

# Rules and Regulations of Biodiversity and Nature Conservation Network (BIOCONE)

(Society Regn. No. MSR 340 of 30.7.2010)



3<sup>rd</sup> floor, Lushai Trading Company, Bara Bazar, Dawrpui, Aizawl, Mizoram, 796001.

## 1. Name of the Society

Name of the Society shall be Biodiversity and Nature Conservation Network (BIOCONE).

## 2. Membership

The membership of the Society is open to any person who fulfils the terms and conditions of the Society but subject to the approval of the Governing Body. If any Government servant is willing to become a member of the Society, he/she will have to inform the appropriate authority in the Government prior to joining the Society. If the membership is not approved by the Governing Body, the reason of refusal shall be communicated to the person/applicant concerned.

## 3. Membership Fee & Subscription

The membership Fee and the Subscription shall be as under unless otherwise revised by the Governing Body:

- a) Junior Membership: Students from Class I - XII shall be eligible to become a member of the Society on payment of Rs. 20/- only per official term.
- b) General Membership: Any person can become a member of the Society on payment of Rs. 100/- only per official term.
- c) Supporting Membership: Any institute can become a member of BIOCONE on payment of Rs. 500/- only per official term.

d) Life Membership: A person can become a life member of the Society on payment of Rs1000/- only.

#### 4. Termination or Cessation of Membership

The Governing Body of the Society shall have the powers to expel/terminate a member/and members from the membership of the Society on the following grounds:

- a) on death,
- b) on written resignation,
- c) if found to be involved in any anti-social activities,
- d) if adjudged by any court of law to be a criminal offender,
- e) if found guilty by means of anti propaganda of the Aims and Objects of the Society,
- f) if has not attended three consecutive meetings without informing any appropriate reason,
- g) if disregards Rules & Regulations or disobey the decisions of the Governing Body. The decision of the Governing Body shall be final and communicated to the member concerned.

#### 5. Re-Admission

In case, any member of the Society is expelled by the Governing Body on any ground of section 4(b), (e) and (g) of Rules & Regulations, he/she can be readmitted, provided the Governing body permitted his/her re-admission.

#### 6. Register of members and facilities

The society shall maintain a register of its members and shall enter therein the name, address, date of enrolment and date of termination of the members.

#### 7. General Body Defined

All the members of the society will constitute the General Body of the society.

#### 8. General Body

- a) **Notice:** Minimum 14 days notice shall be given to the members, before the date of General Body Meeting, enclosing agenda specifying date, time, place and issue to be discussed.
- b) **Meeting:** General Body Meeting shall be held at least once in every year.
- c) **Quorum:** The quorum of General Body Meeting shall be 1/3rd (one-third) of the total strength of the General Body Members of the Society.

#### 9. Rights & Privileges of Members

All member of the society:

- a) Shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the society.
- b) Have the right to collect the Identity Card after depositing the required/prescribed fee (fixed by the Governing Body of the society from time to time).

#### 10. Duties of the Members

All member of the society shall:

- a) elect the Governing Body of the society (excluding junior members),
- b) attend the General Body meetings regularly,
- c) give the necessary information to the society, pertaining to any matter which is necessary to be known by the Society,
- d) not indulge in activities which are judicial to the Aims and Objects and/or the Rules & Regulations of the Society.

#### 11. Governing Body

- a) **Strength:** The strength of Governing Body (including office bearers and executive members) shall not be less than 17 and not more than 22.
- b) **Term:** Term of every Governing Body shall be 2 years.
- c) **Notice:** Minimum 2 days notice shall be required for every Governing Body Meeting of the society but urgent Governing Body Meeting can be called by 24 hours notice.
- d) **Quorum:** Quorum of every Governing Body Meeting shall be 1/3<sup>rd</sup> of the total strength of the Governing Body.
- e) **Meeting:** Governing Body Meeting shall be held at least once in three months.

- f) **Emergent Meeting:** The emergent Governing Body Meeting may be called by giving 24 hours notice but quorum for the same emergency Governing Body Meeting shall be 1/4<sup>th</sup> of the total strength of the Governing Body of the Society.
- g) A person can hold the same post for two consecutive terms only.

**12. Composition of the Governing Body**

The composition of the Governing Body shall be as under:

- a) President One
- b) Vice President One
- c) General Secretary One
- d) Joint Secretary Two
- e) Treasurer One
- f) Finance Secretary One
- g) Executive Members from 10 to 15

**13. Termination of member of Governing Body**

Any member of the Governing Body can be terminated from the office on the same grounds of article 4.

**14. Functions & Powers of Governing Body**

- a) Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorized to appoint any office bearer/executive member to look after any particular activity.
- b) All the decisions shall be taken by majority votes.
- c) The Governing Body shall also have the powers as are the powers of the society, mentioned in the Memorandum and Rules and Regulations

**The Governing Body shall also have the following powers:**

- i. To prepare Plans, Projects and Programmes.
- ii. To appoint Election Officer and his/her powers.

**15. Restriction on holding office**

Any person who is an undischarged insolvent or who has been convicted of any offence under the law shall not be entitled to be a member of a Governing Body. Permission/sanction/NOC from the prescribed authority shall be obtained by the government servant holding an elective office in the Society

**16. Powers and Duties of office Bearers**

**A. President**

- a) President shall preside over all the meetings of the society.
- b) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number the Chairman has the power to cast an extra vote to decide the matter/subject.
- c) President shall have the power to allow inclusion of any subject/matter in agenda for the discussion in the course of Proceeding/Meeting.

**B. Vice President**

The Vice-President of the Society shall enjoy all the powers of the President in his/her absence.

**C. General Secretary.**

- a) General Secretary will summon and attend the meetings of the Governing Body and General Body.
- b) General Secretary will prepare the membership register as well as the proceeding register to record the minutes of the proceedings of the Governing Body Meetings and have them duly signed by the members who attend the meetings.
- d) General Secretary will sign all the papers/letters, on behalf of the society, to conduct its correspondences.

**D. Joint Secretary**

The Joint Secretary shall assist the General Secretary and enjoy all the powers of General Secretary in his/her absence.

**E. Treasurer**

- a) All funds of society shall remain under the care and management of Treasurer.
- b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Society.

c) Treasurer shall make disbursement in accordance with the direction of Governing Body.

**F. Finance Secretary**

a) He/She shall keep account book of the Society's fund and shall record all receipts and expenditures.

b) All monetary transactions shall be made through him/her.

c) He/She shall be responsible with the Treasurer for the proper accounting of the Society's fund.

**17. Filling up of Casual Vacancies**

Any casual vacancy amongst the Governing Body shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the Office Bearers.

**18. Appeals**

All the appeals shall be preferred to the Governing Body of the society and the decision of the Governing Body shall be final.

**19. Election**

a) General Body in its Annual Meeting will elect its President and all the office bearers of the Governing Body, after every 2 years by secret ballot papers or by show of hands as the Election Officer may decide. Voting by proxy will not be allowed. Simple majority of vote shall be declared as elected.

b) Junior Member shall not be eligible to vote in the election.

c) The vote of Supporting member will be counted as one in the election.

d) Only those persons having Life Membership can be elected as Office Bearers.

**20. Sources of income**

All the income of the society shall be utilized only for the promotion and upliftment of the Aims and Objects of the society. Sources of Income of the society are as under:

a) Membership Fee & Subscription from the members of the society.

b) Donations, Special Contributions, etc.

**21. Property of the society**

All properties of the Society shall be vested in the Governing Body of the Society but shall be referred to as the properties of the Society. The Society shall maintain register for recording details of the properties.

**22. Gift**

Any kind of gift received from any person for a specific purpose shall not be used for any other purpose without the consent of the donors or Registrar, Firms & Societies.

**23. Financial Year**

Financial year of the Society shall start from 1<sup>st</sup> April to 31<sup>st</sup> March every year.

**24. Audit**

The accounts of the Society shall be audited by the qualified auditor (Chartered Accountant or persons approved by the Registrar, Firms & Societies) every year.

**25. Management of Funds & Accounts Operation**

Bank Account shall be operated by joint signatures of President, General Secretary and Treasurer. The Society shall keep proper books of accounts in which all sums of money received, sources thereof, expenditure and object or purpose, the assets and liabilities of the Society shall be entered.

**26. Inspection of accounts and of the proceedings of meetings**

All the members of the society shall have the right to inspect Books of accounts and proceedings of the meetings of the society if and when required.

**27. Submission of annual report/returns**

Once in every year a list of the Governing Body of the current year, annual activities report certified by President and Gen Secretary and auditor's report and balance sheet for the previous year duly audited and signed by qualified auditors shall be filed in the office of the Registrar, Firms & Societies, Mizoram Aizawl as it is required under section 18 of the Mizoram Societies Registration Act, 2005.

**28. Dissolution**

If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under the Section 25 & 28 of the Mizoram Societies Registration Act, 2005

**29. Legal Proceedings**

Society may sue and/or be sued in the name of the President, the General Secretary or any office-bearer authorized by the Governing Body in this behalf.

**30. Amendment**

Any amendment in Memorandum and Rules & Regulations will be carried out in accordance with section 9 of the Mizoram Societies Registration Act, 2005

**31. Application of the Act**

All the provisions under all the Sections of the Mizoram Societies Registration Act, 2005 shall be applicable to this Society.

Certified that this is the correct copy of the Rules and Regulations of the society.

(LALROSANGPUII)  
Treasurer

(Dr. LALROTLUANGA)  
General Secretary

(Dr. H.T. LALREMSANGA)  
President