

“Islam will definitely succeed if you are able to reform fifty per cent of women” (Hazrat Musleh Maud ra)

THE CONSTITUTION OF LAJNA IMAILLAH SILSILA ALIYA AHMADIYYA

PUBLISHED BY
LAJNA SECTION CENTRAL
2024 Edition

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PLEDGE LAJNA IMAILLAH

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ

وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

ASH-HADU ALLA ILAHA ILLALLAHU WAHDAHU LA SHARIKA LAHU
WA ASH-HADO ANNA MUHAMMADAN ABDUHU WA RASULUHU

I bear witness that there is none worthy of worship except Allah. He is One and has no partner. And I bear witness that Muhammad^{saw} is His servant and His messenger.

I affirm that I shall always be ready to sacrifice my life, property, time and children for the cause of faith and nation. I shall always adhere to truth and shall always be prepared to make every sacrifice for the perpetuation of the Ahmadiyya Khilafat, Insha'Allah.

PLEDGE NASIRATUL-AHMADIYYA

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ

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ASH-HADU ALLA ILAHA ILLALLAHU WAHDAHU LA SHARIKA LAHU
WA ASH-HADO ANNA MUHAMMADAN ABDUHU WA RASULUHU

I bear witness that there is none worthy of worship except Allah. He is One and has no partner. And I bear witness that Muhammad^{saw} is His servant and His messenger.

I solemnly promise that I shall always keep myself ready to serve my faith, my nation and my country. I shall always adhere to truth and shall always be prepared to make every sacrifice for the perpetuation of the Ahmadiyya Khilafat, Insha'Allah.

*(The Practice is that on the occasion of meetings members stand up and repeat the pledge jointly)

FOREWORD

It is with Allah's Grace and Mercy that Lajna Imaillah Markaziyya has been able to publish a new edition 2024 of the Constitution of Lajna Imaillah. In this edition, we have included all the amendments and additions that have been graciously approved by Hazrat Khalifatul Masih V (May Allah be his Helper) from 2019 to the present. It is hoped that this would lead to a better understanding of the Rules and would enable members and office bearers of Lajna Imaillah to fulfil their responsibilities to the best of their ability. Insha'Allah. May Allah the Almighty enable us all to do this. Ameen.

Yours sincerely,

Rizwana Nisar
In-Charge Lajna Section

January 2024

INTRODUCTION

The Ahmadiyya Community was founded in 1889 by the Promised Messiah and Mahdi, Hazrat Mirza Ghulam Ahmad of Qadian^{as} and Lajna Imaillah is an Auxiliary Organisation of the Ahmadiyya Community.

In 1914, Hazrat Mirza Bashir-ud-Din Mahmood Ahmad (May Allah be pleased with him) was elected the second successor to the Promised Messiah^{as}. 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 in the progress of Islam. He called upon them to disseminate his views among the 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.

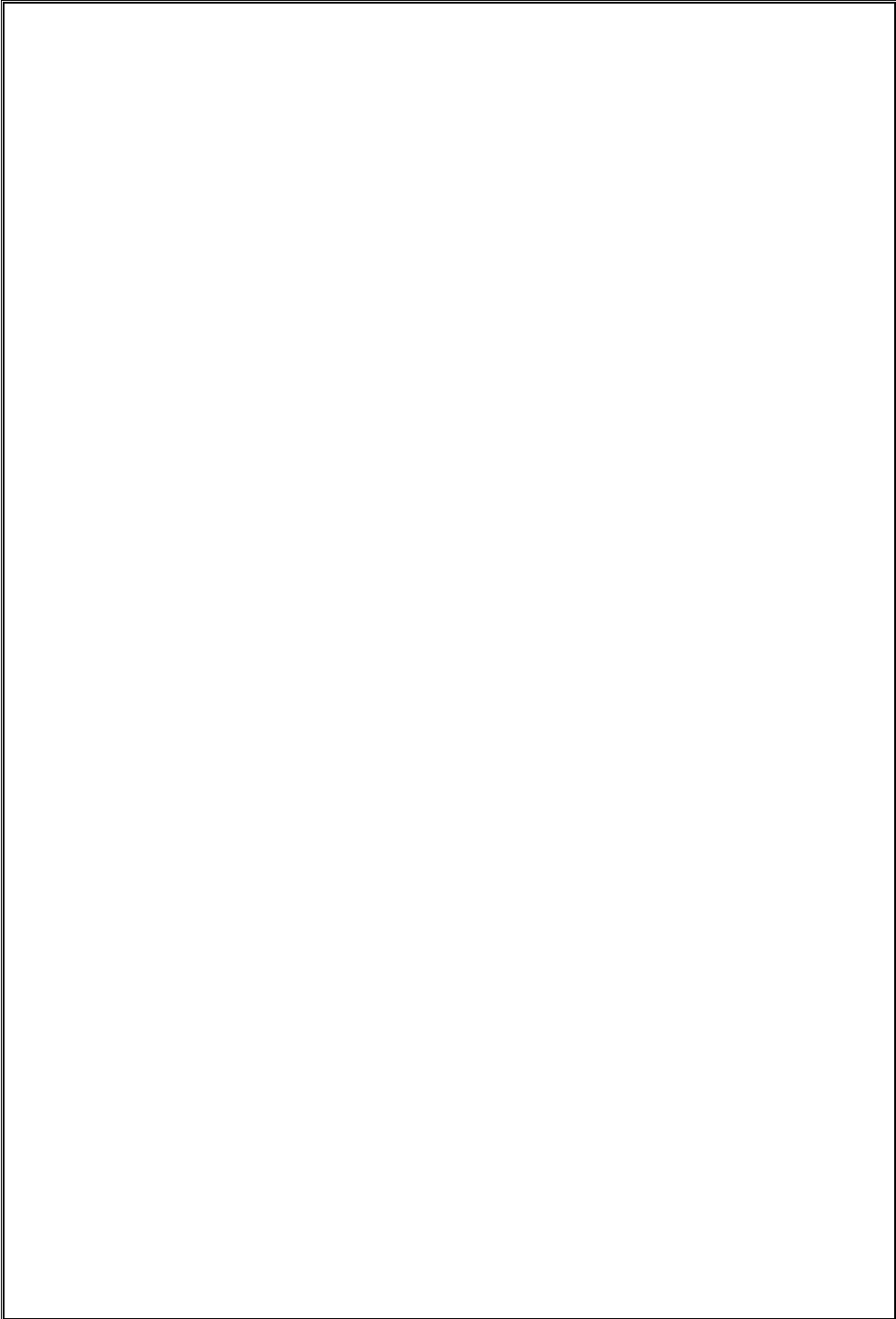
The following pages contain extracts from the aforesaid letter and the rules and regulations concerning the conduct of Lajna's work.

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بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ
نحمدہ و نصلى على رسوله الكريم

In the name of Allah, most Gracious, ever Merciful

DASTUR ASASI (RULES & REGULATIONS) **OF LAJNA IMAILLAH SILSILA ALIYA** **AHMADIYYA**

THE AIMS AND OBJECTIVES:

Instructions of Hazrat Khalifatul-Masih II^{ra}:

The aims and objectives of Lajna Imaillah as laid down by Hazrat Khalifatul-Masih II^{ra} addressing the members of Lajna Imaillah in 1922 are as follows:

In order to fulfil the objectives of our creation the efforts of our women are equally necessary to the efforts of our men. As far as I perceive, this realisation has not yet been created in our women of

WHAT OUR FAITH REQUIRES OF US:

- How we should spend our lives, so as to attain Allah's pleasure and receive His bounties, not only after death, but also in this very life.
- Reflection will show that most women do not realise there are tasks beyond their daily chores. The mistrust and ill-feelings against Islam which are being spread amongst children by the women among the enemies of Islam can only be countered

THROUGH THE EFFORTS OF OUR WOMEN

Similarly, the spirit of sacrifice can be produced in children 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 more easily influenced to a very large extent in their earlier life compared to their later years when they will not be as strongly impressed. Moreover,

THE REFORMATION OF WOMEN CAN BE BETTER AFFECTED BY OTHER WOMEN

Keeping in mind these facts, to those of my sisters who support this viewpoint and consider the following necessary,

I INVITE THEM

- To fulfil these objectives they should work together and if you too are in agreement with the following points, then please inform me so that we can begin this work immediately.

There is a need that:

- i) Women should strive together to enhance their knowledge and spread the knowledge they have attained 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 contemporary issues be read in their meetings and events and be written by the members themselves so that they should learn to use their knowledge.
- vi) In order to increase knowledge, this body should arrange lectures on selected topics which it deems necessary to be delivered by those versed 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 prepared of whoever is the Khalifa of the time.
- viii) You shall endeavour to be constantly active in promoting unity among the Jama'at as enjoined upon every Muslim by the Holy Qur'an, The Holy Prophet^{saw} and the Promised Messiah^{as} and you should always be prepared to offer every sacrifice for this cause.
- ix) You should always pay attention to enhancement of your moral and spiritual standard and should not merely restrict your focus to just eating, drinking and clothing yourself. You should fully help each other in this matter and think of and devise ways and means to achieve this.
- x) You should especially realise your duty regarding the Tarbiyat of your children and shall not let them be

alienated, negligent or lazy in religious matters. 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^{saw}, the Promised Messiah^{as} and the Khulafa. Instil in them the passion to spend their lives for the sake of the true religion and in accordance with their desire, and to devise suggestions to make this possible and act upon them.

- xi)** When you start working together, you should overlook the faults of each other. Efforts to reform should be carried out with patience and perseverance. In no case should resentment and anger be allowed to create differences and divisions amongst you.
- xii)** Since every new project is ridiculed by people at the outset, it is necessary, therefore, that you should disregard their mockery 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 perform their duty.
- xiii)** In order to strengthen this scheme and to sustain it permanently, you should go on to convince other sisters to think along the same line and this endeavour can only be achieved if every sister who joins the body considers it her duty to develop the same way of thinking in other sisters.
- xiv)** To save the programme from disruption it is necessary that only such sisters should be allowed to become

members of the body who are in full agreement with these aims. If, God forbid, at some stage a member feels that she disagrees with these aims, she should voluntarily disassociate herself from the body or else be removed from it.*

***Note:** At a later stage Hazrat Khalifatul-Masih II^{ra} decided that membership of Lajna Imaillah should be compulsory for every Ahmadi woman.

- xv)** The community (Ahmadiyya Community) does not infer any special denomination of people. It includes all classes of people; young and old, poor and rich and therefore 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 contempt and superiority should be eliminated from their hearts, because despite the differences in status, all men are brothers to one another and all women are sisters to one another.
- xvi)** Suggestions should be presented to form plans for the service of Islam and to help the poor and needy brothers and sisters in a practical manner.
- xvii)** As Allah is the Source of all help, blessings and successes, it is necessary that we fervently pray to Him and also request others to pray that **HE KINDLY INSPIRES US WITH SUCH AIMS** which fulfil 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 future generations are also recipients of His guidance, through His grace, and that, according to God's Will, He always sustains this work, until the end of times, Ameen.

NAME OF THE ORGANISATION:

1. a) The name of this organisation shall be 'Lajna Imaillah Silsila Aliya Ahmadiyya.'

It shall purely be a religious organisation having no political interest and ambitions 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 at least three Ahmadi women. At a place where the number of Ahmadi women is less than three, Lajna cannot be established.

Note: Where the number of members is less than three, although a Majlis will not be established, the Ahmadi women will be in contact with the nearest Majlis.

LAJNA IMAILLAH YEAR

- b) The duration of Lajna Imaillah year shall be from 1st October to 30th September.

ORGANISATION OF LAJNA IMAILLAH:

2. Lajna Imaillah Silsila Aliya Ahmadiyya shall be a permanent organisation. It shall function under the

supervision of Hazrat Khalifatul-Masih^{aba} and the Markaz (Headquarters) of Silsila Aliya Ahmadiyya shall always be the Markaz of this organisation.

NAME OF THE DASTUR (CONSTITUTION) AND ITS ENFORCEMENT:

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

MARKAZ (HEADQUARTERS) OF LAJNA IMAILLAH:

4. The Headquarters of the Silsila Aliya Ahmadiyya shall always be the Headquarters of the Lajna Imaillah.
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 Hazrat Khalifatul-Masih^{aba}.

MEMBERS:

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

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

Note: Every member of this Majlis shall owe allegiance to Nizame Khilafat and it will be obligatory on all members to act upon the instructions given by Hazrat Khalifatul-Masih^{aba} and by the Office Bearers appointed by Hazrat Khalifatul-Masih^{aba}.

MAJALIS:

7. The organisation of Lajna Imaillah Silsila Aliya Ahmadiyya shall consist of the following different Majalis:
- a) Majlis Amma (General Bodies): Mulk (National), Region/Zilla (District), Majlis/Local, Sector/Halqa.
 - b) Majlis Amila (Executive Committees): Mulk (National), Region-wise/District-wise, Majlis/Local-wise and Sector-wise (Halqa-wise).
 - c) Majlis Shura.

These Majalis shall be as follows:

8. a) MAJLIS AMMA (General Bodies)

- i) Mulk (Country): This Majlis shall consist of all members of Lajna Imaillah in the country
 - ii) Region/District: This Majlis shall consist of all members of Lajna in the Region/District.
 - iii) Majlis (Local): This Majlis shall consist of all the members of Lajna in every city, town and village.
 - iv) Sector (Halqa): This Majlis shall consist of all the members of Lajna in a Sector (Halqa).
- b) MAJLIS AMILA:** Country, Region/District, Majlis (Local) and Sector (Halqa).

RULES OF APPOINTMENT FOR OFFICE BEARERS

DIRECTIVES OF HAZRAT KHALIFATUL-MASIH V^{aba}

9.: A member not fulfilling the following conditions shall not be eligible to become a member of Majlis Amila (Officer Bearer), nor may she become a member of Majlis Shura:

- i. A member not observing Purdah.
- ii. **a)** Any member of Lajna Imaillah who is in arrears of membership Chanda for 1 Year, Chanda Salana Ijtema for more than one year and obligatory Chandas (viz. Chanda Aam, Chanda Hissa Amad for more than six months and of Chanda Jalsa Salana for more than one year) shall not be eligible to hold any Lajna Imaillah office and shall not be allowed to participate or vote in the elections of Lajna Imaillah nor can she be a member of Majlis Shura if she is in arrears.
- b)** An earning member of Lajna Imaillah who is in arrears of membership Chanda for 1 year, Chanda Salana Ijtema for more than one year and obligatory Chandas (viz. Chanda Aam, Chanda Hissa Amad for more than six months and of Chanda Jalsa Salana for more than one year) shall not be eligible to hold office and shall not be allowed to participate or vote in the elections of Lajna Imaillah.

- iii. A member who bypasses the local Jama'at system and insists to send her obligatory Chanda directly to the Markaz (headquarters).
- iv. A member against whom Jama'at took disciplinary action and a period of three years has not yet been completed after her pardon. A member who is subjected to any disciplinary action a second time, shall never again be eligible to hold any office.
- v. A member whose Wasiyyat has been cancelled by Sadr Anjuman Ahmadiyya by way of disciplinary action or due to non-payment of Chanda Wasiyyat.
- vi. A person who has ever brought Jama'at funds or Auxiliary Organisation funds into personal use.

Note: such a member shall be liable to reimburse the used amount and shall not be eligible to be elected or nominated to any office for a period of three years after the reimbursement of the used amount and pardoned by Hazrat Khalifatul-Masih^{aba}.

MAJLIS AMILA LAJNA IMAILLAH MULK
(NATIONAL EXECUTIVE COMMITTEE):

- 10.** National Sadr Lajna Imaillah shall nominate Office Bearers and shall obtain approval of these nominations from Hazrat Khalifatul-Masih^{aba}. Similarly, any changes in the appointment of Office Bearers need to have approval of Hazrat Khalifatul-Masih^{aba}.

This Majlis shall consist of the following Office Bearers:

1. Sadr (President)
 2. Na'ib Sadr (Vice President) (Up to three Na'ib Sadrs may be appointed as required)
 3. General Secretary
 4. Na'ib (Assistant) General Secretary
 5. Secretary Taleem (Education)
 6. Secretary Tarbiyat
 7. Secretary Tarbiyat Nau Mubai'at (New Converts)
 8. Secretary Khidmate Khalq
 9. Secretary Mal (Finance)
 10. Muhasiba (Auditor)
 11. Secretary Nasirat-ul-Ahmadiyya
 12. Secretary San'at wa Dastkari (Industry and Handicraft)
 13. Secretary Tabligh
 14. Secretary Isha'at
 15. Secretary Tajneed
 16. Secretary Diyafat
 17. Secretary Tahrike Jadid & Waqfe Jadid
 18. Secretary Sihat Jismani (Physical Health)
 19. Secretary Umoore Talibaat
 20. Mu'awina Sadr (These may be up to five, one of them should be appointed for Wasaya)
 21. Sadr Lajna Headquarter
 22. Honorary Members
- 11.** The forming of Majlis Amila of Majalis and of Sectors (Halqajaat) shall be the same as above for Majlis Amila Mulk. No Majlis may make addition to any office by themselves.

MAJLIS AMILA REGION/DISTRICT:

- 12.** The Majlis Amila at the Region/District level shall consist of the following members.
 - i. Sadr Lajna Imaillah of the Region/District
 - ii. Na'ib Sadr Lajna Imaillah of the Region/District
 - iii. General Secretary Lajna Imaillah of the Region/District
 - iv. Muhasiba (Auditor) Lajna Imaillah of the Region/District

(Apart from this, any Sadr Region/District may appoint a Supervisor for the Region/District, if she so wishes. However, such members shall not be given the title of 'Secretary', nor will they be members of Majlis Amila Region/District).

13. MAJLIS SHURA:

1. This Majlis shall represent the country.
2. This Majlis shall consist of the following:-
 - a. Office Bearers at the National Level

Note: If any secretary of Majlis Amila is on leave with permission for any reason, then her acting secretary can become a member of Majlis Shura.

- b. Sadrs Region/District
- c. Sadrs Majalis
- d. Representatives of Majalis
- e. Such Lajna members whom National Sadr may specially invite for consultation; the number of such Zairat (invitees) shall not be more than 3 or 4.

Note: special invitees cannot vote or take part in discussions.

3. For the election of Shura delegates, at least one month notice should be given.
4. Representation in Majlis Shura shall be one member for every 25 members or a fraction thereof e.g. one representative if the number of members is 25 or less than 25; two representatives if the number is 26 to 50; three representatives if the number of members is 51 to 75; four representatives if the number of members is 76 to 100; and so on.

Note: The Sadr Lajna of a Majlis shall, without election, be a member of the Majlis Shura by virtue of her position. (Ref. Majlis Shura Clause 12: If a Sadr Majlis is not able to attend the Shura meeting herself, she is not permitted to appoint a representative in her place. In such a situation, a meeting of Majlis Amila should be called and a representative for Shura should be elected).

5. It is essential that at least 25% of delegates to the National Majlis Shura of Lajna Imaillah from each Local Majlis should be under the age of 30.
6. A Lajna member who is in arrears of Chanda Majlis for 1 Year and Annual Ijtema Chanda for more than one year may not hold an office of Lajna Imaillah, nor shall she be able to participate in Lajna Imaillah elections or be eligible to vote. Moreover, a member who does not fulfil

the following conditions laid down in Rule No.9 shall not be eligible to become a member of Majlis Shura.

7. The Majlis Shura shall be held at least once in a year at the occasion of Annual Mulk/National Ijtema. However, in a case of extraordinary circumstances, National Sadr Lajna may call an emergency meeting of the Majlis Shura any time during the year. **However, convening of the Majlis Shura shall only be called with the approval of Hazrat Khalifatul-Masih^{aba}.**
8. Implementation report of the decision of the previous Majlis Shura shall be presented at the Majlis Shura by the concerned Secretary.
9. Out of the total number of proposals received from the subordinate Majalis, Majlis Amila shall seek approval of Hazrat Khalifatul-Masih^{aba} for those proposals including proposed annual budget which it decides to include in the final agenda of the Majlis Shura.
Note: Should the Majlis Amila Mulk require to accept proposals received from Majalis, Region or Majlis Amila Mulk then the quorum shall be three-quarters (3/4) 75% and for rejection it shall be with the agreement of two-thirds (2/3) 66% members present (Rule No. 22).
10. Similarly, those proposals which are rejected and have not been included in the final agenda of the Majlis Shura, shall also be sent to Hazrat Khalifatul-Masih^{aba} for approval. Those proposals which are not included in the agenda of the Majlis Shura shall be read out before the Majlis Shura along with the reasons for not including

these proposals in the agenda. These proposals shall not be discussed in the Majlis Shura.

11. The final approval of recommendations passed by Shura shall be obtained from Hazrat Khalifatul-Masih^{aba}. Similarly, should a recommendation be required to be changed or cancelled during the year, final approval for this should also be obtained from Hazrat Khalifatul-Masih^{aba} (Resolution 15.01.2015/462).
12. If a Sadr Majlis is not able to attend the Shura meeting herself, she is not permitted to appoint a representative in her place. In such a situation, a meeting of Majlis Amila should be called and a representative for Shura should be elected.

CONDUCT OF MEETING OF MAJLIS SHURA

13. The proceedings of National Majlis Shura shall be conducted on the same pattern as Majlis Shura at the Markaz (headquarters).
14. National General Secretary shall act as secretary of the Majlis Shura.
15. **a)** All advice, counsel and opinion by the members shall be addressed to the Chairperson (National Sadr) of the Majlis Shura.
b) If a member of the Majlis Shura thinks that a recommendation of the Majlis Shura is against the broader interests of the Jama'at, then she may submit a written note to the Chairperson of Majlis Shura. If the Chairperson disagrees to submit the note along with

recommendations of the Majlis Shura, she should report to Hazrat Khalifatul-Masih^{aba} about the rejection of the note with her recommendation.

16. The Chairperson does not have the right to veto a recommendation of the Majlis Shura.
17. Agenda of the Majlis Shura shall be provided to the members of the Majlis Shura at the commencement of Shura proceedings.
18. Every subcommittee must have at least one member from National Majlis Amila, who shall be nominated by National Sadr. Sadr Majlis Shura shall herself appoint a Secretary and President of Subcommittees.
19. Subcommittees shall be formed by nomination from among the members of Majlis Shura. At the time of the formation of a subcommittee, a member may nominate someone or may present her own name to be a member of a subcommittee. Every subcommittee shall deliberate upon an assigned item on the agenda and present their recommendations on its programme of implementation before members of the Majlis Shura.
20. The total number of members of a subcommittee should not be more than 30.
21. If the opinion of any member of the subcommittee is against the recommendations formed by other members of the subcommittee concerning any proposal on the agenda of the Majlis Shura, then such a member can speak against the recommendations of

the subcommittee (in the Majlis Shura main floor) only if she has reserved the right to do so during the meeting of the subcommittee.

22. In the final session, it is the duty of Chairperson Majlis Shura to compile the selected recommendations and to conduct the overall voting, whether in favour or not towards the selected proposals. All votes must be recorded.
23. Members of the National Majlis Amila shall not have the right to give their opinion or make a speech against the opinion formed by the National Majlis Amila concerning any proposal on the agenda of the Majlis Shura. But in case a member's personal opinion is against the opinion of the National Majlis Amila, she may abstain from voting.
24. Members of the National Majlis Amila shall not have the right to criticise the proceedings of the Majlis Shura.
25. A permanent employee of the Lajna, who is a member of Majlis Shura, will not have the right to criticise the workings of different departments of Lajna.
26. The Chairperson shall have the power to expel any member from the meeting of the Majlis Shura who in her opinion is guilty of improper or inappropriate conduct.
27. All members of Majlis Shura must be punctual in attendance and may not take leave until the Shura session has conclusively ended (any late attendees

must obtain permission from Sadr Majlis Shura to attend with a satisfactory reason for late arrival).

Note: Directive of Hazrat Khalifatul-Masih V^{aba}

(28 February 2017) – Elected members who do not attend Shura, will not in future be appointed members of Shura, nor may they be appointed as Office Bearers (attendance should be 100% and there is no quorum for Shura).

FOLLOW-UP TO THE MAJLIS SHURA

28. All recommendations of Majlis Shura with the number of votes shall be sent to Hazrat Khalifatul-Masih^{aba} for final approval. Similarly, if during the year it becomes necessary to amend or cancel a decision taken by the Majlis Shura, then National Sadr shall present it to Hazrat Khalifatul-Masih^{aba} for final approval.
29. All the decisions of Majlis Shura Lajna Imaillah Mulk shall come into force only after approval by Hazrat Khalifatul-Masih^{aba}.
30. The National Sadr shall be responsible for the overall implementation of the decisions of the Majlis Shura while individual members of the Majlis Amila shall be responsible for implementation of decisions concerning their departments. All members of Majlis Shura shall strive for the implementation throughout the year. The report of implementation of recommendations shall be presented at the next year's Majlis Shura.

Note: The election of National Sadr Lajna Imaillah should be held in Majlis Shura itself. Report of the election should be submitted to Hazrat Khalifatul-Masih^{aba} by the appointed representative/chairperson of the election proceedings.

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

- 14.** The Majlis Amila of Lajna Imaillah Mulk shall be authorised to prepare appropriate guidelines for action to fulfil the aims and objectives of Lajna Imaillah.
- 15. a)** Majlis Amila Mulk shall have the authority to issue directives and to supervise that the planned programmes are being implemented in light of the Rules and Regulations.
b) Every member of Majlis Amila Mulk shall prepare guidelines in accordance with the Constitution and provide these to the Majalis.
- 16.** Majlis Amila Mulk shall approve the income and expenditure budget for various departments.
- 17.** If National Sadr rejects the majority decision of this Majlis, they have the right to appeal against such a decision to Hazrat Khalifatul-Masih^{aba} within 15 days and send a copy of such appeal to National Sadr.
- 18.** Majlis Amila Mulk shall not be entitled to forego the decision of Sadr Lajna and her decision shall be considered final until the appeal has been decided.

19. National Sadr shall have the power to place before the Majlis Amila the case of an office bearer of a Majlis (Local) or a Sector (Halqa) and suspend her.
20. Under exceptional circumstances, the National Majlis Amila shall have the power to appoint a Mufattish (inspector/investigator) to supervise and investigate the working of a Majlis and submit a report of her findings.
21. The members of Majlis Amila Mulk shall have full authority to supervise the subordinate Majalis.
22. Should the Majlis Amila Mulk require to accept proposals received from Majalis, Regions or Majlis Amila Mulk then the quorum shall be three-quarters (3/4) 75% and for rejection it shall be with the agreement of two-thirds (2/3) 66% members present (Rule No. 9-Note).

DUTIES AND POWERS OF OFFICE BEARERS AT THE NATIONAL LEVEL

NATIONAL SADR LAJNA IMAILLAH

23. National Sadr Lajna Imaillah shall nominate National Office Bearers and seek their approval from Hazrat Khalifatul-Masih^{aba}. Similarly, in case of any change she shall again seek approval of Hazrat Khalifatul-Masih^{aba}.
24. The National Sadr Lajna Imaillah shall supervise all the affairs of Lajna Imaillah.
25. The Sadr Lajna Imaillah shall be responsible to ensure all the programmes of Lajna Imaillah are successfully carried out.

- 26.** The final explanation and interpretation of all the Rules and Regulations of Lajna Imaillah shall rest with the Sadr Lajna.
- 27.** The Sadr Lajna shall preside over the meetings of the Majlis Amila Mulk.
- 28.** The signatures of Sadr Lajna and Secretary Mal shall be required for taking out funds from deposits made by Lajna in Daftar Amanat.
- 29.** The Sadr Lajna shall see that decisions taken by Majlis Amila Mulk are implemented by the subordinate Majalis.
- 30.** The Sadr Lajna shall have the power to prescribe punitive measures against a subordinate Lajna or member on some fault or shortcoming.
- 31.** If National Sadr is going on leave, she shall propose three names to Hazrat Khalifatul-Masih^{aba} for appointment of an Acting Sadr Lajna and then whoever is approved shall work as Acting Sadr Lajna.
- 32.** If both the Sadr and Na'ib Sadr are not present in the country and the Sadr has not nominated someone as acting Sadr, then the Majlis Amila Mulk shall have the power to temporarily elect someone from amongst themselves as the acting Sadr and seek approval from Hazrat Khalifatul-Masih^{aba} for it immediately.
- 33.** It shall be necessary for each Secretary of departments to seek permission from National Sadr before sending out a circular.
- 34.** The Sadr Lajna shall have the power to reject the majority decision of a subordinate Lajna.
- 35.** The National Sadr Lajna Imaillah shall approve the appointment of Office Bearers of Lajna Majalis.

Note: The approval of election of Sadr Lajna Headquarter shall be obtained from Hazrat Khalifatul-Masih^{aba}.

36. In case the appointments of Office Bearers are not approved, the Sadr Lajna shall direct the concerned Sadr Lajna Majlis to make fresh appointments.
37. The National Sadr Lajna Imaillah shall have the power to dismiss Office Bearers of subordinate Majalis.

NA'IB SADR:

38. While the Sadr is on leave the Na'ib Sadr shall perform all her duties.
39. Na'ib Sadr shall fully assist the Sadr.
40. Na'ib Sadr shall also be a Secretary of a department.
41. Na'ib Sadr shall not be authorised to cancel or alter any orders of the National Sadr when she is acting for her. However, in routine work, she shall have full authority to perform the duties (These duties of Naib Sadr are also applicable to an acting Sadr).

GENERAL SECRETARY:

42. The General Secretary shall carry out all correspondence with various branches of Lajna Imaillah in the country under the guidance of the Sadr.
43. The General Secretary shall be in charge of the Central Office.
44. a) It shall be the duty of the General Secretary to complete all the records according to the directions of the National Sadr.

b) The office records of Lajna Imaillah shall be safeguarded and passed on to the new elected Sadr after her appointment. Majlis Amila Mulk shall, after a period of one year, decide which official records should be kept and which discarded. Similarly, Majalis/Local and Sectors/ Halqas, should seek permission of Majlis Amila Mulk for keeping or discarding records.

- 45.** 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.
- 46.** 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.
- 47.** The General Secretary shall report about her work to the Sadr Lajna every month.
- 48.** The General Secretary shall try to activate the inactive Majalis.
- 49.** In the Jama'ats where there are at least three (3) Lajna members but there is no Lajna Majlis established, the General Secretary shall take action as necessary to establish Majalis there.

NA'IB (ASSISTANT) GENERAL SECRETARY:

- 50.** It shall be the duty of the Na'ib (Assistant) General Secretary to co-operate fully with the General Secretary and to perform all her duties during her absence.
- 51.** In the absence of the General Secretary, the powers of the General Secretary will be assumed by the Naib General Secretary.

SECRETARY TALEEM:

52. It shall be the duty of Secretary Taleem to take every possible measure to spread religious and secular education among Lajna.
53. Secretary Taleem shall prepare a programme for the education of illiterate women and children in the Jama'at so that each woman and child can read and write. Secretary Taleem shall also give reminders on the importance of educating boys.
54. Secretary Taleem shall draw the attention of Majalis towards the following:
 - i) Teaching of reading of the Holy Qur'an (Nazira)
 - ii) Teaching of translation of the Holy Qur'an
 - iii) Memorisation of Salat along with its translation
 - iv) Reading of books written by Hazrat Masih Maud^{as}
55. Secretary Taleem shall be responsible for making arrangements for preparing and conducting examinations of Ahmadi ladies according to the syllabus prescribed by Lajna Imaillah.

SECRETARY TARBIYAT:

56. Secretary Tarbiyat shall constantly try to inculcate Islamic morals in the members of Lajna Imaillah.
57. It is the responsibility of Secretary Tarbiyat to view and assess all types of Tarbiyatti issues, moral, spiritual and cultural.
58. Secretary Tarbiyat 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.

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

SECRETARY TARBİYAT NAU MUBAI'AT (NEW CONVERTS):

- 60.** It is the responsibility of Secretary Tarbiyat Nau Mubai'at:-
- a)** That the details of all Lajna and Nasirat Nau Mubai'at are recorded fully.
 - b)** To provide education and moral development of the Nau Mubai'at according to their ability.
 - c)** To include the Nau Mubai'at in financial sacrifice.

SECRETARY KHI DMATE KHALQ (SOCIAL WELFARE):

Khidmate Khalq means service of all humanity as Hazrat Musleh Maud^{ra} has stated:

“By Khidmate Khalq I do not mean service of Ahmadis or Muslims alone, rather it means service of all creation of Allah, without distinction of religion or nation, to the extent that even if an enemy is in difficulty, you should help him. This is the true sense of Khidmate Khalq.”

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- 61.** It is the duty of Secretary Khidmate Khalq that she should be attentive towards the teaching of skills to the women of needy families.
- 62.** It is the duty of Secretary Khidmate Khalq that she shall try to instil within members respect for hard work and effort.

- 63.** Secretary Khidmate Khalq should be attentive towards the free education of needy children and classes should be organised for them.
- 64.** It is the duty of Secretary Khidmate Khalq to remind members to be mindful of the needs of their neighbours. In the Holy Qur'an there is a commandment to give to relatives. In this regard Hazrat Khalifatul-Masih V^{aba} has stated in his Friday Sermon of 1st June 2007:
 "Treat your close relatives well, not just those with whom you have good relations and those you like. You should treat well even those you do not like and whose nature does not agree with you". (AL FAZL 17th July 2007).
- 65.** It shall be the responsibility of Secretary Khidmate Khalq to adopt such measures that instil in the members, the desire to help the poor and needy women. To achieve this objective, the Secretary Khidmate Khalq shall devise schemes for the benefit of the Creation of God. Moreover, she shall try to eradicate unemployment among women so that they can become self-reliant.

SECRETARY MAL (FINANCE):

- 66.** Secretary Mal shall be responsible for maintaining the financial accounts of Lajna Imaillah Mulk.
- 67. a)** Secretary Mal shall be responsible for compiling an annual budget of income and expenditure for the period of financial year from 1st October to 30th September.
- b)** She shall compile a complete account of receipts of Chandas and keep a safe record of these in the office.

- 68.** Secretary Mal shall be responsible for organising the collection of prescribed Lajna Chanda from all Majalis and shall present to the Sadr the names of those Majalis which are defaulters in the payment of Chandas.
- 69.** Secretary Mal shall also be responsible for presenting to the Sadr the names of those members who are defaulters in the payment of Chandas. She shall continually remind Majalis that 100% of their members should be paying Chanda.
- 70.** Secretary Mal shall correspond with Lajna Majalis in all matters relating to the collection of Chandas.
- 71.** Secretary Mal shall be responsible for obtaining funds from all the accounts of Lajna Imaillah Mulk with her signature together with that of the National Sadr.
- 72.** It shall be the duty of Secretary Mal to organise the assessment of the annual budgets of all Lajna Majalis branches in the beginning of the year and keep their record in the office.
- 73.** Secretary Mal shall present the statement of income and expenditure of the Chanda of Lajna Imaillah Mulk before Majlis Amila Mulk each month.
- 74.** It shall be the duty of the Secretary Mal Mulk to supervise the accounts of Lajna Imaillah Mulk (including those of the subordinate Majalis) and to maintain these accurately.
 - a)** It shall be the responsibility of Secretary Mal Mulk that the Hissa Markaz (Central Reserve Fund/Markaz Share) is paid annually which shall be 25% of Chanda Majlis Lajna and Nasirat.

b) Secretary Mal Mulk shall allocate 25% of Chanda Majlis Lajna and Nasirat (grant) between Region/District and Majalis, bearing in mind their respective needs.

c) According to the Annual budget that has been approved by Hazrat Khalifatul-Masih^{aba}, use of the surplus/saving after expenditure, may also only take place after approval has been obtained from Hazrat Khalifatul-Masih^{aba}. Similarly, the Majalis should seek permission from Majlis Amila Mulk before using the surplus expenditure.

MUHASIBA MAL (AUDITOR):

- 75.** Muhasiba Mal Lajna Imaillah shall audit the accounts of Lajna Mulk and subordinate Majalis and shall see that accounts are maintained correctly.
- 76.** As per rules, she shall sign all the bills after checking the accounts, in accordance with the relevant rules.
- 77.** It is necessary to appoint an Auditor at Majlis and Regional level, in addition to the Markaz (National) level.
- 78.** She will supervise and check the accounts of all advance payments and loans.
- 79.** Every Majlis and Region/District should appoint an Auditor.
- 80.** Muhasiba Mal shall co-operate fully and maintain contact with Secretary Mal.
- 81.** Income and expenditure Budget should be formulated with the collective advice of Sadr Lajna, Muhasiba Mal and Secretary Mal.
- 82.** Large expenditures should be made with the collective advice of Sadr Lajna, Muhasiba Mal and Secretary Mal.

- 83.** The attendance of Muhasiba Mal is essential at monthly meetings.
- 84.** The quarterly Finance Report of every Majlis should have the signatures of Sadr, Secretary Mal and Muhasiba Mal.
- 85.** The Muhasiba Mal (Auditor) of Region/District shall check the account of Chandas and Receipt Books and should sign the relevant register together with her remarks.

SECRETARY NASIRATUL-AHMADIYYA:

- 86.** Nasiratul-Ahmadiyya is an auxiliary organisation of Lajna. Wherever there are three or more Nasirat in a Majlis, the organisation of Nasiratul-Ahmadiyya shall be established by Sadr Majlis and a Secretary Nasirat shall be appointed. The real responsibility of making the Nasirat active is upon the Sadr Majlis. She should closely monitor the Nasirat department and provide constant guidance to them.
- 87.** When a girl is 7 years old, she shall be a member of Nasiratul-Ahmadiyya.
- 88.** The Nasirat shall be divided into three grades:
- Grade III aged 7, 8, 9 years
 - Grade II aged 10, 11, 12 years
 - Grade I aged 13, 14, 15 years
- 89.** Secretary Nasirat shall make an Amila team of Nasiratul-Ahmadiyya. Secretary Nasirat shall be responsible for conducting Nasirat programmes successfully.
- 90.** It will be the responsibility of Secretary Nasirat to supervise that all Nasirat girls are paying Chanda

according to the prescribed rate and also supervise that Chanda Waqfe Jadid is being regularly collected. If instead of the Lajna office bearer, any other Jama'at office bearer is responsible for collecting Chanda, they should record on the receipt that the Chanda is from Nasirat.

a) Secretary Nasirat should make a budget and make a team to collect the Chanda, even though the Markazi budget will be the same.

b) Assistant Nasirat Shoba Mal should keep a note of Chanda collected, however the amount will stay in the Lajna account.

- 91.** For every Grade an examination should be set based on the syllabus and efforts should be made to ensure that maximum number of Nasirat participate in the examination.
- 92.** Educational and physical competitions should be organised.
- 93.** It shall be the duty of Secretary Nasirat to appoint a Lajna member in every Majlis to supervise Nasirat.
- 94. a)** Emphasis should be laid on the religious and moral training of the girls.
b) Necessary means should be adopted for the intellectual advancement of Nasirat.
- 95.** Secretary Nasirat (Majlis) should present her report to her Sadr Majlis, every month. No report will be accepted without the signature of Sadr Majlis.

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

The real objective of Hazrat Musleh Maud^{ra} in establishing this department was to provide work for needy women so that they may improve their living standard. Hazrat Musleh Maud^{ra} states:

“No one should remain idle. In our nation, no one should remain inactive. Everyone should do hard work, learn skills and, when the need arises, should not feel dependent upon others.”

96. With the permission of National Sadr Lajna Imaillah Secretary San'at wa Dastkari shall make arrangements for holding exhibitions of handicrafts, the purpose being to make Ahmadi ladies skilful and to eradicate inactivity.
97. Secretary San'at wa Dastkari shall be responsible to maintain regular accounts of exhibitions.
98. It shall be the responsibility of Secretary San'at wa Dastkari to prepare and submit an annual report to the Majlis Amila Mulk concerning the exhibitions held in local Majalis during the year.
99. It is the duty of Secretary San'at wa Dastkari that she shall constantly remind Lajna members about exhibitions and think of ways and ideas to improve the work of her department with continuous efforts.
100. Secretary San'at wa Dastkari has the authority to arrange for the preparation of such articles that are worthwhile and profitable.

SECRETARY TABLIGH:

101. It shall be the duty of Secretary Tabligh to promote Da'wat illallah programmes. 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 ISHA'AT:

102. Secretary Isha'at shall be responsible for publicising the activities of Lajna Imaillah Mulk and the outstanding activities of the Majalis.

103. Secretary Isha'at shall be responsible for printing and publishing newsletters, gazettes, periodicals and books which Lajna Imaillah Mulk decides to publish.

104. Secretary Isha'at shall maintain the income and expenditure account of all literature that was published under Lajna Imaillah Mulk.

Note: A committee of three (3) members should be formed in the Majalis where Isha'at work is being undertaken, to inspect and assess that the material for publication is suitable for this purpose.

SECRETARY TAJNEED:

105. It shall be the responsibility of Secretary Tajneed that she should obtain from all Majalis a list of names and

other particulars of all members and maintain its record on the forms provided for this purpose.

- 106.** Secretary Tajneed shall prepare a report every year about the total numbers of members. She will also point out the increase or decrease in their number in each Majlis.
- 107.** Secretary Tajneed shall prepare a report every year about the number of Nasiratul Ahmadiyya who have joined Lajna Imaillah.

SECRETARY DIYAFAT:

- 108.** Secretary Diyafat shall be responsible for maintaining accurate and complete record of the expenses of Diyafat. (a) Account of daily expenses (b) Account of expenses for functions and events.
- 109.** It shall be the responsibilities of Secretary Diyafat to arrange catering for functions which are held under Lajna Imaillah Mulk.
- 110.** It is the duty of Secretary Diyafat to maintain a complete record of all material held under her department and to check this from time to time.

SECRETARY TAHRIKE JADID AND WAQFE JADID:

- 111.** It shall be the responsibility of Secretary Tahrike Jadid and Waqfe Jadid to give wide publicity to the aims and objectives of Tahrike Jadid and Waqfe Jadid amongst Lajna members.
- 112.** It shall be the duty of Secretary Tahrike Jadid and Waqfe Jadid to enrol maximum number of Ahmadi

ladies as contributors to these two schemes viz. Tahrike Jadid and Waqfe Jadid. She shall exhort Ahmadi ladies to make maximum financial sacrifices towards both the schemes.

- 113.** Hazrat Khalifatul-Masih IVth had kindly assigned the responsibility of Daftar III Tahrike Jadid to Lajna Imaillah. Hazrat Khalifatul-Masih IVth, when entrusting the responsibility of Daftar III to Lajna Imaillah, he stated on 5th November 1982: “I entrust this work to Lajna. The experience of Lajna’s work is that whatever task they give their attention to, they try their best to put the men to shame and leave them behind and sometimes they succeed in this”.

SECRETARY SIHAT JISMANI (PHYSICAL HEALTH):

- 114.** Secretary Sihat Jismani shall organise her work mainly in the following two areas:
- a)** To provide the members with necessary information about hygiene, healthcare and first aid.
 - b)** To promote participation of members in various games and sports as well as exercise programmes.
- 115.** Where possible she shall make arrangements for holding competitions of individual games and tournaments.
- 116.** It shall be the responsibility of Secretary Sihat Jismani, from time to time, to arrange for talks in Majalis on the subject of the rules of maintaining good health.

SECRETARY UMOORE TALIBAAT (STUDENT AFFAIRS):

- 117.** Secretary Umoore Talibaat should be one who is involved in the field of teaching or learning.
- 118.** Secretary Umoore Talibaat shall make arrangements for the education of female students who are illiterate.
- 119.** Secretary Umoore Talibaat shall strive to bring back into education those female students who leave education after secondary school.
- 120.** Sho'ba Umoore Talibaat shall endeavour to provide guidance to female students in every country from school level to higher education level and shall strive to resolve their general issues.
- 121.** All matters relating to female students shall be resolved under the supervision of Secretary Umoore Talibaat.
- 122.** Sho'ba Umoore Talibaat shall be influential in organising seminars in educational institutions on topics relating to Tabligh and social issues and shall provide guidance to female students in their efforts to advance the cause of service to mankind.
- 123.** The Ahmadiyya Muslim Women's Student Association shall work under Secretary Umoore Talibaat.
- 124.** Election of Office Bearers of AMWSA shall take place every year at the time of Annual Ijtema and approval of elected members shall be obtained from Hazrat Khalifatul-Masih^{aba}.
- 125.** All Office Bearers of AMWSA shall be from among the female students.

126. Secretary Umoore Talibaat shall keep a complete record of all the female students under Ahmadiyya Muslim Women's Student Association.

Note: Sho'ba Umoore Talibaat shall also be established at Majlis level.

MU'AWINA SADR

127. Whichever duty the National Sadr assigns to the Mu'awina Sadr, she shall carry them out according to instructions.

(a) RESPONSIBILITIES OF MU'AWINA SADR FOR WASAYA

- i.** Mu'awina Sadr for Wasaya shall keep a record of all the Musiyaat.
- ii.** Members shall be enlightened about the importance of the Institution of Wassiyat in light of the writings of the Promised Messiah(as) and the Khulafa (Caliphs).
- iii.** Attention shall be focused on putting into practice guidance received from the Markaz department of Wassiyat.
- iv.** Study of the booklet Al-Wassiyat and the book 'Nizame Nau' should be encouraged.
- v.** Seminars should be held for a greater understanding of Nizame Wassiyat.
- vi.** Musiaat should learn the translation of the Holy Quran and further study its meaning.
- vii.** Musiaat should undertake Jama'at duties.

- viii. An Action Plan should be prepared to achieve the target of 50% of earning members to join the Nizame Wassiyat.
- ix. Students of Universities and Colleges, in particular, should be encouraged to join the Nizame Wassiyat. They should be reminded that during the student days, Wassiyat on the basis of pocket money is easier to do and is accepted relatively more quickly. Moreover, joining the Nizame Wasiyyat leads to further ability to do good.

MAJLIS AMILA LAJNA IMAILLAH MAJLIS:

- 128. The Lajna Imaillah Majlis shall have the same powers and duties in its limited sphere which Majlis Amila Mulk has in its wider sphere.
- 129. Majlis Amila of Lajna Imaillah at a Majlis level shall consist of the following Office Bearers:
 1. Sadr Lajna Imaillah Majlis
 2. Na'ib Sadr (if required up to 3 Naib Sadrs can be appointed)
 3. General Secretary
 4. Na'ib (Assistant) General Secretary
 5. Secretary Taleem
 6. Secretary Tarbiyat
 7. Secretary Tarbiyat Nau Mubai'at
 8. Secretary Khidmate Khalq
 9. Secretary Mal (Finance)
 10. Muhasiba Mal (Auditor)

11. Secretary Nasirat-ul-Ahmadiyya
 12. Secretary San'at wa Dastkari
 13. Secretary Tabligh
 14. Secretary Isha'at
 15. Secretary Tajneed
 16. Secretary Diyafat
 17. Secretary Tahrike Jadid & Waqfe Jadid
 18. Secretary Sihat Jismani
 19. Secretary Umoore Talibaat (Student Affairs)
 20. Mu'awina Sadr (These may be up to five, one of them should be appointed for Wasaya)
- 130.** In the same manner, Secretaries of all the Majlis Amila shall be appointed in all the Majalis. Majlis Amila of Sectors (Halqajaat) shall be appointed in the same manner.
- 131.** A meeting of Amila members of Majalis should take place at least once a month, and as far as possible, should be attended by all members.
- 132.** Sadr Lajna Majlis has the authority to call an emergency Amila meeting whenever necessary.
- 133.** Sadr Lajna Imaillah Majlis may suspend an office bearer and must immediately inform National Sadr. The initial suspension is for 15 days for which approval of National Sadr is required. National Sadr has the authority to lengthen this period, so that an investigation of any accusation or blame is completed. In the event of a final decision against an office bearer, National Sadr Lajna Imaillah has the authority to take

corrective measures or implement removal from office.

- 134.** Sadr Lajna Majlis has the authority, when necessary, to hold an emergency meeting of all the Sadrs of Sectors (Halqajaat).
- 135.** Sadr Lajna Majlis shall obtain approval from National Sadr Lajna Imaillah for her Majlis Amila.

ELECTIONS (INTIKHABAT)

ELECTION OF NATIONAL SADR LAJNA IMAILLAH

- 136.** The appointment of National Sadr Lajna Imaillah shall be made through election unless Hazrat Khalifatul-Masih^{aba} chooses to make a nomination.
- 137.** The election of the National Sadr Lajna Imaillah shall be held on the occasion of the Annual Ijtema. If the Annual Ijtema is not held, then elected representatives can be called and the election can be held. Prior approval of Hazrat Khalifatul-Masih^{aba} shall be obtained for holding the election as well as submitting a request to appoint a representative. The election of Sadr Lajna should be held at the end of Lajna year, in the month of September. Under special circumstances, should the election be required during the year, **permission from Hazrat Khalifatul-Masih^{aba} should be obtained.** For the convening of the election, the representative may bring two members with her who do not necessarily have to be members of Majlis Shura.

Note: Observers/Zairat shall be asked to leave the election meeting of National Sadr Lajna Imaillah.

- 138.** During the process of Election, a person may not excuse herself by withdrawing her name after it has been nominated. However, it should be noted against her name when the report of the election is forwarded by the chairperson to Hazrat Khalifatul-Masih^{aba}, giving number of votes cast for each nominee together with a letter of excuse from such a person.
- 139.** The Majlis Shura of Lajna Imaillah shall have the right to vote for the election of the Sadr. Name of such a member of Lajna can be proposed for the office of Sadr who is not present in the meeting of the Majlis Shura. Similarly name of a member of Lajna who is not a member of Majlis Shura can also be proposed for the office of Sadr, provided that she fulfils the following conditions laid down in rule No. 9.
- 140.** Should a member be elected to a higher office, she may not hold the subordinate position unless National Sadr makes an exception to this rule.
- 141.** At least five names should be proposed for the election of National Sadr.
- 142.** The names of all those proposed (who were nominated by Majlis Shura for election) together with the numbers of votes achieved should be submitted to Hazrat Khalifaltul Masih^{aba} for his final decision.
- 143. a.** In the Intikhab Meeting (Election Meeting) an introduction may be given of the persons whose names are proposed.

- b.** Members are not permitted to do any propaganda implicitly or explicitly in favour of or against anyone.
- 144.** In the Intikhab Meeting, no one may speak on their own behalf nor may anyone cast a vote for themselves.
- 145.** During the election session it shall be binding upon every member to exercise her right of vote.
- 146.** It is necessary for the National Sadr Lajna Imaillah to be a resident within the locality of the Headquarter that is the Markaz of Jama'at Ahmadiyya Mulk.
- 147.** National Sadr shall be elected for a period of two years. A member cannot be elected as National Sadr for more than three consecutive terms. However, before the election, Na'ib National Sadr may convene a meeting of Majlis Amila Mulk and, keeping in view the performance of the Sadr, make a recommendation to Hazrat Khalifatul-Masih^{aba}. The Sadr shall not participate in this meeting.

ELECTION OF SADR LAJNA IMAILLAH MAJLIS

- 148.** Election of Sadr Lajna Headquarter shall take place with the permission of Hazrat Khalifatul-Masih^{aba}. Prior to election, it is essential to obtain the approval of the representative supervising the election. In other places, the election shall be held with the approval of National Sadr.
- 149.** The person (whose name is proposed for the office of Sadr) should know the meaning of the Holy Qur'an with translation, if not of the whole then at least a part of it.

In villages she should at least be able to recite the Holy Qur'an (Nazira/Arabic only).

150. All the elections shall be open (e.g. with a show of hands).

151. The quorum for such a meeting shall be one half ($\frac{1}{2}$) of the total number of members of the branch. If the required quorum is not fulfilled in the first meeting, the quorum for the second meeting called for this purpose shall be one third ($\frac{1}{3}$) of the total number of members of the branch. If the quorum is not realised in the second meeting also, then in the third meeting, there shall be no restriction of quorum.

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

b. Any member who is permanently ill or out of country, her absence will not affect the quorum for election.

c. Those ladies who do not observe purdah and, despite reminders, do not practice Islamic teachings, may attend election meetings and cast their vote but they cannot become an office bearer.

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

153. A report of the proceedings of the election meeting along with the number of votes and other particulars which are requested should be sent for approval to the Headquarters of Lajna Mulk through the Regional (District) Sadr. It is at the discretion of National Sadr

Lajna Imaillah to grant approval to whomsoever she deems appropriate.

Note: The existing Sadr shall continue to work until the approval is received from the Headquarters.

- 154.** If National Sadr rejects the appointment of Office Bearers of a Majlis, they shall make fresh appointments and inform the results to National Sadr.
- 155.** In a Majlis where the number of members is large, the representatives of Majlis Shura of that Majlis shall elect the Sadr Majlis. For every 25 members, there shall be one representative.
- 156.** 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 Imaillah, be truthful, honest and having regard for the institution of Silsila Aliya Ahmadiyya and observe Purdah. Moreover, she should fulfil the conditions contained in Rule No. 9.
- 157.** The name of the Sadr Majlis, who has been elected three times consecutively, shall not be proposed for the fourth term except with the special approval of National Sadr.
- 158.** At least 3 names should be proposed for the election of Sadr.
- 159.** No office bearer has the right to resign. In case of some constraint, she can offer her apology to National Sadr along with her reasons. The concerned Office Bearer shall continue to do the duties delegated to her until the National Sadr takes a decision. The case of a person

who is a member of Majlis Amila Mulk shall be submitted to Hazrat Khalifatul-Masih^{aba}.

APPOINTMENT OF OFFICE BEARERS

- 160. a.** National Sadr shall nominate National Office Bearers and seek their approval from Hazrat Khalifatul-Masih^{aba}. Similarly in case of any change she shall again seek approval of Hazrat Khalifatul-Masih^{aba}.
- b.** The Sadr of every Majlis shall appoint her Majlis Amila and shall obtain its approval from National Sadr Lajna Imaillah.
- c.** Sadrs of Sectors (Halqajaat) shall appoint their Majlis Amila and shall obtain its approval from their Sadr Majlis.

DUTIES AND POWERS OF OFFICE BEARERS OF LAJNA IMAILLAH MAJLIS:

NOTE: The Lajna Imaillah Majlis shall have the same powers and duties in its limited sphere which Majlis Amila Mulk has in its wider sphere.

SADR LAJNA IMAILLAH MAJLIS:

- 161.** Sadr Lajna Imaillah Majlis shall supervise all the affairs of their Majlis and she shall be responsible for carrying out the directives of Majlis Amila Mulk.
- 162.** Sadr Lajna Majlis shall see that members abide by the Rules and Regulations of Lajna Imaillah. Should the

members of Majlis Amila disagree with a decision of their Sadr Majlis, an appeal can be made to National Sadr about such a decision.

Note: Any complaint against the Sadr is required to be made through the Sadr.

- 163.** Depending upon the local circumstances, the Lajna Majalis shall hold their meetings weekly, fortnightly or monthly.
- 164.** The programmes of Sectors (Halqajaat) shall take place with permission of Sadr Majlis.
- 165.** The Sadr of every Majlis shall be responsible for supervising the financial matters of their Majlis.
- 166.** The Sadr shall have the power to reject majority opinion in local affairs, but it shall be necessary for her to immediately inform the National Sadr Lajna Imaillah about such differences.
- 167.** Sadr Lajna Majlis shall have the authority to suspend a local Office Bearer with immediate intimation to National Sadr Lajna Imaillah but the power to dismiss lies with National Sadr Lajna Imaillah.
Note: By Suspension is meant that if there is an accusation against an Office Bearer, she will be suspended from her office until such time as an investigation is completed.
- 168.** Sadr Lajna Majlis shall have the power to appoint someone to officiate for her in her absence during her leave and inform National Sadr about this. In the case where the period of leave is one month or more, Sadr Majlis should appoint someone to act for her and

obtain approval for this from National Sadr Lajna Imaillah.

GENERAL SECRETARY MAJLIS

- 169.** The General Secretary of every Majlis shall keep a record of all the decisions of Majlis Amila Mulk that concern their Majlis and are conveyed to it.
- 170.** The General Secretary of a Majlis shall maintain the record of all decisions of Majlis Amila Majlis.
- 171.** It shall be the duty of the General Secretary of every Majlis to present her report to the Sadr Majlis. A brief summary of this report should be read out in the meeting of the Majlis Amila Majlis.
- 172.** It shall be her duty to prepare the monthly report on the prescribed form and send it to national Headquarters every month after having it countersigned by the Sadr Lajna Majlis. A copy of this report should also be sent to the Regional/District Sadr.

SECRETARY TALEEM MAJLIS:

- 173.** It is the duty of Secretary Taleem to strive to encourage the learning of religious and secular knowledge among women.
- 174.** It shall be her duty to make a plan for the education of the illiterate members so that every woman is able to read and write. Moreover, the education of boys should also be encouraged.
- 175.** Secretary Taleem should focus on the following:
- i)** To teach reading of the Holy Qur'an.
 - ii)** To teach the meaning of the Holy Qur'an.

- iii) To the learning of Salat and its meanings by women in her Majlis.
- iv) To encourage the reading of books of the Promised Messiah^{as}.
- v) To ensure that the Syllabus prepared by Lajna Imaillah Mulk is also included in the religious education.

176. Secretary Taleem shall be responsible for the setting tests of Ahmadi ladies in accordance with the Syllabus prepared by Lajna Mulk.

SECRETARY MAL (FINANCE) MAJLIS

177. Secretary Mal Majlis is responsible for filling the prescribed Assessment Budget form and, with the signature of the Sadr Majlis, sending it to the Markaz at the beginning of the financial year.

178. It shall be the duty of Secretary Mal Majlis to collect Chanda from members every month on time.

179. It is the duty of Secretary Mal Majlis to forward the names to the Markaz of non-Chanda paying members through the Sadr Majlis.

180. It is the duty of Secretary Mal Majlis to keep a detailed record of the local income and expenditure account and shall submit complete accounts to the Markaz at the end of the year.

181. It shall be the duty of Secretary Mal Majlis to safeguard all the receipt books issued by the Markaz.

- 182.** It shall be the duty of Secretary Mal Majlis to retain receipt books for three years and destroy all the rest under the supervision of the Sadr Majlis.
- 183.** It shall be the responsibility of Secretary Mal Majlis to ensure that **no Chanda is collected without issuing a receipt.**
- 184.** Every Lajna Majlis is entitled to 25% of membership Chanda Lajna and Nasirat (Payment of this shall be from the Secretary Mal Mulk and this 25% grant shall be shared between the Region/District and Majlis according to circumstances).
- 185. a.** Any donations received by a Majlis or Sector (Halqa) may only be used after permission has been sought from National Sadr.
- b.** No Majlis is permitted to appeal for a special Chanda without the permission of National Sadr
- 186.** Lajna Sector (Halqa) is not permitted to appeal for a special Chanda for any need without permission of Sadr Lajna Majlis.
- 187.** A new rule has been adopted from now on that every Majlis of a city shall deposit 20% of their saving at the office of Lajna Mulk and no Majlis may spend its savings without the prior permission of the Markaz.

SECTOR (HALQA)

- 188.** The duties and powers of Sadr Lajna Sector shall be the same as those of the Sadr Majlis.

189. It shall be the duty of the Sector members to carry out the programmes organised by Lajna Imaillah Mulk and Majllis and co-operate with the Office Bearers.

DUTIES OF MEMBERS:

- 190. a)** It is compulsory for every member of Lajna Imaillah to maintain a close connection with Nizame Khilafat, to act upon the directives of Hazrat Khalifatul-Masih^{aba} and to carry out the directives of Office Bearers appointed by Hazrat Khalifatul-Masih^{aba}.
- b)** To pay regularly the Chandas of Lajna according to the prescribed rates.
- c)** To strive to make the programmes of Lajna Imaillah successful.
- d)** To abide by the prescribed corrective measures in the event of negligence or default without complaint.
- 191.** To give constructive suggestions for the progress of Lajna Imaillah.

DUTIES OF LAJNA IMAILLAH REGION/DISTRICT

- 192.** Sadr Region/District is the representative of National Sadr and shall be appointed by National Sadr herself. This appointment shall be for one year.
- 193.** Sadr Lajna Region/District shall be nominated for up to 6 years, In exceptional circumstances, should an extension of time be required, the National Sadr Lajna will take permission from the Markaz, stating the reason for extension.
- 194.** Sadr Lajna of a Region/District shall be the higher supervisor of all the Majalis in the Region/District

(including the city). The Majlis Amila in a Region/District shall consist of the following members.

- I. Sadr Lajna Imaillah Region/District
- II. Na'ib Sadr Lajna Imaillah Region/District
- III. General Secretary Lajna Imaillah Region/District
- IV. Auditor Lajna Imaillah Region/District

Note: Aside from these, depending on the area of the Region, the Regional Sadr may appoint other supervisors if required.

- 195.** Sadr Region/District should ensure the timely elections of Sadrs of Majalis and obtain approval for them from National Sadr.
- 196.** With the permission of National Sadr, the Regional/District Sadrs may establish new Majalis (branches) as and when required. They will liaise between Majalis and ensure that the Majalis subordinate to them are actively involved and fulfilling their duties.
- 197.** The Regional/District Sadrs shall help and assist National Sadr in such matters that are entrusted to them. Their duties and powers shall only be to the extent to which these have been entrusted to them by National Sadr.
- 198.** Sadr Region/District may guide the larger cities but should allow them to carry out their local matters according to their own discretion. However, should she consider that some inappropriate activity is taking

place, she should immediately inform the National Sadr.

NATIONAL ANNUAL IJTEMA (NATIONAL ANNUAL CONVENTION):

199. The National Lajna Imaillah shall hold an Annual Convention at a suitable venue, with the prior approval of Hazrat Khalifatul-Masih^{aba}, for which efforts should be made for maximum attendance by all of its Majalis. **National Annual Ijtema may only be held with the permission of Hazrat Khalifatul-Masih^{aba}.** During the period of Ijtema, the start of proceedings shall be with the recitation of the Holy Qur'an and the Pledge of Lajna Imaillah and Nasiratul Ahmadiyya.

200. Majlis Shura (Advisory Council) of Lajna Imaillah shall also be held on the occasion of the Annual Ijtema.
Note: Let it be clear that for the participation in Ijtema, there is no restriction on the numbers attending. The appointed delegates are for Shura or it is at the discretion of National Sadr, according to the circumstances, however many she wishes to invite.

IJTEMA OF A REGION / DISTRICT:

201. At least one Ijtema (convention) of all the members of a District shall be held in a year (should circumstances permit).

IJLAS (MEETINGS):

IJLAS (MEETING) OF MAJLIS AMILA LAJNA IMAILLAH MULK:

- 202.** Majlis Amila Lajna Imaillah Mulk (National Executive Committee) shall hold at least one meeting every month.

IJLAS (MEETING) OF MAJLIS AMILA OF A REGION/DISTRICT:

- 203.** The Majlis Amila shall hold at least one meeting in three months.

IJLAS (MEETING) OF MAJLIS AMILA OF A MAJLIS OR SECTORS (HALQAJAAT)

- 204.** The Majlis Amila shall hold at least one meeting in a month.

MONTHLY MEETINGS OF MAJALIS AND SECTORS (HALQAJAAT)

- 205.** As far as possible, one or more than one meeting should be held every month for which interesting educational and Tarbiyati programmes should be prepared. Moreover, acting upon the directive of Hazrat Khalifatul-Masih IV^{rh}, the importance of offering regular Salat should be emphasised in an Amila meeting at every level, in which schemes and programmes should be formulated for making members more regular in offering Salat.

HAZRAT KHALIFATUL-MASIH IVth STATES:

“The auxiliary organisations can become more alert and active if they were to make a assigned or specific programme weekly or monthly to get together to focus on the subject of Salat. One meeting of Majlis Amila should be always held to ponder only on the subject of Salat – no other topic should be assigned for that meeting. On that day, Lajna should be focusing on Salat, Khuddam should be focusing on Salat and Ansar should be focusing on Salat. They should all make the decision that they will always set aside one meeting in a month to come together to focus on this subject. Where circumstances are such that a monthly meeting is not possible, there members can get together every two months, or every three months but when they have made a programme then they should abide by that and should display steadfastness upon it. They should assess every time as to how much benefit they have gained in that period, how many people are offering Salat who were not doing so before, how many have improved the status of their Salat, how many were informed about the means of achieving the status of enjoying the Salat”.

(Friday Sermon, 8th November 1985)

**HAZRAT KHALIFATUL-MASIH V^{aba} STATES ABOUT
THE DUTIES OF OFFICE BEARERS:**

“It is now the duty of the office-bearers to fulfil the responsibilities that Allah the Almighty has entrusted upon them and do so with the best of intentions. They should fulfil these responsibilities while having the fear of Allah the Almighty; in order to attain the pleasure of Allah the Almighty; with the intention of becoming a true servant of the Khalifa of the time; to do their utmost to strengthen the faith of the members and to provide them with benefit.

Every Ahmadi makes a pledge to tread upon the path of *taqwa* and to give precedence to their faith over the world, however, the office-bearers and those who have been entrusted with the responsibility of serving the Community, are especially addressed here, and they ought to be mindful of safeguarding their oaths and responsibilities entrusted to them. We should try to fulfil the responsibilities placed upon us whilst adhering to *taqwa* and with all our efforts.”

(Friday Sermon, 18th August 2023)

GLOSSARY

Ahad	Pledge
Bai'at	Oath of Allegiance
Chanda	Contribution or Subscription
Chanda Aam	Regular contribution for earning members (including those receiving Pensions, State Benefits, Child Benefits, Disability Benefits and any other income received)
Chanda Hissa Amad	Contribution made by a Musi
Chanda Jalsa Salana	Contribution by all earning Ahmadis for Jalsa Salana (including those receiving Pensions, State Benefits, Child Benefits, Disability Benefits and any other income received)
Chanda Lajna Majlis	Lajna membership subscription
Daftar III Tahrike Jadid	Phase III consists of contributors who joined the scheme 1965-1985
Daftar Amanat	Wherever the Chanda collections are safely deposited
Da'watillallah	Preaching
Dastur Asasi	Constitution (Rules and Regulations)
Diyafat	Catering / Hospitality
Halqa	Sector under the supervision of a Mas'um as appointed by the National Sadr Lajna Imaillah
Hazrat Khalifatul-Mas'um	The successor to the Promised Messiah and Supreme Head of Worldwide Ahmadiyya Muslim Community

Hazrat Masih Maud	Hazrat_Mirza Ghulam Ahmad Qadian (as) The Promised Messiah (as)
Headquarter	Jama'at Markaz of Country
Hissa Markaz	Central Reserve Fund / Markaz Share
Hizb / Hizbs	Group / Groups
Ijlas	Meeting
Ijtema	Convention or Gathering of Auxiliary Organisations
Intikhab / Intikhabat	Election / Elections
Isha'at	Publication
Jalsa Salana	Ahmadiyya Jama'at Annual Gathering Convention
Jama'at	Community (i.e. Ahmadiyya Community)
Khidmate Khalq	Social Welfare
Khilafat	The Institution of Successor ship to the Promised Messiah (as)
Lajna Imaillah	Ahmadiyya Muslim Women's Association
Lazmi Chanda	Compulsory Chanda (Aam / Jalsa Salana/ Hissa Amad)
Majalis	Plural of Majlis
Majlis	An organisational unit / branch
Majlis Amma	General Body
Majlis Amila	Executive Committee
Majlis Shura	Advisory Council or Advisory Body
Mal	Finance
Markaz / Markazi	Centre / Central
Mu'awina Sadr	Helper to Sadr Lajna
Mulk /Mulki	Country / National
Mufattish	Investigator / Inspector

Muhasiba Mal	Auditor
Musi	An Ahmadi who joins the Institution Wasiyyat
Wasaya	Plural of Wasiyyat
Na'ib	Deputy / Vice / Assistant
Nasiratul-Ahmadiyya	Organisation for Ahmadi Girls from to 14 years of age
Nau Mubai'in	New Converts (Men)
Nau Mubai'at	New Converts (Women)
Nigran	Supervisor
Purdah	Veil / Covering
Sadr/Sadraat	President / Presidents
Sadran	Presidents (Male)
Sadraat	Presidents (Female)
Sadr Anjuman Ahmadiyya	Central Ahmadiyya Council to look after the administrative affairs of the Ahmadiyya Jama'at
Salana Ijtema	Annual Convention or gathering of Auxiliary Organisations
San'at wa Dastakari	Industry and Handicrafts
Sector	Halqa under the supervision of a Maj as appointed by the National Sadr Lajna Imaillah
Shair	The Teachings and Traditions
Sihat Jismani	Physical Health
Silsila Aliya Ahmadiyy	The Great Ahmadiyya Order
Sho'ba	Department
Tabligh	Preaching
Tahrike-Jadid	A Scheme introduced in 1934 for the establishment of Ahmadiyya Foreign Missions

Tahrike-Jadid Daftar II	This Daftar covers accounts for the period 1965-1985. Revival of account of the deceased was made the responsibility of Lajna Imaillah by Hazrat Khalifatul Masih IV (rh). See Rule No. 112.
Tajneed	Enrolment
Ta'leem	Education
Tarbiyat	Spiritual, religious & moral training
Waqfe Jadid	A Scheme introduced in 1957 for organising preaching in villages
Waqare-Amal	Voluntary Work
Zairat	Special Invitees to Shura
Zilla	Region / District / Province

