

HARYANA GOVERNMENT

SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT.

Notification

The 5th June, 2007

No. 982-SW(4)/2007.—The Governor of Haryana is pleased to constitute Society for Home for Persons with Special Needs, Rohtak.

MEMORANDUM OF ASSOCIATION

1. (i) The name of the Society shall be the Society for the Welfare of Persons with Special Needs, Rohtak.
(ii) The registered office of the Society shall be situated at Rohtak District in the State of Haryana.
2. In this memorandum and the rules made thereunder unless the context otherwise requires :—
 - (a) "The Home" means Home for Persons with Special Needs, Rohtak.
 - (b) "Society" means Society for the Welfare of Persons with Special Needs, Rohtak.
3. **Aims and Objectives of the Society :** The Society for the Welfare of Persons with Special Needs, Rohtak will have the following aims and objectives and shall be competent to perform the following functions :—
 - (i) to provide Education to Persons with Mental Retardation and associated disabilities to enable them to be self dependent;
 - (ii) to provide residential services to Persons with Mental Retardation belonging to far off areas to help them to nurture their abilities and to achieve rehabilitation;
 - (iii) to empower parents and family members and to involve them as co-therapists to carry out training programmes of Persons with Mental Retardation and associated disabilities;
 - (iv) to provide early stimulation and intervention training to Persons with Mental Retardation and associated disabilities in the age group of 0-5 years and to help them to achieve speedy development ;
 - (v) to provide vocational training to Persons with Mental Retardation and associated disabilities to enable them to achieve self dependence;
 - (vi) to develop effective models of Home based training programme suiting to the needs of Persons with Mental Retardation and associated disabilities;
 - (vii) to run outreach programme to cover Persons with Mental Retardation in the far flung areas and to extend services;
 - (viii) to develop human resources to provide specialised services to Persons with Special Needs;
 - (ix) to organise short term courses/conferences/seminars/workshops and update the skills and knowledge of professionals working in the field;
 - (x) to conduct research in the field of Mental Retardation and associated disabilities;
 - (xi) to undertake any other activity for the promotion of welfare of the Persons with Special Needs;
 - (xii) to receive grants and contributions to have custody of and to expend, the fund of the Society and to manage its properties;
 - (xiii) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for the advancement of its objectives, provided that no immovable property of the Society shall be disposed off, in any manner whatsoever, without the prior approval of the State Government;
 - (xiv) to deposit the money credited to the fund of the Society with such banks, or to invest the same in such manners, as the Society may deem fit; and
 - (xv) to perform such other functions and to carry out such other duties as may, from time to time, be assigned to it by the State Government.

4. The constitution of the governing body of the Society shall be as under :—

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| 1. Chief Minister, Haryana | Chairman |
| 2. Minister Incharge, Social Welfare, Haryana | Senior Vice-Chairman |
| 3. Commissioner & Secretary to Govt. Haryana,
Social Welfare Department, Haryana. | Vice-Chairman |
| 4. Director, Social Justice & Empowerment Department, Haryana. | Member Secretary |
| 5. Commissioner, Rohtak Division. | Member |
| 6. Director, Women & Child Development
Haryana, Chandigarh. | Member |
| 7. Director, General, Health Services, Haryana | Member |
| 8. Director, Employment, Haryana | Member |
| 9. Director, P.G.I.M.S., Rohtak. | Member |
| 10. Head, Department of Psychiatry,
P.G.I.M.S, Rohtak | Member |
| 11. Dr. B.S. Chavan, Head, Department of Psychiatry,
Government Medical College & Hospital, Sector 32, Chandigarh | Member |
| 12. Deputy Commissioner, Rohtak. | Member |
| 13. Honorary General Secretary, Haryana State Council for Child
Welfare Chandigarh. | Member |

(ii) In addition to the above, two representatives of the donors and two representatives of the parents of the children with special needs admitted to the institution shall be elected for a period of two years.

(iii) The Society may co-opt any person as a member who has special qualifications or experience, which can be useful for the working of the institution.

5. A copy of the rules of the Society certified to be a correct copy by 5 members of the Society is filed alongwith this memorandum of association.

6. We, the following persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set out several and respective hands hereunder and form ourselves into a Society under the Societies Registration Act, 1860 (Act 21 of 1860). This day of May, 2007.

Sr. No.	Name address and occupation of members	Signature of members	Designation
1.	Chief Minister, Haryana		Chairman
2.	Minister Incharge, Social Welfare, Haryana		Senior Vice-Chairman
3.	Commissioner & Secretary to Government Haryana, Social Welfare Department		Vice-Chairman
4.	Director, Social Justice & Empowerment Department, Haryana		Member Secretary
5.	Commissioner, Rohtak Division		Member
6.	Director, Women & Child Development Haryana.		Member
7.	Director General Health Services, Haryana.		Member
8.	Director, Employment, Haryana.		Member
9.	Director, P.G.I.M.S., Rohtak		Member
10.	Head, Department of Psychiatry P.G.I.M.S., Rohtak		Member
11.	Dr. B.S. Chavan, Head, Department of Psychiatry, Government Medical College and Hospital, Sector-32, Chandigarh.		Member
12.	Deputy Commissioner, Rohtak		Member
13.	Honorary General Secretary, Haryana State Council for Child Welfare, Chandigarh		Member

SOCIETY FOR THE WELFARE OF PERSONS WITH SPECIAL NEEDS, ROHTAK

RULES

1. Short title

These rules may be called the "Society for the Welfare of Persons with Special Needs, Rules, 2007".

2. Definition

- (i) In these rules, unless the context otherwise requires 'Society' "means the Society for the Welfare of Persons with Special Needs, Rohtak".
- (ii) Unless otherwise stated 'member' "means a member of the Society and includes the Chairman".

3. Membership

- (i) The Society shall consist of the following office bearers/members:—

1. Chief Minister, Haryana.	Chairman
2. Minister Incharge, Social Welfare, Haryana.	Senior Vice-Chairman
3. Commissioner & Secretary to Government Haryana, Social Welfare Department, Haryana.	Vice-Chairman
4. Director, Social Justice & Empowerment Department, Haryana	Member Secretary
5. Commissioner, Rohtak Division.	Member
6. Director, Women & Child Development Haryana, Chandigarh	Member
7. Director General, Health Services, Haryana.	Member
8. Director, Employment, Haryana.	Member
9. Director, P.G.I.M.S., Rohtak.	Member
10. Head, Department of Psychiatry,	Member
11. Dr. B.S. Chavan, Head Department of Psychiatry, Government Medical College & Hospital, Sector 32, Chandigarh.	Member
12. Deputy Commissioner, Rohtak.	Member
13. Honorary General Secretary, Haryana State Council for Child Welfare Chandigarh.	Member

- (ii) In addition to the above, two representatives of the donors and two representatives of the parents of the children with special needs admitted to the institution shall be elected for a period of two years.
- (iii) The Society may co-opt any person as a member who has special qualifications or experience, which can be useful for the working of the institution.

4. Duration of Membership

- (i) When a person is appointed as a member of the Society by virtue of an office or an appointment he or she holds, his or her membership of the Society will terminate when he or she ceases to hold that office or appointment.
- (ii) A member of the Society shall cease to be a member if he or she dies, resigns, becomes of unsound mind, becomes insolvent or is convicted of criminal offence involving moral turpitude provided further that the Society may terminate the membership by majority of the total membership of the Society in case it finds that such a member is not acting in the wider interests of the Society.
- (iii) A resignation of membership shall be addressed to the Vice-Chairman of the Society who shall obtain orders of the Society before it takes effect.
- (iv) Any vacancy in membership shall be filled up as per directions of the Society.

5. Office Bearers of the Society

In addition to the Chairman, Senior Vice-Chairman, Vice-Chairman and Member Secretary, the Society may elect such office-bearers as it considers necessary from time to time.

6. Society's Office

- (i) The Society shall have an office with the Member Secretary to the Society and such other posts as may be sanctioned by the Society. The Member Secretary shall keep a record of the Society's meetings and shall perform such duties as directed by the Society.

- (ii) The office of the Society shall be at Rohtak.
- (iii) The Society shall provide a seal and also provide for the safe custody thereof. The seal shall never be used except by the authority of the Society previously given by it to Chairman, Senior Vice-Chairman, Vice-Chairman or Member Secretary of the Society.

7. Functions

- (i) The Society shall be competent to promote in all ways the activities and welfare of Persons with Special Needs, Rohtak.
- (ii) The Society shall have the powers to make, if necessary, such bye-laws as are not repugnant to, or inconsistent with these rules for the conduct of the Society's business and for the working of its office.
- (iii) The Society shall have the right to acquire and sell property and transact any business in the interest of Home for Persons with Special Needs, Rohtak.
- (iv) The Society may, if necessary, appoint adhoc Sub Committee and /or Standing Committee from amongst its members or partly of non-members for specific short term purposes and may delegate such powers to these Committees as the Society may consider necessary.

8. Ordinary Meetings

- (i) There shall be not less than two ordinary meetings of the governing body of the Society in a year and not more than six months shall elapse between any two meetings.
- (ii) Not less than seven day's clear notice of any ordinary meeting shall be given to the members of the Society.
- (iii) Six members of the governing body present shall constitute the quorum.
- (iv) All meetings of the governing body of Society shall be convened by the Member Secretary after obtaining written consent of the Chairman, Senior Vice-Chairman or the Vice-Chairman.
- (v) If the Chairman of the Society is not present at any meeting of the Society, the Senior Vice-Chairman or Vice-Chairman shall preside. If they are also absent, the members present shall elect one of them to be the Chairman of the meeting.

9. Extra-ordinary Meetings

Extra-ordinary Meetings of the governing body can be convened at any time, at three clear days' notice.

- (i) By the Member Secretary of the Society after obtaining the written consent of the Chairman, Senior Vice-Chairman or the Vice-Chairman.
- (ii) At the written request to the Chairman, Senior Vice-Chairman or the Vice-Chairman signed by at least six members.

10. Budget and Appropriations

- (i) The governing body of the Society, on each year, after including its budget estimates, donations in cash and kind, approve its budget estimates for the ensuing year on or before the 31st March preceding the next financial year. The budget estimates shall be prepared in such form as may be prescribed by the Society.
- (ii) Supplementary estimates of expenditure shall be submitted in such manner as the governing body of the Society may prescribe.
- (iii) The governing body of the Society shall be competent by a separate resolution of the Society and for reasons to be recorded, to change appropriations for expenditure should the need arise during the course of the financial year.
- (iv) The Divisional Commissioner, Rohtak shall have powers to sanction expenditure subject to budget provision and the financial powers vested in a Head of Department under the Government. For petty expenditure, an imprest of Rs. 10,000/- would be placed at the disposal of the Director of the Home which would be recouped with the approval of the Divisional Commissioner, Rohtak from time to time. A quarterly statement of income and expenditure shall be submitted by the Divisional Commissioner, Rohtak to the Society through the Member Secretary and Vice-Chairman on a regular basis.
- (v) The governing body of the Society shall be competent to frame the financial regulations for the smooth running of the Home.

11. Creation and filling up of Posts

The governing body of the Society shall be competent to create and fill up the posts at the Headquarter as it deems fit for running its affairs. The qualifications, mode of recruitment and the salary for such posts shall be determined by the Society.

12. Bankers

The governing body of the Society shall maintain an account with any Public Sector Bank or with the State Co-operative Bank. All funds of the Society shall be paid into the Society's Bank Account and shall be withdrawn only under the joint signatures of any two out of the Vice-Chairman, Member Secretary, Divisional Commissioner, Rohtak or Director of the Home as the Society may authorise.

13. Accounts and Audit

The accounts of the Society shall be subject to audit and the nature of the audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed in bye-laws to be framed by the Society.

14. Remuneration to members

(i) Save with the previous sanction of the Society, no remuneration shall be paid to any member of the Society on account of his/her services as such.

(ii) A member of the Society, who is not an official, shall be entitled to draw in respect of any journey performed for the purpose of the Society's business or of a duly constituted sub-committee thereof, such travelling and halting allowances as would be admissible in respect of such journeys to State Government Servants of Class-I of the highest grade.

15. Alteration or Expansion of the purposes of the Society

The governing body of the Society may alter, extend or abridge any purpose or purposes for which it has been established.

16. Amendment of the Rules

No amendment to these rules shall be made without the prior approval of the governing body of the Society.

17. (a) Monitoring and Review Committee :—

There shall be a monitoring and review committee headed by the Vice-Chairman at the State level comprising of the following :—

(i) Director, Social Justice & Empowerment, Haryana	Member
(ii) Divisional Commissioner, Rohtak	Member Secretary
(iii) Director of the Home	Member
(iv) Director General, Health Services	Member
(v) Head, Deptt. of Psychiatry, PGIMS, Rohtak	Member
(vi) One Representative each of Donors & Parents of children	Member

(b) The Committee may invite any person who has special qualifications/experience on the subject to attend its meetings as a special invitee.

(c) The monitoring and review Committee shall meet atleast once every quarter. Four members present shall form the quorum.

18. (a) Managing Committee

In order to run the day-to-day affairs of the Home, a managing committee headed by the Divisional Commissioner, Rohtak shall be constituted which shall comprise of the following: —

(i) Deputy Commissioner, Rohtak	Member
(ii) Director of the Home	Member Secretary
(iii) Head, Deptt. of Psychiatry, PGIMS, Rohtak-	Member
(iv) Principal of the Home	Member
(v) District Social Welfare Officer, Rohtak	Member
(vi) Director, Arpan Institute, Rohtak run	Member

- (b) The Managing Committee shall meet atleast once in every two months. Three members present shall form the quorum.
- (c) The Committee may invite any person who has special qualifications/experience on the subject to attend its meetings as a special invitee.

19. Admissions to the Home

Admissions to the Home shall be made by the Director of the institute in accordance with the guidelines approved by the Department of Social Justice and Empowerment, Haryana.

20. Service conditions of the staff of the Home

The Managing Body of the Society shall be competent to formulate/ prescribe the service conditions for the staff to be deployed/employed in the Home.

21. Dissolution of the Society

- (i) The Society shall be dissolved if a resolution to that effect is passed by a majority of not less than 3/4 th of the members of the Society at a general meeting after a notice has been given to the members that such a resolution would be moved. The dissolution shall take effect from the date agreed upon at the said general meeting and, upon such dissolution all necessary steps shall be taken for the disposal and settlement of the properties of the 'Society' its claims and liabilities according to the Bye-laws of the Society applicable thereto.
- (ii) If upon dissolution of the Society there should remain, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be transferred to some other society having similar objects to be determined by the votes of not less than 3/4th of the members present and voting at the meeting referred to in the preceding clause.

Chandigarh :

The 30th May, 2007

ANURADHA GUPTA,

Commissioner and Secretary to Govt. Haryana,
Social Welfare Department.