



Bharat Vikas Parishad

BHARAT VIKAS PARISHAD GENERAL REGULATIONS

(Updated as on 31.03.2018)

1. **Name, Scope and date of enforcement:**

These These Regulations shall be called "Bharat Vikas Parishad General Regulations. All the Members, Office Bearers, Affiliate Members, Affiliate Bodies and Organizational Bodies of the Parishad as well as the members and Office Bearers of the Affiliate Members and Affiliate Bodies of the Parishad shall be bound by these Regulations. They shall come into force on the date and time declared by the National Executive Committee of the Bharat Vikas Parishad.

2. **Definitions:**

The words and phrases not defined in the Regulations but defined in the Rules of the Parishad shall have the meanings given to them in the Rules.

3. **Enrolment of Members and Affiliate Members:**

(i) **Individual Members:**

(a) A person qualified for Individual Membership under the Rules of the Parishad desirous of being enrolled as Individual Member shall submit an application addressed to the National President for the purpose and deliver it to the National Secretary General (Organization) who shall place it before the National Core Committee as soon as possible. The National Core Committee shall place the application with its comments before the National Executive Committee. The National Executive Committee may at its discretion allow or reject the application. The National Secretary General (Organization) or the National Additional Secretary General authorized in this behalf by the National Core Committee, shall enrol the applicant as Individual Member if his/her application is allowed by the National Executive Committee, on fulfilment of all other requirements regarding payment of membership subscription etc.

(b) Office Bearers of the Parishad at all organizational levels, who are not enrolled as individual member shall have to be and be enrolled as Individual Members of the Parishad by the National Secretary General (Organization) or the National Additional Secretary General, authorized in this behalf by the National Core Committee from time to time, on their application addressed to the National

President for such membership on fulfilment of all other requirements regarding payment of membership subscription etc. A person enrolled as an Individual Member by virtue of his being an office bearer of the Parishad shall cease to be an Individual Member if he/she does not remain an office bearer of the Parishad at any organizational level.

(ii) **Affiliate Members:**

Affiliate Members shall be enrolled and or , removed from Affiliate Membership and shall cease to be Affiliate Members in accordance with the Bharat Vikas Parishad Affiliate Membership Regulations in force from time to time.

4. Resignation and Removal from Membership:

(i) **Resignation from membership:**

A Member of the Parishad may resign from his/her membership of the Parishad by writing a letter of Resignation addressed to the National President and tendering it to the National Secretary General (Organization) or to the Prantiya General Secretary of the Prant within the geographical limits of which the Member is residing. On receipt of the letter of resignation the National Secretary General (Organization) or the Prantiya General Secretary, as the case may be, shall cause it to be placed before the National Core Committee for acceptance. The National Core Committee shall accept the resignation if no action for the removal of the Member is pending or under contemplation. In case any action for the removal of the Member is pending or is under contemplation, the National Core Committee shall place the matter before the National Executive Committee which may in its discretion accept the resignation or decide to commence or continue the proceedings for the removal of the Member. From the date of acceptance of the Resignation by the National Core Committee or the National Executive Committee, as the case may be, the membership shall stand terminated.

(ii) **Removal from Membership:**

(a) The National Secretary General (Organization), shall on being requested in writing by a National Office Bearer or by a Regional Office Bearer of the Region within the geographical limits of which the concerned Member resides or by two Prantiya Office Bearers of the Prant within the geographical limits of which the concerned Member resides that a Member is suffering from such mental or physical incapacity that he is incapable of exercising his rights and discharging his duties as a Member of the Parishad, hold himself or cause to be conducted by a committee of National, Regional or Prantiya Office Bearers an enquiry into the

physical and mental condition of the Member and shall submit a report about the same to the National Core Committee. If the National Core Committee is satisfied that the mental or physical condition of the Member is such that he/she is incapable of exercising his rights and/or discharging his duties as a Member of the Parishad, it shall pass an order removing the member from the rolls of membership. The membership of the member shall stand terminated on passing of the order of his removal from Membership.

- (b)** The National Finance Secretary or any other National Office Bearer authorised in this behalf by the National Executive Committee shall on coming to know or being informed that a Member has committed default for a period of more than six months, in payment of subscription and/or other dues payable to the Parishad, conduct an enquiry himself or authorise any of the National, Regional or Prantiya Office Bearers to enquire into the truth of the information. A reasonable and adequate opportunity of hearing in accordance with Natural Justice shall be provided to the Member at the enquiry. In case the member has paid his membership fees or any other dues in full satisfaction, no further proceedings shall be initiated. Upon enquiry, if it is found that the member has defaulted in making payment of subscription and/or other dues payable to the Parishad for a period of more than six months, the report of the enquiry shall be placed by the National Finance Secretary before the National Core Committee for removal of the Member from the rolls of membership of the Parishad. On approval of the National Core Committee the name of the Member shall be removed from the rolls of the Parishad.
- (c)** The National Secretary General (Organization) or a National Additional Secretary General duly authorised in this behalf by the National Core Committee on coming to know or on being informed about the conviction of a Member by a Court of competent jurisdiction for an offence involving moral turpitude shall issue a notice to the Member calling upon him/her to produce a certified copy of the judgement of the final court in the matter and to show cause within a period of fifteen days against his/removal from membership of the Parishad on the ground of his/her conviction for an offence involving moral turpitude. The National Secretary General (Organization) or the Authorised National Additional Secretary General shall upon enquiry, after affording the Member reasonable and adequate opportunity of hearing, and after perusing the certified copy of the judgement, submit a report with his/her recommendation to the National Core Committee as soon as possible. The National Core Committee shall take a decision to remove

the Member from the rolls of membership of the Parishad if it finds that the Member has been convicted of an offence involving moral turpitude by a Court of competent jurisdiction. Upon such a decision being taken the name of the member shall be removed from the rolls of membership of the Parishad.

- (d)** The National Secretary General (organization) or any other National Office Bearer authorised in this behalf by the National Core Committee shall upon coming to know or being informed that a Member appears to have committed a misconduct, misbehaviour, indiscipline as defined by the Rules of the Parishad or any other conduct which, in the opinion of the National Secretary General (Organization) or the National Office Bearer authorised in this behalf, is against the interests of the Parishad or its Members, Affiliate Members or Affiliate Bodies or is unbecoming of a member of the Parishad, he/ she may commence disciplinary proceedings against such a Member by issuing a Show Cause Notice to him/her specifying the allegations against him calling upon him to show cause within fifteen days or such further time which is granted by the authority issuing the Notice, as to why he/she be not removed from the Membership of the Parishad for the alleged misconduct, misbehaviour, indiscipline, or for conduct which is against the interest of the Parishad or its Members, Affiliate Members or Affiliate Bodies or which is unbecoming of a Member of the Parishad. The authority issuing the Notice shall hold an enquiry in to the allegations giving the Member a fair and adequate opportunity of hearing in accordance with the principles of Natural Justice and submit a report to the National Core Committee based on the findings of the enquiry. The National Core Committee shall then decide upon the action to be taken on the enquiry report and may pass a resolution removing the Member from the rolls of membership of the Parishad. The decision of the National Core Committee shall be final subject to the result of an appeal before the National Executive Committee, if filed within fifteen days or within such extended time which the National Executive Committee may permit, of the receipt of the removal order by the aggrieved Member.

5. Patrons:

(i) Functions:

- (a) To motivate and guide the Office Bearers, Members, Affiliate Members and Affiliate Bodies at his/her organizational level in planning and execution of various projects and programs for fulfilling the aims and objects of the Parishad.

- (b) To attend the meetings of the organizational bodies of which he/she is a member and to participate and contribute in the discussions therein with the permission of the Chair. He shall have no voting power at any level.
- (c) To attend the programs of the Parishad, its Affiliate Members and Affiliate Bodies and when invitation for such programs are received.
- (d) To intervene and help in resolving internal problems and disputes arising between Office Bearers, Members and Affiliate Members and to help in ensuring smooth functioning of the organization at his/her level.
- (e) To provide feed-back to the National Office Bearers of the Parishad about the progress of the Parishad work in the geographical area of his/ her organizational level.
- (f) Generally, to work in the interest of the Parishad at his/her organizational level.

(ii) Protocol:

Following shall be the norms of protocol for the Patrons:

- (a) National Patrons shall rank above the Regional and Prantiya Patrons and the Regional Patrons shall rank above the Prantiya Patrons in the order of precedence at the meetings and programs they are expected to attend.
- (b) Seniority and order of precedence amongst the Patrons inter-se at the particular organizational level shall be in accordance with their respective dates of appointment. If two or more Patrons are appointed on the same day, their inter-se seniority and order of precedence shall be determined on the basis of their age, the older being reckoned the senior and higher in precedence.

6. Nominees / Invitees:

In accordance with the Rules,

- (i) National Core Committee shall have right to nominate a person to be the **National Coordinator** for a term of two years and he shall be the permanent invitee on all National Level Organisational bodies and on such other committee / bodies as may be specified by the National Core Committee, from time to time.
- (ii) National Core Committee shall have right to invite / nominate not more than ten persons other than the members to attend the Meeting of **National Council**. The invitees /nominees shall be selected from amongst the persons possessing requisite knowledge / expertise in the subject matter to be dealt with at the Meeting.
- (iii) The National Executive Committee may constitute one or more Regional Project Committee/s to be presided by the Regional President and shall in consultation

with the Regional Executive Committee nominate not more than five persons, from amongst those who were members of Prantiya Executive Committee for more than four years or have held the office of Prantiya President / General Secretary or Finance Secretary for at least one term, to be the secretary/ies of such project committee/s. Such persons shall be called **Regional Secretaries- Projects**.

- (iv) The Office bearers of Regional Executive Committee shall have right to nominate two members of Parishad from amongst the office bearers of the two such Prants falling within the geographical area of the Region which has maximum number of affiliated members within the Region to be the member of **Regional Executive Committee**.
- (v) Office bearers of Prantiya Executive Committee shall have right to nominate two persons to be the members of **Prantiya Executive Committee** from amongst the senior members of Parishad residing within the geographical area of the Prant.
- (vi) The Executive Committee of an Affiliated Member which has more than 150 members and has paid affiliation fee and other charges to Parishad shall have right to nominate two of its members, other than its elected office bearers, as additional representatives to be part of **Prantiya Council**.
- (vii) Nominees / Invitees for the meetings of National Council shall be entitled to remain present only for the meeting for which they have been invited / nominated. They shall have no voting power. The term for other nominees / invitees shall be of two years and shall expire upon expiry of the term of the respective Committee / Council.

7. Fees and Subscription payable by Members:

All Individual Members shall pay membership fees for a term of two years as decided by the National Executive Committee from time to time. The term of two years shall start from 1st April and end on 31st March. In addition to the fees as above, all Individual Members shall pay periodical subscription charges for the publications of the Parishad, as may be decided by National Executive Committee from time to time.

8. Duties and responsibilities of the National, Regional and Prantiya Office Bearers

(i) National President

- (a) To provide general directions to the office bearers and members of Bharat Vikas Parishad for promotion / advancement of its activities in furtherance of its aims and objects.
- (b) To be overall head of the organisation and to see that the organisation functions in accordance with the Rules and Regulations.
- (c) To preside over the meetings of National Core Committee, National Executive Committee, National Council and such other meetings as are called and convened at National Level.

(ii) National Executive President

- (a) To preside over all meetings at national level and all such other meetings in the absence of the National President.
- (b) To function as National President in the absence of the National President and do all such acts as may be required to be done by National President.
- (c) To discharge such functions as may be assigned to him by general or special order by the National President from time to time.

(iii) National Vice President (Head Quarter)

- (a) To assist the National President / National Executive President in smooth functioning of the organisation at all level.
- (b) To preside over all meetings at national level and all such other meetings in the absence of the National President / National Executive President.
- (c) To discharge such functions as may be assigned to him by general or special order by the National President / National Executive President from time to time.
- (d) To preside over the meetings of organising secretaries at national level and to support and guide the promotion and spread of Bharat Vikas Parishad at all levels.

(iv) National Vice President (Regional President)

- (a) To chair the meetings of Regional Council, Regional Executive and all such other meetings convened and held by Regional Executive Committee.
- (b) To be overall in charge of the Region and provide directions and guidance to Regional team in their role as Regional Office bearers and for furtherance of BVP within the Region.

(v) National Secretary General (Organisation)

- (a) To organise meetings including issuance of notice and convening of meetings of National Council, National Executive Committee, National Core Committee, National Convention and such other meetings as may be required to be convened at national level of the organisation.
- (b) To be responsible for day-to-day functioning of Bharat Vikas Parishad and to coordinate and correspond with dignitaries and high level office bearers of other organizations.
- (c) To implement the decisions arrived at various meetings at National Level.
- (d) To prepare, maintain and keep the minutes of all meetings of the organisation at National Level.
- (e) To look after the general administration and monitor the progress of various activities of the Bharat Vikas Parishad.

- (g) To ensure compliance of legal and regulatory provisions including filing of returns and documents with Govt. authorities concerning the Parishad.
- (h) To take up all matters relating to admission of member, granting of affiliation to members / bodies, resignation and removal of members and do all that is required to comply with the Rules and Regulations in this respect.
- (i) To coordinate and take report on organisational matters from National, Regional and Prantiya Secretaries.
- (j) To do all such acts as may be required by National Core Committee and / or National Executive Committee.

(vi) National Finance Secretary

- (a) To ensure collection of membership and affiliation fees from all members / bodies.
- (b) To prepare policy and procedure, define authority levels for collection and payments including the signing of cheques and issue of receipts.
- (c) To coordinate with National Additional Secretary-Finance, National Secretary (Finance, Accounts & Audit), Regional and Prantiya Finance Secretaries and to prepare the consolidated Receipt and Expenditure budget (including various projects) of the Parishad for each of the financial year.
- (d) To raise and manage the funds of Parishad through subscription, donations, Jan Kalyan Nidhi, Vikas-Ratna, Vikas-Mitra, Sponsorship, advertisements or any other means as may be authorised by National Executive Committee.
- (e) To ensure proper maintenance of accounts of Parishad, get the same audited, have approved and signed and filed with appropriate authorities in accordance with the legal requirements.
- (f) To organise workshops / training programs for the persons dealing with finance and accounts at all levels of organisation to support and guide them on financial and accounting matters.

(vii) National Coordinator

- (a) To promote and propagate the ideals of Bharat Vikas Parishad and support in increasing the number of affiliated members and spread of the Parishad within the country and outside.
- (b) To assist National President and undertake any work as may be assigned to him by the National President for coordination of Bharat Vikas Parishad in various regions.

(viii) National Organising Secretary

- (a) To be overall in charge of the organisational matters mainly to promote and propagate the ideals of Bharat Vikas Parishad and thereby increase the number of affiliated members and spread of the Parishad within the country and outside.
- (b) To organise workshops at various levels mainly to train the office bearers on functioning of Parishad activities.
- (c) To develop reporting system at all levels.
- (d) To recommend suitable candidates for the various responsibilities within the organisation to realise the objects of Parishad.
- (e) To undertake such other role as may be assigned to him by the National President / National Executive President.

(ix) National Auditor General

- (a) To review policy, procedure and processes to ensure that adequate checks and control exists for receipts and payments at all level.
- (b) To ensure timely completion of accounts and their audit at all levels wherever the accounts are maintained and provide guidance on accounting and financial matters.
- (c) To ensure that consolidated accounts of Parishad are properly consolidated and consolidated accounts duly audited by statutory auditors are approved by National Council and filed with appropriate authorities within prescribed period.
- (d) To organise and conduct workshops / training programmes for the office bearers dealing with accounts and audit.
- (e) To get examined, inspected, re-audited, investigated such matters as he considers it necessary or for which specific request is made by the National Executive Committee or National Core Committee.
- (f) To periodically examine or get examined adequacy and effectiveness of the internal controls existing at various levels and make recommendations for their improvement.
- (g) To undertake such other matters including of disciplinary committee or such other committee as may be recommended by National President, National Executive Committee or National Council.

(x) National Additional Secretary General

A. General Secretary- Region:

- (a) To preside over all meetings at Regional Level and all such other meetings in the absence of the Regional President.

- (b) To function as General Secretary for the region and call, convene, coordinate and hold meetings may be required from time to time, to prepare the minutes of the meetings, initiate process to implement the decisions and to report the progress of the Parishad within the Region to National Secretary General.
- (c) To discharge such functions as may be assigned to him by general or special order by the Regional President or National Executive Committee from time to time.
- (d) To guide, support, coordinate and correspond with project in-charge (Regional Secretaries-Projects) within the Region and ensure that projects are well executed.
- (e) To guide, coordinate and obtain report on the working of Parishad from National Secretaries- Region working within the Region.

B. Additional Secretary General- Finance:

- (a) To coordinate with National Finance Secretary and assist in implementing all policies, procedures and process with respect to control and checks in respect of payments and receipts.
- (b) To coordinate with Regional and Prantiya Finance Secretaries and obtain budget for income and expenditure for the financial year and assist National Finance Secretary in preparing consolidated budget for Bharat Vikas Parishad.
- (c) To coordinate with Regional and Prantiya Finance Secretaries and assist National Finance Secretary in consolidation of accounts and getting them audited.
- (d) To coordinate with Trust / Bodies and assist in completing the accounts and audit. To ensure that Tax and all other Returns / Form / Declarations with respect to accounts, as may be required, are filed with various authorities.
- (e) To obtain, retain, store and retrieve accounting and tax records for such period as is required by law.

C. Additional Secretary General- Head Office:

- (a) To assist National Vice President (HQ) and in all organisational matters.
- (b) To discharge such functions as may be assigned to him by general or special order by the National Vice President (HQ) from time to time.
- (c) To arrange and organise the meetings of organising secretaries at national level and to assist in implementing all decisions taken in organisation level.

(xi) Chairman

A. National Project Committee:

- (a) To chair the meetings of project committee and provide guidance in conduct and execution of projects at all levels of the organisation.
- (b) To be overall in-charge of National Projects for "Sewa", "Sanskar", "Bharat Ko Jano", "National Group Song Completion", "Gram Vikas", "Mahila and Bal Vikas", "Sampark", Central Office" and such other committee /s as may be constituted by National Executive Committee.

B. Prakashan:

- (a) To be overall in charge of all Publications to be brought out by the Parishad as Editor and to bring out Parishad's publications and reports.
- (b) To undertake all editorial and administrative work in connection with bringing out Gyan Prabha.
- (c) To promote and increase the membership of Gyan Prabha.
- (d) To coordinate with National Finance Secretary to secure advertisements for the publications.
- (e) To maintain updated list of members and arrange for posting / circulation of publications from time to time as may be required.
- (f) To provide budget of publication / Prakashan and submit for approval of National Finance Secretary / National Core Committee.
- (g) To maintain and update the websites in the name of Parishad and ensure that these are kept updated and accessible to members.

(xii) National Secretary

A. Projects /Services:

- (a) To coordinate, organise, guide and be in charge of administration and execution of the project / services at National Level
- (b) To prepare action plan and literature for the project in consultation and as may be directed by the Project / Services Committee.
- (c) To arrange and conduct meetings to impart expertise, guide, monitor, oversee progress of the Project / Services at all levels.
- (d) To chair the meetings of the Committees relating to Project / Services in the absence of the National Chairman for Project or Services, as the case may be.
- (e) To record the proceedings of the meetings of Committee for Project or Service areas and to send a copy of the same to the National Secretary General, National President and or Chief Editor of 'Niti' for publication.

- (f) To coordinate, assist and report the Committee in discharge of his duties and to perform such functions, as may be assigned to him by the Chairman of the Committee for Project / Services.

B. National Secretary/ies-Region:

- (a) To assist Regional organization in all matters with respect to membership, projects and other activities within the geographical area to which they represent.
- (b) To coordinate and collect information regarding the organization matters from the Prants on regular basis and provide regular feedback / report to the National Organisation Secretary.
- (c) To coordinate and assist National Organizing Secretary in all organizational matters.

(xiii) National Secretary (Finance, Accounts & Audit) / Regional Finance Secretary

- (a) To function as Regional Finance Secretary, wherever nominated by the National Executive Committee.
- (b) To coordinate for collection, payments and proper maintenance of accounts at Prants level and provide guidance regarding financial and accounting matters.
- (c) To coordinate and obtain budget of Income and Expenditure from Prants and provide the consolidated statement to National Additional Secretary-Finance.
- (d) To obtain duly audited accounts from Prants, coordinate with National Additional Secretary-Finance and Assist National Finance Secretary in consolidation of accounts and filing of income-tax returns for the Parishad and Trusts.
- (e) To coordinate with Prant in obtaining the accounting and tax records for such period as is required by law.
- (f) To organise workshops / training programmes for the persons dealing with finance and accounts.
- (g) To take necessary steps for compliance with regulations and laws applicable to societies and trusts.
- (h) To do such other work as may be assigned to him by National Finance Secretary from time to time.

(xiv) Regional Secretaries-Projects

- (a) To function as Regional Secretary wherever nominated by the National Executive Committee
- (b) To help and support National Chairman / National Secretaries Projects in effective implementation of National Projects at Region and or Prant Level.

- (c) To assist Prant Organisation in setting up project organisation team, to organise meetings of project organisation team at Regional Level, provide instruction, guidance, help and monitor implementation progress by the Prant project team
- (d) To organise, supervise and monitor National projects at Regional level and to coordinate with Prant and Center for all National Projects wherever it is desired / planned to be organized at Regional Level, such as NGSC, BKJ etc.
- (e) To do such other work as may be assigned to him by National Secretaries - Projects from time to time.

(xv) Prantiya President

- (a) To chair the meetings of Prantiya Council, Prantiya Executive and all such other meetings convened and held by Prantiya Executive Committee.
- (b) To be overall in charge of the Prant and provide directions and guidance to Prantiya team in their role as Prantiya Office bearers and for furtherance of Parishad ideals and work within the Prant.

(xvi) Prantiya Vice President

- (a) To chair the meetings of Prantiya Council, Prantiya Executive and all such other meetings convened and held by Prantiya Executive Committee in the absence of Prantiya President.
- (b) To function as Prantiya President and do all such acts as may be required to be done by Prantiya President in his absence.
- (c) To discharge such functions as may be assigned to him by general or special order by the Prantiya President or Prantiya Executive Committee from time to time.
- (d) To guide, support, coordinate and correspond with project in-charge within the Prant and ensure that projects are well executed.

(xvii) Prantiya General Secretary

- (a) To preside over all meetings at Prantiya Level and function as Prantiya President in the absence of the Prantiya President.
- (b) To organise meetings including issuance of notice and convening of meetings of Prantiya Council, Prantiya Executive Committee, Prantiya Convention and other meetings including sub committees, as may be required to be convened at Prantiya level of the organisation.
- (c) To implement the decisions arrived at various meetings at Prantiya Level.
- (d) To prepare, maintain and keep the minutes of all meetings of the organisation at Prantiya Level.

- (e) To look after the general administration and monitor the progress of various activities of Parishad at Prantiya Level.
- (f) To ensure general compliance of legal and regulatory provisions including maintaining of Accounts, getting them audited and forwarding to National Secretary Finance / National Auditor General for consolidation.
- (g) To look after all matters relating to admission of member, granting of affiliation, resignation and removal of members and do all that is required to comply with the Rules and Regulations in this respect at Prant Level.
- (h) To coordinate with Regional organisation and provide necessary support and information as may be required from time to time.
- (i) To discharge such functions as may be assigned from him by general or special order by the Prantiya / Regional President from time to time
- (j) To guide, support, coordinate and correspond with project in-charge (Chairman / Secretary/ Conveners) at Prant and Affiliated Member level and ensure that projects are well executed.
- (k) To coordinate, assist, guide, support and monitor the activities and projects being carried out by the Affiliated Members.
- (l) To arrange and ensure execution of all projects decided at National / Regional / Prant and Affiliated Member level.
- (m) To provide brief of the projects and activities to Chairman Prakashan or to such other person for publication.

(xviii) Prantiya Finance Secretary

- (a) To ensure collection of membership and affiliation fees from all members affiliated members / bodies within the Prant.
- (b) To follow and support policy and procedure defined by National Finance Secretary for collection and payments including maintenance of bank account, signing of cheques and issue of receipts.
- (c) To prepare the budget of Income and Expenditure including that of projects to be undertaken by Prants and coordinate with Regional Finance Secretary for preparing the consolidated Budget at National Level.
- (d) To ensure maintenance of accounts of Parishad, get the same audited, have approved and signed and submitted to National Additional Secretary-Finance or as per directions and guidance provided in that respect.
- (e) To raise and manage the funds of Parishad through subscription, donations, Vikas-Ratna, Vikas-Mitra, Sponsorship, advertisements or any other means as may be authorised by National Executive Committee within Prant level.

- (f) To organise workshops / training programs for the persons dealing with finance and accounts at Affiliated Members Level of organisation and to support and guide them on financial and accounting matters.

(xix) Prantiya Organising Secretary

- (a) To promote and propagate Parishad's ideals and its projects.
- (b) To promote and increase membership of Parishad by identifying the area / persons, preparing group and opening new branches and enrolling them as Affiliated Members of Parishad within the geographical area of the Prant.
- (c) To coordinate with team and develop newly formed branches and support them in carrying out projects and activities.
- (d) To call and convene the Meetings of District / Tehsil and City Coordination Committee Meetings.
- (e) To perform such other duties as may be assigned to him by the organisation at Prantiya / Regional Level.

9. Duties of Office Bearers of Affiliated Members / Bodies

(i) President

- (a) To preside over all meetings of the organisation (AOP/Society/Trust) affiliated as Member / Body of Bharat Vikas Parishad.
- (b) To provide guidance, directions and support for effective functioning of the organisation and executing various projects and activities.
- (c) To perform such duties as ordinarily pertain to his office so as to see that the organization's activities are carried out in accordance with its constitution and affiliate member regulations and directions provided by Bharat Vikas Parishad.
- (d) To ensure that the organisation comply with all statutory / legal provisions as may be applicable to it as per its constitution.

(ii) Vice President

- (a) To preside over the meetings and the Executive Committee in the absence of the President.
- (b) To perform such other duties as may be assigned to him by the President or the Executive Committee of the organisation.

(iii) Secretary / General Secretary

- (a) To enroll new members and keep the record of membership updated.
- (b) To issue the agenda, convene, conduct and keep record of proceedings of all organisational meetings as per the provisions of its constitution or as prescribed by Bharat Vikas Parishad.

- (c) To ensure that affiliation fees, donation and subscription charges as may be required to keep its affiliation continue, is paid regularly and within the prescribed time period to Bharat Vikas Parishad either through its Prantiya organisation or directly.
- (d) To provide information to the Prantiya General Secretary / Regional Secretary the updated list of membership at regular intervals.
- (e) To ensure that proper accounts of the organisation are maintained and the same is audited by the qualified auditors.

(iv) Treasurer

- (a) To ensure collection of membership, subscription and other fees from all members.
- (b) To raise funds through advertisement, souvenir, sponsorship or by any other means which is legally valid for the purpose of carrying out the activities and to undertake various projects as directed by Bharat Vikas Parishad.
- (c) To follow and support policy and procedure defined by Bharat Vikas Parishad for collection and payments including maintenance of bank account, signing of cheque / payment instructions and issue of receipts.
- (d) To secure the funds, get accounts duly audited (income and expenditure and balance sheet etc.) and provide a copy thereof to Prantiya Secretary of Bharat Vikas Parishad.
- (e) To hand over all funds, books of accounts to the newly elected Treasurer/President.
- (f) To place before the Executive Committee all the bills in respect of which he had made payments during a particular period and in cases where the bill amount is in excess of Rs. 1,500/-, secure prior approval of payments by the members of Executive Committee.
- (g) To ensure that all members pay their dues before the stipulated date and also present the list of the defaulters quarterly, before the Executive Committee for necessary action.

(v) Organising Secretary

- (a) To increase number of members.
- (b) To support and guide in carrying our activities and projects and invite / involve prominent people within the organisation area.
- (b) To perform such other duties as may be assigned to him by the Prantiya President and the General Secretary.

10. Meetings:

- (i) For every meeting to be held at the Prant, Region or the National Level, all participants of the meetings must be informed well in time by issuing notice by email or post or by conveying in person or on telephone or in any other manner deemed just and proper.
- (ii) The notice of meeting should provide the agenda covering generally all the items to be discussed and wherever required brief of all such items should be provided.
- (iii) Proper minutes of every meeting must be recorded in a meetings register to be maintained by the Secretary General / Regional Secretary/ Prantiya Secretary.
- (iv) After the meeting is over, the proceedings of the meetings must be sent to the concerned members within a reasonable time.
- (v) The meetings of Parishad at all level must be arranged and conducted with decency and strict discipline must be observed throughout the meeting.
- (vi) Strict punctuality must be observed in each meeting and the person responsible for conducting the meeting must come fully prepared in the meeting at least 10 minutes before the time of the meeting.
- (vii) In each of the meeting, the photos of Swami Vivekanand and the Bharat Mata must be displayed on a proper place and these may be garlanded in advance.
- (viii) In the meeting of the Affiliated member / body, the charter provided during affiliation must be exhibited on a prominent visible place.
- (ix) All meeting must start with singing of "Vande Mataram" and must conclude with "National Anthem". All members should stand still during recitation of Vande Matram and National Anthem.
- (x) As far as possible, the members present in the meeting should wear identity card.
- (xi) Proper protocol must be maintained for all the meetings. President of the organisational body at Prant, Region and National level who is present in the meeting may be requested to occupy the dais and speak on any of the matter relating to the Parishad. No other office bearers from higher level of organisation, unless he/ she is the speaker on the subject relevant to the meeting should be called to occupy the seat on dais.
- (xii) Meetings of District, Tehsil and City Coordination Committees shall be called by Prantiya Organising Secretary and he shall invite the persons residing within the respective area and interested to promote the ideal of Bharat Vikas Parishad and form a branch to be affiliated as Affiliated Member of Parishad. Agenda of such meetings shall cover the introduction of Parishad, its aims and objects and brief details of its activities and projects being carried out at National Level.

11. Maintenance of Accounts:

- (i) The funds of the Parishad at all levels must be kept with the Bank. Wherever required, two separate accounts must be maintained. In one account all moneys

received from members/affiliates in the shape of membership/affiliation fee, and subscription has to be kept and all expenses with regard to meetings, administrative, organizational and publishing spending should be made from out of this account only. In the other account, all collections, donations, received from members/ affiliates or the sympathisers for the projects being carried on or to be carried, must be kept. All expenses with regard to various projects must be made from out of this account.

- (ii) The above said bank accounts shall be operated upon under joint signatures of either President or Secretary along with the Treasurer or as per policy and procedure set out by National Finance Secretary in this behalf.
- (iii) All bills above the amount of Rs. 5000/- shall be paid only by cheques signed by authorised office bearers. National Executive Committee may approve the change in the threshold limits as it may deem fit and proper.
- (iv) The accounts maintained at Prant Level have to be got audited at the end of the year and should be sent to National Finance Secretary latest by 30th June every year. Audited accounts of all Prants will be consolidated to prepare the accounts at National Level. Accounts duly consolidated at National Level must be got audited by the Statutory Auditors duly appointed in accordance with regulatory requirements. At the affiliated member level, the executive committee of the branch will appoint some competent person as an Auditor, who will audit the books of accounts of the affiliated member. Bharat Vikas Parishad shall not be responsible for accounts made by affiliated members / bodies. These accounts shall not form part of accounts of Parishad at any level.
- (v) Each of the Affiliated members shall be under obligation to send a copy of the audited accounts to the Prant office by 31st May every year.

12. Maintenance of Records:

At all levels of organisation, proper record of all activities and full transparency of all financial matters must be maintained. Normally, the following books, registers and files have to be maintained at National / Prantiya Level:

- (i) The register of membership showing therein the name of the member with the name of his/her spouse with full address, the details of primary membership and the year of subscription paid. The similar details shall also be maintained at Prant level.
- (ii) Membership forms file.
- (iii) Correspondence file.
- (iv) Circulars file
- (v) Register of Minutes / proceedings of various meetings.
- (vi) Cash book, Bank Book, Cheque book and the Bank Statements.
- (vii) Files of various Projects.

(viii) Stock Register (wherever required)

(ix) Register of Fixed Deposits / other investments

In addition to the above, the Region should maintain Prant wise and Prant should maintain Affiliated Member wise separate files containing membership, activities, projects, budget etc.

13. Handing over and taking over charge by outgoing to the incoming office bearer

(i) The outgoing office bearer must hand over all the records to the incoming one by 1stApril positively.

(ii) The outgoing President will be responsible to ensure that all records and accounts of the Prant are fully handed over to the incoming officer bearers as provided above.

(iii) As provided above in Regulation 11 above, the accounts of the Affiliated Member and Prant has to be got audited and the copy of the audited accounts to be submitted to the Prantiya / National organisation respectively. The outgoing office bearers shall be fully responsible to extend every help in getting the accounts audited by the respective auditors. In case of any discrepancy, irregularity and defalcation found during the audit, the outgoing office bearers shall be fully liable to make good the loss.

(iv) In case the outgoing office bearer finds any difficulty in handing over the charge as mentioned above in the stipulated time, he must bring this to the notice of incoming President in writing and seek extension upto 15 days' period.

14. Foreign Donation:

All foreign donations shall be received by only by Bharat Vikas Parishad at National Level. Such donations will be utilised for the projects carried out by the Parishad strictly as per the instructions of the donor and in compliance of regulatory provisions in this respect.

15. Gifts:

No gifts shall be presented or accepted by any of the office bearers at any level of the organisation. Offering of costly gifts / mementos to dignitaries must be avoided at all levels.

16. Letter Pads and Stationery:

(i) All letter pads and stationeries at all level of the organisation shall be printed in the name of Bharat Vikas Parishad reflecting the organisation level such as National, Regional or Prant. No office bearer at any level will get letter pads printed solely in his own name reflecting his role in Parishad.

- (ii) Affiliated Members shall be entitled to print stationery and letter pads in the name of Bharat Vikas Parishad so far they continue to remain affiliated to Parishad. They will have to write prominently on the letter pads and all stationeries that they are **affiliated to Bharat Vikas Parishad, Registered as society vide Regn. No. S-2272/63.**
- (iii) Heads of letter pads of Parishad and all stationery including visiting cards used by office bearers at all levels will be in saffron colour.
- (iv) The words "Bharat Vikas Parishad" shall invariably be written in capital-small letters and not in all capitals / small.
- (v) Logo of Bharat Vikas Parishad shall always be displayed in black and white.
- (vi) Letter pads and stationery at National and Regional Level of organisation shall be provided s by the Central Office. However, such stationery for Prant Level shall be arranged by the respective Prants. Affiliated Member shall arrange for its own stationery as per guidelines in this respect.

17. Language:

As far as possible, the banner, name plates and such other name posts prepared for the meetings etc. should be written in Hindi and local regional language.