) Shall nominate the member (s) for the General Council from the Centre and send their details to ‘Apex Office’, concerning International Vice President & Zone Chairman shortly after election for new term.
(i) Shall maintain accounts for (1) Administrative activities and (2) Service Projects separately and get Audited Balance Sheets of both accounts and there after send to Apex Office latest by December month of next year.
(j) From time to time shall organize effective service projects for the benefit of society & /or living beings.
(k) May obtain permission and authorization letter from Apex Body to open its Bank Account.
(l) To associate, engage with other organization(s)/ Association(s), Group(s), NGO(s), Govt. Agency (s) having similar aims and objectives in the interest of the society at large.
(m) To accept and receive donation(s), gift(s), subscription(s) in cash or in kind from any person, corporate &/or Govt. Institution(s) for advancement of aims and objectives of the Association.
(n) To invest, constructed, Buy, Acquire any moveable, immovable Assets/Property in the name of the centre for advancement of the aims & objectives of the Association.
11. (C) The obligation of each centre shall be as follows :
i) To hold regular meetings, atleast one every month for General Body and every three month for Board of Directors.
ii) To enforce attendance.
iii) To submit reports timely & regularly i.e. Monthly latest by the 7 th day of next month and other reports (within stipulated time) to the Apex Office including concerned International Vice President & the Zone Chairman in the prescribed format or Web-site provided by it containing such information as may be required for therein and otherwise by the Governing Council.
iv) To collect from the members all dues including contribution(s) in time and amount payable to ‘Apex Body’ be sent by the Centre to Apex Office well in time along with required details of the members in the prescribed format. (As per rule No. 8 (A) (ii) – (iii) here above & also see 8 (C)).
v) To explore, preserve and enhance the image of Mahavir International.
vi) To make efforts to involve all members in the activities of the Centre.

PRESIDENT

SECRETARY GENERAL

TREASURER

12. POWERS OF COUNCILS:
(A) Power of General Council :
i) To approve/ratify the budget presented by the International Treasurer.
ii) To amend/ change constitution, By laws, rules & regulations of the Association.
iii) To ratify the annual report of activities
iv) To ratified the audited accounts of Apex Body.
v) To elect International President and Governing Council for next term.
12 (B) Power of Governing Council:
(a) To accept donation(s), contribution(s) and subscription(s) either in cash or kind from Govt. &/or any person, firm, company or institute on such terms which are in conformity with the objects of the Association.
(b) To invest and keep invested the funds in one or more securities and investment (s) and or in deposits in current, call, short or fixed accounts with any scheduled bank &/or in purchase of or construction of immovable/ movable properties for carrying out the objects of Mahavir International.
(c) To recover interest, dividend, rent, etc. from the properties and funds of the “Association”.
(d) To utilize the income of the “Association” for expenses incidental to the activities and programmes in conformity with its aims and objects.
(e) To open accounts with Bank (s) and delegate its powers to operate the accounts as well as to purchase, sell, negotiate, endorse securities, cheques and negotiable instruments to any two or more of its office-bearers.
(f) To appoint one or more sub- committees consisting of one or more members to carry out the affairs of the “Association”.
(g) To frame bye laws for the efficient administration and working of the “Association” and its allied institutions.
(h) To prosecute, sue, defend all actions at law and to refer to arbitration and accept award(s) and compromise or waive any claim of the “Association”.
(i) To approve the annual budget.
(j) If need may be, the Governing Council will temporally frame its own rule(s) of procedure(s) &/or change the procedure(s) which will be put up for information and approval of the General Council.
(k) To appoint an Election & Sub Election Officer(s) for electing the team for next term.
(l) To authorize the International President or the Executive Body or Office Bearer(s) or Governing Council Member(s) for tasks as may be deemed fit/required prior to the next meeting of the Governing Council.
(m) To appoint Auditors.
(n) To approve the audited account of the Apex Body & later on put it before General Council in next meeting for ratification.
(o) To approve the opening of the new centre as and when possible, anywhere in India & abroad and monitor these as well as existing centres from time to time.
(p) To decide &/or approve the programme(s), project(s) & other activitie(s) more to be under taken by the Association &/or the Centre(s).
(q) To Approve the annual report of activities of the Association.
(r) To review/amend the constitution, rules & regulation and policies for Association &/or centres.
(s) To evaluate & analyse performance of each centre & recognise/reward activities.
(t) To relax the due date of contribution.
(u) To take any legal and/or appropriate action against any unlawful unethical and unauthorized activities under taken by any centre and/or any member.
(v) To appoint a disciplinary Committee duly authorized by the Governing Council for any reference of unlawful, unauthorized activity by any Chairperson, Member, Centre and/or Office Bearer of Apex Body or Centre.

PRESIDENT**SECRETARY GENERAL****TREASURER**

13. POWERS OF THE OFFICE BEARERS OF THE GOVERNING COUNCIL:
(I) International President
(a) To nominate &/or remove the office bearer(s) and later on get ratified in the meeting of Governing Council.
(b) To preside over the meetings of Governing Council and General Council.
(c) To assign duties or work to office bearers for which there is no specific mention in these Rules.
(d) To exercise overall supervision over the activities of the “Association”.
(e) To exercise powers as may be delegated by the Governing Council.
(f) To constitute committees as may be necessary for the transaction of the business of the Mahavir International.
(g) The Int. President may withdraw the charter of any centre, if it is reported to be non-functional and or not following constitutional provisions. The decision of the Int. President shall later on be got ratified in the Governing council.
(h) On withdrawal of Charter the Assets of that centre,(may be in possession of the centre or any office bearer or member of the centre or any one else) will temporarily be acquired by the Int. President or his nominee(s) till an adhoc body is nominated by him to deal with the situation.
(i) The International President may assign any of the powers or authorities to the committee(s) and /or one or more members, as and when required.
(j) (i) The International President with consultation of his International Secretary General as well as concerning International Vice President & Zone Chairman may remove/terminate Chairman of the Centre in case of misconduct/disciplinary reason &/or operating centre unethically like. This action be got ratified in next Governing Council Meeting.
(ii) The International President may take similar action against the defaulting member(s) of any of the categories including office bearer(s) of Apex Body/Centre.
N.B: No refund of any of the amounts/contributions be made to the defaulting person.
(II) International Vice President:
(a) To perform all duties and functions of International President in absence of the International President provided powers are delegated to him/her by the International President or the Governing Council.
(b) While nominating International Vice President, International President will give him/her area of operations (called as Region) & a chart of duties & responsibility including over all supervisions of few Zones for steel better working to achieve the aims & objects of Mahavir International.
(c) Will Constitute Regional Council of/from his area as per sub clause 13 (X) of the rules herein within 25 days of his/her nomination.
(III) International Secretary General:
He/she shall :
(a) Get maintained a register of all categories of members containing their names, addresses, Apex Ids, Phone & Mob.Nos., Email etc.
(b) Issue notices of the meetings of the Governing Council and General Council in consultation with the International President and maintain record of the proceedings thereof.
(c) Conduct all correspondence on behalf of the Association.
(d) File Annual Returns required under Sec. 4 of the Society Registration Act and observe all other provisions of Law of the land, as applicable.
(e) Employ such persons as may be needed for the Association with the permission of International President and later on get ratified from Governing Council and exercise control over them.

PRESIDENT**SECRETARY GENERAL****TREASURER**

(f) To Exercise all powers and discharge such duties as may be delegated to him by the Governing Council &/or International President.
(g) Prepare a detailed report of the working of the Association for the year and get it approved from the Governing Council which is to be placed before the Annual General Meeting of the General Council.
13. (IV) International Treasurer:
a) Get collected and receive cash or cheques and give receipt thereof on behalf of the Apex Body.
b) Keep regular account (s) of the money received and disbursed and be responsible for the proper maintenance of account books of the Apex Body.
c) Keep cash in hand up to the limit prescribed by the Governing Council and deposit the excess funds in the Bank to be selected by the Governing Council.
d) Prepare an Annual Statement of Accounts at the end of the year and after getting it audited, from the Auditor(s), submit it in the Governing Council for approval and there after place it before the General Council.
e) Under the advice of International President and with the help of International Secretary General, he shall prepare annual budget of the Apex Body & present it in the first Governing Council meeting for approval.
f) Shall keep aware International President/Secretary General about the financial position from time to time.
(V) International Regional Secretary:
(a) Shall carry out such duties as may be assigned to him from time to time by the Governing Council, International President, International Secretary General &/or concerning International Vice President.
(b) Shall also assist the International Secretary General & International Treasurer in discharge of the duties.
(c) In the absence of the International Secretary General or International Treasurer on confirmation of International President/Secretary General, shall carry out the duties and exercise the powers of the International Secretary General or International Treasurer as the case may be.
(d) While nominating, International Regional Secretary may be given area of operation & chart of duties & to look after some of the Zones & Centres under the directions of concerning International Vice President(s) for smooth & prompt working in the Region(s).
13. (VI) Zone Chairman:
a) He shall supervise and guide the activities of the Centres assigned to him and be solely responsible for keeping all Centres of the Zone very active.
b) Obtain periodical progress reports of all the Centres of Zone in time regularly and visit Centres from time to time (at least once a year every centre) and shall submit periodical reports of the Zone regularly & well in time to the International President, International Secretary General & concerning International Vice President.
c) Inspect the records of the Centre(s) and ensure that the elections are held in time as prescribed, accounts are properly maintained and audited and due amount are remitted to the Apex Office in time by all the concerning Centres.
d) Make appropriate recommendations to the Apex Office for honours/awards for the Centres under his/her charge.
e) Shall nominate Zone Secretary & Zone Treasurer from amongst the members of his Zone & to constitute Zone Council as mentioned in the rules 13 (IX) herein within 15 days of his/her nomination.
13. (VII) Zone Secretary :
a) Shall assist Zone Chairman and work under his guidance at every step for smooth, proper & prompt working in the Zone.
b) Maintain all records necessary for Zone & Zone Chairman.

PRESIDENT

SECRETARY GENERAL

TREASURER

<p>c) Under the advice/knowledge of Zone Chairman, shall prepare all report(s)/letter(s) & send to concerning Office Bearer(s) of ‘Apex’ &/or Centre(s).</p>
<p>13. (VIII) Zone Treasurer: Shall assist Zone Chairman in keeping regular accounts & to Zone Secretary at every step for the smooth working.</p>
<p>13. (IX) Zone Council shall consist of: i) Zone Chairman ii) Zone Secretary iii) Zone Treasurer iv) Chairman and Secretary of each centre of the Zone v) Immediate past Zone Chairman vi) Immediate past Zone Secretary vii) Members of the Governing Council and Apex Body belonging to the Zone concerned. viii) Zone Chairman may co-opt two members from the centres of the Zone preferably Vira Members, if not already there. ix) Zone Coordinator.</p>
<p>13. (X) Regional Council shall consist of : i) International Vice President nominated by International President for the area i.e. Region. ii) Imm.Past International Vice President of this Region. iii) International Regional Secretary nominated by International President for the Region. iv) All Zone Chairmen & All Zone Secretaries in the Region. v) Members of the Governing Council and Apex Body belonging to the Region concerned. vi) Co-opted 3 members out of which one should be Vira. (Also see sub rule 6 (k) and 13 (II) (b))</p>
<p>14. MEETING OF THE COUNCILS: (A) Meeting of the Governing Council : (i) It shall meet at least twice in a year. It may also meet at such other intervals as may be necessary depending on the business before it. (ii) At least Thirty days clear notice shall be given to the members. Emergency meeting(s) may be called at a shorter notice.</p>
<p>(B) Meeting of the General Council : (i) Meeting of the General Council may be convened once every year on a clear notice of 45 (Forty Five) Days. It can also be convened at such other intervals if necessary to transact the business. Last meeting of second year of the term be convened at the time of Election of International President and Governing Council Members for next term. Emergency/ Extra Ordinary meeting(s) may be called at a shorter notice. Preferably 15 days prior to the meeting date.</p>

PRESIDENT

SECRETARY GENERAL

TREASURER

(ii) Requisitioned Meeting :

Upon a Requisition by not less than 1/2 of the total Members of the General Council in writing to call meeting of the General Council stating the purpose of the said meeting, the International President shall convene the requisitioned meeting within one month of the date of receipt of requisition. In case no such meeting is convened within the time prescribed above the requisitionest or a majority of them may convene such meeting on their own but in any case not later than 2 months from the date of requisition. If at the requisitioned meeting there is no quorum within one hour of the scheduled time, it shall stand dissolved.

15. MEETING OF REGIONAL AND ZONE COUNCILS:**(A) At Zone Level:**

Minimum once a year at a clear notice of seven days at least and quorum 1/3 minimum.

(B) At Region Level:

i) At least one meeting in Two years shall be convened at clear notice of 15 (Fifteen) days at least and quorum 1/3 minimum.

(N.B.: Every Zone and Region meetings will be presided by the concerned Zone Chairman and International Vice President respectively.)

16. QUORUM OF MEETINGS OF COUNCILS:

a) Quorum at meetings of the Governing Council shall be 1/3rd of its total members.

b) Quorum at General Council/ Annual General/ Extra-Ordinary /Requisitioned meeting shall be 1/5th of the members of General Council or 100, whichever is less.

c) If there is no quorum at any meeting other than Requisitioned meetings within one hour of the Scheduled time, the meeting shall stand adjourned and shall meet after an hour. In such meeting only items listed in the original agenda shall be discussed and disposed off without consideration of quorum.

17. POWERS OF THE GENERAL BODY OF A CENTRE:

a) To elect as per Rule no. 22 (I -ii), 22 (D), 23 (B), 24 (B) & 25 (B), One Chairman and required Directors of Board and there after nominate representatives for General Council. (Rule no. 9 C-II)

b) To appoint Auditors.

c) To approve the audited accounts, the annual report, the programme(s) and budget for next year presented in the Annual General Meeting.

18. POWERS OF THE BOARD OF DIRECTORS OF A CENTRE:

The provisions contained in Rule No. 12 (B) in respect of the Governing Council shall Mutatis Mutandis apply to the Board of Directors in respect of Centres, limited to their functions and jurisdiction wherever words "Association/Organization". 'Governing Council' and 'General Council' occur, words 'Centre', Board of Directors', and 'General Body' respectively be read.

19. POWERS OF THE OFFICE-BEARERS OF A CENTRE:**(I) Chairman/Chairperson:**

a) To preside over the meetings of the Board of Directors and the General Body.

PRESIDENT**SECRETARY GENERAL****TREASURER**

b) To assign duties or work to office bearers for which there is no specific mention in these rules.
c) To exercise overall supervision over the activities of the Centre.
d) To exercise powers as may be delegated by the Board of Directors.
e) In case of dispute, undecided discussions or voting; final discussions/deciding vote shall be of Chairman.
19. (II) Vice Chairman :
a) To perform all duties and functions of the Chairman in the absence of the Chairman or as powers be delegated to him/her by the Chairman or Board of Directors.
b) At every step in the work of Mahavir International the Vice Chairman shall assist the Chairman and cooperate the Secretary, Treasure & Board of Directors.
19. (III) Secretary :
Provisions regarding powers of International Secretary General of Governing Council in Rule No. 13 (III) contained in sub clauses (a) to (g) shall Mutatis Mutandis apply to the Secretary of the Centre in respect of its functions and jurisdiction wherever.
19. (IV) Joint Secretary :
Shall carry out such duties as may be assigned to him/her from time to time by the Board of Directors, Chairman &/or Secretary. Shall assist the Secretary & Treasurer in the discharge of their duties and in the absence of the Secretary &/ or Treasurer shall carry out the duties and exercise the powers of the Secretary/ Treasurer (as the case may be).
19. (V) Treasurer :
Provisions contained in Rule 13 (IV) in respect of powers of the Treasurer of Governing Council shall Mutatis Mutandis apply to the treasurer of the Centre in respect of its functions and jurisdiction. Wherever words ‘Association’, ‘Governing Council’, and ‘General Council’, International President & International Secretary General occur words ‘Centre’. ‘Board of Director’, Chairman and Secretary ‘General Body’ respectively be read.
20. MEETINGS AT CENTRE LEVEL:
(A) Meeting of the Board of Directors:
i) It shall meet at least once in a quarter at clear notice of 7 (seven) days.
ii) Three days clear notice shall be given for the additional/more meetings (if required). Shorter notice may be given in case of emergent meeting(s). N.B.: In important meeting of Board of Directors the Diamond Patron Fellow be invited.
(B) General Body :
(i) Ordinary Meetings of Centre :
It shall be held at least once in month preferably on a fixed day or date and at such time as may be decided by the Board of Directors or otherwise at a clear notice of minimum 5 days. Such meetings shall begin and end promptly at regular times and in a set manner.
(ii) Special Meetings of Centre :

PRESIDENT

SECRETARY GENERAL

TREASURER

Such meeting(s) may be called by the Secretary in consultation with Chairman when there is some business for the consideration of the General Body. Such meeting(s) shall be called by giving seven days clear notice indicating the purpose time and place of the meeting.
(iii) Annual General Meeting of Centre : Annual General Meeting of Centre may be convened preferably at its chartered day or any time as decided but in the second year of the Term it must be convened at the time of election of the Chairman & Board of Directors some where in the month of January/February.
(iv) Requisitioned Meeting of Centre : Upon a requisition by not less than 1/2 of the members of the General Body in writing to call a meeting of the General Body stating the purpose of the said meeting the Board of Directors shall convene the requisitioned meeting within one month of the date of meeting of the requisition. A copy of the requisition shall be sent to the International Secretary General for information. In case no such meeting is convened within the time prescribed above, the International Secretary General on receipt of information from the requisitionists shall convene the meeting of the General Body within one month from the date of receipt of such information. If at the requisitioned meeting, there is no quorum within one hour of the scheduled time, it shall stand dissolved.
20.(C) Quorum of the Meetings at Centre Level :
(i) Quorum for the meeting of the Board of Directors shall be 1/3rd of the members on roll.
(ii) Quorum at the Special Annual General and requisitioned meeting of the General Body shall be 1/5th of the members or ten whichever is more.
(iii) There shall be no necessity of quorum at Ordinary/General/monthly meetings of the General Body.
(iv) If there is no quorum at any meeting other than requisitioned meeting within one hour of the scheduled time the meeting shall stand adjourned and shall meet again at such time and place as may be decided by the members present preferably at the same place. Neither fresh notice nor the condition of quorum shall be necessary for the adjourned meeting. In such meetings only items listed in the original agenda shall be discussed and disposed off.
21. PROCEDURE FOR THE MEETINGS OF COUNCIL(S), REGION, ZONE AND AT CENTRE LEVEL:
i) In absence of International President and also Vice President (whom powers are delegated), the members present may elect one of the members to preside over the said meeting.
ii) At Region level in absence of International Vice President the next senior Apex Authority or by election of one of the members of Regional Council shall preside over the said meeting.
iii) At Zone level in absence of Zone Chairman and the immediate past Zone Chairman by election of one of the members of Zone Council shall preside over the said meeting.
iv) At Centre level in absence of Chairman and Vice Chairman delegated the power, the member of board of directors may elect one of the members to preside over the said meeting.
v) All above mentioned meeting be convened in the set manner as per the agenda already circulated. The minutes of last meeting shall also be ratified.
vi) In the meetings items not including in the agendas may not be discussed unless written prior notice has been given. However if time permits with the permission of Presiding Officer may be considered for discussions.
vii) Decision By Majority : Decision at meeting(s) shall be taken by a Majority of votes of the members present in person. In case of equality of votes the Presiding Officer (the Chairperson) shall have a second or casting vote. Majority may be determined by show of hands or by secret balloting as desired by the members.

PRESIDENT

SECRETARY GENERAL

TREASURER

22. Eligibility for holding the post & candidature:

(I) Holding post(s) in Apex Body and Centres :

(i) For the post of International President :

No person shall be eligible for the post of International President for more than (two) 2 terms, each term lasting for not less than 18 months, maximum 30 months including extension period if any.

During the extended period for the International President, the same period for entire Apex Body including all Councils and Centres will also be treated as extended.

However, for holding the office of International President for 3rd term (one break essential), the candidate will require to get approval (i.e. votes) from minimum $\frac{3}{4}$ majority of total votes casted and if not than other candidate obtaining maximum votes shall be declared as elected.

(ii) In case of holding post of the Chairman for third term, the Centre has to take permission from International President. There after also if necessary the same practice shall be adopted for the next term(s).

(iii) For any other post of Office Bearer of Apex Body &/or Centre: No persons normally be nominated consecutively for more than two terms.

(II) Holding dual post:

None of the Office Bearers either of Apex Body or of Centres (except members of Councils and Board of Directors) shall hold simultaneously more than one concurrent posts in Apex &/or in Centre.

(III) Eligibility of the Candidates for Election :

Any good standing member can be candidate for one post only provided has below mentioned qualifications but not necessary to be the members of that electoral wing.

(A) International President:

The eligibility of candidate for the office of the International President shall be: member who has completed 7 (Seven) years of membership of Mahavir International and must have held any of two posts mentioned herein.

Founder Member or International - President or International Vice-President or International Secretary General or International Treasurer, International Director or International Secretary/ Regional Secretary in Apex Body or Zone Chairman or Chairman of a centre, for full term of two years each term lasting for not less than 18 months, maximum 30 months including extension period (if any).

(B) Governing Council Member (to be elected) :

(a) Must have completed minimum 2 (Two) years regular membership of any of the Centre of Mahavir International and any of one following posts held for full one term of 24/30 months but not less than 18 months.

(i) Chairman (ii) Vice Chairman (iii) Secretary of Centre (iv) Treasurer of Centre (v) Governing/General/Regional Council Member (vi) Zone Chairman (vii) Zone Secretary (viii) International Vice President (ix) International Director (x) International Secretary/Regional Secretary (xi) International Treasurer (xii) Director of Board

(C) Qualifications for Office Bearers of Apex Body to be nominated:

PRESIDENT

SECRETARY GENERAL

TREASURER

- i)** For holding the post other than International Director and International Treasurer the person must have completed minimum five years membership in Mahavir International & held at least any of two following posts :-
Int. Vice-President or Int. Secretary General or Int. Treasurer, Int. Director or Int. Secretary/Regional Secretary in Apex Body or Zone Chairman or Governing Council Members or Chairman of a centre, for full term of two years each term lasting for not less than 18 months, maximum 30 months including extension period (if any).
- ii)** In case of International Director and Treasurer it will be necessary to have minimum 2 (Two) years period of membership in Mahavir International and held previously minimum one post out of above posts mentioned here above in this rule (i). See Rule no. 6 (s) & (t).

(D) Chairman of Centre :

Must have completed minimum 5 years regular membership of any Centre of Mahavir International and any of the two following posts held for full one term of 24/30 months but not less than 18 months.

- i) Director of Board (ii) Centre Secretary (iii) Vice Chairman (iv) Centre Treasurer (v) International Vice President (vi) International Director (vii) International Secretary/Regional Secretary (viii) International Treasurer (vi) Governing/General/Regional Council Member (vii) Zone Chairman (viii) Zone Secretary (ix) Present/ Past Chairman.

(E) For Board of Directors &/or office bearer of a centre :

Must have completed minimum 2 years in case of Office Bearers and for the post of Director of Board, one year regular membership of any Centre of Mahavir International.

N.B. : This Rule (i.e. D & E of 22 (II)) shall not be applicable for the newly formed Centres.

23. ELIGIBILITY OF VOTERS:

(A) For Election of Apex Body:

(i) Every valid voters will carry one vote each irrespective of dual or more positions being held, provided that **he/she as well as his/her centre is in good standing**, i.e. all dues in full for all the members in centre on date must have been paid up to a year before the election year by June month of that year and for the current year (i.e. year of election) be paid by 30th June Month. {see rule 25 (A) (ii), Rule 8 (A) (ii) & Rule 8 (C)}.

NB.: In abnormal circumstances/as a special case when is very necessary then Governing Council can relax the due date of contribution(s) from the Centres. (See Rule no.12 (B) (t).

(ii) Member(s) from newly constituted Centre(s) not completed **Six** Months from date of receipt of Charter to the date of Election will not be entitled to vote.

23. (B) At Centre Level :

All the members of Centre in good standing except Honorary Members and the members enrolled before three months of date of Election in Centre shall be eligible to vote.

24. ELECTION:

Election of International President & Governing Council shall be held before the end of term and similarly at Centre Level for Chairman & Board of Directors every due second year of the Term (coincide to the term of Apex Body) provide some time to the newly elected team for taking over the charge for next term **normally** beginning from April month thereof.

N.B.: In case of normal Term, preferred to have election of Apex Body in September/October or latest by December month of 2nd year and similarly in centres coincide with the same Term by the month of January/February of same 2nd year.

24. (A) For Apex Body :

PRESIDENT

SECRETARY GENERAL

TREASURER

The election of the International President and Governing Council members will be held in one of the meetings of Governing and General Councils before the end of term but not during International Convention and as prescribed herein :

i) The election of Governing Council member will be allocated to each Zone on basis of membership strength of the Zone.

(ii) The election of Governing Council Member shall be held Zone wise at the same time of the election of the International President.

For electing Zone wise Governing Council member(s), votes will be casted by the General Council Member(s) belonging particularly to that Zone only. Where as the electoral for the election of the International President will be the entire General Council.

N.B.: The MIF Members having eligibility to vote shall use their voting right as per address provided by them to Apex.

24. (B) Election at Centre Level :

The members (in good standing and having voting right) of General Body of Centre will elect a Chairman and Board of Directors as per rule no. 9 (B) (II) (i) and rule no. 25 (B).

25. ELECTION PROCEDURE:

(A) At Apex Level :

(i) As soon as it is decided to hold election of the International President and the Members of the Governing Council of the next term, the present Governing Council shall appoint an Election Officer and then Election Officer under advised of International President and consulting with International Secretary General shall frame out time table for the election & announce.

(ii) The International Secretary General shall prepare a list of eligible voters from the General Council and circulate it **90 days** prior to election date to all Centres for inviting objections to the list. The General Council members belonging to the centres those have not paid all the dues up to current year for the total membership of the centre, as per Rule 8 (A) (ii) & Rule no.8 (C) shall not be included in the said list.

(iii) The International secretary General shall put up the list together with the objections received from the Centres to the Electoral Officer whose decision on the objection received, if any, shall be final.

(iv) The International Secretary General will than prepare amendments to the list, if any, in the light of the decision of the Electoral Officer. The final list will be circulated to the respective members **45 days** prior to the election date.

(v) The Electoral Officer shall than invite nominations on a prescribed form, conduct scrutiny of the nominations received, allow candidates to withdraw by the final date & time already announced and there after shall declare the names of those candidates whose nominations are found valid and are still in the field. The Election Officer may also give another opportunity to the candidates to retire Five days before the Election date.

(vi) In case there is only one valid nomination for the office of the International President the Electoral officer shall immediately declare the candidate concerned as elected.

Similarly, in the case of Governing Council members, if the number of nominations of candidates does not exceed the number of members announced to be elected, then the Electoral Officer will declare them elected.

(vii) In the case of contest, the election will be held by secret ballot in person physically &/or in person on Electronic machine or E- voting as may be decided by Election Officer.

(viii) Voting dates for E-Voting will be opened for maximum of three days &/or shorter period as may be decided by Election Officer.

(ix) Voters coming for physical voting in person should have Id card issued by Apex Office. For Voters who are not in possession of Id Card or in case of any issue of this type the then Election Officer will be the final authority to allow for voting.

(x) Every contesting member and the voter should either be present during election period at electoral place for physical voting in person or the voter may cast vote by themselves only in case of 'E' voting from there place.

PRESIDENT

SECRETARY GENERAL

TREASURER

- (xi) All voters must vote for total number of candidates required to be elected. Selective voting will not be permitted and if, will not be valid.
 (xii) The discretion of the Election Officer will prevail.

25. (B) At Centre Level :

The election procedure laid down for Apex Body in Clause 25 (A) (i) to (x) shall be followed mutatis mutandis as far as applicable to the election of the Chairman and members of the Board of Directors of the Centres. However the time limits i.e. days shall be reduced to 50 % than given for Election of 'Apex Body'.

26. Removal/Transfer of member(s) or office bearer from post(s) :

- i) The Member(s) General or Governing council / Board of Directors or Office Bearer(s) of Apex Body / Centre can be removed from his/her office (post) by the Int. President of Apex / Chairperson of the Centre and later on has to get approval from the Governing Council / Board of Directors as the case may be.
 ii) Office Bearer(s) of Apex Body or Centre &/ or member(s) of any of the Councils of Apex Body or Board of Directors of Centre fail(s) to attend two consecutive meetings of relevant Council(s)/ Board of Directors (as the case may be) without assigning any reasonable cause in writing to the International President/Chairman may loose his/her office (post)/ Membership and new nomination be made in his/her place for the remaining period.

27. Termination/Disqualification:

(A) For membership:

Any type of members (including Office Bearer in Centre or Apex Body) will be disqualified from the membership and terminated along with his/her spouse (sub rule 7.(B) (g)) at Apex Level &/or Centre Level as the case may be on following ground(s) after explanation received from/for him/her not found satisfactory.

- (i) If he becomes insolvent/ insane.
 (ii) If member commits default in payment contribution &/or any other dues in prescribed time as per bye laws of 'Mahavir International'.
 (iii) If member submits resignation from his membership of the Centre and same has been accepted by Board of Directors.
 (iv) If member does not fulfil his duties as per constitution and bye laws.
 (v) If member act morally or ethically against the interest and objects, of the Association and against bye laws of "Apex Body" & or Centre.
 (vi) If member has been convicted of an offence indulging in the prevention of food adulteration or dangerous drugs act(s) or involving moral turpitude or any other offence by a competent court of law.
 (vii) If member misbehaves or due to misconduct/disciplinary reason.

N.B : If spouse falls under disqualification/termination clause, the membership of the prime member may remain intact.

(B) For Centre:

Charter of a centre can be withdrawn by the Apex Body:

- i) If annual contribution as per clause no.8A (ii) &/or other dues remains unpaid.
 ii) If centre do not act according to the constitution of Mahavir International &/or rule & regulations, bylaws, guidelines and instructions of Apex Body.

27. (B) Action for Termination of Member :

- (i) Termination of Membership of the member at the Centre Level shall be approved by 2/3 majority in General Body meeting and in case of Apex Body by 2/3 majority in the meeting of Governing Council.

<p>(ii) Member aggrieved by the decision of Board of Director of the Centre may file appeal before Zone Chairman of zone within 30 days from the date of receipt of termination letter. Second appeal will file to the International President through concerned International Vice President within next 30 days from the receipt of order of Zone Chairman. Accordingly the International President will pass order after giving opportunity of hearing to the aggrieved member.</p>
<p>28. Resignation:</p> <p>(A) At Centre Level :</p> <p>(i) Any member or office-bearer (other than Chairman) of the Board of Directors who wants to resign from the membership or office shall tender the resignation in writing to the Chairman and in case of Chairman it shall be tendered to the Secretary.</p> <p>(ii) If a Member of the Association enrolled at the Centre wants to resign from the membership of the Association he shall tender his resignation in writing to the Secretary of the Centre.</p> <p>(iii) Resignation so received shall be placed before the Board of Directors for final decision.</p>
<p>(B) Resignation At Apex Level :</p> <p>(i) Any member or office-bearer (other than Int. President) of the Governing council who wants to resign from the membership or office shall tender the resignation in writing to the International President and the International President shall take decision which shall be ratified in the next Governing Council Meeting.</p> <p>(ii) In case of resignation by the International President, it shall be tendered to the International Secretary General. Resignation so received shall be placed before the Governing Council for final decision.</p>
<p>29. Vacancy:</p> <p>(a) A vacancy of any office bearer of the Governing Council, or Board of Directors shall be filled in the following manner.</p> <p>(i) In the case of Office Bearer of Apex Body it will be filled in by nomination from amongst the remaining members of the Governing Council by the Int. President.</p> <p>(ii) (a) In case of Chairman it will be filled in from amongst General Body members by majority by calling extra ordinary meeting.</p> <p>(b) In case of vacancy of Director of Board or Office Bearer of Centre it will be filled in by co-option by the Board of Directors from the Board or General Body.</p> <p>(iii) In the case of vacancy of the International President, the members of the Governing Council shall elect a “President” from amongst themselves calling an Emergency/ Extra Ordinary meeting at a short notice. {See rule 14 (A) (ii)}</p> <p>(b) A vacancy of any member of Apex Body other than the Office Bearer shall be filled in by co- option by the Governing Council.</p> <p>(c) The term of persons elected/nominated or co-opted in accordance with provision of this clause 29 shall be for the residual term of Governing Council of Board of Directors as the case may be.</p>
<p>30. Mahavir International Foundation Trust:</p> <p>a) Mahavir International Foundation Trust (having its own trust deed, constitution, rules, regulations & guide lines) has conformity and supporting aims & objects similar to Mahavir International Association for the benefits of society & living being. As per deed of MIFT (governed by their board of Trustees) the then International President, International Secretary General, International Treasurer of Mahavir International Association shall be the Chairman, Secretary and Treasurer of MIFT respectively.</p>

PRESIDENT

SECRETARY GENERAL

TREASURER

<p>b) Mahavir International Charitable Trust can also be established at the centre(s) with the approval of Apex office if so decided by its members for the benefit & advancement of the aims, objectives of MI. The then Centre Chairman, Secretary and Treasurer preferably be President/Chairman, Secretary & Treasurer of the Trust otherwise be ex-officio till their tenure, The name of the trust may be different but Trust must be controlled by the MI Centre for the benefits, advancement of aims, object and services activities of Mahavir International. The overall control of all such trusts shall be with the Apex Body.</p>
<p>31. Property of Centre/Trust of Centre : The property, movable & immovable belonging to, or held or acquired or purchased by Centres if not vested in trustees in trust for such centre shall be deemed to be so vested for the being in the General Body of centre and in all matters may be described as the property of the Centre.</p>
<p>32. Financial Year: The financial year shall be from 1st April to 31st March.</p>
<p>33. Auditor : For auditing the accounts of Apex Body, Auditor shall be appointed by the Governing Council and the audited accounts duly passed by Governing Council shall be ratified in the General Council meeting every year. Similarly in centre (s) auditor be appointed in Board of Directors and audited accounts be passed in General Body meeting in every year.</p>
<p>34. Opening and Operation of Bank Accounts : (A) At Apex Body Level : All Bank accounts of Apex Body shall be operated in scheduled Bank(s) under the signatures of any two from (i) International President (ii) International Secretary General (iii) International Treasure or if necessary (iv) any person authorized by the Governing Council. (B) At Centre Level : (i) All Bank accounts of the Centre shall be opened in scheduled Bank(s) and operated under the signatures of any two from (i) Chairman (ii) Secretary (iii) Treasurer or if necessary (iv) any person authorized by the Board of Directors.</p>
<p>35. International Convention : International Convention of Mahavir International will be held at least once in two years before the end of term or latest in beginning of the new term. NB.: The election can be held during the Convention or separately as may be decided by the Governing Council. For Election an extra ordinary General Council Meeting is to be called before 45 days of the date of election as may be announced by the Election Officer(s). The Electoral can cast their vote in person &/or electronically & E-Voting.</p>
<p>36. Amendments to these rules: (A) Amendments to Constitution Rules and Regulation shall be brought about in the extra-ordinary meeting of the General Council convened for this specific purpose by resolution adopted by the affirmative votes of 2/3 of the votes cast in a meeting where at least 100 delegates are present in the manner provided in the</p>

PRESIDENT

SECRETARY GENERAL

TREASURER

societies Registration Act, 1958.

(B) The Centre will not have any authority to make any change/ amendment in rules & regulation mentioned or not mentioned here above of the ‘Association’ i.e. Mahavir International.

37. Charter (to provide or to withdraw):

Governing Council of Mahavir International Association shall initiate action to promote the centre(s) and provide or withdraw Charter of any of the centres/ branches opened elsewhere, on the terms & conditions as may be decided by the Governing Council. {See rule 12 (B) (o) (p) (u)}

38. Resolving Disputes:

(a) If any dispute arises between a member(s) and their centre or between office bearers and their centre shall be referred to the International Vice President/arbitrator selected by the Board of Governors, concerned for resolution. If any dispute arises between office bearers of Zone, Regional Council or Governing Council and between members of General Council/Governing Council shall be referred to the International President for resolution.

(b) Any movable and immovable property belonging, held or acquired by Centre and or their Trust shall ultimately be deemed to be the assets of Apex Body however they can remain in the possession of Centre/Trust for the functional purpose with the consent of the Apex Body.

39. Use of MI Emblem and MI Insignia:

A) i) The Emblem and other insignia as well as all stationary of Mahavir International be standardized for use of Apex Body, Chartered Centres and by the Members with dignity and decency.

ii) All letter heads & visiting cards at Apex & Centres level should have mentioned year of the term of the team/office bearer to avoid misuse.

B) If the member resigns from membership of his centre and do not continue in any other Centre of ‘Mahavir International’ or is terminated from the membership then the member and his/her spouse will not have any right to use the name with Vir/Vira as well as EMBLEM and other insignia of ‘Mahavir International’.

The same also be applicable for the centre(s) in case of winding, termination/withdrawal of the charter.

40. Winding up of the Association:

The provisions of the Societies Registration Act, 1958 will apply.

41. Declaration:

Throughout this constitution & By laws of M.I.(Apex) and Centres the above rules of the constitution shall apply the word “shall”, “is” “are” and work “can”, “may” and “will” should be permissive.

PRESIDENT

SECRETARY GENERAL

TREASURER