

The Rajasthan Foundation (Establishment And Functioning Of Chapters) Guidelines

2013

**Approved by circulation by the Executive Committee of Rajasthan
Foundation conveyed by Joint Secretary, Finance (Exp-1)
Department**

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Rajasthan Foundation

Yojana Bhavan, Yudhister Marg, C-Scheme, Jaipur 320005

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The Executive Committee of the Rajasthan Foundation makes the following guidelines regulating the establishment and functioning of support centre to be known as CHAPTER of the Rajasthan Foundation, namely:

1. Short Title, Extent And Commencement

- (1) These Guidelines may be called as the Rajasthan Foundation (Establishment and functioning of Chapters) Guidelines, 2013.
- (2) They shall apply to all Chapters of the Rajasthan Foundation wherever established in India or abroad.
- (3) These guidelines shall come into force at once with effect from the date they are approved and adopted by the Executive Committee of the Rajasthan Foundation.

2. Definitions

In these guidelines, unless the context otherwise requires,

- (1) 'Chapter' means a support centre of the Foundation to be known as Chapter of the Foundation for a local area comprising metro city and periphery thereof or similarly in other city in India or abroad where Non- Resident Rajasthanis are residing and engaged in various business, professions, vocations and calling, in sizable numbers and considerably contributing to the economy of the said local areas;
- (2) 'Chairman RF' means Chairman of the Rajasthan Foundation.
- (3) 'Vice-Chairman' means Vice-Chairman of Rajasthan Foundation.

- (4) 'Chairman EC' means Chairman of the Executive Committee of the Rajasthan Foundation.
- (5) 'Commissioner Rajasthan Foundation' or 'CRF' means Commissioner, Rajasthan Foundation (Member Secretary, Governing Body);
- (6) 'Foundation' means 'Rajasthan Foundation' registered as such under the Rajasthan Societies Act, 1958 (Rajasthan Act No. 28 of 1958);
- (7) 'Member' means Member of the Chapter;
- (8) 'NRR' means any person either he/ she/ himself/ herself has or his/her forefathers had a native place in Rajasthan, and who is presently domiciled elsewhere in the country or abroad owing to business, profession, employment or calling;
- (9) 'President' means president of the Chapter.
- (10) 'Guidelines' means the Rajasthan Foundation (Establishment and Functioning of Chapters) Guidelines, 2013;
- (11) 'Secretary' means Secretary of the Chapter;
- (12) 'Treasurer' means Treasurer of the Chapter;
- (13) 'Vice-President' means Vice-President of the Chapter; and
- (14) 'Year' means a period of twelve months commencing on 1st April of ongoing year to 31st March of the next year (as per financial year period).

3. Establishment Of Chapters Of The Foundation

The Foundation shall establish its Chapters in certain cities in India and abroad for the purpose of seeking participation of Rajasthani Diaspora in the socio-economic development of the state of Rajasthan and the places

where such Chapters are to be established shall be decided by the Chairman, Executive Committee (RF) with the prior approval of the Chairman, Rajasthan Foundation.

4. Membership

- (1) Membership of Chapter shall be open to NRR's who are above the age of 18 years, solvent and are of sound mind.
- (2) Membership will be a personal membership of individuals and not of partnerships or body corporate which the member manages or controls:

PROVIDED, however, that Associations/ Groups of persons etc., including corporate bodies managed or run by NRRs which subscribe to the objectives / ideas of the Rajasthan Foundation shall be welcomed, invited and associated with the activities of a Chapter.

- (3) An NRR desiring to be enrolled as member of a Chapter may apply in Form 'A' to the Secretary of the EC of the Chapter.
- (4) All applications received by the Secretary for enrolment under sub-guideline (3) shall be placed before the EC of the Chapter, and the said committee shall either enroll the applicant as member or decline to do so after assigning reason therefore.
- (5) Any person aggrieved with the decision of the EC, may prefer appeal before the Commissioner, Rajasthan Foundation, who either allow the appeal and admit him as member or dismiss his appeal. Decision of Commissioner, Rajasthan Foundation, will be communicated to the Chapter, and it will be binding on the Chapter.
- (6) A register containing such particulars of members as are given in Form 'B' shall be maintained by the Secretary of the Chapter.

- (7) A list of all the members enrolled with the Chapter shall invariably be sent by the Secretary of the Chapter to the Rajasthan Foundation in such manner as may be specified by it, from time to time.

5. General Body of the Chapter

- (1) The General Body of a Chapter shall consist of all the members enrolled who are eligible to participate in the meetings of the General Body.
- (2) A Chapter of the Rajasthan Foundation will have to convene, as far as feasible, four meetings of the General Body in a year with a view to have attendance and participation of NRRs residing in the area of the Chapter so as to imbibe among them the spirit of co-operation and to renew and strengthen bonds of commonness between them so also to inculcate the desire to do something for the people of the area to which their roots belong.
- (3) These meetings will be venues of informal get-togethers of the Diaspora without any liability or responsibility. The access to the proposed venue should be available to all NRRs wishing to attend and join the Chapter as members. So, however, only members shall be allowed to take part in deliberations, and shall have voting rights.
- (4) The purpose of such meetings is to inform the members about the activities of the Chapter and the objects for which it has been established and the aims and objects of the Rajasthan Foundation, with which it is linked as support centre.

6. Executive Committee

- (1) Every Chapter shall have an Executive Committee consisting of the following namely:-
1. President
 2. Vice- President

3. Secretary
4. Joint Secretary
5. Treasurer

Provided that where membership of the Chapter exceeds one thousand, the Chapter shall have one more Vice-President for every thousand members, and similarly the members of the Executive Committee shall be increased @ one per thousand with a ceiling of five Vice- Presidents and 25 members.

- (2) The first Executive Committee of the Chapter shall be constituted by the Chairman, Rajasthan Foundation, and its office-bearers and members shall be nominated by him.
- (3) The tenure of office of such nominated body shall be three years:

Provided that the Chairperson, Rajasthan Foundation, may extend the tenure till new Executive Committee is elected in accordance with these rules.

- (4) Before the expiry of the term referred to in sub-rule (3), a new Executive Committee shall be chosen by the General Body of the Chapter.

Provided that the Chairperson, Rajasthan Foundation, may extend the tenure till new Executive Committee is elected in accordance with these rules.

- (5) The General Body of the Chapter shall consist of all the members of the Chapter.
- (6) As far as possible, President, Vice-President, Secretary, Joint Secretary and Treasurer shall be chosen by consensus of members present in the General Body meeting, and if that is not feasible, the office-bearers shall be elected by secret ballot in the election to be

conducted by the Election Officer appointed by the CRF for the purpose.

- (7) The office bearers of the Chapter must be the persons of:
- (i) unquestioned integrity;
 - (ii) ability to assume leadership of the Chapter and must possess the esteem and confidence of fellow-members;
 - (iii) capacity to afford time and effort necessary to carry on work of the Chapter;
 - (iv) should have working knowledge of the objects of the Rajasthan Foundation and rules governing the Chapter;
 - (v) ability to handle transactions at meetings, apt at signing, counter signing the documents, as also maintenance of proceedings of meetings and accounts.
- (8) Formation of Executive Committee of the Chapter
- (i) The result of the Secret Ballot shall be declared by the Election Officer, at the venue of General Body meeting, and communicated to the CRF at HQ of the Foundation, and the CRF shall constitute the Executive Committee of the Chapter.
 - (ii) Before constitution of the new Executive Committee of the Chapter to replace the existing Executive Committee, CRF shall invite names of five members from the newly elected office bearers for appointment as members of the Executive Committee. All the newly elected office bearers shall meet at one place to choose five members of their choice

for nomination and convey accordingly to CRF.

(iii) The other five members shall be such as are nominated by the Chairman of the Rajasthan Foundation.

(9) Notwithstanding anything in sub-guideline (1) of guideline 6 of these Guidelines, the Chairman of the Rajasthan Foundation shall have power to nominate additional members to the Executive Committee of the Chapter in exceptional cases where the Chairman is of the view that looking to outstanding achievements and past participation of any individual and his contribution to social and cultural activities among the Diaspora, such individual should be nominated as member to the Executive Committee of the Chapter, the Chairman, Rajasthan Foundation, shall have power to nominate such additional members.

(10) Outgoing President and Secretary of the Executive Committee of the Chapter shall be permanent invitees to the meetings of the Executive Committee as Advisors who shall have right to take part in deliberations of the meetings of the Executive Committee, but they shall not have any voting rights.

7. Functions Of The Chapter And EC Thereof

(1) The Executive Committee will strive to further the cause of socio-economic development of Rajasthan and welfare of its people;

(2) The Chapter and EC shall work as support centre for documentation, maintenance and supply of data, projects and information, which may be useful to the Government and people of Rajasthan and other stakeholders;

(3) The Executive Committee of the Chapter shall strive to do such things which are conducive to the attainment of the objects of the Foundation;

- (4) The Executive Committee will forward proposals received from members of the Chapter to the headquarters of the Foundation for necessary action.
- (5) The Executive Committee shall execute the programs and activities initiated by the headquarters of the Foundation.
- (6) The Executive Committee shall always act in furtherance of the objectives of the Foundation.
- (7) The President of the Executive Committee of the Chapter shall be eligible to be invited at the meeting of the Governing Body at the sole discretion of the Chairman, Rajasthan Foundation.
- (8) The Chairperson of Executive Committee of the Rajasthan Foundation shall be ex-officio Patron of a Chapter, who shall have power of requisitioning or convening meetings of a Chapter and discuss matters pertaining to activities of the Chapter and when such a meeting is held, he/she shall preside over that meeting.
- (9) Formation of Sub Committees:
 - (i) The Executive Committee of the Chapter shall have power to constitute one or more sub-committees for achieving specific objectives of the Foundation. Such committee or committees may have members of the Chapter, or, who are not the members of the Chapter, or, who are not the members of the Executive Committee. However, such a sub-committee shall be headed by a member of Executive Committee who shall be named by the President of the Executive Committee.
 - (ii) For quorum and transaction of business at the committee, the conditions applicable on Executive Committee shall mutatis mutandis apply to sub-committee also.

8. Meetings And Quorum

- (1) The meetings of the Executive Committee of the Chapter shall be held quarterly and one-third of the total strength of members including office-bearers shall form quorum for the meeting.
- (2) All decisions in the EC shall be taken by consensus, and where that is not possible, the decisions shall be taken by majority by casting of votes and in cases of equality of votes, the President shall have a casting vote.

9. Office and Headquarters of the Chapter

The office and headquarters of a Chapter shall be located at such place as the President or the EC may decide and notify from time to time:

PROVIDED that as and when any change in place occurs, the Secretary of the Chapter shall inform all concerned under intimation to the Rajasthan Foundation headquarters.

10. Place Of Meeting Of EC & General Body Of The Chapter

Place of meetings of Executive Committee and General Body meetings shall be decided by the EC, and shall be duly notified by the Secretary to all concerned through mail/ E-mail, as also by telephone or otherwise, as may be considered fit by the EC.

11. Notices Of Annual General Meetings To Members

All notices of Annual General Meetings of the Chapter shall be sent to members by post as also by other means so as to ensure that information reaches in time to all the members.

12. Accrual And Management Of Funds

- (1) Each Chapter shall be a self-financing unit.

- (2) Funds of the Chapter shall be arranged locally by the EC of the Chapter through:
 - (i) Annual subscriptions, if any, as may be voluntarily made by some of the members,
 - (ii) Voluntary special subscriptions by members,
 - (iii) Donations from individuals or institutions, body corporate run by NRR's,
 - (iv) Miscellaneous receipts,
 - (v) Any other receipts by lawful means,
 - (vi) Interest from deposits with the Bank or from other investments.
- (3) All moneys received in the name of the Chapter shall be properly receipted and proper account shall be kept by the Treasurer of the Chapter.
- (4) All sums of money received in the account of Chapter shall be kept in a Bank account in a schedule bank, and the account shall be operated by any of the two out of President, Secretary and the Treasurer, or by such of the office bearers, as the EC may decide.
- (5) All disbursements shall be made by cheques alone.

13. Meetings of Executive Committee

Meetings of the EC of the Chapter shall be convened as and when the President may desire so, but such meetings be held at least once in a quarter on the date and place to be decided by the President of the Chapter.

14. General Body Of The Chapter And Its Annual General Meetings

- (1) There shall be a General Body of the Chapter comprising of all the persons enrolled as members.
- (2) The General Body shall meet once in a year at a venue, date and time to be decided by the EC. All meetings of General Body are to be presided over by the President. Where the President is not able to attend such meeting, the Vice-President shall preside over the meeting. In the absence of President and Vice-President, any person chosen by the members present shall preside over the meeting.
- (3) One-third of the total members of the Chapter shall form the quorum.
- (4) The following business shall be transacted at the AGM:
 - (i) Annual report,
 - (ii) Accounts of the Chapter,
 - (iii) Discussions on activities of the Chapter and passing of resolutions there for,
 - (iv) Election of office-bearers, as and when due,
 - (v) Any other topic may be discussed with the permission of Chairman/ Presiding officer of the meeting.

15. Property / Assets of the Chapter

The movable or immovable property of a Chapter including cash balance in the account of a Chapter of the Rajasthan Foundation shall be deemed to be the property and assets of the Rajasthan Foundation, and the power to administer and expand the same shall be exercised by the EC of the concerned Chapter, subject to overall guidance and direction of the headquarter of the Rajasthan Foundation.

16. Accounts and Audit

- (1) The Chapter shall keep at its office all books of accounts which should be entered correctly;
- (2) All assets and liabilities to be stated clearly;
- (3) All receipts books and vouchers of expenditure are to be kept properly.
- (4) Every member of the Chapter shall have a right to inspect them.
- (5) The accounts of the Chapter shall be audited by a Chartered Accountant appointed by the Executive Committee of the Chapter.

17. Removal Of Member / Office Bearer

The Commissioner, Rajasthan Foundation, with the concurrence of the Chairman, Rajasthan Foundation, shall have power to remove any member from the roll of General Body of the Chapter or any member of the Executive Committee of the Chapter or any office bearer of the Executive Committee if he is satisfied that such member or office bearer has incurred incapacity owing to unsoundness of mind, insolvency and conviction by a court for an offence involving moral turpitude or that such member or office bearer is otherwise unfit to be a member or to hold any office in the Chapter or is/ are working against the interest of the Foundation or flouting the Rules / Guidelines of the Foundation or disobeying the directions of the Commissioner, Rajasthan Foundation / Chairman, Executive Committee, Rajasthan Foundation, and where he is satisfied that any of the deficiencies or defaults, referred above, have been incurred or committed by the Executive Committee of the Chapter, he may dismiss the Executive Committee:

PROVIDED that no such order shall be passed unless opportunity to show cause against the purported action is afforded to the concerned members/ office bearers of the Executive Committee of the Chapter, as the case may be.

18. Savings

All actions taken regarding establishment of Chapters before the coming into force of these guidelines shall be deemed to have been taken under these guidelines in so far as those acts are consistent with these guidelines.

Annexure

PART – {B}

Recommended By:

Membership No.:

FOR OFFICE USE:

APPROVED/ NOT APPROVED

Executive Body Meeting Date

**(SECRETARY)
EXECUTIVE BODY**

Enrolled in Members' Register at HQ.

Date.....

*Membership No. RF/ / /20

**Commissioner and Member Secretary, GB
Rajasthan Foundation**

*Format of Membership No. - RF/First 3 alphabets of Chapter's city/
Number/ Year

FORM 'B'

{See Guideline 4 (6)}

Rajasthan foundation

(Registered under The Rajasthan Societies Registration Act, 1958)

[Registration No. 930/ Jaipur 2000-01]

Yojna Bhawan, Jaipur

Register

Sr. No.	Name Of The Member	Father's Name	Native Place In Rajasthan (Village, Town, Tehsil)	Present Address	Telephone No./ Mobile/ E-mail
1	2	3	4	5	6

Occupation	Marital Status Along With Name Of Spouse	Application No. With Date Of Receipt	Date On Which Admitted As Member	Membership No. Assigned
7	8	9	10	11

Other Particulars, If Any	Initials Of Secretary With Date
12	13