

## RULES AND REGULATIONS

OF

### NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS

#### CLAUSE - 1

##### NAME OF SOCIETY

The Name of the Society shall be **NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS (NCCF)**, at EPCH House, Pocket 6 & 7, L.S.C. Vasant Kunj, and New Delhi 110070.

#### CLAUSE - 2

##### DEFINITIONS AND INTERPRETATION

Unless it is inconsistent with the subject or context in which it is used:

**"ACT"** shall mean the Societies Registration Act, 1860 and Rules made there under both amended from time to time.

**ACCOUNTING YEAR** shall mean the period closing on 31<sup>st</sup> March every year and shall commence on the day of registration of the society and thereafter on the 1st day of April every year.

**ANNUAL MEETING** means a meeting of the Members of this Society and shall be held within a period of six months after the Balance Sheet Date to do the following Business as Ordinary resolution:-

- a) To consider and approve the Final Accounts.
- b) To Appoint Auditors and fix their Remuneration
- c) To consider and approve the Society Report.
- d) Any other item as may be decided by the Members

**"GOVERNMENTAL AUTHORITY"** shall mean relevant ministry and/ or department of the Government of India or any state government/union territory.

**"AUDITOR"** shall mean the auditor for the time being of the society appointed at the Governing Body meeting.



  
Chairman

  
Secretary

  
Treasurer

**BALANCE SHEET DATE** shall mean the day on which the Balance Sheet of this Society is made for the purpose to meet the provisions of applicable laws.

**"BUDGET"** shall mean an estimate of income and expenditure for a definite period as may be decided by the Governing Body.

**"CHAIRMAN"** shall mean the Chairman of the Society.

**"CO-CHAIRMAN"** shall mean the Co- Chairman of the Society, the detail of which are set out in Rules.

**"COMMITTEE"** shall means Committee duly constituted by the Governing Body , which shall exercise the power vested by the Governing Body.

**"CO-OPTED MEMBERS"** shall have the meaning ascribed to it in the Rules

**"EXTRA GENERAL MEETING"** shall means an Extra General meeting of the members duly called and constituted and any adjourned meeting thereof.

**"GENERAL BODY"** shall mean the General Body comprising of all the members of the Society.

**"GOVERNING BODY"** shall mean the Body as constituted under the Rules and which shall be the Body to look after the overall administration and management of the affairs of the Society.

**"GOVERNING BODY MEMBER"** shall mean a Member who is Member of the Governing Body.

**"INTELLECTUAL PROPERTY RIGHT"** shall mean any and all rights in patents , trademarks, copyrights and designs pertaining to symbols, names, image, logos, course contents, products, materials, software, design , digital or non- digital material or other work created as a consequence of implementation of the objects of the Society and all other intellectual property rights and equivalent and similar forms of protection , whether registered or unregistered, as well as the applications for registration and right to apply for registration of any of these rights , in all cases which are used or owned by the Society.

**"JOINT SECRETARY"** shall mean the Joint Secretary of the Society, the detail of which is set out in Rules.

  
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Secretary

  
Treasurer

**"JOINT TREASURAR"** shall mean the Joint Treasurer of the Society, the detail of which is set out in Rules.

**"MEMBER"** shall mean any person who becomes a Member in accordance with the Rules.

**"MEMORANDUM OF ASSOCIATION"** shall mean the Memorandum of Association of the Society.

**"MONTH"** shall mean calendar month of the Indian calendar.

**"GOVERNMENT NOMINEE MEMBERS"** shall have the meaning ascribed to it in the Rules

**"NOTICES"** mean the notice of the meetings and they shall be done by ordinary post, under certificate of posting, towards addresses in the registers of the Society.

**"ORDINARY MEMBERS"** shall have the meaning ascribed to it in the Rules

**"REGISTER OF MEMBERS"** shall mean the Register of Members as set out in Rules.

**"REPORT"** shall mean the report of the Society on the affairs of the Society for the period beginning from the day of commencement of the last Annual Meeting (or the date of registration in the event of first Annual Meeting) and ending on the day of the commencement of also comment on the qualifications in the Auditors Report.

**"RESERVED MATTERS"** shall have the meaning ascribed to it in the relevant Rules.

**"RULES"** shall mean the Rules of the Society and as amended from time to time in accordance with the procedure contained herein.

**"SEAL"** shall mean the common seal, if any from time to time of the Society.

**"SECRETARY"** shall mean the Secretary of the Society, the detail of which is set out in Rules.

**"SUBSCRIBER MEMBERS"** shall have the meaning ascribed to it in the Rules

**"TREASURER"** shall mean the Treasurer of the Society, the detail of which are set out in Rules.

**"YEAR"** shall mean the period commencing from the 1<sup>st</sup> April and ending with the 31<sup>st</sup> march of the calendar year.



Chairman



Secretary



Treasurer



**CLAUSE-3**  
**MEMBERSHIP**

- (i) The minimum number of Member with which the Society proposes to register is 10 members. Thereafter, the membership may be increased or decreased in consonance with the Articles of Association. Membership of the Society is open to any person who has attained the age of majority and has the requisite qualification associated with the Sector and has paid the Entrance/Membership Fees as decided by the Governing Body time to time . For avoidance of doubt, the Members nominated by the Government shall not be subject to the approval of the Governing Body.
- (ii) The Membership of the Society has to be finally approved by the Governing Body before inducting a member. However, a member can be inducted by the authorized office bearer for the time being and thereafter his/her membership shall be ratified in the subsequent meeting of the Governing Body. Such provisional membership shall terminate if Governing Body refuses to ratify the same. The Provisional member shall not be eligible to cast a vote during that period till the time the membership is not ratified.
- (iii) The Governing Body of the Society shall comprises of the following classes of Members.
- (a) Subscriber Member
  - (b) Ordinary Member
  - (c) Government Nominee Member
  - (d) Institutional Members
  - (e) Associate Members
  - (f) Co-Opted Members



**CLAUSE - 4**  
**ELIGIBILITY FOR MEMBERSHIP FOR EACH CLASS**

- I. \* Subscriber Member:

Any person who takes an Active part in the establishment of the Society and subscribe to the Memorandum & Articles of Association and meet the Preliminary Expenses of the Society shall be the Subscriber Members. The Subscriber Member can apply for the second category of the Membership of the society.

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II Ordinary Member

The entity(s)/bodies/Social Group entities/NGOs whether incorporated or not incorporated can apply and enroll as an Ordinary Member provided such organization have minimum five year of establishment. However an Associate Member having served for three years in continuation can become an Ordinary Member. In addition any individual who had served as an Associate Member is also eligible to become an Ordinary Member

III Government Nominee Member:

Any person nominated by the Government Authority, to the Society. The Nominated Members shall be Members of the Governing Body and the total number of the Nominated Members of the Society shall normally not exceed (3) Three of the total strength of the Governing Body.

IV. Institutional Member:

Any academic or cultural body or local body constituted by local governing bodies, PSU , State Government including a university , department, research institute , registered society or trust interested in academic, cultural or social work in the Sector can become an Institutional Member.

V. Associate Member:

Any person having the requisite qualification and a body corporate /Proprietorship Firm/ Firm/Society/Social Groups/NGO/Association of Persons (AOA) can become an Associate Member provided it has interest in the activities related/associated with the Objects of the Society and further intending to work with the Society for the achievement of the Objects.



VI. Co-Opted Member

The Governing Body may choose/appoint or elect any person on the basis of their specific competence. These members shall be appointed for a term of three years, which may be renewed, and shall not have alternates.

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**CLAUSE - 5**  
**REPRESENTATION OF SOCIETY, TRUST, INSTITUTION, FIRM AND OTHER BODY**

A corporate Society, trust, institution, firm and other body or bodies registered or unregistered who become Members of the Society, would, the purpose of representation on the Society, nominate, in writing, an individual as its representatives under its duly signed resolution to represent them in the General Body meeting and also on the Governing Body meeting and may, from time to time, revoke such nomination and substitute another. The representation of such nominees in relation to the Society for all intents and purpose shall be deemed to be the representation of the corporation ,Society ,trust, institution, firm or the body , whose nominee the person happens to be.

**CLAUSE - 6**  
**ADMISSION FEE & SUBSCRIPTION**

- I. The admission fee and the subscription shall be as under unless otherwise revised by the Governing Body of the Society.

Type of membership and fees to be decided by Society

Company's Member	At the time of Admission	Annual Subscription*
Subscriber Member	1000	5000
Ordinary Member	1000	5000
Govt Nominee Member	Nil	Nil
Institutional Members	1000	5000
Associate Member	1000	5000
Co-Opted Member	Nil	Nil

\*At the time of becoming member both shall be paid for first year.

The Governing Body shall have the power to increase, decrease or vary the amount of annual subscription from time to time. Additional subscription , in addition to the annual subscription referred to herein above , may collected by the Governing Body from Members for a General or specific purpose or project.

  
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- II. All dues, including annual subscription, additional subscription as provided in these Rules and any other dues or contributions, are payable to the Society within three months from the date of demand. The first annual subscription would, however, be payable within one month of the applicant's admission as Member of the Society. The Govt Nominee and Co-Opted Members shall not be liable to pay any admission fee and/or annual subscription.

**CLAUSE - 7**  
**REGISTER OF MEMBERS**

- I. The Society shall maintain a Register of Members containing the following information:
- a) The names, addresses and other relevant particulars of all the Members of the Society (names, addresses, contact details etc.) from the date on which such persons have been accepted as Members.
  - b) All changes taking place in the Membership from time to time.
  - c) Such other information as is relevant and for which decision is taken by the Governing Body from time to time.
- II. No person shall be considered a Member or entitled to exercise any right and privileges of a Member unless his name and detail are entered in the Register of Members.



**CLAUSE - 8**  
**TERMINATION OR CESSATION OF MEMBERSHIP**

A Member shall cease to be a Member of the Society in any of the following events:

- a) On his death
- b) On his written resignation
- c) If adjudged insolvent
- d) If found to be involved in anti-social Activities.
- e) If adjudicated by any court of law to be a criminal offender/proclaimed offender or of unsound mind.
- f) If found guilty of anti-propaganda in relation to the aims and objects of the Society.

  
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- g) If he fails to pay the subscription or contribution for three (3) month from the due date.
- h) If he disregards the Rules or disobeys the decisions of Governing Body.
- i) In the case of a partnership firm, if it is dissolved or adjudged insolvent.
- j) In the case of a partnership firm, if the partners are convicted of an offence involving moral turpitude.
- k) Incase of Nominated Members, till the time he/she holds the post in the Ministry of Environment
- l) In the case of a company, Society or association, it goes into liquidation or is dissolved.
- m) In the case annual subscription / dues are not paid within time frame.
- II. The decision of the Governing Body regarding the termination from the membership of the Society shall be communicated to the Member concerned.
- III. If it appears to the Governing Body that any Member has been guilty of any conduct likely to reflect detrimentally on the Society or has acted in a manner inconsistent with these Rules, it shall be competent for the Governing Body to request such Member to resign within one month after such request , and if the Member fails or refuses to do so, the Governing Body shall thereupon convene a meeting and if at such a meeting , majority of the Members present and voting approve the expulsion the Member , such Member shall thereupon cease to be a Member.
- IV. Any Member who shall cease for any reason to be a Member shall nevertheless remain liable for and shall pay to the Society, all monies, which at the time such Member ceases to be a Member may be due from such Member.
- V. \* The Governing Body may, in their absolute discretion, waive or remit the claim of the Society to all or any part subscription and/or any other dues in respect of any Member, group of Member or all Members.
- VI. In case of expulsion/resignation/removal of a Nominated Member of the Government Authority, as the case may be, shall nominate a replacement for such vacancy. For avoidance of doubt, such replacement shall not be subject to the approval of the Governing Body.



Chairman

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Treasurer

**CLAUSE - 9**  
**RIGHT & PRIVILEGES OF MEMBERS**

Every Member of the Society:

- I. Shall have the right to give their considered views/opinion to the General Body, which may help in the furtherance of the objects of the Society and its smooth functioning.
- II. Shall have the right to receive information and exchange of information of mutual interest.
- III. Shall have a right to obtain any information concerning the affairs of the Society after giving seven day's notice.
- IV. Shall have the right to attend the General Body meeting , provided there are no outstanding dues against them.
- V. May introduce or second any resolution in the General Body with the permission of the Chairman.
- VI. May introduce or second any Member's name for election of the Governing Body.
- VII. May vote in favour or against any resolution in the General Body meeting.
- VIII. Shall be entitled to inspect the records of the Society with the prior approval of the General Body.
- IX. Shall be entitled to contest election for the post of the Governing Body as defined, if a Member introduces his name and another Member second him for the said purpose.
- X. Shall have the voting right at the General Body meeting and authority to participate in the elections of the Governing Body.
- XI. Have the right to collect the identity card and Membership certificate after depositing the required /prescribed fee (whether admission or not to be mentioned on a case to case basis) fixed by the Governing Body from time to time.
- XII. Shall enjoy all facilities, provided by the Society.



  
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- XIII. Every expelled Member shall have a right to prefer and appeal to the General Body for readmission against the reason of expulsion and the decision of the General Body shall be final provided that a Member who is in arrears of subscription at the time of voting and/or against whom any disciplinary Action is pending shall have no right to vote unless he pays all the arrears and/or unless disciplinary Action is decided finally in his favour under these Rules.

#### CLAUSE - 10 DUTIES OF THE MEMBERS

Every Member of the Society shall

- I. Attend the General Body meeting regularly.
- II. Give the necessary information to the Society. Pertaining to any matter which is necessary to be know by the Society.
- III. Shall abide by the Code of Conduct as decided by the Governing Body time to time.
- IV. Not indulge in Activities which are prejudicial to the aims and objects and/or the Rules.
- V. In the event of any changes in his address, telephone number and other details, promptly notify the new address, telephone number or other details to the General Secretary, who shall Thereupon enter the same in the Register of Members.



#### CLAUSE - 11 GENERAL BODY

The General Body shall consist of all members of the society mentioned in the register of member who are not disqualified by any prior resolution of the Governing Body and who are not in arrears at the time of meeting of the General Body. The Governing Body shall decide a cut off date for intimating the members of the General Body

- II. General Body meeting shall be held once in every year (or as and when the General Body may decide from time to time.

  
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- III. The first meeting of the society shall be held at registered office. The Chairman shall conduct the proceedings/meeting of the General Body of the society may be held at the registered office of the society or otherwise as convenient to the members from time to time and as fixed by the Governing Body
- IV. Minimum fourteen (14) day's notice shall be given to the members, before the date of General Body meeting, enclosing an agenda specifying date, time, place and issues to be discussed. The circulation of the notice in the manner provided in the rules shall be considered as notice served. The notice shall also be displayed on the notice board of the society.
- V. The quorum of General Body meeting shall be 10% of the total strength of the General Body present on person or proxy including the nominated member(s).
- VI. If within half an hour from the time appointed for holding the meeting, the quorum is not present the meeting shall stand adjourned to such time and date as may be determined by the chairman of the meeting.
- VII. The general body meeting shall be presided over by the chairman of the society. In his absence the co-chairman shall preside.
- VIII. In case the chairman or the Co-Chairman is not present, the member shall elect a chairman to conduct that particular meeting and transact the business as per the agenda of the meeting.
- IX. An Extra General Meeting of the general body can be requisitioned when 1/10 (One tenth) of the existing members of the society having voting rights including the nominated member (s), give the notice to the General Secretary in writing specifying the agenda for the meeting further, none of the reserved matters shall be considered at such an Extra General Meeting without the representation of the nominated Members at such meeting.
- X. Voting will be by ballot or show of hands as decided by the Members for avoidance of doubt, votes may be given either personally or by proxy or by duly authorized representative only on poll/secret ballot. The authority to a proxy must be in writing. The proxy must be deposited with the Secretary of the society not less than forty eight 48 hours before the time of holding the meeting. The proxy need not be a member but no person may be a proxy for more than four 4 (Four members). The role of proxy is only restricted to the extent of casting of votes as authorized by the Members.



  
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- XI. The General Body shall have following powers, duties and function to perform
- To receive, consider and adopt the annual report and audited statement of accounts for the previous year.
  - Appointment of auditors for the ensuing year and fixing their remuneration.
  - To elect the Chairman, Co-chairman, Secretary, Joint Secretary, Treasurer and Joint Treasurer for the governing body of the society as specified hereinafter election shall be held every two years.
  - To consider proposed amendment to the memorandum of Association and rules approved by the Governing body.
  - Such other business that is required to be done by the General Body

**CLAUSE - 12**  
**GOVERNING BODY**

- I. At the time of the formation of the society there will be 8 members in the Governing Body and thereafter shall be increased to 15 members in consensus with the Articles of Association who shall hold the post of the Office bearers as the case may be. If need arises the vacancy of the office bearers can be filled by the member of that other category till the first elections are held.

- II. A Governing Body of the society shall govern the affairs of the society.

- III. Without prejudice to its general powers conferred by the Act and these rules, the Governing Body shall abide by the policy related or special directives of from ministry of Environment, Government of India any matter essential to achieving the objects of the society as conveyed to it in writing

- IV. Members

At the time of the formation there will be 8 members and thereafter shall increased to 15 members in the Governing Body of the Society in consensus with the Articles of Association. In case the members from the any category/class are not available and/or their consents then the members from other class/category shall constitute the Governing body. The constitution of the Governing Body shall be as under :-

(a)	Govt Nominee Members	-	3
(b)	Elected Members	-	11
(c)	Co-Opted Member	-	1

  
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V. Office Bearers

Members shall represent from the following constituency for the seat allocated to them as under :-

Govt Nominee Members	-	3
Subscriber Members	-	5
Ordinary Member	-	3
Institutional Member	-	2
Associate Member	-	1
Co-Opted Member	-	1

(a) **Govt Nominee Members**

The nominated member shall be taken from the Ministry of Environment and Forest (MOEF) ; Government of India. The Nomination of the members shall be in their ex-officio capacity or on the basis of the representation duly forwarded by a resolution/directions issued by the MOEF as the case may be. The nomination shall not exceed Three (3) members of the total strength of the Governing Body and shall be in the following manner.

1. Member
2. Member
3. Member

(b). **Elected Members**



(1) **Subscriber Member**

The Members who has taken the active participation in the formation of the Society and has been the subscriber to the Memorandum and Articles of Association of the Society shall have four (4) members elected among themselves. Such elected Members can further be eligible for one of the following posts from each elected members .

- i. Chairman
- ii. Secretary
- iii. Treasurer
- iv. Member
- v. Member

  
Chairman

  
Secretary

  
Treasurer

(2) **Ordinary Member**

The Ordinary Members will have its own membership. The Society will invite the membership from the various segments to achieve its Objectives. The members of the society will have their representation in the Governing Body Through their elected representatives. There shall be three (3) elected members from the present segments and shall be having following strength of the Governing Body:-

- i. Co-Chairman
- ii. Joint Secretary
- iii. Member

(3) **Institutional Members**

A number of training institute, academic institutes, international bodies, developmental bodies, PSUs, State Govt bodies and other institutions will be invited to become the Members of the Society to provide a lot of inputs though their knowledge bank. Such bodies can also elect their two (2) members representative in the board in following manner:-

- i. Joint Treasurer
- ii. Member

(4) **Associate Member**

The Associate Members will have its own membership. Any person/entity having interest in the activities related/associated with the Objects of the Society and further intending to work with the Society for the achievement of the Objects. Such bodies can also elect one (1) of their representative in the board in following manner :-

- i. Member



(c) **Co-Opted Member**

The Governing Body may choose/appoint or elect any person on the basis of their specific competence. The nomination shall not exceed One (1) member of the total strength of the Governing Body and shall be in the following manner.

- i. Member

  
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Within of 18 months (Maximum) from the date of the commencement of the Society, the Election for all above constituents shall be held and the complete Governing Body shall be In place. Therefore, the election Rules shall be Framed by the Governing body time to time to fill all the posts of the Governing Body by Election.

Immediate after commencement, first meeting of the Governing Body (nominated members) Shall be held which shall elect the following:-

- |     |                   |     |
|-----|-------------------|-----|
| (a) | Chairman          | - 1 |
| (b) | Co- Chairman      | - 1 |
| (c) | General Secretary | - 1 |
| (d) | Joint Secretary   | - 1 |
| (e) | Joint Treasurer   | -1  |
| (f) | Treasurer         | -1  |

- (A) The first Governing Body Shall consist of members whose names find place in the Memorandum of association.
- (B) The term of the first Governing Body Shall last till the conclusion of first annual meeting of the General Body.
- (C) The chairman of the society would also be the chairman of the Governing Body.

#### CLAUSE - 13

#### QUORUM & PROCEEDINGS AT GOVERNING BODY MEETINGS

- I. No business shall be transacted at any meeting of the Governing Body unless a quorum of Members are present at the time when the meeting proceeds to business.
- II. One-third ( $1/3^{\text{rd}}$ ) or 5 of the members of the Governing Body members person or Proxy including the nominated Member(s), shall from a quorum for the transaction of Business. But if any meeting has to be adjourned for want of quorum, than at the adjourned Meeting subject to the provision of rule 14, the members present , whatever their number, shall from a quorum and shall have power to decide upon all matters which could have been disposed off at the meeting of the Governing body from which the adjournment took Place.

  
Chairman

  
Secretary

  
Treasurer



- III. If within half an hour from the time appointed for holding the meeting is not Present, the, meeting shall stand adjourned to such time and date as may determined by the chairman of members.
- IV. No Reserved Matters shall be deemed to have passed without the affirmative vote of the Chairman.
- V. If the chairman of the society is not present at the time appointed for holding the meeting, or is unable to attend and Act as the Chairman of the meeting, the co-chairman shall act as the Chairman. In the absence of the chairman and the co-chairman, the Governing Body members present shall elect one of their members to be the chairman of the meeting.
- VI. The person presiding at the meeting shall decide on the admissibility of any question or Proposition, and shall disallow the same, if in his opinion, it contravenes these Rules or, is otherwise, inadmissible and his decision thereon shall be final.
- VII. The Chairman may adjourn the meeting from time to time and place to place, with the consent of at least 7 (Seven) Governing Body Members present at the meeting.
- VIII. No business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place.



IX. Except as provided under Rule 14 herein below (Reserved Matters), all decisions shall be taken by simple majority of votes of the members. Except for the reserved matters, in the event of by equality of votes, the chairman of the meeting shall have a second or casting

#### **CLAUSE - 14 RESERVED MATTERS**

The Reserved Matters shall comprise the following:

- I. Alteration of memorandum of Associations or the Rule of the society.
- II. Appointment or change of the Auditor
- III. Fund raising, the amount exceeds Rs 20.00 Lacs (Rupees Twenty Lacs only)
- IV. Receipt of grants/borrow money /loan/assistance.

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Secretary

Treasurer

- V. Fixing the key commercial terms of contracts, if the value of such contract exceeds Rs 20.00 Lacs (Rupees twenty Lacs only)
- VI. The entry into by the society of contract where the monetary value invoiced exceeds Rs 20.00 Lacs (Rupees twenty lacs only)
- VII. Any increase or decrease in the number of the governing body members.
- VIII. Amalgamation and Division of the Society.
- IX. Change in name of the Society.
- X. Expulsion of a Member.
- XI. Change of objects of the society.
- XII. Any issue relating to intellectual Property rights ingoing the Society.
- XIII. Any issue Relating to the fund of the society, as set out in the Rules.
- XIV. Any issue relating to the annual report, as set out in the Rules.
- XV. Dissolution of the Society.
- XVI. IPR related issue pertaining to licensing, sub licensing, joint usage amount others.


#### CLAUSE - 15

#### NOMINATION FOR ELECTION OF MEMBERS OF GOVERNING BODY SAVE AND EXCEPT NOMINATED MEMBERS

- I. Nomination for election to the Governing Body except the Nominated Members may be Filed by any member of the Society.
- II. The voting papers for election to the Governing Body shall be distributed in advance and all members shall be provided with an opportunity to send the ballot papers to the society's office by post after recording their votes therein. The completed ballot papers, received by the election officer, as appointed by the Governing Body in sealed envelopes up to one week before the date and time of the concerned General Body, meeting may be adopted as valid. The envelopes containing the ballot shall be opened, at the Annual General Body Meeting

#### CLAUSE - 16 ELECTION

- I. The first Governing Body shall consist of members whose names find place in the memorandum of Association.
- II. The term of the first Governing Body shall last the conclusion of the annual meeting of The General Body.



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- III. Save and except the Nominated Members, the General body in its annual meeting well elect after every 2 (TWO) years, the Member including the Chairman, Co – Chairman, Secretary, Joint Secretary, Treasurer and Joint Treasurer of the Governing Body.
- IV. For Elections of the authorized Representative and/or Governing Body and/or Office Bearers, the Society make its own Election Rules Which adopted by governing body in its Meeting.

**CLAUSE – 17**  
**TERM OF OFFICE**

- I. The Governing Body shall not appoint the same Chairman/ Co – Chairman, for an additional term. Who has held office of chairman /Co-Chairman for a period of two years in Succession.
- II. Nominated Members appointed in Pursuance of these Rules shall continue to be Members/constituents of the Governing Body until a change is made of the nomination is Withdrawn by Ministry of Environment.
- III. At the annual General Body meeting, 1/3 of the elected members of the governing Body Shall retire, The Governing Body members to retire every year shall be those who have been longest in office since their last election but as between person who became Governing Body members on the same day, the retirement of those shall (unless they otherwise agree themselves) be determined by lot. All elected Members so retiring shall be eligible for re – election.


**CLAUSE – 18**  
**VACANCY**

- Any vacancy caused among the elected Members may be Filled by the Governing Body from amongst the ordinary Members of the society. Provided, that the term of office of any such newly appointed member in the casual vacancy shall be until the next annual General Body meeting after his appointment, but he shall than be eligible for re-election.
- II. if any vacancy occurs in the office of a nominated member, the vacancy may be filled up by the respective body nominated the Ministry of Environment and/or Ministry of Environment ; Government of India by nominating any other person in his Place.





Chairman



Secretary



Treasurer



- III. No Act or proceeding of the Governing Body shall be invalidated merely by of any Vacancy or of any defects in appointment of its members.

**CLAUSE - 19**  
**FUNCTIONS & POWERS OF GOVERNING BODY**

Subject to the provisions of the memorandum of Association and these Rules, the Governing body shall have the Powers.

- I. To Prepare and execute detailed plans and programmers for the establishment of the society and carry on its administration and Management after such establishment.
- II. To receive grants and contributions and to have custody of the funds of the society.
- III. To prepare the budget estimates of the society for each year, and to sanction the expenditure within the limits of the budget.
- IV. To prepare and maintain accounts and other relevant records and annual statement of Accounts including the balance sheet of the society.
- V. To open and operate bank accounts.
- VI. To approve the work programmed and list of Activates submitted by the Society and periodically monitor the same.
- VII. To appoint or employ temporarily or permanently. Any person or persons that may be required for the purposes of the society and to pay Wages and salaries and other remunerations and allow them suitable, and benefits of provident fund. Pension, gratuity other facilities.
- VIII. To enter into agreement/ arrangement for and on behalf of the Society.
- IX. To sue and defend all legal proceeding on behalf of the Society.
- X. To appoint committee (s) or sub-committee(s), group. Task force comprising of its Members and / or staff of the society for the disposal of any business of the society or to take up any special Activity on behalf of the Governing Body and delegate to it such powers as considered necessary. Any such committee or sub-committee, group, task force shall report to the Governing Body.
- XI. To delegate to such extent as it may deem necessary, any of its powers to any officer of committee of the Governing Body.



  
Chairman

  
Secretary

  
Treasurer



- XII. To consider and pass such resolutions on the annual report. The annual account and the financial estimates of the society as it thinks fit.
- XIII. To make, enforce, adopt, amend, vary or from time Rules and bye -laws for the regulation of and for any purposes connected with the management and administration of the affairs of the Society and for the furtherance of its objects.
- XIV. For delegation of its powers.
- XV. To borrow or to obtain loan for any amount as it may deem fit and necessary from any bank, financial institutions or corporation and to secure such loan by any movable or immovable properties of the society and to authorize the chairman to apply for such loan And execute and deliver such loan documents to such bank or financial institution or corporation on such terms and conditions as may deem and proper.
- XVI. To enter into agreement/arrangement upon such terms and subject to such conditions as the Governing Body may may deem desirable for undertaking Activates, programmers or projects jointly with any association Society, institution or company having object similar to those of the society.
- XVII. To elect candidates from amount members of the society to represent the society in any body , either central , local or legislative , or in any other body in which the society may secure seats in the society.
- XVIII. To create, form , promote or to associate with any other association, society , company or body .in the creation, formation , or promotion of any other body, whether incorporated or not, and whether any committee or sub-committee or sub-committee of the society or not, and affiliate with such body , or to merge any other body with the society and to delegate to any such body any of powers.
- XIX. Without prejudice to its general to its general powers conferred by the Act and these Rules, the Governing Body shall abide by the policy related or special directives of the Ministry of Environment , Governing of India on any matter essential to achieving the objects of CCFF conveyed to it in writing.
- XX. To perform such additional functions and to carry out such duties as may from time to time be assigned to it by the society.





Chairman



Secretary



Treasurer

**CLAUSE - 20**  
**POWERS AND DUTIES OF CONSTITUENTS OF GOVERNING BODY**

**A. CHAIRMAN**

- I. The Chairman shall chair all the meetings of the Governing Body and have the power to make general directions and management of the affairs relating to society subject to the majority vote of the members of the Governing Body
- II. He shall be the chairman of the Governing body at general Body meetings and shall summon and preside over all the Governing Body meetings of the society.
- III. At the time of voting on any Matter(except election) if the total votes of the groups of members happen to be equal in number, the Chairman has the power to cast an extra vote to decided by ballot or voting.
- IV. In the course of any proceedings or meetings of the Governing Body or the General Body., the decision of the chairman shall be considered as final. Except for the matters that are decided by ballot or voting.
- V. He shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of governing body meeting.
- VI. In case it is necessary to decide any point./matter/issue urgently and there is no time to call the Governing Body meeting, the chairman shall have the powers to decide the point/issue/matter but he/she shall bring the matter to the notice of the Governing Body as early as it is possible, for having the same ratified.
- VII. To appoint/terminate such staff as may be required for effective and efficient management of the affairs of the society.
- VIII. In the event of any Nominated Member(s) seat falling vacant the powers and functions of that member would vast in the chairman of the society.
- IX. He shall get the accounts of the society audited by the qualified auditor appointed by the Governing body of the society.



  
Chairman

  
Secretary

  
Treasurer

- X. Ensure compliance of the all statutory formalities and Rules and Regulations.

B. **CO-CHAIRMAN**

The Co-Chairman of the society shall enjoy all the power of the Chairman in his absence and or assigned to him by the Governing Body time to time.

C. **SECRETARY**

The Secretary shall be responsible to the Governing Body for all day to day Activities relating to the proper management, maintenance and upkeep of the society and:

- I. Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so.
- II. Will prepare the Register of member as well as the proceedings register to record the minutes of the proceeding of the Governing Body meeting and the General Body meeting and/or urgent meeting of the General Body and have them duly signed by the members who attend the meetings
- III. Look after the administration and other affairs and attend to all correspondence.
- IV. Summon and attend the meeting of the General Bogy and Governing Body.
- V. Give effect to the direction and decisions taken at such meeting.
- VI. Collect all dues to the society and ensure thought the treasure. where appointed, that proper accounts are maintained of all financial transaction relating to the society.
- VII. Manage and control the staff and take disciplinary action where necessary.
- VIII. Institute prosecute and defend suits and other proceedings in which the society may be involved.
- IX. Prepare the annual report and financial statement of accounts under the guidance of the Governing Body.



  
Chairman

  
Secretary

  
Treasurer



- X. Generally perform all such duties as are incidental to the office of General Secretary.

**The General Secretary Shall Maintain an Imprest Cash Amount as may be decided by the Governing Body time to time**

D. **JOINT SECRETARY**

The Joint Secretary of the society shall enjoy all the power of the Secretary in his absence and or assigned to him by the Governing Body time to time.

E. **TREASURER**

- I. All the assets and funds of society shall remain under the card and management of treasurer of the society
- II. The treasurer shall maintain the accounts and vouchers of all the money, Which is received and /or paid by him on behalf of the society.
- III. The Treasurer shall make disbursement in accordance with the direction of Governing Body.
- IV. The treasurer will ordinarily hold a cash balance the amount which may be fixed by the Governing Body of the society from time to time ) To meet the emergent needs relating to the society.



All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any bank(s) selected by the Governing Body of the society.

F. **JOINT TREASURAR**

The Joint Treasurer of the society shall enjoy all the power of the Treasurer in his absence and or assigned to him by the Governing Body time to time.

**CLAUSE - 21  
RE-ADMISSION**

- I. In cash any member of the society is expelled by the Governing Body on the reasons of non-payment of the monthly/annual subscription, he can be readmitted, proved the member concerned pays all up to date dues with the permission of the Governing Body.

Chairman

Secretary

Treasurer



- II. All the appeals against expulsion of member shall be preferred to the Governing Body of the society the decision of the Governing Body shall be final. The decision of the Governing Body shall be communicated of the member concedes.
- III. Any member who is expelled under these Rules. Herein above shall be entitled re-admission as a Member

**CLAUSE - 22**  
**BRANCHES OR THE COMMITTEES**

The Governing Body may from branches and/or sub-committees all over India to attain the aims and objects of the society.

**CLAUSE - 23**  
**SEAL OF THE SOCIETY**

The society shall have a common seal which shall be in custody of the General Secretary and shall be used only under the authority of the resolution of the Governing Body and every deed or instrument to which the seal is affixed shall be attested for and on behalf of the society by two (2) Governing Body member and General secretary or any other person authorized by the society in that behalf and chronological record of use of the seal shall be maintained in a register kept for the purpose.

**CLAUSE - 24**  
**FUNDS OF THE SOCIETY**



The society shall raise funds as follows.

- a) Admission fee and subscription from the members of the society.
- b) Revenue generated by the society out of its own assets, its activities and investments.
- c) Grants/Loan/Funding made by the government and donation and contributions from other sources.
- II. All the income and funds of the society received from all sources shall be utilized only for the promotion and up- liftment of the aims and objection the society

  
Chairman

  
Secretary

  
Treasurer

**CLAUSE - 25**  
**MANAGEMENT OF FUNDS & ACCOUNTS OPRECATON**

- I. The society shall prepare detailed of expenditure and receipts and further submit periodic utilization certificates before the Board of Governing Body in consonance with the provisions of applicable laws as the case may be .
- II. All the amounts shall be kept in any bank(s) and the bank accounts shall be operated by the joint signature of any two (2) out of chairman, secretary and treasurer of the society

**CLAUSE - 26**  
**AUDIT**

The accounts of the society shall be audited by the qualified auditor (chartered accountant) every year.

**CLAUSE - 27**  
**ANNUAL REPORT**

- I. The financial year of the society shall be from April 1 to March 31 A copy of the last financial statement and the report of the auditor, if any shall be kept in a conspicuous place in the office of the society.
- II. The Governing Body shall submit a report on the working of the Society annually to the Appropriate Governmental Authority. If called for such report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and Expenditure

**CLAUSE - 28**  
**BOOKS AND ACCOUNTS**

The Society shall keep at its registered office proper books of account with respect to :-

- a) All sums of money received and the source thereof and all sums of money expended by the Society and the matters in respects of which the receipt and expenditure take place.





Chairman



Secretary



Treasurer

- b) All sales and purchase of goods by the Society.
  - c) The assets and liabilities of the Society.
- II. The income and expenditure account shall be annexed to the balance sheet and the Auditor's report (including the auditor's special or supplementary report) if any shall be attached thereto.

**CLAUSE - 29**  
**ANNUAL LIST OF GOVERNING BODY**

Once in every year a list of the office bearers and the Members of the Governing body shall be filed in the office of the Registrar of Societies Delhi within 14(fourteen) days after the date on which the annual general meeting of the Society is held.

**CLAUSE - 30**  
**LEGAL PROCEEDINGS**

- I. Any suit or other legal proceeding by or against the Society may be filled/contested/defended and conducted on its behalf either by the chairman or the General Secretary or by any other person so authorized by the Governing Body of the Society. Any pleading or other documents in connection there with may be signed and verified by any of such persons on behalf of the Association.
- II. This power will also include the appointment of advocate/s, attorney/s etc, for the purpose.

**CLAUSE - 31**  
**ALTERATION OF RULES**

Subjects to the provisions of the Act and the Rules herein, the Society may alter or extend the purpose for which it is established with the previous concurrence of the Appropriate Governmental Authority.

- II. The Rules may be altered at any time with the sanction of the Appropriate Governmental Authority by a resolution passed by majority of the Members of the Governing Body, duly convened and held for the purpose.
- III. The Rules (so altered, added to and modified) shall operate with effects from the date of registration with registrar of societies.



  
Chairman

  
Secretary

  
Treasurer



- IV Change of name: The name of the Society may be changed by the Governing Body as and when necessary, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.
- V Change in aims and objects of the Society. The Governing Body, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules, may change the aims and objects of the Society subject to clearance from competent authorities under the Act.
- VI Amalgamation and division of the Society: the Governing Body shall, subject to the present Rules, be competent to amalgamate the Society with any other Society either wholly or partially for better utilization the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Appropriate Governmental Authority may order division or amalgamation of the Society after giving the Society after giving the Society opportunity to represent against such proposal.



**CLAUSE - 32**  
**DISSOLUTION OF THE SOCIETY**

- I. The Society may be dissolved in accordance with the provisions of section 13 and 14 of the Act, After obtain the previous consent of the Appropriate Governmental Authority in that behalf.
- II. If upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and Liabilities, any property whatsoever, the same shall not be paid to or distributed among the Member of the Society but it shall be lawful for the Members to determine by the majority at the time of dissolution of the Society , that such property shall be given to the Appropriate Governmental Authority to be utilized for any other purpose referred to in-section 1 of the Act.

Chairman

Secretary

Treasurer

**CLAUSE - 33**  
**INTELLECTUAL PROPERTY RIGHTS**

The Intellectual Property Rights shall, at all times vest and be retained solely by the Society save and except as may be decided by the Governing Body in consonance with Governmental Authority.

**CLAUSE - 34**  
**RIGHTS OF THE APPROPRIATE GOVERNMENTAL AUTHORITY**

Notwithstanding anything contained in any of these Rules, the Appropriate Governmental Authority may, from time to time issue such directives as it may consider necessary in regard to the finance, conduct of business and affairs of the Society and in like manner may vary such directives. The Society shall give immediate effect to the directives so issued. In particular the Appropriate Governmental Authority will have power.

- I. To give directions to the Society as to the exercise and performance of its functions in matters involving national security and substantial public interest.
- II. To call for such returns, accounts and other information, with respect to the property and activities of the Society as may be required from time to time.
- III. To approve agreement involving foreign collaboration proposed to be entered into by the Society.

Provided, that all directives issued by the Appropriate Governmental Authority shall be in writing addressed to the Chairman of Society. The Governing Body shall, except where the Appropriate Governmental Authority considered that the interest of the national security requires otherwise, incorporate the contents of directives issued by the Appropriate Governmental Authority in the annual report of the Society and also indicate its impact on the financial position of the Society.



  
Chairman

  
Secretary

  
Treasurer


**CLAUSE - 35**  
**APPLICATION OF THE ACT**

All the provisions of the Act as applicable to the state of Delhi shall apply to the Society.


**CLAUSE - 36**  
**ESSENTIAL CERTIFICATE**

Certified that this is the correct copy of the Rules and Regulations of the Society

CHAIRMAN-

  
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SECRETARY-

 SP  
\_\_\_\_\_

TREASURER-

 SJ  
\_\_\_\_\_





Chairman

 SP

Secretary

 SJ

Treasurer