



மலேசிய இந்துதர்ம மாமன்றம்  
**MALAYSIA HINDHUDHARMA MAAMANDRAM**  
(PPM-003-10-07051982)

# சட்டதிட்டம் **CONSTITUTION**

PERTUBUHAN HINDHUDHARMA MALAYSIA  
(MALAYSIA HINDHUDHARMA MAAMANDRAM)

*Approved by Registry of Societies on 03-10-2022*

## CLAUSE 1 NAME

- (1) The Association shall be known as

**PERTUBUHAN HINDHUDHARMA MALAYSIA (MALAYSIA HINDHUDHARMA MAAMANDRAM)**

Hereinafter referred to as "**the Association**".

(2) Meaning of name: **A Spiritual Platform Which Disseminates Philosophies And Tenets Of Divine Principles And Provide Guidance For The Hindu Community In Malaysia (hereinafter Referred To As The Maamandram).**

- (3) Level : **Kebangsaan**

## CLAUSE 2 ADDRESS

1. The registered address is

**NO. 61-2A, TINGKAT 2, PEARL COURT, JALAN THAMBY ABDULLAH, BRICKFIELDS, 50470 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR.  
50470 BRICKFIELDS  
WILAYAH PERSEKUTUAN KUALA LUMPUR**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**NO. 61-2A, TINGKAT 2, PEARL COURT, JALAN THAMBY ABDULLAH, BRICKFIELDS, 50470 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR.  
50470 BRICKFIELDS  
WILAYAH PERSEKUTUAN KUALA LUMPUR**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

## CLAUSE 3 AIMS AND OBJECTIVES

- 3.1. The aims of Maamandram are:

To provide Hindus with adequate knowledge (Arivu) on Hindhu Dharma (Aram) and guide them to kindle the flame of love (Anbu) and beauty (Azhagu) within them self to purify the inner-self through practice of the four virtues and attain the fifth virtue divine Grace (Arul), which in turn promotes spiritual awakening and inheriting higher degree of Universal Values in the spirit of Rukunegara which emphasizes Belief in God, Loyalty to King and Country, Supremacy of Constitution, CLAUSE of Law, Good behavior and Morality.

## 3.2 The Objectives Of Maamandram Are:

3.2.1. To organize and conduct the Spiritual Development programs such as listed below:

3.2.1.1 Prayers, worship, moral and ethical classes, recitation of religious hymns athome and temples upon written requisition of the temples concerned.

3.2.1.2 Spiritual retreats, group prayer meetings, Special Prayers, Worship, Religious Festivals.

3.2.1.3 Guru Pooja for Saints and Sages.

3.2.1.4 Exhibitions, Documentary Film Shows.

3.2.1.4 Issue of handbills, magazines

3.2.1.5 Religious and Cultural Tours.

3.2.1.6 Discourses, Public Talks, Public Meetings, provided with prior approval of the competent authority.

3.2.1.7 Religious, Fine Arts, Cultural Programs and Competitions.

3.2.1.8 Discussion Groups, Seminars & Conferences.

3.2.2. To advice and provide services to temples as listed below:

3.2.2.1 Upon written requisition from temples to provide advice and services to the temple and devotees in "Charya" and "Kriya" forms of worship according to the Agamas.

3.2.2.2 Provide advisory services for festivals and special poojas in accordance with agamic rites in a devotional, traditional and rewarding manner.

3.2.2.3 Provide advisory services in "prathishta" (installation) of "Vigrahas", and "Chakras", and all other related matters to complete the temple "tirupani" (works) in accordance with the Agamas.

3.2.2.4 Provide advisory services and assist those requesting to obtain "Vigrahas", "Chakras" and all items required for the conduct of temple poojas.

3.2.2.5 Provide advisory services in the "Kumbabisheham" (Consecration) and "Mandalabisheka" (Special Poojas) to be conducted as per Agamic Rites.

3.2.2.6 Provide training courses and award certificates to "Aarchayaars" (Priests) to enable temple poojas to be conducted as prescribed in the Agamas.

3.2.3 to organize and conduct the Sthothra Recital programs such as listed below:

3.2.3.1 Draw up a syllabus for the proper recitation of Sthothras and implement it; conduct, organize training classes.

3.2.3.2 Organize other programs for the proper recitation and propagation of Sthothras.

3.2.3.3 Conduct courses and provide training in the proper recitation of Sthothras to assist those interested to enable them to conduct classes and service in temples.

3.2.3.4 Organize annual Sthothra Recital competition (Panniru Thirumurai Paarayana Peruvizha)

3.2.4 To organize and conduct the Religious Education Programs Such as Listed Below:

3.2.4.1 Organize, conduct basic, intermediate and advance level Hindu Religious Course to impart the knowledge of the Vedas, Agamas, Hindu Shastras, Philosophy and Tenets of Hinduism in a manner which shall instill Godliness, Moral Values and Religious Truths in the hearts and minds of the Hindus.

3.2.4.2 Provide training, guidance and assistance to the religious teachers with a standard Religious Education Syllabus, guidebooks, modules, required textbooks for students and other teaching resources and aids to enable Hindu religious education to be imparted systematically and successfully.

3.2.4.3 Develop online distance learning and training platforms to conduct basic, intermediate, advance level Hindu Religious Courses based on the standard syllabus of Maamandram.

3.2.4.4 Conduct normal and online Hindu religious courses, assessments, examinations, award certificates for qualified Hindu religious students and teachers.

3.2.4.5 Establish Hindu Academy/ College/ University College/ University to provide Hindu Religious Education.

3.2.5 To organize and conduct the Social Welfare programs such as listed below:

3.2.5.1 Distribute clothing, food parcels and other items to cater for the welfare and needs of those at Orphanages and Old Folks and Welfare Homes; conduct spiritual talks.

3.2.5.2 Make efforts to instill spirituality to Hindus in Prisons and Reform Schools to enable them to change their way of life

3.2.5.3 Arrange for unclaimed bodies to be cremated/buried as per Hindu religious rites.

3.2.5.4 Conduct/arrange for funeral rites and special prayers/condolence meetings.

3.2.5.5 Arrange for voluntary donation of a handful of rice daily and once a month arrange to collect and distribute either as rice or through temples as cooked rice as offering.

3.2.5.6 Donate uniforms and books to poor students.

3.2.5.7 Conduct classes to enable students to pass the required examinations and uplift their standard of education.

3.2.5.8 Establish a Scholarship Fund and grant scholarships to poor students.

3.2.5.9 Provide medical assistance to the poor.

3.2.5.10 If given opportunities, carry out relief work.

3.2.5.11 Study social welfare projects, if opportunities permit and depending on availability of resources, either singularly or jointly with organizations which are participating in Government (sponsored) projects to uplift the society.

3.2.6 To organize and conduct the Cultural Programs such as listed below:

3.2.6.1 Conduct training classes for music, dances, fine arts, dramas and other spiritual activities.

3.2.6.2 Train teachers to conduct classes for music, dances, fine arts, dramas and other cultural activities.

- 3.2.6.3 Organize music recitals, dances and dramas and other cultural programs.
- 3.2.6.4 Organize cultural contests and issue certificates for music, dances, drama and other activities of a similar nature.
- 3.2.6.5 Organize exhibitions, seminars and cultural programs to promote culture and religion.
- 3.2.6.6 Assist in the development of a National Culture.

3.2.7 To publish Printed materials and to produce Electronic Media programs such as listed below:

3.2.7.1 Print, publish, sell or distribute research CLAUSES, magazines, books, journals, periodicals, pamphlets and leaflets to teach and expound the Hindu Philosophy, Tenets and Dharma as revealed in the Vedas, Agamas and Dharma Shastras.

3.2.7.2 Establish, acquire, manage and maintain libraries to provide books for reading, study and research on subjects basically pertaining to the Aims and Objectives of the Maamandram as well as other books which will generally uplift the wellbeing of the public.

3.2.7.3 Produce and sell cultural and religious based electronic materials to teach and expound the Hindu Philosophy, Tenets and Dharma as revealed in the Vedas, Agamas and Dharma Shastras.

3.2.7.4 Publish the official organ of the Maamandram "HINDU DHARMA" for the achievement of the Aims and Objectives, dissemination of news on religious, social and cultural matters related to the Hindu Society, promotion of spiritual fraternity amongst Hindus and to expound Hindu Dharma.

3.2.8 To organize and conduct the Yogasana programs, and all other related programs such as listed below:

3.2.8.1 Promote and conduct yogasana classes, programs and events for those desiring to learn the art of yogasana for spiritual development and good health.

3.2.8.2 Conduct Yogasana courses to train Yogasana teachers.

3.2.8.3 To promote and conduct traditional medical, wellness programs, courses and events.

## **CLAUSE 4 MEMBERSHIP**

4.1 The types of Memberships of Maamandram:

4.1.1 Ordinary Member

All Malaysian Hindus of at least 18 years of age who subscribe to the Motto, Aims and Objectives of the Maamandram and agreed to abide by the Constitution, Regulations, By Laws of Maamandram and applied to be an Ordinary member.

4.1.2 Associate Member

All legally instituted Hindu Temples and Religious Organizations/Associations/Ashrams who subscribe to the Motto, Aims and Objectives of the Maamandram can apply to become associate member as specified in CLAUSE 6.2.3.

#### 4.1.3 Honorary Member

Sanyasis, Sadhus and any others whom the National Council may consider fit.

#### 4.1.4 Life Member

4.1.4.1 All Malaysian Hindus of at least 18 years of age who subscribe to the Motto, Aims and Objectives of the Maamandram and agreed to be abide by the Constitution, Regulations, By Laws of Maamandram and applied to be a Life member either through a registered branch or directly registered with the headquarters.

4.1.4.2 A life membership is transferable to any registered branch upon request of the member and approval of the National Council.

4.1.4.3 A life membership registered directly with headquarters is transferable to any registered branch upon request of the member and acceptance by the Branch concern with approval of the National Council.

#### 4.1.5 Donor Life Member

All Malaysian Hindus of at least 18 years of age who subscribe to the Motto, Aims and Objectives of the Maamandram and agreed to be abide by the Constitution, Regulations, By Laws of Maamandram and applied to be a Donor Life member who pays the amount specified in CLAUSE 6.2.6.

#### 4.1.6 Adolescent Member

All Malaysians children age between 13-17 years who subscribe to the Motto, Aims and Objectives of the Maamandram and agree to the CLAUSES and Regulations can apply for ad-hoc membership in the DHARMA PUTRA and DHARMA PUTRI of the Maamandram.

#### 4.2 Application for Membership

This shall be made on prescribed forms issued in hard copy or electronically by the National Headquarters and shall be duly proposed by a member in benefit and shall be seconded by another member in benefit and submitted together with entrance fees and applicable subscriptions for approval by the National Council.

#### 4.3 Acceptance

Only after acceptance by the National Council shall an applicant deemed to be a member of the Maamandram. However, the National Council reserves the right to accept or reject any application, and it cannot be called upon to disclose the reasons for its decision.

#### 4.4 Rights and Privileges of Members:

##### 4.4.1 Ordinary and Life Member

4.4.1.1 Ordinary and Life Member through a branch is entitled to vote in any meeting and hold office at branch/state/national council or any committee at all levels.

4.4.1.2 A Life Member registered through headquarters is not entitle to vote in any meeting and hold office at branch/state/national council or any committee at all levels.

4.4.1.3 The member shall enjoy all other privileges.



#### 4.4.2 Associate Member

Enjoy all privileges except voting in meetings and holding office at branch/state/national council or any committee at all levels.

#### 4.4.3 Honorary Member

Enjoy all privileges except voting in meetings and holding office at branch/state/national council or any committee at all levels.

#### 4.4.4 Donor Life Member

4.4.4.1 Donor Life Member is not entitled to vote in any meeting and hold office at branch/state/national council or any committee at all levels.

4.4.4.2 The member shall enjoy all other privileges.

#### 4.4.5 Adolescent Member

4.4.5.1 Dharma Putra and Dharma Putri is not entitled to vote in any meeting and hold office at branch/state/national council or any committee at all levels.

4.4.5.2 Entitled to function as ad-hoc committee member at youth wing level and enjoy all other privileges.

### **CLAUSE 5 RESIGNATION & TERMINATION**

#### **5.1 Resignation.**

A member may resign from the Maamandram when the written resignation letter submitted by the member through the branch or direct to the Honorary National General Secretary has been accepted by the National Council.

#### **5.2 Non-Payment of Subscription.**

All those members who have not paid their subscriptions by 31 March of the current year or by the date of the Annual General Meeting of the Branch, whichever is earlier shall be a member in default. Such members shall not be privileged to vote or hold office at Branch Management Committee or State Branch (State Council) or National Council.

#### **5.3 Renewal of Membership.**

Those whose membership ceased automatically by default (as described in 5.2), may renew their membership on terms and conditions as decided by the National Council from time to time.

#### **5.4 Suspension or Expulsion of Membership.**

If in the opinion of the National Council, the conduct, speech, action or behavior of any member may bring about any kind loss or likely to be detrimental to the image and achievement of the aims and objectives of the Maamandram, the member can be suspended or expelled from the Maamandram by the National Council.

5.5 The National Council shall notify the suspension or expulsion of a member with reasons stated in written. A suspended or expelled member shall be given opportunity to defend himself/herself by appealing with acceptable reasons for the conduct, speech, action or behavior which brought about any kind loss or likely to be detrimental to the image and achievement of the aims and objectives of the Maamandram. However, the National Council reserves the right to accept or reject any of such appeal.

5.6 An expelled member may apply for membership after one (1) year.

## CLAUSE 6 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

### 6.1 Entrance Fees:

RM 2.00 (Ringgit Malaysia Two only) is to be paid once only as entrance fees for a new Ordinary/Life/Direct Life Member/Associate/Donor Member.

### 6.2 Subscriptions

#### 6.2.1 Ordinary Member

Ringgit Malaysia Two only (RM 2.00) is to be paid annually or as decided from time to time by the National Annual Delegates' Conference.

6.2.2 **Associate Member:** One payment of Ringgit Malaysia One Hundred (RM100.00) only upon joining.

#### 6.2.3 Honorary Member:

Exempted from all subscriptions and entrance fee.

6.2.4 **Life Member:** One payment of Ringgit Malaysia Ten only (RM 10.00) upon joining.

6.2.5 **Donor Life Member:** One payment of not less than Ringgit Malaysia Thousand (RM 1,000.00) upon joining.

6.2.6 **Adolescent Member (Ahli Remaja):** Exempted from all subscriptions and entrance fee.

### 6.3 Payment of Subscriptions.

All annual subscriptions must be paid by 31st March of the current year or by the date of the General Meeting of the Branch, whichever is earlier. Subscriptions may be paid by new members in any month of a year. However, the subscription of the new member will be deemed to be subscriptions for that particular year in which it is paid.

6.4 Donations, Government Funding and contributions from community Maamandram as a Non-Governmental Organization (NGO), which is very much committed to serve the community in Malaysia, generally operates on subscriptions contributed by its members and donations from the members, well-wishers and general public which are acknowledged with official receipts.

6.4.1 Government funding will be sought after for special projects that benefits the community locally and nationwide.

6.4.2 Special Fund-Raising Programs will be organized from time to time to collect additional funds to substantiate the shortage in operating cost of Maamandram.

### 6.5 Funds Collected Through Economic Activities

National Sub-Committees, State Branches (State Councils) and Branches with the approval of National Council shall raise funds through economic activities which are strictly confined to Spiritual Development, Religious Education and Social Welfare in a manner of which is not to be detrimental to the image and achievement of the aims and objectives of the Maamandram.



## CLAUSE 7 DELEGATES MEETING

### CLAUSE 7.0 NATIONAL ANNUAL DELEGATES' CONFERENCE

7.1 The National Annual Delegates' Conference shall be held on or before 30th of June, each year. However, the National Council may extend the date of the National Annual Delegates' Conference for a period not more than three (3) months due to unforeseen circumstances.

7.2 Notice of National Annual Delegates' Conference.

The notice of National Annual Delegates' Conference, a copy of the minutes of the previous National Annual Delegates' Conference and a copy of the approved audited annual Statement of Accounts by the National Council shall be sent to all Branches fourteen (14) days before the National Annual Delegates' Conference to their respective Registered address and/or electronic address as provided.

7.3 The following shall be the Agenda of the National Annual Delegates' Conference:

- i) Prayers.
- ii) Welcome Address.
- iii) Address by the President.
- iv) Special Address (if any).
- v) Adoption of the minutes of the last National Annual Delegates' Conference and matters arising there from.
- vi) Submission and receiving of the Annual Report.
- vii) Adoption of the audited Annual Statement of Accounts and Balance Sheet.
- viii) Election/Appointment of Office Bearers for the National Council (once in every three years).
- ix) Appointment of Auditors
- x) Discussion on matters raised by members submitted seven (7) days before the National Annual Delegates' Conference to the National Honorary General Secretary.
- xi) Discussion on Resolutions adopted at Branch Management Committee Meeting which have been submitted to the Honorary General Secretary seven (7) days before the National Annual Delegates' Conference
- xii) General
- xiii) Prayers.

7.4 Entitlement and Privileges of Delegates.

7.4.1 Each branch shall be entitled to elect three (3) delegates for the first fifty (50) members in benefit and one additional delegate for every additional twenty (20) members in benefit or part thereof that the total shall not exceed five (5) delegates.

7.4.2 All members of the National Council shall be deemed to be delegates and are entitled to attend and vote.

7.4.3 Attendances of the delegates from branches in benefit and National Council Members in benefit at the National Annual Delegates' Conference is compulsory.

7.4.4 Branches which has not held their Annual General Meeting and have not submitted / updated the Annual Report, the annual Accounts and the relevant information / documents to the Registrar of Societies within sixty (60) days after completion of the Annual General Meeting of the Branch are deemed not to be in benefit and are only allowed to be represented as observers not more than five (5) members each, who are in benefit and not allowed to vote or voice in the National Annual Delegates' Conference.

7.5 Method of Voting.

The method of voting for the election of the National Council be it by show of hands or by secret ballot as decided by the delegates. On all other matters voting shall be done by show of hands.

7.6 Quorum.

The quorum for the Annual National Delegates' Conference shall be 50 percent (50%) of the total number of delegates from Branches in benefit and 50 percent (50%) of the current National Council members. If the quorum is not available within half an hour ( $\frac{1}{2}$  hour), the meeting shall be adjourned and held within one (1) month later at a place, as decided by the Executive Committee. Notice of the adjourned meeting shall be given to the Branches who shall notify their respective delegates.

7.7. Adjourned Meeting. If a quorum is not present for the adjourned National Annual Delegates' Conference held under CLAUSE 7.6, the members present shall have powers to proceed with the business of the day but they shall not have powers to alter the Constitution of the Maamandram.

7.8 Chairman of Meeting.

The President of the Maamandram shall preside upon all National Annual Delegates' Conference. If due to unavoidable reasons the President is not present,  
the delegates shall elect the Deputy President or one of the Vice Presidents presents, to be the Chairman.

7.9 Voting Process/Special Vote. All those voting shall be present and cast their vote. Each delegate present is entitled to one vote. The Chairman of the National Annual Delegates' Conference shall have a casting vote.

7.10 Decisions of the Meeting.

The decisions of the Annual National Delegates' Conference shall be binding on all members.

7.11 Extraordinary National Delegates' Conference.

7.11.1. The National Honorary General Secretary shall convene an Extraordinary National Delegates' Conference under the following circumstances:

7.11.1.1 On the instruction of the President.

7.11.1.2 On the instruction of the National Council.

7.11.1.3 Upon the request of ten (10) branches in benefit (as not in CLAUSE 7.4.4) who have written to the National Council, to convene such meeting giving reasons for such a request which shall be approved by the respective Branch management committees, and shall be signed by the chairman, secretary and the treasurer of the branches concerned. The National Council shall convene the said meeting within thirty (30) days from the date of receipt of the requisition.

7.11.1.4 The National Honorary General Secretary shall give fifteen (15) days' notice to all branches for such meetings.

7.11.1.5 The Extra-Ordinary National Delegates' Conference shall only consider the matter for which it was specifically convened.

7.11.1.6 The quorum for the National Ordinary Delegates' Conference (CLAUSE 7.6) shall apply to these meetings.

#### 7.11.2 Adjournment or Cancellation

7.11.2.1 If a quorum is not present for the meetings stated in the CLAUSE 7.11.1.1 & 7.11.1.2, shall be adjourned for half an hour. If the quorum is still not available after half an hour the meeting called the members present shall have powers to proceed with the business of the day.

7.11.2.2 If there is no quorum present for the meeting stated in CLAUSE 7.11.1.3 shall be adjourned for half an hour. If the quorum is still not available after half an hour the meeting called at the request of branches shall be cancelled. The branches are not entitled to request for another meeting for the next six (6) months from the date of cancellation.

## CLAUSE 8 **CENTRAL COMMITTEE**

### CLAUSE 8.0 NATIONAL COUNCIL

8.1 The National Council shall comprise of twenty-seven (27) members as follows:

- 8.1.1 President.
- 8.1.2 Deputy President.
- 8.1.3 Four (4) Vice Presidents.
- 8.1.4 Honorary General Secretary.
- 8.1.5 Two (2) Honorary Assistant General Secretaries.
- 8.1.6 Honorary General Treasurer.
- 8.1.7 Honorary Assistant General Treasurer.
- 8.1.8 Sixteen (16) Ordinary National Council members

8.2 Qualifications for National Council Members.

8.2.1 All members of the National Council shall be Malaysian Citizens who is not an undischarged bankrupt or convicted.

8.2.2 All ordinary, life, direct life member and donor members registered through branches can be elected/ appointed to the National Council.

### 8.3 Establishment of the National Council.

National Council shall be established triennially at the National Annual Delegates' Conference as follows:

#### **8.3.1 Elected at the National Annual Delegates' Conference.**

8.3.1.1 President (Will be elected by the National Council of Eminent People as specified in CLAUSE 24.5.4 & 24.5.6)

8.3.1.2 Deputy President (Will be elected by the National Council of Eminent Peoples as specified in CLAUSE 24.5.4 & 24.5.6)

8.3.1.3 Three (3) Vice Presidents.

8.3.1.4 Twelve (12) Ordinary National Council Members.

#### **8.3.2 Appointed by The President.**

8.3.2.1 One (1) Vice President.

8.3.2.2 National Honorary General Secretary.

8.3.2.3 National Honorary General Treasurer.

8.3.2.4 Two (2) Honorary National Assistant General Secretaries.

8.3.2.5 Honorary National Assistant General Treasurer.

8.3.2.6 Four (4) Ordinary National Council Members.

#### **8.3.3 Election / Appointment to the National Council.**

8.3.3.1 Nomination for the post of President and Deputy President of the National Council shall be proposed and approved at a properly constituted Branch Management Committee Meeting and to be sent to the National Council of Eminent People not later than thirty (30) days before the triennial election.

8.3.3.2 Nominations for the election of other office bearers to the National Council as per CLAUSE 8.3.1.3 and 8.3.1.4 shall be proposed at a properly constituted Branch Management Committee Meeting and sent to the Election Committee together with the consent of the nominees not later than thirty (30) days before the National Annual Delegates Conference in the year of election.

8.3.3.3 An Election Committee comprising a Chairman and two (2) members shall be appointed by the National Council as and when necessary.

#### **8.4 The function of the Election Committee shall be:**

8.4.1 To call for nominations.

8.4.2 To receive the chosen names for the post of the National President and National Deputy President from the National Council of Eminent People not later than seven (7) days from the date of triennial election of National Council.

8.4.3 To receive nominations from Branches on prescribed form issued by the Election Committee and the consent from the nominated candidates.

8.4.4 Compile a final list of nominated candidates and conduct elections as provided in CLAUSE 8.3.1.3 and 8.3.1.4 in the Constitution.

## 8.5 Resignation, Removal, Replacement of a member of National Council

The members of the National Council shall resign, vacate or can be removed in the following manner:

8.5.1 Tender resignation in writing at their own free will.

8.5.2 Vacated upon death or medically unfit.

8.5.3 On becoming lunatic or of unsound mind which renders the person incapable of discharging the duties of a National Council Member.

8.5.4 On being away abroad for over a period of one year without informing the National Council.

8.5.5 On being declared a bankrupt, convicted by a court of law or blacklisted by Registrar of Societies.

8.5.6 A National Council Member found guilty of misconduct shall be removed by the National Council as proposed by the National Disciplinary Committee.

8.5.7 Any casual vacancy in the National Council shall be filled at the National Council Meeting.

8.5.8 The President shall have powers to appoint a National Council Member, to fill the casual vacancy, at the National Council Meeting who shall hold office from the date of appointment until the term of National Council expires.

## CLAUSE 9 DUTIES OF OFFICE - BEARERS

### CLAUSE 9.0 DUTIES, RESPONSIBILITIES AND POWER VESTED ON THE NATIONAL COUNCIL.

9.1. The National Council shall have powers to carry out the following:

9.1.1 Appointment of National Sub-Committees and forming of the State Branches (State Councils).

9.1.2 Cooption of members to the National Council as required for the achievement of the Aims and Objectives of the Maamandram. Such members shall have voting rights.

9.1.3 To build, purchase, dispose land, buildings, temples, monasteries, ashrams, holy shrines, prayer halls, places of final rites, burial grounds, crematoriums and maintain for the administration of the organization and carrying out of the activities in accordance with the aims and objectives of the Maamandram.

9.1.4 To purchase, take on lease, or in exchange hire or otherwise acquire movable or immovable properties and other rights or privileges.

9.1.5 To manage, develop, sell, lease, mortgage, dispose of turn to account or otherwise deal with all or part of the property of the Maamandram without loss to the Maamandram.

9.1.6 Accept any gift or property whether subject to special trusts or conditions on such terms as the National Council may deem fit must be registered under the name of Malaysia Hindhudharma Maamandram.

9.1.7 Take such steps by personal or written appeals, public meetings or activities which will not affect the image of the Maamandram, to procure contributions to the funds of the Maamandram in the form of donations, subscriptions or otherwise.

9.1.8 Borrow or raise money through loans.

9.1.9 To undertake and execute any trust board, accept and manage orphanages, old folk homes and temples not cared for, which may be conducive for the promotion of the Aims and Objectives of the Maamandram.

9.1.10 To establish a cooperative society, trust board or foundation which is conducive for the promotion of the Aims and Objectives of the Maamandram and to provide financial aids for spiritual development and welfare services.

9.1.11 Establish and provide guidance to Branches and State Branches (State Councils) to carry out activities in line with Aims and Objectives of Maamandram.

9.1.12 Execute the power to Suspend and/or dissolve Branches and State Branches (State Councils) which are detrimental to the image and achievement of the Aims and Objectives of Maamandram.

9.1.13 Delegate its powers to the National sub-committees and the President.

9.1.14 Special Activities.

Besides carrying out the activities outlined in the CLAUSES for the achievement of the aims and objectives, the National Council can deal with matters not specifically provided for in these CLAUSES, provided the action does not contravene the CLAUSES of the Maamandram and is carried out with the interests of the Maamandram in mind.

## 9.2. Meeting of the National Council

9.2.1 The National Council can meet as often as necessary but it shall meet once in every three (3) months to transact business of the Maamandram.

9.2.2 The quorum for the National Council meeting shall be 50 percent (50%) of the total number of the current National Council members. If the quorum is not available within half an hour ( $\frac{1}{2}$  hour), the meeting shall be adjourned and held within one (1) month later at a place, as decided by the National Executive Committee. Notice of the adjourned meeting shall be given to the National Council members.

9.2.3 The Honorary General Secretary shall convene the meeting on the instructions of the President. The notice showing the date, time, place of meeting and the agenda shall be sent to all National Council members fourteen days (14) before the meeting via post or electronic means.

9.2.4 If there are unavoidable reasons, the Secretary may convene, on the instructions of the President, the National Council meeting giving shorter notice with the consent of 90% of the members.

9.2.5 All National Council members shall attend the National Council meetings. If any member fails to attend three consecutive National Council meetings without valid reason, the member may be dismissed from the Council.

9.2.6 All National Council Members shall notify prior to the meeting to the Honorary National General Secretary or the President of their unavailability to attend.

## 9.3 National President

The duties and responsibilities of the National President shall be :

9.3.1 Guide the Maamandram, plan and carry out projects, supervise the activities, steer the National Council on the path of achievement of the aims and objectives for which the Maamandram was established.

9.3.2 Preside over the National Council Meetings, National Annual Delegate Conference(s) and conduct the meetings/conferences beneficially in an orderly and proper manner as per the CLAUSES.



- 9.3.3 Have a casting vote at all meetings/ conferences.
- 9.3.4 Appointment of National Sub-Committees and State Branches (State Councils)
- 9.3.5 Shall be the Chairman of all National sub-committees
- 9.3.6 Appoint secretaries for all sub-committees established under Clause 9.1.1.
- 9.3.7 Sign cheques and authorize online banking transactions
- 9.3.8 Nominate, for appointment by the National Council, all paid staff/workers as deemed necessary, to ensure the smooth administration of the Maamandram.
- 9.3.9 Take appropriate action as necessary, to ensure for the development of the Maamandram and achievement of its Aims and Objectives.
- 9.3.10 Make all official announcements ; empower others to make such announcements.
- 9.3.11 The decision of the President shall be final in all matters relating to the affairs of the Maamandram.

#### 9.4 Deputy President.

- 9.4.1 Presides over National Council Meetings, National Delegates Conference and conduct the meetings / conferences in the absence of the President.
- 9.4.2 Carry out the duties assigned by the President and/or the National Council.
- 9.4.3 Assist the President in carrying out his duties.
- 9.4.4 Assist in the administration of the Maamandram.

#### 9.5 Vice President

- 9.5.1 Carry out efficiently the duties and functions as assigned by the President from time to time.

#### 9.6 Honorary National General Secretary.

- 9.6.1 The Honorary National General Secretary shall be the Administrative Executive Officer of the Maamandram.
- 9.6.2 Carry out official correspondence as instructed by the President and the National Council.
- 9.6.3 Record the minutes of all meetings and Annual Delegates' Conference(s). The records shall be kept in the form of Soft and Hard Copy for at least seven (7) years from the date of the meeting(s).
- 9.6.4 Maintain all records and official documents of the Maamandram in an efficient manner under proper security.
- 9.6.5 Convene National Executive Council, National Council, National Annual Delegates Conference(s), Extra Ordinary General Meeting and Special Meetings as directed by the President.
- 9.6.6 Prepare and submit the Annual Report at the National Annual Delegates' Conference.
- 9.6.7 Submit / update Annual Report, Accounts and the relevant documents to the Registrar of Societies within 60 days or as approved by the Registrar of Societies after completion of the National Annual Delegate Conference.
- 9.6.8 Be a member of all National Sub-Committees.
- 9.6.9 Allot and supervise the tasks and functions of the administrative staff(s).
- 9.6.10 Function as the Liaison Officer for all Branches and State Branches (State Councils).
- 9.6.11 Maintain a proper membership register of the members consisting of details such as name, national registered identity card number, date of birth, place of birth, occupation, address of employer, residential address, contact number and email address.

## 9.7 Honorary National Assistant General Secretaries.

9.7.1 Carry out the duties assigned by the Hon. National Gen. Secretary and assist him/her in carrying out his/her duties. In the absence of the Hon. National Gen. Secretary, act as the Hon. National Gen. Secretary as directed by the President.

## 9.8 Honorary National Treasurer.

9.8.1 The Honorary National Treasurer shall be the Financial Officer of the Maamandram.

9.8.2 Prepare and submit the Budget for the Maamandram to the National Council for approval after which, be responsible for the scrutiny and approval of all financial matters of the National Council and sub-committees based on the approved budget. The Treasurer must also prepare and submit the monthly statement of Income and Expenditure to the National Council.

9.8.3 Collect, receive subscriptions, donations and all monies and deposit in a bank account in the name of the Maamandram.

9.8.4 Prepare and sign cheques. Create and administer online banking transactions.

9.8.5 Certify all bills/invoices/vouchers of Expenditure and payment, pay all bills of the Maamandram.

9.8.6 Maintain and keep under proper custody in a secure manner all Receipt Books, Cheque Books, Payment Vouchers, Financial Documents and related books.

9.8.7 Prepare and submit the Accounts to the Auditors (Chartered Accountants) as instructed by the National Council. Lay, receive and adopt the Audited Financial Statements at the National Annual Delegates Conference upon approval of the National Council.

9.8.8 The Audited Financial Statement which has been approved by the National Council shall be made available to the Hon. National Gen. Secretary to be sent to all Branches thirty (30) days before the National Annual Delegates' Conference.

9.8.9 Maintain an Inventory of all stocks, assets and property of the Maamandram and keep it under safe custody as directed by the National Council.

9.8.10 Assume the appointment of the Secretary for the Financial Sub-Committee of the Maamandram.

9.8.10 Be a member of all sub-committees

## 9.9 Honorary National Assistant Treasurer.

9.9.1 Carry out efficiently all tasks and functions assigned by the Honorary National Treasurer and assist the Treasurer in carrying out the duties. In the absence of the Honorary National Treasurer act as the Honorary National Treasurer as directed by the President.

## 9.10 Ordinary National Council Members.

9.10.1 Attend all National Council meetings without fail.

9.10.2 Carry out the duties assigned either by the President or the National Council wholeheartedly and in a successful manner.

9.10.3 Prepare and submit reports of the sub-committees and designated portfolios during the quarterly National Council Meeting.

9.10.4 Give the fullest co-operation and unreserved work contribution for the success of the National Council Meeting and all activities of the Maamandram.

## 9.11 National Executive Committee.

The following office bearers of the National Council shall form the National Executive Committee:

- 9.11.1 President.
- 9.11.2 Deputy President.
- 9.11.3 Two (2) Vice Presidents.
- 9.11.4 Honorary National General Secretary.
- 9.11.5 Two (2) Honorary National Assistant General Secretaries.
- 9.11.6 Honorary National Treasurer.
- 9.11.7 Honorary National Assistant Treasurer.
- 9.11.8 Any two (2) National Council Member as co-opted by this committee.

## 9.12 The Functions of the National Executive Committee.

The functions of the National Executive Committee shall be as follows:

- 9.12.1 To execute the decisions of the National Council.
- 9.12.2 Prepare the agenda for the National Council meetings.
- 9.12.3 To make decisions on urgent matters in between the National Council Meetings, which must be ratified at the next Council Meeting.
- 9.12.4 Meet at least once a month.
- 9.12.5 The Auditors report in writing to the President with their recommendations upon audit shall be discussed by the National Executive Committee as sanctioned by the National Council and action taken as required.
- 9.12.6 Notice of Meeting. The Honorary National General Secretary shall, after consulting the President, convene the Executive Committee Meeting, giving seven (7) days' notice or a shorter notice as agreed by all the members of the committee.
- 9.12.7 Quorum.

The quorum for the National Executive Committee Meeting shall be any of the five (5) members as listed in CLAUSE 9.10, provided that the National President or National Deputy President or a National Vice President is present.

## 9.13 National Sub-Committees

The Council shall establish the following National sub-committees:

- 9.13.1 Finance and Administration.
- 9.13.2 Spiritual Development.
- 9.13.3 Religious Education.
- 9.13.4 Social Welfare.
- 9.13.5 Women.
- 9.13.6 Youth.
- 9.13.7 Development and Training.
- 9.13.8 Temple Service.
- 9.13.9 Sthothra Recital.
- 9.13.10 Culture and Yogasana.
- 9.13.11 Publications and Media.
- 9.13.12 Special Committees. The National Council shall establish Special Committees to manage the Temples, Monasteries, Ashrams and holy shrines and also for liaison purpose as and when required.

#### 9.14 Organisation of the National Sub-Committees.

The National sub-committees shall comprise the following:

9.14.1 Chairman.

9.14.2 Vice Chairman.

9.14.3 Secretary/Treasurer.

9.14.4 Such number of ordinary sub-committee members consisting of one representative from each State Branch (State Council) and ex-officio members:

9.14.5 Hon. National. Treasurer / Asst. Treasurer.

9.14.6 Functions. The National Council shall issue specific instructions and terms of reference covering the functions of these committees.

9.14.7 Chairman. The National President shall be the Chairman of all sub-committees. The National President may delegate these powers to National Deputy President or any National Vice President or any National Council Member.

9.14.8 Vice Chairman. The Chairman of the sub-committee shall appoint the Vice Chairman and outline his/her duties.

9.14.9 Secretary/Treasurer. The Chairman of the sub-committee shall appoint the Secretary/Treasurer and outline his/her duties.

9.14.10 Members of the sub-committee The Chairman of the sub-committee shall appoint the members from the State Councils and the Branches and outline his/her duties.

9.14.11 Finance–Income and Expenditure.

The budget showing Income and Expenditure of the sub-committee shall be submitted to the National Council for approval after which all receipts and payments shall be as per the approved financial provisions.

9.14.12 All Income and Expenditure shall be shown in the monthly Statement of Receipts and Payments and shall be approved at sub-committee meetings and to be submitted in the quarterly National Council Meeting.

9.14.13 All expenditure and matters relating to finance shall be transacted through the Honorary National Treasurer.

#### 9.15 Functioning of the National Sub-Committees.

9.15.1 The sub-committee shall meet as necessary.

9.15.2 A meeting shall be considered official when 50% of the members of the sub-committee forming the quorum are present.

9.15.3 The National sub-committees shall carry out the instructions/directives of the National Council.

9.15.4 The activities of sub-committees shall be recorded in the minutes and approved at the sub-committee meetings.

9.15.5 Reports. The sub-committees shall submit periodic reports in the quarterly National Council Meeting or upon request by the National Council.

## CLAUSE 10 **FINANCIAL PROVISIONS**

### CLAUSE 10.0 FINANCIAL MANAGEMENT

#### 10.1 Bank Account.

All monies shall be deposited in the name / account of the Maamandram in a Bank nominated by the National Council. Various accounts in one or more banks can be opened in the name of the Maamandram as the National Council decides upon.

#### 10.2 Expenditure.

The funds of the Maamandram shall be used only for the achievement of its aims and objectives by the National Council for all expenditure incurred to carry out the functions empowered under CLAUSE 10.0 for administration expenses, payment of wages and salaries, general expenses incurred by the National Council, National Sub-Committees, State Branches (State Councils) and Branch Management Committees in the execution of official functions of the Maamandram, purchase of property, publications, equipment, Auditors fees and also other expenses associated with the Maamandram.

#### 10.3 Signing of Cheques and online banking transactions.

The National President and the Honorary National Treasurer or Finance and Administration National Sub-Committee Chairman shall sign all cheques, create and authorize online banking transactions and effect withdrawals.

10.4 The substitute signature shall only be accepted as an alternate signature when (for reasons beyond their control) the National President or the Hon. National Treasurer are unable to sign cheques, and that too in the opinion of the National Council, this situation shall affect the functioning of the Maamandram and only after the National Deputy President or Hon. National Gen. Secretary, on the resolutions passed by the National Council, informs the Bank of the change.

#### 10.5 Approval Limits of Payments

Approval Limits of Payments are as follows :

10.5.1 Payments not exceeding RM100,000 (Ringgit Malaysia One Hundred Thousand Only), at any one time shall be approved by the National Executive Committee.

10.5.2 Payments between RM100,001 (Ringgit Malaysia One Hundred Thousand and One Only) to RM500,000 (Ringgit Malaysia Five Hundred Thousand Only), at any one time shall be approved by the National Council.

10.5.3 Payments exceeding RM500,000 (Ringgit Malaysia Five Hundred Thousand Only), at any one time shall not be paid without the approval of the National Delegates Conference.

#### 10.6 Petty Cash.

The Honorary National Treasurer shall not hold more than RM 1,000.00 (Ringgit Malaysia One Thousand) only in cash at any one time. Amount exceeding the sum mentioned in this CLAUSE, must be deposited in Bank account of the Maamandram within seven (7) working days.

10.7 With the exception of very small amounts, all payment shall be made by cheque or online banking transaction.

10.8 It shall be basic responsibility of the Finance and Administration National Sub- Committee as well as the Honorary National Treasurer to allocate the funds to the respective persons, National sub-committees, State Councils or Branches as provisioned for in the approved budget and to ensure that funds are only spent for the specific approved purpose and the financial report received within one (1) month upon completion of the purpose or project.

10.9 The Honorary National Treasurer is responsible for preparing and submitting the annual accounts to the Auditors who are appointed under the CLAUSE 9.8.7 of this constitution, as instructed by the National Council to be audited, as and when the financial year ends.

#### 10.10 Audited Financial Statements.

The Audited Financial Statements shall only be presented to the Annual Delegates' Conference after approved by the National Council.

#### 10.11 Financial Year.

The financial year for the Maamandram shall be from 1 January to 31 December.

### **CLAUSE 11 AUDIT**

#### **CLAUSE 11.0 AUDITORS**

##### 11.1 Appointment.

The National Annual Delegates' Conference shall appoint a registered firm of Chartered Accountants as the Auditors for the Maamandram.

##### 11.2 Period of Appointment.

The registered firm of Chartered Accountants as the Auditors shall be appointed once every three (3) years. The same firm may be reappointed.

##### 11.3 Restrictions.

The Auditors appointed in CLAUSE 12.1 & 12.2 to audit the accounts of the Maamandram shall not be the account holder or in any way connected to the Maamandram accounts.

##### 11.4 Accounts to be Audited.

The Auditors shall audit all the accounts kept by the National Council and the State Branches (State Councils) of the Maamandram as directed by the National Council.

##### 11.5 Responsibilities of the Auditors.

The Auditors shall officially audit all accounts, stocks and inventory holdings of the Maamandram and submit their report in writing to the President with their recommendations.



## 11.6 Duties of Account Holders.

11.6.1 All account holders of Maamandram are duty bound to answer to the National Council in regard to all observations (if any) raised by the Auditors and shall abide and accept all decisions of the National Council in respect of the Audit queries.

11.6.2 The account holders of Maamandram shall assist the Auditors in carrying out their duties by handing over all accounting records and books, all supporting documents as requested without any delay.

11.6.3 The account holders of Maamandram are also responsible for answering satisfactorily all observations raised on their respective accounts by the Auditors and give their fullest cooperation in the execution of Audit functions.

## CLAUSE 12 **PROPERTY ADMINISTRATORS / TRUSTEES**

### 12.0 ASSETS AND PROPERTY MANAGEMENT

12.1 All immovable properties purchased or acquired by the National Council, State Branches (State Councils) or Branches shall be registered under the name of Malaysia Hindhudharma Maamandram with Sales and Purchase Agreement signed by three (3) of the National Council Members who have been officially authorized by the National Council.

12.2 All immovable property / equipment or assets acquired by the National Sub-committees, State Branches (State Councils) and dissolved Branches shall be vested under the National Council as fixed assets of Maamandram for all audit purposes.

12.3 Upon completion of the purchase of any immovable property by National Council, State Branches (State Councils) and Branches should be duly registered and placed under the custody and management of Trustee Board of Malaysia Hindhudharma Maamandram.

12.4 Establishment Board of Trustees  
A Board of Trustees consisting of three (3) but not more than five (5) members (trustees) shall be appointed at the National Annual Delegates' Conference on the recommendation of the National Council.

### 12.5 Resignation, Removal, Replacement of a member of Board of Trustees

The members of the Board of Trustees shall resign, vacate or can be removed in the following manner:

12.5.1 Resign at their own free will.

12.5.2 Vacated upon death.

12.5.3 On becoming lunatic or of unsound mind which renders the person incapable of discharging the duties of a Trustee.

12.5.4 On being away abroad for over a period of one year without informing the National Council.

12.5.5 On being declared a bankrupt or convicted by a court of law.

12.5.6 A Trustee guilty of misconduct of such a manner or kind to render it undesirable that a person continues as a Trustee shall be removed by the National Annual Delegates' Conference as proposed by the National Council.

12.6 Vacancies in the Board of Trustees shall be filled at the National Annual Delegates' Conference. If in the opinion of The National Council, it is necessary to appoint a Trustee without delay, the National Council shall have powers to appoint a Trustee to fill the casual vacancy in the Board of Trustees. Such appointments shall be deemed to have been made legally under this Constitution and shall hold office from the date of appointment until the forthcoming National Annual Delegates' Conference.

## **CLAUSE 13 DISSOLUTION**

### **CLAUSE 13.0 DISSOLUTION OF THE MAAMANDRAM**

13.1 The Maamandram may be dissolved by a resolution adopted by two thirds of the total number of delegates present at the National Annual Delegates' Conference.

13.2 Notice of the dissolution shall be submitted to the Registrar of Societies within fourteen (14) days of the resolution passed at the National Annual Delegates' Conference.

#### **13.3 Transfer of Property/Assets**

In the event of the Maamandram being dissolved all debts and liabilities legally incurred on behalf of the Maamandram shall be fully discharged and the remaining funds and property may be transferred to any organization established in Malaysia as resolved by the National Annual Delegates Conference.

## **CLAUSE 14 ESTABLISHMENT AND DISSOLUTION OF BRANCHS**

### **CLAUSE 14.0 ESTABLISHMENT OF BRANCHES**

14.1 Branches shall be established throughout Malaysia for the achievement of the aims and objectives of the Maamandram. The National Council may establish a branch in any one area wherein there are at least fifty (50) members, subject to the approval of the Registrar of Societies.

14.2 The functions of the branches shall be:

14.2.1 Carry out the activities of the branch in accordance to the plan as regulated by the National Council. Branches shall participate and co-organize the State and National activities.

14.2.2 Be a service centre for Maamandram members and the Hindu community in their respective area.

14.2.3 To organize and conduct Spiritual Development programs listed below:

14.2.3.1 Daily Individual Prayers (Nithia Aanmartha Poojas).

14.2.3.2 Weekly Family Prayers (Vaara Illa Prathanai).

14.2.3.3 Monthly Branch Prayers (Maatha Arunilaya Koottu Prathanai).

14.2.3.4 Festivals and Fasting (Virathangal/ Vilakkal).

14.2.3.5 Guru Pooja.

14.2.4 To organize and conduct Social Welfare programs listed below:

14.2.4.1 Family Welfare (Kudumba Nalan).

14.2.4.2 Personal Health (Udal Nalan).

14.2.4.3 Education (Kalvi Nalan).

14.2.4.4 General Welfare (Pothu Nalan)

14.2.4.5 Funeral Service/Prayers (Aathma Nalan).

14.2.5 To organize and conduct Religious Education programs listed below.

14.2.5.1 Weekly Religious Classes (Samaya Vaguppu).

14.2.5.2 Introductory Religious Classes (Arimuga Samaya Vaguppu – 3 Days).

14.2.5.3 Recitals of Thirumurai – 3 Days (Thirumurai Paarayana Payirchi).

14.2.5.4 Religious Training Camps – 3 Days (Payirchi Mugaam).

14.2.5.5 Hindu Religious Forum/Contests/Quiz.

14.2.6 Special Activities.

Besides carrying out the activities outlined in the Constitution for the achievement of the aims and objectives of Maamandram, the branches may organize and conduct any other special programs with prior approval from the National Executive Committee.

### 14.3 DISSOLUTION OF THE BRANCH

14.3.1 The dissolution of the Branch shall be decided and executed by the National Council upon request of the Branch Management Committee with the approval of 2/3 majority of the Branch members in benefit in an Annual General Meeting or Extra Ordinary General Meeting.

14.3.2 Transfer of Property/Assets.

In the event of the Branch being dissolved all debts and liabilities legally incurred on behalf of the Branch shall be fully discharged by the Branch Management Committee and the remaining funds and all properties shall be transferred to National Council of Maamandram together with all the Branch statutory and financial records.

## CLAUSE 15 GENERAL MEETING OF BRANCHS

### CLAUSE 15.0 BRANCH ANNUAL GENERAL MEETING

15.1 The Branch Annual General Meeting shall be held annually by 31 March of every year or any other date decided by the National Council, provided that there are not less than fifty (50) members in benefit.

15.2 Twenty-five (25) members or one half of the total members in benefit, whichever is lower, shall form the quorum.

15.3 The Annual General Meeting of the Branch shall be conducted with the presence of a member of the National Council appointed by the National Executive Committee.

15.4 The Branch Secretary shall convene the Annual General Meeting on the instruction of the Branch Chairman upon decision made at the Branch Management Committee Meeting and shall give ten (10) days' notice of Annual General Meeting together with the external (Hon. National Treasurer) audited annual accounts of the Branch to all members.

15.5 If a quorum is not present then the Annual General Meeting shall be adjourned to be held the following week, on the same day, place and time.

15.6 If a quorum is not present at the adjourned meeting held under CLAUSE 15.5, the members present shall be deemed to form the quorum and shall transact the items in the agenda.

15.7 In the absence of the Branch Chairman, the Branch Vice Chairman shall preside upon the Annual General Meeting of the Branch.

15.8 All those members in benefit present shall cast their vote. In case of equality of votes the Chairman shall have a casting vote.

## **CLAUSE 16 COMMITTEE OF BRANCHS**

### **CLAUSE 16.0 BRANCH MANAGEMENT COMMITTEE**

16.1 A Branch Management Committee shall be elected at the Branch Annual General Meeting biannually and shall hold office for two (2) years.

16.2 The Branch Management Committee shall comprise of the following:

16.2.1 Chairman.

16.2.2 Vice Chairman.

16.2.3 Secretary.

16.2.4 Assistant Secretary.

16.2.5 Treasurer.

16.2.6 Assistant Treasurer.

16.2.7 Seven (7) Branch Committee Members

### **16.3 Establishment of Branch Sub-Committees**

The Branch Management Committee shall establish the following sub-committees headed by the Branch Committee Members:

16.3.1 Spiritual Development.

16.3.2 Religious Education.

16.3.3 Social Welfare.

16.3.4 Women.

16.3.5 Youth.

16.3.6 Development and Training.

16.3.7 Special Committee.

16.4 All members of the Branch Management Committee and every officer performing executive functions in the Branch shall be Malaysian citizens who are not undischarged bankrupt or convicted.

- 16.5 All members of the Branch Management Committee shall be ordinary or life or donor member in benefit having voting rights.
- 16.6 The Branch Management Committee may form sub-committees as per the CLAUSES 16.3.
- 16.7 Resignation, Removal, Replacement of a member of Branch Committee
- 16.7.1 The members of the Branch Committee shall resign, vacate or can be removed in the following manner:
- 16.7.1.1 Tender resignation in writing at their own free will.
- 16.7.1.2 Vacated upon death or medically unfit.
- 16.7.1.3 On becoming lunatic or of unsound mind which renders the person incapable of discharging the duties of a National Council Member.
- 16.7.1.4 On being away abroad for over a period of one year without informing the Branch Committee.
- 16.7.1.5 On being declared a bankrupt, convicted by a court of law or blacklisted by Registrar of Societies.
- 16.7.1.6 A Branch Committee Member found guilty of misconduct shall be removed by the National Council as proposed by the National Disciplinary Committee.
- 16.7.1.7 Any casual vacancy in the Branch Committee shall be filled at the Branch Committee Meeting.
- 16.7.1.8 The Branch Chairman shall have powers to appoint a Branch Committee Member, to fill the casual vacancy, at the Branch Committee Meeting who shall hold office from the date of appointment until the term of Branch Committee expires.
- 16.8 All action and activities of the Branch Management Committee shall comply with the Constitution of the Maamandram.
- 16.9 The Branch Management Committee Meeting shall be held at least once a month under the Chairmanship of the Branch Chairman with the quorum of seven (7) members present. It is the duty of all Committee Members to attend all meetings.
- 16.10 The Branch Secretary shall, after consulting the Branch Chairman, convene the Branch Management Committee Meetings giving seven (7) days' notice.
- 16.11 A Committee Member failing to attend three (3) branch management committee meetings consecutively without valid reason can be officially dismissed from the Committee.

- 16.12 All proceedings of the Branch Management Committee Meeting shall be recorded and the minutes shall be endorsed by the Chairman. The records of the minutes shall be kept for a period of seven (7) years.
- 16.13 Details of all programs/activities organized, conducted or which the Branch has connections shall be updated and submitted to Maamandram Headquarters for record purpose.
- 16.14 Prepare and submit the Branch Annual Report using the format and guide lines provided by the Maamandram Headquarters.
- 16.15 The Branch Management Committee shall accept and carry out all requests of the National Council officially.

## **CLAUSE 17 DUTIES OF BRANCH OFFICE**

### **CLAUSE 17.0 DUTIES AND RESPONSIBILITIES OF BRANCH MANAGEMENT COMMITTEE**

#### **17.1 Branch Chairman.**

The Branch Chairman shall devote his fullest attention to the Branch activities and shall be fully responsible for ensuring that all action and activities of the Branch are within the framework of the Constitution, and are carried out in a manner which will bring pride and enhance the image of the Maamandram, based on Hindu Ethics and Dharma with a spiritual flavor kindling divinity and bhakti, and also in a way which is acceptable to Hindu and Indian cultural heritage.

#### **17.2 Branch Vice Chairman.**

Carry out efficiently the duties and functions as assigned from time to time by the Branch Chairman and the Branch Management Committee. In the absence of the Branch Chairman, the Branch Vice Chairman shall assume the duties of the Branch Chairman.

#### **17.3 Branch Secretary.**

The Secretary shall accept responsibility for the administration of the Branch, shall call and arrange for meetings as instructed by the Branch Chairman, shall set the secretarial machinery in motion and be the driving force of the Branch and also take all possible steps to achieve the Aims and Objectives of the Maamandram in a most beneficial manner for the spiritual development not only for the members but also to the Hindu community in the area.

17.3.1 Be responsible to submit / update Annual Report, Accounts and the relevant documents to the Registrar of Societies and submit a copy to the State Branch (State Council) and National Headquarters within 60 days after the completion of the Branch Annual General Meeting.

17.3.2 Be responsible in maintaining all statutory records and the register of branch members consisting of details such as name, identity card number, date of birth, place of birth, occupation, address of employer, residential address, contact number and email address as required by Registrar of Societies (ROS) and submit annually a soft and hard copy of the same to the Honorary National General Secretary before 31st March.



#### 17.4 Branch Assistant Secretary.

Carry out the duties assigned by the Branch Secretary and assist the Branch Secretary in carrying out the Secretarial Duties. Act as the Branch Secretary in his/her absence as directed by the Branch Chairman.

#### 17.5 Branch Treasurer.

The Branch Treasurer shall accept the responsibility as the financial officer of the Branch who prepares all accounts of the Branch and submit the annual budget to the Branch Management Committee for approval and to ensure that Branch funds are managed as per the Constitution of Maamandram. The treasurer shall maintain and keep under proper custody, in a secure manner, all Receipt Books, Cheque Books, Payment Vouchers, Financial Documents and related accounting records of the Branch. The other duties of the Branch Treasurer shall be as follows:

17.5.1 Must prepare and submit the monthly and annual Financial Statements to the Branch Management Committee for approval.

17.5.2 Collect, receive subscriptions, donations and all monies and deposit in a bank account of the Branch.

17.5.3 Prepare and sign cheques. Create, administer and authorize online banking transactions.

17.5.4 Certify all bills/invoices/vouchers of expenditures and payments, pay all bills of the Branch.

17.5.5 Maintain an Inventory of all stocks, assets and property of the Branch and keep it under safe custody as directed by the Branch Management Committee and to be conveniently audited annually.

17.5.6 To be responsible in maintaining proper Branch accounts and submitting the annual accounts to the Internal Auditors for Auditing and ensure safe custody of all monies of the Branch in a bank account opened under the name of the Branch.

17.5.7 The internally audited annual account of the Branch shall be submitted to the Honorary National Treasurer for external auditing purpose before it has been circulated to the members and adopted in the Branch Annual General Meeting.

#### 17.6 Branch Assistant Treasurer.

17.6.1 Carry out efficiently all tasks and functions assigned by the Branch Treasurer and assist the Branch Treasurer in carrying out the duties.

17.6.2 Act as the Branch Treasurer in the absence of the Treasurer as directed by the Branch Chairman/Management Committee.

#### 17.7 Patrons, Advisors.

The Annual General Meeting may appoint the following once in two (2) years:

17.7.1 Patrons.

17.7.2 Advisors.

17.7.3 CLAUSES 24.3 and 24.4 shall apply to the appointments of Patrons and Advisors of the Branch.

17.7.4 The appointments of the Branch Patrons and Advisors shall be approved by the President/National Executive Committee before they are being officially appointed.

## CLAUSE 18 **BRANCHS FINANCIAL**

### CLAUSE 18.0 FINANCIAL MANAGEMENT OF BRANCHES

18.1 Subscriptions together with the entrance fee (for new members only) shall be collected and banked-in directly or electronically transferred to the prescribed bank account by the National Council. The copy of the banked-in slip or electronic transfer slip shall be submitted to National Head Quarters for the attention of National Honorary Treasurer.

18.2 All monies of the Branch shall be deposited in the name of the bank account of the Branch.

18.3 All monies of the Branches shall be spent on the activities of the branches or as directed by the National Council.

18.4 Withdrawal from the bank shall only be made after the Chairman and the Treasurer of the Branch have signed the cheque. The Vice Chairman of the Branch can be nominated to be the substitute signatory to be used only under unavoidable circumstances after approval of the Branch Management Committee.

18.5 All online banking transactions shall be made by the Treasurer as an Administrator and Authorizer while the Chairman shall be the Approver.

18.6 Payment not exceeding RM30,000 (Ringgit Malaysia Thirty Thousand Only), at any one time shall be approved by the Branch Management Committee.

18.7 Payment exceeding RM30,000 (Ringgit Malaysia Thirty Thousand Only), at any one time shall be notified to the State Branch (State Council) approved by the National Executive Committee or National Honorary Treasurer.

18.8 Petty Cash.

The Branch Treasurer shall not hold more than RM 500.00 (Ringgit Malaysia Five Hundred) only in cash at any one time. Amount exceeding the sum mentioned in this CLAUSE, must be deposited in Bank account of the Branch within seven (7) working days.

18.9 The proper budget (income and expenditure) shall be drawn up and submitted by the Treasurer for endorsement by the Branch Management Committee.

18.10 If there is any misappropriation of funds those responsible shall be subject to investigation by the National Council and if it is confirmed, those responsible will be referred to the National Disciplinary Committee or may be prosecuted in a Court of Law.

## **CLAUSE 19 GENERAL PROVISIONS REGARDING BRANCHS**

### **CLAUSE 19.0 BRANCH AUDITORS**

19.1 The Branch Annual General Meeting shall appoint two (2) internal auditors for a period of two years.

19.2 Appointed Branch Auditors shall not be members of the Management Committee or in any way associated with Branch Management Committee Members.

19.3 They shall audit and sign the Branch Annual Statement of Accounts to be submitted for external audit prior to be presented in the Branch Annual General Meeting.

19.4 External Auditors.

The Honorary National Treasurer shall be the External Auditors of Branches' accounts. It shall be the duty of Branch officials to give the fullest cooperation to the External Auditors in carrying out their duties.

## **CLAUSE 20 AMENDMENTS OF RULES**

### **CLAUSE 20.0 AMENDMENT OF CONSTITUTION**

The Constitution of the Maamandram shall be altered or amended only by a resolution of  $\frac{3}{4}$  majority of the delegates present in the National Annual Delegates' Conference or Extraordinary National Delegates Conference. Such alterations and amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the CLAUSES shall be forwarded to the Registrar of Societies within 60 days of being passed by the National Annual Delegates Conference or Extraordinary National Delegates Conference.

## **CLAUSE 21 INTERPRETATION**

### **CLAUSE 21.0 DEFINITION AND INTERETATION OF THE TERMS IN THE CONSTITUTION**

In the CLAUSES, unless there is something in the subject or context, inconsistent therein the following meaning shall apply:

21.1 "Maamandram" shall mean Malaysia Hindhudharma Maamandram.

21.2 "National Annual Delegates' Conference" shall mean the National Annual General Meeting of the Maamandram.

21.3 "National Council" shall mean the National Council of Maamandram elected and appointed constitutionally.

21.4 "President" shall mean the National President of the Maamandram.

21.5 "General Secretary" shall mean the National Honorary General Secretary of the Maamandram.

21.6 "General Treasurer" shall mean the National Honorary Treasurer of the Maamandram.

21.7 "Sub-Committee" shall mean the National Sub-Committees established by the National Council of Maamandram.

21.8 "State Branch (State Council)" shall mean the State Branch (State Council) established by the National Council of Maamandram.

21.9 "Branches" shall mean the Branches or "Arulnilayams" of the Maamandram.

21.10 "Management Committee" shall mean the Branch Management Committee of the Branches elected at the Branch Annual General Meeting.

21.11 Final.

In the event of any question arising or any point not specifically provided for in this Constitution, the interpretation of the National Council shall be final and shall be accepted.

## CLAUSE 22 PROHIBITIONS

### CLAUSE 22.0 PROHIBITION

The Maamandram shall not undertake or participate in the following:

22.1 Affiliate, identify, associate or support any political party on their political activities.

22.2 Devote any fund or permit the raising of any special funds for activities which are not consistent with the Aims and Objectives of the Maamandram.

## CLAUSE 23 FLAG, SYMBOL AND BADGE

### 1. Flag



Description :

23.1 The saffron color in the Maamandram flag resembles Hindu Dharma.

### 2. Symbol -

Description : -

### 3. Badge



Description :

23.2 Emblem. The emblem shall comprise of a temple ; GOPURAM &; (tower) standing on a red lotus. Enshrined in the temple shall be the & ; SHANMADHA CHAKRA & ; (Symbols of six sects of Hindu Dharma) and embodied in the lotus petals shall be five lights. The five lights denotes ANBU (Love), AZHAGU (Beauty), ARRAM (Dharma), ARIVU (Knowledge), ARUL (Grace).

23.3 Motto. The motto of the Maamandram shall be & ; ONDREH KULAM ; ORUVANEH DHEVAN ; ANBEY DHEIVAM & ; in Tamil. (Humanity is one; God is Universal; God is Love).

**CLAUSE 24 APPOINTMENT OF ACHARYA, GNANASIRIYAR, PATRONS, ADVISORS, NAT.ADVISORY COUNCIL MEMBERS & NAT. COUNCI**

**CLAUSE 24.0 APPOINTMENT OF ACHARYA, GNANASIRIYAR, PATRONS, ADVISORS, NATIONAL ADVISORY COUNCIL MEMBERS AND NATIONAL COUNCIL OF EMINENT PEOPLE.**

24.1 The National Annual Delegates' Conference shall, triennially, appoint an Acharya, Gnanasiriyar, Patrons, Advisors and National Advisory Council Membersto guide, advice and assist the Maamandram. Such appointees may be members of the Maamandram but shall not be permitted to hold any other office at Branch,State or National level in the Maamandram.

24.2 Acharya and Gnanasiriyar.

The Maamandram shall accept a noble spiritual Hindu who accepts the motto, aims and objectives of the Maamandram whole heartedly, offers guidance for the development of the Maamandram, gives proper advice and assistance, supports the activities, and grants his blessings as the Acharya and/or Gnanasiriyar of the Maamandram. Further the Gnanasiriyar's advice on Hinduism shall be persuasiveon the Maamandram.

24.3 Patron.

Any distinguished and respectable member of the public who subscribe to the motto, aims and objectives of the Maamandram can be appointed as a Patron.

24.4 Advisors & National Advisory Council Members.

24.4.1 Any Hindu who fully understands and appreciates the motto, aims and objectives of the Maamandram and who can offer sound advice for the successful completion of the aims and objectives of the Maamandram can be appointed as an Advisor.

24.4.2 A National Advisory Council consisting of not more than seven (7) Advisors, including the Archarya or Gnanasiriyar, shall be established triennially at the Delegates' Conference.

24.4.3 The National Annual Delegates' Conference shall appoint the Chairman of the National Advisory Council upon the proposal of the National Council of Maamandram.

24.4.4 The National Advisory Council shall meet at least twice a year or more often as it deems necessary to deliberate on matters referred to it by the National Council. The quorum for its meetings shall be five (5) or fifty percent (50%), whichever is lower.

24.4.5 The Maamandram's Honorary National General Secretary shall be the secretary of the National Advisory Council. The President, Deputy President and any one Vice President of the Maamandram's National Council, as deemed necessary, shall be in attendance.

24.4.6 The National Advisory Council's decision on all matters relating to Hinduism shall be persuasive on Maamandram.

24.4.7 Legal Advisor of Maamandram

The National Council shall appoint Legal Advisor(s) to assist the National Council pertaining to all legal matters.

## 24.5 National Council of Eminent People

24.5.1 Any long serving senior member of Maamandram with creditable integrity and had much contributed for the development and progress of Maamandram who fully understands and appreciates the Motto, Aims and Objectives of the Maamandram can be appointed as a member of the National Council of Eminent People.

24.5.2 Members of the National Council of Eminent People shall be in odd numbers not exceeding eleven (11) at any one time, including members of National Advisory Council who are eligible to be included in this council. It shall be established one year prior to election year of National Council at the National Annual Delegates Conference on the proposal of the National Council. The members of the National Council of Eminent People shall elect the chairman of the council in their first meeting.

24.5.3 The National Council of Eminent People shall meet at least twice or more as it deems necessary. The quorum for the meetings shall be seven (7) or fifty percent (50%), whichever is lower.

24.5.4 The National Council of Eminent People shoulders the responsibility of vetting and choosing suitable candidates for the position of President and Deputy President from the nominations as per CLAUSE 8.3.3.1.

24.5.4.1 The candidate chosen for the post of President should have served as the Deputy President or Vice President or Honorary National General Secretary at least for two (2) terms and with adequate religious knowledge, spiritual leadership qualities, apolitical in nature and fully understands and appreciates the motto, aims and objectives of the Maamandram.

24.5.4.2 The candidate chosen for the post of Deputy President should have served as the Vice President or as a National Council Member at least for two (2) terms and with adequate religious knowledge, spiritual leadership qualities, apolitical in nature and fully understands and appreciates the motto, aims and objectives of the Maamandram.

### 24.5.5 Voting Process/Special Vote.

24.5.5.1 Only the present members of the National Council of Eminent People shall cast their vote.

24.5.5.2 Each member present is entitled to one vote.

24.5.5.3 The Chairman of the National Council of Eminent People shall have a casting vote.

24.5.5.4 The Maamandram's Honorary National General Secretary shall be the secretary of the National Council of Eminent People, and who shall be abstained from voting in decision making.

24.5.6 The National Council of Eminent People shall submit the names of the chosen candidates for the position of President and Deputy President to the Election Committee of Maamandram, seven (7) days before the triennial election of National Council whose decision shall be final and undisputable.

24.5.7 The National Council of Eminent People is deemed dissolved upon the conclusion of triennial election of National Council at the National Annual Delegates Conference.



**CLAUSE 25 ESTABLISHMENT OF STATE BRANCH (STATE COUNCIL)**  
**CLAUSE 25.0 ESTABLISHMENT OF STATE BRANCH (STATE COUNCIL)**

25.1 State Branches (State Councils) in Malaysia shall be established by the National Council in those states where there are at least 5 branches in benefit except for the states of Perlis, Kelantan, Terengganu, Melaka, Sabah, Sarawak, Wilayah Persekutuan Labuan & Putrajaya and the registration is subjected to the approval of the Registrar of Societies Its functions shall include the following:

25.1.1 Provide effective liaison between Branches and the National Council. The state branches (state councils) shall execute all task/functions assigned by the National Council/President.

25.1.2 Supervise, guide and coordinate the activities of Branches in their respective states to ensure that they act in accordance with the Constitution of the Maamandram and the Societies Act.

25.1.3 Act as the External Auditors for the branch accounts in their respective states when directed to do so by the National Council and submit Audit Report accordingly.

25.1.4 Ensure that the Branches in their state to submit / update Annual Report, Accounts and the relevant documents to the Registrar of Societies and submit a complete copy of the same to the National Headquarters within sixty (60) days after completion of the Annual General Meeting of the Branches.

25.1.5 Maintain copies of all relevant statutory documents/records of Branches in their respective states.

25.1.6 Refer all matters affecting the policy of Maamandram to The National Council/President for guidance and direction.

25.1.7 Convene State Branches (State Councils) Conference(s) annually for the Branches before the National Annual Delegates Conference.

**25.2 Meeting of State Branches (State Councils)**

25.2.1 Frequency of Meetings.

State Branch (State Council) Meetings shall be held at least once every two (2) months or more frequently as deemed necessary by the Chairman or the National Executive Committee.

25.2.2 Notice of Meetings.

At least seven (7) days' notice of meeting shall be given or a shorter notice as agreed upon by all the members of the State Council.

25.2.3 Quorum.

At least one half (50%) of the members of the State Branch (State Council) shall form the quorum.

25.3 COMMITTEE OF STATE BRANCH (STATE COUNCIL) The State Branch (State Council) shall comprise the following:

- 25.3.1 Chairman.
- 25.3.2 Vice Chairman.
- 25.3.3 Secretary.
- 25.3.4 Assistant Secretary.
- 25.3.5 Treasurer.
- 25.3.6 Assistant Treasurer.

25.3.7 The total number of ordinary State Branch (State Council) members is determined by 3 representatives from each branch (in benefit) in the state.

25.3.8 The state ex-officio members are as follows:

- 25.3.8.1 National President.
- 25.3.8.2 Honorary National General Secretary.
- 25.3.8.3 Honorary National Treasurer.

25.4 Establishment of State Branch (State Council) Sub-Committees

The State Branch (State Council) shall establish the following sub-committees headed by the State Branch (State Council) Committee Members:

- 25.4.1 Spiritual Development
- 25.4.2 Religious Education
- 25.4.3 Social Welfare
- 25.4.4 Women
- 25.4.5 Youth
- 25.4.6 Development & Training
- 25.4.7 Special Committees

25.5 The State Branch (State Council) Chairman, Secretary and Treasurer shall be nominated by the National President for appointment by the National Council. The State Branch (State Council) Chairman shall be appointed as the National Council Member by the National President.

25.6 The State Branch (State Council) Vice Chairman, Assistant Secretary and Assistant Treasurer shall be nominated by the Chairman of the State Branch (State Council) for approval and appointment by the National Council.

25.7 All Branches (in benefit) shall be members of the State Branch (State Council) and shall be represented by three (3) key office bearers of the Branches.

25.8 Each Branch shall be entitled to one vote only.

25.9 The State Branch (State Council) shall hold office for three (3) years until the next election year of the National Council.

25.10 Reports on activities and Accounts of the State Branch (State Council), shall be submitted to the National Council quarterly or upon request by National Council/President for audit purposes and further actions.

25.11 The State Branch (State Council) shall come under the direct control of the National Council for administrative management and executive action.

25.12 Duties of State Branch (State Council) Office Bearers

The duties of the office bearers in the State Branch (State Council) shall be as follows:

25.12.1 State Branch (State Council) Chairman

- i) Chair all the State Branch (State Council) Meetings.
- ii) Supervise, guide and direct the State Branch (State Council) to ensure that it acts in accordance to the Constitution and the Societies Act.
- iii) Submit the State Branch (State Council)'s report to the National Council during the quarterly National Council Meeting or as and when requested by the National Council/President.
- iv) Execute directions, instructions and decisions of the National Council and the President.
- v) The State Branch (State Council) Chairman being the National Council member shall attend all the National Council meetings.

25.12.2 State Branch (State Council) Vice Chairman.

- i) Assist the Chairman of the State Branch (State Council) in all his/her duties and as directed by the Chairman and to act as Chairman in his/her absence.

25.12.3 State Branch (State Council) Secretary

Duties of State Branch (State Council) Secretary shall be:

- i) Functions as Executive Officer of the State Branch (State Council) and is to liaise closely with the State Branch (State Council) Chairman and the National Council.
- ii) Convene the State Branch (State Council) Meeting once every two months or as directed by the Chairman / the National Executive Committee.
- iii) Record minutes of the State Branch (State Council) Meeting and maintain all statutory records of the State Branch (State Council).
- iv) Prepare and submit a copy of the minutes of State Branch (State Council) Meeting to the National Council within fourteen (14) days from the date of the meeting.
- v) Prepare and submit activities report together with State Branch (State Council) financial statement prepared by treasurer to the National Council after it has been approved by the State Branch (State Council).

25.12.4 State Branch (State Council) Assistant Secretary.

- i) Functions to assist the State Branch (State Council) Secretary in all his/her duties and act as State Branch (State Council) Secretary in his/her absence.

#### 25.12.5 State Branch (State Council) Treasurer.

The duties of the State Branch (State Council) Treasurer are as follows:

- i) Functions as the financial officer of the State Branch (State Council).
- ii) Responsible for maintaining the accounts of the State Branch (State Council) and is to maintain close liaison with the State Branch (State Council) Chairman and National Council.
- iii) Supervise, assist and guide the Branches under the State Branch (State Council) in the proper maintenance of their respective accounts and financial records.
- iv) Prepare and sign cheques. Create, administer and authorize online banking transactions.

#### 25.12.6 State Branch (State Council) Assistant Treasurer.

Functions to assist the State Branch (State Council) Treasurer in all his/her duties and act as the State Branch (State Council) Treasurer in his/her absence.

#### 25.12.7 State Branch (State Council) Committee Members

- i) All State Branch (State Council) members shall attend all State Branch (State Council) Meetings.
- ii) All State Branch (State Council) members shall carry out the duties assigned by the State Branch (State Council) or its Chairman.
- iii) All State Branch (State Council) members shall give maximum cooperation for the success of the State Branch (State Council) meetings and all its activities.
- iv) State Branch (State Council) members shall be appointed by the State Branch (State Council) Chairman to represent the National Sub-Committees (as per CLAUSE 25.4) at state level.

#### 25.13 Resignation, Removal, Replacement of a member of State Branch (State Council)

The members of the State Branch (State Council) shall resign, vacate or can be removed in the following manner:

25.13.1 Tender resignation in writing at their own free will.

25.13.2 Vacated upon death or medically unfit.

25.13.3 On becoming lunatic or of unsound mind which renders the person incapable of discharging the duties of a State Branch (State Council) Member.

25.13.4 On being away abroad for over a period of one year without informing the State and National Council.

25.13.5 On being declared a bankrupt, convicted by a court of law or blacklisted by Registrar of Societies.

25.13.6 A State Branch (State Council) Member found guilty of misconduct shall be removed by the National Council as proposed by the National Disciplinary Committee.

25.13.7 Any casual vacancy of the key office bearers in the State Branch (State Council) shall be filled at the State Branch (State Council) Meeting with the approval of National Council.

**CLAUSE 26 FINANCIAL MANAGEMENT OF STATE BRANCH (STATE COUNCIL)**  
**CLAUSE 26.0 FINANCIAL MANAGEMENT OF STATE BRANCH (STATE COUNCIL)**

- 26.1 Bank Account All monies shall be deposited in the name/account of the State Branch (State Council) in a Bank nominated by the State Branch (State Council). Various accounts in one or more banks can be opened in the name of the State Branch (State Council) of the Maamandram.
- 26.2 All monies of the State Branch (State Council) shall be deposited in the name of the State Branch (State Council) bank account.
- 26.3 All monies of the State Branch (State Council) shall be spent on the activities of the State Branch (State Council).
- 26.4 Withdrawal from the bank shall only be made after the Chairman and the Treasurer of the State Branch (State Council) have signed the cheque. The Vice Chairman of the State Branch (State Council) can be nominated to be the substitute signatory to be used only under unavoidable circumstances after approval of the State Branch (State Council).
- 26.5 All online banking transactions shall be made by the Treasurer of State Branch (State Council) as an Administrator and the Chairman of the State Branch (State Council) shall be the Approver.
- 26.6 The State Branch (State Council) Treasurer shall not hold more than RM1,000 (Ringgit Malaysia one thousand only) in cash. All monies collected must be deposited in the Bank Account of State Branch (State Council) within seven (7) days.
- 26.7 Payment not exceeding RM50,000 (Ringgit Malaysia Fifty Thousand Only), at any one time shall be approved by the State Branch (State Council).
- 26.8 Payment exceeding RM50,000 (Ringgit Malaysia Fifty Thousand Only), at any one time shall be approved by the National Executive Committee/National Council.
- 26.9 If there is any misappropriation of funds, those responsible shall be subject to investigation by the National Council and if it is confirmed, those responsible will be referred to the National Disciplinary Committee or may be prosecuted in a Court of Law.

**CLAUSE 27 DISSOLUTION OF THE STATE BRANCH (STATE COUNCIL)**  
**CLAUSE 27.0 DISSOLUTION OF THE STATE BRANCH (STATE COUNCIL)**

- 27.1 The State Branch (State Council) will be automatically dissolved as and when the National Councils' term of office expires triennially.
- 27.2 The State Branch (State Council) Chairman and Secretary shall be responsible to hand over of all the statutory and accounting records to the National Headquarters within fourteen (14) days from the date of dissolution of the State Branch (State Council).

27.3 The State Branch (State Council) Chairman and the Treasurer shall be responsible to regularize banking requirements and online transaction facilities of the State Branch (State Council) in view of the new State Branch (State Council) management.

**CLAUSE 28 ESTABLISHMENT OF NATIONAL DISCIPLINARY COMMITTEE**  
**CLAUSE 28.0 ESTABLISHMENT OF NATIONAL DISCIPLINARY COMMITTEE**

28.1 The National Council shall appoint a National Disciplinary Committee as and when necessary to address and to resolve the issues raised or complaints received.

28.2 The Disciplinary Committee shall comprise of not more than five (5) members appointed by the National Council and the Committee shall be headed by either the Deputy President or one of the Vice President.

28.3 Only those members of Maamandram in benefit may protest or lodge complaints against the Maamandram or its officials.

28.4 All complaints /protests shall be made in writing and be fully substantiated. Members, other than National Council Members, shall submit their complaints/protests to their respective branch secretaries or State Branch (State Council) secretaries, who shall scrutinize and submit to their respective Management Committees for consideration and decision. The branch secretaries and State Branch (State Council) secretaries shall keep the National Secretary informed of the complaints, protests and appeals received and the progress on them.

28.5 The Branch Management Committee or State Branch (State Council) shall notify its decision, in writing, to the member(s) who made the complaint, protest and appeal if the member(s) concerned is/are not satisfied with the decision the case shall be referred to the National Council. The Branch Management Committee or State Branch (State Council) may also refer cases to the National Council, if it concerns a member of the National Council or if it finds that the case, for justifiable reasons, ought to be dealt with at a higher level.

28.6 Complaints/protests against or from the National Council members shall be submitted to the National Honorary General Secretary, who after consulting the President, shall refer the complaint/protest to the National Disciplinary Committee. If the complaint/protest is against the President, the National Council shall appoint the National Disciplinary Committee.

28.7 At the National Council, National Disciplinary Committee as appointed in CLAUSE 28.1 shall consider the complaint, protest and appeal and give its decision in writing, to the member concerned. The decision of the Disciplinary Committee shall be final.



இந்து என்பதில் பெருமை கொள்வோம்  
**PROUD TO BE HINDU**



ஒன்றே குலம்! ஒருவனே தேவன்! அன்பே தெய்வம்!  
*Humanity is One! God is Universal! God is Love!*

**மலேசிய இந்து தர்ம மாமன்றம்**  
**MALAYSIA HINDHUDHARMA MAAMANDRAM**



**#maamandram**

61-2A, 2nd Floor, Pearl Court, Jalan Thamby Abdullah,  
Brickfields, 50470 Kuala Lumpur  
Tel: 03-2260 6016 / +6011-4055 9945  
mhdmhq@gmail.com

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follow us on..

