

RULES

(as enforced since 16.4.90)



**INDIAN RED CROSS SOCIETY
ORISSA STATE BRANCH**

**RED CROSS BHAVAN
BHUBANESWAR-751007**

RED CROSS FUNDAMENTAL PRINCIPLES

HUMANITY

Born of a desire to bring assistance without discrimination.

IMPARTIALITY

No discrimination as to nationality, race, religion, class or political opinions.

NEUTRALITY

Not taking sides in hostilities or engaging in controversies of a political, racial, religious or ideological nature.

INDEPENDENCE

Maintenance of autonomy so as to act at all times in accordance with Red Cross principles.

VOLUNTARY SERVICE

Not prompted in any manner by desire for gain.

UNITY

Only one Society in each country must carry on its humanitarian work throughout its territory.

UNIVERSALITY

All Red Cross Societies have equal status and share equal responsibilities and duties.

THE INDIAN RED CROSS SOCIETY, ORISSA STATE BRANCH (AS AMENDED UP TO JANUARY, 1990) CONSTITUTED UNDER THE PROVISIONS OF SECTION 8 (1) OF THE INDIAN RED CROSS SOCIETY ACT 1920 (ACT-XV OF 1920) AS AMENDED BY ACT XXII 1956 AND THE ADOPTION OF LAW (No.4) ORDER- 1957 .

RULES

1. NAME OF THE SOCIETY:

The name of the Society shall be Indian Red Cross Society, Orissa State Branch to be called hereafter as the 'Society'.

2. BODY CORPORATE:

The Society shall be a Body Corporate and shall have perpetual succession and a common seal, with power to hold and acquire property, moveable and immoveable and shall sue and be sued by the name Indian Red Cross Society, Orissa State Branch.

3. AIMS & OBJECTS:

The aims and objects of the Society for which its funds and activities shall be directed, shall be as follows:

- i) Aid to the sick and the wounded members of the Armed Forces of the Union in accordance with the terms and spirit of the Geneva Conventions of 12th August, 1949 and discharge of other obligations developing upon the Society under the conventions as the recognised Auxiliary of the Armed Forces Medical Services.
- ii) Aid to the demobilised sick and wounded members of the Armed Forces of the Union.
- iii) Maternity and Child Welfare.
- iv) Youth Red Cross / Junior Red Cross.
- v) Nursing and Ambulance Work.
- vi) Provision of relief for the mitigation of suffering caused by epidemics, earthquakes, famines, floods and other disasters whether in India or outside.
- vii) The establishment and maintenance of peace among all Nations in accordance with the decisions of the International Red Cross Organisations.

- viii) Work parties to provide comforts and necessary garments etc. for hospitals and health institutions.
- ix) The expenses of management of the Society and its Branches and affiliated Societies and Bodies.
- x) The representation of the Society on or at International or other Committees formed for furthering objects similar to those of the society.
- xi) The improvement of health, prevention of diseases and mitigation of suffering and such other cognate objects as may be approved by the Society, from time to time.
- xii) Welfare of disabled, aged, destitutes and orphans.

4. JURISDICTION:

The jurisdiction of the Society shall extend to the entire State of Orissa. The Society shall have power to supervise and to regulate the activities of all its Branches in the State of Orissa. Any district in the State may have the District Branch and other sub-branches of the society within the same district. Sub-branches in the districts will be opened with the approval of the District Branches and the District and Local Branches will function under the control of the State Branch. The opening of Sub-branches will be confined to Sub-Divisional Headquarters (Sub-Division Branch) and organised Sectors (Regional Branch.)

5. GRADE OF MEMBERS:

There shall be the following grades of Members of the Society.

- a. President
- b. Vice-President.
- c. ~~Honorary Vice-President~~
- d. Patron
- e. Vice-Patron
- f. Life Member
- g. Annual Member
- h. Life Associate Member
- i. Associate Member
- j. Institutional Member.

6. PRESIDENT AND VICE-PRESIDENT:

- a) **President:** The governor of Orissa shall be the President of the State Branch.
- b) **Vice-President:** The Minister, Health, The Minister of Education of the State shall be Vice-President of the Society. An eminent Lady may be nominated by the President to be the lady Vice-President.

7. FEES PAYABLE BY MEMBERS:

a) **Honorary Vice-President:** Any person contributing a sum of Rs.20,000/- or more at a time to the funds of the Society shall be a Honorary Vice-President.

b) **Patron:** Any person contributing a sum of Rs.10,000/- or more at a time to the funds of the Society shall be a patron of the Society. A patron on payment of a further sum of Rs.10,000/- or more may become an honorary Vice-President.

c) **Vice-Patron:** Any person contributing a sum of Rs.2,000/- or more but less than Rs.10,000/- at a time to the funds of the Society shall be a Vice-Patron. If a Vice-Patron wishes to become a Patron he shall pay a further sum, at a time, so as to bring out total contribution to Rs.10,000/- or more.

d) **Life Member:** Any person paying a sum of Rs.250/- at a time shall be a Life Member. If a Life Member wishes to become a Vice-Patron he shall pay a further sum at a time so as to bring the total contribution to Rs.2,000/- or more.

e) **Life Associate:** Any person paying a sum of Rs.100/- at a time shall be a life Associate Member. If a Life Associate Member wishes to become a Life Member, he shall pay a further sum at a time so as to bring the total contribution to Rs.250/-.

f) **Annual Member:** Any person paying an annual subscription of Rs.15/- shall be an Annual Member.

g) **Annual Associate Member:** Any person paying an Annual Subscription subject to a minimum of Rs.2/- and maximum of Rs.14/- shall be an Annual Associate Member. An Associate Member at any time may compound all further subscriptions and become a life Associate for life by paying Rs.100/- at a time.

h) Institutional Member: Any Institution paying an annual subscription of Rs. 250/- shall be an Institutional Member. An Institutional Member may, at any time become an Honorary Vice President, Patron or Vice Patron by paying the Prescribed subscription for any of these categories of membership.

Those who have been enrolled as a member of any grade on payment of lesser amount as was previously fixed, shall maintain their membership as before.

8. HONORARY MEMBERSHIP :

The Executive Committee may appoint any person as an Honorary Member to any of the grades of the membership of the Society for the services rendered by him to the cause of the Society subject to the approval of the Managing Body of the Indian Red Cross Society, Delhi, except President.

APPORTIONMENT

i. The Contribution of subscription due from a member of any category shall be paid either to the State Branch or to any of the District Branches or Sub-Branches where he is first enrolled. In case of payment made to the District Branch, the apportionment of such payment shall be as under:

- a) ~~15%~~ ^{15%} payable to Indian Red Cross Society.
- b) ~~10%~~ ^{10%} payable to the Orissa State Branch.
- c) ~~75%~~ ^{75%} payable to the District Branch to which the member making the payment belongs.

In case of the payment made to a Sub-Branch the apportionment of such payment shall be as follows:

- a) ~~65%~~ ^{65%} payable to the Sub-Branch.
- b) 10% payable to the District Branch.
- c) ~~10%~~ ^{10%} payable to the State Branch.
- d) ~~15%~~ ^{15%} payable to the Indian Red Cross Society.

When the State Branch directly enrolls any person or institution the apportionment of such payment shall be as under:

- a) ~~10%~~ ^{10%} payable to the Indian Red Cross Society.
- b) ~~20%~~ ^{20%} payable to the State Branch.

ii. Donations or contributions received by the State Branch or the District Branch or the Sub-Branch for a specified purpose or

where the purpose of donations or when the State Branch or the District Branch or the Sub-Branch themselves invite contributions for specified purpose or when the State Government allows the State Branch or the District Branch or the Sub-Branch to make collections for a specific purpose, shall be retained in full and utilised for the said purpose by the State Branch or the District Branch or the Sub-Branch, as the case may be.

iii. All other general donations including net proceeds of collections from fairs, raffle, fetes, variety shows, sale of pin flags, seals or any other collections shall be apportioned as follows:

a) Collection made by the State Branch :

~~15%~~ ^{15%} payable to the Indian Red Cross Society and ~~90%~~ ^{85%} payable to the Indian Red Cross Society, Orissa State Branch.

b) Collection made by District Branch:

~~15%~~ ^{15%} payable to the Indian Red Cross Society.

~~10%~~ ^{10%} payable to the State Branch.

~~75%~~ ^{75%} payable to the District Branch.

c) Collection made by Sub-Branch:

~~15%~~ ^{15%} payable to the Indian Red Cross Society.

~~15%~~ ^{15%} payable to the State Branch.

10% payable to the District Branch.

~~60%~~ ^{60%} payable to the Sub-Branch.

9. ADDRESS OF MEMBERS:

Every member of the Society (excluding the ex-officio members) shall furnish from time to time the Secretary of the State Branch as well as the District Branch with his address to which communications when necessary may be sent. A register consisting of life members and above is to be maintained by the State Branch and a register of all other categories of members is to be maintained by the respective District and local Branches. The District Branch will send the names of life members and above to the State Branch. All communications sent by post to the address furnished by a member shall be deemed to have been duly delivered to the members concerned.

10. FINANCIAL YEAR

The financial year of the Society shall be ~~the English calendar year~~ ^{from 1st April to 31st March}.

11. ANNUAL GENERAL MEETING:

- a) The Annual General Meeting of the members of all grades of the Branch shall be held on such date and at such time and place as may be decided by the President.
- b) At that meeting the following shall be entitled to vote on any question that may be submitted to the meeting.
 - i. President
 - ii. Vice-Presidents
 - iii. Honorary Vice-Presidents
 - iv. Patrons
 - v. Vice-Patrons
 - vi. Members of the Executive Committee.
 - vii. Such members of the working committee who are not "Members of Executive Committee".
 - viii. The District Branch may depute two members delegates in the minimum and five members delegates in the maximum to the A.G.M.
 - ix. One member delegate nominated by each Sub-Branch.
 - x. All Life Members attending the meeting.
- c. The President shall preside over the meeting. In his absence, the senior most Vice-President shall preside. In the absence of any Vice-President, an Honorary Vice-President if any, shall preside. In the absence of any of the persons mentioned above the members present shall elect one from amongst themselves to preside over that meeting.
- d. 25 members shall form the quorum at a General Meeting.
- e. Atleast twenty one days notice specifying the place, date and time and the nature of business of the meeting shall be given by News Paper advertisement, which shall be deemed to be the notice given to all the members of the Society on the roll of the Orissa State Branch.

Provided, however that such notice in writing shall be sent by post to the members of the Executive Committee and other members who are entitled to exercise their vote in the General meeting.

Provided, further that such notice sent by post to the Chairman of the District Branches and Sub-Branches shall be deemed as notice given

to their nominated delegates, if their names have not been sent to the Secretary before the date of despatch of the notice for printing in News Paper.

- f. The Annual General Meeting shall transact the following business.

- i. The receipt, consideration and adoption of the Annual Report of the work of the Branch of the preceding year, the Audited Accounts and Balance Sheet of the preceeding year, and business of which a notice in writing is given a week before the date of the meeting by not less than four members of the Branch on its roll and such other business of a formal nature which may be brought forward with the consent of the President.
- ii. Every proposal shall be put to the vote. The voting shall be by show of hands. In case of equality of votes, the President or Chairman of the meeting shall have a second or casting vote.

12. EXTRA- ORDINARY GENERAL MEETING:

An Extra Ordinary General Meeting of the Branch may be convened, if necessary, by the President for any purpose connected with the State Branch.

- a. 10 days notice of such meeting shall be given.
- b. No business other than that specified in the notice shall be transacted in such meeting.
- c. The manner of notice, voting and the quorum as provided for the Annual General Meeting shall apply to an extra- ordinary General Meeting.

13. EXECUTIVE COMMITTEE:

The general management and control of the business and affairs of the Branch shall be vested in a Committee called the Executive Committee. It shall have power to carry out such activities as within the scope of the State Branch, subject to the provisions of Section 12 of Indian Red Cross Society Act 1920 and which have not herein or by Statue expressly directed or required to be done by the Branch at the Annual General Meeting or Extra- ordinary General Meeting. In particular, the Executive Committee shall have the following powers:

- a. To pass the Budget estimate for every year, before the commencement of the year.
- b. To place before the Annual General Meeting the Annual Report of the work of the Branch of the preceeding year the Audited

Accounts and the Balance Sheet of the preceeding year for consideration adoption.

- c. To accept and adopt asset and liability statement after stock taking or on completion of the financial year.
- d. To sell, exchange, partition, lease or otherwise dispose of the property of the Society or any part thereof of any interest therein for money or other valuable consideration as fully as if they were owner of the said property.
- e. To invest money in the name of the Society, as may be necessary or desirable, any investment in which a trustee may, by law, invest money or in the purchase or improvement of any land, property or estate, or any interest in land, property or estate.
- f. To borrow or raise money in such manner as the Executive Committee may think fit, by mortgaging any of the property or properties belonging to the Branch as and if necessary.
- g. The Executive Committee shall be collectively responsible for any of the debits and liabilities of the Branch and shall discharge the same out of the assets and property and income of the Branch.
- h. To pay all or in part expenses incurred in the management of the concerns of the Branch out of the money coming to their hands.
- i. To appoint Sub-Committee or Sub-Committees for any purpose which shall consist of atleast two members of the Executive Committee and to delegate any of their powers to the Sub-Committee so appointed.
- j. To take legal advice on any matter concerning the Branch as they think fit and to act in accordance with such advice as they may receive without being responsible for any error thereby committed.
- k. To appoint the necessary staff at the Headquarters and to fix their scales of pay or remuneration and the conditions of service excepting the Secretary if he is otherwise appointed, elected or nominated.
- l. To determine in all cases what matters properly fall within the scope of aims and objects of the Branch and the decision of the Executive Committee in all such matters shall be final and binding.

- m. To authorise or approve the formation of District Branches, Sub-Divisional branches or Regional Branches of the State Branch and to supervise their work.
- n. To authorise or approve the formation of a Junior Red Cross working Committee for carrying out Junior Red Cross work in the State.
- o. To affiliate to the Branch any other Society or Body registered under the Registration of Societies Act having any of the aims and objects of the State Branch and may provide for the allocation and distribution of funds, through such Society or body or for any such objects.
- p. To give financial assistance, if necessary and possible to any Branch or affiliated Society or Body or to any other charitable institution.
- q. To make regulations for the proper management, function and control of State Branch and for the administration and supervision of all branches of the State Branch.
- r. To determine the strength and composition of the staff of the Branch at the Head-quarters and in the institutions of the Branch.
- s. To frame Regulations about the salary, period of employment and conditions of service of the employees of the Branch.
- t. To remove from the roll of members the name of any member who has been convicted for offence involving moral turpitude by a competent court of law.
- u. To frame standing orders from time to time for the guidance of the Executive Committee, Working Committee, Standing Committee, District Branches and Sub-Divisional Branches, Junior Red Cross working Committee, Central Blood Bank and the institutions created established or maintained by the Branch.
- v. To amend, alter or cancel any or all of these rules of the Branch from time to time, as and when the necessity may arise, by atleast two-third majority of votes of the members present and voting at a meeting specially convened for the purpose, after a notice of the proposed amendment, alteration or cancellation has been sent to the members of the Executive Committee, provided, nevertheless, that no resolution passed in a subsequent meeting of the Executive Committee shall invalidate any prior act that was otherwise valid.

14. MEMBERS OF THE EXECUTIVE COMMITTEE:

(A) The Executive Committee of the Branch shall consist of the following members:

1. President of the Branch (Governor of Orissa)
2. Vice Presidents
 - a) Minister, (Health)
 - b) Minister, (Education)
 - c) An eminent lady (Social Worker) to be nominated by the President.
3. Honorary Vice Presidents of the Society
4. Secretary of the Branch
5. Treasurer of the Branch
6. Secretary, Finance Department
7. Secretary, Education Department
8. Secretary, Health Department
9. Secretary, Panchayatiraj Department
10. Two Vice-Chancellors of the Universities to be nominated by the president on rotation.
11. Director, Higher Education, Orissa
12. Director, Secondary Education, Orissa
13. Director of Health Services, Orissa
14. Director of Medical Education and Training Orissa
15. Director of Information and Public Relations, Orissa
16. Director, Harijan and Tribal Welfare, Orissa
17. Two representatives from Women Organisations, three representatives from General Voluntary Organisations and one representative of Orphanage Organisations.
18. Chairman, State Social Welfare Advisory Board, Orissa.
19. Nine non official members to be nominated by the President from among the members of the Society except annual and associate members.
20. All District Magistrates.
21. President, Utkal Chamber of Commerce.

(B) All members of the Executive Committee who are not already members of the Society may be requested to be members of any grade of their choice.

(C) The member of the Executive Committee other than the ex-officio members shall hold office for three years or till new members are nominated which ever is later.

15. SECRETARY:

The Branch shall have a Secretary. The Secretary shall be appointed by the president. The tenure and remuneration of the Secretary shall be fixed by the President.

16. DUTIES OF THE SECRETARY:

The Secretary shall be the main executive of the Branch. He/She shall be in charge of general administration of the State Branch. In particular his/her duties shall be as follows:

- a) To administer routine work of the Branch subject to the directions of the President and the Chairman.
- b) To incur expenditure within sanctioned Budget grant and to make reappropriation, if necessary, with the sanction of the Chairman.
- c) To carry on correspondence of the Branch.
- d) To exercise general supervision over the staff and affairs of the Branch and to assist in carrying out the rules and regulations and standing orders framed by the Executive Committee.
- e) To inspect the District Branches, Sub-Divisional Branches and Regional Branches.
- f) To prepare and submit in time to the Working Committee/ Executive Committee the Annual report and Budget Estimates.
- g) To give notice of the meeting of the Executive Committee, the Working Committee, the Standing Committee and the Sub-Committee to the members. Provided that if a convenor is appointed for any Standing or Sub-Committee, he shall give such notice for the meeting of that Committee.
- h) To call for annual report and statement of accounts of the District Branches and to submit consolidated report of the State Branch to the Indian Red Cross Society, Delhi.
- i) To help the Executive Committee, the Working Committee in implementing the aims and objects of the Branch and in directing the policy and work of the Branch.

- j) To attend the meeting of the General Body, the Executive Committee and the Working Committee.
- k) To record or cause to be recorded in the minutes book, the proceedings of the meeting of the General Body, Executive Committee, the Working Committee and other Committees and to take due care that all papers, letters and documents of every kind connected with the business of the Branch are properly filed and preserved.

17 TREASURER:

The Branch shall have a Treasurer who shall be nominated by the president for a term and on remuneration if any that may be determined by him (the President). When a Treasurer is not appointed, the Secretary shall function also as the Treasurer.

18. MEETING OF THE EXECUTIVE COMMITTEE:

- a) The Executive Committee shall meet ordinarily three times in a year. More meetings may be held if necessary with the consent of the President of the Branch.
- b) A notice in writing stating the place, date and time of the meeting of the Executive Committee shall be sent by post to the members of the Executive Committee at least 14 days before the date of the meeting. The agenda of the business for the meeting shall also be sent to the members before the date of the meeting provided that, accidental omission to give notice to or non-receipt of such notice by any member shall not invalidate the proceedings of the meeting. In the case of an emergent meeting four days notice will suffice.
- c) Nine members shall form the quorum for a meeting. If the quorum is not present within fifteen minutes of the time fixed for the meeting, the meeting shall be adjourned for fifteen minutes. At such adjourned meeting the business for which the meeting was called may be transacted whether quorum is present or not.
- d) The president of the Executive Committee shall preside over the meeting. In his absence any of the Vice-Presidents present or in their absence, any other members of the Executive Committee elected by the members present shall preside over the meeting.
- e) Under the direction of the President of the Branch or Chairman of the Working Committee, the Secretary may invite any person

to attend a meeting of the Executive Committee to help in the consideration of any particular subject or subjects on the agenda.

- f) If there is no unanimity of opinion in any matter and voting become necessary, it shall be done by show of hands. In the case of equality of votes, the Chairman of the meeting shall have second or casting vote.
- g) Casual vacancy among the members of the Executive Committee shall be filled up by nomination for the remaining period of the term of the member in whose place the casual vacancy occurs. Vacancy in the membership will not, however, invalidate the proceedings of the meeting.
- h) A resolution in writing which has been circulated to all members of the Executive Committee except to those who happen to be out of the State at the time and assented to by a majority of such members shall be as valid and effective as if it had been formally passed at an ordinary meeting of the Executive Committee. The circulation of the Resolution shall be under the direction of the President of the Branch.

19. WORKING COMMITTEE:

- a) There shall be a Working Committee to facilitate the transaction of business and management of the affairs of the Branch. The Working Committee shall be constituted as follows:
 - i. The Chairman of the Working Committee (Ex-Officio Minister, Health).
 - ii. Secretary of the Branch.
 - iii. Treasurer of the Branch.
 - iv. Director of Health Services, Orissa (Ex-Officio).
 - v. Assistant Director of Health Services (MCW) (Ex-Officio).
 - vi. Chairman of the Managing Committee of the Central Blood Bank.
 - vii. Chairman of the Managing Committee of the Organisations/Institutions of the Branch as and when nominated by the Chairman of the Working Committee.
 - viii. Three non-official members of the Executive Committee nominated by the President.
 - ix. Joint Secretary of the Branch.

Under the direction of the Chairman or with his consent the Secretary may invite any person to attend a meeting of the working committee to help in the discussion on any subject. But he shall not participate in the voting if any.

MEETING:

- b) The Working Committee shall ordinarily meet every two months. In case of necessity the Chairman may call more meetings. The Chairman shall preside over the meeting of the working Committee. In absence of the Chairman the members present in the meeting shall elect one of them to preside over the meeting.

QUORUM:

- c) Four members will constitute the quorum for a meeting. If no quorum is present within fifteen minutes of the time fixed for the meeting the Chairman or the person presiding shall adjourn the meeting for fifteen minutes. In the adjourned meeting, the business stated in the agenda for the meeting shall be transacted irrespective of the quorum.

POWER OF THE WORKING COMMITTEE:

- d) The Working Committee shall exercise all the powers of the Executive Committee subject to ratification by the later.

Day-to-day work shall be carried out and all policies and decisions of the State Branch, as laid down by the Executive Committee shall be implemented by the Working Committee.

In particular the Working Committee shall have the following powers:

- i. To prepare annual report and budget estimates and place the same before the Executive Committee.
- ii. To sanction grant of money.
- iii. To employ necessary staff for the office.
- iv. To deal with the affairs of the District Branches and Sub-Divisional Branches.
- v. To permit the formation of new Branches.
- vi. To execute projects, as approved by the Executive Committee.
- vii. To take disciplinary action, if necessary against any District Branch or employee for non-compliance with rules and regulations laid down by the Indian Red Cross Society or the State Branch.

- viii. To suggest to the Executive Committee addition, alteration or cancellations in the rules of the State Branch.
- ix. To cause the keeping of proper account books and other registers including a register of members of the Branch and to check them from time to time.
- x. To frame regulations for running of the office and establishment of the Branch.
- xi. To fix procedure for the operation of the accounts with the Banks.
- xii. To draw up proceedings and or frame charge against employees of the Branch and if found guilty, to inflict suitable punishment.
- xiii. To admit members of all categories subject to such approval as may be necessary from the IRCS.
- xiv. To regulate and supervise the activities of the District Branches and Sub-Branchees.
- xv. To appoint standing Committees and Sub-Committees for specific purpose.

TENURE:

- e) The non-official members shall hold office for three years of till new members are nominated whichever is later.

NOTICE:

- f) Notice of a meeting of the working Committee shall be sent by the Secretary by post to all members of the Working Committee, specifying the date, time and place of the meeting and the nature of business to be transacted therein, atleast seven days before the date of the meeting, to the address as given by the members. Provided that accidental omission to give notice to or non receipt of such notice by any member shall not invalidate the proceedings of the meeting.

In case of an emergent meeting, two days notice will suffice.

VOTING:

- g) If there is no unanimity of opinion in any matter and voting become necessary, it shall be done by show of hands. In case of equality of votes the Chairman or the member presiding shall have a second or casting vote.

VACANCY:

- h) Casual vacancy among the members of the Working Committee shall be filled up by nomination by the President of the Branch for the remaining period of the term of the person, in whose place the vacancy occurs. Vacancy in the membership will not, however, invalidate the proceedings of the meeting.

RESOLUTION BY CIRCULATION:

- i) In case of necessity, as may be determined by the Chairman a Resolution in writing, which has been circulated by post to all the members of the Working Committee except those who happen to be out of the State at the time, and assented to by all or majority of such members shall be as valid, as if it had been formally passed in an ordinary meeting of the Working Committee.

LEAVE OF ABSENCE:

- j) A member other than the ex-officio members, who is absent from two consecutive meetings without leave of absence, shall cease to be a member of the Executive Committee or Sub-Committee to which he belongs, on a resolution to that effect being passed by that Committee.

20. MINUTES OF THE MEETING:

The minutes of the proceedings of all meetings of the Executive Committee, Standing Committees and Sub-Committee shall be recorded in books to be kept for the purpose and shall be signed by the Chairman of the meeting or of the meeting of which the minutes are confirmed. All minutes so signed shall be prima facie evidence of the facts stated therein. The Secretary of the Branch or the convenor of the meetings, as the case may be shall be responsible for recording the minutes.

21. VALIDATION OF ACTS:

All acts done by the Executive Committee, the Working Committee, the Standing Committee or any Sub-Committee, notwithstanding the existence of some vacancies or some disqualifications or defects in the appointment nomination, or co-option of any member which shall not by itself constitute an invalidation, shall be valid as if such vacancy, disqualification or defect did not exist.

Accidental omission to give notice of a meeting to any member of non receipt of such notice by any member shall not invalidate the proceedings of any of the meetings.

22. FUNDS:

All subscriptions, membership fees, donations collections from fairs, fetes, raffle charity shows Junior Red Cross groups sale of tickets

etc. rents grants from the State Govt., and the Indian Red Cross Society and other grants shall be received by the Treasurer or such other officer as may be determined by the Executive Committee or Working Committee.

All cash except the amount determined by the Working Committee to be kept in hand at the head office of the State Branch shall be kept in accounts opened with the State Bank of India or any other schedule Bank as may be decided by the Working Committee. All Banking Accounts shall be in the name of the Indian Red Cross Society, Orissa State Branch and the accounts shall be operated jointly by two persons as the Executive Committee or the Working Committee may from time to time determine.

23. ACCOUNTS.:

The Executive Committee shall cause true accounts to be kept in such manner as they think proper and necessary of all the receipts credits payment and liabilities of the State Branch and of each object or purpose in the management or administration where of the State Branch shall for the time being act and of all other matters necessary for showing the true state and condition of the finance of the State Branch. Such books of accounts and all vouchers relating thereto shall be kept in the Headquarters office under the control of the Secretary and (subject to any reasonable restriction as to time and manner of inspecting the same) shall be open to the inspection of the members of the Society.

24. INVESTMENT:

All securities and invested funds, belonging to the Branch shall be invested in the corporate name of the Indian Red Cross Society Orissa State Branch or for convenience in the name of the Bank in which they are lodged, and all funds available for investment shall be invested in the same name. Such securities and investments shall be lodged in the State Bank of India or any other scheduled bank approved by the Executive Committee for safe custody in the name of the State Branch. The safe custody account or accounts shall be operated on under the signature of the Chairman and countersigned by the secretary.

ANNUAL REPORT AND BALANCE SHEET :

The Secretary on behalf of the Executive Committee shall submit to the Annual General Meeting a statement made up to the 31st December next preceeding or such other date as the Executive Committee shall from time to time, determine of the income and expenditure of the State Branch since the last preceeding statement and a report on the State and the progress of the State Branch, the balance sheet, audited statement and report signed by the Chairman, the Secretary and the Treasurer. Copies of the same shall be available for inspection by the members who are entitled to vote at the Annual General Meeting.

AUDITORS :

In the first meeting of the Executive Committee after the Annual Meeting, one or more auditors who should be Chartered Accountant, shall be appointed for the year. The remuneration if any for his work shall be fixed. The auditor shall audit all books of accounts and documents of the State Branch and shall receive such information and assistance from the Treasurer, the Secretary and other officers of the State Branch, as such auditor may require for the time for the discharge of his duties.

DISCIPLINARY ACTION :

The President of the Branch is authorised to take disciplinary action against any member or officer of the Society who is found guilty of indiscipline dishonesty or misconduct.

DISTRICT AND SUB-BRANCH:

No Branch shall be established without the approval of the Working Committee of the State Branch. A district Branch may be recognised provided it has 250 members of whom 50 must be life members such as Honorary Vice-President, Patron, Vice-Patron or Life Member. A Sub-Branch may be recognised provided it has atleast 100 members of whom 25 must be life members i.e. Vice-President, Patron, Vice-Patron or Life Member.

INTEREST IN CONTRACT:

No member of the Society shall without the previous consent in writing of the Working Committee acquire or have directly or through a partnership, any share or interest in any contract or transaction with the State Branch, District Branch, Sub-Divisional Branch or Regional Branch.

GENERAL :

The State Branch shall in all essential and policy matters be subject to the rules and regulations issued from time to time, by the Indian Red Cross Society. Any rules of the State Branch shall stand automatically amended or cancelled if any relevant rules and regulations of the Indian Red Cross Society on which it is based is regularly amended or cancelled.

Any of these rules of the Branch may be amended at any Annual or extra ordinary General Meeting subject to such amendments not being inconsistent with any of the existing rules or regulations in the matter duly approved by the Indian Red Cross Society.

Notice of any such amendments shall be given atleast four weeks in advance of the Annual General Meeting or the Extra Ordinary Meeting and shall be duly notified through a notice in a News Paper. Such amendment shall have to be passed by atleast 2/3rd majority of the members present and voting at the Annual General Meeting or extra ordinary General Meeting where they are placed for consideration.

INDIAN RED CROSS SOCIETY Orissa State Branch

REGULATIONS District Branches

PREAMBLE:

1. a) A District Branch derives its authority from the Indian Red Cross Society, Orissa State Branch.
- b) The District shall refer to a civil district of the State of Orissa.
- c) A District Branch means the District Branch of the Indian Red Cross Society, Orissa State Branch.

NAME:

2. The name of the Branch shall be District Red Cross Branch.

AIMS AND OBJECTS:

3. The aims and objects of the District Branch shall be the same as mentioned in the first schedule of the Indian Red Cross Society, Act 1920 (with amendments up to date) and restated in the Rules of Indian Red Cross Society, Orissa State Branch.

AFFILIATION:

4. The District Branch shall be affiliated to the Indian Red Cross Society, Orissa State Branch. It shall observe and comply with the rules, regulations and direction of the State Branch.

JURISDICTION:

5. The District Branch shall have jurisdiction over a civil district.

MEMBERSHIP:

6. The grades of members and the subscriptions payable by them shall be as stated in the Rules of the Indian Red Cross Society, Orissa State Branch. The apportionment of the subscriptions paid by members shall be also as stated in the Rules of the Indian Red Cross Society Orissa State Branch. Whatever amendments shall be made thereto by the Indian Red Cross Society or the Orissa State Branch, from time to time shall also apply to the District Branch.

YEAR:

7. The financial year of the District Branch shall be the calender year.

ENROLMENT:

8. The District Branches will give half yearly reports to the State Branch on the members enrolled. Secondly they will send quarterly

report to State Branch in respect of life members and above. A Register of the members containing their names, permanent address and the subscription paid shall be maintained by the District Branch.

FUNDS:

9. (a) Apart from the subscriptions collected from the members, the District Branch may collect funds through holding fairs fetes, variety shows raffle (if permitted) sale of flag and through other functions organised for raising funds.
- (b) The District Branch may receive donations in cash or kind and gifts of any property moveable or immoveable subject to any special trust or conditions that may be laid down by the donor, for any one or more of the aims and objects of the Indian Red Cross Society.
- (c) The District Branch may receive donations and utilise them for implementing any of the aims and objects of the Indian Red Cross Society, if no specific purpose is attached to such donations.

CHAIRMAN:

10. The District Magistrate shall be the Chairman of the District Red Cross Branch.

VICE-CHAIRMAN:

11. The District Branch shall have a Vice-Chairman nominated by the Chairman of the District Branch from among the members.

SECRETARY:

12. The District Branch shall have a Secretary who shall be appointed by the Chairman. His term of office and remuneration if any shall be fixed by the Chairman. The Chairman will appoint non-official Joint Secretary.

TREASURER:

13. The Secretary shall also function as the Treasurer of the District Branch unless the Executive Committee otherwise decides.

ANNUAL GENERAL MEETING:

14. (a) The Annual General Meeting of the District Branch shall be held once a year. The place date and time of the meeting shall be fixed by the Chairman or in his absence by the Vice-Chairman of the District Branch.
- (b) Notice of such Annual General Meeting shall be given by publishing the same in a news paper fifteen days in advance of fixed date specifying the date, time and place of the meeting and nature of business to be transacted therein. It shall be left to the direction of the Chairman whether the notice will be published as news items or otherwise.

- (c) The business to be transacted in the Annual General Meeting shall be.

- i) Consideration and adoption of the Annual Report of the work of the District Branch during the preceding year.
- ii) Consideration and adoption of the Annual Audited Accounts and Balance Sheet.
- iii) Appointment of auditor for the next year.
- iv) Any other business with the permission of the Chairman.

EXTRA -ORDINARY GENERAL MEETING:

15. (a) An extra ordinary General Meeting of the District Branch may be convened at any time under the direction of the Chairman for any purpose connected with the District Branch.
- (b) Ten days notice of such meeting shall be given specifying therein date, time and place and the agenda of the meeting.
- (c) No business other than that specified in the agenda shall be transacted in such meetings.

CHAIRMAN OF THE MEETING:

16. (a) All General Meetings including Annual General Meeting shall be presided over by the Chairman or in his absence by the Vice-Chairman or in the absence of both by a member elected by the members present in the meeting.
- (b) All questions and matters shall be decided by unanimity or majority of votes taken by show of hands of the members present in voting.
- (c) In case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
- (d) All questions of procedure of the meeting shall be decided by the Chairman of the meeting.
- (e) Eleven members shall form a quorum for a General Meeting.

EXECUTIVE COMMITTEE :

17. (a) The General Management and control of the business and affairs of the District Branch shall be vested in an Executive Committee consisting of :-
 - i) Chairman
 - ii) Vice-Chairman
 - iii) Secretary

- iv) Treasurer
- v) Chief District Medical Officer of the District (Ex-Officio)
- vi) Additional District Magistrate of the District (if there are more than one A.D.Ms. the Chairman will nominate one of them.)
- vii) One non-official lady social worker to be nominated by the Chairman.
- viii) Seven non-official members to be nominated by the Chairman from among the members enrolled in the District Branch.
- ix) The non-official members of the Executive Committee of the State Branch who may be residing in the District.
- x) Circle Inspector of Schools (ex-officio)
- xi) Assistant District Medical Officer (Public Health) (ex-officio)
- xii) Chairmen of the Municipalities and Notified Area Committee within the district.
- xiii) District Public Relations Officer (ex-officio).
- xiv) Three Headmasters/Head-mistress of the High Schools in the district, nominated by the Chairman (ex-officio)
- xv) Sub-Divisional officers in the district (ex-officio)
- xvi) Two Principals of Colleges in the District nominated by the Chairman (ex-officio).
- xvii) Superintendent of Police of the District (ex-officio)
- xviii) Convenor of the District Consultation Committee of the voluntary organisations.
- xix) Co-ordinator of Nehru Yubak Kendra.
- xx) One non-official lady social worker may be taken as member of the Executive Committee.

The A.D.M., C.D.M.O. and one non-official lady social worker may be taken as Vice-Chairman.

- (b) The non-official members shall hold office for a period of three years or till next nominations are made whichever is later.
- (c) The term of office of the nominated Principals, Headmasters and Headmistress shall be one year. They may be renominated for the next year or in their place. Principals/Headmistress/Headmasters of other Colleges and Schools may be nominated by the Chairman.
- (d) The meeting of the Executive Committee shall be presided over by the Chairman or in his absence by the Vice-Chairman or in the absence of both member elected by the members present in the meeting.

- (e) All questions and matters shall be decided by unanimity or majority of votes of the members present in voting. In case of equality of vote the Chairman of the meeting shall have a second or casting vote.
- (f) All questions of procedure of the meeting shall be decided by the Chairman of the meeting.
- (g) Notice of each meeting of the Executive Committee shall be given at least 10 days in advance of the date fixed for the meeting specifying therein the date, time, place and the nature of business of the meeting.
- (h) Accidental omission of the despatch to or non-receipt by any member of the notice or agenda shall not invalidate the processing of a meeting of the Executive Committee.
- (i) The Executive Committee shall ordinarily meet once in three months. Provided however the Chairman or in his absence the Vice-Chairman may call more meetings if necessary.

VACANCY:

- 18. (i) If any vacancy is caused by death resignation or otherwise among the members of the Executive Committee they shall be filled up by nomination by the Chairman of the District Branch.
- (ii) Upon a requisition by one-third of the members of the Executive Committee the Chairman shall call a meeting of the Executive Committee to consider the agenda specified in the requisition.

QUORUM:

- 19. (a) Seven members shall form a quorum for a meeting of the Executive Committee. If a quorum is not completed within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned for fifteen minutes after the expiry of which the adjourned meeting shall transact the business mentioned in the agenda even if there is no quorum.
- (b) The Executive Committee shall have power to make standing order about its own procedure of work.
- (c) The Secretary of the District Branch shall maintain record of the proceedings of all the meetings in a book kept for the purpose. The recorded proceedings shall be signed by the Chairman or the member presiding over that meeting or the next meeting before which they are placed for confirmation.

BUDGET:

- 20. The Executive Committee shall pass the budget estimate for the District Branch for the ensuing year before commencement of the year. A copy of the budget shall be submitted to the State Branch before commencement of the year.

AUDIT:

21. Every year the accounts of the District Branch shall be audited by auditor appointed by the Executive Committee or by the State Branch as the case may be. A copy of the audited accounts and report shall be submitted to the State Branch forthwith after it is adopted by the Executive Committee.

ANNUAL REPORT:

22. An annual report on the work of the District Branch as approved by the Executive Committee shall be submitted to the State Branch by the 1st of January of every year. This shall include financial statement and information among others of the following subjects.
- Membership of the District Branch as on 31st December.
 - Composition of the Executive Committee, with the names of the office bearers.
 - Dates of meeting of the Executive Committee held during the year under report.
 - Brief report on the activities of the District Branch.

DELEGATION OF POWER:

23. The Executive Committee of the District Branch may delegate definite powers to the Chairman the Vice-Chairman and the Secretary to incur expenditure and make payments according to the budgeted items and to expend money on emergent measures.

SUB-BRANCH:

24. The District Branch may form Sub-Branchees at Sub-Divisional headquarters and Organised Sector to carry out the aims and objects of the Indian Red Cross Society subject to the prior approval of the Working Committee of the State Branch. Such Sub-Divisional and Regional Branches shall organise and carry on Red Cross Work in their respective areas under the over-all control of the District Branch. The Executive Committee of the Sub-Divisional Branches and the Regional Branches shall be constituted in the same manner as provided for the District Branch or in another manner if specifically laid down by the District Branch.

DISSOLUTION:

The District Branch, whose administration in the opinion of the State Branch has not been in accordance with the principles and policies laid down by the State Branch Executive Committee/Working Committee may be taken over by the State Branch and any funds and property at their disposal shall be added to the general funds of the State Branch.

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