

## Memorandum of Association of Credibility Alliance

1. **Name of the Society:** The name of the society shall be Credibility Alliance and shall hereinafter be referred to as the Alliance.

2. **Registered Office:** Registered office of the Alliance for the time being shall be situated at: -

B-32, Tara Crescent,  
Qutab Institutional Area,  
New Delhi-110 016.



However, the said office may be relocated to such other place or places, as the Governing Board shall think fit and proper from time to time. It may open and close any branch office or offices at any other place or places as it may decide from time to time.

3. **Jurisdiction:** The jurisdiction of the Alliance shall be the territorial jurisdiction of India.

4. **Aims and Objects:** The Alliance, a charitable society, shall promote social welfare by enhancing the credibility of the voluntary sector by setting norms or standards for good governance and ensuring its compliance by its members in particular and by all organisations in the voluntary sector in

*Rajan Ravi Tejwani*

*Chairman*

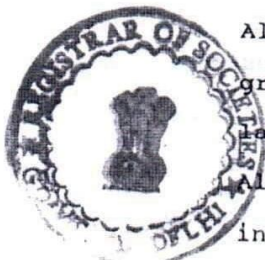
general and shall have as its objects all such activities that support the stated cause such as: -

- 4.1. To research into, develop, establish and promote norms or standards for good governance of voluntary organisations.
- 4.2. To certify organisations that undertake accreditation or rating of voluntary organisations based on the norms set by the Alliance.
- 4.3. To certify organisations that undertake to develop capacities of voluntary organisations to meet the requirements of the norms set by the Alliance.
- 4.4. To advocate with governments at the Centre, State and Local level for implementation of the norms.
- 4.5. To advocate with donor agencies – Indian, foreign and multilateral for implementation of the norms.
- 4.6. To seek enforcement of the rights and duties of the voluntary sector of India and the implementation of the various laws, notifications, guidelines, and judicial pronouncements made from time to time.
- 4.7. To set up or to cause to be set up by itself or with other organisations or individuals and to identify and recognise, certifying agency or agencies; to accredit the organisations who receive funds from various sources for charitable purposes or for the welfare of the public at large; to create and maintain a pool of such agencies and to alter/modify the composition; to create and modify norms, rules and criteria for such agencies; to seek and obtain ratings, reports, analyses, findings, recommendations and other incidental details from such agencies; and to oversee through various mechanisms the functioning of such agencies.



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4.8. To apply, appeal, solicit, receive or accept any monies, equipments, lands, buildings, gifts, donations, subscriptions, contributions in cash or in kind from any person(s), firm(s), company(s), corporation(s), local, regional, national, bilateral, multilateral, multinational, transnational, and international, government and quasi-government bodies, public bodies, local, district and other bodies, on such terms and conditions and with a view to promoting the objects of the Alliance and to conform to the conditions on which such grants and other payments may be received, subject to the law of land for the furtherance of the objects of the Alliance or for any one or more of them and no inconsistent with the objects of the Alliance.



4.9. To raise funds through activities and sources including, but not limited to, events, programmes, charity shows, payroll, giving, donations, corpus, and recurring and other grants from government and other sources, one-off contributions, by securing from individuals, corporate and other organisations, a percentage or fixed amount as contribution from the sale of their various products and services, and through the sale of various articles, goods and services produced or rendered by various organisations working for the welfare of the public at large, or on their behalf.



4.10 To undertake and execute any trust relating to gratuity, provident fund etc. the undertaking whereof may seem desirable to realise the aims and objectives of the Alliance.

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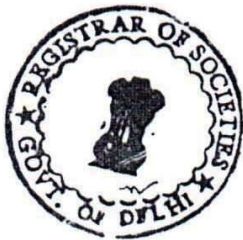
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4.11 To apply, approach, any authority for copyrights etc. with respect to the work of the Alliance.

4.12 To enter into agreement with any government authority, including municipal, local, regional and federal, or any corporation(s), company(s), or person(s), or any cooperative society(s) or organisation(s) or institution(s) in any part of the world which may seem conclusive to the Alliance objects or any of them and to obtain from any such government authorities, corporations, companies or persons any contracts, rights, moneys, privileges and concessions which the Alliance may think desirable and to carry out, exercise and comply with any such contracts, rights, privileges and concessions.

4.13 To obtain any act, ordinance, executive order, license, etc. of Central, Provisional or State legislature, executive, judiciary, of regulatory bodies, autonomous bodies or authorities for enabling the Alliance to carry out any of its objects into effect or for effecting any modification of the Alliance constitution, or for other purposes which may seem expedient to the Alliance.



4.14 To co-operate with educational or other organisations having objects wholly or partly similar to those of the Alliance in such manner as may be conducive for their common objects.



4.15 To interact, cooperate, collaborate, support, and/or to seek affiliation, both financially and otherwise, with grassroots organisation,

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agencies, boards, bodies, departments, organisations, institutions, companies, corporations, agencies and networks etc. that are local, regional, national, bilateral, multilateral, multinational, transnational and international and are working for similar purposes and/or with similar objects.

4.16. To establish, form, promote, support, maintain, subscribe, or contribute to and/or otherwise assist, donate, aid or guarantee money or other financial assistance to individuals, public charitable, benevolent, religious, scientific, national, or other institutions, societies, funds, trusts, objects or purposes which in the opinion of the Governing Board are likely to promote the interests or the objects of the Alliance.

4.17. To undertake, carry out, promote, sponsor or assist any activity for the promotion and growth of national economy and for discharging what the Governing Board may consider to be social and moral responsibilities of the Alliance to the public or any section of the public as also any activity which the Governing Board considers likely to promote national welfare or social, economic or moral uplift of the public or any section of the public and in such manner and by such means as the Governing Board may think fit; and the Governing Board may without prejudice to the generality of the foregoing, undertake, carry out, promote, and sponsor any activity of public action like publication of books, newsletters, pamphlets, newspapers, and other literature, or organizing lectures or seminars likely to advance these objects or give merit awards, scholarships, loans or any other assistance to deserving students, researchers, fellows or



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other scholars, or persons to enable them to pursue their studies, researches and other academic pursuits or and for establishing, conducting or assisting any institutions, fund, trusts having any one of the aforesaid objects as one of its objects by giving donations.

4.18 To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon, or otherwise deal with all or any part of the property, rights and concessions of the Alliance.

4.19 To purchase, acquire, buy, take on lease or in exchange or otherwise acquire, sell, rent out, lease dispose off any land of any tenure or description or building or parts of buildings and to develop and turn to account any land required by the Alliance and to construct buildings, flats, bungalows, tenements, row houses, sheds and other buildings and work of public utility, both temporary and permanent to maintain, alter and equip them suitable with books, instruments, furniture or machinery and other things, and at the discretion of the Governing Board to permit the use of, transfer, allotment, lease or licence the moveable and immoveable properties at a cost to other persons or organisations as may be thought fit by the Alliance and for the attainment of the objects of the Alliance.

4.20 To incur debts and obligations for the conduct of any work of the Alliance and to purchase or hire goods, materials or machinery on credit or otherwise for and business or purpose of this Alliance.

4.21 To create and establish funds, including but not limited to, Depreciation Fund, Reserve Fund, Insurance Fund and any other



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Special Fund, whether for depreciation or for repairing, improving, extending or maintaining any of the property of the Alliance, or for any other purpose conducive to and in the interest of the Alliance. To for carrying out any one or more the objectives of the Alliance.

4.22. To refer to or agree to refer any claims, demands, disputes or any other question by or against the Alliance or in which the Alliance is interested or concerned and whether between the Alliance and the member or members or their representatives, or between the Alliance and third parties, to arbitrate and to observe and perform and to do all acts, matters and things to carry out or enforce the awards.



4.23. To establish, settle, promote, form, undertake, execute or aid in the establishment of and support associations, institutions, societies, funds, public charitable or welfare trusts and conveniences for the benefit of the employees, ex-employees, directors and/or their dependents, relatives or connections of such persons and general public and in particular friendly or other benefit societies for the development and advancement of any activity in the field of education, healthcare, public welfare, science, for their benefit.



4.24. To offer and receive consultancy, advise, opinion, information, ratings, etc. to and from any institution(s) or organisation(s) or individual(s).

4.25. To undertake training, and prepare and promote educative courses on good governance of voluntary organisations.

4.26. To set up or cause to be set up charity portals, internet websites, and other internet-based services in order to actualise the aforesaid objects.

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manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

5. **Governing Board:** The name, address, occupation and designation of the present members of the Governing Board to whom the management of the Society is entrusted, as required under Sec. 2 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, are as under:

S. No.	Name	Address	Occupation	Designation
	Mr. B.N. Makhija	307, Shalaka Maharishi Karve Road Mumbai-400021 Maharashtra	SOCIAL SERVICE	CHAIRPERSON
	Ms. Jeroo Billimoria	Sona Mahal No.4A, Marine Drive Cuff Parade Mumbai-400020 Maharashtra.	SOCIAL SERVICE	VICE-CHAIRPERSON
3	Mr. Ranjan Rao Yerdoor	P.O. Guruvayankere Kuvettu Village Beltangady T.K. Dakshina Kannada Karnataka.	SOCIAL SERVICE	SECRETARY
4	Mr. Mathew Cherian	25, Navjeevan Vihar, 1 <sup>st</sup> Floor, New Delhi-110017.	SOCIAL SERVICE	TREASURER
5	Mr. George Varughese	D3-3305 Vasant Kunj New Delhi-110070.	SOCIAL SERVICE	MEMBER

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periodical fees, at subsidized rates or on free of cost basis, to members, organizations, institutions, individuals or to the public at large.

4.29. To institute awards, prizes for meritorious work in the field of good governance of voluntary organisations.

4.30. To prescribe standards of proficiency and to award/confer certificates, diplomas, degrees, associate-ships, fellowships, chartered fellowships, honorary awards and other distinctions and to establish chairs, professorships, lectureships and similar seats of learning and research in any specific or general subject or branch or knowledge in varied institutions and of various regions, nationally and globally.

4.31. To invest it's money and funds according to the Sec 11(5) income tax Act, 1961.

4.32. To frame rules and byelaws, and to amend them, according to the procedure specified in the rules and regulations of the Alliance.

4.33. To promote and undertake all other activities and such other lawful acts, deeds and things that will further the aims and objects of the Alliance and are incidental and conducive to the attainment of the objects of the Alliance and such activities as may be considered necessary by the Governing Board in the interest of the Alliance.

All the incomes, earnings, movable or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly by way of dividends, bonus, profits or in any



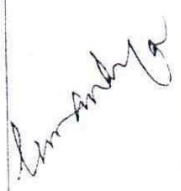





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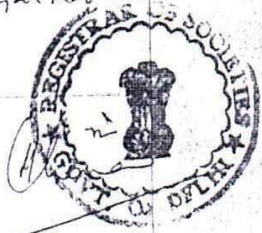
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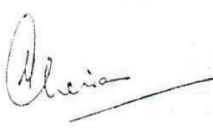
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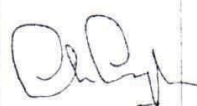

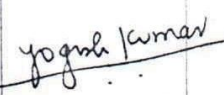
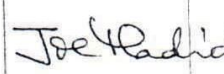



6. **Desirous persons:** We the undersigned desirous of forming a society named "CREDIBILITY ALLIANCE" under the Societies Registration Act, 1860, as applicable to National Capital Territory of Delhi, in pursuance of this Memorandum of Association of the Society.

S. No.	Name	Address	Age	Occupation	Signature
1	SOSVA- Society for Service to Voluntary Agencies represented by Mr. B.N. Makhija	307, Shalaka Maharishi Karve Road Mumbai-400021 Maharashtra	64	SOCIAL SERVICE	
2	Childline India Foundation represented by Ms. Jeroo Billimoria	Sona Mahal No.4A, Marine Drive Cuff Parade Mumbai-400020 Maharashtra.	38	SOCIAL SERVICE	
3	Nagarika Seva Trust represented by Mr. Ranjan Rao Yerdoor	P.O. Guruvayankere Kuvettu Village Beltangady T.K. Dakshina Kannada Karnataka.	52	SOCIAL SERVICE	
	Lead India Foundation represented by Mr. Mathew Cherian	25, Navjeevan Vihar, 1 <sup>st</sup> Floor, New Delhi-110017	45	SOCIAL SERVICE	
5	Development Alternatives represented by Mr. George Varughese	D3-3305 Vasant Kunj New Delhi-110070	47	SOCIAL SERVICE	
6	CADAT represented by Mr. Alay Kumar Barah	H. No.-28, Adarshpur Bylane No.-2A P.O. Kahilipara Guwahati-781019 Dist.-Kamrup Assam	40	SOCIAL SERVICE	



 Ranjan Rao Yerdoor 

7	COVA represented by Mr. Ali Asghar	20-4-10 Charminar Hyderabad-500002 Andhra Pradesh	44	SOCIAL SERVICE	
8	SAHAYI represented by Mr. Placid Gregory.	Kuzhivelil - Kizhakkathil, Kanatharkunnam Karali-P.O. Sasthampotta-vla Quilon District Kerala	50	SOCIAL SERVICE	
9	Samarthan represented by Dr. Yogesh Kumar	E-7/81, Arera Colony Bhopal-462016 Madhya Pradesh	43	SOCIAL SERVICE	
10	Gram Vikas represented by Mr. Joseph Madiath	Gram Vikas Mohuda Village Behrampur Ganjam Orissa-760002	53	SOCIAL SERVICE	
11	UPVAN represented by Mr. Ashok Kumar Singhi	19/349, Indira Nagar Lucknow-220116 Uttar Pradesh	46	SOCIAL SERVICE	

Attested the signature from No.1 to 11.

Signatures of witnesses.

Name and Address of Witness:

Mr. Ritwick Dutta  
Advocate Supreme Court  
C-II/99, Satya Marg  
Chanakyapuri  
New Delhi-110021.

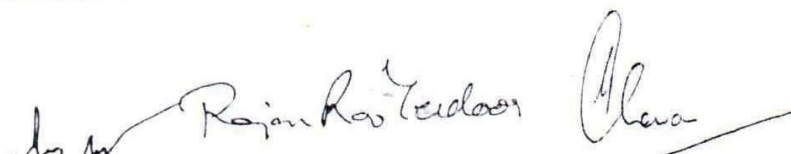



Attested the signature from No.1 to 11.

Name and Address of Witness:

Mr. Saurabh Sharma  
Advocate Supreme Court  
126/4, First Floor, Kilokri  
Opposite Maharani Bagh  
New Delhi-110014.





Signature of the Attesting Officer with Official Seal

**DINESH CHANDEN**  
Advocate  
Old Court K. Gate  
Delhi (Regn. 775)

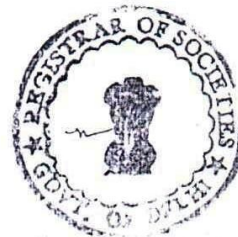
**21 MAY 2004**

Certified that this is the true and correct copy of the Memorandum.

*[Signature]*  
**Chairperson**

*[Signature]*  
**Secretary**

*[Signature]*  
**Treasurer**





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 रजिस्ट्रार नं० ५१३१  
 गणपतिदेव वर  
 रजिस्ट्रार



१/१२/११  
 रजिस्ट्रार के अधीन संस्था संजी  
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 रजिस्ट्रार नं० ५१३१  
 गणपतिदेव वर  
 रजिस्ट्रार

## Rules and Regulations of Credibility Alliance

1. **Name:** The name of the society shall be Credibility Alliance and hereinafter is referred to as the Alliance.

2. **Address:** Registered office of the Alliance for the time being shall be situated at: - B-32, Tara Crescent,  
Qutab Institutional Area,  
New Delhi-110 016.

However, the said office may be relocated to such other place or places, as the Governing Board shall think fit and proper from time to time. It may open and close any branch office or offices at any other place or places as it may decide from time to time.

3. **Definition:** In this Rules and Regulations the following words shall mean: -

*Alliance:* Shall mean the Credibility Alliance.

*Member:* Shall mean an organisation that has been admitted to the membership of the Alliance.

*State:* Shall mean a State or a Union Territory of the Union of India.

4. **Membership:** A registered voluntary organisation under any law including a public charitable trust, a society registered under the Societies Registration Act, a company exempt under Section 25 of the Companies Act etc. that does not distribute surplus or profits to its members in any manner; has subscribed to the aims and objects of the Alliance; meets or abides by the minimum norms set by the Alliance; and subject to the approval of the Governing Board will be allowed to become a member of the Alliance, on filling the prescribed application and payment of the membership fee.



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However, in the first year of inception of Alliance, i.e., in 2004 -05, an organisation that does not meet or abide by all the norms set by the Alliance, however undertakes to do so within a period of one year shall be allowed a provisional membership.

5. **Membership Fee:** The annual membership fee for the time being shall be Rs.500.00 (Rupees five hundred only) and the General Body may modify the fee from time to time. The full amount of the membership shall be collected from an organisation admitted as a member within the first six months of the year that is between 1<sup>st</sup> of April to till 30<sup>th</sup> of September and only half the membership amount shall collected from an organisation admitted in the second half of the year that is between 1<sup>st</sup> of October till 31<sup>st</sup> of March. All membership shall be due from the 1<sup>st</sup> of April each year.

6. **Termination of Membership:** All termination of membership shall be a resolution of the Governing Board. In all such cases the concerned member organisation shall have the right to present its view before the Board. However, all such termination shall be ratified by the General Body.

The termination of membership shall be on the following grounds: -

- 6.1 For non-payment of membership fee: Membership shall automatically terminate if an organisation does not pay its membership by 31<sup>st</sup> of May every year.
- 6.2 On resignation.
- 6.3 On dissolution or amalgamation with another organisation.
- 6.4 For being disqualified by the Governing Board for acting contrary to the objects of the Alliance or against the interest of the Alliance; provided that such an organisation shall be issued a written notice 30



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days in advance and given an opportunity to present it's view before the Governing Board.

6.5 For ceasing to comply with any of the minimum norms set by the Alliance in this regard provided that such an organisation shall be issued a written notice 30 days in advance and given an opportunity to present it's view before the Governing Board.

**7. Register of Members:** The Alliance shall maintain at its Registered Office a register of its members in every State and shall enter therein within 15 days after the admission of a member or the cessation of membership as the case may be, the following particulars:

- 7.1 The name and address of the member.
- 7.2 The date of which the member was admitted.
- 7.3 The name of the authorised person to represent the organisation.
- 7.4 The date from which a member ceased to be a member.
- 7.5 The date and receipt no. for the payment of membership fee.



**8. Rights of Members:** All members whose name appears in the Register of Members of the Alliance shall have the following rights:-

8.1 All members of the Alliance in a State shall be entitled to participate in the activities and gatherings of the Alliance in their respective State and after a period of one month after their admission to membership, elect or be elected as an Accredited Representative to represent the State at the General Body Meetings provided that all organisations that wish to be nominated as an Accredited Representative shall have complied with the desirable norms in addition to the minimum norms as determined by the Alliance from time to time. Every State shall be entitled to nominate an Accredited Representative for every twenty



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member organisations from that State and there shall be a maximum of five Accredited Representative from a given State irrespective of the number of member organisations.

8.2 All members shall have the right to inspect the books of account, book-containing minutes of proceedings of all meetings and register of members of the Alliance on any working day during business hours by giving reasonable notice.

8.3 To designate a member of its Governing Board or a senior staff who is authorised by its Governing Board to take decisions on behalf of the organisation to represent the organisation as its Authorised Representative at all meetings of the Alliance and to cast a vote if so required on behalf of the organisation. A member organisation shall be entitled to designate only one such Authorised Representative.

**9. Duties of Members:** All members whose name appears in the Register of Members of the Alliance shall have the following duties:

9.1 To pay the membership fee regularly at the beginning of the year.

9.2 To attend, participate in as many meetings / functions / activities of the Alliance as possible in the State.

9.3 To keep oneself update of all affairs and activities of the Alliance.

9.4 To popularise the aims and objects, activities and programmes and the principles of the Alliance and defend them in public whenever occasions arise.

9.5 To not to carry on or participate in any activity or propagate any idea or view in the public, which are contrary to the aims and objects, activities and programmes and the principles of the Alliance and do not act against the interest of the Alliance.



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9.6 All members of the Alliance shall be bound by the rules and regulations and bye laws, which may be framed from time to time by the Alliance.

**10. General Body Meeting:** A meeting of all Accredited Representatives from all the States with 21 days clear notice shall be called the General Body of the Alliance and it shall be the supreme authority of the Alliance in respect of all its activities. There shall be two kinds of General Body meetings, the Annual General Body Meetings and Special General Body Meetings.

**11. Annual General Body Meeting:** A meeting of all Accredited Representatives from all the States with 21 days clear notice, called once every year to carry out certain duties given here below shall be the Annual General Body Meeting of the Alliance.

**12. Powers and Functions of the Annual General Body:** The following shall be the powers and functions of the Annual General Body: -

12.1 To approve the minutes of the previous General Body Meeting.

12.2 To approve the annual report of the activities of the Alliance for the previous year placed before it by the Governing Board.

12.3 To approve the duly audited accounts for the previous year of the Alliance placed before it by the Governing Board.

12.4 To appoint the auditor or auditors for the next year and fix their remuneration.

12.5 To elect a Governing Board for a period of one year that is until the next Annual General Body Meeting.

12.6 To approve the budget and plan of activities for the year.



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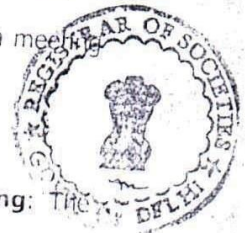
12.7 To approve the subsidiary rules and bye-laws made by the Governing Board.

12.8 To approve the membership fee to be levied for the next year.

12.9 To approve of all matters placed before it by the Governing Board.

12.10 To approve of all resolutions by vote and all such voting shall be conducted by show of hands or by secret ballot if the members so call for.

**13. Special General Body Meeting:** A meeting of all Accredited Representatives from all the States with 21 days clear notice called for a specific purpose shall be a Special General Body Meeting of the Alliance. There shall be two kinds of Special General Body meetings. A Special General body meeting may be called by the Governing Board to carry out a specific business or one third of all the members of the Alliance may by a signed requisition ask the Governing Board to call for a such a meeting for a specific purpose mentioned in the requisition.



**14. Powers and Functions of a Special General Body Meeting:** The following shall be the powers and functions of a Special General Body: -

14.1 To make amendments in the Memorandum of Association and Rules and Regulations.

14.2 To carry out the business mentioned in the requisition signed by one third of all members of the Alliance.

14.3 To carry out any business placed before it by the Governing Board for which the special general body has been called for.



**15. Quorum:** The quorum of any General Body Meeting shall be one-fifth of the total membership.

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**16. Election Process for the Governing Board:** Every year each State may recommend to the Governing Board one name of an Authorised Representative of a member organisation of the Alliance, who could be considered for being elected to the Governing Board. All such recommendations shall reach the Governing Board before the last date prescribed by it. All such names shall be circulated along with the notice and agenda of the Annual General Body meeting.

The Governing Board shall also similarly circulate a list of names that may be considered by the Annual Governing meeting. The Governing Board shall constitute a three person Nomination Committee consisting of Governing Board member/s and other person/s who shall recommend to the Governing Board names of persons capable of serving on the Governing Board.

The Annual General Meeting shall consider all these names and shall elect to the Governing Board to fill as many vacancies as there are that year from among these names. The election, if the choices are not unanimous shall be by showing of hands and if required by secret ballot.

**17. Governing Board:** The entire responsibility of management of the Alliance and the conducting of the activities of the Alliance shall vest with the Governing Board of the Alliance. There shall be two types of membership of the Governing Board, those elected by the Accredited Representatives of all States at the Annual General Body Meeting and those who are nominated by the General Body. The number of the Governing Board members shall not be more than 17 and not less than 5 for the time being and the General Body may amend these numbers from



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time to time. All membership to the Governing Board shall be for a period of two years.

17.1 Six members of the Governing Board shall be elected at the Annual General Body Meeting of the Alliance by the Accredited Representatives from among the members of the Alliance who comply with the minimum as well as the desirable norms as determined from time to time. Three such members shall be elected every year for a period of two years. Only an Authorised Representative of a member organisation can be elected to the Governing Board. Further if the person ceases to be an Authorised Representative of the organisation her/his membership in the Governing Board shall also cease.

17.2 The General Body Meeting shall nominate eminent persons, officials of the Government of India, representatives of donor/funding organisations, social entrepreneurs, representatives of associations of corporate institutions like the Confederation of Indian Industries, Federation of Chambers of Commerce of India, ASSOCHAM etc. to the Governing Board for a period of two years each. The General Body shall fill all vacancies provided that the Governing Board shall be entitled to fill any vacancies caused in the middle of the year till the next General Body Meeting. A person nominated by the General Body may not be nominated for a second time. However, a person who has been nominated by the Governing Board for the balance period of a vacancy caused in the middle of the year may be nominated once again by the General Body.

17.3 The Executive Director of the Alliance shall be a member of the Governing Board.



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17.4 A minimum of one-third of all Governing Board members in the category 17.1 shall be from either gender, that is the categories of men and women shall have atleast 1/3 representation in the total composition of the Board, so as to ensure that representatives of a single gender category does not dominate the composition of the Governing Board. As regards the category of nominated members a similar balance of the genders shall be maintained as much as possible. In calculating the figure any fraction shall be deemed to be the next whole figure. For example 1/3 of 7 shall be 3.

17.5 The Governing Board may co-opt members if there is a vacancy in the Governing Board.

17.6 As much as possible there shall be a representation in the Governing Board from every region of the country.

17.7 Retiring members of category 18.1 shall not be entitled to be re-elected for a period of six years. A retiring individual representing a member organisation may also not be re-elected even if she/he represents a different member organisation.

17.8 The Governing Board shall meet a minimum of two times in a year. There shall not be a gap of more than six months between any two meetings.

17.9 A Governing Board elected in an Annual General Body Meeting shall be in office till the next Annual General Body Meeting.

17.10 At any meeting of the Governing Board, each member of the Committee present will have only one vote. The Chairperson or the member presiding over the meeting shall have in addition a casting vote in case of equal votes. Voting may be by rising of hands or by secret ballot.



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**18. Powers and Functions of the Governing Board:** Powers and functions of the Governing Board shall be:

- 18.1 To promote the aims and objectives of the Alliance.
- 18.2 To ensure the functioning of the Alliance in accordance to these Rules and Regulations and with the laws of the country.
- 18.3 To operate funds, open bank accounts, and have transactions with any banking company or with any bank or banks and other financial institutions and to pay into and to withdraw moneys from such account or accounts, and invest and manage the property of the Alliance and to present the duly audited accounts at the Annual General Body Meeting.
- 18.4 To lend or deposit monies belonging to or entrusted to or at the Alliance to such persons, organisations or companies and others whether having dealing with the Alliance or not and whether resident in India or not, with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by any person of the Alliance, but not to do the business of banking as defined in the Banking Regulations Act, 1949.
- 18.5 To make advances upon or for the purchase of land, buildings, houses, offices, flats, apartments, shops and/or construction thereof or for materials, goods machinery and stores required for the Alliance's activities.
- 18.6 To fix, demand and modify fees and other charges for products sold and services rendered, and pay fees and charges for products and services received.
- 18.7 To carry out and enter into all types of public/private contracts in connection with the main objects.



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18.8 To receive and send on deputation, both long-term and short-term, staff, employees, volunteers from and to other organisations, institutions, bodies, boards, companies, corporations, etc., that are local, regional, national, multinational, bilateral, multilateral and international.

18.9 To appoint, depute, promote, retain, take disciplinary action, suspend or dismiss any employee, including but not limited to skilled and unskilled workers, professionals, advisors, fellows, researchers and others on a permanent or temporary basis for the purpose of managing and functioning of the Alliance from and to any department(s), division(s), institution(s), or organization(s) established, owned, managed, assisted, financed, supported or promoted by the Alliance, financially or otherwise and to regulate their terms and conditions of employment including remuneration, and also frame subsidiary bye-laws for the said purpose.

18.10 To take, admit, retain, and terminate volunteers and interns to realise the objects of the Alliance.

18.11 To pay salary, wages, professional fee or remuneration, as may be thought fit to those who are not members of the Alliance.

18.12 To establish and maintain or procure the establishment and maintenance of any contributory or non-contributory pension or superannuation funds for the benefit of and give or procure grants of money, donations, gratuities, pensions, bonuses, allowances, or emoluments to any persons who are or were at any time in the employment or service of the Alliance and the spouses, widows/widowers, families and dependents of any such persons, either by way of annual payments or by way of lump-sum and to



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make payments towards insurance and to form and contribute to provident and benefit funds, and also to establish and subsidise and subscribe, and contribute to provident funds and other/any institutions, associations, funds or other schemes or trusts calculated to be for the benefit of the employees or advance the interests and well-being of the Alliance.

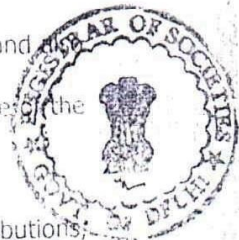
18.13 To publish annual reports/accounts.

18.14 To receive or acquire by lease, purchase, gift, mortgage, licence as beneficiary under any trust or otherwise land, building, machinery or securities of any kind from Government or quasi-government authorities, trusts and corporations, institutions, and societies as well as individuals, to sell, alienate, gift, lease, mortgage, manage or in any other legal manner transfer properties belonging to the Alliance for raising funds if and when exigencies demand it and to give the same on lease, rent or licence for the furtherance of the objects of the Alliance.

18.15 To receive any sum or sums of money as gifts, contributions, subscriptions, grants or donations in cash or kind and spend the same for the fulfilment of all or any of the objects of the Alliance.

18.16 To enter into contract for or in connection with an activity or transaction of the Alliance.

18.17 To raise secured or unsecured loans from any banking institutions or any financial institutions or firm or individual or any other institution including any registered society or trust with or without interest as and when necessary for furthering the objects of the Alliance.



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18.18 To form State Committees for each State which has a minimum of twenty members.

18.19 To co-opt any member of the Alliance considered suitable for the office for the remaining period of the tenure or till new elections is held in the event of any office bearer laying down office for whatever reasons.

18.20 To ensure utilisation of income towards promoting the aims and objects of the Alliance.

18.21 To appoint Working Committees with such powers and for such period as deemed fit for the purpose of achieving the objectives of the Alliance. The Governing Board may co-opt persons from organisations which are members of the Alliance or experts/eminent persons with expertise in related or associated field / line of work for the formation of any Working Committee.

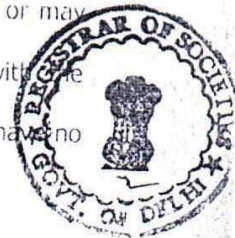
18.22 To invite to their meetings specialists or experts, who may or may not be members of the Alliance but whose assistance with the deliberations is considered useful. Such invited persons will have no right to vote.

18.23 To elect the office-bearers of the Alliance.

18.24 To constitute if necessary an Executive Committee consisting of the office-bearers and Governing Board members and delegate to it some of its duties of carrying out the day-to-day administrative and other functions.

18.25 To disqualify/remove a member for reasons to be recorded in writing by way of a resolution of the Governing Board.

18.26 To make the subsidiary rules and bye-laws not inconsistent with these Rules and Regulations for the management of the Alliance. All



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such subsidiary rules and bye-laws shall have to be approved in the next General Body Meeting.

**19. Office Bearers:** There shall be four office bearers namely a Chairperson, a Vice Chairperson, a Treasurer and a Secretary and the General Body may increase or decrease the number as per the need of the Alliance from time to time. The office bearers shall be elected by the Governing Board from amongst its members and shall carry on the regular administration and management of the Alliance. At least one of these three office bearers other than the Secretary shall be from either gender. The Executive Director shall be the Secretary of the Governing Board.

**19.1 Chairperson:** The Chairperson shall be the overall head of the Alliance and shall preside over all General Body, Governing Board, and Executive Committee meetings. All the policies and programs shall be formulated and implemented through him/her.

**19.2 Vice-Chairperson:** In the absence of the Chairperson, the Vice-Chairperson shall assume charge as Chairperson. For functional purposes the Chairperson may delegate any of his/her powers or duties to the Vice-Chairperson.

**19.3 Secretary:** The Secretary shall be the executive head of the Alliance. The Secretary shall be responsible for planning, designing and implementing the programmes of the Alliance and for the regular functioning of the Alliance. The Executive Director shall be the ex-officio Secretary of the Alliance.

**19.4 Treasurer:** The Treasurer shall be in charge of all matters pertaining to the finances, accounting and auditing of the accounts.



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20. **Executive Committee:** An Executive Committee consisting of the four office bearers and a Governing Board member may be formed if so desired by the Governing Board. The sole purpose of the creation of an Executive Committee will be to meet in between the Governing Board meetings to decide upon routine matters that need not be delayed for lack of a resolution of the Governing Board. All resolutions made in an Executive Committee shall be ratified in the next Governing Board meeting.

21. **Working Committee:** A Working Committee shall be a committee constituted by the Governing Board for a specific purpose and for a specific time consisting of Governing Board members or persons from member organisations or experts or eminent persons with knowledge of the subject matter concerning the committee. The Governing Board shall determine the subject, powers and the duration of a Working Committee. The Governing Board shall determine the number of such Working Committees.

22. **State Committee:** The Governing Board may form a committee to administer the affairs of Alliance at the State level as per the rules and regulations determined by the General Body from time to time.

23. **Accounts:**

- (i) All accounts of the Alliance shall be maintained regularly in the double entry system and shall follow the standards and principles of accounting as laid down by the Alliance.
- (ii) The financial year of the Alliance shall be a period of twelve months from the 1<sup>st</sup> of April to 31<sup>st</sup> of March.



*Registrar* Rajan Rao Yadon

*Chairman*

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(iii) The Managing Committee shall lay the audited accounts of the Alliance before the Annual General Body Meeting for approval.

(iv) The audited final accounts along with the annual report of activities and the current list of Governing Board members shall be filed with the Registrar of Societies, as per the Societies Registration Act, 1860, and the Income Tax Returns shall be filed every year in due time.

**24. Audit:** There shall be an audit of the accounts by a qualified Chartered Accountant before it can be placed before the State General Body meeting for approval. At each State General Body meeting a qualified Chartered Accountant or Accountants shall be appointed. The auditor(s) shall submit a report on the receipts and payments, income and expenditure account and balance sheet of the society presented by the State Committee. The minutes of the meetings of the State Committee, State Executive Committee and of the General Body meetings, books of accounts, the correspondence and in general all records of the society as well as data required for the carrying on of the audit, shall upon a requisition by the auditors be submitted to them.



**25. Property of the Alliance:** All properties of the Alliance moveable and immoveable shall be deemed to be vested in the Alliance. All title deeds, documents of similar nature and bank accounts shall be in the name of the Alliance.

**26. Operation of Bank Accounts:** All bank accounts shall be operated by at least two individuals, one of whom shall necessarily be an office bearer of the Alliance. However for internet banking the Governing Board may authorize the Executive Director to operate it on a single basis.



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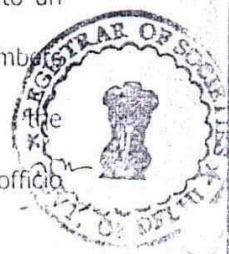
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27. **Non-Political:** The Alliance shall not participate in any manner in any political activity, which is to support or promote a political party or a person standing for election.

28. **Indemnity:** Every member of the Governing Board, Executive Committee, any Working Committee, State Committees, Auditors and employees of the Alliance shall be indemnified against all liabilities arising out of the acts and things done by him/her in the due course of performance of the duties entrusted, by way of damages or otherwise, and all losses, costs, charges and expenses which s/he may incur or becomes liable by reason of any contract entered into or any act or deed done by him/her as such member, auditor, or employee in any way for the discharge of his/her duties.

29. **Delegation of Authority:** The Governing Board may delegate any of its powers and authorities referred to in these Rules and Regulation to an Executive Committee or Working Committee from amongst the members of the Alliance, if necessary. In all such committees, the Secretary/Executive Director of the Alliance shall always be an ex-officio member.



30. **Interpretation:** The interpretation of the Memorandum of Association, Rules and Regulations and the subsidiary rules and byelaws if and when made, shall vest with the Governing Board and the interpretation given to any clause by the Governing Board in case of any dispute shall be final.



31. **Suits by and against the Alliance:** The Alliance shall sue and be sued in the name of the Alliance represented by the Secretary or any of the office bearers as determined by the Governing Board.

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32. **Amendments:** No amendments of to this Memorandum of Association and the Rules and Regulations shall be made which may prove to be repugnant to the provisions of Sec. 2(15), 11 to 13 and 80 G of the Income Tax Act, 1961. However, no such amendment shall be carried out without the prior approval of the Commissioner of Income Tax. Further all amendments shall be consistent with the procedure laid down by the Societies Registration Act, 1860.

33. **Dissolution:** In the event of dissolution or winding up of the Alliance, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members, but the same shall be transferred to another registered charitable trust, society, association or institution whose objects are similar to those of the Alliance and enjoy exemption under Sec 80 G of the Income Tax Act 1961 as amended from time to time.

34. **Acknowledgement:** The Alliance acknowledges the contribution of all the organisations and individuals who have contributed to the evolution and development of the Alliance. The Alliance acknowledges and promises to carry forward the rich tradition of its past, the good practices and principles evolved and accepted.

35. **General Rules:**

35.1 All proceedings of the Alliance shall be conducted in English as far as possible and where it is absolutely necessary a regional language version of the document may be filed along with the original in English.



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35.2 All monies received by the Alliance shall be acknowledged and receipt issued. Such monies shall be deposited in a bank.

35.3 For the things and matters, which have not been specifically provided for herein above, provisions of the Societies Registration Act, 1860 and the Rules under the Act shall apply to the Alliance.

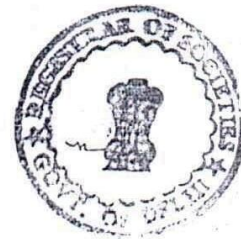
**36. Certificate:**

Certified that this is a true and correct copy of the Rules and Regulations of the Society.

*Imam Singh*  
(Chairperson)

*Rajendra Kumar*  
(Secretary)

*Alena*  
(Treasurer)



*Imam Singh* *Rajendra Kumar* *Alena*

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