

**The Amended Memorandum
and
Amended Rules and Regulations**

of the

**Uttar Kshetriya Samaj Vikas Kendra
(UKSVK)**

The amended Memorandum of Association of the Uttar Kshetriya Samaj Vikas Kendra (UKSVK)

1. Name :

The name of the Society shall be UTTAR KSHETRIYA SAMAJ VIKAS KENDRA (UKSVK)

2. Office :

(a) It's registered office shall be situated at St. Mary's Presbytery, A-71/ A, Sector -34, Dist. Gautam Budh Nagar. U.P.

(b) Area of operation : Dioceses coming under Uttarachal, Uttar Pradesh, and Rajasthan states

3. The Aims and objectives :

(a) To train animators for adult / non-formal education and help start adult education program and other people based developmental activities for development promotion

(b) To facilitate greater involvement of people in development programs of the dioceses and give more emphasis to programs involving the weaker sections of the society ;

(c) To provide opportunities to learn from each other's experiences in field of people's development and improve one's vision ;

- (d) To find ways to promote the Church's involvement in the wider and more urgent problems of society and to develop a spirituality of Social Action.
- (e) To share information regarding resources available in terms of expertise, finance, etc., with the Government and Non-Government agencies and liaise with them;
- (e) (i) To tap government resources and to work with government programs in collaboration with districts, states and central government and other donor agencies.
- (f) To help organize ongoing participatory evaluation of development programs and projects in the area as a continuous process of education for further planning;
- (g) To make available facilities, resources, personnel and to organize and conduct training programs such as awareness building, health programs, credit unions, co-operatives, legal aid, adult education, socio-economic development programs, Mahila Mandals, Yuvak Sangh, Framers Service Societies, etc., to suit the development needs of the area as and when needed;
- (h) To take up research documentation and prepare educational materials.
- (i) To build up and share resource personnel;
- (j) To promote women's development, particularly through action groups;

- (k) To motivate the oppressed for community action for their own liberation;
- (l) To help the diocesan organizations of Social Work to collaborate with action groups and voluntary agencies and other groups in the area for the promotion of justice and development;
- (m) To assist the diocesan organizations of Social Work through whatever resources required for the promotion of justice and development according to their needs;
- (n) To promote such projects and programs that will help the diocesan organizations to fulfill their role in promoting justice and development in the area;
- (o) To receive and take any gifts of money or property both movable and immovable for any of the aims and objects of the Society and to use any of the properties or investments for the general purpose of the Society.
- (p) To purchase, lease or otherwise acquire property both movable and immovable to facilitate the aims and objectives of the Society; To help the diocesan organizations for Social Work to make more vigorous efforts to mobilize local resources;
- (q) To help the diocesan organizations for Social Work to make more vigorous efforts to mobilize local resources;

- (r) To organize campaigns, meetings, conferences, seminars, fetes and use any other legal means to collect funds for achieving or furthering the aims of the society;
- (s) To undertake and promote all such other activities, deeds and things as are incidental or conducive to the attainment of all or any of the objectives of the society;
- (t) To extend the above services to one and all irrespective of caste and creed;
- (u) To launch campaigns to collect in cash or in kind assistance for the above said objects both inside and outside the country;
- (v) To take such steps for the fulfillment of the above objects as may be necessary from time to time, in particular, collection and expenditure of funds, organizing publicity, holding meetings, conferences, seminars, charity shows etc., sending representations, deputations, memoranda, exchange of delegations, etc.

All the income, earnings, movable as well as immovable properties of the Society will be utilized solely for realization of the objectives laid down in the bye-laws of the Society. No member at the present or at any future individually or collectively of such income; and no member of the Society will lay any personal claim on any of the movable or immovable properties of the Society or try to enjoy any benefit on the basis of his / her membership of this Society.

The amended Rules and Regulations of Uttar Kshetriya Samaj Vikas Kendra (UKSVK)

1. (a) **Name :**

The name of the Society shall be UTTAR KSHETRIYA SAMAJ VIKAS KENDRA (UKSVK).

(b) **Membership :**

All the Catholic Bishops of the Agra Regional Bishop's Council will be the ex-officio members

All the Diocesan Directors of Social Work of the dioceses, which come under the Agra ecclesiastical region, shall be the Ex-officio members of the society.

In addition, each Archdiocese/ Diocese is entitled to nominate another person to be member of the Society for a period of three years, which can be extended for another term.

Invitees : The representatives of various agencies subject to the approval of the members of the Society shall be invitees to the meetings of the Society. Caritas India shall be a permanent invitee

Executive director of UKSVK shall be a permanent invitee.

(c) **Qualification for Membership :**

All members must possess a spirit of willing sacrifice for the cause of the poor and to the aims and objects of the Society and they should be men and women of integrity and persons upholding

genuine human values. They shall be approved by the General Body of the Society.

(d) Membership Fee :

There will be no subscription fee for membership.

(e) Cessation of Membership

General Body reserves to itself the right to terminate the membership of any member of the Society deemed by it necessary for the interest of the Society. A member or members shall cease to be member or members of the Society by reason of his / her / their resignation and acceptance by the president or by removal from membership by the General Body or by death, or completion of the term as Diocesan Director of the particular diocese or as nominated member.

(f) Powers and Special Powers of the Members :

All members of the Society are entitled to attend the General Body Meeting, to vote in the election of the members of the Governing Body who are not ex-officio members and to send in their suggestions for inclusion in the Agenda of meetings of the General Body and the Governing Body.

2. GENERAL BODY :

A. The General Body :

The General Body of the Society shall consist of the President, Vice-President, Secretary, Treasurer and the Members.

- (i) **The President :** The President of the Society shall be the chairman of the Agra Regional Bishop's council or any other bishop deputed by him.
- (ii) **The Vice-President :** The Vice-President of the Society shall be elected by the members of the General Body of the Society from among the ex-officio members. His term of office shall be three years.
- (iii) **The Secretary :** The secretary shall be elected by the General Body from among the members of the Society.
- (iv) **The Treasurer :** The treasurer shall be elected by the General body from among the members of the Society
- (v) **Term of the office bearers :** The term of the office bearers will be three years and they can be re-elected for a second term only.

B. Powers and Functions of the General Body :

1. To consider and accept the report of the activities submitted by the Secretary on behalf of the General Body of the society.
2. To pass the budget for the following year and approve the statement of accounts of the previous year ;
3. To elect the Vice-President, secretary, treasurer of the Society;
4. To appoint Auditors for the financial year;

5. To consider any other matter in the agenda circulated to the members. Matters not included in the agenda may also be considered with the permission of the Chair.

C. Quorum and Notice for the General Body Meeting :

The General Body shall meet at least once a year. However, if one third of the members ask in writing the Secretary to convene the General Body meeting, the same shall be convened. In the absence of the President, and the Vice-President, one of the members shall be elected to preside over the meeting. The quorum of the General Body shall be one third of the members.

3. GOVERNING BODY

(a) The Governing Body :

The Governing Body of the Society shall be the Executive Authority of the Society and shall hold control and administer the property and funds of the Society

(b) Composition :

The Governing Body shall consists of the President, one Bishop from the region nominated by the regional Bishops, Vice- President, Secretary, Treasurer, who are elected members from the general body and the Diocesan Directors of Social Work. The Governing Body shall meet at least two

times a year. The quorum of the Governing Body shall be fifty per cent of total governing body members. In the absence of the President and Vice-President, one of the members of Governing Body shall be elected to preside over the meeting.

(c) **Mode of Election :** The Office Bearers of the Society shall be elected by the General Body either by :

1. Show of hand. Or
2. Secrete ballot. Or
3. In case of tie the president / chairperson will have the right of deciding vote

(d) **Deleted**

(e) **Powers and Functions of the Governing Body :**

1. To formulate the execute schemes and projects / programs for the achievements of the objectives of the Society.
2. To receive and utilize gifts, donations in the shape of money or property, gifts by legacy or bequest and also other assistance in kind, equipment, cash or otherwise by way of loan or grant from Indian or foreign sources towards the fulfillment of the objectives of the Society;
3. To negotiate with and enter into agreement with donor agencies and Government (State or Central) for the promotion and achievement of the objectives of the Society and to receive or obtain

grants, allowances, privileges, concessions, etc. from those authorities and comply with the terms and conditions enforced by them;

4. To erect buildings and structures whatsoever to further any purpose or purposes of the Society and to maintain, deal with, manage, control, administer, develop, improve, alter, repair, demolish or reconstruct the same or any portions thereof;
5. To deliberate and decide matters concerning the Society for which the decisions of the majority shall prevail.
6. To look after the appointment, salary fixation, etc., of the employees of the Society;
7. To recommend the annual report and statement of accounts as well as the budget for the consideration of the General Body;
8. To guide and advise the Executive Director to carry out his / her functions effectively
9. To do all other acts necessary or incidental for the attainment of the objectives of the Society.

4. Powers and Functions of the Office Bearers :

1. **The President :** He shall preside at all meetings of the General Body and Governing Body. He shall offer guidance to the Executive Director on behalf of the Governing Body and he shall be the appointing authority of office bearers and the executive director of the society.

2. **The Vice-President :** He shall assist the President in his work and take his place in his absence. He shall also exercise powers of the President delegated to him.
3. **The Secretary :**
 - (a) He / She shall be responsible for the execution of the decisions of the General Body, Governing Body and the directions of the President;
 - (b) In consultation with the President, he / she shall convene the Governing Body as well as the General Body meetings. He / she shall issue notices and agenda of the meetings ordinarily three weeks in advance for the General Body meeting and fifteen days in advance for the Governing Body meeting;
 - (c) The minutes and the report of the meetings shall be maintained by the Secretary and circulated to the members of Society.
 - (d) He / she shall also prepare an annual report and place it before the Governing Body and General Body. The Secretary shall exercise all such powers and do all such acts as may be required for the ordinary functioning of the society; for the making of the official reports and for the maintenance of the registers and files of the society and such other acts, matters and things relating to the day to day administration of the society.

(e) The Secretary shall exercise all such powers and do all such acts as may be required for the ordinary functioning of the Society; for the making of the official reports and for the maintenance of the registers and files of the society and such other acts, matters and things relating to the day to day administration of the society.

4. **The Treasurer :** The treasurer shall prepare and submit a periodically statement of income and expenditure to the General Body. He / she shall have in his / her custody the funds and valuable documents related to finance of the Society. He / she shall will prepare an annual budget together with an audited statement of the income and expenditure of the year and place it before the Governing Body and General Body.

5. **Power of Voting :** Except the invitees all members shall have the power of voting in the General Body. At any meeting of the Society a decision put to vote shall be decided upon by a majority of votes of the members present. In the case of equality of votes, the Chair shall have a casting vote.

5. **Agenda and Notice for the Governing Body meetings :**

The Secretary shall ordinarily circulate among the members of the Governing Body a notice of the meeting of the same at least ten days before the date proposed for such meeting, together with the agenda of such meeting. The President or the Vice-President may direct, in case of emergency, a special meeting to be

called at short notice. The quorum of such a meeting of the Governing Body shall be two thirds of the members.

Questions arising at any meeting of the Governing Body shall be decided by majority of votes, and in case of equality of votes, the Chairman shall have a casting vote.

6. Filling up of the Vacancies in Emergencies :

That, should a vacancy occur on account of death, transfer or resignation of any of the members of Governing Body, the same shall be filled by the remaining members of the Governing Body by co-option.

7. Sub-Committees and their Functions and Powers, if Any :

The members of the General Body may appoint a sub-committee of an executive body consisting of such number and members of the General Body as may be desired fit by the General Body. The sub-committee or the Executive Body if appointed shall be fully responsible for all and every act and deed done by them to the General Body. However, the General Body shall not be answerable to the sub-committee or executive body.

8. Utilization of Income and Property :

a. The Income of the Society shall comprise of :

1. Contributions and donations offered by its members and other philanthropists;
2. Funds received from aid giving agencies both Indian or Foreign, Government (State or Central) or Private;

3. Funds received from it's own assets or from other sources.

b. Property and Funds :

The property and funds of the Society shall be utilized solely for promoting the objectives of the Society as set forth in its Memorandum of Association and classified under these rules and regulations, and no portion thereof shall be paid or transferred directly or indirectly by way of dividends to the members of the Society. However, nothing herein contained shall prevent the payment in good faith of remuneration to any animator, officer or employee of the Society.

c. Execution of Deeds :

All the documents whether registered or otherwise as have to be executed in respect of any of the properties of funds of the society and in the course of the management of the Society shall be executed and signed on behalf of the society by the Secretary with the approval of the Governing Body. All the documents whether registered or otherwise as have to be executed in respect of any of the properties of funds of the society and in the course of the management of the Society shall be executed and signed on behalf of the society by the Secretary with the approval of the Governing Body.

9. Financial Year ;

The financial year of the Society shall be from April to March.

10. Audit of Accounts :

Once in a year, the accounts of the Society shall be audited and placed in the Annual General Meeting.

11. Operation of Bank Accounts :

The President of the Society shall authorize the opening of Bank Accounts in one or several Banks and the closing of the same whatever reason.

The amount shall be deposited in the name of the Society in a scheduled or nationalized Bank / Banks approved by the Society and jointly operated by any two of the following :

- (a) The Executive Director;
- (b) The Treasurer ;
- (c) President.

However the signature of the treasurer is mandatory.

12. Annual List of Members :

Once in every year a list of the office bearers and members of the Governing Body shall be filled with the Registrar of Societies, as required under section 4 of the Societies Registration Act of 1860, as applicable to the State of Uttar Pradesh.

13. The Society may sue or be sued in the name of the President or Secretary as per provisions laid down under section 6 of the Societies Registration Act of 1860 as applicable to the State of Uttar Pradesh.

No member or members of the Society shall be responsible or answerable for any loss or damage arising from administration, or any damage or deterioration not brought about by his / her / their willful neglect or default.

14. Amendments and Amalgamation :

In case it is deemed expedient to alter, extend or abridge the purpose for which the Society is established or the amalgamate wholly or partially with any other Society or change any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in Section 12 of the Societies Registration Act XXI of 1860 as applied to the state of Uttar Pradesh.

15. Dissolution and Adjustment of Affair :

If the Society need to be dissolved it shall be dissolved as per provisions laid down under Section 13 and 14 of the Societies Registration Act of 1860 as applicable to the state of Uttar Pradesh

16. Compulsory Provision :

All the provisions of the Registration of Societies Act of 1860 as extended to the State of Uttar Pradesh shall apply to the Society.

17. Essential Certificate :

Certified that this is the correct copy of the Rules and Regulations of this Society and the amendment no. 1 dated 12.4.89 stands cancelled.