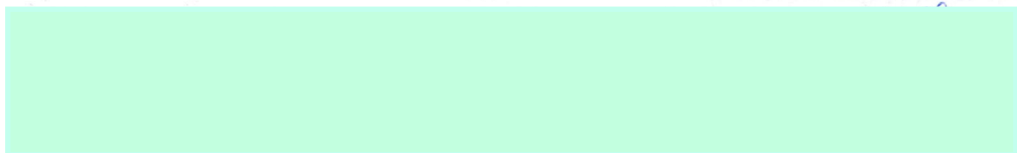
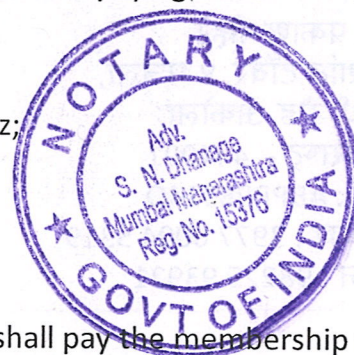


**RULES AND REGULATION  
OF  
UNIVERSAL HEALTH ORGANISATION**

1. **DEFINITION:** The definition on the words in this Rules and Regulations to the context and the meaning there shall be as under:
  - 1.1. The Association shall mean **UNIVERSAL HEALTH ORGANISATION**
  - 1.2. 'Managing Committee' shall mean and include the office bearers of the Managing Committee of the association elected by the members of the association in the General Body Meeting, as per Rules and Regulation.
  - 1.3. 'He' shall mean not just a male but a female person also.
2. **AREA OF OPERATION :** The area of operation is all over the nation/country of India. UHO will also coordinate with similar international bodies to organise or participate in events in other countries, to further its goals.
3. **ACCOUNTING YEAR OF THE ASSOCIATION:** The financial year of the association shall be 01-April to 31-March every year.
4. **MEMBERSHIP:**
  - 4.1. Any citizen of India or person of Indian origin can become a "Member" of the association by subscribing to its ideologies and paying membership fee.
  - 4.2. There shall be three types of membership viz;
    - 4.2.1. Non-voting membership (annual)
    - 4.2.2. Voting membership (annual)
    - 4.2.3. Voting membership (lifetime)
  - 4.3. A person who wishes to enrol as a member shall pay the membership fee prevailing at that time and by filling a membership form subscribing to its ideologies.
  - 4.4. The membership fee shall be as follows at the registration of the society;
    - 4.4.1. ₹ 200 /- (Rupees Two Hundred) per year for non-voting (annual) membership;



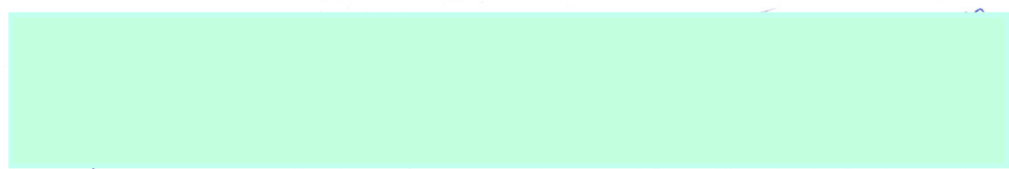
- 4.4.2. ₹ 1,000 /- (Rupees One Thousand) per year for voting (annual) membership;
- 4.4.3. ₹ 10,000 /- (Rupees Ten Thousand) one-time for voting (life-time) membership;
- 4.5. All active members shall be included into an electronic chat and document sharing application (e.g. WhatsApp, Telegram etc).
- 4.6. All information and activities shall be communicated / shared on such applications/platforms.
- 4.7. **VOTING RIGHTS** : Each voting member (annual or lifetime) when present in the General Body Meeting shall be entitled to vote. In case any voting member anticipates his/her absence and remains absent at the time of voting, he/she may appoint a proxy with advance intimation of at least 3 Committee members. days to the Managing However. a proxy will have only the right to Vote without expressing his/her views.

**5. SUSPENSION AND EXPULSION:**

- 5.1. A member may be expelled or suspended by the Managing Committee for doing any of the following
  - 5.1.1. Any act or pursuing any conduct that is either in contravention of the rules and regulations or any bye-laws of the association or;
  - 5.1.2. is detrimental in any way to the interest of the association or;
  - 5.1.3. is in any way likely to endanger the harmony or affect the character, stability, honour or prestige of the association,
- 5.2. PROVIDED that a reasonable opportunity in line with principles of natural justice, equity and fair play shall be afforded to the member concerned to be heard before taking any action of expulsion.

**6. POWER AND DUTIES OF GENERAL BODY:**

- 6.1. The General Body Meeting (GBM) shall mean the meeting of all the members of the Association.
- 6.2. An Annual General Body Meeting (AGM) shall be held once in a year and transact the following:-





- 6.2.1. To approve and adopt the annual report of the association.
- 6.2.2. To approve the budget for the next financial year.
- 6.2.3. To consider any amendment brought by any special resolution for which due notice has been given in accordance with byelaws.
- 6.2.4. To consider and approve the statement of affairs or accounts of the association.
- 6.2.5. To consider, deliberate and adopt the auditor's report.
- 6.2.6. To consider and appoint an Internal Auditor.
- 6.2.7. To appoint a Statutory Auditor and fix their remuneration.
- 6.2.8. To discuss and decide welfare activities of the association.
- 6.2.9. To elect the Managing Committee - once every 5 five years.

## 7. NOTICES AND QUORUM OF GENERAL BODY MEETING:

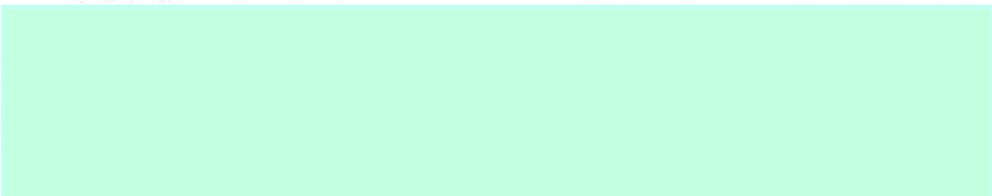
- 7.1. The General Body Meeting (GBM) shall be conveyed with 14 days advance days notice to the members.
- 7.2. The Secretary shall issue a notice on the electronic platform showing agenda, venue and time of the meeting to all the members in advance.
- 7.3. Quorum of the meeting shall be more than 50% of the total membership of the association as on the date of meeting. If there is no required quorum to stand at the time of meeting, the meeting shall be adjourned for half an hour and continued at the same venue after half an hour with the same agenda meeting with the quorum available at that time and the decision taken in the meeting will be as if there was sufficient quorum.

## 8. SPECIAL GENERAL BODY MEETING:

- 8.1. The Managing Committee of the association, on receipt of a requisition in writing from not less than 1/3 of the members on the register shall convene a Special General Body (SGM). The Special General Body Meeting shall be called by giving a minimum of 2 (Two) days notice to transact any Specific business including approval of any Special Resolution for which the Special General Body Meeting was convened.

## 9. MANAGING COMMITTEE:

- 9.1. The administration of the association shall rest in a body called MANAGING COMMITTEE. which shall consist of 9 (nine) members, elected by the members of the association in the General Body Meeting (GBM) .



These 11 members shall Managing Committee' of the Association as per following composition:

CHAIRPERSON	1
SECRETARY	1
TREASURER	1
MEMBERS	8
TOTAL	11

**10. THE TERM OF THE MANAGING COMMITTEE:** The term of the Managing Committee shall be for 5 (Five) years.

**11. The office of the member of the Managing Committee shall IPSO FACTO be vacated: -**

**11.1.** If the member resigns or is removed from the office or ceases to be a member of the association.

**11.2.** If any of the Managing Committee member of the association commits offence involving "moral turpitude"

**11.3.** The respective society/proposed society recalls their member/members respective

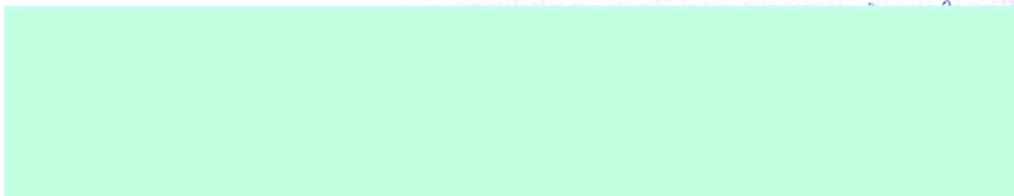
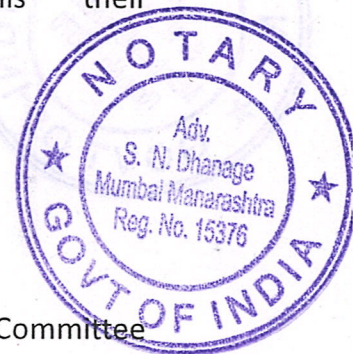
**12. DUTIES OF THE OFFICE BEARERS:**

**12.1. CHAIRPERSON - Powers and Responsibilities:**

**12.1.1.** The Chairperson shall preside over all the Executive Committee Meetings. General Body Meetings and Special General Body Meeting.

**12.1.2.** He/She shall be the Chief Executive of the association.

**12.1.3.** He/She shall conduct the overall supervision of the affairs of the association.

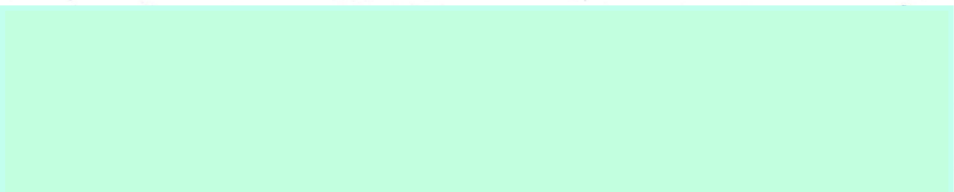


- 12.1.4. He/She shall be Ex. Officio members of all sub-committees as and when appointed.
- 12.1.5. He/She shall appoint an Election Officer, to conduct election to the Managing Committee in the General Body. He/She shall also appoint observers or inspectors for the successful implementation of the projects/ programmes to further the objectives of the association on the advice of the Managing Committee.
- 12.1.6. Any decision of the general meeting shall be taken by a majority of votes and in case of equality of votes; the Chairperson shall have a second vote.
- 12.1.7. The ruling of the Chairperson of the meeting on any point of order shall be final and binding. The Chairperson of the meeting shall have the power to adjourn any meeting.

**12.2. SECRETARY - Powers and Responsibilities:**

- 12.2.1. He/She shall have superintendence of the day-to-day administration and activities of the association and implementation of its policies and programs.
- 12.2.2. He/She shall be in charge of the administration of the association.
- 12.2.3. He/She shall prepare the agenda, fix the venue, time and date for the Managing Committee, General Body and Special General Body Meetings in consultation with the Chairperson. He/She shall record and maintain minutes of such meeting.
- 12.2.4. He/She/She shall perform any other duties that are entrusted to him/her by the Managing Committee.
- 12.2.5. Maintain Membership register and any other registers records as may be required by the association from time to time.
- 12.2.6. He/She shall be the custodian of documents and office of the association.

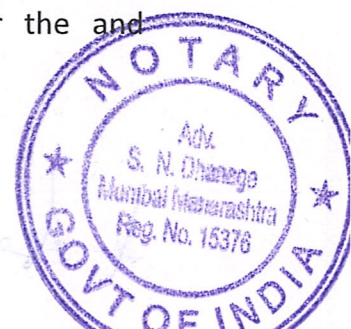
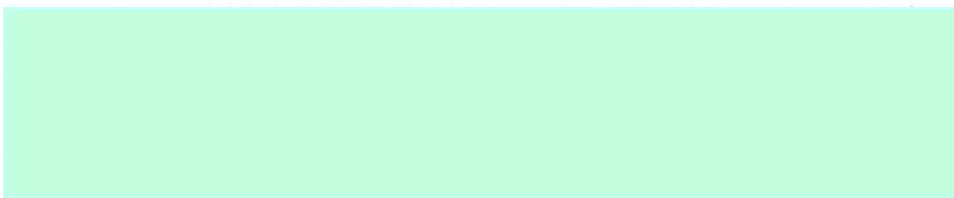
**12.3. TREASURER - Powers and Responsibilities:**



- 12.3.1. The Treasurer shall be responsible for the day to day maintenance of accounts, monitoring of funds and other financial transactions.
- 12.3.2. He/She shall prepare, submit and seek approval of the budget in the Annual General Body Meeting for the ensuing financial year.
- 12.3.3. He/She shall be responsible for preparation of annual accounts, the income and expenditure and the statement of financial affairs in consultation with the Chairperson and Secretary.
- 12.3.4. He/She shall be responsible for issuing receipts in respect of all income, donation, revenues and other receipts and for incurring any expenditure and for preparation of vouchers on behalf of the association.
- 12.3.5. He/She is authorised to keep not more than a maximum amount of ₹ 5000/- (Rupees Five Thousand Only) in cash in his/her custody in the office under his/her control at any time over and above the imprest amount given for meeting miscellaneous petty expenditure of the association.
- 12.3.6. He/She shall place monthly accounts before the Managing Committee for approval.
- 12.3.7. He/She shall maintain records of movable and immovable properties.

**12.4. MANAGING COMMITTEE MEMBER - Powers and Responsibilities:**

- 12.4.1. He/She shall attend all the Committee Meetings and shall actively participate in deliberations on the agendas.
- 12.4.2. He/She shall assist, advice, suggest, guide and with other members cooperate with the committee for discharge of proper their duties jointly and severally.
- 12.4.3. It shall be his duty to work in the interest of the association and to achieve the aims and objects of the association.
- 12.4.4. He/She shall be bound to offer any service for the and betterment upliftment of the association.



**13. MEETING OF MANAGING COMMITTEE:**

**13.1.** The Managing Committee shall meet once in a month if possible or at least once a quarter (Three months)

**13.2.** The Managing Committee shall meet at the request of more than 2/3 members of the Managing Committee to transact any special agenda brought in the interest of the association.

**14. NOTICE OF MEETING:**

**14.1.** The Managing Committee Meeting shall be convened after 3 (three) day's notice to all committee members except in the case of emergency meeting. which shall be convened after giving at least 12 hours notice. Quorum of the meeting shall be more than 50% members of the Managing Committee

**14.2. MINUTES TO BE KEPT:**

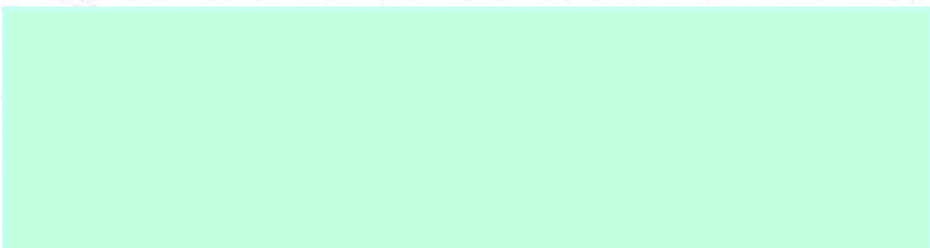
**14.2.1.** The Managing Committee shall have to maintain Minute Book which shall contain:

**14.2.2.** A clear report of the proceeding of such a meeting.

**14.2.3.** Copy of each notice convening the meeting of the Managing Committee which and of each circular in which decision has been arrived at by Committee. Minutes shall be read over in the next meeting as the case is and when confirmed shall be signed by the President of such meeting.

**14.2.4.** In case of difference of opinion at the time of confirmation proceeding of the previous meeting, the minutes shall be confirmed according to the majority of the Present members.

**15. CO-OPTION:** In event of any vacancy arising out of death, retirement, resignation, removal or otherwise from the Managing amongst the members of Committee, the Managing Committee may ask respective housing society/proposed society to nominate members. Such a nominated member shall be a Managing Committee member for such



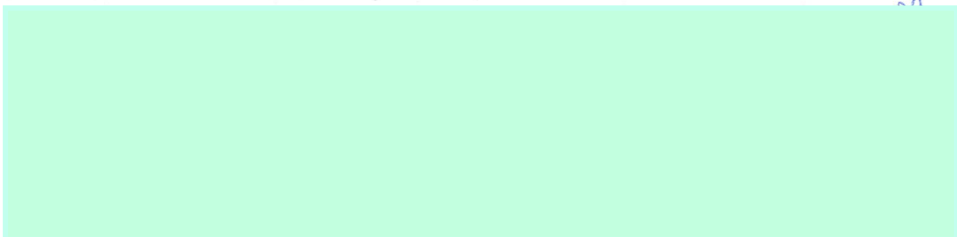
time or hold office long or would have been a Managing Committee member.

**16. POWERS AND DUTIES OF THE MANAGING COMMITTEE**

- 16.1. To carry out the management for the moveable and immovable property and cash of the association. recover claims and adequately insure them against all risks
- 16.2. To invest funds of the association upon such securities or in bank deposits as it may think fit from time to time.
- 16.3. To make or amend rules from time to time as regards and get them duly approved by General Body Meeting.
- 16.4. Delegation of any of the powers of the Managing Committee to any office bearers of committee/ sub-committee.
- 16.5. Amend, modify or make the rules for election of the Managing Committee. General Body's right and get them duly approved by General Body Meeting.
- 16.6. To raise a loan.
- 16.7. To reject or accept an application for membership.
- 16.8. To appoint any Ad-hoc Committees (consisting wholly or partly of members of their own body and/or others) as they think fit and may delegate any of their power & period to them.
- 16.9. To acquire land and building from Government or Semi-Government authorities. through the private bodies or association and get it duly approved by the General Body Meeting.
- 16.10. To sell. lease, mortgage. exchange. dispose of or otherwise deal with all or any of the moveable or immovable property and get it duly approved by the general body meeting.

**17. FINANCIAL AFFAIRS:** Preliminary funds for the day to day activities shall come from:

- 17.1. Membership fees





- 17.2. Donations. Grants. Gifts. This shall be limited to an upper limit of Rs. 1 lakh per year from any person or organisation. Such a limit is to restrict the influence of any one entity upon UHO. The financial limit is subject to revision in the future.
- 17.3. Organising cultural and entertainment programs as approved in the General Body or Managing Committee Meetings from time to time.
- 17.4. Any other sources as approved by the General Body from time to time All income will be utilised only on the' objects of the organisation.
18. **UTILISATION OF FUNDS:** The funds of the association shall be used fully for the fulfilment of the objectives of the association as specified Memorandum in the of association.
19. **MAINTENANCE OF BANK ACCOUNTS:**
- 19.1. In order to arrange financial transactions, the association shall open and operate a Saving Bank/ Current Account with nationalised / any Scheduled/ Co-operative bank for convenience and in the interest of the association.
- 19.2. The account so opened will be operated jointly by Chairperson, Secretary and Hon. Tréasurer or any two of them.
- 19.3. Any change in the joint signatories shall be intimated to the concerned bank(s) and all necessary documents should be to this effect executed well in time in order to avoid in any hindrance the smooth functioning of the operation of such account(s).
20. **PROVISIONS REGARDING LOANS AND DEPOSITS:** The Managing Committee can raise the loans and deposit in the interest of the association with the Meeting. The approval of the General Body relevant provision under section 36 A of (3) and 35 the B.P.T. Act. 1950 shall apply.
21. **PROVISION REGARDING SALE AND PURCHASE OF IMMOVABLE PROPERTY:** The Managing Committee can own property and also property in the name of the purchase association as per resolutions passed in the



General Body Meeting from time to time. The provisions under relevant section 36 (1) (A) & 36 (1)B of the B.P.T. Act, 1950 shall apply.

- 22. **REGISTER OF MEMBERS:** Association shall keep necessary registers including register for membership as per Societies Registration Act, 1860 & B. P. T. 1950.
- 23. **AMENDMENT OF RULES AND REGULATIONS:** Amendment to any of the rules shall be carried out in the interest of the association in the Annual General Body Meeting after giving due notice of the proposed amendment. Amendments shall be carried out with 2/3 majority of the members present in the Annual General Body Meeting and after adopting necessary resolution in this respect. All amendments shall be intimated to the Charity Commissioner.
- 24. **CHANGE IN THE NAME AND OBJECTS:** Any change in name and objects of the association shall be carried out with 2/3 majority of the members present and with the approval of the General Body. Any changes in the Name and Objects shall be made as per Section 12 & 12A of Societies Registration Act. 1860.
- 25. **OFFICIAL LANGUAGE:** The official language of the Association shall be English, Hindi or Marathi.
- 26. **DISSOLUTION:** If any circumstances arises and when it shall be found to close down necessary the association. then in such circumstance, the selected properties of the association shall be handed over to a custodian by General Body of the association by passing resolution by 2/3 majority of the members of the association in pursuance of provision of section 13 & 14 of the Societies 1860 Registration Act

Certified to be true and correct copy of the Rules and Regulation of "UNIVERSAL HEALTH ORGANISATION"

- Chairperson - Dr. Amitav Banerjee
- Secretary - Mr. Bhaskaran Raman
- Treasurer - Dr. Veena Raghava

