

**BYE - LAWS OF STATE INSTITUTE OF RURAL
DEVELOPMENT AT PERAMANUR VILLAGE,
MARAIMALAINAGAR TOWNSHIP,
KANCHEEPURAM DISRICT**

1. Name of the Society

The name of the Society shall be "The State Institute of Rural Development"

2. Address of the Registered Office

The Registered Office of the Society shall be at Peramanur Village of Maraimalainagar Township of Kancheepuram District.

3. Definitions

- (i) The Institute means the State Institute of Rural Development at Peramanur Village of Maraimalainagar;
- (ii) "The Governing Body" means the Governing Body of the Institute
- (iii) "Bye - laws means the Bye - laws of the Society;
- (iv) "The Chairman" means the Chairman of the Institute
- (v) "The Vice-Chairman" means the Vice-Chairman of the Institute
- (vi) "Director" means the Director of the State Institute of Rural Development.
- (vii) "Financial Year" means the year commencing from the first day of April and ending with the thirty first day of March of the following years.
- (viii) "Memorandum" means the Memorandum of Association of the State Institute of Rural Development Society.
- (ix) "Registrar" means Registrar as defined in Section 2(i) of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of the 1975)
- (x) "Society" means the State Institute of Rural Development.
- (xi) "Secretary" means the Director of State Institute of Rural Development and Secretary of the Society and of the Governing Body;

4. Date of Formation

The Society was formed on 2.5.1990.

5.Registrar of the District within whose Jurisdiction the Office of the Society is situated

The Office of the Society is situated within the Jurisdiction of the Registrar of Madras, Saidapet, Chennai-15.

6. Business Hours

The Director may subject to the approval of the Governing Body, and by a resolution change or exigencies of the working of the Society. At present the timings of the Society shall be from 10.00 am to 5.45 pm. All Government Holidays shall be holidays to the Society.

7. Objects of the Society

The objects for which the society is formed are:-

To provide for and promote the study and deal with relevant fields and factors contributing to the improvement of economic development and social well-being of the rural areas and with this purpose:-

- a) To undertake and assist in the organisation of training and study courses, conferences seminars and lectures and to adopt villages in Tamil Nadu.
- b) To undertake, aid, promote and co-ordinate research through its own or other agencies including Universities and Training Centres established by or with the aid of the Government of India or the State Government.
- c) To establish Schools for (i) Study and Orientation, (ii) Training and Instructions and (iii) Research and Evaluation and such others as may be necessary to achieve the object of the Society.
- d) To undertake consultancies and to analyse and propose solutions of specific problems encountered in the Planning and Implementation of various programmes of Rural Development; Panchayat Raj and similar programmes;
- e) To follow up in a manner to be mutually agreed upon, the training programmes organised by the training centres referred to in (b) above and to advise the Rural Development Department and

subject again to mutual agreement, any other Ministries or authorities on their training programme.

- f) To prepare, print and publish papers, periodicals and books in furtherance of the objects of the Society.
- g) To establish and maintain libraries and information services;
- h) To collaborate with other institutions, associating and societies in India or abroad interested in similar objects;
- i) To offer fellowships, scholarships, prizes and stipends in furtherance of the objects of the society.
- j) To assist the Government of Tamil Nadu in the policy formulation and choice of options and;
- k) To do all such other lawful things as are conducive or necessary to the attainment of the above objects or promoting rural development in all its facets with a non profit making motive.

8. Activities of the Society

Pursuance to the aforesaid objects, the Society shall take over all the assets and liabilities of the present unregistered Institute known as State Institute of Rural Development, which institute was established in the year 1961 by the Government of India and by Government of Tamil Nadu in the year 1967, and may;

- a) Accept grants of money, securities of Property of any kind and undertake and accept the management of any endowment, trust, fund or donation not inconsistent with the objects of the society, on such terms as may be prescribed by the Government of Tamil Nadu from time to time;
- b) Invest and deal with funds and moneys of the Society
- c) Impose and recover fees and charges for the service rendered by it;
- d) Purchase, hire, take on lease, exchange or otherwise acquire a property movable or immovable which may be necessary or convenient for the purpose of the Society and construct, alter and or maintain such buildings and works, as may be necessary for carrying out the objects of the society.
- e) Sell, hire, lease, exchange or otherwise transfer or dispose of all or/any property, movable or immovable of the Society provided

that for the transfer of immovable property prior approval in writing of the Government of Tamil Nadu is obtained.

- f) Borrow and raise moneys on mortgages, promissory notes of other securities founded or based upon all or any other properties and assets of the society or without any securities, provided that prior approval in writing of the Government of Tamil Nadu is obtained on that behalf;
- g) Draw, accept, make endorse, discount and deposit Government of Tamil Nadu and other promissory notes, bills of Exchanges cheques or other negotiable instruments;
- h) Create Reserve Fund, Sinking Fund, Insurance Fund, of any other Special Fund whether for depreciation repairs, improvement, extension or maintenance of any of the properties or rights of the society and/or for recouping wasting assets and for any other purposes for which the society deems it expedient or prefer to create or maintain any such fund or funds;
- i) Create administrative, technical, ministerial and other posts in the Society and make appointments thereto in accordance with the Rules and Regulations of the Society provided that creation of and appointment to the post of Director shall require the prior concurrence of the Government of Tamil Nadu.
- j) Establish a Provident Fund for the benefit of the staff of the Society or any sections thereof;
- k) Make rules and bye-laws for the conduct of the affairs of the society and add to, amend, vary or rescind them from time to time;
- l) Do all such other acts and things either alone or in conjunction with other organisations or persons as the Society may consider necessary incidental or conducive to the attainment of the above objects.

9. Constitution of the Governing Body

Chairman, Vice –Chairman and Members shall be as follows:-

- i) Chairman - Secretary to Government,
Rural Development Department,
Chennai-9.
- ii) Vice-Chairman - Director of Rural Development,
Chennai
- iii) Members:-
 - a) Secretary to Government, Finance Department, Chennai-9.
 - b) Secretary to Government, Planning and Development
Department, Chennai-9.
 - c) Commissioner of Rural Development Training, Chennai.
 - d) Director of Agriculture, Chennai.
 - e) Director of Animal Husbandry, Chennai.
 - f) Director of Fisheries, Chennai.
 - g) Director of Industries and Commerce, Chennai.
 - h) Registrar of Co-operative Societies, Chennai.
 - i) Director of Sericulture, Salem
 - j) Director of Handlooms and Textiles, Chennai.
 - k) Director of Public Health and Preventive Medicines, Chennai.
 - l) Chief Executive Officer, Tamil Nadu Khadi and Village Industries
Board, Chennai.
 - m) Director of Town Panchayat, Chennai.
 - n) Director, S.I.R.D, Member Secretary. .
 - o) A Representative of National Institute of Rural Development,
Hyderabad –30.
 - p) The Director, Anna Institute of Management, Chennai.

- q) The Principal, Civil Service Institute, Bhavanisagar.
- r) The Principal, Natesan Institute of Co-operative Training College, Chennai -41.
- s) The Managing Trustee, Gandhigram Trust, Gandhigram
- t) The Principals of Indian Bank Management Academy and Excellence (IMAGE), Chennai
 - Indian Overseas Bank Staff Training College, Chennai
 - Canara Bank Regional Staff College, Chennai
 - State Bank of India Staff Training College, Chennai.

10.(a) Powers of the Governing Body

Governing Body is empowered:-

- I. To approve the budget proposals of the Institute forward transmission to the State Government for Block grant assistance.
- II. To create new posts for the Institute within the sanctioned budget.
- III. To do all financial powers of the Finance Department within the sanctioned budget.
- IV. To receive and approve the audited accounts of the Institute.
- V. To received and approve the annual report of the institute.
- VI. To approve policy guidelines regarding nature of training and research programmes.
- VII. To approve the basic thrust of the research programme of the Institute.
- VIII. To approve receipt of donations.
- IX. To seek affiliation with a University/Research Organisation and to enable grant of degrees or certificates to its fellowship holders.
- X. To approve the development/expansion plans of the Institute.
- XI. To approve the exact number and duration of courses to be run

during the Calendar Year.

- XII. To approve the syllabus of the different courses.
- XIII. To enter into exchange programmes with foreign Universities or Research Organisations after seeking the explicit approval of the State Government.
- XIV. To approve the taking up of specific research projects.
- XV. To prepare the annual budget of the Institute.
- XVI. To prepare the annual statement of accounts for the presentation to the Governing Body.
- XVII. To prepare the annual report for the presentation to the Governing Body.
- XVIII. To prepare the plan for future expansion for presentation to the Governing Body and
- XIX. To be the appointing/dismissing/disciplinary authority for all class I and Class II employees.

10.(b) Executive Committee

The Executive Committee shall consist of the following members.

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| 1. Secretary to Government, Rural Development Department | : | Chairman |
| 2. Secretary to Government, Finance Department | : | Member |
| 3. Secretary to Government, Planning and Development Department | : | Member |
| 4. Commissioner of Rural Development Training | : | Member |
| 5. Director of Rural Development | : | Vice Chairman |
| 6. Director of the State Institute of Rural Development | : | Member Secretary |

10.(c) Powers of the Executive Committee

The Executive Committee shall meet at least once in three months and decide all matters relating to all financial transactions of expenditures, applying for grants purchase of equipments, stationeries, Library books including expansion of buildings of the Institute which shall be placed before the next Governing Body meeting for approval.

The Executive Committee shall also function as Appointment Committee of the Society for appointing the staff for the society.

10.(d) Powers of the Chairman, Vice-Chairman and Member Secretary

- Chairman : 1) Shall preside over all the meetings.
2) Shall give directions in regard to the business of the society.
- Vice-Chairman : He will preside over all the meetings During the absence of the Chairman
- Member Secretary : He will convene all the meetings. The Staff of the Institute shall be appointed by the Secretary. He Shall prepare the minutes for all the meetings and the report. He will operate the Bank Account Jointly with the Treasurer.

10 (e) Treasurer

There shall be a Treasurer who will be nominated by the Executive Committee from time to time.

10 (f) Special Financial Powers to the Member Secretary

The Member Secretary of the Society shall have the powers to effect purchases up to a value of Rs.20,000/- which shall be placed before the Executive Committee for ratification.

1. Change of Address of Members

If a member of the Society changes his address, he shall notify to the Secretary his new address but if he fails to notify such address, address for further communication shall be a recorded on the rolls of the members.

12.(a) Qualification

By virtue of holding the posts mentioned in Rule 9 all those persons holding the respective posts shall become members and shall hold office.

12.(b) Disqualification of Members of the Society

A member of the society shall cease to be such a member if he(a) dies or (b) resigns his membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude.

13. Re-election

- I. All members of the Society, shall hold Office for a period of three years and shall be eligible for reappointment or re-election as the case may be.
- II. All members either shall cease to be members on laying down their respective Offices in Government/Corporation Board and unless otherwise directed by the Government/Governing Body their successors in Office shall be deemed to have become members of the society from each date
- III. The Governing Body at any time, at their discretion may revoke or cancel such appointment.

14. Rights, Obligations and Privileges of Members

The rights, obligations and privileges of members shall be as prescribed in these Bye -laws.

15. Name of the Person or Officer Authorised to sue or to be sued

For purpose of section 20 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) the person in whose name the Society may sue or to be sued shall be the Secretary of the Society.

16. Resignation of Members

The Chairman or Vice-Chairman of the Society and of the Governing Body may resign his Office by a letter addressed to the Government and his resignation shall taken effect from the date it is accepted by the Government in Rural Development Department or six weeks from the date of receipt of the letter by the Government which ever is earlier. This shall

be accepted by the Governing Body. A member of the Society or the Governing Body other than ex-officio member or an official nominee of the Government may resign Office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman and accepted by the Governing Body.

17.Procedure for Filling up Vacancies

a)Any vacancy in the Society or the Governing body shall be filled by election of nomination. or co-option of the member by the appropriate authority or body entitled to elect or make such nomination or co-opting and the member elected or nominated or co-opted to fill such vacancy shall hold office for a period of three years in the case of the Chairman and two years in other cases from the date of election or nomination or co-option, as the case may be.

b)The Society or the Governing Body shall function notwithstanding any vacancy therein and notwithstanding any defect in the election, nomination or co-option of any of its members, and no act or proceedings of the society or Governing Body shall be called in question merely by reasons of the existence of any vacancy therein or of any defect in the appointment or nomination or co-option or election of any of its members.

18.Proxy for Official Nomination

An official Nominee of the Government, specified in terms (a) and (b) of (iii) of Bye-law 9, if he is unable to attend any meeting of the Society or of the Governing Body, shall be entitled to authorize in writing a representative to represent him at that meeting of the society or Governing Body and such a representative shall have all rights and privileges of a member of the Society of the Governing Body at that meeting.

19. The Officer Empowered to give Direction

i) Subject to the Bye-laws and Regulations and to any orders or Governing Body the Secretary (Director) is empowered to give directions in regard to the conduct of business of the Society.

ii) The Secretary (Director) shall be the academic and administrative head of the Institute and also of its faculty.

iii) The Secretary (Director) shall be appointed by the Executive Committee according to such procedures and on such terms and conditions as may be specified by the Government from time to time.

20. Secretary's(Director's)Administrative Responsibilities

Subject to the Bye-laws and Regulations and to any orders of the Governing Body, the Secretary (Principal) shall be responsible for proper administration of the Institute and for the conduct of the staff under the direction and guidance of the Governing Body.

21. Framing of Regulations

- 1) The Director shall be competent to:
 - i) The administrative and service regulations relating to recruitment, selection, development and evaluation of the faculty and staff of the Institute.
 - ii) The academic regulations relating to academic matter in consultation with faculty of the Institute.
 - iii) The Regulations for the conduct of the meeting of Governing Body, Sub-Committees, etc, and such other regulations as may be necessary for the administration of the Institute.
 - iv) The Regulations for the receipt, custody and expenditure of funds and
 - v)Such other Regulations as may be necessary in furtherance of the objects of the Society.
- 2) All Regulations framed by the Director under this Bye-law shall become effective only after approval of the Governing Body.

22. Preparation and Filing of Records, etc

The Director shall cause the preparation and filing on the due dates with the Registrar of such records, annual or other statements which are specified in the Tamil Nadu Societies Registration Act, 1973 (Tamil Nadu Act 27 of 1975) and the Rules framed there under.

23. Audit of Accounts and Balance Sheet

The annual accounts of the Society shall be audited a member of the Institute of Chartered Accountants India appointed for the purpose by the Society and any expenses incurred in connection therewith shall be payable by the Society.

24. Supply of Copies of Bye-Laws

Copies of Bye-laws, Receipt and Expenditure Account and the Balance Sheet shall be supplied to the members on application and on payment of Rupee one only.

25 (a) Custody, Application and Investment of Funds

- i) The funds of the Society not immediately required shall be invested by the Secretary in one or more banks or institutions or in Government Securities as contemplated in Section 24 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) and the Rules framed there under.
- ii) The members of the Society except the Secretary (Director) or the Governing Body or of any Sub-Committee of the Society shall not be entitled to any remuneration from the Society or from the Governing Body, but, non-official members of the Society, Governing Body, or of any Sub-Committee appointed by any of them, shall be paid by the Society such travelling and daily allowances as may be provided for in the Regulations to be made in this behalf in respect of any journeys undertaken by them for attending the meeting of the Society or the Governing Body or the Sub-Committee or in connection with any other business of the Society, the Governing Body, or the Sub-committee as the case may be.

25. (b) Mode of Bank Operations

The funds of the society for the normal functions shall be maintained in any Bank and the Treasurer (or Financial Adviser) shall draw cheques upto Rs.10,000/- and anything exceeding Rs.10,000/- shall be signed both by the Treasurer (or Financial Adviser) and Secretary.

26.Funds Earmarked under Section 25 of the Tamil Nadu Societies Registration act, 1975 (Tamil Nadu act 27 of 1975)

No fund shall earmarked for making provision for a dependent of a deceased or disabled member.

27.Transaction of day-to-day Business and Financial Powers

Subject to the Regulations to be approved by the Governing Body, the Director shall have financial and administrative powers as prescribed in Bye-laws (19) and (20) and as may be delegated to him under Bye-laws(36).

28. Conduct of Annual and Extraordinary General Meetings of the Society

- (1) The Society shall meet whenever the Chairman thinks fit provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than seven members of the Governing Body. The Annual General Meeting of the Society shall be called by the Chairman on or before the 30th day of June of every year after due notice, to transact the following business namely:-
- (i) (a) Consideration of the annual report and the audited statement of accounts for the preceding year;
(b) Appointment of auditors for the ensuing year;
(c) Other business on the agenda; and
(d) Only other business as may be brought forward with the permission of the Chairman.
 - (ii) For every meeting of the Society fifteen days notice shall be given to the members.
 - (iii) Six members including the Chairman shall constitute quorum at any meeting of the Society.
 - (iv) Every meeting of the Society shall be presided over by the Chairman and in his absence, by the Vice-Chairman and in the absence of both by a member chosen from among themselves by the members present at the meeting.
 - (v) In case of a difference of opinion amongst the members the opinion of the majority shall prevail except in cases where a "Special Resolution" is required.
 - (vi) Each member of the Society including the Chairman of the meeting shall have one vote and if there be any equality of votes the Chairman of the meeting shall in addition have and exercise a casting vote.
- (2) On or before the fourteenth day succeeding the day on which the Annual General Meeting is held a list of the names, addresses and occupation of the members of the Governing Body shall be filed with the Registrar.

29. Meeting of the Governing Body

- i) The Governing Body shall ordinarily meet once in a year, provided that the Chairman may, whenever he thinks fit or on a requisition by the Vice-Chairman or by not less than five members, call for a special meeting.
- ii) Six members of the Governing Body including the Chairman shall constitute a quorum for any meeting of the Governing Body.
- iii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- iv) Every meeting of Governing Body shall be presided over by the Chairman, and in his absence by the Vice-Chairman, and the absence of both by a member chosen from amongst them-selves by the members present at the meeting.
- v) Each member of the Governing Body including the Chairman shall have one vote and if there shall be any equality of votes on any question to be determine by the Governing Body the Chairman shall be addition have and exercise a casting vote.
- vi) Any resolution may be adopted by circulation among the members and any resolution so circulated and adopted by a majority of the members who have signed their approval or dis-approval of such resolution, shall be effecting and binding as if the resolution has been passed at a meeting of the Governing Body, provided that in every such case atleast six members of the Governing Body shall have recorded their approval to the resolution. Non-circulation to any member of the Governing Body, owing to unavoidable circumstances, shall not invalidate any resolution.

30.Special Resolution for Amending the Memorandum and Bye-Laws

- (i) Without prejudice to the general powers of the Governing Body and the Government, whenever it shall appear to the Governing Body that it is advisable to alter, extend or abridge the memorandum or the Bye-laws framed there under, the Governing Body may submit the proposition to the members of the society at the General Meeting or by convening a Special meeting for consideration thereof.
- (ii) No such proposition or resolution shall be deemed to have been approved unless such resolution has been delivered or sent by Registered Post by the Secretary to every member of the society, 21

days prior to the date of the meeting convened by the Committee for the consideration thereof and unless such resolution has been passed by three fourths majority of the members present and voting at the meeting of the General Body convened for the purpose.

(iii) Any special resolution may be adopted by circulation among the members of the General body and the resolution so circulated and approved by 3/4th of the strength of members present on that date, subject to a minimum of six, of which both the Chairman and the Vice-Chairman are included, shall be effectively, and binding as if the special resolution had been passed at a General Body Meeting convened for the said purpose.

The special resolution so circulated and passed shall be filed with the Registrar of Societies within 15 days as required by rule 26 of Tamil Nadu Registration of Societies Rules and they shall become effective from the date of such filing.

31. Exhibition of Registers to Members etc

The Register of members, the books containing minutes and the books of accounts shall be open for perusal by member (free of charge) at the Registered Office during the usual business hours, specified in Bye-law 6.

32. Report of Working

(i) Within six months after the close of every financial year the Governing Body shall submit to the Government a report on the working of the Society in the previous year together with an audited statement of accounts showing the income and expenditure for the previous year

(ii) The Governing Body shall submit to the Government the budget estimates for every financial year by such date as may fixed by the Government in this behalf.

33. Roll of Members

The Institute shall keep a roll of members giving their occupations and addresses and every member shall sign the same. If a member of the Institute changes his address, he shall notify his new address to the Director, who shall thereupon cause his new address to be entered in the roll of members. If the member fails to notify his new address, the address given in the roll of members shall be deemed to be his address.

34. Terms of Office

The term of office of members shall be for three years, at the expiry of which period the organization or Government may nominate the same person or some other person in their places. In the case of any vacancy arising earlier than the stipulated period of three years the organization or the Government may nominate any other person for the unexpired portion of the term. The term of office of Chairman shall be three years.

35. Officers of the Institute

The Following Shall Be the Officers Of The Institute Namely:-

- i) Chairman
- ii) Vice-Chairman
- iii) Director
- iv) Such other officers as the Governing Body may from time to time appoint.

36. Delegation of Powers

The Governing Body may by resolution delegate to the Chairman, Vice-Chairman, Director or other Officers and staff of the Governing Body such of its powers for the conduct of the affairs of the Governing Body, as it may consider necessary.

37. Review of Enquiry by Government

The Government may at any time appoint one or more persons to review the working and progress of the Society, or the Institute and to held an enquiry into the affairs thereof and to report thereon in such manner as the Government may stipulate. Upon receipt of any such report, the Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt within the report regarding the society or the Institute as the case may be and the Society or the Institute shall be bound to comply with such directions.

38. Power to hand over Management to Government

In case the Government is satisfied that the Institute or the society is not functioning properly, the Government shall have the power to take over the administration of the Institute and if need be, the assets of the Society as well.

39. Dissolution

If, on winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities any asset whatsoever the same shall not be paid to or distributed among, the members of the Society or any of them but shall be given to some other registered society or to any association of persons, having some objects similar to