

MEMORANDUM OF ASSOCIATION OF THE
CONSTITUTION OF
PARTICIPATORY ACTION FOR SUSTAINABLE DEVELOPMENT ORGANISATION
[PASDO]

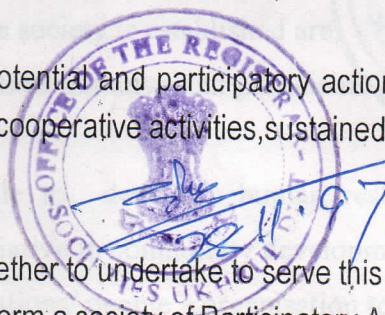
PREAMBLE

Recognising that development can be brought through self help initiative and only where there is equal opportunity for every member of the society to develop his/her potential fully, social justice and equality in access to and control over resources, equal opportunity to participate in any social process and decision making bodies,

Accepting that the greatest challenges of our times is to facilitate the process of empowering to make them participate and decide their own development which is sustainable,

With abiding belief and confidence in people's potential and participatory action to find solutions to problems and to better their lives through self help, cooperative activities, sustained and deliberate effort under their own leadership,

The founding members have resolved this day together to undertake to serve this common purpose of these beliefs and conviction and with this intent to form a society of Participatory Action for Sustainable development Organisation and hereby declare themselves under this Memorandum of Association and give themselves the rules framed there under:



MEMORANDUM OF ASSOCIATION OF THE
PARTICIPATORY ACTION FOR SUSTAINABLE DEVELOPMENT ORGANISATION

[PASDO]

1. NAME OF THE SOCIETY:

The society shall be known as Participatory Action for Sustainable Development Organisation [PASDO] and here in after be referred to as society in the memorandum of association and the rules made there under.

2. [A] LOCATION OF THE REGISTERED OFFICE OF THE SOCIETY:

At the time of registration the office of the society is located at Hundung village.

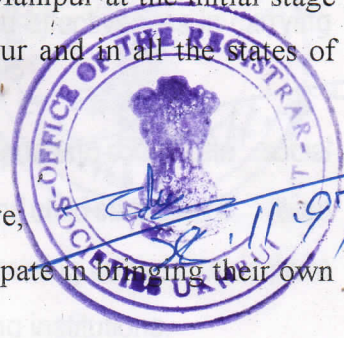
[B] AREA OF OPERATION:

The area of operation of the society will be Ukhrul district of Manipur at the initial stage and the society may have activities extended throughout Manipur and in all the States of Indian Union.

3. AIMS AND OBJECTS OF THE SOCIETY:

The main aims and objects for which the society is established are,

- i. To encourage and assist local people to take initiative and participate in bringing their own sustainable development.
- ii. To support and capacitate local people to develop human resources so that their leadership is enhanced and they take initiative in community development
- iii. To support and strengthen social organisations/ people's organisation to take responsibility to address various social problems
- iv. To empower and strengthen women's groups for participating and contributing in the process of community development at par with men.
- v. To empower local people in various aspects like economic, social, cultural, political, environmental and psychological to establish such a democratic social structures free from domination, exploitation, corruption, violence, fear etc and where every individual men and women have equal opportunity and facility for development of his /her potentiality and where social justice is ensured for all.
- vi. To engage in and promote social service through self help initiative for sustainable development without distinction of caste, creed and sex..
- vii. To perform role of facilitator and enabler to revive participatory process in the community so that they can decide their own development alternatives



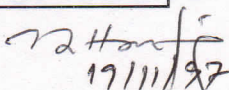
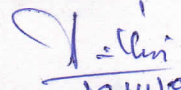
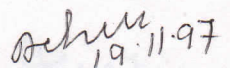
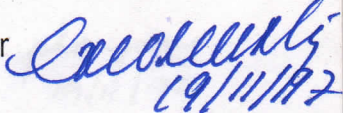
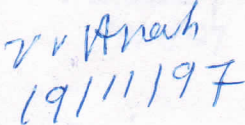
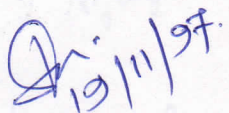
- viii. To organise surveys and studies , meetings, seminars / workshops and trainings to raise awareness of people on various social problems and motivate and mobilise their initiative and actions to address the problems and also for preparation of socio-economic and community development projects.
- ix. To facilitate and support village community, enterprising youths, women groups and social leaders to promote cooperative activities and self help, projects and enterprise to better their economy, build up forest and environment and improve socio- cultural structure of the community.
- x. To organise experiments, demonstrations and technical inputs and entrepreneurship development training in improved and appropriate techniques for increasing local productivity in agriculture, animal husbandry, pisciculture, forestry and household industry.
- xi. To organise cooperative society of women for enhanced and sustained income to bring economic empowerment and economic independence of women.
- xii. To capacitate personnels of the society to promote their efficiency and effectiveness in carrying out programme to fulfil the aims and objects of the society.
- xiii. To promote, establish, equip, conduct manage, maintain, administer, support and coordinate social welfare centre, social training centre, technical training centre, mother and child care centre, allied hostel, cooperative societies, credit unions, small cottage industries training centres, agriculture development and training projects, painting and printing and publishing institutions.
- xiv. To organise publicity in favour of social and economic activities exchange information and to take part in local, national and universal brotherhood conventions.
- xv. To collaborate with government as well as Non-Government Organisations in genuine developmental activities
- xvi. To amalgamate wholly or partly and /or cooperate with any social service societies with objects similar to any or all of this society in furtherance of such objects.
- xvii. To raise funds from donations from members, non-members and through donations grants, loans from Government and Non-government Agencies and bodies for the work of the society .
- xviii. To acquire movable properties and purchase or lease lands and houses for carrying out the aims of the society and to keep, repair and alter and maintain the same.
- xix. To alienate by way of sale, mortgage, lease, release, lent and change the properties of the society for the purpose of achieving its objects.
- xx. To undertake such activities, actions, and programmes as to serve the furtherance of those aims and objectives and for the well being of the people.

4. EXECUTIVE COMMITTEE

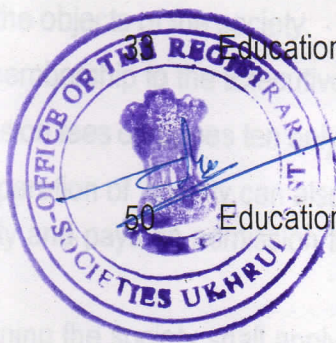
The names, address and occupation of the founder Executive committee members are:

SL.NO	NAME AND ADDRESS	AGE	OCCUPATION	DESIGNATION	SIGNATURE.
1.	Mr. V. Lungrei Tufaim Tasar Colony, Dungrei, Hundung.Ukhrul	59	Mission and Social Work	President	<i>Mr. V. Lungrei Tufaim</i> 19/11/97 President PASDO
2.	Ms. RSM. Annety Asst. Teacher, Dungrei J.B.School, Hundung, Ukhrul.	45	Education Work Social Work	V/President	<i>Ms. RSM. Annety</i> 19.11.97 V-President PASDO
3.	Dr. N. Luithui Surgeon Dist.Veterinary Office, Ukhrul	50	Vety Service Social Work	Treasurer	<i>Dr. N. Luithui</i> 19/11/97 Treasurer PASDO
4.	Ms. H. Thotchuila Peace Villa,6 th M.R. Road, Dungrei, Hundung,Ukhrul.	32	Social Work	Executive Secretary	<i>Ms. H. Thotchuila</i> 19.11.97 Executive Secretary PASDO
5.	Mr. Gajendra Prasad Mohanty Peace Villa,6 th M.R. Road, Dungrei, Hundung,Ukhrul.	34	Social Work	Project Coordinator	<i>Mr. Gajendra Prasad Mohanty</i> 19/11/97 Project Coordinator PASDO
6.	Ms. V. Selinah Instructor,TTA Weaving Trg. Tasar Colony, Dungrei, Hundung,Ukhrul.	42	Social Work	Member	<i>Ms. V. Selinah</i> 19/11/97 Member PASDO
7.	Mr.V. Ngaranpam A.O.Dist.Horti.& Soil Conservation Office,Ukhrul	47	Horticulture Work	Member	<i>Mr. V. Ngaranpam</i> 19/11/97 Member PASDO

5. We, several persons whose names and occupations are subscribed below are desirous of being formed into a society within the meaning of section 20 of Act XXI of 1860 in pursuance of their memorandum of Association and we agree to form a society with the above name under Act XXI of 1860

SL.NO	NAME & ADDRESS	AGE	OCCUPATION	DESIGNATION	SIGNATURE
1.	V. Lungrei Tufaim Tasar Colony, Dungrei, Hundung, Ukhrul.	59	Social Work Mission Work	President	 19/11/97 President PASDO
2.	RMS. Annety Dungrei, J.B. School. Dungrei, Hundung, Ukhrul.	45	Education Service Social Work	V/President	 19.11.97 V/President PASDO
3.	Dr. N. Luithui Surgeon District Veterinary Office, Ukhrul.	50	Veterinary Service Social Work	Treasurer	 19/11/97 Treasurer PASDO
4.	H. Thotchuala, Peace Villa, 6 th M.R. Road, Dungrei, Hundung, Ukhrul.	32	Social Work	Executive Secretary	 19.11.97 Executive Secretary PASDO
5.	Gajendra Prasad Mohanty Peace Villa, 6 th M.R. Road, Dungrei, Hundung, Ukhrul.	34	Social Work	Project Coordinator	 19/11/97 Project Coordinator PASDO
6.	V. Salinah Instructor, TTA, Weacing Centre, Dungrei, Hundung, Ukhrul.	42	Social Work	Member	 19/11/97
7.	V. Ngaranpam AO. Dist. Horti & Soil Conservation Office, Ukhrul.	45	Social Work	Member	 19/11/97
8.	K. Ramdhar C.E.O. Ukhrul	57	Rural Deve. Work	Member	

SL.NO	NAME & ADDRESS	AGE	OCCUPATION	DESIGNATION	SIGNATURE
9.	RSM. Zephyrin D.F.O.Ukhrul	50	Fishery Dev. Work Social Work	Member	<i>[Signature]</i> 19/11/97
10.	Kuinang Vashum Talloi Village, Ukhrul	25	Farmer Carpentry Work	Member	<i>V. Kuinang</i>
11.	RS.Rainganing Asst. Teacher, Tolloi Academy School.	48	Education Work	Member	<i>R. Rainganing</i>
12.	M. Themyola Talloi Village, Ukhrul.	27	Social Work	Member	<i>M. Themyola</i>
13.	H. Yarnot Shiroi Village, Ukhrul	22	Education Work	Member	<i>H. Yarnot</i> 19.11.97.
14.	M. Maharshi Headmaster, Shiroi Jr.H/ School	50	Education Work	Member	<i>M. Maharshi</i> 19/11/97
15.	Phangamo Vashum Talloi Village, Ukhrul.	22	Education	Member	<i>Phangamo</i> 19/11/97
16.	V. Shairing Tolloi Village, Ukhrul.	21	Education	Member	<i>V. Shairing</i> 19/11/97
17.	H. Eunice Shiroi Village, Ukhrul.	27	Social Work	Member	<i>Eunice</i> 19.11.97
18.	Y. Ngayan Tolloi Village, Ukhrul	60	Social Work	Member	<i>Y. Ngayan</i>
19.	R. Roland Tolloi Village, Ukhrul.	37	Social Work	Member	<i>R. Roland</i> 19/11/97
20.	S. Philangam Tolloi Village, Ukhrul.	40	Social Work	Member	<i>S. Philangam</i>



PARTICIPATORY ACTION FOR SUSTAINABLE DEVELOPMENT ORGANISATION

(PASDO)

RULES AND REGULATIONS

1. DEFINITION:

In these rules, unless otherwise stated:

- i) Society means the Society called Participatory Action for Sustainable Development Organisation
- ii) Year means the Calendar year starting 1st January and ending 31st December of the year.
- iii) Member means member of this Society.
- iv) Committee means Executive Committee

2.(a) MEMBERSHIP OF THE SOCIETY:

Any person above 18 years of age can be a member of the society irrespective of caste, creed or sex.

- (i) If he or she subscribes to the objects of the society.
- (ii) If he or she apply for the membership to the Executive Committee.
- (iii) If he or she pays an admission fees of rupees ten only and annual subscription of rupees twelve.
- iv) Any body out side of the operation of society can also become a member if he or she subscribes to the objects of the society and pays an admission fees of rupees twenty and annual subscriptions of rupees twelve.
- v) Any person desirous of joining the society shall apply in writing to the committee . He/ she shall become a member only after approval of the committee.

(b) CEASATION OF MEMBERSHIP :

Any person shall cease to be a member on

- i) His/ her death.
- ii) Physical and mental incapacity
- iii) His / her resignation having been accepted by the committee.
- iv) His /her subscription being arear for more than two years.
- v) The membership of any member may be terminated by a two third vote of the members present at any Executive Committee meeting provided that notice of such intended action has been included in the agenda of the meeting and provided that notice and opportunity for explanation has been given to such member and further provided that the Executive Committee is thereafter of the opinion that the member has been guilty of deliberate violation of the terms of the constitution or of the rules as may be enforced. The agrieved member whose membership has been terminated, shall have the right to appeal to the General Body against such decision.



3. GENERAL BODY:

(I) The General Body of the organization shall be composed of

- (i) Founding Members
- (ii) Executive Committee
- (iii) All the members of the Association

(II) MEETING OF GENERAL BODY:

- (i) The meeting of the General Body shall be held once in a year at such place and time as Executive Committee may decide.
- (ii) The business of the General Body shall be :
 - a. To receive, consider and adopt the annual report
 - b. To pass audited statement of accounts of the society
 - c. To elect Executive Committee and office bearers of the society
 - d. To appoint auditor for the next year
 - e. To finalise plans and programmes for the next year and to give necessary guidance to the Executive Committee
 - f. To transact any other business with the permission of the chair.



(III) NOTICE OF THE MEETING:

- (a) Fifteen (15) days of the clear notice of the General Body meeting specifying place, date and nature of business shall be given to all the members.
- (b) An extra-ordinary General Body Meeting, however shall be summoned by the Executive Secretary in consultation with the President and Project Coordinator in pursuance of a decision of the Executive Committee with a notice of one week.

4. EXECUTIVE COMMITTEE:

- I. There shall be an Executive Committee of not less than seven and not more than 15 members. It shall be constituted in the following way.
 - (a) President
 - (b) Vice President
 - (c) Treasurer
 - (d) Executive Secretary
 - (e) Project Coordinator
 - (f) Members
- II. Members of the Committee shall be elected by the General Body

DUTIES OF OFFICE BEARERS

III. RESPONSIBILITIES AND POWERS OF THE EXECUTIVE COMMITTEE:

- (a) All powers of administration, management, funds, employment, supervision and initiation of programmes shall vest in the committee and when ever necessary it may
Delegate its powers to office bearers and sub-committees to initiate and execute programmes.
The committee is empowered to make its bye-laws/ rules of administration/ business.
- (b) The committee will have full powers to acquire movable property, to sell, transfer and mortgage the same, to take donations, give loans and to receive and to give grants and donation.
- (c) The committee will place the annual plans and programmes for coming year in the annual meeting of the General Body.
- (d) The committee will be held responsible for all its dealings to the General Body.

IV. MEETINGS:

- (a) The Committee shall meet atleast four times a year.
- (b) Notice of every meeting of the committee shall be sent to each member of the committee atleast 10 days before the meeting.

The Executive Secretary in consultation with the President and Project Coordinator will decide the date and business of the meeting.

V. QUORUM:

At any meeting one third of the total committee member present in person shall constitute a quorum for the transaction of business.

VI. VACANCIES:

Any vacancy arising among office bearers or members of the committee of the society occurring during the tenure of the office shall be filled by Executive Committee from amongst the members of the General Body.

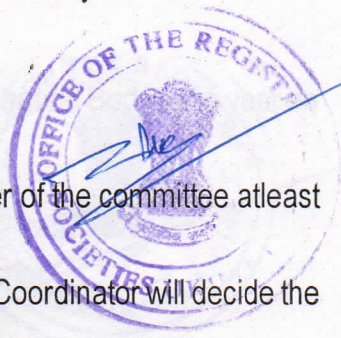
VII. TENURE OF OFFICE:

The Executive committee shall be elected for a term of three years at the General Body Meeting. Its term will be automatically extended till the next election takes place. All its members however would be eligible for re-election.

5. OFFICE BEARERS:

Office Bearers will be elected by the Executive Committee from amongst its members in the following manner.

- (i) President (ii) Vice president (iii) Executive Secretary
- (iv) Treasurer (v) Project Coordinator.



6. DUTIES OF OFFICE BEARERS

I. PRESIDENT:

- (a) The President shall preside over the meeting of the Executive Committee and General Body and special meeting.
- (b) The President shall do necessary things as decided by the General Body and Executive Committee from time to time in consistent to the rules and regulation of the society

II. VICE PRESIDENT:

In the absence of the President, the Vice President shall preside over all the meetings and performs such other duties as may be decided by the Executive Committee.

III. TREASURER:

- (a) The treasurer shall keep proper books of accounts and present to the General Body each year an audited statements of accounts.
- (b) The treasurer will act under the direction of the Executive Committee

IV. PROJECT COORDINATOR

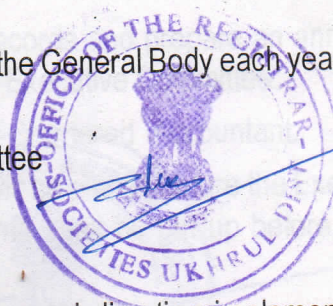
The Project Coordinator is responsible for initiating, organising, and directing implementing programmes for the fulfillment of the aims and objects of the society. He/ She will be responsible for :

- (a) Preparation of project proposals
- (b) Submission of proposals to Government Agencies/ Voluntary Development aid Agencies for financial/ Technical Support for the Society's programmes.
- (c) Implementation of the approved projects in accordance with the conditions and budgets thereof.
- (d) Timely submission of information, reports and statements as required under project agreements, and Government regulations.
- (e) Keeping the Executive Committee informed of progress and to seek their approval wherever so required.
- (f) All works in connection with the proper implementation of programmes.
- (g) Representing the society in national and international functions.

V. EXECUTIVE SECRETARY:

The duties of the Executive Secretary shall be:

- (a) To keep record of the proceedings of the meeting of General Body and of the Executive Committee.
- (b) To maintain list of the members of the organisation and data pertaining to their activities.
- (c) To maintain up-to date records properties and liabilities of the committee and shall maintain book of drawal of the funds.
- (d) To draw agenda and circulate among Executive Committee and General Body.



- (e) To assist the Project Coordinator to carry on correspondence on behalf of the organisation and to have custody of the record and files of the organisation.
- (f) To assist project Coordinator in the day to day routine works of the office of the rganisation and have control over the office and its staff.
- (g) To prepare annual report and submit it to the General Body.
- (h) To receive and disburse and to incur expenditure jointly with the Project Coordinator as per budget estimates approved by the Executive committee/ Project agreement and to keep timely Audit as required.
- (i) To assist the Project Coordinator to execute various Programmes and activities to promote the work of the organisation as decided.

7. ACCOUNTS AND AUDIT:

- (i) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Executive Committee.
- (ii) The accounts of the society shall be audited annually by a firm of Chartered Accountant.
- (iii) The audited statement of accounts together with the audit report will be placed before the Executive Committee for consideration and approval. Thereafter the same shall be put up before the General Body.

8. SAFE CUSTODY OF FUNDS:

- (i) Except for immediate requirements of its work and programmes, funds of the society shall be deposited in the Bank Accounts opened in the name of the Society.
- (ii) Every Bank Accounts of the Society shall be operated under the joint signatures of any two of the following signatories:
 - (a) President (b) Treasurer (c) Project Coordinator (d) Executive secretary.

9. AMENDMENT OF THE CONSTITUTION:

The constitution can be amended or altered at any general body meeting of the society by a two thirds majority vote of the members present at such meeting provided the proposed amendments form part of the agenda and are circulated amongst members at least 15 days before the meeting at which such amendments are considered.

LEGAL ACTION:

The President may sue or be sued on behalf of the society.

10. DISSOLUTION:

- (i) In case the society is unable to function and carry on its work in the service of its aims and objects, the society may be dissolved by a two third majority decision of General body at any extra ordinary meeting called specially for such a purpose.
- (ii) In case of dissolution, after the satisfaction of its debts and liabilities the balance what so ever shall not be distributed among the members of the society. It shall be given to any registered organisation working for the same or similar objects as those of the society.

11. OFFICIAL SEAL:

The society shall have an official seal in all the case of transfer of properties of the society. The deed of an agreement shall be signed by the Executive Secretary and it shall be deemed and void. Office seal shall be kept with the executive Secretary .

12. CERTIFICATE:

- (i) Certified that there is no other Society in the same name and at the same place.
- (ii) Certified that this is true and correct copy of the memorandum and rules and regulation. Resolved that the Memorandum and rules and regulations of the Society shall be enforced from today the Nineteenth November Nineteen hundred Ninety-seven



(Signature)
(V. LUNDREITHAIM)

PRESIDENT
PASDO

(Signature)
President
PASDO

(Signature)
(Rsm. ANNETY)

VICE PRESIDENT
PASDO

(Signature)
Vice President
PASDO

(Signature)
(H. THOTCHUILA)
EXECUTIVE SECRETARY
PASDO

(Signature)
Executive Secretary
PASDO

(Signature)
28.11.97
Registrar of Societies
Ukhrul District