

Haryana State Council For Child Welfare

Regd. under Societies Registration (act XXI of 1860)
No. 86 of 1970-71

**CONSTITUTION
AND
RULES REGULATIONS**

HARYANA STATE COUNCIL FOR CHILD WELFARE

MEMORANDUM OF ASSOCIATION

The name of the Organisation is Haryana State Council for Child Welfare, hereinafter referred to as the 'State Council' and its principal office shall be in Chandigarh or in the State Capital or any other place as the Executive Committee may decide.

**Name & Principal
Office**

Aims and objective

- (a) To co-ordinate activities and help in the development of Child Welfare Movement in the State.
- (b) To act as link between the capital and non-official agencies and organisations at the local, town, city, district, division and State level, working directly or ; indirectly for the welfare of children and to persuade the said agencies to be the members of the Council.
- (c) To work as liaison among voluntary agencies and between the voluntary agencies and governmental , agencies and departments for maximum co-operation, eliminating duplications, procuring more resources and ultimately securing continued ' important in standards of child care.
- (d) To organise public opinion in the area under the jurisdiction, to secure progressive legislation, its better enforcement and its proper co-ordination, with similar measures in other States of the Indian Union, and with the total welfare policies and programmes of the country as a whole.
- (e) To organise conferences, seminars, study groups, workshop and publish literature of topical and long range significance, and to conduct research with special reference to conditions within the State.
- (f) To maintain a representative character by securing sound institutional membership.
- (g) To organise, run- and maintain services for the use

- (g) of member organisations in the jurisdiction such as technical counselling, audit unit such and other services as may be required.
- (h) To initiate action for promoting child welfare services in neglected areas and for meeting needs, by setting up essential pilot projects.
- (i) To undertake studies of programmes of members agencies and the community, to locate the difficulties experienced in formulation and implementation of child welfare programmes and to find out solutions to them through joint deliberations and joint action.
- (j) To be informed and to help institutional members to remain informed about the policies and programme- of the Indian Council for Child Welfare and to draw up and implement its programmes within the general framework of the policies and programmes of the Indian Council for Child Welfare.
- (k) To influence the formulation of general child welfare policies and programmes within the State.
- (l) To conduct all work of inter-state, national and international significance through the Indian Council for Child Welfare.
- (m) To send delegates to conferences, seminars, etc., and to co-operate with other agencies serving children directly or indirectly within the jurisdiction of the State of the Union Territory.
- (n) To raise money and funds by borrowing or otherwise, as may be deemed fit for and on behalf of the State Council.
- (o) To manage, sell, transfer, pledge or otherwise dispose off or deal with property of any kind which may be at the disposal of the State Council.
- (p) To purchase, construct, manage and after buildings and to equip them suitably for the purpose of the State Council.

- (q) To enter into contracts for and in connection with any of the purposes of the State Council.
 - (r) To perform all such acts as may be necessary or proper for achievement of any or all of the objectives of the State Council.
 - (s) The Council would start homes for children deprived of normal home life and for handicapped children.
 - (t) The Council would promote and undertake welfare services for both normal and handicapped children.
- The names, addresses and occupations of the persons who are the first members of the State Council, as on the date this Memorandum are as mentioned in the Schedule 1. They shall continue as such for such period and on such terms, as are set out in the Rules and Regulations of the State Council.

RULES AND REGULATIONS OF THE HARYANA STATE COUNCIL FOR CHILD WELFARE

1. The Name of the Organisation will be Haryana State Council for Child Welfare hereinafter referred to as "State Council". **Name**
2. The Headquarters of the organisation shall ordinarily be located in the capital of the State, for the present, in Chandigarh. **Headquarter**
3. The state Council will be affiliated to the Indian Council for Child Welfare.
4. a) "State Council" means the Haryana State Council for Child Welfare. **Interpretation**
 b) "General Body" means and includes the patrons and members of the State Council of all categories collectively acting in general meeting.
 * Amended Vide R. No. 14 of E.C.M. held on 18-4-75
 c) "President" includes a Vice-President performing the functions of the President under delegated authority.

Membership

- d) "Standing Committee" means the Committee appointed by Executive Committee under the rules and for the performance of the day-to-day administration of the State Council.
- e) "Standing Orders" means the rules framed by the Executive Committee containing general instructions regarding conduct of administrative and procedural matters.
- 5. The following shall be the categories of members :-
 - (a) Patrons :
 - (b) Founder Members :
 - (c) Life Members :
 - (d) Honorary Member :
 - (e) Representative Members
 - (f) Corporate Members :
 - (g) Individual Members :
- i) Life Patron : The Council may elect one life patron who has rendered out standing services to Council with full rights of membership on all committees,
- ii) Patrons : The Council may elect not more than three persons who have rendered distinguished service to the cause of Child Welfare as patron.
- b) Founder Members : Founder Members are those persons whose names appear as the first members of the Council in Schedule 1 to the Memorandum of Association. Such persons shall continue to be the founder Members of the State Council during their life time or until they tender their resignation or any of them is found to be guilty of mal-practices of moral turpitude.
- c) Life Members : Life Members are those "persons who are enrolled as such by the Executive Committee and who pay a minimum subscription of Rs. 2000/- Such persons shall continue to be the life members of the State Council during their life time or until they tender resignation

- d) Honorary Members : Honorary Members who are not eligible for election shall be elected by the Executive Committee and shall be considered eligible for election to the Council on resignation of Child Welfare in the State Council.
- e) Representative Members : Representative Members shall be elected by the Executive Committee from among the members of the State Council.
- f) Corporate Members : Corporate Members shall be elected by the Executive Committee from among the members of the State Council who are engaged in the welfare of children.
- g) Individual Members : Individual Members are persons above the age of 21 years who are interested in Child Welfare and who pay an annual membership fee of Rs. 10/- but do not represent any institution, organisation, trust etc. but are members in their individual capacity.
- 6. a) The Honorary General Secretary of the State Council shall maintain a register of its members which shall be open to inspection by the members of the State Council.
b) All members shall cease to be members on tendering resignation in writing or failure to attend the three consecutive meetings without assigning any reason for non-attendance.

c) The Executive Committee of the State Council may be a vote of two-thirds of the members present at a meeting remove any person or organisation from membership of the State Council provided the notice of such proposed action and opportunity for explanation has been given to the member concerned, and provided that the matter has been included in the agenda, of the meeting in which such action is taken.

i) Such action shall, however, not be taken unless the Executive Committee comes to the conclusion that the member concerned has been guilty of deliberate violation of the provisions or the memorandum and/or the Rules and Regulations of the State Council.

d) Corporate Members shall not be eligible to vote if they are in arrears of their subscriptions as fixed from time to time.

e) Only those members will be entitled to vote and stand for election who have been enrolled 3 months before the issue of the notice of the Annual General Meeting. However, the Governor-President will be authorised to relax this period under special circumstances, The following shall be the office bearers of the State Council.

- a) President
 - b) Three Vice-Presidents
 - c) Hony. General Secretary
 - d) Hony. Treasurer
- President :** The Governor of Haryana by virtue of his office shall be the ex-officio President of the Haryana State Council for Child Welfare.

Vice -President :- i) The Chief Minister shall be ex-office Vice-President of the Council.

Two Vice-Presidents shall be nominated by the President. One of them shall, however, be a non official woman social worker, who will hold office for a tenure of five years which may be extended by the President for another five years on year to year basis.

Honorary General Secretary and Honorary Treasurer will be nominated by the Executive Committee for a tenure of three years which may be extended by the Executive Committee for another three year on year to year basis.

The President : Shall perform such functions as are specified in the Rules and Standing Orders and may delegate to either of the two Vice Presidents from time to time such of his functions as he is unable to perform himself for any reason unless it is otherwise provide in the Rules or the Standing Orders.

The Hony. General Secretary and the Hony. Treasurer: will exercise such powers and perform such functions as specified below:

- Honorary General Secretary :**
- 1. The Honorary General Secretary shall be the Chief Executive Officer of the State Council.
- 2. To carry on the work of the State Council in accordance with its aims and objects and to sign all legal documents connected thereto.
- 3. The State Council shall sue or be sued through the Hony. General Secretary. However, for adoption cases, she/he may authorise any officer concerned

4. To sign the petitioners. The officer concerned, however, would work under his/her instructions
5. To maintain the discipline in the office and deal with all matters concerning the staff of the State Council
6. To delegate such powers and duties as be may be deemed necessary for the smooth functioning of the office to one or more officers of the State Council
7. To maintain and check all records.
8. To attend to all correspondence of the State Council.
9. To submit the Annual Report and periodic progress reports of the work of the State Council from time to time.
10. Amendments under clause (e) of Rule 5 and clause (c) of Rule 13 have been approved to be retrospectively effective from 16.3.1971 i.e. from the date of adoption of the Constitution. Amendment under Rule 7 has been approved to be effective from 27.09.1989 i.e. from the date it was initially approved by the Annual General Meeting in its meeting held on 27.09.1989. Amended Vide R. No. 5 & 1 of E.C.M. held on 30.10.96.
11. To supervise and control the field activities of the State Council.
12. To visit District Councils and guide their work in organising new branches, if necessary.
13. To certify and pass bill for payment for day-to-day expenditure.
14. All type of bank account of the State Council and its units/projects including the Provident Fund Accounts shall be jointly operated upon by Hony. General Secretary along with the Hony. Treasurer.

Hony. Treasurer:

1. To supervise and maintain the entire accounts of the State Council.

2. To advise on all financial matters of the State Council.
3. To submit to the Executive Committee the Audit Annual Accounts and Budget Estimates of the State Council in consultation with the Vice-President and Hony. General Secretary.
4. The Annual General Meeting of the State Council for Child Welfare shall be held once every year and the interval between such meetings shall not exceed a period of 18 months.
5. The annual General Meeting shall be convened by the order of the President.
6. Notices of an Annual General Meeting shall be sent to each member by post under certificate of posting to the members registered address with the State Council, by the Hony. General Secretary.
7. Notices shall be sent atleast 10 days prior to the date fixed for Annual General Meeting and it shall be accompanied by an Agenda specifying the business intended to the transacted at such a meeting.
8. At each General Meeting, Annual Report and the financial statement for the past year and the budget estimates for the following year shall be presented and a Chartered Accountant shall be appointed for auditing the accounts for the current years. The scope of the audit shall as far as possible be the same as in the case of a limited liability company.
9. The Annual General Meeting shall be presided over by the President, or in the President's absence by any of the Vice-Presidents. In the absence of aforesaid office bearers some other member may be elected by the Members present to take chair.
10. The meeting shall transact such business as

may be specified in the Agencies accompanying the notice of the meeting provided that any of business be brought forward with the permission of the Chair.

9. i) **Extra-Ordinary General Meeting**

Extra-ordinary General Meeting may be convened at any time by the order of the President for any specific purpose. The meeting shall be convened on the written requisition of members not less than 1/5 of the total number of member entitled to vote subject to a minimum of ten. Such requisition shall specify the object of the meeting.

ii) The notice of an extraordinary General Meeting together with its Agenda shall be sent in the manner as that of Annual General Meeting except that the period of notice shall be five days, by the Hony. General Secretary.

iii) An Extraordinary General Meeting shall be presided over in the same manner as an Annual General Meeting.

10. At all the General Meetings, whether annual or extraordinary 7 members shall form the quorum. If there is no quorum within 30 minutes of the time fixed for such meeting, the meeting shall be adjourned to be held after one hour later and at such adjourned meeting there will be no requirement of quorum.

Quorum

11. i) All questions shall be decided by votes of members present taken by show of hands.

ii) In the event of the votes being evenly divided the chairman shall have a second or casting vote.

iii) No resolution passed at an Annual or at an Extraordinary General Meeting shall be rendered invalid merely because of non-receipt of notice of such meeting by a member.

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i) The general control of the affairs of the State Council shall be vested in the Executive Committee, which shall be the governing body of the State Council for the purpose of section 16 of the Societies Registration Act, xxi of 1860.

Management

13.

The Executive Committee shall consist of:

a) All office Bearers of the State Council,
Executive Committee

b) Secretary to Governor, Haryana, all Division Commissioners and Deputy Commissioners from each District shall be ex-officio members of the Executive Committee.

c) 7 other members elected from amongst the individual/life members of the State Council at an Annual General Meeting.

d) Members not exceeding five who will be expert in different disciplines in the work of Child Welfare.

e) One member from amongst the Corporate Members.

14.

i) The executive Committee shall have all powers and perform all such functions as are the powers and functions of the State Council mentioned in the Memorandum of Association and the rules except those which are required to be done by the General body under these rules.

ii) The Executive Committee may set up a standing committee for conduct of day-to-day business of the State Council in accordance with the provisions of these rules.

iii) The standing committee shall be responsible to the executive committee for the day-to-day functioning of the State Council and shall keep the Executive Committee informed of all actions or decisions taken by it.

- iv) The Executive Committee shall be empowered to set up Committees and Sub-Committees for conduct of business of the State Council and to delegate its powers and functions to such committees and sub-committees except those which are required to be performed by the Executive Committee itself under these rules.
- v) The Executive Committee shall be empowered to frame bye-laws to regulate its own procedure and the procedure of the Standing Committees and sub-committees set up by it and to specify by Standing orders the functions to be performed by the officers of the State Council.
- vi) The decisions by the Executive Committee shall normally be taken at its meeting.
- vii) All vacancies between two general elections shall be filled in by the Executive Committee.

Meeting of the Executive Committee

- 15 i) An ordinary meeting of the executive Committee Meeting of the Executive Committee shall be called by the President once in 4 months Executive Committee and an extraordinary meeting shall be called on the requisition in writing made by any five members of the Executive Committee on a date determined by the President.
- ii) The notice of a meeting of the Executive Committee whether ordinary of Extra-ordinary specifying the place, date and hour of the meeting together with the agenda of the business to be transacted shall be sent to every member of the Executive Committee under certificate of posting to the member's registered address seven day in advance of the date of the ordinary meeting and five days in case of extraordinary meeting by the Hony. General Secretary.
- iii) An emergent meeting of the Executive Committee may be called by the President upon

- giving the members the period of notice as a matter of course and as far as reasonable.
 - vi) The members of the Executive Committee shall be eligible to be re-elected and in his or her absence he shall be represented by In the absence of the member electing the member present. If no member is present to preside over the meeting.
 - vii) All meetings of the Executive Committee shall be held in the presence of the members and shall be open to all members of the Executive Committee.
 - viii) The resolution passed by the Executive Committee shall be deemed to be invalid if it is found that the notice of the meeting of the Executive Committee is not given to all the members or members.
- 16. i) In cases of emergency a decision of the Executive Committee in respect of matters within the competence of the committee may be obtained by circulation of a proposal among the members of the Executive Committee that the prior approval of President is obtained to the adoption of this procedure in each particular case.
 - ii) Any decision of the Executive Committee arrived at in this manner shall have the same validity as decision taken in an ordinary meeting of the Executive Committee.
 - 17. i) The elected -members of Executive Committee under rule 13 (c) shall be elected ordinarily at an interval of every three years. A member shall not stand for election to the Executive Committee for more than two consecutive terms.

- ii) The Executive Committee shall have the power to fill vacancies in the Committee which may arise time-to-time during the period between the elections provided that in cases of vacancies amongst the representative members the affiliated bodies shall be consulted.
- iii) The Executive Committee shall also have the power to coopt for a period not exceeding three years, three additional members having special knowledge of problems connected with Child Welfare.
- iv) The Executive Committee may invite to its meeting from time to time representatives of the State Government from whom the Council is receiving or is likely to receive material or other help.

18. The Council may have Branches in all Districts. The formation and work at the Branches will be governed by the following rules:

Branches

- a) Constitution of the Branches shall be drawn up in conformity with the general aims and objects of the State Council and shall require approval of the Executive Committee of the State Council.
- b) It shall be permissible for a branch while it remains affiliated to call itself and to be known as the Branch of Haryana State Council for Child Welfare.
- c) The programme of work of the Branches shall require approval of the Executive Committee of the State Council.
- d) All funds raised by the Branch shall be retained by it, out of its net income, 20% will be remitted by the branch to the State Council.
- e) An amendment to the constitution of a branch shall not be made without prior consultation and approval of the Committee of the State Council.

f) The affiliation of a Branch shall be operative so long as these conditions are observed to the satisfaction of the Executive Committee of the State Council and the branches conduct of their activities in coordination and generally in accordance with the policy of the State Council.

g) Each Branch shall submit annually a report adopted by itself of its activities during the Preceding year supported by a detailed statement of receipt and expenditure with the certificate of Audit of a recognized Auditor.

h) Branches shall contribute funds towards the upkeep of State Councils schemes according to a proportion fixed by the Executive Committee.

i) A Branch shall be entitled to receive from the State Council responsible assistance to such an extent as the State Council may consider conducive to the furtherance of common objects.

j) It shall be lawful for the State Council to provide for the allocation and distribution of funds through affiliated Branch to or for any purpose connected with the aims and objects of the State Council.

k) The State Council shall be competent to dissolve District Council after due enquiry

19. The Bankers of the Council shall be the State Bank of India or any scheduled Bank which may be approved by the Executive Committee. **General**

20. Financial year of the Council will be from the 1st April to 31st March.

21. The Executive Committee shall generally be the sole authority for interpretation of these rules. In case, however, of any dispute the President's decision upon a question of interpretation shall

be final and binding..

22. The accounts of the society shall be properly maintained and will be audited every year by the auditor appointed by the General Body.
23. The property of the Council shall vest in the Council itself. The Governor of the State as President of the Council shall, however, be sole Trustee of all the property of the Council. A proper inventory of all such property (movable and immovable) shall be maintained by the Honorary General Secretary or official of the Council.
24. None of these rules shall be repealed or altered or no new rules made except by resolution passed by the majority or not less than three fifths of the members of the Executive Committee present at any ordinary meeting and confirmed by resolution passed by a subsequent General Meeting of the Council.
25. In the event of dissolution decided upon by the State Council by a resolution passed by 3/5th of the members of the State Council present personally at the General Meeting and confirmed at subsequent General Meeting, it shall be lawful for transfer and distribute its assets and liabilities to a duly constituted body having the same object of the State Council.

HARYANA STATE COUNCIL FOR CHILD WELFARE

1. Mr. B. N. Chakravarty, Governor, Haryana,
President
2. Mrs. B. N. Chakravarty, Haryana Raj Bhawan
Vice-President
3. Mr. Bansil Lal, Chief Minister, Haryana
Vice-President
4. Mrs. R. K. Saboo, H. No. 1, Sector 5, Chandigarh
* Amended vide R. No. 14 of E.C.M. held on 18-4-75
5. Mrs. C. Saroop Krishan, 83/8, Chandigarh
6. Mrs. N. C. Bhattacharjee, TBRL, 3028, Sector 28-D, Chandigarh
7. Mrs. S. K. Misra, House No. 70, Sector 7, Chandigarh
8. Director, Social Welfare Department, Haryana
9. Director Public Instructions, Haryana, Chandigarh
10. Director, Health Service, Haryana, Chandigarh
11. Mrs. S. K. Mahanta, H. No. 100, Sector 8-A, Chandigarh
12. Mrs. Usha Suri, H. No. 36, Sector 9-A, Chandigarh
13. Mrs. Krishna Devi, H. No. /S. C. F. No. 8, Sector 18, Chandigarh
14. Smt. Kamla Rani C/o Suresh Stores, Sector 13-D, Chandigarh
15. Smt. Vimla Manocha, H. No. 154, Sector 9-B, Chandigarh
16. Mrs. Nirmal Suri H. No. 36, Sector 9, Chandigarh
17. Mrs. Manju Suri H. No. 36, Sector 9, Chandigarh
18. Mrs. Indejit Achreja, H. No. 311, Sector 9-D, Chandigarh.
19. Mrs. Sheel Chopra, H. No. 151, Sector 9, Chandigarh
20. Dr. Mrs. Premi Sondhi, H. No. 281, Sector 11-A, Chandigarh

21. Mrs. Sheila Anuja, H. No. 42, Sector 4, Chandigarh

22. Mr. B.L. Ojha, C/o Jt. Secretary Development, Government of Haryana, Chandigarh

23. Mr. R.I.L. Sahn, Organising Secretary, Haryana Red Cross Chandigarh.

A Copy of the Rules and Regulations of the Association is filed with this Memorandum of Association and the undersigned being eight of the Members on this date do hereby certify that is a correct copy of the Rules and Regulations of the Council.

As, WITNESS our several and respective hands and signature on this 16th Day on March, 1971.

1. Sd/- Mrs. B.N. Chakravarty, Haryana Raj Bhawan, Chandigarh
2. Sd/- Mrs. K.K. Saboo, H. No. 1, Sector 5, Chandigarh
3. Sd/- Mrs. K. Saroop Krishan, 83/8 Chandigarh
4. Sd/- Mrs. N.C. Bhattacharjee, TBRL 3028, Sector 28-D, Chandigarh
5. Sd/- Mrs. S.K. Misra, H. No. 70, Sector 7, Chandigarh
6. Sd/- Director, Social Welfare Department, Haryana, Chandigarh
7. Sd/- Director Public Instructions, Haryana, Chandigarh
8. Sd/- Director, Health Services, Haryana, Chandigarh

RULES AND REGULATIONS (CONSTITUTION) OF THE HARYANA STATE COUNCIL FOR CHILD WELFARE _____ DISTRICT BRANCH

Consequent upon the bifurcation of the Punjab and Haryana State Council for Child Welfare into different units and emergence of Haryana Branch with its own constitution, duly adopted, it has become expedient to revise outdated constitution of the District Branches. A model constitution is therefore drafted for the adoption of the District Branches.

Name

1. The name of the organisation shall be Haryana State Council of Child Welfare _____ District Branch (hereinafter referred to as 'District Branch').

Head Quarters

2. The Principal office of the District Council shall be located at District Head Quarters unless otherwise determined by the Haryana State Council for Child Welfare.

Title & Commencement

3. These Rules and regulation shall be known as "Constitution of the _____ District Council".

b) They shall come into force with effect from such date as may be determined by the Executive Committee of the State Council.

Interpretation

a) "State Council" means the Haryana State Council for Child Welfare.

b) "General Body" means and includes the patrons and members of the District Council of all categories collectively acting in a general meeting.

c) "President" includes a Vice-President performing the functions of the President under delegated authority.

d) 'Standing orders' means the framed by the Executive Committee containing general instructions regarding conduct of administrative and procedural matter.

Status

5. a) The District Council shall be a District Branch of the Haryana State Council for Child Welfare which is Registered Society vide Registration No. 86 of the year 1970-71 under Society Registration Act XXI of

**Aim and Objects
Scope**

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1860 and shall function under its general supervision and administrative control. The District Council shall abide by such rules, as may be issued by the State Council for guidance or otherwise to the District Branches, general or/and the Branches, in particular. Any provision of the constitution or any standing order issued by the Executive Committee of the District Council being in contravention of the PROVISION OF THE RULES AND REGULATIONS Standing Orders and institutions issued by the State Council shall be ultra vires to that extent and shall be deemed to be modified and amended in the light there of.

b) Any institution interested in child Welfare in particular and Social welfare in general, may, subject to the concurrence of the State Council, be affiliated to the District Council or made corporate member thereof.

a) The aims and objectives of the District Council shall be the same as that of the State Council and its activities shall extend to _____ from its District, save parts thereof as may be excluded from its operation by the State Council.

b) The Institutions run by or under the management of the District Council shall be open to all persons without any distinction of religion, cast, colour and breed.

Memberships

7.

The following shall be the categories of members :-

- a) Patrons:
- b) Life Members
- c) Honorary Members
- d) Representative Members
- e) Corporate Members
- f) Individual Members
- a) PATRONS:

i) **Patron - in-chief :-** The District Council may at a meeting of its General Body elect a person to be the Patron-in-Chief of the District Council.

ii) **Life Patron :** The District Council may elect one Life Patron who has rendered outstanding services to the District Council with full rights of membership on all committees.

iii) **Patrons :** The District Council may elect not more than three persons who have rendered distinguished services to the cause of Child Welfare as Patrons.

b) **LIFE MEMBERS:**

Life members are those persons who are enrolled as such by the Executive Committee and who pay a minimum subscription of Rs. 2000/- provided they are recommended by the District Council.

c) **HONORARY MEMBERS:**

Honorary Members are those persons who are enrolled as such by the Executive Committee.

d) **REPRESENTATIVE MEMBERS:**

Representatives Members are persons who are nominated from time to time by the District Council.

e) **CORPORATE MEMBERS:**

Subject to the provisions of this constitution the Executive of the District Council may from time to time, admit any institution, trust or foundation, association or any other organised body engaged or interested in Child Welfare work at a Corporate Member subject to the payment of such annual subscription as may be determined by the Executive Committee and submission of annual reports and audited accounts. Such corporate member shall be entitled to nominate one representative to the General Body. On the Executive Committee of all Corporate Bodies one member will be nominated by the District Council.

f) **INDIVIDUAL MEMBERS:**

Individual Members are persons above the age of 21 years who are interested in Child Welfare and who pay in annual Membership fee of Rs. 10/- but do not represent any institution, organisation, trust etc, but are members in their individual capacity.

8. a) The Honorary General Secretary of the District Council shall maintain to register of its members which shall be open to inspection by members of the Council
 b) All members shall cease to be members on tendering resignation in writing.
- c) i) The Executive Committee of the District Council may remove any person or organisation from membership of the District Council by simple majority of the members present provided the notice of such proposed action and opportunity for explanation has been given to the members concerned, and provided that the matter had been included in the agenda of the meeting in which such action is taken.
 ii) Such action shall, however, not be taken unless the Executive Committee comes to the conclusion that the member concerned has been guilty of deliberate violation of the provisions of the memorandum and / or the Rules and Regulations of the District Council.
9. The following shall be the office bearers of the District Council:-
- a) **PRESIDENT:**
 The Deputy Commissioner of the District shall be the Ex-officio President of the District Council.
- b) **VICE PRESIDENT:**
 There shall generally be one Vice-President of the District Council, and she shall be a woman Social Worker who shall be nominated by the President of the District Council. She shall also be the Chairman of District Council.
- c) Honorary General Secretary and Honorary Treasurer may be nominated by the President. They shall not hold office for more than three consecutive terms of one year each.
- Rule 9 Clause C** 10. i) The Annual General Meeting of the District Council for Child Welfare shall be held once every year and the interval between such meetings shall not exceed

a period of 18 months

Annual General Meeting

- ii) The Annual General Meeting shall be convened by the order of the President and the Executive Committee shall decide the venue of such meetings.
- iii) Notice of an Annual General Meeting shall be sent to each member by post under certificate of posting to members registered address with the District Council.
- iv) Notice shall be sent at least 7 days prior to the date fixed for the Annual General Meeting and it shall be accompanied by an agenda specifying the business intended to be transacted at such meeting.
- v) At each General Meeting the Annual Report and the Financial Statement for the past year and the budget estimate for the following years shall be presented.
- vi) The Annual General Meeting may be presided over by the President, or in the absence of the President the Vice-President, in the absence of aforesaid office bearers a senior members may be elected to preside over the meeting.
11. **Extra ordinary General Meeting**
 i) Extra ordinary may be convened at any time by the President, for any specific purpose. The meeting shall be convened on the written requisition of members not less than 1/5 of total members entitled to vote subject to minimum of ten. Such requisition shall specify the object of the meeting.
 ii) The notice for an extra-ordinary General Meeting together with its agenda shall be sent in the same manner as that of Annual General Meeting except that the period of notice shall be 5 days.
 iii) An extra ordinary General Meeting shall be presided over in the same manner as an Annual General Meeting.
12. **Quorum**
 At all the General Meetings whether annual or extra-ordinary, 7 members shall form the quorum. If there

is no quorum within 30 minutes of the time fixed for such meeting, it shall be adjourned to be held after 30 minutes. If at such adjourned meeting there be no quorum urgent business which may be certified as such by the General Secretary may be transacted provided three members other than the office bearers are present who shall form the quorum for such purposes.

Voting

13. i) All questions shall be decided by votes of members present taken by show of hands. Proxy would not be allowed.

ii) In the event of votes being evenly divided, the Chairman shall have a second or casting vote.

iii) Resolution passed at an Annual or at an Extraordinary General Meeting shall be rendered invalid merely because of nonreceipt of notice of such meeting by a member.

Management

14. The general control of the affairs of the District Council shall be vested in the Executive Committee which shall be governing body of the District Council.

Executive

15. The Executive Committee of the District Council shall consist of:

a) All office bearers of the District Council.

b) Four members elected from among the individual members of District Council at an Annual General Meeting.

c) One member from each Sub-Division of the District to be nominated by the President to give representation to the Sub Divisions.

d) One representative each from Health, Education and Social Welfare Departments. They shall be the ex-officio members of the Executive Committee.

16. The Executive Committee shall have all powers and perform all such functions as are the powers and functions of the District Council except those which are required to be done by the General Body under these rules.

17. The Executive Committee shall be empowered to

Meeting of the Executive Committee

18. regulate its own procedure and its procedure of the committee and Sub-Committees set up by it.

19. The Executive Committee shall be empowered to set up Committee and Sub-Committees to conduct the business of the Council and to delegate its powers and functions to such committees and to any of its officer except those which are required to be performed by the Executive Committee itself under the rules.

i) An ordinary Meeting of the Executive Committee shall be called by the President once in 4 months and an extra ordinary Meeting shall be called on the requisition in writing made by any five members of the Executive Committee on a date determined by the President.

ii) The Notice of a meeting of the Executive Committee whether ordinary or extra ordinary specifying the place, date and hour of the meeting together with agenda of the business to be transacted shall be sent to every member of the Executive Committee under Certificate of posting to the member's registered address five days in advance of the date fixed for ordinary meeting and three days in case of extraordinary meeting.

iii) An emergent meeting of the Executive Committee may be called by the President upon giving the members such period of notice as may appear to the President, reasonable.

iv) The Meeting of the Executive Committee shall be presided over by the President and in his or her absence by the Vice-President. In the absence of said office bearers the members president shall elect a Chairman to preside over the meeting.

v) At all meeting of the Executive Committee five members shall form a quorum not more than three of whom shall be office bearers.

vi) All decision shall be taken by the majority vote of the members present. In the event of votes being divided

the Chairman shall have casting vote

- vii) No resolution passed by the Executive Committee shall be deemed to be invalid merely on the ground that the of the meeting which the resolution is passed had not reached a particular member or members
20. i) In cases of emergency a decision of Executive Committee in respect of matters within the competence of the Committee may be obtained by circulation of a proposal among the members of the Executive Committee provided that the prior approval of the President is obtained to adoption of this procedure in each particular case.
- ii) Any decision of the Executive Committee arrived at in this manner shall have the same validity as a decision taken in an ordinary meeting of the Executive Committee.
21. i) The Executive Committee shall be elected every year. Nominations for the elected members of the Executive Committee will be proposed by the outgoing Executive Committee which may make suggestion for the nomination of these seats for the coming year.
- ii) The executive Committee shall have the power to fill vacancies in the Committee which may arise from time to time during the period between the elections provided that in case of vacancies amongst the representative members the affiliated bodies shall be consulted.
- iii) The Executive Committee may invite to its meeting from time to time representatives of the State Government from whom the Council is receiving or is likely to, receive material or other help.
22. Every attempt will be made to start and organise city and town branches. The formation and work of the branches will be governed by following rules :
- a) Constitution of the branches shall be drawn up in conformity with the general aims and objects of the District Council and shall require approval of the Executive Committee of the District Council.

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23. b) It shall be permissible for a branch to call itself and to be known as a branch of the District Council for Welfare.
- c) The Programme of work of the Branches shall require approval of Executive Committee of the District Council.
- d) The branch shall remit 20% of its income to the District Council as its share. For the purpose of the income of the City/Town Branch receipts on accounts of Child Welfare Fund grants and donations for specific purposes shall not be considered as income of the branch.
- e) An amendment to the constitution of branch shall not be made without prior approval of the District Council.
- f) A branch shall enjoy its status so long as these condition are observed to the satisfaction of the Executive Committee of the District Council/State Council and the branches conduct their activities in coordination and generally in accordance with the policy of the District/State Council."
- g) Each branch shall submit annually a report adopted by itself of its activities during the preceding year supported by a detailed statement of receipt and expenditure with the certificate of Audit of a recognised Auditor.
- h) Branches shall contribute funds towards the upkeep of State Council schemes according to a preparation fixed by the Executive Committee of the District / State Council.
- i) The Banker of the District Council shall be the State Bank of India or any scheduled Bank which may be approved by the State Council.
- ii) The financial year of the Council will be from the first April to 31 March.
- iii) The financial powers of the District Council shall be exercised by such persons/officers and in such manners as may be prescribed by the Executive Committees of the District Council or by the State

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Council. The operation of Bank accounts of the District Council, however, be done jointly.

iv) The District Council shall prepare its Annual Budget for the following financial year in the month of February and shall send it to the State Council for approval of the Chairman of the State Council without which it shall be unlawful to charge any expenditure on the funds of the District Council.

v) The accounts of the District shall be audited by an auditor appointed by General Body at the General Body meeting preceding the financial year or appointed by the State Council.

vi) A copy of audited statement of accounts together with balance sheet of the District Council shall be sent to the state Council.

vii) "The District Council shall remit 20% of its income to the State council as its share. For the purpose of income, the District Council's receipts on accounts of Child Welfare Fund and Govt. grants and donations for specific purpose shall not be considered as income of the District Council."

24. i) The State Council shall be competent to suspend/ dissolve the Executive Committee of the District Council or dissolve the District Council if in its opinion, the working of the Council is not satisfactory.

ii) In the event of dissolution of the District Council decided upon by resolution passed by the Executive Committee of the State Council/confirmed at a subsequent meeting. It shall be lawful for it to transfer and distribute its assets and liabilities to any other District Council or body as it deems fit.

25. i) In the absence of the standing orders the decision of the Executive Committee of the District Council shall be obtained.

Power of interpretation of these Rules shall be vested entirely with Executive Committee of the State Council.