COAST GUARD WIVES WELFARE ASSOCIATION

CONSTITUTION

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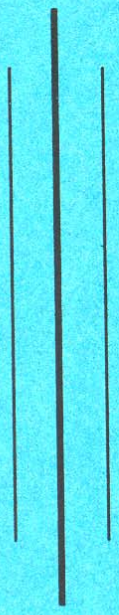
SECTION – 1

RULES AND REGULATIONS



CHAPTER – I

MEMBERSHIP

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MEMBERSHIP

1.1 The Association shall consist of the following members:

(a) President

(b) Vice President

(c) Members

(d) Honorary Members

1.2 **President.** The wife of the Director General Coast Guard shall be the head of the Association and be designated as President. In the event of the DGCG being a bachelor, divorcee / widower or his wife being unable, or declines, to undertake the responsibility, then the wife of Deputy Director General shall be the President of the Association. Should there be a problem In responsibility being taken by either the wife of DGCG or DDG then this shall pass to the wife of the next senior most officer posted at CGHQ. However, should there be a COMCG 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 shalll 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 Deputy Director General shall be the Vice President of the Association. However, In the event of the DDG being a bachelor, divorcee/widower or his wife being unable, or declines, to undertake the responsibility, then wife of the next senior-most officer posted at CGHQ shall be nominated as the Vice President of the Association. 1.8

1.4 **Members**. The members of the association shall be:

(a) Wives of all serving regular Coast Guard officers, subordinate officers and sailors.

(b) Wives of all Army, Navy and Air Force personnel serving in the Coast Guard on deputation.

1.5 **Honorary Members**. The wife of any retired or deceased Coast Guard Officer, Subordinate Officer or sailor 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 in the association .

1.6 **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 (Central), New Delhi. This amount shall uniformly be collected at all the Coast Guard Regional Headquarters, District Headquarters and Stations.

1.7 **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 service from the Coast Guard.

1.8 **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 As. 10/- each with the prior consent of the Committee; and the same be notified to the Secretary well in advance.

CHAPTER – II

MANAGEMENT AND ADMINISTRATION

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MANAGEMENT AND ADMINISTRATION

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

(i)	President	-	Wife of the Director General
(ii)	Vice President	-	Wife of the Deputy Director General
(iii)	Regional Presidents	-	Wives of Regional Commanders East, West and A&N
(iv)	Secretary (Central)		
(v)	Treasurer (Central)		

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 Regions. It shall 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.

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

(a) Central (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 Directors at CGHQ

(iv) Secretary - To be selected by the President

(v) Treasurer - To be selected by the President.

(vi) Working Members - Wives of the other serving personnel.

(b)

Regional Headquarters	District Headquarters
President	President
Vice President	Vice President / Activity Coordinator
Activity Coordinators	Secretary Activity Coordinator

Secretary Treasurer
Treasurer

Working Members

(c) Stations: Shall constitute the Committee depending upon the strength of the Station.

(d) Enrolled Personnel Wives Committee: This Committee should have the wives of the enrolled personnel as the members. As far as possible the wife of the senior Navik 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 property 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 purposes thereof in such manner as they may think fit and from time to time vary or realise such investments in consultations with suitable officers at CGHQ/RHQ.

(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.

2.4 **Branches of the Association**. The Association shall consist of a President and Governing Body with headquarters at CGHQ. In addition, CGWWA will have regional headquarters at Bombay, Madras 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 **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.

2.6 **President of the Association.** Subject to the provisions of these rules, the President of the Association shall exercise general supervision over all the Regions of the Association.

2.7 **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 all the assistant to the President in discharge of her functions.

2.8 **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.

Treasurer of the Association.

(a) The Treasurer shall receive and realise all contribution and other money due or donated to the Assocjation.

(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.

CHAPTER – III

GENERAL BODY MEETING OF THE ASSOCIATION

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GENERAL BODY MEETING OF THE ASSOCIATION

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.

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 objects of the meeting so proposed to be called.

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.

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 is less, 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.

CHAPTER – IV

SOURCES OF INCOME AND UTILISATION OF FUNDS

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SOURCES 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 made by members of the Association.

4.2 **Cooperation with other bodies having similar objects**. The Association shall work in cooperation with other service organisations having similar objects but shall financially be independent of such organisations.

CHAPTER – V

ACCOUNTS AND AUDIT

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ACCOUNTS AND AUDIT

Accounts

5.1 The financial year shall be from 1st January to 31st December.

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 property 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 of 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.

CHAPTER – VI

ALTERATION AND AMENDMENT OF RULES

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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 then 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 Registration Act, 1860 as applicable to the Union Territory of Delhi.

6.4 **Dissolution of the Association**. If the Association need to be dissolved, it shall be dissolved as per the provisions laid down under sections 13 and 14 of the Societies Registration 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 utilise 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.

SECTION – 2

AIMS AND OBJECTS

AIMS AND OBJECTS OF THE SOCIETY

The objects of the Society shall be to 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 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 widows and dependants 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.

(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 invest and deal with the money of the

Association 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 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 member of the Society shall have any personal claim on any moveable or immovable properties of Society or make any profit, whatsoever by virtue of her membership.