

To,

The President,  
Blessed Bonding,  
Dimapur, Nagaland.

Subject: Submission of Memorandum of Association and Bye-laws of Blessed Bonding.

Sir,

With reference to the subject cited above, we, the undersigned, the Bye-law drafting Committee members, have the honour to submit herewith the drafts of Memorandum of Association and the Bye-laws of Blessed Bonding as assigned to us vide Resolution /no. BB/G1:A1 of the 1<sup>st</sup> GBM of Blessed Bonding held on 11/5/2024.

While utmost care was taken to include all details and to avoid mistakes, there may be areas which we may have overlooked. Therefore, it would be our privilege to edit the draft papers further, after it is put up before the General body Meeting and discussed and deliberated upon.

Please find enclosed the abovementioned documents for your review.

Date: 28<sup>th</sup> may, 2024.

Place:Dimapur.

Yours sincerely,

  
Mrs. Akokla Longchar, Convenor

  
Mrs. Mercy Rose Konyak, Member

  
Mr. Wanme Konyak, Member

  
Mr. Benry Kikon, Member.

**BYE-LAW/ RULES AND REGULATIONS OF BLESSED BONDING**  
(NGO for children with Intellectual and Developmental Disabilities)

**1. DEFINITIONS:**

In this bye-law unless there is anything repugnant in the subject or context:

- a) 'Act' means The Society Registration Act( No. XXI OF 1860).
- b) 'NGO' and 'Organization' means Blessed Bonding, NGO for children with IDD.
- c) 'Rules' means the rules laid down in this Bye-Law for governing the Organization, which can be amended from time to time.
- d) Year means the period commencing from the 1<sup>st</sup> of April and ending on the 31<sup>st</sup> of March of a given year.
- e) 'Absolute majority' means 2/3 (two thirds) and above.
- f) 'Chairman' means the Chairman of the Organization.
- g) 'Governing Body' means the executive members of the Organization.
- h) 'Parent' means a parent of a child having IDD.
- i) 'Members' means the registered members of the Organization.
- j) 'IDD' means Intellectual and Developmental Disabilities covered under The Rights of persons with Disabilities Act 2016.
- k) 'Staff' means the paid and unpaid employees of Blessed Bonding.

**2. NAME**

The name of the Society will be: 'BLESSED BONDING', NGO for children with IDD.

**3. ADDRESS:**

- (a) The address of the registered office of the Organization shall be:

H. No 147, Duncan Road,  
Dimapur, Nagaland.  
Post office Dimapur- 797113  
West Police Station Dimapur, in the district of Dimapur, Nagaland.

- (b) Notice of any change in the registered office shall be sent in the prescribed manner, within 30 days of such change to the concerned authorities.

**4. AREA OF OPERATION:**

The area of operation shall be Nagaland State.

**5. Date of commencement of the Organization: 12/04/24**

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## **6. MEMBERSHIP**

### **6.1 Membership qualification:**

The membership shall consist of:

- i. Person should be a parent of a child having a certified Intellectual or Developmental Disabilities as per The Rights of Persons with Disability Act, 2016.
- ii. Person shall be admitted in accordance with the rules and regulations.
- iii. Every member on admission shall pay Rs. 200 as membership fee which shall not be refunded in any case. The registration fee may be revised from time to time. This fee shall be renewable every year to maintain active membership.

### **6.2 Membership Register:**

The organization shall maintain at its registered office a register of its members and shall enter there in within 15 days after admission of the members or the cessation of membership as may be with the following particulars.

- i. The name and the address of the members/ members.
- ii. The date of which the member was admitted.
- iii. The date on which a member ceased to such membership.

### **6.3 Duties and responsibilities of members:**

It will be the duty and responsibility of every member to:

- i) Abide by the Rules and regulations as laid down in this Bye-law.
- ii) To attend all the General body meetings.
- iii) To pay membership renewal fees on time.
- iv) To act with selflessness in the interest of Blessed Bonding and in accordance with its core values.

### **6.4 Rights and privileges of Members:**

- i. Every member shall have an equal right to vote at the annual General Body meeting.
- ii. Every member shall have a right to stand for election for the governing body.
- iii. Every member shall have the privilege to request a certain matter be included in the General Body meeting Agenda.
- iv. Every member shall have a right to enjoy and participate in the activities of the organization.

### **6.5 Cessation and Removal of Membership;**

A person shall cease to be a member of the NGO

- (a) On his/her death.
- (b) On his/her being mentally disabled or incompetent to enter into contractual obligation.
- (c) On his/her resignation in writing and the acceptance of the same by the Governing Body.

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- (d) Any person whose activities are considered detrimental to the interest and welfare of the NGO shall be removed from the membership of the NGO by a decision of a Simple Majority of the members present and voting at the meeting of the General Body specially convened for the purpose.

#### **6.6 Resignation from Membership**

Any Member who is desirous of resigning from the membership of the NGO shall apply in writing to the Chairman. The application shall be discussed in the Governing Body meeting. The effect of the resignation shall be from the date of acceptance by the Governing Body.

### **7. ORGANIZATION**

The organization shall consist of a Executive Members, General Body and one representative from every District of Nagaland.

### **8. GENERAL BODY**

General body shall consist of all members of the society whose name have been entered in the Register of Members maintained in the registered Office of Blessed Bonding.

#### **8.1 Scope:**

- i. To consider the report of the governing body.
- ii. To consider any of the business brought forward, which shall be determined to be decided or turned down by simple majority after voting.
- iii. To elect the executive members of the Governing Body.

#### **8.2 Decision making:**

- i) The supreme authority of the Society shall vest in the General Body- it shall maintain general supervision over the business of the society and in particular over the acts of the Governing Body and shall be competent to take all steps that maybe considered necessary in the interest of the society.
- ii) A simple majority shall decide all questions before the General Body unless otherwise specified in these bye-laws.
- iii) Any office bearer or a member or executive member may be removed from the office of the Organization if no confidence motion is passed against incumbent by at least two third majority of General body.

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### 8.3 General Body Meeting

- i) The General Body of the Organization shall meet ordinarily once a year at such date, place and time as the Governing Body may determine.
- ii) The business to be transacted at the General Body Meeting of the Organization shall be
  - (a) To consider the report of the General Secretary.
  - (b) To pass the audited accounts and budgets.
  - (c) To appoint an internal auditor.
  - (d) To elect the executive members of the Governing Body.
  - (e) To transact any other business which has been in the notice thereof.
  - (f) The General Body Meeting can in consultation with the Chairman in pursuance of a decision of the Governing Body or on request for such meeting from 2/3 (two-thirds) members with a notice of 15 (fifteen) days, recommend an extraordinary General Body Meeting
- iii) The Chairperson of the meeting shall conduct and control the proceedings in such manner as may be conducive to expeditious and satisfactory disposal of business. He/she shall decide all points of order and his/her decision upon such points shall be final.
- iv) In the event of disability arising, the chairperson of the meeting may suspend the meeting and adjourn it, subject to the provision of the act and the rules to such date or time as he/she may think fit.

### 8.4 Quorum:

- i) 2/3 (two-third) of the total number of members as on the date of giving notice of the meeting shall form the Quorum of the General Body Meeting.
- ii) No business shall be transacted unless a Quorum of members is present at the time when the meeting proceeds to business.
- iii) In case the quorum is not completed, the meeting shall be adjourned.

### 8.5 Information for General Body Meeting:

- i) Notice for convening such General Body meeting shall be issued to all the members through print and electronic Media before 10 days from the date of the meeting called.
- ii) Special General body meeting may be convened with a clear notice before 07 days.

### 8.6 Voting

- i) Each member attending the meeting shall have one vote.
- ii) Voting may be by show of hands or through ballot.
- iii) Every resolution at a general meeting shall be decided by majority of votes of members present and voting. In case of an

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equality of votes, whether in a show of hands or a poll, the chairperson of the meeting shall be entitled to a second or casting vote.

- iv) The number of members voting for or against a resolution shall be recorded in the minutes of the proceedings.

### **8.7 Minutes of General Meeting**

- i) The NGO shall cause the Minutes of the proceedings of the General Body Meeting to be entered in a book kept for that purpose.
- ii) The minutes, free from all alterations or corrections, shall be drawn up and shall be signed by the Chairperson of the meeting within 72 hours from the time when the meeting terminated. The Minutes so signed shall be evidence of the proceedings of that meeting.
- iii) Until the contrary is proved, every General Body Meeting of the Organization in respect of the proceedings whereof minutes have been so recorded shall be deemed to have been duly called and held.
- iv) The minutes shall contain the names of the members present and the resolutions and proceedings of the meeting, and shall be laid in the next ensuing General Body Meeting.

## **9 GOVERNING BODY**

The Governing Body shall be the Executive Members elected to their respective posts to whom by the rules and regulation of this Society the management of its affairs is entrusted.

### **9.1 Composition/definition**

The Governing Body shall comprise of:

- i) (a) Chairman (b) General Secretary (c) Treasurer (d) joint secretary (e) Media and publicity secretary and two other elected members.
- ii) The first Governing Body shall consists of the person whose names are given in the memorandum of association and shall hold office till the new elections are held.

### **9.2 Eligibility**

All the members whose name has been entered in the Register of Members maintained in the registered Office of **Blessed Bonding** shall be eligible to be appointed/ elected to the Governing Body. No member shall be eligible to stand in any election if he/ she is in arrears of his/ her membership fees.

### **9.3 Election/selection/Appointment**

- i) Elections shall be held once in three years.
- ii) Voting in all elections of the Organization shall be through show of hands or through ballot.

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#### 9.4 Term of Office:

- i) The ordinary term of the governing body shall be 3 years after which election will be held.
- ii) In case, the election does not take place after three years for any reason whatsoever the office bearers of the previous shall continue to act as such for a period of maximum 6 months thereafter.
- iii) The office bearers shall be eligible for being re-elected after the expiry of their term of office.

#### 9.5 STRENGTH

The strength of the governing body shall not be less than 7 (seven).

#### 9.6 POWERS AND FUNCTIONS

- i) Subject to the provisions of the Act, Rules and these Bye-Laws and also the resolutions, if any, made in the General meetings and in force for the time being, the Governing Body shall enter into such agreements, make all such arrangements, take all such proceedings and do all such acts and the things as may be necessary and proper for the due management of the affairs of the Society and for carrying out the objectives for which it has been established and for securing and furthering its interest in every way.
- ii) To frame Rules and Regulations for proper and efficient working of its Society and for regulating the business of its different activities, departments and section & generally to conduct the business of the Society.
- iii) The Governing Body shall have full power and authority to execute matters, things and deeds which may be necessary to further the purpose of the objectives of the Organization and more particularly in the following:-
  - a) To look after, manage and supervise the management of the Organization, its properties and to allot budget required for the purpose.
  - b) To pay all rents, rates, utility bills, taxes, salaries and remuneration of the employees of the Organization.
- iv) Without restricting the general powers conferred by these Bye-Laws, the following powers and authorities are expressly given to and conferred upon the Governing Body, namely:-
  - a) To admit new members as per the rules and regulations of the Organization.
  - b) To pay all expense incurred in the formation of the society and carrying out its Objectives.
  - c) To fine, suspend, remove a member per the rules and regulation of the Society.
  - d) To raise funds through donations, by request, by appeals and by accepting contributions from State or Central Government, from individual contributions and or offerings, by grants, presents, from philanthropic bodies, religious

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- bodies, institutions, local bodies and industrial concerns, limited or private and to accept special offerings or gifts, both in the form of movable or immovable property for the purpose of fulfilling the aims and objectives of the Society.
- e) To constitute and open Branches/sister concerns of the Organization and to control over them and to receive fixed and variable assets as donation for the Organization and to look after them to keep them safe.
  - f) To appoint salaried or non- salaried employees and to define their duties and settle their conditions of service.
  - g) To fine, suspend or dismiss salaried and non salaried office employees.
  - h) To constitute any committee or subcommittee for the purpose of fulfilling the aims and objectives of the Organization.
  - i) To institute or defend or to compromise legal proceedings.
  - j) To make future plans and programs and activities to be pursued by the society.
- v) The Governing Body shall prepare and submit to the general body meeting audited statement of financial report annually.

## 9.7 Duties

The Governing Body shall observe in all their transactions the Act, the rules and these Bye-Laws and shall, subject to any directives of the General meeting cause:-

- a) To receive and disburse money.
- b) To specify which of the officers shall keep the book of accounts, other books and registers, shall prepare returns and statement and shall keep the cash.
- c) To enter the accounts of the Organization in proper books timely and regularly.
- d) To prepare and submit to the annual General Body Meeting the annual report, the annual audit statement of accounts.
- e) To prepare the statements of accounts including detailed list of assets and liabilities required at audit and to place them before the auditors.
- f) To prepare and submit all statements, accounts and returns required by the Registrar in such forms as he/she may direct.
- g) To facilitate inspections of books of accounts and other books to those entitled to inspect them.
- h) To convene General Body Meeting on requisition.
- i) To maintain the register of members and other books and accounts up to date.
- j) To convene General meeting in due time.
- k) To remove and rectify all defects and irregularities pointed out at audit.

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### 9.8 Decision Making:

The Governing Body shall be responsible for making necessary amendments in the memorandum of association or bye laws or constitution or name or location of the society provided that such a resolution is passed by a majority of 2/3 (two-third) in a special General Body Meeting convened for the consideration thereof.

### 9.9 Meeting

- i) Governing Body shall meet for the transaction of the business of the Organization at least once in three months and as more often as may be necessary.
- ii) The Chairman of the Organization shall preside over all the meetings at which he is present. In the absence of the Chairman, General Secretary shall take the chair and in their absence, the Executive members present shall elect one of their members to be the chairperson of the meeting.
- iii) The Quorum at the meeting shall be 2/3(two-third) of the total strength of the Governing Body.
- iv) Every Resolution at a meeting shall be decided by a majority of votes and if the votes are equal the chairperson shall have a second or casting vote.
- v) The Meeting minutes, in which shall be recorded the names of the executive members present and the proceedings of each meeting of the Governing Body, shall be drawn out and fairly entered in a book to be kept for that purpose and shall be laid before the next ensuing meeting of the Governing Body.
- vi) Every Executive Member present at the meeting shall sign his/her name in a book kept for that purpose.

### 9.10 Notice/ Information:

- i) A written notice of the Meetings of the Governing Body will be sent to the Members at least 9 days in advance by print or social media forum.
- ii) The Chairman may in special cases call for an emergent/special Meeting and in such cases the condition for notice shall be only 24 hours.

### 9.11 Cessation of executive members:

An Executive member shall cease to hold office if:-

- i) He/she becomes subject to any disqualifications as to membership of the Society or,
- ii) He/she resigns his office or,
- iii) He/she dies.

### 9.12 Filling of Vacancies :

- i) Casual vacancies shall be filled by decisions of the Governing Body by 2/3rd Majority.

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- ii) Some remaining Members of the committee for a term of Office equal to the term of Office bearer who vacated the post.
- iii) The term of office of such Members shall be for the remaining period of the Member creating the vacancy.

### **9.13 Disqualification of Member of Governing Body**

- i) A member shall not be eligible for election or remain as an executive member if he/she:-
  - (a) Has been adjudged by a competent court to be insolvent or of unsound mind; or
  - (b) Has been punished with imprisonment for an offence involving moral turpitude;

## **10 POWERS AND FUNCTIONS OF THE EXECUTIVE MEMBERS**

### **10.1 Powers and functions of the Chairman**

- i. The Chairman shall preside over, conduct and regulate all meetings of the Governing Body and General Body of the Organization. In case of a tie he/she shall have a casting vote.
- ii. To decide, change, extend the date for the meeting and to inform the members.
- iii. To permit for the membership.
- iv. To use his discretion in the event of any difference of opinion amongst the Members of the Governing Body.
- v. Act as Chief Executive Officer of the Organization.
- vi. To execute the decision taken by the Organization.
- vii. Chairman will be Liaison Officer of the Organization. He/ She will coordinate with the Govt. NGOs & Other Private Societies
- viii. The Chairman shall have power to take decision to meet the emergent situation in the interest of the Organization. Chairman will apprise the Governing Body of his/her decisions.
- ix. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature.
- x. He/ She shall look after all financial matters of the Organization and shall exercise powers of general supervision over the affairs of the Organization.
- xi. To prepare documents for and on behalf of the Organization and to conduct its correspondence.
- xii. Where rules are silent Chairman can make Rules and take decision in the interest of Organization.
- xiii. To exercise drawing and disbursing powers.
- xiv. To sanction salary, wages, tours, travelling etc.
- xv. He/ She shall be responsible for the collection of funds for the Organization.
- xvi. To receive financial and non-financial assistance from the Government, Non Government Organization, International Agencies, Banks and any other legal entity or individual.

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- xvii. To survey office and branches of the Organization.
- xviii. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body.

## 10.2 Powers and functions of the General Secretary

The General Secretary shall be the officer in charge of the Organization in its day to day affairs and shall be responsible to the Governing Body. The powers and functions of the secretary shall be as under:-

- a) The General Secretary shall be the executive head and shall look after the day-to-day activities relating to the proper management, maintenance and upkeep of the Organization.
- b) Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so
- c) Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.
- d) Summon and attend the meetings of the General Body and the Governing Body.
- e) He/she shall be convenor of any meeting as and when directed by the Chairman of the Organization.
- f) He/she shall take action on the resolutions and decisions taken by the Governing Body and Give effect to the directions and decisions taken at Governing Body and General Body meetings.
- g) Manage, and control the staff, and take disciplinary action where necessary.
- h) Look after the administration and other affairs and attend to all correspondence.
- i) He/she shall frame financial rules from time to time to be approved by the Governing Body
- j) To receive, disburse and to incur expenditures as per budget approved by the Governing Body
- k) Collect all dues to the Organization and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Organization.
- l) The General Secretary shall appoint such staff as may be required for efficient management of the affairs of the Organization and regulate the recruitment and conditions of their service provided that the Governing Body approves.
- m) The General Secretary shall prepare annual reports and statements of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget under the guidance of the Governing Body and place it before Organization. He/she shall maintain all books of accounts etc.

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- n) He/ She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Organization.
- o) Generally perform all such duties as are incidental to the office of Secretary.

**10.3 Powers and functions of the Treasurer**

- a) The Treasurer shall be the custodian of all cash and jointly shall be responsible for all the financial affairs of the organization.
- b) The Treasurer shall make disbursement in accordance with the direction of Governing Body.
- c) He/she shall prepare statements, returns etc connected with the accounts of the organization.
- d) 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 and prepare the accounts for auditing.
- e) He/she shall be one of the bank operators of the organization.

**10.4** The Joint secretary shall assist the General Secretary whenever and wherever necessary while executing its duties and act as his/her personal secretary in discharging various nature of works as envisaged in the constitution.

**10.5** The media and publicity secretary shall be responsible for publicizing the activities of the organization. He/she shall be responsible for maintaining the proceedings of the organization in the form of electronic media.

**10.6** The two Executive Members shall assist the Chairman in all matters as may be requisitioned by him/her whenever and wherever necessary and depending on the nature of work shall be deputed or assigned various responsibilities as the situation might demand, while discharging and executing its powers and functions as envisaged in the constitution.

**11 FUNDS**

The Organization shall raise its funds:

- i) (a) By membership fees.  
(b) By donations and contributions from members.
- ii) By grants, donations etc. from non-members, government and local bodies, public and private undertakings, any Organization, institution or other agency both national and international.
- iii) The income and properties of the Organization from whatever source derived shall be spent solely for the promotion of the aims and objectives as set forth in its Memorandum.
- iv) The income so derived shall be deposited in a scheduled bank. The Chairman and the treasurer shall jointly operate the bank accounts of the Organization.

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- v) The Organization may accept loans and advances from government agencies/banks/corporations/commission/trust/institutions and any other agency to undertake any projects to fulfil its aims and objectives.

## **12 AUDIT AND ACCOUNTS**

- i) The Organization shall maintain proper accounts and other relevant records and prepare annual statements of accounts in such form as prescribed
- ii) The accounts of the Organization for each financial years (1st April-31st March) shall be audited by the competent Auditor appointed for the purpose by the Governing Body.
- iii) The audited statement of accounts, the Balance sheet & Income and Expenditure account for the year audited shall be laid down before the annual Meeting of the General Body, through Governing Body.

## **13 Amendment of the memorandum and bye-laws of the Organization:**

Whenever it shall appear to the Governing Body of the Organization that it is advisable to alter, extend or abridge the Objectives of the Organization or to make a change in the Rules and Regulations of the Organization, the Governing Body shall submit the proposed amendments to the Members of the Organization in a written form at least 15 days before a special meeting of the General Body called for the purpose of making the amendments. The amendment shall be made as per Government of India Article 12 of The Societies Registration Act, 1860, as applicable to the State of Nagaland.

## **14 Legal Proceedings:**

The Chairman of the Society or the person authorized by the Chairman or such other person who may be appointed by the Governing Body will conduct all legal proceedings for and on behalf of the Society.

## **15 Dissolution of the Organization:**

Dissolution of Society and its property will be carried out under act no. 13 & 14 of Society Registration act-1860.

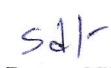
## **16 Disposal of properties:**

On the dissolution of the Organization, if any property remains after settlement of all its debts and liabilities of the Organization, it shall not be divided among the members of the General Body or the Governing Body, but shall be transferred to some other Organization having similar objectives according to the government of India The Societies Registration Act, 1860 to be determined in a special General Body Meeting by not less than 2/3 (two-thirds) of the members present.

  
(Mrs. Akokla Longchar)

  
(Mr. Wanme Konyak)

  
(Mrs. Mercy Rose Konyak)

  
(Mr. Benry Kikon)