

Annexure-4

**BYE-LAWS OF SOCIAL AIDS
IMPROVEMENT AND MASS ACTION
(SAIMA)**

At-Panda Colony, Kodala-761032, Ganjam.
PHONE-06810 / 68473,68207



BYE-LAWS OF SOCIAL AIDS IMPROVEMENT & MASS ACTION (SAIMA).

1-0. Preambles:

In these By-laws, unless there is any thing repugnant to or, in-consistent with the subject or context.

1-1.

SAIMA means ~~scientific~~ "SOCIAL AIDS IMPROVEMENT AND MASS ACTION" (SAIMA) (Here in referred as a society).

1-2.

Chairman means Chairman of the aforesaid institution/~~Socie ty~~.

1-3.

Vice-Chairman, Administrator, Co-ordinator, Treasurer means respective office bearers of the SAIMA.

1-4.

Board of Management means, the Management Board, members of the Board of Management of SAIMA.

1-5.

'Members' means primary members in the SAIMA.

1-6.

'General' ~~and~~ assembly' means the general body meeting of the all members, only convened as per the Bye-laws.

1-7.

'Educational, Training, Vocational, Health Institutions' ~~institutions~~ means institutions opened and governed by the SAIMA of any other institution opened earlier by any other social or charitable organisation within the area of operation of the SAIMA and same is transferred for management to the SAIMA.

1-8.

'SAIMA' means short name of the institution which is popularly known as a charitable non-profitable society open to all irrespective of caste, colour, sex, and creed.

2-0. The Management:

There shall be a management for smooth and efficient management of the day-to-day affairs of the SAIMA so as to promote the aims and objectives of the SAIMA.

2-1. Powers and Functions of the Board of Management.

2-1.1

To be responsible for co-ordinating and performing the activities of the SAIMA in order to promote the aims and objectives of the same.

Cont. 2.





To be responsible for proper and effective control over the affairs of the SAIMA and prudent management of finance of the aforesaid organisation.

2-1.3

shall be competent to acquire, transfer, sale of movable and immovable properties for and on behalf of the SAIMA. It shall also be competent to acquire lands by way of lease or other wise for the society from Government or private individuals or organisations of statutory authorities.

2-1.4

The immovable property of the SAIMA shall vest with Board of Management.

2-1.5

Competent to accord approval after due consideration to the plans and estimates of different projects and schemes to be undertaken by the SAIMA. Any proposal for approval of any project/scheme of application seeking recognition/funds shall be submitted, only after due approval by the Board of Management.

2-1.6

shall be competent to receive voluntary donations from any doner by way of cash or kind or by way of gift or otherwise without any conditions attached nor burdened with any liabilities.

provided that no public appeal shall be made seeking such conditions/gifts.

2-1.7

The SAIMA shall be competent to receive grants, grant-in-aid and other financial assistance, from the Government recognised Voluntary Organisations or statutory authorities, /companies, with or without conditions.

Provided that any condition attached are not contrary to the aims and objectives of the SAIMA.

To be responsible for ensuring proper maintenance of the accounts of the all such conditions, gifts, etc. received on behalf of the SAIMA and also the expenditure incurred from the funds of the SAIMA.

To render accounts of different wings of SAIMA submitted to SAIMA, if it required for audit and other relevant purpose ~~effulfilment~~ or verification of the Board of Management.



2-1.9



- 3 -

To carry out all functions, pertaining to the administration, control and management of educational training and vocational institutions or any other institutes, run and managed by the SAIMA and shall have the following powers.

- i) Regulate funds of the institutes/ Institutions including assets and liabilities.
- ii) Appoint any sub-committee for any specific purpose - if SAIMA feels necessary for the same.
- iii) Appoint teaching and non-teaching staff for the institutions established by SAIMA in accordance with the rules in force and instructions of Government/~~and~~ competent authorities and in accordance with service conditions and recruitment rules framed by the SAIMA or as per guidelines framed by the Board of Management.
- iv) Utilise the funds of the SAIMA for achieving the aims and objectives.
- v) Approve all such leaves (except C.L.) of his employees as per the rule (O.L.R.A.).
- vi) It can form-ulate any rule for its established institutes/institutions run and managed by SAIMA.

The management Board of Management shall ensure submission of reports and returns required by competent authorities from time to time.

The management have right to remove, ~~transfer~~ transfer, fine, suspend, dismiss, pardon to any of his employees.

It shall have power to appoint employees for its own institution/organisation run and managed by SAIMA.

2-2. The Board of Management :

2-2.1

The Board of Management shall consists of .

- | | |
|--------------------|------------------------------------|
| (a) Chairman, | (b) Vice-Chairman, |
| (c) administrator, | (d) co-ordinator, |
| (e) Treasurer, | (f) Executive Members ⁶ |

cont.p.4.



2-1.13



All the members of the Board of Management are to be duly elected or selected by the Members of the SAIMA at the General Assembly convened for the purpose. Besides them, other at best four members are to be nominated as staff representatives from among the different wings run and managed by the SAIMA (one from each wing). They shall have equal right of voting and all other powers and responsibilities of the Board of Management members. After establishment of the different wings, the staff representatives to be nominated from among the different wings by the staff to the management, Board of SAIMA, or the principles of respective wings may be taken as staff representatives.

Provided that among the elected members of the General assembly, agriculturalists SC, ST, women member one from each group should be represented to the Board of Management. If any candidate is not available other alternative arrangements should be taken into consideration. *Highest donor his nominee representative shall be represented to Board or management.*

2-2.3

i) The Chairman, Vice-Chairman, Administrator, Co-ordinator, Treasurer shall be elected by the aforesaid eleven executive members.

ii) But any of the senior principle of the established wings of the SAIMA may act as Administrator/Co-ordinator as Ex-officio office bearer if SAIMA please. ~~xxxxxxx~~

In this case total strength of the Board of Management should not exceed to 15.

2-2-4

The election of the Office bearers shall be completed before two months of the expire⁷⁰ of the term of the office of the Board of Management. After proper notification of the election the newly elected members shall be competent to assume office of the SAIMA.

Provided that the composition of the Board of Management shall stand re-constituted/enlarged, as a consequences of the provisions of law, rules in force of statutory guidelines in force or orders of competent authority.

Cont..p.5.





Qualification of the Member/Members of Board of Management.:

There shall be five category of members for SAIMA and membership thrown into all irrespective of caste, colour, sex, and creed. The minimum age for membership is eighteen.

Category-I : The members by whose efforts SAIMA coming into existence and going to be fruitful, they can be treated as Established Members. Their name should be laid in a special register.

Category-II : The members whose contribution is Rs.50,000/- (fifty thousand) or above they can be treated as Highest donor Members.

The highest donor (from among the donors) ~~the~~ or his nominee representative shall be a member of Board of Management.

Category-III : The members whose contribution is not less than 10,00 (ten thousand) may be treated as Life Member.

Category-IV : The members who can contribute Rs.20/- (Rupees twenty only) as annual membership fee can be treated as Annual Member.

2-3-2

Category-V (i) The Institutions having equal aims and objectives to SAIMA may be observed as a institutional member with a Annual membership fee of Rs.101/- (one hundred one only) Two members of that member organisation to be participate in the Annual Assembly of the SAIMA. But they have no right as equal to the members of SAIMA.

ii) Any institution may be a Institutional life member by paying Rs.1000/- or above for the same member fee facilities may be to them as per 2.3.1 (d) Category V (i).



cont..p.6.



- 6 -

Board of Management Member :

any person who seeks to be a member of the Board of Management must be admitted by SAIMA as a primary member and shall also be eligible for election as a member to Board of Management.

2-4. APPLICATION FOR MEMBERSHIP :

- 2-4.1 Any persons want to be a primary member of the SAIMA should apply for the ~~member~~ ~~of the~~ same in prescribed proforma addressed to the Chairman following recommendations from among ~~the~~ one of the ~~members~~ ~~in~~ category-I members in rule 2-3-1 supra above.
- 2-4.2 The application should be placed before the Board of Management for approval.
- 2-4.3 The Board of Management approve the membership application after verify the conditions of pare 2-3 supra above.
- 2-4.4 If the application is not considered the application should be returned alongwith requisite enclosures.

2-5.2-5 disqualification of Board of Management Member/ Members.

A person shall cease to be a primary member/Board of Management Member/Office bearer on happening of any of the following contingencies.

- 2-5.1 On his death or becoming insane.
- 2-5.2 On being invalid involving less of mental facilities.
- 2-5.3 On acceptance of his resignation by the Board of Management.
- 2-5.4 On his being declared insolvent or on conviction by any court of law committing offence involving moral turpeterde.
- 2-5.5 Loss of confidence in him by other members resolving in a specially convened general Assembly for removal of such Board of Management Member/Members.
Provided that such resolution shall be Passed by the 3/4 majority of members present in that assembly.
- 2-5.6 Cease to reside with in the area of operation of SAIMA.



cont..p.7.



Fails to attend three consecutive meetings of the Board of Management.

Fails to act in accordance with the provision of the By-Laws of SAIMA.

2-6. Register of Board of Management Member/Members :

The SAIMA shall maintain at its registered office a register of Board of Management member/members separately from time to time showing the following particulars.

2-6-1 Name and address of the members.

2-6-2 Date of enrollment/Election and publication of Election result notification.

2-6-3 The date of ceasing the membership.

2-7 Term of office :

2-7-1 The term of office in the members of the Board of Management shall be for three years from the date of assumption of office

2-7-2 If for any reasons, the Board of Management has not been re-constituted before expiry of its term it shall be deemed to continue, until the new management assumed his office

2-7-3 Any Board of Management member either nominated or elected in any casual vacancy caused during the management term, shall continue as Board of Management member for the remaining period of the term of the Board of Management in whose vacancy he/she is nominated/elected.

2-8 Code of Conduct of the Members :

2-8.1 If any member shall work beyond the bye Bye-law, prestige of the SAIMA and it is noticed to the Board of Management on return, the member call for explanation by administrator with prior approval of the Board of Management.

The explanation should be reach before the competent authority within a month and that shall be placed before the Chairman for consideration.

The Chairman may consider or may refer to Board of Management, the decision of the Board of Management is final.

Cont..p.8.





POWERS AND FUNCTIONS OF THE OFFICE BEARERS :

3-1 The Chairman :

3-1.1 He shall preside over the meetings and Board of Management Meeting and treated to be the superior official of SAIMA.

3-1.2 He shall perform such other functions assigned to him by Board of Management from time to time.

3-1.3 He shall be overall responsible to ensure proper utilisation of funds and activities of the SAIMA. No financial transactions dealing with the properties of the SAIMA shall be valid without his approval which shall be in accordance with directions of the Board of Management.

3-1.4 The decision of the Chairman is final in case of difficulties arising during the decision of the Board of Management as well as general assembly.

3-1.5 The Chairman can cast a special vote in case of tie.

3-1.6 He can call for special sessions of General Assembly or Board of Management ~~meetings~~ meetings.

3-2. Vice-Chairman :

3-2.1 He shall perform the function and such other duties assigned by the Chairman from time to time, besides he shall preside over the Board of Management Meeting in the absence of Chairman.

3-2.2 He shall function as the Chairman if the Chairman becomes non-functional due to removal, death or incapacitated till a new Chairman is elected.

3-3. The Administrator :

3-3.1 He shall be principal Executive.

3-3.2 He shall act under the guidance and advise of Chairman.



3-3.3 He shall keep records of the affairs of the SAIMA and minutes of the proceedings of the Board of Management/sub-Committee General Assembly and forward in full or extract thereof to all concerned persons and authorities what ever necessary.

cont..p.9.



- 9 -

He shall issue call notices for various meetings and prepare agenda with the approval of the Chairman.

He shall executive the decision of the Board of Management.

He shall remain in charge of the properties (both moveable and immovable), title deeds, documents, and papers relating to the properties of the SAIMA.

All financial transactions, including payments and bank drafts shall be operated jointly by the Administrator and Treasurer of the SAIMA, in an account jointly opened & operated in the nearest Nationalised Bank.

He shall prepare and maintain accounts on the receipt and expenditure regularly and have been same audited yearly by the auditor approved by the Board of Management and present the same before the Annual General Assembly.

He shall do such other things, deeds, and acts in conformity with the Bye-laws, of the SAIMA.

He shall ^{be} responsible for smooth management of the educational, vocational training wings institutions/institute as run and managed by SAIMA.

He shall be competent to apply for lease of lands and financial help including grants to Government, other organisations, statutory authorities on behalf of the SAIMA with the prior or Ex-post facto approval of the Board of Management.

He shall be competent to execute the lease deeds and other documents/agreements on behalf of the SAIMA. He shall also be competent to execute all deeds of transfer or acquisition of immovable property for and on behalf of SAIMA with prior approval of the Board of Management.

He can transfer, remove, dismiss, fine to any of his employees of the different institute/institutions/wings of SAIMA, as deems to be fit for the same with prior approval of the Board of Management.

All appoints of the employees for SAIMA should be carried out by him with prior approval of the Board of Management.

cont..p.10.





All expenditure incurred by him must be within the limits of the budget of the year and sanction of the Board of Management.

He shall made expenses a worth of Rs.1,000/- (one thousand) with his own discretion with must be approved by Board of Management in its next meeting.

3-3.16

3-4. THE CO-ORDINATOR :

- 3-4.1 He shall be incharge of all Journals, bulletins, periodicals being published by SAIMA.
- 3-4.2 He is the editor of the Annual sovenerier.
- 3-4.3 He shall arrange seminar, symposia, conferences, competitions, festivals, cultural programmes, sports, etc.
- 3-4.4 He shall placed the names of scientists, literates, institutions, prominents persons to award kenazur and honour in on special occasion.
- 3-4.5 He is the custodian of SAIMA Central Library.
- 3-4.6 He placed for financial assistance in the budget for these activities in assistance with Administrator and Treasurers and rende expenditure in accordance with budget provision with prior approval of the Board of Management.
- 3-4.7 He will take over the charges of the Administrators during casual vacancy or in his absence.
- 3-4.8 He can arrange palm leaf library too.
- 3-4.9 He shall look after the academic activities of SAIMA.
- 3-4.10 He shall made expenses a worth of Rs.1,000/- (Rupees one thousand only) with his own discretion with must be approved by the Board of Management in his next meeting.
- 3-4.11 He shall do much other things deeds and acts in conformity with Bye-law of SAIMA.



3-5. THE TREASURER :

- 3-5.1 He shall function under the guidance and advice of the chairman.
- 3-5.2 He shall sign receipts for the receipts of money on behalf of SAIMA, and co-operate



with administrator during audit and preparation of account.

He shall be responsible for propriety of all financial transition in case book and ledger and account for the money received and spent and maintainance all documents pertaining to the financial transition.

3-5.4

He shall do much other thing deeds and acts in conformity with the Bye-law of the SAIMA.

3-5.5

He should prepare budget of SAIMA and placed before the Board of Management for approval.

3-6. EXECUTIVE MEMBER :

3-6.1

He shall attend the meetings of the Board of Management, co-ordinate and co-operate with office bearers and other members regarding the activities of the SAIMA.

3-6.2

He shall do such other things, deeds and acts in conformity with Bye-laws of the SAIMA.

3-6.3

He shall perform such other works assigned to him by SAIMA.

4-0. MEETINGS OF THE BOARD OF MANAGEMENT :

4-1.

The Board of Management shall meet as often as possible but not less than four times in a year.

4-2

An urgent resolution can be approved by the Board of Management by circulation. Such resolution shall be deemed to have been approved if signed by majority members of the Board of Management.

4-3.

A minimum one week shall be given for the meetings. An emergent meeting however may be convened at shorter notice for the purpose of transaction of any urgent business.

4-4.

Majority members of the Board of Management shall form the Quorum. If there is no Quorum, the meeting shall be adjourned. However, the date, time and venue of the adjourned meeting shall be fixed by the Chairman. Quorum shall not be necessary for the adjourned meeting.



5-0. GENERAL ASSEMBLY :

5-1.

The Annual General Assembly of the SAIMA shall be convened by the Board of Management once in a year preferably within 3 months following the end of SAIMA's financial year.



and the members are from among the rule 2.3. above, as far as possible this meeting should be in the month of January & the proceedings of this meeting shall be communicated to the registering authority. Provided that for any reason, if it is not possible to convene the Annual General Assembly within the aforesaid period, the Board of Management shall have the power to extend for a period not exceeding one month.

5-3.

In such meeting all decisions shall be taken by a majority of members voting in its favour. Each member having one vote and in case of a tie, the Chairman shall enjoy the right of casting one more vote.

5-4.

No any other discussion will be held out of the agenda given earlier, without permission of the Chairman.

5-5. Requisitioned Meeting :

If more than half of the members on roll give a notice to Chairman in writing, to call a special sitting of the General Assembly, then the Chairman, shall be bound to issue notice within one month of the receipt of the notice.

5-6.

The notice for such annual general assembly and requisitioned general Assembly shall be issued fifteen days prior to the date of such meetings.

5-7.

Duties and responsibilities of General assembly.

5-7.1

Approve the activities and expenditures of SAIMA.

5-7.2

It shall provide aids and advise to Board of Management to achieve the aims and objectives.

5-7.3

Elect new members to Board of Management if required.

5-7.4

It can amend the Bye-law of the SAIMA if necessary.

5-7.5

Fill up the time being vacancy in the Board of Management of SAIMA.

5-7.6.

Suggest Board of Management for cancellation of Membership of a person who is remain beyond the Bye-law of the SAIMA or any other satisfactory reason thereto.

5-7-7.

The attendance of $\frac{1}{4}$ members from among the primary members are to be treated as quorum.





6-0. ELECTION PROCEDURE :

- 6-1. The members of Board of Management shall be elected once in the three years.
- 6-2. To conduct the election one member from among the general assembly may be nominated as election officer.
- 6-3. All most all the members shall take part in the election, & elect the Office Bearers democratically.
- 6-4. The administrator ^{shall} notify the membership list 15 days prior to the election date.
- 6-5. The names of different portfolios for SAIMA should be proposed and seconded by two members of SAIMA.
- 6-6. Chairman, Vice-Chairman, Administrator, Co-ordinator, Treasurer and the members are to be elected serially.
- 6-7. The candidate may withdraw his name from the election one day before the election.
- 6-8. One can declare to be elected where there is no contestant.
- 6-9. secret ballot procedure may be adopted. The rules for this may be framed by the Board of Management before the Election occurs. The framing rules will be valid for that election only.

7-0. FUNDS :

- 7-1. The funds of the SAIMA shall include voluntary donations received from the members.
- 7-2. Contribution, donation received from willing donors, sympathies, voluntary organisations.
- 7-3. Grant received from the state, Central Govt and other such authorities.
- 7-4. Collection of tuition fees and development funds from the students for development of the SAIMA.
- 7-5. Membership fees and sale proceeds.
- 7-6. Any other sources prior to the approval of the Board of Management.

7-7.

That, all funds of the Society shall be (cont..p.14) deposited in an joint account in favour of the Administrator & the Treasurer in the nearest Nationalised Bank.





09-0. SA I T :
(Ganjam) 09-1.

The funds of the SAIMA shall be audited by chartered accounts or any other competent authority as decided by the Board of Management annually.

09-0. FINANCIAL YEAR :

09-1.

The financial year of the SAIMA shall be from First April of the year till 31st March of succeeding year.

10-0 SUITS & LEGAL PROCEEDINGS :

The Administrator of the SAIMA is authorised to sue and to be sued on behalf of the SAIMA and represent the SAIMA in any court of Law, legal forum or authority as and when occasion arises.

11-0. MODIFICATION & AMENDMENTS :

The Bye-laws can be modified/amended in accordance with the legal provisions by 2/3 majority in present and voting in General assembly. Such draft amendment should be approved by the Board of Management before presentation to General assembly.

12-0. MISCELLANEOUS :

12-1.

All resignation letters of office bearers of the Board of Management/any employees of the SAIMA shall be submitted to the Chairman and shall be effective on acceptance by the Board of Management.

12

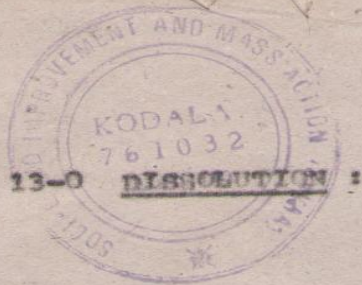
12-2

If the Chairman is satisfied that the Board of Management is not functioning properly or acting in a manner detrimental to the interest of the SAIMA or is not able to administrate the educational, vocational, health and training institutions or any other institutions running under its control proper. He shall take necessary steps for reconstitution/election of a new Board of Management. *No election shall be carried out in the same calendar year. No special general assembly meeting call by Chairman by reconstitution/re-election or Board of Management of SAIMA with the approval of B.M.*
In the absence of the any provision in the Bye-laws regarding any matter connected with affairs of the SAIMA the Board of Management shall be competent to frame guideline for satisfactory solution of such matter.

12-3.



contd..p.15.



13-0 DISSOLUTION :

Upon dissolution of the SAIMA all sorts of properties that remains after clearing of all its debts and liabilities shall be handed over to a similar register body or to Govt. of Orissa. *Such dissolution can be effected only when Three Fifth members of the Society unanimously resolve for such, in a General Body meeting convened for such purpose.*

14-0 ANNUAL RETURNS :

As per rule 5-0, of the Bye-law the Annual report of the General Assembly shall be reported to registration authority annually.

15-0. DECLARATION :

There is no other registered institution with the same name in this locality.

16-0. CERTIFICATION :

Certified that this is true extract of the Bye-laws of the SAIMA. *The facts stated here in are true to the best of our knowledge, & this institution is not politically oriented, nor it is against the Govt of the Country.*

signature of the Members.
(At least three only)

1. ~~Dr~~ u. S. Misra

[Signature]
CHAIRMAN
SAIMA
Kodala-761032 (Gm)

2. Dr. B. B. Mohapatra

[Signature]
Administrator
SOCIAL AID IMPROVEMENT AND
MASS ACTION (SAIMA)
Kodala-761032 (Om)

3. U. P. K. Patra

Cashier
SAIMA
KODALA-761032 (Gm)

Signatures from Sl. Nos 1 to 3 are attested

[Signature]
SPECIALIST-III, G.S.
G. H. G. KODALA
B. DIST-SANJAM



Approved
[Signature]
Additional Registrar
of Societies
Sanjam : Chattram
[Signature]