



**R. K. Jain, IAS (Retd.)**  
SECRETARY GENERAL

## Indian Red Cross Society

### National Headquarters

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No. 12017/01/20/Uniform Rules /3620

24th December, 2020

To,

The Chairman/General Secretary  
All State/UT/Branches of IRCS

**Sub: Proposed amendments in the Uniform Rules for State/UT/District Branches of Indian Red Cross Society – comments thereon from State/UT branches – reg:**

Sir/Madam,

The Indian Red Cross Society, National Headquarters, framed Uniform Rules for the State/UT/District Branches of the Indian Red Cross Society under the provision of Section 5(1) of the Indian Red Cross Society Act, 1920. These Rules were approved by the Hon'ble President of India (Hon'ble President Indian Red Cross Society) and notified to all the State/UT Branches of the Indian Red Cross Society including your branch vide letter no. N.1207/1/09/DISS/9514 dated 2<sup>nd</sup> September, 2009 for implementation. As per procedure, these rules were also notified in the Gazette of India after laying before both the houses of Parliament.

As conveyed by National Headquarters from time to time, it is the statutory obligation of the State/UT/District Branches of the Indian Red Cross Society to run their management, administrative and financial affairs strictly under the provisions of the above mentioned rules and an amendment/s to these Rules can only be carried out with the approval of the National Managing Body of IRCS.

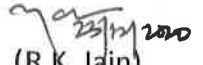
IRCS, NHQ have been receiving proposals for amendment/s in the above said rules from few State/UT branches. Based on the suggestions received from State/UT branches in this regard, IRCS, NHQ intends to bring certain amendments in various provisions of existing rules as referred above.

Please find attached a copy of the draft amended uniform rules for State/UT/District branches of IRCS for your perusal. You may also find this document in our website i.e. [www.indianredcross.org](http://www.indianredcross.org), which has been posted so that others can also send their comments, if any.

You are requested to kindly send your comments or suggestions on the proposed amendments, if any, on or before 29<sup>th</sup> January 2021 which would be placed before the Bye-law committee of IRCS, NHQ already constituted by National Managing Body.

Please note, if we will not receive any comments/suggestions from your branch, it will be presumed that you have no comments/suggestion to the proposed amendments.

Yours faithfully,

  
(R.K. Jain)  
IAS (Retd.)

Secretary General

Encl: as above

Copy to:-

PS to Hon'ble Governor (Hon'ble President of State/UT Branches of Indian Red Cross Society) - with the request to kindly bring to the notice of Hon'ble President of Indian Red Cross Society State Branch for his kind guidance.

# **DRAFT AMENDMENTS**

Indian Red Cross Society

Rules for State/UT/District Branches

Made Under Section 5 of the Indian Red Cross Society Act, 1920 (as Amended by Act No. 22 of 1956 and the Adaptation of Laws (No 4) Order of 1957 and the Act. No. 14 of 1992)

# CHAPTER 1

## GENERAL PROVISIONS

### A. Legal Base:

The Indian Red Cross Society \_\_\_\_\_ State/UT Branch was incorporated under Indian Red Cross Society Act 1920 (as amended by Act No. 22 of 1956 and the adaptation of Laws (No. 4) Order 1957 and Act No. 14 of 1992.) The office of the Branch is located at \_\_. The organization shall hereafter be called \_\_\_\_\_ State/UT Branch of Indian Red Cross Society.

### B. Jurisdiction:

The \_\_\_\_\_ State/UT Branch will exercise jurisdiction over the entire territory in the State/UT of \_\_\_\_\_ and the State/UT Branch shall have power to supervise and regulate the activities of all its subordinate branches in the state/UT. It shall also facilitate the constitution and development of local branches to achieve its objectives.

### C. Fundamental Principles:

The Indian Red Cross Society shall be guided in its work by the principles of International humanitarian law and shall respect the fundamental principles of the Red Cross and Red Crescent Movement namely;

- (i) HUMANITY: The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found, its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, co-operation and lasting peace amongst all people.
- (ii) IMPARTIALITY: It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- (iii) NEUTRALITY: In order to continue to enjoy the confidence of all the Movement may not take sides in hostilities or engage at any time in controversies of a Political, racial, and religious of ideological nature.
- (iv) INDEPENDENCE: The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

- (v) VOLUNTARY SERVICE: It is a voluntary relief movement not prompted in any manner by desire for gain.
- (vi) UNITY: There can be only one Red Cross Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
- (vii) UNIVERSALITY: The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

**D. Emblem:**

The Indian Red Cross Society has as emblem, the heraldic sign of the Red Cross on a white background i.e. emblem of Red Cross with vertical and horizontal arms of the same length on and the designation Red Cross.

**E. Relations with Branches:**

The relationship between Branches and the State/UT headquarters shall be of mutual respect and cooperation in all respects viz., Administrative, Strategic and Financial – both complementing and supplementing each other's work.

**F. Role of the national headquarters:**

The national headquarters shall, in consultation with the state/UT branches, develop policies and strategies for the better functioning of the branches keeping in mind the principle of unity. All Branches shall work within these Guidelines, Framework and Strategic directions agreed with the National headquarters.

**G. Interpretation:**

On the commencement of these rules, every rule, regulation or Order in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules shall cease to operate.

Wherever any doubt arises about the interpretation of these rules, it shall be referred to the Managing Body of IRCS, National Headquarters for a decision and the decision of the Managing Body shall be final.

**H. Amendment to these Rules and Procedures:**

Any proposal for amending these Rules for a State/UT/District Branch shall be submitted to the National Managing Body of the Indian Red Cross Society for approval, before such amendments may be adopted by the State/UT Branch. No amendment to these Rules can be carried out without prior approval of the Managing Body of the National Headquarter, IRCS.

## **I. Mission and objectives**

The Mission of the Indian Red Cross Society is to prevent and alleviate suffering with complete impartiality, making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions. For this purpose, its task is in particular:

- (i) To act in case of armed conflict, and in peace to prepare to act in all the fields covered by the Geneva Conventions within the scope of International Humanitarian Law and on behalf of all war victims, both civilian and military;
- (ii) To contribute to the improvement of health, the prevention of disease and maternity and child care in the community.
- (iii) To educate the population on how to prepare for and respond to disasters;
- (iv) To organize emergency relief services for the victims of disasters and mitigation of their suffering;
- (v) To promote the participation of children and youth in the work of the Red Cross;
- (vi) To promote the Fundamental Principles of the Movement and the International Humanitarian Law in order to inculcate humanitarian ideals among the population, and in particular among children and youth;
- (vii) To recruit, train and develop volunteers/personnel as necessary for undertaking humanitarian responsibilities;
- (viii) To serve the community within its jurisdiction, the state branch may initiate activities to address local needs and priorities as approved by the Managing Body of the branch; and
- (ix) To ensure correct use of the Red Cross emblem, to maintain its protective value.

## CHAPTER 2

### MEMBERSHIP & FUNDRAISING

**A.** Members shall be enrolled at the district or sub–district levels. State branches shall enroll members only when the local district branches are not constituted. For this, the prior permission of the National Managing Body is required.

#### **B. Records of Members**

All State/UT Branches shall maintain records of all members enrolled in their respective State/UT. The records of members shall be updated regularly at both levels, namely State/UT and District level.

#### **C. Eligibility:**

Membership of the Society is open to all citizens of India irrespective of their, race, sex, religions, beliefs, language, class or political opinions.

(i) Members may be subscribing or honorary.

(ii) The categories of membership, the rates of subscription and share of subscription among the National Headquarters, State and District Branches shall be as decided by the National Managing Body from time to time. At present, the following categories of members and their respective rates of subscription have been approved by the National Managing Body :-

Present rates of subscription

	Rs.
a. Patrons	25,000/-
b. Vice Patrons	12,000/-
c. Life Members	1,000/-
d. Life Associates	250/-
e. Annual Members	100/-
f. Annual Associate	50/-
g. Institutional Members (Annual)	5,000/-

#### **D. Subscribing Members:**

Subscribing members are those who pay their subscription as fixed by the National Managing Body from time to time. The members may renew their membership by paying their subscription charges, if required.

#### **E. Honorary Members:**

Persons in recognition of their exceptional services rendered to the Society may be given honorary membership by the National Managing Body on the recommendation of the respective State/UT Managing Committee.

#### **F. Allocation of Membership Subscription:**

The allocation of membership subscription made either to National Headquarters or to the State/UT/District Branch concerned shall be apportioned in the following manner:

- (i) National Headquarters- 15 %
- (ii) State/UT Branch- 15 % and
- (iii) District Branch- 70 % (including 15% share of sub Dist. Branch if one exists.)

In case the member has been enrolled directly by the State/UT Branch where the district to which the member belongs does not have a branch, the apportionment shall be as follows:-

- (iv) National headquarters 15 %
- (v) State/UT Branch 85 %

#### **G. Duties of Members :**

The enrolled members will perform the following duties:

- (i) To recognize and comply with the Rules and Regulations of the Society and pay their subscription regularly in accordance with the categories of membership;
- (ii) To adhere to and disseminate the Fundamental Principles of the Movement, The International Humanitarian Law and the protection of the Red Cross emblem;
- (iii) To promote and participate actively in the activities of the Indian Red Cross Society at the District/State/UT level including the promotion of membership.

#### **H. Rights of members:**

Members have the following rights:

- (i) To vote in the meetings as per eligibility
- (ii) Patrons, Vice Patrons and Life Members shall be eligible to vote. Other categories of members shall have no voting right.
- (iii) To participate in the various Red Cross programmes/campaigns/activities and undertake voluntary service, on need basis.

#### **I. Cessation of Membership:**

- (i) Any member may withdraw from the membership by giving notice in writing at any time to the Branch from where he/she has become the member.
- (ii) Annual membership expires twelve months from the date of his/her enrolment as member, unless the membership is renewed.
- (iii) The State/UT Branch Managing Committee may, with prior approval of the President of the State/UT Branch, expel a member for grave misconduct or for any of his/her activity



prejudicial to the image of the Red Cross for which the member concerned should be given full opportunity to explain his/her conduct. Any member so expelled should be informed in writing and the member concerned shall have a right to appeal in writing to the National Managing Body if desired by him/her. The decision of the National Managing Body shall be final and binding. Grave misconduct for the purpose of expulsion is defined as the display of character or morality incompatible with the seven Fundamental Principles or engagement in activities which are detrimental to the reputation or the activities of the Indian Red Cross Society.

**J. Donations and Contributions:**

Donations received by the State/UT Branch or any of the subordinate branches earmarked for a particular purpose for which the same is to be used, will be utilized by the receiving branch for the purpose for which it was received, provided that in case of donations received by a District Branch and not earmarked for a particular purpose, 15 % of the same shall be payable to the State/U.T. Branch and 15 % to the National Headquarters and in case of donations received by any of the State/UT branch not earmarked for a particular purpose, 15 % of the same shall be payable to the National Headquarters.

**K. Fund Raising:**

The Provisions of percentage of apportionment given above at Clause F of Chapter 2 shall also apply in respect of net proceeds of collections from fairs, raffles, sale of pin flags, seals, fetes, variety shows and any other collections received, not earmarked for a specific purpose, by any of the District or State/UT branches.

**L. Junior/Youth Red Cross Funds:**

All State and UT branches shall contribute at least Rs. 10,000/- towards JRC and Rs. 10,000/- towards YRC Funds every year and the National Headquarters shall contribute double the matching contribution of the branches. These contributions may form the nucleus for the JRC/YRC Fund at the National Headquarters.

## CHAPTER 3

### GOVERNANCE

#### A. President and Vice Presidents of State/UT Branches:

- (i) President: The Governor or its equivalent of the State/UT shall be the ex-officio President of the State/UT Branch.
- (ii) Vice-President: The Vice President shall be nominated by the President of the State/UT Branch for a term of upto three years.
- (iii) Chairman: The Chairman of the Branch shall be elected by the State/UT Managing Committee in the meeting held after its composition (including nomination) from amongst its members for a period of three years;
- (iv) Vice Chairman: The Vice Chairman of the Branch shall be elected by the State/UT Managing Committee in the meeting held after its composition (including nomination) from amongst its members, for a period of three years;
- (v) Treasurer: The Treasurer for the Branch shall be elected by the Managing Committee In the meeting held after its composition (including nomination), from amongst its members, for a period of three years;

Provided that the President of the State/UT Branch shall appoint an election officer to conduct the elections of Chairman, Vice Chairman and Treasurer of the State/UT Managing Committee.

The National Headquarter of IRCS may send one of its representative as an Observer during the conduct of the elections.

Any dispute relating to the election shall be decided by the Election Officer, whose decision shall be final and binding.

Provided further that no individual elected under this Clause shall hold the post of any office bearer or a combination of office bearers for more than two consecutive terms.

#### B. Functions, Powers & Terms of Office Bearers:

- (i) President
  - (a) Shall preside over the Annual General Meetings.
  - (b) Shall approve the proceedings of Annual General Meetings.
  - (c) Shall exercise other powers as provided under these rules.
  - (d) If, at any time, the President **of the State/UT Branch** is of the opinion –

That there has been gross failure in the management of the affairs of the **State/UT Branch** by the Managing Committee; or

That the Managing Committee **of the State/UT Branch** is acting in a manner which is prejudicial to carrying out the objectives of the **Indian Red Cross Society**,

the President may by order in writing supersede the Managing Committee **of the State/UT Branch** for such period, not exceeding six months, as may be specified in the order.

Provided that before issuing an order under this sub-clause, the President **of the State/UT Branch** shall give a reasonable opportunity to the Managing Committee to show cause why it should not be superseded and shall consider the explanations and objections, if any, of the Managing Committee.

(e) Upon the issue of an order under sub-clause (d) superseding the Managing Committee **of the State/UT Branch**:-

all the members of the Managing Committee shall, as from the date of supersession, vacate their offices as such;

all the powers, functions and duties which may, under the provision of IRCS Act or its Rules, be exercised or discharged by or on behalf of the Managing Committee of the State/UT Branch shall, until the Managing Committee is reconstituted, be exercised and discharged by such person or body, or persons as the President **of the State/UT Branch** may appoint in this behalf.

(f) On the expiration of the period of supersession specified in the order issued under sub-clause (d), the President may extend the period of supersession for a further period not exceeding six months as may be recommended by the person or body of persons appointed under sub-clause (e).

Provided that the President of the State/UT Branch may, at any time, before the expiration of the period of supersession, whether as originally specified under sub-clause (d) or extended under this sub-clause, take such steps as are necessary to reconstitute the Managing Committee in accordance with the provision of these Rules.

(ii) The Vice President shall in the absence of the President, discharge the functions of the President except the power vested in sub clauses (d), (e) and (f).

(iii) Chairman, Managing Committee

- (a) Shall preside over the meetings of the Managing Committee of the State/UT Branch.
- (b) May subject to the availability of funds:–
  - a.a. Approve to incur budgeted expenditure not covered within the powers of the General Secretary subject to reporting to the Finance/Managing Committee in normal course.
  - b.b. Approve to incur expenditure in concurrence with the Treasurer, up to Rs.1, 00, 000 on each occasion, on non–budgeted items in any emergency arising between two meetings of Managing Committee, subject to reporting to the Finance/Managing Committee in normal course.
  - c.c. Shall decide such issues arising between two meetings of the Managing Committee the consideration of which cannot be postponed subject to reporting to the Managing Committee at its next meeting.

**(iv) Vice Chairman, Managing Committee:**

The Vice Chairman in absence of the Chairman, discharge the functions of the Chairman.

**(v) Treasurer:**

The Treasurer shall

- (a) Review the finances and accounts of the Branch.
- (b) Advise the Managing Committee/Sub–Committees in all matters related to Finance, Investments, Income, Expenditure and Budget provisions etc.
- (c) Review the maintenance of registers of investments and properties, both moveable and immovable, in such form and manner as the Managing Committee desires and exercise periodical checks over them.
- (d) Present Budget estimates of Receipts and Expenditure and Annual Audited Accounts of the Branch to the Finance Committee, Managing Committee and the Annual General Meeting.

(vi) The Chairman, Vice-Chairman and Treasurer of the Managing Committee shall be honorary.

**C. Annual General Meeting:**

- (i) Annual General meeting of the State/UT branch shall be held at the Headquarters of the Branch or at a place, upon a date (or dates) to be fixed by the President of the State/UT Branch.
- (ii) Notice of the Annual General Meeting (AGM) shall be given at least 21 days before the date fixed, by an official circular and by publication in the press specifying the date, time and place of the meeting to be held and the business to be transacted.

(iii) The following shall be entitled to attend the AGM and vote on any question that may be submitted to the meeting for determination.

- (a) Vice President of the State/UT Branch
- (b) Members of the Managing Committee.
- (c) Two Member delegates representing each District branch.
- (d) One member delegate representing each Sub–District/ taluqa branch.

A representative of the National Headquarters may attend the AGM as an Observer. Any other authority or person who in the opinion of the President or Managing Committee of State/UT Branch is associated with the function and activities of IRCS, shall be special invitee at the AGM

(iv) The notice shall specify the following business among others to be transacted :–

- (a) Confirmation of Proceedings of AGM of the previous meeting
- (b) Presentation , Consideration and Adoption of Annual Report for preceding year.
- (c) Presentation, Consideration and Adoption of Audited Annual accounts for the preceding year.
- (d) Presentation , Consideration and Adoption of budget estimates for the succeeding year.
- (e) Appointment of statutory Auditor for the following year for the purpose of compilation and certification of accounts.

**D. Extra–Ordinary Annual General Meeting:**

An extra ordinary Annual General Meeting of the Branch may be convened at any time by the President of the State/UT Branch for the purpose connected with the Branch, or by requisition in writing of President or Chairman of two thirds of the District Branches. At the Extra Ordinary meeting, no business, other than what is notified shall be transacted.

**E. Procedure for Annual General Meeting:**

- i) All Annual General meetings shall be presided over by the President or in his/her absence by the Vice–President and in the absence of the Vice–President, by the Chairman.
- ii) The resolutions before the Annual General Meeting shall be passed and decided by the majority of the members present and voting. The voting will be by show of hands. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

**F. Quorum:**

Presence of 30% of the eligible members shall form the quorum. In case the quorum is not complete within half an hour of the time fixed for the meeting, meeting shall be adjourned for half an hour to be held on the same date and same place. At such adjourned meeting the business for which the meeting was called shall be transacted, whether the quorum is present or not.

#### **G. Composition of the Managing committee:**

The Managing Committee of State/UT branch shall comprise of the following:–

- (i) Chairman
- (ii) The Vice Chairman
- (iii) Treasurer
- (iv) One representative elected by each District Branch Managing Committee. If the term of such an elected member expires in his/her District Branch Managing Committee, he/she can be replaced by a resolution of the respective District Branch Managing Committee for the unexpired term of the State Managing Committee;
- (v) Five member to be nominated by the President of the State/UT branch, at least three out of these five should be from the relevant Ministries/Departments of respective State/UT.
- (vi) Nominated member of the National Managing Body, if any, from the State/UT.
- (vii) General Secretary of the State/UT Branch will be the member-secretary and non-voting member;

#### **H. Powers and functions of the Managing Committee:**

The Managing Committee of the Branch has power

- (i) To grant recognition to the newly formed District Branches/sub district Branches.
- (ii) To withdraw recognition of Branches with prior approval of the President of the State/UT Branch.
- (iii) To exercise supervision and control over its District Branches
- (iv) To appoint General Secretary of the State/UT branch on such terms and conditions of service as it may deem fit.
- (v) To constitute an Executive Committee, Finance Committee, Junior Red Cross and Youth Red Cross Committee. The Managing Committee may also appoint such other committee(s) for specific task(s) and for such duration as it may consider necessary from time to time. The proceedings of all the above Committees shall be placed before the Managing Committee at its next meeting for consideration.
- (vi) In case of grave misconduct, the Managing Committee shall with the previous approval of the President have the powers to remove the Chairman, Vice Chairman or Treasurer as the case may be. Grave misconduct for the purpose of removal is defined as the display of character or morality incompatible with the seven Fundamental Principles or engagement in activities which are detrimental to the reputation or the activities of the Indian Red Cross Society.
- (vii) To make rules, where these rules are silent, for the management, functions, control and procedure of the State/UT/ District Branch (including the Service Rules for the staff), if required. The rules so made shall not be inconsistent with the provisions of these rules.

### **I. Conduct of Business:**

- (i) An ordinary meeting of the Managing Committee shall be held once in three months at such time, date and place as may be fixed by the Chairman or in his absence by the Vice-Chairman.
- (ii) An Extra-Ordinary Meeting of the Managing Committee may be called at any time by the Chairman either by himself or upon a requisition in writing made by 10% or any five members of the Managing Committee, whichever is higher, to consider some exigency.
- (iii) Ten day's clear notice of any Meeting of the Managing Committee, specifying the place, date and time of the meeting, and the general nature of the business to be transacted shall be issued by the General Secretary of the state/UT branch with prior approval of Chairman to every member of the Managing Committee by post/courier/fax/email etc. provided that non receipt of such notice by a member for reasons beyond the control of the branch shall not render the proceedings invalid.
- (iv) At meetings of the Managing Committee 20% of the total members shall form the quorum. If no quorum is present within half an hour of the time fixed for a meeting, the meeting shall be adjourned for half an hour to be held at the same place and date. At such adjourned meeting, the business for which the meeting was called may be transacted whether a quorum is present or not.
- (v) In the event of equality of votes, the Chairman shall have a second or casting vote.

### **J. Executive Committee:**

- (i) The Managing Committee may at its first meeting after its Constitution, including nominated members, appoint an Executive Committee for the transaction of the current business of the State Branch. The transactions of Executive Committee shall be duly recorded and laid before the Managing Body at its next meeting.
- (ii) The Executive Committee shall consist of :
  - (a) Chairman of the Managing Committee shall be the Chairman of the Committee. In his/her absence, the Vice Chairman or any member to be elected by members present who form the quorum may chair the meeting.
  - (b) Vice Chairman
  - (c) Treasurer
  - (d) Three members, other than Vice Chairman and Treasurer, elected by the Managing Committee from among its members
  - (e) The General Secretary shall be an ex-officio member Secretary of the Executive Committee
- (iii) The Executive Committee shall ordinarily meet once in a month. The Chairman of the Committee may however, convene a meeting of the Committee whenever in his opinion it is necessary. Four members, including the Chairman, shall form the quorum.

(iv) Powers

The Executive Committee shall be responsible for ensuring that the urgent business of the branch is conducted and that the policies and decisions of the Managing Committee are executed/ implemented. The minutes of the meeting of the Executive Committee shall be placed before the Managing Committee.

**K. Finance Committee:**

- (i) The Managing Committee shall appoint a Finance Committee consisting of the Vice Chairman of the State/UT Branch as the Chairman of the Committee, two members of the Managing Committee, the Treasurer and the General Secretary of the Branch.
- (ii) The Managing Committee may empower the Finance Committee to decide on matters of current financial business provided such business does not involve any departure from the objectives of the Society and the money involved is included in the Budget estimates.
- (iii) The Finance Committee may also empower the Chairman to sanction expenditure for specific purposes for which donations have been received in cash or in kind in consultation with Treasurer subject to subsequent report to the Managing/Finance Committee. The Finance Committee may also empower the Chairman to incur expenditure in each ordinary case and in emergencies in consultation with Treasurer subject to reporting to the Managing/Finance Committee at its next meeting for ratification.
- (iv) The Finance Committee shall consider the report of the auditors and scrutinize the annual accounts of the branch and shall prepare the annual budget of Receipts and Expenditure and submit the same along with its recommendations to the Managing Committee., for consideration.
- (v) The Finance Committee shall ensure the compliance by the State/UT branch of the different provisions of Income Tax, Foreign Contributions Regulations and other taxes applicable to the branch.
- (vi) The Finance Committee shall ensure that all the transactions, endorsements discharges and communications to the bankers/others regarding investments on fixed deposits or any other investment related to the branch are in accordance with the policy laid down by the National Headquarters and the Managing Committee of the branch.
- (vii) The Finance Committee shall ordinarily meet once every month. Additional meetings may be called when necessary. Three members shall form the quorum. The proceedings of the Finance Committee shall be placed before the Managing Committee.

**L. State Youth Red Cross Committee/ Junior Red Cross Committee:**

There shall be a committee each for Youth Red Cross/ Junior Red Cross at State/ UT level for promotion and development of the Youth/Junior Red Cross activities.



## CHAPTER 4

### MANAGEMENT

#### A. General Secretary of State/UT Branch

- (i) The General Secretary of the State/UT Branch appointed by the Managing committee shall be the Chief Executive Officer of the State Branch. S/he shall be under the general control and direction of the Chairman. The terms and conditions of service of the General Secretary shall be decided by the Managing Committee.
- (ii) The term of the General Secretary shall initially be for a period of three years. On completion of the term, the post shall be made open. The existing Secretary may, if interested, apply for another term.

#### B. Functions of General Secretary:

General Secretary has the following functions:-

- (i) To implement the decisions of the Annual General Meeting, Managing Committee and its Committees and the other mandates assigned to him/her by the State/UT Managing Committee;
- (ii) Overall in charge of the functioning of the State Branch Headquarters and be responsible for the execution of the work entrusted to it;
- (iii) To draft the budget estimates of Receipt and Expenditure and prepare financial reports;
- (iv) To organize the different services of the Headquarters in accordance with the decisions of the Managing Committee and its Committees/ appoint Competent staff to the Secretariat and if necessary to take disciplinary action against them, as per Rules;
- (v) To be the authorized representative of the State Branch in relation to third parties and Courts of Law for all transactions, whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the Branch;
- (vi) To direct the actions decided upon by the Annual General Meeting, Managing Committee and /or its Committees. In exceptional or urgent circumstances the General Secretary shall take all appropriate measures in consultation with the Chairman of State/UT Branch;
- (vii) To report on the regular activities of the State Branch to the Managing Committee and the Annual General Meeting;
- (viii) To participate in all the meetings of Managing Committee, its Committees and the Annual General Meeting and to take minutes thereof;
- (ix) To sign all cheques, negotiable instruments and operate the Bank Accounts of the State/UT Branch and its allied funds including payment orders and make payments on behalf of the State Branch and issue receipts in accordance with the procedure laid down by the Managing Committee from time to time;
- (x) To give notice of the meeting on behalf of the Committees and the Branch;

- (xi) To inspect District/Sub-district branches as the direct representative of the Managing Committee;
- (xii) To delegate administrative, financial and other powers to the officers' of the State Branch in his/her absence with the prior approval of the Chairman;
- (xiii) To regulate and approve all material for publicity for communication to the Press. No officer may be allowed to directly communicate with the press, press agencies or other publicity organization unless and until authorized by the General Secretary.

## **CHAPTER 5**

### **FINANCE**

#### **A. Bankers:**

The Bankers of the State/UT Branch and all the funds administered by the Branch shall be kept in the State Bank of India, its subsidiaries and/or a nationalized bank as the Managing Committee may decide from time to time for maintenance of current accounts or savings bank accounts and short term or long term fixed deposits.

#### **B. Auditors:**

The annual accounts of the Society as well as funds administered by the Society shall be annually audited by a practicing Chartered Accountant to be appointed as a statutory Auditor in the Annual General Meeting.

#### **C. Investments:**

All investments of funds shall be held in any of the forms as provided under Income Tax Act 1961. All transactions, endorsements, discharges and communications to the bankers and other concerned agencies regarding investments including placing and taking up of fixed deposits shall be made by the General Secretary with the concurrence of the Treasurer and the Chairman in accordance with the rules framed by/decisions of the Managing Committee.

#### **D. Operation of Bank Accounts:**

- (i) New savings/current Bank accounts, if required may be opened in the name of the State Branch and/or any of its allied funds or under any of its programs with the approval of the Finance Committee/ Managing Committee.
- (ii) The current and savings bank accounts of the Society and its allied funds shall be operated upon jointly by General Secretary with any one of the following –  
Chairman, Vice-Chairman, and Treasurer as decided by the Managing Committee from time to time  
In the absence of General Secretary (being on tour/leave etc) the next senior-most Officer of the Branch will carry out the duties of General Secretary in accordance with the office order to be issued by the General Secretary with prior approval of the Chairman as per the decision of the Managing Committee from time to time.

#### **E. Financial Year:**

The Financial year of the Branch shall be from 01 April -31 March.

## CHAPTER 6

### DISTRICT/SUB-DISTRICT/LOCAL BRANCHES

#### A. Procedure for formation:

- (i) The Managing Committee of the State/UT Branches shall grant recognition to form District Branches. All the District branches shall be under the control of the respective State/U.T. Branch.
- (ii) A district branch may within the provisions of the State branch rules and regulations, subject to approval of the Managing Committee of the State/U.T. branch concerned, frame its own rules for running the affairs of the branch. The provision of the rules to be formed by a district branch shall not be inconsistent with the provisions of these Rules formed by the National Managing Body or the Rules framed by the respective State/UT Branch.
- (iii) The following procedures shall be followed for the formation of a District Branch:-
  - (a) A General Meeting shall be called normally at the proposed headquarters of the Branch or at a place, upon a date to be fixed by the President of the District Branch, notice of which shall be widely circulated at least 21 clear days before the date of the meeting throughout the District.
  - (b) This meeting shall elect at least ten members as members of the District Branch Managing Committee. In addition, five members shall be nominated by the President of the District Branch. After composition of the District Branch Managing Committee, including the nomination of members by the President of the District Branch, a Chairman, a Vice Chairman and an Treasurer shall be elected by the District Branch Managing Committee from amongst its members for a period of three years. The life members enrolled at least one year before the date of the proposed AGM shall only be eligible to attend and vote in the General Meeting of the district branch.

The President of the district branch or his authorized nominee shall get the elections conducted for election of District Branch Managing Committee and its office-bearers.

The Managing Committee of the respective State/UT Branch may send two of its representatives as the observer during the conduct of the elections.

Any dispute relating to the election shall be referred to the President of the District Branch, whose decision shall be final and binding.

- (c) All the members of the District Branch Managing Committee, excluding the nominated members, shall be subscribing members of the Society.

- (d) The Chairman of the District Branch shall send to the Headquarters of the State/ UT Branch a copy of the resolution of the General Meeting, resolving the formation of the District Branch concerned, the conditions of Membership, the List of District Branch Managing Committee members giving the names of Chairman, Vice Chairman and Treasurer and list of at least 100 life members enrolled along with 30 % share of subscription with the declaration to perform all the essential basic activities of Red Cross in accordance with the objectives of Red Cross and for the formation of the District Branch. In the case of Sub-District Branches, list of at least 50 life members is to be sent along with 30% share of subscription.
- (e) After approval by the State/UT Branch Managing Committee, the Secretary of State/UT branch will inform the National Managing Body of the formation of the Branch.

**B. President and Vice Presidents of District/Sub-District Branches:**

- (i) President: The Deputy Commissioner/ District Magistrate/District Collector of the District shall be the ex-officio President of the District Branch.
- (ii) Vice-President: The Vice President shall be nominated by the President of the District Branch for a period of upto three years.
- (iii) Chairman: The Chairman of the Branch shall be elected by the District Branch Managing Committee from among its members in its first meeting after its election/ constitution, including nominated members, for a period of three years.
- (iv) Vice-Chairman: The Vice Chairman of the Branch shall be elected by the District Branch Managing Committee from among its members in its first meeting after its constitution, including nominated members, for a period of three years.
- (v) Treasurer: The Treasurer for the Branch shall be elected by the District Branch Managing Committee from amongst its members in its first meeting after its constitution, including nominated members, for a period of three years.

Provided that no individual elected under this Clause shall hold the post of any office bearer or a combination of office bearers for more than two consecutive terms.

C. The Chairman, Vice Chairman and the Treasurer of the District Branch Managing Committee shall be Honorary.

#### **D. Enrolment of Members:**

Members enrolled by the District Branches are members of the Indian Red Cross Society. Enrolments shall be in accordance with the rules, subscription and grades of membership laid down by the Managing Body at National Headquarters. District Branches shall submit to the General Secretary of the respective State/UT branch monthly list of new members enrolled along with 30 % share of membership subscription of the State Branch and National Headquarters. As soon as new members have been duly registered, certificates will be issued by the National Headquarters through the State/UT branch concerned subject to receiving of Statutory shares of State/UT Branch and National Headquarters.

A District branch will be expected to enroll, within one year of its formation, a minimum of 500 members of different categories.

#### **E. Annual General Meeting**

(i) Annual General meeting of the district branch shall be held at the Headquarters of the Branch or at a place, upon a date (or dates) to be fixed by the President of the respective district branch.

(ii) Notice of the Annual General Meeting (AGM) shall be given at least 21 clear days before the date fixed, by an official circular and by publication in the press specifying the date, time and place of the meeting to be held and the business to be transacted.

(iii) The following shall be entitled to attend the AGM and vote :

(a) Life members enrolled at least one year before the date of the proposed AGM

(b) The Vice President of the District Branch.

(c) Members of the District Branch Managing Committee.

(d) One member delegate representing each Sub-District/ Taluqa Branch Committee.

(e) Two representatives of the respective State/UT branch may attend the AGM as an observer without voting right.

(iv) The notice shall specify the following business, among others, to be transacted:-

(a) Confirmation of Proceedings of AGM of the previous meeting.

(b) Presentation, Consideration and Adoption of Annual Report for the preceding year.

(c) Presentation, Consideration and Adoption of Audited Annual accounts for the preceding year.

(d) Presentation, Consideration and Adoption of budget estimates for the succeeding year.

(e) Appointment of Statutory Auditor for the following year for the purpose of compilation and certification of accounts.

#### **F. Extra-Ordinary Annual General Meeting**

- (i) An extra ordinary Annual General Meeting of the District Branch may be convened at any time by the President of the District Branch for the purpose connected with the Branch, or by requisition in writing of atleast twenty-five members of the District Branch. At the Extra Ordinary meeting, no business, other than what is notified shall be transacted.
- (ii) Procedure for Annual General Meeting:
  - (a) All Annual General meetings shall be presided over by the President or in his/her absence by the Vice-President and in the absence of the Vice- President, by the Chairman of the respective district branch.
  - (b) The resolutions before the Annual General Meeting shall be passed and decided by the majority of the members present and voting. The voting will be by show of hands. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- (iii) Presence of 30% of the eligible members shall form the quorum. In case the quorum is not complete within half an hour of the time fixed for the meeting, meeting shall be adjourned for half an hour to be held on the same date and same place. At such adjourned meeting the business for which the meeting was called shall be transacted, whether the quorum is present or not.

#### **G. District Branch Managing Committee**

A District Branch Managing Committee shall have at least ten elected members and five members to be nominated by the President of the District Branch. The District Branch Managing Committee in its first meeting after its composition, including the nominated members, shall elect from amongst its members a Chairman, a Vice Chairman and a Treasurer for a period of three years. The Chairman, Vice Chairman and the Treasurer shall be Honorary. If the term of a member nominated by sub District Managing Committee expires in sub district committee he/she will automatically be replaced by new member in his/her place at sub district level.

The District Branch Managing Committee will appoint a Secretary who will conduct the day to day business of the district branch and will be the head of the administrative structure.

The District Branch Managing Committee shall form sub-Committees Viz., Finance Committee, JRC/YRC Committee, and other Committees as the District Branch Managing Committee may deem fit to deal with specific activities of the branch. Members of such committees must be the members of the Society but need not necessarily be the members of the District Branch Managing Committee. The concerned heads of departments of Govt. in the District may be involved as co-opted ex-officio members in the respective Sub- Committees. The sub-Committees should be as

broad based as possible to ensure for them the support of various sections of the public i.e. officials, educationists, medical personnel, traders, agriculturists, bankers etc.

#### **H. Functions of the District Branch Managing Committee**

The functions of a District Branch **Managing Committee** shall be:-

- (i) To work towards achieving the objectives as specified under sub- heading 'objectives' in Chapter 1 of these Rules .
- (ii) To enroll subscribing members in different categories from the general public as per rules;
- (iii) To collect donations, subscriptions from the general public, to retain/remit share to the State branch, as per rules ;
- (iv) To foster the interest in Red Cross work amongst the members ;
- (v) To support the respective State/UT branch financially and otherwise in carrying out the aims and objects of the Society ;
- (vi) To furnish to the respective State branch half yearly progress report of the work in the following month ;
- (vii) To hold Annual General Meeting of all the members of the branch on a date and place fixed by the President of the Branch.
- (viii) To furnish to their respective State/UT branch, an Annual Report, Annual Audited Statement of Income & Expenditure and Balance sheet, after its adoption by the AGM, along with a copy of the proceedings of AGM .

#### **I. Meetings**

Meetings of the District Branch Managing Committee and Sub-Committees shall be held once a quarter. The quorum for such a meeting shall be 30% of the total members of the Committee.

The Branch Managing Committee of the District Branch may elect representative(s) to attend the Annual General Meeting of the State Branch as per rules.

#### **J. Finance**

##### **(i) Bankers**

The Bankers of the District Branch and all the funds administered by the Branch shall be kept in the State Bank of India, its subsidiaries and/or a nationalized bank as the District Branch Managing Committee may name from time to time for maintenance of current accounts or savings bank accounts and short term or long term fixed deposits.

##### **(ii) Auditors**

The annual accounts of the Society as well as funds administered by the Society shall be audited by a practicing Chartered Accountant to be appointed as a statutory Auditor in the



Annual General Meeting.

(iii) Investments

All investments of funds shall be held in any of the forms as provided under Income Tax Act 1961. All transactions, endorsements, discharges and communications to the bankers and other concerned agencies regarding investments including placing and taking up of fixed deposits shall be made by the Secretary with the concurrence of the Treasurer and the Chairman in accordance with the rules framed by/decisions of the District Branch Managing Committee.

(iv) Operation of Bank Accounts

New savings/current Bank accounts, if required may be opened in the name of the District Branch and/or any of its allied funds or under any of its programs with the approval of the District Branch Managing Committee.

The current and savings bank accounts of the Society and its allied funds shall be operated upon by the Secretary jointly with any one of the following –

Chairman, Vice Chairman or Treasurer as decided by the District Branch Managing Committee from time to time.

In the absence of Secretary (being on tour/leave etc) the next senior-most Officer of the Branch will carry out the duties of Secretary in accordance with the office order to be issued by the Secretary with the prior approval of the Chairman, as per the decision of the District Branch Managing Committee from time to time.

v) The Financial year of the Branch shall be from 01 April – 31 March.

**K. Interest in Contract etc.**

No person without the previous sanction of the District Branch Managing Committee of the District Branch, shall enter into any contract or transaction with other organizations or agencies.

**L. District Branch Secretary.**

The District Branch Secretary shall be someone with an aptitude for social work, devoting his or her time to undertake Red Cross activities throughout the district and manage the administration of the Branch.

**M. The duties of the District Branch Secretary shall be:-**

- (i) To see that the Committees are properly constituted and fully representative.
- (ii) To convene meetings of the District Branch Managing committee at regular intervals, of not more than three months, for the transaction of all current business, and once a year to convene an Annual General Meeting of the Branch to which all members as per their eligibility should be invited and notice of which shall be circulated/published.

- (iii) To enroll members in all categories of membership as per rules and to carry on awareness and publicity to enlighten the public about the aims and objectives of the Red Cross.
- (iv) To publish and circulate among all members an Annual Report consisting of Audited Accounts and notes of the Treasurer on Accounts of the Branch.
- (v) To keep in touch with allied organizations such as District Boards, Soldiers Boards, Rural Community Councils, Boy Scouts, Girl Guides and Co- operative Societies and to Co- operate with them in such matters as are of common interest.
- (vi) To carry on all such activities in the Red Cross as may be decided upon by the District Branch Managing Committee.
- (vii) To keep in close touch with the State Branch General Secretary, to render such reports as shall be required by him or her.
- (viii) To collect subscriptions and forward monthly Statement to the State Headquarters along with the share of subscription.

**N. Miscellaneous**

- (i) District Branches shall be subjected to all rules and regulations issued from time to time by the National Headquarters of Indian Red Cross Society and from the State Branch.
- (ii) The Budget of the District Branch for ensuing year shall be approved by the Annual General Meeting.
- (iii) The District Branch, its records and those of institution financed or assisted by them shall be open to inspection by the officers of the State Branch and the National Headquarters.

**O. Dissolution of the Branch**

Any number not less than three fifths of the members of a District Branch present at a meeting specially called for the purpose may determine that the Branch be dissolved. Such a resolution regarding dissolution must however be forwarded to the General Secretary of the State Branch and shall not take effect until it is approved by the State Branch Managing Committee. The District Branch in such a case shall make arrangement for the disposal and settlement of its property, its claims and liabilities and hand over funds and property that may remain to the State Branch General Secretary. Such residuary funds and property shall then be added to the General funds of the State Branch or handed over to the new District Branch formed over there.

Any District Branch whose administration in the opinion of the State Branch Managing Committee has not been in accordance with the principles and policies laid down by the State Branch Managing Committee, subject to the approval by the President of the respective State/UT Branch, may be taken over by the State Branch, and any funds and property at their disposal added to the general funds of the State Branch.

**P. Amendment of the Rules**

The State Branch Managing Committee, subject to the prior approval of the National Managing Body, shall have the right to amend or alter these rules from time to time as necessary.

**Q. Sub District Branch/Local Branch**

The District Branches may form Sub- District Branches at Taluqa level and local branches at Sub-Taluqa level in accordance with the local needs on the same basis/ procedure adopted for the formation of a District Branch. At the time of formation of these branches the revenue area of the branch shall be clearly defined.

Whenever Sub- District Branches are formed they should follow the directions for work laid down for District Branches, through whom they should correspond and send 45 % of all the subscriptions to be shared equally among the District Branch, State/UT Branch and the National Headquarters.