



**MUSLIMAH MENTORSHIP NETWORK**  
CHANGE . EMPOWER . INSPIRE

**THE CONSTITUTION OF MUSLIMAH MENTORSHIP NETWORK  
(MMN)**

**ADOPTED AT A GENERAL MEETING  
ON [ ] 2019**

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CHANGE . EMPOWER . INSPIRE

## **PREAMBLE**

We begin in the name of Allah, the most gracious, the merciful. We are young intellectual Muslim women who have come together as a unit in pursuit of giving back to society. Our organization shall be known as the "**MUSLIMAH MENTORSHIP NETWORK (MMN)**". We the members recognize the goal, mission and vision of this establishment and we agree to adopt and be bound by the terms contained in this constitution.

## **BACKGROUND**

Muslimah Mentorship Network (MMN) is a non-political and non-profit making organization established in 2017 **upon the recognition that** children in our communities especially girls, go through the educational system without access to proper counseling and mentorship programmes. **Furthermore,** majority **of such children** do not get the opportunity to graduate from school due to various challenges. Also, girls are less likely to attain higher education compared to boys as a result of societal constraints placed on females. Those who manage to make it through school in most cases have limited resources. These are some of the factors that inspired the creation of MMN, a network of intellectual women who desire to empower, inspire and motivate girls to break stereotypes and become change makers in their communities and the world.

## **ARTICLE 1: MISSION AND VISION**

### **Mission**

Our mission is to provide guidance to young Muslim girls in their quest to attain higher education, build successful careers and **live a worthy** Islamic life.

### **Vision**

Our vision is to establish career counseling centers in every school, and in every town across Ghana and subsequently across Africa by the year 2050.

## **ARTICLE 2: NAME AND LOCATION OF THE ORGANIZATION**

- a) The name of this organization shall be **MUSLIMAH MENTORSHIP NETWORK (MMN)**
- b) The Motto for the organization shall be "Change, Empower, Inspire "
- c) The offices of the organization shall be located in, P.O.Box 224, Ofankor Barrier

## **ARTICLE 3: OBJECTIVES OF THE ORGANIZATION**

- a) To improve the knowledge of young adults through mentorship
- b) To provide practical and theoretical knowledge for young adults
- c) To create more awareness on female related issues
- d) To establish career counseling centers in every community across Ghana
- e) To increase collaboration with other organizations with similar goals
- f) To support young adults financially through their education

## **ARTICLE 4:**

### **ARTICLE 4.1 MEMBERSHIP**

Membership is open to every

- a) female of sound mind;
- b) female with either a basic, secondary, tertiary education or vocational skill;
- c) female who aspires to be mentored;
- d) female who aspires to mentor young adults; and
- e) honorary membership shall be extended to a person by MMN council

## **ARTICLE 4.2 CLASSIFICATION OF MEMBERSHIP**

The following are the categories of membership in the organization

- a) General Members
- b) Associate members
- c) Honorary Members

### **ARTICLE 4.2. a General Members**

A female who has characteristics as mentioned in article 4.1, has completed an acceptable mentorship programme and holds a valid license from MMN shall be a general member. These members shall have the right to vote, to speak, to present and support motions and stand for elections. Members in this category also qualify to be mentors. Volunteers, regional coordinators, members from clubs in basic, secondary, and tertiary schools fall under this classification.

### **ARTICLE 4.2.b Associate Members:**

Females, who do not otherwise qualify to be members themselves under (article 4) above, shall be admitted as members upon representation by a member. These members shall be designated as Associate Members who shall have the same rights and privileges as members except the right to vote.

### **ARTICLE 4.2.c Honorary Members:**

There shall be a category of members to be designated as honorary members (well-wishers).

Honorary members shall be people who are deemed and recognized by members of the organization as having demonstrated belief in the ideals of the organization, and who would have been recommended by members, and approved for honorary membership at an Annual General Meeting.

### **Rights of Associate and Honorary Members**

- a) Associate and Honorary Members shall have the right to attend and speak at meetings of the organization.
- b) They shall enjoy all the social privileges of membership. However, they shall not have the right to vote in the election of executives of the organization or vote at meetings of the organization. They may, however, be elected as Members of the Executive Committee.
- c) Associate and Honorary members are not obliged to pay dues but may make donations. However, Associate members appointed to the Executive Committee shall pay the applicable dues for every month for the period they remain on the Executive Committee.

### **ARTICLE 4.2.d Regional Coordinator**

- a) The regional coordinator shall be responsible for the general running of the organization in her region.
- b) She shall preside over all Executive committee meetings at the regional level with powers in compliance with the relevant provisions of this constitution.
- c) She shall have the power to appoint an officer to help a delegation to a conference in the name of the organization.
- d) She shall oversee the activities of the various committees at the regional level except where otherwise provided by the constitution.
- e) She shall report on the activities and programmes of the organization to the national president.
- f) She shall be a member of the disciplinary committee.
- g) She shall delegate her powers where necessary to her deputy.
- h) The regional coordinator shall hold office for two years after which fresh elections will be called.

## **ARTICLE 4.3 DUTIES OF MEMBERS**

All members shall:

- a) Fill out an online membership form from official sources;
- b) Actively participate in all activities of the network;
- c) Attend meetings and mentoring programs regularly and punctually;
- d) Be committed; any member who is absent from activities for five (5) consecutive times without tangible reason(s) shall be issued two (2) letters of notification by the executive committee reminding her of her absence and directing her to attend programs;
- e) Pay monthly dues of ghc10.00 (to be reviewed yearly by the general assembly) by the
- f) Members who are studying in institutions of higher learning at vocational, technical or tertiary levels may pay 50% of agreed membership dues. This provision does not cover masters or doctoral studies.
- g) Members may be invited by the executive committee from time to time to make further subscriptions or donations for purposes of projects and activities approved by the executive committee or upon agreement at the annual general meeting.
- h) Members will have to sign a contract with the organisation to show their commitment.

## **4.4 CESSATION OF MEMBERSHIP**

A person ceases to be a member if she:

- a) fails to comply with her duty as member.
- b) dies
- c) resigns
- d) is of unsound mind
- e) exhibits gross misconduct example, using foul language, drinking and smoking.

## **ARTICLE 5: MENTORS**

### **ARTICLE 5.1 DEFINITION**

A mentor shall be a female between the ages of 21-50 who holds a tertiary education or other special talents in various fields of endeavor.

### **ARTICLE 5.2 QUALIFICATIONS OF A MENTOR**

- a) Effective communication and interpersonal skills
- b) Ability to facilitate learning
- c) Analytical skills
- d) Ability to listen and provide feedback
- e) Willingness to share expertise and time
- f) Commitment to helping in the professional development of colleagues
- g) Commitment to self-improvement
- h) Respect for colleagues

### **ARTICLE 5.3 ROLES AND RESPONSIBILITIES OF A MENTOR**

- a) Serve as a mentor and provide guidance, oversight, and encouragement to a mentee
- b) Provide feedback regarding their mentorship contract, progress, and experience
- c) Meet in person or communicate regularly with mentee to review their progress and help them work towards identified goals.
- d) Maintain confidentiality of information shared by mentee
- e) Maintain mutual respect with mentee

## **ARTICLE 6: MENTEE**

### **ARTICLE 6.1 DEFINITION**

A mentee is a girl/ young adult between the ages of 13-25 who seeks guidance and constructive feedback on her professional development and career goals.

### **ARTICLE 6.2 ROLES AND RESPONSIBILITIES OF A MENTEE**

- a) Takes responsibility for maintaining regular contact with mentor and actively participates in the relationship
- b) Assesses academic or professional strengths and communicates that to the mentor
- c) Develops a plan with the mentor for achieving this goal
- d) Maintains mutual respect with the mentor
- e) Maintains confidentiality at all times
- f) Openly shares successes and failures with mentor
- g) Receptive to feedback and coaching
- h) Takes advantage of opportunities presented by the mentor
- i) Assesses or evaluates mentor

### **ARTICLE 6.3 MENTOR-MENTEE RELATIONSHIP**

The purpose of a Mentor-Mentee relationship shall be solely for helping one another at various stages of career and personal development to grow and excel in their fields.

### **ARTICLE 6.4 MENTORING STYLE**

- The School Transitioning Buddy
- The Career Buddy
- The Lifestyle Buddy
- Group Counseling Buddy



## **ARTICLE 7: ORGANS OF THE ORGANIZATION**

The organs of the organization shall consist of:

- a) The General Assembly
- b) The Executive Committee
- c) The Board of Directors

The General Assembly shall be the governing body of the organization.

- a) All complaints regarding the behavior or code of conduct of members should be presented and submitted in writing to the Secretary.
- b) The Disciplinary Committee (Which shall comprise of 5 members, from the general assembly) will meet to hear complaints within three days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.
- d) There will be the right of appeal to the General Assembly following disciplinary action being announced. The committee should consider the appeal within seven days of the Secretary receiving the appeal
- e) The member whom the complaint was made against shall have the opportunity to defend herself.

## **ARTICLE 8: ELECTION AND COMPOSITION OF EXECUTIVE COMMITTEE**

- a) The Network shall be administered by elected representatives that form the Executive Committee
- b) Elections shall be held every 2 years.
- c) Every member of the organization is invited to be a member of the Executive Committee except members that hold executive position in a conflicting organization

- d) The Executive Committee shall consist of the following:
- ✓ President
  - ✓ Vice President
  - ✓ Secretary
  - ✓ Accountant
  - ✓ Organizer
  - ✓ Project coordinator
  - ✓ Social media handler/Public Relations Officer
  - ✓ Legal advisor
  - ✓ Patron
  - ✓ Regional Coordinator

## **ARTICLE 9: EXECUTIVE COMMITTEE**

### **ARTICLE 9.1 RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

Members of the Executive Committee have specific functions aimed at the general wellbeing of the organisations. Notwithstanding these specific functions however, office bearers are welcomed to render outstanding services when necessary.

### **ARTICLE 9.2. PRESIDENT**

The President shall be the head of the Executive Committee and the network, and shall exercise the following functions:

- 1) Oversee the affairs of the network: create, communicate and implement the organization's vision, mission and overall direction.
- 2) Represent the network in all matters
- 3) Chair all meetings of the Executive Committee
- 4) Delegate responsibilities to other members of the Executive Committee from time to time.
- 5) Lead, guide, direct and evaluate the work of the other executive leaders.
- 6) Evaluate the success of the organization

- 7) The President shall preside over all Executive Committee and General Assembly meetings with powers in compliance with the relevant provisions of this constitution.
- 8) The President shall be a co-signatory to the bank account(s) of this network
- 9) The President shall lead all delegations of the organization to conferences and/meetings both local and international or delegate otherwise.
- 10) The President shall oversee the activities of the various committees except where otherwise provided by the constitution.
- 11) The President shall report on the activities and programs of the organization at General Assembly meetings to the General Assembly
- 12) The President shall be a member of the disciplinary committee
- 13) The President shall delegate her powers where necessary to the Vice President
- 14) The President shall hold office for two years after which fresh elections will be called

#### **ARTICLE 9.2. VICE PRESIDENT**

- 1) The Vice President shall assist the President in the discharge of her duties and shall assume the position of the President in her absence
- 2) Oversee the principal areas of work.
- 3) Work with the President on initiatives and supports the team's engagement with the other executives.
- 4) Reports to the President/Works directly with the President.

#### **ARTICLE 9.3. LEGAL ADVISERS**

The Legal Advisers shall advise the organisation on legal matters.

#### **ARTICLE 9.4. SECRETARY**

The Secretary shall be responsible for all correspondence of the Organisation. The Secretary shall prepare minutes, keep records, properly archive the organization's information, maintain a list of all members and document relevant records of the Association.

The Secretary's responsibilities include:

- 1) Managing communication and correspondence
- 2) Keeping up-to-date contact information of the organization's members
- 3) Maintaining effective records and administration
- 4) Support the President and Vice President in ensuring the smooth functioning of the organization.
- 5) Convening and facilitating Annual General Meetings (AGM) and regular meetings (preparing the agenda, taking minutes; conveying decisions, etc.)
- 6) Providing support to committees and working parties such as the Board of Directors, etc.
- 7) Implementing procedural/administrative systems. Handling correspondence before and after meetings
- 8) Ensuring that policies are kept current, are approved, and that members of the network are aware of their implications.

#### **ARTICLE 9.5 ASSISTANT SECRETARY**

The Assistant Secretary shall assist the Secretary in the discharge of her duties and shall assume the position of Secretary in the absence of the Secretary.

## **ARTICLE 9.6 PROJECT COORDINATOR**

The roles of the Project Coordinator are as follows:

- 1) Develop project strategies
- 2) Prepare comprehensive action plans and required presentation materials for meetings
- 3) Coordinate tasks such as scheduling, participating in stakeholder meetings, assigning tasks to other members, monitoring project progress and handling other issues that may arise
- 4) Acts as a point of contact and communicate status of projects to the team
- 5) The Project Coordinator must work with the President
- 6) Maintain and monitor project plans, project schedules, work hours, budgets and expenditure
- 7) Determine project changes and ensure project deadlines are met
- 8) Provide administrative support as needed
- 9) Undertake project tasks as required.
- 10) Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
- 11) Assess project risks and issues and provide solutions where applicable
- 12) Ensure stakeholder views are managed towards the best solutions
- 13) Chair and facilitate meetings where appropriate and distribute minutes to all project team members
- 14) Create a project management calendar for fulfilling each goal and objective.

## **ARTICLE 9.7 SOCIAL MEDIA HANDLER/PUBLIC RELATIONS OFFICER**

The Social Media Handler must:

- 1) Manage the organization's social media platforms. Ensure accounts are updated regularly and messaging is timely and relevant by creating a regular publishing schedule. For example, include social media tools such as \*Tweetdeck\* and \*Hootsuite\* to schedule tweets to appear overnight and on weekends to keep the platform active and updated;
- 2) create engaging content to engage followers and promote the brand in a positive manner (Images, Videos);
- 3) engage in dialogue with followers on social media. It is vital to monitor engagements for positive or negative feedback. Encourage and thank followers for sharing and commenting on posts;
- 4) promote social media within the mentors and mentees. Encourage them to like, comment and share content in order to sell the organization's brand and keep MMN's social media active;
- 5) deliberately plan and set goals for social media;
- 6) administrate the creation and publishing of relevant, original, high-quality content;
- 7) identify and improve organizational development aspects that would improve content (i.e. employee training, recognition and rewards for participation in the company's marketing and online review building);
- 8) leverage the right online tools to manage content;
- 9) implement a content editorial calendar to manage content and plan specific, timely marketing campaigns;
- 10) promote content through social advertising;
- 11) development of brand awareness and online reputation;
- 12) content management SEO (Search Engine Optimization) and generation of inbound traffic.
- 13) She shall be responsible for disseminating information on the objectives and activities of the organization within and outside the organization at the regional level.

- 14) She shall be responsible for making effective publicity and advertisement of all MMN's activities.
- 15) She shall have first hand information on all the committees within the organization, so as to have informed knowledge on them.
- 16) She shall speak on behalf of the organization to the media.

## **ARTICLE 9.8 ACCOUNTANT**

The accountant shall:

- 1) Be responsible for all financial matters of the organization;
- 2) Keep proper accounts of the income and expenditure of the organization;
- 3) Deposit all monies received on behalf of the organization into the organization's bank account within 72 hours;
- 4) Intermittently present financial statements of the organization's for auditing by a board of auditors recommended by the executive committee;
- 5) Prepare asset, liability, and capital account entries by compiling and analyzing account information;
- 6) Document financial transactions by entering account information;
- 7) Recommend financial actions by analyzing accounting options;
- 8) Summarizes current financial status by collecting information including preparing balance sheets, profit and loss statements and other reports;
- 9) Substantiate financial transactions by auditing documents;
- 10) Maintain accounting controls by preparing and recommending policies and procedures;
- 11) Guide accounting clerical staff by coordinating activities and answering questions;
- 12) Reconcile financial discrepancies by collecting and analyzing account information;
- 13) Secure financial information by completing data base backups;
- 14) Maintain financial security by following internal controls;
- 15) Prepare payments by verifying documentation and requesting disbursements;
- 16) Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- 17) Comply with federal, state, and local financial and legal requirements by studying existing and new legislation, enforcing

- adherence to requirements, and advising management on needed actions;
- 18) Prepare special financial reports by collecting, analyzing, and summarizing account information and trends;
  - 19) Maintain confidence and protect operations by keeping financial information confidential;
  - 20) Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications;
  - 21) Establishing personal networks and participating in professional societies; and
  - 22) Contribute to team's effort by accomplishing related results as needed.

### **ARTICLE 9.9 ORGANIZER/ASSISTANT ORGANIZER**

The organizer shall:

- 1) Organize major events
- 2) Organize specific functions needed for the day
- 3) Assist to plan, coordinate and facilitate meetings
- 4) Delegate duties to the assistant organizer/ work with assistant organizer

### **ARTICLE 9.10. PATRON**

The Patron shall provide support to the organization and shall represent the association on official matters as deemed necessary.

### **ARTICLE 10: TERMS OF OFFICE OF THE EXECUTIVE MEMBERS**

- a) The term of office of any member of the Executive Committee shall be for 2 years.
- b) A member of the Executive Committee shall not hold office for more than three consecutive terms.



- c) At the end of an Executive Committee term, an annual report including an audit report shall be presented during the General Meeting by the Accountant.

**ARTICLE 11: REMOVAL AND SUSPENSION FROM OFFICE**

- a) Any member of the Executive Committee, on grounds of misconduct, shall be dismissed after due inquiry by a body to be decided by the Executives. Executives are also liable to impeachment; however, such an action shall be thoroughly investigated by the Advisory Committee and findings tabled before the Executive Committee for necessary action.
- b) A person is disqualified from being a member of the Executive Committee if she fails to fulfil ninety percent (90%) attendance to meetings, owes some amount of money to the organization in terms of contributions or found guilty for misconduct that may tarnish the image of the organization and Islam/Muslims as a whole.

**ARTICLE 12: POSITION AND BY- ELECTIONS**

- a) Whenever an Executive Committee position becomes vacant following the removal from office, departure, demise or resignation from office of any Executive Committee member under article 10 above, a by-election shall be held within 30 days and or: provided that, where a holder of an office is removed, her assistant shall occupy her position and act until the by-election is held.
- b) A notice of such election shall be given to members at the meeting that immediately follows the coming into existence of the vacancy.

**ARTICLE 13: ELECTORAL COMMISSION**

The Executive Committee, in consultation with members of the association shall establish an Electoral Commission whose responsibility would be to organize the elections to elect the Executive Committee.

## **ARTICLE 14: VOTING**

The following are the rules that govern voting in the organization. Except as otherwise stipulated in this Constitution, decisions of the Conference shall be taken by a simple majority of members present.

- a) Conference shall endeavor to secure the widest possible measure of agreement on any issue.
- b) Voting at Conference shall be by show of hands, but a secret ballot may be held at the request of two-thirds (2/3) of the accredited delegates present at Conference.
- c) The President may at his/her discretion, direct that a secret ballot be conducted among the accredited delegates where Conference appears sharply divided.
- d) Notwithstanding the provisions of this Article, the election of executives shall be by secret ballot.
- e) One delegate one vote.
- f) Members/ delegates must exercise their franchise diligently.
- g) It must be ensured that the election is free and fair.
- h) Reactions before and after elections must be devoid of fighting, grumbling and other unpleasant reactions; parties involved must be satisfied and concede that the elections are free and fair.

## **Article 15: TERMS OF REFERENCE FOR THE ELECTORAL COMMISSION**

This Commission shall compile the nominations that are received and bring out a list of nominees for the various positions. They must also do a sensitization on the electoral process.

The following are the qualities that spell out the potential leader (caliber of persons that should be elected):

- a) Sacrificial
- b) Time Conscious

- c) Committed
- d) Loyal
- e) Bold
- f) Influential
- g) Advocate
- h) Team player
- i) Remain focused

#### **ARTICLE 16:      **ADVISORY COMMITTEE****

The Advisory Committee shall consist of three members namely:

- i.      The Patron,
- ii.     The Legal Advisor and
- iii.    Two General Assembly Members.

The Advisory Committee shall advise the Executive Committee on special issues where necessary, but the advice shall not be binding

#### **ARTICLE 17:      **MEETINGS****

- a)      Quarterly meetings shall be held on the first Saturday/Sunday of every month at a time and venue determined by the Executive Committee.
- b)      Decisions of any meeting shall be based on the vote of two-third majority of members present.
- c)      Members shall be bound by all decisions taken at Quarterly Meetings.
- d)      An Annual General Meeting shall be held a week before General Elections.
- e)      Discussions on politics, tribal issues, personal matters, and the like shall not be entertained during any meeting.
- f)      Notice of AGMs will be given 21 days before the meeting.

- g) Quorums: One-third of the members whichever is greater shall form a quorum at Committee Meetings. Twenty or one-tenth of the members shall form a quorum at the General Meetings.
- h) Minutes must be taken and documented at all meetings
- i) Changes to the constitution can be made after a vote by majority of members present.

## **ARTICLE 18: FINANCES**

### **ARTICLE 18.1 WELFARE**

As part of its objectives and contribution towards empowering the Muslimah, the MMN through consultations with the stakeholders shall establish and manage a Welfare Fund. The Fund shall be a part of a larger source of revenue to the MMN (MMN Funds). Contributions to the Fund shall be (but not limited to) from the monthly contributions to the MMN. The following guidelines shall be adopted towards the management and deployment of the Welfare Fund.

- a) Every fund or money received in the name of MMN shall be deposited in a bank account and managed by the Accountant and her deputy under the oversight of the President.
- b) The Accountant and her deputy shall be in charge of the association's funds by way of monitoring whatever that goes into it and also report to the members of the association the state of the Welfare Funds.
- c) Requests to use the funds shall first pass through the accountant in a formal writing who shall then inform the Executive Committee to decide on the request within one week.
- d) The Executive Committee reserves the right to approve or disapprove allocation of MMN funds. Approval of funds' usage shall be by two thirds majority of the Executive Committee.
- e) Funds may also be used in the engagements of halal business entities for the purpose of mutual interests.
- f) Subject to availability of funds, the MMN shall consider the usage of the Welfare Funds in situations such as helping mentees.

## **ARTICLE 18.2 DUES**

- a) Every member of MMN shall support by way of monthly contributions of GH¢10 (to be reviewed yearly by the general assembly) through the accountant.
- b) The contributions shall be collected through mobile money or through the bank.
- c) Any members that fails to pay their dues for more than six months ceases to be a member of MMN.

## **ARTICLE 18.3 FUND RAISING**

- a) If our dues are not enough to achieve a said project, there shall be a fund raising by members of MMN to support.
- b) Proposal letters shall be sent to potential companies and individual supporters to support the group in terms of funds or in kind.

## **ARTICLE 19: INTERPERSONAL DISPUTES AND CONFLICT MANAGEMENT**

The Association shall undertake to resolve all interpersonal disputes and members are obliged to give enough room for such matters to be settled by concerned parties and leaders without contempt.

## **ARTICLE 20: PARTNERSHIP& OUTREACH COMMITTEE**

The Partnership Committee shall:

- a) Be responsible for the organization of members and potential members towards the promotion of active and full participation;

- b) Champion the collaboration of the organization with other like-minded organizations;
- c) Identify and advise leadership on membership potential to other national and international organizations;
- d) Address any other matter referred to it by the executive committee;
- e) Ensure that any conflict of interest resulting from a partnership with another organization will lead to such a partnership declared null and void; and
- f) In the event of damages, a mediator shall be appointed and her or his ruling must be binding on all parties involved.

## **ARTICLE 21: STANDING ORDERS**

- i. The Standing Orders of the movement shall be adopted by the Conference and shall regulate the proceedings of all organs of the movement.
- ii. The Standing Orders may for stated reasons, be suspended by at least two thirds (2/3) of the votes cast by delegates of the delegates' Conference.

### **ARTICLE 21.1 STANDING ORDERS COMMITTEE**

- a) The Standing Orders Committee shall be appointed by Conference to direct the conduct of business of the Conference and to act as scrutinizers.
- b) The Business of the Conference shall be taken in order as it appears on the agenda prepared by the leadership, subject to the recommendation of the Standing Orders Committee and of the Conference.
- c) All the sessions of Conference shall be open to all delegates and observers except otherwise decided by Conference; Conference Committee meetings however shall be held in camera and attended only by the members thereof.

- d) Notice of motions and business items shall be sent to the President not less than six (6) weeks before the Conference at which they are to be discussed. Such motions and business items shall be placed on the agenda in the order in which the President receives them. Emergency motions may however be included in the agenda after the opening of the Conference.
- e) The mover of a motion but not the seconder shall have the right of reply; no other delegate shall be allowed to speak more than once on the same question unless permission be given for the person to explain a matter, or on a point of order.
- f) The motion shall be put to vote immediately the mover has replied to the answer.
- g) If any amendment is carried, it shall displace the original motion and becomes the substantive motion, and thereupon any amendment may be moved thereto.
- h) When an amendment is made to an original motion, no other amendment shall be considered until the first amendment is disposed of.
- i) When the delegates consider that a subject has been sufficiently discussed, the motion may be proposed that the question be now put forth. If this proposition is carried, the President shall give the mover of the original motion the opportunity to reply and thereafter the motion under discussion shall be immediately put to vote.
- j) Any delegate may propose the closure of debate on a matter, which has been adequately discussed. Two (2) delegates shall be allowed to speak for and two (2) against the motion and put to vote.
- k) In the course of considering any matter, a delegate may move the suspension or adjournment of the meeting or debate on the matter. No discussion shall be allowed on such a motion, which shall immediately be put to vote.
- l) The following motions shall have precedence over any other proposal or motion raised at the Conference or meetings:

## **ARTICLE 21.2 COMMITTEE SITTING**

- 1) Suspension of a sitting
- 2) Adjournment of the sitting
- 3) Closure of debate on the matter under consideration
- 4) Any delegate may for stated reason move for the suspension of the Standing Orders. The motion being seconded shall be forthwith put to the Conference without debate or amendment and if two thirds of delegates present vote in favor of the motion, it shall immediately take effect.
- 5) Voting shall be by show of hands, but any delegate may request a roll-call which shall be taken by delegates. However, that voting may be by secret ballot if the Conference so determines by simple majority, and in any event shall be by secret ballot in all elections.
- 6) The President reserves the right subject to a simple majority decision of the Conference to the contrary to suspend any delegate who in her opinion misconducts herself/himself at Conference thereby obstructing the smooth working order of the Conference agenda.
- 7) These Standing Orders shall apply with necessary modifications and adoptions to meetings of the other governing bodies and structures of the organization.

## **ARTICLE 22: DISSOLUTION**

- a) In the event of an admission of the organization's failure to attain two-thirds of the registered members, it may upon such a base move to the dissolution of the organization during an Annual General Meeting.
- b) In the event of dissolution and after settlement of the liabilities of the organization, the General Assembly shall appoint a caretaker to dispose-off the assets of the organization in a manner to be determined by the General Assembly



## **ARTICLE 23: AMMENDMENT OF CONSTITUTION**

Any full member desirous of proposing any alteration in or addition to the Constitution of MMN, or of bringing forward any Resolution, shall give notice in writing of such proposal to the Secretary at least one month before the date fixed for the Annual General Meeting; provided such proposals are supported by majority of members, but no alteration in or addition to such rules shall be made, unless the same be carried by at least two-thirds of the members present and voting at the ensuing Annual General Meeting or adjournment thereof.



**Final Draft**  
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