

**“Islam will definitely succeed if you are able to reform fifty percent women.”
(Hadrat Musleh Mau’ood)**

**THE CONSTITUTION OF THE
LAJNA IMAILLAH SILSILA ‘ALIYA AHMADIYYA
USA***

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***Put the name of the country**

INTRODUCTION

The Ahmadiyya Community was founded in 1889 by the Promised Messiah and Mahdi, Hadrat Mirza Ghulam Ahmad of Qadian (A.S) and Lajna Imaillah is an Auxiliary Organization of the Ahmadiyya Community. In 1914, Hadrat Mirza Bashir-ud-Din Mahmood Ahmad (May Allah be pleased with him) was elected the second successor to the Promised Messiah. He felt that a vigorous participation of Ahmadi women was as essential for the success of the Community as that of men, and started activating them for this purpose. In pursuance of this objective in 1922, he wrote a letter to some prominent ladies in the Community, detailing therein the role which Ahmadi women should play to make Islam go ahead. He called upon them to disseminate his views among their sisters, win their sympathies for his plans and to form an Association to help the resurgence of Islam. This led to the establishment of Lajna Imaillah. The following pages contain extracts from the aforesaid letter and the rules and regulations concerning the conduct of Lajna's work.

LAJNA IMAILLAH CONSTITUTION

DASTUR ASASI (RULES AND REGULATIONS) OF LAJNA IMAILLAH SILSILA 'AUYA AHMADIVYA

THE AIMS AND OBJECTIVES:

The aims and objects of Lajna Imaillah as laid down by Hadrat Kalifatul Masih II in his letter addressed to prominent Ahmadi ladies in 1922 are as follows:

Assalamu Alaikum wa Rahmatu"ah wa Barakatuhu.

The efforts of our women along with our men are equally necessary for attaining the objects of our creation. So far as I have perceived, the women have not so far realized the obligations that Islam bestows on us and the way in which we have to spend our life, so as to please Allah and receive His bounties in this world and in the hereafter.

Reflection will show that most women do not realize if there is any work to be done other than the daily chores. The mistrust and mal-feelings against Islam which are being spread amongst children by the enemies of Islam can only be countered through the efforts of our women. Similarly the spirit of sacrifice can be produced only through the efforts of the mothers. Apart from their own spiritual, intellectual and moral uplift, the future progress of the Jama'at is also greatly dependent upon the role played by our women in this respect. This is because the children are molded to a very large extent in their earlier life compared to their later years when they will not be impressed deeply.

Moreover the reformation of women can be better effected by other women. Keeping in mind these facts I invite those of my sisters who are in agreement with me and are ready to collaborate in the following task.

- i) Women should strive together to enhance their knowledge and spread it to others.
- ii) A body be established for this purpose so that this work can be carried out systematically.
- iii) Certain rules and regulations are formulated to run this body which should be binding on all the members.
- iv) The rules and regulations should conform to Islam as interpreted by Silsila 'Aliya Ahmadiyya and be contributory to its progress and strength.
- v) Papers regarding various aspects of Islam particularly those pertaining to the current problems be read in their meetings and be written by the members themselves so that they should learn to use their knowledge.
- vi) In order to enhance the knowledge of members, this body may arrange lectures on selected topics to be delivered by scholars in Islam.
- vii) In order to preserve the spirit of unity in the Jama'at, the affairs of this body shall be conducted in conformity with the schemes and desires of Hadrat Khalifatul Masih.
- viii) You shall endeavor to promote unity among the Jama'at as enjoined upon every Muslim by the Holy Qur'an, The Holy Prophet (PBUH) and the Promised Messiah (A.S.) and you shall always be prepared to offer every sacrifice for this cause.
- ix) You shall always pay attention to enhancement of your moral and spiritual standard and shall not merely restrict your attention just to eating, drinking and clothing yourself. You shall fully help each other in this matter and think and devise ways and means to achieve this.
- x) You shall specially realize your duty regarding the Tarbiyat of your children and shall not let them be alienated from their religion or become lazy and ignorant. Instead you shall try to make them active, alert and able to bear hardships. Teach them all the matters about religion which you are aware of and inculcate in them ~the love and obedience~ of Allah, ~the Holy Prophet (PB~H), Hadrat Masih Mau'ood (A.S.) and Hadrat Khalifatul Maslh. They should be trained and prepared to spend their lives in accordance with the teachings of Islam. The means to achieve this end should be thought and put into action.
- xi) When you start working together, you shall overlook the faults of each other. Efforts to reform should be carried out with patience and perseverance. In no case resentment and anger should be allowed to create differences amongst you.

- xii) Since in the beginning every new project is ridiculed by people, it is therefore necessary that you should not care about this and the lesson to bear taunts and insults, with fortitude and bravery (whether given privately or in public) should be learnt beforehand so that by seeing your example, other sisters should also come forward to do the job.
- xiii) In order to strengthen this scheme and to carry it on for ever you should go on convincing other sisters about it and this process can only succeed if every sister who joins the body considers it her duty to secure the participation of other sisters in this work.
- xiv) To save the program from disruption it is necessary that only such sisters should be allowed to become members of the body who are in full agreement with its schemes. If at some stage a member feels that she is not in agreement with it she should voluntarily disassociate herself from the body or else be removed from it.*
 - *Note: At a later stage Hadrat Khalifatul Masih decided that membership of Lajna Imaillah should be compulsory for every Ahmadi woman.
- xv) The community does not mean any special group of people. It includes all classes of people high or low, rich or poor. Therefore it is necessary that there should be no discrimination between the rich and the poor in this body. Instead, love and equality should be inculcated amongst the poor and the rich and the feelings of hatred and superiority should be discouraged because despite the differences in the status, all men are brothers and all women are sisters.
- xvi) Plans be prepared for the service of Islam and the help of the poor and needy brothers and sisters in a practical manner.
- xiv) Allah is the source of all blessings. All help comes from Him and it is He who grants us success. Therefore it is necessary that we fervently pray to Him and also request others to pray that He kindly inspire us with such ideas which fulfill the purpose of our creation. We should further pray that He enables us to choose the best available means and use them to the best of our ability for achieving this purpose. We should also pray that we are granted a blessed end and that our successive generations are also recipient of His guidance and blessings and they continue this work for ever.

NAME OF THE ORGANIZATION:

1. The name of this organization shall be Lajna Imaillah Silsila 'Aliya Ahmadiyya. It shall purely be a religious organization having no political interest whatsoever. It shall be the duty of its members to lead their lives according to the dictates of the Holy Qur'an. The members shall always abide by the law of the country in which their association is working. A Lajna branch may be established in any Jama'at where there are three Ahmadi women. At a place where number of women is less than three Lajna I cannot be established, however, the women can become members of Lajna Imaillah and their names shall be recorded in a register at the national headquarters.

ORGANIZATION OF LAJNA IMAILLAH:

2. Lajna Imaillah Silsila 'Aliya Ahmadiyya shall be a permanent organization. It shall function under the supervision of Hadrat Khalifatul Masih and the Markaz of Silsila 'Aliya Alimadiyya shall always be the Markaz of this Organization.

NAME OF THE DASTUR AND ITS ENFORCEMENT:

3. These rules shall be called Dastur Asasi Lajna Imaillah Silsila 'Aliya Ahmadiyya.

HEADQUARTERS OF LAJNA IMAILLAH:

4. The headquarters of the Silsila 'Aliya Ahmadiyya in * shall always be the headquarters of the Lajna in *

5. There shall be an Office to carry out the day to day affairs of Lajna. The staff of this office shall be appointed with the approval of Sadr Lajna Imaillah *

(* Put the name of the country)

MEMBERS:

6 a) Every Ahmadi woman above the age of 15 shall be a member of Lajna Imaillah.

b) Girls between the ages of 7 and 15 shall be members of Nasiratul Ahmadiyya.

Note: Every member of this Majlis shall owe allegiance to Hadrat Khalifatul Masih.

MAJALIS:

7. The organization of Lajna Imaillah Silsila 'Aliya Ahmadiyya shall consist of the following different Majalis:

a) Majalis 'Amma (General Bodies): Mulki (National), District-wise, Muqami (Local) and Halqa-wise (Sector-wise).

b) Majalis 'Amila (Executive Committees): Mulki (National), District-wise, Muqami (Local) and Halqa-wise (Sector-wise).

c) Majlis Shura.

8. These Majalis shall be as follows:

a) Majlis 'Amma (The General body) of

1. Mulk (Country): This Majlis shall consist of all the members of Lajna in the Country.

2. District: This Majlis shall consist of all the members of Lajna in a District.

3. Muqam (Local): This Majlis shall consist of all the members of Lajna in a Locality.

4. Halqa (sector): This Majlis shall consist of all the members of Lajna in a Halqa (sector).

b) Majlis 'Amila of: Country, District, Muqam (Locality) and Halqa (sector).

Note: A member not fulfilling the following conditions shall not be eligible to become a member of a Majlis 'Amila.

1. A member not observing purdah.
2. A member who is in arrears of Obligatory Chandas (viz. Chanda 'Am, Chanda Jalsa alana, Chanda Hissa 'Amad) for six months or more.
3. A member who bypasses the local Jama'at system and insists to send her Chandas directly to the Markaz.
4. A member against whom Jama'at took disciplinary action and a period of two years has not yet been completed after her pardon.
5. A member whose Wasiyyat has been canceled by Sadr Anjuman Ahmadiyya by way of disciplinary action or due to non-payment of Chanda Wasiyyat.
6. A person who ever brought Jama'at funds or Auxiliary Organization funds into personal use.

**MAJLIS 'AMILA LAJNA IMAILLAH MULK
(NATIONAL EXECUTIVE COMMITTEE):**

9. This Majlis shall consist of the following office bearers:

- i) Sadr (President)
- ii) Na'ib Sadr (Vice President) First, Na'ib Sadr Second
- iii) General Secretary
- iv) Assistant General Secretary
- v) Secretary T a'lim (Education)
- vi) Secretary T arbiyat
- vii) Secretary Khidmat Khalq
- viii) Secretary Mal
- ix) Secretary Nasirat
- x) Secretary San'at wa Dastkari (Industry and Handicrafts)
- xi) Secretary T abligh
- xii) Secretary Isha'at
- xiii) Secretary Tajnid
- xiv) Secretary Diyafat
- xv) Secretary T ahrik Jadid & Waqf Jadid
- xvi) Secretary Sihat Jismani (Physical Health)
- xvii) Secretary T arbiyat Nau Mubai'at (For new converts)
- xviii) Muhasiba Mal (Auditor)
- xix) SadrLajnalmailiah * (*TownwhereHeadquartersaresituated.)
- xx) Honorary Members
- xxi) Two Mu'avin Sadrat (if required)

10. The Constitution of Majlis 'Amila in a Muqam (locality) or a Halqa (sector) will be exactly similar to the Majus 'Amila of the country.

MAJLIS 'AMILA DISTRICT:

11. The Majlis 'Amila at the district level shall consist of the following members.

- 1: Sadr of the district
2. Na' ib Sadr of the district

3. General Secretary
4. Auditor

12. MAJLIS SHURA:

1. This Majlis shall represent the Country.
2. This Majlis shall consist of the following members:
 - a) Office bearers at the national level
 - b) The district Sadrs
 - c) Representatives of Majalis
 - d) Such Lajna members whom Sadr Lajna Mulk may specially invite for consultation.
3. Every Majlis Muqami (a local Majlis) can elect one representative for the Majlis Shura for every twenty-five members or a fraction thereof, e.g., one representative if number of members is 25 or less than 25; two representatives if number of members is 26 to 50; three representatives if number of members is 51 to 75; four representatives if number of members is 76 to 100; and so on.
Note: The Sadr Lajna of a Muqam shall not ex-officio be a member of the Majlis Shura. The appointment of members of Majlis Shura is made by election.
4. A member who does not fulfil the conditions laid down in Rule No.8 shall not be eligible to become a member of Majlis Shura.
5. The Majlis Shura shall be held at least once in a year. However in case of unusual circumstances Sadr Lajna Mulk may call an emergency meeting' of the Majlis Shura any time during the year.

DUTIES AND POWERS OF MAJLIS 'AMILA OF LAJNA IMAILLAH MULK (COUNTRY):

13. The Majlis 'Amila shall be authorized to issue directives and to supervise that the program chalked out by it is being implemented in the light of Rules and Regulations.
14. It shall approve the income and expenditure budget for various departments.
15. It shall chalk out appropriate programs in order to fulfil the aims and objects of Lajna Imaillah.
16. If Sadr Lajna Mulk rejects the majority decision of this Majlis; they have the right to appeal against such decision to Hadrat Khalifatul Masih within 15 days and send a copy of such appeal to Sadr Lajna Mulk.
17. It shall not be entitled to forego the decision of Sadr Lajna and her decision shall be considered final until the appeal has been decided.
18. Sadr Lajna shall have the power to place before the Majlis 'Amila the case of an office bearer of a Muqam (Locality) or a Halqa (Sector) and suspend her.
19. The National Majlis 'Amila shall have the power to appoint a special Mufattish(supervisor) to supervise and investigate the working of a Lajna branch.

20. The National office bearers of Lajna Imaillah Mulk shall have full authority to supervise the subordinate branches of Lajna.

21. When Majlis 'Amila Mulk is considering the acceptance or rejection of proposals received from subordinate branches for the Majlis Shura, the quorum shall be 3/4. For the rejection of a proposal the agreement of 2/3 of the present members shall be necessary.

DUTIES AND POWERS OF OFFICE BEARERS AT THE NATIONAL LEVEL

SADR LAJNA IMAILLAH *(Put the name of the Country)

22. Sadr Lajna Mulk shall nominate National Office Bearers and seek their approval from Hadrat Khalifatul Masih. Similarly in case of any change she shall again seek approval of Hadrat Khalifatul Masih.

23. The Sadr shall supervise all the affairs of Lajna Imaillah.

24. The Sadr shall be responsible to carry out successfully all the programs of Lajna Imaillah.

25. The final explanation and interpretation of all the Rules and Regulations of Lajna shall rest with the Sadr. --

26. The Sadr shall preside over the meetings of the National Majlis 'Amila of Lajna.

27. All the accounts of Lajna shall be operated by the Sadr along with Secretary Mal.

28. The Sadr shall see that decisions taken by Majlis 'Amila Mulk are implemented by the subordinate Majalis.

29. The Sadr shall have the power to prescribe corrective measures against a subordinate Lajna or member on some fault or shortcoming.

30. The Sadr shall have the power to appoint an officiating Sadr if she is leaving the country and Na'ib Sadr is also not in the country. But it will be necessary to obtain its approval from Hadrat Khalifatul Masih.

31. It shall be necessary for each Secretary to seek permission from Sadr before sending out a circular.

32. If both the Sadr and Na'ib Sadr are not present in the country and the Sadr has not nominated someone to officiate as Sadr, then the 'Amila Mulk shall have the power to elect someone from amongst themselves as the temporary Sadr and inform Hadrat Khalifatul Masih about it immediately.

33. The Sadr shall have the power to reject the majority decision of a subordinate Lajna.

34. The Sadr shall approve the appointment of elected office bearers of Lajna Muqami.

Note: The approval of election of Sadr Lajna Qadian and Sadr Lajna Rabwah shall be obtained from Hadrat Khalifatul Masih.

35. In case the appointments of office bearers are not approved, the Sadr shall direct the concerned Lajna to make fresh appointments.

36. The Sadr shall have the power to dismiss office bearers of subordinate Majalis.

NA'IB SADR

37. While the Sadr is on leave the Na'ib Sadr shall perform all her duties.

38. Na'ib Sadr shall fully assist the Sadr.

39. Na'ib Sadr shall not be authorized to cancel or alter any orders of the Sadr when she is officiating for her.

40. Na'ib Sadr shall also be a Secretary of some department.

GENERAL SECRETARY:

41. The General Secretary shall carry out all correspondence with various branches of Lajna Imaillah in the country under the guidance of the Sadr.

42. The General Secretary shall be in charge of the Central Office.

43. It shall be the duty of the General Secretary to complete all the records according to the directions of the Sadr.

44. It shall be the duty of the General Secretary to keep a record of the proceedings of Majlis 'Amila Mulk and to inform the concerned members and the concerned branches about those decisions which concern them.

45. It shall be the duty of the General Secretary to supervise that the directives of the Sadr are being carried out and to issue necessary reminders in this respect.

46. The General Secretary shall report about her work to the Sadr every month.

47. The General Secretary shall try to activate the less active branches.

NA '18 (ASSISTANT) GENERAL SECRETARY:

48. It shall be the duty of the Na'ib (Assistant) General Secretary to cooperate fully with the General Secretary and to perform all her duties during her absence.

49. Na'ib (Assistant) General Secretary shall not have the power to cancel or alter any orders issued by the General Secretary while officiating for her.

SECRETARY TAJNID:

50. She shall obtain from local branches and keep a record of names and other particulars of all members of Lajna in the country on the forms prescribed for this purpose.

51. She shall prepare a report every year about the total number of members. She will also point out the increase or decrease in their number at each place.

52. She shall prepare a report every year about the number of Nasiratul Ahmadiyya who have joined Lajna Imaillah.

53. If required she shall try to create new Lajna branches at all such places where at least three members exist but a Lajna branch has not so far been established.

SECRETARY DIYAFAT:

54. Secretary Diyafat shall be responsible for making catering arrangements at functions which are held under Lajna Imaillah Mulk. She will also maintain a complete account of the expenditure incurred on such occasions.

SECRETARY ISHA'AT:

55. She shall be responsible for publicizing the activities of Lajna Imaillah Mulk and the outstanding activities of its branches.

56. She shall be responsible for printing and publishing gazettes, periodicals and books which Lajna Imaillah Mulk decides to publish.

57. She shall maintain the income and expenditure account of all Lajna publications.

SECRETARY MAL:

58. Secretary Mal shall be responsible to maintain the financial stability of Lajna Imaillah Mulk.

59. She shall be responsible for organizing the collection of prescribed Lajna chandas ~ from all Lajna branches.

60. She shall present to the Sadr the names of those Lajna branches which are defaulters in the payment of chandas.

61. She shall also be responsible for presenting to the Sadr the names of those members who are defaulters in the payment of chandas.

62. She shall correspond with Lajna branches in all matters regarding collection of chandas.

63. She shall operate all the accounts of Lajna Mulk jointly with the Sadr.

64. It shall be the duty of Secretary Mal to organize the assessment of the annual budgets of all Lajna branches in the beginning of the year and keep their record in the office.

65. Secretary Mal shall present the statement of income and expenditure of Lajna Mulk before Majlis 'Amila Mulk each month.

66. It shall be the duty of the Secretary Mal to supervise the accounts of Lajna Imaillah Mulk (including those of the branches) and also to correctly maintain them.

67. It shall be her responsibility to prepare and publish the annual budget of income and expenditure along with the details concerning collection of chanda.

SECRETARY TARBIYAT:

68. She shall constantly try to inculcate Islamic morals in the members of Lajna Imaillah Mulk.

69. She shall take necessary steps for reforming such Ahmadi ladies who are lacking in spiritual and moral training.

70. She shall try to promote observance of Purdah amongst Jama'at ladies and take notice of any tendency against it, and take necessary measures so that such tendencies do not take root amongst Jama'at ladies.

71. She shall take necessary measures so that un-Islamic practices and unhealthy customs may not find their way into the Jama'at ladies.

SECRETARY TABUGH:

72. It shall be the duty of Secretary T abligh to promote Da'wat ilallah programme. She shall persuade maximum number of Lajna members to undertake this basic responsibility. In this capacity she should monitor the anti-Ahmadiyya campaigns, and try to effectively deal with them by providing adequate literature and information to members of Lajna Imaillah to counter those campaigns successfully.

SECRETARY TA'UM:

73. It shall be the duty of Secretary Ta'lim to take necessary measures to spread Islamic teachings among ladies.

74. She shall chalk out a programme for the education of illiterate women in the Jama'at so that each woman can read and write.

75. She shall organize in Lajna branches

- i} Teaching of reading of the Holy Qur'an (i.e. Nazira),
- ii} Teaching of translation of the Holy Qur'an,
- iii} Memorization of Salat along with its translation,

iv} Reading of books written by Hadrat Masih Mau'ood (A.S).

76. She shall make arrangements for conducting examinations according to the syllabi prescribed by Lajna Mulk for ahmadi ladies.

SECRETARY KHIDMAT KHALQ (SOCIAL WELFARE):

77. She shall constantly take such measures which promote amongst Jama'at ladies the urge to help the needy and the poor women. For this purpose she shall prepare such schemes which may benefit humanity at large.

78. She shall try to eradicate unemployment amongst women so that they can become self-reliant.

SECRETARY SAN'AT WA DASTKARI (INDUSTRY AND HANDICRAFTS):

79. With the permission of Sadr Lajna Mulk she shall make arrangements for holding exhibitions of handicrafts, the purpose being firstly to make Ahmadi ladies skillful and secondly to eradicate unemployment.

80. Secretary San'at wa Dastkari shall be responsible to maintain regular accounts of the exhibition.

81. She shall prepare and submit an annual report concerning the exhibitions held in local Majalis during the year to the Majlis 'Amila Mulk.

82. She shall be responsible for the collection, exhibition, sale and safe return of the exhibits to the Lajna members or branches.

83. It shall be her duty to draw the attention of Lajna members towards the exhibition and think of ways and means to improve it and continuously work for it.

84. She shall have the authority to get such articles made which she thinks to be profitable, but such articles should not be prepared which are in any way against the objectives of T ahrik Jadid.

85. It shall be her duty to maintain a complete record of exhibits received for the Exhibition. Following articles may be exhibited in the Exhibition:

- i) Articles donated to the Exhibition.
- ii) Articles for sale.
- iii) Handicrafts of various areas.

86. Only those articles shall be accepted for competition and awards which are handmade and are made by members. Articles which are sent for the awards shall be specifically marked as such.

SECRETARY TAHRIK JADID AND WAQF JADID:

87. She shall give wide publicity to the aims and objects of Tahrik Jadid and Waqf Jadid amongst Lajna members.

88. It shall be her duty to enroll maximum number of Ahmadi ladies as contributors to these two schemes viz. Tahrik Jadid and Waqf Jadid. She shall exhort Ahmadi ladies to make maximum financial sacrifices towards both the schemes.

89. Hadrat Khalifatul Masih IV Rahimahullah had kindly entrusted the responsibility of Oaf tar III Tahrik Jadid to Lajna Imaillah.

SECRETARY SIHAT JISMANI:

90. Secretary Sihat Jismani shall organize her work mainly in the following two fields:

(a) To provide the members with necessary information about hygiene, health care and first aid.

(b) To promote participation of members in various games and sports viz. table tennis, volleyball, individual games such as races, jumps, horse riding, cycling, swimming and use of hand catapult etc.

91. Where possible she shall make arrangements for holding competitions of individual games and tournaments.

92. It shall be the duty of every Lajna to establish this department and appoint a separate Secretary for it.

93. She shall see that occasionally special lectures are delivered in the Lajna meetings on the maintenance of good health.

MUHASIBA MAL (AUDITOR):

94. Muhasiba Mal shall audit the accounts of Lajna Mulk and subordinate Majalis and shall see that accounts are maintained correctly.

95. As per rules she shall sign all the bills.

96. She will supervise and check that the accounts of all advance payments and loans are cleared within the prescribed period.

SECRETARY NASIRAT:

97. It shall be her duty to successfully carry out the programme of Nasiratul Ahmadiyya.

98. She shall see that Nasiratul Ahmadiyya is established at all such places where Lajna Imaillah is functioning and that girls of 7 to 15 years are enrolled as members.

99. She shall see that every member of Nasirat pays chanda at the prescribed rate.

100 She shall see that chanda Waqf Jadid is promptly collected from Nasirat. If instead of a Lajna official the chanda is collected by a Jama 'at official he should be requested to

specify in the receipt that it is the collection from Nasirat. The Nasirat shall be divided into three grades.

- . Grade III aged 7, 8, 9 & 10 years.
- . Grade II aged 11, 12 & 13 years.
- . Grade I aged 14 and 15 years.

101 Special courses shall be prescribed for the religious education of each grade and every year against these courses an annual examination shall be held for Nasirat. Efforts should be made that all Nasirat participate in this examination.

102 In order to enhance the interest of girls in Nasirat programmes frequent educational and sports competitions should be arranged.

103 It shall be the duty of Secretary Nasirat to see that a lady from amongst the local Lajna members is appointed as Nigran (supervisor) of Nasirat.

104 Nigran (supervisor) Nasiratul Ahmadiyya shall inform the mothers about the programme chalked out for the girls and try to win their co-operation.

105 Emphasis shall be laid on religious and moral training of girls.

106 The Nasirat shall be encouraged to read their own articles in their meetings. They shall also be trained to become good speakers. They should be specially coached for this purpose.

107 Necessary means should be adopted for the intellectual advancement of Nasirat.

108 She shall take necessary steps to award prizes to such branches of Nasiratul Ahmadiyya who put up good performance during the year.

109 She shall see that the monthly report and chanda of every Nasirat branch reaches national headquarters by the 10th of the next month and shall take action in this respect.

110 The educational courses prescribed for Nasiratul Ahmadiyya should be completed within the prescribed period. The portion of the prescribed course covered each month should be specifically mentioned in the monthly report.

SECRETARY NAU MUBAI'AT (NEW CONVERTS):

111 It shall be the duty of Secretary Nau Mubai'at to maintain a record of particulars of Nau Mubai'at Lajna and Nasirat and to educate and train them according to their ability and to involve them in financial sacrifice.

MAJLIS 'AMILA LAJNA IMAILLAH MUQAMI: (LOCAL EXECUTIVE COMMITTEE):

112 This Majlis shall have the same powers and duties in its limited sphere which Majlis

'Amila Mulk has in its wider sphere.

113 Majlis Amila of Lajna Imaillah at a Muqam (place) shall consist of the following office bearers:

- i) Sadr.
- ii) Na'ib Sadr.
- iii) General Secretary.
- iv) Na'ib (Assistant) General Secretary.

114 Similarly other secretaries or office bearer (as enlisted in the national executive committee) may be appointed according to the local requirements. There shall also be similar office bearers at the Halqa (sector) level.

115 No office of Lajna Imaillah shall be entrusted to a lady who does not observe purdah.

116 The meeting of the 'Amila shall be held at least once in a month. As far as possible all the members should attend this meeting. In case of some compulsion attendance of half the members is necessary.

117 Sadr Lajna Muqami is entitled to call an emergency meeting of the 'Amila as and when required.

118 The local Sadr may suspend a local office bearer (with immediate intimation to Sadr Lajna Mulk) for a period of 15 days, during which she should obtain confirmation of this suspension from the National Sadr. The National Sadr may prolong the period of suspension, till the time the inquiry regarding alleged misconduct and negligence is completed. In case the verdict is against the office bearer, the National Sadr may either take disciplinary action against her or dismiss her or decide that no responsibility shall ever be entrusted to her in future.

119 In case Lajna Muqami chalks out some program over and above the central program, it shall be its duty to get it approved from national headquarters before acting upon it.

120 When necessary Sadr Lajna may convene an emergency meeting of Sadrs of Local Halqas (sector).

121 Sadr Lajna Muqami shall nominate her Majlis 'Amila and get its approval from Sadr Lajna Mulk.

122 Only such Majalis of Lajna shall be deemed to have done good work who have co-operated with all departments of Lajna Mulk specially the department of Nasirat and have implemented the schemes of national headquarters fully.

123 In order to induce spirit of competition prizes shall be awarded to the best Haiqa or the best Majlis and not to the office bearers.

DUTIES AND POWERS OF OFFICE BEARERS OF LAJNA MUQAMI: SADR LAJNA MUQAMI:

124 The Sadr shall supervise all the affairs of Lajna Muqami and she shall be responsible for getting the directives of Majlis 'Amila Mulk carried out.

125 Sadr Lajna Muqami shall see that members abide by the Rules and Regulation of Lajna Imaillah. An appeal can be made to Sadr Lajna Mlulk against a decision of the Sadr Lajna Muqami.

126 Depending upon the local circumstances, the Lajna Muqami shall hold its meetings weekly, fortnightly or monthly.

127 She shall preside over meetings of Lajna Imaillah Muqami.

128 Program of Muqami Lajna shall be chalked out with the permission of Muqami Sadr.

129 All expenses shall be endorsed both by the Secretary Mal Muqami and the Sadr Muqam.

130 The Sadr shall have the power to reject majority opinion in local affairs, but it shall be necessary for her to immediately inform the Sadr Lajna Mulk about such matters.

131 Sadr Muqami shall have the power to suspend a local office bearer with immediate intimation to Sadr Lajna Mulk but the power to dismiss is vested in the Sadr Lajna Mulk.

132 Sadr shall have the power to appoint someone to officiate for her in her absence during her leave and inform Sadr Lajna Mulk about it.

- a) In case the period of absence is more than 15 days and up to two months she will intimate Sadr Lajna Mulk about the officiating person.
- b) In case the period of leave is more than two months she will obtain approval of the officiating person from Sadr Lajna Mulk.

GENERAL SECRETARY MUQAMI:

133 She shall keep a record of all the decisions of Majlis 'Amila Mulk which concern Lajna Muqami and are conveyed to it.

134 She shall also maintain the record of all decisions of Majlis 'Amila Muqami.

135 It shall be her duty to present her report to the Muqami Sadr. This report should also be read out in the general meeting of the local Lajna.

136 It shall be her duty to prepare the monthly report on the prescribed form and send it to national headquarters every month after getting it countersigned by Sadr. The report of any additional work done can also be sent on separate plain sheets.

SECRETARY TA'LIM MUQAMI:

137 It shall be her duty to make arrangements for the education of the illiterate members. Education here means:

- i) To teach reading and writing.
- ii) To teach reading of the Holy Qur'an.
- iii) To teach meanings of the Holy Qur'an.
- iv) To teach memorizing of Salat and its meanings.

138 She shall also be responsible for the religious education of members. Religious education includes special courses prescribed by the national headquarters.

SECRETARY MAL MUQAMI:

139 She is responsible for filling the form prescribed for the assessment of budget in the beginning of the year and to send it to the national headquarters.

140 It shall be her duty to collect chanda from members and hand it over to the Sadr by the 10th of every month. And the Sadr shall send the share of national headquarters to national headquarters on the fixed date.

141 She shall regularly send the list of chanda paying members and defaulting members to national headquarters through the Sadr Muqami.

142 She shall keep a detailed record of the local income and expenditure account in the office. She shall submit complete accounts along with the annual report.

143 It shall be her duty to maintain the daybook and the ledgers.

144 She shall be responsible for the safe custody of receipt books received from the national headquarters and their safe return to the national headquarters.

145 She shall see that no chanda is collected without issuing a receipt.

146 Every Muqami Lajna may retain 25% of membership chanda for local expenses except those Lajnas which are permitted to retain more than 25% by the national headquarters.

147 Lajna Mulk shall have the power to allow a Muqami Lajna or a Halqa Lajna to locally spend the donations collected at the Muqam or Halqa level.

148 Lajna Muqami is not allowed to appeal for a special chanda for any need without permission of Sadr Lajna Mulk.

149 Lajna Halqa is not allowed to appeal for a special chanda for any need without permission of Sadr Lajna Muqami.

150 At the conclusion of the financial year it will be the duty of Lajna Muqami to send all the balance to Lajna Mulk. If out of this balance Lajna Muqami wants to spend some

amount for some special local purpose the Lajna Muqami will obtain prior approval from Sadr Lajna Mulk.

SUBORDINATE HALQAS (SECTORS) OF LAJNA MUQAMI:

151 Such branches of Lajna which are working in a Halqa and are subordinate to Lajna Muqami.

152 Under the directions of the Sadr Muqami the powers of Sadr Lajna Halqa shall be the same in her Halqa as those of Sadr Muqami in her wider sphere. The duties of the other office bearers in the Halqa shall be similar to the duties of the corresponding office bearers at Muqam.

153 Depending upon the local circumstances, this Lajna shall hold its meetings weekly, fortnightly or monthly.

154 For the information of members Sadr Lajna Halqa or General Secretary of a Halqa (sector) shall present a brief report of its activities in the general meeting so that the members remain informed.

155 Members of a Halqa shall elect the Sadr Halqa. The result of the election shall be intimated to Sadr Lajna Muqami for approval.

156 It shall be the duty of this Lajna to carry out the programmes as prescribed by Lajna Mulk and Lajna Muqami and co-operate with them.

157 If Sadr Lajna Muqam rejects the appointment of office bearers at the Halqa level then fresh appointments be made as per rules and approval thereto be obtained.

158 A Halqa shall be divided into Hizbs (groups). Each Hizb (group) shall consist of ten members.

DUTIES OF MEMBERS:

- 159 a) To carry out such directives of Lajna Imaillah Mulk or Muqam which are not contrary to the orders of Hadrat Khalifatul Masih or the officers appointed by him.
b) To pay regularly the Chandas of Lajna according to the prescribed rates.
c) To try to make the programmes of Lajna Imaillah successful.
d) To abide by the prescribed corrective measures in the event of negligence or default with pleasure.

160 To give constructive suggestions for the progress of Lajna Imaillah.

LAJNA OF A DISTRICT:

161 If necessary the National Sadr may appoint Regional and District Sadrs, to help her carry out her responsibilities more efficiently in that region or district.

Note: These nominations shall be for one year.

162 Sadr Lajna of a district shall be the higher supervisor of all the Majalis in the district (including the Muqami Majalis at the district headquarters). The Majlis 'Amila in a district shall consist of the following members.

1. The district Sadr (President)
2. The district Na'ib Sadr (Vice President)
3. The General Secretary
4. The Auditor

Note: If keeping in view the area of a district, the district Sadr deems it fit to appoint additional Nigran (supervisors) she may do so.

163 The district Sadr may guide big cities but should leave their local matters to their discretion. But if the district Sadr feels that some error or something improper is happening she will immediately inform Sadr Lajna Mulk about it.

164 With the permission of Sadr Lajna Mulk, the regional and the district Sadrs may establish new Majalis (branches) as and when required. They will liaise between Majalis and see that the Majalis subordinate to them are regularly sending their reports.

165 The regional and district Sadrs shall help and assist Sadr Lajna Mulk in such matters which are entrusted to them. Their duties and powers shall only be to the extent to which these have been delegated by Sadr Lajna Mulk.

166 A person who is appointed to a higher office shall not be eligible to retain a lower office as well, unless Sadr Lajna Mulk exempts someone from this rule.

167 District Sadr shall supervise that elections of local Sadrs (Presidents) of all the Majalis in her district are completed in time and their approval is obtained from Sadr Lajna Mulk.

IJTEMA' MULK (THE NATIONAL ANNUAL CONVENTION):

168 The National Lajna Imaillah shall hold an annual convention at its headquarters in which representatives of its branches shall be expected to participate in the largest possible number. There shall be no restriction on the number of participants.

169 The Majlis Shura (Advisory Council) of Lajna Imaillah shall also be held on the occasion of the Annual Convention.

170 If the Sadr of a branch is unable to participate in the convention, she is not entitled to nominate anyone in her place. In that case an alternative representative shall be elected by the Majlis 'Amila.

Note. It may please be noted that there is no restriction on the number of participants in the Ijtema. The representatives are appointed only for the sake of Shura which depends upon the discretion of Sadr Lajna Mulk, how many representatives she decides to invite under the circumstances.

IJTEMA' OF A DISTRICT:

171 At least one Ijtema' (convention) of all the members of a district shall be held in a year.

IJLAS (MEETINGS): IJLAS OF MAJLIS 'AMILA LAJNA IMAILLAH MULK:

172 Majlis 'Amila Lajna Imaillah Mulk (National Executive Committee) shall hold at least one meeting every month.

IJLAS (MEETING) OF MAJLIS 'AMILA OF A DISTRICT:

173 The Majlis 'Amila shall hold at least one meeting in three months.

IJLAS (MEETING) OF MAJLIS 'AMILA OF A MUQAM OR HALQA:

174 The Majlis 'Amila shall hold at least one meeting in a month.

**THE IJLAS OF MAJLIS 'AMMA OF A MUQAM OR HALQA
(THE GENERAL BODY MEETING OF A PLACE OR SECTOR)**

175 Following rules govern the general body meeting of a Muqam and its sectors.

a) As far as possible one or more than one meeting should be held every month.

Interesting educational and moral programs should be prepared for these meetings.

Moreover every effort should be made to achieve 100% attendance.

APPOINTMENT OF OFFICE BEARERS:

176 The appointment of office bearers shall take place either:

a) By election, or

b) By nomination.

NOMINATIONS:

177 Sadr Lajna Mulk shall nominate the national office bearers and obtain approval of their appointment from Hadrat Khalifatul Masih. In case a change in the appointment of office bearers is required, the approval of this change shall also be obtained from Hadrat Khalifatul Masih. The Muqami Sadr (Local President) shall nominate her Majlis 'Amila and obtain its approval from Sadr Lajna Mulk.

The Sadr of a Haiqa (sector) shall nominate the members of Majlis 'Amila of her Halqa and obtain its approval from the Muqami (local) Sadr.

INTIKHABAT (ELECTIONS):

SADR LAJNA IMAILLAH MULK:

178 The appointment of National Sadr Lajna Imaillah shall be made through election unless Hadrat Khalifatul Masih chooses to make a nomination.

179 The election of the National Sadr Lajna Imaillah shall be held on the occasion of the Annual Convention. If annual convention is not held then elected representatives can be called and election can be held. Prior approval of Hadrat Khalifatul Masih shall be obtained for holding the election. Similarly a request shall be made to Hadrat Khalifatul Masih before the election to appoint his representative for conducting the election.

180 The Majlis Shura of Lajna Imaillah (consisting of elected representatives of Lajna branches) shall have the right to vote for the election of the Sadr.

181 It shall be binding that at least five names are proposed for the office of Sadr Lajna Mulk.

182 The names of all the persons (presented to Majlis Shura for election) along with the number of votes obtained by each shall be submitted to Hadrat Khalifatul Masih for final decision and appointment of National Sadr Lajna Imaillah.

183 (a) During the election session it shall be permissible to give introduction of a proposed name but there shall be no permission to speak against anybody.
(b) Any propaganda or canvassing, implicit or explicit, is not allowed in the elections.

184 In the course of an election no one is allowed to speak in her own favor or vote for herself.

185 During the election session it shall be binding for every member to exercise her right of vote.

186 National Sadr Lajna Imaillah should preferably be a resident of the place where headquarters of the Ahmadiyya Community in the country is located.

187 Sadr Lajna Mulk shall be elected for a period of two years. A member cannot be elected as Sadr Lajna Mulk for more than three consecutive terms. However before the election Na'ib Sadr Lajna Mulk may convene a meeting of Majlis 'Amila Mulk and keeping in view the performance of the Sadr make a recommendation to Hadrat Khalifatul Masih. The Sadr shall not participate in this meeting.

SADR LAJNA MUQAMI:

188 The person whose name is proposed for the office of Sadr should know the meanings of the Holy Qur'an, if not of the whole, then at least of a part of it. In villages she should at least be able to recite the Holy Qur'an.

189 All the elections shall be open (e.g. by show of hands.)

190 The quorum for such a meeting shall be one half of the total number of members of the branch. If the required quorum is not realized in the first meeting, the quorum for the second meeting called for this purpose shall be one third of the total number of members of the branch. If the quorum is not realized in the second meeting also, then in the third meeting there shall be no restriction of quorum.

Note: The General Secretary shall be responsible for informing all the members concerned about the meeting for the election of the Sadr.

191 Any propaganda or canvassing, implicit or explicit, is not allowed in the elections.

192 A report about the proceedings of the election meeting along with the number of votes and other particulars which are asked for should be sent for approval to the headquarters of Lajna Mulk through the district Sadr.

Note The old Sadr shall continue to work until the approval is received from the headquarters.

193 If National Sadr Lajna rejects the appointment of office bearers of Lajna Muqami, they shall make fresh appointments and intimate the results to National Lajna. The names of rejected candidates shall not be proposed again in the elections that year.

194 At places where the number of members is large, the representatives of Majlis Shura of that Majlis shall elect the Muqami Sadr.

195 A person whose name is proposed for election as Sadr must be regular in five daily prayers, be a regular chanda paying member of Jama'at and Lajna, be truthful, honest and having regard for the institution of Silsila 'Aliya Ahmadiyya and that she observes Purdah.

196 The name of the local Sadr, who has been elected thrice consecutively, shall not be proposed for the fourth term except with the special approval of Sadr Lajna Mulk.

197 At least three names shall be proposed for the election of Sadr Lajna Muqami.

198 The election of Sadr Lajna Muqami at Qadian and Rabwah shall be held with the permission of Hadrat Khalifatul Masih. It shall be necessary to obtain prior permission for the holding of the election and the appointment of the representative who will conduct the election. At all other places election will be held with the permission of Sadr Lajna Mulk.

199 No office bearer has the right to resign. In case of some constraint she can offer her apology to Sadr Lajna Mulk along with her reasons. The concerned office bearer shall continue to do the duties delegated to her till the Sadr Lajna Mulk takes a decision. The case of a person who is a member of Majlis 'Amila Mulk shall be submitted to Hadrat Khalifatul Masih.

MISCELLANEOUS RULES

200 The year of Lajna Imaillah will start on the first of October and end on the 30th of September next year.

201 The compulsory chandas of Lajna Imaillah are as follows:

- (a) Membership chanda of Lajna
- (b) Chanda Salana (Annual) Ijtema' of Lajna

202 The compulsory chandas of Nasiratul Ahmadiyya are as follows:

- (a) Membership chanda of Nasiratul Ahmadiyya
- (b) Chanda Salana (Annual) Ijtema' of Nasiratul Aijmadiyya

203 The rates of chandas of Lajna Imaillah shall be decided by Majlis Shura Lajna Imaillah Mulk.

204 All the decisions of Majlis Shura Lajna Imaillah Mulk shall become effective only after approval by Hadrat Khalifatul Masih.

GLOSSARY

- Ansarullah Ahmadi men above 40.
- Atfalul Ahmadiyya Ahmadi boys from 7 to 15.
- Bai'at Oath of allegiance.
- Chanda Contribution or subscription.
- Chanda Aam Compulsary contribution for all Ahmadies.
- Chanda Hissa Amad Contribution made by a Musi
- Chanda Jalsa Salana Compulsary contribution for all Ahmadies to meet the expenses of Jalsa Salana.
- Chanda Lajna Lajna membership subscription.
- Da'wat Iiallah Preaching
- Dastur Asasi Constitution
- Diyafat Catering/Hospitality
- Hadrat Khalifatul Masih Supreme Head of Worldwide Ahmadiyya Muslim Community
- Hadrat Masih Mau'ood Hadrat Mirza Ghulam Ahmad Qadiani (a.s.) (The Promised Messiah)
- Halqa Sector
- Hizb/Hizbs Group/Groups
- Ijlas Meeting.
- Ijtema' Convention or gathering
- Intikhab/Intikhabat Election/Elections
- Isha'at Publication
- Jama'at Community (i.e., Ahmadiyya Community)
- Khidmat Khalq Social welfare.
- Khilafat The institution of Successorship to Hadrat Masih Mau'ood
- Khuddamul Ahmadiyya Ahmadi young men 15 to 40
- Lajna Ahmadi women's association
- Majalis Plural of Majlis
- Majlis An organizational unit of Lajna
- Majlis 'Amma General Body
- Majlis 'Amila Executive Committee
- Majlis Shura Advisory councilor Advisory body
- Mal Finance
- Markaz Centre
- Mu'avin Helper

- Mulk t Mulki Country t National
- Muqam t Muqami Place or locality t local
- Mufattish Supervisor or investigator
- Moosi (Musi) An Ahmadi who joins the institution of Wasiyyat
- Na'ib Deputy Nicet Assistant
- Nasiratul Ahmadiyya Ahmadi Girls from 7 to 15.
- Nau Mubai'at New converts (ladies)
- Nigran Supervisor
- Purdah Veil, a cover
- Sadr/Sadrat President I Presidents
- Salana Ijtema Annual Convention or gathering
- Sihat Jismani Physical health
- Silsila 'Aliya Ahmadiyya The Great Ahmadiyya Order
- Sho'ba Department
- Tabligh Preaching
- Tahrik Jadid A scheme introduced in 1934 for the establishment of
- Ahmadiyya Foreign missions.
- Tahrik Jadid Anjuman A society registered in Pakistan which controls and
- Ahmadiyya supervises all Ahmadiyya missions outside Pakistan
- Tahjnid Enrollment
- Tahlim Education.
- Tarbiyat Spiritual, religious & moral training.
- Wakil Director of some aspect of Tahrik Jadid Anjuman Ahmadiyya
- Wakil A'ia Administrative Head (Director General) of Tahrik Jadid Anjuman Ahmadiyya
- Waqf Jadid A scheme introduced in 1957 for organizing preaching in villages.