

**MEMORANDUM OF ASSOCIATION
OF EXTENSION TRAINING CENTRE: NONGSDER
RI BHOI DISTRICT, MEGHALAYA**



**EXTENSION TRAINING CENTRE
STATE INSTITUTE OF RURAL DEVELOPMENT CAMPUS, MEGHALAYA
NONGSDER – 793013
Telefax: 0364-2570429 E-mail: etcnongsder-meg@gov.in**



EXTENSION TRAINING CENTRE, NONGSDER

A. MEMORANDUM OF ASSOCIATION

1. Name of the Society; Extension Training Centre (ETC),
Nongsder, Meghalaya
2. Location of the office of the Society: The registered office of the Society shall be
in SIRD, Campus Nongsder, Ri Bhoi
Pin code -793103
3. Nature of the Society: The Society is a non-profit organization
promoting training, capacity building and
research in the field of rural development at
the sub-state level

4. Objectives:

4.1 (a) To provide a forum for training and other training related activities in the field of rural development and for exchange of views on training as a profession

(b) To provide and exchange information on training techniques, methodology and materials, to establish and maintain libraries and disseminate information and to actively promote inter-institutional cooperation and collaboration in training between its members and other training institutions

(c) To assist, promote and collaborate with individuals and organizations regarding development of training programmes as an integral part of continuing education for stakeholders in development process in various public systems


(d) To promote greater integration and cooperation among individuals and organizations realizing the inter-disciplinary nature for rural development and the imperative need of such cooperation in the wider public interest

(e) To do either alone or in conjunction with other organizations such other acts and undertake such other activities and to create such other structures, institutions and organizations as may be found incidental or conducive to the better realization of above listed objectives

4.2 To attain the above objectives, the Society may through the State Government machineries:

(a) Draw, accept, make, endorse, discount, negotiate and deposit grants received from Government of Meghalaya and Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments


Secretary


Member


Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh


Chairman

FILING OF ALTERATION OF MEMORANDUM OR THE REGULATIONS BY A SOCIETY

The Meghalaya Societies Registration Act 7 of 1990

I submit herewith, pursuant to rule 6 (c) of the bylaws of the Society the altered Memorandum /Regulation along with a brief statement of alteration as given below:


Name of the Society: Extension Training Centre

Registration no. of the Society: JR/E.T.C.-06/2012 of 2012

Description of alteration in the Memorandum/Regulations:


Date of alteration	Previous position	Altered position
	“On winding up or dissolution of the Society, its assets, debts and liabilities shall be dealt with in such manner as may be determined by the Govt. of Meghalaya in terms of the provisions of the Meghalaya Societies Registration Act, 1983”	“On winding up or dissolution of the Society, its assets, debts and liabilities shall be dealt with in such manner as may be determined by the Govt. of Meghalaya in terms of the provisions of the Meghalaya Societies Registration Act, 1983” In the event of dissolution, the assets of the society remaining on the date of dissolution, shall under no circumstances, be distributed among the members but the same shall be transferred to other Trust(s) or Institutions having similar objectives.”

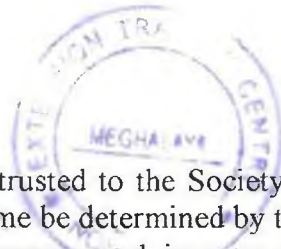
Allowed



(G S Lyndem)

Member secretary & Principal,
Extension Training Centre Nongsder
Ri Bhoi District


 Additional Deputy Commissioner,
 Ri Bhoi District, Nongpoh
 Joint Registrar of Societies,
 Ri Bhoi District,
 Nongpoh



(b) Invest the funds and money entrusted to the Society upon such securities or in any such manner as may from time to time be determined by the governing body and also from time to time to sell, dispose and transpose such investment

(c) Purchase, sell, take on lease, accept as gift, construct or otherwise acquire, any land, property and asset of any kind and undertake and accept the management of any kind of endowment, trust, fund which may be necessary or useful for the Society

(d) Create Reserve Fund, Sinking Fund, Insurance Fund or any other Special Funds for all such purposes for which the Society deems it fit or expedient or proper to create or maintain any such Fund or Funds

(e) Create administrative and other such posts in the Society and make appointments thereto in accordance with the Rules and Regulations of the Society

(f) To create a Provident Fund and other such Funds for the benefit of the Staff of the Society

(g) To make Rules, Bye-Laws and Guidelines for the conduct of the affairs of the Society and to add, amend, vary and rescind such rules, bye-laws and guidelines from time to time

5. The Governing Body of the Society shall be the body constituted as such under the Regulations of the Society. The first 7 (seven) Members of the Society shall be as follows:

1. Director, Community and Rural development Department
2. Deputy Commissioner, Ri Bhoi District
3. Director, SIRD, Meghalaya
4. Project Director, DRDA, Nongpoh
5. District Sericulture and Weaving Officer, Ri Bhoi, Nongpoh
6. District Soil and Water Conservation Officer, Ri Bhoi, Nongpoh
7. Principal, ETC, Nongsder


6. (a) The income and property of the Society shall be applied towards the promotion of the objectives as set forth in the Memorandum of Association subject in respect of the expenditure of grants made by the Government of India and the Government of Meghalaya and subject to such directions as the Government of India and the Government of Meghalaya, may from time to time issue.

(b) No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of profits, dividends, bonus or otherwise howsoever by way of profits to the persons who may at any time be or have been members of the Society or to any persons claiming through them, provided, that nothing herein contained shall prevent in good faith of remuneration in return for any service rendered to the Society

(c) On winding up or dissolution of the Society, its assets, debts and liabilities shall be dealt with in such manner as may be determined by the Government of Meghalaya in terms of the provisions of the Meghalaya Societies Registration Act, 1983

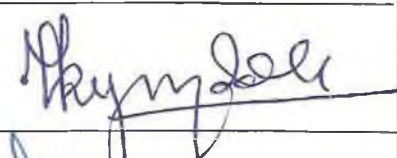
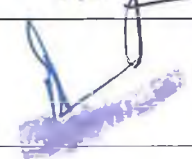

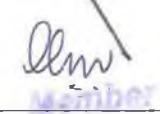
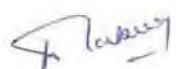
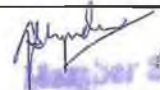

Managing Secretary


Memb.


Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh



7. We the undersigned are desirous of forming the Society in pursuance of this Memorandum of Association:

Sl no	Name Address and Occupation of Member	Signature of Member
1	Director Community and Rural Development, Shillong	
2	Deputy Commissioner, Nongpoh, Ri Bhoi, District	
3	Director, SIRD, Meghalaya, Nongpoh, Ri Bhoi, District	
4	Project Director, DRDA, Nongpoh Ri Bhoi, District	 Member
5	District Sericulture and Weaving Officer, Nongpoh, Ri Bhoi, District	
6	District Soil and Water Conservation Officer, Nongpoh, Ri Bhoi, District	
7	Principal, ETC, Nongpoh, Ri Bhoi, District	 Member Secretary


Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh



B. Rules and Regulations of the Extension Training Centre

1. In these Rules, unless the context otherwise requires:


- (a) The "Society" means the Extension Training Centre, Nongpoh, Meghalaya
- (b) The "Governing Body" means the body as constituted under these Rules
- (c) "Rules" means Rules and regulations of the Extension Training Centre
- (d) "Year" means a Calendar Year
- (e) "Act" means Meghalaya Societies Registration Act, 1983 (Act 12 of 1983)
- (f) "Administrative Department" means the Government in the Community and Rural Development Department


2. Composition:

The Society duly notified by the Government of Meghalaya shall consist of the following members:

- | | |
|--|------------------|
| 1. Deputy Commissioner, Ri Bhoi District, Nongpoh | Chairman |
| 2. Director, Community and Rural Development Department | Member |
| 3. Director SIRD | Member |
| 4. Project Director, DRDA, Ri Bhoi, Nongpoh | Member |
| 5. SLO, NIRD, Hyderabad | Member |
| 6. One Representative of reputed NGO involved in grassroots level development to be nominated by Government of Meghalaya | Member |
| 7. District Officer, Agriculture, Nongpoh, Ri Bhoi | Member |
| 8. District Officer, Horticulture Nongpoh, Ri Bhoi | Member |
| 9. District Officer, Animal Husbandry and Veterinary Nongpoh, Ri Bhoi | Member |
| 10. District Officer, Sericulture and Weaving Nongpoh, Ri Bhoi | Member |
| 11. District Officer, Industries Nongpoh, Ri Bhoi | Member |
| 12. District Officer, PWD Nongpoh, Ri Bhoi | Member |
| 13. District PHED, Nongpoh, Ri Bhoi | Member |
| 14. District Officer, Cooperation, Nongpoh, Ri Bhoi | Member |
| 15. District Officer, Social Welfare, Nongpoh, Ri Bhoi | Member |
| 16. District Soil and Water Conservation, Nongpoh, Ri Bhoi | Member |
| 17. District Officer, Forest, Nongpoh, Ri Bhoi | Member |
| 18. District Officer Fisheries, Nongpoh, Ri Bhoi | Member |
| 19. District Officer, Health Services, Nongpoh, Ri Bhoi | Member |
| 20. Principal ETC, Nongpoh, Ri Bhoi | Member Secretary |


Secretary


Member


Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh



3.1 Roll of Members:

- (a) The Society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his occupation and address
- (b) It shall be incumbent upon a member to notify his new address to the Member Secretary who shall thereupon cause the new address of the member to be entered in the roll of members

3.2 Termination of Members:

Any member who does not observe the Rules or is believed to bring disrepute to the Society may be removed by a resolution when voted by two-thirds of the members present at a meeting convened for this purpose in accordance with the Rules of the Society

4. Terms of Office of non-official Members:


The terms of office of non-official members shall be for three years. In case of any vacancy arising earlier than the stipulated period, the Administrative Department may nominate any other person for the unexpired portion of the term

5. Governing Body:

- (a) The Governing Body of the Society shall compose of all its Members
- (b) The General Meeting of the Governing Body shall be held at such date, time and place as may be determined by the Chairman
- (c) The Governing Body shall meet at least twice a year
- (d) A quorum of at least 6 (six) members shall be essential for a meeting. A fresh meeting must be convened immediately by the Member Secretary in case of lack of quorum. No quorum shall be required for an adjourned meeting
- (e) All disputed questions shall be determined by vote. Each member shall have one vote. In case of equality of votes; the person presiding over the meeting shall have the casting vote
- (f) Should a person who is a member of the Society by virtue of the office held by him be prevented from attending the meeting of the Society, a substitute to take his place at the meeting be nominated by the member and shall be entitled to take part in the proceedings and shall also have the right to vote
- (g) The Governing Body shall function notwithstanding that any person entitled to be a member by reason of his office is not represented for the time being in which case the proceedings and actions of the Governing Body shall not be invalidated by the above reason or from the existence of any vacancy or any defects in the appointment or incidental omission to give notice or non-recipient of notice of its members
- (h) The Deputy Commissioner as the Chairman of the Governing Body shall preside at all the meetings of the Governing Body. In his absence any member, other than the Member Secretary and duly authorized by the Chairman shall preside over the meeting
- (i) Any business which it may be necessary for the Governing Body to perform may be accordingly performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by at least 6 (six) of the members signing shall be effectual and binding as a resolution passed at a meeting of the Governing Body


Member Secretary


Member


Joint Secretary
Ri Bhoi
Nongpoh


Chairman



6. Powers of the Governing Body:

Without prejudice to the generality of the foregoing provisions, the Governing Body shall:

- (a) Make, amend and repeal any bye-laws relating to the administration and management of the affairs of the Society subject to the provisions of the Meghalaya Society Registration Act, 1983
- (b) To consider the Annual Budget and its subsequent alteration placed before it by the Member Secretary and to pass it with such modifications as the Governing Body may think fit.
- (c) To accept donations, grants and endowments upon such terms as it may think fit
- (d) To delegate any of its powers other than those of making rules to other Authorities as it may deem fit
- (e) To appoint Committees and Sub-Committees and to dissolve or reinstitute any of them on such terms as it may deem fit
- (f) To appoint auditors for the annual audit of the accounts of the Society
- (g) To undertake generally all or any such acts and things as may be necessary or incidental to carrying out the objectives of the Society provided that nothing herein contained shall authorize the Governing Body to do any act or pass any bye-laws which may be inconsistent with the objectives of the Society

7. Managing Committee:

(a) There shall be a Managing Committee responsible and answerable to the Governing Body to manage the day to day functioning of the Society. The members and officers of the Managing Committee elected by the Governing Body shall consist of the following:

- | | |
|---|------------------|
| 1. Deputy Commissioner, Ri Bhoi District, Nongpoh | Chairman |
| 2. Director, Community and Rural Development Department | Member |
| 3. Director SIRD | Member |
| 4. Representative of Personnel Department, Meghalaya | Member |
| 5. Project Director, DRDA, Ri Bhoi, Nongpoh | Member |
| 6. One Representative of reputed NGO involved in grassroot level development to be nominated by Government of Meghalaya | Member |
| 7. Financial Adviser, Community and Rural Development, Meghalaya | Member |
| 8. Principal, ETC, Nongsder | Member Secretary |

(b) The Managing Committee shall meet at least twice in a year. However, subject to exigencies the Managing Committee can meet at any time in a year. The member secretary shall convene the meeting as he/she is personally held responsible for convening the meetings. For every meeting the agenda notes should reach the members at least 5 days in advance along with the Notice.

(c) The meeting shall be presided over by the chairperson and in his absence by any member other than the Member Secretary duly authorized by the Chairperson

(d) Each member shall have one vote. All disputed questions shall be determined by vote. In case of equality of votes, the person presiding over the meeting shall have the casting vote


Member Secretary


Member


Chairman

Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh




8. Powers and Functions of the managing Committee:

1. The Managing Committee shall discharge the following functions:
 - (a) To administer the funds of the Society in accordance with the approved Budget
 - (b) To manage the properties of the Society
 - (c) To deal in all matters relating to appointment to different posts, salary and welfare benefits for staff including manpower requirement and human resource development
 - (d) To sue on behalf of the Society and to defend the society in all legal proceedings
 - (e) To settle, compromise, adjust and refer to arbitration all actions, suits, claims, demands and proceedings regarding the Society's fund and properties
 - (f) To approve the Training Action Plan, review the training programmes and research activities and their impact and suggest measures for improvement
 - (g) To consider campus development, physical infrastructure and resource mobilization
 - (h) To consider the Service Bye-Laws and Operational Guidelines for the staff
 - (i) To consider the Annual Report including all works undertaken and various achievements made during the year, the audited annual accounts, the audit certificate, the audit report, replies to audit objections if any and observations on audit report
 - (j) To execute all such acts and things provided that such execution is not attended by any conditions inconsistent or in conflict with the objectives of the Society
2. (a) All proposals and schemes relating to subjects for which the Managing Committee has been constituted whether initiated by the Committee or otherwise and execution of all acts and powers so delegated shall be subject to confirmation at the next meeting of the Governing Body
- (b) In the discharge of its functions, the Managing Committee shall be guided by such directions on questions of policies as may be given to it by the Government. The decision of the Government as to whether a question is or is not a matter of policy shall be final. Such directives shall be in writing

9. 1. Functions of the officer-bearers:

- (a) The **Chairperson of the Society** shall preside over the Meetings of the Governing Body and the Managing Committee and shall perform such other functions as are delegated by the managing Committee from time to time
- (b) The **Member Secretary** of the Society shall perform the following functions:
 1. Preparation of agenda for meetings of the Governing Body and the Managing Committee, maintenance of record of proceedings of such meetings and ensure action on all decisions taken at the meetings and reporting back on the progress achieved
 2. As the Chief Executive Officer he/she is the overall in charge of the ETC and shall be responsible for the day to day functioning of the affairs of the Centre. He/She shall exercise full administrative and financial powers within the approved budget under the direct control and guidance of the Managing Committee
 3. He/She shall prescribe the duties of all officers and staff and shall subject to rules and bye laws and shall exercise such supervision and disciplinary control as may be necessary


Member Secretary


Member




Chairman

Joint Registrar of Societies,
Ri Bhol District,
Nongpoh



9. 2 Staff of the Society:

- (a) The Managing Committee shall determine the nature and categories of the officers and other employees required in the discharge of the functions of the Society
- (b) The salaries, allowances and conditions of service of the officers and other employees shall be such as may be specified by the Managing Committee of the Society

10. Suits and proceedings by and against the society:

- (a) The Society shall sue or be sued in the name of the Society through the Member Secretary
- (b) No suits or proceeding shall abate by reason of any vacancy or change in the hold of the office of the chairman the member secretary or any office bearer
- (c) Every decree of order against the Society in any suit or proceeding shall be executable against the property of the Society and not against the person or property of any office bearer
- (d) Nothing in sub-clause(c) shall exempt any office bearer of the Society from any criminal liability under the Act or entitle the member to claim any contribution from the property of the society in respect of any fine paid by him/her or conviction by a criminal court.
- (e) Every member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property or for anything done by him detrimental to the interests of the society.

10. Funds for the Society:

- 1. The Sources of Funds of the Society shall consist of the following:
 - (a) Budgetary provisions from State Government
 - (b) Grants from Government of India and any State Governments
 - (c) Donations and Contributions from other sources
 - (d) Fees and Charges accrued by the Society for services rendered
 - (e) Income and Receipts form other sources
 - (f) Income from investments

2. The bankers of the Society shall be the State Bank of India, Umiam, Ri Bhoi District, Meghalaya. All funds shall be paid into the Accounts of the Society and shall not be withdrawn except by means of Cheques duly signed by the Member Secretary who is the designated Drawing and Disbursing Officer.

11. Audit of Accounts:

- (a) The society shall have its accounts audited once a year by a duly qualified Chartered Accountant appointed by the Governing Body. These accounts shall be subjected to a second audit by the Comptroller and Auditor General of India.
- (b) The Society shall cause the Audit Reports along with objections or observations thereof to be forwarded to the Department of Community and Rural Development Department, Government of Meghalaya


Member Secretary


Member


Joint Registrar of Societies,
Ri Bhoi District,
Nongpoh



12. Alteration or Extension of the Purpose of the Society:





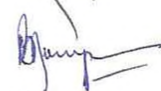
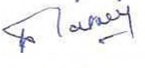

Subject to the provisions of the Meghalaya Society Registration Act, 1983, the Governing Body may alter, extend or abridge any purpose or purposes for which the Society is established

13. Amendment of the Rules:

With the previous concurrence of the Government of Meghalaya, the Rules of the Society may be altered at any time by a resolution when voted by two-thirds of the members present at a meeting convened for this purpose in accordance with the Rules of the Society

We, the several persons, whose names and addresses subscribed hereto, being members of the Governing Body of the Society under the name of EXTENSION TRAINING CENTRE, NONGSDER, certify the above to be a True Copy of the MOA of the Society



Signed by:

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 

As and when there is any change in the nomenclature of Department (s), Institution (s) and Designation (s) mentioned in these Rules, such change (s) should automatically be incorporated in the concerned Rules


Member Secretary


Member



Joint Registrar of Societies,
RI Bhol District,
Nongpoh