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WAYANAD MUSLIM ORPHANAGE MUTTIL

ORPHANAGE BUILDING, MANDAD P.O
WAYAND DISTRICT, KERALA

S.No.30/1976

MEMORANDUM OF ASSOCIATION

The affairs of this organization are strictly governed by Societies Registration Act XXI of 1869.

1. NAME : The name of the organization governing the institutions under it is known as WAYANAD MUSLIM ORPHANAGE .
2. OFFICE : The office is situated and attached to the Orphanage building in Muttill Village
3. ADDRESS : Wayanad Muslim Orphanage, Orphanage Building Kuttamamngalam Road, Muttill, Mandad (P.O), Kalpetta (via), S Wayanad, Kerala State

No.

10252

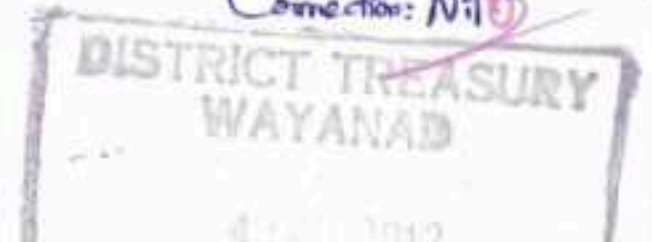
Date:

9-10-13

Issued to

Secretary W.M.O. Muttill.

Stamp Vendor




4. JURISDICTION : The whole of Kerala State

5. AIMS & OBJECTIVES:-

- a) To protect the orphan and destitute children both male and female and give them food, shelter, cloth and educate them, on religious, technical and other items, give technical training, equip them for jobs, help them to obtain jobs and lead independent life, run institutions to provide jobs such as handicraft other industries both small scale and large scale. In addition upliftment of poor children and welfare of women will be undertaken with financial assistance from donor agencies.
- b) Run Orphanage handicraft centers, industrial units, construct and maintain required buildings, Mosques, Schools, institutions, gardens, estates etc.
- c) Run institutions for orphan and destitute children both male and female Orphanage High School, U.P School, L.P School. Mosques, Madrassa. And also construct and maintain new buildings for the development of the present institutions and start higher institutions like colleges, both arts and technical and accommodate more children.
- d) Earn more money and properties for these purposes in law full and fair manner.
- e) Implement Socio- Economic and Rural Development programmes with or without assistance from Donor Agencies.

Wayand Muslim Orphanage
Sd/-
Secretary

Connection: N71 

With the above stated aims and objectives, the Wayanad Muslim Orphanage committee, has formed a society in accordance with the Indian Societies Registration Act, XXI of 1860.

The Name of Members of the Present Managing Committee are given below.

Name	Name of Father	Address	Position held
Neelikandy Kunhammaed Haji	Neelikandy Moideen	Planter Kalpetta, Wayanad	President
Kallangodan Kunhammed Haji	Moideen Haji	Planter, Kaleptta	Vice -President
A.P. Soopy Haji	Beeran	Merchant, Kalpetta	Vice President
K.P. Mammed Haji	Mammikutty	Planter, Muttill P.O	General Secretary
K.C. Mammuty Haji	Kunhimain Haji	Agriculture Vellamunda P.O	Joint Secretary
P.Moidu Haji	Ahammed Haji	Agriculture, Vellmunda P.O	Joint Secretary
Kakkoden Moosa Haji	Kakkodan Mammu Haji	Planter, S. Bathery P.O , S. wayanad	Treasurer
K.K. Khassim Haji	Abdu Haji	Planter, S.,Bathery P.O,	Member
N. Mammuty	Kunhabdulla Haji	Planter, Kelloor P.O	Do
K.K. Kunhabdulla Haji	Moidu Haji	Advocate, Tharuvana N. Wayanad	Do
Punathil Moideen Haji	Ahammed Haji	Planter, Vengapally	Do
M.A. Mohammed Jamal	Rahim Adhikari	Planter, S.Bathery	Do
Kathiri Kunhammed	Kathiri Checku	Planter, Muttill	Do
K. Ali	Abdulla	Planter, S. Bathery, P.O. Wayanad	Do
Vazhayil Kunhabdulla Haji	Kunhimayin Haji	Wayanad , Wood Industries,Kaniyambetta	Do
Vattakari Mammed	Ammotty	Planter, Kalpetta	Do
Kathiri Moidu Haji	Kathiri Pocku	Planter, Muttill	Do
P.K.V. Abdulla	Pocker	Planter, Panamaram	Do
V. Beerankutty Haji	Moi Haji	Planter, Mukkom, P.O	Do
V. Moideen Koya Haji	Beerankutty Haji	Secretry Mukkam Muslim Orphanage Committee	Do

For Wayand Muslim Orphanage

Sd/-

Secretary

We the under mentioned wish to get this organization registered under the Indian societies registration Act XXI of 1860.

Sl no	Name and Address	Position held	Signature
1	Neelikandy Kunhammed Haji Planter Kaleptta	President	Sd/-
2	K.P Mammaed Haji Planter, General Secretary	General Secretary	Sd/-
3	Kakkodan Moosa Haji Planter, Sulthan Vathery P.O	Treasurer	Sd/-
4	K.C. Mammatty Haji Agriculture, Vellamunda P.O	Joint Secretary	Sd/-
5	P.Moidu Haji Agriculture, Tharuvana P.O	Joint Secretary	Sd/-
6	K. Ali. Planter Sulthan Bathery	Member	Sd/-
7	M.A. Muhammed Jamal Planter, Sulthan Bathery	Member	Sd/-

Witnessed:-

- 1) M. Mammed Clerk, Wayanad Orphanage School Sd/-
- 2) M.K> Moin, Accountant, Wayanad Muslim Orphanage Sd/-

PRESENT OFFICE BEARERS

Name	Designation	Signature
K.C. Moosa Haji	President	Sd/-
M.A. Mohammed Jamal	General Secretary	Sd/-


For Wayand Muslim Orphanage
Sd/-
Secretary

Connection: Nil

Witnessed:-

Name	Address	Signature
1. Adam Mohammed Kunju	Administrator, WMO Muttill	Sd/-
2. Hussain Haji. K.V	Mananger, WMO, Muttill	Sd/-
3. Abdul Rasheed. K	Accoountant, WMO, Muttill	Sd/-

For Wayand Muslim Orphanage
Sd/-
Secretary

Correction: Nil 

WAYANAD MUSLIM ORPHANAGE MUTTIL

Rules and Regulations

The affairs of this organization are strictly governed by Societies Registration Act XXI of 1869.

1. NAME : The name of the organization governing the institutions under it is known by the name.
WAYANAD MUSLIM ORPHANAGE
2. OFFICE : The office is situated and attached to the Orphanage building in Muttill Village
3. ADDRESS : Wayanad Muslim Orphanage, Orphanage Building Kuttamamngalam road (P.O), Mandad (via), Muttill, Wayanad.
4. JURISDICTION : The whole of Kerla State

5. AIMES & OBJECTIVES:-

To protect the orphan and destitute children both male and female and give them food, shelter, cloth and educate them, on religious, technical and other items, give technical training, equip them for jobs, help them to obtain jobs and lead independent life, run institutions to provide jobs such as handicraft other industries both small scale and large scale. In addition upliftment of poor children and welfare of women will be undertaken with financial assistance from donor agencies.

- f) Run Orphanage handicraft centers, industrial units, construct and maintain required buildings, schools, institutions, gardens, estates etc.
- g) Run institutions for orphan and destitute children both male and female Orphanage High School, U.P School, L.P School, Mosques, Madrassa. Also construct and maintain new buildings for the development of the present institutions and start higher institutions like colleges both arts and technical and accommodate more children.

Wayand Muslim Orphanage
Sd/-
Secretary

Correction: Nil →

- h) Earn more money and properties for these purposes in lawful and fair manner.
- i) Implement socio Economic and Rural Development Programmes with or without assistance from Donor Agencies.

6. MEMBERSHIP:-

- a) Those who apply for membership paying Rs.25/- (Rupees Twenty Five only) as admission fee and are prepared to pay renewal fee of Rs. 25/- (Rupees Twenty five only) every year may be admitted as members. Those who are willing to become members must be prepared to sign the declaration from (Annexure-1) attached to the application form with recommendation of two working committee members. The working committee has also power to admit or disallow membership it is not questionable.
- b) A member will cease to be a member in case he defaults to pay the annual subscription prescribed in Para(a). But the working committee is empowered to reinstate members who have lost their membership on account of the default in paying the annual subscription.

7. MANAGEMENT:-

The supreme Authority of the establishment vests with the General Body of the committee. The Administration is the duty of the working committee, elected by the General Body.

8. WORKING COMMITTEE:-

- a) The working committee will consist not less than 10 members and not more than 31 members., including one President, two Vice – Presidents, one General Secretary, two Joint Secretaries and one Treasurer elected by the General Body.
- b) The duration of the working committee is three years ending with 30th April of the 3rd year. Even if the committee is belated to assume charge due to delay in conducting the election at the Annual General Body which has to be held during the month of April on which the period of previous working committee expires, the term of office will end by the end of April of 3rd year.

For Wayanad Muslim Orphanage
Sd/-
Secretary

Connection: Nil

- c) The working committee has power to keep away any member of the working committee or general body as the case may be from such committee and recommend the general body to remove such member from the committee and get it approved by the General Body in case the working committee is satisfied that the member has defamed the institution or acted against the interest of the institution.
- d) The working committee has to place before the General Body Meeting other than convened for some special purpose the report of implementation on the decisions taken by it in the last general body and also the receipts and payments during this period.
- e) The working committee has power to co-opt. Members to the working Committee caused by death, resignation, continuous non- attendance in the meetings, leaving the place permanently etc, accept in the places of members debarred by the working committee for the reasons stated in 8© and the membership of such co-opted members would be valid till the next general body. The General Body only has the authority to fill the vacancies caused by the removal of members as per clause 8©.
- f) Those working committee members who fail to attend three consecutive working committee meetings would lost their membership. But after informing them about this recordically, if it is convinced that their absence is under sufficient reasons they can be allowed to continue in the working committee.
- g) The annual General Body Meeting should be held during the month of April every year and the progress of activities and accounts have to be verified. On verification if the General Body detects serious irregularities, the general body can supersede the working committee and take charge of the administration directly or entrust the work with a new committee. Under this circumstance another general body should be convened within two months and can take suitable action against the working committee. If necessary a temporary working committee may also be constituted. The duration of the temporary committee would be the balance period of the original working committee. It is the duty of the general body to elect the members of the working committee to be assumed charge form 1st May after every third year on completion of the term of the working committee.

For Wayanad Muslim Orphanage
Sd/-
Secretary

9. DUTIES AND FUNCTIONS:-

PRESIDENT

The President has to preside over the working committee meetings and General Body Meetings except Special General Body Meetings. Appoint paid employees on the recommendation of the Secretary, suspend and dismiss the staff member on getting approval the working committee, supervise the duty of staff, give necessary instructions to them from time to time, inspect the office and records of the organization periodically, take suitable action through the Secretary for the improvement of the institutions, convene meetings through in case the Secretary fails to call meetings, purchases buildings and properties with the approval of working committee. Avail loan, advance etc. as and when required for running the institutions of the working committee.

10. VICE PRESIDENT

When the President has inconvenience, he has to authorize one of the vice-Presidents to hold the charge. The Vice -President in charge should discharge all the duties of the President. In the absence of the Vice-President in charge the remaining Vice- Presidents can act and preside over the emergency meetings and carry out urgent and important duties of the President.

GENERAL SECRETARY

It is the duty of the Secretary to remain office, keep records, manage all institutions and properties, keep in custody of all the documents of the properties belonging to the organization, hire the buildings, collect rent, lease amount and produces, meet expenses on a these items. Pay taxes, receive grants and other dues, contributions and donations, conduct cases both civil and criminal on behalf of the committee, act as manager and correspondent of the institutions if there is no separate manager or correspondent for the committee, conduct correspondence, keep in hand the required sum for meeting the expenses, maintain all accounts, obtain vouchers and receipts etc. as well as issue vouchers and receipts for the amounts and articles received, call meetings, submit report before the meetings recommend the appointments and suspension or dismissal of the staff. Even though the Secretary is empowered to implement important matters pending approval of the working

For Wayanad Muslim Orphanage

Sd/-

Secretary

committee, he may, consult it with the President and available members in advance as far as possible, the Secretary is personally responsible for the loss and difficulties caused to the organization due to his negligence, the loss will be recovered from his property.

JOINT SECRETARY

The Joint Secretary has to assist the Secretary as per his requirements.

TREASURER

The Treasurer is responsible for all the financial transactions of the organization.

10. MEETINGS:-

1) General Body:- The working committee should convene General Body once in a year. This may be on the occasion of the anniversary of the committee. Also General Body Meeting can be convened as and when required by the working committee. The General Body Meeting should also be convened on a requisition from not less than 15 members and the working committee is bound to call a General Body within one month of the receipt of such a notice. If the working committee fails to call the meeting the members who have demanded can jointly authorise a member to convene general body and that member can call a meeting. The General Body members should be given notice in advance of 8 days and the agenda of the meeting should be shown in the notice. If a member desires to place any matter for discussion in the General Body Meeting he should inform the Secretary about it prior to 3 days of the meeting and the Secretary has to include this item in the agenda.

a) The quorum of the General Body Meeting is 2/3 of the total members of the committee, But if two meetings are adjourned for want of quorum the third time General Body Meeting can be held even without quorum

For Wayanad Muslim Orphanage
Sd/-
Secretary

- b) The working committee should be held at least once in three months. The members of the working committee should be intimated the date, time and place of the meeting with the agenda of the meeting at least two clear days before the meeting. If any working committee member desires to place any subject for the consideration of the working committee he should intimate the fact to the Secretary one day prior to the meeting. If the President thinks that the subject is urgent and important he may place it before the meeting. The quorum of the working committee is 1/3 of the total number of working committee members. If the working committee fails to hold for want of quorum in two times the third time meeting can be held even without quorum. The President of the General Body Meeting, if he is a member has eligibility for a casting vote.

11. FUNDS:-

- a) All movable and immovable properties of the organization should be purchased on behalf of the committee in the joint names of the President and General Secretary in their official address.
- b) The committee can collect donation from the members and public institutions and governments and the account of all such income and expenditure should be properly maintained and carefully kept under custody. The extract of this should be placed before the next General Body.
- c) The donation for a special purpose should be separately accounted and utilized only for that purpose for which the contribution has been received.
- d) Receipts should be issued for all incomes and vouchers should be kept for all expenses.
- e) The accounts should be pre-audited by one or more persons authorized by the working committee and their report should be placed before the general body. All the accounts should be got audited by a Chartered Accountant annually.
- f) Any member of the working committee is empowered to examine the accounts. An ordinary member can also inspect the accounts on getting permission either from the President or Secretary.

For Wayanad Muslim Orphanage
Sd/-
Secretary

- g) The Treasurer can keep in hand the amount for the organization purpose.
- h) The funds of the organization should be deposited in the Bank or Banks as decided by the working committee in the name of the Secretary on behalf of the committee and whenever amounts are drawn from the bank the Secretary should sign the cheques.
- i) If there is sufficient fund after meeting all the expenses the working committee should utilize such amount in excess for the purchase of building or property.
- j) Lease, receipts, labour charges hire etc should be in the official name of the General Secretary. But in the case of deeds when the committee finds itself beneficial and is in best the interest of the institutions under it to dispose any property, the deed should be jointly executed by the President and Secretary and the documents should be registered.

12. AMENDEMENTS:

- a) Only 3/5 of the members the general body has power to amend or modify any of the provisions in this constitution. However the working committee is entitled to frame rules for the implementation of the provisions contained in the byelaw and these rules should never be against the constitution and should be strictly within the limits of the constitution and should not contract any of its clauses. Not withstanding anything contained in this the General Body has full power to cancel or modify or amend any of the rules framed or to confirm to such rules, But whatever contained in this byelaw with regard to the constitution no amendment could be adopted against the Para 13 of the constitution stated hereunder.
- b) However no amendment to the Memorandum, Rules and Regulations shall be made without the prior approval of the Commissioner or Income Tax.

For Wayanad Muslim Orphanage
Sd/-
Secretary

Comments Nil

13. PROGRAMME:-

The purpose and programmes are speeches or religious lectures about Islam, History, Culture, Publish on these subjects, conduct schools, Orphanages, handicraft centers, Industrial units, Training centers, maintain mosques, wakf properties and manage all such institutions.

The religious institutions under its management have to be run only under shafi, Hanfi, Hambi or Malik School of thoughts and are strictly governed under one of these school of thoughts.

14. FUTURE:-

If under any unforeseen circumstances the Wayanad Muslim Orphanage is compelled to be dissolved. The properties, institutions and all other assets should be handed over to any such registered institutions for the interest of the institutions and the assets should not be distributed or partitioned among its members.


15. Wherever the word committee or working committee appears in this constitution, if relates to Wayanad Muslim Orphanage, Muttal.

16. All what are stated above are the English translation of the Acts and Rules of the Wayanad Muslim Orphanage.

PRESENT OFFICE BEARERS

Name	Designation	Signature
K.C. Moosa Haji	President	Sd/-
M.A Mohammed Jamal	Secretary	Sd/-

For Wayanad Muslim Orphanage
Sd/-
Secretary

Connection: Nil 

Witnessed:

Name	Address	Signature
1. Adam Mohamed Kunju	Administrator, WMO, Muttill	Sd/-
2. Hussain Haji .K.V	Manager, WMO, Muttill	Sd/-
3. Abdul Rasheed. K	Accountant, WMO, Muttill	Sd/-

For Wayanad Muslim Orphanage

Sd/-
Secretary

Connections: Nil

True Computer print copy on 14 pages

Total Connections: Nil

Copy prepared by: Vasu. P.M. Clerk

Copy compared by: Reader: SHIBI. M.C, Clerk

Examiner: Vasu. P.M. Clerk

Kalpetta

19-10-2013




 District Registrar General
 Wayanad, Kalpetta