



# **S T A N D I N G   O R D E R S**

TO THE  
**WORLD MEMON ORGANISATION**  
(‘THE WMO’)

*In The Name of Allah, the Most Gracious, the Most Merciful*

**S T A N D I N G O R D E R S**  
OF  
**THE WORLD MEMON ORGANISATION**  
(‘THE WMO’)

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**ADOPTION :**

In accordance with *sub-clauses 8.19 and 26.6 of the Constitution* of the World Memon Organisation (“the WMO”) adopted on the 7th of September 2002, these Standing Orders are hereby adopted by the Board of Management of the WMO (“the Board”) on the 7th of September 2002.

Signed on behalf of the Board of the WMO by :

Mr Iqbal A.K.M. Sacranie OBE

Deputy President of the WMO : .....

Mr. Abba Ali Yousuf

Secretary General of the WMO : .....

Witnessed by :

Mr Nowsad A. Gani (Solicitor) .....

of : 9 Dickenswood Close,

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Tooting Bec, London SW17 7BQ

Dated this : 7th day of September 2002

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# **STANDING ORDERS**

OF

**THE WORLD MEMON ORGANISATION**

**(‘THE WMO’)**

## **DEFINITION OF A MEMON :**

A MEMON is a Muslim person born within a Memon family which traces its ancestry back to the descendants of the community originating from Sindh whose members first embraced Islam, including Halai Memon, Okhai Memon, Sindhi Memon, Katchi Memon, Kathri, Tharati, Nasarpuria and others.

## **SO 1. RULES FOR ACCREDITATION AND AFFILIATION :**

SO 1.1 Any organisation, institution or corporate body controlled by Memons wishing to become a member of the World Memon Organisation (“the WMO”) will be required to present its most recent annual accounts and annual report – or alternatively, in the case of a corporate body, a description of its activities – as evidence that it has been in existence for at least one year in order to qualify for membership of the WMO.

## **SO 2. COMPOSITION OF THE GENERAL ASSEMBLY OF THE WMO :**

SO 2.1 Preparatory Arrangements :

SO 2.1.1 As regards the Inaugural General Assembly Meeting of the WMO held on the 31st March 2002 in Dubai, the Steering Committee was responsible for determining which bodies satisfied the criteria for Apex, Institution and Corporate Body membership respectively.

SO 2.1.2 As regards all subsequent General Assembly Meetings of the WMO this shall be determined by the Board of Management of the WMO (“the Board”).

SO 2.2 Criteria for Defining an Apex Body :

SO 2.2.1 Any Memon organisation anywhere in the world may be defined as an Apex Body if :

- (i) it is entirely controlled by Memons;
- (ii) it has a constitution or trust deed or similar governing instrument;
- (iii) its headquarters are located in its country of origin;
- (iv) its area of activity and membership are national;
- (v) it has an established and recognised presence within the Memon community both in its country of origin and abroad; and
- (vi) it produces its annual report and statement of accounts (or an acceptable explanation if these are not available).

SO 2.3 Criteria for Defining an Institution Body :

SO 2.3.1 Any Memon organisation anywhere in the world may be defined as an Institution Body if :

- (i) it is controlled by Memons;
- (ii) it has a constitution or trust deed or similar governing instrument;
- (iii) its headquarters are located in its city or town of origin;
- (iv) its area of activity and membership are regional or local;
- (v) it has been operating for at least 1 year; and
- (vi) it produces its annual report and statement of accounts (or an acceptable explanation if these are not available).

SO 2.4 Criteria for Defining a Corporate Body :

SO 2.4.1 Any Memon commercial enterprise anywhere in the world may be defined as a Corporate Body if :

- (i) it is controlled by Memons;
- (ii) its activities are of a commercial nature;
- (iii) it has been operating for at least 1 year; and
- (iv) it produces an annual report, or a statement of accounts, or a description of its activities (or an acceptable explanation if none of these are available).

SO 2.5 Attendance of Delegates at General Assembly Meetings of the WMO :

SO 2.5.1 If any Apex, Institution or Corporate Member fails to notify the Secretary General of its representative(s) and alternate(s) within the stipulated period in accordance with *sub-clause 21.3.3 of the WMO Constitution*, then in the absence of a satisfactory explanation the Election Commissioner is empowered to reject late nominations.

SO 2.6 Suspension and Expulsion of Members of the WMO :

SO 2.6.1 The Board has the discretion to suspend or expel a member of the WMO in accordance with *Clause 17 of the WMO Constitution*, using the following procedure:

- (i) Suspension or expulsion may be carried out by the Board at one of its meetings. The decision will require the affirmative vote of at least **two thirds** of those present and voting.
- (ii) No decision shall be made unless the member concerned has been given at least **30** days notice in advance of the meeting in writing setting out the reasons why it is proposed to initiate action to suspend or expel.
- (iii) Before making any decision, the Board shall give the member concerned – or in the case of any Apex, Institution or Corporate Member, its representative – the opportunity to make oral and/or written representations to the Board.
- (iv) The decision to suspend or expel shall become final when the Board approves it by at least a **two thirds** majority vote of those present and voting.
- (v) Where the decision is one of suspension, the decision shall state the duration of the period of suspension.

SO 2.7 Criteria for Limiting the Size of the General Assembly :

SO 2.7.1 The rules of representation shall be reviewed if the number of delegates attending the General Assembly exceeds 1,000 and if it is considered that any number larger than 1,000 will prevent the efficient discharge of the responsibilities of the General Assembly.

SO 2.7.2 Observers may attend the General Assembly at the discretion of the Secretary General but will not have speaking or voting rights.

SO 2.8 Appointment and Responsibilities of Chairman :

SO 2.8.1 With reference to *sub-clause 27.1.2 of the WMO Constitution*, the chairmanship of the meeting of the General Assembly is an honorary position for the duration of the meeting. The Chairman shall be responsible for the fair and proper conduct of meetings.

SO 2.8.2 Subject to *sub-clause 27.1.2 of the WMO Constitution*, the President or in his absence, the Deputy President, or in their absence, any of the Vice Presidents, shall be the Chairman.

**SO 3. COMPOSITION OF THE BOARD OF MANAGEMENT OF THE WMO :**

SO 3.1 In accordance with *Clause 22 of the WMO Constitution*, the Board is composed of members selected on principally regional but also other criteria, as defined below:

SO 3.2 Members Elected in accordance with Regional Criteria :

SO 3.2.1 As regards the members to be elected in accordance with regional criteria, the regions and numbers of members to be selected from each region may be redefined by the General Assembly by way of special resolution, should time and circumstances dictate this, in order to ensure equitable representation.

SO 3.2.2 Members selected in accordance with regional criteria, may be either male or female.

SO 3.2.3 Only one candidate per Member Body may be elected. In the event of any regional quota not being fulfilled on this basis, runners up with the most votes may be selected even though a fellow candidate from the same Member Body has already been elected.

SO 3.3 Members Elected in accordance with Gender Criteria :

SO 3.3.1 As regards the members to be elected because they are ladies, this is to ensure that there are always at least five lady Board members.

SO 3.3.2 Members selected because they are ladies may be chosen without any condition as to their nationality or place of residence.

SO 3.4 Members Elected as Patrons :

SO 3.4.1 With reference to *sub-paragraph SO 6.3 below*, the first 10 Patrons to pay their life subscription will automatically be elected as members of the Board. In the event of there being more than 10 Patrons, the General Assembly shall elect 10 of them to be Board members for a term of 2 years, while the remainder shall be eligible to stand for election as members of the Board in accordance with *sub-paragraphs SO 3.2 and SO 3.3 above* in their capacity as Individual Members of the WMO and not in their capacity as Patrons of the WMO.

SO 3.4.2 Subject to *Clauses 25 and 30 of the WMO Constitution*, the membership of any Patron elected as a Board member shall be subject to *sub-clause 22.4 of the WMO Constitution*.

SO 3.5 Members Appointed as Apex Representatives :

SO 3.5.1 In addition to any candidates elected in accordance with *sub-paragraphs SO 3.2 and SO 3.3 above*, each Apex Member of the WMO is entitled to have 1 of its representatives automatically appointed as a member of the Board.

SO 3.5.2 With reference to *sub-clause 21.3.3 of the WMO Constitution*, it is the responsibility of each Apex Member of the WMO to decide which of its representatives has been selected for automatic appointment to membership of the Board in accordance with *sub-paragraph SO 3.5.1 above*. Its remaining representatives may only stand as candidates for election to membership of the Board in accordance with *sub-paragraphs SO 3.2 and SO 3.3 above* in their capacity as Individual Members of the WMO and not in their capacity as representatives of an Apex Member of the WMO.

SO 3.5.3 An Apex Body is entitled to replace its representatives who have been selected for automatic membership of the Board at any time, but if any such representative was an Office Bearer, then with reference to *sub-clause 29.2 of the WMO Constitution* the Board shall decide who shall fill the vacant office, by a simple majority vote.

SO 3.6 Members Appointed as Co-opted Members :

SO 3.6.1 As regards co-opted members, these are to be appointed by the Board on the basis that they have specialist skills which will assist in furthering the aims and

objectives of the WMO.

SO 3.6.2 Co-opted members of the Board may be either male or female.

SO 3.6.3 The Board is entitled to replace a co-opted member at any time, and if any such co-opted member was an Office Bearer, then with reference to *sub-clause 29.2 of the WMO Constitution* the Board shall decide who shall fill the vacant office, by a simple majority vote.

SO 3.7 Members Appointed as Trustees of the WMO Charitable Foundation :

SO 3.7.1 Subject to *Clauses 25 and 30 of the WMO Constitution* and to *sub-paragraph SO 6.4 below*, all Trustees of the WMO Charitable Foundation will automatically be appointed as members of the Board.

#### **SO 4. ELECTION PROCEDURES :**

SO 4.1 Election Administration :

SO 4.1.1 With reference to *sub-clause 27.1.2 of the WMO Constitution*, the Board of Management shall appoint an independent Election Commissioner at least 10 weeks before the next election falls due.

SO 4.1.2 The Election Commissioner may not be a member of the Board, unless he or she is a co-opted member, and shall be asked to confirm, before appointment, that he or she does not intend to stand for election as a member of the Board at the forthcoming General Assembly Meeting.

SO 4.1.3 The Election Commissioner shall be responsible for all arrangements both primary and incidental to the election process and to that end shall have access to the office facilities and records of the WMO.

SO 4.2 Nomination Procedure :

SO 4.2.1 With reference to *sub-clause 21.3.3 of the WMO Constitution*, Apex, Institution and Corporate Members shall notify the Election Commissioner of the names of their appointed representatives at least 8 weeks prior to a General Assembly Meeting, indicating which of these representatives are prepared to stand for election to the Board – and for which category or categories from the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*.

SO 4.2.2 It is up to each Apex, Institution and Corporate Member of the WMO to decide how its representatives are appointed.

SO 4.2.3 Any reference to an 'Individual Member', whether in the *Constitution of the WMO*, or in the *Standing Orders of the WMO*, or in any other *Regulations of the WMO*, shall be taken to include reference to both Annual and Life Individual Members unless otherwise stated.

SO 4.2.4 Any Individual Member who wishes to stand for election to the Board shall notify the Election Commissioner of his or her intention to do so at least 8 weeks prior to a General Assembly Meeting – and for which category or categories from the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*.

SO 4.2.5 With reference to *sub-paragraphs SO 3.4 above* and *SO 6.3 below*, in the event of there being more than 10 Patrons of the WMO, any Patron who wishes to stand for election to the Board shall notify the Election Commissioner of his intention to do so at least 8 weeks prior to a General Assembly Meeting – and for which category or categories from the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*.

SO 4.2.6 The Election Commissioner shall collate 9 Voting Forms, one for each of the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*, recording the names of all the candidates who will be standing for election for each category. Each candidate will be assigned a unique number, (in order to assist the Counting Officers when the votes are being counted at the election).

- SO 4.2.7 Each category shall be assigned its unique colour and each of the 9 Voting Forms shall be colour coded accordingly, each colour corresponding to the unique colour which has been assigned to each category.
- SO 4.2.8 At the bottom of each Voting Form there shall be a printed reminder which clearly states :
- (i) the maximum number of candidates who can be elected in that particular category;
  - (ii) the direction that a voter may vote for as many candidates in each category as he or she wishes up to the permitted maximum, but no more;
  - (iii) a warning that any Voting Form which has more ticks than the maximum permitted number of candidates for that category will be regarded as spoiled and will accordingly be disregarded altogether when the votes are being counted.
- SO 4.2.9 The Election Commissioner shall request, at least 4 weeks before the General Assembly Meeting, all candidates whose names appear on the Voting Forms to submit a personal written Biodata Record not exceeding 100 words setting out his or her particulars, experience, aims and vision – preferably on disk or by email – within 2 weeks.
- SO 4.2.10 The Election Commissioner shall compile 9 sets of Biodata Records, one for each of the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*, in order to facilitate informed decision making in the voting process.
- SO 4.2.11 Each of the 9 sets of Biodata Records shall be colour coded, each colour corresponding to the unique colour which has been assigned to each category.
- SO 4.2.12 The Election Commissioner shall compile 9 Score Cards, one for each of the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*, each with the unique numbers of the candidates standing for election in that category printed on it, each number with its own column, (in order to assist the Counting Officers when the votes are being counted at the election).
- SO 4.2.13 Each of the 9 Score Cards shall be colour coded, each colour corresponding to the unique colour which has been assigned to each category.
- SO 4.3 Voting and Counting Procedure :
- SO 4.3.1 One Voting Form and one set of Biodata Records for each category shall be made available, on registration, to all Individual Members of the WMO – or in the case of Apex, Institution and Corporate Members, their representatives – who are eligible to vote at the General Assembly Meeting, in order to provide an opportunity for the nominees to be introduced, to permit any late withdrawals and to facilitate the voting process.
- SO 4.3.2 Each member of the WMO who is entitled to vote will be able to place a tick on each Voting Form next to the names of the candidates for whom he or she wishes to vote, in each category, up to the permitted maximum.
- SO 4.3.3 After the forms have been completed and collected, counting will take place as follows :
- (i) Counting Officers will be appointed and each will be given a batch of completed Voting Forms and their corresponding Score Cards, correlated by means of their colour-coding.
  - (ii) Each Counting Officer will go through each completed Voting Form in his or her batch, one at a time, and record a tally of votes per candidate on its corresponding Score Card.
  - (iii) any Voting Form which has more ticks than the maximum permitted number of candidates for that category will be regarded as spoiled and will accordingly be disregarded altogether when the votes are being counted.

- (iv) The completed Score Cards will be collected and collated and a final grand total Score Card prepared for each category.
- (v) The candidates with the most votes in each of the first 9 categories as defined in *sub-clause 22.2 of the Constitution of the WMO*, up to the permitted maximum, shall be declared elected by the Election Commissioner.
- (vi) The decision of the Election Commissioner in all matters relating to the election shall be final and binding.

#### SO 4.4 Oath of Newly Elected Board Members :

SO 4.4.1 At the first meeting of the Board of Management held after the election at the General Assembly Meeting, the Chairman will ask all members of the Board to take the following oath:

“May Allah bear witness that in the discharge of my duties as a Member of the Board of Management of the World Memon Organisation, I shall at all times seek to serve the Memon community in particular and Muslims in general and to work for the common good in accordance with the Holy Qur’an and the Sunnah of the Prophet Muhammad, may Allah bless him and grant him peace.”

SO 4.4.2 Any member of the Board absent from this meeting, and any person subsequently appointed or elected as a Board member to fill any vacancy, will be required to take this oath at the next Board meeting at which he or she is present. The oath in such cases will be administered by the Secretary General or in his or her absence by the Deputy Secretary General or an Assistant Secretary General.

### SO 5. APPOINTMENT OF OFFICE BEARERS :

SO 5.1 In accordance with *sub-clause 22.6 of the WMO Constitution*, the duly elected and appointed members of the Board shall from amongst themselves elect the Office Bearers at the first Board Meeting, to be held immediately after the Annual General Assembly Meeting, by a simple majority vote.

### SO 6. SUBSCRIPTIONS :

#### SO 6.1 Annual Subscriptions :

SO 6.1.1 All members of the WMO will be required to have paid their annual subscriptions at least 8 weeks before the Annual General Assembly Meeting.

SO 6.1.2 Annual Subscriptions shall be payable on the following basis :

- |       |                    |      |       |           |
|-------|--------------------|------|-------|-----------|
| (i)   | Apex Member        | US\$ | 500   | per annum |
| (ii)  | Institution Member | US\$ | 250   | per annum |
| (iii) | Corporate Member   | US\$ | 1,000 | per annum |
| (iv)  | Individual Member  | US\$ | 100   | per annum |
| (v)   | Associate Member   | US\$ | 50    | per annum |

SO 6.1.3 Annual Subscriptions for Individual Lady Members and Individual Lady Associate Members will be payable at half the normal rate.

SO 6.1.4 The Board may appoint any non-Memon organisation or non-Memon individual, by at least a **two thirds** majority vote, as an Honorary Associate Member of the WMO, who shall not be required to pay an annual subscription.

SO 6.1.5 Honorary Associate Member organisations shall be entitled to have 1 representative who may be heard at General Assembly Meetings of the WMO, but who shall not be eligible to vote or stand for election.

SO 6.1.6 Individual Honorary Associate Members shall not be entitled to be heard or to vote or to stand for election at any General Assembly Meeting of the WMO.

## SO 6.2 Life Subscriptions :

SO 6.2.1 Individual members, Associate Members and Patrons of the WMO will be entitled to pay a life subscription instead of an annual subscription.

SO 6.2.2 Life Subscriptions shall be payable on the following basis :

- |       |                   |      |        |          |
|-------|-------------------|------|--------|----------|
| (i)   | Patron            | US\$ | 25,000 | for life |
| (ii)  | Individual Member | US\$ | 2,500  | for life |
| (iii) | Associate Member  | US\$ | 1,250  | for life |

SO 6.2.3 Life Subscriptions for Lady Patrons, Individual Lady Members and Individual Lady Associate Members will be payable at half the normal rate.

## SO 6.3 Patrons Subscriptions :

SO 6.3.1 Any Individual Member of the WMO who pays a Patron's Life Subscription to the WMO will, together with his spouse (except Associate Members), be regarded as Life Members of the WMO and entitled to be elected as a member of the Board.

SO 6.3.2 Since a Patron's Life Subscription for a Lady Patron is payable at half the normal rate, in this case her spouse will not be regarded as a Life Member of the WMO.

SO 6.3.3 Patrons shall be entitled to pay their subscription in 3 equal annual instalments, the first of which shall be payable on application to be a Patron.

SO 6.3.4 If a Patron dies before his or her Patron's Life Subscription has been paid in full, there shall be no refund of any amount paid, but the balance of the subscription due shall be waived and the membership as a Patron shall come to an end.

SO 6.3.5 The Board may appoint by at least a **two thirds** majority vote any one person of high standing as Patron in Chief who shall not be required to pay a Patron's Life Subscription. The Patron in Chief shall be entitled to be heard at General Assembly Meetings of the WMO, but shall not be eligible to vote or stand for election.

SO 6.3.6 The Board may appoint by at least a **two thirds** majority vote Honorary Patrons of the WMO for a term of 2 years, limited to 2 terms, without their having to pay a Patron's Life Subscription provided that the number of Honorary Patrons does not exceed **one tenth** of the total number of subscribing Patrons.

## SO 6.4 Trustees Subscriptions :

SO 6.4.1 By virtue of *sub-clause 8.6 of the Constitution of the WMO*, the Board is empowered to establish *inter alia* a charitable trust which shall be called the World Memon Organisation Charitable Foundation ("the WMOCF") – to assist in fulfilling all the aims and objectives of the WMO which are exclusively charitable – and which will be linked to but legally and administratively independent from the WMO.

SO 6.4.2 Any Memon who pays a Trustee's Life Subscription to the WMOCF shall be eligible to be appointed as a Board Member of the WMO as well as a Trustee of the WMOCF *provided that* :

- (i) he or she shall be at least 18 years of age;
- (ii) he or she shall not be an undischarged bankrupt, or a person convicted of a serious criminal offence, or of unsound mind.

SO 6.4.3 A Trustee's Life Subscription shall be payable on the following basis :

- |     |         |      |         |          |
|-----|---------|------|---------|----------|
| (i) | Trustee | US\$ | 100,000 | for life |
|-----|---------|------|---------|----------|

SO 6.4.4 Any individual member of the WMO who pays a Trustee's Life Subscription to the WMOCF will, together with his spouse (except Associate Members), be regarded as Life Members of the WMO and entitled to be appointed or elected as a member of the Board, as the case may be.

- SO 6.4.5 A Trustee's Life Subscription for a Lady Trustee will be payable at half the normal rate, but in this case her spouse will not be regarded as a Life Member of the WMO.
- SO 6.4.6 Trustees shall be entitled to pay their subscription in 3 equal annual instalments, the first of which shall be payable on application to be a Trustee.
- SO 6.4.7 Upon submission of his or her application to become a Trustee, the applicant shall be considered a full Board Member. If, however, his or her Trustee's Life Subscription has not been paid in full within 3 years of the date on which the application was made, his or her membership of the Board of the WMO as well as his or her membership of the Board of Trustees of the WMOCF shall cease until such time as his or her subscription shall have been paid in full.
- SO 6.4.8 Subject to *Clauses 25 and 30 of the WMO Constitution*, any Trustee who has paid a Trustee's Life Subscription shall be entitled to nominate a representative from his or her family during his or her life time, who shall automatically become a Trustee in his or her place after his or her death, for one generation only.
- SO 6.4.9 If a Trustee dies before his or her Trustee's Life Subscription has been paid in full, there shall be no refund of any amount paid, but the balance of the subscription due shall be waived and the membership as a Trustee shall come to an end *unless* his or her heir wishes to continue the membership as a Trustee in his or her own name by paying the balance of the subscription due.
- SO 6.5 Variation of Subscriptions :
- SO 6.5.1 The amounts payable for annual and life subscriptions may be varied from time to time as the Board may recommend, subject to the approval of the General Assembly, by a simple majority vote.

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