

## THE MEMORANDUM OF ASSOCIATION

**1. NAME:** - The name of the Society shall be "DEVELOPMENT RESOURCE CENTRE (DRC)" (Hereinafter called the organization (DRC-NGO)).

**2. OFFICE:** - The office of the Society shall be situated At- Gundicha Vihar, Sarbodaya Nagar, Puri-752002, Orissa.

**3. OBJECTIVE OF THE SOCIETY:** - DEVELOPMENT RESOURCE CENTRE (DRC) shall maintain a non-sectarian, non-political, non-commercial, secular and non-Governmental character for attaining the following aims and objectives:

- Educating rural mass for empowerment and facilitating innovative literacy program and implementing various relevant programs of Government from time to time for awareness generation.
- Promoting sustainable livelihood systems through agriculture and non-farm vocations to improve the quality of living of the marginalized.
- Promote and undertake suitable programs for integrated development of disabled.
- Undertake media advocacy for participatory development.
- Undertaking and assisting integrated development programs for marginalized poor farmers and landless agricultural labourers.
- Encouraging development of coherent and effective approaches towards development through workshops, seminars, demonstration-cum-training programs and publication of information materials and learning aids.
- Imparting training on promotion of rural technology & artistry and documenting traditional wisdom relevant to social development.
- Building awareness against addiction & various psychotropic drugs and campaign for a rational drug policy.
- Building awareness and imparting training to managing disasters and providing possible help.
- Promoting consumer awareness and strengthening consumer protection movement.

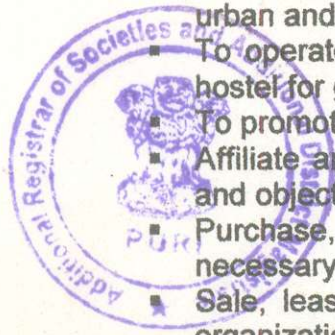


- Counseling with possible assistance to women in distress and destitute for gaining self-confidence and initiating processes of women liberation in rural areas.
- Undertaking and educating rural masses for utilization of waste land through afforestation program and diversified cropping for preservation of ecological balance.
- Undertaking activities for promotion of improved agricultural practices and sustainable agriculture.
- Promoting scientific temper in rural and urban areas for a meaningful living and rational social order through science popularization and creative programs.
- Propagation of alternative energy consumption & conservation of bio-diversity through suitable programs.
- Providing management and technical support service to the functionaries of community based organizations for smoother operation.
- Educating rural mass on holistic health & sanitation and small family norms those hold key to a meaningful living and national development.
- Working directly with communities and building their entrepreneurship ability and appropriate micro systems in the areas of health, education, employment etc. for a value based co-existence.
- Collaborating with Government-development efforts.
- Collaborating with other Non-Government Development Organizations.
- Undertaking study, research, documentation and other related activities for the scientific progress of the work.
- To promote self-employment, SHGs, and cooperatives among the people with specific emphasis on women through their participation and learning as basic to all activities.
- To facilitate and support people to undertake different developmental programs such as land development, watershed management, protection and preservation of natural resources like land, water, forests and wetland etc.
- To promote and facilitate establishment of peoples organizations (CBOs), village development committees, women organizations (SHGs), farmers organizations and youth forums in view of enabling their active participation in the planning and implementation of all development programs.

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- To improve SC/ST and OBC community through vocational and skill development training, production and marketing.
- To promote low cost housing, safe drinking water & sanitary measurers in urban and rural areas.
- To operate orphanage, destitute home, day care center, old age home and hostel for girls and disabled population.
- To promote holistic socio-economic activities to establish "Gram Swaraj".
- Affiliate and work in cooperation with institution / societies with similar aims and objectives.
- Purchase, take on lease or otherwise acquiring land or building which may be necessary for the organization.
- Sale, leases, exchange and otherwise transfer any or all properties of the organization.
- Take over management / maintenance of any institution / projects on such terms and conditions as decided by the "DEVELOPMENT RESOURCE CENTRE (DRC)".
- To raise funds by way of loans/borrowings/donations/grants from Government / Non-Government / Foreign Donors /Rastriya Mahila Kosh(RMK)/ Banks / Financial Institutions and other Funding Agencies in pursuance of its aims and objectives.





**GOVERNING BODY:** The Name, Address, Occupation and Designations of the members of the **Governing Body** to whom the management of "DEVELOPMENT RESOURCE CENTRE (DRC)" has been entrusted by rules and regulations are:-

<u>Sl.No.</u>	<u>Name &amp; Designation</u>	<u>Address</u>	<u>Occupation</u>	<u>Signature</u>
1.	Sri Lokanatha Mohanty President	Gundicha Vihar Sarbodday Nagar Puri-2	Social Work	<i>Lokanath Mohanty</i>
2.	Prasanna Ku. Das Vice-President	Baselisahi Puri-1	Business	<i>Prasanna Ku. Das</i>
3.	Yudhisthir Pradhan Secretary	Gundicha Vihar Sarbodaya Nagar H.N. Colony Puri-2	Social work	<i>Yudhisthir Pradhan</i>
4.	Subhakanta Parida Asst. Secretary	Dakhinapantal Nagar Dist-Puri	Study	<i>Subhakanta Parida</i>
5.	Chinmaya Kothari Treasurer	Temple Road Sakhigopal Dist-Puri	Social work	<i>Chinmaya Kothari</i>
6.	Ullash Khandual Librarian	Malagodamchhak Kudiary Bazar FCI Road, Jatni	Social work	<i>Ullash Khandual</i>
7.	Santanu Kumar Das (SC)Member	Manapur Kandagoda, Puri	Social Work	<i>Santanu Kumar Das</i>

**Witness:-**

	<u>Signature</u>
1. Digamber Behera Talamali Sahi, Puri	<i>Digambar Behera</i>
2. Samir Pradhan PKRIT Colony, Puri, Puri-2	<i>Samir Pradhan</i>

(Attested the Signature from Sl.No. -1 to 7)

Attested

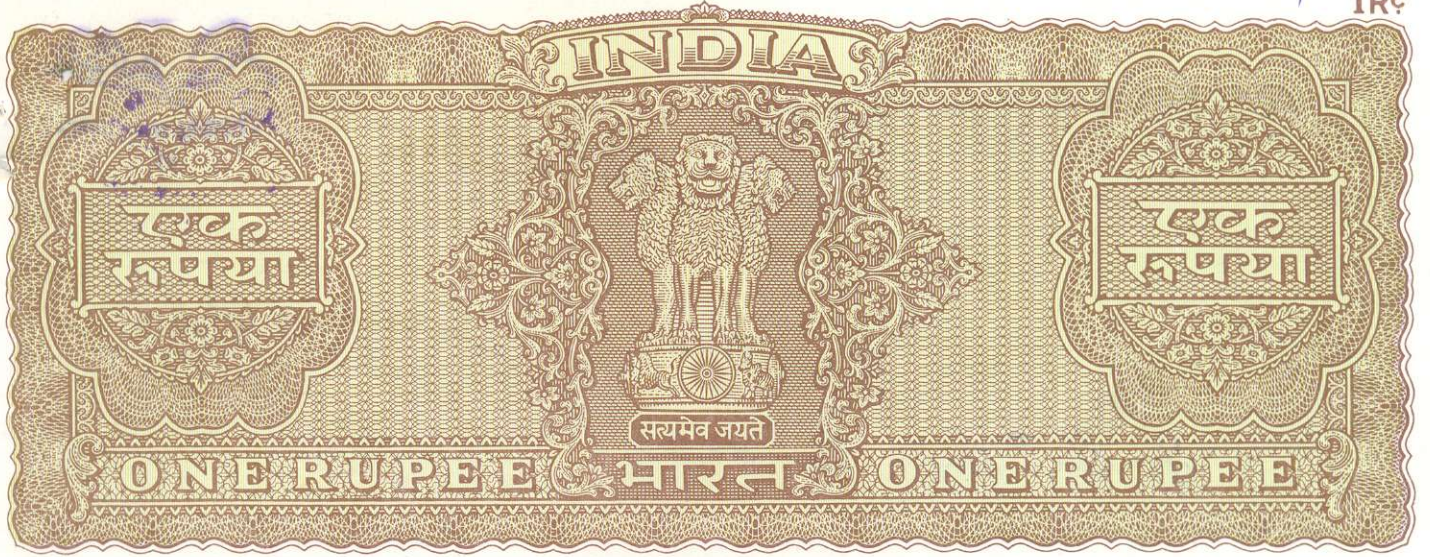
*hi*  
27/1/06  
Lecturer/Reader  
S. C. S. Coll:ee. Puri



**GENERAL BODY:** We several persons whose names, address, designations and occupations are subscribed below are desires of being forming into a Society namely "DEVELOPMENT RESOURCE CENTRE (DRC)" in pursuance the Memorandum of Association and we believe that the facts stated are true to the best of our knowledge

<u>Sl.No.</u>	<u>Name &amp; Designation</u>	<u>Address</u>	<u>Occupation</u>	<u>Signature</u>
1.	Sri Lokanatha Mohanty President	Gundicha Vihar Sarbodday Nagar Puri-2	Social Work	<i>Lokanatha Mohanty</i>
2.	Prasanna Ku. Das Vice-President	Baselisahi Puri-1	Business	<i>Prasanna Ku. Das</i>
3.	Yudhisthir Pradhan Secretary	Gundicha Vihar Sarboddaya Nagar H.N. Colony Puri-2	Social work	<i>Yudhisthir Pradhan</i>
4.	Subhakanta Parida Asst. Secretary	Dakhina Pantal Nagar Dist-Puri	Study	<i>Subhakanta parida</i>
5.	Chinmaya Kothari Treasurer	Temple Road Sakhigopal Dist-Puri	Social work	<i>Chinmaya kothari</i>
6.	Ullash Khandual Librarian	Malagodam Chhak Kudiary Bazar FCI Road, Jatni, Khurda	Social work	<i>Ullash Khandual</i>





- |     |                                  |                                 |             |                               |
|-----|----------------------------------|---------------------------------|-------------|-------------------------------|
| 7.  | Santanu Kumar Das<br>(SC)Member  | Manapur<br>Kandagoda<br>Puri    | Social work | <i>Santanu kumar Das.</i>     |
| 8.  | Kalandi Charan Pradhan<br>Member | At/Po-Patapur<br>Nimapada, Puri | Business    | <i>Kalandi charan pradhan</i> |
| 9.  | Dusmanta Ku. Pradhan             | Gobindapur<br>Kandagoda<br>Puri | Social work | <i>Dusmanta Kumar Prada</i>   |
| 10. | Dr. Prasanta Parida              | Dihakarada<br>Risol<br>Puri     | Doctor      | <i>Prasanta parida</i>        |
| 11. | Bikram Parida                    | Kandagoda<br>Brahmagiri<br>Puri | Business    | <i>Bikram Parida</i>          |

**Witness:-****Signature**

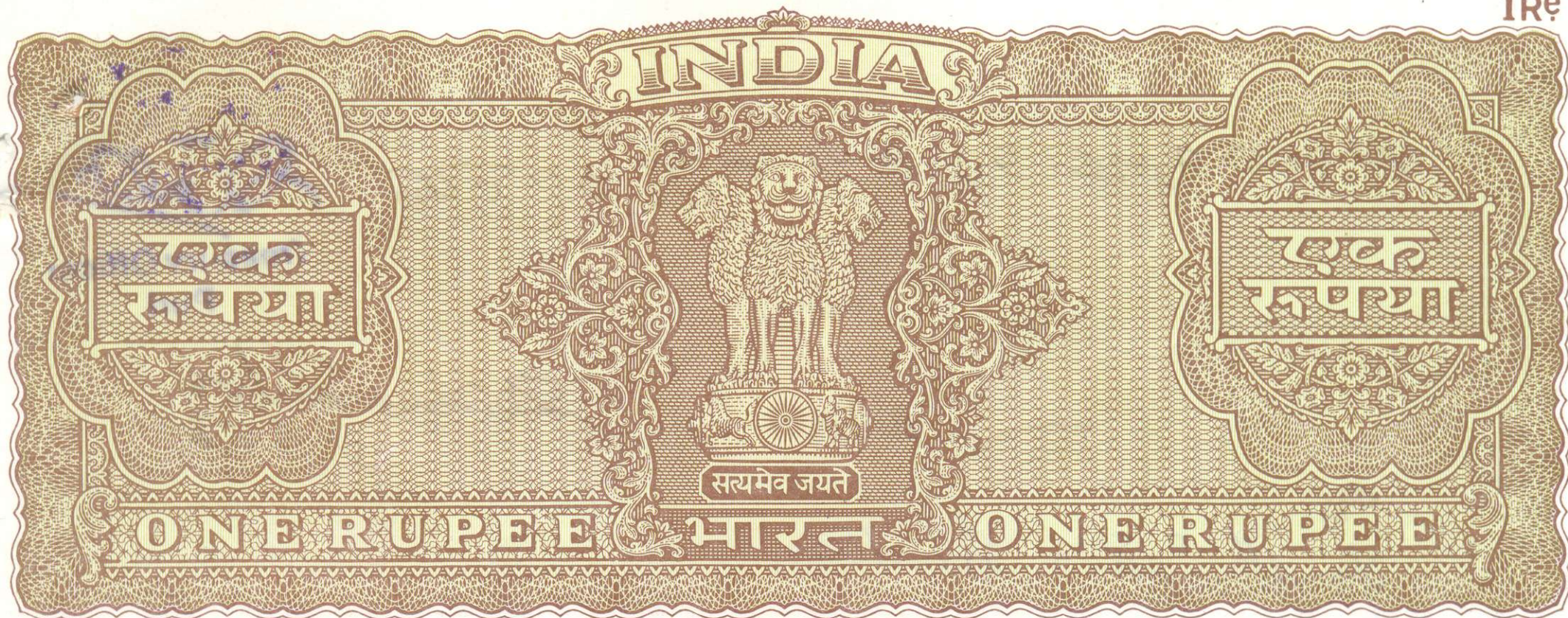
- |    |   |                         |
|----|---|-------------------------|
| 1. | Digambar Behera<br>Talamali Sahi, Puri      | <i>Digambar Behera.</i> |
| 2. | Samir Pradhan<br>PKRIT Colony, Puri, Puri-2 | <i>Samir Pradhan</i>    |

(Attested the Signature from Sl.No. -1 to 11)

Serial No. *65954 of 06-07*  
 No. in the Register.....  
 Name of Society *DRC*  
 Name of document.....  
 Date of filing registration *13/11/06*

6

*Attested*  
*[Signature]*  
 Lecturer in *20/11/06*  
 S. C. S. College, Puri



## RULES & REGULATION ( BYE-LAWS) OF SOCIETIES

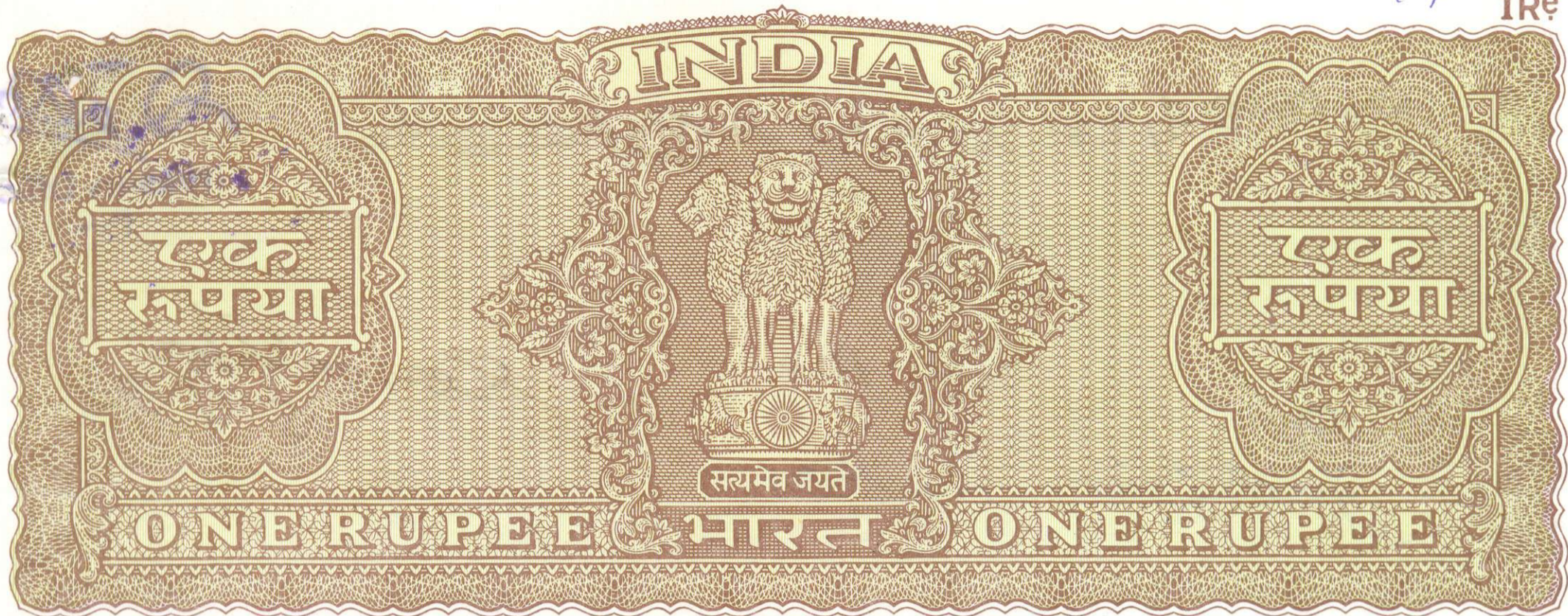
**1.i). Definitions:** - In these rules and regulations unless the context otherwise requires, words and expressions have the following meanings: -

- a) The "Society" means the society established under the Memorandum of Association of "DEVELOPMENT RESOURCE CENTRE (DRC-NGO)" with its present address At-Gundicha Vihar, Sarbodaya Nagar, Puri-752002, Orissa, India.
- b) The Governing Body means the Governing Body of the Society DRC as provided by the rules and regulations.
- c) The General Body means the General Body of DRC under these rules.
- d) President means the President of the Society.
- e) Secretary means Chief Executive of the society.
- f) Treasurer means the Treasurer of the society.
- g) Member means the member admitted as such under the rules of the society.
- h) Words importing the singular number shall be deemed to include the plural & vice versa and words importing to masculine gender shall be deemed to include the feminine gender.

**ii). Area of Operation:** - The area of operation of the association will be the whole Puri District of Orissa state.

**iii.) Date of Establishment:-** 02.10.2005

**iv). Interpretation:** The Society shall be followed as per rules provided in the Society Registration Act, XXI of 1860.



## 2. Membership: -

- Membership of the society is open to Indian citizen above the age of 18 years.
- Who subscribes to the memorandum of association of the society and all such persons who may be admitted from time to time only by the invitation of the General Body and are assigned the role of members there of shall be the members of the society.

**ADVISORY BOARD:** Active individuals / member(s) of other institutions / associations / organizations devoted towards developmental works / donors / patrons as may be decided by the Governing Body.

- Membership Fee :** The Membership fee shall be determined as decided by the Governing Body (Board of Management) from time to time.

## 3. TERMINATION OF MEMBERSHIP: - The membership of the society shall be terminated if any member:-

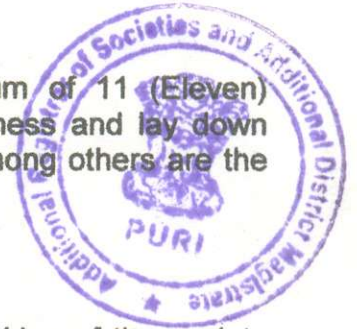
- Of his/her own accord tenders resignation in writing to the Governing Body.
- Fails to attend three consecutive meetings of the society.
- Fails to pay the annual subscription for one year.
- Has his/her membership terminated by a special resolution.
- In speeches and activities harms the society and if approved and accepted by the General Body.
- Dies or becomes bankrupt, insane or insolvent.





**4. GENERAL BODY:** The General Body shall comprise minimum of 11 (Eleven) members and shall meet at least once in a year to transact business and lay down guidelines for conducting the affairs of the society. The following among others are the functions of the General Body:-

- a) To elect the Governing Body
- b) To appoint Auditor to audit account of the society
- c) To consider amendments to rules and regulations
- d) To receive from the Governing Body the report of the working of the society during the preceding financial year together with statements showing the receipt and payments, income and expenditure accounts and Balance sheet for the year.
- e) To lay down policies.
- f) The quorum of the General Body meeting shall be  $2/3^{\text{rd}}$  of the members of the society.
- g) All agenda at the General Body shall be decided by a simple majority of votes and if votes were equal, the president shall have a casting vote.
- h) At any General Body meeting every member shall have one vote each
- i) Any member of the society who is entitled to attend and vote at General Body meeting of the society shall be entitled to appoint in writing another person from among the members as his proxy to attend and vote, instead of himself.
- j) The General Secretary may whenever he thinks fit or a requisition made in writing signed by four members of the society, stating the object of the meeting may convene a Emergency General Body meeting of the society.





#### **5. GOVERNING BODY:**

- a) The Governing Body of the society shall consist of a minimum of 7 (Seven) members, which will include President, Vice-President, Secretary, Asst. Secretary, Treasurer, Librarian and one member who will be elected from and by the General Body.
- b) The members of the Governing Body shall hold office for a period of two (2) years at a time and that period shall end with the conduction of an annual General Body meeting.
- c) An elected member may retire from office on giving one-month notice in writing to the Governing Body.
- d) If an elected member ceases to hold office for any reason whatsoever at anytime, the Governing Body may appoint any member to hold office in his place for the rest of the time.
- e) The member may be eligible for re-election.

**6. POWERS OF THE GOVERNING BODY (GB):** The GB shall have full power to do all such acts or things as may be necessary to carry out the objects of the society and for the management of all its affairs or which in its opinion advance the objective of the society. In particular, the said Governing Body is authorized to do, aiming other, the following acts and things.

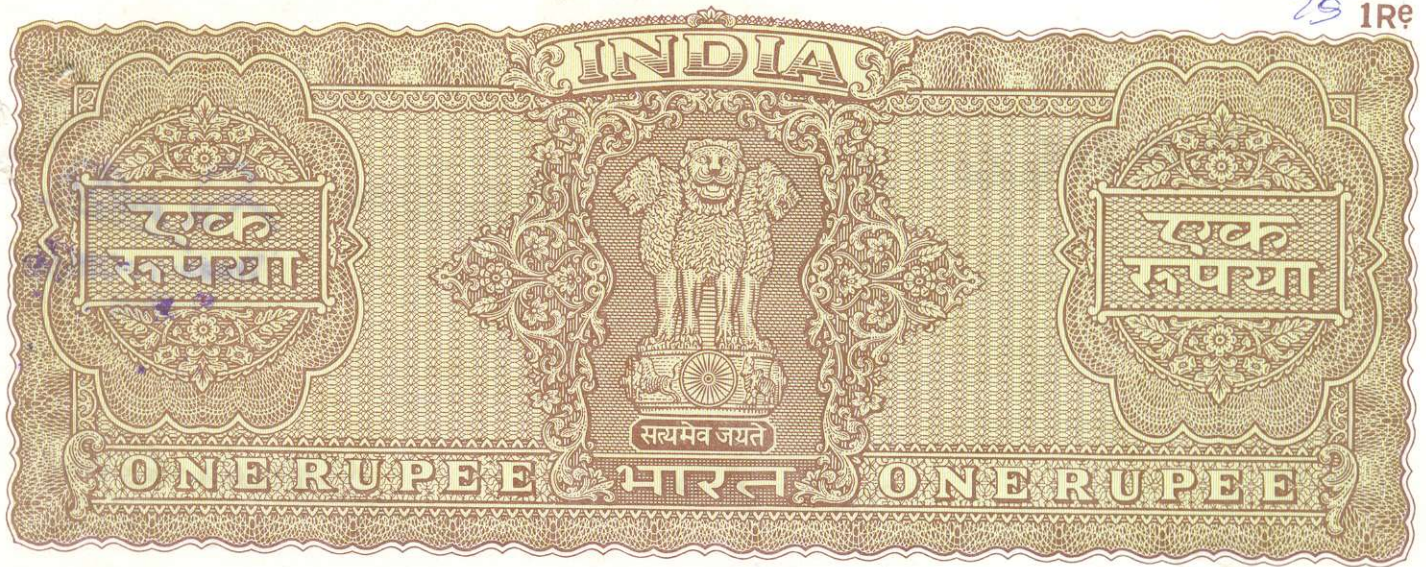
- a) To appoint their own meetings and to regulate their own proceedings and to fix the dates for all General Body meetings for the society.
- b) To draw up and present to all members on annual report on the society activities, income and expenditure and externally audited statement of accounts.
- c) To establish procedure for selecting and supervising the project of the society



- d) To appoint such committees as it feels necessary or desirable to assisting in undertaking its responsibilities and delegate such committees necessary powers and authority.
- e) To appoint/terminate professional, technical, commercial, general personnel or advisors or any other persons for such purposes as shall be beneficial to the society.
- f) To open and operate savings, current, fixed deposits or any other accounts and over drafts with bank or banks in the name of the society or in any other name upon such terms and in such manner as the GB shall deem fit, and to appoint or to remove those who operate on such accounts.
- g) To delegate to General Secretary such powers and responsibilities as it considers being expedient.
- h) To acquire movable property to sale, to transfer, hypothecate and mortgagee the same to take and to donate, to give & take loans and to receive & give grants and donations.
- i) In case of conflicts arising out of the reading of the memorandum and rules and regulation of the society the interpretation given by the Governing Body shall be final.
- j) To exercise responsibility over the affairs and activities of the society and to lay down general policy on its behalf.
- k) To exercise all such other powers of the society as are not mentioned under the status of these regulation, required to be exercised, as for every case of exigency that may arise not provided for by the then existing bye-laws.

#### **7. MEETINGS OF THE GOVERNING BODY (GB):**

- a) The GB shall meet once in three months or as often may be necessary.
- b) The Secretary may at any time call a meeting of the GB.
- c) All meetings of the GB shall be presided over by the President or in absence by Vice-President.
- d) Two third (2/3<sup>rd</sup>) of the total GB members present in person shall form the quorum.
- e) A resolution or a proposal circulated by the Secretary to all members of the GB and approved and signed by the majority of members shall be valid and bindings as if the resulting has been made at a meeting of the GB duly convened. Such decisions shall be there after reported to the next GB meeting.

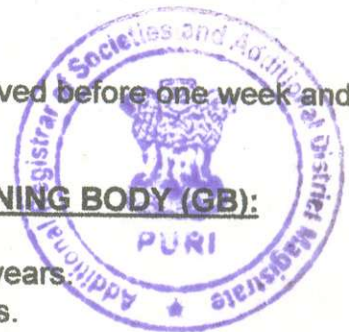


**8. NOTICE;** Notice of the Governing Body meeting shall be served before one week and emergence meeting can be called with 24 hours notice

**9. FUNCTIONS OF THE OFFICE BEARERS OF THE GOVERNING BODY (GB):**

**A. President:**

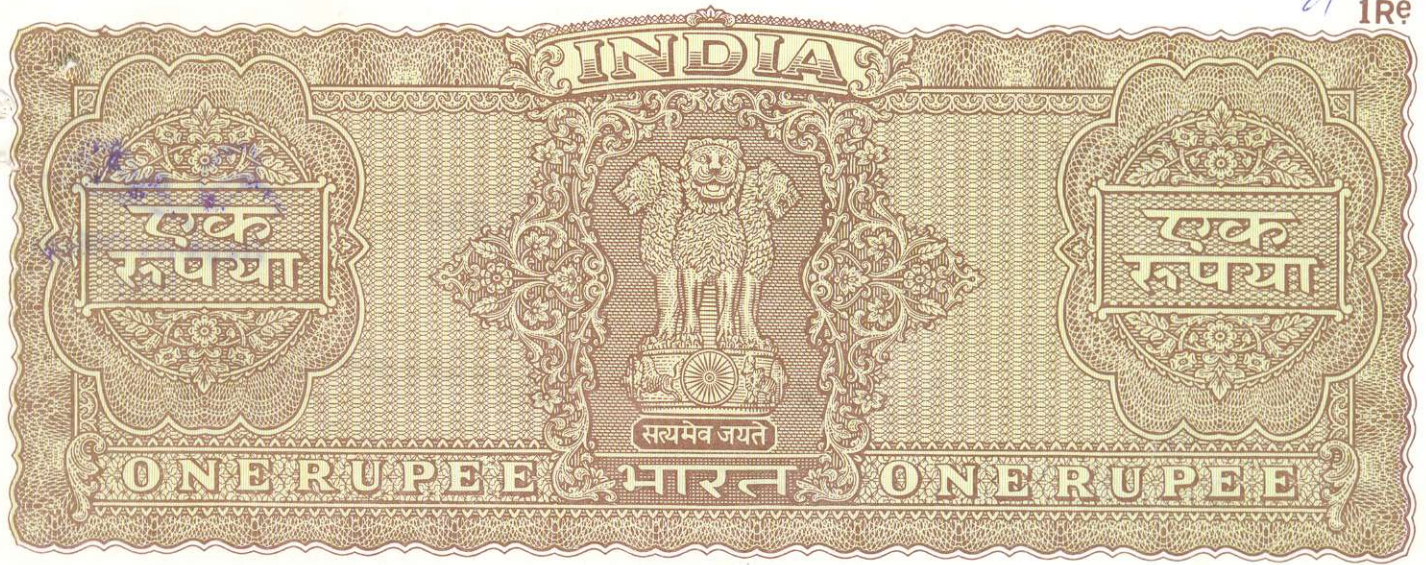
- President shall be elected by the GB for a period of two years.
- He shall preside over the GB and General Body meetings.
- He shall do necessary things as decided by the GB from time to time being consistent to the rules and regulation of the society.
- In case of tie in any of the meetings of both General Body and Governing Body, he shall have privilege of casting a vote.
- Shall advise the society in all points of disputes and generally look after the interest of the society.



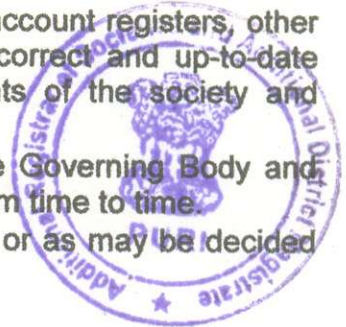
**A-1-. Vice-President:** He will do all such activities of the President in his absence.

**B. Secretary:**

- It is responsible for implementing the policies laid down by the Governing Body.
- He is the Chief Functionary (Executive)/Legal Holder of the organization. He will sign all legal documents on behalf of the organization.
- He shall maintain the membership roll of the society and a record of the minutes of every meeting of the General Body and other committees in a file or files kept for the purpose.
- He shall have the power to appoint any person or persons as staff to work for the society and shall also have the power to terminate such appointments made by him.
- He shall call all meetings of the Governing Body and General Body. He shall draw up agenda and circulate them among all members.
- He shall have the necessary powers that are essential to run the institution, projects and programs of the society and the day-to-day administration of the society.
- The society may sue or be sued in the name of the Secretary or any such person or the Governing Body shall appoint persons as from time to time.



- He shall be in-charge of the deeds, documents, records, account registers, other books of the society and shall be responsible for their correct and up-to-date maintenance. He shall credit all receipts to the accounts of the society and income and expenditure.
- He shall have all such powers that are allotted to by the Governing Body and such other powers that are necessary to run the society from time to time.
- He shall operate Bank accounts along with the Treasurer or as may be decided by the Governing Body.



**B-1.-Asst.Secretary:** He shall assist in the work of the Secretary.

**C. Treasurer:**

- He will be responsible in keeping accounts.
- Help Secretary in preparing accounts related books and reports.

**D. Librarian:** He shall be Responsible for the preservation, safety and development of the library.

**10. VOTE:** Every member shall have right to vote and the President shall have power to casting the vote.

**11.ACCOUNTS:**

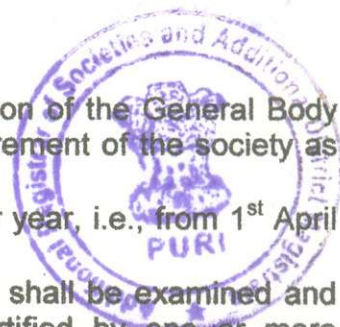
- A Bank account or accounts shall be opened in the name of the society at any Bank under any heads, which will be jointly operated by Secretary along with Treasurer or any member as decided by the Governing Body.
- The property and any income of society shall be utilized solely towards the promotion of the objects of the society as set forth on the memorandum of the association.

**12. FUNDS:** - The funds of the association shall be from: - a) Membership subscriptions, b) Donations from public, c) Grant-in-aid from state and central Government departments, d) Funding from other agencies/donors of India or abroad, e) Loan / Borrowing from any other financial institution / individuals.



### 13. AUDIT:

- Auditor or auditors shall be appointed by the resolution of the General Body and their duties regulated in accordance to the requirement of the society as determined by the Governing Body.
- The financial year of the society shall be the calendar year, i.e., from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
- Once at least every year the accounts of the society shall be examined and the correctness of the balance sheet shall be certified by one or more qualified auditor or Govt. auditors.



**14. INCOME TAX EXEMPTION:** Incase of particular clause of the bye-laws has been inadvertently included which has language capable of interpretation in conflict with the relevant provisions of the Income Tax Act granting exemptions, such clause have restricted meaning or null and void so that the relevant Income Tax provisions will always have the over riding effect.

### 15. AMENDMENTS:

- To alter, extend or abridge the memorandum of the association and the rules and regulations of the society, the Governing Body may submit the proposition to the members of the society in a written report and may convene a special meeting for consideration thereof.
- No such proposition shall be carried into effect unless such report shall have been delivered through a person or sent by post to every member of the society ten days previous to the special meeting convened by the Governing Body for the consideration, thereof, nor unless such proposition shall have been agreed to by the votes of the three fifth (3/5<sup>th</sup>) of the members present at a special meetings convened by the Governing Body at an interval of one month after the former meeting.



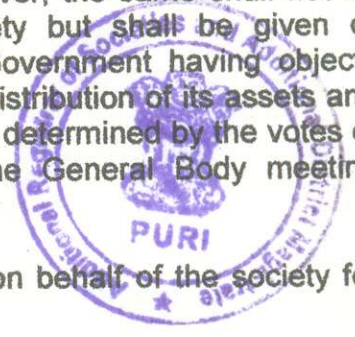
**16. DISSOLUTION:** If upon winding or dissolution of the society, there remains, after satisfaction all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the society but shall be given or transferred to some other institutions or organization or Government having objects similar to the objects of the society and which prohibits the distribution of its assets and income among its members and the said institutions shall be determined by the votes of three-fifth(3/5<sup>th</sup>) of the members present personally at the General Body meeting convened for this specific purposes.

**17. LEGAL ACTION:** - The Secretary may sue or be sued on behalf of the society for any dispute.

**18. INTERPRETATION OF RULES:** - Incase of conflict arising out of the reading of the Memorandum and rules & regulations of the society, the interpretation given by the Governing Body shall be final and binding.

**19. CERTIFICATE:** -Certified that this is the true and correct copy of the rules and regulations of "DEVELOPMENT RESOURCE CENTRE (DRC-NGO)", At-Gundicha Vihar, Sarbodaya Nagar, -Puri, PIN-752002, Orissa, India.

**20.** Certified that there is no other registered society with the above name in the same place.



*All legal matters shall be guided under Rule XXI-1860 with ammendment-rule 1969.*

*Lokanath Mohanty*  
(Lokanath Mohanty)  
**PRESIDENT**  
President  
D. R. C., Puri - 2

*Yudhisthir Pradhan*  
(Yudhisthir Pradhan)  
**SECRETARY**  
Secretary  
D. R. C., Puri - 2

*Chinmaya Kothari*  
(Chinmaya Kothari)  
**TREASURER**  
Treasurer  
D. R. C., Puri - 2

Serial No. *6595*  
No. in the Register *4- of 2005-2007*  
Name of Society *DRC*  
Nature of document ..... 15  
Date of filing/registration *18/4/06*  
*Mich*  
Addl Registrar of Societies  
& Addl Dist. Magistrate, Puri.

*Attested*  
*[Signature]*  
Lecturer, Leader in  
S. C. S. College, Puri