

Bharat Vikas Parishad

GENERAL REGULATIONS

1. Name, Scope and date of enforcement:

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. 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 beares 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 branch 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.

4. Fees and Subscription payable by Members:

All primary members of the Parishad shall pay their annual membership fee, as may be prescribed by the National Core Committee from time to time, on or before 30th June of the year of membership or before any other extended period as may be decided by the National Core Committee. In addition to the above, the primary members shall also pay periodical subscription charges for the publications of Niti and other publications of the Parishad as may be decided by the National Core Committee from time to time.

Provided that the membership fee may be paid to the concerned prant by the Affiliated Branch alongwith a list of primary members on whose behalf such fee is paid.

5. 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 branch / 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 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 Branch 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.

6. 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 branch. Bharat Vikas Parishad shall not be responsible for accounts made by affiliated branches / bodies. These accounts shall not form part of accounts of Parishad at any level.
- (v) Each of the Affiliated branches shall be under obligation to send a copy of the audited accounts to the Prant office by 31st May every year.

7. 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/ Fixed Assets 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 branch wise separate files containing membership, activities, projects, budget etc.

8. 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 1st April 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 branch 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.

9. 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.

10. 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 Branches 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.

11. 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.

12. Uniformity in Nomenclature in English & Hindi

All organizational bodies and office bearers at all levels shall have uniform nomenclature in English and Hindi at National, Regional, Prant & Branch Levels.

(A) NATIONAL LEVEL

1. National Council	राष्ट्रीय परिषद्
2. National Executive	राष्ट्रीय कार्यकारिणी
3. National Core Committee	राष्ट्रीय कोर कमेटी
4. National President	राष्ट्रीय अध्यक्ष
5. National Working President	राष्ट्रीय कार्यकारिणी अध्यक्ष
6. National Vice President	राष्ट्रीय उपाध्यक्ष
7. National Secretary General	राष्ट्रीय महा मंत्री
8. National Finance Secretary	राष्ट्रीय वित्त मंत्री
9. National Organising Secretary	राष्ट्रीय संगठन मंत्री
10. National Coordinator	राष्ट्रीय समन्वयक
11. National Auditor General	राष्ट्रीय महालेखा परीक्षक

12. National Project Chairperson	राष्ट्रीय प्रकल्प चेयरपर्सन
13.. National Additional Secretary General	राष्ट्रीय अतिरिक्त महामंत्री
14. National Additional Finance Secretary	राष्ट्रीय अतिरिक्त वित्त मंत्री
15.. National Project Secretary	राष्ट्रीय प्रकल्प मंत्री

(B) REGIONAL LEVEL

1. Regional President	क्षेत्रीय अध्यक्ष
2. Regional General Secretary	क्षेत्रीय महासचिव
3. Regional Joint General Secretary	क्षेत्रीय संयुक्त महासचिव
4. Regional Finance Secretary	क्षेत्रीय वित्त सचिव
5. Regional Secretary	क्षेत्रीय सचिव

(C) PRANTIYA LEVEL

1. Prantiya Council	प्रांतीय परिषद्
2. Prantiya Executive	प्रांतीय कार्यकारिणी
3. Prantiya President	प्रांतीय अध्यक्ष
4. Prantiya Vice President	प्रांतीय उपाध्यक्ष
5. Prantiya General Secretary	प्रांतीय महासचिव
6. Prantiya Finance Secretary	प्रांतीय वित्त सचिव
7. Prantiya Organising Secretary	प्रांतीय संगठन सचिव
8. Prantiya Mahila Convenor	प्रांतीय महिला संयोजिका
9. District Coordinator	जिला समन्वयक
10. District Co-coordinator	जिला सह समन्वयक
11. City Coordinator	नगर समन्वयक
12. City Co-coordinator	नगर सह समन्वयक

(D) BRANCH LEVEL

1. General Body	साधारण सभा
2. Branch Executive	शाखा कार्यकारिणी
3. Branch President	शाखा अध्यक्ष
4. Branch Secretary	शाखा सचिव
5. Branch Treasurer	शाखा कोषाध्यक्ष
6. Branch Organising Secretary	शाखा संगठन सचिव
7. Branch Mahila Sanyojika	शाखा महिला संयोजिका