



National Safety Council - Gujarat Chapter

MEMORANDUM OF ASSOCIATION

&

BYE-LAWS

(2011)

National Safety Council - Gujarat Chapter

Mahatma Gandhi Labour Institute, Drive-in-Road, Ahmedabad-380 052
Phone No. (079) 4001 3700 / 4001 3797, 40013750, Fax: (079) 4001 3755 / 2791 2617
Mobile: 9925243915

Spl./R. S./1 g.

No. ~~2464~~

નોંધણીનો દાખલો

સને ૧૮૬૦ નો મંડળીઓની નોંધણી બાબતનો અધિનિયમ

(સને ૧૮૬૦નો ૨૧મો અધિનિયમ)

નોંધણી નંબર ૩૬૪/૧૬૧૯૩/શાલાદ

આથી દાખલો આપવામાં આવે છે કે જોશાજાન સોસ્ટી ફાઉન્ડેશન,
ગુજરાત, ૨૨૨૨. ને

આજ ૧૦/૧૦/૧૧ તારીખે, મંડળીઓની નોંધણી બાબતના (સન ૧૮૬૦ ના ૨૧માં)

અધિનિયમ અન્વયે, યોગ્ય રીતે નોંધવામાં આવી છે.

મારી સહીથી આજ..... માહે..... સન ૨૦..... ને દિને આપ્યો.



Patel
10-10-11

~~સહાયક નોંધણી અધિકારી~~
~~અમદાવાદ વિભાગ~~

મંડળીઓની નોંધણીના આસિસ્ટન્ટ રજિસ્ટ્રાર,

શાલાદ વિભાગ

FORWARD

National Safety Council Gujarat Chapter was inaugurated by State Labour Minister Gujarat State at MGLI Ahmedabad on 4th April 2007 at MGLI, Ahmedabad & at present the Chapter is functioning since then in the State at Mahatma Gandhi Labour Institute, Drive – in – Road, Ahmedabad.

Objectives of the Chapter are to generate, to develop and to sustain a voluntary movement on Health, Safety & Environment at State level

Vision of the Chapter is to serve the society by creating a preventive culture, scientific mindset and organized approach to SHE issues; it is our belief that these issues are a basic humanitarian concern. We equally believe that their effective addressal is greatly facilitated if their intrinsic relationship with quality and productivity is well demonstrated.

Mission of the Chapter is to build a State movement on Safety, Health & Environment to prevent and mitigate the loss of life, human suffering and economic losses and providing support services.

Functioning of chapter is carried out by Executive Committee 25 Members elected amongst the members of the Council, including 6-office bearers appointed by Executive Committee of the Chapter

Bye-Laws are approved in the 144th Board meeting of NSC-Head Quarter held on 15th April 2010 in Mumbai; and NOC for registration is received from the NSC-Head Quarter vide its letter No.NSC/MEMB/GJT-CHAPTER/2011 dated 21st March2011

National safety Council Gujarat Chapter is registered under the Society Act 1860 vide No. GUJ/16193/Ahmadabad dated 10th October 2011 and under the Public Act 1950 vide No. F/15989/Ahmadabad dated 10th October 2011

Chairman

Secretary

MEMORANDUM OF ASSOCIATION

**MEMORANDUM OF ASSOCIATION OF
THE NATIONAL SAFETY COUNCIL - GUJARAT CHAPTER**

1. The name of the Chapter shall be “National Safety Council Gujarat Chapter” (hereinafter called as the Chapter)
2. The registered office of the Chapter shall be situated in the State of Gujarat at such place to be determined by the Executive Committee of the Chapter from time to time. Presently the office of the Chapter is located at 'Mahatma Gandhi Labour Institute' Drive-in-Road, Ahmedabad-380 052 as determined by the Executive Committee of the Chapter at time of its establishment.
3. The object for which the Chapter within its jurisdiction is established are:
 - a) to devise, advocate, encourage and promote methods, procedures, research and public support within its jurisdiction leading to increased safety and health among industrial workers by adoption of precautionary measures of all kinds to prevent accidents, minimize danger and mitigate the consequences thereof;
 - b) to organize and conduct programs, lectures, conferences and other activities for promoting free discussion on all matters and questions relating to safety measures, procedures and research;
 - c) to conduct educational campaigns with a view to arousing and maintaining public opinion and interest of the employers and workers and their support to safety and accident prevention and to encourage all persons and other associations to adopt, institute and support safety measures and accident prevention programs;
 - d) to collect, correlate, publish, distribute and disseminate educational and information data, reports and all other material relating to methods and procedures on safety and to serve as a forum for the voluntary exchange of such information, experience and ideas on safety and accident prevention;

- e) to co-operate, enlist and develop co-operation among all persons and other public and private organizations and agencies in the promotion of safety;
- f) to organize contests and to establish fellowships and scholarships for educational purpose and to award prizes for suggestions and essays tending to further the interest in safety;
- g) to establish a library and to print and publish any newsletters, periodicals, books, leaflets or films that the Chapter may think desirable for the promotion of the aims and objects of the Chapter;
- h) to secure from the State Government recognition and financial support for carrying out the objects and aims of the Chapter;
- i) to undertake advertising in the press or adopt such other audio – visual means for making known the aims and objects of the Chapter;
- j) to make appeals for procuring contributions to the funds of the Chapter in the shape of donations or special contributions;
- k) to provide suitable premises for meetings and carrying on the work of the Chapter for the purpose of carrying into effect its objects;
- l) to purchase, take on hire or otherwise, acquire land, building or other property, movable or immovable, wherever situated within its jurisdiction and to erect on any such land any building and to alter or add to and maintain any building erected upon such land for purpose of carrying out the aims and objects of the Chapter;
- m) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Chapter , movable or immovable, on such terms as it may think fit and proper without prejudice to the interests and activities of the Chapter;
- n) to raise and borrow money on bonds, mortgages, promissory notes or other obligations on securities founded or based upon all or any of the properties and assets of the Chapter or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the

Chapter, all expenses of and incidental to the raising of money, and to repay and redeem any money borrowed;

- o) to draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments for carrying out the objects of the Chapter;
 - p) to invest funds or money of the Chapter in such manner as may from time to time, be determined by it;
 - q) to take any gift or property whether subject to any trust or not, for any one or more of the objects of the Chapter;
 - r) to undertake and execute any trust, the undertaking whereof may seem desirable or convenient either gratuitously or otherwise for the objects of the Chapter;
 - s) to regulate expenditure and manage accounts of the Chapter; and
 - t) to do all other acts and things with the approval of the Council as the Chapter may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any one of them;
4. The income and property of the Chapter shall be utilized solely towards the promotion of the aims and objects of the Chapter and the Council and no part of the same shall be paid or transferred directly or indirectly by way of dividend, bonus or profit or in any other manner to the members of the Chapter provided that nothing shall prevent the payment in good faith of remuneration to any officer or servant of the Chapter or to any other person not being member of the Chapter in return for any services actually rendered to the Chapter, nor prevent the payment of interest on money borrowed from any member of the Chapter nor the payment to any member for any occasional services, nor payment by way of contribution or otherwise as provided in the Bye-Laws of the Chapter.
5. There shall be a Governing Body called the 'Executive Committee' to manage the affairs of the Chapter as required under Section 2 of the Societies

Registration Act, XXI of 1860, which shall be constituted as per the Bye-laws of the Chapter within 18 months from the date of registration. Until the Executive Committee is constituted under the Bye-laws, the following persons are hereby appointed and shall constitute an Executive Committee and manage the affairs of the Chapter :

6. A copy of the Bye-Laws of the Chapter certified to be correct copy by the three members of the Executive Committee is filed with Registrar of Societies, Gujarat State, along with this Memorandum of Association.

Sr. No.	Name	Residential Address
1	2	3
1)	Shri S. C. Malhotra	TMC-18, Sector-5, Relaince Green House, Jamnagar
2)	Shri D. C. Chaudhari,	D-2 Sundaram Flats, Gov. Officers Colony, L. D. Engineering Compound Campus, NavarangPura, Ahmedabad
3)	Shri Hiranmay Jaidev Prashad Pandya,	109, Mital apartments, Nr. Tube Company; Old Padara Road, Vadodara-20
4)	Shri B. P. Parmar	A/38 Karmacharinagar-2, Rannapark, Ghatlodia-61
5)	Shri A. K. Jani	40-B Yogeshwar Nagar Society, Opp. H. K. complex, Dharnidhar Derasar Road, Bhathha, Paldi Ahmedabad
6)	Shri J. P. Deshmukh	11- Shivani Appartment Nr. Gokul Raw House, Kenyog Char Rasta Setelite, Ahmedabad 380015
7)	Shri S. A. Solanki	H-9/217, Amar Appartments, Nr. Naranpura Telephone Exchange, Naranpura, Ahmedabad
8)	Shri Samir N. Patel,	C-4, "399", Near Nehru Foundation, Bodakdev, Ahmedabad-380054

Occupation with full address	Designation
4	5
Group President, Corporate affairs, Reliance Industries Ltd. Jamnagar. SEY-18, Moti Khavdi, Jamnagar	Chairman
Director, Industrial safety & Health, Gujarat State 3 rd Floor, Shram Bhavan, Khanpur, Ahmedabad	Vice-Chairman
President, Gujarat Bhartiya Majdoor Sangh, 109, Mital apartments, Nr. Tube Company; Old Padara Road, Vadodara-20	Vice-Chairman
Retired, Senior Inspector of Factories Labour & Employment Department Gujarat State	Secretary
Retired Deputy Director, Industrial Safety & Health Labour & Employment Department, Gujarat State	Treasurer
Assistant Professor, MGLI Drive-in-Road, Ahmedabad.	Joint-Secretary
Retd. Deputy Director, Industrial Safety & health, Labour & Employment Department Gujarat State	Member
Sr. Vice President, Gujarat Chamber of Commerce & Industries, Shri Ambica Mills-Gujarat Chamber Building, P.O. 4045, Ashram Road, Ahmedabad-380009	Member

7. We, the undersigned are desirous of registering the National Safety Council – Gujarat Chapter under the Societies Registration Act, XXI of 1860 in pursuance of this Memorandum of Association.

Sr. No.	Name	Residential Address
1	2	3
1)	Shri S. C. Malhotra	TMC-18, Sector-5, Relaince Green House, Jamnagar
2)	Shri D. C. Chaudhari,	D-2 Sundaram Flats, Gov. Officers Colony, L. D. Engineering Compound Campus, NavarangPura, Ahmedabad
3)	Shri Hiranmay Jaidev Prashad Pandya,	109, Mital apartments, Nr. Tube Company; Old Padara Road, Vadodara-20
4)	Shri B. P. Parmar	A/38 Karmacharinagar-2, Rannapark, Ghatlodia-61
5)	Shri A. K. Jani	40-B Yogeshwar Nagar Society, Opp. H. K. complex, Dharnidhar Derasar Road, Bhathha, Paldi Ahmedabad
6)	Shri J. P. Deshmukh	11- Shivani Appartment Nr. Gokul Raw House, Kenyog Char Rasta Setelite, Ahmedabad 380015
7)	Shri S. A. Solanki	H-9/217, Amar Appartments, Nr. Naranpura Telephone Exchange, Naranpura, Ahmedabad
8)	Shri Samir N. Patel,	C-4, “399”, Near Nehru Foundation, Bodakdev, Ahmedabad-380054

Occupation with full address	Designation
4	5
Group President, Corporate affairs, Reliance Industries Ltd. Jamnagar. SEY-18, Moti Khavdi, Jamnagar	Chairman
Director, Industrial safety & Health, Gujarat State 3 rd Floor, Shram Bhavan, Khanpur, Ahmedabad	Vice-Chairman
President, Gujarat Bhartiya Majdoor Sangh, 109, Mital apartments, Nr. Tube Company; Old Padara Road, Vadodara-20	Vice-Chairman
Retired, Senior Inspector of Factories Labour & Employment Department Gujarat State	Secretary
Retired Deputy Director, Industrial Safety & Health Labour & Employment Department, Gujarat State	Treasurer
Assistant Professor, MGLI Drive-in-Road, Ahmedabad.	Joint-Secretary
Retd. Deputy Director, Industrial Safety & health, Labour & Employment Department Gujarat State	Member
Sr. Vice President, Gujarat Chamber of Commerce & Industries, Shri Ambica Mills-Gujarat Chamber Building, P.O. 4045, Ashram Road, Ahmedabad-380009	Member

CONSTITUTION AND BYE – LAWS

CHAPTER BYE – LAWS

1. **Definitions:** Unless the context otherwise requires the following terms shall have the following meaning:
- (a) **“Board”** means the Board of Governors of the National Safety Council;
 - (b) **“Bye-laws”** means the Bye-laws of the Chapter;
 - (c) **“Chairman”** means Chairman of the Chapter;
 - (d) **“Constitution and Bye-laws”** means the Constitution and the Bye-laws of the Chapter as executed, registered with Registrar of Societies and lodged with the National Safety Council by the Chapter;
 - (e) **“Council”** or **“National Council”** shall mean the National Safety Council;
 - (f) **“Chapter”** means the Chapter, having an autonomous nature, constituted and
registered in a State to operate for undertaking fulfillment of aims and objects of the National Safety Council within the jurisdiction of the State concerned;
 - (g) **“Director General”** means Director General of the National Safety Council and appointed as such under the Rules and regulations of the National Safety Council;
 - (h) **“Executive Committee”** means Executive Committee of a Chapter;
 - (i) **“General Body”** means General body of a Chapter;
 - (j) **“Joint Secretary”** means the Joint Secretary of the Chapter;
 - (k) **“Member”** means a member whose name is recorded in the roll of the members of the National Safety Council and who has been allocated to a Chapter on the basis of the address of the member concerned and enrolled in the Membership roster of the Chapter as well and shall not have resigned in accordance with such rules and regulations of the National Safety Council;

- (l) **“Memorandum of Association”** means the Memorandum of Association of the National Safety Council or of a Chapter, as the case may be;
- (m) **“Rules and regulations”** means Rules and Regulations of the National Safety Council;
- (n) **“Secretary”** means the Secretary of the Chapter;
- (o) **“Society”** means the Society registered for the purpose of establishing the National Council or a Chapter, as the case may be;
- (p) **“Treasurer”** means Treasurer of the Chapter;
- (q) **“State”** means the State of Gujarat;
- (r) **“Vice Chairman”** means Vice Chairman of the Chapter.

2. Principles

The Chapter shall be an autonomous, non-commercial, non-political and non-profit making Society.

3. Symbol

The Chapter shall have the same ‘Green Triangle for Safety’ as that of the Council, as its symbol.

4. Registered Office

The Registered office of the Chapter shall be within the territory of the Gujarat State at such place as may be decided by the Executive Committee. At present, the office is located at 'Mahatma Gandhi Labour Institute' Drive-in-Road, Ahmedabad-380 052

5. Jurisdiction

The jurisdiction of the Chapter shall be limited to the State of Gujarat. Therefore, the Chapter shall undertake activities within the State with collaboration and participation from the organizations located within State only.

Activities involving national / international level organizations shall be undertaken by the Council only.

6. Membership

The members of the Council with their addresses for correspondence falling within the jurisdiction of the Chapter will be the members of this Chapter. The names of such members shall be entered in the Membership roster of the Chapter. *The terms and conditions for the membership shall be governed by the Rules and Regulations of the Council.*

7. Membership Fees

The entrance fee and the subscription payable by the members shall be decided by the Board of Governors of the Council from time to time. The annual membership subscription shall be payable within six months from the beginning of the official year (1st April to 31st March) direct to the Council and failure to pay the same shall result in termination of the Membership. The services being rendered to the member, free or at concessional rates, shall be liable to be suspended as long as the member is in arrears of Membership subscription. Payment of arrears subsequently shall not entitle the member to claim the services with retrospective effect.

8. Voting Power

- (a) Each member of the Chapter shall have one vote in the general meeting of the members.
- (b) Vote by proxy shall be allowed.

9. Services of the Chapter and Conditionality

The Executive Committee of the Chapter shall determine the terms under which materials and services of the Chapter shall be made available to the members or non-members.

10. Official Year

Official Year of the Chapter shall be in sequence with the Financial Year, starting from April 1 and ending on March 31 of the subsequent Calendar year.

11. Executive Committee

The Chapter has more than 300 corporate members; hence it is a Large Chapter. There fore it requires to constitute Executive Committee having 25 members.

i) Immediate Past Chairman of the Chapter	1
ii) Elected Members:	
a) from amongst the Corporate Members:	
➤ Industrial Establishments	11
➤ Professional Bodies/ Institutions	1
b) from amongst the Workers' Organizations	2
c) from amongst the Individual/ Life members	3
iii) Nominated Members:	
Members to be nominated by the Employers' Organizations and reputed Institutions, as decided by the Chapter	3
iv) Ex-officio member (The Director General of the Council or his nominee)	1
v) Members by Co-option (Experts on Safety and Health)	3
Total:	25

Note : (1) If desired by the Executive Committee of the Chapter, the Chapter may include a representative of the State Govt. as a Special Invitee in the Executive Committee.

12. Office Bearers

The following shall be the office bearers of the Chapter:

a) Chairman	---	1	(From Corporate Member Organization)
b) Vice Chairmen	---	2	(One of the Vice Chairmen should be from Workers Organization)
c) Secretary	---	1	
d) Joint Secretary	---	1	
e) Treasurer	---	1	

The above office bearers shall be elected by the Executive Committee from among its members for a term of three years.

13. Duties, Functions and Powers

a) Chairman

The Chairman shall be responsible for carrying out general policies and programs of the Chapter and he shall-

- i) preside over the Executive Committee Meetings,
- ii) preside over the Annual General meetings of the Chapter,
- iii) be in-charge of the affairs of business and property of the Chapter,
- iv) supervise the work of the Chapter and ensure that the Chapter is functioning well and properly represented in other organizations within its jurisdiction,
- v) employ staff to assist him in performing his duties as Chairman of the Chapter subject to the rules governing the employment and conditions of service of the staff and subject to ratification by the Executive Committee,
- vi) perform any other duties for the furtherance of the Chapter's activities in accordance with its set objectives,
- vii) be the Ex-officio Member of the Board of Governors of the Council.

b) Vice Chairman

One of the two Vice Chairman, as decided by the Executive Committee, shall discharge the duties of the chairman in the absence of the Chairman of the Chapter or if the Chairman is unable to serve the Chapter for any reason.

c) Secretary

The Secretary shall be responsible to

- i) Conduct the activities of the Chapter
- ii) Function as an ex-officio member of the Sub Committees of the Chapter

- iii) Issue notices for the meetings of the Executive Committee and the General Body.
- iv) Prepare minutes of the meetings of the Executive Committee and the General Body and distribute the same to the respective members.
- v) Record all the resolutions of the Executive Committee meetings and bring them to the attention of all concerned.
- vi) perform any other duty assigned to him by the Chairman or in his absence by the Vice Chairman.
- vii) perform any other duty assigned to him by the National Safety Council in consultation with the Chairman or in his absence with the Vice-Chairman.
- viii) submit quarterly activity reports to the National Safety Council within 15 days after the closure of each quarter and annual activity report within one month after closure of the financial year.

d) Joint Secretary

The Joint Secretary shall be responsible for assisting the Secretary in the discharge of his duties. In the absence of the Secretary, he will discharge the duties of the Secretary.

e) Treasurer

The Treasurer shall be responsible to:

- i) keep the books of accounts and records relating to receipts and disbursements of funds and arrange to get the statutory audit of the Chapter's accounts done by a firm of Chartered Accountants appointed at the AGM and the audited statement of accounts approved by the General Body.
- ii) prepare annual budget of the Chapter and get it approved by the Executive Committee.

- iii) arrange payments to the parties concerned as approved by the Executive Committee /Chairman and issue money receipts.

The treasurer shall not keep any amount belonging to the Chapter with him exceeding the amount authorized by the Executive Committee.

14. Tenure of Executive Committee

The members of the Executive Committee shall hold office for a term of *three* years.

15. Election to the Executive Committee

The Chapter shall hold election of the Members of the Executive Committee every *three* years. Any mid term vacancy caused shall be filled by the Executive Committee by Co-option until the next election.

16. Meetings of the Executive Committee

The Executive Committee shall meet at least once a quarter at places decided by it.

17. Powers and Functions of the Executive Committee

The Executive Committee shall control the management and affairs of the Chapter and have powers to carry out its objects as stated in its Memorandum of Association in accordance with these Bye-Laws. The Executive Committee may suggest amendment to these Bye-laws as necessary and obtain prior approval of the National Safety Council as provided in Clause 35 of the Bye-Laws.

Without prejudice to the generality of the foregoing powers, the Executive Committee shall have the following powers:

- a) To apply for, collect, receive and utilize State Government, Municipal or other grants or allowances in connection with any work, activity or property held or conducted by the Chapter or otherwise, and to deal with the same according to the terms as the Executive Committee may deem fit.

- b) To take, receive, hold, administer and use any gift, bequest, donation in kind or money, or any other property, whether subject to trust or not for any of the objects of the Chapter and to undertake and carry out the duties and functions of trustees, in respect of any gifts, bequests, donations, trusts, etc.
- c) To invest and deal with the funds of the Chapter not immediately required in such shares and securities authorized by law for the investment of trust funds, or in such other manner, from time to time, and to vary and transpose such investments into others as may be permitted by law.
- d) To negotiate and enter into any agreement with State Government, or any other public or private authority, body or association within its jurisdiction which may seem beneficial or conducive to any of the objects of the Chapter.
- e) To purchase, take on lease or in exchange, or otherwise acquire, and to hold, manage, administer and otherwise deal with any movable or immovable property, rights and privileges which may be deemed necessary, expedient or desirable for any of the objects of the Chapter.
- f) To build, construct and maintain houses, buildings, tenements and structures and to alter, extend, improve, repair, enlarge, modify, demolish, pull down, reconstruct or otherwise deal with the same and to provide and equip the same with all such instruments, appliances, amenities and necessaries.
- g) To manage, improve, develop, alter, demolish, repair, sell, alienate, lease, mortgage, charge, pledge, hypothecate, dispose of and otherwise deal with all or any of the property, funds, assets, rights and privileges of the Chapter.
- h) To borrow money, or receive money on deposit, upon such terms and with or without mortgage or other security charged on all or any

property, funds, assets, rights or privileges of the Chapter, present or future.

- i) To open and operate accounts with any scheduled Bank or Banks as defined in the Reserve Bank of India Act 1934, or in Post offices.
- j) To make, draw, execute, accept, endorse, discount, transfer and/or otherwise deal with cheques, railways receipts, registered or insured letters or parcels, postal receipts, saving certificates, debentures, Government, Municipal or Port Trust Loan notes, stocks and shares and other negotiable instruments or securities.
- k) To grant charitable aid to and to provide for the welfare of persons employed by or connected with the Chapter and the dependant of such persons by establishing and contributing to provident and benefit funds and by giving pensions, gratuities, bonuses or allowances, or by grants of money, or otherwise.
- l) To appoint and/or remove such person or persons as the Executive Committee may deem fit for the purpose of representing the Chapter and/or the Executive Committee in any legal or other proceedings to be instituted by or against the Chapter.
- m) To appoint and/or remove and delegate all or any powers of the Executive Committee to such Committees or committee consisting of such members or member of the Executive Committee and/or another or others, as the Executive Committee may deem necessary or expedient.
- n) *To approve annual budget of income and expenditure and submit to the Council before 30th April of that year.*
- o) *To maintain regular accounts of the Chapter and get them audited by the Statutory Auditors*
- p) Generally to do all such other things as may be deemed to be incidental or conducive to the attainment of all or any of the objects of the Chapter.

- q) For any of the objects and purposes of the Chapter, to employ and procure the assistance of and to suspend, discharge and dismiss workers and other personnel or staff either for remuneration or otherwise.
- r) To frame guidelines not inconsistent with the Bye-laws and Rules & Regulations of the Council for the day to day working of the Chapter.

18. Extension of Tenure of Executive Committee

Election to the Executive Committee shall be conducted as per Clause 15 herein above. In the event that the elections cannot be conducted as provided for in the said clause due to unforeseeable or unavoidable circumstances, it shall be intimated to the Council in writing immediately. The Council shall have power to give direction regarding holding of elections and functioning of the Chapter till such time a new Executive Committee is elected. Such a direction of the Council shall be binding on the Chapter.

19. Notice for Executive Committee Meeting

There shall be at least 15 days' notice for the Executive Committee Meeting. The Chairman may call an urgent meeting, *in exceptional circumstances, at a shorter notice, which notice shall not be less than three days.*

20. Quorum for Executive Committee Meetings

The quorum for the Executive Committee Meeting shall be eight or 1/3rd of the total number of members on the Executive Committee, whichever is more.

In the absence of the requisite quorum at any meeting, the meeting can be adjourned for 15 minutes and reconvened at the same venue and on the same day and the same agenda to be transacted. At such a reconvened meeting, at least 5 members including two of the office bearers shall form the quorum and such meeting shall be entitled to dispose of only the items listed on the agenda. In the absence of this quorum, the meeting shall stand adjourned.

21. Decision of Executive Committee

Any decision of the Executive Committee shall be by simple majority. In the event of a tie, the Chairman shall have a casting vote.

22. Special Meeting of Executive Committee

The Chairman shall call a Special Meeting of the Executive Committee if a requisition signed by at least 25% of the members of the Committee is received by the Secretary. The requisition shall state the business to be transacted at the meeting. The Secretary, on instructions from the Chairman shall issue a notice for the Special Meeting to the members, not less than 10 days in advance, and no business other than that specified in the requisition, shall be considered at such a Special Meeting.

The Chairman shall also call a special meeting of the Executive Committee to decide upon the conduct of such business as may be suggested by the Council and report their decision to the Council within 30 days of the receipt of such suggestion from them.

23. Sub-Committees

The Executive Committee may appoint Sub-Committees to carry out various assignments. A Sub-Committee shall hold office normally for a term not exceeding one year, which may be extended at the discretion of the Executive Committee.

24. Special Invitees to the Executive Committee Meetings

The Executive Committee may invite or authorize any office bearer to invite any person as a Special Invitee to attend Executive Committee meeting. Such invitees shall not be entitled to vote at the meeting.

25. General Body Meetings

The Annual General Body Meeting of the Chapter shall be held every year before 31st December, on a date and at a place decided by the Executive Committee. The Chairman or in his absence one of the Vice-Chairmen shall preside over the meeting.

Each Corporate Member shall be entitled to nominate two persons as its representatives to attend the General Body Meeting of the Chapter. For the purpose of voting, only one of the representatives shall be entitled to vote.

The business to be transacted at AGM shall include –

- i) adoption of Activity Report and Audited Accounts.
- ii) election of Executive Committee if required.
- iii) appointment of auditors.
- iv) such other business which the Council may have required.
- v) such other business with permission of the Chairman.

26. Notice of the General Body Meetings

The Secretary shall issue notice of the Annual General Body Meeting (AGM) in writing to all the members of the Chapter not less than 21 days in advance.

27. Quorum for the General Body Meetings

The quorum for the General Body Meeting shall be 20 Members or 1/5th of the total members on the membership roster of the Chapter, whichever is lower.

In the absence of the requisite quorum at the AGM, the meeting shall be adjourned for 15 minutes and reconvened at the same venue and on the same day and the same agenda to be transacted. At such a reconvened meeting at least 10 members including three office bearers shall form the quorum and such a reconvened meeting shall be entitled to dispose off only the items listed on the agenda. In the absence of this quorum, the meeting shall stand adjourned. Such adjourned meeting shall be reconvened within two months after giving the notice to members as provided herein.

28. Extraordinary General Body Meeting

The Executive Committee on its own or on requisition of at least 25% of the members on the membership roster of the Chapter or on the direction of the Council shall call an Extraordinary General Body Meeting of the Members at such place as it may decide by giving notice of not less than 21 days. The

agenda for such meeting shall be such as the Executive Committee may decide or as stated in requisition notice of the Members or as directed by the Council. The quorum and the procedure for such meeting shall be the same as for General Body Meeting stated in these Bye-Laws.

29. Minutes of the Meetings

The Chapter shall cause the minutes of all meetings of Executive Committee General Body and the Sub-Committees appointed by the Executive Committee to be kept in the bound books meant for the purpose with pages consecutively numbered.

Separate Minute Books of the meetings of the Executive Committee and the General Body shall be kept in which shall appear:

- a)
 - i) A clear report of the proceedings at each of the meetings.
 - ii) A copy of each notice convening the meetings and of each circular on which a decision has been arrived at.
- b) The confirmed minutes signed by the Chairman of such a meeting.
- c) In case of any difference of opinion at the time of confirmation of the proceedings of a previous meeting, the minutes shall be confirmed according to the sense of the majority of the members present at the said meeting.

30. Accountability of the Chapter to the Council

- a) The Chapter shall abide by all the requirements and procedures as stated in the Guidelines on Affiliation of Chapters framed by the National Safety Council under Rule 15(a) and other Guidelines issued from time to time by it under Rule 15(h) of its Rules and Regulations.
- b) The Chapter shall submit its duly approved annual budget to the Council by the end of April of the year for which the budget is approved.
- c) The accounts of the Chapter shall be audited by a firm of Chartered Accountants. The Chapter shall submit to the Council the report on its activities together with the Audited Statement of Accounts for the year

ended 31st March duly approved by its AGM before 15th January of next financial year.

- d) The Chapter shall submit a copy of the I.T. Returns filed and the assessment order received from the I.T. Authorities every year to the Council.
- e) The Secretary of the Chapter shall notify to the Council the names and addresses of the Executive Committee Members as soon as the Executive Committee is formed and of the office bearers as soon as they are elected. Any change in the Executive Committee and the office bearers shall be communicated to the Council within one month of the change.
- f) The Chapter shall submit to the Council the annual program of its activities sufficiently in advance but not later than 30th April of the same financial year for which the annual program is prepared, indicating the required involvement of the Council.
- g) In the event of any difficulty in implementing any of the objectives of the Chapter or implementing any clause of the Bye-Laws, the office bearers shall refer the matters to the Council. The advice given by the Council in such matters shall be binding on the Chapter. The Council shall also have power to issue directions to the Chapter on any policy or procedural matter which shall be binding on the Chapter.
- h) The Chapter shall receive every year 50% of annual subscription collected by the Council from the Members located within the jurisdiction of the Chapter as Subvention, as per the Rules and Guidelines of the Council.
- i) *In the event that the affiliation granted to the Chapter has expired or has been withdrawn by any reason whatsoever, the Chapter shall be liable to repay the advance given for initial expenses by the National Safety Council as mentioned in Rule 15 (e) of the Rules & Regulations of the National Safety Council. In this instance the repayment shall be made by the Chapter to the Council in specified equal installments, wherein the*

date of payment of each installment as well as the number of installments payable to the National Safety Council, shall be specified by the Board of Governors of the National Safety Council.

31. Funds and source of fund

The funds for the Chapter shall comprise:

- i. Subvention received from the Council.
- ii. Donations received from industries, well-wishers, etc.
- iii. Grants received from State Government.
- iv. Excess of income over expenditure accruing from any activity conducted by the Chapter.
- v. Interest on investments.
- vi. Share of income from activities jointly undertaken with the Council.
- vii. Rent on building etc.

32. Investment of Funds

All Funds of the Chapter shall be kept in a Scheduled Bank either in Current Account, Savings Account or in Fixed Term Deposit.

33. Bank Accounts and Operation thereof

A Bank Account shall be opened in the name of the Chapter and shall be operated jointly by any two office bearers of the Chapter authorized by the Executive Committee. One of them should be either the Secretary or the Treasurer of the Chapter.

34. Books of Accounts and Audit

- i) The Chapter shall keep Cash Book, other Books of primary entry, Membership Roster, and Ledger.
- ii) The Chapter shall annually draw up the Annual Receipts and Payment Accounts and Income and Expenditure Account and Balance Sheet on the basis of Mercantile System of Accounts.
- iii) The Annual Accounts shall be audited by a firm of Chartered Accountants duly appointed at the Annual General Body Meeting of the Chapter on such remuneration as may be fixed.

iv) The Audited accounts shall be placed in the Annual General Meeting of the Chapter and a copy of the audited accounts thus approved by the Annual General Meeting shall be filed with the Council along with the Annual Report.

35. Amendments

i) Amendment of the objects of the Chapter:

The Chapter shall not have objects different from those of the National Safety Council. Accordingly, the objects given herein for the Gujarat Chapter are drawn from the objects of the Council as provided in the MoA of the National Safety Council.

The Chapter shall not amend its objects without taking prior written approval of the Council. Only if the written approval is given by the Council, the Chapter shall proceed further and follow the procedure for amendment of its objects as given in Societies Registration Act and the Rules made there under in its State of Registration.

ii) Amendment to the Bye-laws :

The National Safety Council shall have power *to approve* the proposed amendments to the Bye-laws of the Chapter. The Executive Committee shall complete the formalities and make amendments in these Bye-laws within 30 days from the date of approval granted by the National Safety Council. In the event that the National Safety Council approves a part of the proposed amendments to the

Bye-laws but rejects or withholds approval of the remaining part of the proposed amendments to the Bye-laws; the Executive Committee shall amend only of that part of the proposed amendment to the Bye-laws which have been approved. Save as provided in this Clause, the Chapter shall have no powers to amend these Bye-Laws without the prior written permission of the National Safety Council. Any amendment made in these Bye-Laws shall be communicated to the Council as well as the members,

in writing, within one month from the date on which such amendments are made.

36. Mismanagement / Fraud / Misfeasance or other Misconduct by the Chapter

The Council shall have powers, on its own initiative or in case a complaint is received regarding the mismanagement / Fraud / Misfeasance or other misconduct by the Office Bearers or the Executive Committee Members of the Chapter, to investigate into the functioning of the Chapter. The Council, on being satisfied that such mismanagement/fraud/misfeasance or other misconduct exists, shall take such action against the Chapter or its Office Bearers or its Executive Committee members as it deems fit including but not limited to reconstituting the Executive Committee or removal of concerned member of the Executive committee.

37. Non-Functioning of the Chapter

The Council shall have powers, on its own or in case a complaint is received regarding the non-functioning of the Chapter, to investigate into the non-functioning of the Chapter. The Council on being satisfied that the Chapter has been non-functioning for a period of over four months may take action against the Chapter or its office bearers or its Executive Committee members as it deems fit including but not limited to reconstituting the Executive Committee, etc.

38. Indemnity

The Office Bearers and the Executive Committee members of the Chapter shall be indemnified by the Chapter against any or all suit proceedings, action, claim, demand, expenses and liabilities and to pay all costs, losses and expenses which they may incur or become liable to by reason of any act or thing done by them in good faith in the discharge of their duties as the Office Bearers or as the Executive Committee members.

39. Provision for Dissolution of Chapter

The Chapter may be dissolved in compliance with the Societies Registration Act, 1860. However, no dissolution proceedings can be commenced by the Chapter without the prior approval of the Council. In the event that the dissolution of the Chapter takes place, its assets, if any, remaining after the settlement of all the debts and liabilities shall be annexed to the funds and properties of the Council.

The Bye-Laws of the Chapter is certified to be correct copy by the following three members of the Executive Committee.

1. Shri S. C. Malhotra,
Chairman, NSC - Gujarat Chapter
Group President, Corporate affairs, Reliance Industries
Ltd. SEY-18, Moti Khavdi, Jamnagar.
2. Shri D. C. Chaudhari,
Vice-Chairman, NSC-Gujarat Chapter and Director,
Industrial safety & Health, Gujarat State
D-2 Sundaram Flats, Gov. Officers Colony,
L. D. Engineering Compound Campus, Navarang Pura,
Ahmedabad
4. Shri B. P. Parmar,
Secretary, NSC - Gujarat Chapter
A/38 Karmacharinagar-2, Rannapark, Ghatlodia-61

SP/CC/BPT-2

Nº 0040301*

નોંધણીનો દાખલો

આથી દાખલો કાઢી આપવામાં આવે છે કે હેઠળ જણાવેલા સાર્વજનિક ટ્રસ્ટને સન ૧૯૫૦ના મુંબઈ સાર્વજનિક ટ્રસ્ટોને બાબતના (સન ૧૯૫૦ના મુંબઈના ૨૯મા) અધિનિયમ અન્વયે અમદાવાદ ખાતેની સાર્વજનિક ટ્રસ્ટ નોંધણી કચેરીમાં યોગ્ય રીતે નોંધવામાં આવ્યું છે.

સાર્વજનિક ટ્રસ્ટનું નામ : નેશનલ સેક્રી કાઉન્સિલ,
ગુજરાત ચેર.
સાર્વજનિક ટ્રસ્ટોના રજીસ્ટરમાંનો નંબર : અમદાવાદ/૧૫૧૧/૨૦૧૧
કોને દાખલો આપ્યો તે : બલદેવભાઈ મી. પરમાર.

મારી સહીથી આજ તારીખ ૧૦મ માહે ફેબ્રુઆરી સને ૨૦૧૧ ને દિને આપ્યો.



સહી :
નાયબ સેક્રીટરી કમિશનર
અમદાવાદ પ્રદેશ અમદાવાદ.
હોદ્દો :