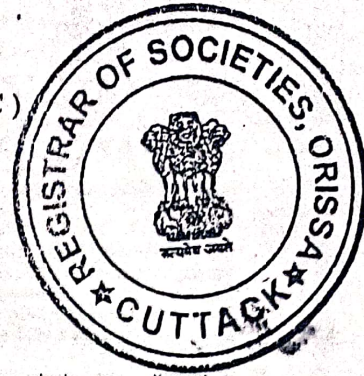


FRESH

MEMORANDUM AND BYE-LAWS
OF
HUMAN DEVELOPMENT CENTRE (HDC)



MEMORANDUM

1. Name of the Society : HUMAN DEVELOPMENT CENTRE (HDC)
2. Registered Address : The Registered Address of the Society:
Village : At-737, Baramunda Area,
Post Office : Delta Colony, P.S-Khandagiri,
Taluqa : Bhubaneswar,
District : Khurda, Pin- 751003
State : Orissa

(If there is any change in the Address, it shall be intimated to Khadi and V.I. commission as well as the Registering Authority of the institution within 15 days from the date on which the change was made.)

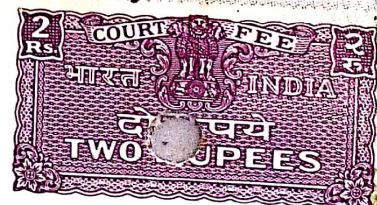
3. Area of Operation/Jurisdiction: The area of operation of the society is all over Orissa.
4. Year : The Financial year of the society would be from 1st April to 31st March of succeeding year.

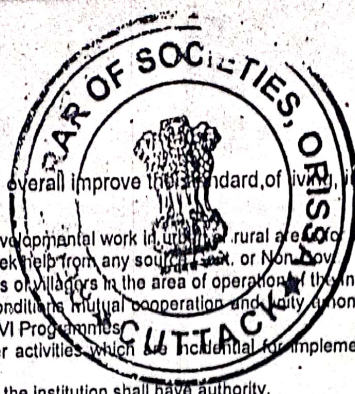
5. AIMS AND OBJECTIVES:

- The objects for which the society is established shall be as follows
- (a) To take measures for promotion of national integration i.e organizing cultural activities, seminars, street plays and community services etc.
- (b) To promote educational, cultural and social activities among the village people.
- (c) Functioning of Library and reading room for village folk.
- (d) To develop cultural spirit through dance, drama, music, essays and short story etc.
- (e) To improve the social and economical condition of the scheduled castes and scheduled tribes and the poor.
- (f) Work for the development of women in distress.
- (g) To take care and protection of aged, infirm and neglected children of fishermen community.
- (h) To carry on literacy programme.
- (i) To make the people aware of the injurious effect of drinking, smoking, taking of heroine, brown sugar etc. and to arrange seminars for this purposes.
- (j) To start a forestation.
- (k) To make the people conscious of the Govt. schemes like SGSY, SGSRY, MICRO FINANCE, NREGA, GGY etc.
- (l) To promote the agricultural farming & entrepreneurship for the engagement of bonded labour, women in distress, destitute, SCs, STs & poor people of the area of operation.
- (m) To oppose dowry system in the society.
- (n) To take steps in the rural and slum areas for keeping the domestic environment away from pollution.
- (o) To take measures for eradication of leprosy.
- (p) To take steps for installation of improved chullha, bio-gas plants & non-conventional energy sources.
- (q) To take steps for improvement of handicraft, cottage industry cattle and poultry rearing.
- (r) To conduct innovative educational programmes for popularisation of science and technology and creation of scientific temperament among youths, students and rural people and this will not include running any technical college.
- (s) To take steps for the family welfare services & health services in the rural & slum areas.
- (t) To take residential institution for care, protection and rehabilitation of socially handicapped children i.e. orphans and children of unmarried mothers etc.
- (u) To make balwadies, nursery or pre-primary schools in rural and slum areas.
- (v) To promote SHGs involving SCs, STs, minorities and other backward communities in habituating them with savings and credit system receiving loan/ grants from Bank, Govt. non Govt. agencies. And various training, production programmes will be provided to the groups and individuals on handicraft, cottage industries, cattle and poultry etc. and to conduct lending programmes among SHGs and individuals.
- (w) Shall take up any such activity which will help to prevent discrimination of people irrespective of sex, age or caste; will lead to social and economic development, particularly of the rural poor, shall

17.07.08

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Human Development Centre
Bhagyadhar Saha
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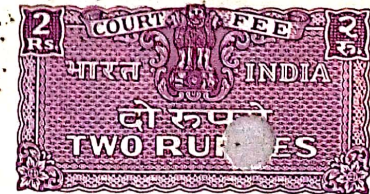
create savings or asset based resources; shall overall improve the standard of living, irrespective of rural and urban location.

- (x) In other words, the organisation may take up any developmental work in rural areas for the growth and welfare of mankind and for which the society may seek help from any source, Govt. or Non-Govt.
- y) To improve the economic, moral and social standards of villagers in the area of operation of the institution.
- z) To alleviate poverty and bring about better living conditions through mutual cooperation and unity among the villagers and in general rural development by implementing KVI Programmes.
- aa) To start, encourage, assist and carry on such other activities which are incidental to the implementation of KVI Programmes.
- ab) For furtherance of all or any of the aforesaid objects, the institution shall have authority.
 - i) to solicit obtain or accept-subscription, donation, grants, gifts, bequests and trusts from any person, firm, Bank or local authorities or corporate bodies like Khadi and Village Industries Commission and / or State KVI Board's and / or any State KVI Board and / or any Institution and / or the Union / State Government.
 - ii) To acquire by gift, purchases, exchange, lease on hire or otherwise howsoever, any land, building, easements and any property movable and/ or immovable and for any estate or interest for the furtherance of all or any of the objects of the institution.
 - iii) To build, construct and maintain houses, structures or buildings and alter extend improve, repair, enlarge or modify the same including any existing buildings (and or provide and equip the same with light, water, drainage furniture, fittings, instruments, apparatus and appliances) and all other necessities for the use to which such buildings is to be put up or held.
 - iv) To sell, manage, transfer, exchange, mortgage, demise, lease or let out dispose of or otherwise deal with the properties whatever (movable or immovable) belonging to the institution.
 - v) To borrow and raise moneys with or without security or mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the institution or in any other manner whatsoever.
 - vi) To open and operate accounts in Bank/s or to deal with bank/s in any manner whatsoever required, for furtherance of objects of the institution.
 - vii) To open and conduct branches and to undertake such other activities for furtherance of all or any of the objects of the institution.
 - viii) To do all other lawful things incidental or conducive to the attainment of any other objects of the institution and to incur necessary expenditure thereon.
- ac) The profits of the institution shall be utilized in furtherance of the objects of the Institution and shall not be distributed amongst the members.
- 6. The management of the affairs of the institution shall be entrusted to the duly constituted managing committee as provided in the rules and regulations of the institution from time to time.
- 7. The following persons shall constitute the first. Managing Committee to administer the affairs of the institution.

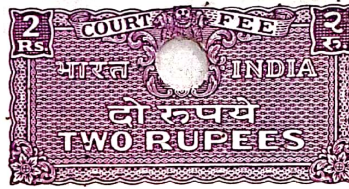
Name, address, designation, occupation & signature of members of Governing Body.

SL. No.	Name with age, Father/Husband's Name.	Address	Designation	Occupation (Out side of the Institution).	Signature with date.
1	Mr. Babaji Kalka, S/O-Sanyasi Kalka, Age-39yrs.	At-Nauda, P/O-Regeda, Via-Gunupur, Dist-Rayagada.	President	Social work	Babaji Kalka 29.07.07
2	Jharana Satrusalya, D/O-Mahendra Satrusalya, Age-22yrs	At-Mahura, P.O-Retang, Via-Janla, Dist-Khurda	Vice-President	Sports	Jharana Satrusalya 17.07.08
3	Chittaranjan Routray, S/O-Late Radhamohan Routray, Age-40yrs.	At-LIG-876, Kaling Vihar, P.O-Patrapada, BBSR	Secretary	Social Work	Chittaranjan Routray 17.07.08
4	Kanchanabala Jena, D/o-Mahendra Jena Age-28yrs.	At-Panchapalli, P.O-Retang, Via-Janla, Dist-Khurda	Asst. Secretary	Artisan	Kanchanabala Jena 17.07.08
5	Mahendra Kumar Jagdev, S/O-Late Agadhu Jagadev, Age-40yrs.	At-Nandapur, P.O-Retang, Dist-Khurda.	Treasurer	Social work	Mahendra Kumar Jagadev 17.07.08
6	Kalpna Swain, W/O-Late Karitika Swain, Age-28yrs.	At-Nandapur, Po-Retang, Dist-Khurda	Member	House wife	Kalpna Swain 17.07.08
7	Santilata Behera, W/o-Sudarsan Behera, Age-32yrs	At-Nanput, P.O-Retang, Dist-Khurda	Member	House wife	Santilata Behera 17.07.08
8	Truptimayee Chhotaray, D/O-Iswar Chhotaray, Age-20yrs.	At-Nanput, P.O-Retang, Dist-Khurda	Member	Artisan	Truptimayee Chhotaray 17.07.08
9	Surekha Bhoi, W/O-Suresh Bhoi, Age-27yrs.	Nanput, P/O-Retang, Dist-Khurda.	Member	House wife	Surekha Bhoi 17.07.08

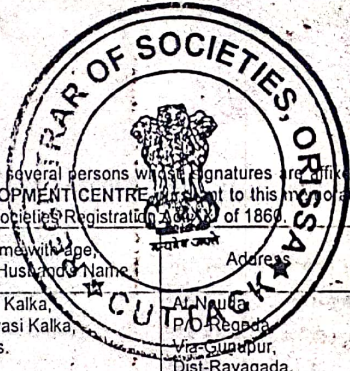
Chittaranjan Routray
Secretary
Human Development Centre



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Bhagyadhar Saha
Record Keeper
Office of the IGR, Orissa, Cuttack
Authorised U/S 76, Cr-1, 1872



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8. We, the several persons whose signatures are affixed hereunder for organizing this institution namely HUMAN DEVELOPMENT CENTRE pursuant to this memorandum and are desirous of getting the Institution registered under Societies Registration Act of 1860.

Sl. No.	Name with Age, Father/Husband Name	Address	Designation	Occupation (Out side of the institution)	Signature with date.
1	Mr. Babaji Kalka, S/O-Sanyasi Kalka, Age-39yrs.	At-Nandapur, P.O-Relang, Via-Guadpur, Dist-Rayagada.	President	Social work	Babaji Kalka 03.03.08
2	Jharana Satrusalya, D/O-Mahendra Satrusalya, Age-22yrs	At-Mahura, P.O-Relang, Via-Janla, Dist-Khurda	Vice-President	Sports	Jharana Satrusalya
3	Chittaranjan Routray, S/O-Late Radhamohan Routray, Age-40yrs.	At-LIG-876, Kaling Vihar, P.O-Patrapada, BBSR-19	Secretary	Social Work	Chittaranjan Routray 17.07.08
4	Kanchanabala Jena, D/O-Mahendra, Age-28yrs	At-Panchapalli, P.O-Relang, Via-Janla, Dist-Khurda.	Asst. Secretary	Artisan	Kanchanabala Jena 17.07.08
5	Mahendra Kumar Jagdev, S/O-Late Agadhu Jagadev, Age-49yrs	At-Nandapur, P.O-Relang, Dist-Khurda.	Treasurer	Social work	Mahendra Kumar Jagdev 17.07.08
6	Kalpna Swain, W/O-Late Kartika Swain, Age-28yrs.	At-Nandapur, P.O-Relang, Dist-Khurda.	Member	House wife	Kalpna Swain 17.07.08
7	Santilata Behera, W/O-Sudarsan Behera, Age-32yrs	At-Nanput, P.O-Relang, Dist-Khurda	Member	House wife	Santilata Behera 17.07.08
8	Truptimayee Chhotaray, D/O-Iswar Chhotaray, Age-20yrs.	At-Nanput, P.O-Relang, Dist-Khurda	Member	Artisan	Truptimayee Chhotaray 17.07.08
9	Surekha Bhoi, W/O-Suresh Bhoi, Age-27yr.	Nanput, P/O-Relang, Dist-Khurda.	Member	House wife	Surekha Bhoi 17.07.08
10	Anita Dash, W/O-Raghunath Mishra Age-39	At-C.S.Pur, Jatni, Dist- Khurda	Member	Teacher	Anita Dash 17.07.08
11	Dhirendra Nath Parida, S/O-Late-Govinda Parida, Age-39yrs.	At-Po-Bhanapur, Via-Rench, Dist-Puri.	Member	Social work	Dhirendra Nath Parida 17.07.08
12	Sukanti Pradhan, W/O-Chhaila Parida, Age-39yrs.	At-Biragovindapur, P/O-Saskhigopal, Dist-Khurda.	Member	Artisan	Sukanti Pradhan 17.07.08
13	Ulash Chandra Nishanka, S/O-Late Sukadev Nishanka, Age-47yrs	At-Panchapalli, P/O-Relang, Dist-Khurda.	Member	Artisan	Ulash Ch. Nishanka 17.07.08
14	Sudhira Kumar Barisalla, S/O-Kunja Barisalla, Age-49yrs.	At-Panchapalli, P/O-Relang, Dist-Khurda.	Member	Artisan	Sudhir Kumar Barisalla 17.07.08
15	Saktidhar Khatai, S/O-Kunja Khatai, Age-39yrs.	At-Bairanga, P/O-Relang, Dist-Khurda	Member	Social work	Saktidhar Khatai 17.07.08
16	Chinmayee Nayak D/o- Bansidhar Nayak, Age-20 yrs.	At- Nanput, Po-Relanga, Dist- Khurda	Member	Artisan	Chinmayee Nayak 17.07.08

The above persons have signed before me
 The above signatures to be attested by a
 Gazetted officer, M.L.A. or M.P.
 Signature with date
 Basanta Kumar Bisoi 17.07.08
 Audit Superintendent
 Tourism & Culture Dept
 Orissa, Cuttack.

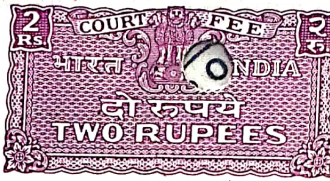
Witness (non-member)
 Sl. No. Name Address
 1. Basanta Kumar Bisoi Plot No. 402, Goutam Nagar Bhubaneswar, Dist- Khurda
 2. Jayanti Jagdev At- Nandapur, Po- Relanga Dist- Khurda

Certified that this is the true and correct copy of the memorandum
 Signature(s)
 President: Babaji Kalka
 Vice-President: Jharana Satrusalya
 Secretary: Chittaranjan Routray
 Treasurer: Mahendra Kumar Jagdev



CERTIFIED TO BE TRUE COPY
 Bhagyachar Sahoo
 Record Keeper
 Office of the I.G.R. Orissa, Cuttack
 Authorised U/S 76, Act-I, 1872

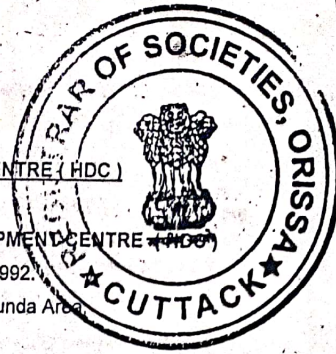
Approved U/S 4 & 12 of SR Act, 1860.
 Registrar of Societies,
 Orissa, Cuttack.



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BYE-LAWS

RULES AND REGULATIONS OF HUMAN DEVELOPMENT CENTRE (HDC)



- 1. Name of the Society : The society is known as HUMAN DEVELOPMENT CENTRE (HDC)
 - 2. Date of Registration : The society was registered on 4th January 1992.
 - 3. Location of the society : The location of the society is at 737, Baramunda Area, Bhubaneswar - 3
 - 4. Registered Address : The Registered Address of the Society:
 - Village : At-737, Baramunda Area,
 - Post Office : Delta Colony, P.S.-Khandagiri,
 - Taluqa : Bhubaneswar.
 - District : Khurda, Pin- 751003
 - State : Orissa

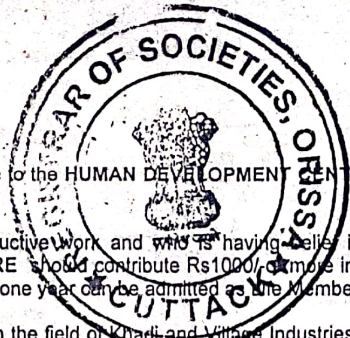
(If there is any change in the Address, it shall be intimated to Khadi and V.I. commission as well as the Registering Authority of the Institution within 15 days from the date on which the change was made.)
 - 5. Area of Operation : The area of operation of the society is all over Orissa.
 - 6. Year : The Financial year of the society would be from 1st April to 31st March of succeeding year.
 - 7. Member : Means Member of the society who fulfils the conditions laid down in Articles (3) of the bye law.
 - 8. General Body : The General Body shall comprise of all the members of the society. The rights and role of the general body has been laid down in the bye-laws.
 - 9. Directive Body : The Governing Body of the society is the directive body. Its composition, procedure of formation, rights & responsibilities has been laid down in the bye-laws.
- 1) **RULES AND REGULATIONS:**
These rules shall be called rules of HUMAN DEVELOPMENT CENTRE for these rules, unless there is some thing repugnant to the context or meaning thereof, shall mean and include all the rules of the HUMAN DEVELOPMENT CENTRE that may be framed from time to time or altered by a special resolution of the General Body.
- 2) **DEFINITION:**
- a. 'Society' means : HUMAN DEVELOPMENT CENTRE Registered under Act XXI of 1860 "Khadi & Village Industries Commission established under KVIC Act, 1956.
 - b. "KVIC" means : "State Khadi & V.I. Board" established under KVIC.
 - c. "State Board" means: "Any cloth woven on handlooms using cotton, silk and woolen yarn spun by hand in India or from a mixture of the two or all of the above.
 - d. "Khadi" means : "A Village Industry as defined under Section 2(h) of the KVIC Act, 1956".
 - e. "Village Industries" means: President / Vice-President, Secretary/Asst. Secretary, Treasurer and other members of the Managing Committee of the Society.
 - f. Office bearers shall include: "The financial year commencing from 1st April and end on 31st March of the succeeding year".
 - g. "Year" means : "shall mean and include individuals, firms, societies, Banks, Clubs, Associations, corporations and incorporate bodies."
 - h. "Person" : "Masculine" gender and 'Singular' number shall respectively include the 'feminine gender and 'Plural number' and vice versa.
 - i. Words imparting the :
- 3) **MEMBERSHIP:**
Any person male or female fully qualified for membership and agree to abide by and strive for attainment of the aims and objects of the HUMAN DEVELOPMENT CENTRE could be admitted to the Membership of the society.
There shall be tree types of members of the Society.
- I) Patron Members
 - II) Life Members
 - III) Ordinary Members
- A separate register for all classes of members shall be maintained.
- 4) **QUALIFICATION FOR MEMBERSHIP:**
- I) Patron Members: Any person dedicated to constructive work and who is having belief in the aim and objects of the HUMAN DEVELOPMENT CENTRE and willing to serve in the field in future and contribute Rs.2,000/- or

Signature
17.02.05
Secretary

Human Development Centre



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more or donates property worth Rs.2,000/- or more to the HUMAN DEVELOPMENT CENTRE qualified for admission as Patron Member.

II) Life Members:

Any person or body dedicated to constructive work and who is having belief in the aims and objectives of the HUMAN DEVELOPMENT CENTRE should contribute Rs.1000/- or more in cash or donate property worth Rs.1000/- or more within a period of one year can be admitted as Life Members.

III) Ordinary members:

Artisans or individuals who are engaged in the field of Khadi and Village Industries; who have faith in the aims and objects of the HUMAN DEVELOPMENT CENTRE may be admitted to membership of the Institution on payment of Rs.5/- as entrance fee and Rs.20/- as annual subscription

- a. should be above 18 years in age.
- b. should not be one who is incapacitated by law to enter into contractual obligations.
- c. should be a wearer of Khadi or one agreeable to become a wearer of khadi on admission to membership.
- d. should be one willing to work, for the attainment of the aims and objects of the HUMAN DEVELOPMENT CENTRE.
- e. Persons, desirous of becoming members of the HUMAN DEVELOPMENT CENTRE shall sign the application form prescribed for the purpose and pay the amount prescribed for the category of membership applied for as specified in rule 4(i), (ii) and (iii) and submit the form to the secretary of the institution. The Secretary shall place the same before the Managing Committee whose decision on admission of members shall be final.

IV) No person without fulfil above term and condition can claim admission as a matter of right.

5) CESSATION AND REMOVAL OF MEMBERSHIP:

- A person shall cease to be member of the HUMAN DEVELOPMENT CENTRE.
 - a) on his death.
 - b) On his resignation in writing and acceptance of the same by the Managing Committee of the HUMAN DEVELOPMENT CENTRE.
 - c) On his being mentally disabled or incapacitated to enter into contractual obligation.
 - d) On his failure to pay the subscription within the due period.
 - e) Any person whose activities are considered detrimental to the interests of the institution can be removed from the membership of the HUMAN DEVELOPMENT CENTRE by a decision of the majority of the members present and voting at the meeting of the General Body of the institution specially convened for the purpose. The quorum for such meeting shall be two thirds of the total number of members or 20 whichever is less.
 - f) Those members whose names appear on the list of the members of the HUMAN DEVELOPMENT CENTRE as on 31st January of the calendar year shall be entitled to vote in the General Body meeting.
 - g) A separate register for all classes of members shall be maintained.

6) FUNDS:

- The HUMAN DEVELOPMENT CENTRE shall raise its funds.
 - a) By membership fees.
 - b) By entrance fees.
 - c) By grants, donations and contributions from members or public
 - d) By raising loans for such period and any such rate of interest as may be decided by the Management Committee of the HUMAN DEVELOPMENT CENTRE.
 - e) By seeking financial assistance under recognized scheme for development of Khadi & Village Industries as loans and grant and subsidies from Khadi & V.I. Commission, Central Government and other corporate bodies established by Central, State Government and other corporate bodies established by Central and State Government, banking institutions and other financing agencies/institutions for the development of Khadi and Village Industries and other developmental activities.

7) GENERAL BODY:

The General Body shall comprise of all the three types of members as aforesaid and shall meet at least once in a year to transact business and lay down guidelines for conducting the affairs of the HUMAN DEVELOPMENT CENTRE.

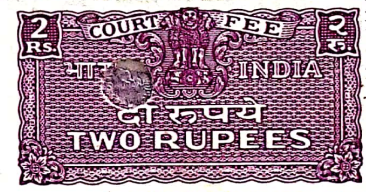
8) QUORUM FOR GENERAL BODY:

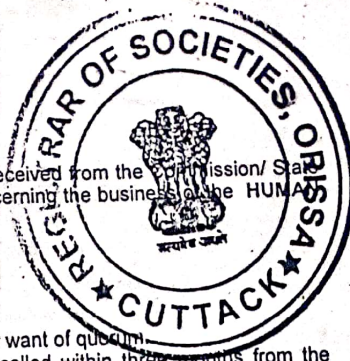
Two fifths of the total number of members on the rolls of the HUMAN DEVELOPMENT CENTRE as on 31st January of the calendar year shall form the quorum for the General Body Meeting. The following among other are the functions of the General Body.

- a) To elect the Managing Committee
- b) To appoint a Secretary and to fix his honorarium.
- c) To appoint person to audit account of the HUMAN DEVELOPMENT CENTRE.
- d) To receive from the Managing committee the report of the working of the HUMAN DEVELOPMENT CENTRE during the proceeding financial year together with statements showing the receipt and expenditure accounts and about the liabilities and loss account for the year.

Chit. 11
17-07-08
Secretary
Human Development Centre

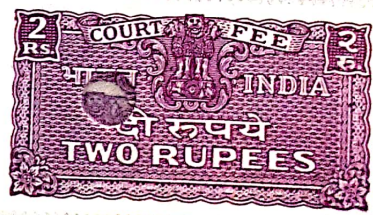
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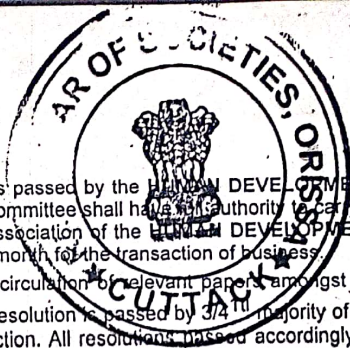


- e) To consider the audit reports and any other communications received from the Registrar/State Board or from financial agencies in respect of the matters concerning the business of the HUMAN DEVELOPMENT CENTRE.
- f) To consider amendments to rules and regulations.
- g) To lay down policies.
- h) To consider application for admission to membership.
- i) To consider any other business brought forward.
- j) A meeting of the General Body can be adjourned once only for want of quorum.
- k) The annual general meeting of the General Body shall be called within three months from the closing of the financial year and shall transact the affairs as per Memorandum of Association and Rules and Regulations of the HUMAN DEVELOPMENT CENTRE.
- l) In case of the annual general body meeting 14 days notice shall be given by publication of notice which shall specify the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the meeting.
- m) The notice of a General Body meeting shall be given:-
 - i) by circulation of the notice or copies thereof among all the members of the HUMAN DEVELOPMENT CENTRE and getting signature of members thereon as token of having received such notice or intimation.
 - ii) by sending a notice by post under certificate of posting.
- 10) Two fifths of the total number of member shall form a quorum. In the absence of the quorum meeting shall be adjourned and in adjourned meeting if there is no quorum then the business shall be disposed of without a quorum.
- 11) The Secretary shall be responsible for calling General Body Meeting. If the President considers that the Secretary has without valid reasons failed to call the General Body meeting as required under rules, he may himself call the meeting.
- 12) On a request in writing made by 5/6th of the members the Secretary/President shall call a General Body meeting. In the event of the Secretary/President failing to call for the General Body Meeting for a specific purpose then the members themselves can call for the requisitioned meeting by designating one of them as conveyor for the purpose.
- 13) At all General Body Meeting the President of the institution shall preside and transact the business. In the absence of the President, Vice-President, shall preside and in the absence of both the members present shall elect a person to preside over the meeting and transact business.
- 14) **MANAGING COMMITTEE:-**
The Managing Committee shall consist of not less than 9 and not more than 15 selected member. Two fifths members of Managing Committee shall form the quorum. The President of the HUMAN DEVELOPMENT CENTRE shall preside over all meetings of the Managing Committee when he is present and in his absence, the Vice-President and in his absence the members present shall elect a President from amongst themselves. Every members of the Managing Committee shall have one vote but the President shall have a casting vote in addition, if there is tie.
The Functions of the Managing Committee shall be as under:-
 - a) To frame rules and regulations for the conduct of the business of the institution not in consistent with the object, rules and regulations.
 - b) To consider and recommend the applications for membership as per rules of the HUMAN DEVELOPMENT CENTRE.
 - c) To appoint, promote, punish, suspend or dismiss employees and to frame rules and regulations of service for the employees of the HUMAN DEVELOPMENT CENTRE.
 - d) To raise loans and deposits with or without security and decide the terms and conditions on which they should be accepted, and to offer necessary security thereon.
 - e) To sanction loans and advances to members.
 - f) To purchase raw materials and implements and equipments to sell and supply semi finished goods and finished goods and to made arrangements for storing them.
 - g) To sell and/or supply and/or give on hire purchase basic. implements and equipments to member.
 - h) To organize and conduct production and processing Khadi and Village Industries products and other products of rural industries and other activities in conformity with the objects of the HUMAN DEVELOPMENT CENTRE.
 - i) To organize production and repairs of implements and equipments and training of existing members and other and to improve methods of production.
 - j) To arrange for proper maintenance of accounts and preparation of balance sheets, statements etc. and submission of progress report and other obligatory returns to concerned authorities.
 - k) To see that stock taking of all goods belonging to the institution is done every year at least.
 - l) To insure properties of the institution.
 - m) To do all such other acts and things that are necessary for the proper conduct of the business of the institution in furtherance of its objects.
- 16) The Managing Committee shall be competent to delegate any of its powers to the President, Secretary or any Sub-Committee constituted by it for any specific purpose.

Signature
17-07-08
Secretary
Human Development Centre



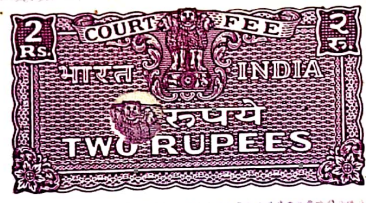
CERTIFIED TO BE TRUE COPY
Bhagyadhar Saha
Record Keeper
Office of the I.G.R. Orissa, Cuttack



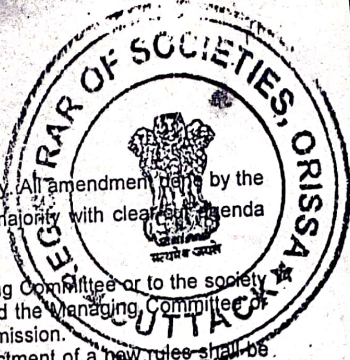
- 17) Subject to the rules and regulations and the resolutions passed by the HUMAN DEVELOPMENT CENTRE at the General Body Meeting the Managing Committee shall have authority to carry on the business as provided for in the Memorandum of Association of the HUMAN DEVELOPMENT CENTRE Normally it shall meet not less than once in a month for the transaction of business.
- 18) Business of an urgent nature may be disposed of by circulation of relevant papers amongst the members of the Managing Committee provided that a resolution is passed by 3/4th majority of the members of the managing Committee to ratify such action. All resolutions passed accordingly by circulations will be ratified by in the subsequent meeting of the Managing Committee.
- 19) If there is a vacancy on the Managing Committee on account of death resignation etc. of an elected member it shall be filled in by the remaining member of the Managing Committee by co-option and such member shall hold office till the next General Body meeting. The members so co-opted shall be from the class of members to which the members in whose place he has been co-opted belonged to and shall have power to vote.
- 20) In case any vacancy arises in the Managing Committee for any reason whatsoever, the remaining members shall be competent to function in the normal course provided that there are at least as many members as are required to form the quorum for the meeting that there are at least as many members as are required to form the quorum for the meeting.
- 21) In case the number of members in the Managing Committee at anytime is less than the minimum number required to form the quorum, a special general body meeting shall be called within a month for filling up the vacancies by election.
- 22) **POWER & FUNCTIONS OF THE MEMBERS OF THE MANAGING COMMITTEE:**
 - (i) **PRESIDENT:**
 - (a) The President shall be the head of the society and shall preside over all the meetings of the General Body and Governing Body.
 - (b) Shall exercise such other powers as conferred by the Governing Body.
 - (c) Shall have the power to assign the office bearers any task in furtherance to the interest of the society.
 - (ii) **VICE-PRESIDENT:**
 - (a) Shall perform the duties and exercise the power of the President during the absence of the latter and shall perform such other duties as the president may entrust to him.
 - (iii) **DUTIES OF THE SECRETARY:**
 - (a) The duties of the Secretary shall be:
 - A) to convene meetings of the General Body as well as Managing Committee and to attend and record all proceedings of such meetings in the Minute Book.
 - B) to carry on the correspondence pertaining to the general administration of the society and to maintain or cause to maintain all its books of accounts and registers in the requisite manner.
 - C) to receive and disburse money on behalf of the institution under the orders of the Managing Committee and to attend all business entrusted to him by the Managing Committee.
 - D) Shall be responsible to contract with the Govt. and non Govt. organizations to avail grant-in-aid, loan and other funds.
 - E) Shall be responsible to the Governing Body for the proper discharge and execution of its orders(s) and resolution(s).
 - (iv) **ASSISTANT SECRETARY:**
 - (a) In absence of the Secretary the Assistant Secretary will do all such work of the Secretary which would be entrusted to him.
 - (v) **TREASURER:**
 - (a) Shall be the custodian of the funds of the Society.
 - (b) Shall jointly operate the bank Account of The Society with Secretary.
 - 23. **NOTICE:**
 - (a) Notice to the members of the Governing Body and General Body shall be serviced before one week and in case of emergency meeting shall be served before 24 hours.
 - 24. **LEGAL ACTION:**
 - (a) The Society may sue or be sued for and on behalf of the society in the name of Secretary for all movable and immovable properties.
 - 25. **VOTE:**
 - (a) Elections for the post of Managing Committee members will be held in every three years by the General Body members democratically.
 - 26. **AUDIT:**
 - (a) The accounts of the society will be audited annually by a qualified auditor or Govt. auditor and certified copy of audit report shall be submitted to the Registering authority in every year.
 - 27. **ACCOUNTS:**
 - (a) The accounts of the society will be opened in the name of the society to be operated under joint signature of Secretary and Treasurer.

Signature
17.07.08

Secretary
Human Development Centre



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Bhagyachar Sahu
Record Keeper
Office of the IGR Orissa, Cuttack
Authorised Under Section 1872



28. **AMENDMENT:**
The Executive Body may amend the rules and regulation of the society. All amendment must be by the Executive Body should be approved by General Body upon 2/3rd majority with clear agenda before implementation.
29. **MISCELLANEOUS:**
- i) The Commission shall have powers to give directions to the Managing Committee or to the society in respect of the financial policy and other matters of the society and the Managing Committee of the society as the case may shall abide by such direction of the Commission.
 - ii) No-amendment to or alteration in the rules of the society or the enactment of a new rules shall be made except at the meeting of General Body convened for the purpose and passed by 2/3 number of the members present and voted for it.
 - iii). The society shall sue or be sued through its President /Secretary.
 - iv) The proceeding of all meetings of General Body, Managing Committee, Sub-Committees shall be entered in separate books kept for the purpose by the President of the meeting.
 - v) No member of the society shall be eligible at anytime for any claim over the profits made by the institution.
 - vi) a. No body who is not a habitual and full Khadi wearer and No body who was dealings in Mill Yarn, Mill Cloth or uncertified Khadi can be elected as an office bearer or a member of Managing Committee can be appointed as an employee of the Society.
 - b) The Institution shall not deal in or use as raw material at any stage Mill Yarn or cloth in the production of Khadi .
 - c) The excess margin shall be utilized for the benefit of the workmen as may be directed by the certification Committee of the Khadi and V.I. Commission.
 - d) The rules laid down by the Certification committee of the Khadi and V.I Commission in the matter of payment of standard wages and fixation of prices shall be carried out by the institution as per certification rules with the approval of Central certification Committee, Lucknow.
30. **DISSOLUTION:**
- a) For any reason whatsoever if the activities of the HUMAN DEVELOPMENT CENTRE come to a stand still or to be wound up, the Managing Committee by a resolutions shall recommend this to the General Body, which in its turn at as meetings specially, convened for the purpose received by not less than 3/4th majority to dissolve the institution after giving 30 day's written notice of the meeting with specific instruction of the purpose thereof.
 - b) "On the dissolution of the HUMAN DEVELOPMENT CENTRE after satisfaction of all its debts and liabilities where remains any property or properties, movable or immovable whatsoever not impressed with any trust of trusts agreed between the institution and the donor or donors the same shall not be paid or distributed amongst the members of the institution or any of them, but shall be given to some other similar type of Regd. society or to Govt. institution with similar objective with the approval of Central Certification Committee to be determined by the special meeting of the General Body by votes of not less than 3/4th of members present at the meeting or in default thereof by the principal court of original jurisdiction of the District in which the registered office of the institution is situated."
31. **CERTIFICATE:**
Certified that this is the true and correct copy of rules and regulation of Welfare Action for Youth. Certified that there is no other society in the same name at the same place. Certified that all the legal matters have been guided by the society as per rules of ISR Act.-1860 and its amendment 1969.

Signatures

Balaji Kalka President *Sharana Satwalsalja Chitthi* Vice-President *Aphendza Kumara* Secretary *Itagadev* Treasurer

Approved u/s 4 & 12 of SR Act, 1860.

Chitthi
A. U. K. K.
Secretary
Human Development Centre

[Signature]
Registrar of Societies
Orissa, Cuttack

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Bhagyadhar Sekh.
Record Keeper
Office of the Registrar of Societies, Orissa, Cuttack
Authorised U/S 76

