West Bengal Form No 264

Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. SO916370 of 1909-1910

Legacy Registration No. : 01917/003

I here by certify that RAMAKRISHNA MISSION has this day been registered under the West Bengal Societies Registration Act, 1961.

Given under my hand at Howrah this 4th day of May One Thousand Nine Hundred and Nine.

Signature valid
Digitally signed by Bikash Ray
Date: 2019.01.30 17:45:47 IST

Digitally Signed by DPO

Registrar of Firms,Societies &
Non-Trading Corporations,
West Bengal

Suviranand
General Secretary
Ramakrishna Mission
Belur Math, Howrah
W.B. 711 202

ACJP-A 1076-2003-04-1,10,000

SECRETARY
RAMAKRISHNA MISSION VIDYALAYA
PERIYANAICKENPALAYAM
COIMBATORE 641 020
TAMIL NADU

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The

RAMAKRISHNA MISSION

MEMORANDUM OF ASSOCIATION

&

RULES AND REGULATIONS

Revised on 14th March 2012

ISSUED BY THE GOVERNING BODY
FROM BELUR MATH, DT. HOWRAH

THE GOVERNING BODY
OF
THE RAMAKRISHNA MISSION
(As on 14 March 2012)

1.	Swami Atmasthananda	President
2.	Swami Gitananda	Vice-President
3.	Swami Smarananda	Vice-President
4.	Swami Prabhananda	General Secretary
5.	Swami Suhitananda	Assistant Secretary
6.	Swami Bhajanananda	Assistant Secretary
7.	Swami Srikarananda	Assistant Secretary
8.	Swami Suviranada	Assistant Secretary
9.	Swami Girishananda	Treasurer
10.	Swami Bodhasarananda	
11.	Swami Divyananda	
12.	Swami Gautamananda	
13.	Swami Mumukshananda	
14.	Swami Shivamayananda	
15.	Swami Tattwavidananda	
16.	Swami Vagishananda	
17.	Swami Vimalatmananda	

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MEMORANDUM OF ASSOCIATION OF
THE RAMAKRISHNA MISSION

Registered on the 4th May, 1909
Under Act XXI of 1860
Registered No. 1917 / 3 of 1909-1910

1(a). The name of the Association is THE RAMAKRISHNA MISSION. It may also be spelt as RAMAKRISHNA MISSION.

1(b). The address of the Registered Office of the Association as well as of its Headquarters is P.O. Belur Math – 711202, P.S. Bally, District Howrah, West Bengal, India.

2. The objects of the Association are :

2(a). To impart and promote the study of the Vedanta and its principles as propounded by Sri Ramakrishna and practically illustrated by his own life and of Comparative Theology in its widest form.

2(b). (i) To impart, promote and undertake the study of and research in the arts / humanities, sciences, technologies and industries in all their branches both basic and applied.

(ii) To undertake scientific research in the area of medical sciences.

2(c). To train teachers in all branches of knowledge above-mentioned and enable them to reach the masses.

2(d). To carry on educational work among the masses.

2(e). To establish, maintain, carry on and assist schools, colleges, universities, research institutions, libraries, auditoriums, orphanages, workshops, laboratories, hospitals, dispensaries, houses for the aged, the infirm, the invalid and the afflicted, relief and rehabilitation works, and any other educational, medical, cultural and social welfare service activities and training institutions and charitable works and institutions of a like nature.

2(f). To take up development and general welfare activities for the benefit of the underprivileged / backward / tribal people of the society without any discrimination.

2(g). To print and publish and to sell or distribute, gratuitously or otherwise, journals, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.

2(h). To carry on any other work which may seem to the Association capable of being conveniently carried on in connection with and calculated directly or indirectly to promote any of the before-mentioned objects.

2(i). To purchase, take on lease or in exchange, hire or otherwise acquire property, movable or immovable, and any rights or privileges which may be deemed necessary or convenient for the purposes of the Association and to improve, develop, manage, sell, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Association.

2(j). To construct, maintain or alter any house, buildings or works necessary or convenient for the purpose of the Association.

2(k). To accept any gift of property whether subject, or not, to any special trusts or conditions in favour or furtherance of any of the objects of the Association.

2(l). To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations, subscriptions or otherwise.

2(m). For the purpose of the Association to borrow and raise fund in such manner as the Association may deem fit.

2(n). To invest the funds of the Association not immediately required upon such securities and in such manner as may from time to time be determined.

2(o). To undertake and execute any trust or any agency – business which may seem directly or indirectly conducive to any of the objects of the Association either gratuitously or otherwise.

2(p). For the purpose of the Association to make, accept, endorse and execute legal documents to receive loan or get credit facility according to law.

2(q). To incorporate institutions, societies or associations having objects wholly or in part similar to any of those of the Association and to co-operate with any person or persons in aid of such objects.

2(r). To do all or any of the above things either as principals, agents, trustees or otherwise and by or through trustees, agents or otherwise and either alone or in conjunction with others.

2(s). To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

3. The names, addresses and occupations of the Governing Body of the Association are:-
(As on 20th April 1909)

Swami Brahmananda, Belur Math,		Hindu Missionary	Being the present Trustees of the Belur Math
Swami Saradananda	,,	,,	
Swami Premananda	,,	,,	
Swami Shivananda	,,	,,	
Swami Akhandananda	,,	,,	
Swami Trigunatita	,,	,,	
Swami Ramkrishnananda	,,	,,	
Swami Adwaitananda	,,	,,	
Swami Subodhananda	,,	,,	
Swami Abhedananda	,,	,,	
Swami Turiyananda	,,	,,	
Swami Suddhananda	,,	,,	
Swami Bodhananda	,,	,,	
Swami Atmananda	,,	,,	
Swami Satchidananda No.1	,,	,,	
Swami Virajananda	,,	,,	

4. The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by

way of profit, to any of the members of the Association, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Association in return for any work done or services actually rendered to the Association nor prevent the payment of interest at a rate mutually agreed upon per annum on funds borrowed from any financial institution.

5. No person or persons in whom for the time being any fund or money or any other property, movable or immovable of the Association may be vested shall be answerable for any loss arising in the administration or application of the said trust funds or sums of money or for any damage to or deterioration in the said property unless such loss, damage or deterioration shall happen by or through his or their willful default or neglect.

6. A copy of the rules and regulations of the Association certified to be a correct copy by three of the Governing Body of the Association is filed with this Memorandum of Association. We the several persons whose names and addresses are subscribed are desirous of being formed into a Society in pursuance of this Memorandum of Association.

Dated the 20th day of April, 1909.

NAMES	WITNESS
(Signed as on 20-04-1909)	to the signatures of..... Swamis Subodhananda, Sivananda, Premananda. Suddhananda, Satchidananda No.1 and Adwaitananda:-
1. (Sd.) Subodhananda (Religious preacher), Math, Belur, Dt. Howrah.	
2. (Sd.) Shivananda, (Religious preacher), Math, Belur, Dt. Howrah.	
3. (Sd.) Premananda, (Religious preacher), Math, Belur, Dt. Howrah.	(Sd.) Kedar Nath Bhattacharya, Pleader, Munsiff's Court, Baruipur, 24 Pargs.
4. (Sd.) Suddhananda, (Religious preacher), Math, Belur, Dt. Howrah.	Explained by me Swami Satchidananda No.1 and Swami Adwaitananda.
5. (স্বাঃ) সচ্চিদানন্দ নং ১ (ধর্ম প্রচারক), মঠ বেলুড়, জেলা হাওড়া	(Sd.) Swami Suddhananda, Math, Belur, Dt. Howrah. Witnesses to the signatures of Swami Brahmananda and Swami Ramakrishnananda:-
6. (স্বাঃ) অদ্বৈতানন্দ (ধর্ম প্রচারক), মঠ বেলুড়, জেলা হাওড়া	
7. (Sd.) Brahmananda, (Religious Preacher).	(Sd.) A.S. Balasubramania, High Court Vakil, Santa Vilas, Mylapore, Madras.
8. (Sd.) Ramkrishnananda (Religious Preacher). Both residing at the Ramakrishna Home, Mylapore, Madras.	(Sd.) C. Ramaswami Ayengar. Public Works Department. Railway Secretariat, Chepauk, Madras.

RULES AND REGULATIONS OF THE RAMAKRISHNA MISSION

1. The Association is established for the purposes expressed in the Memorandum of Association; and its Headquarters as well as the Registered Office is at Belur. P.O. Belur Math - 711202, Police Station Bally, District Howrah, West Bengal, India.

2. DEFINITIONS : The following words 'quoted in bold italics' occurring in the body of the Rules and Regulations of the Ramakrishna Mission, unless excluded by the context, will mean as follows:

(i) "Governing Body" means the Governing Body of the Ramakrishna Mission constituted by members of the Board of Trustees of the Ramakrishna Math, Belur (otherwise called and known as Belur Math) and is vested with the power and authority for the management of the organization as a whole.

(ii) "Office-bearer" means Office-bearer of the Ramakrishna Mission at its Headquarters if not defined otherwise to refer to the same for a branch centre also.

(iii) "President" means President of the Governing Body of the Ramakrishna

Mission, who is also the President of the Board of Trustees of Ramakrishna Math, Belur.

(iv) "General Secretary" means Executive Head of the Ramakrishna Mission at its Headquarters at Belur and vested with the responsibility to carry out its day-to-day administration.

(v) "Assistant Secretary" means an Assistant Secretary and office-bearer at the Headquarters unless defined otherwise to refer to the same for a branch centre.

(vi) "Treasurer" means the Treasurer of the Ramakrishna Mission at the Headquarters unless defined otherwise to mean a similar office-bearer for a branch centre.

(vii) "Math" means Ramakrishna Math, Belur, otherwise called and known as Belur Math, with all its branches and represented by the Math Headquarters at Belur.

(viii) "the Association", "Headquarters" and "Mission" often used interchangeably in this document mean Ramakrishna Mission in general.

(ix) "Managing Committee" means and includes the Committee appointed by the Governing

Body for managing the affairs of a branch centre.

(x) "Secretary" means principal office-bearer of a branch Managing Committee and the chief functionary of a branch centre.

(xi) "Monastic member" means a Sannyasin or an ordained Brahmacharin of the Ramakrishna Order attached to Ramakrishna Math, Belur, who is accepted as a member of the Ramakrishna Mission as provided in the Rules and Regulations of the Ramakrishna Mission.

(xii) "Lay member" means a devotee, a well-wisher, a patron or a sympathizer of the ideas and ideals of the Ramakrishna Mission, duly accepted as its member as per Rules.

MEMBERS AND ASSOCIATES

3(a). All men whether lay or monastic who are followers of the Paramahamsa Ramakrishna may become members of the Association if elected at a meeting of the Association or nominated by the Governing Body hereinafter mentioned, provided that all the Trustees for the time being of the Indenture of Trust dated the 30th day of January, 1901, usually

called the Trust Deed of Ramakrishna Math, Belur, otherwise called and known as the Belur Math, shall be ex-officio members of the Association.

3(b). A person intending to be a member shall sign the declaration form annexed herewith and submit to the General Secretary an application, in a form prescribed by the Association, and he shall be proposed by a member of the Association and seconded and supported by at least two members of the Governing Body.

MEMBER'S DECLARATION FORM
[Vide Rule 3(b)]

3(b). (i) I look upon Sri Ramakrishna as an illustration and embodiment of the Religion Eternal, whose life and teachings help one to understand the plan and purpose of all the religions of the world and their underlying truth and harmony.

3(b). (ii) I look upon all religions as paths to God, and shall try to live in peace and fellowship with the followers of all religions.

3(b). (iii) I have full sympathy with all the objects of the Ramakrishna Mission as set forth in the Memorandum of Association, and I will actively co-operate with the work of the Mission.

3(c). All men irrespective of colour, creed or caste, sympathizing with all the objects of the Association may become associates if elected at a meeting of the Association or nominated by the Governing Body.

4. The Association shall maintain a register of members containing the name and address of each member, the date of his admission as a member, and the date on which he ceased to be such. Any member may inspect the register, after giving seven days' notice to the General Secretary, in the presence of a person authorized by the General Secretary.

5(a). Monastic members shall not be required to pay any admission fee or any subscription.

5(b). The Governing Body may confer associate membership upon anyone who has distinguished himself by educational and philanthropic works or otherwise and also subscribes to clauses 3(b)(i), 3(b)(ii) and 3(b)(iii).

6(a). Every lay member and every lay associate, unless exempted therefrom in writing by the Governing Body, shall pay in advance a token admission fee of Rs. 50/- and thereafter an annual subscription of Rs. 100/- in case of the former, and similarly, an admission fee of Rs. 50/- and an annual subscription of Rs. 75/- in case of the latter.

6(b). The annual subscription of a lay member may be commuted by the Governing Body on payment of Rs. 5000/-.

7(a). Connection of members and associates with the Association shall cease by resignation, death, incapacity, removal or non-payment of dues for two years, but shall be capable of renewal in such manner as the Governing Body may from time to time decide.

7(b). The Governing Body on a requisition signed by not less than forty lay members of the Association may remove a lay member/associate from the rolls of the Association, provided, the connection of such a member/associate is deemed by the Governing Body, after enquiry and after hearing his explanation, if any, as detrimental to the interests of the Association.

7(c). If in the opinion of the Governing Body the conduct and behavior of any lay member/associate is deemed detrimental to the objects and work of the Association, the Governing Body may after notice to such a member/associate and hearing his explanation, if any, suspend him for a period not exceeding six months.

7(d). It shall be lawful for the Association to remove any lay member/associate from the rolls of the Association by a majority consisting of not less than

three-fifths of the votes cast at a special/general meeting of the Association, subject to the provision of 7(b).

7(e). A Sannyasin or an ordained Brahmacharin who leaves or is expelled from the Ramakrishna Order attached to Ramakrishna Math, Belur, for any reason whatsoever, shall automatically lose his membership, if any, of the Ramakrishna Mission.

7(f). No lay member/associate shall be removed unless he has been given an opportunity of being heard. The Association or the Governing Body, as the case may be, is not bound to give reasons for its decision.

7(g). If a member/associate remains absent in the Annual General Meeting consecutively for three years the General Secretary may serve him a notice seeking explanation for such absence at least twice in the year following the last AGM. His explanation, if any, shall be placed before the Governing Body for consideration and it will be at liberty to remove the name of such a member/associate from the register of the Association if the reason cited thereof is not satisfactory.

8(i). A member shall be entitled to :

(a) vote at all meetings of the Association, use the Library attached to the Math at

Belur in the district of Howrah and reside at the Math temporarily subject to rules and regulations prescribed by the Math authorities;

(b) attend all classes conducted by the Association or the instruction of its members and receive individual instruction whenever practicable;

(c) receive all publications of the Association at a special discount of 25 percent on the published price if purchased for personal use only;

(d) inspection of the audited accounts in the Office of the Association during office hours on a date, to be fixed by the General Secretary, in the presence of a person authorized by the General Secretary. In such a case clear fifteen days' notice about his intention to have the inspection shall be given to the General Secretary.

8(ii). Members shall be entitled to receive reports and leaflets published by the Association on application.

9. Associates shall have all privileges of members except the right to vote at meetings.

MEETINGS OF THE ASSOCIATION

10(a). There shall be one Annual General Meeting of the Association to be called by the General Secretary every year on a convenient Sunday of December but in no case later than fifteen months of previous year's meeting, at such place, date and hour as the General Secretary shall from time to time determine.

10(b). At such an Annual General Meeting the following business shall be transacted :

(i) Confirmation of Proceedings of the last Meeting ;

(ii) Report by the Governing Body on the working of the Association for the previous year ;

(iii) Passing of the Balance Sheet and Auditors' Report for the previous year ;

(iv) Appointment of duly qualified auditors ;

(v) Election of new members or delisting of old members due to death, resignation, incapacity or removal, if any; and

(vi) Such other business as the General Secretary will place on the agenda.

11(a). Not less than 100 (one hundred) members on roll shall form a quorum in an Annual / Special General Meeting of the Association competent to proceed with the business of such a meeting.

11(b). Not less than fifteen days' notice shall be given to the members of a General Meeting of the Association. Such a notice together with the agenda shall be drawn up by the General Secretary and sent by post to the registered address of each member, the date of posting being deemed to be the date of notice, but the non-receipt of the notice by any member shall not invalidate the proceedings at any meeting.

11(c). No business which is not on the agenda of the meeting shall be brought up or discussed at the meeting upless thirty clear days' previous notice thereof shall have been given in writing to the General Secretary.

12(a). At any meeting of the Association in which the President is present he shall preside; in his absence such a Vice-President as may be selected by the Governing Body shall preside; in the absence of the President and the Vice-Presidents, a member of the Governing Body selected for that purpose by the Governing Body shall preside; and failing such selection, any member present and elected by that meeting shall preside.

12(b). (i) Subject to the provision of clause (c) below, all questions in a meeting of the Association shall be decided by a majority of votes of the members present, each member casting one vote, provided that the chairman of a meeting shall have a

second or casting vote in case of a tie. The Chairman's declaration as to the result of voting shall be final.

(ii) The Chairman of the meeting will, at his discretion, decide whether the voting is to be exercised by show of hands or by ballot papers.

12(c) The Association may, by the votes of three fourths of the members present and voting in the meeting especially called for that purpose, make, alter, amend or rescind any of the objects of the Association or rules and regulations governing the Association.

Provided, however, that for amendment to rule 14(b) and this rule, namely 12(c), votes of at least three-fourths of the total number of members of the Association shall be necessary.

13. An Extraordinary General Meeting of the Association may be convened either by the President or the General Secretary specifying the business to be transacted thereat or on a requisition signed by at least 3/4th (three-fourths) of the members of the Governing Body specifying the business to be transacted at such requisition meeting. The date, hour and place of such meeting shall be determined by the President or the General Secretary. If within three months from the date of delivery of such requisition

to the President, the Extraordinary General Meeting so requisitioned is not convened, the requisitionists themselves may convene such Extraordinary General Meeting. Fifteen days' notice in writing must be given to all members of the Association of any Extraordinary General Meeting convened by them under the clause, and such notice must specify the date, hour and place of such meeting.

THE GOVERNING BODY

14(a). The properties and funds of the Association and its management shall vest in the Governing Body of the Association.

14(b). The Governing Body shall be composed of the Trustees for the time being in terms of the Deed of Trust dated the 30th day of January, 1901 executed and known as the Trust Deed of the Belur Math.

14(c). If, at any time, there be no surviving Trustees, the Association may, in a General Meeting called for the purpose, appoint from among its members a Governing Body consisting of such member or members for such period as it may determine.

15(a). The Governing Body shall from its members elect a President, one or more but not exceeding three Vice-Presidents, a General Secretary, one or more but not exceeding four Assistant Secretaries and a Treasurer of the Association, who shall also

be the respective office-bearers of the Governing Body, and assign to them their respective duties. The office-bearers shall hold office for a term of two years, but shall be eligible for re-election. If during the said term of two years any casual vacancy in the post of any office-bearer occurs by reason of death, resignation, removal or otherwise, a new office bearer may be elected by the Governing Body for the remainder of the said term.

15(b). All meetings of the Governing Body will be presided over by the President, or in his absence by one of the Vice-Presidents to be elected Chairman by the meeting, and in the absence of all of them, the members present shall elect a Chairman from among themselves. Nine members shall form a quorum. In every such meeting, each member shall have a single vote and all resolutions shall be passed by a majority and in case of a tie, the Chairman shall have a casting vote.

15(c). The General Secretary shall duly notify the members of the time and place of the meetings of the Governing Body at least 3 (three) days before such a meeting takes place.

16(a). The Governing Body shall be competent to carry on any work which may seem to it capable of being conveniently carried on in connection with and calculated directly or indirectly to promote any of the objects of the Association.

16(b). Subject to the provisions of clause 16(d) for the promotion of any of the objects of the Association, the Governing Body shall be competent to raise loans in such a manner and from such financial institutions as it may think proper.

16(c). The Governing Body shall have power to borrow, in furtherance of the objects of the Association, from the funds of the Headquarters, the branch centres or sections of either of them, such funds not being endowed or ear-marked for any specified purpose or object. Where the branch centres are concerned it shall be done with the consent of the Managements of such branches.

16(d). Where a loan is to be taken from outside, it can be incurred only after a resolution to that effect has been passed at a meeting of the Governing Body in which at least two-thirds of the total number of members of the Governing Body are present and at least two-thirds of the members so present vote for the resolution.

16(e). The Governing Body shall be competent to lend any such money to branch centres.

16(f). The Governing Body or its nominee shall be in custody of the property of the Association and shall invest such funds of the Headquarters or any of its branches/ sections, as are not immediately required, in Government and other approved securities or

Scheduled Banks or Safe Deposits or Savings Bank accounts with Post Offices or other financial instruments of Government Bodies as may from time to time be determined by the Governing Body. However, the Governing Body will be entitled to accept and hold shares in any limited company which are donated to the Mission.

16(g). Such moneys of the branch centres or any section thereof as are not immediately required and are sent to the Headquarters for investment, shall be invested by the Governing Body in a manner mentioned in Rule 16(f).

17. The Governing Body may make, alter, amend or rescind bye-laws for the transaction of its own business and for the management of the branch centres subject to the provisions of the rules and regulations of the Association.

18(a). The Governing Body shall be competent to delegate, by a certificate in writing and bearing the seal of the Association, to any person or persons or body or bodies such portions of their authority as they shall from time to time think fit and at pleasure to revoke the authority so delegated. Provided that for such a decision, consent of at least 75% (three-fourths) of members of the Governing Body will be necessary.

18(b). The Governing Body shall, whenever necessary, authorize and empower any person to

raise subscriptions. donations, etc. from the public, for furthering any object of the Association, by giving him a certificate in writing bearing the seal of the Association and such persons shall act under the direction of the General Secretary who shall take accounts of the same from them.

18(c). The Governing Body may appoint for a period not exceeding two years one or more Inspectors who shall have power under the direction of the General Secretary to look into the working, records, documents, accounts, etc. of any branch centre and submit their findings and recommendations to the General Secretary. Also any member of the Governing Body, at the requisition of the General Secretary, shall be competent to make such inspection.

18(d). After the close of any relief operation by the Mission Headquarters, the Governing Body shall have power to transfer any surplus of the funds collected for the purpose, to a fund which is called the Provident Relief Fund maintained at the Headquarters and utilized for relief operations in connection with flood, famine, etc.

19(a). The General Secretary, under the general supervision and guidance of the Governing Body, will represent the Mission in all activities and affairs and be its executive head and carry out its day-to-day administration.

19(b). The General Secretary shall cause to be kept proper records and accounts of the Association, its affairs and property.

19(c). The General Secretary or any duly authorized Assistant Secretary / Treasurer will receive and realize all funds, dues, donations, contributions, grants, etc. and issue receipts for the same. The amount so received shall be made over to the Treasurer, who shall deposit / invest such collections in Scheduled Banks or Post Office Savings Banks or in other forms of investments duly approved by the Governing Body, in the name of the Ramakrishna Mission.

19(d). The Treasurer or the General Secretary or any Assistant Secretary duly authorized for the purpose by the Governing Body shall have power to withdraw money, to operate bank accounts, to draw interests on all securities, to renew or consolidate or sell such securities belonging to the Ramakrishna Mission subject to the approval of the Governing Body by resolution. The Governing Body shall provide the General Secretary or the duly authorized Assistant Secretary or the Treasurer with imprest fund.

19(e). With the previous sanction of the Governing Body by resolution, any one or more of the specified office-bearers of the Ramakrishna Mission, at headquarters or any of its branch centres, shall be competent to sell any immovable property belonging

to the Ramakrishna Mission and execute and register all necessary documents to complete the sale.

20(a). All movable and immovable properties by way of gift, endowment, purchase or otherwise, shall be acquired in the name of the Governing Body for the time being, or in the name of the Ramakrishna Mission, and all such properties so acquired whether by the headquarters or its branches or in the name of any office-bearer or any monk of the Ramakrishna Math and intended for the use of Ramakrishna Mission, shall vest in the Governing Body of the Association.

20(b). All movable or immovable properties acquired either by and for the headquarters at Belur or by and for any branch centre shall be utilized for the headquarters or for that branch centre, as the case may be, and they shall be devoted to the general purposes or to any specific objects of such centres according to the intention of the donors or subject to any special direction of the donor as agreed upon.

AUDIT

21. The accounts of the Association shall be annually audited by a duly qualified auditor or auditors to be appointed by the association in its Annual General Meeting. If in any year such an auditor so appointed is not available for some unavoidable reason, the Governing Body shall have power to appoint another in his place for the year.

SEAL

22. The Association shall have the common emblem /seal designed by Swami Vivekananda and duly registered.

23. The seal shall be affixed to all formal documents like appointments, Charters of Managing Committees, etc. in the presence of two members of the Governing Body, of whom one shall be an office-bearer.

CONTRACTS

24(a). The Governing Body may by a resolution enter into any contract on behalf of the Ramakrishna Mission and/or authorise by such resolution any one or more of the office-bearers at the headquarters or at a branch centre to execute all necessary documents in that behalf.

24(b). Secretaries of branch centres shall send to the headquarters for approval all draft deeds of gift, purchase or sale of immovable properties before they are executed and registered. In case of purchase the approval should be obtained before the earnest money is paid. Approval should also be taken before signing of any Memorandum of Understanding (MoU).

24(c). Any new project related either to the development of the centre or expansion of its service(s) shall be undertaken by the Secretary of a branch centre only after it is approved by the Governing Body.

SUITS

25(a). The Association may sue, defend a suit against it or be sued in the name of its General Secretary or any of its duly appointed office-bearers.

25(b). The Governing Body shall determine if and when a suit is to be filed or defended and may, by resolution, authorize one or more office-bearer(s) of the Governing Body or of a branch Managing Committee to file or defend the same on behalf of the Association. In case of the latter the General Secretary may be authorised, by resolution, to issue necessary Power of Attorney or a Letter of Authority, as applicable, in favour of the office-bearer(s) of the branch Managing Committee.

25(c). In an exceptional or unavoidable situation the Governing Body may, by resolution, authorize a member of the branch Managing Committee to deal with such suit(s) for and on behalf of the Ramakrishna Mission.

Provided that in legal matters opinion of an experienced lawyer(s) shall be obtained.

BRANCH CENTRES

26(a). Institutions for philanthropic, charitable, educational or any other kind of work, started by the Governing Body in furtherance of any of the objects of the Association in any locality outside the registered

office of the Association, commonly referred to as the Headquarters, shall be regarded as branch centres.

26(b). Though the branch centres are all legally inseparable from the parent body, namely Ramakrishna Mission Headquarters and administered by the Governing Body, they shall be treated as separate entities for purposes of transactions among themselves and with the Headquarters, and separate accounts shall be maintained for each branch centre.

26(c). If any branch centre closes down, or it becomes impossible to continue its work on account of circumstances over which the Mission has no control, the funds and also the movable and immovable properties of such a branch centre after meeting its liabilities, will be at the disposal of the Governing Body, which may utilise the same for such purposes within the objects of the Mission and in such manner as it may consider fit.

27. Each branch centre will be managed by an individual or a group of individuals or a Managing Committee consisting of members and office-bearers, appointed by the Governing Body from among persons interested in the work of the branch centre.

28. An individual or a group of individuals or Managing Committees appointed for the management of branch centres shall direct the business of those centres, according to the rules and bye-laws framed

by the Governing Body in consultation with the local members and associates or the people of the locality interested in those works.

29. Every such centre shall contribute, unless exempted in writing, a sum not less than rupees five hundred annually to the Governing Body towards the expenses of the administration.

30(a). The funds of such branch centres shall consist of the income from investments, subscriptions and donations received from the public or public bodies, private enterprises, grants from the Government or any public body, fees from students, or savings from sale proceeds of publication, agricultural produce, trainees' products, produce from dairy, poultry, fishery or any such activity and such fund shall be exclusively used for the welfare of such branch centres and promotion of their objects.

30(b). An account of all receipts and disbursements from all such funds shall be maintained by each branch centre with proper vouchers, and these shall be audited every year by auditors appointed by the Association.

30(c). The Secretary of the branch centre shall, by the 15th June, submit to the General Secretary, an annual statement of accounts as also the audited Balance Sheet, Income & Expenditure and Receipts & Payments accounts for the previous financial year.

In addition, monthly statements of Receipts & Payments and quarterly statements of Income & Expenditure shall be submitted. Under special circumstances more frequent statements of accounts, shall have to be submitted if required by the General Secretary. Monthly reports of the activities of the centre shall similarly be submitted.

30(d). The General Secretary shall arrange for the inspection or routine check-up of the properties, general working, accounts, records, documents, etc. of the branch centres either through the office-bearers at the headquarters or through persons authorized by the Governing Body, and such persons shall discharge their duties without interfering with the local administration, the expenses for the same to be shared equally by the headquarters and the branches concerned. On special occasions the General Secretary may also call upon a senior member of the Ramakrishna Order to discharge such duties, but the General Secretary shall report this duly to the Governing Body.

31. Regular donors, patrons, eminent educationists, philanthropists having love and respect for the ideas and ideals of the Ramakrishna Mission and other persons who render substantial and gratuitous service to such a branch centre, will be eligible for appointment as members and office-bearers of its Managing Committee, provided that

they are not involved in politics. Such members and office-bearers shall be ex-officio associates of the Ramakrishna Mission. An employee or a beneficiary of the Ramakrishna Mission, unless for special reason, shall not be inducted as a member of the Managing Committee.

32(a). Each Managing Committee shall consist of the President, one or more but not more than three Vice-Presidents, one Secretary, one or more but not more than three Assistant Secretaries, one Treasurer and as many members as the Governing Body may decide, provided, always that the total number of members and office-bearers shall not be less than eight and not more than twenty, all of whom shall have equal power of vote. Such Committees shall function for not more than two years unless their terms are extended by the Governing Body.

32(b). Where a branch centre is managed by an individual, he shall be appointed Secretary to perform and exercise all duties and powers as provided in rule 27 and 28; and where there are more than one individual, one shall be appointed Secretary and others shall be appointed to different offices, if necessary, with their respective duties and powers allotted by the Governing Body.

33. The Governing Body of the Ramakrishna Mission shall be competent to dissolve any Managing

Committee and shall have power of suspension and removal of any individual or individuals appointed to manage a branch centre or any member or office-bearer from any Managing Committee.

34(a). The Management of any branch centre may, with the approval of the Governing Body, form one or more Advisory Committee(s) for consultation on all matters or specific need(s) connected with the welfare of the centre and appoint members thereof with the approval of the Governing Body for such period as it shall determine.

34(b). Subject to the approval of the Governing Body of the Ramakrishna Mission, the Managing Committee of any branch centre shall be competent to appoint, for a period not exceeding its own term, one or more Sub-Committees and Standing Committees each of which shall include at least three members of the Managing Committee, of whom one shall be the Secretary or the Assistant Secretary of the Managing Committee, with power to co-opt one member, to carry on any particular work of the branch centre subject to the approval of the Managing Committee.

However, tenures of Sub-Committees of Government-aided institutions will be governed by the rules laid down by the Government.

35. Subscriptions, donations, grants, etc. to the branch centre shall be received by its Secretary or a

duly authorized Assistant Secretary thereof, who shall issue proper receipts for the same.

36(a). All funds and deposit accounts and other securities approved by the Governing Body, unless deposited with the Headquarters, shall stand in the name of the Ramakrishna Mission with the name of the branch centre concerned attached to it. The branch Secretary and the Treasurer, jointly and /or severally, shall have power to withdraw cash amounts, to operate Bank accounts, to draw interest on such securities and to renew or consolidate the deposits, investments and other approved securities subject to sanction by the branch Managing Committee. When the branch Secretary is not available, these will be done by the branch Treasurer or any duly authorized branch Assistant Secretary or any other duly authorized branch office-bearer. The Management of the branch centre shall provide such office-bearers, if necessary, with imprest fund.

36(b). No loan shall be incurred by a branch centre without written sanction of the Governing Body, and no branch centre shall lend any portion of its funds without such sanction.

37(a). The branch Secretary shall call a meeting of the Managing Committee preferably every month, giving due notice of the business to be brought forward before the meeting to all the members of the Committee and shall submit the proceedings of such

and other meetings to the Governing Body of the Ramakrishna Mission.

37(b). In the absence of the Secretary of the branch centre, for unavoidable reason, the duly authorized branch office-bearer shall have power to call a meeting of the Managing Committee at any time with the written permission of the Secretary or the General Secretary.

38. The branch Secretary shall publish an annual Report of the centre and submit such Report to the General Secretary. He will also submit monthly to the General Secretary a report of the work done and a statement of accounts of the centre in the prescribed form after getting them passed by the branch Managing Committee.

39. In all meetings of the Managing Committee the presence of at least 1/3rd (one-third) of the members shall form a quorum. In the absence of the branch President or the branch Vice-Presidents, the meeting shall elect a Chairman from amongst the members present.

40. All questions before a meeting of the Managing Committee shall be decided by a majority of votes. In cases of equal division, the Chairman shall have a casting vote.

41. The branch Secretary shall have power to call a meeting of the Managing Committee at any time at

the request of not less than 2/3rd (two-thirds) members of the Managing Committee.

42. The branch Secretary and the branch Assistant Secretary shall receive representations from all departments of the centre and select the business to be taken up by the Managing Committee at its sittings, and shall hold communications on behalf of the Committee.

43. The branch Secretary with the help of the branch Assistant Secretary shall keep a record of the proceedings of the meeting under the signature of the Chairman, and a detailed account of the work done in the branch centre and of the sums drawn and disbursed by him for carrying on the work and shall place them before the meeting of the Managing Committee. The attendance of the members present in the meetings shall be recorded by taking their signatures in the minutes-book.

44. The Managing Committee or a single individual or individuals authorized to manage a branch centre according to Rule 27 shall have power to frame new rules at any future time for the furtherance of the objects of such a branch centre with the sanction of the Governing Body of the Ramakrishna Mission.

45(a). The Secretaries of the branch centres shall make sure that while sending out any person to collect funds, they provide him with a letter of authority with

attested photograph, issued in his favour for a stipulated period only.

45(b). No person authorized to collect funds should be allowed to take up collection of money as a whole-time job. Such a collector must be entirely relieved from such work after three years at the longest.

46. Such persons shall carry contribution books to enter the sums donated and shall give proper receipts. They should remit their collections to the branch Secretaries with the names and addresses of the donors at the end of every week, and the branch Secretaries or the duly authorized branch Assistant Secretaries should acknowledge these sums in the Reports of the centres. No contribution shall be received without proper receipt.

MISCELLANEOUS

47 If any resolution passed at a General Meeting of the Association relating to any rule or other matter be likely to prove, in the opinion of the Governing Body, detrimental to the cause or interest of the Mission, the Governing Body or the President, or the General Secretary, may call a Special General Meeting within three months of passing of such a resolution, to reconsider the matter. After issue of notice for such meeting the previous decision of the Association will remain suspended. The decision at such General Meeting shall be final.