

Indian Institute of Public Administration
Odisha Regional Branch
Or No-VIC-2/1, Unit-1
Bhubaneswar-751009

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
REGIONAL BRANCH, ORISSA
BHUBANESWAR**

RULES OF BUSINESS
(Adopted by AGM on 28.5.05)

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The Indian Institute of Public Administration New Delhi was registered under the Societies Registration Act (Act XXI of 1860) on 13.3.1954 carrying registration No S 718 of 1953-54.

Para 2 (v) of the Memorandum of Association of the Indian Institute of Public Administration, New Delhi (here after IIPA) and Rule 26 of IIPA, provide for the constitution of regional branches in different states. Accordingly, the Regional Branch, Orissa was formed. Further, under Rule 27 of IIPA Bye-Laws, Rules of Business for transaction of Regional Branches are to be formulated. Thus the following Rules of the IIPA, Regional Branch, Orissa are set down.

1. NAME

This branch shall be called The Indian Institute of Public Administration, Regional Branch, Orissa.

2. OBJECTIVES:

The objectives of this Branch are set below:

- To hold lectures, seminars / symposia on issues of Public Administration;
- To undertake projects / research studies to develop innovation in administrative practices;
- To organize training programmes for updating professional knowledge and administrative skills;
- To publish journals, newsletters, books relating to public administration;

- To undertake collaborative developmental activities/studies in the backward regions of the state;
- To provide consultancy services in the field of public administration;
- To engage in socio-economic activities in collaboration with Govt. or various agencies, as and when necessary;
- To establish of library to facilitate access of information;
- To liaise with educational institutions to further the cause of IIPA; and
- To undertake joint programmes in collaboration with other regional/local branches for furtherance of these objectives.
- To take up such other activities in pursuance of the objectives of IIPA.

3. JURISDICTION:

This Branch shall cover the entire state of Orissa and its headquarters shall be in Bhubaneswar.

4. MEMBERSHIP:

All members of the IIPA, New Delhi, who reside in Orissa shall be members of this Branch. The term 'member' includes Life member, Annual member, Associate member, and Corporate member but does not include student member.

Complaints against members indulging in gross misconduct or financial impropriety can be examined by a Disciplinary Committee formed by the Chairman of this Branch. If such charges are proved, the names of the members can be reported to IIPA, New Delhi for action at their end and they will not be allowed to take part in any activity of this Branch until they are given a clearance by the IIPA, New Delhi.

5. COMPOSITION:

This Branch will have a General Body and an Executive Committee. General Body will consist of all the members of this Branch. The Executive Committee shall consist of not less than seven members including the Office-bearers (Chairman, two Vice-Chairmen, Secretary and Treasurer).

5.1 GENERAL BODY

The Annual General Body meeting shall be held in the month of May / June every year with an advance notice of twenty-one days specifying date, time and place of the meeting.

The Chairman shall preside over the Annual General Body meeting and in his absence any Vice-Chairman shall preside and in absence of both the Vice-Chairmen, any member present being elected by the majority of the members present shall preside.

The quorum of the AGM shall be thirty members. In the absence of the quorum the meeting shall be postponed to a future date, place and time as may be decided in the meeting and no quorum shall be required for that postponed meeting.

All decisions in the Annual General Body meeting shall be taken by majority of those present in the meeting. In case of voting, each member of the General Body has only one vote and in the case of a tie, the presiding officer shall cast his vote.

However, the Associate members would not be eligible to vote in the election.

The General Body in its Annual meeting shall transact the following business:

- Approval of the Annual Report.
- Adoption of the Annual Accounts and Auditor's Report of the previous year.
- Approval of the budget for the current year.
- Election of the Chairman, Vice-Chairmen, Secretary, Treasurer and the members of the Executive Committee, when due

- Appointment of the auditor.
- Other matters as may be brought up with permission of the Chair.

Emergency meeting of the General Body can be called by the Chairman when atleast twenty members of the Branch with an advance notice of two weeks demand for the same with an agenda of issues proposed to be discussed.

5.2 EXECUTIVE COMMITTEE

The Executive Committee shall consist of not less than seven members including the Chairman, two Vice-Chairmen, Secretary and Treasurer. Two additional members can be inducted into the Committee when the strength of the membership exceeds 100 and in this way two members can be inducted with each additional 100 but the number shall not exceed 15. The Executive committee can also co-opt. any other member as and when required. The Executive Committee may appoint one or more Advisors to assist and guide the organization.

The Executive Committee shall meet atleast once in three months. The Chairman shall preside over the meetings and in his / her absence any Vice-Chairman shall preside and in the absence of both Vice-Chairmen, any member of the Executive Committee can preside over the meeting with the consent of the majority members present.

The quorum of the Executive Committee shall be five. All decisions of the Executive Committee shall be by majority vote of the members present. Each member shall have one vote only and in case of a tie the presiding officer shall cast his / her vote.

The Chairman shall hold office for a term of two years from the date of his election.

Two Vice-Chairmen, Secretary, Treasurer and other members of the Executive Body shall hold office for two years. They shall be eligible for reelection.

The Executive Committee including office bearers, shall however continue in office, notwithstanding expiry of two years, till the successor committee takes over.

However, the office-bearers (Chairman / Vice Chairman / Secretary / Treasurer) shall not ordinarily hold office for more than two consecutive terms.

Any vacancy amongst the members of the Executive Committee arising out of death, resignation, removal or otherwise can be filled by co-opting members by the Executive Committee, who can hold office for the remaining period of the term of the said member causing the vacancy. Executive Committee shall be responsible for the management and administration of the affairs of the Branch for the fulfillment of the objectives set out by the Rules of the Branch subject to the general control and direction of the General Body.

The Executive Committee shall inter-alia do the following.

- Prepare the annual budget to be approved in the Annual General Body Meeting;
- To receive or raise funds in the form of donations / contribution for carrying out the activities of the Regional Branch;
- Implement the plans / agenda approved in the AGM;
- To appoint, control and supervise employees for the smooth management of the affairs of the Branch;
- To negotiate with other organizations for / on behalf of the Branch to achieve its objectives;
- To appoint Committees / Sub-Committees for the activities of the Branch;
- To select an editor from among its members to edit annual journal / newsletters and other publications; and
- To make necessary arrangements for the election of the office bearers as well as the members of the Executive Committee.

6. ELECTION:

- The Executive Committee shall appoint a 'Returning Officer' to conduct the elections in the Annual General Body meeting, if necessary, by calling for nomination, scrutiny, withdrawal and voting. However, the 'Returning Officer' cannot be a contestant for any of the posts.
- The Executive Committee shall decide in its meeting the date, time and venue of the Annual General Body meeting and the Secretary shall notify the same to members twenty one days in advance.
- The decision of the 'Returning Officer' on all matters relating to the election shall be final.

7. FUNCTIONS:**7.1 CHAIRMAN**

The functions of the Chairman shall be as follows:

- To preside over all meetings of the General Body, Executive Committee and any other meeting of the Branch;
- To control the management of the Branch in all aspects and to initiate and implement general policies; and
- To appoint a Joint Secretary and a Joint Treasurer, if necessary, subject to the subsequent ratification by the Executive Committee.

7.2 VICE-CHAIRMAN

Both the Vice-Chairmen shall assist the Chairman in the normal running of administration. In the absence of the Chairmen any one of Vice-Chairman shall exercise his functions.

7.2 SECRETARY

- He / She shall convene all meetings, shall ensure attendance and shall keep all records as well as proceedings of the meetings.
- He / She shall sign all letters and other documents on behalf of the Branch.
- He / She shall attend to all correspondence of the Branch.
- He / She can keep an imprest amount of Rs. 1000/- to meet the current expenditures of the Branch.
- He / She shall be the custodian of the records and documents of the Branch.
- He / She shall represent the Branch in all legal matters He / She can sue or be sued on behalf of the Branch.
- In the absence of Secretary, the Joint Secretary or any other member of the EC authorized by the Chairman can carry out his functions.

7.4 TREASURER

- The Treasurer shall be responsible for all financial transactions of the Branch.
- He / She can receive grants, funds, donations on behalf of the Branch.
- He / She shall maintain proper accounts of the funds and shall place a statement of accounts in the Executive Committee for approval periodically.
- He / She shall assist the Auditor in auditing of the accounts and shall prepare annual accounts for approval in the AGM.
- He / She shall be the custodian of Bank pass books as well as other documents relating to financial matters.
- In the absence of the Treasurer, the Joint treasurer or any other member of the EC authorized by the Chairman can carry out his functions.

8. FINANCE:

- The Financial Year of the Branch shall be from 1st April to 31st March.
- The funds of the Branch shall be kept in a Scheduled Bank/Cooperative Bank.
- The cash surplus out of donations received by the Branch shall be kept in the form of fixed deposits in public sector banks.
- All accounts of the Branch shall be operated by any two of the following:
 - (a) Chairman
 - (b) Secretary
 - (c) Treasurer / Joint Treasurer
- The accounts of the Branch shall be audited by the Auditor appointed by the AGM.

9. AMENDMENT:

Amendment of these Rules of the Branch can be made by a resolution passed in the General Body Meeting.

If any proposal for amendment of these Rules is to be moved by any member, he / she has to intimate to the Secretary with a prior notice of twenty one days.

10. REGULATIONS:

The Executive Committee may frame Regulations under these Rules.

11. INTERPRETATION OF RULES:

If any question arises in the interpretation of these Rules with regard to the working of this Branch, the decision of the Chairman shall be final. Such a decision shall, however, be in conformity with the goals and objectives of the IIPA.