

**RULES & REGULATIONS for the Functioning of GOA PANCHAYAT MAHILA SHAKTI ABHIYAN (GPMSA)**

1. The Name of the Society: "Goa Panchayat Mahila Shakti Abhiyan (GPMSA)".
2. The Registration Office of the Society shall be at Junta Quarters, Flat C-1-2, ground floor, Pajifond Margao - Goa
3. The Society means "Goa Panchayat Mahila Shakti Abhiyan (GPMSA)".
4. Member means the past & present Elected Woman & Youth Representatives of Village / Zilla Panchayats of the State of Goa who subscribe to the aims and objectives of the Society.
5. President, Vice President, Secretary, Joint Secretary, Treasurer and Joint Treasurer means the office bearers of the committee at various levels.
6. Annual General Meeting and the Special General Meeting means such general meetings of the Society as convened and held only under the rules of the Society in force.
7. Meeting means all meetings other than annual and special or general meetings of the Society.
8. Resolution means a Resolution of the Society duly passed and adopted.
9. Seal means the Seal of the Society.
10. Year means the financial year commencing from 1<sup>st</sup> April and ending on 31<sup>st</sup> March every year.

**11. ADMISSION AND QUALIFICATION FOR MEMBERSHIP**

- a. Any Woman / Youth who is presently elected or was earlier elected representative of a Village / Zilla Panchayat may be enrolled as a member of the Society.
- b. Admission to membership will be regulated by the Governing Body subject to the rules which may be framed by the State Executive Committee/ Managing Committee. The decision of the Governing Body shall be final.
- c. The Governing Body shall have full discretion to reject any application for membership without assigning any reasons.
- d. There shall be a membership register kept at the registered office of the Society where the names and addresses of the members shall be entered.
- e. The Governing Body may prescribe any condition regarding such matters as admission, renewal of membership, subscription, terms and duration thereof and may adopt any procedure for the same. The decision of the Governing Body shall be final in matters related to admission for membership.

**12. CESSATION OF MEMBERSHIP:** A member of the Society shall cease to be member on occurrence of any of the following events:

- a. Death of the member
- b. Resignation of the member duly accepted by the Governing Body



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- ✓ c. After finishing the term of five years tenure of the elected Village Panchayat / Zilla Panchayat Member
- d. The member fails to attend the three consecutive meetings of GPMSA.
- e. Expulsion of a member by the Governing Body on being satisfied that the said member has worked against the aims and objectives of the Society.
- f. The reasons for such expulsion shall be communicated to the concerned member. Every such expelled member shall have the right to appeal before the General Body and the decision of the General Body shall be final. If the General Body allows the appeal, such member shall be re-admitted to the membership of the Society, provided the member pays the Society dues.

**13. RIGHTS OF MEMBERS:**

- a. To elect office bearers
- b. To participate in discussion, seminars, meetings etc. in order to contribute to the formation of the policy and of the decisions of the Society.
- c. To make proposals regarding one's work in the Society.
- d. To be heard in person in her unit when a unit discusses disciplinary action against her.

**14. GENERAL BODY:**

The General Body comprises of all Present and Past Elected Women / Youth Representatives of Village/ Zilla Panchayats of the State of Goa.

**15. GOVERNING BODY**

The Governing Body shall consist of all the elected women representatives of the North & South Zilla Panchayats and all the eleven Block Presidents elected at Taluka / Block level.

16. State Executive Committee/ Managing Committee: shall consist of the following office bearers elected from amongst the Governing Body of GPMSA known as State Level Committee or Managing Committee who are responsible for the whole State. The following Office bearer posts are to be elected:

- |                     |      |
|---------------------|------|
| a. President        | one  |
| b. Vice - President | one  |
| c. Secretary        | one  |
| d. Joint Secretary  | one  |
| e. Treasurer        | one  |
| f. Joint Treasurer  | one  |
| g. Executive Member | four |

The Executive Members shall consist of:



1. President of North Goa District Level Committee of GPMSA
2. President of South Goa District Level Committee of GPMSA
3. Youth Representative up to the completion of 35 years of age.
4. Scheduled Caste / Scheduled Tribe Representative/ OBC.

**APPOINTMENT OF PRINCIPAL ADVISOR & NODAL OFFICER:**

Any person (preferably a women) who may / may not be in government service but should have worked as State Co-ordinator and Trainer for conducting Capacity Building Programmes of EWRs / EYRs / Functionaries of local bodies before and after enactment of 73<sup>rd</sup> & 74<sup>th</sup> Amendments to the Constitution of India shall be appointed as the Principal Advisor & Nodal Officer by the General Body of the GPMSA. She should have good knowledge of Panchayat issues and be able to effectively articulate such issues and monitor overall functioning of GPMSA. She should be proficient in English/ Hindi as well as the regional language. All meetings of the GPMSA Committees shall be co-chaired by the Nodal Officer of the GPMSA.

**18. APPOINTMENT OF THE OFFICE BEARERS:**

- i. The Convenor / President shall be appointed by the General Body of GPMSA from amongst the Elected Women Representatives (EWRs) of the two Zilla Panchayats and all the eleven Block Presidents. She should have worked as an Elected Member at any level of Panchayats for a period at least five years. She should have been an Office Bearer of Zilla Panchayat for a period of at least two years. She should have good knowledge of Panchayat issues and able to be effectively articulate such issues and monitor overall functioning of GPMSA. She should be proficient in English/ Hindi as well as the regional language.
- ii. The Vice President, Secretary, Joint Secretary, Treasurer and Joint Treasurer of the State Level Committee shall be elected by the Elected Women Representatives (EWRs) of the two Zilla Panchayats and eleven Block/ Taluka Presidents by voice vote or by secret ballot or by nomination from amongst EWRs of the General Body. Their tenure shall be of five years and co-terminus with the term of the respective Village Panchayat/ Zilla Panchayat. Their Elections shall be conducted by the Nodal Officer in consultation with the President.
- iii. The Office Bearers of the District Level Committee of GPMSA shall consist of the President, Vice President, Secretary, Joint Secretary, Treasurer and Joint Treasurer. They shall be elected by the Elected Women Representatives consisting of all the Block Presidents and EWRs of Zilla Panchayat of the respective District of Goa. Their tenure shall be co-terminus with the term of their respective Village Panchayat or Zilla Panchayat. Accordingly there will be two District Level Committees of GPMSA namely North Goa District



Level Committee & South Goa District Level Committee. Their elections shall be conducted by the President of GPMSA State as the Presiding Officer.

- iv. The Office Bearers of the Block Level Committee of GPMSA shall consist of the President, Vice President, Secretary, Joint Secretary, Treasurer and the Joint Treasurer of the Block Level Committee of GPMSA. They shall be elected by the Elected Women Representative of all the Village Panchayats of the respective Taluka / Block. Their election shall be conducted by the President of GPMSA as the Presiding Officer.

**19. FILLING UP OF CASUAL VACANCIES:**

The casual vacancies may be filled up by the resolution passed by the majority of votes by both the Governing Body and the General Body up to the next election. The President of GPMSA shall be the Presiding Officer.

**20. APPEAL / DISPUTE RESOLUTION:**

If any dispute cannot be resolved by the Governing Body and the General Body of GPMSA, the matter shall be referred to the Tribunal consisting of the following three members:

- 1) Authorized Representative of the Ministry of Panchayati Raj, Government of India
- 2) The Director of Panchayats, Government of Goa.
- 3) Principal Advisor and Nodal Officer of GPMSA

The decision of the Tribunal shall be final.

**21. REMOVAL OF OFFICE BEARERS:**

- a. If an office bearer absents herself for more the three consecutive meetings of GPMSA Governing Body without leave or is absent from the State of Goa for more than 5 consecutive months.
- b. Absents herself with leave of the GPMSA meetings for a period not exceeding six months.
- c. An office bearer can be removed by a no confidence motion signed by more that 50% of the EWRs who elect the particular office bearer to that post.
- d. If the office bearer fails to perform her duties in the interest of the Society.
- e. If the office bearer indulges in acts that are detrimental to the functioning of the Society.
- f. The notice / letter of no confidence duly signed by more than 50% EWRs should be addressed to either the President or Nodal Officer of GPMSA and shall be delivered in the registered office of the GPMSA.



- g. The State Executive Committee will then call for a meeting within one month to discuss the no confidence motion to either vote in favour or against the motion by secret ballot or voice vote.

## **22. RESIGNATION OF OFFICE BEARERS:**

Any office bearer may resign from her post before expiry of the five year tenure if:

- a) She feels she is unable to work in the capacity of the post to fill the aims & objectives of the post.
- b) Is unable to devote time to organize the meetings/programmes by taking other EWRs into confidence.
- c) If the tenure of the Office Bearers is Co- terminus with her tenure as V.P. / Z.P. Member.
- d) The office bearer may resign the post by writing under her hand addressed to the President of GPMSA with a copy endorsed to the Nodal Officer and her seat shall become vacant on the expiry of fifteen days from the date of such resignation, unless she withdraws the same within 15 days.

## **23. DUTIES OF THE OFFICE BEARERS:**

### **The President / Vice President and the State Executive Committee**

The President of the State Executive Committee preserves order, signs all minutes of the meetings and shall have a casting vote in case of tie. The President shall have power necessary to call a Special Meeting of the State Executive Committee, Managing Committee or of the Association in consultation with the Nodal Officer whenever necessary. In the absence of the President, the Vice President, shall exercise the duties of the President.

### **The Secretary / Joint Secretary:**

The Secretary shall record minutes of all Association and Committee Meetings, conduct all correspondence over the affairs of the Association, she shall be responsible for submitting to the Registrar of Societies, all returns or comply all such legal procedures that should be sent to that office under the Societies Registration Act, 1860 as well as Goa Co-operative Societies Act 2005. The Joint Secretary shall assist the Secretary to do all the work assigned as above in the absence of the Secretary.

### **Treasurer/ Joint Treasurer:**

The Treasurer shall be responsible to all financial transactions and shall keep all accounts, maintain correct accounts of all receipts and expenditure, she shall keep records of all money received as income of the Association from time to time and shall deposit all such amounts so received into the approved Bank Account of the



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Association. Likewise, she shall make all the payments towards the expenditure sanctioned by the State Committee. She shall not have the power to draw money from the Bank without first having the Cheque signed by the President or the Secretary. She shall prepare a balance sheet annually showing clearly every item of receipt and expenditure and shall get the same audited by an Auditor duly appointed with the approval of the State Executive Committee. The Joint Treasurer shall assist and do all the work assigned as above in the absence of the Treasurer.

#### **24. DUTIES OF MEMBERS OF GENERAL BODY:**

**The Duties of the members are as follows:**

- ❖ To regularly participate in the activities of the Goa Panchayat Mahila Shakti Abhiyan (GPMSA).
- ❖ To faithfully carry out the policy, decisions and the directives of the GPMSA.
- ❖ To devotedly serve the masses and consistently strengthen their bondages with them, to learn from the masses and report their opinions and demands to the State Executive Committee/ Managing Committee and work for the welfare of rural women & youth.
- ❖ To cultivate social relations towards one another and to constantly develop a fraternal spirit with the masses and get individually develop and empowered through capacity building programmes.
- ❖ To send proposals to District President or Block Presidents of activities needed to be conducted or projects to be implemented.
- ❖ To safeguard the unity and solidarity of the GPMSA.

#### **25. POWERS AND DUTIES OF STATE EXECUTIVE COMMITTEE/ MANAGING COMMITTEE:**

- ❖ It shall be the duty of the President or in her absence, the Vice President to preside over all the meetings of the society and of the GPMSA. In the absence of both the President and Vice - President the person to preside over the meeting shall be chosen by the members amongst themselves.
- ❖ The office bearers shall carry out the day- to-day functions and the management of the Society.
- ❖ To take necessary action against any member of the Society who is working against the interests of the Society.
- ❖ The overall supervision and guidance for the smooth functioning of GPMSA shall be monitored by the Nodal Officer in consultation with the President of GPMSA & Director of Panchayats.



❖ PRESIDENT:

She shall preside over all the meetings of GPMSA. She shall supervise work of other office bearers from time to time. She shall execute the decisions of the Governing Body and manage the day-to-day activities of the Society in consultation with the Nodal Officer.

❖ SECRETARY:

She shall represent the Society in all public and private offices. She shall keep all types of record of the Society including the register of members containing their names, addresses and other brief particulars. She shall undertake all types of correspondences on behalf of the Society she shall convene the meeting time, date and place of the meeting at least 15 days in advance by a written notice. She can also telephonically inform all the members a week before the meeting.

❖ TREASURER:

She shall collect subscriptions, gifts, grants-in-aid and donations from the members and the general public and shall also be responsible for the up keep and maintenance of true and correct accounts of the Society funds from time to time.

26. MEETINGS:

Meetings of Goa Panchayat Mahila Shakti Abhiyan (GPMSA)

The Governing Body Meeting shall be held in Six Months. The General body meetings of the Association shall be held annually on International Women's Day or any other suitable date to continue the bonds of unity so that the EWRs can get together to fight issues concerning women. The quorum for the meetings shall be one third if there is no quorum the meeting can be adjourned for half an hour. No quorum shall require for the adjourned meeting. An emergency meeting of the State Level may also be summoned on the written request of one third of members, with 15 days prior notice for such meeting. The notice period of GPMSA shall be 15 days. The following business shall be transacted in these meetings:

- ❖ To prepare annual programmes and policies.
- ❖ To discuss and to decide all such other matters and issues which are directly or indirectly related to the affairs of the Society.
- ❖ To pass annual budget of the Society.
- ❖ To appoint a qualified auditor who will annually audit the accounts of the Society's fund.



- ❖ To adopt the report of the work done by the Association and to place the annual audited statement of Accounts.
- ❖ To elect the office bearers and other Members of the Managing Committee.
- ❖ To transact such other business as may be brought forward with the permission of the committee.

**27. NOTICE FOR THE MEETINGS:**

The President or the Secretary of the State Level Committee may call General Body Meeting of the Members of the Association, whenever she thinks necessary and also shall call it on a requisition signed by at least one third of the Managing Committee members. In case the President or the Secretary fails to convene such a meeting, the Vice President or one third members of the Association may call such meeting by giving at least 15 days prior notice for a General Body meeting and 5 days prior notice for a Governing Body meeting. The members can be informed 15 days in advance telephonically or in writing.

**28. FUNCTIONS OF THE GOA PANCHAYAT MAHILA SHAKTI ABHIYAN (GPMSA):**

- ❖ To participate in the meetings of the GPMSA.
- ❖ To suggest measures for improving the effectiveness of the Society.
- ❖ To discuss policy and programmes relating to the functioning of the Society.
- ❖ To appoint any State - committee and to delegate special functions to these sub- committees.
- ❖ To determine the manner in which any funds of the Society shall be kept or invested.
- ❖ To determine the manner in which bills, notes, receipts, Cheque, contracts and documents shall be signed or executed on behalf of the Society.
- ❖ The State level committee may delegate all or any of its functions to the District level committee.

**29. MANAGEMENT OF THE STATE SUPORT CENTRE:**

The State Support Centre (SSC) established by GPMSA as per the guidelines of the Government of India Scheme named Panchayat Mahila Evam Yuva Shakti Abhiyan (PMEYSA) implemented by the Ministry of Panchayati Raj through the State Department of Panchayati Raj and community nDevelopments shall be managed by the State Executive Committee/ Managing





Committee through its President under the overall supervision and expert guidance of the Nodal Officer.

**30. ADMISSION OF HONORARY MEMBERS:**

Past Elected Women Representatives of Village / Zilla Panchayats shall be admitted as honorary members of the Association. Their services shall be used for the purpose of fulfilling the aims & objects of the Society. The honorary member having necessary knowledge, skills and right attitude: will be co-opted to any Committee/Sub Committee of GPMSA as Advisor/ Coordinator/ Mobilizer / Facilitator etc by the Governing Body in consultation with the Nodal Officer of GPMSA.

**31. APPOINTMENT OF LEGAL AGENCY:**

The legal Agency shall be responsible to carry out all legal functions on behalf of the Society and shall protect the interest of the members of the Society in general. They shall represent before any Government authority, Government, Courts of Law, on behalf of the GPMSA.

**32. OFFICE:**

The GPMSA office shall be in the premises of the government office. If there is any change in Office address the same will be notified to the Registrar.

**33. INSPECTION OF THE BOOKS:**

The Registers, office accounts as proceeding books shall be open for inspection by any member of the Association at the Head Office during the office hours, on all weekly days excluding holidays.

**34. FINANCIAL YEAR & ACCOUNTS:**

The financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March every year. An income & expenditure account and balance sheet of the Society shall be prepared every year. A qualified auditor shall audit the account. The Statements along with auditor's report shall be present in the annual general meeting for its approval.

**35. SOURCE OF INCOME AND UTILIZATION:**

- ❖ Subscriptions, donations, grants-in-aid and gifts from the members and general public shall be source of income of the Society. All the income of the Society shall be utilized towards the aims and objects of the Society.



- ❖ All the incomes, earnings moveable, immoveable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through anyone or present members or past members. No members of the Society shall have any personal claim on any moveable or immoveable properties of the Society or make any profits, whatsoever, by virtue of her membership.
- ❖ All the money and funds of the Society shall be invested only according to section 11(5) of the Income Tax Act 1961.

**36. BANK ACCOUNT OPERATION:**

The funds of the Society shall be kept in a Nationalized Bank. The President, Secretary and the Treasurer/ Jt. Treasurer shall operate the account of the Society as the joint signatories.

**37. THE FUNDS OF THE ASSOCIATION:**

The funds for organizing various GPMSA Programmes/ Activities, Meetings of various GPMSA Committees, Administrative Grants (recurring & non-recurring) for running the State Support Centre etc. will be released by the Ministry of Panchayati Raj, Govt. of India through the State Department of Panchayati Raj & Community Development, Government of Goa. On furnishing of (1) Utilization Certificate in respect of funds released and (2) Audited Statement of account on the expenditure (items-wise) incurred by the State Government/SSC. The funds of the Association will also include Membership fees, Donations etc.

**38. OBJECTIVES ON WHICH THE GENERAL FUNDS OF ASSOCIATION CAN BE SPENT:**

- a. Subject to any condition content in the Notification any other object notified by the appropriate Government in the Official Gazette.
- b. The prosecution or defense or any legal proceedings to which the Association or any member thereof is a party when such prosecutions or



defense is undertaken for the purpose of securing or protecting any rights of the Association.

- c. The conduct of trade/disputes/civil/criminal etc. on behalf of the Association or any member thereof.
- d. To organize various Developmental & Capacity Building Activities in different locations of Goa through sponsors and grants from Government Agencies, NGOs, etc.
- e. To publish, print and circulate magazines, news papers, periodicals after obtaining permission from concerned authorities.
- f. To pay the Resource Persons called for Capacity Building Programmes from time to time.
- g. To conduct exposure visits, prepare documentations etc for empowerment of EWRs/ EYRs of P.R.s in the State of Goa.

**39. MAINTANANCE OF ACCOUNT:**

The account of GPMSA shall be maintained in the forms as directed by the State Department of Panchayati Raj & Community Development, Govt. of Goa & the Ministry of Panchayati Raj, Govt. of India, New Delhi.

**40. REGISTER OF MEMBERSHIP:**

The Association shall keep a Register of all its members containing their place of activities, work, functioning, residence or such other information, vital for identification of member.

The Society shall enter therein within 15 days after admission of member or the cessation of his / her membership as the case may be following particulars:

- The name, phone number and address of the members.
- The date on which the member was admitted.
- The date on which a member ceased to be such member.

**41. ANNUAL LIST OF COVERING BODY:**

Every three years a list of the office bearers and members of the Governing body of the Society shall be filed with the Registrar of Societies for renewal of the Society.

**42. AMMENDMENTS TO MEMORANDUM OF ASSOCIATION:**



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The memorandum of Association may be amended, altered, replaced, rescinded or added to at any time by majority of the members present at the General Body meeting provided previous notice of at least seven days is given to the members of the proposed alteration and the procedure prescribed under the Societies Registration Act 1860 as well as Goa Co-operative Societies Act, 2005 shall be adopted.

**43. ANNUAL AUDIT:**

The Association shall make due provision for the annual audit of the accounts of the Association by competent auditor appointed by the Managing Committee.

**44. DISSOLUTION OF THE SOCIETY:**

If the society needs to be dissolved, it shall be dissolved as per provision laid down under the Societies Registration Act 1860 as well as Goa Co-operative Societies Act, 2005. In case of dissolution of the Society, 3/5<sup>th</sup> of the total strength of EWRs should give their consent. If there shall remain after satisfaction of all debts, commitments and liabilities, any property, fund, whatsoever, it shall be given or transferred to some other institutions having similar objectives duly approved by the State Government and the procedure processed under the Societies Registration Act 1860 as well as Goa Co-operative Societies Act, 2005 shall be adopted.

**45. IMPLEMENTATION, MONITORING & EVALUATION:**

The Society will be operated by the Ministry of Panchayati Raj, New Delhi as a Central Sector Scheme through the Supervision of Directorate of Panchayats, Govt. of Goa. The GPMSA cell will be under the Ministry of Panchayati Raj which would correspond with State follow up Constitution of the Association, process cases for final sanction and deal with the documentation relating to monitoring & evaluation of the Scheme and carrying out impact studies by outsourcing to a National level NGO or Support Organization.

**46. LEGAL PROCEEDINGS:**

The Society will be a body corporate with perpetual seal and succession and may sue or be sued in the name of the President as per provisions laid down the Societies Registration Act 1860 as well as Goa Co-operative Societies Act, 2005 as applicable to the State of Goa.

