

CHAPTER - II

MANAGEMENT AND ADMINISTRATION

2.1 **The Governing Body.** The Governing Body of the Association shall comprise the following:-

- (i) President - Wife of the Director
General Indian Coast
Guard
- (ii) Vice President - Wife of the Additional
Director General
- (iii) Tatrakshika - Wives of the Coast
President - Guard Commander
(WS & ES) Western Seaboard &
Eastern Seaboard
- (iv) Regional - Wives of Regional
Presidents - Commanders West,
North-East, East,
North-West and A&N.
- (v) Treasurer, CGWWA HQs
- (vi) Secretary, CGWWA HQs
- (vii) Joint Secretary, CGWWA HQs

Central Executive Committee (CEC) shall be the highest body of the Association and shall monitor and guide the work and programs being progressed by the Headquarters in the WS/ ES/ Regions. It shall

CHAPTER - I

MEMBERSHIP

1.1 The Association shall consist of the following members :

- (a) President
- (b) Vice President
- (c) Tatrakshika President (WS & ES)
- (d) Regional Presidents (W/NE/E/NW/A&N)
- (e) Members
- (f) Honorary Members

1.2 **President.** The wife of the Director General Indian Coast Guard shall be the head of the Association and be designated as President. In the event of the DGICG being a bachelor, divorcee/widower or his wife being unable, or declines, to undertake the responsibility, then the wife of ADG CG shall be the President of the Association. Should there be a problem in responsibility being undertaken by either the wife of DGICG or ADG CG then this shall pass to the wife of the next senior most officer posted at CGHQ. However, should there be a CGC(WS) or CGC(ES) senior to this officer, then his wife shall be Ex-Officio President and the wife of the senior-most officer at CGHQ shall be designated as the working president.

Subject to provision or rules prescribed, the

President shall exercise general supervision over all branches of the Association.

1.3 **Vice President**. The Vice President shall assist the President in supervision of the Association. The wife of the ADG CG shall be the Vice President of the Association. However, in the event of the ADG CG being a bachelor, divorcee/widower, or his wife being unable, or declines, to undertake the responsibility, then wife of the Senior most DDG at CGHQ or next senior-most officer posted at CGHQ shall be nominated as the Vice President of the Association.

1.4 **Tatrakshika President (WS/ES)**. The wife of the Coast Guard Commander Western Seaboard and Eastern Seaboard shall be the head of the two regions and be designated as Tatrakshika President (WS/ES). In the event of the Coast Guard Commander being a bachelor, divorcee/widower, or his wife being unable, or declines, to undertake the responsibility, then the wife of Regional Commander whoever is superior shall be the Tatrakshika President of the Western and Eastern Seaboard.

1.5 **Members**. The members of the associations shall be:

- (a) Wives of all serving regular Indian Coast Guard Officers, Subordinate Officers and Enrolled Personnel.
- (b) Wives of all Army, Navy, Air Force, CPOs (Central Police Organisation) personnel serving in the Indian Coast Guard on deputation.

exercise such powers as provided for in the Constitution and will ensure smooth functioning of the Association. The Central Executive Committee shall meet at least once a year. Central Executive Committee (CEC) meeting will be convened as when ordered by President of Association as per requirements.

2.2. **Executive Committee**. The affairs of the respective Station shall be administrated by the Executive Committee of the Station. The composition of Executive Committee at various Stations shall be as under:-

(a) **CGWWA HQs (New Delhi)**. Shall be constituted and function at Delhi under the directions of the President CGWWA. This Committee shall co-ordinate the work of the activities at Delhi and will consist of :

- (i) President CGWWA
- (ii) Vice President CGWWA
- (iii) Activity Co-ordinators - Wives of the DDGs/ PDs and these selected by the President.
- (iv) Treasurer - To be selected by the President
- (v) Secretary - To be selected by the President
- (vi) Jt. Secretary - To be selected by the President

2.10 **Treasurer of the Association.**

- (a) The Treasurer shall receive and realize all contribution and other money due or donated to the Association.
- (b) She shall obtain receipt for all payments.
- (c) She shall issue receipts for all payments received.
- (d) She shall keep with bank, approved by the Managing Committee of the Association, all the money belonging to the Association for safe custody provided that she may maintain a cash balance with herself of an amount not exceeding the amount prescribed by the President of the Association.
- (e) She must keep a strict account of the receipts/ expenses of cash and present the account for quarterly internal audit on dates prescribed.

1.6 **Honorary Members.** The wife of any retired or deceased Coast Guard Officer, Subordinate Officer or Enrolled Personnel may be invited by the Managing Committee to be an Honorary member of the Association. Such members shall not be eligible to vote or hold any office responsibility in the association.

1.7 **Subscription.** All regular members of the Association will be charged a nominal monthly subscription for meeting the miscellaneous expenses during CGWWA functions. The amount towards subscription from wives of officers and enrolled personnel will be promulgated by CGWWA Headquarters, New Delhi. This amount shall uniformly be collected by the Coast Guard Headquarters, Headquarters(WS/ES), Regional Headquarters, District Headquarters and Stations as well as units under respective command.

1.8 **Cessation of Membership.** A Member will cease to be a member of the Association on her husband's retirement, demise, discharge or completion of the deputation from the Indian Coast Guard service.

1.9 **Rights and Privileges of Membership.** Every member of the Association shall be entitled to one vote at any general body meeting of the Association. Guests not exceeding (2 in number) may be invited on payment of Rs 100/- each with the prior consent of the Committee and the same be notified to the Secretary well in advance.

2.4 **Branches of the Association.** The Association shall consist of a President and Governing Body with CGWWA Headquarters at CGHQ. In addition, CGC(WS) Headquarters at Mumbai & CGC(ES) Headquarters at Visakhapatnam, CGWWA will have Regional Headquarters at Mumbai, Kolkata, Chennai, Gandhinagar and Port Blair. Further branches will be co-located with Coast Guard DHQs and CG stations. All the branches shall be governed by the rules laid down for the Association.

2.5 **Tatrakshika President.** The wife of CGC(WS)/CGC(ES).

2.6 **Regional President.** The wife of the Commander Coast Guard of the respective region shall be the President. Subject to the provision of these rules, the Regional President shall exercise general supervision of the region concerned.

2.7 **President of the Association.** Subject to the provisions of these rules, the President of the Association shall exercise general supervision over all the CGC(WS/ES)/Regions of the Association.

2.8 **The Vice President of the Association.** The Vice President shall exercise the functions of the President of the Association in her absence. She shall also render the entire assistant to the President in discharge of her functions.

(vii) Working Members – Wives of the Officers, SOs, EPs & serving personnel on deputation.

(b) **Tatrakshika President.** Tatrakshika President (Western Seaboard, Mumbai & Eastern Seaboard, Chennai) to supervise the concerned Regional Presidents for smooth functioning and timely actions for all correspondence, balance sheets, reports to be forwarded to CGWWA HQs.

(c) <u>Regional Headquarters</u>	<u>District Headquarters</u>
President	President
Vice President	Vice President
Activity Coordinator	Activity Coordinator/ Secretary
Secretary/ Treasurer	Secretary/ Treasurer
Working Members	Working Members

(d) **Stations.** Shall constitute the Committee depending upon the strength of the Station and units under command.

(e) **Enrolled Personnel Wives Committee.** This

Committee should have the wives of the Subordinate Officer / Enrolled personnel as the members. As far as possible the wife of the senior most Subordinate Officer should be a part of the Committee.

2.3 Powers and duties functions of the Managing Committee. The Managing Committee shall have absolute control over the affairs and properties of the Association and shall prescribe or cancel rules for regulation of the Association and shall exercise all such powers of the Association as they think fit, except as otherwise provided by these rules.

2.3.1 Without prejudice to the general power conferred by these rules, it is hereby expressly declared that the Managing Committee shall have the following powers:-

- (a) Invest and deal with any money of the Association not immediately required for the purpose(s) thereof in such manner as they may think fit and from time to time vary or realize such investments in consultations with PD(ADM) at CGHQ/CGC HQs(CSO (P&A) / RHQs (CSO (P&A)).
- (b) Carry out all cash transactions.
- (c) From time to time make, vary and repeat rules for the regulation of the business - of the Association and its office bearers.

2.9 Secretary of the Association. The Secretary of the Association shall, subject to the provisions of these rules, exercise all such powers and do all acts as may be required for the proper conduct of the ordinary administrative business of the Association in additions she shall :-

- (a) Bring to the notice of the Managing Committee all matters requiring action by it and give notice of all general meetings and all meetings of the Managing Committee.
- (b) Conduct the correspondence of the Managing Committee, and keep a register of all correspondences.
- (c) Prepare the agenda for various meetings, take down minutes and read out the approved minutes in the subsequent meeting.
- (d) Inform all concerned about scheduled meetings and arrange transports where necessary.

2.9.1 Joint Secretary of the Association. The Joint Secretary of the Association shall, subject to the provisions of these rules, exercise all such powers and do all acts as may be required for the proper conduct of the ordinary administrative business of the Association and assist Secretary in discharge of her functions. She shall exercise the functions of the Secretary of the Association in her absence.

CHAPTER - IV

SOURCE OF INCOME AND UTILISATION OF FUNDS

4.1 Donation and contribution to the Association.

Where any donation or any contribution is receivable by the Association by reason of the co-operation with other organisation or for any other reason, such donation or contribution shall be received on behalf of the Association by the President who will after consulting the Managing committee of the Association make allocation to the different Branches at her discretion. This rule does not apply to donation & contribution made by members of the Association.

4.2 Cooperation with other bodies having similar objects.

The Association shall work in cooperation with other service organizations having similar objects but shall financially be independent of such organizations.

4.3 The main source of income of the CGWWA fund:-

- (a) Profit share from Unit Run Canteen.
- (b) Grants from higher formations and CGHQ.
- (c) Earnings from Beauty Parlour.
- (d) Fees collected from various courses.
- (e) Profit from sale of goods in Sanchita (CGWWA shop).

CHAPTER - III

GENERAL BODY MEETING OF THE ASSOCIATION

3.1 A General Body Meeting of the Association shall be held once in every calendar year at such time and at such place as may be determined by the Managing Committee.

3.2 The Managing Committee, may whenever they think fit, and shall, in the requisition of not less than one third of the total number of members of the Association, convene an extraordinary general meeting of the Association. Such requisition shall set out the object of the meeting so proposed to be called.

3.3. At least 14 days notice specifying the place, day and hour of the meeting and the general nature of the business to be transacted shall be given to the members in respect of all general meetings.

3.4 A quorum for a general meeting shall be 10 members present in person or a number not less than one third of the total number of members whichever less is and no business shall be transacted at any general meeting unless a quorum be present at the commencement of the business. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon requisition shall be dissolved. In any other case the meeting shall stand adjourned until such time.

If at such adjourned meeting a quorum is not present, the members present shall constitute a quorum and may transact the business for which the meeting was called.

3.5 The President of the Association or in her absence the Vice President of the Association shall preside as chairman at every general meeting of the Association.

3.6 All members shall be entitled to attend any general meeting of the Association.

3.7 Every question submitted to a meeting shall be decided in the first instance by a show of hands and on a show of hands each member present in person shall have one vote.

3.8 Any question or resolution shall, unless otherwise provided in these rules, be decided by a majority of members present and voting and in the case of an equality of votes, the Chairman shall have a second or casting vote.

4.4 The CGWWA Fund is utilized for welfare activities as mentioned below:-

- (a) Purchase of assets like sewing machine, equipment and mess traps etc.
- (b) Maintenance / repair of items are procured from CGWWA Fund.
- (c) Salary payment for smooth functioning of Tatrakshika Kendra.
- (d) Salaries to teachers of various vocational courses.
- (e) Souvenir / gifts to lecturers / artists / workshop conductors, undertaking activity highly subsidized rates for CGWWA on volunteer basis.
- (f) Payment to Counselors for sessions conducted.
- (g) Donation towards outreach activities at orphaned home, school for poor children etc.
- (h) Cash payment to wives of deceased Enrolled Personnel as grant and annual financial grant to children of deceased enrolled personnel.
- (j) Grants to newly commissioned RHQs / CG stations and CGKGs as approved by CGWWA President.
- (k) Printing of Newsletter and URMI magazine, purchase of newspapers / magazines for library, procurement of trophies and printing of certificates for meritorious students and repairs of computer etc.

of the objects of the Association or which are conducive to the attainments of these objects.

All the income, earnings, moveable and immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through anyone or more of the present and past members. No members of the Society shall have any personal claim on any movable or immovable properties of Society or make any profit, whatsoever by virtue of her membership.

- (l) Conduct of various types of health camp such as eye check up, cancer detection, heart & dental check up and stress management workshop for ladies of officers SO/EP/civilian and their children.
- (m) Contribution towards immediate help to the people during natural calamities such as Tsunami, Earth Quake, Floods and Cyclone etc.
- (n) Conduct of tuition classes for children of SO/EP/Civilian staff.
- (p) Management of Kinder Garten and Play Schools for CG personnel.
- (q) Look after families during the sailing of ships of SO/EPs families.
- (r) Helping hand to the attendant/relatives of patient admitted at various hospitals such as AIIMS, Ram Manohar Lohiya Hospital and LNJP Hospital etc.

CHAPTER - VI

ALTERATION AND AMENDMENT OF RULES

6.1 These rules may be altered and additional rules may be made at any time by a two third majority of the members present and voting at any general meeting of the Association, of which not less than 14 days notice in writing has been given to all members, specifying the nature of the alteration or addition which is proposed to be made.

6.2 **Annual List of Managing /Governing Body.** Once in every year, on or before the fourteenth day succeeding the day on which according to the rules of the society, the annual general meeting of the Association is held, or if the rules do not provide for an annual general meeting, in the month of January, a list shall be filed with the Registrar of Societies, Delhi of the names, addresses and occupations of the governor, council, director committee or other governing body then entrusted with the management of the affairs of the Association.

6.3 **Legal Proceedings.** The Association may sue or be sued in the name of the President, Vice President or Secretary as per provisions laid down under section 6 of the Societies Regulation Act, 1860 as applicable to the Union Territory of Delhi.

CHAPTER - V

ACCOUNTS AND AUDIT

Accounts

5.1 The financial year shall be from 1st April to 31st March of each year.

5.1.1 The books of accounts shall be kept at the office of the Association.

5.1.2 Once in a year the Managing Committee shall lay before the Association, at the annual general meeting, an income and expenditure account and a balance sheet audited as hereinafter provided containing a summary of the properties and liabilities of the Association together with a report of the Managing committee as to the financial state and condition of the association.

5.1.3 A copy of every such account, balance sheet and report duly signed by the Secretary and the Treasurer and countersigned by the President or the Vice President shall at least 14 days prior to the meeting at which the same is to be presented, be served on each member.

Audit

5.2 Once at least in each year, the accounts of the Association shall be examined and the correctness of the

income and expenditure account and balance sheet ascertained by audit. The Managing Committee of the Association shall appoint an auditor or auditors from amongst the members other than the members of the Managing Committee or shall seek the assistance of Coast Guard authority to nominate service officers to act as auditors.

5.2.1 The auditors shall have a right to access to the books, accounts and vouchers of the Association and shall be entitled to require from all members of the Managing Committee such information and explanation may be necessary for the purpose of their duties.

5.2.2 CGWWA HQs will nominate audit team members for a special drive to surprise checks of CGWWA fund, CGLC funds, properties of CGWWA, correspondence of any CGC HQs (WS/ES), Regions, DHQs, Stations without any prior notice to the concerned.

6.4 **Dissolution of the Association.** In the Association need to be dissolved, it shall be dissolved as per the provisions laid down under section 13 and 14 of the Societies Regulation Act, 1860 as applicable to the union Territory of Delhi.

6.5 **Disposal of Assets.** In the event of any Branch of this Association closing down, its assets shall be transferred to the Office of the Association, Delhi which will utilize them for the purpose of the Association, In the event of the Association as a whole closing down the assets shall be transferred to such other body having similar objects as may be decided by the Managing Committee of the Association and in the absence of any such direction, they shall be transferred to such Association as may be decided by the President of the Association.

6.6. **Application of the Act.** All the provisions of the Societies Registration Act XXI of 1860, as applicable to the Union Territory of Delhi shall apply to the Association.

Certified that this is the correct copy of the Rules and Regulation of the Association.

AIMS AND OBJECTS OF THE SOCIETY

The objects of the Society shall be encourage cooperative spirit and to promote the welfare work of the Indian Coast Guard more particularly to fulfill any or all of the following:

- (a) To keep the wives of all ranks of the Indian Coast Guard in touch with one another for their mutual help and benefit wherever they may be. News letters (Sandesh) in English and Hindi will go a long way in spreading information about new programmes and projects as also in spreading awareness of the wider problems in Society.
- (b) In the time of peace, to carry on such work as will help the welfare work of the Indian coast Guard, namely:
 - (i) Organise Vocational Training for the families of the Coast Guard Personnel.
 - (ii) Conduct Adult literacy classes so as to impart basic education to women.
 - (iii) Provide assistance to widow and dependents and ensure families are rehabilitated and resettled satisfactorily.
 - (iv) Bringing in awareness of national concerns and problems in Society, conservation and improvement of environment, observance of small family norms.

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- (v) Encouraging and promoting health care and physical fitness.
 - (vi) To ensure families are well informed of their legal rights and privileges.
 - (vii) To look after and protect the interests of the handicapped.
 - (viii) To encourage creative skills among CGWWA members by setting up CGWWA polytechnics for gainful self employment.
 - (ix) To provide support, aid and guidance to families of Coast Guard personnel particularly when the husband is away on duty.
 - (x) To support programmes on community development for deprived and under privileged sections.
- (c) In time of war to provide comfort and amenities etc. and all possible help to the serving men and their families.
- (d) To provide assistance to relieve hardship or distress to the families of Coast Guard personnel who die in harness.
- (e) To invent and deal with the money of the Associations in such a manner as may from time to time be determined and from time to time to vary or realise such investments.
- (f) To do and cause to be done all such lawful things as are in accord with the spirit and principles

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RECORD OF CHANGES AND AMENDMENTS

Sl.	Amndt.	Date	Remarks
1.	1	9-10-03	Inserted
2.	2	9-10-03	Inserted