

Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society**At: Plot No. 30/A, Unit-3, Bhubaneswar-751001,****MEMORANDUM OF ASSOCIATION**

01. **Name of the Society :** Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society
02. a) **Office of the Society:** At: Plot No. 30/A, Unit-3, Bhubaneswar-751001.
b) **Area of Operation/ Jurisdiction :** State of Odisha
03. **Date of Establishment:** The Society was established on 25th June, 2015.
04. **Aims and Objectives of the Society:**
 - i) To improve the quality of life of people by implementing, Cultural, Educational, Social, Economic and Community Development Programmes from the grass root level in partnership with the people.
 - ii) To develop civic consciousness among the people through various programmes.
 - iii) To develop cultural/ scientific/ fine Arts/ literature/ sports and games activities through seminars / Symposium/ Conferences/ Debates/ Magazines and periodicals with the help of State Govt., Govt. of India, Rotary Foundation and other Agencies
 - iv) To implement family welfare programmes, Blood donation camps and eye camps.
 - v) To establish one Eye Hospital for quality treatment of eye diseases including removal of cataract.
 - vi) To develop and maintain Libraries, Reading Rooms and Book Banks for the public.
 - vii) To implement various welfare programmes for women and children of weaker section of the society.
 - viii) To implement health and hygiene schemes in the rural and tribal areas.
 - ix) To undertake relief measures in aid to distressed people affected by Natural Calamities.
 - x) To take adequate steps for removal of drug-abuse, Bride burning and untouchability etc. To undertake research projects, area planning, documentation and publication of matters related to youth community and development work.
 - xi) To undertake schemes and projects relating to integrated rural development including irrigation, soil conservation, improved agriculture, dry farming, animal husbandry, fishery, poultry, village and cottage industries. Infrastructure like link roads and communications, educational and social services, health, hospital, nutrition centres, housing and other constructive activities.
 - xii) To undertake youth development projects intended to stimulate self help and self reliance through the training of human resources and by undertaking socio-economic projects.
 - xiii) To establish Homes for the Senior Citizens in the Rural and Urban Area.
 - xiv) To establish Centres for Psychological and Educational Services.
 - xv) To conduct programmes for the education, vocational training and rehabilitation of Persons with Disabilities.
 - xvi) To collaborate with other institutions, associations and societies in India or abroad interested in similar objectives.
 - xvii) To acquire land and construct building as may be required for various activities of the Society. ✓
 - xviii) To execute any other community projects as decided by the Governing Body.

Lilima Satapaty

Assistant Director,
Public Relation, (C.H.)
Board of Revenue, Cuttack

(2)

**Name, Address, Designation, Occupation and Signature of
Members of Governing Body of Rotary Club of Bhubaneswar
Heritage (RCBH) Social Service Society :**

Sl.No.	Name	Designation
1.	Sri Debabrata Panigrahi	President
2.	Sri Santanu Mishra	Vice-President
3.	Sri Bishnu Mohan Mohanty	Secretary
4.	Sri Satya Bhusan Rout	Treasurer
5	Sri Vinod Kumar	Member
6.	Sri Sanjeev Chadha	Member
7.	Sri Bharatendra Tripathy	Member
8.	Sri Dibya Ranjan Das	Member

We the undersigned are desirous of forming a society namely RCBH Social Service Society in pursuance of the Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge (General Body Members)

Sl No	Name with Age Father's / Husband's Name	Address	Designation	Occupation	Signature in Full with Date
01	Prof. Dr. Sailendra Nandan Tripathy Age: 59 Father: Late Narsingh Charan Tripathy	626C-B-1 Rajendra Vihar, Forest Park, Bhubaneswar-751009	Member	Prof. English	Sailendra Nandan Tripathy
02	Sri Dibya Ranjan Dash Age: 41 Father: Sudarshan Das	Plot No-2976, Palasuni, N.H.-5, Saptasati Mandir Bhubaneswar-10-	Member	Social Service - NGO	Dibya Ranjan Dash
03	Sri Srinivas Panigrahy Age: 59 Father: Late Parsuram Panigrahi	Plot No. 1055 / 12, Satabdi Nagar, Unit-8, Bhubaneswar-751003	Member	Rtd. Govt. Servant	Srinivas Panigrahy
04	Sri Sri Satya Bhushan Rout Age: 48 Father: Surendra Nath Rout	624 - E, Batali Complex, Jail Road, Jharpada, Bhubaneswar	Treasurer	Education College Management	Satyabhushan Rout
05	Sri Siba Narayan Mahapatra, Age: 62 Father: Abhiram Mahapatra	11, Samasti Residency, Satabdi Nagar, Unit - 8, Bhubaneswar	Member	Rtd. Govt. Servant	Sibanarayan Mahapatra
06	Sri Bharatendra Tripathy, Age: 46 Father: Late Hari Sadhan Tripathy	Plot No-30/A, Unit-3 Kharavela Nagar, Bhubaneswar-751001	Member	Tax Consultant	Bharatendra Tripathy
07	Sri Bishnu Mohan Mohanty Age: 53 Father: Akura Ch. Mohanty	Plot No-939(A), GGP Canal Road Rasulgah, Bhubaneswar-751010	Secretary	Education College Management	Bishnu Mohan Mohanty
08	Sri Debabrata Panigrahi Age: 48 Father: Abhimanyu Panigrahi	1st Floor Kalinga House, Palasuni, Bhubaneswar-751010	President	Quality Management	Debabrata Panigrahi
09	Sri Sarangadhar Samal Age: 52 Father: Jagabandhu Samal	N-2/152, IRC Village, Nayapalli Bhubaneswar - 12	Member	Social Service	Sarangadhar Samal
10	Sri Santanu Kumar Mishra Age: 62	174, Dharam Vihar, Jagamara,	Vice President	Rtd. Govt. Servant	Santanu Kumar Mishra

	Father: Lombodar Mishra	Bhubaneswar			
11	Rin. Suwendu Das Age: 53 Father: Deba Prasad Das	HIG-233, Phase-VII, Sailashree Vihar Bhubaneswar.	Member	Management, HR	Suwendu Das
12	Sri Amit Kumar Agarwalla Age: 39 Father: Biswanath Agarwalla	Plot No. 1149 Govinda Prasad Bhubaneswar-12	Member	Audit & Financial Consultancy	Amit Kumar Agarwalla
13	Dr. Satyabrata Minakelani Age: 53 Father: Hrudananda Prusty	Plot No. 346, Sishu Vihar, ODM campus, Infocity road, Bhubaneswar	Member	Education College Management	Dr. Satyabrata Minakelani

14	Milon Mahanty Age 26 Father: Bishnu Mohan Mahanty	Plot No. 939(A), GGP Canal Road Rasulgarh, Bhubaneswar-751010	Member	Education College Management	Milon Mahanty
15	Dr. Saroj Kumar Tripathy Age: 40 Father: Dr. Bimala Kanta Tripathy	Plot No. 398, Sahid Nagar, Bhubaneswar-7	Member	Medical Practice (Opht halmology)	Saroj Kumar Tripathy

(The above signatures are to be attested by a Gazetted Officer, M.L.A. or M.P.)

WITNESS (Non-Members)

	Name of Witnesses	Address	Signature
1	Sri Niraj Nayan Dutta	47 / 1153, Mahatab Road, Old Town, Bhubaneswar.	Niraj Nayan Dutta
2	Sri Basant Kumar Sahu	SB-02, Sri Devi Housing Complex, Patrapada, Bhubaneswar - 751019	Basant Kumar Sahu

Rules and Regulations of Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society

01. **Short Title :** These Rules and Regulations shall be called the Rules and Regulations of RCBH Social Service Society.
02. **Location of the Registered Office of the Society :** At: Plot No.30/A,Unit-3, Bhubaneswar-751001
03. **Area of Operation / Jurisdiction :** State of Orissa.
04. **Symbol:** Symbol of Rotary International will be adopted by the RCBH Social Service Society. In course of time a second Symbol will be developed.
05. **Nature of Society :** RCBH Social Service Society is the Community Service Wing of the Rotary Club of Bhubaneswar Heritage functioning under the Rotary District: 3262.
06. **Members :**
 - (A) **Eligibility:**
 - i) All members of Rotary Club of Bhubaneswar Heritage shall be Members of the RCBH Social Service Society.
 - ii) He /She pay the prescribed annual fees as decided by the General Body of the Society from time to time.
 - (B) **Term of Office of the Members:**

A person will continue to be member of the RCBH Social Service Society, till he / she continues as Member of Rotary Club of Bhubaneswar Heritage.
 - (C) **Powers and Functions of the Members:**
 - i) Participate in the Election of the Members of the Governing Body.
 - ii) Participate in the Governing Body meetings and various activities of the Society.
07. **General Body:**
 - (A) **Composition of the General Body.**
 - i) The Society shall have a General Body composed of all Members of the Society.
Quorum for the General Body : One third of its Members.
 - (B) **Powers and Functions of the General Body :**

The General Body shall :-

 - i) Formulate policies to implement the objectives of the Society.
 - ii) Elect the Members of the Governing Body.
 - iii) Pass the Annual Report, Annual Budget and Audit Report(s) of the Society.
08. **Governing Body:**
 - (A) **Composition of the Governing Body:-**

There shall be a Governing Body composed of the following office bearers and members :

 - i) President, ii) Vice-President, iii) Secretary, iv) Additional Secretary, v) Treasurer
 - vi) Members -4.
 - (B) **The Election and Term of Office of the Governing Body.:**
 - i) The office bearers and members of Governing Body shall be nominated / elected from among the members of General Body on democratic principle.
 - ii) The term of Office of the Governing Body shall be one year. If election can not be held in time due to unavoidable circumstances, the Governing Body may remain in Office for a maximum period of three months after expiry of its term.
 - (C) **Meeting of the Governing Body:-**
 - i) The Governing Body shall meet not less than four times in a year.
 - ii) The Secretary shall convene meeting of the Governing Body as and when required for which minimum of 3 clear days notice shall be given.
 - iii) Quorum for the Governing Body shall be One-Third of its members (with the present strength of the Governing Body, it shall be three).

D) Powers and Functions of Governing Body

- i) To provide or purchase land, building premises, furniture equipment and other means needed for carrying on the work of the Society.
- ii) To administer all properties and funds placed at the disposal of the Society for specified purposes.
- iii) To raise funds and shall determine and provide ways and means for the raising of funds from the members as well as public.
- iv) To raise/receive funds in foreign currencies from foreign agencies as per FCRA provisions.
- v) To enter into contract on behalf of the Society.
- vi) To appoint Chairman of a Committee, who shall be charged with the responsibility of overall supervision and execution of a particular project within the framework prescribed by the Governing Body. The Chairman of the Committee may be entrusted with the responsibility to maintain accounts of a particular project.
- vii) To delegate all or any of its powers to any committee constituted for any purpose or undertaking any specific community service activity of the Society.
- viii) To determine the Administrative establishment of the Society their salaries and other emoluments, the conditions of service including appointment, termination, discipline, leave, and other service matters.
- ix) To determine the remuneration, travelling expenses, and allowances to be paid to persons lawfully engaged in the work of the Society.
- x) To accept endowments, requests, donations, and transfer of any movable and immovable property of the Society on its behalf.
- xi) To make its own standing orders to regulate the disposal of its own business.
- xii) To incur loan for the benefit of the Society.
- xiii) To determine the Bank in which the accounts of the Society shall be opened.
- xiv) To pass the Annual Report, and Annual Budget of the Society for placement in the General Body.
- xv) To approve any new scheme of the Society.
- xvi) To execute any other matter entrusted to it by the General Body.
- xvii) The Governing Body shall cause minutes books to be kept of the proceedings of the meetings of the General Body and Governing Body.

09. Powers and Function of Office Bearers:

A) Powers and Functions of President:

- i) The President shall be the Chief Executive of the Society.
- ii) The President shall preside over all the meetings of the General Body and Governing Body convened from time to time.
- iii) The President shall convene the Annual General Body Meeting, Special General Body Meeting, Governing Body Meeting, and such other meetings as may be required from time to time.
- iv) The President shall be the custodian of the properties and documents of the Society.
- v) The President shall collect funds and spend the same for the Society subject to the provisions of the budget approved by the General Body.
- vi) The President shall sign all documents letters, on behalf of the Society.
- vii) The President shall also execute such other works as may be assigned by the Governing Body or General Body from time to time.

B) Powers and Functions of the Vice-President: The Vice President shall exercise the powers and functions of the President in the absence of the latter or if the President so desires.

C) Powers and Functions of the Secretary:

- i) The Secretary shall keep the minutes of all meetings of the Governing Body and General Body.
- ii) The Secretary shall execute various works as may be assigned by the President, Governing Body or General Body from time to time.

D) Powers and Functions of the Additional Secretary : The Additional Secretary shall assist the Secretary in due discharge of his functions and act as the Secretary in his absence.

Xilima Satapathy

Assistant Director.
Public Relation, (C.H.)
1st Avenue, Cuttack

E) Powers and Functions of the Treasurer:

- i) The Treasurer shall keep accounts of the income and expenditure of the Society.
 - ii) The Treasurer shall ensure that the money drawn has been duly accounted for and necessary receipt obtained before any further drawal from the Bank.
 - iii) The Treasurer shall present the budget each year before the Governing Body and the General Body.
- 10. Accounts and Audit:**
- i) The Accounts of the Society shall be opened in any Scheduled Banks as decided by the Governing Body.
 - ii) The Bank Accounts of the Society shall be operated by two members of the Society to be determined by the Governing Body. One of the members to operate accounts could be Treasurer, Chairman / Members of various committees formed for projects and programmes may be authorized to operate the Bank Accounts of concerned activity.
 - iii) The accounts of the Society shall be audited annually by a qualified auditor or Government Auditor as the case may be. A copy of the Annual Audit Report will be sent to respective funding agencies as well as to Registrar of Societies, Odisha, Cuttack.
- 11. Amendment :** These rules shall not be repeated, amended or altered except by Resolution passed by majority of not less than three-fifth of the members of the General Body present at an Ordinary Meeting and confirmed by resolution passed by Extraordinary General Body Meeting of the Society.
- 12. Dissolution :** The Society may be dissolved by 3/5th of Members. Upon dissolution of the Society its assets will be handed over to a similar registered society or to Government after clearing up all its debts and liabilities.
- 13. Legal Action :** The Secretary may sue or be sued on behalf of the Society for movable and immovable properties.
- 14.** Certified that there is no other registered Society in the same name and at the same place.
- 15.** Certified that this is the true and correct copy of the Memorandum and Rules and Regulations of the Rotary Club of Bhubaneswar Heritage Social Service Society.
- 16.** Certified that this is a non-political, non-profit charitable Society.
- 17.** Certified that all legal matters have been guided by the Society as per rules of Society Act, 1860 and its Amendment, 1969.

Signature of any Three Members of Governing Body.

Debabrata Panigrahi	Bishnu Mohan Mohanty	Satya Bhusan Rout
		
President	Secretary	Treasurer