



ST. JOHN AMBULANCE
ORISSA STATE CENTRE
Bhubaneswar

BYE - LAW



ORISSA STATE CENTRE

- ❖ Approved by His Excellency the Governor , Orissa and President St. John Ambulance, Orissa State Centre - Communicated vide letter no. 6950/R-VIII-8/04/SG (Con.) Dated 9.9.2004.
- ❖ Confirmed by Annual General Meeting held on 14.9.2004.

WAJ - 378

1. NOMENCLATURE

Name of the organisation shall be St. John Ambulance (INDIA), Orissa State Centre.

2. LOCATION

The office of the State Centre shall be situated in the city of Bhubaneswar.

3. AIMS AND OBJECTIVES

- a. To impart instruction to persons in rendering First Aid in case of accident, sudden illness and in the transport of sick and injured.
- b. To impart instruction to persons in the elementary principles and practice of Home Nursing, Hygiene and Sanitation, Mother Craft and Child Welfare and other purposes as may be deemed fit in the matter.
- c. To provide and distribute by sale or presentation of ambulance materials.
- d. To organise ambulance corps, invalid transport corps, nursing corps, and voluntary aid detachments.
- e. To assist the sick and wounded in war and peace and also in emergencies.

- f. To afford holders of First Aid and Home Nursing certificates from the St. John Ambulance, opportunities of meeting together for ambulance and Home Nursing practice, with the objective of combining individual efforts for the public good.
- g. To render First Aid to the sick and injured on public occasion and to maintain a body of trained men and women qualified so as to act.
- h. To train men in ambulance transport duties.
- i. To develop and promote every means of rendering First Aid to the sick and injured.
- j. To promote instructions and work for the relief of suffering of the sick and injured in peace and war irrespective of class or nationality.
- k. To accept donations in cash or kind, accept gift of properties, movable or immovable whether subject to any special trust or otherwise for any one or more of the objectives of the State Centre.
- l. To raise money in such manner and for such purposes as the State Centre may think fit.

- m. To purchase, take on lease or in exchange, hire or otherwise acquire properties movable or immovable which may be deemed necessary or useful for any of the purposes of the State Centre.
- n. To construct, maintain and alter any house, building or work necessary or useful for any of the purposes of the State Centre.
- o. To take such steps by personal or written appeals, publication, meetings or otherwise as may from time to time be deemed expedient for the purposes of securing contribution of funds for the State Centre in shape of donations, annual subscription or otherwise.
- p. To do all such other lawful acts and things as are consequential, incidental or conducive to the attainment of the above objectives or any of them.

4. JURISDICTION

The jurisdiction of the State Centre shall extend to the whole state of Orissa and it shall have power to supervise and regulate the activities of its district, local and Sub-Centres in Orissa. The State Centre may also directly organise activities in keeping with the objectives of the St. John Ambulance.

5. OFFICE BEARERS

The following shall be the Office-bearers of the State Centre.

a. President

The Governor of Orissa State shall be the President of the State Centre.

b. Vice-President

Minister, Industries (Ex-Officio)

c. Chairman

The Minister, Health, Orissa shall be the Chairman of the State Centre and Chairman of the Executive Committee.

d. Vice-Chairman

The Director General, Home Guards and Fire Services will function as Vice-Chairman.

e. Honorary Secretary

The Honorary Secretary to be nominated by the President.

6. EXECUTIVE COMMITTEE

The Executive Committee of the State Centre shall consist of the following.

1. His Excellency the Governor, Orissa President
2. Hon'ble Minister, Health, Orissa Chairman

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| 3. | Director General,
Home Guards & Fire Services | Vice-Chairman |
| 4. | Secretary, Health Department | Member |
| 5. | Secretary, Industries Department | Member |
| 6. | Director General of Police | Member |
| 7. | Transport Commissioner | Member |
| 8. | Director of Health Services, | Member |
| 9. | Director, Higher Education, Orissa | Member |
| 10. | Director, Secondary Education
(Schools) | Member |
| 11. | Director, Mines | Member |
| 12. | Dy. Director General, N.C.C. | Member |
| 13. | Chief Inspector, Factories
& Boilers | Member |
| 14. | Chairperson, State Social
Welfare Advisory Board | Member |
| 15. | Chief Commissioner,
Bharat Scout and Guides | Member |
| 16. | Honorary Secretary
Indian Red Cross Society,
Orissa State, | Member |
| 17. | Joint Secretary, St. John
Ambulance | Member |

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| 18. Treasurer, St. John Ambulance | Member |
| 19. Honorary Secretary, St. John Ambulance, State Centre | Member
(Convenor) |
| 20. Two Non-Official Members (Life Member) nominated by | Chairman |
| 21. Three Collectors, one from each Revenue Division on a rotation basis for a period of one year | |

The members of the Executive Committee other than the Ex-Officio shall hold office for three years or till new members are nominated which ever is later.

7. POWERS OF THE EXECUTIVE COMMITTEE.

The management of the affairs of the State Centre shall vest in the Executive Committee which shall have the following powers : -

- a. To place before the Annual General Meeting the Annual Report on the work of the State Centre, budget, the audited accounts and the balance sheet of the preceeding year for consideration and adoption.

- b. To sale, exchange, acquire, partition, lease or otherwise dispose of the property of the State Centre or any part thereof or any interest therein for money or other valuable consideration as fully as if they were owner of the said property.
- c. To borrow or raise money in such manner as the Executive Committee may think fit.
- d. To appoint Sub-Committee for specific purpose provided that such sub-committee shall consist of at least two members of the Executive Committee and delegate powers as may be necessary to carry out the purpose.
- e. To appoint from time to time a Treasurer and such other officers, as may from time to time think fit and to determine their powers and duties.
- f. To determine in all cases what matters properly fall within the scope of aims and objectives of the State Centre and the decision of the Executive Committee in all such matters shall be final and binding.
- g. To authorise or approve the formation of District/Local Centres, Sub-Divisional Sub-Centres or regional centres of the St. John Ambulance and to supervise their work.

- h. To give financial assistance, if necessary and possible for furtherance of the aims and objectives of the State Centre to any registered society or body.
- i. To make regulation for the proper management, function and control of the State Centre and for the administration of the centre.
- j. To determine the strength and composition of the staff of the state centre Head Quarters.
- k. To frame regulation about the salary, period of employment and conditions of Service of the employees of the State Centre.
- l. To remove from the roll of the members of the State Centre the name of any member who has been convicted for offence involving moral turpitude by a competent court of law.
- m. To frame standing orders from time to time for the guidance of the Standing Ccommittee, Sub-Committee, District/Local Centres, Sub-Centres, Regional Centres and Institutions created, established or maintained by the State Centre.
- n. To amend, alter or cancel any or all of these rules of the centre from time to time

as and when necessity may arise by at least two third majority of votes of the members present at a meeting specially convened for the purpose, after a notice of the proposed amendment, alteration or cancellation has been sent to the members of the Executive Committee, provided, that no resolution passed in a subsequent meeting of the Executive Committee shall invalidate any prior act that was otherwise valid.

- o. To authorise the Honorary Secretary or any office bearer or any other member / members of the Executive committee to enquire in to any aspect and report on the activities of any or all of its district/ local centre/sub-centres.
- p. To take all necessary steps to promote the formation of centres in order to facilitate the administration of the affairs of the State Centre and to increase its memberships.
- q. The Executive Committee shall be responsible for the proper conduct of the affairs of the State Centre.
- r. To appoint auditors subject to ratification by General Body.

8. POWER AND DUTIES OF THE HONORARY SECRETARY

The Honorary Secretary shall exercise powers and perform duties as below :

- i. To conduct under the direction of the Chairman of the Executive Committee, the correspondence of the State Centre.
- ii. To attend the meetings of the General Body and of the Executive Committee, and other committees and record the minutes of the meeting.
- iii. To enter or cause to be entered in the Minute Books all proceedings of the State Centre in the meeting of the Annual General Body, Executive Committee etc. and ensure that all papers and documents of every kind connected with the business of the State Centre are properly filed and presented.
- iv. To exercise general supervision over the employees and the affairs of the Organisation and to assist in the carrying out of these regulations and other rules framed by the Executive and other committees.
- v. To issue all certificates, medallions and labels to be granted by the State Centre.

- vi. To conduct the All Orissa Ambulance competitions.
- vii. To inspect District/Local Centres and sub-centres, as the direct representative of the President and the Executive Committee.
- viii. (a) Alongwith the Treasurer to sign all cheques jointly with the treasurer & make payments on behalf of the Executive Committee and he shall also arrange, issue of receipts for all money received on behalf of the State Centre.
(b) All accounts of the state centre to be operated jointly in Nationalised Banks.
- ix. To exercise disciplinary control over all officers and staff of the State Centre provided that in the case of officers no punishment shall be awarded without the approval of the Chairman.

9. HONORARY TREASURER.

To be nominated by the Executive Committee.

The powers and duties of the Honorary Treasurer shall be below :

1. The Hony. Treasurer shall receive and hold in safe custody all money, securities, deposits, receipts and financial assistance to the State Centre and be responsible for the maintenance of all accounts.

2. The Hony. Treasurer shall arrange to place before the Executive Committee a statement of receipts and expenditure of the Sstate Centre at each of its meetings. He will also see that the Annual Accounts of the State Centre are audited by a Chartered Accountant and place the same before the Annual General Meeting.
3. Duties assigned by the Hony. Secretary from time to time.

10. HONORARY JOINT SECRETARY

There shall be a Hony. Joint Secretary (nominated by the Chairman on recommendation of Hony. Secretary to assist the Hony. Secretary in day to day official business.

11. MEETING OF THE EXECUTIVE COMMITTEE.

There shall be ordinarily three meetings of the Executive Committee in a calendar year.

12. ANNUAL GENERAL MEETINGS.

- (i) An annual General Meeting of all members of the State Centre shall be held in the month of June or at such time as may be decided by the President.
- (ii) At the said General Meeting the following shall be entitled to attend & vote on any question that may be submitted to the meeting for determination.

- Members of the Executive Committee
 - Patrons, Honorary Councillors, all Life Members and all annual members (above 18 years) enrolled before three months of the meeting.
 - All chairmen of St. John Ambulance, Dist. Centres.
- (iii) The Annual General Meeting shall transact the following business :
- To note and adopt the Annual Report.
 - To pass the audited accounts and adoption of Audit Report and budget.
 - To consider any other business with the permission of the Chair.
 - The Bye-Law can be amended as and when necessary by the General Body recommended by Executive Committee.

13. QUORUM

The following shall constitute the quorum for the various meetings.

- a) Annual General Meeting - 40 Members
- b) Executive Committee Meeting - 10 Members.

14. ADJOURNED MEETING

Non-quorum meeting of the Annual General Meeting shall be held half an hour later on the same day and place to transact the same business.

15. INTIMATION OF MEETING.

- i) Notice will be sent by post for Executive Committee meeting only.
- ii) Notice of the Annual General Meeting/Extra Ordinary General Meeting shall be published in a News Paper.
- iii) Intimation of the Annual General Meeting/Extra Ordinary General Meeting shall also be sent to the District/Local Centres which shall intimate their Sub-Centres and their members in such a manner, as they deem fit of the day, time, place and business of the Annual General Meeting/Extra Ordinary General Meeting.
- iv) The following minimum notice shall be given for various meetings specifying in each case, the day, time, place and agenda of the meeting.
 - Annual General Meeting Four Weeks
 - Executive Committee Meeting 10 days.

16. EXTRA ORDINARY GENERAL MEETING.

An extra ordinary General Meeting of the State Centre may be convened at any time by the President if such situation arises. The notice shall be published in a News Paper giving at least 10 days time. At the extra ordinary General Meeting no other business except that which is notified shall be transacted.

17. MEMBERSHIP.

(i) Membership of the State Centre shall be open to all resident of Orissa. Any firm or company/corporate office may become a member in the name of the firm/company/ corporate office on payment of subscription of Rs. 30,000/- or more.

(ii) Categories of Membership : -

Sl. No.	Category	Amount of Subscription. (Rs.)
1.	Patron	10,000/-
2.	Vice-Patron	5,000/-
3.	Life Member	500/-
4.	Life Associate	250/-
5.	Institutional Member (Annual)	1,000/-
6.	Annual Member	50/-
7.	Annual Associate	10/-

N.B. : Amount of subscription towards membership revised from time to time by St. John Ambulance (INDIA) New Delhi.

18. PAYMENT OF CONTRIBUTION,
SUBSCRIPTION AND DONATIONS

- i. Donation subscription under Rule 17, are payable either to the State Centre or to any of its district or local centres. The apportionment of payment made to Dist. Centres shall be as under.
 - a. 15% payment to St. John Ambulance, National Headqrs.
 - b. 15% payment to St. John Ambulance, State Centre.
 - c. 70% to be retained by the District Centre to which the person or institution making the payment belongs.

In case of the payment made to a local centre, the apportionment of such payment be as under :

- 60% to be retained by the local centre.
- 10% payable to the District Centre.
- 15% payable to the State Centre.
- 15% payable to the National Headqrs.

When the state centre directly enrolls any person or institute the apportionment of such payment shall be as under :

- 15% payable to St. John Ambulance, National Headqrs.
- 85% to be retained the State Centre.

- ii) Donation received by the State Centre or the Local Centre for a specific purpose and project, shall be utilised fully by the State Centre, the District Centre or the local centre only for the purpose and project specified by the donor.

All other general donations including net proceeds of collection of refills, sale of pin, flags, seals, fetes, on variety shows and any other collection shall be apportioned as follows :

a) **STATE CENTRE**

10% payable to St. John Ambulance Headqrs. and 90% share of the State Centre.

b) **DISTRICT CENTRE**

10% payable to St. John Ambulance Headqrs.

10% payable to the State Centre and
80% share of the District Centre.

c) **LOCAL CENTRE**

70% share of the Local Centre

10% payable to the District Centre.

10% payable to the State Centre and

10% payable to St. John Ambulance Headqrs.

19. REGISTER OF MEMBERS NAME AND ADDRESS

The State Centre shall maintain a register showing full names and address of the members, grades of the members of the State Centre. Members shall intimate change of their address if any to the office of the State Centres.

20. DISTRICT CENTRE BYE-LAWS

A District Centre shall consist of the following :

Chairman Dist. Magistrate & Collector.

Vice-Chairman Supdt. of Police/C.D.M.O.

Patrons

Vice-Patron

Life Members and

Annual Members

Every District Centre shall have a representative from the State Centre.

The Bye-Law of the District Centre shall in no manner deviate the Bye-Law of the State Centre.

21. EXECUTIVE COMMITTEE.

Every District Centre shall have an Executive Committee, the size and composition of which and the number which shall form a quorum, shall be decided by each District Centre itself.

The Chairman for the time being shall form a casting vote.

Vacancies on the committee occurring between any two ordinary annual meetings shall be filled by co-option by remaining members of the committee.

22. **POWERS OF THE EXECUTIVE COMMITTEE.**

The committee shall have the following powers subject to the control of the General Body of the District Centre.

- i) To appoint from time to time a Secretary, a Joint Secretary, a Treasurer and such other officers, clerks and servants on permanent, temporary or special basis as they may from time to time think fit, and to determine their powers and duties and fix their salaries and to suspend or remove any of them as occasion may require.
- ii) To authorise the Treasurer to pay all incidental expenses and charges and to make and give receipts for money payable to the Centre and for the claims and demands of the centre.
- iii) To provide from time to time for the management of the affairs of the centre.
- iv) To invest or realise and generally to deal with any of the money of the centre not immediately required for the purpose thereof in such securities and in such manner as they may think fit and to make such grants as they may find necessary.

23. FUNDS

The income of District/Local Centre shall consist of gifts or donations and share of membership subscription as defined in paragraph 18.

24. MEETINGS

An annual general meeting shall be held each year on a date to be announced by the Executive Committee.

Patrons, Life and Annual members who are aged eighteen years or above will have the power to attend and vote at the Annual General Meeting.

Meeting of the Executive Committee shall be held on such and date at such intervals as the committee may determine.



**SERVICE TO HUMANITY
IS SERVICE TO GOD**

ST. JOHN AMBULANCE

ORISSA STATE CENTRE

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