

JAIN JAGRUTI CENTRE CENTRAL BOARD

201 Matharu Arcade, Subhash Road, Vileparle(E), Mumbai 400 057

: CONSTITUTION:

(1) NAME: Hare with a neutral, impartial board has been composed for every association of Jain Jagruti Centre, which shall be taken as "JAIN JAGRUTI CENTRE CENTRAL BOARD."

DEFINITION: (a) Board means Jain Jagruti Centre Central Board.
(b) Where not specifically mentioned and otherwise Centre shall mean every Jain Jagruti Centre and Jain Jagruti Centre Junior Wing.
(c) Centre Council and Central Cabinet Means the Council and Cabinet Composed according to section 12 and 14 of this Constitution.
(d) Trust means Jain Jagruti Centre-Central Board Charitable Trust

(2) MESSAGE: Truth, Non-violence, Abstinence from Hoarding things, Organization, Brotherhood, Patriotism, and Independence.

(3) MOTTO: Public Awareness and Public Welfare.

: OFFICE ADMINISTRATION AND ACCOUNTING YEAR:

(4) 201 Matharu Arcade, Subhash Road, Vileparle(E), Mumbai 400 057 ,or as decided by the Board from time to time.

(5) This Constitution has come into force since 1st January 2004.

(6) The accounting year of the Board shall be from 1st January to 31st December.

: MOTIVES AND WORKSPHERE:

(7) The motives of the board shall be as under :

- (a) To supervise each Centre.
- (b) To start and establish new Centres ,Junior Wings and Ladies Wing.
- (c) To issue charter to every Centre and Wing.
- (d) To advise the Centres and the Wings about the programs.
- (e) To see whether each Centre and Wing is working according to the Constitution, and to withdraw the name, charter, stamps and recognition of the centre.
- (f) To solve the problems arising in any Centre and Wings.
- (g) To compose model constitution for the Centres.
- (h) To decide matters in respect of which there is no provision in this constitution.
- (i) To solve any disputes arising between different Centres and different Wings.
- (j) To solve the disputes if any arising amongst the officers of any Centres.
- (k) To work and to motivate the different Centres to work for public awareness and public welfare, to encourage human relief activities of Jain Jagruti Centre and to organize human relief programs. To establish charitable Trust necessary and to permit any Centre outside mumbai to establish such trust.
- (l) To popularise the work of the Board, Centre and the Wings.
- (m) To publish and manage Jagruti Sandesh magazine of the Board.
- (n) To council and to frame laws or by-laws for the general welfare and the needs of the Board and the Centre.

: MEMBERSHIP SUBSCRIPTION & EMBLEM:

(8) MEMBERSHIP: Every Centre which has acquired written permission of the Board to use its name, and emblem, and has obtained a charter and recognition from its Board shall be considered to be as member of the Board. It shall be compulsory for every institution interested in Wing the name & Emblem of the JAIN JAGRUTI CENTRE, to acquire recognition from the board and to officer its charter. All the rules regulations, laws and opinions of the Board shall be considered to be bounding for every Centre.

(9) SUBSCRIPTION:

- (a) Every Centre and Wing shall pay the annual subscription within three months of that particular year ending, according to the decision taken by the Board from time to time or as under. The annual Subscription for every Centre in Mumbai, Chennai, Delhi, and Calcutta (Metropolitan Cities) shall be Rs. 1000/- (Rs. One thousand only.)
- (b) The annual Subscription for every Centre shall be Rs.500/- (Rs. Five Hundred only.) or 1% of Centre' s membership fee, whichever is higher.

(10) EMBLEM:

The emblem of the Board shall be the one printed on Page-I. Every Centre shall have to print the emblem of JAIN JAGRUTI CENTRE on their banners, letterheads, as well as other literature and budgets. Changes in Central Boards Emblem is not allowed. The registration number of this Emblem is

REGD. NO. A-50311/90-CO

(11) RECOGNITION :

- (a) All the Centres and Wings whose names are mentioned in "APPENDIX 1" herewith, shall be considered to be the approved members of the Board. Every such member shall be to procure the written charter of the Board within a period of four months of this Constitution becoming effective.
- (b) Henceforth any institution that obtains the written permission to use the name of the Centre, and symbol, shall be considered to be a Centre approved by the Board. Every such Center shall have to procure the charter from the Board.
- (c) When the Executive officers of any newly formed institution seek written permission to use the Centre's name & symbol to establish the Centre, the Secretary General or the Secretaries will gather all information and furnish their opinion to the Central Cabinet as to whether permission for establishing the Centre should be granted or not, And Central Cabinet shall make necessary investigation and decide whether the permission, be granted or not. The Central cabinet is not bound to give reasons for its decisions.

(12) CENTRAL COUNCIL:

The number of members representing each Centre or Wing in the Central Council shall be as under: - .

Centres having less than 100 members	-	1 Representative.
Centres having 101 to 200 members	-	2 Representative.
Centres having 201 to 300 members	-	3 Representative.
Centres having 301 to 400 members.	-	4 Representative.
Centres having 501 to 700 members.	-	5 Representative.
Centres having 701 to 1000 members.	-	6 Representative.
Centres having >1000 members.	-	7 Representative.

- (a) Any Centre having only one representative in central council than ,the president of that centre shall be the representative.
- (b) If the Centre has two representative then, one of them shall be president and the other, a Secretary of such centre.
- (c) If the Centre has three representatives in the Central Council, then they shall be, the president, a Secretary and any present or former officer of such Centre.
- (d) If the Centre has four or more representatives then they shall be the president, the Secretary, and rest any present and former officer of such Centre.
- (e) In the absent of any Centre's president, the Vice-president of such Centre shall be entitled to attend every meeting of the Central Council. He shall enjoy all the rights, as well perform duties of a member in such meeting of the Central Council.

(13) OFFICER: The Board shall comprise of nine officers namely, A chairman, Two Vice-chairman, A General Secretary, Three secretaries, A Planning Secretary, and A Treasurer. Among this nine officers one Vice Chairman and One Secretary has to be from non-Mumbai centre' s

(14)The Central Cabinet:

- (a) In addition to the above mentioned nine members of the Board the Central Cabinet shall include two members appointed by president of each centre and board' sChairman.The editor of Jagruti Sandesh shall also be a member of Central Cabinet.
- (b) The Central Cabinet as constituted above shall have the authority to

co-opt at the most six members. Such co-opted members has to be the council members or former or present officer of any centre.

- (c) It is necessary for a member of the Central Board, and the Central Council of the Jain Jagruti Centre to be a member of any one centre. When he ceases to be a member of Jain Jagruti Centre, He shall automatically cease to be the member of Central Council or the Central Board.

FIRST STATUTORY MEETING AND ANNUAL GENERAL MEETING

- (15) The first statutory meeting of the Central Council was held on 30th Nov. 1981. The General Secretary of the Jain Jagruti Centre Central Board had called this meeting.

(16) ANNUAL GENERAL MEETING

The annual General meeting of the Central Council shall be held on or before 30th June every year. The following activities shall be taken up in this meeting.

- (a) The minutes of the last meeting shall be read over & Confirmed.
- (b) The Secretaries shall present the report of the Central Cabinet, which shall be read over & passed with majority after necessary changes.
- (c) The audited accounts of previous year shall be produced and accepted. An auditor would be appointed and his remuneration shall be fixed.
- (d) It shall held election to elect the officers of the Board and the members of the Cabinet every two years.
- (e) It shall undertake the task for which special notice has been issued.
- (f) Any other matter presented with the permission of the Chairman.

(17) EXTRA-ORDINARY GENERAL MEETING:

- (a) With the signature 25% members of general secretary councils or 100 members which ever is higher or if the chairman so likes then central council' s extraordinary general meeting can be called.
- (b) If necessary the Extra-ordinary General Meeting of the Central Council may be held any number of times.

: THE DURATION OF THE CENTRAL BOARD AND

- (3) To open and operate the Board' s Bank account in a nationalized Bank only.
- (4) To receive the subscription amount from every centre and wing.
- (5) To purchase, sell or take on hire on license basis any movable or immovable property.
- (6) To arrange for and manage every type of income, capital, property and fund.
- (7) To decide the method and rules of holding central council election and to appoint election commissioner.
- (8) To inform every centre about method of elections.
- (9) To form sub-committee, if necessary for fulfilling the aims and motives of the centre.
- (10) To frame by laws for achieving the centres motives harmoniously and carrying on the Board's work properly.
- (11) To provide charter to every recognized centre and wing.
- (12) In case any member misbehaves it shall instruct the concerned centre to cancel the membership of such member for smooth working of the Board Management. This shall be binding to the concerned centre. The centre shall fill the Vacancy created by the dismissal of such officer according to the constitution of the centre. In such cases the newly appointed officer shall remain in the office for the remaining part of the out-going officer's term.
- (13) To co-opt at the most Six members.
- (14) To decide every matters for which there is no provision in this constitution.

(23) POWERS OF THE CHAIRMAN

- (1) The chairman shall preside over each meeting of the Board, central council, and the central cabinet.
- (2) Each officer shall follow the advice of the chairman.
- (3) He shall give necessary advice to each centre, officers of the Board, and other workers so that centre works as per constitution.
- (4) Whenever the chairman attends a meeting of any centre. He shall be considered to be the chief guest of such meeting.
- (5) He shall advice other officers about the routine management of the Board.
- (6) Over and above the current expenditures he shall have power to spend

an amount limiting to Rs. 10000/- (Rs. Ten thousand only) for the activities and motives of the Board.

- (7) In case of a "Tie" he shall give his casting vote in any meeting.
- (8) In the absence of the chairman, the vice-chairman or in his absence the secretary General shall function as the chairman.
- (9) The advice given by the chairman shall be binding to all the centres.
- (10) OUTGOING CHAIRMAN : The out going chairman shall enjoy the right as a member of central council and cabinet. He shall be entitled to vote in any meeting.

(24) POWERS OF FOUNDER CHAIRMAN

- (a) According to the resolution of the central council dated 30-9-1984 shri Chimanlal S. Gosaliya has been unanimously appointed as the Founder chairman of the Board.
- (b) The Founder chairman shall be a permanent member of the central council and the central cabinet, as long as he remains a member of the Jain Jagruti Centre he shall enjoy the right of an elected member.

(25) POWERS OF VICE-CHAIRMAN

- (1) In the absence of the chairman he shall function as the chairman in the centre council and central cabinet.
- (2) He shall try to lower the burden of the chairman by co-operating with other officers in Board Management.

(26) THE POWERS AND DUTIES OF THE SECRETARY - GENERAL:

- (1) He shall enjoy rights and perform duties as mentioned below in section -27.
- (2) Shall tender necessary advice to the Secretaries.
- (3) Shall manage each Committee and Sub-Committees.
- (4) Shall keep a watch the work, management and programs of each Centre and if required he shall give necessary guidance.
- (5) If any Centre's management is not in accordance to the Constitution, or if it is contrary to the aims, motives and the interests of the Centre, he shall draw the chairman's attention immediately, and take necessary action.
- (6) Each Centre shall respect the advice and guidance given by the Secretary-General.

(27) THE POWERS AND DUTIES OF THE SECRETARY:

- (1) The Secretaries shall handle all the correspondence and management on behalf of central cabinet and central council.
- (2) Shall hold General Meeting of the Central Council and other General meeting whenever necessary.
- (3) Shall hold at least four Central Cabinet meeting in a year.
- (4) Shall present the report and the Audited accounts of the Central Cabinet, in the Annual General Meeting.
- (5) Over and above the present expenditure, he shall have a right to spend an amount up to a limit of Rs.10,000/- at a time.
- (6) As provided in the constitution, he shall call an extra-ordinary General Meeting with the instructions of the chairman, or on receiving a circular to the effect.
- (7) Shall perform duties decided by the central Council / Cabinet and the chairman from time to time.
- (8) Under advice of the chairman he shall appoint servants, relieve them and decide their salaries.
- (9) Shall publish the works and programs of the Central Cabinet and Council and the Centres.
- (10) Shall keep Minutes of each Meeting.
- (11) Usual Works which may be required to be done.

(28) THE RIGHTS AND DUTIES OF THE DEVELOPMENT-SECRETARY:

To Work for opening new centres, and to keep the central cabinet informed about each happening. To present the problems faced by any centre in central cabinet meeting.

(29) THE POWERS AND DUTIES OF THE TREASURER:

- (1) The Treasures shall be entitled to keep maximum Rs.10,000/- cash with him.
- (2) Shall pay amounts / salaries according to the vouchers approved by anyone of the chairman vice-chairman, secretary-general or three secretaries.
- (3) With the approval of the central cabinet he shall open accounts with Nationalized Bank or Banks. He shall operate the present Accounts or close them.
- (4) Shall maintain Accounts, Books of Accounts and vouchers, and shall get the Accounts audited.

(30) BANK ACCOUNTS:

The Bank Accounts shall be operated with the signature of anyone of the following i.e. The Chairman, Vice-chairman, Treasurer and anyone of Development Secretary, secretary-general and two secretaries. The above said two members should belong to Mumbai. Any six above mentioned officers can open the account and other investment shall also be done in same manner.

(31) NOTICE FOR MEETING:

- (1) 14 days notice shall be necessary for calling Annual general Meeting of the central council.

Any other extra ordinary general meeting of the central council may be called by giving 14 days notice.

In extraordinary circumstances, with the permission of the chairman, the meeting of the central council may be called by giving even less than seven days notice.

- (2) Generally, the meeting of the central cabinet shall be called by giving five days notice, But, in extra-ordinary circumstances it may be called at any time by giving a shorter notice, with the consent of the chairman.

(32) QUORUM:

- (1) Presence of 25 percent members shall be considered as quorum for the meeting of the central council.
- (2) For the central cabinet presence of 25 percent members shall be considered as Quorum.
- (3) If the meeting of the central council or the central cabinet is postponed for the need of Quorum, such meeting shall be held after half an hour at the same place, and in such a meeting Quorum shall not be necessary, and work according to the Agenda only shall be taken up.

- (33) During any meeting, in the absence of the chairman, the vice-chairman or in his absence the secretary general shall be appointed as the chairman and the work of the association shall be proceeded with.

- (34) The decisions taken by the central council or the central cabinet shall be binding to each and every centre.

- (35) Every centre shall co-operate with the secretary-general and other office bearers.
- (36) Every centre shall inform office-bearer of central board about the centres Administration, management and Programs.
- (37) According to decisions taken by the central cabinet from time to time, every Centre shall send information and explanation about all the matters, to the secretary-general or the secretaries.
- (38) RULES FORTHE ELECTIONS:
- (a) Cabinet Committee in its meeting shall decide election date, time and place and shall appoint two Election Commissioners and may hold elections. The Election Commissioner shall be debarred from any type of candidature or voting. On his appointment as an Election Commissioners, the Commissioner shall do all the work concerning Elections. The person to be appointed as Election Commissioner should either be an former officer of central board or officer of central board or centre
 - (b) The declaration of Elections shall be made at least 14 days in advance.
 - (c) A circular regarding Elections shall be sent to each council member.
 - (d) Elections shall be held by a secret ballot.
 - (e) A person contesting elections should not to be indebted to the Centre, Central board, Trust. His subscription also should not be unpaid.
 - (f) If, according to the rules and regulations the applications form of a candidate becomes void, the Election Commissioner shall state reasons if necessary.
 - (g) The list of candidates contesting elections shall be declared at least five days in advance.
 - (h) On the declaration of the list of elected members, a new Working Committee shall be formed and it shall start functioning within 10 days. And within Ten days the old Working Committee shall handover complete possession.
 - (i) Elections shall be held every two years. But for any valid reasons , has to be held in the middle of a term, then a written permission of the Central council shall be compulsory.

(39) Any centre.

- (1) Which do not accept the decisions or the suggestions of the central council, central cabinet or the chairman, or behaves contrary to its purpose or aim., or does anything against the rules, then the working committee of such centre shall be held wholly responsible for it. The central cabinet may de-recognize any centre if it does anything that is disadvantageous or harmful to the welfare of the centre, the permission to use the name and stamp of Jain Jagruti centre shall be with any centre, which has been de-recognized. shall be forbidden from using the name or stamp of Jain Jagruti centre or shall not be allowed to make any deal in that name.
- (2) Which Fail to give any program or any type of a get-together/ program for the members, for four months continuously without the written permission of the central Board, then such centre shall be debarred from contesting elections of the central council or the central Board for one full year. it shall be entitled to attend the proceedings of the meeting, but shall not have voting rights.
- (3) Shall not be allowed to start a charitable Trust apart from the ones in existence at present, without the written permission of the central Board.
- (4) In case, any centre is forced to hold a mid term Election during the Two-year session, then the newly elected committee term shall be for the remaining part of the two years session only, so that the duration of such centre coincides with the other center. Written permission of the central Board is necessary for holding mid-term elections.
- (5) If the Central Board receives any information about anything improper or unconstitutional happenings in a centre, the central Board shall take the needful/necessary decision after looking into the pros and cons, and may dismiss the working committee of such centre. The person in charge of the dismissed working committee shall settle the accounts with the centre within seven days, and surrender the remaining balance amount, Minutes book and other literature to the Central Board, till a new committee is elected, or shall work Central Board.

(40) In case of emergencies, each centre shall call extra-ordinary special general meeting as and when advised by the central Board. The decision shall be binding to the centre' s working committee.

- (41) Any member who remains absent without any justified reason, from three successive meetings of the central Board and/or two meetings of the council, shall automatically lose his membership for the rest of the term. However, this rule is not applicable to the Founder Chairman and the outgoing Chairman (immediate Ex-chairman)
- (42) A person shall be entitled to be a member of the working committee of only one Centre of the Jain Jagruti Centre.
- (43) Once a nomination is made by the central council and the central cabinet, the nomination will not be changed for the whole term. If a member dies or his membership of Jain Jagruti Centre comes to an end or becomes void or if he suffers from any serious illness, only in such circumstances the central Board will consider about nominating some other member.
- (44) In order to make any amendments in this Constitution.
- (1) It shall be necessary to issue a 14 days notice to the effect.
 - (2) The amendment shall be carried out with 2/3 majority of the members present during the central council meeting.
 - (3) Quorum is inevitable in such meeting. If the meeting is adjourned for want of Quorum, then such meeting shall be held after half an hour at the same time, at the venue decided thereafter. In such meeting Quorum will not be necessary, and work according to the Agenda shall be taken up.

This Constitution shall come into force from 1st January, 2004