

INDIAN RED CROSS SOCIETY

PUNJAB STATE BRANCH



CONSTITUTION

(As approved by the Managing Body in its meeting held on 20th March 1972, and ratified by the Annual General Meeting held on 20th April, 1972)

Amended upto 11-04-2013

(Also incorporating Model Constitution for the District Red Cross Branches in Punjab)

Issued by the Indian Red Cross Society, Punjab State Branch, Sector 16- A, Chandigarh 16

CONSTITUTION OF THE INDIAN RED CROSS SOCIETY

PUNJAB STATE BRANCH

PREAMBLE

1. The Punjab State Red Cross Branch was reorganized in November 1966, to become Punjab and Haryana States Red Cross Branch to serve the States of Punjab, Haryana and Union Territory of Chandigarh. The composite Branch was bifurcated into separate units for Punjab, Haryana and Union Territory of Chandigarh, on 10th June 1971.

In accordance with the decision taken by the Managing Body of the composite State Branch in its meeting held on 6th May, 1971 and ratified by the Annual General Meeting of the composite Branch held on 1st June, 1971, the Punjab State Branch started functioning with effect from 10th June, 1971.

NOMENCLATURE AND FUNCTION

2. The name of the Branch shall be "Indian Red Cross Society, Punjab State Branch". It shall function from its own building in Sector 16-A, Chandigarh.

AIMS AND OBJECTS

3. The aims and objects of the Indian Red Cross Society, Punjab State Branch, shall be the same as given in the First Schedule of Indian Red Cross Society Act XV of 1920 (as amended upto date) viz:

- i. Aid to the sick and wounded members of the Armed Forces of the Union in accordance with the terms and spirit of the Geneva Conventions of 12th August, 1949, and discharge of other obligations devolving upon the Society under the Conventions as the recognized auxiliary of the Armed Forces Medical Services.
- ii. Aid to the demobilized sick and wounded members of the Armed Forces of the Union.
- iii. Maternity and Child Welfare.
- iv. Junior Red Cross.
- v. Nursing and Ambulance Work.
- vi. Provision of relief for the mitigation of suffering caused by epidemics, earthquakes, famines, floods and other disasters, whether in India or outside.
- vii. The establishment and maintenance of peace among all nations in accordance with the decisions of the International Red Cross Organisation.
- viii. Work parties to provide comforts and necessary garments etc. for hospitals and health institutions.
- ix. The expenses of management of the Society and its branches and affiliated societies and bodies.
- x. The representation of the Society on or at International or other Committees formed for furthering objects similar to those of the Society.

- xi. The improvement of health, prevention of disease and mitigation of suffering and such other cognate objects as may be approved by the Society from time to time.

JURISDICTION

- 4. The Indian Red Cross Society, Punjab State Branch, shall have jurisdiction over the State of Punjab and its capital, Chandigarh.

GENERAL

- 5. In the following articles, unless there is anything repugnant to the context.
 - i. “State Branch” means “Indian Red Cross Society, Punjab State Branch”.
 - ii. “Society” means “Indian Red Cross”.

OFFICE BEARERS

- 6. The following shall be the office bearers of the State Branch :
 - i. President : The Governor of Punjab shall be the President.
 - ii. Vice-President : The Chief Minister, Punjab shall be the Vice-President and Chairman of the Managing Body of the State Branch.

MEMBERSHIP

- 7. a. There shall be the following grades of members of the Society :
 - i. Patrons
 - ii. Vice-Patrons
 - iii. Life Members
 - iv. Life Associates
 - v. Annual Members
 - vi. Annual Associates
 - vii. Institutional Members
- i. **Patron** : A person who subscribes Rs. 20,000 in one consolidated contribution to the funds of the Society, shall be a Patron.
- ii. **Vice-Patron** : A person who subscribes Rs. 10,000 in one consolidated contribution to the funds of the Society shall be a Vice-Patron.
- iii. **Life Member** : A person who subscribes Rs. 500 in lumpsum to the funds of the Society, shall be a Life Member.
- iv. **Life Associate** : A person who subscribes Rs. 250 in lumpsum to the funds of the Society, shall be a Life Associate.

- v. **Annual Member** : A person who pays an annual subscription of Rs. 50 shall be an Annual Member. An Annual Member may at any time compound all future subscriptions and become a Life Member on payment of Rs. 500 in lumpsum.
- vi. **Annual Associate** : A person who pays an annual subscription of Rs. 10 shall be an Annual Associate. An Annual Associate may at any time compound all future subscription and become a Life Associate, by paying a lumpsum of Rs. 250.
- vii. **Institutional Member** : An Institution which pays Rs. 1000 shall be an Institutional Member.

Rules/Rates of Membership have been amended w.e.f. 1-6-2001 (vide H.Q. Circular No. 35/MBR/2001 dated 8-5-2001)

COLLECTION OF FUNDS

- 8. (a) The State Branch may collect funds through membership, fairs, fetes, variety shows, raffles, flags, seals special drives etc. etc.
- (b) The State Branch may receive donations in cash or kind, gifts of any properties, movable or immovable, whether subject to any special trust or condition, for any one or more of its objects.
- (c) The State Branch may receive donations and utilize them for general purpose unless the donor attaches a specific purpose for which it is to be used.
- (d) The State Branch may raise funds for its objects through such other sources as are approved by its Managing Body from time to time.

SHARE FROM COLLECTIONS

- 9. (a) Enrolment of members under Article 7 (a) (i) to (VII) shall be done by the District Red Cross Branches in the area of their jurisdiction. They shall retain 70% of all membership subscriptions received by them and forward 30% to the State Branch which shall retain 15% for its own administrative expenses and forward the remaining 15% to the Indian Red Cross Society, New Delhi.
- (b) The District Red Cross Branches shall retain 70% of their collections from sale of flags, variety shows, donations for general purposes, income from fairs, fetes, gala-nights, sale of seals etc and forward 30% of the net proceeds to the State Branch. The State Branch further shall retain 15% for its own administrative expenses and forward the remaining 15% to the Indian Red Cross Society, New Delhi.

- (c) The State Branch shall retain 85% of the Membership subscriptions, donations and collections from fairs, fetes, variety shows, sale of flags, seals etc. etc. received by it direct and forward 15% to the Indian Red Cross Society, New Delhi.
- (d) All shares from the District Relief Fund and Lucky Bag Fund are meant for charities within the State of Punjab. The District Branches shall send 15% of their net income from these sources to the State Branch for expenditure on charities in Punjab.
- (e) Donations received by the District Red Branches or the State Branch for a specified purpose or when the donor has himself specified the purpose of donation or when the State Branch or the District Branches themselves invite subscription for a specified purpose or when the State Government allows the State Branch or the District Branches to make collections for a specified purpose, shall be retained in full by the State Branch or the District Branches as the case may be.

GENERAL MEETING

- 10. (a) The General Meeting of the State Branch shall be held once a year at the Headquarters of the State Branch on a date to be fixed by the President.
- (b) 15 days notice for the General Meeting shall be given.
- 11. The business to be transacted in the General Meeting would be :
 - (a) Presentation of the Annual Report.
 - (b) Presentation and adoption of the annual accounts and the budgets.
 - (c) Appointment of Auditors for the next year.
 - (d) Election of nine members to the Managing Body in accordance with the provision of this Constitution, if it is election year.
 - (e) Any other business with the permission of the President.

EXTRA – ORDINARY GENERAL MEETING

- 12. (a) An Extra – Ordinary General Meeting of the State Branch may be convened at any time by the President for any purpose connected with the State Branch.
- (b) Ten day's notice of such meeting shall be given and agenda circulated.
- (c) No business other than that specified in the agenda shall be transacted in such a meeting.

PRESIDENT OF THE GENERAL MEETING

13. All General Meetings shall be presided over by the President, or in his absence by the Vice-President, or in the absence of President and Vice-President by the Vice- Chairman of the Managing Body.

14. (a) All contested questions shall be decided by majority vote of members present. Voting shall be done by show of hands.

(b) In case of equality of votes, the Chairman of the meeting shall have casting vote.

PRESENCE AT THE GENERAL MEETING

15. The following shall be entitled to attend the General Meeting and to vote at any question that may be submitted to the meeting for determination :

(a) Members of the Managing Body;

(b) Six Member-delegates nominated by each of the District Red Cross Branches;

(c) Three member-delegates nominated by each of the District J.R.C. Sub-Committees;

(d) Three member-delegates nominated by each of the Hospital Welfare Sections.

(e) Three member-delegates nominated by each of the affiliated District Family Planning Associations;

(f) Three member-delegates nominated by each of the District Centres of the St. John Ambulance Association.

MANAGING BODY

16. (a) The governing body of the State Branch shall be called the "Managing Body". It shall consist of :

a. i. President : The Governor, Punjab

ii. Vice-President & Chairman : The Chief Minister, Punjab.

iii. Pro-Vice Presidents : (a) The First Lady of the Punjab Raj Bhawan.

(b) Wife of the Chief Minister, Punjab.

b. Ex-Officio Members :

i. The Chief Secretary to Govt. Punjab.

- ii. The Secretary to Govt. Punjab, Finance Department.
 - iii. The Secretary to Govt. Punjab, Health Department.
 - iv. The Secretary to Govt. Punjab, Social Welfare Department.
 - v. The Principal Secretary to the Chief Minister, Punjab.
 - vi. The Secretary to the Governor, Punjab.
 - vii. The Director of Health and Family Welfare, Punjab.
 - viii. The Director of Public Instruction, Punjab (Schools)
 - ix. The Director of Public Instruction, Punjab (Colleges)
 - x. The Director of Information and Public Relations, Punjab.
- c. One representative from each of the District Branches.
 - d. The tenure of the nine elected members be two years or till the next Annual General Meeting, whichever event took place earlier.
 - e. 4 members to be nominated by the President.
 - f. 4 Social Workers would be nominated by the District Branches in alphabetical order for a period of one year each.

STATE RED CROSS ADVISORY COUNCIL

- 16. (b) There shall be State Red Cross Advisory Council, which shall meet at least once a year at a place and time to be fixed by the President, in his absence by the Vice President or in the absence of both by the Vice-Chairman. It will consider the agenda placed before it and make suitable recommendations on the same.

COMPOSITION OF THE ADVISORY COUNCIL:

- (i) All members of the Managing Body shall be members of the State Red Cross Advisory Council.

(ii) The District Branches will nominate their representatives for the State Red Cross Advisory Council as below :

a.	Amritsar	7	g.	Jalandhar	6
b.	Bathinda	5	h.	Kapurthala	2
c.	Faridkot	5	i.	Ludhiana	6
d.	Ferozepur	5	j.	Patiala	6
e.	Gurdaspur	5	k.	Ropar	3
f.	Hoshiarpur	5	l.	Sangrur	5

17. Vacancies occurring among the members of the Managing Body due to resignation or otherwise, shall be filled by nominations by the President.

18. All meetings of the Managing Body shall be presided over by the President, or in his absence by the Chairman or in the absence of both, by the Vice-Chairman.

19. At its first meeting held after the election year of the General Meeting the Managing Body shall elect a Vice-Chairman from among its members, who shall function as Chief Executive Head of the State Branch under the guidance of the Chairman, the President and the Managing Body.

20. An ordinary meeting of the Managing Body shall be held with the approval of the President or in his absence with that of the Chairman, or in absence of both with that of the Vice-Chairman, in the first quarter of the financial year, to consider the budget.

21. A meeting of the Managing Body may be held with the approval of the President or the Chairman or Vice-Chairman to consider the agenda as may be laid before it. As far as possible there may be more than one meeting of the Managing Body in a year.

22. a. Seven day's notice specifying place, date and time of the meeting shall be necessary for convening a meeting of the Managing Body provided that the accidental omission to give such notice to any of the members shall not invalidate any resolution passed at such a meeting.

b. The agenda shall be circulated before the date fixed for the meeting.

EXTRA-ORDINARY MEETING OF THE MANAGING BODY

23. a. An extra-ordinary meeting of the Managing Body may be held at any time by the President or in his absence by the Chairman or in the absence of both by the Vice-Chairman.

b. Only two days notice shall be necessary.

QUORUM

24.
 - a. At the meetings of the Managing Body, 9 members in person shall form the quorum. The Departmental Heads may send any of their senior officers to represent them in case they are unable to attend in person.
 - b. If quorum is not complete within half-an-hour of the time fixed for a meeting, the meeting shall stand adjourned for one week. At such adjourned meeting the business for which the meeting was called, may be transacted, even if the quorum is not complete.
25. In the event of equality of votes at any meeting, the President shall have a casting vote.
26. Upon a requisition in writing made by any 10 members of the Managing Body specifying the business to be considered, the President shall call an extra-ordinary meeting of the Managing Body on a date and time convenient to him.

FUNCTIONS OF THE MANAGING BODY

27. The Managing Body shall be responsible for the administration, direction and management of the affairs of the State Branch viz;
 - i. To make standing orders regulating its own procedure, the procedure of the committees appointed by it and the duties of the office-bearers of the State Branch;
 - ii. To purchase, take on lease, or otherwise acquire for the State Branch properly rights or privileges at such price, terms and conditions as it approves, and in particular, to purchase or take on lease offices for the work of the State Branch at such places as it may deem fit;
 - iii. To appoint from time to time committees for such purposes as it may think fit and to delegate any of its powers to any of these committees, and if it so thinks fit, to authorize such committees to fill up any vacancies that may occur among their members;
 - iv. To take all necessary steps to promote the formation of sub-branches of the District Red Cross Branches in order to facilitate the administration of the affairs of the State Branch and generally to extend its membership and approved activities;
 - v. To appoint the Secretary of the State Branch, to determine his powers and duties and to fix his salary or emoluments. All other appointments shall be made by the Vice-Chairman on the recommendations of the Secretary;
 - vi. To provide from time to time for the management of affairs of the State Branch in such manner as it may deem fit;

- vii. To make, vary and repeal regulations and byelaws for the administration of the affairs of the State Branch, from time to time.
- viii. To adopt such means, as it may deem advisable for carrying out the objects of the State Branch as set out in Article 3 (1) to (11) and such other objects of the State Branch as may be adopted from time to time;
- ix. To decide disputes between the State Branch and the District Branches and between the District Branches interse;
- x. The decision of the Managing Body shall be final and binding on the District Branches;
- xi. It shall have the power to interpret the provisions of the Constitution.

FINANCIAL YEAR

28. The financial year of the State Branch shall be from 1st April to 31st March.

AMENDMENT OF THE CONSTITUTION

29. The Constitution of the State Branch shall not be altered or amended except at a General Meeting by majority of the members present and 2/3rd voting in favour of the motion. At least one month's notice for proposal of amendment will be circulated to all members.

MISCELLANEOUS

30. (a) The Vice-Chairman shall be the Chief Executive Officer of the Managing Body of State Branch subject to the control of the Chairman, the President and the Managing Body of the State Branch.
- (b) The Secretary shall be the Executive Officer of the Managing Body and the Administrative Head of the State Branch subject to the control of Vice-Chairman, Chairman, the President and the Managing Body of the State Branch.
- (c) The Secretary shall conduct day-to-day work of the State Branch as its Chief Executive.
- (d) The Secretary shall have power to incur expenditure not exceeding Rs. 1,00,000/- on any single item provided it is a routine item of expenditure involving no departure from settled Policy and the sum involved is included in the budget estimate. In emergent situations he may spend Rs. 1,50,000 at a time.
- (d-i) The Secretary shall sign Cheque up to Rs. One Lakh for PF, TA/DA Bills and Medical Reimbursement (indoor treatment) etc. of the staff working in the State Branch and other routine matters sanctioned in the Budget. The Secretary may also be authorized to sign all the Cheques of the salary bills of the staff of Red Cross and its allied

organizations. Beyond this the Cheques will be signed jointly by the Vice-Chairman and the Secretary of the State Branch.

- (e) For any single item of Expenditure budgeted involving more than Rs. 1,00,000/- sanction of the Vice-Chairman will be obtained. For unbudgeted expenditure, Vice-Chairman may sanction expenses upto Rs. 50,000/- only on any single item.
 - (f) Expenditure involving more than Rs. 50,000/- not provided in the budget may be sanctioned by the president.
 - (g) Cases of expenditure not provided in the budget may be laid before the Managing Body in due course for confirmation;
31. The assets of the State Branch shall vest in the Indian Red Cross Society, Punjab State Branch.
32. Ordinary documents such as service agreement leases etc. may be executed by Secretary of the State Branch. He shall also have the power of attorney to act as such on behalf of the State Branch for all matters arrangements and their execution. He shall sign and verify plaints, written documents, statements, affidavits, petitions and institute or defend suits, actions and other legal proceedings on behalf of the Managing Body. He shall have power to compromise, settle or refer to arbitration any dispute relating to the State Branch after taking competent legal advice.
33. Any notice to be given by the State Branch or Managing Body, will be valid if given on their behalf by the Secretary.

CONSTITUTION FOR DISTRICT RED CROSS BRANCHES

34. **The District Red Cross Branches shall function in accordance with the policy laid down by the State Branch Model Constitution for them is appended to this constitution to serve as guidelines and compliance.**

MODEL CONSTITUTION FOR DISTRICT RED CROSS BRANCHES IN PUNJAB STATE

PREAMBLE

- 1. a. A District Red Cross Branch derives its authority from the Indian Red Cross Society Act XV of 1920.
- b. The "District" shall refer to a civil district.
- c. The "District Branch" means the District Branch of the Indian Red Cross Society.

NOMENCLATURE

- 2. The name of the Branch shall be "Indian Red Cross Society,..... District Branch".

AIMS AND OBJECTS

3. The aims and objects of the District Red Cross Branch shall be the same as mentioned in the First Schedule of the Indian Red Cross Society Act XV of 1920 (with amendments upto date) and restated in Punjab State Red Cross Constitution under Article- 3 (i) to (XI), heading "Aims and Objects" viz.
- i. Aid to the sick and wounded members of the Armed Forces of the Union in accordance with the terms and spirit of the Geneva Conventions of 12th August, 1949, and discharge of other obligations devolving upon the Society under the Conventions as the recognized auxiliary of the Armed Forces Medical Services.
 - ii. Aid to the demobilized sick and wounded members of the Armed Forces of the Union.
 - iii. Maternity and Child Welfare.
 - iv. Junior Red Cross.
 - v. Nursing and ambulance work.
 - vi. Provision of relief for the mitigation of suffering caused by epidemics, earthquakes, famines, floods and other disasters, whether in India or outside.
 - vii. The establishment and maintenance of peace among all nations in accordance with the decisions of the International Red Cross Organisation.
 - viii. Work parties to provide comforts and necessary garments etc. for hospitals and health institutions.
 - ix. The expenses of management of the Society and its branches and affiliated societies and bodies.
 - x. The representation of the Society on or at International or other Committees formed for furthering objects similar to those of the Society.
 - xi. The improvement of health, prevention of disease and mitigation of suffering and such other cognate objects as may be approved by the Society from time to time.

AFFILIATION

4. **The District Red Cross Branch shall be affiliated to the Punjab State Branch of the Indian Red Cross Society. It shall honour and observe all rules and regulations framed by the State Branch, the Indian Red Cross Society, and the**

International Committee of Red Cross and the Federation of Red Cross, Red Crescent Societies failing which it will make itself liable for action leading even to disaffiliation.

JURISDICTION

5. The Indian Red Cross Society, District Branch, shall have jurisdiction over the Civil District.

OFFICE BEARERS

6. The following shall be the office bearers of the District Branch:
- i. President : The Deputy Commissioner,, shall be the President
 - ii. Lady President : The wife of the President shall be the Lady President.

MEMBERSHIP

7. The members enrolled by the District Branches are members of the Indian Red Cross Society. Therefore enrolment shall be in accordance with rules and grades of membership laid down by the Managing Body at the Headquarters. The District Branches shall submit to the Secretary, Punjab State Branch, monthly lists of new members enrolled and will get necessary membership certificates issued.

(a) There shall be the following grades of members:

- i. Patrons
- ii. Vice-Patrons
- iii. Life Members
- iv. Life Associates
- v. Annual Members
- vi. Annual Associates
- vii. Institutional Members

- i. **Patron:** A person who subscribe Rs. 20,000 in one consolidated contribution to the funds of the Society, shall be a Patron.
- ii. **Vice-Patron:** A person who subscribes Rs. 10,000 in one consolidated contribution to the funds of the Society shall be a Vice-Patron.
- iii. **Life Member:** A person who subscribes Rs. 500 in lumpsum to the funds of the Society, shall be a Life Member.
- iv. **Life Associate:** A person who subscribes Rs. 250 in lumpsum to the funds of the

Society, shall be a Life Associate.

- v. **Annual Member:** A person who pays an annual subscription of Rs. 50 shall be an Annual Member. An Annual Member may at any time compound all future subscriptions and become Life a Member on payment of Rs. 500 in lumpsum.
- vi. **Annual Associate:** A person who pays an annual subscription of Rs. 10 shall be an Annual Associate. An Annual Associate may at any time compound all future subscription and become a Life Associate, by paying a lumpsum of Rs. 250.
- vii. **Institutional Member:** An Institution which pays Rs. 1000 shall be an Institutional Member.

Rules/Rates of Membership have been amended w.e.f. 1-06-2001 (vide H.Q. Circular No. 35/MBR/2001 dated 08-05-2001)

COLLECTION OF FUNDS

- 8. The District Branch may collect funds for its activities and expenses in the same manner as laid down in Article 8 (a) to (d) of the Constitution of the State Branch, viz:
 - (a) The District Branch may collect funds through holding fairs, fetes, variety shows, raffles, sale of flags, seals etc. and through drives organized for raising funds.
 - (b) It may receive donations in cash or kind, gifts of any properties, movable or immovable, subject to any special trust or condition, for any one or more of its objects.
 - (c) The District Branch may receive donations and utilize them for general purposes unless the payee specifies in advance the particular purposes for which the same is to be used.
 - (d) The District Branch may raise funds for its objects through other sources approved by Executive committee of the District Branch from time to time.

SHARE FROM COLLECTIONS

- 9.
 - (a) The District Branch shall retain 70% of membership subscriptions. It shall remit 30% to the State Branch which shall retain 15% and pass on the remaining 15% to the Indian Red Cross Society, New Delhi.
 - (b) The District Red Cross Branches shall retain 70% of its collections from sale of flags, variety shows, donations for general purposes, income from fairs, fetes, gala-nights, sale of seals etc and forward 30% of the net proceeds to the State Branch. The State Branch further shall retain 15% for its own administrative expenses and forward the remaining 15% to the Indian Red Cross Society, New Delhi.

- (c) All collections through District Relief Fund and Lucky Bag Fund are meant for charities within the State of Punjab. The District Branch shall send 15% of its net income from these heads to the State Branch for charities in Punjab.
- (d) Donations received by the District Branch for a specified purpose or where the donor has himself specified the purpose of the donation, or when the District Branch itself invites subscriptions for a specified purpose with the approval of the State Branch, shall be retained in full by the District Branch.
- (e) All donations and collections received for Red Cross Hospital Welfare Section and other allied activities shall be deemed to be received in aid of Red Cross objects. The rules framed by the State Branch for allocation of income and expenditure shall apply to the District Red Cross Branch.

GENERAL MEETING

- 10. (a) The General Meeting of the District Branch shall be held once a year at the place, date and time fixed by the President or in his absence by the Vice-President of the Branch.
 - (b) Notice of such General Meeting shall be given 15 days in advance of the fixed date specifying the business to be transacted.
11. The business to be transacted in the General Meeting would be:
- i. Presentation of the Annual Report.
 - ii. Presentation and adoption of the annual accounts and the budgets.
 - iii. Appointment of Auditors for the next year.
 - iv. Election of members to the Executive Committee in accordance with the provision of this Constitution, if it is election year.
 - v. Any other business with the permission of the President.

EXTRA-ORDINARY GENERAL MEETING

- 12. a. An Extra-ordinary General Meeting of the District Branch may be convened at any time by the President for any purpose connected with the District Branch.
- b. Ten days' notice of such meeting shall be given and agenda circulated.
- c. No business other than that specified in the agenda shall be transacted in such a meeting.

PRESIDENT OF THE MEETING

13.
 - i. All General Meetings shall be presided over by the President, or in his absence by the Vice-President or any other office-bearer or member nominated by the President.
 - ii. All questions shall be decided by vote of the members present.
 - iii. In case of equality of votes, the Chairman of the meeting shall have a second or a casting vote.
 - iv. All questions of procedure of the meeting shall be decided by the Chairman of the Meeting.

EXECUTIVE COMMITTEE

14. The Executive Committee of the Branch shall consist of members. (The number of members may be fixed between 11 and 21, as is deemed fit).
 - a. The Deputy Commissioner shall be the President of the Executive Committee.
 - b. The Executive Committee shall elect its own Vice-Chairman, Hon. Secretary, Joint Secretary and Treasurer.
 - c. The Secretary of the State Branch or his nominee, the Chief Medical Officer, the Deputy Chief Medical Officer (Health), the Sub-Divisional Officer (Civil) and the District Education Officer shall be the Ex-Officio members of the Executive Committee.
 - d. The Hospital Welfare Section and the St. John Ambulance Association shall be represented on the Executive Committee by one or more office-bearers of these organization at the discretion of the President, by nominations to be made by him. The rest of the members of the Executive Committee shall be elected at the General Meeting every alternate year.
 - e. The Executive Committee shall have power to co-opt one or more representatives of other Institutions or persons having expert knowledge of a subject for special purposes. Such co-opted persons shall not exceed two in number.
15. All temporary vacancies occurring among the members of the Executive Committee may be filled in by nomination by the President.
16. The President and the Executive Committee shall have powers to constitute sub-committees for a duration to be fixed by them to report on a special subject, and also to dissolve such-committees.
17. (a) The Secretary of the Branch shall either be elected biennially by the Executive

Committee or there shall be a whole time paid Secretary. In the event of a wholetime paid Secretary being appointed, the Executive Committee shall have the power to determine his tenure, terms of employment and pay or emoluments.

- (b) Such appointment shall be approved by the State Branch and shall not be annulled except with previous concurrence of the State Branch.
18. An ordinary meeting of the Executive Committee shall be held once a quarter or oftener, if necessary, at the discretion of the President, at a date and time to be fixed by him.
 19. A notice of seven days shall be given and the agenda shall be circulated to all members. An emergent meeting may, however, be held by giving not less than 24 hours notice at the discretion of the President.
 20. Upon a requisition by one-third of the members of the Executive Committee the President shall call a meeting of the Executive Committee to consider the agenda specified in the requisition.
 21. Agenda of meeting shall be circulated in writing and may be sent by post or by hand. An accidental omission of dispatch of agenda or notice to a member shall not annul the proceedings of a meeting of Executive Committee.
 22. One-third of members of the Executive Committee or five whichever is more, shall form a quorum. Ex-officio members may be represented by their senior officers. They shall have right to vote and would be counted while determining quorum.
 23. If quorum is not complete within half-an-hour of the time fixed for the meeting, meeting shall be adjourned for not less than 48 hours in case of an ordinary meeting, and not less than 24 hours in case of an emergent meeting. This reconvened meeting shall be lawful even if the quorum is not complete.
 24. In the event of equality of votes at any meeting, the Chairman shall have a second or a casting vote.
 25. The Executive Committee shall have power to make standing orders regulating its own procedure, terms and procedures of such committees appointed by it, duties of its office-bearers and duties of employees of the District Branch etc.
 26. The Secretary of the District Branch shall maintain record of proceedings of all the meetings. The proceedings recorded shall be signed by him and the Chairman of the meeting, and laid before the next meeting for confirmation.
 27. The Executive Committee shall delegate defined powers to the President, the Vice-President and the Secretary to incur expenditure and to make payments of budgeted items and expend money on unbudgeted items as emergent measures etc. etc.
 28.
 - i. The President and in his absence the Vice-President shall be the Chief Executive Officer of the District Branch.

- ii. The Secretary shall be the Executive officer of the Branch. He shall exercise control over staff and affairs of the Branch under the guidance of the President, the Vice-President and the Executive Committee.
 - iii. Ordinary documents such as service agreements, leases etc. may be executed by the Secretary of the District Branch. He shall also have the power of attorney to act as such on behalf of the District Branch for all matters regarding agreements and their execution.
 - iv. Any notice, to be given by the District Branch or Executive Body, will be valid if given on their behalf by the Branch Secretary.
29. All questions of dispute between the District Branch and the State Branch or doubts about rules and regulations shall be referred to the State Branch for final settlement.
30. Money shall not be spent of objects other than those clearly defined in aims and objects without previous sanction of the State Branch.
31. All movable and immovable property acquired by the District Branch shall vest in it subject to the control of the State Branch. No investment in property shall be made without the previous sanction of the State Branch.
32. The District Branch Officers, their records and those of the institutions financed or assisted by the District Branch shall be subject to inspection by the Officers of the State Branch and the National Headquarters.
33. The District Branch should encourage formation of Sub District Branches at sub-divisional headquarters. Such Sub-Divisional Branches shall look after Red Cross work in their Sub-Divisional under the over-all control of the District Branch.
34. Any District Branch, whose administration in the opinion of the State Branch Managing Body has not been in accordance with the principles and policies laid down by the State Branch Managing Body, may be taken over by the State Branch and any funds and property at their disposal added to the general funds and property of the State Branch.
35. The State Branch Managing Body shall have the right to amend or after these rules as and when necessary.
36. The Financial year of the District Branch shall be 1st April to 31st March.

AMENDMENT OF THE CONSTITUTION

37. **The constitution of the District Branch shall not be altered or amended except at a General Meeting by majority vote, and with the approval of the State Branch.**

