



HIND ANTI CRIME ORGANIZATION

CONSTITUTION

AND

RULES

As amended by the Governing Board at

Karnal on 27th August, 2020



**SWAGAT
REGD. OFFICE**

251SF - Alpha International City, Sector - 28, Karnal - 132001, Haryana, India

E-Mail: aco.hind@gmail.com; Helpline No.: +91-90-349-44201

www.hindanticrime.com

CONSTITUTION

AND

RULES

HIND ANTI CRIME ORGANIZATION

Article I: NAME

The name of the company shall be "**Hind Anti Crime Organization**" registered under Section 8 of the Company Act, 2013 (Ministry of Corporate Affairs, Government of India) as non profit organization and the registered office of the company will be situated in the state **Haryana**.

(Hereinafter the company referred to as "The Non Profit/ Non Govt. Organization (NPO/NGO)").

Regd. Office: 251 SF, Alpha International City, Housing Board, Sector 28, Karnal 132001, Haryana, India.

Section 8 Licence Number: 120217

Certificate of Incorporation: U85100HR2020NPL088758

Date of Incorporation: 27 August 2020

Director: 1) Sh. Parveen Kumar R/o 251SF - AIC, Sector - 28, Karnal, Haryana

Director: 2) Sh. Balbir Singh R/o VPO. Bazida Jattan, Karnal, Haryana.

Article II: OBJECTIVE

The Organization is pledged to build up India as a strong and prosperous nation, which is modern, progressive and enlightened in outlook and which proudly draws inspiration from India's ancient culture and values and thus is able to emerge as a great world power playing an effective role in the community of Nations for the establishment of world peace and a just international order. The Organization aims at establishing a democratic state which guarantees to all citizens irrespective of caste, creed or sex, political, social and economic justice, equality of opportunity and liberty of faith and expression. The Organization shall bear true faith and allegiance to the Constitution of India as by law established and to the principles of socialism, secularism and democracy and would uphold the sovereignty, unity and integrity of India.

Main Objectives of Organization:-

➤ **ANTI CRIME**

- To create social awareness about the effects of crime and its prevention techniques as per Indian law. Setting up an Anti-Crime and Anti-Corruption Committee to consider whether the bill amending the Law "On Prevention and Combating Corruption" and the Rules of Procedure are in accordance with Indian law.
- To help the administration and its agencies in the enforcement of law and order, road safety and traffic rules and social welfare schemes in the society as well as prevention of other social crimes.
- Investigating and researching crime to reach the truth and informing or submitting reports with all the evidence and proof to concerned district/ state /centre government department /authority /honorable Court and media etc.
- To prepare reports on the violation of criminal law by the state and its agencies, the police and criminal justice system.

- To ensure comprehensiveness and incorporation of national, regional and international perspectives related to social crimes.

➤ **HUMAN RIGHTS**

- Creating awareness, proper implementation of human rights, promoting human rights education, increasing knowledge and understanding about human rights among people and preventing human rights abuses and challenging policies affecting human rights.
- To prepare reports on the violation of human rights by the state and its agencies, the police and criminal justice system, inconsistency with human rights norms.
- To examine the inter dependence and linkages between human rights and democracy, pluralism, development, ecological balance, peace and harmony at the national and international levels.
- To ensure comprehensiveness and incorporation of national, regional and international perspectives related to human rights.
- Providing legal aid and advice relating to human rights to peoples.

➤ **EDUCATION & TRAINING**

- To run, establish and promote schools, college, universities to introduce sports and vocational education, self-defense and skill training and career guidance education system in the present education system through publicity, advertisement and administration. So that with the help of these techniques, students do not have any problem in doing jobs or business in future and increasing unemployment can be stopped.
- Preparation of reports on violation of education law by educational institutions, state authority and its agencies along with educational fundamental rights norms.
- Proper implementation of the Right to Education Act, 2009 through awareness and administration in all educational institutions to provide equal free education to all children.
- To bring awareness to prevent corruption and commercialization in the education system and give education a social service status.
- Enrolling poor children in schools for education and providing educational materials to needy students.

➤ **HEALTH & RESEARCH**

- To start and promote charitable establishments, organizations and institution providing and providing medical treatment, medical facilities, Para medical facilities, health facilities and ancillary services.
- To promote and establish of all types of research and development work of institutions connected with the medical field and all facilities of drugs.
- To prevent corruption, black marketing and commercialization in the health system, to create awareness for the government to make a law on the right to health and give health the status of social service.
- To create awareness and organize medical camps for blood donation, body organs donation, donation of medicine and other health essentials for the betterment of health services.
- Providing medical assistance to helpless, accident and needy patients and creating awareness to help such patients.

➤ **SOCIAL WELFARE**

- To create awareness and prevention of malpractice like child labour, beggary, dowry system, prostitution, discrimination, death-feast and exploitation of children, women and elderly etc. in the society.
- To create awareness about the sacrifice of patriots, soldiers and martyrs and inculcate the feeling of patriotism in the society.
- To promote tree plantation in the interest of the society and to create awareness to prevent misuse and pollution of natural resources.
- To do all possible work for the betterment of humanity and development of the society.
- To establish mutual coordination between society, administration and politics for proper implementation of all social welfare schemes of the government and honoring honest citizens, social workers and organizations working for the welfare of the society in their respective areas.

Article III: BASIC PHILOSOPHY

Crime free nation shall be the basic philosophy of the Organization.

Article IV: COMMITMENTS

The Organization shall be committed to Service, Security and Justice.

Article V: ORGANISATIONAL STRUCTURE

A. Central Board:

- (1) The Board of Directors
- (2) The Plenary Session or Special Session

B. Committee [National / Zonal / State / Divisional / District / Block / Local (Sector-Gram)]

- (1) The Executive Committee; and
- (2) The Management Committee.

The Cells of Management Committee like Anti Crime, Disciplinary Action, Social Welfare, Legal and Youth cell etc. will be constituted at all levels according to the rules framed by the Board of Directors.

Article VI: Area of State Units

The State Units of the HACO conform to the State and Union Territories mentioned in the Constitution of India provided that the National Board and Committee may sanction setting up of Divisional Committees for a metropolitan area of any of the specified area within the jurisdiction of the State Committee. The powers and functions of such committees shall be defined by rules made by the National Board.

Article VII: MEMBERSHIP

1. Any Indian citizen of the age of 18 years or above who accepts all Articles of the Constitution shall, on making a written declaration in the Membership Form and on payment of a prescribed subscription, become a member of the HACO.
2. The term of membership will ordinarily be of one year (01 Year) (as decided by the National Board of Directors from time to time). With the beginning of the new term all members of the organization will have to fill membership forms again. In the mean time membership will cease by death, resignation or removal.
3. No person shall become a member except in his place of permanent residence or where he carries on his usual vocation but at one time he shall not be a member at more than one place. The member will have to apply in writing to the District / State concerned for a change of place.
4. The subscription received from the members shall be distributed in the following proportion among the Committee (units) every two years: [National 15%] [State 15%] [District 70%]

5. Membership Category:

- General Member : ₹ 1100/- Yearly
- Life Time Member : ₹ 11,000/- Once
- Volunteer Member (Student)* : Fee Exempt

*(Student with Age 18 - 21)

6. Membership Benefits: HACO Appointment Letter, ID card and Certificate Etc.

Article VIII: TERM

The term of each Management Committee and all office bearers thereof shall ordinarily be two years. The term of membership shall ordinarily be one year.

Article IX; REGISTER OF MEMBERS

1. A Register of Members of Local committee area-wise shall be prepared by the Block Committee duly authenticated and certified by the District Committee in accordance with the rules prescribed by the National Board. A copy of the verified Membership Register will be sent to the concerned Local Committee and the District / State Committee.

2. The register so prepared shall contain the full name, father's/husband's name, age, blood group, occupation, address, serial number of membership form and the date of enrolment of every member as well as the year and membership form number of his first enrolment in the Hind Anti Crime Organization.

ACTIVE MEMBER

1. To become an Active Member of the HACO

(a) His membership of the HACO should not be less than 2 years.

(b) He will deposit an amount of Rs. 500/- (personally) and more along with his active membership form. Even if his form is not accepted this amount would not be refunded.

(c) He will participate in programmes of HACO.

(d) He will subscribe to HACO magazine-state or central.

2. Only an Active Member will be eligible to contest elections for a Block Committee or become member of any committee above the level of a Block Committee.

3. At the beginning of every term each Active Member will fill in Form and submit it to his District Office.

4. For every term all Active Members enrolment forms would be forwarded with the recommendation of the District President. These forms will be considered by a three member Sub-Committee, two of whom will be appointed by the District President and one to be appointed by the State President to be its Chairman. The Committee will also exempt certain cases as laid down. The decision of the Sub-Committee will be notified in the District office. An appeal against the decision of the District Sub-Committee shall lay within 10 days with a three-man Committee constituted by the State Committee. A second appeal over the decision of state three-man committee will lie with a national three-man committee nominated by National President. Accepted forms will be sent back to the District office where a Block-wise list will be prepared.

5. 6. One computerised copy each of the Block-wise lists of Active Members prepared by the District Committee will be sent to the Block, State and Central Office.

6. An Active Member will be eligible to take part in Organization elections only from areas with which his Block is directly linked at the District and State level.

7. No active member will be prevented from contesting organization elections on charges of disciplinary action against him after the announcement of election schedule by the national board.

Article X: CATEGORISATION OF STATES

The State / Union Territory, where the existing organisational system is not feasible, may adopt a suitable system with the prior consent of the National Board.

Article XI (A): LOCAL COMMITTEE (SECTOR/GRAM)

A Local Committee shall consist of a President and not more than 20 members, at least one will be woman. The President of Local Committee shall nominate from amongst the members of Committee not more than two Secretaries. The President and members of a Local Committee will be elected by all the members of the area or nominated by Block Committee as prescribed by the rules. The President of Local Committee will be members of the Block Committee

Article XI (B): BLOCK COMMITTEE

A Block Committee shall consist of a President and not more than 30 members, at least 5 of whom shall be women and 3 belonging to SC/ST. The President of the Block Committee shall nominate from amongst the members of the Committee not more than three Vice-Presidents, three General Secretary, one Treasurer and three Secretaries. Among office bearers there will be at least 1 W/SC/ST. The Block President and other member of Committee shall be elected by all Local Committee or nominated by District Committee as prescribed by the rules. The President of Block Committee will be members of the District Committee

Article XI (C): DISTRICT COMMITTEE

District Committee shall consist of a President and not more than 50 members, at least 5 of whom shall be women and 3 belonging to SC/ST. The President of the District Committee shall nominate from amongst the elected members of his Committee not more than three Vice-Presidents, three General Secretaries (one of whom will be Organising Secretary), one Treasurer and three Secretaries. Among office bearers there will be at least 1 W/SC/ST. The District President and other member of Committee shall be elected by all the Block Committees or nominated by Divisional/State Committee as prescribed by the rules. The District President will be members of the State Committee.

Article XI (D): DIVISIONAL COMMITTEE

Division Committee shall consist of a President and not more than 70 members, at least 7 of whom shall be women and 4 belonging to SC/ST. The President of the District Committee shall nominate from amongst the elected members of his Committee not more than three Vice-Presidents, three General Secretaries (one of whom will be Organising Secretary), one Treasurer and three Secretaries. Among office bearers there will be at least 1 W/SC/ST. The Division President and other member of Committee shall be elected by all the District Committees or nominated by State Committee as prescribed by the rules. The Divisional President will be members of the State Committee.

Article XI (E): STATE COMMITTEE

The State Committee shall consist of a President and not more than 80 members, at least 8 of whom shall be women and 5 belonging to SC/ST. The President of the State Committee shall nominate from amongst the elected members of his Committee not more than five Vice-Presidents, five General Secretaries (one of whom will be Organising Secretary), one Treasurer and five Secretaries. Among office bearers there will be at least 1 W/SC/ST. The State President and other member of Committee shall be elected by all the Districts/Divisional Committees or nominated by Zonal/National Committee as prescribed by the rules. The State President will be members of the National Committee.

Article XI (F): ZONAL COMMITTEE

The National Committee shall consist of President and not more than 100 members, of whom at least 10 shall be women and 8 belonging to SC/ST. The President of the Zonal Committee shall nominate from amongst the elected members of his Committee not more than six Vice Presidents, six General Secretaries, one Treasurer and six Secretaries. Among office bearers there will be at least 2 W/SC/ST. The State President and other member of Committee shall be elected by all the State Committees or nominated by National Committee as per rules. The Zonal President will be members of the National Committee.

Article XI (G): NATIONAL COMMITTEE

The National Committee shall consist of President and not more than 120 members, of whom at least 15 shall be women and 12 belonging to SC/ST. The President shall nominate from amongst the members of his Committee not more than seven Vice Presidents, seven General Secretaries, one Treasurer and seven Secretaries. Among office bearers there will be at least 2 W/SC/ST. The National President and other member of Committee shall be elected by all the Zonal/State Committees or nominated by National Board.

Article XII: ELECTION OF THE NATIONAL PRESIDENT

The National President shall be elected by all the State and Zonal Committees or nominated by National Board. The election shall take place in accordance with the rules framed by the National Board. Any twenty members of the electoral college of a state can jointly propose any person who has been an active member for four terms and has ten years of membership, for the post of National President. But such joint proposal should come from not less than five states. The consent of the candidate is necessary.

Article XIII: TERM OF THE PRESIDENT

No member will hold the post of a President for more than two terms of two years. The State and the National President will have at least 25% new members in his Committee. The number of Special invitees in a National Committee shall not exceed 30% in state Committee 25% in District Committee 20% of its total strength besides ex-officio permanent invitees. At the National, State and District levels only a whole time worker shall be appointed as General Secretary. He will be eligible to contest any election only two years after his relinquishing office.

Article XIV (A): PLENARY SESSION

1. The following shall be entitled to attend the Plenary Session:

- (a) All members of the National Committee.
- (b) All other categories agreed upon by the National Board for the Session.

2. A Plenary Session of the Organization shall ordinarily be held once in every term at such time and place as may be determined by the National Committee. The Board of Director shall preside at the said session.

Article XIV (B): SPECIAL SESSION

1. A Special Session of the organization will be held, if the National Committee so decides or if at least 1/3 members of the National Committee Jointly make a request to the National Chairman/President to convene such a special session for discussing an agenda specified in the demand.

2. All President and Chairman of the National Committee shall be delegates for the Special Session.

3. Subject to the decisions, the Board of Directors shall be the highest policy making body of the HACO.

Article XV: POWERS AND JURISDICTION

1. All decisions taken at a Plenary Session or a Special Session shall be binding on all Committee, allied Cells and members of the Organization. Subject to the decisions, the Board of Directors shall be the highest policy making body of the Organization.

2. The National Board shall be the highest authority of the Organization. Every power not specifically vested in any other Committee shall be exercisable by the National Board. It shall lay down rules for carrying out the functions of all Committee (units). It shall frame rules for the maintenance of funds which will be audited and approved annually; It shall be the duty of the National Board to allocate the powers of all other Committee (units), to frame rules, to create machinery for holding elections and for settlement of disputes there from.

3. All Committee (units) shall perform such functions and carry out such duties in their respective areas may be determined by the Board of Directors of HACO.

Article XVI: CENTRAL ELECTION COMMITTEE

The National Board shall set up a Central Election Committee as per rules for the purpose of making final selection of candidates for the National Committee.

Article XVII: STATE ELECTION COMMITTEE

The National Committee shall set up a Zonal/State Election Committee as per rules for the purpose of making final selection of candidates for the Zonal/State Committee.

Article XVIII: CO-ORDINATION COMMITTEES

To co-ordinate and to bring about better understanding and co-operation between the organisational committee a seven member co-ordination committee with President as Chairman and six other members will be from concern Committee. This committee will coordinate, regulate and guide the activities between different committee and its cells. This committee will work as per the guidance and direction of Board.

Article XIX: STATE FUNDS AND ACCOUNTS

A five member finance committee at state level for all the states from out of a panel of ten names submitted by state president will be constituted. Out of the five one will be the state treasurer. This five member committee will be constituted by the national treasurer and will be responsible for the collection of funds, expenditure and maintenance of account in each state. This committee will function under the direction of state president and will be guided by national treasurer.

Article XX: SCRUTINY OF REGISTER OF MEMBERS

The National Committee, State Committee and the District Committee shall undertake periodical scrutiny of the six year term Register of Members maintained by each Block and shall dispose of all complaints regarding irregularities and rectify the records. If large scale irregularities are reported, the National Board and Committee may take such action as it considers necessary. The State Returning Officers will not proceed with the elections unless the register is scrutinised and rectified as mentioned above.

Article XXI: ELECTION DISPUTES

Subject to the rules framed by the National Board & Committee, State Committees, District Committees and Block Committees shall make arrangements for dealing and disposing of all disputes arising out of elections to Committee (Units) within their jurisdiction.

Article XXII: INTERPRETATION OF CONSTITUTION

The national Board of Directors has the power and authority to interpret the Articles and Rules of the organization constitution and also import thereof whenever an occasion arises for the same. The Board of Directors decision in respect of the above shall be final and binding on any member or unit.

Article XXIII: AMENDMENT OF THE CONSTITUTION

The Constitution can be amended, altered and added to, only by the Board of Directors of the HACO. The Board of Director shall have the powers to amend, alter and add to this Constitution also.

RULES

1. Membership forms shall be issued in the form of books. Normally a book will have 50 forms.
2. District/ Block Committee shall primarily be responsible for the enrolment of members. The state Committee shall issue membership forms to the District Committee. As a special case, membership forms will also be issued to individual members but not more than 50 forms shall be issued at one time. Additional membership forms shall be issued to the individual only when full account of the forms already issued is rendered and fees deposited. If there are complaints that any District Committee is not issuing forms properly, the State unit, after due verification of facts may issue forms to the Organization Committee or individuals and inform the District Committee concerned accordingly.
3. When membership forms are issued, a signed acknowledgement shall be obtained by the State/District/Block Committee. In the event of any individual failing to return the unused forms and/ or account of used forms in time he shall be disqualified from contesting organisational elections for that term.
4. (A) The District Committee shall prepare the list of members for every term, local committee and Block wise. New members enrolled would be added to the list. A detailed Performa of the total number of members, each local committee and Block-wise would be sent to the State office. While preparing the Performa the number of those members who have died or resigned or were removed during the term would also be mentioned and their number reduced from the total list.

(B) Active Member application forms will also be printed by the State Committee. The completed forms received by the Block from the members would be forwarded to the District Organization Office for their approval. The approved forms would be sent to the District Office where a list of Active Members would be prepared Block wise. Copies of these lists would be sent to the Block, State and Central offices and until these lists reach central office elections cannot be held for the Block level Committee.
5. Any State or its subordinate Committee which fails to comply with these rules shall be liable to disciplinary action.
6. Rules for disposal of objections or appeals there from for the preparation of electoral rolls will be framed by the National Board of Director.
7. For Organization elections, generally every two years. The National Board would prepare the time table. Primary and final publication of member's lists shall be done at Local, Block and District offices. Final publication of Active Members lists shall be done at Block, District and State Offices.

Article XXIV: NOMINATION OF OFFICE BEARERS

METHODS OF VOTING

1. All elections of the Organization shall be held by secret ballot.
2. For elections to Block, District and State the nominations shall be accepted one day before voting. Time for withdrawal of nominations shall be fixed after scrutiny. Even if there is a possibility of a unanimous election, the result shall be declared on the next day at the time of voting.
3. After withdrawal, if election is necessary, then voting shall take place on the next day. Separate lists of candidates for the posts of President and members of the Committee shall be prepared in legible hand by the Returning Officer, Sector wise and put on the walls in the Polling Station itself. The voter shall cast his vote by writing names on the ballot paper provided to him from the lists.
4. Only one Agent each along with the candidate shall be allowed to enter the Polling Station. After polling is over, votes shall be counted and the result shall be declared.
5. For the election of President, only one name will be written on the ballot paper. One who secures the highest number of votes would be declared elected.
6. One who will not be able to fill up his own ballot paper can take help from any other voter of his choice, provided that such helper would not be permitted to help more than once in one election.
7. Even though nomination and ballot papers of many elected posts are generally similar, separate papers should be printed on different coloured papers for different posts.

CONDUCT OF ELECTION

1. The National Board shall appoint a Returning Officer for conducting the election of the Organization.
2. The National Returning Officer shall appoint a State Returning Officer for each State for the conduct of elections of the District Committee. The State Returning Officers will in turn appoint District Returning Officers for conducting Block elections. The District returning officer will appoint Block returning officers to conduct Local Committee elections. The District and Block returning officers must be from outside the area for which election is to be conducted.
3. Election disputes during election up to the Block level would be decided by the District Returning Officer. These must be submitted within 3 days of the dispute. They will be disposed off within 7 days. Appeal will lie with the three member State appeal committee appointed by All India Returning Officer within 10 days.
4. Election disputes during the election up to District level and the election of State level would be submitted to the State Returning Officer within 3 days who will dispose them off within five days. Appeals will lie with the All India three member appeal committee appointed by National Returning Officer within 10 days. The appeal shall be disposed of within a month.
5. If there is more than one name left after expiry of time for withdrawals, then on the fixed day of poll, in all the State Capitals, polling will be conducted by polling officers appointed by the Returning Officer. On the day fixed for counting one who secures highest votes, would be declared elected.
6. After the announcement of the result of election by the State Returning Officer, election petitions which are filed within 15 days will be heard by a Three Member Panel to be appointed by the State Committee. Appeals filed within one month will be heard by an All India Three Member Panel which will be appointed by the National Board, whose decision will be final.

Article XXV: DISCIPLINARY ACTION

1. Disciplinary Action Committee will be constituted by the National Board, National and State Committee respectively at the National and State levels. These Committees shall draw their own procedures.

2. A Disciplinary Action Committee can take action only against Committee (units) subordinate to it.
3. On receipt of a complaint for breach of discipline, the President, if he so desires may suspend an individual or a Committee (Unit) followed by a show cause notice within a week of a said order.
4. Maximum 10 days time from the date of receipt of such notice may be given to a person to reply. The President within 7 days after the due date of the explanation shall forward the said Complaint along with explanation, if any, to the Disciplinary Action Committee.
5. Disciplinary Action Committee will submit its report to the President in not more than 15 days. The President shall take action on the recommendation of the Disciplinary Action Committee within a week. If final order is not passed even after the prescribed time, the case will be referred to the higher committee for decision. The President will communicate the action taken to the concerned person or committee within a month.
6. No final decision for breach of discipline shall be taken against any individual or a Committee (Unit) without an opportunity being given to the individual or Committee (Unit) concerned to explain and answer such charges as are made against it or him/ her.
7. Any disciplinary action at the State level shall be reported to the National President within a week of taking such action.
8. Any Committee (Unit) or member aggrieved by the disciplinary action taken by the State Committee may go in appeal within 15 days to the Central Disciplinary Action Committee. The appeal shall be disposed off within two months. But any appeal against the decision of a State Committee will be considered only in the next meeting of the National Committee. The State President shall communicate the appellant the action taken on the decision of the Central Disciplinary Committee within one month.
9. Any member violate the rules of the Organization will be summarily expelled from the Organization by the State or National Authority.

BREACH OF DISCIPLINE

Breaching of discipline includes the following:

- (A) Acting or carrying on propaganda against any programme or decision of the Organization.
- (B) Violating any rule or disobeying any order passed by a competent authority of the Organization.
- (C) Taking a HACO dispute to any other agency outside the HACO including print and electronic media.
- (D) Collecting funds for the HACO unauthorized, misusing the organization or indulging in malpractices in enrolment of members or in the conduct of organization elections.
- (E) Acting in a way calculated to lower the prestige of the Organization or carrying on propaganda against any HACO Committee (Unit) or its office-bearers.

SITTINGS

Sittings of the various Committees (Units) of the Organization shall ordinarily be held at least as under:

National Board - Once every Year

National Committee, Zonal Committee and State Committee - Once every three months

Divisional, District and Block Committee - Once every month

Local (Sector/Gram) Committee - Once every month

In case no meeting of a Divisional, District or a Block Committee is held even once in three months, the Committee (Unit) will automatically stand dissolved. If a Committee (Unit) becomes inactive, the State Committee will have the power to dissolve the Committee (Unit) up to the District level after giving it an opportunity to explain.

The State President will nominate an ad-hoc body to look after the work of the dissolved Unit. Normally, elections will be held within six months of the ad-hoc arrangement. But, if even after six months a duly elected unit is not formed, the earlier announced ad-hoc body shall be replaced by another ad-hoc arrangement.

NOTICE FOR SITTINGS

Committee Meeting (Before 7-10 days)

1. Members absenting without approval for three consecutive meetings of their Committee will be liable to be removed by a resolution of the concerned Committee.
2. President of a Local, Block, District or a Divisional Committee can be removed by a resolution.
3. Majority of the members present and voting in a meeting of the Committee / Unit concerned. Provided a written notice signed by not less than half of the members of the Committee is sent to the President of the concerned Higher Committee, on receipt of which he will nominate an office-bearer/ member of his Committee to call an emergency meeting of the lower Committee under the nominee's chairmanship where the notice will be taken up.
3. A President can remove an office-bearer nominated by him only after a motion to the effect is adopted by his Committee.
4. The National President or a State President can be removed by a resolution passed by 2/3 majority of the members present which shall be not less than 50% of the total number of Committee members, at a requisitioned meeting by at least 1/3 of the total number of members of the Committee. The requisitioned meeting shall be held within 20 days from the date of the receipt of the motion by the concerned president.
5. To fill vacancy in any Committee the remaining elected members of that body will be entitled to fill the vacancy. But a vacancy of the woman member, SC/ ST members will be filled up by members belonging to the respective categories only.
6. Vacancy of the President of any Unit will be filled in the same manner as was done originally, till then an ad-hoc appointment will be made by the President of the higher body who in turn will nominate his office-bearers from amongst the members of the existing Committee/ Committee.
7. No post will remain vacant for more than 6 months.

QUORUM

Quorum for all Committee meetings shall be one third of the strength of the Committee (Unit) or Five, whichever is less. Quorum for all Committee meetings will be one-tenth of the total strength of the Committee. A meeting adjourned for lack of quorum will meet again after the same lapse of time at the same place and time to transact the same business provided that there shall be no need of a quorum for an adjourned meeting.

FUNCTIONS OF THE OFFICE - BEARERS

PRESIDENT

1. To Preside over the sittings of the concerned Committee.
2. To nominate, as per the Constitution, members/ office bearers to his Committee.
3. To allocate the work and duties among the office-bearers and members of the Committee.
4. To exercise any power of his Committee, in an emergency, when it is not in session provided that any such action will have to be approved in its subsequent meeting.
5. To take part in talks with other Organization and to nominate representatives from the Organization for the work.
6. To decide the date of the Committee meeting and to convene the meeting as per rules of the Organization Constitution.
7. To appoint Presidents for the various Committee and Cells of the Organization and to co-ordinate their functioning.
8. To guide the Committee in implementing programmes for furthering the organisational and constructive activities and agitation programmes of the Organization.

VICE-PRESIDENT

1. To carry out the responsibilities as directed by the President.
2. In the absence of the President the Vice-President specially authorised by the President in writing, will preside over the meeting. If no such direction has been made, any one of the Vice-Presidents, and if all the Vice Presidents are absent then the Committee can call on any one of its members present to preside.
3. In place of the President, the Vice-President directed by the President will discharge all the functions and powers of the President.

GENERAL SECRETARY

1. To execute the decisions of the President.
2. To convene meetings as per the instructions of the President, issue circulars and agendas as well as to organise the meetings.
3. To maintain the minutes of the meeting and to circulate it among members.
4. To organise programmes, meetings, conferences, agitations and to look after publicity.
5. To run the Committee office and make necessary appointments with the consent of the President.

SECRETARY

To discharge the functions allocated by the President and to help the General Secretary in his duties.

TREASURER

1. To maintain the income and expenditure account of the Committee.
2. To get the accounts examined/ audited and to report the same to the Committee annually.

3. To audit the accounts of all subordinate units.

REQUISITIONED MEETING

The number required for making a quorum for the Committee meetings, will be necessary for making a joint representation to the concerned President specifying the subject for which a requisitioned meeting is asked for. On receipt of such a requisition, a Committee meeting shall be called within seven days.

ORGANIZATION FUNDS

1. Fund collection receipts will be printed at the National and State levels only.
2. Each receipt will be duly numbered and issued in books containing 25/50/100 receipts.
3. Each receipt shall bear a facsimile signature of the concerned Treasurer. The counterfoil will be signed in full by the member who collects the money.
4. Bank A/c will be opened in the name of the Organization up to a Block Committee level to be jointly operated by any two amongst the Treasurer and the President or the General Secretary of the Unit.
5. Amount of a purse presented to a State leader shall be divided as under:
Block 40 p.c. / District 30 p.c. / State 30 p.c.
In case where a purse has been presented to a Central Committee, 1/2 of State's share would be remitted to the Centre.
6. Accounting year shall be from First April.
7. Annual accounts of each Committee will be audited by a person appointed by a resolution of the concerned Committee and approved annually.
8. Any individual can contribute voluntarily in **SOCIAL WELFARE FUND** of HACO on monthly or yearly basis.
