

CONSTITUTION OF SOCIAL SERVICE CENTRE, RAWATKOT, DAILEKH, 2054

Second Amendment 2064

**Preamble:**

Whereas it is expedient to establish Social Service Centre as a non-profit making organization in order to awaken in the sector of education and culture, archacological, forest and environment, health, agriculture, technology, law and justice, gender and cast based discrimination of Nepalese society for civil right, human right and economical enhancement of every citizen, the constitution of Social Service Centre 2054 Second Amendment 2064 has hereby been issued with objective of non-profit making and as non inconsistent to the constitution of Nepal.

**Chapter-1**

**Preliminary**

**1. Short Title and Commencement**

- 1.1 This constitution may be cited as Constitution of Social Service Centre, 2054 Second Amendment 2064.
- 1.2 This constitution shall come into force from the date of acquiring approval from District Administration Office.

**2. Definitions** Unless the subject or context otherwise requires, in this constitution:

- 2.1 "Constitution" means the constitution of Social Service Centre.
- 2.2 "Organization" means Social Service Centre.
- 2.3 "Convention" means convention of the general meeting.
- 2.4 "General Meeting" means meeting of members having voting right.
- 2.5 "Member" means ordinary member of Social Service Centre.
- 2.6 "Councillor" means member of central, district and rural sub-branch meeting.
- 2.7 "Official" means member of concerned committee also.
- 2.8 "Committee" means central executive committee, executive committee of rural branch, district branch of Social Service Centre.
- 2.9 "Fund" means fund of Social Service Centre.

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2.10 "Prescribed" or "As Prescribed" means prescribed or as prescribed in various sections, sub-sections of this constitution or matters mentioned in the rules or bye-law made under this constitution also.

3. **Establishment of Social Service Centre and Office**

3.1 An organization namely *Samajik Sewa Kendra* shall be established.

3.2 It shall be called Social Service Centre in English.

3.3 It shall be called SOSEC in abbreviation.

3.4 Central office of this organization shall be situated in Dailekh district.

4. **Symbol, Flag and Seal**

4.1 Symbol: Symbol of this organization shall be lighting lamp bearing hand in middle circle shaped sphere in red coloured background.

4.2 Flag: Symbol of lighting lamp bearing hand within white circle and red coloured circle in middle shall be placed in blue background of 25 cm length and 25 cm breadth.

4.3 Seal: The official seal shall be a seal mentioning of name of organization in English and Nepali separately in circle background and mentioning symbol as stated in section 4.1 in middle.

**Chapter-2**

5. **Goal and Objectives of the Organization**

*"Social equality, peoples' participation, transparency and neutrality are norms and values of Social Service Centre."*

5.1 **Goals of the Organization**

5.1.1 To improve educational, health, financial and social status of targeted community by focusing on social inclusiveness.

5.1.2 To make access to the right by enhancing capacity of class of people lacking right.

5.1.3 To enhance institutional capacity by emphasizing on development of capacity of the organization's human resource.

5.2 **Objectives of the Organization**



- 5.2.1 To enhance income through making social capital in local level.
- 5.2.2 To develop professionalism through agriculture, preservation of forest and environment, development of tourist sector, promotion and development of animal farming in local level.
- 5.2.3 To develop and promote small infrastructures required in local level with partnership of various bodies.
- 5.2.4 To develop the organization sustainably by enhancing capacity of human resources affiliated with the organization.
- 5.2.5 To emphasize on enhancement of public awareness in order to minimize gender and cast based discrimination in community through the medium of social awareness.
- 5.2.6 To enhance public awareness in health sector such as reproductive health, community health and HIV/AIDS and to work as leader of transformation by operating health camps.
- 5.2.7 To enhance employment by developing local skill and technology based on demand of the market.
- 5.2.8 To boost public awareness for preservation of human right and to make effort of providing human support to the community affected by natural calamity and conflict.
- 5.2.9 To operate informal education program for minimizing illiteracy.
- 5.2.10 To operate community radio and to publish newspaper for enhancing of awareness of community.

### Chapter-3

#### Provisions Regarding to Membership

##### 6. Qualification for Acquiring Membership

- 6.1 Person wishing to perform function as objectives of the organization.
- 6.2 Every Nepalese citizen wishing to acquire membership of the organization shall have attained sixteen years of age.
- 6.3 Having not been disqualified pursuant to prevailing law.



6.4 Not have been acquired memberships of more than two organizations.

6.5 To implement following swear of the Centre.

I, my knowledge and skill are for developing of my executive competency and style.

I, my resource and means are for my economical and social prosperity.

My wisdom and conscience are for making my abode heaven.

I, my strength and power for service and support of the helpless, all these of mine are offered by heart, speaking and act to me, my family, SOSEC, village and country with witnessing of my soul.

7. **Types of Membership** Membership of this organization shall, as irrespective of cast, gender, religion and political discrimination, be provided as follows;

7.1 General member

7.2 Pro-general member

7.3 Life member

7.4 Institutional member

7.5 Rural branch general member

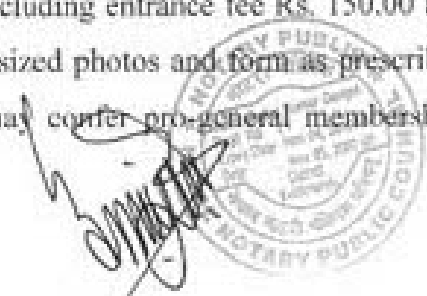
7.6 Honorary member

7.7 Founder member

8. **Membership Fee and Procedure to Confer Membership** Membership fee and procedure to confer membership shall be as follows;

8.1 If any person wishing to acquire general membership submits application along with total fee Rs. 275.00 including entrance fee Rs. 150.00 and annual membership fee Rs. 125.00, two auto sized photos and form as prescribed by the organization, the central committee may confer general membership. The general member shall renew membership by paying annual fee Rs. 125.00.

8.2 If any staff of the organization wishing to acquire pro-general membership submits application along with total fee Rs. 275.00 including entrance fee Rs. 150.00 and annual membership fee Rs. 125.00, two auto sized photos and form as prescribed by the organization, the central committee may confer pro-general membership.

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The pro-general member shall renew membership by paying annual fee Rs. 125.00. The staff shall mandatorily have to be pro-general member of the organization. The pro-general member staffs shall have to send a representative from each branch by conducting election prior to one month of holding of general meeting.

As a staff representative shall mandatorily be participated from each branch. Provided that in case of more than 10 staffs in the branch, a representative from another each ten members shall be selected from such branch.

- 8.3 If any general member of the organization wishing to acquire life membership submits application along with Rs. 1051.00, two auto sized photos and form as prescribed by the organization, the central committee may confer life membership. The person wishing to acquire life membership shall actively be performed functions at least 3 years as a general member.
- 8.4 If any institution/organization wishing to acquire institutional membership submits application along with entrance fee Rs. 400.00 and annual membership fee Rs. 250.00 and institutional profile mentioning its on-going functions and its potential contribution for development of Nepal, the central committee may confer institutional membership. Such membership shall annually be renewed after paying Rs. 250.00.
- 8.5 If any person wishing to acquire rural branch general membership submits application along with entrance fee Rs. 75.00 and annual membership fee Rs. 51.00 and two auto sized photos; the central committee may confer rural branch general membership for first time. After formation of rural branch, such general members shall be registered in such branch. After formation of rural branch by the central committee, if any person wishing to acquire general membership of rural branch submits application along with entrance fee Rs. 75.00 and annual membership fee Rs. 51.00 and two auto sized photos, the rural branch committee may confer membership. Such membership may be renewed by paying annual fee Rs. 51.00. In case of conferring such membership by the rural branch, 50 percent of entrance and membership fee shall have to be sent to the centre and 50 percent shall have to be kept in the fund for development of the branch.
- 8.6 The central committee may confer honorary membership to any person or organization supporting more than Rs. 10,000.00 physically and financially to the

organization. Provided that such person or organization shall not be a member of the central council.

8.7 The person involved in establishment period of this organization shall be founder member.

8.8 Membership Renewal: The membership as per section 7.1, 7.2, 7.4, 7.5 has been acquired in whatsoever month or day; it shall only be remained for last day of the month of Jestha. The membership shall have to be renewed for coming year within the month of Jestha. The person who fails to renew membership within the month of Jestha, his/her membership shall *ipso facto* be terminated. Provided that membership of the member shall be renewed by receiving additional fee Rs. 100.00 within 25<sup>th</sup> day of Aashadh but this rule can not be used for saving of office of member of the executive committee, it can merely be used for renewal of membership.

9. **Disqualification for Acquiring Membership, Condition of Termination of Membership, Right of Members and Provision Regarding to Conduct of Members**

9.1 The following persons shall be disqualified for being member of this organization.

9.1.1 Any person who was punished in any criminal charge of moral turpitude.

9.1.2 Insane Person.

9.1.3 Any person involved directly or indirectly in any case against the organization.

9.1.4 Any person who was punished for charge of embezzlement of property of social organization/institution.

9.1.5 Any person who doesn't follow or disrespect swear of the centre as referred in section 6.5 of this constitution.

9.2 Any official or member shall be discharged from his/her office and membership in following conditions.

9.2.1 In the condition of failed to renew membership in given time.

9.2.2 If died.

9.2.3 In the event of having been proved directly or indirectly involved in any action against the organization.



- 9.2.4 If the president tenders resignation to the executive committee and other officials tender resignation to the president and such resignation is approved.
- 9.2.5 If he/she absents from three consecutive meetings of executive committee of the organization and other responsibility prescribed office or other program without giving notice.
- 9.2.6 If the office bearer of the executive committee and responsible committee absents in the general meeting and annual program without giving notice.

Explanation:

The central executive committee shall take final decision on the matter whether any official and member is disqualified or not pursuant to section 8.7, 9.1 and 9.2 of this constitution.

9.3 Right of Members

Each member of the organization shall, subject to this organization, have following rights.

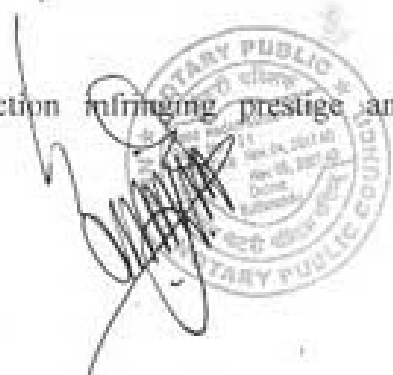
- 9.3.1 Equal voting right.
- 9.3.2 Equal right to inspect amount.
- 9.3.3 Equal right to participate in election.

Provided that pro-general member (staff working in the organization) shall not be eligible as candidate in election of executive committee.

9.4 Conduct of Members

Each member of this organization shall have to pursue following conduct.

- 9.4.1 The party politics shall not be performed by making the organization as a basis.
- 9.4.2 The decision of the organization and its committees shall be pursued.
- 9.4.3 Secrecy shall not be breached.
- 9.4.4 He/she shall not participate in any function infringing prestige and reputation of the organization.



9.4.5 The code of conduct, made by the organization, shall be pursued completely.

9.4.6 The policy, rule and regulation, made by the organization in time by time, shall be pursued completely.

If above stated conduct is not pursued, it shall be deemed as bad behavior.

**10. Form of the Organization**

The structural form of the organization shall be as follows.

10.1 Rural Branch/District Branch Committee

10.2 Central Committee

**11. Form of Committee and General Meeting**

11.1 Rural Branch Meeting, Rural Committee

This meeting shall be conducted once a year. The rural meeting of the organization consists following members.

11.1.1 General members of each village development committee as referred to section 7.5 of this constitution shall be member of this meeting.

11.1.2 Officials of the rural branch committee; there shall be a rural branch committee consisting president, vice-president, secretary, joint-secretary, treasurer and up to four members.

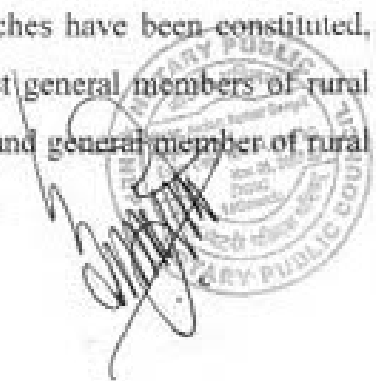
11.2 District Meeting, District Committee

It consists following members.

11.2.1 5 representatives elected from each rural branch.

11.2.2 Officials of the district committee; there shall be a district branch committee consisting president, vice-president, secretary, joint-secretary, treasurer and up to four members.

Explanation: In case less than five rural branches have been constituted, the district branch committee consists amongst general members of rural branch as prescribed by the central committee and general member of rural branch shall be member of the district meeting.





### 11.3 Central Meeting, Central Committee

The following representatives shall participate in central meeting.

11.3.1 2 representatives elected from each district.

11.3.2 Official of the central executive committee and ad-hoc committee: there shall be a central executive committee consisting president, immediately past president, vice-president, general secretary, secretary, treasurer, up to five members. The assembly of the meeting shall elect president and eight members amongst representatives of that meeting. The president of the executive committee may nominate a member.

11.3.3 Members having membership in accordance with section 7.1, 7.2, 7.3 and 7.4 shall be members of this meeting.

Explanation: A person nominated by the executive committee of the institutional member, having membership in accordance with section 7.4 of this constitution, may be member of this meeting. Similarly, in the context of members acquiring membership in accordance with section 7.2, only members acquiring membership in accordance with procedure of section 8.2 are able to participate in the general meeting. Provided that they can not be candidate for office of the president and member.

11.3.4 Seven representatives nominated, amongst Nepalese citizens having interest in education and culture, forest and environment, health, agriculture, law and justice and other sectors, by the president.

Explanation: Members nominated pursuant to section 11.3.4 of this constitution shall be ex-officio member of central meeting and they can not participate in election.

## 12. Form of Convention

### 12.1 Rural Branch Meeting Convention

The rural meeting constituted in accordance to section 11.1.1 and 11.1.2 of this constitution in concerned village development committees shall be called rural branch convention. The rural branch convention shall be conducted once in every three years. This convention shall elect a president and eight members



## 12.2 District Meeting Convention

The form of members acquiring membership in accordance to section 11.2.1 and 11.2.2 of this constitution in concerned districts shall be called district branch convention. The district convention shall be conducted once in every three years. This convention shall elect a president and eight members.

## 12.3 Convention of Central Meeting

The collective form of representatives of central general meeting constituted in accordance to section 11.3 of this constitution itself is the central convention. The central convention shall be conducted once in every five years. This convention shall elect a president and eight members.

## Chapter-5

### Functions, Duties and Powers of General Meeting/Convention

#### 13.1 Rural Branch Meeting/Convention

- 13.1.1 To evaluate functions of rural branch.
- 13.1.2 To formulate future program of rural branch.
- 13.1.3 To review program conducted by the existing committee.
- 13.1.4 To discuss and decide on report, program, annual budget of the committee as well as to prepare program and budget for coming year.
- 13.1.5 To conduct election of the rural branch committee.

Explanation: The rural branch meeting/convention conducted once in every three years shall elect the executive committee consisting a president and up to eight members. The elected committee, by conducting its meeting, shall allocate responsibility as referred in section 11.1.2 of this constitution.

#### 13.2 District Branch Meeting/Convention

- 13.2.1 To evaluate functions of the committee.
- 13.2.2 To formulate future program.
- 13.2.3 To conduct election of the district committee.
- 13.2.4 To operate service oriented and income generating program.



13.2.5 To discuss and decide on report, program, annual budget of the committee as well as to prepare program and budget for coming year.

Explanation: The district branch meeting/convention conducted once in every three years shall elect the executive committee consisting a president and up to eight members. The elected committee, by conducting its meeting, shall allocate responsibility as referred in section 11.2.2 of this constitution.

### **13.3 Central General Meeting/Convention**

13.3.1 To evaluate functions of the central committee.

13.3.2 To formulate future program.

13.3.3 To amend the constitution.

13.3.4 To approve agenda of program, to discuss and decide on all matters of agendas.

13.3.5 To approve annual report, program of coming year, income and expenditure and audit report presented by the central committee and to pass the budget.

13.3.6 To elect the executive committee, to elect a president and up to eight members amongst councilors.

13.3.7 To make policy of the organization and to direct the central committee for implementation thereof.

Explanation: The central meeting/convention conducted once in every five years shall elect the executive committee consisting a president and up to eight members. The elected committee, by conducting its meeting, shall allocate responsibility as referred in section 11.3.2 of this constitution.

### **14. Functions, Duties and Powers of the Committee**

14.1 Rural Branch Committee

14.1.1 To perform functions in accordance with policy and directives of the organization.

14.1.2 To operate service oriented programs under consultation of the district branch.

14.1.3 To motivate for public participation in planning and project operating in local level.



14.1.4 To perform other functions under directions of the district branch.

Explanation: In the condition of lack of formation of the district committee, the central committee shall provide consultation as referred to in section 14.1.2 of this constitution.

14.2 District Branch Committee

14.2.1 To make agreement with any person or institution to perform or cause to be performed functions as referred to in the constitution of the organization.

14.2.2 To constitute sub-committee, if required and to delegate powers to committees.

14.2.3 To monitor, evaluate and supervise operating projects.

14.2.4 To purchase and vend movable and immovable properties for interest of the organization.

14.2.5 The district executive committee shall formulate program and project of the district branch committee under direction of the central executive committee.

14.2.6 If the central committee, by using power given by this constitution, formulates legal regulations including financial resources, the district branch committee shall pursue those regulations.

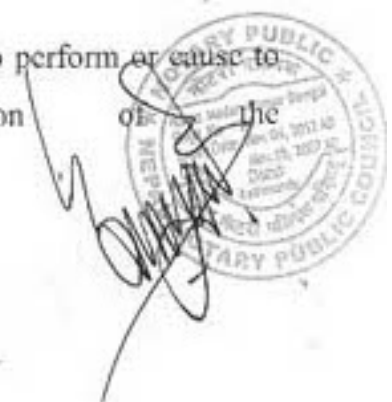
14.2.7 To operate service oriented functions.

14.2.8 To perform other functions as directed by the central executive committee.

14.3 Central Committee

14.3.1 To constitute, dissolve, suspend the rural branch and district branch under this constitution.

14.3.2 To make agreement with any person or institution to perform or cause to be performed functions as referred to in the constitution of the organization.



- 14.3.3 To make program, project proposal as per objectives of the organization, to formulate, implement, monitor and evaluate policy and regulation of the centre under prevailing law and this constitution. →
- 14.3.4 To constitute sub-committee, rural ad-hoc committee, district ad-hoc committee or commission and delegate powers to the same.
- 14.3.5 To confer honour, appreciation and certificate to any branch or person.
- 14.3.6 To establish community development and project oriented centers in Nepal under policy, direction and regulation of the organization.
- 14.3.7 To purchase and vend movable and immovable property for interest of the organization, to perform or cause to be performed functions under financial regulation.
- 14.3.8 The organization may, like an individual, sue or be sued in its own name.
- 14.3.9 To appoint annual auditor and caused to be discussed auditor report in the general meeting.
- 14.3.10 To appoint, control and retire staffs pursuant to this constitution for operation of functions of the committee and to determine their terms of service and remuneration.
- 14.3.11 To formulate policy and bylaws of the centre under prevailing law and this constitution.
- 14.3.12 The central committee shall perform functions as main representative of this organization.

## **Chapter-6**

### **Functions, Duties and Powers of Officials**

#### **15. Functions, Duties and Powers of Officials of the Central Executive Committee**

##### 15.1 Functions, Duties and Powers of the President

- 15.1.1 To convene meeting of the central committee, to preside over the meeting of central meeting and central committee.
- 15.1.2 To implement resolutions passed by the meeting.
- 15.1.3 To bear all obligations of the organization.



- 15.1.4 To direct officials for performing functions as per their functions and duties.
- 15.1.5 To confer work responsibility to vice-president upon own absence and if vice-president is also absent, to confer work responsibility to another official of the executive committee.
- 15.1.6 To perform as a representative of the organization during conducting of agreement or transaction on the behalf of the organization.
- 15.1.7 To implement resolutions passed by the executive committee.
- 15.1.8 The president may spend up to Rs. 20,500.00 (In words Twenty Thousand Five Hundred Rupees) at once for daily administrative functions from the fund.
- 15.1.9 To approve travel order of officials of the committee and the executive director.
- 15.2 Functions and Duties of the Vice-president
- 15.2.1 To perform functions as an acting president in the absence of the president.
- 15.2.2 To support the president in his/her functions.
- 15.2.3 To perform prescribed functions for support of the president.
- 15.3 Functions, Duties and Powers of the General Secretary
- 15.3.1 To support the president in implementation of resolutions passed by the executive committee.
- 15.3.2 To write minutes of the central meeting and the central committee, to preserve the organization and to formulate program pursuant to decision.
- 15.3.3 To prepare annual report of activities of the organization and to submit the same in the central general meeting.
- 15.4 Functions, Duties and Powers of the Secretary
- 15.4.1 To perform prescribed functions for support of the general secretary.
- 15.4.2 To bear work responsibility of the general secretary in his/her absence.
- 15.5 Functions, Duties and Powers of the Treasurer



- 15.5.1 To maintain income and expenditure of the organization.
- 15.5.2 To submit income and expenditure and estimated budget of the organization in the central meeting and the central committee for approval.
- 15.5.3 To arrange auditing by the auditor appointed by the general meeting.
- 15.5.4 To follow thriftiness in financial matters.
- 15.6 Functions, Duties and Powers of the Member
  - 15.6.1 To be active in implementation of decision of the organization.
  - 15.6.2 To bear responsibility assigned by the above-stated officials.
  - 15.6.3 To provide advice and suggestion to president, vice-president, general secretary, secretary and treasurer in activities of the organization.
- 15.7 Functions, Duties and Powers of the Immediately Past President
  - 15.7.1 To provide advice and suggestion to the president.
  - 15.7.2 To consult with the president for continuation of past activities.
  - 15.7.3 To perform functions as protector of the organization.
- 15.8 Functions, duties and powers of officials of the rural/district branch committee shall be as similar to officials of the central committee except of special function of the central executive committee.

## Chapter-7

### Resignation, Vacant of Post, Fulfillment of Post and Dissolution of the Organization

#### 16. Resignation, Vacant of Post and Fulfillment of Post

- 16.1 Post shall be deemed as vacant in following conditions.
  - 16.1.1 If anybody resigns from his/her organizational post.
  - 16.1.2 If anybody fails to renew general membership.
  - 16.1.3 If anybody fails to pursue conduct as referred to in section 9.4 of this constitution.
  - 16.1.4 If the membership is terminated pursuant to section 9.1 and 9.2 of this constitution.



16.1.5 If found incompetent in evaluation of the organization.

16.1.6 If the two third majority of the concerned meeting passes no-confidence motion against him/her.

16.1.7 If the member of executive member is appointed as a staff under the agreement made with the partner organization.

16.2 Fulfillment of Post

In case the post of official of any committee is vacant, the president of concerned committee shall appoint as a member for remainder period. In the context of vice-president and treasurer, the person nominated amongst members of the committee by the president shall perform function as capacity of acting office bearer until decision made by the meeting of the executive committee and immediately conducting meeting of the executive committee shall determine responsibility.

16.3 Dissolve of the Organization

If the two third majority of the general meeting of the organization deems to end of *raison de-tre* of the organization and passes the resolution for dissolve of the organization, this organization shall *ipso facto* be dissolved.

## Chapter-8

### Provision Regarding to Election

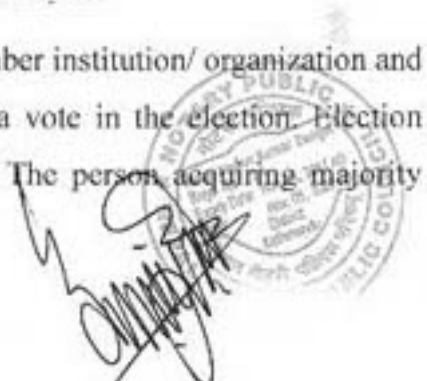
#### 17. Provision Regarding to Election

17.1 Central Committee

17.1.1 Officials shall be selected amongst members of section 11.2.1 of this constitution through the election process in every five years.

17.1.2 A proposer and a supporter shall be required for being a candidate. The same person can not be a proposer and supporter of two candidates of same post. In context of election of member, anybody can be a proposer and supporter of up to eight candidates of member.

17.1.3 The general member, the institutional member institution/ organization and the life member shall have right to cast a vote in the election. Election shall be conducted through secret ballot. The person acquiring majority votes shall be declared as a winner.

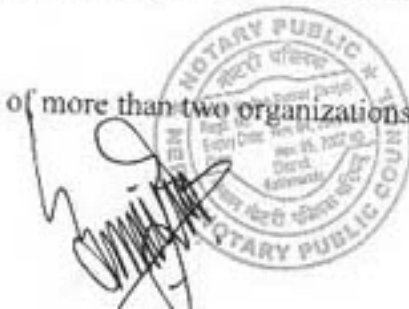




- 17.1.4 The election committee shall arrange other arrangements of election before 15 days of the election.
- 17.1.5 The central committee shall nominate the election officer for conducting election of the central executive committee and the district branch committee.
- 17.1.6 There shall be presence of a representative of the local administration in the time of election.
- 17.1.7 The central committee shall, in the context of the central committee, prepare voters' list and provide the same to the election officer and the district branch committee shall prepare voters' list and provide the same to the district election officer.
- 17.1.8 In case anybody's name is missed in the list provided by the executive committee and the concerned person presents his/her membership receipt, the election officer may include his/ her name in the voters' list.
- 17.2 Election of the rural/district branch committee shall also be conducted by following above-mentioned similar procedure.
- 17.3 While conducting election, there shall mandatorily be representation of 4 women, 2 dalits, and 1 indigenous people in the central executive committee. Only the concerned person can submit candidacy in prescribed reserved post. Provided that persons as referred in section 17.1.3 of this constitution shall elect the candidate of such post by majority of the secret ballot.

## 18. Qualification of the Candidate

- 18.1 Qualification of the candidate for the post of president.
- 18.1.1 Having not been appointed as election officer.
- 18.1.2 Having been member of this centre.
- 18.1.3 Having been actively served as any one post of the executive committee amongst vice-president, general secretary, secretary and treasurer for at least a term.
- 18.1.4 Having not been bearing responsible post of more than two organizations.



- 18.1.5 Having not been serving as a staff of the organization at present (If any staff wishes to be candidate of election, he/she shall have been resigned before at least fifteen days of the election.)
- 18.2 Qualification of the candidate for the post of member.
- 18.2.1 Having not been appointed as election officer.
- 18.2.2 Having been member of this centre.
- 18.2.3 Having been actively served as a general member for at least three years.
- 18.2.4 Having not been bearing responsible post of more than two organizations.
- 18.2.5 Having not been serving as a staff of the organization at present (If any staff wishes to be candidate of election, he/she shall have been resigned before at least fifteen days of the election.)

19. **No-Confidence Motion**

- 19.1 In case existence of proper and adequate reason, the one fourth members of the committee may submit the no-confidence motion against any official except the president and the executive committee in written form in the executive committee.
- 19.2 In this situation, the president shall convene meeting of the executive committee within one month from the submission of such no-confidence motion and such motion shall be presented in the committee for decision. If the 66 percent members amongst total members agree upon such motion, the no-confidence motion shall be deemed as passed.
- 19.3 If at least 25 members of total number of members wish to submit the no-confidence motion against the president and the executive committee, they shall have to submit such motion in written form in the general meeting or extraordinary general meeting. After submission of such motion, meeting of the executive committee shall be conducted within one month and it shall decide to convene the general meeting within 15 days in order to discuss and decide, on the basis of secret ballot, on the no-confidence motion submitted against the president and the executive committee. The meeting of the executive committee shall constitute a no-confidence motion resolve committee consisting three members amongst general members. If the motion is submitted against the president, the vice-president shall preside over the general meeting and if the motion is submitted

against the executive committee, the eldest member of the general meeting shall preside over the general meeting. If the 66 percent members amongst total members agree upon such motion, the no-confidence motion shall be deemed as passed.

- 19.4 Vacant of Post: If the no-confidence motion is passed by the 66 percent members, respective post shall *ipso facto* be vacant and such post shall be fulfilled within three months in accordance with the procedure of such post.
- 19.5 If the no-confidence motion is passed against the executive committee, the executive committee shall be dissolved immediately. Provided that the general meeting shall constitute a temporary ad-hoc committee consisting five persons until formation of new executive committee and it shall conduct election of new executive committee within three months.

Explanation: Provided that if the person, against whom the no-confidence motion is submitted, submits satisfactory clarification, prior to decision on the no-confidence motion, through the no-confidence motion resolve committee, the submitter of such motion may back out such motion.

## 20. Tenure

- 20.1 Tenure of the central executive committee elected pursuant to this constitution shall be five years and its tenure shall be deemed as completed in the last day of the month of Shrawan of every fifth year.
- 20.2 Tenure of the rural committee and district committee shall merely be till the month of Paush of every three years.

## Chapter-9

### Financial Provision

## 21. Financial Provision

- 21.1 The financial resources of the organization shall be as follows.
- 21.1.1 Amount received from membership.
- 21.1.2 Amount received from national and international partner organization or the government of Nepal and financial grant received from local bodies.



- 21.1.3 Financial assistance received from income generating project operated by the organization.
- 21.1.4 Financial assistance received from financial supporter of the organization.
- 21.1.5 Assistance amount received from staffs of the organization granted for development of the organization.

**22. Operation of the Fund**

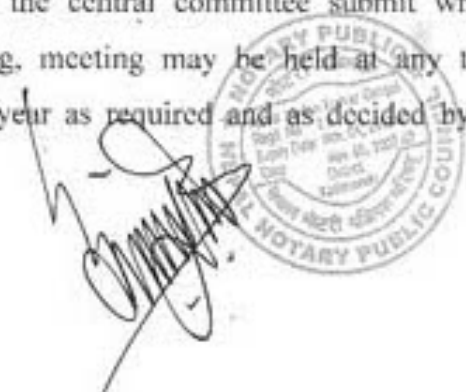
- 22.1 The fund of this organization shall be maintained by opening account at the bank located in Dailekh and recognized by the government of Nepal, in the name of the organization. If any program is operated in other district, the account shall be opened and operated in the bank of other district as per decision of the executive committee.
- 22.2 The account of fund of the SOSEC shall be operated through the joint signature of any two amongst president, treasurer and executive director.
- 22.3 The accounts except SOSEC fund shall be operated through the joint signature of any two amongst president, treasurer, executive director and account chief. Provided that at least one signature of president or treasurer amongst any two shall be mandatory.
- 22.4 The separate account in the different names of the project/program may be operated in the same bank.
- 22.5 All procedures regarding to operation of the fund shall be governed pursuant to the financial administration directive.

**Chapter-10**

**Procedure of Meeting**

**23. Procedure of Meeting**

- 23.1 The meeting of central committee shall be held at least four times in a year. Provided that if one third members of the central committee submit written resolution requesting to convene meeting, meeting may be held at any time. Meeting may be held in any times in a year as required and as decided by the executive committee.



23.2 The general secretary shall, with consultation of the president, notify officials about the date, time, place and agenda of meeting in advance of at least seven days from the date of meeting.

23.3 In the context of rural branch and district branch, meeting shall generally be held six times in a year except under policy and directive of the central committee. The procedure of meeting shall be as similar to the central committee.

23.4 Attendance of at least fifty percent members in the meeting shall be deemed as required majority.

24. **Amendment of the Constitution**

24.1 In case need of amendment in this constitution, it may be amended through the two third majority of the central meeting.

24.2 The amended constitution shall come into force from the date of attaining assent from the local authority.

25. **Auditing**

25.1 The audit of this organization shall be carried out by the auditor recognized by the government of Nepal.

25.2 A copy of such audit report shall be submitted to local authority and Social Welfare Council.

26. **Transfer of Ownership**

In the condition of dissolve of this organization, entire movable and immovable property of this organization shall be transferred under ownership of the government of Nepal.

27. **Advisor Committee**

27.1 There shall be an advisor committee consisting five members performed remarkable contribution in the organization and having reputation in different sectors under convenership of the immediately past president.

27.2 Functions, duties and powers of the advisor committee shall, subject to this constitution, be as prescribed by the central executive committee.

28. **Expert Committee**



28.1 There shall be an expert committee consisting head of project/program operating by the organization and other experts under convenership of the president.

28.2 Functions, duties and powers of the expert committee shall, subject-to this constitution, be as prescribed by the central executive committee.

**29. Policy, Rule and Regulation to be Formulated**

The executive committee shall, with not inconsistency to this constitution and prevailing law, formulate policy, rule and regulation for operation of the organization. Such policy and regulation shall come into force from the date of adopting by the 66 percent members of the central executive committee.

**30. Saving**

30.1 The central executive committee existed at the time of commencement of this constitution may perform functions as similar to the executive committee elected pursuant to the constitution and any hurdle shall not be deemed as created by this constitution in this regards.

30.2 The functions done and actions taken under the constitution of this organization, 2054 first amendment 2062 shall be deemed to have been done and taken under this constitution.

**31. Interpretation**

The Executive Committee shall bear exclusive obligation to interpret the constitution of this organization.

**32. Delegation of Power**

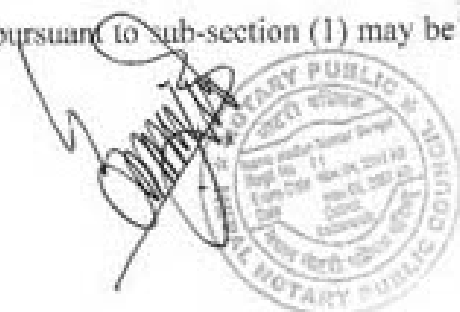
32.1 All or some powers may, subject to sub-section and section of this constitution, be delegated to committee or member or staff. Provided that following powers may not be delegated.

(a) Power to amend the constitution.

(b) Power to terminate membership of the organization.

32.2 The delegation of power conducted pursuant to sub-section (1) may be backed out at any moment.

**33. The Centre shall be a Legal Entity**



This centre shall, subject to the Act and law, be a legal entity. This centre shall exercise entire powers and shall bear all obligations borne by a legal entity.

34. The functions as per objectives of this centre may be operated within Nepal.

35. **Inactiveness**

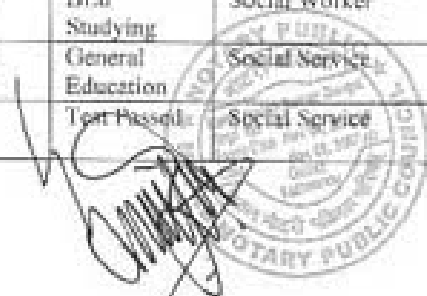
If any section mentioned in this constitution is inconsistent with the prevailing law, it shall, to the extent of such inconsistency, be *ipso facto* inactive.

1. List of Founder Members

S.No.	Name	Designation	Qualification	Address	Profession
1	Hira Singh Thapa	President	DCE	Rawatkot-1 Dailekh	Social Service
2	Prithvi Bijay Sijapati	Vice-President	MA	Na.Na.Pa.-1 Dailekh	Government Employee
3	Agni Prasad Gyawali	General Secretary	MA	Bhairikalikathum-8 Dailekh	Professor
4	Mudhav Prasad Timilsena	Secretary	BA	Badalamji-7 Dailekh	Government Employee
5	Nar Bahadur Thapa	Treasurer	BA	Rawatkot-1 Dailekh	Government Employee
6	Man Bahadur Thapa	Member	BA	Rawatkot-1 Dailekh	Social Worker
7	Govind Prasad Rijal	Member	BA	Rawatkot-3 Dailekh	Government Employee
8	Om Prasad Rijal	Member	MSc	Rawatkot-3 Dailekh	Government Employee
9	Shanti Khanal	Member	IA	Dulla-9 Dailekh	Teacher
10	Manoj Gyawali	General Member	CA	Badalamji-8 Dailekh	Chartered Accountant
11	Gyan Prasad Gautam	General Member	ME	Dutwa-7 Rupandehi	Professor

2. List of Existing Central Executive Committee

S.No.	Name	Designation	Address	Qualification	Profession
1	Hira Singh Thapa	President	Rawatkot-1	Diploma in Civil Engineering	Social Service
2	Sita Rama Thapa	Immediately Past President	Dandapanjul-1	B.Ed. Studying	Social Worker
3	Bir Bahadur Nepali	Vice-President	Banshi-5	Test Passed	Local Resource Person of Forest Based Production excluding Wood
4	Kiran Shrestha	Secretary	Na.Na. Pa.-1	BA Studying	Social Worker
5	Manju Khadka	Treasurer	Rawatkot-1 Dailekh	BEd Studying	Social Service
6	Uday B.K.	Member	Rawatkot-1 Dailekh	Ed Studying	Social Worker
7	Bhupendra Pariyar	Member	Rawatkot-3 Dailekh	BEd Studying	Social Worker
8	Bhuwansara Baduwal	Member	Rawatkot-3 Dailekh	General Education	Social Service
9	Yam Bahadur Shrestha	Member	Dulla-9 Dailekh	Test Passed	Social Service



<u>Annex-1 Seal of the organization</u>
<u>Annex-2 Symbol</u>
<u>Annex-3 Flag</u>

"This twenty four paged Translation Copies are true and verified."

*(Handwritten Signature)*



The seal is circular with the text "NOTARY PUBLIC" around the perimeter. Inside the seal, it reads: "Madan Kumar Dangol", "21", "Nov 04, 2012", "Distt", "Kathmandu".

Signature: ... ..  
 Name: Madan Kumar Dangol  
 Date: June 15, 2009  
 Certificate number of the Notary Public: 21  
 Date of expiry of Certificate: Nov 04, 2012  
 Seal of the Notary Public:  
 Translation R. No.: FY 065.066.411G