

**CONSTITUTION OF THE CHERANGRE BAPTIST CHURCH
WEST GARO HILLS, TURA.**

Article 1. Name, headquarter and jurisdiction

- (a) Name:- “Cherangre Baptist Church”
- (b) Headquarter:- It’s registered Office shall be at Cherangre, P.O. Lower Chandmari,
Tura, West Garo Hills, Meghalaya – 794002
(Under the Nokmaship of Megonggre)
- (c) Area of operation:- The area of operation shall be the entire State of Meghalaya and beyond

Article - II - Aims and Objectives

It shall be a non-political, religious and charitable formed and established without any distinction of caste, creed, colour, or community inter alia work with the following aims and objectives:-

- a) To reach the people with gospel to transform their lives and to equip people for ministry and reach the world.
- b) To transform the people by incorporating and equipping them with God’s words through professing, propagating and practise.
- c) To encourage, strengthen and revive spiritual faith among believers and extend moral support to one another.
- d) To provide quality education and training of the children, youths, adults and entire community of the area irrespective of caste, creed, race or religion, language or social status either by establishing an Institution, training centre, Hostel or rehabilitation centre.
- e) To provide Counselling and career guidance and skill development trainings for the educated and un-employed youths of all the communities residing within the District to equip and empower them with necessary knowledge and skill required for setting up their own business enterprises.
- f) To create and provide infrastructure and other enabling environment as may be required to carry out its objectives for providing education, training, Counselling and skill development and other objective within its area of operation.
- g) To work for Socio economic development of the people and to create awakening among the economically weaker and lower sections in becoming aware of their deprivation and to prepare and organize themselves for amelioration of their conditions through participation in the process of developmental activities.
- h) To undertake works of charity, relief and rehabilitation of the people in distress and affected by the natural calamities and other unforeseen disasters and to provide assistance of the sick, poor,

weak, downtrodden old and infirm, disabled and physically challenged persons in the area to enable them to have livelihood and sustain themselves.

- i) To organize seminar, workshops, conference, lecture camps, study tours and other programmes that may be required for the fulfilment of any of the objectives.
- j) To work in collaboration with other sister organization within and outside the District having similar aims and objectives for broader and wider achievement of its objectives.
- k) To create awareness about the environmental pollutions and health hazards and the effects of environmental degradation and also assist them in taking up environmental activities for improvement of plantation and afforestation activities in their respective areas.
- l) To establish and maintain Financial and other Resources including movable and immovable properties as may be required for the promotion and fulfilment of the objectives.
- m) To publish books, journals, reading materials and newsletters as may be required and necessary for creating awareness among the people and for the fulfilment of the objectives.

Article - III – Membership and procedure for expulsion

- I. The membership of the Society shall be open to the following individuals and Organizations:-
 - a) Persons with good integrity and character interested in pursuing and participating in the fulfilment of the mission, aims and objectives of this Society.
 - b) Membership is also open to children who have attained the age of 12 year and above, who are willing to avail the facility and benefits being extended by the Society, however they will have no voting right in the Society till they attain the age of 18 years.
 - c) Membership is also open to similar Organizations and Society willing to participate in the fulfilment of the aims of objectives of this Society.
- II. The Governing Body shall summarily be suspended or removed any regular or permanent members from the society if,
 - a. He/She asks to join other similar organisation
 - b. He/She defaults in paying his/her membership fee or any due(s) of the society within the prescribe time.
 - c. Any member found working against the interest of the Society or who wilfully contravenes or does an act prejudicial to the interest of the Society.

Article - IV - Funds

1) The fund shall consist of the following:-

- a) Membership enrolment fee ` 100 and monthly subscription fee ` 20 from the individual members and Institutional members.
- b) Voluntary contributions, donations in kind or in cash from the members and Institutional members.
- c) Government grants and subsidies sanctioned for the projects.
- d) Loans and advances obtained from the banks and other financial institutions for the furtherance of the objectives.

2) Operation of Account:-

The fund shall be maintained and kept in the State Bank of India (SBI), Chandmari Branch, Tura and its accounts shall be maintained and operated with a joint signature of the Treasurer and Accountant.

3) Financial Year:- The financial year shall be from 1st January to 31st December.

Article -V - General Body

All the registered members including the representative of the registered Institutional member shall constitute a General body and it shall be the supreme authority.

Article -VI - Governing Board

1) No. of Members: The Governing Board shall consist of not less than 7(seven) members and not more than 15 (fifteen) member appointed and constituted by the General body in the Annual General Meeting.

2) Constitution of the Governing Board:

The following office bearers and members elected and appointed by the General body in its annual general meeting shall constitute the Governing Board:-

| | |
|---------------------|---|
| 01. President | 1 |
| 02. Vice President | 1 |
| 03. Secretary | 1 |
| 04. Joint Secretary | 1 |
| 05. Treasurer | 1 |
| 06. Accountant | 1 |
| 07. Board Member | 8 |

- 3) Term of office of the Governing Board:- The Governing Board appointed and constituted by the General Body shall hold office for a term of 3(three) years, provided that shall be eligible for re-appointment for another term. This shall not be applicable for the Ex-officio members who are members by virtue of being employees.

Article - VII - Boards and Committees

Besides the Governing Board the General body shall have the power to appoint the following Committees and Boards or any other Committees and Sub-Committees to assist on Planning, implementations and executions projects:

- a) Planning Committee
- b) Mission Committee
- c) Finance Committee
- d) Education Committee
- e) Project Committee
- f) Relief Committee
- g) Programme Committee
- h) Socio-Economic Committee
- i) Environment Committee

Article - VIII - Meeting

1) Annual General Meeting of the General Body

There shall be Annual General Meeting to be held every year in the month of January to transact the following business:-

- a) To consider, discuss and approve the annual budget.
- b) To propose, examine and approve Annual Report, Income and Expenditure Accounts, balance Sheet including Audit report of the previous years if any.
- c) To place for discussion and approval of the annual plans and project proposals from members, Board and Committees appointed by the General body and the Governing Board.
- d) To sanction working expenses, contingencies, project fund and other financial requirements.
- e) To create and sanction regular, temporary and contractual post if necessary and to approve and sanction their salary perks and remunerations.
- f) To create/review rules & regulations, terms and conditions of the service of its employees whenever necessary.
- g) To carry all other activities as may be required for the fulfilment of the objectives.

2) Half Yearly Meeting of the General Body

The General Body shall also convene a half yearly meeting of the General body to transact the following business.

- a) To review the progress of programmes and activities.
- b) To decide on the important and urgent matters relating to the programmes.
- c) To sanction expenditures for ongoing projects if any.
- d) To review the workings of the various Committees and Sub-Committees.

3) Special General meeting of the General body

In case of any emergency and urgency of the matter the Secretary in consultation with the President shall convene a Special General meeting of the General body.

4) Quorum for the Meeting

Two third members present shall form the quorum for the meeting of the General Body.

Article - IX – Power and function of the Governing Board

- (1) Subject to the provisions of the constitution the Governing board shall have full authority to execute the policies, the directions and resolution of the General body and to carry out business and other activities as may be required for the implement of the aims and objective.
- (2) It shall propose and prepare the Annual financial budget, project proposals, recommendations from committees and Board and place before the General Body in its Annual General meeting (AGM).
- (3) Carry out all other activities as may be authorized and directed by the General body from time to time.
- (4) Meeting of the Governing Board: The Governing Board shall meet as often as necessary by giving at least 7 days clear notice. However in case of any urgency, the Secretary in consultation with the President convenes a Special Board Meeting by giving at least 7 days notice.
- (5) Quorum for the Board meeting: Two third members present shall form a quorum for any Governing Board meeting.

Article - X- Powers and functions of the Office bearers

- (a) President: The President shall preside over all the meeting including of Governing Board meeting and exercise control over the general affairs.
- (b) Vice President: The Vice President in absence of the President shall preside over all the meetings and discharge all the functions of the President.

- (c) Secretary: The Secretary shall exercise the following powers and functions:-
- i. The Secretary shall be responsible for the general conduct and day to day affairs including matters relating to management and administration and other Institutions maintained by it.
 - ii. He shall exercise control over the office and the employees including the employees of the Hostel and other Institutions maintained by it.
 - iii. He shall advice to the Governing Board about the policies, programmes and other activities as may be required from time to time.
 - iv. The Secretary shall maintain all the records and registers including moveable properties and Institutions maintained by it.
 - v. The Secretary shall in consultation with the President, convene meeting of the General body and Governing Board as and when necessary.
 - vi. Perform such other activities as may be authorized and directed by the General Body and Governing Board.
- (d) Joint Secretary: The Joint Secretary shall exercise the powers and functions of the Secretary in his absence.
- (e) Treasurer:- The Treasurer shall be the custodian fund property including moveable Assets and its institutions. He shall maintain proper records off all the Fund, assets and liabilities. He shall also coordinate with Bank and other financial institutions as and when required for the execution and implementation are major and minor projects.
- (f) Accountant: - Accountant shall be responsible for maintenance of the Accounts. He shall maintain proper book of accounts revenue receipts and expenditure and prepare annual statement of accounts including receipt and payment, income and expenditure account and balance sheet for presentation to the General Body and Auditor.

Article - XI - Auditing of Accounts

The Account shall be audited annually by a qualified and practicing Chartered Accountant registered under the Chartered Accountants Act of 1949. The Selection of Chartered shall be made by the General body.

Article - XII - Amendment of the Constitution

1. The General body shall have the power to make amendment, of the Constitution. No portion of this constitution shall be added, altered or deleted without the consent of the General body. No amendment shall take effect unless there is at least a two third majority and voting in the General body meeting.
2. A notice of every amendment to the constitution shall be sent to the Registrar or his approval.

Article - XIII - Litigation

1. Any suit or other legal proceedings by or against may be filed/contested or defended on its behalf by the Secretary or by any other person so authorized by the Governing Board or the General body. Any pleadings or other legal documents in connection with the suit may be signed and verified by such person authorized.
2. With the approval of the Governing Board, the Secretary may also appoint legal Counsel or an Advocate/Attorney for the purpose of pursuing the case.
3. Jurisdiction of the Court:- In the event of any suit or legal proceedings by or against the jurisdiction of the Court shall be within the Tura Session Court. However in case of the litigation involving Organization which is outside the State of Meghalaya, it shall be within the jurisdiction of the High Court of Meghalaya.

Article - XIV- Amendment of the Constitution:-

Amendment of any of the constitution can be done by 2/3rd majority of the general congregation.

1. President: Mr. Ramsing R. Marak
2. Vice President: Mr Nilberth B. Marak
3. Secretary: Mr. Balsrang A. Sangma
4. Joint Secretary: Mr Amber R. Marak
5. Accountant: Mr. Rodhil M. Sangma
6. Treasurer: Mr. Sonjoy D. Shira