

BYE --LAWS OF THE PARISHAD



1. NAME OF THE ASSOCIATION:

KHANDAGIRI ANCHALIKA BIKASH PARISHAD (KABP)

The acronym of Khandagiri Anchalika Bikash Parishad shall be KABP

2. ADDRESS:

Presently the registered office of KABP shall be situated at Plot No. HIG- III/126, Sri Satyasai Enclave, PO: Khandagiri, Bhubaneswar- 751 030, ODISHA

3. AREA OF OPERATION:

The scope of activities of KABP shall be within the area in and around Khandagiri, Bhubaneswar.

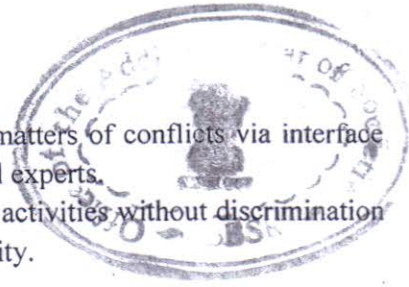
4. AIMS AND OBJECTIVES:

The aims and objectives of KABP shall be

- a. To promote spirit of good will and brother hood amongst its members and inhabitants in its area of jurisdiction.
- b. To promote communal harmony among different sections and inculcate a spirit of unity in diversity for strengthening national integration.
- c. To discuss common problems faced by the inhabitants in the locality related to suitable civic amenities provided/ to be provided by the Govt. & Urban Local Bodies (ULB's) and place it in a co-ordinated manner before appropriate authorities for redressal.
- d. To undertake and assist programmes for infrastructure development on PPP - mode.
- e. To organize programmes on community health including sanitation & provision of safe drinking water and encourage people's participation in such programs.
- f. To organize programmes on environmental protection & afforestation invite the govt. and private organization to take up similar programmes in order to create public awareness for appreciation of nature with due attention to conservation and sustainable use of natural resources.
- g. To organize program for sensitizing people towards conservation and preservation of historic monuments and heritage sites and promotion of art and culture.
- h. To urge upon the state/central govt. and private organization (national & international) for all round development of historic heritage and archaeological sites of Khandagiri - Udyagiri to tap its potential as one of the world class monumental tourist centers.
- i. To organize awareness program on right to education, right to information, protection of consumer's right and conferment of social justice for empowerment of socially backward and economically marginalized section of society.
- j. To undertake and assist programs under various schemes run by the govt and non governmental agencies for the enhancement of employability of the needy and poor and for improvement of their socio - economic and living condition.
- k. To organize and assist programs run by the govt. and non governmental agencies on security of senior citizen in the form of old age homes with provision of regular health check up ; provide recreation centre in the form of garden, park, center for yoga & meditation , indoor games and promote welfare schemes like old age pension and insurance etc.

Debeni Anand Satapathy
Secretary
Khandagiri Anchalika Bikash Parishad
Khandagiri, Bhubaneswar

- l. To provide Legal -Aid /Counseling to the people on the matters of conflicts via interface with the judiciary, police, administrative and other technical experts.
- m. To maintain a non-political and secular credential in all its activities without discrimination of religion, sex, caste, colour or creed for welfare of humanity.



5. MEMBERSHIP:

a) Eligibility:

The membership shall be open to

- (i) Registered societies existing in the area of jurisdiction
- (ii) Inhabitants (owners) living in the area of jurisdiction
- (iii) Any other person/ organization from outside appreciating and supporting the aims and objectives of the Parishad subject to the approval of the Executive Committee and subsequent ratification by the General Body.

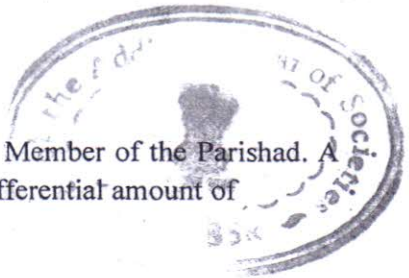
The categories of the membership are:

i. Patron Member (PM):

Any person who pays ₹ 5000/- or more as lump sum, he or she shall be the Patron Member of the Parishad.

[Signature]
TAHASILDAR
DARPA

[Signature]
Secretary
Khandagiri Anchali - Bikash Parishad
Khandagiri, Bhubaneswar



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ii. **Life Member (LM):**

Any person who pays ₹ 2500/- or more shall be the Life Member of the Parishad. A Life Member can become a patron member by paying the differential amount of ₹ 2500/- or more

iii. **Annual Member (AM):**

Any person who pays ₹ 200/- and whose written application is accepted by two third majority of the Executive Committee shall be the Annual Member.

iv. **Institutional Member (IM):**

The registered societies operating in the area of jurisdiction of the Parishad shall be Institutional Members. Such members shall be represented by the persons nominated for the purpose by respective societies. The number of persons to be nominated by a society shall be fixed on the basis of one for each 50 inhabitants (owners) or a part there of, living in its area of jurisdiction. An Institutional Member shall have to pay annually Rs. 200/- in respect of each of its nominees so as to entail them the eligibility and power of Annual Members of the Parishad.

- Any person and organization from outside the area of jurisdiction of the Parishad appreciating and supporting the aims and objectives of the Parishad will be eligible for membership subject to the approval of Executive Committee and subsequent ratification by the General Body.
- The membership fee of above categories of members (PM / LM / AM) may be revised by the Parishad from time to time.

b) **Restriction:**

The General Body may refuse to admit membership of any person without assigning any reason for such refusal.

c) **Cessation of Membership:**

The General Body reserves the right to remove any member from the Parishad.

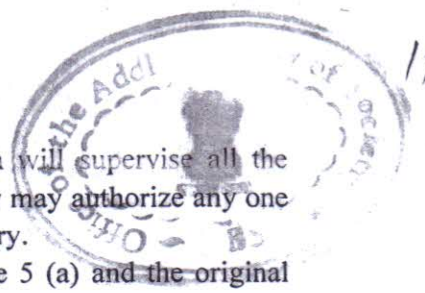
- i. If he/ she fails in the observance of any Regulation of the Parishad or order of the General Body or who after investigation by a committee shall and on such grounds and evidence as the committee consider him sufficient be held to have been guilty of any dishonorable act, practice or conduct.
- ii. If the membership fees is not paid by end of 31st May
- iii. If he/ she tenders resignation in writing to the Secretary of the Parishad with two weeks notice.
- iv. If he or she goes in-sane or is convicted of moral turpitude/ heinous crime
- v. If he/ she dies or leaves the country permanently.

d) **Minutes Book and Register:**

The minutes book and register shall be regularly maintained and shall include the following information

- Minutes of meetings and proceedings
- Name of each and every member, their addresses & occupation
- The date of admission and the receipt number
- The date of cessation of membership

Debadranish Sarapathy
Secretary
Khandagiri Anchalika Bikash Parishad
Khandagiri, Bhubaneswar



7. GENERAL BODY (GB):

The General Body of the Parishad shall be the supreme body which will supervise all the activities and transactions of the Parishad. In doing so the General Body may authorize any one of its office bearers or individuals in the capacity of the Chief Functionary.

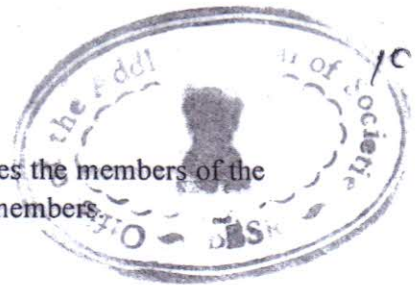
- a. The General Body shall consist of members as listed under Clause 5 (a) and the original signatories of the Memorandum of Association.
- b. The General Body shall meet at least once in a year at such time and place as may be decided by the Executive Committee.
- c. A notice of the General Body meeting specifying the date, time & venue and also the agenda for discussion shall be sent to the members 15 days in advance. Any accidental non-receipt of the notice referred to above shall not invalidate the proceedings of such meetings.
- d. To consider any motion, a notice has to be given to the Secretary 15 days ahead of the date scheduled for the meeting for inclusion in the miscellaneous item of the Agenda.
- e. In case of emergency, an emergent meeting of GB shall be called by the Secretary in consultation with the President.
- f. The President may convene a special meeting of General Body on the written requisition of not less than 2/3 of the members of the Parishad. Every requisition so made by the members of the Parishad shall clearly express the subjects for which the meeting is proposed. In all such special GB meeting no subject other than that related / stated/suggested in the notice of requisition shall be discussed except with the permission of the President.
- g. The quorum for the General Body meeting shall be 1/3 of the total members on roll of the Parishad or its next whole number.
- h. The President shall preside over the meeting of the General Body of the Parishad. In the absence of President, the Vice-President shall preside over the meetings. In the absence of both the President and Vice-President the members present shall elect one member amongst themselves to Preside over the meeting.
- i. Any resolution can be passed by a simple majority of the members present in the meeting. In case of tie, the President shall have a casting vote.
- j. If within half an hour of the time fixed for the meeting of the General Body there is no quorum, the President may adjourn the meeting to a later date.
- k. If there is no quorum even on such later date, the General Body shall transact the business as per the agenda, provided the members present on the day is not less than 20.

8. POWER AND RESPONSIBILITY OF GENERAL BODY:

The General Body has the following powers and responsibilities.

- a. To approve the annual report of the previous year
- b. To take account of the movable and immovable property of the Parishad
- c. To pass accounts and audited statement of accounts for the preceding year ending on 31st March
- d. To discuss the budget for the next year
- e. To appoint auditors for next year
- f. To discuss matters related to year long activities to be carried out for attainment of objectives of the Parishad
- g. To discuss any other matter with the permission of the chair.
- h. The General Body shall elect members of the Executive Committee

Debenbarathi Satapathy
Secretary
Khendagiri Anchalika Bikash Parishad
Khendagiri, Bhubaneswar



9. EXECUTIVE COMMITTEE (EC):

- a. The members of the General Body shall elect from amongst themselves the members of the Executive Committee, which shall be comprised of not more than 21 members.
- b. Executive Committee shall consist of the following
 - President
 - Vice- President
 - Secretary
 - Joint Secretary
 - Organising Secretary
 - Treasurer
 - Fifteen members
- c. The President shall preside over all the meetings of EC. The Vice President in the absence of the President shall preside over all the meetings of the EC. In the absence of President and Vice President the members present shall select one member from amongst themselves to preside over the meeting
- d. The Executive Committee shall meet atleast once in three months. Atleast seven days notice shall be given for any such meeting of the Executive Committee.
- e. The quorum for a meeting of the EC shall be half of the total membership or its nearest whole number of 11 (Eleven) members.
- f. The Secretary will be responsible for convening the meeting of the EC and GB.
- g. The terms of office of the members of the EC shall be 2 years. The EC shall continue to hold office till the new EC is constituted. However, the first President, Secretary, other office bearers and members of the EC shall be the persons specified in the Memorandum of Association who shall hold office for a maximum period of six months from the date of registration of the Parishad within which the new EC shall be constituted democratically.
- h. Any resolution/ decision will be deemed to have been passed by the EC if approved by simple majority.
- i. In case of any vacancy or vacancies in the office bearer of EC for some reason or other, such vacancy or vacancies may be filled in by the EC and such member or members shall hold office for the unexpired period of the term of their predecessors pending approval of GB.
- j. The EC may constitute sub-committees for proper and efficient management and execution of the plans and programmes of the Parishad with specific terms of reference. The recommendation of the sub-committees shall be effective only after approval by the EC. However, in cases of urgency, the Secretary with the approval of the President may give effect to any recommendation of a sub committee and get the same ratified in the next meeting of the EC.
- k. The general superintendence, direction and control of the affairs and funds of the Parishad shall be vested in the EC, which may exercise all powers and do all acts and things that may be exercised or done by the Parishad
- l. The EC shall have the power to invite any person or persons or Institutions not being members of the General Body to attend meeting of the EC but such invitees shall not have the right to vote.

Debandranath Satapathy
Secretary
Khandagiri Anchalika Bikash Parishad
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- m. The EC shall have the powers to co-opt any person or persons not being members of the General Body in any sub-committee in view of their expertise and experience in the relevant field. Such person/persons shall not have the right to vote.
- n. Without prejudice to the generality of the power under above stated Rules, the EC shall determine:
- Terms and conditions applicable to the admission of different categories of members.
 - The fees and allowances to be paid to the members of the EC and sub-committees and special invitees.
 - The preparation and approval of budget estimates as also delegation of powers in regard to sanction of expenditure, entering into contracts and investments of the funds of the Parishad.
 - The duties and conduct of the officers and employees of the Parishad, their qualification and other conditions of service.
 - Any other matter or matters which the EC may deem fit.

10. ADVISORY BODY (AB):

There shall be an Advisory Body comprising of respectable and eminent persons/ professionals/ experts in various walks of life as nominated by the EC from time to time. The Advisory Body shall be requested by EC to lend their opinion on the activities of the Parishad on the basis of the report submitted by the Executive Committee.

11. POWERS AND FUNCTIONS OF THE OFFICE BEARERS:

President:

- President is head of the Parishad. He/ She shall preside over the meetings of the General Body and the Executive Committee.
- He is the spokes person of the Parishad on all matters related to activities for attainment of its stated objectives.

Vice President:

Vice-President shall assist the President in exercising all the powers and functions vested on the later. He/she shall discharge the function of the President in his/her absence.

Secretary:

- The Secretary shall be the Chief Executive of the Parishad and shall manage and administer the day-to-day affairs of the Parishad.
- Subject to the control and supervision of the EC, the Secretary shall be responsible for the safe custody of the Books of Accounts, Membership Register and all other books, registers, papers, documents, properties and assets of the Parishad.
- The funds of the Parishad shall be managed by the Secretary. He shall authorize Treasurer for receipt and payment of monthly transactions and to maintain the books of accounts.
- Shall prepare the Annual activities report to be presented before GB after approval of EC.
- Shall prepare and read the minutes of the meeting
- Shall attend the official correspondence, and maintain the records of the Parishad
- Shall call all EC & GB meetings with the consent of the President.
- The Secretary on requisition signed by atleast eight members of the Executive Committee shall convene an extra ordinary meeting of the EC within seven days of the receipt of the requisition. The requisition shall specify the object of the meeting and no other business shall be transacted in the said meeting.
- Shall take legal action on behalf of the Parishad

Debandranath Sengupta
Secretary
Khandagiri Anchalika Bikash Parishad
Khandagiri, Bhubaneswar

Joint Secretary:

Joint Secretary shall assist the Secretary in exercising all the powers and functions vested on the latter. He/she shall discharge the functions of the Secretary in his/her absence.

Organizing Secretary:

Organizing Secretary shall have responsibility of organizing specific activities of the Parishad such as the membership drive, project development/ implementation, liaisoning and any other activities as assigned to him/her from time to time on the advice of President/ Secretary.

Treasurer:

- The Treasurer shall be responsible for maintenance of Books of Accounts of the Parishad in consultation with the Secretary.
- He/ She shall credit all receipts to the Parishad Account and in case of expenditure from the Parishad funds, shall issue the receipt and keep relevant records for audit purpose.
- He/ She shall maintain record of funds, properties and liabilities of the Parishad.
- He/ She shall get the Annual account of the Parishad audited by duly approved Auditor in consultation with the President and place the accounts before the EC/GB meeting.

11. LEGAL ACTION:

- The Secretary shall represent the Parishad in all legal matters.
- The Secretary may sue or be sued for all movable and immovable properties.

12. COURT JURISDICTION:

All disputes arising under this Parishad shall be subject to the jurisdiction of the court at Bhubaneswar and High Court of Odisha, Cuttack.

13. FINANCE AND ACCOUNTS:

- The financial year of the Parishad shall commence from the first day of April of each year and shall end on the 31st day of March of the next year.
- The Accounts of the Parishad shall be audited every year by qualified Auditors to be appointed by the GB. A copy of the annual accounts of the Parishad together with the audit report thereon and the report of the action taken along with the progress of all works and programmes undertaken during the year shall be furnished to all the members of the GB for the effective discussion in the GB meeting. The annual accounts with the report of the auditors shall be placed before the GB for its approval. A copy of the annual audit report shall be sent to respective funding agencies and other appropriate authorities.
- The funds of the Parishad shall be kept in a scheduled bank (s) to be selected by the EC and the bank account shall be jointly operated by the Secretary/ Joint Secretary and the Treasurer.
- The property and income of the Parishad shall be utilized solely towards the promotion of the objectives of the Parishad as set forth in the Memorandum of Association.

14. Election procedure - The Executive Body members will be elected by the General Body on democratic principle i.e. 51% of votes, in every two years.
Debandaranth Satapathy

Secretary
Khandagiri Anchalika Bikash Parishad
Khandagiri, Bhubaneswar

14. AMENDMENT:

The Constitution may be amended by 3/5th majority of the votes of the General Body members present in the meeting. At least 10 days notice of the proposed amendment should be given to the members. After 30 days from the date of General Body the proposal shall be confirmed by 3/5th members of the GB as per rules u/s 12 of SRA.

15. INTERPRETATION:

In case of difference of opinion arising out of interpretation of the constitution the decision of the Executive Committee shall be final and binding.

16. DISSOLUTION:

The Parishad may be dissolved if 3/5th of its total members on roll express their desire by voting for such dissolution. The assets standing in the name of the Parishad will be donated to any other organization which has the same or similar objectives or handed over to the Government after clearing up all its debts and liabilities.

17. GENERAL:

- Any notice issued to a member by post under certificate of posting or sent in electronic media shall be deemed to have been served on the date on which it is posted/ sent.
- The Memorandum of Association and Rules and Regulations enshrined in Bye-law of the Parishad may be altered, modified, revised or amended as provided under Clause-15.

18. CERTIFICATES:

- Certified that this is the true and correct copy of the Memorandum and Bye-law.
- Certified that all the signatures of the members of the General Body are genuine.
- Certified that there is no other society in the same name at the same place.
- Certified that all legal matters have been guided as per Rules of SRA- 1860 and its amendments 1969.
- Certified that this is a non-political, non-profit making Parishad.

Satyanarayan Deb. *Upendra Nath Mishra* *Debenranath Satapathy*
President Treasurer Secretary
President Treasurer Secretary
Khandagiri Anchalika Bikash Parishad Khandagiri Anchalika Bikash Parishad
Khandagiri, Bhubaneswar Khandagiri, Bhubaneswar

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Khandagiri Anchalika Bikash Parishad
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