

## MEMORANDUM OF ASSOCIATION

### HIMALAYAN INSTITUTE FOR ENVIRONMENT, ECOLOGY & DEVELOPMENT- (Hifeed)

#### 1. NAME OF THE INSTITUTION

The name of the Institution shall be:

Himalayan Institute For Environment, Ecology & Development- (Hifeed)  
(Hereinafter referred to as the "Institution")

#### 2. ADDRESS OF THE INSTITUTION

The registered address of the Institution shall be situated at:

Ranichauri- 249 199, District- Tehri Garhwal, Uttaranchal (INDIA)  
Telephone Nos. (01376) 252141, 252149  
Fax No. (01376) 252288

At the time of registration it is situated at:

Ranichauri- 249 199, District- Tehri Garhwal, Uttaranchal (INDIA)  
Telephone Nos. (01376) 252141, 252149  
Fax No. (01376) 252288

#### 3. AREA OF OPERATION

The area of operation of the Institution shall be all over India.

#### 4. AIMS AND OBJECTIVES OF THE INSTITUTION

The aims and objectives of the Institution for which it is established are:

- 4.1 To conduct, with a view to maintain ecological balance, the environmental programmes and increase Himalayan assets, develop of water resources, soil-conservation, water harvesting, alternative means of energy, etc.
- 4.2 To improve and upgrade the breeds of milch and laniferous cattle to increase their productivity.
- 4.3 To improve the farm experiment in the field and extend the techniques of organic farming and agriculture.
- 4.4 To test and develop appropriate rural technology suitable and affordable for rural communities.

सहस्रमक पशुसंरक्षण  
एवं पशुसंरक्षण एवं पशुसंरक्षण  
विभाग (सहस्रमक)  
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VK Rainoly

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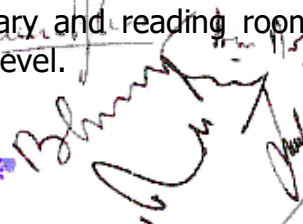

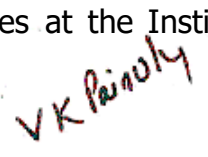

- 4.5** To organize and develop those rural and cottage industries, which are within the purview of the Khadi & Village Industries Commission (K.V.I.C.) and Khadi & Village Industries Board (K.V.I.B.).
- 4.6** To form mass-confederation for different development projects, to arrange and provide them scientific, technical, financial assistance and to direct, control and assess their activities.
- 4.7** To organize meetings, workshops, seminars, etc. to discuss the problems of the masses and the communities.
- 4.8** To produce readable literature, films and videos for mass education and development activities.
- 4.9** To organize educational and training programmes in the field of community and reproductive child health.
- 4.10** To conduct the programmes of adult education, non-formal education and mass education.
- 4.11** To conduct research and carry on experiments in the fields of alternative educational systems right from the levels of kinder garden schools (balmandirs) up to higher education.
- 4.12** To work in close cooperation with other Voluntary Organizations and help them in all respects such as technical and financial support, planning, implementation and monitoring of the projects, etc.
- 4.13** To promote and develop the community based integrated watershed development management projects.
- 4.14** To take up low cost housing, environmental sanitation and rural water supply projects.
- 4.15** To promote and develop agriculture, horticulture, vegetable produces for sustainable income of the rural communities.
- 4.16** To carryout spinning, weaving and knitting activities through rural artisan to enhance their income and employment generation opportunities and to work for welfare of spinners, weavers and knitters.
- 4.17** To upgrade the skill of rural artisans and to work for promotion of handicraft and handloom sector by providing technical know how and financial support to them.
- 4.18** To promote and develop rural entrepreneurship and enhance income and employment generation opportunities to the rural households.

सहायक सचिव  
 नई औद्योगिक एवं विद्युत  
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VK Pandey

4/10/15

- 4.19** To work for the welfare and development of physically and mentally handicap people.
- 4.20** To provide physical, social, emotional, psychological and economic support to the aged (60 years and above) with a view to help them to continue remaining useful and active members of community.
- 4.21** To work for welfare and development of the women and children of the disadvantaged groups.
- 4.22** To improve occupational skills and technical knowledge of the rural community to raise their efficiency and increase productive ability.
- 4.23** To provide academic and technical resource support to Government as well as Non- Governmental Organisations/Institutions.
- 4.24** To organise training and orientation courses for key resource persons and master trainers on designing, development and implementation of skill development programmes.
- 4.25** To organise equivalency programmes to the rural masses through Open Learning Systems.
- 4.26** To widen the range of knowledge and understanding of the social, economic and political systems in order to create a critical awareness about the environment.
- 4.27** To promote National goals such as secularism, National integration, population and development, women's equality, protection and conservation of environment.
- 4.28** To explore, innovate, work out alternatives, try new methodologies to meet the needs of different target groups through programmes of education and trainings.
- 4.29** To cooperates with educational, cultural and other social Organisations involved in organizing programmes and activities to meet educational, vocational, social, cultural and welfare needs of community/target groups.
- 4.30** To act as coordinator, facilitator and catalytic agent by developing a system of networking in collaboration with other educational, vocational, social, cultural, welfare and technical Institutions, development Departments, employers and workers Organisations, Voluntary Agencies and economic enterprises.
- 4.31** To organise library and reading room facilities at the Institute level and also at the field level.

- 4.32** To provide consultancy services to Agencies, Institutions, Organisations, Departments and enterprises planning to organise programmes for training, education and development activities of similar target groups.
- 4.33** To promote Organisations of forums such as co- operative societies, self help groups, mandals and associations of women, youth and workers with a view to undertake collective activity for socio- economic development.
- 4.34** To organise educational and vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills, refine/sharpen/upgrade the existing skills leading to employment, self- employment and income generation.
- 4.35** To establish vocational training centre to provide technical trainings to literate and neo-literate youths.
- 4.36** To provide follow- up services to the community and beneficiaries of the Institution.
- 4.37** To organise exhibition and expos for rural artisan, NGOs and Cooperatives for marketing of their products directly to the customers and buyers.
- 4.38** To identify appropriate target areas and target groups by developing socio- economic profiles.
- 4.39** To Identify and ascertain a variety of educational, vocational, technical and financial needs of different categories of clientele groups.
- 4.40** To provide primary need of shelter, food, clothing, care, emotional and moral support and counseling to the marginalized women and girls living in difficult circumstances who are without any social and economic support, and to rehabilitate them socially and economically through education, awareness, skill up gradation and personality development through behavioral training etc.
- 4.41** To arrange for specific clinical, legal and other support for women/girls in need of those interventions by linking and networking with other organizations in both Government and Non - Government sector on case to case basis and to provide help line or other facilities to such women in distress.
- 4.42** To improve economic, moral and social status of rural population specially the women of downtrodden groups.
- 4.43** To reduce poverty and improve village life through all such programmes and actions that promotes mutual cooperation, foster unity and promotes Khadi and village industries.

*Handwritten signatures and initials:*  
 - VK Raina  
 - [Other illegible signatures]

- 4.44** To assist, promote, initiate and implement programmes related to village and cottage industries.
- 4.45** To provide for and incur expenses on all such activities allowed under the law of the country in order to achieve any of the objectives of the organization.
- 4.46** To deploy profits and gains of the organization in functions and activities that shall only achieve its objectives and goals and not distribute the profits accrued amongst the members of the organization.
- 4.47** To perform all such tasks which are within the purview of the Societies Registration Act 1860, will be formulated by the Governing Body/Board of Management of the Institution from time to time and are favourable to the weaker section of the society.

**5. TO FULFILL THESE OBJECTIVES THE INSTITUTION WILL:**

- 5.1** Receive subsidies, loans, grants, donations and technical assistance from individuals, Trusts, Foundations, Philanthropic Organizations, State and Central Government Bodies, Khadi & Village Industries Commission (KVIC), Khadi & Village Industries Board (KVIB) etc.
- 5.2** Acquire, mortgage, donate, purchase, sell, transfer and trade land and buildings, shares, debentures or similar movable and immovable assets in order to achieve social objectives of the organization.
- 5.3** Construct, build, maintain houses, buildings or create similar infrastructure and effect alterations, modifications, add extensions, improve existing structures in carrying out renovations, provide sanitation, electricity, drainage, furniture and fixtures and organize other related functions to further its objectives.
- 5.4** Accept loans, pledge or accept hundies or other financial instruments, mortgage or temporarily pledge any or all of its assets and valuables or adopt other options to raise finances as it may deem fit from time to time when such a situation may arise.
- 5.5** Open and operate bank accounts, lend, borrow and accordingly maintain relations with the bankers and financial Institutions to further the objectives of the Organization.
- 5.6** Establish and manage extension counters, open new branch offices/units in other parts of India and or undertake similar responsibilities to achieve one or many of its objectives.
- 5.7** Take financial as well as technical assistance from Government/Non governmental Institutions from abroad.

6. The names, address, designation and occupation of the members of the Board of Management to whom the Management of affairs of the Institution is being entrusted in accordance with the Rules and Regulations of the Institution, given below:

We, the undersigned are desirous of forming a Society, namely Himalayan Institute For Environment, Ecology & Development- (Hifeed), Ranichauri, District- Tehri Garhwal, Uttaranchal in accordance with the rules prescribed in the Societies Registration Act, 1860 and in pursuance of this Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge.

S.N.	Name & Father's/ Husband's Name	Male/ Female	Age	Profession	Office held in the Institute	Relation- ship with other Office Bearers	Address
1.	Mr. Virendra Painuly Late Shiv Prasad Painuly	Male	60	Development Consultant & Journalist	Chairman	Nil	Flat No. 26, Lord Krishna Residency, 5/28, Teg Bahadur Road, Dehradun, Uttarakhand Phone No. (0135) 2103429
2.	Mrs. Zareen Myles Mr. Raymond M. Myles	Female	50	Executive Director Women's Action For Development- (WAFD)	Vice- President	Nil	3 <sup>rd</sup> Floor, St. Soldier's Tower Vikas Puri, New Delhi- 110018 Phone No. 25526521
3.	Mr. Kamal Bahuguna Mr. Yogesh Chandra Bahuguna	Male	36	Executive Director Himalayan Institute For Environment, Ecology & Development- (Hifeed)	Member Secretary	Nil	Ranichauri- 249 199 District- Tehri Garhwal, Uttaranchal Phone Nos. 252141, 252149
4.	Mr. Yogender Sharma Mr. Bhagwat Prakash	Male	35	Social Activist	Treasurer	Nil	152/10, Sarai Jullena Okhla Road New Friends Colony


सहायक सचिव  
श्री सोसायटीज एवं चिट्ठे  
विभाग (उत्तरांचल)  
Date  
File

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VK Painuly

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							New Delhi- 110 025 Phone No. 26314242
5.	Prof. A.N. Purohit "Padam Shree"  Late Shri Dharma Nand Purohit	Male	63	Ex. Vice Chancellor H.N. Bahuguna Garhwal University	Member	Nil	Alami Anchal 181/1, Dobhalwala Dehradun- 248 001  Phone No. 2713219
6.	Dr. M.L Dewan  Late Shri Guru Datt Dewan	Male	79	Chief (Retd.) Regional Bureau for Asia & Pacific, FAO of the United Nations	Member	Nil	N- 44, Panchshila Park New Delhi- 110 017  Phone No. 26496916
7.	Dr. B.P. Nautiyal  Late Shri P.N. Nautiyal	Male	50	Deputy General Manager NABARD	Member	Nil	Plot No. C-24, 'G' Block, Bandra Kurla Complex P.B. No. 8121, Bandra (East) Mumbai- 400 051 Phone No. 28878310
8.	Mrs. Manju Mittra  Mr. Shyamal Kumar Mittra	Female	63	Senior Parliamentary Officer (Retd.)	Member	Nil	A- 901, Aashiana Apartment Mayur Vihar, Phase- I Delhi- 110 091 Phone No. 22711750
9.	Mr. Vinod Sharma  Mr. Daya Ram Sharma	Male	38	Advocate High Court of Uttaranchal	Member	Nil	Near Ankur Gas Agency Rishikesh- 249 201 District- Dehradun Uttaranchal Phone No. 2433510


  
 सहायक सचिव  
 नई दिल्ली  
 शिक्षण (संस्कृत)

20/05/2015  
 VK Rainy



## RULES AND REGULATIONS

### HIMALAYAN INSTITUTE FOR ENVIRONMENT, ECOLOGY & DEVELOPMENT- (Hifeed)

#### 1. NAME OF THE INSTITUTION

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Telephone Nos. (01376) 252141, 252149  
Fax No. (01376) 252288

#### 3. AREA OF OPERATION

The area of operation of the Institution shall be all over India.

#### 4. MEMBERSHIP OF THE INSTITUTION

- i. A citizen of India with minimum age of 18 years or more who agree with the aims and objectives of the Institution and is ready to abide by the rules and regulations herein contained will be eligible to become a member.
- ii. The member must wear Khadi or promise to wear Khadi in all his public appearances after his membership of the organization.
- iii. An application in the prescribed form with a signature of the proposer and the person sending it, accompanied by the necessary subscription, shall be submitted by the person applying for the membership.
- iv. Such application shall be placed before the Board of Management for approval.



- v. The applicant shall be informed about the result of the application and in case it is rejected, the subscription paid along with the application be refunded to him/her and the Board of Management is not bound to convey any reason for non-acceptance of the application.

## **5. CLASSIFICATION OF MEMBERS**

### **5.1 FOUNDER MEMBERS**

All the members who are members of the first Board of Management responsible for forming this Institution shall be Founder Members of the Institution and shall not be required to pay any subscription.

### **5.2 LIFE MEMBERS**

A person paying Rs 10,000.00 (Rupees Ten Thousand only) or more as decided by the Board of Management from time to time shall be enrolled as Life Member.

### **5.3 ORDINARY MEMBERS**

A person paying Rs. 151.00 (Rupees One Hundred Fifty One only) per annum or more as decided by the Board of Management from time to time for a minimum period of 12 months, as a subscription shall be enrolled as an Ordinary Member.

### **5.4 INSTITUTIONAL MEMBERS**

Any Non-Governmental Voluntary Organisation/Research Institution working within the work area of the Institution and paying Rs. 500.00 (Rupees Five Hundred only) per annum or more as decided by the Board of Management from time to time for a minimum period of 12 months as a subscription shall be enrolled as Institutional Member.

### **5.5 INVITEE MEMBERS**

Experts, Specialists of different disciplines or persons of distinguished status in the society shall be enrolled as Invitee Members and shall not be required to pay any subscription and will not have right to vote.

### **5.6 HONORARY MEMBERS**

The Board of Management may nominate as Honorary Member of the Institution to such persons who have shown their interest in the promotion of the Institution and are prepared to take active interest in the general work and betterment of the Institution shall not be required to pay any subscription and will not have the right of vote.

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## 6. CESSATIONS OF MEMBERSHIP

A person shall cease to be member of the Governing Body/Board of Management and Management Committee/Executive Committee:

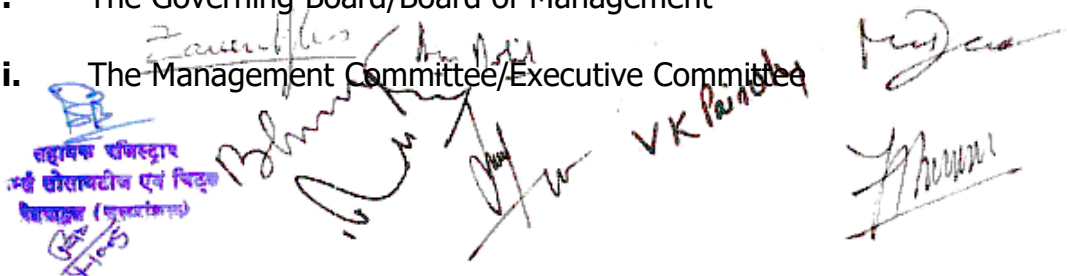
- i. In the event of his/her death.
- ii. If he/she is adjudged of unsound mind.
- iii. If he/she is convicted or any offence involving moral turpitude.
- iv. If he/she fails to pay the subscription.
- v. In the event of voluntary resignation.
- vi. If he/she absent himself/herself from three consecutive meetings of the Institution unless excused by the President/Chairman of the Board of Management.
- vii. Any member who indulges in any activity against the aims and objects and/or carries on activities in competition with the functions of the Institution or in any way damages its goodwill should be liable to be terminated as a member. The decision in this regard shall be taken after providing an opportunity to the member concerned for offering his/her explanation to the Board of Management. Such decision taken by the Board of Management shall be binding upon such member.
- viii. The Board of Management, in its absolute discretion and for good and sufficient reasons at any time by notice in writing, require any member to withdraw from the Institution and the person so required to, shall upon such notice, and after having been given opportunity for explanation of any action found by the Board of Management to be indescribable, ceases to be a member.

## 7. RESPONSIBILITIES OF MEMBERS

All the members of the Institution will be wholly responsible individually and collectively for payment of the loans received from Government/Non Government/Private sources.

## 8. THE INSTITUTION WILL HAVE TWO MAIN ADMINISTRATIVE BODIES

- i. The Governing Board/Board of Management
- ii. The Management Committee/Executive Committee

The image shows several handwritten signatures and stamps. On the left, there is a blue stamp with the text 'सहायक अधीक्षक' (Assistant Director) and 'उच्च शिक्षण विभाग (मुंबई)' (Higher Education Department, Mumbai). Below it, there is a signature 'G. H. Joshi'. In the center, there are several signatures, including one that appears to be 'V. K. Parthasarathy'. On the right, there is a signature 'M. J. ...' and another signature 'M. ...'.

## 9. THE GOVERNING BOARD/BOARD OF MANAGEMENT

### 9.1 CONSTITUTION

- i. The members of the Institution constitute the Governing Board/Board of Management.
- ii. The members of the Governing Board/Board of Management shall be up to 51, including President/Chairman, Vice- President/Vice-Chairman, Secretary/Director and Treasurer.

### 9.2 MEETINGS

- i. The Governing Body/Board of Management shall meet once a year. In special circumstances, more than one meetings of the Governing Body/Board of Management can be convened with the permission of the President/Chairman.
- ii. Every meeting shall be presided over by the President/Chairman and in the absence of the President/Chairman, the Vice-President/Vice- Chairman shall preside over the meeting.
- iii. In the absence of President/Chairman and Vice- President/Vice-Chairman, the Secretary/Director of the Governing Body/Board of Management will preside over the meeting.

### 9.3 NOTIFICATION

- i. Notice of the Annual General Meeting (AGM) of the Institution shall be served on every member atleast 15 days before the date of the meeting.
- ii. All notices shall be served upon the members either personally or through the post to such members on the registered address.
- iii. Any notice served by post shall be deemed to have been served at the time when the letter containing the same could be delivered in the ordinary course of post.
- iv. Every member present in person or by proxy shall have one vote except that non-member shall be entitled to vote if his/her subscription is due to arrears.
- v. The Instrument appointing a proxy shall be in writing under the signature of the appointer and no person shall be appointed a proxy who is not a member of the Institution and qualified to vote.

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V K P...  
M...

## 9.4 QUORUM

- i. 2/3<sup>rd</sup> of the total members of the Governing Body/Board of Management will form a quorum.
- ii. In absence of the quorum, the meeting will be adjourned and convened on some other day as decided by the President/Chairman.
- iii. In the later meeting the requirement of a quorum will be ignored.

## 9.5 VACANCY

- i. Every resignation from membership of the Governing Body/Board of Management shall be tendered to the President/Chairman of the Governing Body/Board of Management by registered post and it shall take effect when the Governing Body/Board of Management has accepted such resignation.
- ii. The members of Governing Body/Board of Management will be unanimously filled the vacancies in the Governing Board/Board of Management.

## 9.6 ANNUAL GENERAL MEETING

- i. Annual General Meeting (AGM) shall be held within three months from the end of financial year giving fifteen days notice to all the members.
- ii. An emergency meeting of the Governing Body/Board of Management shall be summoned in extraordinary circumstances. On such occasions, the members shall be given atleast three days notice. Discussion that have taken place at the emergency meeting need to be placed before the full meeting of the Governing Body/Board of Management when it meets next.
- iii. In case difference of opinion among the members and where there is an equal division, the President/Chairman shall have the right of casting a vote.

## 9.7 POWERS AND FUNCTION OF THE GENERAL BODY/GOVERNING BOARD

The powers and functions of the Governing Body/Board of Management shall be as follows:

- i. To serve as the policy making and supervisory body for the Institution.

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- ii. To periodically review and from time to time assess, the programmes implemented by and through the Institution with a view to effect modifications and improvement.
- iii. To assess the financial requirements of the Institution in keeping with its objectives and approve the budgetary estimates.
- iv. To exercise overall supervision and to ensure that the money spent achieves the objectives and that the targets are reached.
- v. To receive reports for the previous year from the Management Committee/Executive Committee.
- vi. To elect after every three years the members of the Management Committee/Executive Committee.
- vii. To receive and adopt the audited accounts of the preceding year.
- viii. It will also approve annual budget, reports of expenditure and income and minutes of the meetings of the Management Committee/Executive Committee.
- ix. It will revise when needed, rules, regulations and byelaws of the Institution and formulate the Institution's policies.
- x. Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Institution has been set up.

## 9.8 PERIOD

- i. The term of the office of the Governing Body/Board of Management shall commence from the date of registration of the Institution. The tenure of the Governing Body/Board of Management shall be for three years and it shall automatically be over at the end of the three year term.
- ii. When the term of office of the Governing Body/Board of Management comes to an end, all its members except the Chairman and the Secretary/Director shall vacate office. The Secretary/Director who is the ex-officio Member Secretary of the Governing Body/Board of Management will continue as long as he remains the Secretary/Director.
- iii. Outgoing members of the Governing Body/Board of Management shall be eligible for re-nomination for another term.

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- iv. Three months before the expiry of the term of the Governing Board/Board of Management, the Secretary/Director of the Institution, in consultation with the Chairman, shall propose a panel of names to the Governing Body/Board of Management for the reconstitution of the Governing Board/Board of Management.

## 10. THE MANAGEMENT COMMITTEE/EXECUTIVE COMMITTEE

### 10.1 CONSTITUTION

- i. The members selected by the Governing Body/Board of Management (from amongst the members of Governing Board/Board of Management) shall constitute the Management Committee/Executive Committee.
- ii. The members of the Management Committee/Executive Committee shall be up to 13, including President/Chairman, Vice- President/ Vice- Chairman, Secretary/Director and Treasurer.

### 10.2 MEETINGS

- i. The Management Committee/Executive Committee shall meet atleast thrice in a financial year. The report, balance sheet and accounts for the previous year must be passed at one of these meetings to be held one month before the Annual General Meeting (AGM) of the Institution. The Secretary/Director with the advice of President/Chairman shall summon all meetings.
- ii. Other meetings of the Management Committee/Executive Committee shall be summoned by the Secretary/Director upon a request in writing to him/her by any two members of the Management Committee/Executive Committee or by the President/Chairman of Management Committee/Executive Committee.
- iii. Question arising at a meeting of the Management Committee/Executive Committee shall be decided by a majority of the vote.
- iv. The President/Chairman shall preside the meeting of the Management Committee/Executive Committee and in his/her absence the Vice-President/Vice-Chairman will preside the meeting. In the absence of Vice- President/Vice-Chairman the Secretary/Director will preside the meeting. The person presiding shall have ceasing vote.
- v. The minutes of the meeting of the Management Committee/Executive Committee shall be kept by the Secretary/Director and signed by the persons presiding at the next meeting of the Management Committee/Executive Committee.

### 10.3 NOTIFICATION

- i. Notice of the general meeting of Management Committee/ Executive Committee of the Institution shall be served on every member atleast seven days before the date of the meeting.
- ii. All notices shall be served upon the members either personally or through the post to such members on the registered address.
- iii. Any notice served by post shall be deemed to have been served at the time when the letter containing the same could be delivered in the ordinary course of post.

### 10.4 QUORUM

- i. 2/3<sup>rd</sup> of the total members of the Management Committee/ Executive Committee will form a quorum.
- ii. In absence of the quorum, the meeting will be adjourned and convened on some other day as decided by the President/ Chairman. In the later meeting the requirement of a quorum will be ignored.

### 10.5 VACANCY

- i. Every resignation from membership of the Management Committee/Executive Committee shall be tendered to the President/ Chairman of the Management Committee/Executive Committee by registered post and it shall take effect when the Management Committee/Executive Committee has accepted such resignation.
- ii. The members of Governing Body/Board of Management will be unanimously filled the vacancies in the Management Committee/ Executive Committee.

### 10.6 POWERS AND FUNCTIONS OF THE MANAGEMENT COMMITTEE/ EXECUTIVE COMMITTEE

Without prejudice to the general powers conferred by these presents, it is hereby expressly declared, that Management Committee/Executive Committee shall have the following powers:

- i. To carry on the management of the Institution and any other Institution taken over by the Institution and frame byelaws as may from time to time be found necessary to carry on for the administration of the Institution according to the rules of the Institution.

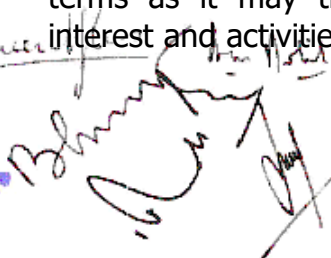
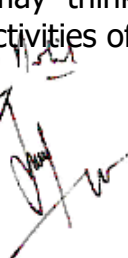
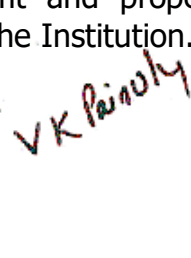

सहायक अधीक्षक  
श्री सोसायटीज एंव विद्या  
विद्यालय (मुंबई)

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VK Rainy  
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- ii. To purchase, take on lease, or accept as a gift any land or building which may be necessary or convenient for the purpose of the Institution and or such terms and conditions as they may think fit and proper.
- iii. To appoint, suspend or dismiss full time and part time workers (except the Secretary/Director) of the Institution, to decide the conditions of their employment and settle their disputes.
- iv. To prepare annual budget and annual reports of the activities of the Institutions and get these passed in the Governing Body/Board of Management meeting.
- v. To form sub-committee for the execution of different activities of the Institution.
- vi. To acquire and control movable and immovable property for the Institution and decide the policy for its proper use.
- vii. To construct any building or buildings which may necessary for the purpose of the Institution and make any addition or alteration to any building may buy the Institution.
- viii. To raise and borrow money on bonds, mortgage, promissory notes or other delegations or securities bonds based upon all or any of the properties and assets of the Institution or without any security and upon such terms and conditions as the Management Committee/Executive Committee may think fit and to pay out the funds of the Institution all expenses of or incidental to the raising of money for the Institution.
- ix. To invest funds or money entrusted to the Institution in such a manner as may, from time to time, be determined by it.
- x. To regulate the expenditure and to manage accounts of the Institution.
- xi. To appoint the auditor of the Institution who should be a qualified Chartered Accountant, audits the accounts for the ensuing year.
- xii. To write off irrecoverable arrears.
- xiii. To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Institution movable or immovable on such terms as it may think fit and proper without prejudice to the interest and activities of the Institution.

- xiv.** To frame such rules and byelaws as they may, from time to time, consider to be necessary for regulation the management of the Institution.

## **10.7 PERIOD**

- i.** The term of the office of the Management Committee/Executive Committee shall commence from the date of registration of the Institution. The tenure of the Management Committee/Executive Committee shall be for three years and it shall automatically be over at the end of the three year term.
- ii.** When the term of office of the Management Committee/ Executive Committee comes to an end, all its members except the Chairman and the Secretary/Director shall vacate office. The Secretary/ Director who is the ex- officio Member Secretary of the Management Committee/Executive Committee will continue as long as he remains the Secretary/Director.
- iii.** Outgoing members of the Management Committee/Executive Committee shall be eligible for re- nomination for another term.
- iv.** Three months before the expiry of the term of the Management Committee/Executive Committee, the Secretary/Director of the Institution, in consultation with the Chairman, shall propose a panel of names to the Governing Body/Board of Management for the reconstitution of the Management Committee/Executive Committee.

## **11. THE PRINCIPAL OFFICE BEARERS OF THE MANAGEMENT COMMITTEE/EXECUTIVE COMMITTEE AND THEIR FUNCTIONS**

### **11.1 PRESIDENT/CHAIRMAN**

The powers, functions and duties of the President/Chairman shall be as follows:

- i.** The President/Chairman shall be the honorary head of the Institution.
- ii.** He/she shall preside over all meetings of the General Body/ Governing Board and the Management Committee/Executive Committee.
- iii.** He/she shall have the powers to convene ordinary and extraordinary meetings.
- iv.** He/she shall have the powers to invite any other person to attend to the meetings as a special invitee.

- v. He/she shall have the right of casting a vote in case of division.
- vi. He/she shall convey the decisions of meetings of the Governing Body/Board of Management and the Management Committee/ Executive Committee to the Secretary/Director.
- vii. He/she shall direct and control the activities of the Institution.
- viii. He/she shall sign the important documents, reports and agreements of the Institution.
- ix. He/she shall supervise the administration and to initiate policies and programmes of the Institution.
- x. He/she shall request the Secretary/Director to call the meeting of the Governing Body/Board of Management and the Management Committee/Executive Committee and when required
- xi. He/she shall stand on all the rights of the General Body/ Governing Board and the Management Committee/Executive Committee, when transferred to him in special circumstances.

### 11.2 VICE-PRESIDENT/VICE-CHAIRMAN

The Vice-President/Vice-Chairman shall perform all the function and tasks of the President/Chairman in his/her absence.

### 11.3 SECRETARY/DIRECTOR- (FULL TIME)

The powers, functions and duties of the Secretary/Director shall be as follows:

- i. Secretary/Director of the Institution shall also be Secretary/Director of the Board of Management. He/she shall keep correct minutes and records of the various meetings of the Institution and the Board of Management and will issue notices for convey the meetings of Institution as well as of the Board of Management whenever necessary and shall exercise general supervision over the affairs of all such meetings.
- ii. He/she shall be the Chief Executive Officer of the Institution and the Board of Management and work as Director/ Executive Director of the Institution and shall carry on correspondence and transact all business of the Institution on their behalf.
- iii. He/she shall execute all the projects, programmes and activities of the Institution.

- iv.** He/she is entitled to enter into any arrangement/agreement with Government Departments/Organisations/Institutions, Non-Governmental Organization/Institutions, Foreign Funding Agencies, etc. for receiving grants/donations for the Institution.
- v.** He/she shall be responsible for the collection of the subscriptions, donations and arrears of subscriptions of the Institution and shall sign and issue receipts for the same. He/she shall further be responsible for the proper maintenance of accounts of all receipts and disbursements of the Institution.
- vi.** He/she shall prepare agendas and minutes of the meetings of Governing Body/Board of Management and the Management Committee/Executive Committee and shall be responsible for the proper execution and implementation of the decisions of the Governing Body/Board of Management and the Management Committee/Executive Committee.
- vii.** He/She shall appoint, suspend or dismiss full time and part time workers of the Institution, to decide the terms and conditions of their employment and settle their disputes.
- viii.** He/she shall prepare the accounts of the Institution and get them audited.
- ix.** He/she shall sign all the important documents, records, reports and agreements of the Institution.
- x.** He/she shall be responsible for overall management, planning, development and administration of the Institution.
- xi.** He/she shall be the Drawing and Disbursing Officer.
- xii.** He/she shall entrust responsibility for activities to the functionaries proportionately to ensure their full and potential participation.
- xiii.** He/she shall hold regular meetings with the staff members, particularly with the programme functionaries to plan and implement and to review the activities as allocated.
- xiv.** He/she will establish and develop contacts with appropriate agencies with a view to facilitate exchange of information and promoting mutually beneficial linkages in programmes and activities to be organised for different target groups by the Institution itself or as joint ventures in cooperation/ collaboration.

- xv.** He/she will institute a system to follow up activities for Institution's programme/beneficiaries.

- xvi.** He/she will undertake activities for programme support communication availing himself of various means of media, organizing or participating in exhibitions, special group meetings and inter- agency seminars for promotion and publicity.
- xvii.** He/she will evolve and monitor a system of annual performance appraisal (confidential character rolls) of every officer and clerical staff.
- xviii.** He/she shall perform the duties assigned to him by the Board of Management from time to time.

#### **11.4 TREASURER**

The powers, functions and duties of the Secretary/Director shall be as follows:

- i.** The Treasurer shall exercise general supervision over the funds of the Institution.
- ii.** He/she shall be responsible to arrange funds, grants, donations, loans, etc. for the Institution.
- iii.** He/she shall also be responsible for moneys received by him/her until they are credited in the Bank.

#### **12. REVISION OF THE RULES AND BYELAWS**

The name and the objectives of the Institution and the Rules and Regulations can be amended, altered, added to or deleted by votes of not less than 2/3<sup>rd</sup> majority of total members of the Board of Management. The meeting should be specifically called for such purpose. The meeting should be provisioned under section 12 of Societies Registration Act, 1860 and will bring into effect under said provision.

#### **13. FUNDS OF THE INSTITUTION**

- i.** Funds of the Institution will be deposited in a Nationalized Bank, Co-operative Bank, Regional Rural Bank or in a Post Office and controlled and signed by the Secretary/Director of the Institution.
- ii.** The assets and income of the Institutions shall be utilized primarily for the benefit of the Institution in achieving the aims and objects mentioned in the Memorandum of Association of the Institution.

- iii.** Part of the income may be utilized in the development of any sister Organisation having same aims and objects.

## 14. AUDIT OF THE INSTITUTION

- i. The accounts of the Institution, any expenditure incurred in connection with the Institution, shall be audited annually in such manner as may be prescribed by the Board of Management by a qualified Chartered Accountants appointed for the purpose by the Board of Management. The Chartered Accountants shall have the right to demand production of books, accounts, cash books, ledgers, connected vouchers and other documents and papers and to inspect officers and other staff of the Institution. The nature of the audit to be applied and the detailed arrangements to be made in regard to the form and their maintenance and presentation of the accounts shall be prescribed in byelaws to be framed by the Board of Management from time to time.
- ii. The Board of Management shall cause true accounts to be kept of the Institution's transaction and of all sums of money received and expended by them and the matters in respect of which such receipts and expenditures take place and the credits and liabilities of the Institution.
- iii. The Institution shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Board of Management.
- iv. The audited statement of accounts should contain balance sheet, income and expenditure statements, receipts and payments, assets and liabilities and utilization certificate.
- v. An Annual Report of the proceedings of the Board of Management and the working of the Institution during each financial year shall be prepared by the Institution. The annual report and yearly audited statement accounts of the Institution shall be placed before the Board of Management at the Annual General Meeting. Copies of the Annual Report and yearly accounts as finally passed shall be supplied to the members of the Board of Management.
- vi. The books of account shall be kept in the Registered Office or in the Head Office of the Institution.
- vii. The accounts of the Institution shall atleast once in a financial year be audited by a qualified Chartered Accountant for such period and on such remuneration as it may think fit.
- viii. The Chartered Accountant shall be appointed by the Board of Management for the proceeding year.

सहायक शिक्षक  
श्री श्री सायबजी एवं विद्या  
विद्यालय (सुपरटेक)

*[Handwritten signature]*

VK Rainy

*[Handwritten signature]*

## 15. LEGAL PROCEEDINGS

All legal proceedings, concerning the Institution, will be initiated and directed by the Secretary/Director but the Board of Management can also authorize any other member to perform this task.

## 16. RECORDS OF THE INSTITUTION

Records of the Institution will be controlled by the Secretary/Director of the Institution and shall be kept in the Registered Office or in the Head Office of the Institution. The Institution shall maintain the following records and registers:

- i. Membership Register
- ii. Minute Book
- iii. Stock Registers
- iv. Cash Book
- v. Ledger
- vi. Income and Expenditure Bills and Vouchers
- vii. Cheque Issue Register
- vi. Other relevant records as the Board of Management decide from time to time.

## 17. DISSOLUTION OR WINDING UP OF THE INSTITUTION

- i. The Institution shall be wound up by resolution of the provisions of Section 13 and 14 of Societies Registration Act, 1860 and will be considered by not less than 3/4<sup>th</sup> of the member present or 3/5<sup>th</sup> of the total members whichever is greater at the consecutive general meeting held with an interval of 30 days specifically conveyed for the approval by the Board of Management.
- ii. In the event of dissolution or winding up of the Institution any money and/or property of the Institution available after meeting all its debts & liabilities, outstanding amounts payable to creditors shall be handed over to some other Institution with similar aims and objectives. This decision shall be taken in an extra ordinary meeting of the board and such a resolution shall be passed by consensus vote of 3/4<sup>th</sup>.



**18. ALTERATION OR EXPANSION OF THE PURPOSE OF THE BOARD OF MANAGEMENT**

The Board of Management may alter, extend or abridge any purpose or purposes for which it is established, subject however, to such proposition being agreed to by the votes of 3/5<sup>th</sup> of the members of the Board of Management at a meeting duly convened for this purpose.

*Zaveri/less*  
*An. N. S. D.*  
*K. Rainy*  
*M. J. S.*  
*M. S. S.*

**PLACE** : **RANICHAURI**  
**DATE** : **24<sup>th</sup> MAY 1995**

पञ्जाब एजिस्ट्रार  
श्री श्री सायबटीक  
विभाग (पञ्जाब)  
3/5/95