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PART – I. MEMORANDUM OF ASSOCIATION ((Art. No. 1 to 8)

1. PREAMBLE ART. NO. 1)

We the “Rural Development Society” (RDS) of Arunachal Pradesh having solemnly resolved to Constitute ourselves a Society into a Sovereign Body among the Members belonging or Rural Development Society irrespective of religion faith & belief, etc, upholding and safeguarding common interest of the Rural Development Society members.

We do hereby frame, adopt, enact amend and give to ourselves this Constitutional Bye- Law on 28th January 1996.

2. **NOMENCLATURE (Art. No. 2):-** The name and style of the organization shall be called as “**RURAL DEVELOPMENT SOCIETY**” in short (**RDS**”. Established on 28th February 1996.
3. **NATURE (Art. No. 3) :-** The Society shall ordinarily be a non political and Non Governmental Organization, but purely Voluntary Organization.
4. **MOTTO :- (Art. No. 4) :-** To establish diffusion of useful knowledge.
5. **HEAD OFFICE (Art. No. 5):-** Head Office of Rural Development Society (RDS) shall be at D- sector, Naharlagun for time being.
Head Office may be shifted at any other place(s), if the situations so warrants.
6. **OFFICIAL CORRESPONDENT ADDRESSES (Art. No. 6):-** Rural Development Society (RDS), TERPORARY OFFICE: Mama Complex, opposite Hotel River View, Barapani, Naharlagun, PO/PS – Naharlagun, District – Papum Pare, Arunachal Pradesh. Pin code – 791110.
7. **JURISDICTION (Art. No. 7):-** It shall have its jurisdiction within Arunachal Pradesh mostly and in and India or abroad if and required.
8. **AIMS & OBJECTIVE (Art. No. 8):-**
The main aims and objectives of the Rural Development Society shall be as follows:-
(a) To promote rural development programme.

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- (b) Development programme for child, women & weaker sections.
- (c) Socio- Economic status improvement programme.
- (d) Programme for disabled, handicapped & street children.
- (e) Development & demonstration of new technology's suitable for people to adopt it.
- (f) Programmes for Healthy Environmental Development.
- (g) Poverty alleviation Programmes.
- (h) In fulfillment of the objectives, it may seek any kind of assistance from various sources.
- (i) It may borrow the loans from various Government & Non- Government organizations against the security of its assets.
- (j) Publication of journals, Magazine & Souvenir etc. in the public interest.
- (k) To plan, guide, organize, undertaken, develop, maintain & co-ordinate project, schemes, aim at all round development, creation of employment opportunities, generation programmes, organization of awareness programmes and improvement in the quality of life of people in rural areas in general and economically weaker sections of the society and handicapped persons in particulars.
- (l) To provide monetary support and other assistance to any person or associations engaged in promotion and developmental activities for upliftment of the rural areas.
- (m) To invest fund or surplus money of the society in such a manner, and in such assets, properties, securities, share disposition on or investment of any kind what-so-ever including immovable property of any nature as may from time to time sell or buy of such assets, properties, securities, share deposits or other investments and execute all assignments thereof.
- (n) To establish Official/ Officers, agencies and district branch Executive members in any part of the State of Arunachal Pradesh to carry out the objects of the society.
- (o) To organize, attend, promote, and conduct, workshops and training in leadership building, management, use of appropriate and cost affective technology in the rural housing, marketing of rural products to the Office bearers and other professionals of voluntary organizations and individuals.
- (p) To promote the Handloom & Handicraft activities, (Latest edition).
- (q) To take up by using engineering technology, Medical technology, animals/ Husbandry and Veterinary Technology. (Latest edition).

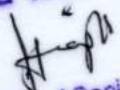
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- (r) To organize Blood Donation Camp in collaboration with Department concerned for needy patient.
- (s) To enter MOU with the Government, NGOs and any other National and International Funding Agencies.
- (t) To sue and be sued against the grievances of legal matters within the legal jurisdiction.

PART -II. RULES AND REGULATIONS OF THE SOCIETY:- (Art. No. 9 TO 17)

1. **DEFINATION (Art. No. 9):-** For the interpretation of these presents, the following words and expression shall have the meaning here in after state unless it is inconsistent with the objection of the context as follows:-
- b). Society:-** means the Rural Development Society (RDS)
 - c). Member:-** Means the member of this society.
 - d). Committee:-** It refers to Executive Committee.
 - E). Sub- committee:-** means the sub-committee constituted by the Executive Committee for any special purpose by means of approval or appointment or induction by the president or Chief Executive Officer (CEO).
 - f). CEO:-** It refers to chief Executive Officer of the organization. Generally, President or Chairman of the Society is the Chief Executive Officer of that organization.
 - g). Chief Functionaries:-** It refers to the full time functionaries of the organization suck as President, Secretary, and Treasurer of the society.
 - h). Body :-** means the society involved in participation or the interested to safeguard the interest of the members.
 - i). Annual General Body Meeting:-** It means meeting attended by all the members of the society once a year to make amendment or Addition & Deletion of any part of Article(s) or clause(s) of these presents.
 - J). General Body Conference:-** means holding of conference in order to **passed Bye- Law or to Elect/select its Executive Members.**
 - k). E.C.M:-** Executive Committee Member means all the committee members of various departments.
 - L). Office bearers:-** It refers to the custodians of official properties of the society as well as full time functionaries of the organization.
 - M). C.E.B:-** central Executive Body means the assembly of office bearers, executive committee members and advisors of the Organization.

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N). Advisor:- Refers to senior members of the society whose advice necessary in time of confusion, the crucial decision is needed to be taken. They are consisted of Chief Advisor and some advisors.

O). Patron:- it refers to a person who sponsors money for the particular program or for fund rise of the society. They are also consisted of Chief patron and patrons.

P). Governments:- It means both state and central government.

q); NGO:- It refers to Non- Government organizations who are the registered Agencies.

r). Subscription:- It means subscription of the society prescribed in the Bye-law.

S). Membership:- Means any persons who are counted as automatically member of the society.

t). Fee:- It refers to fee to be subscribed by a members in recognition of his/her membership enrolment in the society.

u). Emergency meeting: - Executive committee Meeting that convened at any time to discuss any important matter pertaining to its organization.

v). Month: - Means Gregorian calendar month.

y). Mother Association :- means the association which is having the affiliation of the society.

z). Sister Association: - Means the association which is having the affiliation of the society.

2. SHORT TITLE (ART.NO.10):- These presents shall be called the Rural Development Society Bye-Law, Rules and Regulations, which shall come into forced with effect from the date of its enactment during the General Body Meeting of this Organization.

3. OFFICE TENURE (ART. NO.11):- Selected/Elected Executive members shall be hold the Office of its Society for the term of 3 (three) years. Provided that the tenure of the office may be increased by extending anther one year or years which may not be exceeded 2(two) years extension.

4. ELIGIBILITY FOR MEMBERSHIP (ART.NO 12):-

(a) All the Individual Adult member DS, Who attained the age of 18 yrs shall be automatically the Members of Rural Development Society.

(b) He/she must be subscription fee.

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(c) He/ she is not sane duly declared by the medical board.

5. PRIVILEGES OF THE MEMBER (ART. NO.13):-

(a) To attend and cast vote or select the right candidate in the General Body meeting.

(b) To hold office of the organization on being duly elected or nominated.

(c) Any or every member has equal right to know the status of its organization during the time of General Body Meeting.

(d) To avail all the benefits of the society.

6. PRIVILEGES OF EXECUTIVE COMMITTEE MEMBERS (ART NO. 14):-

(a) The affair of the society shall be managed by the Executive Committee Member consisted of office bearers, other executive members and Advisory board.

(b) The Executive Committee member shall hold the office until another Executive Committee is constituted subject to cessation of membership due to impeachment or expulsion or termination or resignation from the society.

(c) To administer the affairs of the society in accordance with these presents.

(d) To make amendment or repeal the Bye-Law of these presents if and when requires.

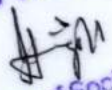
7. ELECTION/SELECTION PROCEDURE (Art.No.15):-

(a) The executive committee member shall be selected/elected from the eligible member of the society.

(b) The Election shall be carried out by secret ballot or by showing hands of the members present and voting in the House.

(C) The Election/ Selection of the Executive Committee shall be done during the Annual General Body Meeting which holds ones a year usually.

8. COMPOSITION OF RURAL DEVELOPMENT SOCIETY (RDS) (ART. No.16):- The following shall be the administrative structure of Rural Development Society.

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(I) GENERAL BODY : This shall be the apex body of RDS which shall TAKE major decisions such as passing of bye –law , amendment to bye-law and constitution and most importantly for selection of RDS leaders. This shall be the highest decision making body of RDS General Body shall be consisted of following bodies:-

- (a) The Executive Body or the Office bearers;
- (b) The Advisory Board;
- (c) The Executive Committee Members and

(II) CENTRAL EXECUTIVE BODY: - The Executive Body (office bearers), Executive Committee Members and Advisory Board Member (Advisers) combined together shall be called the Central Executive Body.

(a)OFFICE BEARERS:- The Office bearers of the Society shall be consisted of following :-

SL.No.	Particular of the post	Mode of induction	No. Of post
1	President	Selection/election	01
2	Vice-President	Selection/election	01
3	General Secretary	Selection/election	01
4	A/G Secretary	Selection/election	01
5	Treasurer	Selection/election	01
6	Assistant Treasurer	Selection/election	01

(b) EXECUTIVE BODY):-

The Executive Body of the Society shall be consisted of following :-

SL.No.	Particular of the post	Mode of induction	No. Of post
1	President	Selection/election	01
2	Vice-President	Selection/election	01
3	General Secretary	Selection/election	01
4	A/G Secretary	Selection/election	01
5	Treasurer	Selection/election	01
6	Assistant Treasurer	Selection/election	01

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(c) EXECUTIVE COMMITTEE MEMBERS OF RDS: This is part time decision marking body. The senior members of society shall be included as Executive committee Members.

Sl.No.	Particular of post	Mode of induction	No. of Post
1	Executive Committee Member (ECM)	Selection	07

9. POWERS & FUNCTIONS OF EXECUTIVE BODY (Art. No. 17)

(i). President:-

- a) The President is the Constitutional Head of the Society;
- b) He/She shall preside over all the meeting of the society;
- c) He/She shall have the power and authority to control financial releases/transactions. But he/she shall not handle the cash or keep in hand.
- d) For financial transactions the president can sanction up to the desired amount with due consultation from the Executive Members. He/She may be sanctioned amount up to 20000/- in cash of emergency.
- e) The any major policy and programs to be pursued or undertaken by the society must be approved by the president.
- f) President Shall have the discretionary power to accept or reject the resignation tender by any member of the society.
- g) He/ She shall full power to appoint executive committee member if there is any vacant post and other subordinate committee. He/ She shall also power to remove any member from the office in consultation with the executive member.
- h) The president may advice all or any Executive Member to collectively or partly carryout the organizational matters at any time or have the power of delegation to any sub- committee or member.
- i) The president shall have power to execute Deed of agreement, MOU, Deed of Contract with other partner or with the government/ Semi-government or any other NGOs in the name of its society in consultation with the Executive Members.

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- j) All legal or official documents shall be addressed and signed by the president by virtue of Designation.
- k) For financial transactions the president can sanction up to the desired amount with consultation from the Executive Members. He /She may be sanctioned amount up to 20000/- in cash of emergency.

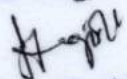
ii). Vice President:-

- (a) In absence of the president, the ice-president shall take charge of office of the president for discharge of duties i.e., he /she shall be presided over the meeting of the society.
- (b) He /She shall be act as the role of president in case of vacant post of president tendering of Resignation or vacant due to dead of the present till the new incumbent is inducted by means of selection or election process within three months.
- (c) He/She may be assigned any task of the society to carry out at any time for being by the delegation power of the president.

iii). General Secretary :-

- (a) The General Secretary shall be the chief Executive Officer of the Society and shall have the power to undertake any program in fulfillment of its objectives, a general supervision, control over the activities of the Society and its establishment.
- (b) The responsibility of General Secretary shall be the administrative and Organizational.
- (c) He /She shall be the custodian of all the properties of the Society and shall be maintained record keeping of dispatch & receives of all official correspondences.
- (d) He/ She shall prepare agenda of the all meetings and communicate fixed up date, time and venue of the meeting in consultation with the present.
- (e) He /she may summon the general conference and other meeting in consultation with from the president and other executive members of the society.
- (f) The General Secretary shall have the financial power to sanction up to desired amount in due consultation with the president or Executive Body. He /she may be sanctioned amount up to Rs. 10,000/- in case of emergency.
- (g) The G/Secretary is also empowered to receive money by the way of grant-in-aid from the Government, Semi- Government and other NGOs or

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subscription fee from the member, donation/contribution from the well wishers etc for and on behalf of the society.

- (h) He/she shall be supervised and control over the Treasurer whether he is properly maintaining the account or cash register up to date.
- (i) The G/Secretary may also sign agreement deed or any instrument or the document in fulfillment of objectives of the society, but he/she shall be signed along with president.
- (j) To be become a G/Secretary of this Society, one must be attained the age of 35 years and must acquired minimum qualification of x passed.

(iv). Asst. General Secretary :-

- (a) Asst. Gen. Secy. shall generally be assisted the General Secretary.
- (b) He / She shall also carry out any work for and on behalf of General Secretary, but work or task given or entrusted him must be 'specified by the General Secretary.
- (c) He /she may look after the affairs or take charge of the office of the G/secretary in his absence.
- (d) He/she may be assumed the power and functions of G/Secretary in the event of later resignation or impeached or death till new one is inducted.

(v). Treasurer:-

- (a) The Treasurer shall be custodian of the society joint Account passed book, cheque book, cash register etc.
- (b) He/she shall be maintained a ledger book for proper record of financial transactions.
- (c) He/she shall maintain cash memos, vouchers and all other income and Expenditures and also keep records in the register.
- (d) He/she alone cannot draw any amount of money from the society joint Account unless either the president or the General Secretary signs Cheque slip jointly. However he is authorized to draw and disbursed up to Rs.5000/- once a year, subject to Executive approval must be made subsequently.
- (e) He/she shall not be allowed to handle the cash amount of society at hand or must not keep the society money at his home accept Sunday or holiday. Cash meant for society, received from any sources must be deposited in the society's joint Account soon after its receipt.
- (f) He/she may be keep the cash amount up to Rs 20000/- at hand or home for emergency uses.

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(vi). Assistant Treasurer:

- a) He/she shall assist his head in day to day affairs.
- b) He/she shall act as Treasury Secretary or Treasurer in absence of his head and may be assumed the duties of treasurer in the event of later vacant due to resignation or death.

(vii) AUDITOR MEMBERS:-

The Auditor Members shall assist the chief Auditor in dealing with the Auditing work of the society, who shall be selected among the Executive members.

(viii) LEGAL ADVISER:-

- a) The Legal Adviser shall represent the Society for all the legal matters.
- b) He/she shall sue or be sued in the name of the society in case any legal grievance or legal complicacies arises-in the name of society.

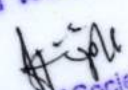
PART-III.BYE-LAW (Art.No.18 to 25)

1. PURPOSE (ART.NO.18):-

- (a) These Bye-laws provides the authority and directives for effecting the aims & objectives of the society set forth in the memorandum of Association and the rules & regulations framed hereunder to ensure the continuity and efficiency in the administration of the affairs of the society.
- (b) These Bye- Laws shall be complimentary to the memorandum of Association Rules and Regulation of the Society and shall deemed to

2. ADMISSION AND SEVERANCE EXECUTIVE MEMMVERS (ART.NO.19)

- (A) Newly elected/selected Executive Committee Members shall be assumed his/her charter of duty after taken an oath before the outgoing president of the society.
- (B) In case of vacant post due to resignation or impeachment or dead, the president may appoint/induct new one in consultation with the Executive Members of the society.
- (C) The Executive Committee Members shall be inducted after the conduct of election/selection process duly completed by the appointed returning officer among the members.

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(D) Any executive Committee Members shall be cease from the holding of its office by:-

- (i) Resignation
- (ii) Impeachment.
- (iii) Conviction of any criminal cases against him/her.
- (iv) Person declared as insane by the mental hospital.

(E) If any Executive Member willing to resigned from his/her post must be duly approved by 2/3rd majority of the Executive Committee Members.

(F)In case any Executive member failed to attend the Executive Committee Meeting three times consecutively shall be terminated from the society for a term.

3. IMPEACHMENT/REMOVAL EXECUTIVE MEMBER (Art.No.20):-

(I) Impeachments of president: The president of the society may be impeached through written resolution moved not least than 2/3rd majority of the Executive members present and voting during the Executive committee Meeting. The impeaching president shall be served notice at least two weeks before the schedule date of impeachment, giving the grounds in which the impeachment motion has been moved against him/her.

(II). Removal of Vice president and General Secretary: The president of the society may be demanded the resignation of the vice president or general Secretary in consultation with the Executive Committee Members, giving the ground on which he/she is need to resignation by written notice at least giving one week time to resigned. Provided that, he/she must be lost the confidence of 2/3rd majority of the Executive Committee members and shall be removed from the post.

4. MEETINGS (ART.NO.21):-

- (a) Annual General Body meeting shall be considered as the Meeting of the Society.

There shall be held Annual General Body Meeting once in a year. In addition to above meeting an emergency meeting may be called for as and when required.

- (b) At least three weeks prior notice for annual General Body Meeting and one week prior notice for quarterly Executive Committee Meeting shall

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be given to the members. The meeting notice must be specified the date, time venue and also agenda of the meeting.

- (c) At all meeting of the society, the president shall be president over the meeting. In president's absence, vice-president shall be presided over the meeting shall be appointed among the members present. However, the General Secretary shall not preside over the meeting.

5. QUORUM (ART NO.22):-

- (a) At all meeting 3/4th of Executive Committee Members shall form the Quorum of the executive committee meeting and 2/3rd of the total members shall from the Quorum for annual general body meeting.

6. INCOME AND EXPENDITURE (ART.NO.23):-

Sl.NO	Income	Sl.No	Expenditure
1.	Fund accumulated from the Membership fee, Subscription fee and voluntary contribution/donation received form the Individual(s) within or outside organization.	1.	Expenditure during the conduct of Awareness campaign and social service programs.
2.	Fund accumulated by way of sponsorship from well wishers and other Agencies.	2.	Sponsoring of cultural troop, to represent at any Celebration as participants.
3.	Fund accrued by way of grant-in aid or financial assistance from the Governments, Semi-Govt. or any other NGOs and other National & International Funding Agencies.	3.	Expenditure on preparation of DPR or project proposal and office stationeries & Articles.
4.	Interest accrued from the loan of society fund.	4.	Honorarium for full time office bearers.
5.	Profit accumulated from fetch programs like- Lottery, Lucky Draw, Tombola (housie), charity show and organizing games & sport programs.	5.	Expenditure on felicitation program on Education, sports and any other young talent.

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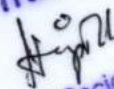
6.	Loan borrowed from Financial Institutions and other private Undertaking.	6.	TA.DA and honorarium for Resource person(s) during the Awareness Campaign program
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6. ACCOUNT (ART.NO.24):-

- (a) There shall be opened joint Bank Account jointly by president, General Secretary and Treasurer at any scheduled Bank or any Nationalized Bank in the name of society.
- (b) The joint Account shall be jointly operated by at least two of Authorized persons, i.e.; either Treasurer and president or Treasurer and General Secretary.
- (c) The Society may have open more than one joint Account at different Bank branches, subject to formal approval duly taken during the Executive Body Meeting.

7. AMENDMENT PROVISION (ART.NO.25):-

- (A) The Rules, Regulation and Bye-laws of these presents may be amended by 2/3rd majority of the members present and voting.
- (B) The amendment may be proposed by any members of the Society at least two weeks before the General Body Meeting.

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LIST OF BYE-LAW AMENDMENT DRAFTING COMMITTEE OF RDS:-

1. . Shri S.Dev : Drafting Chairman
2. Shri Tabu Dui : Member
3. Shri Maji Dui. : Member
4. Smti Kenyir Dui. : Member
5. Shri Taki Longte Gumsar. : Member
6. Smti Jirto Nika. : Member
7. Smti Rake Niki. : Member
8. Miss Ingam Dui. : Member

Sd/-

(SHRI TABU DUI)

President

Rural Development Society

sd/-

(SMT.JIRTO NIKA)

General Secretary

Rural Development Society

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