

DELHITES' NATIONAL INITIATIVE IN PALLIATIVE CARE (*DNipCare*)

1. Name of the Association:

The name of the Association shall be Delhites' National Initiative in Palliative Care
Here after called "DNipCare"

2. Registered Office:

The Registered office of the Association shall remain in the National Capital Territory of Delhi and at present it is at the following address:

83, Akriti Apartments
62, I.P. Extension,
Delhi – 110092

3. Definition - A coordinated volunteer endeavour to extend all possible help to poor patients suffering from acute illness which cannot be completely cured and/or in need of long time medical and social care.

4. Aims and Objectives

The aims and objectives for which the Delhites' National Initiative in Palliative Care is established are as under:

- a) To undertake all legally, financially and ethically correct activities to provide palliative care to the needy and deserving patients suffering from all kinds of acute illness in general and terminal illnesses like Cancer in particular.
- b) To work for providing help and guidance to the poor people, when they are suffering from acute illness with physical, mental and social problems, irrespective of the caste, creed, religion or place of their belonging in India, to bring them to the mainstream of life and enable them to live a life of dignity and self respect.

- c) To organize and conduct necessary programmes to train the volunteers for the Pain & Palliative Care (PPC)
- d) To under take and organize seminars, workshops and other public gatherings to spread the vision and message of the PPC to make general awareness among the people about the social need for the PPC
- e) To collaborate with the Central, State, Local bodies, Non-governmental agencies and other public and private institutions to extend the help and care to the deserving patients and affected families
- f) To undertake studies and projects to evaluate the physical, mental and social conditions of the patients in need of long period of treatment and the affected families and suggest possible ways to mitigate their sufferings
- g) To publish books, periodicals and other literature to spread the message of PPC to make aware of the need of PPC and social responsibility and to imbibe a voluntary spirit among the people.

All the Income, earnings, movable and immovable properties of the Delhites' National Initiative in Palliative Care shall be solely utilised and applied towards the promotion of its aims and objectives 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. No member of the Delhites' National Initiative in Palliative care shall have any personal claim on any movable or immovable properties of the Delhites' National Initiative in Palliative Care or make any profit, whatsoever, by virtue of his/her membership.

5. Governing Body

The names, addresses, occupations and the designations of the present members of the Governing Body to whom the management of Society is entrusted, as required under Section 2 of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi, are as under:

| Sl. No. | Name & Designation | Address | Occupation | Designation in the Association |
|---------|-----------------------|---|----------------------------|--------------------------------|
| 1. | SHRI A T SAINUDIN | 83 AKRITI APARTMENTS, 62, IP EXTENSION, DELHI – 11092 | Business | President |
| 2. | SHRI K K BASHEER | B-801, HARMONY APARTMENTS, SECTOR 23, DWARKA, DELHI | Business | Vice President |
| 3. | SHRI ABDUL KHALIK | 187, GALI NO.6, J EXTN. LAXMI NAGAR, DELHI - 110092 | Business | Vice President |
| 4. | SHRI K V HAMZA | A- 170, PANDARA ROAD, NEW DELHI-110003 | Central Government Service | General Secretary |
| 5. | SHRI MADHU NAIR | HOUSE NO.496, KINGSWAY CAMP, DHAKKA CHOWK, DR. MUKHERJEE NAGAR, DELHI | Central Government Service | Secretary (Coord) |
| 6. | SHRI HARIS BEERAN | E-6, DHAWANDEEP, 6, JANTAR MANTAR ROAD, NEW DELHI-110001 | Advocate | Secretary (PR & Legal) |
| 7. | SHRI P K ABDUL KAREEM | 15, CPWD HOSTEL, ALIGANJ, NEW DELHI | Central Government Service | Treasurer |
| 8. | SHIR SUBU RAHMAN | D-II/14, KAKA NAGAR, NEW DELHI - 110003 | Central Government Service | Internal Auditor |
| 9. | DR. M M KUNJU | 118, UTTARAKHAND, J N U, DELHI | University Service | Executive Member |

| | | | | |
|-----|-----------------------|---|----------------------------|------------------|
| 10. | SHRI P.N.P.HARIS | G-126, HARSUKH APARTMENTS, PLOT NO. 4, SECTOR 7, DWARKA, DELHI – 110059 | Business | Executive Member |
| 11. | SHRI M.NAZARUDDIN | F-43 A, GTB ENCLAVE, DELHI - 110093 | Central Government Service | Executive Member |
| 12. | SHRI SHEIKH MEHABOOB | QR. NO.1511, SECTOR 5, R K PURAM, NEW DELHI – 110022 | Business | Executive Member |
| 13. | SHRI ABUBAKAR | D-62, STREET NO.2, SANJAY MOHALLA, BHAJANPURA, DELHI – 110053 | Private Sector Service | Executive Member |
| 14. | SHRI UNNIKRISHNAN | 113, MS FLATS, TIMARPUR, DELHI – 110054 | Central Government Service | Executive Member |
| 15. | SHRI SALEEL CHEMBAYIL | 329, DDA LIG FLATS, SECTOR 16 B, DWARKA, DELHI | Private Sector Service | Executive Member |
| 16. | SHRI ZUBAIR | 104 JHELM HOSTEL, J.N.U., NEW DELHI – 110 067 | Student | Executive Member |
| 17. | SHRI ANTONY CYRIAC | 309, ASIA HOUSE, K.G. MARG, NEW DELHI - 110001 | Central Government Service | Executive Member |

We the undersigned are desirous to form a society namely, “Delhites’ National Initiative in Palliative Care” under the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi in pursuance of this Memorandum of Association of the Society.

DESIROUS MEMBERS

| Sl. No. | Name & Address | Occupation | Signature |
|---------|---|----------------------------|-----------|
| 1. | Shri A T Sainudin, 83 Akriti Apartments, 62, IP Extension, Delhi - 11092 | Business | Sd/- |
| 2. | Shri K K Basheer, B-801, Harmony Apartments, Sector 23, Dwarka, Delhi | Business | Sd/ |
| 3. | Shri Abdul Khalik, 187, Gali No.6, J Extn. Laxmi Nagar, Delhi -110092 | Business | Sd/ |
| 4. | Shri K V Hamza, A-170, Pandara Road, New Delhi-110003 | Central Government Service | Sd/ |
| 5. | Shri Madhu Nair, House No. 496, Dhakka Chowk, Kingsway Camp, Dr. Mukherjee Nagar, Delhi | Central Government Service | Sd/ |
| 6. | Shri Haris Beeran, E-6, Dhawandeeep, 6, Jantar Mantar Road, New Delhi-110001 | Advocate | Sd/ |
| 7. | Shri P K Abdul Kareem, 15, CPWD Hostel, Aliganj, New Delhi | Central Government Service | Sd/ |
| 8. | Shir Subu Rahman, D-II/14, Kaka Nagar, New Delhi - 110003 | Central Government Service | Sd/ |
| 9. | Dr. M M Kunju, 118, Uttarakhand Hostel, J.N.U., New Delhi - 110067 | University Service | Sd/ |
| 10. | ANTONY CYRIAC, 309, Asia House, K.G. Marg, New Delhi - 110001 | Central Government Service | Sd/ |
| 11. | Shri P.N.P.HARIS, G-126, Harsukh Apartments, Plot No. 4, Sector 7, Dwarka, Delhi - 110059 | Business | Sd/ |
| 12. | Shri M.NAZARUDDIN, F-43 A, GTB Enclave, Delhi - 110093 | Central Government Service | Sd/ |
| 13. | Shri SHEIKH MEHABOOB, Qr. No.1511, Sector 5, R K Puram, New Delhi - 110022 | Business | Sd/ |
| 14. | Shri ABUBAKAR, D-62, Street No.2, Sanjay Mohalla, Bhajanpura, Delhi - 110053 | Private Sector Service | Sd/ |
| 15. | Shri UNNIKRISHNAN, 113, MS Flats, Timarpur, Delhi - 110054 | Central Government Service | Sd/ |
| 16. | Shri SALEEL CHEMBAYIL, 329, DDA LIG Flats, Sector 16 B, Dwarka, Delhi | Private Sector Service | Sd/ |
| 17. | Shri ZUBAIR K, 104 Jhelum Hostel, J.N.U., New Delhi - 110 067 | Student | Sd/ |

Sd/-
(President)

Sd/-
(General Secretary)

Sd/-
(Treasurer)

RULES AND REGULATIONS OF “DELHITES’ NATIONAL INITIATIVE IN PALLIATIVE CARE”

1. MEMBERSHIP :

(a) Every Indian Citizen or person related to Indian Citizen by parentage (including legal adoption) or marriage shall be eligible for membership of the Delhi Initiative in Palliative Care,

(a) Who is above the age of 18 years

(b) Who agrees to abide by the rules and regulations of the Delhites’ National Initiative in Palliative Care

(c) Who is not found guilty by any Court of Law for any offence under criminal, economic or moral turpitude.

(d) Whose written application for membership with required fee has been received and accepted.

1.1 ORDINARY MEMBERSHIP

An ordinary member shall be one who qualifies for the membership but pays an annual subscription of Rs.250/- (Rupees Two hundred and fifty only) for the year. Membership Fee of Rs. 250/- should be paid in advance alongwith the prescribed application form duly filled in and signed. The membership shall be renewable by paying the annual subscription of Rs.250/- payable in the month of April every year which shall not be refunded in any case.

1.2 LIFE MEMBERSHIP

A life member shall be one who eligible for the membership but pays an amount of Rs.2500/- in lump sum. Such member need not renew his/her membership unless and otherwise decided by the General Council.

1.3 UNIT MEMBERSHIP

A Unit recognized by the DNipCare shall be eligible for the membership as a single member but pays an annual membership fee approved by the General Council.

1.4 CESSATION OF MEMBERSHIP

a) Any member who defaults the annual subscription three months from the due date shall automatically cease to be a member of the Delhites' National Initiative in Palliative Care without any notice. Such member can be re-enrolled as a fresh member as per the respective membership clause.

b) A person also ceases to be a member

- On death or medically declared unstable mind , or
- When his resignation is accepted from the membership of the DNipCare, by the Governing Council, or
- Convicted by a Court of Law for any offence which makes a person ineligible for the membership.
- On expulsion under the bye-law.

1.5 APPEAL

One shall have the right to appeal against the loss of membership and the decision of the General Council shall be final. The reason for rejection shall be communicated to the member concerned.

1.6 RE-ADMISSION

In case a member is readmitted he/she shall have to pay all dues as decided by the GC

1.7 RIGHTS AND DUTIES OF A MEMBER

- (a) Every member shall have the rights of vote in the GC and participate in the election of the Governing Body.
- (b) Every member is expected to work to attain the aims and objectives of the DNipCare in accordance with the rules and regulations in force.
- (c) A member will have access to all common facilities of the DNipCare as per the rules for the same.
- (d) A Member will have the right to receive all non-priced publications of the DNipCare on request.

2. GOVERNING BODY

- a) A Governing Body elected by the General Council shall be in charge of the management of the affairs of the DNipCare. The Governing body shall have 17 to 21 members including office bearers and an Internal Auditor.

The Governing Body members shall be elected and hold office for two years and shall be eligible for re-election. The election of the Governing Body shall be by show of hands in the manner given in the schedule III of Delhi Cooperative Societies Rules 1973 unless a poll is demanded by members in which case it shall be held by secret ballot.

2.1. OFFICE BEARERS

The following are the office bearers:

- | | |
|----------------------|-------|
| 1. PRESIDENT | : ONE |
| 2. VICE PRESIDENT | : TWO |
| 3. GENERAL SECRETARY | : ONE |
| 4. SECRETARY | : Two |
| 5. TREASURER | : ONE |
| 6. INTERNAL AUDITOR | : ONE |

2.2. MEETING OF THE OFFICE BEARERS

- a) The Office Bearers shall meet as often as necessary but atleast once in three months. The Office Bearers shall also meet if requisitioned by atleast $2/3^{\text{rd}}$ members.
- b) Notice of a meeting of Office Bearers shall be given to every member atleast one day before the date of meeting provided that in an emergency situation a meeting may be convened at shorter notice.
- c) The President or in his absence on of the Vice Presidents shall preside over such meetings. If none of them present, the members present shall elect one among them to preside over the meeting.

- d) The quorum for the meeting of the Office Bearers shall ordinarily be one-third of the members. No quorum shall be necessary for the meeting called after two consecutive postponements on the same day within two hours for want of quorum provided the minimum members present shall not be less than 5 members.

2.3 EXECUTIVE MEMBERS

: From 7 To 11

2.4. MEETING OF THE GOVERNING BODY

- a) The Governing body shall meet as often as necessary but atleast once in three months. The Governing Body shall also meet if requisitioned by atleast 2/3rd members.
- b) Notice of a meeting of Governing Body shall be given to every member atleast two days before the date of meeting provided that in an emergency situation a meeting may be convened at shorter notice.
- c) The President or in his absence on of the Vice Presidents shall preside over such meetings. If none of them present, the members present shall elect one among them to preside over the meeting.
- d) The quorum for the meeting of the Governing Body shall ordinarily be one-third of the members. No quorum shall be necessary for the meeting called after two consecutive postponements on the same day within two hours for want of quorum provided the minimum members present shall not be less than 10 members including office bearers.

2.5. THE DUTIES AND POWERS OF THE GOVERNING BODY

The Governing Body shall exercise all the powers of the DNipCare except for those reserved for the General Council subject to any regulations or restrictions laid down by the DNipCare in a General Council Meeting or in the Bye-laws and in particular shall have the following powers and duties.

- a) To observe in all their transactions, the Act, the Notified Rules and the Bye-laws.
- b) To work for the attainment for each and all aims and objectives of the DNipCare
- c) To conduct the day-to-day affairs of the DNipCare in accordance with the Rules and Regulations.
- d) To maintain the register of membership, correct and update it regularly.

- e) To receive membership, donations and other contributions for managing the affairs of the DNipCare and to spend the income so generated for furtherance of the aims and objectives of the DNipCare
- f) To maintain the accounts of assets and liabilities of the DNipCare
- g) To maintain accounts of all money received and expended.
- h) To prepare and lay before the General Body Meeting, the annual audited Income & Expenditure Account and Balance Sheet.
- i) To arrange for the recovery of the dues of the DNipCare
- j) To summon General Body meeting in accordance with the bye-laws
- k) To appoint an External Auditor with the approval of the General Council
- l) To expel any member including the member of the Governing Body subject to the approval / endorsement of the General Council
- m) To establish and/or extend necessary help to form Units of the DNipCare and its smooth working outside the NCR.
- n) To nominate sub-committees for specific purpose from among the members of the GB&GC
- o) To appoint area coordinators for smooth functioning of DNipCare and also for expanding its work to the National Capital Region and also to the adjoining States
- p) To receive and act upon the reports received from the Units and Sub committees
- q) To co-opt members to the Governing Body to fill the vacancy caused by the resignation and expulsion .
- r) To exercise control over the finance and assets of the DNipCare.
- s) To frame the rules of business subject to the approval of the General Body/ Registrar of Societies.
- t) To consider any other business brought forward.
- u) To assist the General Council or such committees from time to time whenever necessary for the smooth functioning and or achieving the goal/ objectives of the DNipCare.

3. EXPULSION FROM THE MEMBERSHIP

A member of the DNipCare may be expelled by a vote of the Governing Body. if:-

- a) He/she has been sentenced for any offence other than an offence of a political character ,or
- b) He/she intentionally does any act likely to injure the credit of the DNipCare; or

- c) He/she makes default in the payments due to the DNipCare in pursuit of the laid down objects of the DNipCare even after 3 reminders and sufficient opportunity is given to clear his / her dues

4. GENERAL COUNCIL

All members of the DNipCare on its live roll shall constitute the General Council of DNipCare.

4.1 Powers, duties and functions of the General Council

General Council shall transact the following business of the DNipCare.

- a) Consideration and approval of the Annual Accounts and Report
- b) Election of the Governing Body
- c) Consideration and approval of such other business conducive to the aims and objectives of the DNipCare brought forth by the Executive Committee / Core Committee or any member with the permission of the President.
- d) Appointment of Auditors.

4.2 Quorum, Notice and Periodicity of the General Body Meeting

General Body meeting shall be called by the President at least once in a year with minimum 14 days notice indicating the date, time, place and the agenda of the meeting.

5. POWERS AND DUTIES OF THE OFFICE BEARERS

5.1. PRESIDENT:

- a) He/She shall supervise all works and activities done by other office bearers of the society.
- b) He/She will be the head of the society and preside over the meetings of the General Body and the Governing Body and Office Bearers. He/She will have the rights of casting the vote in case of tie.

5.2. VICE PRESIDENT:

In the absence of the President, one of the Vice Presidents nominated by the President shall enjoy all powers and duties which are entrusted to the President. He/She will also help and assist the President in his work.

5.3. GENERAL SECRETARY

- a) To sign on behalf of the society, conduct its correspondence and to record the proceedings / meeting.
- b) To summon and attend the meeting of the General Body in consultation with the President.
- c) To call special General Council meeting if desired on written request of at least 2/3rd members of the General Body.

5.4. SECRETARIES

To assist and share the works of the GS, such as coordination, public relations, publications, unit and other organizational works etc

5.5. TREASURER

The Treasure shall keep accounts of receipts and expenditure of society and to furnish necessary information to the Governing Body and the General Council. He/she will be authorized to keep an amount prescribed by the GB. The balance amount will have to be deposited in the Nationalised Bank as decided by the GB.

5.6. INTERNAL AUDITOR

Internal auditor is authorized to advise the GB and the treasure regarding the appropriation the finance of the DNipCare. He/she will hold the charge of the Treasurer in his/her absence.

6. FINANCIAL YEAR

The financial year of the society shall start from the 1st day of April to 31st day of March.

7. ELECTION AND QUORUM

The General Body in its annual meeting will elect the Office Bearers and members after two years by secret ballot paper and / or by rising of hands in the General Body meeting. The quorum of the General Body and the Governing Body shall be 2/3rd. The Election / selection proceedings of the society will be submitted in the office of the Registrar of Societies, Delhi immediately after selection held by the society.

8. SOURCE OF INCOME

- i) Admission Fee,
- ii) Subscriptions,
- iii) Donations and special contributions.

All the income of society shall have to be spent for the progress and fulfilment of the aims and objectives of the society.

9. BANK ACCOUNT

The Bank Account of the society shall be operated jointly by any two of the following: 1)Treasurer and the President 2) the Treasurer and the General Secretary.

10. MANAGEMENT OF FUNDS

All the incomes of the society shall be deposited in the Nationalised/ scheduled Bank.

11. FILLING UP CASUAL VACANCIES

The casual vacancies may be filled up by the resolutions passed by both the Governing Body and General Body, till the further election will be held by the society.

12. TENURE

The tenure of the Governing Body of the society shall be two years.

13. AUDIT

The Accounts of the society shall be audited at least once in a year by a qualified Auditor appointed by the General Body.

14. AMENDMENT

Any amendment in the Memorandum of Association and Rules and Regulations will be carried out in accordance with section 12 and 12 – A of Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

15. LEGAL PROCEEDINGS (SECTION 6 OF THE ACT)

The society may sue or be sued in the name of the President as per provisions laid down under section 6 of Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

16. ANNUAL LIST OF GOVERNING BODY

Once in every year, a list of the Office Bearers and members of the Governing Body shall be filled with the Registrar of the Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

17. DISSOLUTION

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi shall apply to this society.

ESSNTIAL CERTIFICATE

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

PRESIDENT :..... Sd/-.....

GENERAL SECRETARY :..... Sd/-.....

TREASURER :..... Sd/-.....