

**Indian Red Cross Society**

**Rules for State/UT/District Branches**

**Made Under Section 5 of the Indian Red Cross Society Act, 1920 (as Amended by  
Act No. 22 of 1956 and the Adaptation of Laws (No 4) Order of 1957 and the Act.  
No. 14 of 1992)**

## CHAPTER I

### GENERAL PROVISIONS

#### 1. (a) Legal Base

The Indian Red Cross Society \_\_\_\_\_ State/UT Branch was incorporated under Indian Red Cross Society Act 1920 (as amended by Act No. 22 of 1956 and the adaptation of Laws (No. 4) Order 1957 and Act No. 14 of 1992.) The office of the Branch is located at \_\_\_\_\_. The organization shall hereafter be called \_\_\_\_\_ State/UT Branch of Indian Red Cross Society.

#### (b) Jurisdiction

The State Branch will exercise jurisdiction over the entire territory included in the state \_\_\_\_\_ and the State Branch shall have power to supervise and regulate the activities of all its branches in the state. It shall also facilitate the constitution and development of local branches to achieve its objectives.

#### (c) Fundamental Principles

The Indian Red Cross Society shall be guided in its work by the principles of International humanitarian law and shall respect the fundamental principles of the Red Cross and Red Crescent Movement namely;

- I. **HUMANITY:** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found, its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, co-operation and lasting peace amongst all people.
- II. **IMPARTIALITY:** It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- III. **NEUTRALITY:** In order to continue to enjoy the confidence of all the Movement may not take sides in hostilities or engage at any time in controversies of a Political, racial, and religious or ideological nature.
- IV. **INDEPENDENCE:** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- V. **VOLUNTARY SERVICE:** It is a voluntary relief movement not prompted in any manner by desire for gain.
- VI. **UNITY:** There can be only one Red Cross Society in any one country. It must be

open to all. It must carry on its humanitarian work throughout its territory.

VII. **UNIVERSALITY:** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide

**(d) Emblem**

The Indian Red Cross Society has as emblem, the heraldic sign of the Red Cross on a white background i.e. emblem of Red Cross with vertical and horizontal arms of the same length on and the designation Red Cross.

**(e) Relations with Branches**

The relationship between Branches and the State headquarters shall be of mutual respect and cooperation in all respects viz., Administrative, Strategic and Financial – both complementing and supplementing each other's work.

**(f) Role of the national headquarters**

The national headquarters shall, in consultation with the state branches, develop policies and strategies for the better functioning of the branches keeping in mind the principle of unity. All Branches shall work within these Guidelines, Framework and Strategic directions agreed with the National headquarters.

**(g) Interpretation**

On the commencement of these rules/guidelines, every rule, regulation or Order in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules shall cease to operate.

Wherever any doubt arises about the interpretation of these rules/guidelines, it shall be referred to the Managing Body of IRCS, National Headquarters for a decision and the decision of the Managing Body shall be final.

**(h) Amendment to these Rules and Procedures**

Any proposal for amending these Rules and Procedures for a State/UT Branch shall be submitted to the National Managing Body of the Indian Red Cross Society for approval, before such amendments may be adopted by the State/UT Branch.

## **2. Mission and Objectives**

The Mission of the Indian Red Cross Society is to prevent and alleviate suffering with complete impartiality, making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

For this purpose, its task is in particular:

- 1) To act in case of armed conflict, and in peace to prepare to act in all the fields covered by the Geneva Conventions within the scope of International Humanitarian Law and on behalf of all war victims, both civilian and military;
- 2) To contribute to the improvement of health, the prevention of disease and maternity and child care in the community;
- 3) To educate the population on how to prepare for and respond to disasters;
- 4) To organize emergency relief services for the victims of disasters and mitigation of their suffering;
- 5) To promote the participation of children and youth in the work of the Red Cross;
- 6) To promote the Fundamental Principles of the Movement and the International Humanitarian Law in order to inculcate humanitarian ideals among the population, and in particular among children and youth;
- 7) To recruit, train and develop volunteers/personnel as necessary for undertaking humanitarian responsibilities;
- 8) To serve the community within its jurisdiction, the state branch may initiate activities to address local needs and priorities as approved by the Managing Body of the branch; and
- 9) To ensure correct use of the Red Cross emblem, to maintain its protective value.

## CHAPTER II

### MEMBERSHIP & FUNDRAISING

Members shall be enrolled at the district or sub-district levels. State branches shall enroll members only when the local district branches are not constituted. For this, the explicit permission of the national managing body is required.

#### A. Addresses of Members

All State/UT Branches shall maintain records of all members enrolled at the district and sub-district levels. The addresses of members shall be updated regularly.

#### B. Eligibility

Membership of the Society is open to all residents of India irrespective of their nationality, race, sex, religions, beliefs, language, class or political opinions.

- a) Members may be subscribing or honorary.
- b) The categories of membership, the rates of subscription and share of subscription between the Headquarters, State and District Branches shall be as decided by the National Managing Body from time to time. Presently these are the following categories of members and their respective rates of subscription :-

	Present rates of subscription
	Rs.
i)	Patrons
ii)	Vice Patrons
iii)	Life Members
iv)	Life Associates
v)	Annual Members
vi)	Annual Associate
vii)	Institutional Members (Annual)

#### c) Subscribing Members

Subscribing members are those who pay their subscription in lump sum as fixed by the National Managing Body and who may renew their membership by paying their subscription charges.

#### d) Honorary Members

Persons in recognition of their exceptional services rendered to the Society may be given honorary membership by the State Managing Body on the approval of the national Managing Body.

**e) Allocation of Membership Subscription**

The allocation of membership subscription made either to National Headquarters or to the State/UT/District Branch concerned shall be apportioned in the following manner:

- i) National Headquarters- 15 %
- ii) State/UT Branch- 15 % and
- iii) District Branch- 70 % (including 15% share of sub Dist. Branch if one exists.)

In case the member is not belonging to any District, the apportionment shall be as follows:-

- iv) National headquarters 15 %
- v) State/UT Branch 85 %

**f.) Duties of Members**

The enrolled members will perform the following duties:

- (a) To recognize and comply with the Rules and Regulations of the Society and pay their subscription regularly;
- (b) To adhere to and disseminate the Fundamental Principles of the Movement, The International Humanitarian Law and the protection of the Red Cross emblem;
- (c) To promote and participate actively in the activities of the Indian Red Cross Society at the District/State/UT level including the promotion of membership.

**g) Rights of members**

Members have the following rights:-

- a) To vote in the meetings as per Rules
- b) They have the right to elect and to be elected at the District level and if elected, in the assemblies of higher levels of the organization.
- c) To participate in the various Red Cross programmes/campaigns/activities and undertake voluntary service.
- d) Annual members shall have no right to vote.

**h.) Cessation of Membership**

- a) Any member may withdraw from the membership by giving notice in writing at any time to the Branch from where he/she has become the member.
- b) Annual membership expires twelve months from the date of registration, unless the membership is renewed.

c) The State/UT branch may expel a member for grave misconduct or for any of his/her activity prejudicial to the image of the Red Cross for which the member concerned should be given full opportunity to explain his/her conduct. Any member so expelled should be informed in writing and the member concerned shall have a right to appeal in writing to the Chairman of the State/UT branch concerned if desired by him/her. The State/UT branch shall keep National Headquarters informed. The final appeal in this regard lies with the National Managing Body. Grave misconduct for the purpose of expulsion is defined as the display of character or morality incompatible with the seven Fundamental Principles or engagement in activities which are detrimental to the reputation or the activities of the National Society.

### **C. Donations and Contributions**

Donations received by the Headquarters or any of the branches earmarked for a particular purpose for which the same is to be used, will be utilized by the receiving body for the purpose for which it was received, provided that in case of donations received by a District Branch and not earmarked for a particular purpose, 15 % of the same shall be payable to the State/U.T. Branch and 15 % to the National Headquarters and in case of donations received by any of the State/UT branch not earmarked for a particular purpose, 15 % of the same shall be payable to the Headquarters.

### **D. Fund Raising**

The Provisions of percentage of apportionment given above at 3 A.(e) shall also apply in respect of net proceeds of collections from fairs, raffles, sale of pin flags, seals, fetes, lotteries and variety shows and any other collections received, not earmarked for a specific purpose, by any of the District or State/UT branches.

### **E. Junior/Youth Red Cross Funds**

All State and UT branches shall contribute at least Rs. 10,000/- towards JRC and Rs. 10,000/- towards YRC Funds every year and the National Headquarters shall contribute double the matching contribution of the branches. These contributions may form the nucleus for the JRC/YRC Fund at the National Headquarters.

## **CHAPTER III**

### **GOVERNANCE**

#### **A. President and Vice Presidents of State/UT Branches**

- a) President: The Governor or its equivalent of the State shall be the President of the State/UT Branch.
- b) Vice-President: The Vice President shall be nominated by the President for a term of two years.
- c) Chairman: The Chairman of the Branch shall be elected by the State/UT Managing Committee at the first meeting held after its composition or election from amongst its members for a period of three years;
- d) Treasurer: The Treasurer for the Branch shall be elected by the Managing Committee at its first meeting held after the Annual General Meeting.

#### **Functions, Powers & Terms of Office Bearers**

##### **a. President**

- (i) Shall preside over the Annual General Meetings.
- (ii) Shall approve the minutes of General Meetings.
- (iii) Shall exercise other powers as provided under these rules.

The Vice President shall in the absence of the President, discharge the functions of the President.

##### **b. Chairman, Managing Committee**

- (i) Shall preside over the meetings of the Managing Committee.
- (ii) May subject to the availability of funds:-
  - a. Approve to incur budgeted expenditure not covered within the powers of the General Secretary subject to reporting to the Finance/Managing Committee in normal course.
  - b. Approve to incur expenditure in concurrence with the Treasurer, up to Rs.1, 00, 000 on each occasion, on non-budgeted items in any emergency arising between two meetings of Managing Committee, subject to reporting to the Finance/Managing Committee in normal course.

- c. Shall decide such issues arising between two meetings of the Managing Committee the consideration of which cannot be postponed subject to reporting to the Managing Committee at its next meeting.

**c. Hon. Treasurer**

The Hon. Treasurer shall

- i) Regulate the finances and accounts of the Branch.
- ii) Advise the Managing Committee/Sub-Committees in all matters related to Finance, Investments, Income, Expenditure and Budget provisions etc
- iii) Regulate the maintenance of registers of investments and properties, both moveable and immoveable, in such form and manner as the Managing Committee desires and exercise periodical checks over them.
- iv) Present Budget estimates of Receipts and Expenditure and Annual Audited Accounts of the Branch to the Finance Committee, Managing Committee and the Annual General Meeting.

- d. The terms of the Managing Committee, its Chairman, Vice-Chairman and Treasurer shall be for three years.

**B. Annual General Meeting**

- a) Annual General meeting of the State/UT branch shall be held at the Headquarters of the Branch or at a place, upon a date (or dates) to be fixed by the President.
- b) Notice of the Annual General Meeting (AGM) shall be given at least 21 days before the date fixed, by an official circular and by publication in the press specifying the date, time and place of the meeting to be held and the business to be transacted.
- c) The following shall be entitled to attend the AGM and vote on any question that may be submitted to the meeting for determination.
  - Members of the Managing Committee.
  - Two Member delegates representing each District branch Committee
  - One member delegate representing each Sub-District/ taluqa branch Committee
- d) A representative of the National Headquarters may attend the AGM as an Observer
- d) The notice shall specify the following business among others to be transacted :-

- Confirmation of Proceedings of AGM of the previous meeting
- Presentation and Consideration and adoption of Annual Report for preceding year.
- Presentation and Consideration and adoption of Audited Annual accounts for the preceding year.
- Presentation and Consideration adoption of budget estimates for the succeeding year.
- Appointment of statutory Auditor for the following year for the purpose of compilation and certification of accounts.

### **C. Extra-Ordinary Annual General Meeting**

An extra ordinary Annual General Meeting of the Branch may be convened at any time by the President of the State/UT Branch for the purpose connected with the Branch, or by requisition in writing of two thirds of the Branches and/or Branch membership. At the Extra Ordinary meeting, no business, other than what is notified shall be transacted.

### **D. Procedure for Annual General Meeting:**

- i) All Annual General meetings shall be presided over by the President or in his/her absence by the Vice-President and in the absence of the Vice-President, by the Chairman.
- ii) The resolutions before the Annual General Meeting shall be passed and decided by the majority of the members present and voting. The voting will be by show of hands. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

### **E. Quorum**

Presence of 30% of the eligible members shall form the quorum. In case the quorum is not complete within half an hour of the time fixed for the meeting, meeting shall be adjourned for half an hour to be held on the same date and same place. At such adjourned meeting the business for which the meeting was called shall be transacted, whether the quorum is present or not.

### **F. Composition of the Managing committee**

The Managing Committee of State/UT branch shall comprise of the following:-

- a) Chairman
- b) Treasurer
- c) The Vice Chairman shall be elected by the Managing Committee from amongst themselves at the first meeting held after its composition or election;

- d) Four members of the State/UT Branch from amongst the Patrons, Vice Patrons and Life Members of the branch as decided by the Managing Committee
- e) One representative elected by each district Branch Committee;
- f) General Secretary of the State/UT Branch will be the member-secretary and non-voting member;
- g) The representative of the St. John Ambulance State Council
- h) The Managing Committee may co-opt up to 5 members (e.g. representatives from the Ministry of Health, Education, Social Welfare etc.) having expertise in any part of the organizations functions.

**All the members of the Committee shall be subscribing members and each one of them shall take Oath in the first meeting of the Managing Committee held after its election or composition to the effect to follow the seven Fundamental Principles of the Red Cross and agree to undertake the tasks and responsibilities assigned to him/her.**

#### **G. Powers and functions of the Managing Committee**

The Managing Committee of the Branch has power

- a) To grant recognition to the newly formed District Branches/sub District Branches, to exercise supervision and control over them and to withdraw recognition of Branches on the recommendation by the District Branch Committee or the State Managing Committee.
- b) To appoint General Secretary of the State/UT branch on such terms and conditions of service as it may deem fit.
- c) To constitute an Executive Committee, Finance Committee, Junior Red Cross and Youth Red Cross Committee, Disaster Mitigation Committee and other Committees, their functions, powers and duration as it may consider fit from time to time. The proceedings of all the above Committees shall be placed before the Managing Committee at its next meeting for approval.
- d) In case of grave misconduct, the Managing Committee shall have the powers to remove the Chairman or Treasurer as the case may be. Grave misconduct for the purpose of removal is defined as the display of character or morality incompatible with the seven Fundamental Principles or engagement in activities which are detrimental to the reputation or the activities of the National Society.
- e) To make rules for the management, functions, control and procedure of the State/UT/ District Branch (including the Service Rules for the staff).

#### **Conduct of Business**

- a. An ordinary meeting of the Managing Committee shall be held once in three months at such time, date and place as may be fixed by the Chairman or in his absence by the Vice-Chairman.
- b. An Extra-Ordinary Meeting of the Managing Committee may be called at any time by the Chairman upon a requisition in writing made by 10% or any five

members of the Managing Committee, whichever is higher, to consider some exigency.

- c. Ten day's clear notice of any Meeting of the Managing Committee, specifying the place, date and time of the meeting, and the general nature of the business to be transacted shall be issued by the General Secretary of the state/UT branch to every member of the Managing Committee by post/courier/fax provided that non receipt of such notice by a member for reasons beyond the control of the branch shall not render the proceedings invalid.
- d. At meetings of the Managing Committee 20% of the total members shall form the quorum. If no quorum is present within half an hour of the time fixed for a meeting, the meeting shall be adjourned for half an hour to be held at the same place and date. At such adjourned meeting, the business for which the meeting was called may be transacted whether a quorum is present or not.
- e. In the event of an equality of votes at any meeting, the Chairman shall have a second or casting vote.
- f. State/UT Managing Committee may appoint another suitable person as President of a district branch in place of DM/DC with reasons to be recorded for such replacement with the previous approval of the President of the state branch.

#### **H. Executive Committee**

- i) The Managing Committee may at its first meeting after its Constitution appoint an Executive Committee for the transaction of the current business of the State Branch. The transactions of such Committee shall be duly recorded and laid before the Managing Body at its next meeting.
- ii) The Executive Committee shall consist of –
  - (a) Chairman of the Managing Committee shall be the Chairman of the Committee. In his/her absence, the Vice Chairman or any member to be elected by members present who form the forum may chair the meeting.
  - (b) Five members elected by the Managing Committee from among its members
  - (c) Honorary Treasurer
  - (d) The General Secretary shall be an ex-officio member of the Executive Committee
  - (e) A representative having expertise in any field of the organizations functions nominated by the President of the State Branch
- iii) The Executive Committee shall ordinarily meet once in two months. The Chairman of the Committee may however, convene a meeting of the Committee whenever in his opinion it is necessary. Four members shall form the quorum.

- iv) In case of an emergency arising, the Executive Committee may perform any duty laid on the Managing Committee by these Rules; but in such case it shall report any action so taken to the Managing Committee at the next meeting.

- v) **Powers**

The Executive Committee shall be responsible for ensuring that the urgent business of the branch is conducted and that the policies and decisions of the Managing Committee are executed/ implemented. The minutes of the meeting of the Executive Committee shall be placed before the Managing Committee for ratification.

## **I. Finance Committee**

- a) The Managing Committee shall appoint a Finance Committee consisting of the Vice Chairman of the State/UT Branch as the Chairman of the Committee, two members of the Managing Committee, Hony. Legal Advisor, the Honorary Treasurer and the General Secretary of the Branch.
- b) All matters relating to the finances of the Branch shall ordinarily be referred to the Finance Committee for advice and opinion before being determined by the Executive Committee or the Managing Committee as the case may be.
- c) The Managing Committee may empower the Finance Committee to decide on matters of current financial business provided such business does not involve any departure from the objectives of the Society and the money involved is included in the Budget estimates.
- d) The Finance Committee may likewise empower the General Secretary to incur expenditure of a routine nature involving no departure from the objectives of the Society if the sum is included in the budget estimates.
- e) The General Secretary may also be empowered by the Finance Committee to incur, when necessary, the expenditure beyond the budget estimates up to a limit as may be determined by them.
- f) The Finance Committee may also empower the General Secretary to sanction expenditure for specific purposes for which donations have been received in cash or in kind subject to subsequent report to the Managing/Finance Committee. The Finance Committee may likewise empower the General Secretary to incur expenditure in each ordinary case and in emergencies subject to reporting to the Managing/Finance Committee at its next meeting for ratification.
- g) The Finance Committee shall consider the report of the auditors and scrutinize the annual accounts of the branch and shall prepare the annual budget of Receipts and Expenditure and submit the same along with its recommendations to the Executive Committee/Managing Committee., for consideration. The detailed report of the auditors shall be submitted to the Hony. Treasurer who will take necessary action on the report in consultation with the General Secretary.

- h) The Finance Committee shall ensure the compliance by the State/UT branch, the different provisions of Income Tax, Foreign Contributions Regulations and other taxes applicable to the branch.
- i) The Finance Committee shall ensure that all the transactions, endorsements, discharges and communications to the bankers/others regarding investments on fixed deposits or any other investment related to the branch are in accordance with the policy laid down by the National Headquarters and the Managing Committee of the branch.
- j) The Finance Committee shall ordinarily meet once every three months. Additional meetings may be called when necessary. Three members shall form the quorum.

The proceedings of the Finance Committee shall be placed before the Executive Committee and Managing Committee for approval.

**J. State Youth Red Cross Committee/ Junior Red Cross Committee**

There shall be a sub-committee each for Youth Red Cross/ Junior Red Cross at State/ UT level for promotion and development of the Youth/Junior Red Cross activities.

**The Managing Committee shall have the powers to form any other Committee/Committees according to the needs of the Branch.**

## **CHAPTER IV**

### **MANAGEMENT**

The General Secretary of the State/UT Branch appointed by the Managing committee, shall be the Chief Executive Officer of the State Branch. S/he shall be under the general control and direction of the Chairman. The terms and conditions of service of the General Secretary shall be decided by the Managing Committee.

The term of the General Secretary shall initially be for a period of three years. On completion of the term, the post shall be made open. The existing Secretary may, if interested, apply for another term.

#### **Functions of General Secretary**

Among others, s/he has the following functions:-

- (i) to implement the decisions of the Annual General Meeting, Managing Committee and its Committees and the mandates assigned to him/her ;
- (ii) To direct the State Branch Headquarters and be responsible for the execution of the work entrusted to it;
- (iii) To draft the budget estimates of Receipt and Expenditure and prepare financial reports;
- (iv) To organize the different services of the Headquarters in accordance with the decisions of the Managing Committee and its Committees/ appoint Competent staff to the Secretariat and if necessary to take disciplinary action against them, as per Rules;
- (v) To be the authorized representative of the State Branch in relation to third parties and Courts of Law for all transactions, whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the Branch;
- (vi) To direct the actions decided upon by the Annual General Meeting, Managing Committee and /or its Committees. In exceptional or urgent circumstances the General Secretary shall take all appropriate measures;
- (vii) To report on the annual activities of the State Branch to the Managing Committee and the Annual General Meeting;
- (ix) To participate in all the meetings of Managing Committee, its Committees and the Annual General Meeting as an ex-officio observer and to take minutes thereof;

- (x) To sign all cheques, negotiable instruments and operate the Bank Accounts of the Society and its allied funds including payment orders and make payments on behalf of the State Branch and issue receipts in accordance with the procedure laid down by the Managing Committee from time to time;
- (xi) To give notice of the meeting on behalf of the Committees and the Branch;
- (xii) To inspect District/Sub-district branches as the direct representative of the Managing Committee;
- (xiii) To delegate administrative, financial and other powers to the officers' of the State Branch in his/her absence as he/she consider appropriate;
- (xiv) To regulate and approve all material for publicity for communication to the Press. No officer may be allowed to directly communicate with the press, press agencies or other publicity organization unless and until authorized by the General Secretary.

## **CHAPTER V**

### **FINANCE**

#### **1. Bankers**

The Bankers of the State Branch and all the funds administered by the Branch shall be kept in the State Bank of India, its subsidiaries and/or a nationalized bank as the Managing Committee may name from time to time for maintenance of current accounts or savings bank accounts and short term or long term fixed deposits

#### **2. Auditors**

The annual accounts of the Society as well as funds administered by the Society shall be audited by a practicing Chartered Accountant to be appointed as a statutory Auditor for the purpose of compilation and certification of accounts by the Managing Committee/ Annual General Meeting.

#### **3. Investments**

All investments of funds shall be held in any of the forms as provided under Income Tax Act 1961. All transactions, endorsements, discharges and communications to the bankers and other concerned agencies regarding investments including placing and taking up of fixed deposits shall be made by the General Secretary with the concurrence of the Honorary Treasurer and the Chairman in accordance with the rules framed by the Managing Committee.

#### **4. Operation of Bank Accounts**

New savings/current Bank accounts, if required may be opened in the name of the State Branch and/or any of its allied funds or under any of its programs with the approval of the Finance Committee/ Managing Committees.

The current and savings bank accounts of the Society and its allied funds shall be operated upon jointly by any two of the following –

Vice-Chairman, General Secretary or Hony Treasurer as decided by the Managing Committee from time to time

In the absence of General Secretary (being on tour/leave etc) the next senior-most Officer of the Branch will carry out the duties of General Secretary in accordance with the office order to be issued by the General Secretary as per the decision of the Managing Committee from time to time.

#### **5. Financial Year**

The Financial year of the Branch shall be from 01 April - 31 March.

## **CHAPTER VI**

### **DISTRICT/SUB-DISTRICT/LOCAL BRANCHES**

#### **1. Procedure for formation**

- a) The Managing Committee of the State/UT Branches shall form District Branches. All the District branches shall be under the control of the respective State/U.T. Branch.
- b) A district branch may within the provisions of the State branch rules and regulations, subject to approval of the Managing Committee of the State/U.T. branch concerned, frame its own rules for running the affairs of the branch.
- c) The following procedures shall be followed for the formation of a District Branch:-
  - I. A General Meeting shall be called normally at the proposed headquarters of the Branch, notice of which shall be widely circulated throughout the District.
  - II. This meeting shall elect a District Branch Managing Committee of at least ten members, including a Chairman, a Vice Chairman and an Honorary Treasurer.
  - III. All the members of the Committee shall be subscribing members of the Society and each one of them shall take oath in their first meeting of the District Committee held after the Annual General Meeting to the effect to follow the Fundamental Principles of Red Cross and agree to undertake the tasks and responsibilities assigned to him/her.
  - IV. The District Branch shall send to the Headquarters of the State/ UT Branch a copy of the resolution of the General Meeting, resolving the formation of the District Branch concerned, the conditions of Membership, the List of Executive Committee members giving the names of Chairman, Vice Chairman and Treasurer and list of at least 100 members (including 50 Life Members) enrolled along with 30 % share of subscription (15 % of State/UT Branch and 15 % of Headquarters) with the request to perform all the essential basic activities of Red Cross in accordance with the objectives of Red Cross and for the formation of the District Branch. In the case of Sub-District Branches, list of at least 50 members (including 25 Life Members) is to be sent along with 30% share of subscription.
  - V. After approval by the State/UT Branch Managing Committee, the State/UT branch Managing Committee will inform the National Managing Body of the formation of the Branch.

## **2. President and Vice Presidents of District/Sub-District Branches**

- a) President: The Deputy Commissioner of the District or District Magistrate shall be the President of the District Branch
- b) Vice-President: The Vice President shall be nominated by the President.
- c) Chairman: The Chairman of the Branch shall be elected by the District Managing Committee from among its members for a period of three years
- d) Treasurer: The Treasurer for the Branch shall be elected by the Managing Committee at its first meeting held after the Annual General Meeting.

## **3. Enrolment of Members.**

Members enrolled by the District Branches are members of the Indian Red Cross Society. Enrolments shall be in accordance with the rules, subscription and grades of membership laid down by the Managing Body at National Headquarters. District Branches shall submit to the General Secretary of the respective State/UT branch monthly list of new members enrolled along with 30 % share of membership subscription of the State Branch and National Headquarters. As soon as new members have been duly registered, certificates will be issued by the National Headquarters through the State/UT branch concerned.

A District branch will be expected to enroll, within one year of its formation, a minimum of 500 members of different categories.

## **4. Functions of the District Branches**

The functions of a District Branch shall be:-

- a) To work towards achieving the objectives as specified under sub-heading 'objectives' in Chapter I of the Uniform Rules.
- b) To enroll subscribing members in different categories from the general public as per rules ;
- c) To collect donations, subscriptions from the general public, to retain/remit share to the State branch, as per rules ;
- d) To foster the interest in Red Cross work amongst the members ;
- e) To support the respective State/UT branch financially and otherwise in carrying out the aims and objects of the Society ;
- f) To furnish to the respective State branch half yearly progress report of the work in the following month ;
- g) To hold Annual General Meeting of all the members of the branch on a date and place fixed by the President of the Branch. The AGM will approve the
  - i. The proceedings of the previous year.
  - ii. Annual Report of previous year.
  - iii. Annual Audited Accounts of the branch of the previous year.
  - iv. The Budget of Receipts & Expenditure for the following year.

- v. Appointment of Auditors.
- vi. To elect a Chairman of the Branch and other members of the District Branch Committee, as per rules.
- vii. To furnish to their respective State/UT branch, an Annual Report, Annual Audited Statement of Income & Expenditure and Balance sheet and a copy of the proceedings of AGM of the previous year.

## **5. Management of District Branch**

A District branch shall have a Committee of at least ten members including a Chairman, a Vice Chairman and an Honorary Treasurer. All must be subscribing members of the Society. At the first meeting after the AGM all the members of the Committee and sub committee shall take oath to abide by the Fundamental Principles of the Movement and the Constitution of the Branch. The district Branch Executive Committee will appoint a Secretary who will conduct the Branch's day to day business and manage the Branch administrative structure.

The Executive Committee shall form sub-Committees Viz., Finance Committee, Health Committee, JRC/YRC Committee, Disaster Mitigation Committee and other Committees as the Executive Committee may deem fit to deal with specific activities of the branch. Members of such committees must be the members of the Society but need not necessarily be the members of the Branch Executive Committee and an effort should be made to the end that these are persons who are particularly interested in the activity concerned are associated with it. The concerned heads of departments of Govt. in the Districts may be involved as co-opted ex-officio members in the respective Sub- Committees. The sub-Committees should be as broad based as possible to ensure for them the support of various sections of the public i.e. officials, educationists, medical personnel, traders, agriculturists, bankers etc.

## **6. Meetings**

Meetings of the District Branch Executive Committee and Sub-Committees shall be held once a quarter. The quorum for such a meeting shall be 30% of the total members of the Committee.

The Executive Committee of the District Branch may elect representative(s) to attend the Annual General Meeting of the State Branch as per rules.

## **7. Finance**

### **i) Bankers**

The Bankers of the District Branch and all the funds administered by the Branch shall be kept in the State Bank of India, its subsidiaries and/or a nationalized bank as the District Managing Committee may name from time to time for maintenance of current accounts or savings bank accounts and short term or long term fixed deposits

### **ii) Auditors**

The annual accounts of the Society as well as funds administered by the Society shall be audited by a practicing Chartered Accountant to be appointed as a statutory Auditor for the purpose of compilation and certification of accounts by the Managing Committee/ Annual General Meeting.

### **iii) Investments**

All investments of funds shall be held in any of the forms as provided under Income Tax Act 1961. All transactions, endorsements, discharges and communications to the bankers and other concerned agencies regarding investments including placing and taking up of fixed deposits shall be made by the Secretary with the concurrence of the Treasurer and the Chairman in accordance with the rules framed by the District Managing Committee.

### **iv) Operation of Bank Accounts**

New savings/current Bank accounts, if required may be opened in the name of the District Branch and/or any of its allied funds or under any of its programs with the approval of the Finance Committee/Managing Committee.

The current and savings bank accounts of the Society and its allied funds shall be operated upon jointly by any two of the following –

Vice-Chairman, Secretary or Treasurer as decided by the District Managing Committee from time to time

In the absence of Secretary (being on tour/leave etc) the next senior-most Officer of the Branch will carry out the duties of Secretary in accordance with the office order to be issued by the Secretary as per the decision of the District Managing Committee from time to time.

### **v) Financial Year**

The Financial year of the Branch shall be from 01 April - 31 March.

**8.** Every District Branch shall endeavour to keep its activities always before the public. Raising donations and subscriptions will be easier if the public is kept constantly informed of the services performed by the branch.

Every District Branch shall endeavour to co-operate and collaborate with other organizations in the district whose activities are allied to those of the Society without compromising the principles of the Red Cross.

### **9. Interest in Contract etc.**

No member of a district Branch Committee shall without the previous sanction of the Executive Committee of the District Branch, enter into any contract or transaction with other organizations or agencies.

### **10. District Branch Secretary.**

The District Branch Secretary shall be someone with an aptitude for social work, devoting his or her time to undertake Red Cross activities throughout the district and manage the administration of the Branch.

### **11. The duties of the District Branch Secretary shall be:-**

- 1) To see that the Committee is properly constituted and fully representative.

- 2) To convene executive committee meetings at regular intervals, of not more than three months, for the transaction of all current business, and once a year to convene an Annual General Meeting of the Branch to which all members should be invited and notice of which shall be circulated.
- 3) To enroll members in all categories of membership as per rules and to carry on propaganda to enlighten the public about the aims and objectives of the Red Cross.
- 4) To publish and circulate among all members an Annual Report consisting of Audited Accounts and notes of the Treasurer on Accounts of the Branch.
- 5) To keep in touch with allied organizations such as District Boards, Soldiers Boards, Rural Community Councils, St. John Ambulance, Boy Scouts, Girl Guides and Co-operative Societies and to Co-operate with them in such matters as are of common interest.
- 6) To carry on all such activities in the Red Cross as may be decided upon by the District Committee.
- 7) To keep in close touch with the State Branch Secretary, to render such reports as shall be required by him or her, and to attend or depute others to attend the Annual Meeting of the State Branch.
- 8) To collect subscriptions and forward monthly Statement to the State Headquarters along with the share of subscription.
- 9) District Branches shall be subjected to all rules and regulations issued from time to time by the National Headquarters of Indian Red Cross Society and from the State Branch.
- 10) The Budget of the District Branch for ensuing year shall be prepared and passed by the District Branch Committee and the Annual General Meeting
- 11) The District Branch, its records and those of institution financed or assisted by them shall be open to inspection by the officers of the State Branch and the National Headquarters.

## **12. Dissolution of the Branch**

Any number not less than three fifths of the members of a District Branch present at a meeting specially called for the purpose may determine that the Branch be dissolved. Such a resolution regarding dissolution must however be forwarded to the General Secretary of the State Branch and shall not take effect until it is approved by the State Branch Managing Committee. The District Branch in such a case shall make arrangement for the disposal and settlement of its property, its claims and liabilities and hand over funds and property that may remain to the State Branch General Secretary. Such residuary funds and property shall then be added to the General funds of the State Branch or handed over to the new District Branch formed over there.

Any District Branch whose administration in the opinion of the State Branch Managing Committee has not been in accordance with the principles and policies laid down by the State Branches Committee, subject to the approval by the National Headquarters, may be taken over by the State Branch and any funds and property at their disposal added to the general funds of the State Branch.

## **13. Amendment of the Rules**

The State Branch Managing Committee, subject approval by the National Managing Body, shall have the right to amend or alter these rules from time to time as necessary.

#### **14. Sub District Branch/Local Branch**

The District Branches may form Sub- District Branches at Taluqa level and local branches at Sub-Taluqa level in accordance with the local needs on the same basis/ procedure adopted for the formation of a District Branch. At the time of formation of these branches the revenue area of the branch shall be clearly defined.

Whenever Sub- District Branches are formed they should follow the directions for work laid down for District Branches, through whom they should correspond and send 45 % of all the subscriptions to be shared equally between the District and State Branches and the National Headquarters.