

MAHARASHTRA MANDAL NORWAY

Organisation number: 986130608

Article of Association

1. January 2025– 31. December 2026



MAHARASHTRA MANDAL NORWAY
ORGANISATION NUMBER: 986130608

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DATE: NOVEMBER 24, 2024



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1 Preface /Preamble

- The name of the organization is “Maharashtra Mandal Norway” hereinafter referred to as “MMN”
- The purpose of this constitution is to provide guideline to the Maharashtra Mandal Norway (MMN) members while carrying out activities and events for MMN.
- The underlying premise for the constitution is that all the MMN members shall work together in harmony and shall strive towards achieving the goals and objectives of MMN.

2 Purpose

- MMN shall operate as a Non-Profit Organization
- MMN shall promote peace, harmony and equality.
- The main purpose of MMN is to preserve, promote and integrate Maharashtrian culture, language and traditions among persons interested in Maharashtrian heritage & facilitate communication within members.
- MMN shall strive to foster relationships and friendships with people of all faiths, languages and nationalities. In doing so MMN shall try to integrate the MMN members with the wider Norwegian and International communities



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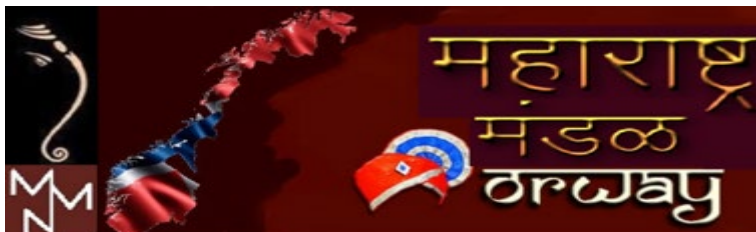
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3 Objectives

- MMN shall work towards the integration of Maharashtrian community with other Indian communities as well as with Norwegian and other international communities by organizing art, cultural, music and other Social events.
- MMN Volunteers shall engage in social causes that align with Maharashtrian values, instilling a sense of responsibility and awareness of social issues.
- Through volunteer exchange programs, MMN might partner with international organizations to foster a greater understanding of Maharashtrian culture, while also benefiting from the global volunteer network.
- MMN shall promote creating a synergy between volunteerism and fostering a sense of community engagement and promoting social welfare.
- MMN would focus on nurturing cultural pride while addressing the contemporary challenges faced by communities, all through the power of volunteer work and social responsibility.
- MMN shall serve as a platform for conducting and holding art, cultural and social events that promote Maharashtrian culture.
- MMN shall conduct activities such as Marathi / Norwegian Language that shall promote the Maharashtrian language and literature

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4 Composition of the Board & Committees.

4.1 Board members.

- The board shall have the following members

Sr. No	Position	No. of positions
1	Chairman	1
2	Deputy Chairman	1
3	Treasurer	1
4	Secretary	1
5	Board Members	7
6	Deputy member	3

- One of the board members shall also serve as Deputy Treasurer.

4.2 Facilitation Committee

- Facilitation committee shall be comprised of MMN founder members



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5 Roles and responsibilities

5.1 Responsibilities of Board

The overall responsibilities of the board shall be as follows

- Leading MMN's activities
- Organizing meetings, events, social gatherings
- Be in charge of MMN's finances
- Taking care of all important documents
- Taking care of mail, applications, reports etc.
- Keeping the members informed on news and current events
- Taking meeting minutes and make them available for all members
- Ensure compliance with Frivillighet Norge guidelines
- Facilitate Communication within MMN members

5.2 Role specific responsibilities

The responsibilities for the specific roles in the MMN board shall be as follows

5.2.1 Chairman

- Calls the board meeting
- Stays in touch with the board members on a regular basis.
- Spokesperson for MMN
- Delegates the board member's tasks
- Follows up on the activity plan and makes sure the work is making progress.
- Feedback: praise and criticism; generate enthusiasm
- Is in charge of MMN's records and documents
- Overall responsible for writing applications and financial deals.
- Apply for government funding in the respective Kommune
- Responsible for granting access of personal information of Paid members from the directory to the assisting board members only for the purpose of administrative activities of MMN & government grant applications
- Responsible along with Treasurer to check account report.
- All election records, including the list of nominees, the voting process, and the results, shall be documented and preserved as per the frivillige voluntary MMN's governance standards in Altinn/Brønnøysundregisteret.
- Shall have access to bank account & vipps account of MMN and authority for payment.



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5.2.2 Deputy Chairman

- When chairman is absent, takes over the chairman's tasks
- Follows up with board members; encourages and inspires
- Shall be deputy to the Board's chairman in his / her absence.
- Can chair all official meetings within board and with paid members within MMN.
- Can follow up the delegated responsibilities of other board members if required.
- Shall be spokesperson too during Board meeting and information meeting
- Shall have access to bank account & vipps account of MMN and authority to payment in the absence of Chairman.
- Can assist Treasurer to check account report.
- Can be contact person for external i.e. outside organization contacts in the absence of Board's chairman.
- Ensures that the decisions of AGM or previous meetings are taken into action.

5.2.3 Secretary

- Writes reports at meetings
- In charge of writing applications
- Writes the annual report together with the chairman
- Is responsible for all email communications
- Keep the member directory up to date; registers members joining and leaving MMN.

5.2.4 Treasurer

- Overall responsible for finance and maintaining the budget
- Keeps the accounts up to date; responsible for income and expenses
- Proposes a budget along with the rest of the board
- Presents financial status at every board meeting
- Takes care of and files receipts
- Ensures that accounts are audited through an external auditor annually

5.2.5 Board members

- Responsible for all board tasks
- Carries out all events
- Contact person for members
- Helps other board members when necessary

5.2.6 Deputy member

- Attends board meeting if someone can't attend
- If a board member must resign, the deputy member takes his/her place
- Has no authority to vote in the committee decision making process

5.2.7 Facilitation Committee

Roles and responsibilities of Facilitation Committee are as follows

- Responsible for conducting elections for all the positions of the MMN board after the end of tenure as well as in case of resignation of any sitting board member(s).



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- Call for application/nomination- Six (6) weeks before end of tenure of existing member(s) (normally this is during AGM / SGM)
- Initiates the Election process for election of MMN board members
- To send the notification of election & communicate schedule
- Is responsible for inviting and receiving nominations for the upcoming all board member positions
- Conducting and overseeing the elections for the upcoming board
- Is responsible for receiving nominations for the vacant board member positions due to resignations
- Needs to make interested candidates aware of the roles and responsibilities mentioned in the constitution.

6 Tenure of Board and Facilitation committee

6.1 Tenure of the Board

- The tenure of the MMN board shall be two years.
- The MMN board shall be elected every two years at an AGM or in SGM.
- No MMN member shall serve as a member of the Board for more than two consecutive terms (4 years). This is not applicable for deputy member
- In case of vacancy arising in the board during an existing tenure due to various reasons, the existing Board members can decide to assign the post to an existing board member for the remaining of the tenure.
- Resulting vacancy to be filled by appointment of new member through Facilitation Committee
- Tenure of newly appointed member shall end along with the other board members. This is also applicable for entire board if it's elected at SGM in between the regular term.

6.2 Tenure of the Facilitation Committee

- The tenure of the facilitation committee shall be two years

7 Election of the Board Members

- Deadline for submitting nominations for all Board positions shall be 1 week prior to the AGM/SGM
- Preference will be given to new candidates who have not previously served on the MMN board. This approach aims to foster accountability and a sense of belonging among all members of MMN
- Equal opportunities shall be given to both men and women
- Nomination of all positions shall be respective for each position
- In case of multiple interested candidates for any given positions, the below shall be considered :
- Election process/ voting shall be done.
- Facilitation committee to decide the suitable election process & conduct the election. e.g. ballot / electronic
- In case no applications are received for any of the positions, board member positions, the incumbent may continue in their role for another term, provided they are willing, and this is agreed upon by a simple majority at the AGM/SGM
- Extension of such provision shall be valid for 1 year



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8 Signature Authority

8.1 Signing Authorities for financial & legal documents

Documents that are of a Legal or Financial nature can be signed by the following persons jointly

- Chairman or Deputy Chairman,
- Secretary or Treasurer

8.2 Signing Authorities other than finance and legal documents

Document which are not of Legal or Financial nature can be signed by following persons jointly

- Secretary
- At least one board member (Chairman, Deputy Chairman included)

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9 Meetings

9.1 Annual General Meeting(AGM)

- The AGM is the backbone of our organization and the guiding force for our governance system.
- The AGM is the greatest decision-making authority of the organization and to be held every year.
- The AGM should be a positive event for the participants in the organization and should have a clear structure.
- AGM decisions are absolute and cannot be overruled. Every paid member of the organization has the right to vote.
- Notice of the AGM must be sent to members no later than Six (6) to (8) weeks before the meeting takes place.
- All proposals for agenda must be sent to the board no later than four (4) weeks before the meeting takes place.
- All proposals for changes to the constitution must be sent to the board with necessary details no later than four (4) weeks before the meeting takes place. This also applies to proposals for dissolution.
- Agenda for the meeting shall be sent to all members at least two (2) weeks prior to the meeting.

9.2 Tasks of the Annual General Meeting (AGM)

- Appoint the chairperson and reporter at the AGM by a majority vote of the members present in the meeting.
- Present annual accounts for the year
- Review & Approval of the Budget for the coming year
- Elect the new Board that will manage and run MMN for the upcoming term when applicable
- Review of suggestions for constitution amendment proposed by any member.
- Review and implement the proposals and suggestions received from members.
- In the event of a conflict, the decision will be determined by a majority vote of the paid members.
- Decide membership fees for the coming year.

9.3 Special General Meeting(SGM)

- In the event of an urgent matter that the entire organization needs to address an SGM must be convened.
- 1/3 of the paid members or board (by majority) can demand an SGM
- This meeting will focus solely on the specific issue for which it was called for
- It's important to outline the requirements for convening such a meeting.
- The SGM meeting invitation and agenda to be forwarded to all paid members at least four to six weeks before the meeting takes place



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10 Membership

10.1 Eligibility

Anyone over age of 16, interested in Maharashtrian culture can become member of Maharashtra Mandal Norway.

10.2 Membership Fees

Annual membership fees for the following year will be decided in the AGM.

10.3 Membership Benefits

- Membership duration is for one Calendar year (Jan – Dec) and can be renewed each year upon payment of applicable membership fees
- All members are eligible to participate in MMN Programs subject to registration, payment of program entry fees, availability of space etc.
- Registration for the programs is on first come first served basis.
- Members of MMN are eligible for special entry fees for the programs held during the membership year as announced from time to time.
- Members of MMN are also eligible for any other benefits and programs announced by MMN from time to time.

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11 Economy

- Being a non-profit organization means that there should be no dividend or financial profit declared or paid to the board of directors or members thereof.
- MMN's income will come from membership fees, private fees for functions, events and charitable donations.
- All members, including the board, shall work as volunteers and shall not be compensated in any form for time and effort for services rendered or tasks performed on behalf of MMN

11.1 Budget

- The budget outlines how MMN will spend the money it already has and its expected income in the year to come.
- The budget has a guiding function throughout the year, helping MMN to plan the activities
- The budget is subject to discussion and adopted/ratified at the AGM
- Budget shall include details of estimated expenses for each event/ function planned during the upcoming year.
- Budget shall be presented, discussed and approved at the AGM.
- The Board shall strive to manage the expenses within the approved budget.

11.2 Accounting

- The (financial) account is an overview of how MMN spent its money. Whereas the budget shows how much you think you'll spend, the account shows how much you spent.
- Members/ management/beneficiaries. They'll want to confirm that the money is spent in accordance with budget and MMN's overall purpose.
- At the AGM, the members get the opportunity to speak their mind about MMN's financial governance.
- Digital accounting system shall be used to keep the accounts.
- Expenses shall be controlled, as budgeted & approved during AGM for each function/ event.
- MMN board is not allowed to seek financial loans or mortgage MMN's assets.

11.3 Auditing

- External auditing shall be done annually.



12 Special Provisions

According to the regulations, the following shall not be permitted:

- The use or promotion of drugs, alcohol drinks and smoking in any event organized by the organization shall be prohibited.
- Firearms and other weapons are not allowed at any of the MMN functions.
- Participation of other organizations in MMN events must be approved by the Board.
- Use of organizational name for all purposes must be approved by the board.
- Atleast "ONE" open communication forum between all MMN members to be implemented

13 Amendment to the Constitution

- All members of MMN are allowed to suggest amendments to be discussed at AGM / SGM.
- Suggestions shall be communicated to no later than four (4) weeks before the meeting (AGM or Extra Ordinary Meeting)
- Any amendment in the constitution needs to be approved by 2/3rd members present for the meeting & if approved will be adapted with immediate effect.
- Minimum quorum required for such a meeting should be 1/3 of total paid members.

14 Handover Protocol

As part of handover to new committee, following information is communicated to the new committee within one month of the current committee's commencement.

- Website / Facebook / Instagram / Whatsapp access
- All MMN email id Password
- Old email communications
- All assets
- Carry-over balance, account details and all necessary access
- Any other information necessary or requested by new committee.

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15 Dissolution of MMN

- All proposals for dissolution of association must be sent to the board no later than six (6) weeks before the AGM takes place.
- In this event members should discuss what happens if MMN needs to be dissolved.
- Resolve pending financial issues IF ANY (including unpaid invoices)
- Close all contracts by sending notice in writing and settling the dues.
- A decision to dissolve requires the approval of at least 2/3 of those present with the right to vote at two consecutive AGM.
- Minimum quorum for decision making should be 51% of total paid members.
- In the event of a dissolution, the remaining funds & MMN's assets shall be donated to other organizations for humanitarian cause(s) and/or non-profit institution with a similar purpose of Frivillighet Norge; not private persons.

Oslo, Date:24.11.2021

I styret til Maharashtra Mandal Norway:

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Shrikant Prabhu
(Styreleder)

Sujata Prabhu
(Nestleder)

Signature of all Present in AGM : -

ATTENDANCE OF MMN AGM 201-2021			
MAHARASHTRA MANDAL NORWAY GLO. ID: 986130608			
Sl. No.	Name	Signature	Signature
1	KIRAN NARAYAN		
2	ANIL NARAYAN		
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