

**GUIDLINES ON
THE CONSTITUTION
AND
THE RULES & REGULATIONS**

CANADA

THE GUIDELINES

CANADA

CONTENTS

INTRODUCTION

✓ The Constitutional Framework

1

✓ Circulation of these Guidelines

1-2

✓ Applicability of these Guidelines

2

LEADERS' INTERNATIONAL FORUM

2

COUNCILS

Resignation

3

Attention to Small and Isolated Jamats

3-5

Administrative Machinery

3

Appointment of Local Committees

3-4

The Designation of Local Committees

4

✓ Specific Allocation of Responsibility
to Members without Portfolio

4-5

✓ Distinction between Central Institutions
and Portfolio Members of Councils

5-6

	<u>PAGE NO.</u>
✓ Terms of Reference for Portfolios	6-13
✓ Communications and Publications	6-9
✓ Economics	10
✓ Education	10
✓ Health	11
✓ Legal Matters	11
✓ Social Welfare	11-12
✓ Womens' Activities	12
✓ Youth and Sports	12-13
Executive Committee	14
<u>THE CENTRAL INSTITUTIONS</u>	14
<u>TARIQAH AND RELIGIOUS EDUCATION BOARDS</u>	
Linkages	14-15
<u>MUKHIS AND KAMADIAS</u>	
Linkages	15
Consultative Process for Appointments	16-19
Jamati Mukhi/Kamadias	16-18
Mukhi/Kamadias of Majalis	18-19

	<u>PAGE NO.</u>
Resignation from Office	19
Assistance to Mukhis and Kamadias of certain Majalis	20
Term of Office	20-21
Absence of Mukhi or Kamadia	21-22
Marriage Contract	23
 <u>CONCILIATION AND ARBITRATION BOARDS</u>	
Practice Directions, Rules of Procedure and Conduct	23
Experts	23
 <u>PROVISIONS APPLICABLE TO ALL BODIES</u>	
Resignation	24
✓ Invitation to Participate in Meetings	24-25
Panels of Names	25-26
Appointment of Committees	26
/ Nomenclature	26-27
The Graphics' Co-ordinator and Graphics related matters such as the Printing of Stationery	27-28
Oath of Office	28

	<u>PAGE NO.</u>
✓ Thematic thinking to take place within each Territory	28
<u>RULES OF PROCEDURE APPLICABLE TO BETROTHAL AND MARRIAGE CEREMONIES</u>	29
<u>PRECEDENCE (PROTOCOL) IN JAMATKHANA</u>	29-30
<u>SOCIAL PRECEDENCE</u>	30-33
Functions at the National Headquarters Level	31-32
Functions at the Regional or Local Headquarters Level	33
<u>GENERAL</u>	
Registration of other Entities or Bodies of Persons	33
✓ Announcements in Jamatkhana	34
Titles	34
Khilat	35
Voluntary Service	36
Admissions	36
Linkages	36
Visiting Cards	36-37

THE GUIDELINES

TO BE READ IN CONJUNCTION WITH
THE RULES AND REGULATIONS FOR CANADA

INTRODUCTION

The Constitutional Framework

1. The constitutional framework comprises the following documents:
 - 1.1 The Ismaili Constitution, being the universal document applicable to Shia Imami Ismaili Muslims worldwide;
 - 1.2 The country specific Rules and Regulations, promulgated as provided by the Ismaili Constitution, setting out the structure of Councils and Institutions; and
 - 1.3 These Guidelines, issued on 13th December 1987, to be applicable to all territories where a National Council has been established.

Circulation of these Guidelines

2. These Guidelines are to be made available to the secretariat of all Councils and Tariqah and Religious Education Boards. Extracts from these Guidelines may also be given to other concerned persons as and when required. Unlike the Ismaili Constitution and the Rules and Regulations, these Guidelines are not a

"public document", their purpose being to assist in the implementation of the Constitution and the Rules and Regulations by establishing certain conventions and procedures.

Applicability of these Guidelines

3. The directives contained in these Guidelines will apply for the term of office of the newly appointed members of Councils and other institutions and may be changed thereafter: they are guidelines for assistance and not a formal permanent document such as the Constitution or the Rules and Regulations.
4. These Guidelines are to be read in conjunction with the Ismaili Constitution and the Rules and Regulations for each territory.

LEADERS' INTERNATIONAL FORUM

5. Presidents or Chairmen (as the case may be) of National Councils appointed as Members of the Leaders' International Forum will be members thereof in their personal capacities rather than ex officio. Consequently, whilst their individual responsibilities will be to the Leaders' International Forum and through it to Mawlana Hazar Imam, they would not be expected (unless specifically requested by Mawlana Hazar Imam on a case by case basis) to report back to their respective Councils on discussions held, or indeed to seek the views of their respective Councils on agenda items before attending Leaders' International Forum meetings.

COUNCILS

Resignation

6. A Member of a Council who is also the Chairman of a Tariqah and Religious Education Board or a Mukhi of a Jamatkhana should resign his membership of the Council if he ceases to be the Chairman of the Tariqah and Religious Education Board or the Mukhi of such Jamatkhana.

Attention to Small and Isolated Jamats

7. Each Council should pay particular regard to the requirements of small and isolated Jamats, both within national boundaries and also with respect to small and isolated Jamats in other territories over which the Council has jurisdiction. The suggestions mentioned below are examples of the manner in which a Council may organise itself in order better to meet the requirements of such Jamats.

7.1 Administrative Machinery

The Secretariat of each Council should be geared to service the requirements of the small and isolated Jamats within its area of jurisdiction.

7.2 Appointment of Local Committees

- (a) The National Council may establish and appoint "Local Committees" in Jamats where the need arises. Such Local Committees may be set up by the National Council either of its own accord or upon the recommendation of the nearest Local Council (if any), and each such Local Committee should report and be

responsible to the nearest Local Council or the nearest Regional Council or the National Council as may be determined by the National Council.

(b) The National Council will be responsible for establishing and appointing the members of Local Committees.

(c) The size and composition of a Local Committee will depend on the requirements of the Jamat. A National Council could, if felt desirable, appoint the Mukhi and Kamadia of a local Jamat (in their personal capacities and not ex officio) as members of a Local Committee, either alone or together with other suitable members of the Jamat.

7.3 The Designation of Local Committees

A Local Committee should be called:

"His Highness Prince Aga Khan Shia Imami Ismaili Committee for [town or locality as appropriate]".

The notepaper of such Local Committees should follow the design set out in the Graphics' Manual.

7.4 Specific Allocation of Responsibility to Members without Portfolio

In submitting panels of names to Mawlana Hazar Imam for appointments, the following criteria should be borne in mind:

- (a) Any National Council having jurisdiction for one or more territories outside its own national boundaries, which territories are not themselves represented on that Council by members from those territories, should ensure that the panel of names for at least one of its members without portfolio is composed of such persons who would be able to assume specific responsibility for those extra-territorial Jamats.

- (b) If justified by the size and nature of isolated Jamats within the national boundaries of a National Council, another panel of names for one of the members without portfolio of the National Council (as well as of any relevant Regional or Local Council) should be composed of such persons who would be able to assume responsibility for the isolated Jamats within that territory.

Distinction between Central Institutions
and Portfolio Members of Councils

- 8. In some countries, certain thematic areas of work of the National Councils have acquired the status of Central Institutions, such as the Aga Khan Health Board for health matters, or the Aga Khan Economic Planning Board for matters related to economics and business. The Central Institutions within each theme have a close link with each other and draw upon expertise made available to them centrally. In other countries, these same thematic areas of work have not been constituted into Central Institutions, ~~but remain~~ ~~instead as the responsibility of the relevant Council,~~ which discharges its responsibility in that field

through a portfolio member appointed specifically for that purpose. For example, in India there has been established a Central Institution known as "The Aga Khan Social Welfare Board". By contrast, in the USA there is no such Central Institution, but there is instead a specific portfolio on the National Council and each Local Council for "Social Welfare Matters". Whereas the Central Institutions each have their aims and objects specified in the Rules and Regulations, the various portfolios do not, essentially ~~since the entire Council is collectively responsible for the discharge of each portfolio responsibility, which should not become the exclusive responsibility of the portfolio member concerned.~~ However, in order to assist in implementing the work of the Councils, there is set out below brief terms of reference for each of the thematic areas of work of the various possible portfolios:

Terms of Reference for Portfolios

8.1 Communications and Publications:

(a) To keep the Jamat informed through any communication programme set up by the Aiglemont Information Department of, for example:

(i) Imamat Institutions and programmes;
and

(ii) various Jamati activities and programmes.

- (b) To liaise with various Central Institutions and portfolio members on their communications-related matters and to advise them on a communication strategy and programme that is in keeping with the overall communication strategy.
- (c) To oversee the Jamati publications programme and to ensure that this programme abides by the guidelines as elaborated by the Aiglemont Information Department.
- (d) To promote through such communication and publication programme an enhanced and comprehensive understanding of Imamat institutions and programmes and Jamati activities both nationally and internationally.

Note concerning The Communications' Co-ordinators

- (aa) The portfolio member for Communications and Publications on the National Council will, at the same time as holding that portfolio, hold the office of Communications' Co-ordinator, for which he will have received separate terms of reference. Under these terms of reference, the National Communications' Co-ordinator will be responsible simultaneously to the Aiglemont Information Department and to the President of the National Council of which he is a member, although naturally his day to day contact will be greater with the Aiglemont Information Department. Similarly, a Communications' Co-ordinator at Regional or Local level (as the case may be) will report simultaneously to the

President of his Council and to his counterpart on the relevant higher Council, who will keep the President of the National Council informed.

- (bb) In his capacity as Member for Communications and Publications, this individual will be responsible to the Council on which he sits for any communications or publications requirements of that Council. In this capacity, he will also work in close liaison with the Aiglemont Information Department in order to ensure that any communication and publication programme conforms to the overall communication strategy and promotes an integrated and comprehensive profile of the Jamat's and Imamat's activities both nationally and internationally. At the same time, in his capacity as Communications' Co-ordinator, this individual will need to be responsive to the entire network of Aga Khan institutions and programmes for their information requirements and, as such, he will be in direct liaison with the Aiglemont Information Department (or his counterpart on the higher Council, as appropriate), although he will also need to work closely with the President of the Council on which he sits so that:

- (a) the President is kept informed of any matters regarding the network of Aga Khan institutions and programmes within the jurisdiction of his Council; and
- (b) the President is able to draw attention to priorities and sensitivities which may affect information-related issues.

(cc) The consultative process for appointment of the member for Communications and Publications will need to accommodate the views of the Aiglemont Information Department so that the person appointed is able to fulfil both aspects of his work. Accordingly, the consultative process will be as follows:

- (a) the submission in the normal way of panels of names for the portfolio of Communications and Publications as provided by Schedule Six of the Rules and Regulations;
- (b) at the same time the incumbent Communications' Co-ordinator will submit his own recommended panel of names for the post of Communications' Co-ordinator directly to the President of the Council on which he sits. This panel may be the same or different from the panel submitted by the Council in accordance with Schedule Six of the Rules and Regulations;
- (c) the panel submitted by the incumbent Communications' Co-ordinator to his President should be forwarded to the Aiglemont Information Department for a consultation to take place between the President and the Aiglemont Information Department; and
- (d) following the consultation, the President should submit the panel of names to Mawlana Hazar Imam. If there is no consensus, the Aiglemont Information Department should simultaneously submit its own panel of names to Mawlana Hazar Imam for consideration.

8.2 Economics:

To keep the economic status of the Jamat under review and to improve the economic well being of the Jamat by, for example:

- (a) identifying and guiding members of the Jamat to industries, businesses, professions or employment in viable sectors of the national economy and assisting members of the Jamat to obtain advice or assistance in connection therewith;
- (b) encouraging, fostering and cultivating the practice of regular saving and capital growth within the Jamat; and
- (c) encouraging, fostering and cultivating the spirit of entrepreneurship within the Jamat.

8.3 Education:

To devise and implement strategies for improving standards of education and academic achievement of children and adults by, for example:

- (a) conceptualising, establishing, organising, promoting and operating specific programmes for such purposes;
- (b) organising courses, seminars and study groups; and
- (c) offering career counselling and establishing aptitude testing units.

8.4 Health:

To devise and implement strategies for improving standards of health, hygiene and sanitation by, for example, conceptualising, establishing, organising, supporting and operating programmes promoting health care and other projects for the prevention and elimination of diseases and sicknesses.

8.5 Legal Matters:

- (a) To provide legal advice to the Council and other institutions and organisations of the Jamat as and when required.
- (b) To bring to the attention of the Council any legislation or legal development of relevance to the Council or the Jamat.
- (c) To assist the Council in establishing Committees, to give advice and assistance to members of the Jamat in problem areas or where there are language barriers or where professional advice would be disproportionate to the monetary value of the problem or where members of the Jamat are not aware of potential sources of advice and assistance.

8.6 Social Welfare:

To review the position of those members of the Jamat who require assistance in marriage or marriage counselling or who are handicapped, elderly or needy or who suffer from some other

hardship, difficulty or crisis and to devise and implement strategies for the improvement of their quality of life by, for example:

- (a) acting as a source of advice, help and assistance;
- (b) organising activities to develop a spirit of companionship; and
- (c) cultivating an awareness within the Jamat of its obligations towards them.

8.7 Womens' Activities:

To strengthen and enhance the status of Ismaili women in society at large and within the Ismaili Tariqah in particular by, for example:

- (a) fostering a spirit of goodwill, understanding and friendship amongst the women of the Jamat and cultivating the ideal of service to the Jamat and to society at large;
- (b) promoting and encouraging the role of women in strengthening the culture, traditions and heritage of the Jamat; and
- (c) encouraging the participation of women of the Jamat in the fabric of national life in the land of their abode.

8.8 Youth and Sports:

To foster a spirit of goodwill, friendship and brotherhood by, for example:

- (a) promoting and encouraging recreational activities such as film shows, outings, art and craft exhibitions, cultural activities, scouting, summer camps and amateur sporting activities;
 - (b) encouraging participation in local, national and international sporting competitions;
 - (c) encouraging and creating an awareness of culture, tradition and heritage amongst the youth of the Jamat;
 - (d) encouraging responsible citizenship and participation in civic activities; and
 - (e) cultivating leadership qualities amongst the youth of the Jamat.
9. It should be noted that since certain disciplines, such as Social Welfare, will remain portfolio activities and will not be formed into a Central Institutions (unlike Economic Planning, Education and Health) ~~each such~~ portfolio member will be responsible to the Council of which he is a member and not to his counterpart on the Regional or National Council. Of course, there will need to be a good degree of co-ordination between them all since, for example, the Local and Regional Councils will be expected through their members for Social Welfare Matters to implement Social Welfare policies determined by the National Council and the member for Social Welfare on the National Council will be the principal architect of such policy as well as the principal spokesman of the National Council on its policies in matters of Social Welfare.

Executive Committee

10. The provision for appointment of an Executive Committee is mandatory for all National Councils except in the following territories where the provision is enabling only:-

Bangladesh
France
Malagasy Republic
Malaysia and Singapore
Portugal
The United Kingdom

11. The Chairman of the Tariqah and Religious Education Board should be appointed a member of the Executive Committee (if any) of the National Council.

THE CENTRAL INSTITUTIONS

12. Any incorporated Central Institution which sets up a Regional or Local Board should do so after consultation with the President of the National Council and should advise the National Council of any such Regional or Local Board, particularly since the Chairmen of the Regional and Local Boards will be ex officio members of their parallel Councils.

TARIQAH AND RELIGIOUS EDUCATION BOARDS

Linkages

13. The individuals mentioned in column (1) of the tabulation below will be appointed in their personal capacities on the Bodies mentioned alongside in column (2) of the tabulation.

(1)
INDIVIDUAL

(2)
BODY

Mukhi of Darkhana or the Principal
Jamatkhana (as the case may be)

National Council

Mukhi of the Regional Headquarters
Jamatkhana (if any)

Regional Council
(if any)

Mukhi of the Local Headquarters
Jamatkhana (if any)

Local Council
(if any)

Chairman of the Tariqah and
Religious Education Board

National Council

Chairman of the Regional Tariqah
and Religious Education Board
(if any)

Regional Council
(if any)

Chairman of the Local Tariqah
and Religious Education Board
(if any)

Local Council
(if any)

MUKHIS AND KAMADIAS

Linkages

14. Only the Mukhi will hold the linkage position on other Bodies (such as the Council and the Tariqah and Religious Education Board) although the Kamadia will deputise for him in his absence or in case of his inability to attend any meeting.

Consultative Process for Appointments

NOTE

What appears below is intended for two tier Councils, such as the one in Canada. Analogous provisions apply to three tier and one tier Councils.

15. There is set out below the consultative process for the appointment of Jamati Mukhis and Kamadias and the appointment of Mukhis and Kamadias of Majalis:

15.1 Jamati Mukhi/Kamadias

Step 1

The ~~Incumbent Mukhi and Kamadia~~ would first select in order of preference two names for the post of Mukhi and two for the post of Kamadia, ~~excluding~~ their own names.

Step 2

The incumbent Mukhi/Kamadias would then submit these to the ~~President of the Local Council~~ ("the Local Council President") and ~~the Chairman of the Local Board of the Tariqah and Religious Education Board~~ ("the Local Tariqah Board Chairman") and a consultation should take place between all four of them together. These discussions should result in a consensus on names and order of preference for the recommendations. However, should either or both of the Local Council President and the Local Tariqah Board Chairman be unable to endorse the recommendations made by the

incumbent Mukhi/Kamadias and should they be unable to reach a consensus on some other names for recommendation then the Local Council President and the Local Tariqah Board Chairman could each suggest an additional name (which could be the same or different from each others' suggestion) for the post of Mukhi and an additional name for the post of Kamadia;

Step 3

The Local Council President would then submit the names resulting from the above mentioned consultation process to such person as Mawlana Hazar Imam will have nominated. There would normally be two names for each post but there could be three or four if the Local Council President and the Local Tariqah Board Chairman had been unable to endorse the names recommended by the incumbent Mukhi/Kamadias or reach agreement with them.

Step 4

Mawlana Hazar Imam's nominees would collate all the names submitted and then meet with the President of the National Council ("the National Council President") and the Chairman of the National Tariqah and Religious Education Board ("the National Tariqah Board Chairman") to discuss these names. The National Council President and the National Tariqah Board Chairman would be expected to give their comments and reservations (if any) to Mawlana Hazar Imam's nominee, for example to indicate if they felt that a particular name would be more appropriate in a post in the Council or

Tariqah Board structure. The National Council President and the National Tariqah Board Chairman are not at liberty to add new names to the list, but may merely make favourable comments or express reservations. Mawlana Hazar Imam's nominee would then submit the names to Mawlana Hazar Imam.

15.2 Mukhi/Kamadias of Majalis

The procedure described below will not apply to Majalis whose Mukhis and Kamadias are appointed directly by Mawlana Hazar Imam.

Step 1

The incumbent Majlis Mukhi/Kamadias would select two names in order of preference for each post (excluding their own names) and would submit them to the Jamati Mukhi/Kamadias of their Jamatkhana.

Step 2

The ~~Jamati~~ Mukhi/Kamadias would then meet with the Local Council President and the Local Tariqah Board Chairman and between the four of them they would select the name to be appointed from amongst the names suggested by the Mukhi/Kamadias of the Majlis. Normally, this should present no difficulty and the Local Tariqah Board Chairman should arrange for the appointment to be announced through the Tariqah and Religious Education Board. However, if this collegiate body is unable unanimously to endorse one of the pair of names submitted by the Mukhi/Kamadias of the Majlis, then they could

each add their own recommendation (which could be the same or different from each others recommendations) to the list of names which would then be submitted to Mawlana Hazar Imam's nominee who would make the final decision.

Step 3

If the collegiate body had been unable to reach a decision, Mawlana Hazar Imam's nominee would receive the following list of names:

- (a) Two names for each post recommended by the incumbent Mukhi/Kamadias of the Majlis.
- (b) Two names for each post recommended by the Jamati Mukhi/Kamadias.
- (c) One name for each post recommended by the Local Council President.
- (d) One name for each post recommended by the Local Tariqah Board Chairman.

Mawlana Hazar Imam's nominee would take a decision from amongst the names submitted to him and would then write to the Chairman of the Local Tariqah and Religious Education Board requesting the appointment to be announced.

Resignation from Office

16. Any Mukhi or Kamadia of a Jamatkhana or of a Majlis charged with an offence involving moral turpitude should immediately upon being charged voluntarily resign his seat to avoid any embarrassment and as a matter of courtesy and loyalty to the Jamat and Mawlana Hazar Imam.

Assistance to Mukhis and Kamadias of certain Majalis

17. The reference to Majalis in these Guidelines are only to those Majalis the Mukhis and Kamadias of which are not appointed by Mawlana Hazar Imam.

18. ~~The~~ Mukhi and Kamadia of a Jamatkhana in conjunction with the Tariqah and Religious Education Board should guide and assist the Mukhis and Kamadias of Majalis in their Jamatkhana, and likewise the Mukhis and Kamadias of Majalis should look to the Mukhi and Kamadia of their Jamatkhana and to the Tariqah and Religious Education Board for guidance and assistance in discharging their duties.

Term of Office

19. The term of office of Mukhis and Kamadias of Jamatkhana and of the Majalis will normally be as follows:

Mukhis and Kamadias of
Darkhanas and Principal
Jamatkhana

3 years

Mukhis and Kamadias of other
Jamatkhana in:

3 years

Bangladesh;
The G.C.C. Countries;
India;
Kenya;
Malagasy Republic;
Malaysia and Singapore;
Pakistan;
Syria;
Tanzania.

Mukhis and Kamadias of other 2 years
Jamatkhanas in all other
countries

Mukhis and Kamadias of 1 year
Majalis

Absence of Mukhi or Kamadia

20. In the absence of the Mukhi or Kamadia of a Jamatkhana or of a Majlis as mentioned in column (1) of the tabulation below, the person named alongside in column (2) of the tabulation should normally officiate in the place of the absentee:

ABSENT MUKHI OR KAMADIA

OFFICIATING MUKHI OR KAMADIA

Mukhi of a Jamatkhana

The Kamadia should take the position of Mukhi and the position of Kamadia should be taken by the immediate ~~past retired Mukhi~~, or in his absence the immediate ~~past retired Kamadia~~, or, in his absence, any previous Mukhi or Kamadia of that Jamatkhana, or any incumbent Mukhi or Kamadia of a Majlis in respect of that Jamatkhana.

ABSENT MUKHI OR KAMADIA

OFFICIATING MUKHI OR KAMADIA

Kamadia of a Jamatkhana

The immediate past retired Mukhi, or, in his absence, the immediate past retired Kamadia, or, in his absence, any previous Mukhi or Kamadia of that Jamatkhana or any incumbent Mukhi or Kamadia of a Majlis in respect of that Jamatkhana.

Mukhi or Kamadia of a Majlis

Such person as may be directed to officiate instead of the absentee by the Mukhi or Kamadia (if present) of the Majlis concerned, or, in their absence, as may be directed by the Mukhi or Kamadia of the Jamatkhana. The officiating Mukhi or Kamadia would normally be expected to be any one of the following:

(i) the Mukhi or Kamadia of that Jamatkhana

(ii) the Mukhi or Kamadia of a Majlis in respect of that Jamatkhana.

Marriage Contract.

21. Wherever permissible under the law of the land the marriage contract should provide that in event of a dispute between the spouses, the dispute may be referred by the aggrieved party to the National or Regional Conciliation and Arbitration Board which shall have jurisdiction to arbitrate between the spouses to bring about reconciliation or permit divorce as appropriate.

CONCILIATION AND ARBITRATION BOARDS

Practice Directions, Rules of Procedure and Conduct

22. Each National Conciliation and Arbitration Board should, under the supervision of the International Conciliation and Arbitration Board, prepare its proposed practice directions and rules of procedure for the conduct of matters of which it and its Regional Conciliation and Arbitration Boards may be seised. These should be brought into effect only after approval is obtained from the International Conciliation and Arbitration Board.

Experts

23. A National or Regional Conciliation and Arbitration Board may seek and hear such one or more expert opinions as it may determine in respect of any issue which may have been submitted to it for conciliation or arbitration.

(1)
BODY

(2)
INVITEE

Councils

The Honorary Secretary of lower tiers of the Council when the President cannot attend.

Councils

The Honorary Secretary of the Central Institution when the Chairman of such Central Institution cannot attend.

Central Institutions

The Honorary Secretary of lower tiers of the Central Institution if the Chairman of that lower tier is a member of the Central Institution and cannot attend.

Tariqah and Religious Education Board

The Kamadia when the Mukhi cannot attend.

Tariqah and Religious Education Board

The Honorary Secretary of lower tiers of the Tariqah and Religious Education Board when the Chairman of that Tariqah and Religious Education Board cannot attend.

General Instructions

27. ~~The National Council will be expected, for~~
~~administrative purposes and, for example, to highlight~~
the duplication of names and to express preferences as

to the most appropriate post for an individual whose name appears in several places, to collate all panels of names for all Bodies for onward submission directly to Mawlana Hazar Imam. However, the National Council will not be responsible for the collation of panels of names for appointments to any office of Mukhi or Kamadia of a Jamatkhana or of any Majlis.

28. In selecting panels of names for recommendation for appointment to various positions on Bodies, each Body should have due regard to the need to encourage the membership of women.
29. As a general rule, at least one of the members without portfolio on any Council and at least one of the members of other Bodies should be a woman.

Appointment of Committees

30. In keeping with the Ismaili Constitution and the Rules and Regulations applicable to it, a Body may appoint such committees or sub-committees as it deems fit. In particular, Councils may appoint committees to assist portfolio members in the discharge of their portfolio activities.

Nomenclature

31. The following principles on nomenclature should be followed:-
 - 31.1 a body whose members are appointed directly by Mawlana Hazar Imam should utilise the name "His Highness Prince Aga Khan" as part of its nomenclature, unless otherwise specifically provided.

- 31.2 a body not appointed by Mawlana Hazar Imam should not utilise Mawlana Hazar Imam's name, but may if permitted by its Registering Authority merely make use of the expression: "Shia Imami Ismaili" as part of its name;
- 31.3 the word "Ismailia" in the naming of bodies should be replaced by the word "Ismaili";
- 31.4 a body not bearing Mawlana Hazar Imam's name should follow a set format, examples of which are given below:

<u>BODY</u>	<u>NAME</u>
Darkhana Scouts of India	Shia Imami Ismaili Darkhana Scouts, India
Rajkot Academy	Shia Imami Ismaili Academy, Rajkot

- 31.5 any entity or body of persons must obtain the prior approval of the National Council before adopting a name linking it in any way with the Jamat.

The Graphics' Co-ordinator, and Graphic related matters such as the Printing of Stationery

32. Each ~~National~~ Council should, (in consultation with the Aiglemont Information Department, Design Section) appoint a Graphics' Co-ordinator, who would have custody of the Graphics' Manual and to whom any graphic related matters (e.g. the printing of stationery) should be referred by all Bodies. It will be the responsibility of such Graphics' Co-ordinator to ensure compliance with the Graphics' Manual."

33. All Councils, Central Institutions, the Tariqah and Religious Education Board, the Grants and Review Board, Mukhis and Kamadias of Jamatkhanas, Conciliation and Arbitration Boards and any registered entities or bodies of persons must obtain the prior approval of the National Council through its Graphics' Co-ordinator to their proposed letterheadings, compliment slips and other such stationery.

Oath of Office

34. Newly appointed Members of the various bodies established by the Constitution and the Rules and Regulations will be required to take an oath of office in the form of the text set out in Schedule Seven of the Rules and Regulations. This oath should be made and signed by all Members, either collectively or individually, at the first meeting of the body, and not in Jamatkhana, and nor should there be any formal administration of the oath by any third party.

Thematic thinking to take place
within each Territory

35. Ongoing decision making and policy thinking should be carried out in each territory. The onus of ongoing decision making and the preparation of policy options rests with the leaders of the Jamat in each territory where the Jamat lives.
36. ~~As a normal procedure~~, therefore, there should be National, Regional and Local co-ordinating meetings between the various bodies to discuss policies and day to day working and to exchange ideas so that each level of Jamati leadership has an overall picture of objectives and strategies.

RULES OF PROCEDURE APPLICABLE TO
BETROTHAL AND MARRIAGE CEREMONIES

37. A betrothal or marriage ceremony between two Ismailis should (so far as possible) be conducted in Jamatkhana.
38. Should the parties so request, a Mukhi and Kamadia may agree to the betrothal or marriage ceremony taking place outside Jamatkhana so as, for example, to allow non-Ismailis to witness the ceremony.
39. So far as possible, the Mukhi and Kamadia should encourage simplicity in all respects of betrothal and marriage ceremonies including celebrations and festivities occurring before and after the betrothal or marriage ceremony itself.

PRECEDENCE (PROTOCOL) IN JAMATKHANA

40. The following seating arrangements will apply in Jamatkhana:

40.1 All such members of Constitutional bodies who are appointed by Mawlana Hazar Imam should be accorded the privilege to occupy seats behind the paat alongside the Mukhi or (depending upon the layout of the Jamatkhana) alongside to the Kamadia.

40.2 The Chairman and the Deputy Chairman of the Leaders' International Forum and the President of the National Council in his country of residence should respectively occupy the three seats immediately next to the Mukhi or Kamadia, depending upon the layout of the Jamatkhana.

- 40.3 All others should occupy seats behind the paat in the order in which they arrive for prayers and without any formal order of precedence.
- 40.4 The Chairmen of Regional and Local Boards of the Central Institutions should, by virtue of their ex officio membership on the corresponding Regional and Local Councils (as directed by Mawlana Hazar Imam through the Rules and Regulations) be entitled to sit behind the paat in common with all the other members of Councils.
- 40.5 The wives of men appointees should be accorded the same privilege as is accorded to their husbands, and no distinctions should be drawn between wives of appointees and ladies appointed to office in their own right.
- 40.6 Titleholders should continue to be accorded such precedence as currently applies to them in their respective countries.

SOCIAL PRECEDENCE

41. The organisers of the function shall first settle their own list of invitees, depending on their aims and objects and the purpose for which the function is being organised. Thereafter, the organisers shall advise the Council mentioned in paragraph 42 below of the number of invitees from within the categories described in these Guidelines. The Council shall follow the priorities hereinafter mentioned in paragraph 42.

42. Having regard to the nature of the function or occasion concerned, it shall be the duty (in the case of a function at the National level) of the Executive Committee of the National Council, or, if none, of the President and Vice-President of the National Council or (in the case of a function at Regional or Local level) of the President and Honorary Secretary of the Regional or Local Council (as the case may be) to determine precedence, and to resolve any difficulty which may arise. They would, however, have to take into consideration the nature of the function, and the multidimensional image of the community as well as any limitation on the number of invitees. They will be expected to act with equity and fairness at all times.

(A) Functions at the National Headquarters Level

(1) The National Council President, the Chairman and Deputy Chairman of the Leaders' International Forum, the Chairman of the International Conciliation and Arbitration Board, the constituted Attorney of Mawlana Hazar Imam and the Vice-President of the National Council.

(2) The following residents of the country concerned:

(a) The National heads of the Tariqah and Religious Education Board, the Conciliation and Arbitration Board and the Grants and Review Board.

(b) Members of the Leaders' International Forum and the International Conciliation and Arbitration Board.

(3) The heads of National bodies of Apex Institutions viz (in alphabetical order):

- (a) Aga Khan Foundation;
- (b) Aga Khan Fund for Economic Development;
- (c) Aga Khan Trust for Culture; and
- (d) Aga Khan University.

(4) The heads of Central Institutions viz (in alphabetical order):

- (a) Aga Khan Economic Planning Board;
- (b) Aga Khan Education Service/Board;
- (c) Aga Khan Health Service/Board;
- (d) Aga Khan Housing Board;
- (e) Aga Khan Social Welfare Board; and
- (f) Aga Khan Youth and Sports Board.

(5) Senior Leaders of the Jamat (including past Presidents of the National, Regional and Local Councils) or their surviving spouses and prominent holders of public office.

(6) Members of the National Bodies, Chief Executive Officers of Imamat and Apex Institutions, members of the Regional and Local Bodies (in the order mentioned above), Kamadias of Darkhanas, Principal Jamatkhanas and Headquarters Jamatkhanas (as the case may be) and the members of the Boards of the National Committees of Apex Institutions.

Announcement in Jamatkhana

44. The following principles will apply to announcements in Jamatkhana:

44.1 The National, Regional and Local Council (as the case may be) is the Body responsible for authorising its own announcements in Jamatkhana. Likewise the Tariqah and Religious Education Board will be free to authorise its own announcements which may be forwarded directly to the relevant Mukhis and Kamadias, with a copy to the relevant Council so that it is kept informed of such announcements.

44.2 However, for practical purposes, the Council may decide to authorise Mukhis and Kamadias to accept certain types of announcement directly from the originators of the announcement. Any person or institution wishing to make an announcement or address the Jamat may do so only with the approval of the relevant Council or the Tariqah and Religious Education Board.

44.3 The above will not apply to announcements made by Mukhis and Kamadias relating to the functioning of the Jamatkhana or their addressing the Jamat.

Titles

45. The husbands of women who are titleholders in their own right will not have any special designation.

46. The designation "Amaldari" should be discontinued.

Khilat

47. The holders of the title of Aitmadi and Aitmadi Saheba, and above will normally be eligible to receive the Khilat from the Imam of the time and to don one.
48. Only the Mukhi and Kamadia, Mukhiani and Kamadiani of Darkhana or the Principal Jamatkhana will be entitled to don the Khilat by virtue of their office, and they should hand over the Khilat to their successors.
49. On the occasion of a mulaqat of Mawlana Hazar Imam with a Jamat, the Mukhi and Kamadia, Mukhiani and Kamadiani of that Jamat will be entitled to don the Khilat for that occasion only.
50. The President of the National Council will be entitled to don the Khilat by virtue of his office, and the Khilat should be handed over by him to his successor.
51. A wife of a titleholder (unless she is a titleholder in her own right) will not normally be entitled either to receive the Khilat or be entitled to don one.
52. The Khilat should be worn on occasions determined by the National Council.
53. The Khilat of a deceased titleholder should be kept in the family as a memory of the service of the person on whom it had been conferred. Families which have a tradition of service should be able to keep that tradition alive by retaining such items as Khilat and medals as family heirlooms.

-37-

by the National Council on a need basis, may use the
visiting cards which will be designed for them by the
Aiglemont Information Department, Design Section.
These visiting cards are to be used in a discreet
manner and for Council or Jamati business exclusively.