



Majlis

Khuddamul

Ahmadiyya

Constitution

&

Guidelines

7th Edition



**MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA**



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Should any word(s) or idea(s) presented in this booklet contradict the general views of Ahmadiyya Muslim Jamā`at in any way, shape or form, then the instructions of Hazrat Khalīfatul Masīh^{aba} shall prevail in all cases.

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Preface

Alhumdulillah! By the Grace of Allāh, the Almighty, guidelines and constitution of Majlis Khuddāmul Ahmadiyya Canada are being published in the form of a booklet this year. This publication aims to provide detailed instructions and guidelines to the office bearers and also emphasizes the pivotal role of youth in reforming nations and encourages the youth within Jamā'at Ahmadiyya to be beacons of light and enlightenment for the entire world.

At the occasion of establishing this Majlis, Hazrat Musleh Mau'ūd^{ra} said:

“I see that we are contemplating our response to the attacks from our adversaries. I have a comprehensive understanding of each aspect, and the establishment of Khuddāmul Ahmadiyya is a part of it. In reality this is a time for spiritual training and spiritual education & reformation, and the time for training is a period of silence. People may think that nothing is happening, but when a nation, after being reformed, emerges in the field of action, the world begins to witness the results.” (Tarikh Ahmadiyyat Vol 8, Page 445)

He further says:

“My purpose in the establishment of this Majlis is that the teaching that is buried within our hearts should not disappear; instead, it should be passed down from generation to generation. Today, if it is buried in our hearts, then tomorrow it should be buried in the hearts of our children, and the day after tomorrow, in the hearts of their children. So that this teaching becomes so ingrained within us that it merges with our hearts and take on a form that is beneficial and blessed for the world.” (Al-Fazl 17 February 1939)

Similarly addressing the youth of Jamā'at Ahmadiyya, Hazrat Musleh Mau'ūd^{ra} said:

“Remember that your duty is not just to reform yourselves but also to be concerned about the reformation of the generations to come after you. Advise them to be mindful of the welfare of others. In this way, the chain of fulfilling this trust is passed from one generation to the next, so that this river of Grace, which has been flowing from Allah Almighty, continues perpetually. And we become the ones fulfilling the purpose for which Adam and his descendants were created. May Allah be with you. Allāhumma Amīn!” (Mashal Rah Vol 1, Message of Hazrat Musleh Mau'ūd^{ra})

With these guiding words of Hazrat Musleh Mau'ūd^{ra}, the founder of Majlis Khuddāmul Ahmadiyya, I pray that may Allah enable us to adhere to these teachings and actively contribute to the betterment of our community and faith. Amīn!

**Wassalam,
Tahir Ahmed
Sadr Majlis Khuddāmul Ahmadiyya Canada**



Hazrat Mirza Ghulam Ahmad
The Promised Messiah^{as}





Hazrat Mirza Bashir-ud-Din Mahmud Ahmad
Khalifatul Masih II^{ra}



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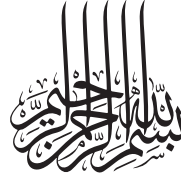
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Dear Sadr Majlis Khuddāmul Ahmadiyya,

Assalamo Alaikum warahmatullahe wabarakatuhoo,

In the course of his Friday Sermon delivered on November 3, 1989 in the Fazal Mosque, London, Hazrat Khalīfatul Masīh IV (atba) had announced that in future he will himself supervise all the Auxiliary Organizations viz. Majlis Ansarullah, Majlis Khuddāmul Ahmadiyya and Lajna Imaillah; all over the world. All these organizations will be responsible to Hazrat Khalīfatul Masīh and will invariably obtain instructions directly from him. The sphere of Central Auxiliary Organizations at Rabwah will henceforth be restricted to Pakistan only. At the National level the Heads of these Organizations will in future be designated as 'Sadr' (President).

In the light of the above instructions of Hazrat Khalīfatul Masīh IV (atba); whatever changes were necessary in the Dastur-e-Asasi (Constitution) of Khuddāmul Ahmadiyya have since been carried out and a copy of its amended version is being sent herewith. The National Majlis 'Āmila of the country should adopt this Dastur-e-Asasi (Constitution) immediately by passing a Resolution and later on it should be adopted by the National Shūrā of Khuddāmul Ahmadiyya as and when it is held.

If an amendment is considered necessary in this Dastur-e-Asasi (Constitution), matter may be submitted to Hazrat Khalīfatul Masīh IV along with necessary explanation and full justification for the proposed amendment.

So far as the Chandas of Khuddāmul Ahmadiyya are concerned, the existing rates of chanda will continue until Majlis Shūrā of Khuddāmul Ahmadiyya proposes some changes and gets approval of Hazrat Khalīfatul Masīh. May Allah bless these changes in the system of Auxiliary Organizations of Jamā'at and may it prove to be beneficial.

Yours sincerely

HAMEEDUUAH

Wakīl A'lā,
Tahrīk-i-Jadīd Anjuman Ahmadiyya.

Copy to:

Amīr Sahib
Jamā'at Ahmadiyya

CONSTITUTION
OF
MAJLIS
KHUDDĀMUL
AHMADIYYA
SILSILA ‘ALIYA
AHMADIYYA

[September 2024]

PUBLISHED
By
MAJLIS KHUDDĀMUL AHMADIYYA

Amendments to the constitution - 2011

1- Page 7, clause 20(a) Muhtamim Muqāmī replaces Qā'id.

2- Page 13, clause 54(b,c) New Additional words "and will not be allowed to participate or vote in the elections of Majlis Khuddāmul Ahmadiyya"

Amendments to the constitution – March 2013

Page 13, Clause 56

For the election of Sadr Majlis, a Minimum of Four and a Maximum of Seven names will be proposed during the session of the Shūrā. Shūrā will elect three persons; hence every member will have a right of three votes.

Amendments to the constitution – October 2013

1- The word Muhtamim Muqāmī replaces Qā'id Muqāmī in the whole document.

Amendments to the constitution – March 2015

Amendment to the English Translation of Atfālul Ahmadiyya Pledge.

Amendments to the constitution – September 2015

Clauses 21, 32, 33, 34, 44 (Please see Addendum 1 for details)

Amendments to the constitution – January 2016

The word Qā'id Muqāmī was not replaced by Muhtamim Muqāmī

Amendments to the constitution –December 2016

Correction to the election/ appointment of Muhtamim Muqāmī

Amendments to the constitution - January 2018

Qā'id Muqāmī defined (See Clauses 18.h, 27, 126)

Correction to the definition of term Lae-hae Amal (Page 7)

Changes to the English Translation of Atfālul Ahmadiyya Pledge. (Page 23)

Amendments to the constitution - August 2020

Additional Muhtamim Tarbiyat (Rishta Nāta).

Amendments to the constitution - February 2021

The implementation of Sa'iqin system

Amendments to the constitution - September 2022

Sadr election procedure: Clause 59 page 12

Amendments to the constitution - October 2023

Appointment of representatives of Shura: Clause 66 page 12

Responsibilities and Powers of Shura: Clause 44 page 10

Duties and Responsibilities of the Office bearers: Page 23 (Khutba 18th August 2023)

Amendments to the constitution - March 2024

Such other members who are invited for consultation by Sadr Majlis [with the approval of Hazrat Khilāfatul Masih^{aba}] Page 16, rule 22 clause 4. (*Previous clause: Such other members who are invited for consultation by Sadr Majlis [with the concurrence of the National Amīr].*)

In exceptional circumstances Hazrat Khilāfatul Masih^{aba} May require National Amir to oversee certain work and functions of Majlis Khuddāmul Ahmadiyya. Page Page 16, rule 22 clause 5

Constitution of Majlis Khuddāmul Ahmadiyya

Establishment of Majlis and its Name

1. The name of this organization will be Majlis Khuddāmul Ahmadiyya, Silsila 'Aliya Ahmadiyya (defined in this constitution as "Majlis Khuddāmul Ahmadiyya" or "this Majlis").
2. The Markaz of Silsila 'Aliya Ahmadiyya will always be the Markaz of this Majlis. It will function under the supervision and instructions of Hazrat Khalīfatul Masīh^{aba}

Aims & Objects

3. To train and educate its members, including Atfālul Ahmadiyya, in true Islamic ways, to inculcate in them the love of Allah and of Hazrat Khataman Nabiyyin Muhammad Mustafasa, the spirit of serving Islam, country and mankind, and strive for their welfare.

Rules & Regulations of Majlis Khuddāmul Ahmadiyya

4. It will purely be a religious organization having no political interest whatsoever.
5. In accordance with the teachings of the Holy Qur'ān, it will be the duty of its members to abide by the law of the country.
6. These rules will be called 'Dastur-e-Asasi, Majlis Khuddāmul Ahmadiyya Canada, Silsila 'Aliya Ahmadiyya.
7. The National Headquarters of this Majlis in Canada will always be where the Markaz of the Silsila 'Aliya Ahmadiyya in Canada is situated.
8. There will be an office to carry out the affairs of the Majlis. The staff of this office will be appointed with the approval of Sadr Majlis.
9. It will be mandatory for the office bearers and the members of the Majlis to be acquainted with these rules and to act upon them.
10. Majlis-e-'Āmma Mulk (National) will be authorized to make any alterations to this Dastur-e-Asasi through Majlis Shūrā. The alternations will be enforced only after the approval from Hazrat Khalīfatul Masīh .
11. Should an amendment or deletion be required to any rule in the Dastur-e-Asasi, a specific proposal will be presented before Majlis Shūrā for this purpose. The proposal will make specific reference to the rule concerned and clearly set out the amendment or deletion proposed in relation to that rule.

Members & Others Concerned

12. The following categories of individuals will be concerned with this Majlis:
 - (a) Members, who will be called Khuddām
 - (b) Atfāl
 - (c) Murabiyyan-e-Atfāl;

Note: Majlis Atfālul Ahmadiyya will function under the supervision of Majlis Khuddāmul Ahmadiyya.

13. Every Mubai (accepts Khilāfat) Ahmadi from 15 years of age up to the age of 40 years will be considered as a Khadim.

■ Duties of the Members

14. Every member will obey the instructions given by Majlis Shūrā, Majlis `Āmila and all the office bearers of the Majlis Khuddāmul Ahmadiyya.
15. They will meet the financial requirements of the Majlis as needed.
16. They will regularly put into practice the *Lae-hae Amal¹* published by the Majlis.
17. On failing to discharge their duties pertaining to the Majlis, they shall accept with full sincerity the reformatory measure suggested for them.

■ Majalis

18. Majlis Khuddāmul Ahmadiyya will consist of the following Majalis:
- (a) Majalis `Āmma (Mulk (National), Ilaqa (Regional), D'ila (District), Muqam (Majlis), Halqa (Sector)).
 - (b) Majalis `Āmila (Mulk (National), Ilaqa (Regional), D'ila (District), Muqam (Majlis), Halqa (Sector)).
 - (c) Majlis Shūrā.

■ Majalis `Āmma

19. Majalis `Āmma will consist of the following categories:
- (b) Mulk (National): This Majlis will comprise all Khuddām of the country.
 - (d) Ilaqa (Regional): This Majlis will comprise all Khuddām of a Regional.
 - (e) Dil'a (District): This Majlis will comprise all Khuddām of a District.
 - (f) Muqam (Majlis): This Majlis will comprise all Khuddām of a Majlis.
 - (g) Halqa: This Majlis will comprise all Khuddām of a Sector

■ Note:

Muqam (Majlis) signifies a place where a permanent Majlis of the Jamā'at is established.

Muqāmī signifies the place where the central headquarters of the National Majlis is established.

1 "The Plan of Activities" as published annually by the Majlis

■ Majlis `Āmila

20. (a) Mulk (National): the following will be members of this Majlis:

1. Sadr
2. Nā'ib Sadr
3. Mu'tamad
4. Muhtamim Khidmat Khalq
5. Muhtamim Ta'lim
6. Muhtamim Tarbiyat
7. Muhtamim Māl
8. Muhtamim `Umūmī
9. Muhtamim Sehat-e-Jismāni
10. Muhtamim Waqār `Amal
11. Muhtamim San`at-o-Tijārat
12. Muhtamim Tehrik-e-Jadid
13. Muhtamim Atfāl
14. Muhtamim Tablīgh
15. Muhtamim Tajnīd
16. Muhtamim Ishā`at
17. Muhtamim Tarbiyat Nau Mubāyi`in
18. Muhtamim Umūr Talaba'
19. Muhāsib
20. Muhtamim Muqāmī
21. Muhtamim Tarbiyat Additional (Rishta Nāta).

Note: Among the above-mentioned members there must be at least two who are well versed in the knowledge of the Qur`ān, Hadīth, Arabic language and Ahmadiyya literature.

- (b) Ilaqa (Regional): Qā'id-e-Ilaqa (Regional Qā'id) will be able to nominate the office bearers of his Majlis `Āmila as needed.
- (c) Dil'a (District): Qā'id-e-Dila (District Qā'id) will be able to nominate the office bearers of his Majlis-e- `Āmila as needed.
- (d) Muqam (Majlis): This Majlis will consist of Qā'id, Nā'ib Qā'id, Mu'tamad Majlis, all Nāzimin, Muhāsib and Zu'ama of Halqas (Sector).
- (e) Halqa (Sector): This Majlis will consist of Za'im, Nā'ib Za'im, Mu'tamad Halqa,
- (f) Muntazimeen and Sa'iqin.

■ Majlis Shūrā

21. This Majlis will be represented by the Majlis Mulk (National Majlis).

The meeting of the Majlis Shūrā will only be called with the approval of Hazrat Khalīfatul Masīh^{aba}.

22. This Majlis will consist of the following members:
 1. Office bearers of Mulk (National).
 2. Qā'idin Ilaqa (Regional Qā'idin) and Qā'idin Dil'a (District Qā'idin).
 3. Representatives of the Majalis.
 4. Such other members who are invited for consultation by Sadr Majlis [with the approval of Hazrat Khilāfatul Masih^{aba}]
 5. In exceptional circumstances Hazrat Khilāfatul Masih^{aba} May require National Amīr to oversee certain work and functions of Majlis Khuddāmul Ahmadiyya.

Meetings (Ijlas 'Āmma & Ijlas 'Āmila)

Ijlas 'Āmma (General Meetings)

23. (a) Mulk (Country): This Majlis will meet once a year. Sadr Majlis may call more than one meeting as required.
- (b) Ilaqa (Regional) or Dil'a (District): Qā'id Ilaqa (Regional Qā'id) or Qā'id Dil'a (District Qā'id) can call a general meeting (Ijlas 'Āmma) in their respective areas as needed.
- (c) Muqam (Majlis): This Majlis will meet at least once a month.
- (d) Halqa (Sector): This Majlis will meet at least once a month.

Ijlas 'Āmila ('Āmila Meetings)

24. Sadr Majlis, Qā'id Ilaqa (Regional Qā'id), Qā'id Dil'a (District Qā'id), Qā'id Muqam (Majlis Qā'id) and Za'im Halqa (Sector) will be able to call the meetings of their respective Majlis 'Āmila as needed.
The quorum for a Majlis 'Āmila meeting will be one third of the total members. If a meeting is adjourned due to a lack of quorum, there will be no quorum for the reconvened meeting.
25. There shall be a quorum of three quarters of total members of Majlis 'Āmila Mulk (National) for its meeting wherein proposals, received from subordinate Majlis, are to be approved or rejected for the purposes of the agenda of Majlis Shūrā by Majlis 'Āmila. In order to reject a Shūrā proposal, two thirds (2/3) of the members present at any such meeting must agree to reject any such proposal.

Duties & Powers of Majalis

Majalis 'Āmma Mulk

25. This Majlis will elect the Sadr through Majlis Shūrā.
26. This Majlis will expect the National Majlis 'Āmila to present an annual report of its activities to Majlis Shūrā, and the latter will have the right to discuss it for constructive purposes.
27. All the members of this Majlis will be duty bound to follow all instructions of the National Majlis 'Āmila concerning the approved program and fully cooperate with it.

■ Majlis `Āmma Muqam & Halqa

28. These Majlis will elect a Qā'id or Za'im.
If **Muqāmī** (centre see 18.h) has more than one Majlis then a Qā'id will be elected for each Majlis within the Muqāmī Region and the Regional Qā'id of Muqāmī Region will be called Muhtamim Muqāmī. If Muqāmī (centre) has only one Majlis then there will be no election for Qā'id Muqāmī and the Qā'id Muqāmī will be called Muhtamim Muqāmī; who will be appointed by the Sadr; and have the same duties and responsibilities as those of a Qā'id Muqam (Majlis Qā'id).

■ Majlis `Āmila Mulk

29. This Majlis will prepare a programme for all the Majlis Khuddāmul Ahmadiyya in the light of the aims and objects of the Dastur-e-Asasi, and it will supervise that all Majalis fully abide by it.
30. This Majlis will prepare the annual budget of income and expenditure of the National Majlis and will present it to the Majlis Shūrā for approval.
31. This Majlis will prepare the agenda for the Majlis Shūrā after inviting proposals from subordinate Majalis and will obtain final approval from Hazrat Khalīfatul Masīh before presenting the agenda in the Majlis Shūrā.
32. Also, this Majlis will arrange to get the agenda printed and dispatched to the Majalis three weeks before the Shūrā.
33. National Majlis `Āmila will have the power to reject the proposals received for the Shūrā. National Majlis `Āmila will also present those rejected proposals to Hazrat Khalīfatul Masīh for the final approval.
34. (a) The National Majlis `Āmila will read out the rejected proposals to the Majlis Shūrā along with the reasons the proposals were rejected, except if Hazrat Khalīfatul Masīh does not permit for a particular proposal to be read out. Further, the rejected proposals will not be discussed in the Majlis Shūrā.
(b) Once the Majlis Shūrā takes a decision on a proposal it cannot be presented again in the Majlis Shūrā for the next three years. If it becomes necessary to present the proposal once again in the Shūrā, then a request will be submitted to Hazrat Khalīfatul Masīh along with explanatory reasons seeking approval to do so.
35. In the event of Sadr's and Nā'ib Sadr's absence from the Headquarters without nominating an officiating executive, it will be the duty of Mu'tamad Mulk (National Mu'tamad) to call immediately the Majlis `Āmila meeting so that the Majlis `Āmila Mulk (National `Āmila) may appoint temporarily one of its members as acting Sadr.
36. Majlis `Āmila Mulk (National `Āmila) will be authorised to make internal changes in the approved budget.

■ Majlis `Āmila Ilaqa, Dil'a, Muqam & Halqa

37. These Majalis will have in their respective limited jurisdictions the same duties and powers as those of Majlis `Āmila Mulk (National `Āmila) in its wider jurisdiction.

Shūrā

38. According to Dastur Asasi, only Majlis Shūrā will have the authority of exercising the powers of the Majlis `Āmma.
39. Sadr Majlis will be elected by the Majlis Shūrā under the Chairmanship of the presiding officer appointed by Hazrat Khalīfatul Masīh .
40. For every twenty members or a part thereof, one Khadim will be elected from every Majlis to represent in the Majlis Shūrā. Qā'id Muqam (Majlis Qā'id) will automatically be a member of Shūrā but will be included in the total number of representatives of which the Majlis has the right. In case Qā'id Majlis is not attending Shūrā, a substitute representative will be duly elected, the Qā'id will not nominate anybody in his place.
41. Majlis Shūrā will have the authority at some event to delegate its powers in part or full to any sub-committee.
42. No member of a sub-committee will have the right of voting or speaking in Shūrā against any decision made by the sub-committee, save if he has already secured such right about the specific matter during the meeting of that sub-committee.
43. Any Khadim having arrears of Chanda Majlis will not be eligible for membership of Shūrā.
44. (a) This Majlis will draw up the agenda for the Majlis Shura by inviting suggestions from the subordinate Majalis and obtain final approval from Hazrat Khalīfatul Masīh^{aba} including the proposed annual budget before presenting it to the Shura.
(b) If during the year it becomes necessary to amend a decision by the Majlis Shūrā, then the Sadr Majlis will have the authority to do so with the approval from Khalīfatul Masīh.

Office Bearers

45. The following will be the office bearers of Majlis Khuddāmul Ahmadiyya:

Mulk (Country)

1. Sadr
2. Nā'ib Sadr
3. Mu'tamad
4. Muhtamim Khidmat Khalq
5. Muhtamim Ta'lim
6. Muhtamim Tarbiyat
7. Muhtamim Māl
8. Muhtamim `Umūmī
9. Muhtamim Sehat-e-Jismāni
10. Muhtamim Waqār `Amal
11. Muhtamim San`at-o-Tijārat
12. Muhtamim Tahrīk-i-Jadīd
13. Muhtamim Atfāl
14. Muhtamim Tablīgh
15. Muhtamim Tajnīd
16. Muhtamim Ishā`at
17. Muhtamim Tarbiyat Nau Mubāyi`īn

18. Muhtamim Umūr Talaba'
19. Muhāsib
20. Muhtamim Muqāmī
21. Muhtamim Tarbiyat Additional (Rishta Nāta).

If required, two Mu'āwin Sadaraan can be appointed by the Sadr of the Majlis to assist him.

■ Ilaqa (Regional)

46. Regional Qā'id, Mu'tamad and other 'Āmila members, each of whom will be called a Nāzim Ilaqa (Regional Nāzim).

■ Dil'a (District)

47. District Qā'id, Mu'tamad and other 'Āmila members, each of whom will be called a Nāzim Dil'a (District Nāzim).

■ Muqam (Majlis)

48. Qā'id, Nā'ib Qā'id, Mu'tamad, Nāzim Khidmat Khalq, Nāzim Sehat-e-Jismāni, Nāzim Waqār 'Amal, Nāzim San`at-o-Tijārat, Nāzim Tahrīk-i-Jadīd, Nāzim Atfāl, Nāzim Tablīgh, Nāzim Tajnīd, Nāzim Ishā`at, Muhāsib, Murabbīyan-e-Atfāl. In case more than one Nā'ib Qā'id is needed in some Majlis, Sadr Majlis will specify the number of Nā'ib Qā'idin for that Majlis.

■ Za'amat Halqa (Sector)

49. Za'im, Nā'ib Za'im, Mu'tamad, Muntazim Khidamat-e-Khalq, Muntazim Ta'lim, Muntazim Tarbiyat, Muntazim Māl, Muntazim 'Umūmī, Muntazim Sehat-e-Jismāni, Muntazim Waqār 'Amal, Muntazim San`at-o-Tijārat, Muntazim Tahrīk-i-Jadīd, Muntazim Tablīgh, Muntazim Tajnīd, Muntazim Ishā`at, Muntazim Atfāl, Murabbī Atfāl, Muhāsib, Sa'iqin.

■ The Implementation of Sa'iqin System

50. If Sa'iqin are to be appointed in Majalis then Za'amats will have to be formed and activated. The Majalis which only have Qā'idin cannot appoint Sa'iqin. The only way to implement the Sa'iqin system is to divide the large Majliss into multiple areas (Halqas) where Za'amats should be formed headed by Zu'ma, Sa'iqin can then be appointed under the Zu'ma. Majalis with Qā'idin only, and no Zu'ma cannot have the Sa'iqin either

■ Appointments of Office Bearers

The appointments of office bearers will take place either (a) by election; or (b) by nomination.

(a) By Election

51. Sadr Majlis, Qā'id Muqam (Majlis Qā'id) and Za'im Halqa (Sector) will be appointed by election.
- (b) By Nomination**
52. National Office bearers, Qā'id Ilaqa and Qā'id Dil'a will be nominated by the Sadr Majlis. Office bearers of Ilaqa, Dil'a, Muqam and Halqa will respectively be nominated by Qā'id Ilaqa, Qā'id Dil'a, Qā'id Muqam and Za'im Halqa.
53. Nomination of office bearers of Halqa will be effective after an approval from the Qā'id Muqam.
54. For all nominated and elected office bearers, save those mentioned under (52), an approval from the Sadr Majlis will be sought. But the final approval of the National 'Āmila will be sought by the Sadr Majlis from Hazrat Khalīfatul Masīh^{aba}.

Conditions & Procedures of Electing the Office Bearers

55. Sadr Majlis Election: At the completion of the tenure of a serving Sadr of Majlis Khuddāmul Ahmadiyya, an approval must be sought from Hazrat Khalīfatul Masīh to hold the election to elect the new Sadr. A request should be made to get the appointment of a representative to preside over the election to elect the new Sadr.
56. For the election or nomination of an office bearer, the following matters will be considered necessary:
- He prays five times daily.
 - A Khadim who is in arrears of Chanda Majlis Khuddāmul Ahmadiyya for more than six months, and of Chanda Salana Ijtimā' for more than one year, will not be eligible to hold any office and will not be allowed to participate or vote in the elections of Majlis Khuddāmul Ahmadiyya.
 - A Khadim who is in arrears of obligatory Chanda (i.e. in respect of Chanda Aam and Chanda Hissa Amad for more than six months and in respect of Chanda Jalsa Salana for more than one year) will not be eligible to hold any office and will not be allowed to participate or vote in the elections of Majlis Khuddāmul Ahmadiyya.
 - He abides by the Islamic traditions to his utmost, e.g. keeps beard. In exceptional cases, permission maybe sought from Sadr Majlis.
- Note:** It is expected that all office bearers will strive to say Tahajjud prayer.
57. (a) It is desirable that Sadr Majlis lives in the city which is the Markaz of the Jamā'at in the country.
- (b) For the election of Sadr Majlis, names of only those Khuddām will be proposed whose membership to the Majlis does not expire before the completion of period of Sadarat according to the rules.
58. For the election of Sadr Majlis, a Minimum of Four and a Maximum of Seven names will be proposed during the session of the Shūrā. Shūrā will elect three persons, hence every member will have a right of three votes.
59. No Khādīm whose name has been proposed as the Sadr Majlis will be allowed to withdraw his name from the election. However after the conclusion of the election such khuddām can inform the election officer about their inability to carry out their duties as the Sadr Majlis. The election officer shall make a note in his election report to Hazrat Khalīfatul Masīh^{aba} about such persons who have requested to be excused from being appointed as Sadr Majlis.

60. Names of the elected ones along with the number of votes they got will be submitted to Hazrat Khalīfatul Masīh^{aba} for final approval.
 61. During election session, it will be permissible to speak precisely in favour of some proposed name, but there will be no permission to speak against anybody.
 62. Qā'id Muqam (Majlis Qā'id) will be elected after every two years. The same person will not be elected more than twice consecutively.
 63. Za'im Halqa will be elected annually. The same person will not be elected more than four times consecutively.
 64. Sadr Majlis will be elected after every two years. The same person will not be elected for more than three terms consecutively.
 65. Those Khuddām who complete their 40 years of age any time during the year ending on 31st Fath (December) will join Majlis Ansarullah as from first Sulha (January) the next year.
 66. The appointment of the National Office bearers will be for one year.
 67. Elections for Qā'idin of Muqam (Majlis) Majalis will be held from 15 Tabuk (September) to 1st Ikhaa (October). The new office bearers will take charge of their offices as from 1st Nubuwwat (November) after due approval.
 68. Elections for Zu'ama Halqa will be held as from 10th Ikhaa (October) to 10th Nubuwwat (November).
 69. Sadr Majlis will have the discretion to decide which Ilaqa (Region) needs a Regional Qā'id.
 70. Until an approval of the fresh elections or appointments is granted, the previous office bearers will continue to hold their offices.
 71. Elections for Qā'idin of Muqam (Majlis) Majalis will be held under the Chairmanship of the representative of national headquarters, Qā'id 'Ilaqa, Qā'id Dil'a, Amīr Jamā'at or Sadr Jamā'at, the report of which will be sent by the Chairman with his remarks to the Sadr Majlis.
In case more than one such officer is present; the above-mentioned sequence will be followed.
- Note:** No election will be held under the chairmanship of a Khadim whose name can be proposed for the same election.
72. The Quorum for the election of Qā'id Muqam and Za'im Halqa will be 50% of the total membership. If the election session is adjourned due to lack of quorum, there will be no quorum restriction for the adjourned election session.
 73. The voting will be done openly (e.g., by show of hands). No member will be permitted to canvass for himself or someone else, openly or otherwise. However, it will be permissible to speak with the permission of the Chairman of the session as provided in rule 58. In addition, it will be compulsory for every Khadim to exercise his right to vote.
 74. It will be strictly forbidden to show partiality in these elections.
 75. A Khadim in arrears of six months or more of his mandatory subscriptions to the Majlis and has not obtained permission from National Headquarters to pay later, shall not have the right to cast his vote in any election held by the Majlis.
 76. Election of Za'im Halqa will be under the Chairmanship of Qā'id Muqam or his representative.
 77. If the name of a person is proposed for a certain office and it is rejected by Sadr Majlis, then the name of such a person will not be proposed again for election during that term for the same Office.

Duties & Powers of National Office Bearers

Sadr

78. Sadr Majlis will supervise all the affairs of Majlis Khuddāmul Ahmadiyya.
79. He will be responsible to carry out successfully the programme of the Majlis.
80. The final decision concerning the explanation and interpretation of all the rules of Majlis will rest with Sadr Majlis.
81. The accounts of the Majlis will be operated by Sadr jointly with Muhtamim Māl. It will be permissible for Sadr Majlis to allow a Nā'ib Sadr or some other office bearer to sign in his stead.
82. While going on leave, Sadr Majlis will appoint someone to officiate in this place whose approval will be sought from Hazrat Khalīfatul Masīh^{aba}. But the officiating Sadr Majlis will not have powers to alter or abrogate the orders issued by Sadr Majlis. Likewise, no acting official will have powers to alter or abrogate the orders of the actual officer.
83. Sadr Majlis will have the power to reject the majority decision of any Majlis. In case the Majlis insists, it will be Sadr's duty to present the demand of the Majlis with his own view to Hazrat Khalīfatul Masīh^{aba} within a week for final decision.
84. Sadr Majlis will have the power to disapprove or reject the election or nominations of any office bearer and to advise the concerned Majlis to hold fresh elections or suggest fresh nomination.
85. Sadr Majlis will have the power to suspend or dismiss any office bearer without giving any reason. One may complain to Hazrat Khalīfatul Masīh^{aba} about such a decision but will not seek legal remedy in any other court or Qadha.
86. In special circumstances, Sadr Majlis will have the power, after getting permission from the National Amīr, to suspend the rights of election or nomination of a Majlis or an office bearer and to nominate the concerned office bearers himself.

Nā'ib Sadr

87. In the event of Sadr Majlis being absent from the Markaz, the Nā'ib Sadr will officiate in his place, except in the event of Sadr Majlis appointing someone else as acting Sadr.
88. The duties and powers of the Nā'ib Sadr will be those delegated to him by Sadr Majlis.
89. In the event of Sadr Majlis's sudden death, the Nā'ib Sadr will become Sadr until the next election of Sadr, save if Hazrat Khalīfatul Masīh gives instructions concerning the matter.

Mu'āwin Sadr

90. Duties and powers of Mu'āwin Sadr will be those delegated to him by Sadr Majlis. In large Majalis, if need be, a Mu'āwin Sadr can look after the Jaidad department of the Majlis, his responsibilities will include keeping track of all Majlis Khuddāmul Ahmadiyya property and equipment in the country, particularly those items used for the National Ijtimā'.

■ Mu'tamad & Muhtamimin

91. They will guide all Majalis, Qā'idin, Zu'ama and members concerning their respective department, issue instructions and supervise their activities.

■ Mu'tamad

92. The Mu'tamad will, under the instructions of Sadr Majlis, conduct all correspondence with Majlis Khuddāmūl Ahmadiyya.
93. He will supervise the work of the National Office, keep its records in order and will be responsible for its security.
94. He will attest the bills of the National Office signed by the concerned Muhtamim.
95. He will keep record of minutes of Majlis 'Āmila meetings and will inform Majlis 'Āmila and members of relevant matters, as appropriate.

■ Muhtamim Khidmat Khalq

96. Muhtamim Khidamat-e-Khalq will adopt such means as to do maximum service to the poor, helpless and needy without any discrimination of religion, creed, cast and colour.
97. He will continue trying to eliminate unemployment and poverty in society.

■ Muhtamim Ta'lim

98. Muhtamim Ta'lim will implement plans to make the Jamā'at familiar with Islamic knowledge.
99. He will arrange to educate the illiterate.
100. He will strive to establish libraries in the Majalis
101. He will implement appropriate schemes to enhance literacy taste and raise the intellectual standard in Jamā'at.

■ Muhtamim Tarbiyat

102. Muhtamim Tarbiyat will strive to make members abide by Islamic injunctions. In addition, he will try to introduce to them Islamic morals and etiquettes.
103. He will adopt appropriate reformatory plans for the training of the youth.
104. He will keep adopting schemes to inculcate national spirit and determination in Jamā'at members.

■ Muhtamim Māl

105. Muhtamim Māl will strive to keep the Majlis in sound financial position.
106. He will be responsible for the collection of chanda from all the Majalis.
107. He will operate the Majlis account jointly with Sadr Majlis. Majlis 'Āmila Mulk (National) will decide with which financial institution the Majlis account should be opened.
108. He will supervise the monetary affairs of National Majlis and subordinate Majalis.
109. He will make arrangements for the assessment of the annual Income Budgets of all the Majalis and keep their record in the office.

■ Muhtamim `Umūmī

110. Muhtamim `Umūmī will perform the affairs assigned to him by the Sadr Majlis.

■ Muhtamim Sehat-e-Jismāni

111. Muhtamim Sehaat-e-Jismāni will adopt plans concerning general health and impart important information in this respect to the members of the Jamā`at.

112. He will endeavour to introduce different sports and physical exercises among the Jamā`at.

■ Muhtamim Waqār `Amal

113. He will establish among the members of Jamā`at dignity of performing manual labour and will inculcate this trend in Jamā`at.

114. He shall urge the members of the Majalis to work together in performing manual labour and issue general instructions in this regard.

■ Muhtamim San`at-o-Tijārat

115. Muhtamim San`at-o-Tijārat will adopt such means as will increase among Jamā`at an interest in learning skills, crafts and trade.

116. He will arrange to teach Khuddām at least one skill.

■ Muhtamim Tahrīk-i-Jadīd

117. He will put every possible effort to make all the aims and objectives of Tahrīk-i-Jadīd a success.

■ Muhtamim Atfāl

118. Muhtamim Atfāl will supervise all affairs of Majlis Atfālul Ahmadiyya.

■ Muhtamim Tablīgh

119. Muhtamim Tablīgh will arrange to engage Khuddām in Tablīgh.

■ Muhtamim Tajnīd

120. Muhtamim Tajnīd will keep the record of all members of the Majlis and their relevant details.

121. He will strive to establish new Majalis.

■ Muhtamim Ishā`at

122. Muhtamim Ishā`at will inform all the members of Khuddāmul Ahmadiyya of the activities of the Majlis.

123. He will endeavour to make the members understand the programme of the Majlis and its aims and will inform public of its remarkable activities.

124. He will manage the publication of high standard books and periodicals on behalf Majlis Khuddāmul Ahmadiyya.

■ **Muhtamim Nau Mubāyi`in**

125. Muhtamim Nau Mubāyi`in will keep an up-to-date record of all the Khuddām Nau Mubāyi`in in the Majlis.

126. Muhtamim Nau Mubāyi`in will supervise all affairs of the Khuddām Nau Mubāyi`in in the Majlis.

■ **Muhtamim Umūr Talaba`**

127. Muhtamim Umūr Talaba` will keep an up-to-date record of all the Khuddām students in the Majlis.

128. Muhtamim Umūr Talaba` will supervise all affairs of the Khuddām students in the Majlis.

■ **Muhtamim Muqāmī**

129. The Regional Qā`id of Muqāmī Region will (i) be called Muhtamim Muqāmī, (ii) be appointed by the Sadr; and (iii) have the same duties and responsibilities as those of a Qā`id Ilaqa (Regional Qā`id). If Muqāmī (centre) has only one Majlis then there will be no election for Qā`id Muqāmī and the Qā`id Muqāmī will be (i) called Muhtamim Muqāmī; (ii) appointed by the Sadr; and (iii) have the same duties and responsibilities as those of a Qā`id Muqam (Majlis Qā`id).

■ **Muhāsib**

130. Muhāsib will audit the accounts of National Majlis and subordinate Majlis and see that the accounts are kept properly.

131. He will approve the bills according to the regulations.

132. He will supervise that the amounts given in advance and loans have been settled within due period and will audit the same.

133. Muhāsib will be the member of Majlis `Āmila.

■ **Additional Muhtamim Tarbiyat (Rishta Nāta)**

134. Mandate

1. Additional Muhtamim Tarbiyat shall strive to train and educate the members regarding the importance and sanctity of the institution of marriage within Islam, as well as the importance of timely marriages and marrying within Jamā`at. He will also strive to make reformatory plans to guide Khuddām on how to tackle marital issues. He will also work toward increasing the interest and participation of Khuddām in the Rishta Nāta system of Jamā`at.

135. Tasks

1. Maintain the Tajnīd of all Khuddām who are at the age of marriage or approaching the age of marriage or are unmarried on a monthly basis.

2. Arrange sessions with unmarried Khuddām on topics such as the following, among others:
 - (a) Sacred Union of Marriage
 - (b) Ill effects of Dating
 - (c) Marriage: Half of Faith.
 - (d) Timely Marriage
 - (e) Marriage within Jamā`at
3. Educate parents of Atfāl and unmarried Khuddām regarding the following matters:
 - (a) Social issues, such as dating, peer pressure etc.
 - (b) Timely Marriages
 - (c) Marriage within Jamā`at
 - (d) Interracial marriages, cultural diversity
4. Publish articles on various platforms of Majlis Khuddāmul Ahmadiyya, such as An-Nida, online forums etc, on the topics of timely marriage, marriage within Jamā`at and the institution of marriage within Jamā`at, among others.
5. Among Khuddām promote the book of "عائلی مسائل اور ان کا حل" (Aeeli Masa il aur unka Hul)
6. Work with MTA in organizing programs related to the youth and education regarding marriages.
7. Work in coordination with the Department of Rishta Nāta to come up with ways to increase interest and participation from Khuddām in the Rishta Nāta system.

■ Qā'id `Ilaqa and Dil'a

136. Qā'id `Ilaqa and Qā'id Dil'a will perform the following duties within their respective jurisdictions.
 - (a) He will inspect the Majlis and will guide and supervise them in respect of the Lae-hae Amal.
 - (b) He will keep the National Headquarters informed of the activities of Majalis and give them useful advice.
 - (c) He will establish new Majalis.
 - (d) He will strive for the betterment of the financial condition of the Majlis, and will help the National Majlis in this respect.
 - (e) He will find solutions for any ongoing problems.
 - (f) He will facilitate coordination between all the Majalis.
137. If Qā'id Ilaqa/Dil'a deems necessary, he will recommend to the Sadr Majlis for the suspension or dismissal of his subordinate office bearers.
138. Qā'id Ilaqa/Dil'a will have the power to suspend or dismiss the office bearers nominated by him. It will be compulsory for him to inform Sadr Majlis of the suspension, and to get his approval of the dismissal.
139. Qā'id Ilaqa/Dil'a will supervise that in his Ilaqa/Dila's the elections of Qā'id Muqam (Majlis) are held within due period. In case this is not done, he will take immediate steps to accomplish it.
140. Qā'id Ilaqa/Dil'a will have the power to nominate the officiating official in case he leaves his Ilaqa/Dil'a for 15 days. In case he leaves for more than 15 days, he will have to get the approval of the officiating officer from Sadr Majlis.

141. Qā'id Ilaqa/Dil'a will be authorized to inspect any Majlis whenever he desires. If he thinks it to be proper, he can write down his remarks in the register of the Majlis and send its copy to the National Headquarters.
142. Qā'id Ilaqa/Dil'a will have the power of holding a meeting of Qā'idin Ilaqa/Dil'a and their Majlis `Āmila/Āmma if he deems it necessary.
143. Qā'id Ilaqa/Dila's will have the power to reject the majority opinion in respect of matters concerning Ilaqa/Dil'a. But if any Qā'id demands, it will be necessary for Qā'id Ilaqa/Dil'a to inform Sadr Majlis of it within 15 days.

Mu'tamad Ilaqa/Dil'a

144. He will do all the correspondence under the instructions of Qā'id Ilaqa/Dil'a. He will prepare all records and keep them secure. He will perform his work according to the duties assigned and powers delegated to him. And he will send to National Headquarters the monthly report of the activities of his Ilaqa/Dil'a signed duly by the Qā'id concerned.

Duties and Powers of Muqam Office Bearers

Qā'id

145. The Qā'id will supervise all affairs of Majlis/Majalis Muqam.
146. He will be responsible to have all the instructions of the National office bearers implemented.
147. He will be authorised to make a decision concerning the interpretation of the rules of Majlis Khuddāmul Ahmadiyya. A member will have the right of appeal to Sadr against this decision through the Qā'id.
148. Receipts of expenditure will necessarily be signed by Nāzim Māl Muqam and the Qā'id.
149. The Qā'id will have the power to reject majority decision concerning local affairs. But in case Majlis `Āmila Muqam demands, the Qā'id will be bound to inform Sadr Majlis of it within a week.
150. The Qā'id will be authorized to suspend or dismiss the office bearers nominated by him. In case of dismissal, he will immediately inform the Sadr Majlis of it. The Qā'id will have the power only to suspend an elected office-bearer, the Sadr Majlis will be duly informed of any such suspension. In both cases, Sadr Majlis will be intimated within three days.
151. If needed, the Qā'id will be authorized to appoint any member of his Majlis `Āmila to officiate in his place. If such an appointment is for a period extending beyond fifteen days, its approval will be sought from the National Headquarters.
152. The Qā'id will be authorized to grant approval of the nominated office bearers of Halqa.

Nā'ib Qā'id

153. The duties and powers of Nā'ib Qā'id will be those as delegated to him by the Qā'id.

■ Mu'tamad Muqam

154. Mu'tamad Muqam will do all the correspondence of all affairs concerning Majlis/ Majalis under the instructions of the Qā'id. Also he will keep a record of all decisions, correspondence and proceedings of the Majlis 'Āmila's meetings.
155. He will send to the National office until 10th of next month a monthly report signed by the Qā'id.

■ Nāzim Māl

156. Nāzim Māl, having the forms of assessment budget filled by the members, will send these to the National Headquarters. He will collect the prescribed subscriptions up to 20th of every month and send to the National Headquarters its share.
157. He will present to Qā'id Muqam the names of those Khuddām of urban areas who have not paid their subscriptions for 3 months, and those of rural area who have not paid the subscriptions for six months.
158. He will keep a proper record of income and expenditure of the Majlis.

■ Other Nāzimīn

159. Other Nāzimīn Muqam will have the same duties and powers in their limited areas as have the National Muhtamimeen in their wider area.

■ Muhāsib Muqam

160. Muhāsib Muqam will audit the accounts of Halqas at least once in three months and will report the irregularities to the Qā'id, a copy of which he will send to the National Office.

■ Za'im Halqa & Office Bearers of Halqa

161. Under the instructions of Qā'id Muqam, the duties and powers of Za'im Halqa and Muntazimin Halqa will be the same as those of Qā'id Muqam and Nāzimīn.

Miscellaneous Rules Concerning Māl

162. Majlis Shūrā will have the power to fix or change the rules of compulsory subscriptions.
163. Every Majlis will prepare its income budget of subscription and send it to the National Headquarters by the due date.
164. Majlis 'Āmila Mulk will be authorised to ask for some special subscriptions, in addition to the compulsory ones, when needed, but with the consent of the National Amīr.
165. No Majlis or Khadim will be authorised to collect any subscription, other than the compulsory ones, without prior permission from the National Headquarters.
166. All kinds of subscriptions will be received against the receipts issued by Jamā'at.
167. On the Qā'id's recommendations, Sadr will have the power to exempt a financially unable Khadim from paying this Chanda or to lower its rates for him.
168. Majlis Shūrā of Khuddāmul Ahmadiyya will have the power to fix rates of subscriptions. In changing conditions, Majlis Shūrā will be authorised to fix the shares of Majalis

of Muqam, Dil'a, 'Ilaqa and Mulk out of the subscriptions of Majlis Khuddāmul Ahmadiyya.

169. At present chanda Majlis Khuddāmul Ahmadiyya is being shared as follows:

1. Majlis Muqam 30%
2. National Majlis 40%
3. Central Reserve 30%

Reformatory Measures

170. Sadr Majlis, Majalis 'Āmila, Qā'id Muqam and Za'im Halqa will be authorised to prescribe appropriate reformatory measures to reform their subordinate Majalis or members.

Majlis Atfālul Ahmadiyya

171. Majlis Atfālul Ahmadiyya will function under the supervision of Majlis Khuddāmul Ahmadiyya.
172. The head of Majlis Atfālul Ahmadiyya will be called Muhtamim Atfāl and will be a member of Majlis 'Āmila of Khuddāmul Ahmadiyya Mulk (National).
173. Majlis Atfālul Ahmadiyya Muqam will be subordinate to Qā'id Muqam.
174. Every Ahmadi child from 7 to 15 years will be a member of Majlis Atfālul Ahmadiyya. But those Atfāl who complete their 15 years of age during the year ending on 31st October, will join Majlis Khuddāmul Ahmadiyya as from the beginning of the new year, i.e. 1st November.
175. Qā'idin or Zu'ama will appoint Murabbīs to supervise and train the Majlis Atfālul Ahmadiyya.
176. Murabbīs of Atfāl will be nominated from among the sincere, trustworthy and kind-hearted members of the Jamā'at, preferably from the members of Ansarullah.
177. Aims and objects of Majlis Atfālul Ahmadiyya will be the same as those of the Majlis Khuddāmul Ahmadiyya.
178. Muhtamim Atfāl will train Atfālul Ahmadiyya in Islamic way, for example:
 - (a) He will impart to Atfāl preliminary knowledge concerning Religion, Nation and Country.
 - (b) He will make appropriate arrangements for sports and exercises for the sake of physical health of Atfāl.
 - (c) He will adopt means to safeguard Atfāl from the evils of the environment, and will exhort to inculcate in them excellent morals.
 - (d) He will make them abide by the timings of education.
179. The rate of the subscription for Atfālul Ahmadiyya will be fixed with the approval of Sadr Majlis.
180. The subscriptions of Atfālul Ahmadiyya will be received against the receipts issued by Jamā'at.

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

Pledge of Khuddāmul Ahmadiyya

I bear witness that there is none worthy of worship except Allah. He is One and has no partner, and I also bear witness that Muhammad (sa) is His servant and His messenger. I solemnly pledge that I shall always be ready to sacrifice my life, wealth, time and honour for the sake of my faith, country and nation.

Likewise I shall be ready to offer every sacrifice for guarding the institution of Khilāfat-e-Ahmadiyya.

Moreover, I shall deem it essential to abide by any "Maroof" decision made by Khalīfatul Masīh. Insha'Allah

میں اقرار کرتا ہوں کہ دینی، قومی اور ملی مفاد کی خاطر میں اپنی جان، مال، وقت اور عزت کو قربان کرنے کے لیے ہر دم تیار رہوں گا۔

اسی طرح خلافت احمدیہ کے قائم رکھنے کی خاطر ہر قربانی کیلئے تیار رہوں گا اور خلیفہ وقت جو بھی معروف فیصلہ فرمائیں گے، اس کی پابندی کرنی ضروری سمجھوں گا۔

J'atteste que nul n'est digne d'être adoré excepté Allah. Il est l'Unique et n'a pas de partenaire et j'atteste que Mohammad est son serviteur et son Messager.

Je jure solennellement que je serai toujours prêt à sacrifier ma vie, mes biens, mon temps et mon honneur pour la cause de ma foi, de mon pays, et de ma communauté. De même je serai toujours prêt à offrir n'importe quel sacrifice pour maintenir l'institution du Califat. Et je considère essentiel de me soumettre à toutes décisions et ordres conformes aux préceptes

Pledge of Atfālul Ahmadiyya

I bear witness that there is none worthy of worship except Allah. He is One and has no partner, and I also bear witness that Muhammad (sa) is His servant and His messenger.

I sincerely promise that I shall always be ready to serve my faith Islam, Jamā'at e Ahmadiyya Muslima, my nation and country.

I shall always tell the truth, will not insult and abuse anybody and I will try my best to obey all the instructions given by Hazrat Khalīfatul Masīh.

Insha'Allah

Rule No.	Existing Rules	New approved rules
21	This Majlis will represent the Majlis Mulk.	This Majlis will represent the National Majlis. The meeting of the Majlis Shūrā will only be called with the approval of Hazrat Khalīfatul Masīh.
32	This Majlis will prepare the agenda for Majlis Shūrā after inviting proposals from subordinate Majalis. Also this Majlis will arrange to get the agenda printed and despatched in the Majalis three weeks before the Shūrā.	This Majlis will prepare the agenda for the Majlis Shūrā after inviting proposals from subordinate Majalis and will obtain final approval from Hazrat Khalīfatul Masīh before presenting the agenda in the Majlis Shūrā. Also this Majlis will arrange to get the agenda printed and despatched in the Majalis three weeks before the Shūrā.
33	Majlis `Āmila Mulk will have the power to reject the proposals received for the Shūrā.	National Majlis `Āmila will have the power to reject the proposals received for the Shūrā. National Majlis `Āmila will also present those rejected proposals to Hazrat Khalīfatul Masīh for the final approval.
34	Majlis `Āmila Mulk will read out to the Majlis Shūrā the rejected proposals along with the reasons of their rejection, save is the Sadr Majlis does not allow to read out any particular proposal exceptionally. The rejected proposals will not be discussed in the Shūrā. If any Majlis insists on bringing up its rejected proposal next year for Shūrā, then the Majlis `Āmila Mulk will present it in Shūrā, save if the Sadr Majlis takes exception to disallow it.	(a) The National Majlis `Āmila will read out the rejected proposals to the Majlis Shūrā along with the reasons the proposals were rejected, except if Hazrat Khalīfatul Masīh does not permit for a particular proposal to be read out. Further, the rejected proposals will not be discussed in the Majlis Shūrā. (b) Once the Majlis Shūrā takes a decision on a proposal it cannot be presented again in the Majlis Shūrā for the next three years. If it becomes necessary to present the proposal once again in the Shūrā, then a request will be submitted to Hazrat Khalīfatul Masīh along with explanatory reasons seeking approval to do so.
44	If during the year it is deemed necessary to change any specific decision made by Shūrā, Sadr Majlis will be authorized to do so with the approval from Khalīfatul Masīh.	(a) All recommendations of the Majlis Shūrā will be sent to Hazrat Khalīfatul Masīh for final approval and will come into effect after approval from Hazrat Khalīfatul Masīh. (b) If during the year it becomes necessary to amend a decision by the Majlis Shūrā, then the Sadr Majlis will have the authority to do so with the approval from Khalīfatul Masīh.

Constitution Of Majlis Khuddāmul Ahmadiyya Amendments – September 2015

LAHE AMAL [REDACTED]
(THE WAY TO WORK) [REDACTED]
of MAJLIS KHUDDĀMUL [REDACTED]
AHMADIYYA CANADA [REDACTED]



**MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA**



A Servant of Allah is in Search of You!

1. Can you work hard? So much that you can work for 13 to 14 hours a day!
2. Do you speak the truth? To the extent that you will not lie in any case, nor can your friends and relatives dare to lie in front of you. And, if anyone tells you a false story of his bravery you cannot remain without showing your displeasure.
3. Are you free from the feelings of false ego? Can you clean your streets? Would you walk on the streets carrying loads on yourself? Can you make announcements with a loud voice in markets? Can you travel for a whole day and stay awake the whole night?
4. Can you perform "I'tikaf"? which means :
 - to sit in one place for a few days.
 - to meditate for hours and hours.
 - not to talk to anyone for hours/days.
5. Can you travel carrying your load, without any money in your pocket? Can you travel among enemies, rivals, and strangers, for days, weeks or months?
6. Do you agree that some people cannot be defeated? They do not even like to hear the word "defeat". They are prepared to bring down mountains and Control Rivers! Do you think that you will be prepared for such sacrifices?
7. Do you have the courage to say "Yes" when the whole world is saying "No"? Can you remain serious when everyone else is laughing around you? Can you stand courageously instead of running away from a mob that advances towards you with the intent to persecute you? You do not stand by the side of those who lie but make everyone else stand by your side as you are the truthful.
8. You do not say that I worked hard but Allah did not grant me success. Instead, you see your own fault in every failure. You believe that those who work hard always succeed and the one who does not succeed, has never worked hard.

If you are this person then you have the capability of becoming a good missionary and a good merchant.

But where are you?

A servant of Allah has been in search of you for a long time!

O' Ahmadi young man! Look for that man in your province, in your city, in your neighbourhood, in your house and in your heart!

Hazrat Mirza Bashir-ud-Deen Mahmood Ahmad
(Al-Musleh Al-Mau'ūd)^{ra}

خدا کے ایک بندہ کو آپ کی تلاش ہے!

1. کیا آپ محنت کرنا جانتے ہیں؟ اتنی محنت کہ تیرہ چودہ گھنٹے دن میں کام کر سکیں؟
2. کیا آپ سچ بولنا جانتے ہیں؟ اتنا کہ کسی صورت میں آپ جھوٹ نہ بول سکیں؟ آپ کے سامنے کوئی اپنے جھوٹ کا بہادرانہ قصہ سنائے تو آپ اس پر اظہارِ نفرت کیے بغیر نہ رہ سکیں۔
3. کیا آپ جھوٹی عزت کے جذبات سے پاک ہیں؟ گلیوں میں جھاڑو دے سکتے ہیں؟ بوجھ اٹھا کر گلیوں میں پھر سکتے ہیں؟ بلند آواز سے ہر قسم کے اعلانِ بازاروں میں کر سکتے ہیں؟ سارا سارا دن پھر سکتے ہیں اور ساری ساری رات جاگ سکتے ہیں؟
4. کیا آپ اعتکاف کر سکتے ہیں؟ جس کے معنی ہوتے ہیں۔
 - الف - ایک جگہ دنوں بیٹھ رہنا۔
 - ب - گھنٹوں بیٹھے وظیفہ کرتے رہنا۔
 - ج - گھنٹوں اور دنوں کسی انسان سے بات نہ کرنا۔
5. کیا آپ سفر کر سکتے ہیں؟ اکیلے اپنا بوجھ اٹھا کر بغیر اس کے کہ آپ کی جیب میں کوئی پیسہ ہو دشمنوں اور مخالفوں میں، ناواقفوں اور ناآشناؤں میں دنوں، ہفتوں، مہینوں؟
6. کیا آپ اس بات کے قائل ہیں کہ بعض آدمی ہر شکست سے بالا ہوتے ہیں؟ وہ شکست کا نام سننا پسند نہیں کرتے۔ وہ پہاڑوں کو کاٹنے کے لیے تیار ہو جاتے ہیں وہ دریاؤں کو پھینچ لانے پر آمادہ ہو جاتے ہیں اور کیا آپ سمجھتے ہیں کہ آپ اس قربانی کے لیے تیار ہو سکتے ہیں؟
7. کیا آپ میں ہمت ہے کہ سب دنیا کہے نہیں اور آپ کہیں ہاں؟ آپ کے چاروں طرف لوگ، ہنسی اور آپ سنجیدگی قائم رکھیں۔ لوگ آپ کے پیچھے دوڑیں اور کہیں ٹھہر تو جا ہم تجھے ماریں گے اور آپ کا قدم بجائے دوڑنے کے ٹھہر جائے اور آپ اُس کی طرف سر جھکا کر کہیں لو مار لو۔ آپ کسی کی نہ مانیں کیونکہ لوگ جھوٹ بولتے ہیں مگر آپ سب سے منوالیں کیونکہ آپ سچے ہیں۔
8. آپ یہ نہ کہتے ہوں کہ میں نے محنت کی مگر خدا تعالیٰ نے مجھے ناکام کر دیا۔ بلکہ ہر ناکامی کو اپنا قصور سمجھتے ہوں۔ آپ یقین رکھتے ہوں کہ جو محنت کرتا ہے کامیاب ہوتا ہے اور جو کامیاب نہیں ہوتا اُس نے محنت ہرگز نہیں کی۔

اگر

آپ ایسے ہیں تو آپ اچھا مسلح اور اچھا تاجر ہونے کی قابلیت رکھتے ہیں۔ مگر آپ ہیں کہاں؟ خدا کے ایک بندہ کو آپ کی دیر سے تلاش ہے۔

اے احمدی نوجوان! ڈھونڈ اس شخص کو اپنے صوبہ میں، اپنے شہر میں، اپنے محلہ میں، اپنے گھر میں، اپنے دل میں!!

(حضرت مرزا محمود احمد، المصلح الموعودؒ)

Foreword

There have been many individuals within Majlis Khuddāmūl Ahmadiyya Canada who have contributed over the years to what is now the Lah-e-Amal.

This booklet has taken various forms over the years and it is a culmination of those efforts that are now being realized in this seventh edition.

The Khuddām Handbook first appeared in folder form for Qā'idin, some of which can still be seen today.

Now the guidelines for this Majlis have been compiled into this booklet for easy reference for office bearers and anyone who wishes to understand how Majlis Khuddāmūl Ahmadiyya Canada is structured and carries out its activities.

Most of the work has gone into updating the guidelines and adding many of the new aspects and detail of the organization's work, structure and activities.

Much of this work was done in the original 1st Edition of the Lah-e-Amal of Majlis Khuddāmūl Ahmadiyya Canada, but as new instructions are issued and more clarity is required changes have to be made, this has now been revised with the current 7th edition.

May Allah bless the efforts of all those who have contributed to this work, Amīn.



What's New

The seventh edition includes some new instructions which are summarized below:

- Addition and Updates to new roles
- Updates to departments and guidelines
- Updates of IT section
- Change of Pattern
- Updates to `Alm In`ami criteria
- Addition of appendices
- MKAC Studios
- Press and Media
- Charity Runs
- Emergency Preparedness



Introduction

The Lah-e-Amal, the way to work, provides guidelines for the office bearers of Majlis Khuddāmūl Ahmadiyya Canada to assist them in the efficient discharge of their duties. The document refers to various sources of instructions but also incorporates the current instructions from the Sadr Majlis for the various departments and the Majlis as a whole. It covers the reporting structure, the rules governing the conduct of meetings, the method and frequency of reporting progress and a summary of the various activities that each Department, Region and Majlis should perform along with details of the Majlis Shūrā and Ijtimā`at.

Background

Islam provides us with guidance for all aspects of our lives and also provides a system for spiritual guidance and reformation. This system is based on revelation and our obedience to those who are sent down on Allah's behalf. The Promised Messiah's coming set forth a new system of spiritual reformation in the form of Caliphs and it is from their immense and farsighted guidance that the current administrative structure for the maintenance and spreading of Allah's message has been established.

By the Grace of Allah, Islam Ahmadiyyat has a very sophisticated structure which produces magnificent results, not only in achieving its objectives, but also in providing physical, moral, spiritual and intellectual training to its members from a very young age. Over the years, various instructions and guidance materials have been produced which help shape the organization and activities of the Jamā`at and its various subsidiary organizations. However, these instructions are produced in various formats and also issued at various times. The purpose of the Lah-e-Amal is to bring together these various materials in one coherent form, so that all office bearers are aware of what they must achieve and how to go about achieving these objectives in their day to day work.

Distribution

This document applies to all office bearers of Majlis Khuddāmūl Ahmadiyya Canada whether be National, Regional or Local.

Feedback

These guidelines are constantly under review. Readers are encouraged to provide their comments to the National Markaz and help make these guidelines as practical and beneficial as possible.

National Department of A`itemad
Majlis Khuddāmūl Ahmadiyya Canada

Majlis Khuddāmul Ahmadiyya History

Regarding how Majlis Khuddāmul Ahmadiyya was established, Sheikh Mahboob Alam Khalid Sahib relates:

“When I arrived home on the evening of January 20th, 1938, after having departed from Jāmi`a Ahmadiyya, a worker from the office of the private Secretary conveyed a message to me that Hazrat Khalīfatul Masīh II^{ra} instructed me to see him. When I presented myself before Huzoor^{ra}, he handed me a pamphlet published by Sheikh Abdur Rahman Misri and said, ‘Write a response to him. Head to Dar-ul-Mujahideen and take Waqifeen with you [for assistance], and if you so wish, from Jāmi`a as well. Do not seek the help of the stalwart scholars. Keep only Maulvi Qamaruddin Sahib and Maulvi Zahoor Hussain Sahib along with you and initiate the task. If you require any book, I shall give it to you from my personal library’. So, I obtained this pamphlet and without eating my meal, began the task alongside the Waqifeen. One day, Huzoor^{ra} directed, ‘Hold a meeting and elect office bearers.’”

(A transcript of the interview with Sheikh Mahboob Alam Khalid Sahib by Mirza Sultan Ahmad Sahib and Sultan Mubashar Sahib)

Thus, following Asr prayer on January 31st, 1938, ten youths of Qādiān gathered at the residence of Sheikh Mahboob Alam Khalid Sahib at the Mubarak floor [of the house] in the area of Masjid Mubarak Qādiān (adjacent to the boarding house of Madrassa Ahmadiyya). Resolving to endeavour for the progress of Ahmadiyyat and to assist Khilāfat, and vowing to confront the dissension and disorder arising against it, these youths implored Allah Almighty of succour. The foremost pioneers of this organization of youths were as follows:

1. Maulvi Qamaruddin Sahib
2. Hafiz Bashir Ahmad Sahib
3. Maulana Zahoor Hussain Sahib
4. Maulana Ghulam Ahmad Farrukh Sahib
5. Maulana Muhammad Siddiq Sahib (librarian)
6. Syed Ahmad Ali Sahib
7. Hafiz Quadratullah Sahib
8. Maulvi Muhammad Yusuf Sahib
9. Maulana Muhammad Ahmad Jalil Sahib
10. Chaudhry Khalilullah Nasir Sahib

These youths elected the office bearers of the Majlis in their first gathering. The first name was suggested in the election and then, it was seconded. Maulvi Qamaruddin Sahib was elected as the president and Sheikh Mahboob Alam Khalid Sahib as Secretary. Afterwards, Hazrat Musleh Mau`ūd^{ra} approved this on February 4th, 1938.

(Tahrīk Majlis Khuddāmul Ahmadiyya, Vol. 1, p. 7-8)

■ The Birth of Majlis Khuddāmul Ahmadiyya

Hazrat Musleh Maud^{ra} always cherished a special concern for the youth of the Community.

It was this concern that led him, as early as 1902, to start a literary organization for the youngsters called Tasheez-ul-Azhan and it was this very concern that caused Huzoor, in 1920, to express so profoundly his exhortations to the youth in his poem, "To the Nation's Youth".

Whilst laying the foundation of this auxiliary organization, Hazrat Khalīfatul Masīh II^{ra} prophesied:

"I am contemplating over what our response will be to the onslaughts of the opponents. My mind possesses abridged knowledge of each and every matter, which also includes Khuddāmul Ahmadiyya. Indeed, [this organization] is a source of spiritual training, knowledge and moral development. This moment in time is the age of training and developing the youth, and the period of training is a period of obscurity. People may assume that nothing is happening, however when a nation emerges into the practical field having attained moral development, the entire world becomes a witness of the outcome. In reality such a nation – which arises at the gesture of a hand and sits at the gesture of a hand – shall create a great revolution in the world (Tahrīk Ahmadiyyat Volume VIII Page 445).

Huzoor, while establishing this organization, defined the aims of Khuddāmul Ahmadiyya as follows:

"My idea of establishing this body is that the knowledge which has been acquired by us and is safely locked up in our hearts must continue to be passed on to the next generation, and thereafter it must become a continuous cycle so that the world at large may benefit."

During the initial years the organization differed from what it is today in the sense that it was restricted. It was restricted in two ways: first in membership, and secondly in terms of the kind of duties undertaken by it. It was limited in terms of membership because it was primarily viewed by Hazrat Khalīfatul Masīh II as an organization for the exclusive training of those young men who needed it. This meant that those youth who were sufficiently experienced in discharging responsibilities pertaining to the Jamā'at were positively discouraged to become part of this organization.

At the outset, Majlis Khuddāmul Ahmadiyya was primarily a literary organization. Its programmes, therefore, included such things as the study of the Holy Qur'ān, Hadīth, Islamic History, Islamic Jurisprudence and knowledge about Islam and Ahmadiyyat. It was only later that its objectives became more detailed and more comprehensive.

In commenting on particular work of Majlis Khuddāmul Ahmadiyya, whereby articles were written defending attacks on the Community, Hazrat Khalīfatul Masīh II^{ra} stated :

“I have seen how hard Khuddām have worked and they have performed very well. At first they were extremely worried and anxious. They obtained books from various places, consulted many people and wrote drafts upon drafts of the replies they wished to submit for printing but when the final articles were printed they were of an extremely high standard.”

The pledge of Majlis Khuddāmul Ahmadiyya was first formulated by Hazrat Khalīfatul Masīh II^{ra} in 1938. It was revised in June 1942 and then revised again for the final time in 1956, in accordance with needs and the development of the Majlis as it progressed.


The main differences between the pledge we have today and the earlier versions is that in the earlier version there was no specific undertaking of an allegiance to Khilāfat. Another item that was absent in the first two pledges was the sacrifice of time. Earlier pledges stated all things that may be of value to a Khadim, like life, property and honesty, but the precious entity of time was not mentioned. As Khuddām would recognise, particularly in this country, time is certainly a worthy asset to sacrifice for the sake of Allah and its inclusion in the pledge is fully justified.

Majlis Khuddāmul Ahmadiyya organised its first two Ijtimā`at on the same days as Jalsa Salana. However, by the time of the third Ijtimā`, it was evident that because Khuddām needed to attend to other duties relating to the Jalsa, it was impractical to hold the Khuddām Ijtimā` on the same days as Jalsa Salana. Therefore, from that time onwards, Ijtimā`at and Jalsa were held on separate dates.

During the first Ijtimā`, rather than having academic and sporting competitions, there was only one item, which was an address by Hazrat Khalīfatul Masīh II^{ra}. In this address, Huzoor established the great responsibility held by the Khuddām and the youth of the movement in the following words:

“The success of a nation is dependent on its youth. If the youth of a nation become true custodians of its traditions then that nation can survive for centuries upon centuries. However, if the generations of the future are negligent then a nation can never achieve success and even the progress it makes can be transformed into failure.”

Hazrat Khalīfatul Masīh II^{ra} lived for 27 years after the creation of Majlis Khuddāmul Ahmadiyya. Throughout this period, he very carefully nurtured and moulded the



Majlis from its humble beginnings to the formidable force it is today. He did this through numerous speeches and lectures and also by assuming direct control as President of Majlis Khuddāmul Ahmadiyya from 1948 to 1954.

Hazrat Khalīfatul Masīh II^{ra} took a very personal interest in the development of the Majlis. His guidance was particularly essential during the early years and it is related that Hazrat Khalīfatul Masīh II^{ra} at that time gave special instructions to his staff, that if any official of Majlis Khuddāmul Ahmadiyya wished to seek advice from him on any matter with respect to Majlis Khuddāmul Ahmadiyya, he would make himself available at any time.

In addition to this, Hazrat Khalīfatul Masīh II^{ra}'s involvement with the Majlis was much deeper than that. He did not merely offer advice or give instructions but very often led by example and showed by his own actions how Khuddām should conduct themselves. It is related that Huzoor used to present himself for Waqār 'Amal, that he used to arrive, take off his turban, and then with his own hands dig some earth, collect it in a basket and carry it to the appropriate place.

Thus the counselling and personal example of Hazrat Khalīfatul Masīh II^{ra} demonstrated how a Khadim should behave. It is therefore our duty and indeed our privilege that we, as members of Majlis Khuddāmul Ahmadiyya, should strive to uphold and live by the teachings of Islam and Ahmadiyyat, Allah Willing.

■ The Birth of Majlis Atfālul Ahmadiyya

Majlis Atfālul Ahmadiyya was established in 1938 by Hazrat Khalīfatul Masīh II^{ra} as an integral part of the youth wing of Majlis Khuddāmul Ahmadiyya. It is compulsory of every Ahmadi child of 7 to 15 years to become a member of Majlis Atfālul Ahmadiyya. Each member of this organization is called Tifl (Child).

The aim behind the establishment of Majlis Atfālul Ahmadiyya was to allow children to have a branch organization of their own within the administrative structure of the Jamā'at. The supervision of Atfāl was to be the responsibility of a senior member of Majlis Khuddāmul Ahmadiyya who, through his experience in both social and religious affairs, would be qualified to give guidance to Atfāl on such matters. In addition it was felt that Majlis Atfālul Ahmadiyya should be brought up according to the best Islamic traditions so as:

1. To keep children informed and aware of religious and social aspects.
2. To organise sports and games for the development of body and mind.
3. To devise means to keep children away from undesirable social environments and exhort them to cultivate good morals.

The supervision of the youngsters continued in the hands of a senior Khadim who was to oversee and coordinate all Atfāl activities.

■ Local Majlis Responsibilities

Any city or area where more than one Khadim resides or one Khadim or two Atfāl reside, a Majlis may be formed. The leader of a Majlis is referred to as Qā'id Majlis and members of his Majlis 'Āmila are called Nāzimin. Each Nāzim is responsible for the overall management of his department. It is mandatory for each and every Majlis to submit a monthly report to National Markaz using the prescribed reporting system.

■ Halqa

If the area of a Majlis is too large or there are too many Khuddām in a Majlis making it difficult for them to get together on a regular basis, then the Majlis may be divided into Halqajat. A general guideline is that a Halqa has to be within a 3 mile radius¹. However a

¹ Letter from Huzoor Anwar^{aba} dated 16-04-2021

Halqa can be larger than 3 miles radius if the office bearers can easily approach and interact with members and they can easily come to Ijlasaat etc¹. The in-charge of each Halqa is called Za'im Halqa and members of his Majlis 'Amila are called Na'ib Zuama, Muntazimeen and Sa'iqin.

Hizb

All Khuddam in a Halqa are divided into smaller groups with approximately ten Khuddam in each group. A person is appointed as an in-charge for every group. This person is called a "Sa'iq". Every Khadim must be part of a Hizb, even if he is a Qa'id Majlis or Za'im Halqa or any other office bearer of the Majlis. A Hizb is the most fundamental block and the strength of Khuddamul Ahmadiyya. Thus, the establishment of Ahzab requires special attention.

Sa'iqin can only be appointed under the system of Ziamat, not under Majlis, i.e they can be appointed in Halqajat only and not in Majalis². As such, Sa'iqin follow the instructions of the Za'im Halqa by maintaining regular contact with the Khuddam assigned to them. A Sa'iq ensures that the Khuddam in his Hizb are actively participating in the activities of the Halqa and provides them with guidance when required.

Office Bearers and their Appointments

Qa'id Majlis and Za'im Halqa are elected by the general Khuddam body of that Majlis or Halqa and their approval is given by Sadr Majlis Khuddamul Ahmadiyya. A Qa'id is elected for a period of two years and a Za'im Halqa is elected for one year. The same Khadim cannot be elected as Qa'id after two consecutive terms (4 years). Similarly, a Za'im cannot be elected after 4 consecutive terms (4 years).

The Qa'id Majlis forms his Majlis 'Amila consisting of Nazimin and submits it to Sadr Majlis Khuddamul Ahmadiyya for approval. The Za'im Halqa forms his Majlis 'Amila consisting of Muntazimeen and Sa'iqin and submits it to Qa'id Majlis for approval.

Nazim Atfal also forms his Majlis 'Amila to administer and manage the affairs of Majlis Atfalul Ahmadiyya and seeks approval of the Majlis 'Amila from Qa'id Majlis.

1 Letter from Huzoor Anwar^{aba} dated 19-10-2021
2 Letter from Huzoor Anwar^{aba} dated 26-02-2021



■ `Ilaqa and Regional Responsibilities

The Regional Qa'id and `Ilaqa Qā'id are responsible for all the affairs of Majālis and Halqajat within the Region or `Ilaqa respectively. It is the responsibility of the Regional/`Ilaqa Qā'id to evaluate the Majālis & Halqajat within his Region or `Ilaqa and ensure that the instructions of National Markaz are being followed. Regional/Ilaqa Qā'id can form his Majlis `Āmila and must seek its approval from Sadr Majlis Khuddāmul Ahmadiyya. Members of the Regional/`Ilaqa Qā'id's `Āmila are referred to as Regional/`Ilaqa Nāzimin respectively.

Regional/Ilaqa Qā'id should also evaluate where Khuddām & Atfāl are residing and where new Majalis can be formed. Whenever it is observed that a number of Khuddām are residing at a location where a Majlis can be formed, he should immediately convey to Markaz a request to form a Majlis. However, if it is not possible to create a Majlis at the suggested location, then those Khuddām and Atfāl, with the approval of National Markaz, should be merged with the nearest Majlis. He should also establish contact with them on a regular basis. It is important that all Khuddām & Atfāl be part of a Majlis.



Guidelines [REDACTED] for [REDACTED] Office [REDACTED] Bearers [REDACTED]



MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

INSTRUCTIONS TO OFFICE BEARERS BY HUZOOR^{ABA}

Hazrat Khalīfatul Masīh V^{aba} instructed in his Friday sermon delivered on 10 March 2017 that missionaries and office bearers should adopt the habit of covering the faults of others and showing mercy and forgiveness and they should be role models in displaying these traits. They should not become enraged on the pettiest of matters and develop grudges as a result.

Huzoor^{aba} further advised that office bearers should display the most courage and even if a complaint is made against them, they must not seek to exact revenge and instead they should assess themselves whether or not that flaw is found in them and reform themselves. This also comes under the requirements of justice and fairness.

He added that “Thus it is the duty of office-bearers, who are representatives of Khalīfatul Masīh everywhere, to perform their duties duly. The office-bearers of the auxiliary organizations should also fulfil their responsibilities and realize their obligations”.

In his Friday sermon on 15 July 2016, Huzoor^{aba} said that office-bearers are not appointed to be officers above others, rather the leader of a people should be their servant. Office-bearers should be humble and forbearing and selfless. They should alleviate other people’s sufferings like it was their own. This is true greatness.

He further said that another quality an office-bearer should cultivate is kindness. Office-bearers should be considerate of the feelings of their subordinates and teach them the work with compassion and kindness.

General

- Every office-bearer should be mindful of offering prayers in congregation.
- No press release regarding local/regional events is to be circulated on behalf of Majlis Khuddāmūl Ahmadiyya Canada without the prior approval of Sadr Majlis.
- No letter of Hazrat Khalīfatul Masīh^{aba} should be published by any means (including the internet) unless prior permission has been granted by Markaz. In this regard, for all matters pertaining to Majlis Khuddāmūl Ahmadiyya Canada, requests for publication should be forwarded to the office of the Sadr.
- There are numerous websites on the internet which are involved in unrelenting propaganda against the Jamā`at. Huzoor^{aba} has instructed that no Ahmadi should respond to any such sites. The Jamā`at will respond to any such sites as it deems appropriate. It may otherwise result in conflicting responses and cause confusion.
- As an office bearer we need to pay more attention to Tabligh rather than assuming that this is the responsibility of the Tabligh team and that they will do it.
- Majlis `Āmila should take every opportunity to let people know who we are and we do as an organization e.g. charity work etc.
- It is important to lead by example, e.g. Qā`idin should be regular in their Salāt in congregation Mosques.
- National `Āmila must attend national events.
- Muhtamimin should attend local meetings in their Jamā`at/Majlis/Halqa.
- Efforts should be made to encourage more Khuddām to participate in activities and also to help out with its organization rather than relying only on a few individuals.

Majlis Khuddāmul Ahmadiyya Canada

Majlis Khuddāmul Ahmadiyya is a spiritual organization that was established by Hazrat Musleh Mau'ūd^{ra} Khalīfatul Masīh II, in 1317 hijri (January, 1938 A.D).

Majlis Khuddāmul Ahmadiyya issued its first constitution, which included 12 points:

1. Khuddāmul Ahmadiyya is an organization for the youth of the Ahmadiyya Muslim Association.
2. To infuse a spirit of patriotism and sacrifice in the youth of the Jamā'at.
3. To spread the message of Islam.
4. To inculcate in the youth a habit of working with their hands.
5. To be resolute.
6. Improve the education of its members.
7. To formulate programs for the physical exercise of Khuddām.
8. To appraise members of basic Islamic values like honesty, integrity and regularity in prayers.
9. To train and educate children that may serve the whole nation.
10. To encourage youngsters to participate as much as possible in performing tasks for the Jamā'at.
11. To infuse a spirit of serving the community at large as Khidmat Khalq. Khidmat Khalq can be translated as Service to Humanity. Hazrat Khalīfatul Masīh II^{ra} explained that our services should not just be confined to Ahmadis alone, but should extend to anyone, Ahmadi or non-Ahmadi alike.
12. Resolve to complete any task undertaken for the benefit of Khuddāmul Ahmadiyya.

Every Ahmadi male between the ages of 15 and 40 years is a member of this Majlis and is referred to as a Khadim (plural: Khuddām).

Majlis Khuddāmul Ahmadiyya is also responsible for youths between the ages of seven and fifteen. These youths are managed by an auxiliary organization of Khuddāmul Ahmadiyya called Majlis Atfālul Ahmadiyya and the member of this auxiliary organization is referred to as a Tifl (plural: Atfal).

The objectives of this Majlis are to train and educate the Atfāl in an Islamic way and to inculcate in them the love of Allah and the Holy Prophet^{sa}, the spirit of serving Islam, country and humankind and to strive for their welfare.

The overall in-charge of both organizations is Sadr Majlis Khuddāmul Ahmadiyya who provides guidance to them using the constitution, guidelines and instructions of Hazrat Khalīfatul Masīh^{aba}.

Office Bearers

National Office Bearers

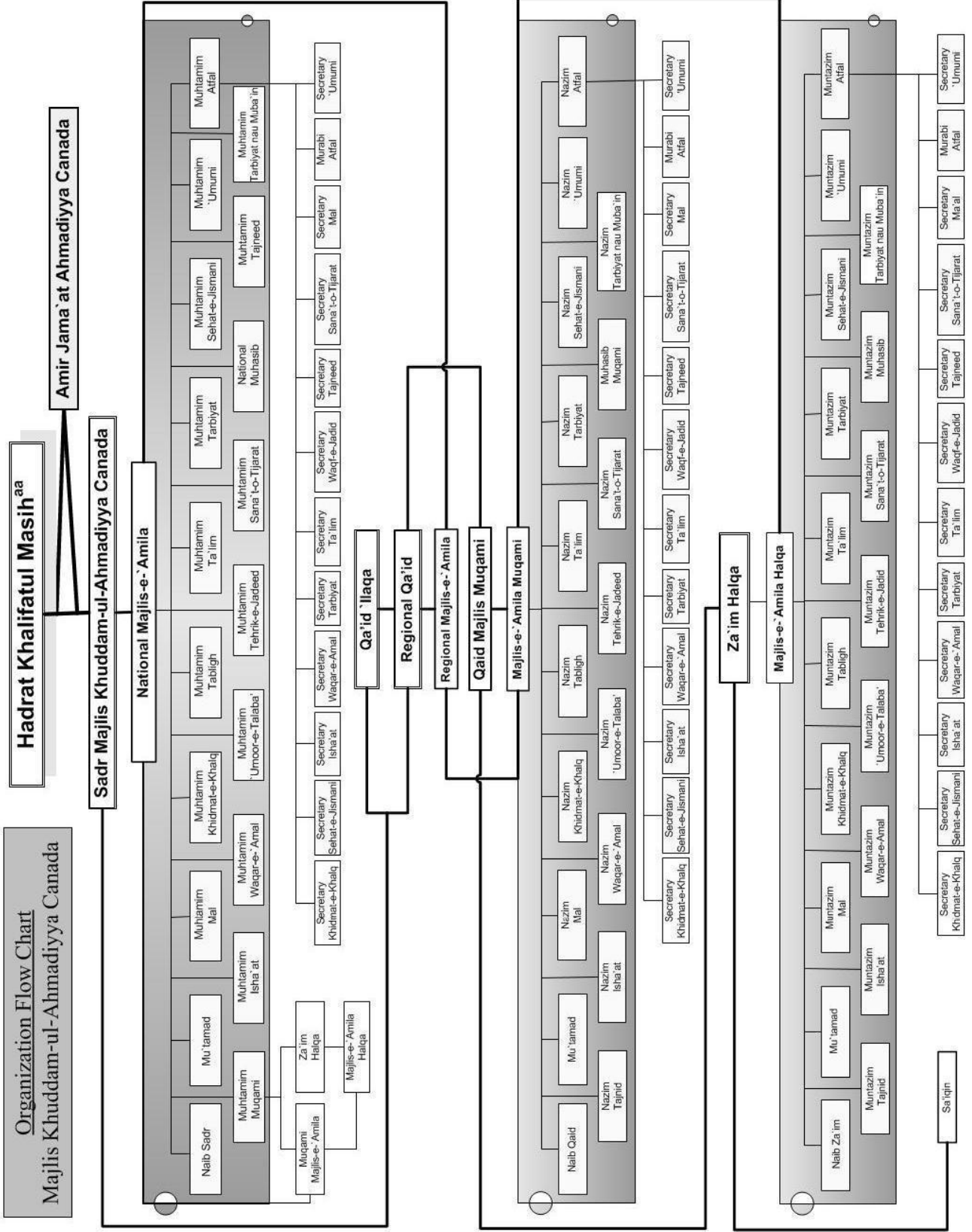
To facilitate the work of the Majlis, various departments have been created to assist Sadr Majlis. The National office bearers are as follows:

1	Nā'ib Sadr	13	Muhtamim Atfāl
2	Mu'tamad	14	Muhtamim Tabligh
3	Muhtamim Khidmat Khalq	15	Muhtamim Tajnīd
4	Muhtamim Ta'līm	16	Muhtamim Ishā'at
5	Muhtamim Tarbiyat	17	Muhtamim Tarbiyat Nau Mubāyi'in
6	Muhtamim Māl	18	Muhtamim Umūr Talaba'
7	Muhtamim Additional Māl	19	Muhāsib
8	Muhtamim 'Umūmī	20	Muhtamim Muqāmī
9	Muhtamim Sehat Jismāni	21	Muhtamim Additional Tarbiyat
10	Muhtamim Waqār 'Amal	22	Mu'āwin Sadr
11	Muhtamim San'at-o-Tijārat		
12	Muhtamim Tahrīk-i-Jadīd		

Under the instructions and guidelines of the National Office Bearers, Majālis conduct their own respective programs within their own areas.

Note: All communications with the National Markaz and submission of monthly reports are through the National Department of A`itemad.

The year of Khuddāmul Ahmadiyya starts on November 1st and ends on October 31st of the following year. Those boys, who turn seven years of age during the year, join Majlis Atfālul Ahmadiyya at the start of the year on November 1st and those Atfāl who turn fifteen years of age become members of Majlis Khuddāmul Ahmadiyya from November 1st. Similarly, those Khuddām who are turning forty years of age during the year become members of Majlis Ansarullah on January 1st of the following year. *(The year of Majlis Ansarullah starts on January 1st).*





General Instructions for Muhtamimin & Regional Qā'idin

- All members of National Majlis-e-'Āmila report directly to Sadr Majlis.
- Ideally the Muhtamim should be a Mūsī.
- If a Muhtamim cannot attend a national event, he should seek permission from Sadr Majlis and should arrange for a representative to attend.
- Muhtamimin and their departments should have a presence in the Khuddām office where possible.
- All Muhtamimin should have a Nā'ib who is known to Sadr Majlis so that when the Muhtamim is away the Sadr Majlis is already familiar with that individual to approve as an acting Muhtamim.
- All letters from Muhtamimin should be copied to Sadr Majlis and Mu'tamad Majlis.
- Muhtamimin should engage with Regional Qā'idin on a regular basis, however, for any task Regional Nāzim should be the first point of contact.
- Muhtamimin should communicate with Regional Nāzimīn in the first instance rather than local Nāzimīn. The Regional Nāzim can then pursue the Local Nāzim. This is to strengthen the regional and local teams.
- Muhtamimin should know Regional Nāzimīn by name.
- Only Muhtamimin, Regional Qā'idin and Qā'idin are automatically delegates of Majlis Shūrā, their team members are not.



Qā'idin

Purpose

A Qā'id Majlis is responsible for supervising all the affairs of Majlis Muqāmi (local Majlis) and is also expected to represent and lead the Khuddām of his Majlis.

Reporting Structure for Qā'id Majlis

- Qā'id Majlis reports directly to Sadr Majlis, National Majlis 'Āmila, Ilaqa Qā'id and Regional Qā'id.
- He is also a member of Majlis 'Āmila of local Sadr Jamā'at/Halqa. Hence, he also reports to Sadr Jamā'at/Halqa for local assigned duties.

Reporting Structure for all Nāzimīn of the Majlis

- Each Nazim reports directly to Qā'id Majlis and respective Regional Nāzim.
- He reports indirectly to the respective National Department.
- He is responsible for implementing the decisions made by the Qā'id Majlis and Majlis 'Āmila.

Duties

- Qā'id Majlis is responsible for ensuring that all decisions of Majlis 'Āmila and instructions of National Markaz are implemented.

Qualities of a Qā'id Majlis

- A responsible, disciplined, trustworthy Khadim who abides by the values of the Majlis and is willing to help the members of his Majlis by taking a proactive role in all matters concerning Khuddām and Atfāl.
- A motivator who leads by example and understands that in order to be a good leader, he must be a good follower.
- As with any office, Qā'id Majlis is not allowed to revoke his name from an election. If he cannot carry out his election term for any reason, he must discuss his reasons with Sadr Majlis or his designated representative.
- Above all, the most exemplary quality of a Qā'id is his absolute obedience to Nizām-e-Jamā'at. This attribute alone will guarantee success for a Qā'id and ensure that his team is also humble and obedient to the Nizām-e-Jamā'at.

In his Friday Sermon of March 10, 2017, Huzoor Anwar^{aba} said:

“The Holy Prophet^{sa} on another occasion stated that on the Day of Judgement, a just ruler will be the most beloved and closest to Allah Almighty and an unjust ruler will be the worst in the eyes of Allah Almighty and will be kept furthest from Him. Thus, the office bearers must fulfill their responsibilities and this applies to all the auxiliary organizations as well.”

Hazrat Musleh Mau'ūd^{ra} said in a poem

خدمت دین کو اک فضل الہی جانو
اس کے بدلے میں کبھی طالب انعام نہ ہو

Service to faith should be considered a blessing of Allah.
One should never seek a reward for this honor.¹

¹ Kalam-e-Mahmood

- A Qā'id should have genuine enthusiasm and absolute determination to accomplish his goals. He should have affection and love for these goals. With the same enthusiasm and determination, he strives hard to create this love in the hearts of his Khuddām.
- A wise Qā'id is familiar with the smallest details of his goals and always keeps them in mind. He knows the ways and the means to accomplish his goals. At the appropriate time and place, he informs his 'Āmila about these details.
- A Qā'id who understands human nature knows that the first and basic rule of getting work done is through love and kindness. Nonetheless, he should not show any weakness in taking appropriate action for *islah* or reform. His words are persuasive and his expressions serious, but he does not have anger in his tone. Words filled with love and a kind tone lead to devoted passions and awaken the sleeping powers and place him on the right path with his interests.
- The instructions of a successful Qā'id are short, clear and specific. They do not have ambiguity, and are communicated in an effective way. A listener is able to hear them, easily understand them, and feels and develop the passion to follow them.
- A successful Qā'id asks others to repeat his instructions. He makes sure that his listener has not made a mistake in understanding any instruction.
- The instructions of a successful Qā'id should also always use positive language (except when the subject is of a type where some negative words are necessary. What must be remembered is that anything negative and opposing the system of the Jamā'at should be discouraged).
- He never speaks like this: "I have said it a thousand times to not do it this way, but you always make the same mistake!" Don't you even know this!" He knows that it is enough for him to give an instruction only once and it will be acted upon. He also knows that keeping his brothers on the right track does not mean that emotional weaknesses are expressed. He must remain humble and try to foster within them the ability to control their passions.
- A wise Qā'id never wastes time or opportunity. In situations when his companions are attacked or faced with unfortunate circumstances, he looks to it as an opportunity to rise to the occasion and reveal his leadership qualities. He consistently seeks to live up to higher standards.

Goals of a Qā'id Majlis

- The most important goal for a Qā'id Majlis is to ensure maximum participation of Khuddām in prayers, programs and activities organized by the Jamā'at/Majlis.
- He is expected to be a goal-oriented person, who not only fulfills the goals set by National Markaz, but sets and fulfills additional goals on his own.
- He should set deadlines for goals, monitor the progress or lack thereof, and make adjustments as required. For example, depending on the geographic size of his Majlis, he may set a goal to visit a number of Khuddām in his Majlis, and monitor his progress with a monthly review. Similarly, he should set and monitor the goals for his Majlis 'Āmila.
- He should plan and set goals to improve the general Ta'līm, Tarbiyat, health and economy of Khuddām.
- He should become a leader who anticipates the future requirements of National Markaz or Region, and that of his Khuddām. He should plan accordingly to meet those requirements. For example, he should build a team consisting of 20-25% of Khuddām in his Majlis who can be made available with a very short notice for any Waqār 'Amal or Khidmat Khalq duties.

- He should be well informed about the geography and demographics of his Majlis and surrounding areas, utilizing this knowledge to plan better Khidmat Khalq and Tablīgh activities while assisting the National Markaz/Region in its various activities and programs.
- He is expected to keep track of Khuddām moving into or out of his Majlis.
- He should ensure that the system of Sa`iqin is established through Za`im Halqa. A Sa`iq is the link between the organizational body and a Khadim. The success of a Majlis is determined by the successes of the Sa`iq.
- He should have the habit of consultation, that is, he should discuss with his `Āmila the issues of the majlis, problems being faced by Khuddām and best strategies for moving forward. Allah Almighty said to the Holy Prophet^{sa}:

وَشَاوِرْهُمْ فِي الْأَمْرِ فَإِذَا عَزَمْتَ فَتَوَكَّلْ عَلَى اللَّهِ

And consult them in matters of importance; and when thou art determined, then put thy trust in Allah.
The Holy Qur`ān [3:160]

This instruction was not directed towards the Holy Prophet^{sa} alone but was meant for all his Successors and followers....In exceptional cases, however, Islam acknowledges the right of the leader to overrule the opinion of the majority if he deems it necessary to do so. But, at the same time, the Shariah makes it binding upon the leader not to resolve any important matter without consultation.

Obedience (Ita`at):

- It is expected that a Qa`id Majlis show the utmost level of obedience pertaining to any instructions received from his superiors.
- Showing a level of apathy/slackness in tasks assigned to the Majlis is not appropriate.
- Regarding this matter Hazrat Khalīfatul Masīh V^{aba} states: "Office bearers need to increase the level of obedience amongst Jamā`at members and they themselves need to portray the utmost level of obedience. All office bearers at all levels, though they may be from Muqāmī Jamā`at or Markazi, they should bring their mental state of obedience to such a high status which the Promised Messiah^{as} has set and demolish their ego."¹

During Majlis Shūrā 1943, Hazrat Musleh Mau`ūd^{ra} enlightened the members about the Hadīth that states: "Differences among my Ummah are a Mercy."

Huzoor said:

"If we make it a rule that Amīrs will appoint the office bearers, the inevitable result will be that they will select people who can get along with them and with whom they feel comfortable. This will, of course, ensure that the Amīrs will get the cooperation of the office-bearers, but the spirit to submit to the order of an office-bearer against one's own will, will almost die out in the Jama`at. Secondly, the Amīrs will be unable to hear contrary opinions. If an Amīr gives an order and it is not complied with, he realizes that he has yet to develop the spirit of obedience among his members, but if he always nominates people of his own choice, he will not have occasion to listen to contrary opinion. On the one hand,

¹ Friday Sermon, 9 June, 2006

the Holy Prophet^{sa} said: 'He who obeys my Amīr obeys me, and he who disobeys my Amīr disobeys me,' but, on the other hand, he also said 'Differences among my people are a source of blessing.' He did not say that once an Amīr has been appointed, all differences should be removed, rather he said that the presence of difference, despite the presence of an Amīr, is a blessing for the Ummah. If the differences are completely wiped out, it shall not be a blessing but a matter of concern. Thus the Holy Prophet^{sa} said that the presence of differences is a source of blessings, and not their absence. This obviously does not mean that quarreling and infighting is a blessing. Had this been his purpose, he would have said, "differences are a blessing." However, he instead said that differences, which remain within the system prescribed by Islam, are a blessing, and that difference and submission (obedience) must go hand in hand to ensure the success of a Jamā'at."¹

Available Resources

- Various resources are available to the Qā'id Majlis when he requires guidance and direction in carrying out his responsibilities. An escalation path exists to address any challenges that may be faced by a Qā'id Majlis in the course of his work.
- The first and foremost resource available to a Qā'id Majlis is this book, Guidelines of Majlis Khuddāmul Ahmadiyya Canada. This book is a comprehensive source of information on the departments of Majlis Khuddāmul Ahmadiyya. Additional information is available on the website of Majlis Khuddāmul Ahmadiyya www.Khuddām.ca.
- The second resource available to a Qā'id Majlis is his Regional Qā'id and/or Qā'id `Ilaqa. The Regional Qā'id and his Majlis `Āmila are responsible for providing support, assistance and guidance to Qā'id Majlis in carrying out his assigned responsibilities.
- The third resource available to a Qā'id Majlis is the National Majlis `Āmila. All members of the National Majlis `Āmila are there to provide assistance in their respective departments.
- In addition to the above, the main resource and guidance available to a Qā'id Majlis comes from Sadr Majlis Khuddāmul Ahmadiyya.

Importance of prayers for Qā'id

The Holy Prophet^{sa} said:

"Surely, between a person and Shirk there is the neglect of Salāt."²

Team of a Qā'id Majlis

"No one commanded more authority than the Holy Prophet^{sa}, yet he always showed a smiling and cheerful face and never chastised his subordinates."³

- To be effective, a Qā'id Majlis must have a good team. This team includes his Majlis `Āmila and Zu`ma. Sa`iqin are also key players in a Za'im's team. These teams must consist of Khuddām who are able and willing to work as a team as well as individually.

While addressing Lajna Imaillah Australia, Huzoor Anwar^{aba} said:

"Simply to work hard yourself is not representative of true success or excellence. Of course, to personally work hard is a good quality and of value, however if you have not

1 Hazrat Musleh Mau^{ra} on the occasion of Majlis Shūrā 1943
 2 Sahih Muslim
 3 Friday Sermon February 2005 ,25

cultivated and developed a team – a second line who can follow you and ensure that the work of your department progresses smoothly after your term ends – it means you have actually not achieved anything at all.”¹

- Qā’id Majlis shall form his Majlis ‘Āmila, submit it to Regional Qā’id and National Markaz for approval by filling in the appropriate form. It is preferred that a Khadim be given only one department. Exceptions can be made after discussions with Regional Qā’id and/or Qā’id `Ilaqa.
- Changes to the Majlis ‘Āmila can only be made after seeking approval from Sadr Majlis Khuddāmul Ahmadiyya Canada. No Nāzim can be replaced by a Qā’id Majlis without prior written approval of Sadr Majlis.
- Nāzimin Muqāmi and Zu`ma Halqa will report to Muhtamim Muqāmi and be present in all meetings of the Majlis ‘Āmila of Khuddāmul Ahmadiyya Muqāmi.

Personal Contact

- To strengthen the Majlis, a Qā’id Majlis must contact his Khuddām by personally visiting them on a regular basis.

Hazrat Musleh Mau’ūd^{ra} has stated:

“Anyone who is part of Majlis Khuddāmul Ahmadiyya should pledge that he shall consider himself to be a pillar of Ahmadiyyat and if his steps are shaken even slightly, Ahmadiyyat would suffer a great loss.”²

Qā’id Majlis & Local Jamā`at

- A Qā’id Majlis is a member of the local Jamā`at ‘Āmila as per the rules of Tahrīk Jadīd.
- A Qā’id Majlis is in charge of those members of the Jamā`at who belong to Khuddāmul Ahmadiyya and is responsible for providing assistance for activities of the local Jamā`at, where required.

Hazrat Musleh Mau’ūd^{ra} has stated:

“I want to let Khuddām know that they are not only members of Khuddāmul Ahmadiyya but are members of Local Jamā`at as well. The work of Khuddāmul Ahmadiyya has been granted to you in addition to work of the Local Anjuman. Therefore, it is mandatory for every Khadim to follow the instructions of the office bearer of the Local Anjuman regardless of whether they are secretary or president. However, no secretary or president is authorized to give instructions to Khuddāmul Ahmadiyya [in general]. He cannot tell Khuddām individually to do one task or another. As such, the president of a Local Anjuman cannot call Khuddām as members of Khuddāmul Ahmadiyya and give them some assignments. If he needs help from Khuddāmul Ahmadiyya, he should tell the Saiq that he needs Khuddām for certain work and it is the responsibility of the Saiq to obey the instructions.”³

1 Mulaqat with Lajna Imaillah Australia dated December 2020 ,21
2 Mashal-e-Rah, volume 1
3 Mashal-e-Rah, Volume 1

Halqajat & Zu`ma

- For larger Majalis, it is necessary to establish Halqajat in order to ensure the activities of the Majlis are conducted in an effective manner.
- Halqajat can only be established with a radius of 3 miles unless an exception is sought from Sadr Majlis.
- The leader of a Halqa, the Za`im, will be elected and approval shall be sought from National Markaz. His `Amila members consist of Muntazimeen and Sa`iqin.
- A Za`im Halqa has the same roles and responsibilities as that of the Qā'id Majlis, but within his respective Halqa.
- Za`im Halqa is responsible for carrying out the directions given to the Majlis within his own Halqa.
- The Za`im shall be authorized to suspend or dismiss the office bearers nominated by him. In case of dismissal, he shall inform the Qā'id Majlis.
- If needed, the Za`im shall be authorized to appoint any member of his Majlis `Amila to officiate in his place. If such an appointment is for a period extending beyond fifteen days, its approval shall be sought from the National Headquarters.

Sa`iqin

- The Sa`iqin system can only be established in Halqajat. Sa`iqin cannot be appointed in Majalis.
- A Sa`iq is a leader of his Hizb. He has the same responsibilities of Za`im within his Hizb.
- He motivates and encourages members of the Halqa to attend events organized by the Majlis and the Jamā'at.
- He is responsible for providing information to the assigned members of the Hizb.
- He ensures that messages are delivered to Khuddām with accuracy and immediacy.
- He is responsible for making personal contact with every assigned member of the Halqa/Hizb and assists them in solving any problems.
- He should be aware of all the relevant information regarding the assigned members of the Hizb.
- He should visit every assigned member on a regular basis and establish a bond of brotherhood with them.
- He should provide information and collect various reports from all assigned members of the Hizb on time.

Nāzim

- A Nāzim implements and executes the programs for his department as prescribed by the National Markaz and Regional Qā'id.
- A Nāzim should seek approval of Qā'id Majlis before appointing anyone in his team including Nā'ib Nāzim.
- A Qā'id Majlis should be in regular contact with his Nāzimin and hold regular meetings to monitor the progress of the assigned duties and provide assistance.
- A Qā'id Majlis must get regular reports from all Nāzimin to provide feedback to the National Markaz and Region.

Nāzim Atfāl

- The most responsible person in the team of Qā'id Majlis should be given the responsibility of Nāzim Atfāl.
- Nāzim Atfāl has roles and responsibilities similar to those of Qā'id Majlis, which is why it is imperative to give due importance to this department.

Hazrat Musleh Mau'ūd^{ra} has stated:

“If a child is old enough to be enrolled in Atfālul Ahmadiyya but his parents do not do so, then such parents have committed a national crime.”¹

Interaction with Regional Qā'id/National Markaz

- Regular contact with the Regional Qā'id and National Markaz is very important. Not only will it be a source of motivation but will also provide the Qā'id Majlis with guidance in performing his duties.
- The Qā'ideen meeting held by the Regional Qā'id and by the National Markaz is another avenue for interacting with Markaz.

Ijlās-e-'Āmila (Meeting of Majlis 'Āmila)

- A Qā'id Majlis must meet with all of his Nāzimin at least once a month to discuss the past activities and plan future events.
- In the Majlis 'Āmila meetings some basic points must always be discussed; these include:
 - Minutes of the previous meeting(s)
 - Review of the previous activities along with action items
 - Report of Nāzimin (oral and written)
 - Follow-up of assigned responsibilities to Nāzimin
 - Tarbiyat of Khuddām and their compliance with the five daily prayers
 - Progress of Ta'līm activities
 - Chanda membership and Ijtimā' collection report for Khuddām and Atfāl
 - Tajnīd changes
 - Report of Nāzim Atfāl
 - Report of Zu`ma
 - During the 'Āmila meeting, each Nāzim must present a written report which includes at least the following points:
 - Does the Nāzim offer prayers regularly?
 - Does the Nāzim recite the Holy Qur'ān regularly?
 - Has the Nāzim written a letter to Hazrat Khalīfatul Masīh^{aba}
 - Has the Nāzim listened to the Friday Sermons of Hazrat Khalīfatul Masīh^{aba}
 - Has the Nāzim met with the Muntazimeen of his department during the month? (if applicable)
 - Has the Nāzim submitted his Monthly Report Form Section for the month?

Tabligh Subcommittee Meetings

- A separate meeting of Majlis 'Āmila must be held every month for Tabligh purposes.

1 Friday Sermon August 1940 ,23

Hazrat Khalīfatul Masīh IV^{rh} with regards to the Tablīgh Subcommittee meeting mentioned: "I want to inform everyone that this work should be reorganized from the beginning. One meeting of Majlis `Āmila is not enough. Such meetings will have to be called time and again. Even if a few days of holidays are taken as an emergency to gather everyone and sit day and night, it should be done. But, the objective should be that we cannot be satisfied with our current situation because this is a huge task that we must accomplish. And if we do not perform this, we would be living in dreams."¹

To make the `Āmila realize their responsibilities and their obligations, Hazrat Khalīfatul Masīh IV^{rh} mentioned:

"Think about these things in every Majlis `Āmila meeting. Sometimes think about one aspect of it and implement the strategy, and at other times, think about another aspect and implement the strategy. Do not get tired or lose heart until every Ahmadi man or woman, adult or child, is involved in this in his own way. To establish the goals of different parts of the Jamā`at, and to increase these goals where they are set too low is the work of the administration. It is the administration that is responsible to guide each person individually. The general capabilities of Majlis `Āmila should be utilized. Whatever I am saying or will say are the responsibilities of Majlis `Āmila."²

Ijlās-e-`Ām (General body Meeting)

- In order to increase the participation of Khuddām in all events of the Majlis and Jamā`at, it is imperative that Khuddām meet on a regular basis and be given an opportunity to explore their talents. One forum to accomplish this is the Ijlās-e-`Ām.
- A list of topics for the Ijlās-e-`Ām should be prepared at the beginning of the year so that a variety of interesting topics are addressed to capture the interests of Khuddām. These topics should address the various Ta`līmi, Tarbiyati and secular issues faced by Khuddām in everyday life. Topics can also cater to other possible interests of Khuddām, such as astronomy, sports, health and related issues, etc.
- Dates of all upcoming Ijlās-e-`Ām should be sent to National Aitemad Department to invite special guests from National `Āmila and other dignitaries of the Jamā`at to attend, motivate and teach Khuddām.
- Separate Ijlās-e-`Ām should also be held for Atfāl to address their interests and encourage their participation.
- In every Ijlās-e-`Ām, a new Khadim should be given the opportunity to present something. Similarly if one Khadim has recited Tilawat/Nazm or translation, he should not be repeated for at least the next 3 Ijlās-e-`Ām so that new Khuddām can be given an opportunity to present.
- A proper duty chart of Ijlās-e-`Ām should be prepared.

Annual Local Ijtimā`

- The local Ijtimā` of a Majlis is its prime event for the year. This event brings together Khuddām and Atfāl of the entire Majlis together to display their solidarity and love for the Majlis.
- The purpose of the Ijtimā` is Tarbiyat. This must be kept in mind when preparing the program for the Ijtimā`.

1 Friday Sermon, November 1991 ,15
2 Friday Sermon, June 1997 ,6

- Efforts in making an Ijtimā` successful must begin from the start of the year. Regular contact with Khuddām will ensure good attendance at the Ijtimā`.
- At the occasion of the Local Ijtimā`, the Annual Report of the Majlis (Khuddām and Atfāl) must be presented to the Khuddām as per the Constitution of Majlis Khuddāmul Ahmadiyya Canada.
- Details of the local Ijtimā` are provided in the Sālāna Ijtimā` package and should be reviewed thoroughly.
- After the conclusion of the Ijtimā` a Red Book meeting should be held with all the duty chart / committee members to note any shortcomings.

Hazrat Khalīfatul Masīh V^{aba} said:

“The volunteers should be grateful to Allah for having given them this opportunity (to serve). They should prepare themselves for the future and should reflect on the shortcomings so that things can be improved in the coming years. The management and officers should particularly review their schemes and should note any shortcomings into the red book so that they are not repeated in future”¹

Reporting

- Qā`id Majlis is also responsible for presenting reports at the Local, Regional and National level.
- Reporting is of two kinds
 - **Monthly Reports** – A monthly report form must be filled out and submitted to National Markaz. The Qā`id Majlis must review the report form before submission. The report is to be submitted using the electronic reporting system. The due date for the current month’s report is the 5th of the following month.
 - **On-demand Reports** – These are the reports that the Qā`id Majlis is expected to present at the National and/or Regional level. In order to present this report a Qā`id must have an accurate picture of his Majlis at all times in all departments.

Financial System of the Majlis

- To operate a Majlis properly, its financial system must be set up with appropriate accounts and bookkeeping.
- A Majlis must open an account in a banking institution in the name of the Majlis and not in the name of the Qā`id Majlis or Nāzim Māl. A letter for this purpose must be obtained from National Markaz.
- The bank account should have three signatories on it, including Qā`id Majlis, Nā`ib Qā`id and Nāzim Māl
- To withdraw funds, two of the three signatories must sign the cheque. In case of Qā`id Majlis’s absence, Nā`ib Qā`id will sign the cheque.
- All financial records must be retained and an audit by the Muhāsib Muqāmi be performed once every quarter with the results of the audit submitted to Regional Muhāsib.
- If a special fund raising event is to be conducted, permission must be sought from National Markaz for it.
- Receipt should be issued for all funds collected.

¹ Friday Sermon, September 2018 ,21

Outdoor Activities

- It is recommended that outdoor activities be held in the Majlis to promote brotherhood amongst Khuddām.
- These activities can be organized as picnics, BBQ's, Pot lucks, etc. The main purpose of such activities is to provide Khuddām and Atfāl an atmosphere where they can get together and enjoy one another's company.
- These social activities are an excellent way of promoting unity in the Majlis.

Transliteration

Please use the following Jamā`at transliteration guide for all official documents.
<https://www.ahmadiyya.ca/member/transliteration/>

Conduct in Meetings

All the Majalis meetings will be chaired by either Sadr Majlis, National Amila Member, or Qā'id. An agenda should be created and preapproved.

During the course of the meeting, attendees can only address the meeting after having gained permission of the Chairman. Members of Majlis `Āmila should inculcate this discipline so that the meetings are conducted both efficiently and effectively.

If a member wishes to leave he must seek permission from the Chairman, usually by raising his hand and should only leave once permission is granted.

Apologies

Where any member of the Majlis `Āmila feels he cannot attend any of the above meetings he must seek leave directly from Sadr Majlis for National `Āmila, and from the Qā'id for Local `Āmila or the officiating Sadr or Qā'id, if either is absent. Upon a satisfactory reason leave of absence may be granted. Also the Mu'tamad must be informed so that he is aware of the attendance and can make any changes to the agenda if required, but the apology itself is forwarded to Qā'id or Sadr Majlis.

`Āmila members and team members should seek permission through their Department Head or Regional Qā'id.

Where a Muhtamim or Regional Qā'id cannot attend they should recommend, to Sadr Majlis, someone from their team to represent them. Upon approval this Khadim should be provided all relevant information that may be required in the meeting.

This process for apologies also applies to the Khuddām with regards to General Meetings of the Majlis.

Department of A`itemad

Purpose

The Mu'tamad maintains records of the Majlis activities and co-ordinates between Markaz and the Majlis. He administers the secretariat of the Majlis.

Tasks

- Submit the monthly report of the current month to Regional Qā'id and National Markaz by the 5th of the following month.
- Regional reports for the current month should be submitted to National Markaz by the 10th of the following month.
- Arrange dates, venue and time for `Āmila meetings with the approval of Qā'id Majlis. At least one `Āmila meeting should be held every month.
- Prepare an agenda for every `Āmila meeting. After approval of Qā'id Majlis it should be made available to Nāzimin before the meeting.
- Maintain a record of attendance for all `Āmila meetings.
- Take minutes of the `Āmila meetings and other meetings and record all decisions made in these meetings.
- Share the meeting minutes and decisions with the `Āmila members after the approval from Qā'id Majlis.
- Assist Qā'id Majlis in preparing reports and correspondence with National Markaz and other organizations. Correspondence sent to National Markaz should also be forwarded to the Region and Ilaqa.
- Forward appropriate correspondence to related Nāzimin.
- Ensure that all correspondence received from National Markaz/Region is conveyed to respective Nāzimin in a timely manner.
- A Mu` tamad should establish and maintain a local office for local Majlis and undertake following steps to ensure its smooth operation:
 - Should maintain a record of all correspondence with Region and National Markaz.
 - Should create separate folders for each Nāzim and for every project in place.
 - An example of a proper filing system can be established as per the following guidelines:
 - **Minutes of the Meeting** – This folder should contain all the minutes along with the agenda and attendance for the meetings.
 - **Circular** – This folder should contain the circulars that are sent out from National Markaz and/or Region. The circular contains instructions by Muhtamimin to be completed for the month by Majālis for their respective departments.
 - **Mail Folder** – This folder has two subsections, Inbound and Outbound. All mail that is delivered to and sent out by the Majlis must have a reference number/date etc. associated with it.
 - **Red Books** – Red Book meetings should be held after each local event e.g, Tarbiyati classes, Ijlāsaat `Ām, Ijtimā`at, etc. Duty chart members of the event should sit together and discuss various aspects of the event that went well and where improvements could have been made and plans to make it better for the future events.
 - Huzoor Anwar^{aba} advised: "Many a time I have said to make a *red book* and note down all the errors and weaknesses, and then try to eradicate them. This is how we can improve our system."¹

1 September 2016 ,9

- **Annual Report** – This folder should contain the annual report of the Majlis presented during the local Ijtimā' of the Majlis.
- Keep an up to date inventory of all the movable and immovable properties of the Majlis. This should be updated at least once a quarter.
- Establish a sign-out system of all assets of the Majlis.
- Hold refresher courses for office bearers.
- Prepare a Calendar of Events for the activities of the Majlis for the year. This Calendar must include dates of Ijlāsat-e-`Am for the entire year.¹
- Conduct at least one Ijlās `Aam (General Body meeting) every month and prepare an agenda for the General body meeting with the approval of Qā'id Majlis.
- Arrange for the election of Qā'id Majlis and Za'im Halqa within the times specified in the Constitution of Majlis Khuddāmul Ahmadiyya Canada. (Qā'id Majlis elections from 15 September to 1 October and Za'im Halqa elections from 10 October to 10 November)
- Arrange to hold elections right away if Qā'id Majlis/Za'im Halqa moves during the year after seeking approval from National Markaz.
- If a Halqa, then establish and utilize the system of Sa`iqin to inform Khuddām about the programs of the Halqa.
- Coordinate between different departments.
- Prepare the Local Annual Ijtimā' program by consulting the National Annual Ijtimā' section and submit the program to the Region for approval.
- Present the Annual Report of Majlis to Khuddām at the Annual Local Ijtimā'.
- Ensure that all office bearers are familiar with the Constitution and Guidelines of Majlis Khuddāmul Ahmadiyya Canada.
- Ensure that all questions in the monthly report form are answered even if no activity takes place. Precise figures should be used rather than estimates.
- Feedback or comments received from the National Markaz on monthly reports should be conveyed to the Nāzimin/Muntazimeen.

Meeting Agenda

The Aitemad Department will prepare the agendas of all meetings and have the agenda approved by Sadr Majlis/Qaid Majlis. Where a Departmental Head feels the need to discuss a particular subject during a meeting, the onus is on him to bring that to the attention of the Mu'tamad, who will decide upon including the agenda topic with the agreement of the Chairman.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ	
Date:	Venue:
Agenda Item	Responsibility
Tilawat & Translation	Nominated Khuddām
Khuddām Pledge	Chairman
Hadīth	Nominated Khadim
Sayings of Promised Messiah ^{as}	Nominated Khadim
Life of Muhammed ^{sa}	Nominated Khadim
Finance Update	Muhtamim / Nāzīm Māl
Tabligh Update	Muhtamim / Nāzīm Tabligh
Ta'līm	Muhtamim / Nāzīm Taleem
Other Agenda Items	Chairman

1 Majlis Khuddāmul Ahmadiyya Canada NMA Mulaqat 27 Nov 2018

Email Policy

Use of email by Khuddām of Majlis Khuddāmul Ahmadiyya Canada is permitted where such use supports the goals and objectives of the Majlis.

However, Majlis Khuddāmul Ahmadiyya has a policy for the use of email whereby the Khuddām must ensure that they:

- comply with current policy
- use email in an acceptable way

Unacceptable behavior

- Use of Majlis Khuddāmul Ahmadiyya communication systems to set up personal businesses or send chain letters
- Forwarding of Majlis Khuddāmul Ahmadiyya confidential messages to external locations
- Disturbing, disseminating or storing images, text or materials that might be considered indecent, obscene or illegal
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- Accessing copyrighted information in a way that violates the copyright
- Breaking into Majlis Khuddāmul Ahmadiyya or another organization's system or unauthorized use of a password/mailbox
- Broadcasting unsolicited personal views on social, political or other non-Jamā`at related matters
- Transmitting unsolicited commercial or advertising material
- Undertaking deliberate activities that waste Khuddām effort or networked resources
- Introducing any form of computer virus or Mālware into the Jamā`at network or systems

Monitoring

Majlis Khuddāmul Ahmadiyya accepts that the use of email is a valuable Jamā`at tool. However, misuse of this facility can have a negative impact upon Khuddām productivity and the reputation of the Jamā`at

In addition, all Majlis Khuddāmul Ahmadiyya email resources are provided for administrative purposes only. Therefore, Majlis Khuddāmul Ahmadiyya Canada maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, Majlis Khuddāmul Ahmadiyya also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed upon with Khuddām.

Distribution Lists

All distribution lists are the responsibility of the A`itemad department. Only members of the A`itemad department or members of the National `Āmila are allowed to use distribution lists with the approval of Sadr Majlis. All distribution list names should be kept confidential and when used should be inserted into the BCC field of any email.

1. Password sharing
 - Passwords for email accounts should not be shared with anyone. Especially in cases for submitting reports, no members should give their email and password to others to log in with.
2. Public display of email Addresses
 - All Majlis Khuddāmul Ahmadiyya email addresses should be kept confidential and not publicized on any website, format or media. Only general informational email addresses should be publicized.
3. Email Forwarding and Downloading
 - Majlis Khuddāmul Ahmadiyya email should not be forwarded to personal accounts or downloaded to an email client facility. Only the use of Majlis Khuddāmul Ahmadiyya webmail is permitted.
4. Email Signature
 - The following signature should be appended to each email which is sent and replied to from a Majlis Khuddāmul Ahmadiyya mailbox:
This e-mail and any attachments contain confidential and privileged material for the sole use of the intended recipient. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply e-mail and delete all copies of this message.
5. Sanctions
 - Where it is believed that a Khadim has failed to comply with this policy, they will face the Jamā`at's disciplinary procedure. The disciplinary action will depend on factors such as the seriousness of the breach and the Khadim's disciplinary record.

Inventory Management

- It is ultimately the responsibility of the department of A`itemad to keep and manage the inventory of the Majlis.

Department of Khidmat Khalq

Purpose

Serve humanity unconditionally without differentiating between religion, creed or colour. Khidmat Khalq does not refer to the service rendered to Ahmadiyyat alone. What Allah wants is that we serve all of humanity, regardless of religion, race or ethnicity. Even if someone is our enemy, we should help them in times of adversity.

Allah Almighty says in the Holy Qur'ān:

كُنْتُمْ خَيْرَ أُمَّةٍ أُخْرِجَتْ لِلنَّاسِ

"You are the best people raised for the good of mankind."¹

Hazrat Musleh Mau'ūd^{ra} states:

"...When someone gets ready to do good deeds, Allah turns the hearts of people toward that person and they affirm and favor him. Therefore, the youth of Qādiān should become an example. I specifically address that individual member of Khuddāmūl Ahmadiyya, who wrote a letter to me. I say to him: Forget that there is another person in Qādiān. Assume that you are the only one responsible for the execution of the task. A person who says that he has only this responsibility and the other individual has another responsibility is not a true believer. A true believer is the one who considers that he is solely responsible."²

Hazrat Musleh Mau'ūd^{ra} further states:

"If you keenly involve yourself in carrying out acts of goodness, I can honestly tell you people will definitely be influenced by you. The sun can rise from the west instead of the east; the sun can set in the east instead of the west, but it is impossible that an act of goodness is initiated yet it goes to waste. It is not possible that you can commit an act of goodness and Allah does not accept it."³

Tasks

- Collect food and clothing for distribution to the needy on a regular basis.
- Collect and distribute books so that students may benefit from them.
- Visit the sick and the needy to alleviate their suffering.
- Create a spirit of love and respect for humanity among members of the Majlis.
- Advance a desire to serve mankind without prejudice amongst the members of the Majlis.
- Urge members of the Majlis to volunteer their time at food banks, hospitals, nursing homes, drop-in centers, etc.
- Establish programs for members of the Majlis to learn CPR and First Aid.
- Assist members of the Jamā'at who are moving into new residences.
- Prepare teams for pre and post funeral arrangements.
- Arrange blood donation drives in coordination with Canadian Blood Services
- Arrange visits to jails, asylum centers and hospitals to meet with residents.
- Arrange visits to shelters and senior citizen homes.
- Arrange for efficient and safe parking facilities.

1 The Holy Qur'ān 3:111
2 Mashal-e-Rah (Volume 1)
3 Mashal-e-Rah (Volume 1)

- Address the transportation requirements of members of the Majlis and Jamā`at.
- Arrange for food preparation/distribution and other related duties at events organized by the Majlis/Jamā`at.
- Prepare Emergency Response Teams that are proficient in the following areas:
 - Camping
 - Bicycling
 - Swimming
 - Horse Riding
 - First Aid & CPR
 - Archery / Hunting Skills
- Form a Khidmat Khalq committee responsible for:
 - Providing day-to-day services (e.g snow removal, meal delivery, leaf raking, grocery, etc) within your local community.
 - Providing assistance to newcomers to Canada.
- Provide assistance to the elderly, sick and widowed members of the Jamā`at. Coordinate with Sadr Jamā`at to provide help to the widowed.
- Create an awareness of the Child Sponsorship program amongst the members of the Jamā`at.
- Urge Khuddām of the Majlis to sponsor Model Villages in Africa.
- Urge members of the the Majlis to take part in the charity runs organized.
- Collect sponsorships from local businesses to raise funds for the charity runs.

Charity Runs

Under the direct guidance from Huzoor Anwar^{aba}, Majlis Khuddāmul Ahmadiyya Canada has taken initiative to organize charity runs/walks across Canada. By the grace of Allah, Majlis Khuddāmul Ahmadiyya Canada has been holding several runs across all regions in Canada. As Runs are now under Majlis Khuddāmul Ahmadiyya Canada, and the mandate is to delegate them to the regions.

It will be helpful to know that Majlis Khuddāmul Ahmadiyya Canada established a Mercy for Mankind committee to help facilitate this for the executive teams in Canada and also ensure that we strive towards higher standards in executing these runs and standardise various aspects so that we can portray a united Mercy for Mankind front across Canada. Contact the National Department of A`itemad for information on the committee members and how to get in touch with them.

Once the date of the Run is finalized, the following are the key action items expected to be completed:

1. Write a letter to Huzoor Anwar^{aba} for prayers as the first thing
2. Create a duty chart and get approval from Sadr Majlis
3. Start focusing on marketing
4. Setup donation collection platforms

Sample duty charts are available, please contact the National Department of Khidmat Khalq or A`itemad to obtain copies.

Please note that our goal is to focus our fundraising efforts more towards guests and corporate sponsors from outside of our Jamā`at. For this to be successful, it is really important to have marketing material ready to approach our donors. Corporate donors require sometimes minimum **6 months** in advance while other guests especially schools and universities would also appreciate a few months advance notice.

- You will need to have a package ready with the assistance of National Ishā`at department MKAC
- You will introduce yourself as a member of AMYA, Ahmadiyya Muslim Youth Association
- We will use Mercy for Mankind page as the main landing page
- We are using Race Roster website to provide registration platform
- We will use Mail Chimp for email marketing
- You can use cold calling followed by emails with details as well

On a high level, the teams need to be divided in the following:

- Marketing
- Finance
- Event Coordination (*four months in advance*)
- Majalis Coordination (*three months in advance*)
- IT and Registration (*two months in advance*)



Once you have appointed the leads, please get them approved from Sadr sahib MKAC and start the work.

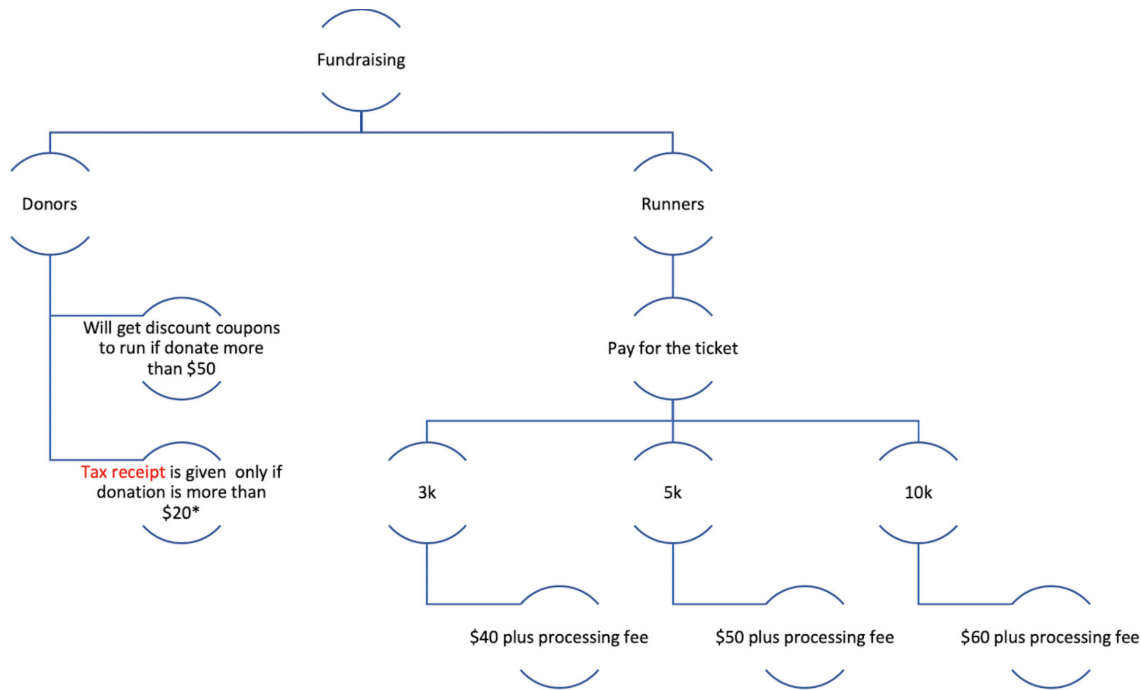
It is advised to use task tracking tools to facilitate all action items that need to be documented, tracked and followed through.

It is advised that once teams are approved, you need to setup **frequent meetings** as needed to discuss these matters until the event is over. These meetings will be attended by representatives from the Markaz to guide you and answer any of your questions and concerns. The schedule of these meetings is requested to be shared with the committee.

The Marketing **team** should cover the following areas:

1. Corporate Sponsor
2. Social Media
3. Media Relations
4. Schools
5. Dignitaries (will be managed by the National team)
6. Individual sponsors (run teams/groups from corporations/communities you work for)

Once marketing is started, you will need to focus on managing funds and commitments. Collection of funds is explained below as an example:



* The \$20 dollar tax receipt is a mandate by the CRA, other amounts and Run types are for you to decide and can be customized.

Emergency Preparedness

The department is responsible to carry out the following directive from Markaz. Please reach out to the National Department to receive the latest copy of the 'Emergency Preparedness' document.

Letter Dated: December 22, 2017

In light of the instructions of Syedna Hazrat Khalīfatul Masih V^{aba} regarding Emergency Preparedness, Jamā'at Canada has been making preparations on National and Local levels.

Similarly, it is also very essential that each and every family/household is prepared and well equipped to endure any form of emergency.

Therefore, you are strongly recommended to go through this document carefully with your family members and prepare yourselves accordingly. This is to ensure that you and your family members are safe during any form of emergency.

For further detailed information, please go to Government of Canada website: www.getprepared.gc.ca

Wassalam,
Lal Khan Mālik

Department of Ta'lim

Purpose

The purpose of this department is to enhance the religious knowledge of Khuddām. Markaz expects that Khuddām passionately learn and acquire knowledge. In doing so, they can utilize that knowledge and spend the rest of their lives as a role model for others.

Prophecy of the Promised Messiah^{as}

”میرے فرقہ کے لوگ اس قدر علم اور معرفت میں کمال حاصل کریں گے کہ اپنی سچائی کے نور اور اپنے دلائل اور نشانوں کے رو سے سب کا منہ بند کر دیں گے۔۔۔ سو اے سننے والو! ان باتوں کو یاد رکھو اور ان پیش خبریوں کو اپنے صندوقوں میں محفوظ رکھ لو کہ یہ خدا کا کلام ہے جو

ایک دن پورا ہو گا۔“ (تجلیات الہیہ روحانی خزائن جلد نمبر 20 صفحہ نمبر 410، 409)

Tasks

- Make arrangements to ensure that every Khadim can recite The Holy Qur'ān (Nazra).
- Encourage Khuddām to learn the Holy Qur'ān with translation. Encourage Khuddām to attend Ta'lim ul Qur'ān Classes held by Jamā'at, or conduct classes for Khuddām.
- Distribute booklets of Salāt and its translation to all Khuddām & ensure that every Khadim knows the Salāt correctly with translation.
- Ensure that Khuddām observe the etiquettes of fasting during the month of Ramadan.
- Establish regular religious and general education classes with a the goal to teach religious beliefs and Islamic views on issues faced in society.
- Hold literary events to increase awareness of Jamā'at literature amongst the members of the Majlis. Employ a variety of methods to encourage Khuddām to read the books of the Promised Messiah^{as}, Khulafā' and various scholars of the Jamā'at.
- Ensure that Khuddām write exams as prescribed by National Markaz.
- Prepare educational programs for MTA International.
- Write articles for the Ahmadiyya Gazette and other Magazines and periodicals.
- Incorporate MTA International transmissions into the Majlis' programs for the religious education of Khuddām.
- Hold religious knowledge and educational competitions and rallies.
- Encourage Khuddām to read the history of Islam and Ahmadiyyat.
- Establish libraries at the Majlis level.
- Motivate and prepare Khuddām to compete in local and regional educational competitions.
- Establish Majlis Bazm Husn-e-Bayan and teach members the art of public speaking.
- Establish Majlis Ansar Sultan-ul-Qalm and urge members to write articles for the Jamā'at, Majlis and other publications.
- Encourage Khuddām to participate in essay writing competitions organized by National Markaz.
- Take part in the Friday Sermon Quiz.
- Acknowledge those Khuddām who read one volume of Ruhani Khazain in a year, memorize a part of the Holy Qur'ān, memorize the ten conditions of Bai'at or the prophecy of Musleh Mau'ūd^{ra}.
- Assist and train members for local Ijlāsāt-e-`Am presentations and speeches.

Department of Tarbiyat

Purpose

The purpose of this department is to give moral training to Khuddām in order that they abide by the commandments of the Holy Qur'ān and adopt high morals and etiquettes. The department should strive to encourage and motivate Khuddām to build a relationship with Allah and develop a sense of zealousness for Allah. Similarly, the department should strive to make Khuddām faithful and have complete trust in Allah. The heart of a Khadim should be filled with love for the Holy Prophet^{sa} and sympathy for the creation of Allah Almighty. Similarly, Khuddām should be brought to realize and work toward fulfilling the purpose of the advent of the Promised Messiah^{as}.

Tasks

- Encourage Khuddām to offer five daily prayers preferably in congregation.
- Inspire Khuddām to adopt Islamic moral values in their daily lives.
- Establish prayer centers in consultation with Jamā'at to offer congregational prayers.
- Encourage Khuddām to listen to Hazrat Khalīfatul Masīh^{aba} sermons regularly.
- Establish regular Tarbiyati classes to inculcate values such as truthfulness, respect for elders, love for children, and respect and absolute obedience to the system of the Jamā'at.
- Ensure that Khuddām read The Holy Qur'ān on a daily basis. Arrange for Dars-e-Qur'ān throughout the year with consultation of the Jamā'at.
- Involve parents in the moral training of Khuddām. Organize Parents Information Sessions. Educate parents on how to address social issues with their children.
- Encourage Khuddām to be proud of their culture and heritage so as to promote cultural diversity and inclusion.
- Arrange speeches on social issues during various programmes of the Majlis by respected elders of the Jamā'at, covering topics such as drug abuse, dating etc., and present them on monthly Ijlāsāt-e-`Am.
- Establish relationships with Khuddām by contacting and visiting them regularly.
- Celebrate Ashra Tarbiyat/ Ashra Salāt as per the calendar of the Jamā'at.
- Encourage Khuddām to write letters to Hazrat Khalīfatul Masīh^{aba}
- Publish articles/circulars on Tarbiyati issues.
- Encourage Khuddām to watch MTA International programs.
- Establish a committee to research on and attempt to resolve the social and moral issues within the Majlis.
- Perform statistical analysis to monitor the progress of Khuddām, especially the inactive and new members of Jamā'at.
- A detailed analysis of the Tarbiyati status of Khuddām should be conducted quarterly with Qā'id Majlis.
- Prepare compact and precise programs designed specifically to target those Khuddām who are not in contact with the Majlis.
- Distribute literature to Khuddām, Atfal and parents, as well as videos of Hazrat Khalīfatul Masīh^{Vaba} that deal with social issues.
- At a bear minimum, encourage Khuddām to participate in the following acts of goodness:
 - Nafli Roza (Voluntary fast)
 - Offering of *Nawafal* and Tahujjud prayers to gain the blessings of Allah Almighty

- Reciting prayers which are advised by Huzoor^{aba}
- Fostering brotherhood and striving for the well-being of humanity
- Honesty, obedience, truthfulness, loyalty, sacrifice and forgiveness
- Hold Jalsa Masih Mau'ūd^{as}, Jalsa Musleh Mau'ūd^{ra} & Jalsa Khilāfat Ahmadiyya in coordination with Jama`at Secretary Tarbiyat.
- Ensure that Khuddām attend the Ijlāsāt organized by Jamā`at and Majlis for their reformation.
- Get pledges from Khuddām to adopt the five fundamental characteristics as emphasized by Hazrat Khalīfatul Masīh IVth , which are as follows:
 - Truthfulness
 - Speaking politely and respectfully
 - Caring for People and being cognisant of their pain while trying to find a solution
 - Patience
 - Strong will and courage
- Encourage Khuddām to participate in Nizām-e-Wasiyat.
- Discuss the lack of observance of prayer in every `Āmila meeting. Conduct a regular follow-up to monitor successes in this regard. Encourage every `Āmila member to offer prayers in congregation on a daily basis.
- Promote Hifz Qu`ran scheme amongst Khuddām. Forward the names of those Khuddām who have memorized at least one part of the Holy Qur`ān to National Markaz.
- Instill the habit of wearing a cap and keeping a beard amongst Khuddām.
- Encourage Khuddām brothers to join Jāmi`a Ahmadiyya and Hifz School.
- Encourage Khuddām to read "Domestic Issues and their Solutions" and guide them through these instructions of Huzoor Anwar^{aba} on how to lead a successful marriage.
- Arrange Sohbat-e-Saliheen Sessions with various scholars of the Jamā`at.

Additional Tarbiyat

Purpose

The mandate of this department is to train and educate Khuddām regarding the importance and sanctity of the institution of marriage in Islam, timely marriages and marrying within the Jamā`at.

This department will also strive to make reformatory plans to guide Khuddām on how to tackle marital issues. Moreover, it will work towards increasing the interest and participation of Khuddām in the Rishta Nata system of the Jamā`at.

Tasks

- Have a list of married and unmarried Khuddām.
- Urge Khuddām toward timely marriage.
- Hold parents' information sessions regarding the benefits of timely marriages.
- Those Khuddām who are looking for a marriage proposal should share their information with National Muhtamim Additional Tarbiyat for matchmaking.

Department of Māl

Purpose

The mandate of this department is to remove the misconception that this Chanda is a tax. This Chanda should be given in order to seek the pleasure of Allah Almighty. The Holy Qur'ān states that we should sacrifice our wealth for the sake of increasing our faith.

Allah Almighty states in the Holy Qur'ān whilst addressing the Holy Prophet Muhammad^{sa}:

خُذْ مِنْ أَمْوَالِهِمْ صَدَقَةً تُطَهِّرُهُمْ وَتُزَكِّيهِمْ بِهَا وَصَلِّ عَلَيْهِمْ إِنَّ صَلَاتَكَ سَكَنٌ لَهُمْ وَاللَّهُ سَمِيعٌ عَلِيمٌ

“Take alms out of their wealth, so that thou mayest cleanse them and purify them thereby. And pray for them; thy prayer is indeed a source of tranquillity for them. And Allah is All-Hearing, All-Knowing.”¹

Tasks

- Prepare and submit the annual budget of the Majlis to Markaz for approval prior to July 15th of each fiscal year.
- Every Khadim must be contacted to get their exact budget according to their income. The Chanda is paid on the net income, i.e., after taxes but before excluding any expenses (e.g, rent, insurance payments etc.)
- Strive towards a 100% collection of subscriptions with 100% participation from the Khuddām.
- Report the actual amount of Membership and Ijtimā` Chanda collected every month.
- Urge Khuddām to maintain a high level of financial sacrifice and forge ahead in other schemes announced by Hazrat Khalīfatul Masīh^{aba}.
- Inculcate the habit of paying Chanda at the prescribed rate on a regular basis in Khuddām.
- Ensure that Khuddām are aware of the Chandajat of Jamā`at and Majlis along with their breakdown.
- Open and maintain a bank account for the Local Majlis. The bank account must have three signatories on file with withdrawal requiring at least two signatures. The three signatories on the bank account must be:
 - Qā'id Majlis
 - Nā'ib Qā'id
 - Nāzim Māl
- Ensure that all expenditures of the Majlis are approved by Qā'id Majlis and proper receipts are kept for subsequent audits.
- Keep an updated list of collections to ensure that information is readily available during elections of Majlis.
- Make special collection efforts during Ashra Māl.

¹ The Holy Qur'ān [9:103]

Subscription Rates¹

Membership

- For earning members, including those receiving Employment Insurance or Social Assistance from governments, 1% of monthly income is payable per month.
- For non earning members (e.g., students), the prescribed rate is \$6.00 per month (\$72 per year).

Ijtimā'²

- For earning members, including those receiving Employment Insurance or Social Assistance from Governments, 4.0% of the Monthly income payable once a year.
- For non earning members (e.g., students) \$48.00 is payable per year.
- Access to the account:
 - Access to the account should be limited to the Qā'id and Nāzim Māl. You may also grant account access to the Local Mutamad if you think that will be useful. The Qā'id should request copies of the bank statement on a regular basis to ensure proper usage of funds.
 - If you have online banking, only the Qā'id and Nāzim Māl should know the user ID and password.
 - Additionally, you should update the password regularly (recommended every 90 days).
- Quarterly Review with Regional Qā'id:
 - There have been too many cases where local Majalis have ignored the status of their accounts, often leading to 'delinquent' status. To avoid this situation, you should ensure a regular bank statement review with your Regional Qā'id. It is recommended that you do this review at least once a quarter. The following items should be reviewed:
 - Any interest activity
 - Service charges
 - Bounced cheques and/or additional fees
 - Minimum bank balance requirements
- Use of Debit Card:
 - You should not request a debit card because all transactions should be conducted by cheques. Cash should never be used to pay for expenses. However, some banks require a debit card for online banking. In this case, you may allow your Nāzim Māl to request it, but its use should be strictly monitored for transactions and you should place a limit on withdrawals and purchases.

¹ In 2023, Majlis-e-Shūrā recommended to change the Chanda Membership and Ijtimā'. This recommendation was graciously approved by Hazrat Khalifatul Masih^{aba}

Department of 'Umūmī

Purpose

The mandate of this department is to remain knowledgeable about the Khuddām and their habits by staying informed about current trends/issues/social evils (i.e: drugs) in the local area and city, in an effort to prevent the proliferation of these vices in the Khuddām. Assist the department of Tarbiyat by identifying such individuals involved in social ills so that special attention and focus can be put towards their moral training and reformation.

Tasks

- Complete assignments given by the National Markaz, Region and/or Qā'id Majlis with diligence.
- Remain knowledgeable about the events in the neighborhood. Any incidents requiring immediate attention should be reported to the Markaz without any delay.
- Keep the Qā'id Majlis informed about the situation in the local area.
- Make appropriate arrangements for the safety and security of all Jamā'at properties.
- Ensure that all Jamā'at and Majlis functions are held in a safe environment.
- If you become aware of any Khadim who is involved in drugs or any other bad habit, inform Qā'id Majlis privately and do not discuss it among friends.
- Run an awareness campaign regarding ill effects of drug abuse. Also have sessions with parents to spread awareness regarding symptoms of drug addiction and provide them with addresses to rehabilitation centers.

Department of Sehat Jismāni

Purpose

The mandate of this department is to create awareness of the importance of personal hygiene and physical well-being. The department should organize individual and combined exercise and sports sessions. The department should inculcate high standards of sportsmanship, honesty and morals during sporting events. Hazrat Musleh Maud^{ra} states: “Engaging yourself in physical activity is a task just as eating and sleeping is.”

Tasks

- Ensure that Salāt is offered at its appropriate time during all sporting events.
- Inculcate the habit of starting all sporting events with silent prayers.
- Encourage the habit of morning walk among Khuddām.
- Hazrat Musleh Mau'ūd^{ra} said, “Introduce such sports to Khuddām that will be beneficial in their later life”. To that extent:
 - Prepare a team of Khuddām who can walk and cycle for long distances.
- Make arrangements to teach Khuddām:
 - Swimming, Horseback riding and archery/hunting
- Introduce different sports and physical exercises amongst the members of the Majlis.
- Help improve the general health of Khuddām by educating them on healthy activities and personal hygiene.
- Educate Khuddām about workplace related injuries, repetitive strain injuries, proper seating positions etc.
- Prepare the Majlis for national/regional competitions by organizing year round local and inter-Majālis competitions.
- Educate Khuddām on the benefits of physical activity and related health issues.
- Emphasize to Khuddām the ill effects of the lack of physical activity on the human body.
- Arrange facilities for regular sporting activities in the Majlis.
- Develop a database of Khuddām who exercise regularly; use this as a tool to identify those Khuddām who do not exercise daily and motivate them.
- Coordinate with Nāzim Tarbiyat to incorporate Tarbiyati activities in sporting events creatively.
- Improve various attributes in Khuddām through sporting events such as, discipline, sportsmanship, brotherhood, truthfulness, obedience, team spirit, avoidance from foul language and temper control.
- Conduct presentations on health related issues in your local Ijlās-e-'Ām.
- Encourage Khuddām to have regular dental, eye and annual physical checkup.
- Write articles that are aimed at improving Khuddām's health and related issues such as eating habits, personal hygiene, smoking etc.
- Represent Majlis Khuddāmul Ahmadiyya Canada in other communities by participating in sporting events after receiving approval from National Markaz.
- Encourage interested Khuddām to become certified referees by taking courses at their own expense to assist Majālis in sporting activities.
- Arrange for picnics and/or pot lucks for Khuddām and Atfāl to promote outdoor activities, brotherhood and a sense of sharing.
- Organize hiking and camping trips.

Department of Waqār `Amal

Purpose

The mandate of this department is to inculcate the habit of doing one's own work with one's hands and to shed slackness among the Khuddām. The department should strive to make Khuddām hard working and tough and educate them to keep the environment clean, both through individual and collective Waqār `Amal.

Tasks

- Hold Waqār `Amal activities such as cleaning local prayer centers, local mosques and neighborhoods. Waqār `Amal at Mosques and Salāt Centers should take place every week, especially prior to the Friday prayers.
- Encourage members to perform personal chores themselves such as washing their own clothes, ironing, cleaning their own rooms etc.
- Urge Khuddām to perform Waqār `Amal at various functions organized by the Majlis and the Jamā`at.
- Actively participate in construction, renovation, cleaning and other activities at Jamā`at properties.
- Educate Khuddām to keep their environment as clean as possible, through habits such as to disposing of their garbage/recycling/compost at their appropriate places.
- Hold Exemplary Waqār `Amal at the Majlis and regional levels.
 - An Exemplary Waqār `Amal must be performed outside Jamā`at properties.
 - At least 25% of the Majlis's Tajnīd must participate in this Waqār `Amal.
 - At the Regional level, all Majālis must participate in the Exemplary Waqār `Amal. Likewise, at least 15% of the region's Tajnīd must participate in it.
 - For Regional Waqār `Amal, it is not necessary to conduct the Waqār `Amal in a single location. The Exemplary Waqār `Amal can be organized in multiple locations within an area.
 - For a Waqār `Amal to be considered Exemplary, it must last for a minimum of two hours.

Department of San`at-o-Tijārat

Purpose

The mandate of this department is to promote, teach and assist Khuddām with various trades and skills.

Tasks

- Establish a database of Khuddām consisting of various skills, professions and businesses.
- Teach new skills by having individual and collective training sessions
- Encourage Khuddām to attend courses which are organized by the Khidmat Institute.
- Teach Khuddām basic skill sets
 - Soft skills/internet/email/typing
 - Basics of automobile checks
 - Basic first aid (coordinate with the Khidmat Khalq Department)
 - Basic household skills
- Organize lectures to motivate the Khuddām to earn Halal income and pay their taxes based on their real income.
- Generate income for the Majlis. This can be done by organizing stalls, collecting advertisement/sponsorships.
- Assist Khuddām by providing career counseling services. These services should include, but not be limited to:
 - Job search techniques.
 - Resume writing/critiquing skills and interview skills.
 - Collection of various resources available in the industry such as government sponsored program, job fairs, employment agencies etc.
 - Information packages.
- Encourage Khuddām to open businesses and provide support to members looking for employment.
- Organize a job/trade fair during the year.
- Urge Khuddām to prepare items for display at exhibitions organized by the Majlis. Some categories in the exhibition can be as follows:

<ul style="list-style-type: none">• Electronics• Models• Photography	<ul style="list-style-type: none">• Painting• Handicrafts• Others	<ul style="list-style-type: none">• Computers (software/hardware)
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Department of Tahrīk Jadīd

Purpose

The mandate of this department is to increase the participation of Khuddām in Chanda Tahrīk Jadīd and to implement demands of Tahrīk Jadīd such as living a simple life and dedicating one's life for the service of the Jama'at. This department should also strive to promote Waqf `Ārdi amongst Khuddām.

Tasks


- Educate Khuddām about the blessed scheme of Tahrīk Jadīd.
- Make special schemes and plans to motivate all Khuddām to make a pledge in the financial scheme of the Tahrīk. There is no fixed rate for Chanda Tahrīk Jadīd.
- Arrange special lectures and programs to implement the 25 appeals/demands contained in the original Tahrīk issued by Hazrat Musleh Mau'ūd^{ra}.
- In order to involve successive generations of Ahmadis into the financial sacrifice, different Dafatir were introduced from time to time by Hazrat Khalīfatul Masih. These Dafatir are as follows:
 - Daftar Saum – 1965 - 1985
 - Daftar Chaharum – 1985 - 2004
 - Daftar Punjam – 2004 - 2023
 - Daftar Shasham - 2023 - To Date
- Categorize Khuddām in the Daftar of Tahrīk Jadīd depending on the year they started making financial sacrifices for Tahrīk Jadīd.
- Make sure that all pledges are collected on time.
- Motivate Khuddām to devote their lives for the cause of Islam (Wāqif Zindagī).
- Motivate Khuddām to lead a simple life.
- Ensure that the term Waqf `Ārdi is explained to all Khuddām in the Majlis by way of lectures and seminars.
- Encourage Khuddām to perform Waqf `Ārdi as organized by Markaz. Also encourage Khuddām to do seven days or 15 days of Waqf `Ārdi in nearby majalis.
- Encourage Khuddām to read the following book "تحریک جدید ایک الہی تحریک".

Note: The scheme of Tahrīk Jadīd was initiated in 1934 by Hazrat Khalīfatul Masīh II^{ra} for funding the spread of Islam in countries outside the Indian subcontinent.

Demands of Tahrīk Jadīd¹

1. Lead a simple life.
2. Participate in spreading the message of Islam worldwide.
3. Dedicate leave periods for the service of Jamā'at.
4. Members to dedicate their lives to serve Islam.
5. Dedicate time during seasonal vacation for the service of the Jamā'at.
6. Offer your children for life-time Waqf.
7. Pensioners/Retired people to offer themselves for service of Jamā'at.
8. Dedicate part of your income and property.
9. Influential and learned Ahmadis should give lectures.
10. Prepare rebuttals to adverse propaganda.

¹ (Consolidated demands as published in the book "An Introduction to FINANCIAL SACRIFICE" by Tahrīk-e-Jadid Anjuman Ahmadiyya Pakistan in 2005. Page 111)

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11. Seek advice from the Jamā`at when deciding about higher education and the future of your children.
 12. Develop the habit of working with your own hands (instead of depending on others).
 13. Jobless persons should not hesitate to take up even petty jobs.
 14. Promote Islamic culture.
 15. Promote honesty in society.
 16. Keep pathways clean.
 17. Protect women's rights.
 18. If possible members may build houses in Qādiān.
 19. Offer special prayers in order to succeed in the above undertakings.

Department of Atfāl

Purpose

The Muhtamim Atfāl supervises all affairs of Majlis Atfālul Ahmadiyya under the direction of Sadr Majlis. Nāzim Atfāl is responsible for the training and guidance of the Atfāl in his respective Majalis under the instruction of the Sadr, Muhtamim Atfāl or Qā'id.

Tasks

- Organise events in order to promote the training of the Atfāl
- Ensure all Atfāl have basic Islamic knowledge as well as knowledge of the Nation and Country in which they live
- Organise sports and exercise activities for Atfāl and encourage maximum participation
- Ensure plans are implemented to safeguard the moral welfare of the Atfāl from the evils of society
- Ensure Atfāl excel in their educational development
- Encourage Atfāl to participate fully in local, regional and national events
- Organise Ijtimā'at for Atfālul Ahmadiyya Canada

Departments of Majlis Atfālul Ahmadiyya

1	Secretary Umumi (General Affairs)
2	Secretary Ta'līm (Education)
3	Secretary Tarbiyat (Moral Training)
4	Secretary San'at-o-Tijārat (Trade & Commerce)
5	Secretary Khidmat Khalq (Social Service)
6	Secretary Sehat Jismāni (Health & Fitness)
7	Secretary Māl (Finance)
8	Secretary Tajnīd (Census)
9	Secretary Ishā'at (Publication)
10	Secretary Waqār 'Amal (Dignity of Work)
11	Secretary Waqf Jadīd
12	Murabbi Atfāl

Subscription Rates¹

- Membership: \$30
- Ijtimā': \$20

¹ In 2023, Majlis Shūrā recommended to change the Chanda Membership and Ijtimā'. This recommendation was graciously approved by Hazrat Khalīfatul Masīh^{aba}

Department of Tabligh

Purpose

The mandate of this department is to arrange an effective system of Tabligh. Teach Khuddām basic arguments explaining the truthfulness of Ahmadiyyat and clear any misconceptions about Ahmadiyyat. Each Khadim should be trained in a way that they become confident and are able to convey the message of Allah confidently.

Hazrat Khalīfatul Masīh IVth states:

“Each Ahmadi has the ability in them that they multiply from one to two and from two to four. Defect does not lie in the seed, the seed is not being utilized properly.”

Tasks

- Prayers are required for successfully propagating Islam and calling others toward Allah.

Hazrat Khalīfatul Masīh IVth has said:

“Perform prayers in a manner that is deserving of prayers and be patient. And, give everything towards Allah then remember that to bear fruit is His work.”

- Collect data about the different ethnic communities in the vicinity.
- Distribute targets assigned by National Markaz amongst Dā`iyān Khususi. Conduct regular follow ups to monitor progress.
- Train and involve Khuddām in Tabligh activities.
- Encourage Khuddām to spend at least one full day in Tabligh activities during a week.
- Arrange to distribute Tabligh literature to at least 15% of your neighborhood (Majlis).
- Encourage more Khuddām to participate in Dā`iyān IIAllāh scheme.
- Ensure at least 5% of the Tajnīd meets the criteria of Dā`iyān Khususi.
- Hold separate meetings of Dā`iyān Khususi at least once a month.
- Hold question & answer sessions with non-Ahmadi friends on a regular basis.
- Encourage Khuddām to invite friends and neighbors at their homes to discuss religion in an informal atmosphere.
- Arrange for Khuddām to utilize Tabligh related programs of Hazrat Khalīfatul Masīh^{aba} to prepare themselves for Tabligh activities.
- Maintain an inventory of Tabligh related programs of Hazrat Khalīfatul Masīh^{aba}.
- Prepare responses to comments about Islam and Ahmadiyyat as published in various media platforms and submit to National Markaz for approval.
- Hold Tabligh training classes for Khuddām. Make use of the experiences of successful Dā`iyān.

Hazrat Khalīfatul Masīh IVth has said

“O servants of Muhammad^{sa} think about yourselves and what condition you would be in if you did not convey the message to others; in which category will you be counted. It is the responsibility of each person that he should take part in the work of Da`wat IIAllāh. First of all, ask those fruitful individuals about what they do in order to achieve such fruitful results. Everyone should be aware that today is better than yesterday for me. Today, with the blessing of Allah, I have the power to perform my duties better than before.”¹

¹ Friday Sermon, June 1997 ,6

- Build a team consisting of leaders and assistants to manage various activities.
- Tablīgh budget form must be filled out by each Dā'iyān Khususi and should be submitted to National Markaz by October 15th.

Criteria of Dā'iyān Khususi

For a Dai`ilAllah to be considered a member of Dai`n Khususi, he must meet the following criteria:

- Do Tablīgh regularly
- Fill the prescribed Tablīgh Budget Form and present the progress report to Majlis and National Markaz on a monthly basis.
- Must make a commitment of one or more Bai'ats.
- Should aim to have ten Tabligh contacts.

Majlis Ansar Sultanul Qalam (MASQ)

- Urge members to write articles for Jamā'at publications.
- Urge members to write letters to editors of newspapers across the country.
- Encourage members to participate in social media campaigns in order to remove misconceptions about Islam.
- Monitor social media and the internet in general for propaganda against Islam and Ahmadiyyat and develop effective measures to respond.

Press and Media

Nāzimīn Tabligh are requested to help train and mentor Khuddām so that they are able to contribute their talents in a meaningful way to the National Press and Media Team

Taken from Majlis Shūrā Report of 2022:

Based on the instructions of Hazrat Khalīfatul Masih V^{aba}, our objective is to increase media engagement for Khuddām initiatives across Canada.

Regional Qā'ideen can request media support:

- Contact press@Khuddām.ca
- The request should be made with as much notice as possible
- National Team to approve all Statements
- Media Outreach (emails, phone calls, relationships)
- Interview talking points

Khuddām in each region will be trained in Media Outreach and Interviews

- Regional Qā'ideen to nominate individuals in their respective regions who can handle press/media
- These local representatives should correspond with National Team
- National Team to train Khuddām on how to engage with media and give interviews

Department of Tajnīd

Purpose

This department should maintain a complete record of Khuddām living in the Majlis. Each Majlis is required to register the following information in a confidential place: name, date of birth, date of Bai'at, permanent address, residential phone number, mobile number, and email. All this information should be collected and stored in a confidential place with limited access to designated persons only.

Guidance of Huzoor Anwar^{aba}

- If Khuddāmul Ahmadiyya had an efficient Nāzim Tajnīd, he would visit each home to collect Tajnīd. His Tajnīd can be better than that of the Jamā'at.¹
- Should keep a record of the education level so that it could assist in ensuring that those who need assistance and encouragement for seeking education can adequately be catered for.²
- Do not just rely on Jamā'at Tajnīd, you should have your own Tajnīd data, go door to door to find information about Khuddām & then share that Tajnīd data with Jamā'at.³

Tasks

- Maintain records in Khidmat Portal by visiting each Khadim in the Majlis.
 - updated phone number (residential and mobile)
 - updated email address
 - updated home address (include apartment number, basement unit, etc.)
 - Marital Status
 - Student Status
 - Employment Status
 - Hifz Status
 - Wāqifīn Nau Status
- Inform National Markaz about those Khuddām who moved in and out of the Majlis during the month.
- Inform National Markaz about Atfāl turning 15 years of age and Khuddām turning 40 years of age to make appropriate Tajnīd changes.

1 Meeting with National Majlis 'Āmila Khuddāmul Ahmadiyya October 2016
2 Lajna Imaillah India Meeting with Huzoor Anwar^{aba} dated November 27, 2021
3 Khuddāmul Ahmadiyya Canada Meeting with Huzoor Anwar^{aba} dated October 2023

Department of Ishā`at

Purpose

This department should produce publications and encourage Khuddām to send articles to local publications and other types of media, to help spread the beautiful message of Islam Ahmadiyyat.

Majlis Activities:

- Produce a local newsletter on a monthly basis highlighting the events of Majlis and other subject of interest. Templates are available on Khuddām.ca Ishā`at Homepage.
- Photography and videography of each and every activity of the Majlis should be done and shared with Region and National.
- Manage Local Chapter Social Media Accounts; Monitor all activity on this; ensure account is linked to majlis Khuddām.ca email.
- Encourage Khuddām to write articles for An-Nida and other magazines (At least 30% Khuddām participation in An-Nida through articles, essays, etc.)

حضرت مصلح موعودؑ فرماتے ہیں

پس تم نے اگر ”خالد“ جاری کیا ہے تو تم اس کی خریداری بڑھاؤ۔ دوسرے ہر نوجوان کا یہ فرض قرار دو کہ وہ اس میں کچھ نہ کچھ ضرور لکھے اور اگر کوئی خادم سال بھر میں کچھ نہ لکھے تو اس کے متعلق یہ سمجھا جائے گا کہ اس نے اپنے فرض کو ادا نہیں کیا۔

فرمودہ ۷ نومبر ۱۹۵۴ء از رسالہ خالد نومبر ۱۹۵۵ء

Hazrat Khalīfatul Masīh II^{ra} said:

“Hence if you have initiated ‘Khalid Magazine’ you must increase its membership. Secondly, you should make it compulsory upon every youngster that they must write something for it. And if some Khadim (youngster) does not write anything for this magazine during the entire year, it would be understood that he has not discharged his responsibility”.¹

- All local publications should be reviewed by Murabbī Sahib and approved by Qā’id Majlis before distribution.
- All publications that need to be printed (Newsletters, Apparel etc.) need to be sent to Markaz (Muhtamim Ishā`at), for approval before printing and distribution.

Regional Activities:

- Create Monthly Newsletters (At least 6 per Year)
- 30% of region Tajnīd must write something for An-Nida.
- Ensure all Local and regional events photography and videography is captured and shared with National in a timely manner (no longer than a week after event).
 - For every local and regional event that takes place, write a news report (1-2 paragraphs) and share with National.
- Monitor Majlis Social Media Accounts; Monitor all activity on this; ensure account is linked to majlis Khuddām.ca email.
 - Ensure you have the login details setup on your phone for all your Local Chapters to override anything you find is wrong.
- Establish a Writing club – This will facilitate with An-Nida articles.
- All regional publications should be reviewed by Murabbī Sahib and approved by Regional Qā’id before distribution.

1 7th November 1954, taken from Khalid November 1955

- All regional publication should be reviewed by Murabbī Sahib and approved by Regional Qā'id Sahib before distribution.
- All publications that need to be printed (News Letters, Apparel and etc.) need to be sent to Markaz (Muhtamim Ishā'at), for approval, before printing / distribution.

National Activities:

- Produce 6 editions of An-Nida every year.
- Increase readership of An-Nida.

MKAC Studios under the National Department of Ishā'at

With the approval of Huzoor Anwar^{aba} by the Grace of Allah a new team is being formed at a national level under the name MKAC Studios. Nāzimīn Ishā'at are requested to help train and mentor Khuddām so that they are able to contribute their talents in a meaningful way to MKAC Studios.

The purpose of creating this new national team is to have extended MKAC digital presence i.e. leveraging today's digital platforms to expand MKAC audience and reaching new heights InshAllah.

Taken from Report of Majlis Shūrā 2022:

With the blessings and approval of Syedna Hazrat Khalīfatul Masih V^{aba}, Majlis Khuddāmul Ahmadiyya Canada created its official Studios in the start of the new fiscal year of 2021. The growth of the studio team and benefit to Khuddām across Canada has been exponentially beneficial for their moral and spiritual growth.

Respected Sadr Majlis Khuddāmul Ahmadiyya Canada, had approved our dedicated Studio space in Bai'atul Ata top floor, where a fully functional studio has been constructed which is able to perform professional recordings. An official document was created regarding the Studios known as: Rules and Guidelines of MKAC Studios with the approval of Respected Sadr Majlis Khuddāmul Ahmadiyya which contains a detailed breakdown of the organizational structure of the studio, the responsibilities of Directors, expectations, code of conduct and much more.

Department of Umūr Talaba' (Student Affairs)

Purpose

The purpose of the department of Umūr Talaba' (Student Affairs) is to supervise all areas of student affairs. The Department is to ensure the religious training and academic excellence of Ahmadi students across Canada and supporting the Ahmadiyya Muslim Students Associations ("AMSA") on campus. In addition, it is to ensure that students actively participate in all Khuddām and Jama`at activities and programs.

Guidance of Huzoor Anwar^{aba}

Huzoor Anwar^{aba} advised that:

- Try to encourage more Khuddām to go into the fields of medicine, science and research. Agriculture is also a good subject, as are education and law as well.¹
- The department should organize University seminars where both Ahmadi Muslims and others are invited to present new research on secular topics so that innovative ideas can be shared whilst putting aside religious differences.²
- The department should then try to identify their talents. They should be given the opportunity to have better and higher education and to go to university. If because of some financial restraints or some other problems, they cannot do so, then we should help them and so we should not let the talent or potential of even one ... go to waste.³

Tasks

- Establish a student database by collecting information from students.
- Encourage all students to join the Ahmadiyya Muslim Students Association (AMSA) in their respective educational institutions.
- Assist in forming AMSA wherever 5 or more Ahmadi students are studying.
- Provide services to highschoools, college and/or university students and new immigrants seeking higher education.
- Provide educational assistance to those who require it. (i.e. Tutoring)
- Arrange lectures and parent days to provide guidance to high school students.
- Provide information on special educational or research opportunities from the government to students.
- Arrange career counseling and mentoring for students of the Majlis.
- Arrange lectures and Question & Answer sessions to educate students about social evils and their responsibilities towards Jamā`at.
- Ensure that every Khadim completes at least Grade 12 or equivalent level of education.
- Encourage students to write letters to Hazrat Khalīfatul Masīh^{aba} for prayers.
- Recognize the achievements of outstanding students in Majlis. Forward the names of such Khuddām to National Markaz along with their accomplishments.
- Form research groups to focus on various subject matters.

1 Majlis Khuddāmūl Ahmadiyya Gambia Meeting with Huzoor Anwar^{aba} May 2021 ,23

2 Majlis Khuddāmūl Ahmadiyya Bangladesh Meeting with Huzoor Anwar^{aba} February 2021 ,7

3 Lajna Imaillah Ghana Meeting with Huzoor Anwar^{aba} January 2021 ,24.

AHMADIYYA MUSLIM STUDENTS ASSOCIATION (AMSA)

AMSA is a body that represents the interests of Ahmadi students at institutions of higher learning across Canada.

It falls under the jurisdiction of the Umūr Talaba' department. As such all activities, plans, and dealings of the society are overseen by Sadr Majlis MKA Canada, and Muhtamim Umūr Talaba'. The Executive Committee is led by the annually elected President, it is made up of the national team and Presidents from each university. The national team shall support individual AMSA Presidents in their role in providing training and assistance where possible. Additional Regional and National AMSA events are under the purview of the national team.

The AMSA President shall oversee the day to day workings of AMSAs at institutions of higher learning across the country. He shall ensure all AMSAs meet the aims and objectives laid down in the Constitution, providing assistance where needed.

The aims of AMSA are as follows:

1. To look after the welfare of Ahmadi Muslim students at Universities across the country, and seek to establish a genuine sense of community amongst them, through congregational prayers, Friday Prayers and social functions (such as meals out, sports, other indoor or outdoor activities etc).
2. To train and educate Ahmadi Muslim students in the true Islamic ways, to inculcate in them a love for Allah and Hazrat Khatamun Nabiyyin Muhammad Mustafa^{sa}. To inculcate in them a spirit of serving Islam, country and mankind. To inculcate in them a drive to work for the welfare of mankind.
3. To present the Ahmadiyya Muslim perspective and its peaceful teachings under the motto of 'Love for All, Hatred for None', utilising whatever means appropriate. AMSA will give Islam's views on a host of issues – ranging from theological to social to contemporary. AMSA will encourage and seek to build inter-faith relations with other faith societies.
4. To host fundraising and goodwill works to strengthen Ahmadi students' bonds with society.
5. To provide information to Ahmadi Muslims wishing to study in Universities across the country

AMSA Elections Rules

All Ahmadiyya Muslim Students Association (AMSA) Elections shall be conducted in accordance with the Elections Procedure as defined below.

1. Names of only those Members shall be proposed whose Membership does not expire before the completion of the period of Office according to the rules.
2. During the elections session, it shall be permissible to speak precisely in favour of some proposed name, but there shall be no permission to speak against anybody.
3. The voting shall be done openly (e.g. by show of hands). No member shall be permitted to canvass for himself or someone else, openly or otherwise. Of course, it shall be permissible to speak with permission of the Chairman of the session. Also, it shall be compulsory of every Member to exercise his right to vote.
4. It shall be strictly forbidden to be partial in these elections.

Officers and Directors

1. Officers and Directors shall be elected by all Members in an election held in the Spring Term, sometime in March.
2. Only one office may be held by one person. However, there is no restriction on the number of times the same name is nominated for different offices. The names shall be approved in the following order: President, Vice President, General Secretary, Treasurer, Publications Director, Sports Coordinator, Webmaster, Office Manager.

Elections Procedure

1. After the rules are read out, the members should be provided an opportunity to ask any questions with regards to the proceedings of the elections.
2. When conducting the elections, clearly state for which office the election is being held.
3. Inform the attendees about the minimum quorum requirements for the election and whether the present attendance meets the criteria.
4. If the quorum restriction is not met, follow Section of Quorum.
5. When accepting names, ask the proposer to stand. Each proposer must first give his name followed by the proposed name. Each name must be seconded before proceeding to the next name. A person wishing to second a name should quietly stand up; if he is already standing then he should raise his hand to indicate his willingness to second the proposed name.
6. If a proposed name is not seconded, it is automatically dropped from the election process.

7. Starting from the right hand side, ask the proposer to state his name, followed by the name of the person he wishes to propose.
8. Once all the names have been proposed and seconded, solicit names of those members who would like to speak in favor of any of the proposed names by asking interested members to stand up and give their names.
9. Each Member has only one vote and therefore can only vote for one person.
10. The results of the election will then be forwarded to the President of the Ahmadiyya Muslim Youth Association for approval.

Quorum

The quorum for all elections of the Association shall be fifty percent (50%) of the total membership. The restriction of quorum shall be enforced on subsequent calls of election as well.

Appeals and Complaints

Any appeals and complaints related to elections shall be brought in writing within three (3) days of the announcement of results to the President.

Department of Tarbiyat Nau Mubāyi`in

Purpose

The mandate of the department is to do the best possible Tarbiyat of Nau Mubai` Khuddām and Atfāl such that they may become active members of Khuddāmul Ahmadiyya.

Tasks

1. Have a list of Nau Mubāyi`in and contact them regularly to guide them of Nizām e Jamā`at and for their general reformation.
2. Include Nau Mubāyi`in Khuddām and Atfāl in the Tajnīd and budget of the Majlis from the beginning. The Tajnīd records or budget will be incomplete if these inclusions are not made.
3. Encourage Nau Mubai` Khuddām to go to prayer centers regularly to offer Salāt in congregation.
4. Encourage all Nau Mubāyi`in to participate in Friday prayers.
5. Educate the Nau Mubāyi`in about the compulsory Chandajat of the Jamā`at and Majlis; include them in the financial sacrifices even if they make nominal contributions in the beginning.
6. Nau Mubāyi`in must be encouraged to write letters to Hazrat Khalīfatul Masih^{aba}. A template can be provided initially to assist them in writing the letter.
7. Make special arrangements to include them in the Ijlāsāt and Ijtimā`at.
8. Include Nau Mubāyi`in in social events (e.g, marriages, funerals, dinners, etc.) so that they become familiar with the traditions of Jamā`at.
9. Nau Mubāyi`in with families should be invited to homes of Jamā`at members and visit them to increase love and affection.
10. Ensure accessibility to MTA International for Nau Mubāyi`in so that they can derive maximum benefit from it. Friday sermons of Hazrat Khalīfatul Masih^{aba} should be especially emphasized and continuous reminders must be given in this regard.
11. Prepare Dā`iyān IlAllah from amongst the Nau Mubai` Khuddām so they may prove effective in spreading the message of Islam amongst their families.
12. Arrange for Nau Mubāyi`in to visit National Markaz after receiving approval from National Markaz for their visit.
13. Introduce the Nau Mubāyi`in to the elders and office bearers of the Jamā`at so they may become aware of the traditions of Jamā`at and are thus able to transform themselves accordingly.
14. Arrange for separate Ijlāsāt and Ijtimā`at of Nau Mubāyi`in and assign the responsibilities for organizing the events to them.

Muhāsib

Purpose

The department should ensure that accurate records of the Majlis are maintained and that an audit takes place once every quarter.

Tasks

- Ensure that all financial affairs are conducted according to the rules and regulations of Majlis Khuddāmūl Ahmadiyya.
- Check all the bills thoroughly and carefully approve expenses so that the Jamā`at's funds are not wasted.
- Submit quarterly income and expenditure reports.
- The account details must be audited as per the following schedule:
 - Halqa – Every quarter (4 times a year – by the Majlis)
 - Majālis – Every 6 months (twice a year – by the Region)
 - Region – Every 6 months (twice a year – by the Markaz)
- Ensure that all receipts and expenditures are properly recorded.
- The Majlis must have a bank account operated by at least two out of three signatories:
 - Qā'id Majlis
 - Nā'ib Qā'id
 - Nāzim Māl
- Maintain a record of all receipt books issued to the Majlis.
- Complete all ad-hoc audit requests in a timely manner. (This would include audit of Charity Runs, ACC, Model Village, etc.).
- Ensure markaz inventory listing is updated quarterly.
- Ensure regional and local inventory listing is maintained and updated quarterly.



■ Waqf-e-Nau Coordinator

■ Purpose

The department should train Waqfeen Nau and keep a record of all Atfal and Khuddam in the blessed scheme.

“You were born for a great purpose at a great time.”¹

■ Tasks

- Work with Secretary Waqf-e-Nau on the Tarbiyat and Ta’līm programs of Waqf-e-Nau Khuddām and Atfāl
- Provide Waqfeen-e-Nau counseling and career guidance.
- Educate and guide them about policies regarding work and writing to Hazrat Khalifatul Masih^{aba} for permissions.
- Maintain Waqfeen-e-Nau records.

¹ Friday Sermon delivered by Hadhrat KhalifatulMasih IVth on April 3,1987 at Fazal Mosque, London.





`Alm In`ami [REDACTED] The [REDACTED] Award [REDACTED] Flag [REDACTED]



MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

`Alm In`ami

Introduction

`Alm In`ami (The Award Flag) is the highest award a local branch of Majlis Khuddāmul Ahmadiyya can win. It is awarded annually to the best Majlis in the country whose performance has met all the criteria for the award of `Alm In`ami. In order to qualify for the `Alm In`ami a Majlis must earn at least 40% of the maximum allowable marks, and to be eligible to win the `Alm In`ami the Majlis must score a minimum of 50% of the maximum marks.

Traditionally, the `Alm In`ami for Majlis Khuddāmul Ahmadiyya is awarded at the occasion of Jalsa Sālāna by Hazrat Khalīfatul Masīh^{aba} or his representative. The Qa`id Majlis, along with the members of his Majlis `Āmila, receive this prestigious award.

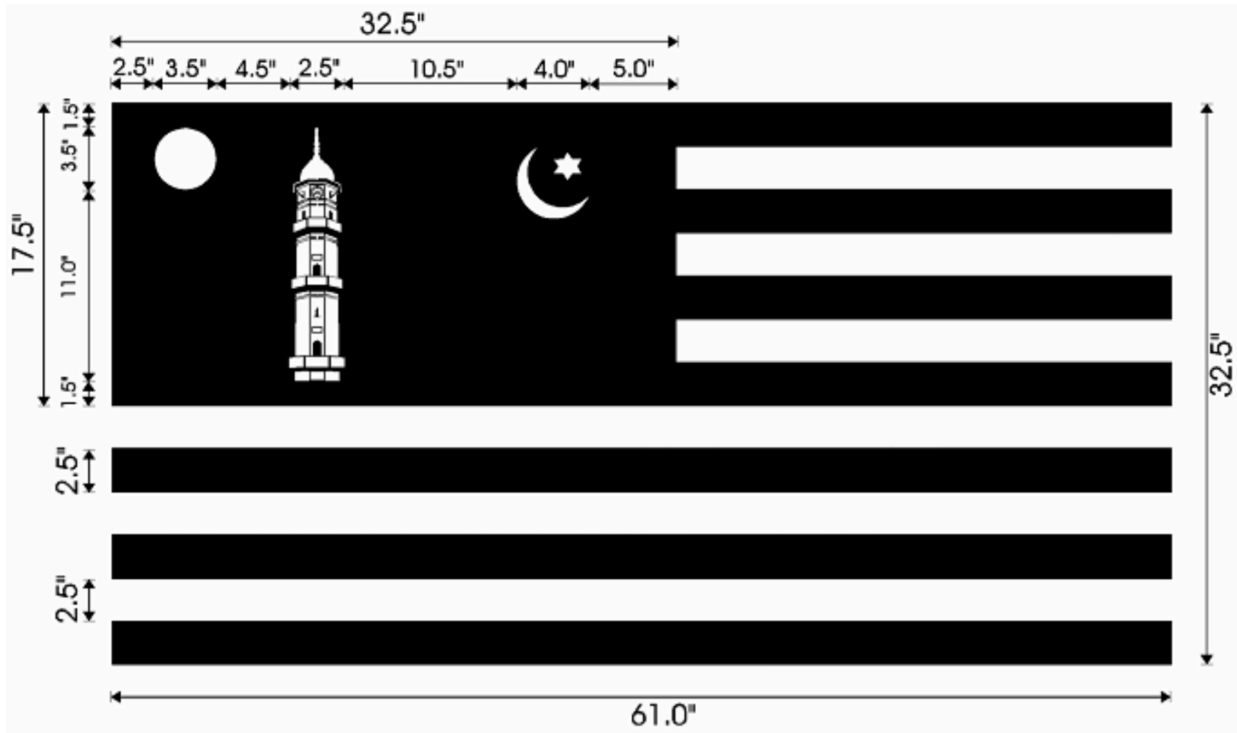
Before the next Jalsa Sālāna, the `Alm is returned to the National Markaz so that it can be awarded to the new winner.

An award this prestigious has many conditions attached with it which must be obeyed at all times. The recipient Majlis must strictly observe the following rules:

1. The security of the `Alm is the responsibility of the Majlis.
2. The `Alm cannot be hoisted on a building or property without the written permission of National Markaz.
3. Whenever the `Alm is hoisted or waved all Khuddām present must stand and recite the pledge of Majlis Khuddāmul Ahmadiyya.
4. The `Alm should be well maintained and cleaned at least three times a year.
5. In order to give due respect to the `Alm and also for the security of the `Alm, it is mandatory that at least four Khuddām be present when the `Alm is raised and one member of National Majlis `Āmila when it is being transferred from one place to another¹
6. The winning Majlis is to prepare a silver plate bearing the name of the Majlis and the year in which `Alm In`ami was awarded to them. This plate will be attached to the pole of the `Alm. The size of the silver plate shall be no larger than 2" long and 1" wide. The expenses of preparing this plate shall be the responsibility of the Majlis.
7. The representative(s) of the Majlis must agree to these conditions before they are awarded the `Alm.

¹ As per instructions of Huzoor Anwar^{aba} during a Daftari Mulaqat held on August 24th, 2019 guidelines in regards to security of `Alm have been updated.

Official Dimension of `Alm In`ami



Measurement of the pole

(The pole consists of two pieces and has two pulleys)

Total length of pole 151"

Length of the top piece 76"

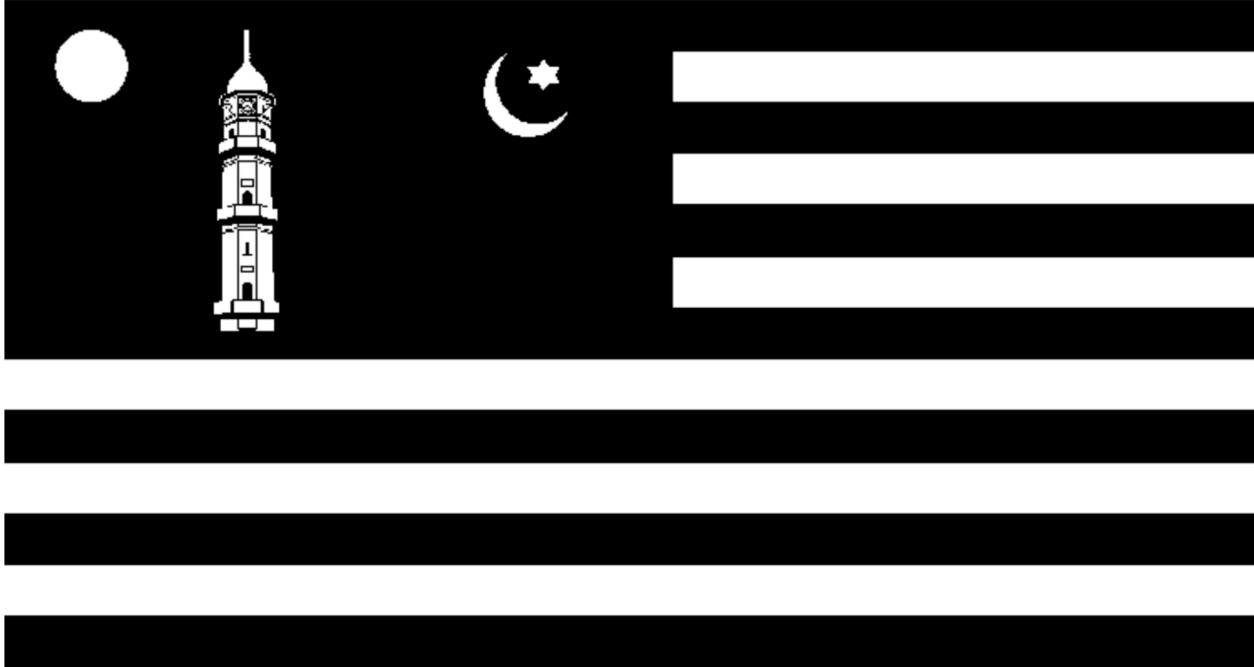
Length of the bottom piece 80"

Note: There is an extra 5" for joining the top and bottom pieces together

Distance between two pulleys 40"

Distance from the top of the pole and top pulley 9"

Basic Criteria for Khuddām 'Alm In`ami



The following is the basic criteria for 'Alm In`ami. Only those Majālis complying with these basic standards will be included in the competition.

- All twelve (12) monthly reports must be submitted to Markaz. Ten (10) out of these twelve reports sent by the Majlis must be on time. A report is considered on time if received by the 5th of the following month
- 60% of the Tajnīd must attend Local Ijtimā` of the Majlis
- 50% of the Tajnīd must attend the Regional Ijtimā`
- Representation in the National Ijtimā` should be 60% for the Majālis in Central Regions, 50% of the total Tajnīd for Majālis in Eastern Region, 5% of the total Tajnīd for Majālis in Prairie, Calgary and Vancouver Regions (60% attendance in Eastern Canada, Prairie, Calgary and British Columbia Regional Ijtimā`)
- 40% of the Tajnīd offer five daily prayers based on Tajnīd.
- 40% of the Tajnīd listen to Friday sermons weekly, based on Tajnīd.
- 5% of the Tajnīd must maintain at least 2 active contacts each.
- Submission of Majālis' 50% Tarbiyat Surveys (formerly known as Saiq forms)
- 70% of the income budget must be collected by May 31st and 100% by October 15th. The budget(income and expense) for the following year must be submitted by July 15th.
- At least one (1) exemplary Waqār `Amal must be held during the year
- At least two (2) Atfāl Ta`līmi classes must be held every month with a minimum participation of 50% of the Majlis' Atfāl Tajnīd



Criteria for the Regional Award of Excellence

- All twelve (12) monthly reports must be submitted, out of which ten (10) must be on time; 80% of reports from Majālis of the Region should be received (to participate)
- 50% attendance is mandatory in Regional Ijtimā`at for Eastern & Western Canada; 50% attendance is mandatory in National Ijtimā` from Central Canada Regions
- All Majālis of the Region must hold local Ijtimā`at
- 50% of the Region's Tajnīd must offer five times daily prayers
- 100% of both Chandajāt must be collected by October 15th
- Internal visits of Majālis must be completed (every Majlis in the Region should be visited at least three times a year)
- Participation in the exams of quarterly books must be 20% of the Regional Tajnīd and all Majālis must participate
- All Majālis of the Region must have Dā`iān Khasūsi
- One exemplary Waqār `Amal on a Regional level must be held



Allocation of Marks by Department

Departments	Total Marks
Tarbiyat	320
Add't Tarbiyat	25
Tabligh	300
Ta`lim	300
Aitemad	255
Khidmat Khalq	225
Māl	225
Sadr Majālis Perception	225
Atfāl	200
Waqār `Amal	200
Sehat Jismāni	150
`Umūmī	100
Ishā`at	80
San`at-o-Tijārat	100
Tajnīd	120
Umūr Talaba'	100
Waqf Nau	50
Muhāsib	50
Tahrīk Jadid	50
Tarbiyat Nau Muba'in	25
National Ijtimā`	50
Total	3150

Majālis getting at least 40% of the above marks will enter the competition but to get the `Alm In`ami at least 50% of the above marks must be secured in aggregate. If in any year, no Majlis is able to come up to this required standard, the `Alm In`ami will not be awarded and instead a shield will be given.



Ijtimā'

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Ijtimā`

Annual Ijtimā`

Introduction

The Annual Ijtimā` is the most prestigious and grand event of a Majlis. The objective of the Ijtimā`at is to train and educate Khuddām and Atfāl. Charging them, refreshing them spiritually and physically and giving every member an opportunity to show his physical and educational talents are only a few of the benefits of these Ijtimā`at.

Ijtimā`at are held at various levels viz. Local, Regional and National Ijtimā`.

Local Ijtimā`

This is the annual gathering of Khuddām and Atfāl. It is organized under the supervision of Qa`id Majlis.

Regional Ijtimā`

This is the annual gathering of Khuddām and Atfāl of a Region. It is organized by the Region under the supervision of Regional Qa`id.

National Ijtimā`

This is the annual gathering of Khuddām and Atfāl of a country. It is organized by the National Majlis under the supervision of Sadr Majlis Khuddāmul Ahmadiyya.

There are certain traditions attached to an Ijtimā` that should be followed in order to maintain the true color of Ijtimā`. Following is a brief description of certain traditions and highlights of an Ijtimā`:

Duration of Ijtimā`

The National Ijtimā` is traditionally three days long. The Regional or Local Ijtimā` can be held as one or two day events. If possible, Regional and local Majālis should try to hold their respective Ijtimā`at for two or three days.

Registration & Reception

A registration desk should be set up for registering all the participants. The desk should be open throughout the Ijtimā`. The department of Māl should also set up a desk for collection of the Membership and Ijtimā` donations from the participants of the Ijtimā`. Attendance reports of Khuddām and Atfāl must be presented in the opening and closing session (to the chairperson). A separate desk for Atfāl helps in serving Atfāl better.

Attendees of the Ijtimā`

Ijtimā`at are intended for the Tarbiyat of Khuddām and Atfāl and great care should be given to ensure that the maximum number of Khuddām and Atfāl participate in the Ijtimā`. An Ijtimā` is not intended to be a Tablīgh event and as such Tablīgh contacts must not be brought to the Ijtimā`.

Ijtimā` Programme

There should be separate programmes for Khuddām and Atfāl. However, the opening and closing sessions are combined together. Local language (English and French) should be used. The Ijtimā` programme consists of many features some of which are:

Programme and Budget Approval

The Ijtimā` program and Budget (income and expense) must be submitted to Markaz for approval at least one month prior to the Ijtimā` date. A printed programme should be available for everyone after it has been approved by National Markaz.

The Local Ijtimā` program and budget will be sent to the Region for review and approval.

Opening Session

The opening session is presided by Amīr Jamā`at, Sadr Majlis, the Sadr's representative or Sadr Jamā`at. This session must have the following items in the following sequence:

1. Recitation of the Holy Qur`ān and translation
2. Khuddam Pledge
3. Nazm and translation
4. Opening Address – By the Presiding person
5. Silent Prayers

Announcements can be made after the silent prayers have concluded to inform the attendees about the upcoming programmes.

Talqin `Amal

Talimi and Tarbiyati speeches are an important part of the Ijtimā`. Scholars should be invited to deliver Tarbiyati speeches.

Educational Competitions

Traditionally, Tilawat, Nazm, Azan, prepared speech and impromptu speech competitions are held. Memory observation and message relay competitions are also popular events of the Ijtimā`. Bai` at Bazi is another competition that is held. The syllabus for the educational competitions is provided by National Markaz at the beginning of the year.

Sports Competitions

Soccer, Basketball, Volleyball, Races and Tug of War are popular Ijtimā` sports. Wrist Wrestling, Kabbadi and some other sports are also held. Other sports can also be added as long as the overall traditions of the Ijtimā` are adhered to.

Annual Reports

The Annual report of the Majlis are presented at the Ijtimā`. The purpose of the report is to highlight the work completed in each department during the course of the year.

Closing Session

The closing session is presided by Amīr Jamā`at, Sadr Majlis, Sadr's representative or Sadr Jamā`at. This session must have the following items in the following sequence:

1. Recitation of Holy Qur`ān and translation
2. Nazm & translation
3. Prize Distribution – By the Presiding person
4. Concluding Address – By the Presiding person
5. Khuddam Pledge
6. Silent Prayers

The Recitation of the Holy Qur`ān and Nazm are traditionally presented by the Khuddām who stood first place in the respective competitions with the translation being presented by the speech competition winners.

Waqār `Amal & Final Wind up

It is a tradition that all the participants join and help in cleaning the Ijtimā` site.

The above is only a brief outline of the Ijtimā`. Majālis should develop the programme of their Ijtimā` following these guidelines. They should try their best to maintain the traditions of this event, however, innovation of ideas within these guidelines and boundaries is always encouraged.

Majlis



Shūrā



**MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA**

Majlis Shūrā

Introduction to Majlis Shūrā

Majlis Shūrā is an advisory council of the Ahmadiyya Muslim Jamā`at. It was established in 1922 by Hazrat Khalīfatul Masīh II (May Allah be pleased with him). Auxiliary organizations in various countries have been holding their Majlis Shūrā following the guidelines originally put forth by Hazrat Khalīfatul Masīh II (May Allah be pleased with him).

Majlis Shūrā of Khuddāmul Ahmadiyya is the highest consultative body which normally meets once a year at the occasion of National Ijtimā`. It considers various proposals received either from the sub-ordinate Majālis or from the National Majlis `Āmila. Proposals passed in Majlis Shūrā are submitted to Hazrat Khalīfatul Masīh (May Allah Strengthen his hands) for his final approval.

Functions

According to the constitution, only Majlis Shūrā shall have the authority to exercise the powers of Majlis `Aama. Majlis Shūrā is responsible for discussing the proposals approved to be included in the agenda, and to give its recommendations. One such proposal is the Annual Budget prepared by the National Majlis `Āmila. Another important function of Majlis Shūrā is the election of Sadr Majlis (once every two years) after receiving the permission to hold election from Hazrat Khalīfatul Masīh under the Chairmanship of the appointed Chairman by Huzoor.

Composition

Majlis Shūrā is composed of the following members:

1. Office bearers of Mulk (country)
2. Qā`idīn of `Ilaqajat and Regions
3. Representatives of the local Majālis
4. Such other members who are invited for consultation by the Sadr Majlis with the concurrence of the National Amīr

Delegates of Local Majālis

As Majlis Shūrā is a consultative body, it requires representation of every Majlis. In order to elect delegates for Majlis Shūrā following points must be obeyed as highlighted in the Constitution of Majlis Khuddāmul Ahmadiyya:

- (e) Any Khadim having arrears of Chanda Majlis shall not be eligible for membership of Shūrā.

(Rule 43 of the Constitution of Majlis Khuddāmul Ahmadiyya)

- (f) Every Majlis is entitled to send one representative for every twenty members or a part thereof to represent in the Majlis Shūrā. Qā`id Majlis, by virtue of his position, is an automatic member of Shūrā. However he is included in the total number of members to which a Majlis is entitled. Should a Qā`id Majlis is unable to attend Majlis Shūrā, a substitute representative shall be duly elected and the Qā`id shall not nominate anybody in his place.

(Rule 40 of the Constitution of Majlis Khuddāmul Ahmadiyya)

Procedures

The sessions of Majlis Shūrā are presided by Sadr Majlis. He is assisted in his work by Secretary Shūrā and by such other members whom the Sadr wishes to call for assistance.

Majlis Shūrā sessions start with the recitation of the Holy Qur'ān. After a welcome address by the Chair, the first item on the agenda is the implementation reports by respective Muhtamimīn on the decisions of last year's Majlis Shūrā. The implementation reports are followed by the Secretary Shūrā who reads out the proposals to be discussed during the current session. He would also read the proposals received from the sub-ordinate Majālis but were rejected by the National Majlis 'Āmila from being included in the agenda. However, the Sadr Majlis has authority to disallow any such rejected proposal(s) from being read in the Majlis Shūrā.

Subcommittees

The Majlis Shūrā has the authority to delegate its powers in part or in full to any subcommittee. These subcommittees are formed to discuss, in more detail, a particular proposal and submit their recommendations to the house.

The subcommittees are formed from amongst the members of Majlis Shūrā. After the names are proposed for the different subcommittees by the members the Sadr Majlis nominates a member as Chairman of the subcommittee. He also nominates a member to work as a Secretary for the subcommittee. The Secretary subcommittee is usually the Muhtamim under whose department the proposal falls.

The Chairman of a subcommittee decides when the committee should convene for their meeting to discuss and form their recommendations and bring them in the house for general discussion. No member of a subcommittee shall have the right of voting or speaking in Majlis Shūrā against any decision made by the subcommittee save if he has already secured his right about the specific matter during the meeting of that subcommittee. A member who excuses himself from the subcommittee meeting shall have no right of speaking against any decision of that subcommittee in the house unless he reserves the right to do so. After a general discussion in the house, the Sadr Majlis calls for a vote on the proposal. Every member must cast his vote either for or against the proposal.

Agenda of Majlis Shūrā

Some of the items on the agenda are recurring in nature. For example, the Annual Budget prepared by the National Majlis 'Āmila must be presented before the Majlis Shūrā for approval. Other items on the agenda are either the mandatory constitutional requirements (e.g., the election of Sadr Majlis every two years) or the proposals formulated by the National Majlis 'Āmila and/or by the sub-ordinate Majālis.

The Annual Reports of Khuddāmūl Ahmadiyya and Atfālūl Ahmadiyya for the preceding year are also presented before the Majlis Shūrā.

Majālis Proposals

If a sub-ordinate Majlis wishes to have its proposal(s) included in the agenda, such a proposal(s) must first be approved during the general body meeting of that Majlis as well as by the local Majlis 'Āmila of that Majlis.

All the proposals from sub-ordinate Majālis are presented in the meeting of National Majlis 'Āmila. At least 75% of the total members of the National Majlis 'Āmila must be present in the meeting wherein proposals received from the sub-ordinate Majālis are to be approved or rejected from inclusion in the agenda of Majlis Shūrā. At least two-thirds (2/3) of the members present must agree to reject any proposal.

■ Election Procedure

While conducting the election session, great care must be taken that the proper procedure is followed. Please review this package carefully and follow the instructions as provided below.

1. The session must be conducted in the following sequence:
 - (a) Recitation and Translation of the Holy Qur'ān
 - (b) Pledge of Majlis Khuddāmul Ahmadiyya
 - (c) Read the Rules and Regulations of Electing the Office Bearers
 - (d) Silent Prayers
 - (e) Start of the Elections
2. After the rules are read out, the members should be given an opportunity to ask any questions regarding the proceedings of the elections.
3. When conducting the elections, clearly state for which office the election is being held.
4. The minimum quorum needed is based on the total Tajnīd of the Majlis. Khuddām who are at work, out of city/country, ill, inactive etc. cannot be removed from the count to lower the number of Khuddām needed to achieve the quorum restriction.
5. Inform the attendees about the minimum quorum requirements for the election and whether the present attendance meets the criteria.
6. If the quorum restriction is not met, follow Rule No. 69.
7. When accepting names for the proposers, ask them to stand. Each proposer must first give his name followed by the proposed name. Each name must be seconded before proceeding to the next name. A person wishing to second a name should quietly stand up, if he is already standing, he should raise his hand to indicate his willingness to second the name.
8. If a proposed name is not seconded, it is automatically dropped from the election process.
9. Starting from the right hand side, ask the proposer to state his name, followed by the name of the person he wishes to propose.
10. The proposer and the seconder must vote for the name that they have proposed and seconded, respectively.
11. Once all the names have been proposed and seconded, solicit names of those members who would like to speak in favour of any of the proposed names by asking interested members to stand up and give their names.
12. Each member has only one vote (except for Shūrā delegate elections) and therefore can only vote for one person.
13. For the elections of Shūrā Delegates, each member has the right to cast the number of votes equal to the number of delegates being elected. Refer to Rule No. 40 for the full details.

Rules: Please refer to the constitution of Majlis Khuddāmul Ahmadiyya for rules and regulations and to reference and read out during the elections.

Responsibilities of a Shūrā Delegate

Prayers and Istighfār

Before, during and after the Annual Meeting of National Majlis Shūrā, a delegate should continue to do Istighfār (seek forgiveness and protection of Allah) and offer special prayers for the success of the institution of Majlis Shūrā and his own effective participation in it.

Hazrat Khalīfatul-Masīh IV^{rh} says:

- (a) Every Delegate should come to the Shūrā offering Istighfār, and having performed wudu (ablution).
- (b) Every Delegate should embellish his virtues, become subservient to Allah, and present himself before Him in the best manner
- (c) After offering an opinion, everyone should say: سپردم تو مایه خویش را تو دانی حساب کم و بیش را
[I have given you my opinion, it is now up to you to accept it or not]

Attendance

It is mandatory for a Shūrā Delegate to attend all sessions of Majlis Shūrā including meetings of sub-committees he may be assigned to. He must attend these sessions in their entirety. In exceptional circumstances, if the Delegate wants to be excused from a session of Majlis Shūrā, permission should be sought in advance from the Chairman of that session.

Syedna Hazrat Khalīfatul-Masīh II^{ra} says:

“I believe if we have to be successful, we must learn to be punctual. Unpunctuality signifies lethargy and those who strive for progress cannot afford such slackness.”

Confidentiality

The details of activity reports, agenda of Majlis Shūrā and future plans of the Jamā`at should be kept confidential from those outside the Jamā`at.

In particular, the details of that information which is specifically categorized as confidential, such as Annual Budget, cannot be shared with any unauthorized person.

Syedna Hazrat Khalīfatul-Masīh IV^{rh} says:

“Offer your opinions with discretion and carry them back with discretion. Reveal only as much as permitted by Majlis Shūrā or the Chairman ... the trust assigned to you by Allah should remain secure in your hearts.”

Unconditional Loyalty to Majlis

A Delegate should present his view with prayers and then take his seat. Whether his view is accepted or not should not affect his loyalty to the Jamā`at. He should say, “We listened and we obeyed”

Hazrat Khalīfatul-Masīh II^{ra} says:

“The people who are sent here should be of such strong faith that, when it comes to the interest of the Jamā`at, they should not listen even to their own parents, let alone that they should give ear to everything and start talking against the Jamā`at.”



Punctuality

A Shūrā delegate is a member of the highest consulting body in Majlis, and he is representing his Local Majlis. It is therefore very important that he presents a professional mannerism. He should be punctual and should not delay anyone because of personal reasons.

Voting in the Elections for National Office Bearers

All traditions of Majlis should be strictly followed while voting for a candidate in the elections of Sadr Majlis. Please refer to the rules for election of office bearers and Shūrā delegates.

Following Shūrā

Upon return of the delegates from Majlis Shūrā, a general body meeting should be held. The representatives should report to the Majlis regarding what was discussed in the Majlis Shūrā and what recommendations were made to be presented to Hazrat Khalīfatul Masīh^{aba}. They should convey their positive feelings of how they benefited by attending the Majlis Shūrā.

Duration of Membership of Majlis Shūrā

Each member of the Majlis Shūrā shall hold office till the next Annual Meeting of the Majlis Shūrā.

Rules & Regulations of Majlis Shūrā

Rules from the Constitution of Majlis Khuddāmul Ahmadiyya relevant to Majlis Shūrā are: 10, 11, 21, 22, 25, 26, 27, 30, 31, 32, 33, 34, 38, 39, 40, 41, 42, 43, 44, 57, 58, 59, 161, 167 and 168



Participation in the Majlis Shūrā

Etiquette of Majlis Shūrā

Hazrat Khalīfatul-Masīh II^{ra} has given detailed instructions at the occasion of Majlis Mushawat 1922:

- (a) Our suggestions (deliberations) will only be beneficial if our sights are set on Allah. Therefore, the first advice I offer is that every individual keep his attention drawn towards Allah, and pray: 'O Allah! I have come for you. Guide me! That my sight is not set on personal affairs in any matter; nor should I give wrong advice, and persist if it is accepted, and it results in harm to religion! Nor should it happen that someone offers a wrong opinion, but the fluency or eloquence of his speech makes one agree with him. [I pray to You (Allah)] that selfishness may not overtake me, or that I become preoccupied with my own fame and respect, or develop or implant thoughts of grandeur. [I pray to You (Allah)] that my opinion is not wrong and harmful, or that I favour a person's wrong opinion! That I maintain the right intention, my opinion is correct and under divine Will! This supplication should be offered by everyone and always, whenever our Jamā'at gathers for consultation, not just for today.
- (b) The first advice was regarding supplications; but no supplication can attain acceptance until associated with actions. Therefore, I advise you, that today, tomorrow and in the future, whenever there is consultation, clear your heart of all personal matters. Sometimes people harbour certain things in mind, which they wish to have approved. This, however, is not the meaning of consultation. Rather, it is to sit with a clear and open mind, and then say the appropriate things. Normally, people come with their mind made up on a matter, which they wish to have approved, and then they make a pitch for it. However, our Jamā'at should not practice this, but rather should always accept and ensure that correct [and appropriate] advice is accepted.
- (c) When sitting for consultation, the first intention should be to consider whose opinion could be beneficial in the matter for which they are consulting, rather than thinking my opinion should be accepted.
- (d) It should always be kept in mind, for both today and future, that whenever a consultation is sought, one should not render an opinion for the sake of another person. Later, some say, this was actually not our own opinion; but, because a certain friend had said it, so we gave it. To embezzle money is not as dangerous as doing this; but people consider this so lightly, even the greatest of thinkers commit it ... Members of our Jamā'at must refrain from this, and rather than giving advice for someone else, they should give such advice which they deem correct.
- (e) An opinion should not be given for ulterior reasons; rather the best advice should be given in consideration of the actual question in discussion. Let me give an example to explain. For instance, a matter is in discussion whose initiation they consider to be beneficial, but then stand against it [the idea], apprehending that a certain person would be appointed to carry it out. They do this out of dishonesty, and sometimes for considering that person inappropriate to such appointment. However, instead of arguing against it when the question of appointing that person is brought up, or saying this work should not be started as he is the only individual available to do it,

and he is not appropriate ... they say this work (altogether) is not appropriate. This should not happen. The correct advice should be rendered in the actual matter in question.

- (f) One should not refrain from accepting what is the true word, no matter who presents it. For instance, a person with whom you have a [personal] disagreement presents a matter, which is still true. In such case, if a person desist this [advice] because he harbours hostility against its presenter, he is being dishonest.
- (g) It should not be that one hastens to form an opinion. Many people, at first, have no opinion, but upon hearing something, immediately start expressing an opinion; they should [first] listen to the opinions of people, consider the merits of [all] the opinions, and then express their views. And neither should it be that they deny the opinions of others. First, I said that an opinion should not be given for someone else, and second, that an opinion should not be formed at the behest of another person. For instance, one person points to a flaw in a particular work, and another person, without actually knowing the flaw, agrees to this flaw. The latter should, personally, investigate it.
- (h) Never harbour the belief in your heart that your opinion is strong and flawless. Some people make stumble in this regard; they say our opinion cannot be wrong, and are then, distanced from the truth ... Sometimes an ordinary person's opinion is correct and beneficial. Sitting in the Majlis should be for the purpose of expanding knowledge. However, it is also a mistake to accept every opinion of others, accept what is true and factual, not the words of ignorance.
- (i) Always keep the facts in mind, and not follow emotions. Many people can stir up emotions, and then [as a result] others overlook the facts. ... to use emotions for support, and benefiting from them is permitted, but merely, using emotions and stirring them up to alter opinions is unfaithfulness. If one knows that his arguments are weak, and arouses emotions, he is dishonest; if one knows the arguments [presented] are wrong, but still gives [that] same opinion, carried away in emotions, he is also dishonest.
- (j) There are two types of things: One in which there are greater secular benefit and less of religious benefits. Because we are a religious organization, we must give our opinions in favour of such things, which have greater religious benefits ...
- (k) Not only should it always be kept in mind that our proposals are not wrong, but also that they are better and more effective than the proposals of those we are competing against; and our work should be such that it is stronger than the work of the enemy. ... Our Majlis Shūrā should not only be void of errors, but have such extraordinary and excellent proposals that can challenge the enemy ... Therefore, the first thing is that our efforts and proposals are greater in comparison to the enemy, and the second is, that our proposals are greater than our previous proposals. Disregarding these two things results in the decline of nations. Disregarding one of them also triggers the decliner.

- (l) Before giving one's opinion, one should determine if the matter under discussion is, in fact, useful or harmful. Contention results in the instigation of an argument on a trivial matter, even though it has nothing to do with the benefit or harm of the actual discussion. Therefore, an argument on branched discussions should not be initiated; rather the fact should be looked at, whether it is beneficial or harmful.
- (m) Except for saying something important/exceptional, do not stand up to merely repeat things. It is not necessary that every person speaks. However, if it is a new idea it should be presented.
- (n) Everyone should ensure that they neither waste their own time, nor the time of others

General Etiquette

- (a) Address the Chairman: According to Rule # 482 from Rules and Regulations of Tahrīk Jadīd Anjuman Ahmadiyya:
"All advice, counsels and opinions by the members shall be addressed to the Chairman of the meeting."
- (b) Be Precise and To-the-Point: During the course of a session in Majlis Shūrā or a meeting of a sub-committee, a delegate should mention only what is relevant to the matter under discussion and has not been stated by some other participant before. Before saying anything, a delegate should ask himself, "Does this add to the ongoing discussion?" There is no use in simply declaring one's agreement with someone's opinion or repeating something already said by someone else.
- (c) Discipline: The agenda of the National Majlis Shūrā is of utmost importance for the Jamā'at. Proper respect and seriousness should be maintained while discussing these matters. Therefore, loose talk, gossip and unnecessary disruptions should be avoided completely.
- (d) Focus of Discussion: A delegates should focus on the intent of proposal and discuss only relevant issues. One should not try to direct the discussion to irrelevant matters or promote personal interests.
- (e) Attentiveness: During the proceedings of Majlis Shūrā, the representatives should be very attentive to the discussion. They should take notes so that the important points are recorded.
- (f) Open-Mindedness: A delegate should listen carefully to all arguments and analyze them rationally before making up his mind on voting either way.
- (g) National Perspective: Majlis Shūrā is a national forum. Therefore, a proposed solution should be presented in a generalized way applicable nationally, so that it can be applied to all possible occurrences of a problem. Examples may be used only to illustrate the proposed solution.
- (h) Impartial Opinion: A delegate should not form an opinion simply because someone who he has high regard for, has the same opinion. All good suggestions should be

accepted. A delegate should not oppose it on the grounds that he does not like or has differences with the person making the proposal.

- (i) Formulating an Opinion: A delegate should not haste in formulating his views as soon as he hears something. He should ponder over it and give his considered opinion. If someone criticizes or points out a defect, a Shūrā delegate should not assume that it is necessarily true. He should consider, and where possible, inquire into it before he decides to second it.
- (j) Emotion vs. Hard Realities: A delegate should base his advice on hard realities and not merely on emotions. On occasions, he can use emotions but with reason. If a proposal is basically unsound, then it is wrong and dishonest to play on emotions to make it alive.

Hazrat Khalīfatul-Masīh V^{aba} says:

“All Office Bearers, particularly Presidents and National Presidents, must always remember to extend love and affection towards the members of Jamā`at. No Office in the Jamā`at is established to breed arrogance of any sort, rather it should strive to acquire higher standards of humility. Therefore, all workings and decisions should be accomplished by keeping in account the fear of Allah the Almighty, by striving in this cause with extreme humility and observing the principles of absolute justice. In the same manner, the Office Bearers of auxiliary organizations should also keep their responsibilities in mind. All auxiliary organization, Ansār, Lajna and Khuddām should be dynamically active in all fields. Every Office Bearer should serve his faith as it is a favor of Allah bestowed upon him and should cooperate with one another. There should also be mutual collaboration between the Presidents and Umara’ of the Jamā`at and the auxiliary organizations. If the mutual understanding and collaboration is truly there, the pace of progress of the entire workings of Jamā`at would increase multifold.”

(Friday Sermon, March 10, 2017)

Majlis

Khuddamul

Ahmadiyya

Constitution

&

Guidelines

7th Edition



**MAJLIS
KHUDDAMUL
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