

Constitution of SIRAJ-UL-ULOOM EDUCATIONAL SOCIETY

1. The name of this society is Siraj-ul-uloom educational society, hereafter referred to as S.U.E.S.
2. This constitution is effective w.e.f June 2021.
3. The S.U.E.S is headquartered at Imamsahib Shopian. However, the executive council is empowered to shift the headquarters of S.U.E.S as and when such a need arises.
4. The S.U.E.S is a Non-Political and Non-Sectarian in character.
5. **Aims and objectives of the society are: -**

The S.U.E.S has established an educational institution at Imamsahib Shopian by name of JAMIA SIRAJ-UL-ULOOM at Hillow Imamsahib Shopian with the following aims and objectives.

- i. To inculcate among the students and scholars as pious spirit inspiring to respect humanity and human values.
- ii. To develop the understanding, perception and insight into the solution of the current problems of our nation in particular and other nations of the world in general.
- iii. To exert endeavors for reforming the society irrespective of cast, colour, class, religion etc.
- iv. To extend all possible assistance to the intelligent and efficient students from the poverty Stricken strata of the society and to help them in their educational pursuits along with the orphans and destitute.
- v. To enable the students to equip themselves with modern trends and techniques to face the challenges of present competitions.
- vi. To develop scientific temperament among the students so that they could be encouraged to reach the zenith of success in scientific fields.

6. Organizational setup: -

The S.U.E.S has the following bodies to achieve its objectives.

- i. Advisory Council.

- ii. Executive Council.
- iii. Academic Council.
- iv. Chairman.
- v. Secretary General.
- vi. Treasurer.
- vii. General Member.

7. The term of all the bodies excluding A.C. is for a period of 3 years.

8. Advisory Council (A.C.)

- This council i.e. A.C. comprises of only the basic members of the S.U.E.S.
- All the members of S.U.E.S. who have founded it are deemed to be the basic members is limited to 10 members.
- In case of a vacancy in the A.C. the same can be filled up from amongst the general members as per the majority vote of the basic members present at the meeting called for the said purpose.
- The A.C. is the chief body with full-fledged powers to manage the affairs of the S.U.E.S
- The membership of A.C. can be widened, as and when need arises, with the majority vote of the basic members.

9. Powers and Duties of A.C.

- This council is responsible for the election of Chairman and Executive Council.
- Its meetings are held twice a year. The chairman can, however, call its meetings at any time. The first meeting of every year is its budget session. If half of the members of A.C. come up with a demand for an emergency meeting, the Chairman shall be duty bound to hold the meeting.
- Intimation regarding every session of the A.C. fixing the venue, date, time and an agenda is necessarily to be passed on to all the members ten days prior to such a session or meeting.
- Every session of A.C. shall be presided over by the Chairman and in his absence by Secretary General.
- The quorum for holding of a session A.C. is 2/3rds of its members. If a quorum is not available in one session, it shall be held even if the requisite quorum is not available in the next session.

- All the decisions of A.C. are generally be taken by a consensus. In case of difference of opinion or tie amongst the members the issue (S) under question is decided on the simple majority basis. If opinions get divided equally on an issue, the Chairperson shall have the casting vote. If a member absents himself from three consecutive meetings without any valid reasons and if any, to be intimated well in time his membership on the A.C. shall stand cancelled automatically.
- A member found guilty of working against the cause of S.U.E.S shall be censured/suspended/dismissed as per the gravity of his action.
- A.C. shall make all out efforts to achieve the aims and objectives of S.U.E.S.
- A.C. shall frame and devise ways and means for furthering the cause of S.U.E.S.
- A.C. shall ratify the annual income/expenditure statements as per the budget already approved by it at the beginning of each financial year.
- The interpretations of these Bye-Laws as offered by the A.C. are deemed as authentic and operative one.

10.Executive Council: -

It comprises of following four office bearers:

- i. Chairman.
- ii. Secretary General.
- iii. Treasurer.
- iv. Principal.

11.Powers and Duties of the Executive Council:

- This council shall be duty bound to hold one meeting after every three months.
- Chairman shall be empowered to convene its meeting any time.
- All meetings of the Executive Council shall be presided over by the Chairman in his absence by the Secretary General.
- This body shall fix the pay and allowances of all the employees.
- This body shall frame rules and regulations for different departments of S.U.E.S.

- This body shall frame annual budget and get the accounts checked by the auditors. The audit report after due deliberations by this body be presented before A.C.
- Three members at the minimum shall form forum for holding the meeting of the Council.
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12. Chairman:

- i. The S.U.E.S. has a chairman who is elected by A.C.

13. He must possess all the qualities as:

Qualities of Chairman

He must excel all the basic members in general knowledge, God Fearingness, honesty, comprehension of issue, decision-making, fondness for the cause of S.U.E.S. application of bye laws steadfastness in social service. He must never crave for any post but must, in short, be the best of all among the basic member.

Powers and Duties of the Chairman:

- i. He shall be the sole custodian of the properties of S.U.E.S. and shall look-after its administrative matters.
- ii. He shall be responsible for implementing the constructional programs of S.U.E.S. as approved by its A.C. and Executive Council.
- iii. He shall work out ways and means to generate income yielding resources of S.U.E.S. and shall depute delegations and representatives to various places for this purpose.
- iv. He is empowered to entrust any department to any suitable persons as and when need arises.
- v. He shall keep a close vigil over the functioning of the all employees of the Jamia and S.U.E.S. and pass on necessary instructions for effecting improvement where-ever required.
- vi. He shall function as the sole spokesman of the S.U.E.S. and shall follow the cases pertaining to it in all the offices, courts etc. he shall have to sign all the documents whenever necessary on behalf of the S.U.E.S. and the Jamia.

- vii. He is authorized to purchase, shall or exchanges all the moveable and immoveable property of the S.U.E.S. and Jamia in accordance with the decision of the A.C. and Executive Council.
- viii. He shall be accountable to A.C. in discharging all the duties as Chairman.
- ix. He shall be the appointing authority of the S.U.E.S. and Jamia. All the appointments/termination shall be effective with his accent and concurrence.

14. Secretary General:

- i. The S.U.E.S. has a Secretary General. He shall have the qualities as per clause 13.
- ii. He is appointed by the chairman in consultation with A.C.
- iii. He shall continue to function on his post till the Chairman is satisfied with his work.

15. Duties and Powers of Secretary General:

- He shall keep the chairman abreast with the functioning of S.U.E.S.
- He shall keep contact with various subordinate functionaries of the S.U.E.S. and ask them to act on the decisions already taken by the competent body.
- He shall intimate the decisions taken to all the concerned members.
- He shall prepare the annual report of the S.U.E.S. and the Jamia for presentation to A.C.
- He shall prepare the agendas of the meetings and inform all the members as per bye-laws.

16. Treasurer:

The S.U.E.S. has a treasurer having qualities as clause 13. The treasurer is appointed by the Chairman in consultation with the Advisory Council.

17. Powers and Duties of Treasurer:

- He shall maintain the accounts of S.U.E.S. and prepare the budget.
- The treasurer shall work to the entire satisfaction of the chairman.
- He shall necessarily be one amongst the members of the Executive Council.

- He shall think of the ways and means to strengthen the financial position of the S.U.E.S. and the Jamia.
- He shall be responsible to keep records with regard to the finances of the S.U.E.S. and the Jamia and shall maintain the relevant accounts and other books.

18. Finances:

- The S.U.E.S. has an independent financial wing of its own which works directly under the chairman. The Chairman is authorized to incur expenditure on various activities of the S.U.E.S. as per the passed budget.
- The accounts of the S.U.E.S. and Jamia are operated in an authorized bank and are operated by the chairman.
- The annual donations of general and basic members including Zakat, Usher and other public donations from the main sources of the S.U.E.S.
- The income generated by any of the properties and publications etc. of the S.U.E.S. are also a source of its income.

19. Proprietary Rights:

- All the proprietary rights with regard to all the movable and immovable of the S.U.E.S. rest with its basic members only.
- All the members of the S.U.E.S. work on honorary basis. The Chairman can however, with the consent of the A.C. order monthly salary of a full time worker (from amongst the members) on the grounds of merit.

20. Academic Council:

The S.U.E.S. has an Academic Council. The Chairman, Secretary General and the Principal are its ex- officio members. It has five more members to nominate on it by the Executive Council. The experts from outside the society and the Jamia can also be invited to the council meetings. The meetings shall be held twice in a year

ordinarily. The chairman can, however, convene its meetings as and when such a need arises. The decisions in the council are generally taken by consensus and in case of difference of opinion, majority vote shall prevail.

21. Duties and powers of Academic Council:

- i. To prepare comprehensive curriculum for the Jamia.
- ii. To suggest practical methods for effective improvement in teaching and training standards.
- iii. To arrange and conduct teachers-training programs.
- iv. To frame rules and regulations for the smooth conduct of the exams.
- v. To interact with the educationists/experts and seek their valued guidance in the matters of education.

22. There is a body of general members comprising those who agree with the aims and objectives of the S.U.E.S. such persons as donate/raise donations for the S.U.E.S. and exhibiting exemplary interest in the constructional and academic activities of the S.U.E.S. can be enrolled as general members.

23. Amendments to the Bye-Laws:

Any amendments to these Bye-Laws can be made by 2/3rd majority of all the basic members in a special session of A.C. (to be convened for the purpose) by the Chairman on the written requests of at least 1/3rd members of the A.C.

Chairman

Siraj-ul-uloom Educational Society

Hillow Imamsahib Shopian (Kashmir)