

SUCHITWA MISSION
REG NO. T 224/2000

MEMORANDUM OF ASSOCIATION AND
RULES AND REGULATIONS

G.O(MS)No.3747/99/LSGD dated 13/12/1999 &
AMENDED VIDE GO(MS) 149/2009/LSGD, DATED 31/07/2009



SUCHITWA MISSION
LOCAL SELF GOVERNMENT DEPARTMENT
GOVERNMENT OF KERALA, THYCAUD P.O.
THIRUVANANTHAPURAM - 14
Phone : 0471 - 2327730, 2339831, Fax : 0471 - 2326334

MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS OF SUCHITWA MISSION

1. The name of the Society shall be "Suchitwa Mission".
2. The registered office of the Society shall be situated in Thiruvananthapuram and its address shall be The Suchitwa Mission, TC 24/2054, Lekshmi Nivas, Panavila Junction, Thycaud P.O., Thiruvananthapuram - 695 014
3. The functional jurisdiction of the Society shall extend to the whole State of Kerala.
 - 3.1. The long-term objective of the Society is to improve the living standards of the people of Kerala by inculcating in them a new sense and culture on health and environmental sanitation and to achieve a self-sustained health and environmental sanitation programme, managed and replicated by local initiative.
 - 3.2. The particular objectives of the Society are:
 - 3.2.1. To generate outlines of model plans of the aforesaid programme and to motivate selected local bodies to adapt them with location specific modifications and to implement them successfully.
 - 3.2.2. To create awareness among the people on different aspects of water, sanitation and health and to inculcate in them a sense of responsibility and a sensitivity for the proper use of the facilities available.
 - 3.2.3. To instill in the people a sense of responsibility and a desire for participation in the community effort for environmental sanitation.
 - 3.2.4. To enable every household, every community and every local government to acquire adequate and appropriate facility for safe management of human excreta and solid and liquid wastes
 - 3.2.5. To develop and promote a range of cost effective, location specific and appropriate technology options for a participatory environmental sanitation programme.

- 3.2.6. To strengthen local capacities to plan, implement and manage Panchayat Environmental Sanitation and Health Programme.
 - 3.2.7. To focus gender issue, in water, sanitation and health.
 - 3.2.8. To channelise behavioural change into action for private investment in sanitation facilities.
 - 3.2.9. To make sanitation and health a people's movement.
 - 3.2.10. To develop effective and simple monitoring system; to develop rapid appraisal techniques; to build a data – bank system at the local level; and to develop objective tools to measure the impact of the programme vis-à-vis its objectives.
4. Without prejudice to the above objectives and for effectively carrying out the above objectives, the Society shall have the following powers:
 - 4.1. To manage the Mission with an institutional framework having independent and autonomous authority, responsibility and flexibility for dynamic operation
 - 4.2. To receive grants, loans, donations, deposits or any other financial contributions subject to the laws in force and to deal with funds and moneys of the Society with a view to fulfilling all or any of the objectives of the Society.
 - 4.3. To enter in to contract or legal proceedings for and in connection with the declared objective(s) of the Society.
 - 4.4. To formulate guidelines, administer funds, initiate sector-related studies, approve projects, and conduct reviews and monitoring
 - 4.5. To make rules and bye laws.
 5. The management and control of the Society shall be entrusted with the Mission and shall be carried on in accordance with the Rules and Bylaws. The name, address and designation of the present members of the Suchitwa Mission shall be as follows:-

Chairperson: Minister for LSG

Vice Chairperson: Principal Secretary (LSGD)

Member Secretary: Commissioner for Rural Development

Member Convener: Executive Director, Suchitwa Mission

Members :-

1. President of Grama Panchayat Association
2. Chairpersons of Mayors' Council
3. Chairperson Municipal Chairpersons' Chamber
4. Member in charge of Decentralization, State Planning Board
5. Principal Secretary (H&FW)
6. Secretary (General Education)
7. Principal Secretary (Water Resources)
8. Principal Secretary (Finance) or his Nominee
9. Secretary (Social Welfare)
10. Executive Director, Kudumbasree
11. Director of Panchayats
12. Director of Urban Affairs
13. Chairman, Kerala State Pollution Control Board
14. Three Technical Experts to be nominated by State Government
15. Three eminent women to be nominated by the State Government
16. Three representatives of Voluntary Organisations involved in public health programme to be nominated by the State Government

5.1. The Society shall have a Technical Support Group which shall consist of Directors and programme officers to be appointed by Government. The primary functions of the TSG shall be action planning, working out operational details of technical packages, action research, budgeting, financing, software development, organizing training programmes and providing technical support to the Mission.

5.2. Staff of the Mission

Apart from the Technical Support Group, Mission shall have skeleton supporting staff to be decided by the Governing Body

5.3. Minister for LSG shall be the Chairperson of the Society

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5.4. The State Government shall make the nomination of the non-official Members

5.5. If on the winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities, any asset and/or property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be given to the Government upon such terms and conditions as may be agreed upon.

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5.6. We, the several persons whose signatures, occupation and addresses are given hereunder are desirous of being formed in to an association, in accordance with the Travancore Cochin Literary, Scientific and Charitable Societies Act, 1955 in pursuance of the Memorandum of Association and in testimony of this, subscribed our respective names and signatures here unto on this the Thirteenth day of January Two Thousand at Thiruvananthapuram.

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No

Name, Occupation and Address

Signature

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RULES AND REGULATIONS

1. Short Title:

These rules may be called "**Suchitwa Mission Rules 1999**".

2. Definition

In these rules, unless the context otherwise requires:

- 2.1. The "Act" means the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955)
- 2.2. "Government" means The Government of Kerala
- 2.3. "Society" means Suchitwa Mission
- 2.4. "Mission" means Suchitwa Mission
- 2.5. "Governing Body" means Governing Body of Suchitwa Mission

3. Registered Office:

The registered office of the Society shall be situated in **Thiruvananthapuram**

4. Organisation of the Society :

The Society shall have the following components namely:-

1. Governing Body and
2. Executive Committee

5. The Governing Body of the Suchitwa Mission shall consist of the following members:

Chairperson: Minister for LSG

Vice Chairperson : Principal Secretary (LSGD)

Member Secretary: Commissioner for Rural Development

Member Convener: Executive Director, Suchitwa Mission

Members :-

1. President of Grama Panchayat Association
2. Chairpersons of Mayors' Council
3. Chairperson Municipal Chairpersons' Chamber
4. Member in charge of Decentralization, State Planning Board

5. Principal Secretary (H&FW)
6. Secretary (General Education)
7. Principal Secretary (Water Resources)
8. Principal Secretary (Finance) or his Nominee
9. Secretary (Social Welfare)
10. Executive Director, Kudumbasree
11. Director of Panchayats
12. Director of Urban Affairs
13. Chairman, Kerala State Pollution Control Board
14. Three Technical Experts to be nominated by State Government
15. Three eminent women to be nominated by the State Government
16. Three representatives of Voluntary Organizations involved in public health programme to be nominated by the State Government

Executive Chair person, Health Keralam Mission

6. Technical Support Group (TSG):-

The Society shall have a Technical Support Group that shall consist of Executive Director, Directors and Programme Officers. The TSG shall be responsible to the Mission for providing technical and managerial support. The TSG shall have the responsibility of conceptualizing, action planning, conducting creative workshops, organizing training programmes, initiating sector related studies, bringing out occasional papers, initiating action research, conducting monitoring and such other activities.

7. Nomination of Members :

The Principal Secretary (LSG) shall be the Vice Chairperson of the Mission.

The Government shall make nomination of non-official members

8. Qualification of Non-Official Members:-

Three experts who have made outstanding contributions to the field(s) of Health/Water Resource Management/Sanitation/Social Science/ Education/ Community Mobilisation/IEC; three eminent women who have made significant work in the field of

women empowerment and gender and development; and three people's organizations (NGOs) that have been carrying out community based programmes in Health/Sanitation/Drinking Water sector shall be nominated by the State Government to the Mission

9. Duration of Membership

The terms of appointment of members is ordinarily for a period of three years or till the Mission is reconstituted which ever occurs earlier. When a person becomes a member of the Mission by virtue of the appointment he/she holds, his/her membership shall terminate when he/she ceases to hold that office or appointment. Other members shall hold office for three years except where the member(s) resign(s) or the authority, which nominated him/her, terminates the membership or till the Mission is reconstituted

10. Reconstitution of the Mission

The Mission shall be reconstituted through a Government Order after three years or at any point of time the Government shall deem fit; whichever occurs earlier.

11. Powers, Rights and Duties of the Governing Body of the Suchitwa Mission :

- a. All Properties movable and immovable of the Society shall be vested with the Governing Body of the Suchitwa Mission
- b. To overall control of the affairs of the Society shall be vested with the Governing Body of the Suchitwa Mission
- c. The Governing Body of the Suchitwa Mission shall exercise all powers; perform all function as that is necessary and proper for the achievement and furtherance of the objectives of the Society.
- d. The Governing Body of the Suchitwa Mission shall have the power:
 - i. To acquire, by gift, purchase, exchange, lease or otherwise, land, buildings or other movable or immovable properties together with all rights pertaining thereto.

- ii. To prepare and execute detailed plans and programmes for the establishment and development of the Society and for carrying on its administration, management and governance. 12. Mees
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- iii. To receive grants-in-aid, and accept other grant of money, gifts, donations in kind or in cash, securities, fees, negotiable instruments, loan from banks and other agencies and other forms of assistance from other sources and to enter into any agreement or arrangement with Central and State Government, Bilateral and multilateral Agencies, and NGOs for receiving such assistance and to maintain a Fund to which shall be credited all moneys received by the Society. 13. Sp
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- iv. To impose and recover fees and charges for the services rendered by the Society; raise money and funds as deemed fit and necessary for the purpose and objectives of the society. 14.
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- v. To perform all such acts and to do all such things as may be necessary for the proper management of the properties and affairs of the Society Ev
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- vi. To appoint Auditors of the Society, with the approval of the Government m
- vii. To make subsidiary rules and regulations for the management of the affairs of the Society 11
- viii. To administer funds and to meet the expenses of the Society out of the fund
- ix. To formulate guidelines lay down procedures and approve projects.
- e. The Governing Body of the Suchitwa Mission shall have the duty to prepare Annual Reports, Financial Statements of Accounts and Financial Estimates of the Society
- f. The Governing Body of the Suchitwa Mission may delegate its rights, powers and duties and assign such functions and responsibilities as are considered necessary to the Executive Committee, Chairperson of the Executive Committee, Member Secretary and Executive Director of the Society.