

BALASORE SOCIAL SERVICE SOCIETY

MEMORANDUM OF THE ASSOCIATION

{ To be incorporated as Society under the Societies's Registration Act XXI of 1860. }

1. The Name of the Society shall be called " **BALASORE SOCIAL SERVICE SOCIETY** " which shall mean the social service Society organised and controlled by the Own.
2. Address : The registered office of the society shall be at Vivakananda Marg, Po. Balasore, Dist. Balasore, Orissa, India, 756001.
3. The area of Operation of the Society shall be within the States of Orissa, India.
4. Aims and Objectives :

Balasore Social Service Society is a Philanthropic and Social Service Organisation and its aims and objectives shall be :

- To Perform the charitable works for the benefit of those who are in need and in particular to bring the relief to the victims of natural and other disaster such as, Famine, Floods, Epidemics, Storms, Earthquake, Wars etc. irrespective of caste, creed and sex.
- To engage in and to promote social services and community development of men and a true and complete humanism.
- To act as the consignee of relief and development organizations, establishment in India and abroad.
- To promote social, civic, medical, educational, cultural and charitable activities.
- To help individuals and associations in the preparation of application for the socio-economic, moral and community development projects and to evaluate these projects to recommend, coordinate and when required and possible, to sponsor those projects without infringing the autonomy of the applicant.
- To collaborate with the government as well as private agencies in genuine development and relief activities.
- To organise publicity in favour of social and charitable activities and to take part on local, national and international conventions of social workers and representatives.
- To promote, establish, conduct, manage, maintain, administration, co-ordinate social welfare centres, social training centres, technical and agricultural schools, social institutes, home for handicapped, the disabled, mother and child centres, creches, hostels, dispensaries, mobile clinics, orphanage, club works, non-formal education, mahila mandal, women

developmental works, recreational centres, reading rooms, study circles, adult literacy classes, cooperative societies, credit wings, small scale and cottage industries, private industries, private industrial estates, purchasing and marketing organisation, housing projects, animal husbandry, agricultural development and training projects, fisheries, printing and publicity, other educational institutions and other activities, conducive to the realization of the objectives of this society.

- To incorporate and or grant affiliation to social service societies with objects similar to any or all of this society and to incorporate financially or otherwise with any person or persons in aid in furtherance of such objects.
- To form, change or dissolve committees either on an ad hoc basis.
- In short to arrange to do all such acts or things as shall be conducive to the social, external, moral, ethical, civic, patriotic or physical welfare of people requiring assistance of the societies, provided such things or acts are not contrary to, to not inconsistent with the spirit and principles of the law under which the society has been organised and registered.

5. Management :

- The management of the affairs of the society will be vested in its Governing Body, the names, addresses and occupations of the members which are given below :

Name	Designation	Occupation	Address	Signature
Rev. Fr. Laurance T.V.	Director Cum Secretary	Priest	Balasore Social Service Society, Vivekananda Marg, Balasore, 756001	<i>Laurance T.V.</i>
Rev. Fr. Mathew Karikullam	Asst. Director	Priest	Balasore Social Service Society, Vivekananda Marg, Balasore, 756001	<i>M. Karikullam</i>
Fr. Jacob Kalhupurakal	Member	Priest	Catholic Church, K.C. Pur, Mayurbhanj, Orissa.	<i>Jacob Kalhupurakal</i>
Fr. Isaac Padhanangady	Member	Priest	Bishop's House, Balasore, 756001.	<i>I. Padhanangady</i>
Rev. Fr. Daniel Murnu	Member	Priest	Catholic Church, Amarda Road, Balasore.	<i>D. Murnu</i>

06. we the undersigned herein, desire to form a society by the name and style of " Balasore Social Service Society " in pursuance of its memorandum of Association and the facts stated thereon are true to the best of our knowledge and belief.

Name	Designation	Occupation	Address	Signature
Rev. Fr. Laurance T.V.	Director Cum Secretary	Priest	Balasore Social Service Society, Vivekananda Marg, Balasore, 756001	Fr. Laurance
Rev. Fr. Mathew Karikullam	Asst. Director	Priest	Balasore Social Service Society, Vivekananda Marg, Balasore, 756001	Fr. Mathew
Fr. Jacob Kallapurakal	Member	Priest	Catholic Church, K.C.Pur, Mayurbhanj, Orissa.	Fr. Jacob
Fr. Isaac Puthenangady	Member	Priest	Bishop's House, Balasore, 756001.	Fr. Isaac
Rev. Fr. Daniel Manna	Member	Priest	Catholic Church, Amarda Road.	Fr. Daniel
Rev. Fr. Sangram M.	Member	Priest	Catholic Church, At-Banua, Po : Gabardhan, Rangamati, Dist : Keonjhar.	Fr. Sangram & Manna
Sr. Kavitha SAB	Member	Sister	Vijaya Sadan, Baghmara, Betnoti, 757025, Mayurbhanj.	Sr. Kavitha
Dinesh Kumar Gini	Member	Social Worker	At : Bhaakarganj -B, Po : Sahadevkhunta, Dist : Balasore, Pin - 756001, Orissa, India.	Dinesh K. Gini

**RULES AND REGULATIONS/BYE-LAWS OF VOLUNTARY ORGANISATION
BALASORE SOCIAL SERVICE SOCIETY**

1. **Definition** : This society which is a voluntary Organisation shall be known as Balasore Social Service Society herein after called as the Society as in the Memorandum & Bye-Laws.
2. **Registration No. & Date** : 19342/61 of 1992-1993
{ 24th October 1992 }
3. **Location** : The Registered Office of this Organisation shall be :
At : Vivekananda Marg,
Post : Balasore, 756001,
Dist : Balasore, Orissa, India.
4. **Jurisdiction** : The jurisdiction of this society shall be within the states of Orissa, India.
5. **Membership** :
- Initial members shall be the signatories of the memorandum of association.
 - Other members shall be such persons as may from time to time be called upon in writing by the Governing body with approval of Director Cum Secretary to the members of the society and such members shall intimate their consent in writing to the governing body and shall abide by the rules and regulations of the society and all of the decision of the Governing Body.
 - Members may voluntarily withdraw from their membership of the society by signifying to the Governing Body in writing their intention to withdraw, such withdrawal shall take effect on the acceptance by the President of the Governing Body.
 - The Governing Body may at its own discretion, remove any of the members from their membership without assigning any reason for its action.
 - A Register of members shall be maintained and it will be open for inspection by the members during the office hours.
 - Fees will not be charges either for becoming members or for the inspection of the register of members.

Governing Body

- The control and the management of the affairs and interest of the society shall vest in the Governing Body consisting of a minimum of five members including Director cum Secretary. The members of the Governing Body may be increased up-to maximum twelve by the Director cum Secretary whenever he feels it necessary in the interest of the Society.
- Director Cum Secretary of Balasore Social Service Society will be the legal holder of the Society. He shall have an overall control and general supervision of the affairs of the Society. He will be the permanent member and other being elected by the Governing Body members.
- The Governing Body will be appointed for a period of two years starting from the date of its constitution of the society.
- Any member can be reappointed at the discretion of the Director of the Society in the next Governing Body meeting.
- Any member can be removed from the Governing Body by the Director cum Secretary for grave reasons even before the term of office is over.
- Casual vacancies during the term of the office of the Governing Body shall be filled in by a nominee of the Director.
- The members of the Governing Body shall not receive any reward or remuneration whatsoever from the society excepting the reimbursement of the actual expenses incurred by them to attend the meeting or any other services assigned to them by the Society.

6. Meetings

There will be two kind of meetings :

(1) Annual , and (2) Special/Extra-Ordinary/Emergency.

- The Annual General Meeting shall be held normally within six month after closing of the Financial Year.
- Notice of the Annual General Meeting shall be sent to all the members at least fifteen days prior to the date of fixing the meeting. Quorum of the General Meeting shall be one third of the members present thereon.
- If there is no quorum, the meeting may be adjourned half an hour after the time fixed for the meeting. The adjourned meeting will be held within the month for which a fresh notice to be served at least seven days before the date of such meetings and no quorum shall be required for such meetings.
- The special/extra-ordinary/emergency meeting may be called for at the discretion of the Director.
- The Governing Body shall meet at least once in every quarter, at such place and time decided by the Director.
- The urgent circulars and resolutions issued by the Director from time to time in all respects shall be valid and binding as a resolution passed at a meeting of the Governing Body.

7. Administrative Set up of the Society.

➤ Director Cum Secretary :

The Director cum Secretary shall be permanent member of the Governing Body and he is the chief Functionary of the Society.

➤ The Director will preside over all the meetings of the society with the rights to question the conduct of any member of the society.

➤ The Director shall handle all the administrative matters with regard to the society and enter into all contracts, documents on behalf of the Society or he may authorize Asst. Director to sign the documents during his absence.

➤ Asst. Director :

The Society shall have a Asst. Director duly elected by the General Body of the society for a term of two years. He will be responsible for the maintenance of all records, documents, minutes of the meetings, registers and other correspondence.

➤ The director shall execute the matters with regard to the Society's administrative affairs.

➤ The Director shall collect and receive the subscription from the members, other donation and make payment accordingly by the law of the organisation and shall maintain proper accounts thereof.

➤ The Director may sue or to be sued on behalf of the society on movable and immovable property.

8. Source of Finance :

➤ The funds and properties of the society whatsoever derived shall be applied for the solely in promoting the objects thereof.

➤ The financial year of the society shall be from 1st April to 31st March of each English calendar year according to instruction laid down by the Government of India, Finance Department.

➤ All funds of the society however collected except money required for the day to day transaction shall be deposited in one account of Nationalized Bank (\$) as instructed by the Ministry of Home Affairs and Finance.

➤ The society shall be privileged to raise funds for the development programmes and projects according to the aims of objects of the society. The funds may be collected from the subscriptions of the members, donations from any sources or any other agencies, Bank Loans, any other legal sources and from Govt. or semi-Govt.

9. Operation of Accounts :

➤ The Society shall have its accounts operated through any Nationalized Bank(S) and all the money belonging to the society shall be deposited into the said Banks.

➤ The Director cum Secretary will operate the Bank(S) accounts in their official capacity.

➤ All deposits and withdrawals shall be done by Director cum Secretary and the he will keep the accounts books properly.

