

Constitution of Shree Chargam Dasha Porwad Mahamandal

Please note following abbreviations:

CDP: (Shree) Chargam Dasha Porwad; **CDPMM:** (Shree) Chargam Dasha Porwad Mahamandal;
CDPC: (Shree) Chargam Dasha Porwad Community; **CDPM:** (Shree) Chargam Dasha Porwad Mandal

1.	Name	Shree Chargam Dasha Porwad Mahamandal (CDPMM)								
2.	a) Main/ Registered Office b) Administrative Office	a) Main/ Registered Office of CDPMM shall be in Ahmedabad at a place decided by Managing Committee, so as to ensure efficient and effective working and best achievement of overall objectives. b) Administrative office of CDPMM would be at the address convenient to office bearers, as decided by MC from time to time.								
3.	Vision	In Chargam Dasha Porwad Community (CDPC) <ul style="list-style-type: none"> • There would be perceptible level of familiarity, information and harmony among all families, to help them achieve their common and individual purposes and goals. • There should not be even a single family below poverty line. • Not even a single person should suffer for want of medical treatment due to financial constraints. • No competent boy or girl should be deprived of pursuit for higher education for want of financial means. <p><i>CDPMM would strive to extend the above vision not only for CDPC but also for neighbourhoods and society at large without any discrimination of caste, creed, religion or sex.</i></p>								
4.	Overall Objectives	i) To build greater understanding and fraternity among members of CDPC through various channels and forms of communications and by undertaking cultural, vocational, familial, self-developmental, recognitory and such other activities, events and programmes. ii) To create an atmosphere of greater happiness, harmony, peace and prosperity in the lives of CDPC through promotion and pursuit of activities/ projects for facilitation of higher education, health, vocational skills, knowledge and social security among others, specially for needy and less privileged members. iii) To foster stronger bonds of unity and integrity among CDPC and society at large. iv) To undertake various activities, programmes and projects to promote better life among neighbourhoods and for the benefit of society at large without any discrimination of caste, creed, religion or sex.								
5.	Specific Objectives- Activities and Projects	CDPMM would undertake various need-based activities and projects to further specific objectives in the following areas, considering available financial, managerial and human resources. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Communications</td> <td style="width: 50%;">E. Medical Support</td> </tr> <tr> <td>B. Cultural Activities</td> <td>F. Social Security</td> </tr> <tr> <td>C. Vocational and self-help activities</td> <td>G. Special Projects</td> </tr> <tr> <td>D. Educational Support</td> <td></td> </tr> </table> <p>Illustrative list of possible activities in various areas are given below.</p>	A. Communications	E. Medical Support	B. Cultural Activities	F. Social Security	C. Vocational and self-help activities	G. Special Projects	D. Educational Support	
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		<p><u>A. Communications</u></p> <ul style="list-style-type: none"> • Communications (Paper) – Mukhpatra, Address and Telephone Directories, Vastipatrak, • Communications (Electronic) – e-Magazines, CDs/ VCDs, Website(s), Google-groups, Social networking sites, others • Any other <p><u>B. Cultural (Knowing Each Other Better and Self-help)</u></p> <ul style="list-style-type: none"> • Cultural Programmes • Get-together, Tours and travel, Fun games, Yoga, other • Religious/ Spiritual Activities • Special Interest Groups – Literature, Music, Dancing, Painting, Other Arts. • Networking – Social, Other • Marriage Fair, Group Marriages and Marriage Bureau • Recognition of Individual Performance and Work for Common Public Good • Sports related activities • Any other <p><u>C. Vocational and Self-help</u></p> <ul style="list-style-type: none"> • Net-working – Vocational, Professional, Other • Employment References • Vocational – Special Interest Groups • Mentoring • Any other <p><u>D. Education Support</u></p> <ul style="list-style-type: none"> • Education Fund for loans and grants • Recognition of outstanding performance • Adoption of needy students • Any other <p><u>E. Medical Support</u></p> <ul style="list-style-type: none"> • Medical Help – General Fund, Critical Illness Fund, Emergency Fund • Panel of Specialist Doctors and Hospitals at concessional rates • Blood Donation Camps, Medical Camps • Any other <p><u>F. Social Security/ Financial</u></p> <ul style="list-style-type: none"> • Social Security Fund (Kalyan Nidhi) for needy in case of emergencies, Sr. Citizens, etc. • Self development • Group Insurance • Financial: Savings/ Investments, Loans, etc. • Contributory/ Non-contributory Fund for assistance in the event of death in the family • Contributory/ Non-contributory Fund for maintenance assistance to the needy. • Any other <p><u>G. Special Projects</u></p> <ul style="list-style-type: none"> • Other Special Purpose Projects needing high level of financial and managerial resources
6.	CDPC and Territory of Operation of CDPMM	i) Chargam Dasha Porwad Community (CDPC) comprises of families of Dasha Porwad Vaishnav Vaniks originally hailing from four towns/ villages namely, Santrampur, Malvan, Lunavada and Virpur/ Birpur.

		<p>ii) Membership to CDPMM is open to CDP families staying anywhere in the world. Physical activities and operations would be limited to Cities/ Towns, where there is a sizeable population of member families, i.e. mainly in Gujarat and Greater Mumbai at present (extendable to other parts of India and foreign countries in future).</p>
7.	Relationship among CDPMM and Local CDPMs	<p>i) CDPMM would operate at the level of entire CDPC, living anywhere in the globe, whereas Local CDPMs would operate within their defined (including neighbouring) geographical boundaries.</p> <p>ii) Fund based activities and projects (such as Educational Support, Medical Support, Social Security/ Financial and fund-based Special projects) shall be undertaken exclusively by CDPMM, always at the level of entire CDPC, ensuring that scarce financial resources are not thinly spread. There is no other restriction for CDPMM or Local CDPMs to undertake any other activities individually or jointly among them, for promotion and pursuit of their common objectives.</p> <p>iii) Membership of a local CDPM in the area of residence is a prerequisite for becoming a member of CDPMM. [Please see Clause 9 (F).]</p> <p>iv) CDPMM can act as a resource and facilitation body for promotion of a Local CDPM and its activities, at the request of Local CDPM.</p> <p>v) CDPMM and Local CDPMs would be independent of each other, except as provided and envisioned in this constitutional framework and rules that may follow.</p> <p>vi) Financial sharing and participation among CDPMM and Local CDPMs would be decided on case-to-case basis, except for 'Maha Adhiveshan' as stated subsequently (See Para 17).</p> <p>vii) In case of conflict or inconsistency of provisions/ views in Membership Criteria or Constitution of CDPMM and any local CDPM, those applicable for CDPMM would prevail.</p>
8.	Original Promoters and Promoters' Fund	<p>A. <u>Original Promoters</u> Local CDPMs as listed below and Founder Members (FMs) would be considered as Original Promoters. Their names and places would be published/ printed in all important documentations, catalogues, compendiums and souvenirs of CDPMM.</p> <p>B. <u>Local CDPMs</u></p> <p>i) Shree Chargam Dasha Porwad Vanik Mandal, Ahmedabad ii) Shree Chargam Dasha Porwad Mandal, Mumbai iii) Shree Chargam Dasha Porwad Mandal, Vadodara iv) Shree Chargam Dasha Porwad Mandal, Godhra v) Shree Chargam Dasha Porwad Mandal, Santrampur, Malvan, Lunavada and Virpur/ Birpur</p> <p>Surplus fund from Maha-Adhiveshan held on 30-1-2011 at Ahmedabad would be treated as Promoters' Fund, as common contribution from local CDPMs towards establishment of CDPMM.</p> <p>C. <u>Founder Members</u> Those individual member families who donate/ contribute at least Rs. 1,00,000/- (Rupees one lac only) within <i>one year</i>* of registration of CDPMM would be accepted as 'Founder Member' (FM). [* Proposed change]</p> <p>Amount of Rs. 1,00,000/- per member family out of such donations/ contributions would be transferred to Promoters' Fund and balance amount would be taken towards assigned purposes, if any.</p>

9	Membership	<p>A. <u>Membership Category and Fee Structure</u> There will be only one membership category, namely 'Life Member'. This is a family membership.</p> <p>Membership is open to all families of CDPC including daughters married into non-CDPC.</p> <p>Life Membership fee per Member Family has been decided at Rs. 2,500/- (Rupees two thousand five hundred only).</p> <p>B. <u>Member Family</u> Membership would be for a 'family'. 'Family' is defined as a unit consisting of Head Member, his/ her spouse and their unmarried sons and daughters.</p> <p><i>Married sons and daughters staying with parents under one roof* are exempted from taking separate membership.* [* Proposed change]</i></p> <p>All eligible families are encouraged to become Life Member.</p> <p>C. <u>Daughters Married into non-CDPC</u> Family of CDP daughter/ sister married into non-CDPC with Hindu culture is eligible to become Life Member of CDPMM, like any CDP family, with all membership benefits. However her next generation family (i.e. CDP daughters' son or daughter married into non-CDP family) is not eligible to become member of CDPMM.</p> <p>D. <u>Dependent Parents with Insufficient Means</u> Parents and elderly persons who do not have sufficient means to look after themselves are <u>not</u> automatically included in 'Family' of their son/ daughter. Their son or daughter who normally looks after them (or any one of sons/ daughters looking after them) is required him/herself to be a primary member of CDPMM and pay additional membership fee equal to 25% of normal fees, for inclusion of dependent parent(s) as additional persons in their primary membership.</p> <p><i>Note: Parents and elderly persons having sufficient means to look after them are not eligible for such concession; they are required to maintain their separate membership.</i></p> <p>E. <u>Dependent Person(s)/ Family with Insufficient Means</u> When any person(s)/ family with insufficient means is (are) dependent on any other person/ family or on CDPC in general, membership committee may at its discretion accept such person(s) or family as member, on receipt of appropriate concessional fee, either from him/ her or any other member willing to adopt him/ her/ them and pay for the membership fees (or from local CDPM to which he/ she/ family may belong). Such concessional fees shall not be less than 25% of normal fees. This provision is to be used only in exceptional circumstances for a few deserving and needy persons/ families.</p> <p>F. <u>Membership of Local CDPM</u> Prior membership of local CDPM in the place of residence is a requirement for becoming member of CDPMM (except as noted below). However membership of local CDPM does not automatically entitle a member to membership of CDPMM.</p> <p>Cities and towns where there are at least 20 families of CDPC should have a local CDPM. Membership criteria, fees, rules, regulations and such other aspects of local CDPMs are to be decided by CDP families in those cities/ towns.</p> <p><i>Note: For scattered families not staying close to any local CDPM,</i></p>
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		<p><i>requirement of prior membership of local CDPM may be waived.</i></p> <p>G. <u>Membership of CDPMM a Pre-requisite</u> Effective Life Membership at the time of participation in activities or availing facilities or benefits from CDPMM is a pre-requisite. (This however does not apply to beneficiaries of welfare activities for other families/ communities in the neighbourhoods or society at large.)</p> <p>H. <u>Review of Membership Fees/ Contributions/ Donation Amounts</u> Membership fees and minimum qualifying contribution/ donation amounts for various 'titles' as stated hereafter would be subject to upward review from time to time. However there would be minimum 3 years duration between two consecutive upward revisions in such fees/ amounts.</p>
10	Donor, Patron and Vice Patron	<p>A. <u>Donor</u> Member family contributing at least Rs. 50,000/- at a time would be classified as 'Donor'. Donor will have option of specifying assigned purpose(s) for use of donation amount(s).</p> <p>B. <u>Patron</u> Member family contributing at least Rs. 25,000/- at a time would be classified as 'Patron'.</p> <p>C. <u>Vice Patron</u> Member family contributing at least Rs. 15,000/- at a time would be classified as 'Vice patron'.</p> <p>D. <u>General</u> Donor, Patron as well as Vice Patron would be required to pay usual life membership fee in addition to applicable donation/ contribution amount. They would be entitled to usual membership benefits as available to ordinary Life Members.</p>
11	Management Structure	<p>A. <u>Managing Committee (MC)</u></p> <p>i) Managing committee (MC) will consist of maximum 31 elected members including Immediate Past President as Ex-officio member, but excluding co-opted members if any.</p> <p>ii) MC members can co-opt maximum of six members on MC for meeting specific need-based objectives and purposes including representation of unrepresented areas. Co-opted members shall not have voting rights.</p> <p>iii) For the first 2 MCs (each of 2 years duration), number of managing committee members belonging to a particular local CDPM (city/ town) has been decided as stated in para (v) below). Thereafter, number of managing committee members belonging to a particular local CDPM would be a nearest integer (minimum 1) proportional to membership strength of that particular local CDPM in CDPMM membership.</p> <p>iv) Term of managing committee members would be 2 years, with one-half (50%) members retiring every 2 years. Retiring members would be eligible for re-election. Names of retiring members would be decided by respective local CDPM by consensus or by lots if consensus is not reached. (Generally, those MC members who continued for second term of 2 years would be the ones to retire after the second term.)</p> <p>v) Looking to the number of families living in different cities/ towns (as per 2011 Vastipatrak) and in the interest of sound development and growth of new CDPMM being formed,</p>

		<p>composition of first 2 MCs has been decided as follows:</p> <table border="0"> <tr> <td>Ahmedabad</td> <td>8</td> <td>Santrampur</td> <td>3</td> </tr> <tr> <td>Mumbai</td> <td>8</td> <td>Malvan</td> <td>1</td> </tr> <tr> <td>Vadodara</td> <td>2</td> <td>Lunavada/ Birpur</td> <td>1</td> </tr> <tr> <td>Godhra</td> <td>3</td> <td>Other Areas</td> <td>5</td> </tr> <tr> <td>Total</td> <td>31</td> <td></td> <td></td> </tr> </table> <p>vi) Respective local CDPM would decide names of members to be nominated on MC of CDPMM and would send appropriate resolution to CDPMM. Local CDPM may do so by consensus, election or any other fair practice.</p> <p>B. Office Bearers</p> <p>i) From amongst MC members following office bearers would be elected by MC members at the first MC meeting of the year:</p> <ul style="list-style-type: none"> ➤ President ➤ Vice-President ➤ Honorary Secretary ➤ Joint Secretary ➤ Treasurer <p>ii) Term of each office bearer shall be 2 years. Any Office Bearer shall not hold the same position consecutively for more than 6 years.</p> <p>iii) As far as possible, President and Vice President (both) will not be from the same local CDPM, and Honorary Secretary and Joint Secretary (both) will not be from same local CDPM.</p> <p>C. Sub-Committees</p> <p>i) Following sub-committees would be formed from amongst MC and co-opted members.</p> <ul style="list-style-type: none"> ➤ Membership ➤ Communications, cultural, vocational and self-help activities ➤ Education ➤ Medical ➤ Social Security ➤ Special Projects (can be more sub-committees project-wise, if situation so demands) <p>ii) Each sub-committee would have a convenor and at least 3 other members. Same member may be selected for 2 or more sub-committees. Convenor is authorised to invite any other member (not on MC) or outside expert in the overall interest of achievement of set objectives.</p>	Ahmedabad	8	Santrampur	3	Mumbai	8	Malvan	1	Vadodara	2	Lunavada/ Birpur	1	Godhra	3	Other Areas	5	Total	31		
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12.	Election of MC Members and Office Bearers and Conduct of First Meeting of New MC	<p><u>Election Time-table</u></p> <p>i) President would appoint Election Officer (EO) by end of February every two years for forthcoming election. EO would prepare election time-table and calculate number of MC members to be elected from each local CDPM. He would communicate the same to respective local CDPM and invite nominations for MC for ensuing term, to be decided by local CDPM. EO would invite nominations before 15th March every alternate year when election is due.</p> <p>ii) Names of elected members of MC would be announced by EO latest by June 15th, every alternate year.</p> <p>iii) First meeting of the new MC will be held on the same day of AGM, soon after AGM. The meeting would be conducted in two parts: (i) Anterior Part and (ii) Posterior Part.</p> <p>iv) During anterior part of the first meeting of the new MC, MC</p>																				

		<p>members would decide Chairman of the Meeting from amongst themselves through consensus. The Chairman would oversee election of office bearers, to be done preferably by consensus or by due ballot process, if there are more candidates for any office bearer position.</p> <p>v) Anterior part of the first meeting of the New MC would end soon after election of the office bearers as aforesaid, immediately to be followed by posterior part of the first meeting of the new MC, with elected President as the Chairman of the meeting. The new MC meeting would continue with usual business, beginning with plans and budgets for the ensuring year on July-June basis as outlined hereafter.</p>
13	Conduct of MC Meetings	<p>i) In addition to the first meeting of MC immediately after AGM as aforesaid, there would be minimum four MC meetings during one year block (July-June), with interval between two MC meetings not exceeding 120 days. Notice of MC meeting shall be given in writing by letter and/or e-mail minimum 14 days prior to the date of the meeting.</p> <p>ii) At all MC meetings (except anterior part of the first new MC as aforesaid), President would be the Chairman of the meeting. In the event of President not present at any MC meeting, in his absence, Vice President would act as Chairman of the meeting. In the most unlikely situation of President and Vice President not being present at any MC meeting, members present at the meeting would decide Chairman of the meeting by consensus.</p> <p>iii) Major decisions should not be taken at MC meeting, when President and Vice President both are not present. Decisions taken at the MC meeting not chaired by President or Vice President would require ratification by President in writing, before acting upon them. President is authorised to negate any decisions taken at MC in absence of both President and Vice President, recording reasons for negation in writing.</p> <p>iv) Quorum of MC meeting would be minimum 40% strength of elected MC members. Presence of co-opted members shall not be considered while deciding on quorum. In absence of necessary quorum, MC meeting would be reconvened at the same place after 30 minutes, provided however minimum 25% of elected MC members are present.</p> <p>v) MC meeting for approval of Plans and Budgets for annual period July-June as outlined hereafter shall be held before end June every year.</p> <p>vi) Review of actual performance in terms of activities, income, expenditure and other key areas as compared to plans and budgets be done at MC meeting once every quarter, preferably within 15 days (not exceeding 35 days in any case) of completion of the quarter and decisions be taken by MC for appropriate corrective and preventive actions.</p>
14.	Planning and Budgeting, Formation of Sub-Committees and Rules and Regulations	<p>A. <u>Planning and Budgeting</u></p> <p>i) Plans and budgets for activities of CDPMM would be prepared quarter-wise for the period July-June every year.</p> <p>ii) Honorary Secretary would initiate process of deciding Convenors of various sub-committees at the first MC, which would be finalised after approval of President at the MC meeting. As far as possible, convenors would be from members of MC (elected or</p>

		<p>co-opted).</p> <p>iii) Convenor of each sub-committee would finalise other members of sub-committee in consultation with office bearers, preferably at first MC meeting itself, so as to ensure timely preparation of annual plans and budgets.</p> <p>iv) Plans would be prepared by respective convenors of sub-committees along the following major activity-groups:</p> <ul style="list-style-type: none"> ➤ Membership ➤ Communications, cultural, vocational and self-help activities ➤ Education ➤ Medical ➤ Social Security ➤ Special Projects (can be more sub-committees, one for each project) <p>v) Date of second MC meeting to be held before end June would be decided at the first MC meeting. Integrated annual plan and budget for CDPMM, based on plan and budget of individual sub-committee would be prepared jointly by Honorary Secretary, Joint Secretary and Treasurer and presented for approval at the second MC meeting.</p> <p>B. <u>Rules and Regulations</u> Honorary Secretary, other office bearers and convenors of sub-committees would be responsible for framing rules, regulations and standard operating procedures for respective activities, projects and programmes, getting the same approved by MC and ensuring adherence to the same.</p>
15	Raising Resources and Deployment of Funds	<p>A. <u>Raising Resources</u></p> <p>Financial resources would be raised by some or all of the following means:</p> <ul style="list-style-type: none"> • Donations and contributions – General and Project/ activity based • Membership Fees • Payments from members for specific services, events and participations • Sponsorships for specific projects/ activities from members and others • Advertisements in souvenirs and publications from members and others • Grants, contributions and donations from Government and other organisations as per applicable eligibility criteria and norms • Joint participations with like-minded/ other organisations for common purposes • Entertainment, cultural and life-style shows and events • Unsecured loans from Members for specific objectives with clear-cut repayment plan. Interest, if payable should be at competitive low rate not exceeding bank's rate for loans against fixed deposits. • Institutional loans (secured or unsecured) for asset creation for projects with assured feasibility on the strengths and merits of the project alone. Such loans must be approved by AGM. • Any other as considered appropriate by MC for the objects and activities of CDPMM, to be approved by AGM, if it has financial implications.

		<p>B. <u>Activity-wise Resource Allocation</u> Suggested guidelines for allocation of resources for various activities are as follows:</p> <ul style="list-style-type: none"> • With a view to have balanced level of activities in various spheres, there should be equitable (i.e. fair and just – not equal) need-based allocation of funds among following five major groups of activities: <ul style="list-style-type: none"> i) Communications, cultural, vocational and self-help activities. Also CDPMM's normal operational and maintenance expenditure budget. ii) Education – General as well as loans at subsidised interest to needy students for higher education iii) 'Health for All' by 2020 and specific medical support to needy members iv) Social Security Net for all members. v) Special Projects for (a) Members (b) Public at large. <p>In each of major group, there would be activity-wise further break-up.</p> • Funds raised, income earned by way of interest and expenditure planned and incurred would be allocated equitably among above activities keeping in view the purposes assigned, if any, by Founders and Donors. <p>C. <u>Deployment of Funds</u></p> <ul style="list-style-type: none"> i) General Corpus Fund built from Promoters' Fund, general donations without any assigned purpose and life membership fees would be earmarked for 'General' group of activities. ii) Other high value donations would be earmarked for building up Corpus Funds for other groups of activities as per the purposes assigned by the donors. iii) Investible funds shall be invested with scheduled public sector banks in fixed term deposits or in government securities. iv) By and large, only 50% of interest or income earned on such funds should be used for revenue expenses for activities. Remaining 50% of interest should be capitalised as hedge against inflation. In no case, activity-wise revenue expenditure should exceed income earned from respective fund corpus on annual basis. v) All activities and projects should be self financed, with provision for surplus generation for building up corpus fund and as hedge against inflation. vi) Subject to the above broad guidelines and purposes assigned, MC would take appropriate decisions for allocation of funds to different activities. <p>D. <u>Advisory Group of Donors</u> MC may consider formation of Advisory Group of Donors to monitor utilization of donation moneys for the assigned specific purposes.</p>
16	General Body Meetings	<p><u>Annual General Meeting (AGM)</u></p> <ul style="list-style-type: none"> i) AGM will be held once in a year before end July i.e. within 4 months of completion of financial year on 31st March. ii) Minimum 21 days advance notice will be given for AGM with following important information attached with such notice: (a) detailed agenda for the meeting; (b) Honorary Secretary's summary report on activities during the year, also highlighting plans, budgets and actual achievement; (c) annual audited accounts for the year

		<p>ended along with auditor's report; and (e) other relevant information, Appointment of auditors shall be one of the items on agenda of AGM.</p> <p>iii) AGM will be chaired by President or by Vice President in his absence.</p> <p>iv) Quorum for AGM would be of 30% of total number of members or 50 persons, whichever lower. If there is no quorum, AGM would be reconvened on the same day, at the same place after 30 minutes.</p> <p>v) Any major item on agenda such as changes to constitution and/ or rules and regulations, decision on major project or such other aspects would require 75% majority of the members attending the AGM or minimum 40 persons supporting the resolution (whichever higher).</p> <p><u>Extra-ordinary General Body Meeting (EGM)</u></p> <p>i) EGM can be held any time during the year, if in the opinion of MC and/ or President there are pressing, important issues are to be decided, for which AGM's approval is essential. EGM can be convened by giving minimum 14 days advance notice to members. Agenda must clearly state purpose of EGM and reasons for urgency.</p> <p>ii) Other aspects of EGM will be on same lines as AGM stated above.</p> <p><u>Specially-Requisitioned General Body Meeting (SGM)</u></p> <p>If members at large are aggrieved due to any bona fide reason, such aggrieved members (at least 10% of total members' strength or 30 members, whichever more) may request President for SGM giving specific agenda, need for urgency and reasons for convening SGM.</p> <p>On being convinced for bona fide purpose for convening SGM, President will act to convene SGM latest within 3 weeks from the date of receipt of such request. If, however, President is not convinced of bona fide purpose, he may decline such request, stating reasons for decline.</p> <p>If agitating members are not satisfied with President's response, such members may once again appeal to President to convene SGM, If President still does not accede to the request of such members, they would be at liberty to convene SGM at the place, date and time convenient to most members giving at least 21 days notice to all members including President, Office Bearers and other members of MC.</p> <p>Decisions arrived at such meeting [including suspension or removal of MC or any office bearer(s) or member(s)] will be binding on all, provided (a) SGM has minimum quorum of 30% of total membership or 50 persons (whichever more); and (b) decisions are backed by minimum 75% majority of members or minimum 40 persons (whichever is higher) present at the meeting.</p>
17	Maha-Adhiveshan	<p><u>Purpose</u></p> <ul style="list-style-type: none"> • Purpose of Maha-Adhiveshan would be to facilitate a large get-together of families of CDPC in general and CDPMM members in particular. • It would afford opportunity to plan and review activities of CDPMM and take stock of achievements. • It would galvanise actions and efforts of MC and other members to raise funds for meeting objectives of CDPMM.

		<p><u>Content</u> One-day event, including (a) business sessions relating to CDPMM; (b) social net-working; (c) business/ professional/ vocational net-working and guidance; and (d) entertainment.</p> <p><u>Frequency:</u> <i>Atleast once in 3 Years*</i> [<i>* Proposed Change</i>] <u>Timing:</u> Preferred Timing: December 15 to February 15. <u>Venue:</u> City or town of hosting Local CDPM.</p> <p><u>Responsibility</u> Planning, budgeting and organising responsibility of Maha-Adhiveshan would be with CDPMM. Hosting local CDPM would be responsible for facilitation of Maha-Adhiveshan and execution in all respects. Hosting CDPM would coordinate with CDPMM and other local CDPMs for mobilisation of resources and for meeting set objectives, budgets and targets.</p> <p><u>Financials</u> Maha-Adhiveshan event would be self-supporting, revenue surplus (excluding donations/ contributions for CDPMM corpus). Surplus (or deficit in most unlikely situation) would be entirely to CDPMM account.</p>
18	President	<p><u>Functions and Responsibilities:</u></p> <ul style="list-style-type: none"> i) To provide leadership, motivate and enthuse the entire management team consisting of office bearers, MC members and convenors/ members of various sub-committees. ii) To ensure planning, budgeting, operations and execution of projects and programmes, through Honorary Secretary and other office bearers, members of MC, convenors of sub-committees and other resource persons from CDPC and community at large, as appropriate. iii) To ensure that need-based rules, regulations and standard operating procedures are established, commensurate with objectives and dimensions of various activities, projects and programmes. iv) To approve plans, budgets and expenditures of activities in various focus areas. v) To supervise, monitor and control work of office bearers and various activities of CDPMM. vi) To give need-based direction and guidance for efficient and effective performance and achievement of objectives and goals of CDPMM. vii) To chair and conduct MC Meetings and General Body Meetings (Annual General Meeting, Extra-ordinary General Body Meeting, Specially-Requisitioned General Body Meeting, etc.) and to ensure decision making and implementation as per the plans within approved budgets. viii) To use casting vote at MC meetings and General Body meetings to arrive at a majority decision in case of a tie. ix) To carry out all such functions and works as are expected of President by General Body. <p><u>Powers and Authority</u> Authorised to approve all expenditures within budget, subject to prior authorisation by concerned convenor (if any) and Honorary Secretary.</p>

	Vice President	<p><u>Functions and Responsibilities:</u></p> <ul style="list-style-type: none"> i) To take charge of President and chair MC meetings and General Body meetings in his absence. ii) To generally support President and share his functions and responsibilities as Number-2 in the management team. iii) To carry out functions and responsibilities as delegated by President explicitly recorded and communicated to all concerned. iv) To carry out all such functions and works as are expected of Vice President by MC, General Body and President. <p><u>Powers and Authority</u></p> <p>Authorised to approve all expenditures within budget up to ceiling of Rs. 25,000/-, subject to prior authorisation by concerned convenor (if any) and Honorary Secretary.</p>
19	Honorary Secretary	<p><u>Functions and Responsibilities:</u></p> <ul style="list-style-type: none"> i) To collate annual plans and budgets with quarterly break-ups prepared by various sub-committee convenors and prepare overall annual plans and budgets with quarterly break-ups, present them before MC and get them approved by MC and President. ii) To look after general administration of CDPMM and to make sure that all activities are carried out as per finalised plans within approved budgets. In case budget for any activity is likely to be exceeded, to obtain prior approval for budget revision from MC and President, as appropriate. iii) To convene MC meetings, Annual General Meeting and other General Body meetings; to keep proper minute-book and record of all resolutions passed at the meetings. iv) To carry out all such functions and works as are expected of Honorary Secretary by MC, General Body and President. v) To maintain and keep properly posted the books, records and files of CDPMM, and to keep safe at the main office place of CDPMM." <p><u>Powers and Authority</u></p> <p>Authorised to approve expenditures within budget not exceeding Rs. 10,000/-, subject to prior authorisation by concerned convenor (if applicable).</p>
	Joint Secretary	<p><u>Functions and Responsibilities:</u></p> <ul style="list-style-type: none"> i) To take charge of Honorary Secretary in his absence and carry out all necessary functions as expected of him in such situation. ii) To generally support Honorary Secretary and share his functions and responsibilities as an important member of the management team. iii) To carry out functions and responsibilities as delegated by Honorary Secretary explicitly recorded and communicated to all concerned. iv) To carry out all such functions and works as are expected of Joint Secretary by MC, General Body and President. <p><u>Powers and Authority</u></p> <p>Authorised to approve expenditures within budget not exceeding Rs. 5,000/-, subject to prior authorisation by concerned convenor (if applicable).</p>

20	Treasurer	<p><u>Functions and Responsibilities:</u></p> <ul style="list-style-type: none"> i) To keep proper books of accounts, with supporting quotations, comparative statements, orders, and other commercial and financial documents/ vouchers, etc. ii) To keep charge of bank accounts, cash on hand, fixed deposits and other liquid assets and make payments after due scrutiny and verification and approval by President, Vice President, Honorary Secretary, Convenors, as appropriate. iii) To follow up and collect membership fees and other receivables from members and others and issue official receipts for moneys received. iv) To get the books of accounts audited by statutory auditors appointed and approved by MC/ AGM. v) To prepare cash-flow statements every month/ quarter and ensure due liquidity and cash management for operations of CDPMM. vi) To carry out all such functions and works as are expected of Treasurer by MC, General Body and President. <p><u>Powers and Authority</u></p> <p>Authorised to approve expenditures within budget not exceeding Rs. 3,000/-, subject to prior authorisation by concerned convenor (if applicable) or Honorary Secretary/ Joint Secretary or President/ Vice President.</p>
21	Management Reports	<ul style="list-style-type: none"> • Plans and budgets would include dimensions of time, cost, resources and quality requirements, • Concerned members of MC would prepare project/ activity-wise quarterly reports to show actual achievements/ performance vis-à-vis plans and budgets, and deviations if any from rules, regulations and standard operating procedures. • Such management reports would be internally valuable to management team for discharging their duties, improving performance and achieving targets. • Such reports would also be suitably communicated to Members to enhance perceived value of CDPMM's services.
22	Member's Rights and Entitlements	<ul style="list-style-type: none"> • Members would be kept duly informed about realistic plans for development and growth of CDPMM and introduction of various activities, benefits and facilities. • Each member would be appropriately communicated about progress and achievements in respect of CDPMM's programmes and activities, at least once in a quarter.
23	Member's Code of Conduct	<p>A. <u>Expectations from Members</u></p> <ul style="list-style-type: none"> i) To build mutual trust, goodwill, empathy and respect for fellow CDPMM families and CDPC at large. ii) To display high level of equity, honesty, integrity and truthfulness while participating in the activities of CDPMM and local CDPM and availing of benefits, facilities and recognitions. iii) To encourage ambition, development and growth for self and fellow member families in all aspects of life as a whole, through positive thinking. iv) To support and strengthen activities of CDPMM and local CDPMs through participation, communications (suggestions, views and

		<p>feedback), voluntary services and financial support, to the extent best possible and set good examples among CDPMM, CDPMs, neighbourhoods and society at large.</p> <p>B. <u>Non-conformity to Member's Code of Conduct</u></p> <ul style="list-style-type: none"> • If any member is found not adhering to the specified Code of Conduct, MC would initiate disciplinary action against such Member. In such a case, MC would issue 'Show-Cause' notice to the erring member and go into the details of the case and take appropriate decision and action against the erring member. • For detailed investigation in the matter, MC may appoint one or more of the MC members to conduct the inquiry and recommend disciplinary action including expulsion of member from CDPMM. • Ordinarily, MC would be authorised to take necessary decision and action in such matter. If however final decision of MC is expulsion of the erring member, the same would require ratification by AGM. In the meantime, the member concerned would remain suspended from CDPMM.
24	Amendment to the Constitution	<ul style="list-style-type: none"> • Any proposals for amendment to the constitution would be referred to MC, and would be included in the agenda of next MC for discussion and recommendations to the AGM/ EGM, as appropriate. • Only AGM and EGM have authority to amend the constitution. Amendment to the constitution would require AGM/ EGM to have minimum quorum of 30% of total membership or 50 persons (whichever more); and (b) Amendment is backed by at least 75% majority of members or 40 persons (whichever is more) present at the meeting. • Amended constitution would have prospective effect only.
25	Dissolution/ Merger of CDPMM	<ul style="list-style-type: none"> • CDPMM Trust created herein shall be irrevocable. In the most unlikely situation, if CDPMM practically stops functioning, and if there are sufficient and good reasons and grounds for dissolving / ceasing the existence of CDPMM, it can only be merged / amalgamated with other one or more public charitable trusts or bodies having similar objects through appropriate legal process, subject however to the approval by the Office of the Public Charity Commissioner and/ or other statutory permissions as may be required in terms of prevalent laws. • For any such proposed dissolution / merger of CDPMM with other public charitable trusts or bodies, MC and/ or members may bring proposals for consideration and decision in Annual General Meeting (AGM) or Extra-ordinary General Body Meeting (EGM) or Specially Requisitioned General Body Meeting (SGM) as per the provisions of 'General Body Meetings'.

* *Proposed changes passed by Extra-ordinary General Body Meeting on 6-1-2013.*