



PFI FOUNDATION

Regd No 4292 of 1992-93 under S R Act of 1860
HQ: 46, Sijubari Masjid Path, Hatigaon, Guwahati 781038 India
Tel/Fax: 0361-2235655 Cell: 09435072356 /09435674400
Email: pfifound@gmail.com Website: www.pfifound.org

CONSTITUTION/RULES & REGULATIONS/BYE-LAWS

1. The name of society will be “**PFI Foundation**” hereinafter referred as the foundation.
2. The address of the main office will be at 46, Sijubari Masjid Path, Hatigaon, Guwahati 781038 India
3. The area of operation of the foundation will be within the Union of India.
4. Objectives :-
 - a) To take up various kinds of socio-economic welfare activities.
 - b) To promote community empowerment through awareness generation programmes and strengthening of local community organization through campaigns, preparation of information materials, youth leadership, self help groups.
 - c) To organize and perform training & consultancy in education like adult education, formal & non-formal education, health education, population education, women education, environment education, physical education, higher education and research.
 - d) To establish various academic institutions with special emphasis on disadvantaged sections of the society and environment orientation to school education.
 - e) To promote agriculture through establishing non-formal co-operatives in farming, credit, marketing, extension & training, land development, waster land development, watershed management & small irrigation projects.
 - f) To strengthen rural economy through rural technology transfer in the field of cottage & small-scale industries, diary, fishery, horticulture, sericulture, weaving, livestock, dyeing, khadi, handloom and integrated Rural Development Programmes.
 - g) To promote the welfare of women and child, scheduled cast, scheduled tribe, other backward class, disabled persons, handicap, orphanage, etc. and setting up of women training centres / institutions of women industries, short stay homes for women and girls.
 - h) To promote community health and family welfare through water supply & sanitation, free health camps, women education, family planning & population control programmes, awareness generation about AIDS and other epidemic diseases and anti-drug campaign, blood donation, eye-camps, treatment of leprosy.
 - i) To organise self employment programmes through training & consultancy in education, information technology & entrepreneurship development.
 - j) To protect environment and bio-diversity through awareness generation, environment education, afforestation, social forestry & tree plantation, waste management, popularisation of non-conventional energy sources, community participation in pollution control & environment protection, establishment of eco-clubs, paryavaran vahini.
 - k) To disseminate information through process documentation, media advocacy, information technology, seminars, symposia, workshops; publication of Booklets, journals, periodicals, folders, charts, posters, kits.
 - l) To preserve and develop cultural heritage of various community and geographical location ; to promote and disseminate tribal/folk art and culture, performing art.
 - m) To set up multipurpose cultural complexes, local museums and maintenance of national memorials.
 - n) To organise commemorative programmes on late Prof. Md. Fokhrul Islam (1939-1991) - a teacher, educationist and social worker of Barak Valley and to celebrate centenaries of other important national personalities.
 - o) To empower youth and promote national integration & communal harmony through development of sports, setting up youth clubs, organising sports and games, creating sports, infrastructure, development of play ground, organising training of and exhibition for youth, promoting youth activities among the youth of backward costs and tribes.
 - p) To take up measures for the development and rehabilitation of agricultural labour, plantation labour, bonded labour, sex workers, jhumias, refugees, displaced persons due to natural calamities.
 - q) To take up necessary steps for disaster management, construction of low cost housing, night shelter for footpath dwellers & street children, community centres.

- r) To promote science and technology through undertaking Bio-technology projects research & development project, natural resource data management system, utilisation of scientific expertise of retired scientists.
- s) To promote continuing education for neo-literates through development and production of literacy and continuing education materials, training of literacy and continuing education personnel, networking training and resource centres for promotion of literacy and basic education, promotion of community learning centres, assessment and evaluation of literacy and continuing education programmes.
- t) To take up steps to protect refugees against physical harm, basic human rights and being forcibly returned to countries where they could face danger, to provide food, water, shelter & medical care.
- u) To create awareness and educating the people about ill-effects of alcoholism and drug abuse and to take steps to treat and rehabilitate addicts.
- v) To take up any other activities as and when decided by the Executive Council of the foundation.

5. Membership:-

- a) Qualification to become a member : Any person agreeing to the aims & objectives of the foundation and ready to abide by its rules & regulations can become a member of the foundation by paying the fees prescribed for the purpose from time to time.
- b) Subscription : The annual membership subscription will be Rs. 200.00 only and life membership will be Rs. 2500.00
- c) Collection of fund: Fund will be collected from members/non-member and from any other organization, Govt or non-Govt. Without any direct influence from the doner and will be governed by the Executive council for carrying out different objectives. Order receipts will be issued by the Executive Director who in also the Treasurer of the foundation in all such collection/Transaction.
- d) Control of fund : The fund of the foundation will be controlled by the Executive council and through one or more accounts in nationalized bank(s) to be operated jointly by the Executive Director and any other authorized officer of the foundation. The account will be audited annually by proper auditors as prescribed under the law and such auditors report will be presented in the annual general meeting regularly.

6. Procedure of the General Meeting:

General meeting will be held atleast once in a year, notice for which will be served by the Executive Director as per the decision of the Executive Council.

7. Quorum of the General Meeting:

Atleast one-third of the total existing registered members of the foundation should be present to form the quorum of the general meeting.

8. Election procedure of the Executive Council:

Executive Council will be elected by the General Body meeting of the foundation for a term of Five years or till the election of next Executive Council whichever in later. However upto three or at least two family members of Late Prof. Fokhrul Islam will be nominated by the general body to the Executive Council.

9. Short description of the Executive Council:

- a) The Executive Council will be consists of following office hearers:

President	One
Vice President	One
Executive Director	One
Executive Members	At least 8 members from various sectors of the society and profession. Out of the member the Executive Council may select one Vice President, One Registrar, and or more Directors.

- b) However, the top-level functionaries of the foundation as appointed from time to time upto the level of Project Director, Registrar, Astd. Directors, Deputy Directors will be the special invitee(s) in Executive Council and they will be invited by the President as per the recommendation of the Director of the of the Executive Council for the particular meeting of the Executive Council.

10. The term of the Executive Council:

Executive Council will be elected by the general body meeting of the foundation for a term of Five years or till the election of next Executive council whichever in later.

11. Procedure of Re-election the members of the Executive Council:

Executive Council will be re-elected by the General body meeting of the foundation before expiry of the existing Executive council.

12. Procedure of the Meeting of the Executive Council:
Executive body meeting will be held at least thrice in a year notice for which will be served by the Executive Director one week ahead of the date of meeting to individual members.
13. Quorum of the Meeting of the Executive Council:
More than one-third of the existing Executive Members of Executive Council of the foundation should be present to form the quorum of the executive meeting.
14. Expulsion of Undesirable Member:
Any member who goes against the rules and regulation of the foundation will be expelled from the foundation by the decision of the Executive Council and ratified by the next general meeting.
15. Auditor:
A qualified auditor will be appointed by the Executive Council for the term of one year who shall audit the accounts of the foundation atleast once a year and annual audit report will be submitted to the Registrar of the Societies regularly.
16. Legal Procedure:
According to the provision laid down in the Section 6 of the Societies Registration Act XXI of 1860, the foundation may sue or may be sued in the name of President or Executive Director of the foundation.
17. Dissolution:
If necessary the foundation may be dissolved and properties remained after dissolution may be handed over according to the provision laid down in the Section 13 and 14 of the societies Registration Act XXI of 1860.

18. Powers and Functions of the Executive Council & Office bearers of the Foundation:

18A Executive Council:

- (i) To prepare and executive detailed plans and programmes for the management and administration of the foundation.
- (ii) To receive grants and contributions and to have custody of the funds of the foundation and to manage the properties of the foundation.
- (iii) To prepare budget estimate of the foundation for each year;
- (iv) To conduct and supervise the activities and programmes of the foundation;
- (v) To prescribe rules and regulations for and to hold various projects undertaken by the foundation;
- (vi) To create administrative and other posts under the foundation and to make appointments thereto for the efficient management of the activities of the foundation;
- (vii) To co-operate with any other organisation in the matter of execution of the projects and training of the staffs;
- (viii) To enter into agreements for and on behalf of the foundation;
- (ix) To use and defend all legal proceedings on behalf of the foundation;
- (x) To appoint committees for the disposal of any business of the foundation or for tendering advice in any matter pertaining to the foundation;
- (xi) To delegate to such extent as it may deem necessary any of the powers to any staff or committee of the foundation;
- (xii) To consider and pass resolutions on the annual report, the annual accounts and the financial estimates of the foundation as it thinks fit, such annual report, annual accounts and final estimates along with the resolutions passed there on by the council being submitted to the concerned authorities and to the Registrar of the Societies;
- (xiii) To make, adopt, amend, vary or rescind from time to time bye-laws for the regulations of, and for any purposes connected with the management and administration of the affairs of the foundation and for the further once of its objects;
- (xiv) To make, adopt, amend, vary or rescind from time to time bye-laws (a) for the conduct of the business of the Executive council and the committees to be appointed by it (b) for delegation of its powers, c) for the co-option of members to the Executive council;
- (xv) To perform such additional functions and to carry out such duties as may from time to time be assigned to it by the concerned authorities;
- (xvi) The Executive Council shall ordinarily meet thrice in every year provided that the President may, whenever he thinks fit, and shall on the written requisition of not less than five members call a special meeting not less than fifteen days notice shall be given to every meeting of the Executive council;
- (xvii) Half of the members of the Executive council, including President, shall constitute a quorum for any meeting of the Executive council;
- (xviii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail;

- (xix) Each member of the Executive council including President shall have one vote and if there shall be an equality of vote on any question to be determined by the Executive council, the President shall in addition have and exercise casting vote;
- (xx) Every meeting to the Executive council shall be presided over by the President and, in his absence from any meeting, by a member chosen from amongst themselves by the members present at the meeting.

18B President:

- i) It shall be the duty of the President to see that the decisions taken by the Executive council are implemented;
- ii) The President shall exercise such other powers as may be delegated to him by the Executive council.

18C Vice-President:

- i) In the event of the post of President remaining vacant or the President being absent in a meeting or unable perform his/her duties for any reason then Vice President shall exercise temporarily such powers and perform such functions and duties of the President.
- ii) The Vice President shall have such other powers and perform such other duties as may be delegated or assigned to him by the Executives council.

18D Executive Director:

- (i) The Executive Director shall be the chief administrative and executive officer of the foundation and shall be responsible for the proper administration of the foundation and for importing of instruction and maintenance of discipline therein. All other staff of the foundation shall be subordinate to the Executive Director. He shall be the custodian of the records, the funds of the foundation and such other property of the foundation as the Executive council may commit to his charge.
- (ii) The Executive Director shall have such other powers and perform such other duties as may be delegated or assigned to him by the Executive council.
- (iii) The Executive Director may delegate any of his powers to any of his subordinate with the approval of the Executive Council.
- (iv) The Executive Director shall act as the Secretary and Treasurer of the foundation and such other committees as the foundation or the Executive Council may decide.

18E Director:

- iii) In the event of the post of Executive Director remaining vacant or the Executive Director being absent or unable perform his duties for any reason then Director shall exercise temporarily such powers and perform such functions and duties of the Executive Director.
- iv) The Director shall have such other powers and perform such other duties as may be delegated or assigned to him by the Executives council or the Executive Director.


18G Registrar:

- i) The Registrar shall be the whole-time staff of the foundation.
- ii) The Registrar shall be directly responsible to the Executive Director of the foundation for the proper discharge of his duties and functions.
- iii) The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Executive council or the Executive Director.

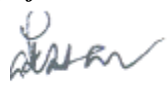
19. Subject to the approval of the General Body, the Executive council may alter, extend or abridge any purpose or purpose for which the foundation in established, provided that the procedure prescribed in that behalf by Act XXI of 1860 has been followed.

20. These rules of the foundation may be altered by the Executive council with the approval of the General Body at any time by a resolution passed by a majority of two-thirds of the members present at any meeting of the Executive council which shall have been convened for the purpose after giving due notice of such resolution to the members of the Executive council.

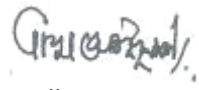
Certified to be the true copy of the Rules and Regulations of the PFI Foundation:



 President



 Vice President



 Executive Director