

CANCER PATIENTS AID ASSOCIATION

Exh-8

Amended
RULES AND REGULATIONS
Of
CANCER PATIENTS AID ASSOCIATION
P.T.R. No. F-1894 (Mumbai)

1. **DEFINITIONS:**

In these Rules and Regulations, unless the context otherwise requires:

- a) **SOCIETY:** Means the "Cancer Patients Aid Association"
- b) **MEMBERS:** Means the members of the society for the time being.
- c) **OFFICE BEARERS:** Means the Chairman, Secretary, Jt. Secretary, Treasurer and those respective office bearers of the Society for the time being.
- d) **ANNUAL/SPECIAL GENERAL MEETINGS:** Means such General Meetings of the Society which are held under Rules and Regulations of the Society.
- e) **MEETINGS:** Means all meetings including Annual Meeting as well as General Body Meeting and EXECUTIVE Committee of the Society.
- f) **RESOLUTIONS:** Means a Resolution of the Society passed in the General Body or Executive Committee Meeting by its 2/3rd majority.
- g) **SEAL:** Means the common seal of the Society.
- h) **YEAR:** Means official year of the society, which begins from the 1st day of April of the said year and ends on the 31st day of March of the next year.
- i) **ASSETS:** Means all the moveable and immoveable property of the association excluding the present office premises where the society activities are carried out for the time being.
- j) **EXECUTIVE COMMITTEE:** Means the governing body of the Society.



2. **JURISDICTION:**

The Society shall work and promote the programmes at and around the districts of Mumbai and Maharashtra as well as all over India.

3. **ACCOUNTING / FINANCIAL YEAR:**

The Accounting/Financial year shall mean a period of 12 months beginning from the 1st day of April of the said year and ending on the 31st day of March of the next year.

For CANCER PATIENTS AID ASSOCIATION

Yash Chaudhary *Rajendra*
CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

4. MEMBERSHIP & MODE OF ACCOUNTING:

Any Male / Female having the age of 25 years, accepts and agrees to the Rules and Regulations and Bye/laws of the Association shall be eligible to become an ordinary, Patron Members and Donor of the Association on payment of their subscriptions as hereinafter provided.

The mode of acquiring membership of the Association shall be as under:

- a) Any person desirous of becoming a member of the Association shall make an application to the Association. The admission of new members shall be subject to the unanimous approval of the Executive Committee of Association.
- b) The Executive Committee have the power to entertain and / or reject the application for membership at its absolute discretion without assigning any reason.
- c) Any person desiring to get membership of the Association shall pay an entrance fee of Rs. 500/- besides the membership fees as stipulated hereinafter.

5. TYPES OF MEMBERS:

There shall be following classes of members of the Association:

- a) Ordinary/Annual Membership: The membership of the Association is open to all persons interested in social cause pertaining to cancer patients provided they fulfill the following conditions: -
 - i) The person should exhibit interest in the welfare of the cancer patients by working in the Association in honorary capacity for a minimum of 2 years with CPAA or any other NGO.
 - ii) Those who have worked in organisation for 5 years are eligible for election for members.

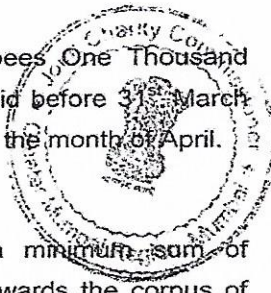
FEES:

The membership fee shall be Rs. 1000/- (Rupees One Thousand Only) per annum for ordinary members to be paid before 31st March every year for the next financial year starting from the month of April.

b) Patron Member:

1. The individual person should donate a minimum sum of Rs.5,00,000/- (Rupees Five Lacs only) towards the corpus of the Association.

For CANCER PATIENTS AID ASSOCIATION


CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

2. The person should be nominated by a person who is already a member and approved by the Executive Committee at its meeting by majority of its members.
3. Patron member will not have voting rights

6. **DONOR:**

Any individual person giving donation of a sum of Rs. 1,00,000/- (Rupees One Lac only) or more for the furtherance of the objects of the Association will be enrolled as Donor of the Association. Donor will not have the right to participate the meetings of the Association, nor can vote in the elections.

7. **CESSATION/DISCONTINUATION OF MEMBERSHIP:**

In the following circumstances, the member may cease to be a member of the Society.

- (a) Resignation from the membership and its acceptance.
 - (b) Death.
 - (c) Expulsion.
 - (d) On default of payment of subscription.
 - (e) Becomes insolvent and/or bankrupt.
 - (f) Becomes insane, unsound mind, or otherwise become incapable to act.
 - (g) Convicted by any court of law for an offence involving moral turpitude.
 - (h) Non attendance of Meetings.
- b) On gross misbehaviour or negligence in working against the interest of the society the members, whoever he may be and/or as the case may be, cease to be a member of the society, if a resolution of No Confidence is passed;
- (a) at a meeting of Executive Committee, AND;
 - (b) by the 2/3 members of the Executive Committee.

8. **GENERAL BODY:**

All the members and Patrons of the Association will constitute "The General Body" of the Association.

9. **RIGHTS AND PRIVILEGES OF MEMBERS:**

All and every member excluding Patron member of the Association shall have the following rights:

- a) One vote at every meeting
- b) Shall be entitled to participate in the meetings arranged by the Association

For CANCER PATIENTS AID ASSOCIATION
Secretary
Chairman / Hon. Secretary / Hon. Treasurer

CANCER PATIENTS AID ASSOCIATION

10. **DUTIES OF MEMBERS:** All and every member of excluding patron the Association shall:

- a) Administer the oath of the office and loyalties to the Association and / or its constitution
- b) Elect the Executive committee of the Association
- c) Attend the General Body meetings
- d) Give the necessary information to the Association pertaining to any matter which is necessary to be known by the Association
- e) Not indulge in any activities which are prejudicial to the interests of the Association.

11. **FUNCTIONS OF GENERAL BODY:-**

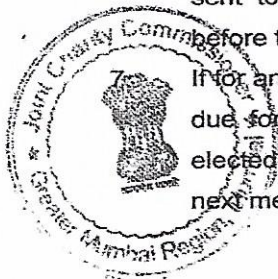
a) **Annual General Meeting:-**

The Annual General Body Meeting shall be held once every year within nine months from the end of financial year. It should be conducted at such date, time and place as and when the Executive committee decides.

b) **Business at AGM:-**

1. Appointment of auditors and fixing their remuneration.
2. To adopt Annual Accounts.
3. To hold election of the members of Executive Committee for the next period of Five years.
4. Such other business as either the members of the Executive Committee of the Association may bring forward subject to be included in the agenda.
5. To review the work and to discuss the policy of the Association.
6. To transact any other business or matter which any member of the Association may wish to place before the meeting. No member of the Association shall however be entitled to move any resolution in respect of such business or matter unless a copy of the proposed resolution signed by him shall have been sent to the registered office of the Association, seven days before the date of the meeting.

If for any reason Annual General Meeting is notheld on the date due for the holding thereof the Association and the persons elected at the previous meeting shall continue to serve until the next meeting is held.



For CANCER PATIENTS AID ASSOCIATION

Y. S. G. S. S. S. *D. S. S. S.*
CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

c) **Extra-Ordinary General Meeting:-**

Extraordinary General Meetings of the Association may be convened at any time by the Executive Committee for the transaction of any business.

d) **NOTICE:-**

The notice shall be served not less than 15 clear days before the date of General Body Meeting with the agenda enclosed specifying the date, time, place and the general nature of Business to be discussed at such meeting. However, with the consent of all the members the meeting may be called even by giving shorter notice.

Every member shall furnish an address to which notices may be served and every notice dispatched by post to such members or left at such address or delivered to him personally shall be deemed to be duly served. No member who has not furnished such address shall have right to receive any notice of any meeting.

There shall be quorum when at least 2/3rd members are present at any meeting of Committee and if quorum shall not have assembled, within half an hour from the scheduled time of meeting, the meeting shall be adjourned for another half an hour and if still the quorum is not complete, then the meeting shall be conducted with the available quorum.

e) **Quorum of General Body Meeting:-**

1. The quorum of the General Body Meeting shall be 2/3rd of the total Strength of General Body members during the commencement of the meeting.
2. Save as herein otherwise provided five members present in person shall be a quorum.
3. If no quorum shall be present within half an hour of the time appointed for the meeting, the meeting shall be adjourned for a week at the same time and place and if that day is a holiday on the following day and at such adjourned meeting the members present shall be the quorum and the business shall continue to transact.

12. **PROCEEDINGS AT GENERAL BODY MEETINGS:-**

Chairman:-

1. The Chairman shall preside at every meeting of the Association.



For CANCER PATIENTS AID ASSOCIATION
Secretary
CHAIRMAN / HON. SECRETARY / HON. TREASURER

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2. The Executive Committee, at its meetings every year, shall, in the absence of the elected Chairman, appoint the elected Secretary/ Joint Secretary/Treasurer to be the Chairman of the meeting. But such Chairman shall not have the right to nominate any member to act as a Chairman in his absence or otherwise at subsequent meetings.

3. The Chairman of the Meeting may, with the consent of a majority in number of members present, adjourn any meeting from time to time and from place to place.

13. Votes of Members:-

- a) Every question submitted to a meeting shall be decided in the first instance by a show of hands and in the case of equality of votes, the Chairman of the Meeting shall have a casting vote in addition to the vote to which he may be entitled as a member.
- b) Every member present in person shall have one vote only. All matters unless otherwise expressly provided by these Rules shall be decided by the majority of votes.
- c) The Chairman of the meeting shall be the sole judge of the validity of every vote given at the meeting.
- d) The Executive Committee may from time to time make, add to, amend, vary or repeal the regulations regulating the holding of and conduct of general meetings and the proceedings.

14. ACCOUNTS AND AUDITORS: -

- 1) The Executive Committee shall lay before the Annual General Meeting, its report and the Balance Sheet for the preceding year and statement of income and expenditure duly audited. Such report, balance sheet and statement shall be circulated to the members atleast 14 days before the date of Annual General Meeting.

The Report, Balance Sheet and the Statement shall be signed by the Chairman and/or the Secretary and/or Joint Secretary and the Auditors Report shall be attached to the Balance Sheet.

- 2) The Accounts of the Association shall once in every year be examined and the correctness of the Balance Sheet and statement of income and expenditure be ascertained by an Auditor Registered with Institute of Chartered Accountant of India.

The Account books of the Association or any of them shall be open to the inspection of the members of the Association who shall have access to all records of the Association subject to any reasonable restrictions as to the time and manner of inspecting the same that may



For CANCER PATIENTS AID ASSOCIATION
[Signature]
CHAIRMAN/HON. SECRETARY/HON. TREASURER

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be made by the Executive Committee by regulations from time to time in that behalf.

15. All valid members of the Association shall be eligible to be elected as office bearers of the Association. Every member satisfying the eligibility clause can stand for an election as an office bearer or Executive Committee Member and shall be proposed by any valid member (of at least 3 years standing) and seconded by another valid member (of at least 3 years standing) of the Cancer Patients Aid Association

Office Bearers:

- i. The Chairman.
- ii. The Secretary.
- iii. The Joint Secretary.
- iv. Treasurer.
- v. Executive Committee Members.

The Administrative Officer of the Association will be ex-officio member of the Executive Committee. He will attend all the meetings of the Executive Committee but will not be entitled to a vote.

16. **EXECUTIVE COMMITTEE: -**

- a) The Executive Committee shall subject to the provisions of the memorandum and these committee consist not less than 7 members and not more than 15 members.
- b) The term of Executive Committee shall be for a period of 5 (Five) years.

17. **RIGHTS AND DUTIES OF EXECUTIVE COMMITTEE:-**

Any dispute between the members(s) /branch(es) on the one hand and the Head Office on the other is to be settled amicably. If such is not possible, the Executive Committee shall have the right to appoint a Commission (under Rule 38) with its own terms and references who will go into any act(s) of omission or commission of member(s) /branch(es) which are against the rules and objectives of the Association and submit his report to the Executive Committee within 3 months. After notice to the party for its comments, if any, the report within four weeks of receipt, the Executive Committee has the right to accept or reject the report. The decision of the Executive Committee shall be final and binding on the parties.

The business and affairs of the Association shall subject to the superintendence of the Executive Committee, be carried on and managed by the Executive Committee and shall have the following powers:



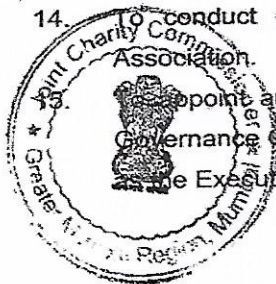
For CANCER PATIENTS AID ASSOCIATION

Shri. K. S. Deshpande

CHAIRMAN/HON. SECRETARY/HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

1. For the purpose of running, executive and administering the institutions of the Association to make all payments and incur all expenses as the Executive Committee may think fit.
2. To enroll and consider applications for membership in consonance with these Rules and the enrolment of any person in any class or category will depend upon the unanimous sanction of the Executive Committee.
3. To appoint and discharge employees, to fix their salaries or remuneration, to sanction promotions and in case of breaches of duty by any of them to take any disciplinary actions against them including imposition of fine.
4. To frame rules for the working of the Association.
5. To establish and maintain provident fund or any other funds or scheme for the benefit of its employees and to make rules and regulations relating thereto.
6. To fix and sanction holidays of the year.
7. To submit to the Annual General Meeting an audited statement of Account and Income and Expenditure Account and Auditor Report.
8. To recommend to the Executive Committee as to the investments of the Funds of the Association in authorized investments options for the Association.
9. To fill in vacancies, to make appointments, to direct transfers, retirements and to give promotions, increments, honorariums and to grant leave and extension of services and reduce salaries, to award punishments or to dispense with the service of an employee under the Association and to do such other general work in connection with the staff of the Association as may be necessary.
10. To carry out the necessary repairs to any of the properties of the Association.
11. To fix, award, give and distribute prizes to employees of the Association.
12. To conduct entertainment programs for the cancer patients.
13. To invite, accept and raise funds, donations, sponsorships and subscriptions with or without any conditions.
14. To conduct charity shows and events for raising funds for the



15. To appoint any Committee or Sub Committees including Corporate Governance Committee as and when necessary and with such powers as the Executive Committee may deem fit.

For CANCER PATIENTS AID ASSOCIATION

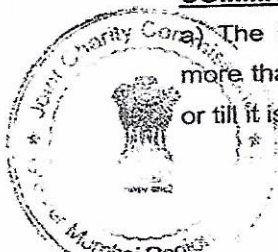
Yash Gadanwale
CHAIRMAN / HON. SECRETARY / HON. TREASURER

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16. To admit/remove or reject members and accept resignations of members.
17. To negotiate and enter onto contracts on behalf of the Executive Committee to any officer or committee or sub-committee.
19. To do all such acts and things as are incidental or conducive to the attainment of the above powers and to the objects specified in the Memorandum of Association.
20. To regulate their proceedings in such manner as they deem fit.
21. To approve the Budget for the next financial year.
22. **Power to borrow:** - The Executive Committee shall have the power to borrow money for the Association upon such terms as to security and rate of interest or otherwise as the Executive Committee shall decide, but in accordance with the law applicable to the Association.
23. The Committee may add/close any branch in India and overseas as they may deem fit for carrying out the objects of the Association. Each branch shall follow the rules of the Association. The branches are, however, permitted to register under the respective state laws but this shall not have the effect to alter, delete, repeal or modify the rules and regulations of the Association. This is only to enable the branches to obtain financial and other assistance from the State Government and / or its agencies and also to facilitate in filing their State Tax Returns. This shall not create any independent right to separate from the Association and use its name.
24. The Executive Committee may nominate any person or Corporation to be the constituted attorney of the Association for any purposes.
25. **Power to sue:** The Association shall sue and be sued and all applications or legal proceedings on behalf of or against the Association shall be brought, made and taken in the name of such person/persons as shall be appointed by the Executive Committee for the purpose.
26. No member of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profits, whatsoever, by virtue of this membership.

18. **NOMINATION AND ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE:-**

The Executive Committee's strength shall not be less than seven and more than fifteen. The period of Executive Committee shall be for five years or till it is re-elected. The Committee shall be re-elected as under:



For CANCER PATIENTS AID ASSOCIATION
[Signature]
SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

b) ELECTION TO THE EXECUTIVE COMMITTEE:-

1. The election shall take place at the time of the annual general meeting of the members of the Association once in five years. The election work will be managed and organized by the outgoing Executive Committee.
2. The Executive Committee shall send the notice at least 30 days before the date fixed for holding the Annual General Meeting and shall fix a date at least 15 days before the date fixed for holding the Annual General Meeting.
3. A retiring member shall be eligible for re-election.

19. CIRCULAR RESOLUTION OF THE COMMITTEE:-

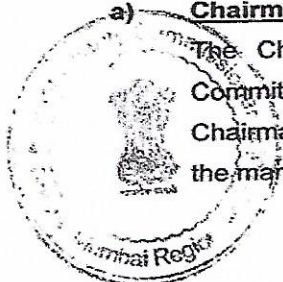
- a) A resolution passed by a majority of the members of the Executive Committee or any Committee of the Executive Committee for the time being in India without any meeting of the Executive Committee and evidence in writing under the hands of majority of the members of the Executive Committee or of such Committee for the time being in India, shall be as valid and effectual as resolution duly passed at a meeting of the Executive Committee or such Committee and held in accordance with the provisions of these Rules and Regulations.
- b) The continuing members of the Executive Committee or any Committee may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below the number fixed by pursuant to these Articles or by Regulations made by the Executive Committee or such Committee as the necessary quorum of members of the Executive Committee or any Committee, the continuing members of the Executive Committee or such Committee may act for the purpose of increasing the number of Members of the Executive Committee or the Committee to that number by election or otherwise as may be necessary or by summoning a meeting of the Executive Committee or the Committee but for no other purpose.

20. Rights / Duties of Office Bearers:-

The office bearers shall be Chairman, Secretary, Joint Secretary and the Treasurer.

a) Chairman:-

The Chairman shall preside over the meeting of the Executive Committee, Executive Committee and of the general body. The Chairman shall have a general control of all matters connected with the management of the Association.



For CANCER PATIENTS AID ASSOCIATION

Yashvardhan S. Jadhav

CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

b) **Secretary:-**

In the absence of the Chairman, The Secretary shall act as Chairman to conduct the meetings of the Executive Committee and the General Body. The Secretary shall prepare the agenda for all the meetings of the Committees in consultation with the Chairman. The Secretary shall also be responsible for maintenance of the minutes book. The Secretary shall have the custody of all registers and papers related to the Association except accounts books. In an emergency matter, the Secretary shall take suitable action in consultation with the Chairman and shall report the same at the next meeting of the Executive Committee.

c) **Joint Secretary:-**

In the absence of Secretary, Joint Secretary shall preside.

d) **Treasurer:-**

The Treasurer shall maintain an account of money received and spent. The Treasurer shall also deal with all financial matters of the organisation. All books of accounts of the Association shall be in the custody of the Treasurer or person appointed by treasurer and shall provide the same to the auditors as and when required. The Treasurer shall present a statement of income and expenditure at every meeting of the Executive Committee and shall also be responsible for presenting the audited statement of accounts at every annual general meeting. The Treasurer may keep with him a sum as decided by the Executive Committee from time to time as imprest amount to meet any contingent expenditure. The Treasurer shall prepare the budget for the next financial year and present it to the Executive Committee.

21. **PROCEEDINGS OF THE EXECUTIVE COMMITTEE MEETING:-**

1. The Executive Committee shall ordinarily meet once in 3 months but shall meet as often as may be expedient. Three clear days' notice of the meeting shall be given to the members of the Executive Committee and in case of special meeting at least one clear day's notice shall be given to the members.

The quorum for a meeting of the Executive Committee shall be of 5 members or 1/3rd of the total members whichever is less.

Every members present shall have one vote. The business will be transacted according to the decision of the Majority. If there is a tie, the chairman shall have a casting vote in addition to his own vote as a member.



For CANCER PATIENTS AID ASSOCIATION

[Signature]
CHAIRMAN / HON SECRETARY / HON TREASURER

CANCER PATIENTS AID ASSOCIATION

4. If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall stand adjourned on the next week on the same day, same time and same place and the business will be transacted at the adjourned meeting even if no quorum is present there at.

22. VACATING OFFICE OF A EXECUTIVE COMMITTEE MEMBER:-

- a) A member of the Executive Committee shall vacate his office due to the following:-
- 1) On death
 - 2) On his becoming bankrupt or adjudged insolvent
 - 3) On his being found lunatic or of unsound mind, or by reason of age or infirmity or otherwise becomes incapable to act as a member of the Executive Committee
 - 4) On his being convicted of an offence involving moral turpitude, and
 - 5) On his failure to attend 3 consecutive meeting of the Executive Committee without granting leave of absence by Executive Committee

Note: The person vacating the office on the grounds of absence may be allowed to continue if satisfactory explanation for absence is offered and the Executive Committee has no objection.

- b) Any casual vacancy in the office of an elected or co-opted member of the Executive Committee may be filled up by the Executive Committee by electing a duly qualified person thereto. A person so elected to fill a casual vacancy shall hold office until the time the person in whose place he is elected would have held such office.

23. FUNDS:-

- i) Management of Funds: The Executive Committee shall have the power of the management of the funds of the Association and shall have power to invest in the name of the Association or in the name of its nominees, lend or otherwise deal with the same and to investments from time to time according to law, and to incur such expenditure as it may think necessary and proper.

All cheques, bills of exchange, promissory notes (expressly including promissory notes of the Government of India) and other similar documents shall be drawn accepted or made on behalf of the Association and all cheques be endorsed by the



For CANCER PATIENTS AID ASSOCIATION
Usha Gaudanalla Bapam
CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

Chairman/Secretary/Jt. Secretary/Treasurer and such other person as shall be nominated from time to time by resolution of the Executive Committee.

24. BANK ACCOUNT:-

The Bank account of the Association shall be opened in any specified Bank in the name of the Association and shall be operated upon jointly by any two of the following members.

- a) Chairman.
- b) Secretary.
- c) Jt. Secretary
- d) Treasurer.
- e) Head of Department

25. AMENDMENT OF RULES AND REGULATIONS:-

The Rules and Regulations shall be amended, altered replaced or added at any time by the majority of 3/5th members present in the General body meeting providing at least 30 days previous intimation in writing of such amendment shall have been given to the members as per the provisions of the section 12 of the Societies Registration Act, 1860.

26. ALTERATION IN NAME AND OBJECTS: -

The name and objects of the Association shall be amended, altered and/or added at any time by the majority of 3/5th of the members present at the General Body meeting provided at least 30 days previous intimation in writing of such amendment of the name objects shall have been given to the members of the Association, as per provisions of section 12 and 12A of the Societies Registration Act, 1860.

27. INDEMNITY:-

Every member of the Executive Committee, Auditor, Treasurer, Secretary and other Officer or employee of the Association shall be indemnified by the Association against all liability arising out of acts and things done by him in performance of the duties entrusted to him out of the funds of the Association by payment of all sums by way of damages or otherwise, and all losses, costs, charges and expenses which he may incur or become liable to by reason of any contract entered into or any act or deed done by him as such Member, Auditor, Treasurer, Secretary, Officer or employee in any way in or out the discharge of his duties including travelling expenses will be paid and borne by the Association.



28. PROPERTY OF THE ASSOCIATION: -

For CANCER PATIENTS AID ASSOCIATION

[Signature]
CHAIRMAN / HON. SECRETARY / HON. TREASURER

CANCER PATIENTS AID ASSOCIATION

Vesting of Moveable and Immoveable Property:

- a) All property of the Association shall vest in the Executive Committee, who shall have the power to sell, mortgage, exchange, gift or otherwise deal with the same in accordance with law and also to purchase, take on lease, accept gift, grants and donations and otherwise acquire any moveable or immovable property, according to law.
- b) The Executive Committee shall have the power to accept gift, grants, donations, provided in the opinion of the Executive Committee the conditions attached are not onerous and not inconsistent with the aims and objects of the Association or otherwise objectionable.

29. MINUTE BOOKS:-

A minute book shall be maintained or caused to be maintained by the Secretary of all the meetings of the Executive Committee and of any sub-committee of the Executive Committee in which the names of members present and the proceedings at each meeting shall be recorded and such book shall be open for inspection of all members.

30. DISSOLUTION OR AMALGAMATION: -

In the event of the dissolution of the Association the funds of Association shall not be divided between the members of the Association. The same shall be transferred to a Trust / Association having similar objectives and recognized under the provisions of Section 80-G of the Income Tax Act of 1961.



For CANCER PATIENTS AID ASSOCIATION

Yash Gadamwala
CHAIRMAN / HON. SECRETARY / HON. TREASURER

certified to be a True Copy

S. Mani
28/11/20
Superintendent (J)
Public Trusts Registration Office
Greater Mumbai Region, Mumbai

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25/11/2020