

**In the matter of Act XXI of 1860 being an Act for the Registration of Societies:**

**MEMORANDUM OF ASSOCIATION**

**1. Name of the Society**

The name of the Society is “**INDIAN INSTITUTE OF DISASTER MANAGEMENT**”

**2. Registered office**

The registered office of the society shall be situated at: - **Flat No. C/103, Vinandni Enclave, Near JAC, P.O.+P.S.- Namkum, Dist-Ranchi, Pin Code-834010 (Jharkhand)**. The registered office shall be changed as and when necessary. The information about changed office shall be given to the Registration Department and other concerned offices within 15 days.

**3. Area of Operation**

All Over India

**4. Vision & Mission**

- i. Making India a disaster resilient society Contributing to the Economic Growth of by reducing the disaster risks
- ii. Sensitizing the community in the field of Disaster awareness
- iii. Working as a think-tank for Government, Non-Government Organizations & Corporate of the country
- iv. Contribution to Economic Growth of India through Disaster Risk Reduction and for undertaking other charitable activities for the benefit the public, for the objects set out in this society and for fulfillment of which, the terms and conditions are more particularly set out hereunder

**5. Aims and Objects**

- i. Conducting various trainings programmes on Disaster Management
- ii. Offering education programs (i.e degree and diploma) for the people across the country in the field of disaster management.
- iii. Highlighting national and regional level various issues related to disasters through impact assessment, evaluation, research, publications, case studies and any other scientific researches.
- iv. Provision of consultancy services to the government, corporate bodies and any agencies.
- v. Working in various activities i.e. Evacuation, Preparedness, Response, Rescue, Relief Operation, Rehabilitation & Recovery etc directly and through convergence of various development schemes/ program and direct intervention as well.
- vi. Relief and Rescue operations through a dedicated Disaster Management Task Force (DMTF) which would be kept all time ready (24X7) to rush to the spot (anywhere in the country) along with necessary essential relief components like food packets, medicines and rescue & shelter equipments etc. as and when disaster strikes.

- vii. Policy Intervention through international, national and regional level conferences, seminars, workshops, talks and debates etc.

## **6. BENEFICIARIES OF THE SOCIETY:**

The Society is established for the benefit of citizens of India and the class of people mentioned above without discrimination of caste, religion, creed or sex.

### **Other Objectives**

- a) To promote all types of Educational, Technical, Physical, Medical, Management and Information Technology based educational activities. Society will arrange and organize Providing Medical Training Education, lectures, debates, discussions, quiz, seminars & excursions, for the diffusion of knowledge in School, Schools, up to 10<sup>th</sup> level & +2 level, Colleges, Libraries, Computer centers etc.
- b) To promote, organize, help, assist, research and consultancy and to establish Institution or Center for imparting general, vocational education. Society will promote and encourage advancement of literacy cultural, political, religious, sports, art & craft, music & dance, scientific and technical education.
- c) Society will promote the activities to attain the goal of universal primary education with special input of innovative and joyful teaching techniques in formal schools and by operating non-formal education center for school drop out children, street children, and orphan children. To promote self-defense programme for girls & women organize.
- d) To promote functional literacy among villagers, farmers, wage-earners and other person irrespective of gender through mass literacy campaign and vocational education. Society will Construct, maintain, improve, develop and alter any building, houses or other such works necessary or convenient for the purpose of Society.
- e) The Society will to identify and contribute to the solution of the social, economical, educational, cultural, technological & environmental problems of the State and Nation. The Society will work mainly in the field of Action Oriented work, training, experimentation, research, teaching, entrepreneurship, Publishing of thesis, magazine, research paper, newspaper & books, Advocacy rural and urban development, Health care, environment, education, Agriculture and their related works, consultancy, Promotion of science & technology, economics & finance. Art & Culture, Child welfare, Disability, food and nutrition, forestry, Human right, intellectual property, Energy & Power. Local administration, Minorities development, media, micro enterprises, labor welfare, sports, population, poverty, sanitation, sustainable development, tribal related issue, water related issue, women issue, Library, documentation, rescue operation, disaster management and many more works alike.
- f) To promote development project related to social welfare and rural problems such as health, drinking water, agriculture, irrigation, animal welfare and husbandry, food nutrition, forestry, fisheries, agricultural training and promotion of scientific practices, handicraft promotion. Development of village and villagers to construct maintain alter, improved or develop any building or works, necessary or convenient for the purpose of the society.
- g) To organize seminar symposia, workshops, conferences, rally, awareness camp, research training and consultancy activities on the issue of health & medical science,

literacy / adult education to establish and maintain library, school, colleges, technical training institute, computer software & hardware centers, hospitals, medical training centre and information system. To offer prizes and to grant scholarship and stipend in furtherance of the object of the society. To Publish Documents, Book, Newspapers, Magazine and Documentary & Animation, etc. for the Welfare of the Society. All works related to Medical Alternative Science and Medical Research based programme to the welfare of the society. Society will engage and assist in such other philanthropic activities as may be deemed appropriate by the governing body or managing committee of the Society.

- h) Society will establish old age home for the public at large who are needy and poor. To establish and maintain park, Garden, Gymnasium, Sports Club, Dharamshala and Rest house for use by public in general. To implement various schemes of state as well as central Govt. for the welfare of the society.
- i) Society will provide educational facilities to the weaker sections of the society for which the society can start or help to start institution imparting primary secondary or higher education in different discipline including certificate diploma, degree, and P.G, level courses .The society can establish or grant for facilities in imparting professional and vocational courses to train youths for employability or self employment. To establish Laboratories, buildings, administrative office, workshops, hostels, rest houses, libraries, cafeteria etc. To provide facilities to the students needy and meritorious by way of grants scholarships, coaching fees, educational loan etc. To establish coaching centers, book bank, and computer education centers.
- j) To become one of the important centers of applied and industrial research and to encourage the discovery of and investigate and make known the nature and merits of inventions, improvements and process, materials and designs and to acquire any patents or licenses relating to any such inventions, improvements or processes and to acquire and register any design and standardization marks whether for general or specific purposes.
- k) To prepare, edit, print, publish, issue, acquire and circulate books, papers, periodicals, gazettes, circulars and other literary undertakings treating of or bearing upon any field of science and technology or any industry or trade or any of them, form or maintain museums, collections libraries and collections of literature, statistics, scientific data and other information relating to any field of science and technology or industry or trade or any of them.
- l) To collaborate with industry for promoting the cause of education, research, extension and for mobilizing resources for the objects of the society.
- m) To participate in and co-operate with, as far as possible, such recognized institutions as exist or may be founded in the future for cognate objects in India and abroad.
- n) To create and maintain facilities and environment conducive for pursuit of scholarship and advancement of knowledge.
- o) To train young men and women able and eager to create and put into action such ideas, methods, techniques and information.
- p) It may adopt any area or village or urban slum for its all-round development.

## RULES AND REGULATIONS OF THE

### INSTITUTE OF DISASTER MANAGEMENT”

#### **1. DEFINITIONS:**

- (a) “The Society” means : **“INSTITUTE OF DISASTER MANAGEMENT ”.**
- (b) “Managing Committee or Governing Body” means : The body elected by General Body of the society for the management of the society.
- (c) “Financial Year” means : 1st April to 31st March.
- (d) “General Body” means : Meeting of the all regular members of the Society.
- (e) “Office bearer” means : President, Vice-President, Secretary, & Treasurer.
- (f) “Act” means : The Society Registration Act 21, 1860.

#### **2. MEMBERSHIP:**

##### ***a. Admission and qualification for membership :***

A person who is a citizen of India, mentally & physically sound, above the 18 yrs. of age, having no criminal record whatsoever and persons having commitment to the principles of secularism composite culture and having faith in mutual understanding and upliftment & welfare of women and children shall apply for the Membership of the Society. The application will be forwarded to General Body which alone shall be entitled to accept or reject it. The General Body may reject any application without assigning any reason for the same. The admission fee will be Rs. 500 (Five hundred). A member shall be admitted to the society on the recommendation of two existing members who shall sponsor her membership. However, the decision for granting membership shall finally rest with the General Body. Every applicant shall be informed in writing by the secretary about the decision the Chairman/Secretary and such decision shall be final.

##### ***b. Subscription :***

Each Member shall pay a sum of Rs. 100/- (One hundred) as yearly subscription. Member joining the Society at any time of the year shall pay membership fee. The Annual Subscription will fall due at the beginning of the year.

##### ***c. Re-Admission of Members :***

Any ex-member may be re-admitted in the Society on a fresh application and on payment of all arrears in case of failing to pay his/her subscriptions.

#### **3. TERMINATION OF MEMBERSHIP:**

- (a) By failing the payment of his/her annual membership fee without reasonable ground.
- (b) By resignation.
- (c) By failing to attend three meeting continuously.
- (d) By death.
- (e) By unsound mind.

- (f) By order of the Chairman if any member will not abide the rules of the Society or found guilty of misconduct.

#### **4. FORMATION OF MANAGEMENT COMMITTEE:**

- (i) Total no. of Member of Management Committee including office bearer of the Society will be limited to 7, whose term will be for 5years.
- (ii) Office bearers of the society shall be elected in the general meeting of the society and hold their office normally for 5 years. However, they shall remain in-office till their successors are elected, but the process of election must begin after Five years terms expires.
- (iii) The present office bearer of the society shall hold their office for 5 years after the date of registration of the society.

#### **5. THE POWER AND FUNCTION OF MANAGEMENT COMMITTEE:**

The Management Committee of the society shall be the Governing Body of the Society. Governing Body will execute the objects of the society Management of properties funds and affairs of the society including the engagement and dismissal of the Volunteers, employees, honorary as well as stipendiary shall be vested in the society.

##### **(A) The powers and functions of the Management committee shall be as follows:-**

- (i) To serve as the policy making and the supervisory body for the society.
- (ii) To enlist the continued co-operation and support of voluntary agencies, welfare organizations, workers' unions, industrial establishments, development agencies, etc. for the programs.
- (iii) To establish such centers and sub-centers as are necessary to organize and implement the program.
- (iv) To setup such sub-committees as are found necessary.
- (v) To periodically review and from time to time assess, the programs implemented by and through the Society with a view to effect modifications and improvement.
- (vi) To assess the financial requirements of the Society in keeping with its objectives and approve the budgetary estimates.
- (vii) To exercise overall supervision and to ensure that the money spent achieves the objectives and that targets are reached.
- (viii) To appoint, transfer, suspend all categories of staff for conducting the affairs of the Society, to fix the amount of the remuneration, to define their duties and to grant allowances and other emoluments.
- (ix) Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Society has been setup.
- (x) To engage, employ or hire appropriate staff, workers, legal experts and other professional, attorneys, managers and agents for the work and furtherance of the aims and objects of the society and to pay their wages, salaries stipends or fees.
- (xi) To erect, construct, alter, maintain, sell, lease, mortgage, to acquire movable and immovable property land and properties, to take loans, grant, transfer, improve develop, manage and control all or any part of the property or the building of the above society, necessary or convenient for the purpose of the attainment of the Aims and objects of the society.
- (xii) The Chairman/ the Secretary/ the Treasurer/ the Vice President may receive grants gifts donation and contribution on behalf of the society and to keep the fund in safe custody in the bank account of the Society.

- (xiii) Annual expenditure and budget prepared by Treasurer/ Secretary & Chairman will be placed by Treasurer in annual meeting of management committee for passing and sanctioning for the coming year.
- (xiv) The Managing Committee Chairman, Secretary, and Treasurer shall sign the contract'/ agreement papers with the Govt. & other funding agencies on behalf of the Managing Committee of the Society.
- (xv) The office bearers of the society may considers for award, of fellowship, prize and medals to any person institution for their outstanding social contribution in any academic social and national unity works .Its office bearer may also receive award, fellowship, prize on behalf of the society.
- (xvi) The Secretary/Chairman of the society can sue and defend all legal proceeding on behalf of the society. The jurisdiction of any legal action will be Ranchi, Jharkhand only. To appoint member of sub-committee for disposal of any business or function of the Managing Committee if required.
- (xvii) **Bank accounts of the Society will be jointly operated by Secretary with (President or Treasurer).**
- (xviii) The office bearers will prepare and execute plans and programmes for the Society and to query on its administration and management efficiently and effectively.
- (xix) The management committee shall see the new opportunity for development of the society and arrangement of the funds.

**(B) Role of Members of Management Committee:**

The Management Committee shall keep records of Members giving their occupation and address and every member will sign the same. If a member of Management Committee changes his/her new address will be recorded in the register.

**(C) Conduct of Business by the Managing Committee:**

The Management Committee may meet for carrying out its business and adjourn or regulate its meetings as it thinks fit. Questions and issues arising at any meeting shall be decided by a majority of votes. The chairperson of the meeting shall not normally vote but he may caste his/her vote when he/she thinks the issue important or in an event of equity of votes.

**(D) Vacation of the office bearers and members**

Office bearers and members of the society can resign from their post as well as membership of any committee or from the membership of the society thorough a letter addressed to the Secretary of the Society. The Secretary however shall place the resignation letter before the Chairman after giving his/her comments. But the same will be accepted only after clearance of liabilities to the society of the person concerned and the same by acceptance of the Management Committee.

**(E) Casual Vacancy:**

The casual vacancy of the society shall be filled by the Chairman on the recommendation of the Secretary and Treasurer at any time. After that, the Management Committee will approve the Casual Vacancy so filled in.

**(F) Delegation of Power:**

The Management Committee may delegate any of its power to committee or committee consisting of its members or such other persons as it may think fit. Any committee so formed shall exercise the delegated power and shall adhere to the

restrictions imposed on it by the Management Committee. Such committee will function to do a specified work and shall cease to exist after the work is complete. The Management Committee has the power to review the progress, of such committee.

## **6. POWERS, FUNCTIONS AND DUTIES OF THE OFFICE BEARERS :**

### **(A) CHAIRMAN**

- (i) The Chairman shall preside over all meetings of the society subject to overall control of the Management Committee and take care of the conservation of articles of the society.
- (ii) The Chairman shall sanction the amount for any expenditure and also pass the bill of expenditure placed by the Secretary and Treasurer.
- (iii) The Chairman shall see all the correspondence and take important decision with consultation of the Secretary.
- (iv) Bank accounts of the Society will be jointly operated by Secretary with (President or Treasurer).**
- (v) The Chairman has power to fill the casual vacancy of the society on the recommendation of the Secretary and Treasurer at any time or from time to time. The Chairman shall see the new opportunities for the society and arrangement of the funds.
- (vi) After completion of 5 year terms of Management Committee. The Chairman will finalize and fix the date of election for the next 5 year of Management Committee on the request of Secretary. It is the duty of Secretary to inform all members of the society for presence and their vote.
- (vii) The Chairman shall sign the contract and agreement paper along with Secretary and Treasurer.

### **(B) PRESIDENT**

- (i) President of the society shall be the president of the General Council.
- (ii) The President shall, if present, preside at the meetings of the General Council. In his absence of the members present may elect any one amongst themselves to preside at the meeting.
- (iii) The President may be order in writing annual any proceeding of the Society which is not in conformity with the Rules and Regulations of the Society.
- (iv) To preside over the meetings of general body, managing body, executive body, and other important meetings.
- (v) He/She shall have the power to convene ordinary and extraordinary meetings.
- (vi) He/She shall have powers to invite any other person to attend to the Management /Governing Body meetings as a special invitee.
- (vii) He/She shall have the right of casting a vote in case of equal division.
- (viii) He/She shall convey the decision of the Governing Body to the Secretary.

**(C) VICE-PRESIDENT**

Vice-President shall action his place in the absence of the President.

**(D) SECRETARY.**

- (i) Subject to any orders, rules and byelaws of the society, the Secretary of the Society shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Body.
- (ii) The Secretary shall be the executive head
- (iii) The Secretary shall prescribe duties of all the members of the staff of the Society and shall exercise supervision and disciplinary control as may be necessary under the rules.
- (iv) The Secretary shall maintain a record of the minutes of all the meetings of the Governing Body and shall be responsible for the proper execution and implementation of the decisions of the Governing Body and Committee.
- (v) The Secretary shall entrust responsibility for activities to the Programs functionaries proportionately to ensure their full and potential participation. He/She shall also hold regular meetings with the staff member, particularly with the programs functionaries to plan and implement and to review the activities as allocated.
- (vi) The Secretary will initiate action for conducting and periodically updating socio-economic profiles and survey and for identifying areas, locations and target groups for planning and formulation of the work plan. Make appointment of staff officer for proper running of the society affairs programmes.
- (vii) The Secretary will initiate action for assessment of learning needs and requirements of training for identified groups and in areas selected for programs operation.
- (viii) The Secretary shall be the chief functionary of the society and all administrative functions and day-to-day work of the society. Discipline shall be maintained and carried out by him/her in consultation with the Chairman.
- (ix) He shall keep and maintain the minute of the proceeding of any meetings of the General Meetings/Annual Meeting/Emergent Meeting and he/she will give effect to the resolutions passed by the Management Committee of the Society. He/She will issue necessary notices for convening and holding meetings.
- (x) The Secretary shall see all correspondence and take important decision in consultation with the Chairman and the Treasurer will keep records of all correspondence and place it before the Management Committee/General Body and make available all necessary information to the members of the Society and in the meetings.
- (xi) The Secretary shall prepare a report with the help of Treasurer and Chairman and place it before the Management Committee or General Body describing all resolutions of the Society and follow up actions on them. The result of their action and problem arising from those the society might take up for discussion and resolution.
- (xii) The Secretary shall sign the contract/agreement papers with Govt. and other funding agencies on behalf of the Society.
- (xiii) The Secretary has power to Sign contract/agreement to fill the casual vacancy of the Society and after that place it before the Managing Committee for final decision.
- (xiv) The Secretary will see the new opportunities for the welfare of the Society including arranging of necessary fund.



- (xv) **Bank accounts of the Society will be jointly operated by Secretary with (President or Treasurer).**
- (xvi) After the completion of 5 years term of Management Committee, it is the duty of General Secretary to request to fixing the date of election for selection of new Management Committee.
- (xvii) To transact all other business subject to the direction of the governing body.
- (xviii) To surprise the work of staff of the society.
- (xix) To arrange fund for the society, except the decisions of the meetings.

**(E) TREASURER:**

- (i) The Treasurer will be in charge of the cash, finance and all type of accounts of the Society.
- (ii) **Bank accounts of the Society will be jointly operated by Secretary with (President or Treasurer).** He/She shall maintain all records of receipts and payments of the society in proper format. Books of accounts to be maintained for this purpose.
- (iii) He/She shall accept fund/money by cash or any mode and issue receipt on behalf of the society.
- (iv) The Treasurer shall prepare Annual income and expenditure statement and Annual Budget in consultation with the Secretary and will place it before the Managing Committee/General Body Meeting of the Society.
- (v) The Treasurer shall have power to reconsider/cancel any or all the expenditures/bills voucher according to the Society's rules & regulations.
- (vi) He shall also arrange for the audit of the accounts by qualified Chartered Accountant which the Managing Committee may appoint within three months of the Financial Year.
- (vii) He shall see the new opportunities and shall make arrangement of the funds or the welfare work of the society.
- (viii) The Treasurer has power to recommend to secretary for filling a casual vacancy with the consultation with the .The Treasurer shall signed the contract with Govt. fund agency any other funding agency-on behalf of the society with and Secretary.

**7. THE POWER AND FUNCTION OF OFFICE BEARERS OF THE EXECUTIVE BODY MEETING:**

- (i) To prepare and select the project to be implemented.
- (ii) To arrange and collect funds for the projects under taken by the society.
- (iii) To prepare and maintain book of account.
- (iv) To prepare and maintain roll of all members of the society.
- (v) To inform all the members to attend general meeting, special general meeting, monthly meeting.
- (vi) To safe guard the interest, reputation of the society.

**8. POWERS AND FUNCTION OF GENERAL BODY:-**

The General Council shall meet at least once a year and shall

- (a) Review, from time to time, the broad policies and programmes of the Society and the Institutes and suggest measures of improvement and development.

- (b) Consider and pass resolutions, if any, on the Annual Report and the Annual Accounts and the Auditors Reports on such accounts of the Society and its Institutes.
- (c) Approve the amendments and/or additions to the Memorandum of Association and the Rules of this Society.
- (d) Nominate a person on the Board of Governors of Society, whenever there is vacancy of such nominee in the Board of Governors.
- (e) The management of the affairs of the Institute established by the Society shall be as provided for the rules and regulations of the respective institutes.
- (i) Election of members of executive body including office bearers.
- (ii) To pass and amend the memorandum and by laws of society.
- (iii) To appoint auditor to audit account of the society.
- (iv) To pass the budget and projects. And their audit reports.
- (v) To pass resolution for dissolution of society.
- (vi) To remove office bearers by passing a resolution
- (vii) To authorize the secretary to sale purchase the property.

## 9. **GENERAL BODY MEETINGS:-**

- (a) The President/Secretary of the General Council shall call a meeting of the General Council on the written request of at least ten members.
- (b) Annual General Meeting of the General Body will be held every year, preferably in the month of April. Special or Emergency meeting of the General Body can be convened any time.
- (c) **Requisitional Meeting** :- Requisitional meeting of the General Body will be convened within 30 (Thirty) days by the Secretary on the demand of 2/3<sup>rd</sup> majority of the members of the General Body in which signature of the requisite members and topic for discussion in the meeting will be mentioned clearly. If the Secretary failed to convene the meeting within 30 days, requisite members have power to convene the requisitional meeting by informing other members and take the decision on the topic clearly mentioned for the requisitional meeting.
- (d) **Quorum**: - One more of half of the members (i.e. 50% + 1) of the General Body will form a quorum for the meeting. No meeting will be held in absence of quorum.
- (e) **Information of General Body Meeting** :-
  - i. Members of the General Body will be informed at least 10 days before the meeting of the General Body.
  - ii. Information of the meeting will be given by the registered post or by information-register with signature of receiver.
  - iii. Every meeting of the General Council shall be called through a notice under the signature of the person authorized..
  - iv. Every notice calling a meeting of the General Council shall state the date, time and place at which the meeting will be held and shall be served upon every member of the General Council not less than twenty-one clear days before the day appointed for the meeting. With the approval of the President/Secretary. A shorter notice may be given.
  - v. A notice may be served upon members of the General Council either personally or by post at the address of members as recorded in the roll of members and if so sent shall be deemed to be duly delivered.
- (f) **Voting**: In every meeting of the General Council of the Society each member present in person shall have one vote. Except when otherwise specified in the Rules, Resolutions will be passed by a majority of votes of members present and

voting. In the vent of equality of votes, the President or the Member presiding shall have a second or casting vote.

#### **10. MEMBERSHIP ROLL:**

- i. The Society shall keep a roll of members of the General Council stating therein the name, occupation and address and category of membership of every member. Every member of the General Council shall sign the roll.
- ii. If a member of the General Council changes his address, he shall notify the change to the General Council which shall there-upon enter his new address in the roll of members. In case a member fails to notify the change, the address in the roll of members shall be deemed to be his address.

#### **11. TERM OF OFFICE OF THE MEMBERS OF GENERAL COUNCIL:**

- i. Where a person becomes a member of the General Council by reason of the office or appointment he holds, his membership of the General Council shall terminate when he ceases to hold the office or appointment.
- ii. A member of the General Council shall cease to be a member if he does not attend three consecutive meetings of the General Council without proper leave from the President.

#### **12. RESIGNATION BY A MEMBER OF THE GENERAL COUNCIL:**

A resignation from the membership of the General Council shall be tendered to the General Council and shall take effect from the date it is received by the General Council.

#### **13. VACANCIES AMONG MEMBERS OF THE GENERAL COUNCIL:**

- i. Any vacancy in the membership of the General Council shall be filled in by the Bodies/Authorities entitled to nominated them.
- ii. The General Council shall function, notwithstanding any vacancy in its body, and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the General Council shall be invalidated merely by reason of the existence of vacancies in the body or of any defect in the nomination or appointment of any of its members.

#### **14. THE MANAGEMENT COMMITTEE MEETINGS:**

- i. The Management Committee shall meet at least quarterly in every year, which shall be convened by the Secretary. An emergency meeting of the Managing Committee or governing body shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 3 days' notice. Discussions that have taken place at the emergency meeting need to be placed before the full meeting of the Governing Body when it meet next.
- ii. 3/5<sup>th</sup> members of the Governing Body present at any meeting shall constitute the quorum. No meeting shall take place in the absence of the Secretary except in unavoidable circumstances when the next senior-most staff member will act as substitute.

**15. SOURCE OF INCOME OF THE SOCIETY:**

- (a) Grants made by Central/State Govt./Private source/other funding agencies.
- (b) Contribution /donation from other sources and organization.
- (c) Income from investments and other sources.
- (d) Donations from foreign country intuition, nationals and Indians abroad.
- (e) Through Charity Show and exhibitions organize by the society.
- (f) Receipts of the society.
- (g) Members subscription.

**16. MANAGEMENTS OF FUNDS/OPERATION OF THE BANK ACCOUNTS:**

- (i) Funds receipt of the society will be kept in any nationalized bank or Private bank in the name of the society, in such places as may be decided by the managing committee, **which shall be jointly operated by a Secretary with (President or Treasurer).** And in absence of secretary by the chairman.
- (ii) All funds shall be deposited into the societies account and shall be operated by a Cheque signed by jointly by the Secretary and Treasurer.

**17. AUDIT**

- (a) Society shall maintain proper accounts and other relevant records and prepare annual statement of accounts in such form as may be prescribed by the Managing Committee. The accounts of the society shall be be audited annually by Chartered Accountant who will be appointed by General Body Meeting and audit fee will be paid by the society.
- (b) If Inspector General of Registration desires to audit the account of the society, he can appoint any recognized auditor and the fee for the same will be borne by the society.
- (c) The audited accounts and audit report will be made available to concerned person/institution funding agencies on demand as required by law.

**18. AMENDMENTS OF RULES AND REGULATION:**

The Rules and Regulations of the Society may be amended in the Annual General Meeting or the Special General Meeting called for the purpose provided that proposed changes/amendments are circulated at least 10 days prior to the commencement of these meeting and member's opinion sought at least 3 days before the commencement of the meeting in which the changes would be discussed. It will be required to present all opinion of the proposed amendments before the general body meetings and correction/charge will be passed or rejected by 2/3<sup>rd</sup> member of the General Body meeting, the Society Registration Act 21/1860 will be `fully followed in this.

**19. INSPECTION OF THE SOCIETY DOCUMENTS:**

All documents of the society kept in registered office of his society with responsibility of the Secretary, where any members of the society, Govt. Officials can inspect/see the documents of the society with proper permission of the Secretary.

**20. LEGAL ACTION:**

Any legal action shall be taken by the society or defend by the Secretary of the Society.

**21. DISSOLUTION OF THE SOCIETY AND MANAGEMENT OF THE PROPERTY AFTER DISSOLUTION:**

- (i) If it is required to wind up the affairs of the society, the Secretary will move such resolution in special meeting of General Body only after the decision taken by the executive committee of the society. The society will be finally dissolved after 2/3rd of members of managing committee the resolution for such dissolution of the society is taken and the same will be passed by the general body by 2/3<sup>rd</sup> of its members.
- (ii) All properties, movable or immovable as well as cash and other assets shall be permitted to be utilized by any other society following similar objectives in Jharkhand State/Jharkhand Govt. subject to the Donor Agencies. If however, General Body is unable to take any decision and no direction comes from Funding Agencies then entire properties of the society will appropriately be distributed amongst the members of the society. No other person including the members, employees or office bearers of the society shall have any right, title or interest therein.
- (iii) As per provision of Article-13 & 14 of Society Registration Act XXI of 1860 the Society will be dissolved after taking prior permission of the Govt. of Jharkhand.

**22. OTHERS :**

Any matter relating to the affairs of the society is not expressly provided for, in these Bye-laws or Rules & regulations framed there under shall be dealt with in accordance with the provisions of Societies Registration Act-21, 1860 and rules framed their in.

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Certified that this is the true copy of Rules and regulation of the society.

<b>Treasurer</b>	<b>Secretary</b>	<b>President</b>	<b>Vice-President</b>
Ms Rinku Kumari	Prof. Niranjana Sahoo	Dr. Satya Narayan Singh	Mr. Amit Kumar Vijay

### **RESOLUTION**

A General Body: “**INDIAN INSTITUTE OF DISASTER MANAGEMENT**” was held on 01.10.2014 Office of the Society at:- **Flat No. C/103, Vinandni Enclave, Near JAC, P.O.+P.S.- Namkum, Dist-Ranchi, Pin Code-834010 (Jharkhand).** Which was presided over by **Prof. Niranjan Sahoo Secretary** of the “**INDIAN INSTITUTE OF DISASTER MANAGEMENT RANCHI**” which following resolution were passed:

It was resolved that the Society would be got registered under Society Registration Act, 21, 1860.

It was resolved that **Prof. Niranjan Sahoo Secretary** of the “**INDIAN INSTITUTE OF DISASTER MANAGEMENT RANCHI**” should be Authorized to do all needful act to get the Society registered by the Registration Department, Jharkhand.

**Sd/-Secretary**

Certified that this is the true copy of the Resolution.

**Secretary**

**President**

**Treasurer**

**Vice-President**

To,

The I.G. Registration  
Govt. of Jharkhand  
Administrative Building, Dhurwa,  
Ranchi.

Sub: Registration of the Society “**INDIAN INSTITUTE OF DISASTER MANAGEMENT**” Under Society Registration Act XXI of 1860.

Dear Sir,

Please find enclosed herewith application in duplicate for registration of the society **“INDIAN INSTITUTE OF DISASTER MANAGEMENT”** under Society Registration Act XXI 1860. The Registration Fee of Rs. 50/- (Fifty Rupees only) has been deposited in Ranchi Treasury Vide Challan No..... Dated ..... which is enclosed.

We request you to kindly register the society which is meant for the noble cause of the society.

With regards,

Yours faithfully,

**Secretary**  
**(Prof. Niranjana Sahoo)**

**“INDIAN INSTITUTE OF DISASTER MANAGEMENT”**

**Encl. :**

1. Challan of Rs. 50/-
2. Resolution for Registration
3. Memorandum of Association in two copies
4. Rules & Regulation of Association in two copies
5. Affidavit.
6. Residential proof of office bearers.
7. Envelop – 2 pcs.