

## SCHEDULE "C"

### **"SCIENCE AND TECHNOLOGY RESOURCE CENTER (STRC) FOUNDATION, GADCHIROLI"**

#### RULES AND REGULATIONS

1. **The Definition of the Specific Words in the Rules and Regulations are as under:**
  - A] **Society:** The Society means "Science and Technology Resource Center (STRC) Foundation, Gadchiroli" it is registered according to Societies Registration Act 1860 / Mumbai Public Management Registration Act 1950.
  - B] **Chairman:** The Chairman means the Chairman of Society, "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
  - C] **Executive Chairman:** The Executive Chairman means the Executive Chairman of Society, "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
  - D] **Treasurer:** The Treasurer means the Treasurer of Society, "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
  - E] **Member Secretary:** It is to be understood as the Member Secretary of Society, "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
  - F] **Member:** The Member means the Member of Society, "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
  - G] **Governing Council (GC):** Means the Governing Council; the first and founding members' body of Society "Science and Technology Resource Center (STRC) Foundation, Gadchiroli"
2. **JURISDICTION:** The Jurisdiction of the Society will be All Over India.
3. **ACCOUNTING YEAR:** The Accounting Year will be from 1<sup>st</sup> April of the current year to the 31<sup>st</sup> March of the consecutive year.

#### 4. **MEMBERSHIP AND ITS REGISTRATION PROCEDURE:**

The **Chairman** of Society is expected to be an eminent person high on credentials and experience at national/regional level in the science and technology-based development sector and the Vice Chancellor, Gondwana University will be the **Executive Chairman** of Society, whereas, the Finance and Accounts Officer, Gondwana University Gadchiroli will be the **Treasurer** of Society, and the Chief Program Officer and Head, STRC-GUG will be the **Member Secretary** of society. Along with the above designated positions, five (04) positions such as Pro Vice Chancellor-Gondwana University Gadchiroli, Registrar- Gondwana University Gadchiroli, Program Coordinator KVK, Sonapur, Gadchiroli and the Advisor RGSTC-Nagpur will be the **Ex-Officio Members** of the Society. In addition, one (01) member with vast knowledge and experience in the social development sector especially in the Gadchiroli region will be nominated/elected by the Executive Body of the society. The decision of the Executive Body will be final and binding to all. The members nominated at the time of establishment of the Society will be considered as Founding/ Permanent/ Life Members. Any Indian male/female citizen, who has completed 18 years, can be a member of this society. For membership, he/she has to apply on the appropriate application form of the society, with requisite fees as decided by the society. After receiving the membership application form, he/she can be appointed as the member of the Society. According to the rules and regulations of the Society, his/her name will be enrolled in the Membership Enrollment Register of the Society. The decision of the Executive Body will be final and applicable to all. The founder members enrolled at the time of establishing the Society will be considered as Permanent/Life Members. The member can contest or vote in the election according to the rule 4 and rule 6 mentioned in the Rules and

Regulations of the Society. The Executive Body reserves the right to reject the membership application form of any person. The person, whose application form has been rejected, can reapply after 2 months or till the date of next meeting of the Executive Body. The person reapplying for the membership will be given the priority.

**5. TERMINATION OF MEMBERSHIP:**

Membership of the designated Ex-Officio positions are permanent in nature, it may change automatically as person holding the designated position, changes. Membership can be terminated, due to the following reasons;

- A) If his/her behavior is disastrous to the Society, if he/she is violating the rules and regulations of the Society, his/her actions bring losses to the society, his/her actions lead to conflict of interest of any kind, he/she brings the society to disrepute, he/she manipulates/misappropriates the funds of the Society, he/she gets involve in cheating the Society, he/she wrongly presents the facts of the Society, and any other misdeed that defames the Society.
- B) If he/she submits resignation letter willingly to the Chairman of the Executive body.
- C) If anyone is legally ineligible and submits written resignation then the membership will be terminated on approval of his resignation.
- D) If he/she expires, or physically/ mentally unfit to carry out the work.
- E) The move to recommend termination of membership will be taken by the Executive Body based on majority. The final decision of terminations is at the discretion of the Chairman with due consideration of the views of the Executive Body members.

**6. TYPES OF MEMBERS:**

There will be two types of Members according to Rule 4. (For example: LifeMember and General Member etc.)

The members nominated at the time of establishment of the Society will be considered as Founding/ Permanent/ Life Members.

**A) Life Member:**

The person having an Indian Citizenship who has completed 18 years can apply for the membership to the society depositing one-time membership fees of Rs. 501/- (Rupees Five Hundred and one only) will be the identified as life time member/ permanent/ life member of the society. After the deposition of the fees, Executive Body will decide and enroll him/her as permanent/life member of the society from the date of fees paid to the society. Such members will enjoy the right to vote/contest in the election of society.

**B) General Member:**

The person having an Indian Citizenship who has completed 18 years can apply for the membership to the society depositing one-time membership fees of Rs. 101/- (Rupees One Hundred and one only) will be the identified as general member of the society. After the deposition of the fees, executive body will decide and enroll him/her as general member of the society from the date of fees paid to the society. Such members will enjoy the right to vote/contest in the election of society during the tenureship of his membership only. Such members will be ineligible to vote/contest in the election of society if they fail to pay the requisite membership fees.

**7. ANNUAL GENERAL BODY MEETING AND ITS POWER AND DUTIES:**

Annual General Body Meeting is the supreme and final decision-making platform. The Annual General Body Meeting will be held every year. It will be conducted any time in the period from April to June. The place, time, quorum, agenda and notice above AGM will be intimated 15 days before the date of AGM to the members. The following proceedings will be carried out in the Annual General Meeting.

- a) To consider and pass the yearly accounts.
- b) To adopt the budget estimates of the ensuing year.
- c) To amend the Rules and Regulations, if necessary.

- d) To hold election of the Executive Committee after every five years.
- e) Any other topic can be discussed with the permission of the Chairman.
- f) To organize and carry out activities, courses, and facilities to attain the objectives of the society.

**8. NOTICE AND QUORUM OF ANNUAL GENERAL MEETING:**

Annual General Meeting notice about the venue, time, quorum, agenda, should be informed to the members at least 15 days prior to the date of the meeting, by the Member Secretary with the approval of Chairman. The notice about the meeting to the members should be given to the members either by E-mail, by hand or by post/registered post, and the same should be recorded in the concerned note book/register. The quorum for the Annual General Meeting should be 2/3 of the total members of the Society. If the quorum is not satisfied, then the meeting can be postponed for half an hour. In such meeting the requirement of quorum strength will not be a constraint. The decisions taken in such postponed meeting will be considered as authentic and approved. This instruction should be mentioned in the notice of the Annual General Meeting given to the members.

- 9. SPECIAL GENERAL BODY MEETING, ITS POWERS AND DUTIES:** The Special General Body Meeting will be organized as and when required by the Executive Committee. The Powers and Duties will be as per the General Body Meeting. The notice of the meeting should be served by Email, Registered A.D. Post or by Hand Delivery. This meeting will be called within 30 days from the Date decided by the Executive Committee. The quorum for the Annual General Meeting should be 2/3 of the total members of the Society. If the quorum is not satisfied, then the meeting can be postponed for half an hour. In such meeting the requirement of quorum strength will not be a constraint.

The decisions taken in such postponed meeting will be considered as authentic and approved. This instruction should be mentioned in the notice of the Annual General Meeting given to the members. The Chairman and the Executive Chairman would have the right to accord special approvals in case of interim, emergency or needful situation, which will then be put up before the forthcoming annual general body meeting.

**10. EXECUTIVE BODY AND ITS OFFICE BEARERS:**

The Executive Body will comprise of 09 members. The office bearers will be as follows:

Positions	Numbers of Positions
Chairman	01
Executive Chairman	01
Treasurer	01
Member Secretary	01
Members	05
<b>Total</b>	<b>09</b>

**11. DURATION OF EXECUTIVE BODY AND ELECTION PROCEDURE**

The term of the Executive Body will be for a maximum period of 5 years. The election of the Executive Body and the Executive Members will be held on the basis of secret ballot in a democratic way at the end of the term, i.e., every 05 years in General Body Meeting. The election of members of the Executive Body and Executive Members will take place according to the rule number 10 by which a total of 09 members will be elected.

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## 12. DESIGNATION OF EXECUTIVE BODY AND THEIR DUTIES AND RESPONSIBILITIES:

### A) Chairman:

1. He/She should resume the post of Chairman of the Society and control the Society.
2. To run the Society by keeping its benefits into view, in accordance with the rules and regulations framed in all the meetings of the Society.
3. To control the functioning and working of the Society and its different branches.
4. To control, keep watch, and perform money transactions on behalf of the Society.
5. To sign and bring into force various memorandum of understandings, benefiting the Society.
6. To take the final and ultimate decision regarding the acceptance of the resignation letter of any member of the Society.
7. In case of tie in any type of election relating to any matter of the Society, the final deciding/additional vote will be casted by the Chairman.
8. Keeping the benefits of the Society in view, the final and ultimate power /rights will be exercised by the Chairman.

### B) Executive Chairman:

1. To perform all the duties of the Chairman in his absence.

### C) Treasurer:

1. To perform money transaction on behalf of the Society, with prior permission and approval from the Chairman.
2. To sanction the bills of the Society and to take due care of the property of the Society.
3. To sanction the expenditure bills, sign the receipts, taking care of the society property approve the bills in consultation with the Member Secretary and to control financial position of the society.
4. To maintain the income, expenditure accounts and record notebooks.
5. To keep the record of membership fees of the members and deposit the amount in bank account of the society in the same day.
6. To prepare the list of the members and to keep the account of the membership fees.

### D) Member Secretary:

1. To organize all the meetings of Society and to note down the minutes of the meetings in minute note book in legible hand writing along with apprising the members with those minutes in the next ensuing meeting.
2. To perform all official correspondence on behalf of the Society.
3. To make the list of different works.
4. To look in to the legal court matters relating to Society.
5. To perform money transaction on behalf of the Society, with prior permission from the Chairman.
6. To prepare the annual budget, important documents/ reports and corresponding with the related departments / agencies within stipulated time period in consultation with Governing Council.
7. To frame trivial rules by consulting executive body.
8. In the absence of both Chairman and Vice Chairman, he / she can chair the meetings of the Society by keeping benefits of the Society in view.

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## COMMITTEE

### E] MEMBER OF THE EXECUTIVE BODY:

1. To obey the orders of the Chairman and help the Member Secretary in his / her work as and when required.
2. To attend all the meetings of the Society.
- 3 To keep the watch on the working of the Society.
4. To vote in the Society elections.
5. To help the Society in taking right decisions / passing the resolutions in the Society Meetings. The Executive Committee Members will be responsible for all the work and decisions of the Society.

### 13. POWERS AND DUTIES OF EXECUTIVE COMMITTEE:

- a. Executive Committee will control and direct all the working of the Society.
- b. It will fulfill and get done all the resolutions passed in the Society Meetings
- c. It will keep watch on immovable properties of the Society and will note in property note books.
- d. It will present Audit Reports, Account Books, and Important Reports, to the Hon'ble Assistant Registrar of Societies/Hon'ble Asst. Charity Commissioner.
- e. It will perform legal court works in the interest of the Society.
- f. It will sign various MOUs and pass resolutions favoring the Society.
- g. It will perform financial transactions on behalf of the Society.
- h. It will organize meetings as per the rules and needs.
- i. It will prepare the rules, sub rules and change the Rules and Regulations in the interest of the Society.
- j. It may give recognition to the branches of the Society for fulfilling the Objectives of the Society. It may derecognize or close other branches of the Society.
- k. It will control the income and expenditure of the Society.
- l. Executive Committee will have power to appoint and dissolve Sub- Committee for the proper management of the Society as and when necessary.
- m. To take care of the membership applications and take decisions of consideration or rejection of the members according to the majority of Society Members.
- n. To fill up the vacant posts in the Executive Committee Body according to the Rules and Regulations of the Society.
- o. To appoint the personnel for carrying out the Society work and remove them after the completion of work.
- p. To take decisions in the interest of the Society according to the majority of the members in the Society Meetings.

### 14. EXECUTIVE COMMITTEE MEETING AND REQUISITION MEETING:

- a. Executive Committee Meetings will be organized once in every 2 months.
- b. If the Member remains absent without informing the Executive Committee or without any appropriate reason, then the Membership of such member not attending 4 meetings in a row may be terminated by issuing him a notice.
- c. Such meeting can be conducted on the request of 1/3 members by giving application to Chairman / Member Secretary. The meeting shall be called on a written request of 2/3 members of the General Body within 15 days from the date of the notice. If the Chairman does not call the meeting, then by giving an application to the Member Secretary, such meeting can be organized. Such meeting will have the power equivalent to the Executive Committee Meeting. Such meeting will be called as Requisition Meeting.

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**15. NOTICE AND QUORUM OF EXECUTIVE COMMITTEE:**

- a. The notice for Executive Committee will be sent before 8 days by the Chairman or Member Secretary.
- b. The notice and agenda of the meeting will be served by Regd. Post AD or by hand delivery. The notice of the Meeting can be displayed on the Society Office Notice Board.
- c. The Notice will contain the date, time, venue and place of the Meeting.
- d. The Quorum for the meeting will be 2/3 of the total members of the Executive Committee. If the quorum is not completed, meeting will be adjourned for 30 minutes. Quorum will not be required for adjourned meeting and resolutions will be passed by majority.

**16. RULES FOR ELECTION OF THE EXECUTIVE COMMITTEE:**

The election of the Executive Committee will be conducted every 5 years by the rules 4, 6, 10, 11 mentioned about. The members, who are not in arrears of any dues of the Society till the filling of his/her nomination papers, will be eligible to contest. Election Officer will be appointed before 30 days. Notice of election will be given 15 days before the election date. Election will be organized by secret ballot in democratic way and resolutions will be passed by majority. After the election of Executive Committee Members, Chairman will call the first meeting of the Executive Committee.

**17. FILLING OF VACANCIES OF THE EXECUTIVE COMMITTEE:**

If any member resigns or dies, the remaining Executive Committee will fill up the vacancies by passing the necessary Resolution by majority. Any member wishing to resign from the Society shall send his/her resignation in writing to the Chairman / Member Secretary. The rules 4, 6, 10, 11 mentioned above will be considered and required number of members will be decided in the Executive Body Meeting and new list of Members will be forwarded to Hon'ble Assistant Charity Commissioner for consideration.

**18. FUND AND INCOME:**

Membership fees, other fees, Subscriptions, Donation, Government grants, Bank interest, and gifts will be the major sources of income for the Society. The movable and immovable properties can be purchased/transferred and other agreements can be signed in the interest of Society with due permission of Hon'ble Assistant Charity Commissioner.

**19. PROVISION FOR OBJECTWISE EXPENDITURE:**

It is proposed to spend about 100% of the total income as earned/received in a financial year towards execution/conduction/ implementation of activities, programs, projects related to education, training and rest of the funds shall be suitably deployed to meet expense towards others aims, objectives of the society and related expenditure depending upon society's need as may be field/perceived by Governing council from time to time.

**20. PROVISIONS FOR LOANS AND DEPOSITS:**

The Society can deposit or borrow from trustees or any other persons or Association or bank or any other persons or Association or bank or any financial institutions with the prior permission of the Joint Charity Commissioner, Nagpur. Before taking any loan and deposit it is necessary to resolve unanimously in the Executive Body Meeting and General Body Meeting.

**21. PROVISION FOR SALE OR PURCHASE OF IMMOVABLE PROPERTY:** For purchase of Sale of any immovable property, prior permission of Joint Charity Commissioner, Gadchiroli will be necessary. Before sale or purchase of immovable property, it is necessary to resolve unanimously in the Executive Body Meeting and General Body Meeting.

**22. BANK ACCOUNT:**

The bank account will be opened in the Nationalized Banks in the name of Society. The account will be jointly operated by the Chairman, Treasurer and the Member Secretary of the Society.

**23. MEMBERSHIP REGISTER:**

According to Section 15 of Societies Registration Act 1860, the list of members shall be kept in accordance with Schedule 6, Rule 15 of the Societies Registration, Maharashtra Rules, 1971. The information of employees in the Society will be informed to Hon'ble Asst. Registrar Society, as per Schedule-II format.

**24. AMENDMENT TO THE RULES AND REGULATIONS:**

- a) Any amendment in the Rules and Regulations shall be passed by 3/5 Majority in the Annual General Body Meeting as per the provision of Section 12 and 12-A of the Societies Registration Act, 1860.
- b) The changes, modifications of rules and regulations can be done by passing resolution by 3/5 majority in annual general body meeting according to Societies Registration Act, 1860.

**25. CHANGE IN THE NAME AND OBJECTIVES OF THE SOCIETY:**

The Name and Objectives of the Society or its amalgamation shall be done in accordance with the section 12 or 12 A of the Societies Registration Act, 1860. It should be resolved in Annual General Body Meeting with 3/5 majority.

**26. DISSOLUTION:**

The Society shall be dissolved by the 3/5 of the majority in the General Body Meeting as per the provisions of the Section 13 and 14 of the Societies Registration Act 1860. All property of Society can be transferred to the association having same object before the dissolution of society. The account of credit and Debit of Society will be completed. After completing the work legally, the Society can be dissolved.

**CERTIFICATE**

Certified that the copy of rules and regulations of "Science and Technology Resource Center (STRC) Foundation, Gadchiroli" is a true copy.

Sr. No.	Name of Member	Address	Designation	Signature
1.	Dr. Charudatta Digambar Mayee	AT. K-50, GF, Amravati Road, In Front of L.I.T., University Campus Bharat Nagar, Nagpur	Chairman	
2.	Dr. Prashant Shridhar Bokare	Vice- Chancellor University, Gadchiroli Tah. Dist. Gadchiroli	Executive Chairman	
3.	Shri. Saket madan Dashputra	Finance and Accounts Officer Gondwana University Gadchiroli	Treasurer	
4.	Shri. Ashis Kumar Gharai	Chief Program Officer & Head STRC, Gondwana University, Gadchiroli Tah. Dist. Gadchiroli	Member Secretary	

Place:.....

Date:.....



