

# CONSTITUTION

मेंटौर & मैस्कॉट भारतीय फिल्म महासंघ



Mentor & Mascot Indian Film Federation

मेंटौर & मैस्कॉट भारतीय फिल्म महासंघ  
MENTOR & MASCOT INDIAN FILM FEDERATION

[www.mmiff.in](http://www.mmiff.in)

**The Constitution  
Of  
Mentor & Mascot Indian Film Federation  
(MMIFF)**



Mentor & Mascot Indian Film Federation

New Delhi, India

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## *Mentor & Mascot Indian Film Federation (MMIFF) Constitution*

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### *- Preamble*

We, the members of the Mentor & Mascot Indian Film Federation (MMIFF), in recognition of the rich cultural heritage and the evolving landscape of the Indian film industry, hereby establish this Constitution to foster creativity, inclusivity, and excellence, and to advance the global promotion of Indian cinema.

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### *Article 01: Name and Purpose*

#### *Section 1 - Name*

The name of this organization shall be the Mentor & Mascot Indian Film Federation (MMIFF).

#### *Section 2 - Purpose*

The purpose of MMIFF is to oversee the welfare of industry stakeholders, promote fair practices, standardize contracts, regulate their execution, and resolve disputes through arbitration while engaging in legislative and executive actions to safeguard the industry's economic interests.

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### *Article 02: Philosophy*

#### *Section 1 - Core Philosophy*

MMIFF's core philosophy is rooted in fostering:

- Diverse narratives and equal representation.
  - Technological advancements and innovative storytelling.
  - Global collaborations and co-productions.
  - Educational programs and skill development.
  - Social responsibility and sustainable filmmaking.
  - Audience engagement through digital platforms.
  - Celebration of achievements and cultural exchange.
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## Article 03: Mission and Vision

### *Section 1 - Mission Statement*

To foster creativity, inclusivity, and excellence in Indian cinema, making a global impact while nurturing emerging talent and preserving India's cultural heritage.

### *Section 2 - Vision Goals*

1. Diversity and Representation: Reflect India's cultural richness and ensure equal representation.
  2. Innovation and Technology: Support cutting-edge technologies and new formats.
  3. Global Collaboration: Enhance international partnerships and showcase Indian cinema.
  4. Education and Skill Development: Establish programs to nurture future filmmakers.
  5. Social Impact and Responsibility: Support films addressing social issues and promote positive change.
  6. Sustainable Filmmaking: Advocate for eco-friendly practices.
  7. Audience Engagement: Leverage digital platforms for interactive experiences.
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## Article 04: Objectives

1. Promotion and Development: Advance Indian cinema domestically and internationally.
  2. Representation and Advocacy: Advocate for supportive policies and represent industry interests.
  3. Training and Education: Provide educational and skill development programs.
  4. Networking and Collaboration: Foster unity through industry events and festivals.
  5. Preservation of Film Heritage: Support the preservation of India's cinematic heritage.
  6. Market Expansion and Access: Facilitate global market access for Indian films.
  7. Research and Development: Conduct research on industry trends.
  8. Ethical Standards and Practices: Promote high ethical standards.
  9. Recognition and Awards: Celebrate achievements through awards.
  10. Cultural Exchange: Facilitate cross-cultural dialogues.
  11. Annual Film Festival: Organize a festival to showcase emerging talent.
  12. Fundraising Events: Secure resources through fundraising initiatives.
  13. Transparency and Integrity: Maintain openness and fairness in procedures.
  14. Festivals and Exhibitions: Organize regional, national, and international film festivals.
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## Article 05: MMIFF Synergy Matrix: Architecting Roles and Strategic Initiatives

Comprehensive overview of the roles and responsibilities for each component of the Mentor & Mascot Indian Film Federation (MMIFF):

### *Section 1 - Executive Leadership Council (Management)*

#### **Roles & Responsibilities:**

- **Operational Oversight:** Direct daily functions and ensure seamless integration of departments.
- **Strategic Execution:** Implement high-level strategies and ensure organizational alignment.
- **Performance Monitoring:** Track financial performance and adherence to budgets.
- **Policy Enforcement:** Develop and enforce organizational policies and procedures.
- **Internal Communication:** Facilitate effective communication between boards and committees.

### *Section 2 - National Strategy Board (National Board)*

#### **Roles & Responsibilities:**

- **Governance:** Provide overarching strategic direction and oversight.
- **Financial Authority:** Approve budgets and major financial decisions.
- **Goal Setting:** Establish long-term objectives and ensure achievement.
- **Appointments:** Select members for various roles and committees.
- **Performance Evaluation:** Assess the performance of executive and management teams.
- **Regulatory Compliance:** Ensure adherence to national standards and regulations.

### *Section 3 - Advisory Panel of Experts (Advisory Board)*

#### **Roles & Responsibilities:**

- **Expert Consultation:** Offer specialized advice on industry trends and practices.
- **Strategic Insights:** Support strategic planning with expert recommendations.
- **Growth Facilitation:** Identify and advise on growth opportunities.
- **Mentorship:** Provide mentorship and support to committees and boards.
- **Industry Connections:** Facilitate key connections with industry leaders.

### *Section 4 - Empowerment and Advocacy Council (Women's Council)*

#### **Roles & Responsibilities:**

- **Gender Advocacy:** Promote gender equality and empowerment within the industry.
- **Program Development:** Create programs supporting female talent and professionals.
- **Event Organization:** Host events and workshops focused on women's achievements.

- **Policy Advocacy:** Push for policies that support women in the industry.
- **Inclusivity:** Ensure inclusive practices across MMIFF activities.

#### *Section 5 - Global Relations Board (International Board)*

##### **Roles & Responsibilities:**

- **International Outreach:** Manage global partnerships and relations.
- **Global Strategy:** Develop strategies for international expansion and collaboration.
- **Event Coordination:** Oversee international film festivals and events.
- **Global Representation:** Represent MMIFF at international forums.
- **Talent Exchange:** Facilitate cross-border talent collaborations.

#### *Section 6 - Talent Integration Committee (MMIFF Talent Management Committee)*

##### **Roles & Responsibilities:**

- **Talent Management:** Oversee recruitment and management of industry talent.
- **Development Programs:** Implement talent development and support initiatives.
- **Opportunity Matching:** Align talent with suitable projects and opportunities.
- **Career Support:** Provide resources for career growth and development.
- **Performance Evaluation:** Monitor talent performance and satisfaction.

#### *Section 7 - Festival and Event Production Team (Film Festival and Event Organizing Committee)*

##### **Roles & Responsibilities:**

- **Event Planning:** Organize and execute film festivals and industry events.
- **Logistics Management:** Handle logistics, marketing, and sponsorship coordination.
- **Program Curation:** Curate film selections and manage event programming.
- **Operational Oversight:** Ensure smooth event execution.
- **Post-Event Analysis:** Conduct evaluations and gather feedback.

#### *Section 8 - Content Acquisition and Programming Board (Acquisition and Programming Committee)*

##### **Roles & Responsibilities:**

- **Content Sourcing:** Identify and acquire content for MMIFF activities.
- **Programming Development:** Develop and schedule programming content.
- **Contract Negotiation:** Handle agreements with content providers.
- **Industry Monitoring:** Stay updated on industry trends for content strategy.
- **Quality Assurance:** Ensure high standards of acquired content.



### *Section 9 - Skill Development and Internship Training Program Committee (SDITP)*

#### **Roles & Responsibilities:**

- **Program Design:** Create and manage skill development and training programs.
- **Partnerships:** Collaborate with educational institutions and industry professionals.
- **Internship Management:** Oversee internship placements and opportunities.
- **Program Evaluation:** Assess program effectiveness and participant feedback.
- **Career Support:** Provide resources for skills enhancement and career progression.

### *Section 10 - Corporate Social Responsibility Board (CSR Committee)*

#### **Roles & Responsibilities:**

- **CSR Initiatives:** Develop and oversee social responsibility programs.
- **Community Support:** Identify and support community and social causes.
- **NGO Partnerships:** Collaborate with NGOs and community organizations.
- **Ethical Practices:** Promote ethical practices within the industry.
- **Impact Assessment:** Evaluate the effectiveness of CSR programs.

### *Section 11 - Global PR and Advertising Council (Inter-Nation Council of PR & Advertising)*

#### **Roles & Responsibilities:**

- **PR Strategy:** Develop and manage international PR and advertising strategies.
- **Promotional Activities:** Coordinate global promotional campaigns.
- **Media Relations:** Build and maintain media relationships.
- **Advertising Management:** Ensure effective communication across international markets.
- **Campaign Analysis:** Monitor and assess PR and advertising impacts.

### *Section 12 - International Art and Culture Council (Inter-Nation Council of Art, Culture and Exhibits)*

#### **Roles & Responsibilities:**

- **Cultural Promotion:** Showcase international art and cultural exhibits.
- **Program Development:** Manage art and cultural programs with global partners.
- **Event Organization:** Organize exhibitions and cultural events.
- **Cultural Exchange:** Foster cross-cultural exchanges and collaborations.
- **Trend Monitoring:** Stay updated on international art and cultural trends.



### *Section 13 - Strategic Development Unit (Strategic Planning Department)*

#### **Roles & Responsibilities:**

- **Strategic Planning:** Develop and implement strategic plans for MMIFF.
- **Market Analysis:** Conduct research to inform strategic decisions.
- **Goal Monitoring:** Track progress towards strategic objectives.
- **Recommendations:** Provide strategic adjustments and improvements.
- **Departmental Alignment:** Ensure departmental alignment with strategic goals.

### *Section 14 - Financial Oversight Division (Accounts and Finance Department)*

#### **Roles & Responsibilities:**

- **Financial Management:** Oversee budgeting, accounting, and reporting.
- **Regulatory Compliance:** Ensure compliance with financial regulations.
- **Financial Reporting:** Prepare financial statements for the National Board.
- **Risk Management:** Monitor financial risk and performance.
- **Planning:** Manage financial planning and analysis.

### *Section 15 - Legal Affairs and Compliance Office (Legal and Compliance Department)*

#### **Roles & Responsibilities:**

- **Legal Support:** Provide legal advice on contracts and policies.
- **Regulatory Compliance:** Ensure adherence to legal and regulatory requirements.
- **IP Management:** Handle intellectual property rights and protection.
- **Dispute Resolution:** Address legal disputes and issues.
- **Law Monitoring:** Stay informed on legal changes affecting the industry.

### *Section 16 - State Governance Board (State Board)*

#### **Roles & Responsibilities:**

- **Local Implementation:** Implement MMIFF policies at the state level.
- **State Events:** Organize and manage state-level events and initiatives.
- **Representation:** Represent MMIFF in state-level forums.
- **Support and Resources:** Provide support to local committees and members.
- **Activity Monitoring:** Report on state-level activities to the National Board.

## Article 06: Organizational Structure

The MMIFF shall be administered by a management team from the Mentor & Mascot Group, with the Founder-Chairman or Managing Director consent, along with a minimum of three committee members. Additional members may be appointed to specific roles by mutual consent as needed.

### *Section 1 - Management*

#### **Founder & Chairperson**

- **Visionary Leadership:** Set the overall vision and mission of the federation.
- **Strategic Decision-Making:** Make high-level decisions regarding the organization's direction and growth.
- **Oversight:** Monitor the functioning of all boards, councils, committees, and departments.
- **Public Representation:** Represent the organization in public forums and industry events.
- **Final Authority:** Serve as the ultimate authority on major decisions and disputes.

#### **Managing Director**

- **Operational Leadership:** Oversee day-to-day operations and ensure alignment with the federation's mission.
- **Execution of Strategies:** Implement strategies as directed by the Chairperson.
- **Reporting:** Provide regular updates to the Founder & Chairperson on the organization's status.
- **Coordination:** Work closely with other departments to ensure smooth functioning.

#### **General Secretary**

- **Administrative Oversight:** Manage administrative functions and ensure effective communication across departments.
- **Record Keeping:** Maintain accurate records of meetings, decisions, and official documents.
- **Policy Implementation:** Ensure that policies are effectively communicated and implemented across the organization.

#### **Public Relations Officer (PRO)**

- **Media Relations:** Manage relationships with media outlets and ensure positive coverage of the federation's activities.
- **Communication Strategy:** Develop and implement communication strategies to promote the organization's image.
- **Crisis Management:** Handle public relations crises and maintain the organization's reputation.

## *Section2 - National Board*

### **National President**

- **Leadership:** Lead the National Board and ensure alignment with the federation's mission.
- **Representation:** Represent the National Board in interactions with the Management and other stakeholders.
- **Strategic Planning:** Work with the board to develop national strategies and initiatives.

### **Vice President**

- **Support:** Assist the National President in their duties and stand in during their absence.
- **Special Projects:** Oversee specific national projects as assigned by the National President.

### **National Advisor**

- **Guidance:** Provide expert advice and guidance on national matters.
- **Consultation:** Offer insights into industry trends and potential strategic moves.

### **National Secretary**

- **Coordination:** Ensure smooth communication within the National Board and with other boards/councils.
- **Documentation:** Keep records of all National Board meetings and decisions.

### **Deputy Secretary**

- **Support:** Assist the National Secretary in their duties and take charge in their absence.
- **Task Management:** Oversee the execution of tasks assigned by the National Secretary.

### **National Executive Member**

- **Contribution:** Participate actively in board meetings and decision-making processes.
- **Task Execution:** Undertake specific tasks or projects as assigned by the National President.

## *Section3 - Advisory Board*

### **President**

- **Leadership:** Lead the Advisory Board, offering strategic insights and guidance.
- **Liaison:** Act as a bridge between the Advisory Board and the Management.

## **Vice President**

- **Support:** Assist the President in leading the Advisory Board and take charge in their absence.
- **Project Oversight:** Oversee specific advisory projects or initiatives.

## **National Advisor**

- **Expert Advice:** Provide specialized advice on national and international industry trends and strategies.
- **Consultative Role:** Work closely with other board members to provide well-rounded advice.

## **National Secretary**

- **Administrative Role:** Ensure that the Advisory Board's activities are well-documented and communicated.
- **Coordination:** Facilitate smooth interactions between the Advisory Board and other entities.

## **Deputy Secretary**

- **Assistance:** Support the National Secretary in their duties and manage tasks during their absence.
- **Documentation:** Assist in maintaining records and documentation for the Advisory Board.

## **National Executive Member**

- **Participation:** Contribute to the advisory discussions and decision-making.
- **Task Management:** Execute specific responsibilities as assigned by the President or Vice President.

## *Section 4 - International Board*

### **President**

- **Global Leadership:** Lead the International Board with a focus on global outreach and strategies.
- **Representation:** Represent the federation in international forums and events.

### **Vice President**

- **Support:** Assist the President in international matters and stand in during their absence.
- **International Projects:** Manage specific international initiatives or collaborations.

### National Advisor

- **Global Advisory Role:** Provide insights and advice on international markets and trends.
- **Consultation:** Help the board navigate international challenges and opportunities.

### National Secretary

- **Coordination:** Ensure smooth communication within the International Board and with other entities.
- **Record Keeping:** Document all international board activities and decisions.

### Deputy Secretary

- **Support:** Assist the National Secretary in their duties, focusing on international correspondence.
- **Task Execution:** Manage specific tasks assigned by the National Secretary.

### National Executive Member

- **Contribution:** Actively participate in international board meetings and decision-making.
- **Project Management:** Oversee or contribute to specific international projects.

### *Section 5 - Women's Council*

#### President

- **Leadership:** Lead the Women's Council, focusing on gender equality and women's empowerment in the industry.
- **Representation:** Advocate for women's issues within the federation and the broader industry.

#### Vice President

- **Support:** Assist the President in leading the Women's Council and manage special initiatives.
- **Project Oversight:** Oversee specific projects aimed at supporting women in the industry.

#### National Advisor

- **Expert Guidance:** Provide advice on issues related to women's roles in the industry.
- **Strategic Input:** Help shape the council's initiatives and strategies.

#### National Secretary

- **Administrative Role:** Manage the council's documentation and communication.

- **Coordination:** Ensure effective communication within the council and with other entities.

### **Deputy Secretary**

- **Support:** Assist the National Secretary in their duties and manage specific tasks.
- **Documentation:** Help maintain records and oversee the council's correspondence.

### **National Executive Member**

- **Participation:** Actively engage in council activities and decision-making.
- **Project Management:** Manage or contribute to specific projects aimed at women's empowerment.

## *Section 6 - State Board*

### **State President**

- **Leadership:** Lead the State Board, ensuring alignment with the federation's objectives.
- **Representation:** Represent the state in national meetings and activities.

### **Vice President**

- **Support:** Assist the State President and take charge during their absence.
- **State Initiatives:** Oversee specific state-level initiatives or projects.

### **Joint Secretary**

- **Coordination:** Assist in managing communication within the State Board and with the National Board.
- **Documentation:** Help maintain records of state board activities.

### **National Executive Member**

- **Participation:** Engage in state board meetings and contribute to decision-making.
- **Task Management:** Execute specific tasks assigned by the State President.

## *Section 7 - MMIFF Talent Management Committee*

### **President**

- **Leadership:** Lead the Talent Management Committee, focusing on talent acquisition and development.
- **Representation:** Represent the committee in interactions with the Management and other entities.

### **Vice President**

- **Support:** Assist the President in leading the committee and managing special initiatives.
- **Talent Projects:** Oversee specific projects related to talent management.

### **National Advisor**

- **Expertise:** Provide guidance on talent management strategies and industry trends.
- **Strategic Input:** Help shape the committee's talent management initiatives.

### **National Secretary**

- **Coordination:** Ensure effective communication within the committee and with other boards/councils.
- **Documentation:** Maintain records of committee meetings and activities.

### **Deputy Secretary**

- **Support:** Assist the National Secretary and manage specific tasks related to talent management.
- **Record Keeping:** Help maintain documentation and correspondence for the committee.

### **National Executive Member**

- **Participation:** Contribute to the committee's activities and decision-making.
- **Task Execution:** Undertake specific responsibilities related to talent management projects.

## *Section 8 - Film Festival and Event Organizing Committee*

### **President**

- **Leadership:** Lead the committee in organizing film festivals and events.
- **Representation:** Represent the committee in interactions with the Management and other entities.

### **Vice President**

- **Support:** Assist the President in leading the committee and managing specific events.
- **Event Management:** Oversee the planning and execution of particular festivals or events.

### **National Advisor**

- **Expertise:** Provide advice on event management and festival organization.
- **Strategic Input:** Help shape the committee's event planning strategies.



## National Secretary

- **Coordination:** Ensure effective communication within the committee and with other boards/councils.
- **Documentation:** Maintain records of committee meetings and event planning activities.

## Deputy Secretary

- **Support:** Assist the National Secretary and manage specific event-related tasks.
- **Record Keeping:** Help maintain documentation and correspondence for the committee.

## National Executive Member

- **Participation:** Contribute to the committee's event planning and decision-making.
- **Task Execution:** Undertake specific responsibilities related to event organization.

## *Section 9 - Acquisition and Programming Committee*

### President

- **Leadership:** Lead the committee in overseeing content acquisition and programming strategies.
- **Representation:** Represent the committee in interactions with the Management and other entities.

### Vice President

- **Support:** Assist the President in leading the committee and managing specific acquisition projects.
- **Content Strategies:** Oversee the development of content acquisition and programming strategies.

### National Advisor

- **Expertise:** Provide advice on content acquisition and industry trends.
- **Strategic Input:** Help shape the committee's acquisition and programming strategies.

## National Secretary

- **Coordination:** Ensure effective communication within the committee and with other boards/councils.
- **Documentation:** Maintain records of committee meetings and acquisition activities.

### **Deputy Secretary**

- **Support:** Assist the National Secretary and manage specific tasks related to content acquisition.
- **Record Keeping:** Help maintain documentation and correspondence for the committee.

### **National Executive Member**

- **Participation:** Contribute to the committee's content acquisition and programming activities.
- **Task Execution:** Undertake specific responsibilities related to acquisition projects.

### *Section 10 - Skill Development and Internship Training Program (SDITP) Committee*

#### **President**

- **Leadership:** Lead the SDITP committee in developing skill-building and internship programs.
- **Representation:** Represent the committee in interactions with the Management and other entities.

#### **Vice President**

- **Support:** Assist the President in leading the committee and managing specific training initiatives.
- **Program Management:** Oversee the planning and execution of skill development programs.

#### **National Advisor**

- **Expertise:** Provide advice on skill development and training strategies.
- **Strategic Input:** Help shape the committee's training programs and initiatives.

#### **National Secretary**

- **Coordination:** Ensure effective communication within the committee and with other boards/councils.
- **Documentation:** Maintain records of committee meetings and training activities.

#### **Deputy Secretary**

- **Support:** Assist the National Secretary and manage specific tasks related to training programs.
- **Record Keeping:** Help maintain documentation and correspondence for the committee.

## National Executive Member

- **Participation:** Contribute to the committee's skill development and training activities.
- **Task Execution:** Undertake specific responsibilities related to training programs.

## *Section 11 - Corporate Social Responsibility (CSR) Committee*

### President

- **Leadership:** Lead the CSR committee in planning and executing corporate social responsibility initiatives.
- **Representation:** Represent the committee in interactions with the Management and other entities.

### Vice President

- **Support:** Assist the President in leading the committee and managing specific CSR initiatives.
- **Project Oversight:** Oversee the planning and execution of particular CSR projects.

### National Advisor

- **Expertise:** Provide advice on CSR strategies and best practices.
- **Strategic Input:** Help shape the committee's CSR initiatives and programs.

### National Secretary

- **Coordination:** Ensure effective communication within the committee and with other boards/councils.
- **Documentation:** Maintain records of committee meetings and CSR activities.

### Deputy Secretary

- **Support:** Assist the National Secretary and manage specific CSR-related tasks.
- **Record Keeping:** Help maintain documentation and correspondence for the committee.

## National Executive Member

- **Participation:** Contribute to the committee's CSR initiatives and decision-making.
- **Task Execution:** Undertake specific responsibilities related to CSR projects.

## *Section 12 - Inter-Nation Council of PR & Advertising*

### **President**

- **Leadership:** Lead the council in overseeing PR and advertising strategies on an international scale.
- **Representation:** Represent the council in interactions with the Management and other entities.

### **Vice President**

- **Support:** Assist the President in leading the council and managing specific PR or advertising campaigns.
- **Campaign Management:** Oversee the development and execution of international PR and advertising strategies.

### **National Advisor**

- **Expertise:** Provide advice on international PR and advertising trends and best practices.
- **Strategic Input:** Help shape the council's PR and advertising strategies.

### **National Secretary**

- **Coordination:** Ensure effective communication within the council and with other boards/councils.
- **Documentation:** Maintain records of council meetings and PR/advertising activities.

### **Deputy Secretary**

- **Support:** Assist the National Secretary and manage specific tasks related to PR and advertising.
- **Record Keeping:** Help maintain documentation and correspondence for the council.

### **National Executive Member**

- **Participation:** Contribute to the council's PR and advertising activities and decision-making.
- **Task Execution:** Undertake specific responsibilities related to PR and advertising projects.

### *Section 13 - Inter-Nation Council of Art, Culture, and Exhibits*

#### **President**

- **Leadership:** Lead the council in promoting art, culture, and exhibits on an international scale.
- **Representation:** Represent the council in interactions with the Management and other entities.

#### **Vice President**

- **Support:** Assist the President in leading the council and managing specific cultural initiatives.
- **Project Oversight:** Oversee the planning and execution of cultural events and exhibits.

#### **National Advisor**

- **Expertise:** Provide advice on international art and culture trends and best practices.
- **Strategic Input:** Help shape the council's cultural initiatives and strategies.

#### **National Secretary**

- **Coordination:** Ensure effective communication within the council and with other boards/councils.
- **Documentation:** Maintain records of council meetings and cultural activities.

#### **Deputy Secretary**

- **Support:** Assist the National Secretary and manage specific tasks related to cultural projects.
- **Record Keeping:** Help maintain documentation and correspondence for the council.

#### **National Executive Member**

- **Participation:** Contribute to the council's cultural initiatives and decision-making.
- **Task Execution:** Undertake specific responsibilities related to cultural events and exhibits.

### *Section 14 - Strategic Planning Department*

- **Strategic Development:** Develop long-term strategies to guide the federation's growth and success.
- **Market Analysis:** Conduct research and analysis to identify opportunities and challenges.
- **Coordination:** Work with other boards and committees to align strategies with the overall mission.

- **Reporting:** Provide regular updates to the Management on strategic progress and adjustments.

#### *Section 15 - Accounts and Finance Department*

- **Financial Management:** Oversee all financial activities, including budgeting, forecasting, and financial reporting.
- **Compliance:** Ensure compliance with financial regulations and policies.
- **Resource Allocation:** Manage resource allocation to various projects and initiatives.
- **Auditing:** Conduct regular audits to ensure financial transparency and accountability.

#### *Section 16 - Legal and Compliance Department*

- **Legal Advice:** Provide legal guidance on all matters related to the federation's activities.
- **Compliance Monitoring:** Ensure that all activities comply with relevant laws and regulations.
- **Contract Management:** Oversee the drafting, review, and management of contracts.
- **Dispute Resolution:** Handle legal disputes and represent the federation in legal proceedings.

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### Article 07: Election Process

#### *Section 1: Election of Board Members*

1. Eligibility:
  - Candidates must be active members in good standing for at least one year prior to the election.
2. Nomination:
  - Nominations must be submitted in writing to the General Secretary at least 30 days before the election date.
  - Nominations can be made by any member or through self-nomination.
3. Election Committee:
  - Appointed by the National Board to oversee the election process.
4. Voting Process:
  - Conducted via a secure and confidential method, either in person at the Annual General Meeting or electronically.
5. Election Results:
  - Announced at the conclusion of the voting process and effective immediately.
6. Terms and Re-Election:
  - Board members serve a two-year term with no limit on the number of terms.

## *Section 2: Special Elections*

1. Vacancies:
    - Special elections will be held to fill vacancies for the remainder of the term.
    - Nominations for special elections accepted for 15 days post-announcement of the vacancy.
  2. Interim Appointments:
    - An interim member may be appointed by the National Board until a new member is elected.
- 

## **Article 08: Electoral Procedures and Authority**

### *Section 1: Election Procedures*

1. Eligibility Criteria:
  - Candidates must have been active members for at least one year prior to elections.
2. Nomination Protocol:
  - Written nominations to be submitted to the General Secretary at least 30 days before elections.
  - Nominations can be made by members or self-nomination.
3. Election Oversight:
  - An Election Committee, appointed by the National Board, will supervise the process.
4. Voting Methodology:
  - Voting to be conducted confidentially either in person at the Annual General Meeting or electronically.
5. Announcement and Effectiveness:
  - Election results to be declared post-voting and will be effective immediately.
6. Term Duration and Re-Election:
  - Board members serve a two-year term with no term limits.

### *Section 2: Special Elections*

1. Vacancy Protocol:
    - Special elections to fill vacancies for the remainder of the term.
    - Nominations for special elections accepted within 15 days of vacancy announcement.
  2. Interim Appointments:
    - Interim appointments may be made by the National Board until a new election is held.
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### **Article 09: Founder Chairperson and Managing Director's Supremacy**

1. Supreme Authority:
    - The Founder Chairperson and Managing Director possess supreme authority, overseeing all operations and decisions of the Federation.
  2. Amendment Authority:
    - Exclusive rights to amend, modify, or revise the Federation's constitution and policies are vested in the Founder Chairperson and Managing Director.
  3. Dispute Resolution and Jurisdiction:
    - All disputes, legal matters, and arbitration are subject to the jurisdiction of the Hon'ble Court of New Delhi.
    - Decisions made by the Founder Chairperson and Managing Director are final and binding.
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### **Article 10: Auditor**

- A.** At each Annual General Meeting (AGM) of the Federation, the members present shall appoint an individual to serve as the Auditor of the Federation.
- B.** The Auditor shall hold office until the next AGM following their appointment and shall be eligible for re-appointment.
- C.** The inaugural Auditor may be appointed by the Committee prior to the first AGM and shall hold office until the first AGM, unless removed earlier by a resolution of the members at a general meeting, at which time an Auditor may be appointed to serve until the first AGM.
- D.** If an Auditor is not appointed at an AGM, the Committee shall appoint an Auditor for the current financial year of the Federation.
- E.** Except as provided in Rule C, the Auditor may only be removed from office by a special resolution.
- F.** If a casual vacancy occurs in the office of Auditor during the financial year, the Committee may appoint an individual as Auditor to hold office until the next succeeding AGM.
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### **Article 11: Audit of Accounts**

- A.** The Auditor shall examine the Federation's accounts at least once per financial year.
- B.** The Auditor shall: i. Certify the correctness of the Federation's accounts; and ii. Report to the members present at the AGM.

In the report and certification, the Auditor shall state: i. Whether they have obtained the required information; and ii. In their opinion, whether the accounts present a true and correct view of the Federation's financial position: a. According to the information available and explanations provided; and b. As shown by the books of the Federation; and iii. Whether the rules relating to the administration of the Federation's funds have been observed.

**C.** The Public Officer of the Federation shall provide the Auditor with a list of all accounts, books, and records of the Federation.

**D.** The Auditor may: i. Access the accounts, books, records, vouchers, and documents of the Federation; ii. Request information and explanations from Federation staff as necessary; iii. Employ individuals to assist in investigating the Federation's accounts; and iv. Examine any member of the Committee or staff in relation to the accounts.

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### **Article 12: MMIFF Code of Conduct**

1. Film Federation & Festival organizers shall operate a transparent selection process and publish details of the selection process and names of the Jury/Selection Committee (publication may occur after the festival concludes).
2. Organizers shall provide full contact details for festival offices, including address, email, telephone numbers, and names of the festival directors or committee members.
3. Personal financial data of filmmakers shall not be shared with third parties under any circumstances.
4. A year-by-year history of festival winners and officially selected films shall be published.
5. Organizers, committees, or juries shall not exhibit favoritism towards any submitted film or attempt to influence other jury or committee members.
6. The number of films sought out or invited by the festival organizers for participation shall be declared prior to the general call for submissions.
7. Organizers shall view at least 5 minutes of all submitted films.
8. Any conflict of interest arising from films submitted to or invited to participate in the festival must be declared.

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### **Article 13: Annual General Meeting**

**A.** The Federation shall hold an AGM each year.

**B.** The AGM shall be held on a day determined by the Committee, not later than 3 months after the close of the financial year.

**C.** The AGM is in addition to any other general meetings held within the same year.

**D.** The notice for the AGM must specify the purpose of the meeting.

**E.** Ordinary business at the AGM shall include: i. Confirming the minutes of the last AGM and any general meetings held since then; ii. Receiving reports from the Committee, Auditor, and staff on transactions of the Federation during the last financial year; iii. Electing the Federation's officers and ordinary Committee members; iv. Appointing the Auditor and determining their remuneration; v. Determining the remuneration of Federation staff; vi. Transacting special business as notified in accordance with these rules.

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#### **Article 14: Special General Meetings**

**A.** The Committee may convene a special general meeting at any time.

**B.** The Committee, upon a written requisition by at least 10% of the membership, shall convene a special general meeting.

**C.** A requisition for a special general meeting must: i. State the objects of the meeting; ii. Be signed by the requisitionists; iii. Be deposited at the office of the Federation; and iv. May consist of several documents, each signed by one or more requisitionists.

**D.** If the Committee does not convene the special general meeting within 21 days of the requisition being deposited, the requisitionists may convene the meeting within 3 months of the requisition deposit.

**E.** A special general meeting convened by requisitionists shall be conducted as nearly as possible in the same manner as meetings convened by the Committee.

**F.** The Federation shall refund all reasonable expenses incurred by requisitionists in convening the special general meeting.

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#### **Article 15: Notices of General Meetings**

The Public Officer shall, at least 7 days before the date fixed for a general meeting, communicate via online (e.g., telephone, email) or offline (e.g., letter, post): i. The place, day, and time of the meeting; and ii. The nature of the business to be transacted.

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#### **Article 16: President to Preside At General Meetings**

The Chairman/Managing Director/President, or in their absence, the Vice-President, shall preside as Chairperson at every general meeting. If both are absent, a Committee member shall preside.

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### **Article 17: Adjournment of General Meetings**

The Chairperson may, with consent, adjourn a general meeting from time to time and place to place. No business other than unfinished business from the original meeting shall be transacted at an adjourned meeting. Notice of an adjourned meeting is only required if it is adjourned for 7 days or more. No notice is required for the adjournment itself or the business to be transacted.

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### **Article 18: Determination of Questions Arising At General Meetings**

Questions at a general meeting shall be determined on a show of hands. Unless a poll is demanded before or on the declaration of the result of the show of hands, a declaration by the Chairperson that a resolution has been carried, carried unanimously, carried by a particular majority, or lost, and an entry to that effect in the minute book is evidence of the result without proof of the number or proportion of votes.

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### **Article 19: Affairs of Federation To Be Managed By A Committee**

**A.** The management of the Federation's affairs shall be entrusted to a Committee of Management, duly constituted.

**B.** The Committee shall: i. Oversee and manage the Federation's business and affairs; ii. Exercise all powers and perform all functions of the Federation, except those expressly reserved for general meetings of the Federation's members; and iii. Have the authority to undertake any actions deemed necessary for the effective management of the Federation's business and affairs.

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### **Article 20: Amendment**

1. Amendments to this constitution require approval by a two-thirds (2/3) majority of the voting members present.
  2. Proposed amendments shall be automatically deferred to the next scheduled meeting of the organization.
  3. Prior written notice of the proposed amendments and the date of the meeting at which the amendments will be considered must be provided to all members of the organization.
  4. The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote, provided that prior notice of the proposed amendments has been given.
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## Article 21: Bye-Laws

(a) Subject to the provisions of the Rules and Regulations, and without prejudice to them, the Bye-laws may encompass the following matters:

- i. Procedures for the election of members to various authorities.
- ii. Powers and functions of various authorities and office bearers.
- iii. Procedures for disciplinary actions against the Federation and its members, including office bearers.
- iv. Granting, conditions, and removal of membership.
- v. Conduct and management of meetings and associated issues.
- vi. Any other matter for which Rules and Regulations provide for Bye-laws, or any additional matters deemed necessary by the Central Council (CC) for regulation through Bye-laws.

(b) Bye-laws shall be created and amended by the Central Council in a Special Meeting convened for this purpose, with a two-thirds (2/3) majority vote of the members present. No Bye-law or amendment to a Bye-law shall be enacted unless its terms are specified in the notice of the meeting.

- A proposal for amendments to Rules and Regulations or Bye-laws may be submitted by a full member Federation or a member of the Sub-Regional Council (SRC) or Regional Council (RC) to the relevant authority.
- Upon approval by the SRC/RC, the proposal shall be referred to the Central Executive Committee (CEC) for consideration and placed before the CC only after CEC's approval.
- Proposals made by at least 3 members of the CEC or 10 members of the CC from at least two Regions, or by an SRC/RC, shall be directly presented to the CEC.

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## Article 22: Calling of Meetings And Notice For Meetings

Except where specifically provided by the Rules and Regulations:

- i. **Regional General Body/Regional Council Meetings:** Convened by the Regional Secretary as advised by the Regional Council or in consultation with the Regional Vice President.
- ii. **Sub-Regional General Body/Sub-Regional Council Meetings:** Convened by the Sub-Regional Secretary as advised by the Sub-Regional Council or in consultation with the Sub-Regional Vice President.

- iii. **Central Council/CEC Meetings:** Convened by the General Secretary as advised by the Central Executive Committee or in consultation with the President, or if unavailable, the Vice President from the region of the Central or Registered Office.
- iv. In the absence of the General Secretary, or with their consent, the Secretary from the region where the Central or Registered Office is located shall issue the notice.
- v. In the absence of the Regional Secretary, or with their consent, the meeting shall be called by the Secretary from the region or the Assistant Regional Secretary.
- vi. In the absence of the Sub-Regional Secretary, or with their consent, the meeting shall be called by the Sub-Regional Treasurer or any SRC member appointed for this purpose.
- vii. In emergency situations caused by the absence of the above office bearers, the President or the Vice President from the relevant region shall arrange for the issuance of meeting notices as deemed appropriate.
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### Article 23: Notice Periods

1. National Board/Council/Committee Meeting: 30 days
2. Requisitioned National Board/Council/Committee Meeting: 30 days
3. International Board Meeting: 30 days
4. Requisitioned International Board Meeting: 30 days
5. Advisory Board Meeting: 15 days
6. Regional/Sub-Regional Council Meeting: 15 days
7. Requisitioned Regional/Sub-Regional Council Meeting: 30 days
8. Emergency Meeting of RC/SRC: 3 days
9. Meeting for Fees, Levies, and Charges: 10 days
10. Regional/Sub-Regional General Body Meeting: 30 days
11. Requisitioned Regional/Sub-Regional General Body Meeting: 30 days
12. Special Meeting of Regional/Sub-Regional General Body: 21 days
13. Triennial or National Federation Meeting: 45 days
14. Meeting for Constitutional Amendments: 45 days

The notice period is counted from the date of sending the notice by post, which must be sent under certificate of posting.

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#### Article 24: Quorum Requirements

- i. National Board/Council/Committee Meeting: One-third of the total elected members.
  - ii. Requisitioned International Board Meeting: One-half of the total elected members plus fifty percent of requisitionists.
  - iii. Special Central Council Meeting: One-half of total elected members.
  - iv. Meeting for Constitutional Amendments: Two-thirds of elected members.
  - v. Central Executive Committee Meeting: One-third of total elected members.
  - vi. Regional/Sub-Regional General Body Meeting: One-third of total elected members.
  - vii. Requisitioned Regional/Sub-Regional General Body Meeting: One-half of total elected members plus fifty percent of requisitionists.
  - viii. Special Regional/Sub-Regional General Body Meeting: One-half of elected members.
  - ix. Regional/Sub-Regional Council and Emergency Meetings: One-third of total elected members.
  - x. Meeting for Fees, Levies, and Charges: One-half of elected members.
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#### Article 25: Dissolution

The Federation may be dissolved by mutual agreement of the Management Committee. Any remaining funds shall be distributed to local arts charities at the discretion of the Officers.

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#### Article 26: Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Chairman/Managing Director and the Management Committee of the Mentor & Mascot Indian Film Federation.

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