

INSTRUCTIONS

- Study the attached copy of the constitution of Majlis Khuddaam-ul-Ahmadiyya. A copy of it is also available online at www.mkausa.org (under Documents > Ai'tmad > MKA Constitution)
- If you as Qaid has to go out of town for more than a week and will not be able to attend the needs of the Majlis when you are away, you should inform Sadr Majlis Khuddaam-ul-Ahmadiyya immediately.
- A complete updated local Majlis Tajneed should be compiled. When compiling the local Majlis Tajneed, please work with your Jama'at Finance Secretary and General Secretary and/or Jama'at President, in order of preference, to make sure that the Tajneed you have synchronizes with that of your Jama'at. Any inconsistencies with the Jama'at list should be resolved and then the updated Tajneed be sent to **National Mohtamim Tajneed, Alex Navarro at ali.nvrr@gmail.com**.
- Set forming your new local Majlis-e-Amila. Please print the attached template of Local Majlis-e-Amila. It is also available online at www.mkausa.org (under Documents > Ai'tmad > Local Majlis Amila Template). Complete this template in full and mail or e-mail it to your Regional Qaid Sahib who will send it to **Sadr MKA at sadr@mkausa.org** and a copy to **Mo'tamid MKA at motamid@mkausa.org** for approval. If all offices can't be filled, make sure you fill the following offices first: Ai'tmad, Atfal, Taleem, Tarbiyyat and Tabligh.
- Any future changes to your local Amila can only be effective upon approval from Sadr MKA.
- Reports of the Majlis should be entered online by **5th** of the every month and Finance report should be mailed to the **National Mohtamim Finance, Tanveer Iqbal at anahmadi@gmail.com** by **25th** of the same month.