

## BYE-LAWS

### **“A.P. Society for Protection and Empowerment of Women and Children”**

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#### **1. Title**

These Bye-laws may be called the Bye-Laws of “A.P Society for Protection and Empowerment of Women and Children”

#### **2. Definitions**

In these Bye-laws, in addition to the definitions in the Memorandum of Association, unless the context otherwise requires:

- a) “Society”, “Apex Society” means the “A.P Society for Protection and Empowerment of Women and Children” at State level
- b) “Steering Committee” means the high level body of the ministers concerned.
- c) “Chairperson” means the senior most Secretary, who will chair the Society Meeting
- d) “Vice Chairperson” means the Vice Chairperson of the Society and invariably the Secretary, Women Development and Child Welfare, Government of Andhra Pradesh
- e) “Chief Executive Officer” (CEO) means the CEO of the Society who will be the Commissioner, Women Development & Child Welfare Government of Andhra Pradesh; unless otherwise notified by the State Govt.
- f) “General Body” means the General Body of the Society;
- g) “Executive Board” means the Executive Board of the Society;
- h) “ Executive Director” means the NGO representative selected as per prescribed procedure;
- i) “Member” means Member of the General Body;
- j) “District Society” means the body established under the Bye-laws headed by the District Collector and other officials, NGO representatives etc.
- k) “District Chairperson” means the District Level “A.P Society for Protection and Empowerment of Women and Children” Chairperson and invariably the Collector of the District unless otherwise notified by order of Govt.

- l) "District Authorities" means the District Chairperson, District Vice Chairperson, and the heads of the other line departments at the district level;
- m) "Project Manager - Monitoring and Evaluation" means the Manager who shall assist the Executive Board and shall be looking after the implementation, monitoring and evaluation of various policies, and programme of the society;
- n) " Project Manager-Administration" means the Manager who shall assist the Executive Board and shall be looking after the administration and finances of the Society;
- o) "Financial Year" shall be from 1<sup>st</sup> day of April to 31<sup>st</sup> day of March of the subsequent year;
- p) "Prescribed" means prescribed under the Bye-laws of the Society;

### **3. Authorities of the Society**

- i) Steering Committee
- ii) General Body
- iii) Executive Board
- iv) C.E.O
- v) District Society
- vi) Such other authorities including Spl. Executive Board etc, and not limited to Committee (s) appointed or nominated by the General Body/Executive Board

### **4. Steering Committee**

i) The Steering committee comprises of all ministers of the concerned departments. This high level committee is the focal guiding force behind all activities of the society. It comprises of:

- 1) Hon'ble Minister - Nominated as Chairperson
- 2) Hon'ble Minister for Finance, Planning and Legislative Affairs
- 3) Hon'ble Minister for Women Development & Child Welfare, Disabled Welfare and Juvenile Welfare
- 4) Hon'ble Minister for Home, Jails, Fire Service, Sainik Welfare, Printing & Stationery
- 5) Hon'ble Minister for Labour & Employment, Factories & Boilers
- 6) Hon'ble Minister for Minister for Vidya Vidhana Parishad and Hospital Services
- 7) Hon'ble Minister for School Education, Govt Examinations, SCERT, Text Book Press, Residential Schools Society, Hyderabad Public School
- 8) Hon'ble Minister for Rural Development, NREGP, Self Help Groups

- 9) Hon'ble Minister for Sarva Siksha Abhiyan, DPEP, Adult Education, Open Schools, Public Libraries, Jawahar Bal Bhavan, Mahila Samata Society, State Institute of Education Technology
- 10) Hon'ble Minister for Panchayat Raj
- 11) Hon'ble Minister for Food, Civil Supplies, Legal Metrology, Consumer Affairs
- 12) Hon'ble Minister for Health & Family Welfare
- 13) Hon'ble Minister for Social Welfare
- 14) Hon'ble Minister for Tribal Welfare
- 15) Hon'ble Minister for Housing
- 16) Hon'ble Minister for Minorities Welfare
- 17) Hon'ble Minister for B.C. Welfare

ii) Role of the Committee:-

- a) The committee shall guide and advice the society to evolve policies, strategies and schemes for the protection and empowerment of women, children and disabled.
- b) Will monitor the progress of the society periodically and provide suggestions and guidance for improvement.
- c) Will provide strength and support to all concerned departments and others to enhance the functioning of the society.

## 5. General Body

i) Constitution

- a) The General Body of the Society shall consist of Chairperson, CEO, Members, Honorary members, District Society members, NGOs and such other categories of members as the General Body may decide, on the recommendation of the Chairperson / Vice Chairperson.

ii) Members

The following may be the Chairperson, Vice-Chairperson and Members of the General Body.

Sl. No	Name, Designation and Addresses of Members	Designation & their standing in the Society
1.	Secretary (Senior Most)	Chairperson
2.	Secretary, WD, CW & DW Department A.P. Secretariat-5000022	Vice Chairperson & Convener

3.	Additional DG CID, Lakdikapool, A.P. Hyderabad-500004	Member
4.	Commissioner, WD&CW Yousufguda, Vengalrao Nagar, Behind Sarathi Studio Hyderabad - 5000038 / Officer nominated by Government	Chief Executive Officer
5.	Executive Director selected from among NGO's	Co-convener and member
6.	Secretary Finance, A.P. Secretariat-5000022.	Member
7.	Secretary, Home Department, A.P. Secretariat-5000022.	Member
8.	Secretary, Labor and Employment, A.P. Secretariat-5000022.	Member
9.	Secretary, Health Department, A.P. Secretariat-5000022.	Member
10.	Secretary, Education Department, A.P. Secretariat-5000022.	Member
11.	Secretary, Dept. Of Rural Development, A.P. Secretariat-5000022.	Member
12.	Secretary, Sarva Siksha Abhayan, A.P. Secretariat-5000022.	Member
13.	Secretary, Rural Water Supply And Sanitation Department, A.P. Secretariat-5000022.	Member
14.	Secretary, Panchayat Raj, A.P. Secretariat-5000022.	Member
15.	Secretary, Ministry of Women and Children Welfare Department, Representative of Govt. of India, Shastri Bhavan, New Delhi -110 001	Member
16.	CEO- SERP, 4 <sup>th</sup> Floor, Huda Hermitage Office complex, Near Kalanjali, Adrash Nagar Road, Nampally, Hyderabad-500004.	Member
17.	Secretary, Social Welfare, A.P. Secretariat-5000022.	Member

18.	Secretary, Tribal Welfare, A.P. Secretariat-5000022.	Member
19.	Secretary, Minorities Welfare, A.P. Secretariat-5000022.	Member
20.	Secretary, B.C. Welfare, A.P. Secretariat-5000022.	Member
31.	Commissioner, Labor, 2 <sup>nd</sup> Floor, Anjaiah Bhavan, RTC Cross Road, Chikadpally, Hyderabad-500020.	Member
22.	Project Director, A.P. State Aids Control Society, DM & HS Campus Sultan Bazaar Kothi, A.P. Hyderabad-500095	Member
23.	Director, Juvenile Welfare Department, 1st floor, Block M-5, Manoranjan Complex, Beside Exhibition Ground, (Ajanta gate) MJ Rd Nampally, Hyderabad-500001	Member
24.	Commissioner, Disabled & Senior Citizens Welfare 5 <sup>th</sup> Block, Gruhakalpa, MJ Road Nampally, Hyderabad-500001.	Member
25.	Director, Health Services, Beside Kothi, Women's College Sultan Bazaar, Kothi, Hyderabad-500095.	Member
26.	Commissioner of School Education, Beside Telephonebhavan,, Saifabad, Hyderabad- 500004	Member
27.	State Project Director Rajiv Vidya Mission (Sarva Siksha Abhayan), SCERT Campus, Opposite LB Stadium, Hyderabad- 500001	Member
28.	Commissioner, Rural Development Department, 2 <sup>nd</sup> floor, HUDA Hermitage Building, Hill Fort Road Saifabad, Nampally, Hyderabad-500001	Member
29.	Commissioner, Weaker Section, Housing Programme, 3-6-184 Urdugalli Street No.17, Himayathnagar, Hyderabad-500029	Member

30.	District Collectors and Chairperson of DLS, (The General Body shall have 3 district collectors one from each region representing the 3 region ie., Rayalseema, Telangana and Coastal Andhra)	Member
31.	Member Secretary, A.P. State Legal Service Authority, City Civil Court, Poorani Haveli, Hyderabad.	Member
32.	At least 3 Representatives from NGOs representing women & child issues, anti trafficking and disabled welfare	Member
33.	2 directors of “ A.P Society for protection and empowerment of women and children”	Member
34.	3 Representatives from UNICEF, DFID, CARE etc.,	Member
35.	3 Eminent Social Workers working for women and children.	Member
36.	One representative of State level Mahila Samakhya	Member

**NOTE:- The Secretaries/HODs of the department concerned alone shall be invited to attend the General Body Meeting, whenever an issue pertaining to those department are included in the agenda. The quorum shall be decided accordingly.**

iii) Meetings of the General Body of the Society

a) Within six months from the close of each financial year, the General Body shall meet on such date as may be decided by the Executive Board in consultation with the Vice-Chairperson to consider and adopt audited accounts of the Society and annual report on the working of the Society during the previous year.

b) Special Meeting of the General Body of the Society

The General Body shall meet whenever the Chairperson/Vice Chairperson thinks fit, or when the CEO shall call a meeting of the General Body upon a written requisition of not less than eight members. In addition, the General Body shall meet whenever the CEO recommends the same for transaction of urgent business.

c) Notice

For any meeting of the General Body, five days clear notice shall be given to the members, excluding the day of the posting and day of the meeting. However, in the case of any urgency, the CEO with the permission of the Chairperson / Vice-Chairperson is empowered to call a meeting of the General Body at a shorter notice.

d) Quorum

One-fifth of the existing members including the Chairperson shall constitute the Quorum at any meeting of the General Body, any fraction being rounded off to the next higher number.

e) Adjournment

Where a quorum is not present within thirty minutes of the time notified for the commencement of meeting, the meeting if called on the requisition of the members shall stand dissolved, the meeting shall be adjourned to the same day, time and place the following week, and the members present at the adjourned meeting shall form the quorum.

iv) Decision of General Body

Decisions of the General Body shall be by a simple majority of the members present and voting on all matters except the screening of members for various bodies/institutions shall have to be unanimous with out any dissent by any member resulting in rejection of candidature/nominations

v) Meeting to be chaired by senior most officer present

Every meeting of the General Body shall be chaired by the senior most officer present or the Vice-Chairperson or the CEO and in the absence of all three; the meeting shall be chaired by a member of the General Body chosen from among them.

vi) Voting Rights

Each member of the General Body who has a voting right in terms of provisions of the bye-laws governing membership and connected matters shall have one vote and if there be an equality of votes on any question to be determined by the General Body, the Chairperson of the meeting in addition to her/his own right as a member shall have and Exercise a casting vote to decide the issue.

vii) Appointment and Terms of Appointment & functions

a) Chairperson:- Senior most Secretary shall be the Chairperson and shall chair all meetings of the General Body.

b) Vice-Chairperson:

The Secretary, Women Development & Child Welfare and Disabled Welfare, Government of Andhra Pradesh shall be Vice-Chairperson of the Society and the General Body.

c) The Vice-Chairperson shall chair all meetings of the General Body in the absence of the Chairperson.

d) Duties of Vice – Chairperson:

Vice-Chairperson shall head the selection committee for appointment of the Project Managers of the Society and other senior positions as maybe decided by the Executive Body. He/She shall have general supervision and control over all the affairs of the Society and may take such action in case of an emergency as he/she may think expedient and inform the Executive Board/General Body at the next meeting.

## **6. Executive Board:**

i) Constitution

The Executive Board of the Society shall consist of the following:-

- 1) Secretary, Women Development, Child Welfare & Disabled Welfare
- 2) Secretary, Health
- 3) Secretary, Panchayat Raj
- 4) Secretary, Rural Development
- 5) Secretary, Education
- 6) Addl DG,CID or equivalent
- 7) CEO, SERP
- 8) Commissioner, WD&CW/ Officer nominated by Govt, as CEO
- 9) Commissioner, School Education
- 10) State Project Director, Sarva Siksha Abhayan
- 11) Commissioner, Family Welfare
- 12) Commissioner, Labor
- 13) Executive Director- Co-convener



- 14)3 Representatives from NGOs representing women & child issues, anti trafficking and disabled welfare
- 15)One Representative each from UN and other international agencies.
- 16)2 representatives from social workers.
- 17)Director, Juvenile Welfare, Member
- 18)One representative of State Level Mahila Samkhya

Note: The Senior most Secretary shall be the Chairperson of the Board. Secretary WD, CW & DW the Vice-Chairperson of the board

ii) Powers and Responsibilities of the Executive Board.

The Executive Board will assist the General Body and the Co-convenor shall be the Executive Director of the society. This body would work out the detailed plans as per the overall strategy approved by the General Body and the recommendation received from District Society provide a direction for the implementation of the strategy evolved by the General Body and finalise the preparation and implementation of detailed sectoral plans and effectuate directions as given by the General Body from time to time. The Executive Board shall take decisions on policy matters or other matters that may affect the functioning of Society at State, the District Levels and other levels or in fulfilling the objectives. The Executive Board shall monitor and review periodically the implementation of the Objectives of the Society.

iii) The Executive Board shall also:-

- a) Form committees/sub-committee of Secretaries / Head's of the Departments experts / specialists / NGOs etc., as may be required, for specific tasks or for the disposal of any of its business or for tendering advice or such proposals etc., on any matter pertaining to the objectives of the Society or administration and management of the Society;
- b) Consider, approve and authorize operation of the funds of the Society;
- c) Consider, and pass resolutions on the Annual Report and Annual Accounts of the Society and forward them to the Government;
- d) Approve the budget estimates of the Society;
- e) Retain or employ visiting Faculty, professionals or technical advisers, consultants in connection with the objectives of the Society and to pay therefore such honorarium, fees or other remunerations as may be thought expedient;
- f) Shall constitute special Executive Board/Advisory Board comprising of officials/NGOs experts/ as required for a specific duration / assignments /purposes
- g) Monitor the activities of the Society at District and at institutional level
- h) Shall constitute monitoring cell for missing persons in coordination with Additional Director General, CID.
- i) Shall approve the eligibility conditions, duration and the selection criteria/process for engaging experts, NGO's, private sector partners,

individuals to be co-opted at Institutional level and District Societies and other bodies for achieving the objectives of the society.

- j) Shall approve standards of protocols for all Homes / Institutions
- k) Shall prescribe approve/delegate such other standards, procedures, powers and practices for the smooth functioning of the Society and its branches, centers, Institutions in attaining its objectives.
- l) Create permanent, temporary, ad-hoc, or contractual posts for the Society, lay down terms and conditions of service of such employees and method of appointments and termination thereto;
- m) Deal with any property belonging to or vested in the Society so as to suit its best interest;
- n) Delegate such of its powers to the Vice-Chairperson/CEO or Project Managers and through them or directly to other members of staff of the Society or any Committee or sub-Committees appointed by it, as it may consider necessary or desirable; All such approvals shall have to be approved / ratified by the General Body.

## **7. CEO:**

### **i) Appointment and terms of Appointment**

The Commissioner of Women Development and Child Welfare, Government of Andhra Pradesh or as otherwise notified by the State Govt. shall be the ex-officio CEO of the Society and the General Body.

### **ii) Casual Vacancy**

In the event of the post of CEO remaining vacant for an reason, the Vice-Chairperson is competent to appoint any senior officer of the government to exercise such powers, functions and duties of the CEO, till a CEO is duly appointed.

### **iii) Functions and Powers**

The CEO shall control and have executive authority over the “A.P Society for Protection and Empowerment of Women and Children”:

The general superintendence, direction and management of the affairs of the Society and its income and property shall be vested with the Society, subject to the Memorandum of Association and the Bye-laws and guidelines prescribed by the General Body/Executive Board. Without prejudice to the generality of powers and duties, the CEO shall have full functional autonomy and shall exercise the following powers inter-alia:

- a) Report to the Vice – Chairperson General Body / Executive Board on all matters
- b) Consider and approve programs of the Society within the scope of the objectives of the Society and within the scope of budget as approved by General Body/Executive Board ;

- c) Consider and approve duration, contents and financial outlays for trainings and awareness campaigns,
- d) Draw up development plans of the Society, as approved by Executive Board.
- e) Cooperate and collaborate with other State level, national and / or foreign institutions / international organizations in the pursuit of its objectives;
- f) Acquire by gift, purchase, exchange, lease / hire or otherwise any property movable or immovable and to construct, improve / alter, demolish or repair buildings, works and constructions as may be necessary or convenient for carrying on the activities of the Society; as approved by the Executive Board.
- g) Negotiate, enter into and make contracts and deeds on behalf of the Society with prior approval of Executive Board.
- h) Solicit and receive grants, gifts, donations or other contributions from the Central / State Government or from any other source, provided that no benefaction shall be accepted by the Society which involves conditions or obligations contrary to the objectives of the Society;
- i) Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objectives of the Society or as entrusted by Vice Chairperson / Executive Board / General Body.

#### IV) Duties:

Subject to the provisions of these Bye-laws made there under, the CEO shall, inter-alia exercise the following duties namely:

- a) All expenditure within the budget shall be approved and sanctioned by the CEO, or a member of the staff to whom s/he may delegate, provided that such expenditure does not exceed the limits specified by the Executive Board, if any. The CEO shall also have the Power to make re-appropriation, provided that re-appropriation to augment the provisions under the head 'salaries and Allowances' shall require the prior consent of the Executive Board;
- b) Provided further that No re-appropriation shall be made from Capital to Revenue Head and vice-versa, without the prior approval of the Executive Board:
- c) Also provided that Re-appropriations within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Executive Board.
- d) The CEO shall maintain utmost transparency in all matters putting in place transparent systems and accountability at all levels including exhibiting on their web site, all the details of receipt of funds / donations in cash/kind / services received, details of the activities, expenditures, personal profiles / including that of NGOs / individuals enlisted etc.
- e) Submit the accounts, the budget estimates and other proposals of the society to the Executive Board for its consideration;
- f) Conduct all official correspondence on behalf of the Society and the Executive Board;
- g) Convene meetings of the Executive Board.
- h) Be responsible for implementation of the resolutions passed by the Executive Board;

- i) Shall manage and control execution of projects entrusted to the Society and be responsible for timely delivery and quality assurance;
- j) Exercise such powers and carry out such functions as may be delegated by the Executive Board
- k) Assign tasks to the staff members of the Society, manage the undertaking of these tasks and exercise overall control including disciplinary control on staff members;
- l) Appoint Committees or sub-Committees, by whatever name called, of members of the staff to manage such activities as s/he may deem fit and / or otherwise authorize any officer of the Society to appoint such Committees;
- m) Execute all contracts, deeds and assurances of property made on behalf of the Society;
- n) Draw, make, accept, and endorse cheques, notes or other negotiable instruments for the purpose of the Society in terms of Delegation of the Executive Board;
- o) Re-delegate some of her/his powers to any of her/his subordinates with approval of Executive Board.
- p) Exercise such other powers as may be assigned to her/him by these Bye-laws framed there under.

## **8. Executive Director**

### **i) Appointment and terms of Appointment**

The Executive Director shall be appointed through a proper selection procedure based on pre defined criteria and procedure to be laid down by executive board/ special executive board. He/she shall hold the post for such time as may be prescribed by the executive board. Thereafter the post shall be notified and if he/she is desirous of continuing same has to be considered on merits along with other applicants.

### **ii) Functions and Responsibilities of Executive Director**

Subject to the supervision of the CEO the Executive Director shall implement the jobs entrusted. He/she shall be responsible for the day-to-day administration and working of the society. He/she shall discharge these responsibilities in accordance with the Bye-laws of the society. In case of an emergency, s/he may take such action as may be necessary with the approval of the CEO/Vice Chairperson and report to the Executive Board at the next meeting. He/She will assist the CEO in discharging the functions of the CEO.

## **9. District Society for Protection and Empowerment of Women & Children:-**

### **i) District Steering Committee:-**

- a) Each District shall have a District Level Steering Committee (DLSC) which will be headed by the Minister In-charge as Chairman while the Chairman of Zilla Parishad will be the Vice-Chairman. The District collector shall be the Convener and local MLAs, MLCs, 2 Women ZPTC members and 2 women MPPs nominated by the in-charge minister as members.
- b) The Steering Committee shall provide the requisite guidance and review the implementation of activities such that the objectives of the society are realized
- c) The committee may meet once in six months

ii) District Society for Protection & Empowerment of Women and Children:-

District Society shall be constituted for every district with the following members or as may be notified by the Government/State Apex Society from time to time:-

- 1) Collector of the District – Chairperson
- 2) Superintendent of Police – Vice Chairperson
- 3) Project Director – WD & CW, - (District level) or officer as notified by State Society on recommendation of District Collector as Convenor
- 4) Project Director – DRDA – Member
- 5) Project Officer – ITDA, wherever applicable – Member
- 6) District Medical & Health Officer – Member
- 7) District Employment Officer - Member
- 8) District Educational Officer – Member
- 9) Head/EDs of SC,ST, BC, Minority Corporations – Members
- 10)Asst. Commissioner, Labour – Member
- 11)Asst. Director, Disabled Welfare – Member
- 12) Secretary, District Legal Services Authority – Member
- 13) Representative of CWCs
- 14)President/office bearer of District Level Mahila Samakhya
- 15)3 members of NGOs / Social Workers as approved by State Apex Society – Members
- 16)Representatives of International Agencies working for the issues of women, children and disabled welfare present in district - Members
- 17)District Probation Officers - Members

- iii) District Society shall constitute Monitoring & Guidance Committee or as may be prescribed by the State Level Society to monitor institutions for women & children.
- iv) The district society, shall take such measures as required to realize the objectives of the society provided the guidelines/conditions etc, prescribed by the State Society shall be adhered to.

## **10. Patrons**

- i) The Executive Board may invite eminent persons/experts, who qualify/fulfill the approved pre-determined criteria and who have made outstanding contribution in the field of women and children in general or in particular, to be the Patrons of the society.
- ii) Any Company or organization which makes a significant contribution to the Society, not lower in value than Rs.50 lakhs or such sum as may be decided by the Executive Board from time to time, and fulfills such requirements as may be prescribed by the Executive Board/Special Executive Board for the purpose, may be recognized as a Patron of the Society for a term as may be specified.
- iii) The credentials of the proposed patron./company/organization shall be scrutinized by the "Ethics committee" to be constituted by the Executive Board/ Special Executive Board of the society, comprising of eminent persons with outstanding and unblemished record of service towards Women and Children
- iv) Every Patron shall be entitled to be represented by its nominee at the meetings of the General Body, if any, held during the term of the membership, but such nominee shall not be entitled to vote at such meetings.

## **11. Other Categories of Members**

All matters, including qualifications, with regard to other categories of members may be specified by a resolution of the Executive Board.

## **12. Right of Admission within the Discretion of the Executive Board**

The right of according recognition to a company or organization as a Patron or to any other category of membership created by a resolution of the General Body/Executive Board as provided in rule 10 (i) shall be within the discretion of the Executive Board and the Executive Board's decision in this regard shall be final.

## **13. Role of Members**

The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same

#### **14. Address of a Member**

If a member of the Society changes her/his address, s/he may notify to the Administrative officer her/his new address, but if s/he fails to notify such address, her/his address as recorded on the roll of the members shall be deemed to be her/his address.

#### **15. Cessation of Membership**

- i) A member of the Society shall cease to be such a member if s/he (i) resigns her/his membership, or (ii) becomes of unsound mind, or (iii) becomes insolvent, or (iv) is convicted of a criminal offence involving moral turpitude, or (v) is removed by the Executive Board for disorderly behavior or misconduct whereby the prestige and honour of the Society may be lowered, or (vi) in case of violation of the objectives of the Society
- ii) Any non official member who is absent for three consecutive meetings with valid reasons shall be considered for fourth meeting. In case s/he fails to attend the fourth meeting also her/his membership shall automatically cease and a new member shall be nominated immediately.

#### **16. Planning, Monitoring & Evaluation Cell & State Project Support Unit:-**

The State Society shall be supported by the P, M & E Cell & SPSU. The unit shall be located in the Secretariat and shall:-

- i) Co-ordinate /liase between the CPSU, Ministry of Women Development & Child Welfare GOI and State Child Protection Unit (SPSU) headed by the Secretary WD, CW & DW Department, Government of A.P. on the implementation of the Integrated Child Protection Scheme (ICPS).
- ii) Co-ordinate and liase with Spl. Executive Boards /Committees/Sub Committees of experts /NGOs etc., as may be constituted, on issues relating to Planning, Program Monitoring & Evaluation of the women and child concerns in a State

It will provide the required programme quality support as may be needed

#### **17. Special Invitees:-**

The Steering Committees, State Level and District Societies may co-opt or invite any individual concerned as special invitee.

#### **18. Project Managers**

i) Appointment and terms of Appointment

The Project managers shall hold such qualifications and experience as the Executive Board may decide. The tenure and terms and conditions of appointment shall be such as may be determined by the Executive Board

ii) Casual Vacancy

In the event of the post of a Project managers remaining vacant for any reason it shall be open to the Executive Board to authorize any member of the Executive Board or senior officer of the Society to exercise such powers, functions and duties of the Project managers, as the Executive Board may deem fit, till a Project managers is duly appointed.

iii) Functions and Powers of Managers/ Project managers / coordinators

Subject to the supervision, superintendence and control of the CEO, each Project managers shall work and complete the jobs entrusted by the CEO/E.D at the time of his / her appointment and shall be responsible for the day-to-day management of its activities, functioning and administration of the department assigned to her/him. S/He shall discharge these responsibilities in accordance with the Bye-laws of the society. In case of an emergency, s/he may take such action as may be necessary with the approval of the CEO/E.D and report to the CEO, at next meeting. It shall be the responsibility of each Project managers to see that all monies are expended for the purpose for which they are granted or allotted. Each Project managers shall be the custodian of the records and such other property of the society as the CEO/E.D may commit to her / his charge.

**19. Other Authorities:**

The powers and duties of the authorities and officers other than those mentioned in these rules should be as specified by the Executive Board or in the Bye-laws framed for the purpose, or by the General Body.

**20. Remuneration and Allowances**

The members of the General Body, the Executive Board or any committee of the society shall be entitled to such remuneration and allowances from the society as may be approved by the Executive Board/General Body.

**21. Insurance and Provident Funds**

The society may constitute, for the benefit of employees, including Project managers etc., in such manner and subject to such conditions as may be prescribed by the Bye-laws/General Body, such Insurance, Provident Fund and other employee welfare schemes, as it may deem fit.

**22. Indemnity**



- i) The honorary officers, members of the General Body, Executive Board, members of the committees/ Sub-Committees, Project managers, auditors and other senior staff of the society may be indemnified out of the funds of the society against any expenses or liability incurred by them in the discharge of their legitimate duties; and
- ii) No honorary officer or member of the General Body, Executive Board or member of a committee of the Society or member of sub-Committee shall be liable for any act other than her/his own or for signing any receipt or other document or for doing any other act for the sake of conformity only, or for any loss or expense which may be occasioned to the society, otherwise than as a direct result of her/his own negligence or willful misconduct.

### **23. Funds of the Society**

The Society shall have its own fund consisting of

- i) All grants or money provided by the Government of Andhra Pradesh, Government of India or any other Government;
- ii) All the money received by the society by way of grants, loans, gifts, donations, benefactions, bequests or transfers.
- iii) All money received by the society in any other manner or from any other source;
- iv) Rent, interest, dividend or any other income received upon the investment of the funds of the Society.
- v) All money credited to the Fund shall be deposited in such banks or invested in such manner as the Executive Board may deem expedient from time to time in the interest of the society.
- vi) The fund and the property of the Society howsoever derived, shall be applied only towards the attainment of the objectives as specified in the Bye-laws / Memorandum of Association of the society
- vii) The investments of the funds of the Society shall be made in accordance with the provisions of the Section 11(5) of the Income Tax Act or Rules made there under as per section 10(22) of the Income Tax Act.

### **24. Operation of Bank Account**

The bank accounts of the Society shall be kept in the name of the Society and shall be operated upon jointly by any officer(s) as may be designated by the Executive Board

### **25. Accounts and Audit**

- i) The CEO shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the society. The Annual Accounts shall be made up by the end of the financial year. They shall be placed on the web-site.
- ii) The Accounts of the Society shall be audited by an auditor who shall be Chartered Accountant or a firm of Chartered Accountants as defined in the

Chartered Accountants Act 1949 and shall be appointed by the Executive Board; and

- iii) The accounts of the Society as audited and certified by the auditors shall be approved by the Executive Board and forwarded annually to the Government.
- iv) The Society shall provide audited statements periodical reports to Govt., as required /prescribed by the Government on the operation the society including the number of activities made in each programme.

## **26. Annual Report**

The Executive Board shall prepare for every year a report of its activities during the previous year and submit the report to the General Body on or before the expiry of six months from the close of financial year and copies of the report shall be forwarded to the Government. Apart from being placed before the Steering Committee/ Executive Board.

## **27. Budget**

The Managers / Project managers / coordinators shall draw up the annual budget of the Society. It shall be considered and adopted by the Executive Board with or without modification.

## **28. Power to make Bye-laws**

The Executive Board shall whenever necessary frame, amend or repeal bye-laws not inconsistent with these Bye-laws for the administration and management of the affairs of the Society and in particular to provide for following matters:

- i) The preparation of budget estimates, the sanctioning of expenditure, making and execution of the contracts, maintenance of accounts;
- ii) The classification and procedure for appointment of officers and staff of the society
- iii) The terms and tenure of appointment, terms of deputation of contractual service, salaries and allowances, rules of discipline and other condition of service of the officers and staff of the society;
- iv) Conduct of business by the CEO and the Committees constituted by it, the powers and functions of such Committees and term of office of their membership;
- v) The procedure to be followed for allowing participation of other organizations in the activities of the society
- vi) The tenure of office, salaries and allowances and other conditions of services of the officers and employees of the society
- vii) The management of the properties of the society
- viii) The creation of posts of Heads of Departments, equivalent academic designations/posts, Class-I Officers, Class-II Officers and posts of other

officers and employees of the Society, and the appointment of persons to such posts including the qualifications requisite therefore.

- ix) The manner in which and the conditions subject to which, pension and provident funds may be constituted for the benefit of officers, and other employees of the Society based prevailing on rules guidelines of finance department of Sate Govt.
- x) The authentication of the orders and decisions of the Executive Board; and
- xi) Such other matters as may be necessary for the administration of the affairs of the Society including those may be prescribed by the Bye-laws.

## **29. Books, Certificates and Forms**

Minutes shall be made in proper books of all resolutions and proceedings of General Meetings, meetings of the Executive Board, meetings of all Committee and every minutes signed by the Chairperson of the meeting to which it relates or by the Chairperson of subsequent meeting shall be sufficient evidence of the facts therein stated.

## **30. Seal of the Society**

The Executive Board shall provide a Seal of the Society and also provide for its safe custody and the seal shall never be used except with the authority to the Executive Board previously given. One member of the Executive Board shall sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by one or both of the Project managers or some other person as authorized by the Executive Board.

## **31. Acts and Proceedings not to be invalidated by vacancies etc.**

No act or proceeding of the Executive Board or any authority of the Society or any Committee constituted under this Bye-laws, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.

## **32. Arbitration and Reconciliation**

- i) Any dispute between two or more members of the Society, which has an impact upon the activities of the Society, shall be referred to and resolved through arbitration and the Executive Board shall appoint the arbitrator(s) for that purpose.
- ii) Any dispute between one or more members of the Society and the Society shall be referred to arbitrator(s) acceptable to the member(s) and the Society and shall be resolved through arbitration.
- iii) The Arbitration and Conciliation Act, 1996 shall apply to all arbitration proceedings.
- iv) No members of the Society or the Executive Board shall take recourse to a court of law for settlement of any dispute without first exhausting the remedy of Arbitration as provided. herein.

v) Amendment of the Bye-laws

The Executive Board with the prior approval of General Body may amend the Bye-laws at any time by a resolution passed by a majority of the total membership of the Executive Board and a majority of not less than two thirds of the members present and voting at any meeting of the Executive Board duly convened for the purpose. However no amendments, alterations, changes, additions or deletions, as far as the matters concerned with taxation, shall be made to the Memorandum or Articles of Association of the Society without the prior approval of the concerned Manager of Income Tax (Exemptions).

vi) Dissolution

The Society shall be dissolved in accordance with the procedure laid down under section 24 of the Andhra Pradesh Societies Registration Act 2001. If on dissolution of the Society, there shall remain, after satisfaction of its tax and liabilities, any property whatsoever, the same shall be made over to Government.

(vii) Application of the Act

All the provisions of the Andhra Pradesh Registration of Societies Act 2001 as amended from time to time shall be applicable to the Society.

### **33. Legal Proceedings**

The Executive Director or CEO or any such person as may be authorized by the Executive Board may bring or defend any action or other legal proceedings touching or concerning any property or any right or claim of the Society and may sue and be sued in its name.

### **34. Annual List**

Every year within fifteen days from the date on which Annual General Meetings of the Society is held, a list shall be filed with the Inspector General of Registration and Stamps, Andhra Pradesh which shall contain the names, addresses and occupation of the members of the Executive Board entrusted with the management of the affairs of the Society as required by section 9 of the AP. Societies Registration Act 2001.

**35.** The Society may make any alteration, amendment or extension in the objectives of the Society, or the Society may amalgamate itself with any other society only by a special resolution passed by the members of the society at general body meeting as required under section 8/1 of A.P. Societies Registration Act 2001.

**36.** The alteration, amendment or extension made or amalgamation effected shall be registered with Inspector General of Registration and Stamps as required under provisions of the Andhra Pradesh Registration of Societies Act, 2001.