

## ABOUT HIPA

HIPA was established in 1983 as the apex State training institute of Haryana with the objective of providing training, research and consultancy for improvement of public administration in Haryana through development of professional skills, creating awareness and development of conducive attitudes among various category of officers of Haryana Government.

The Institute conducts both induction and in-service training apart from undertaking research and evaluation studies. It also provides consultancy services to various organisations of the State Government. The institute works in partnership with various national and international agencies.

HIPA has excellent infrastructure facilities including a well-stocked library, spacious auditorium, conference and seminar rooms in addition to hostel facilities.

## Memorandum of Association and Rules

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Haryana Development Forum (HDF)  
(An Association set up and promoted by HIPA, Gurgaon)



**Haryana Institute of Public Administration**

Plot No. 76, Sector-18, HIPA Complex,  
Gurgaon-122001

## ABOUT HDF

Haryana Development Forum (HDF) is an association set up and promoted by Haryana Institute of Public Administration, HIPA, Gurgaon. The Forum provides a platform for various sections of the society to share their expertise and experience to make a meaningful contribution to the development of the State.

The Membership of the Forum is open to individuals, corporate bodies and alumni of HIPA who are interested in the development of the State and welfare of its people and working or residing within the jurisdiction of Haryana :

### Membership Subscription :

- |    |                                    |                    |
|----|------------------------------------|--------------------|
| 1. | Life Member                        | Rs.1000/-          |
| 2. | Associate Membership               | Rs.200/- each year |
| 3. | Institutional/Corporate Membership | Rs.5000/-          |

*For further information please contact:*

### **The Secretary,**

Haryana Development Forum,  
Haryana Institute of Public Administration,  
Plot No. 76, HIPA Complex, Sector-18,  
Gurgaon-122 001

Phone No. : 0124-2340690-91

Fax : 0124-2348452

Website : [www.hipagurgaon.gov.in](http://www.hipagurgaon.gov.in)

- c. The Secretary of the Chapter should inform names and addresses of the office bearers and a list of members of the Local Chapter to the Secretary of the Forum once in a year.
- d. The Local Chapters will receive a copy of the AGM Report and other publications of the Forum.
- e. The Local Chapters have to raise their own funds for their chapter activities.
- f. The audited accounts of the Local Chapters shall be submitted to the Forum once a year.

**G. Ad – Hoc Committee:**

- a. In the absence of an Executive Committee, an Ad – hoc Committee shall be constituted by the President of the Forum to discharge duties of the Executive Committee.
- b. The Ad hoc Committee shall not function for more than a year and shall call a General Body meeting within the period. In the General Body meeting the president of the Forum will form new Executive Committee.

**H. Special Invitee :**

The Executive Committee of the Forum is authorized to induct eminent members/ associate members of the Forum as special invitees as and when considered necessary. Such invitees shall not have the voting rights in the Executive Committee meeting.

**HARYANA DEVELOPMENT FORUM (HDF)**  
*(An Association set up and promoted by HIPA, Gurgaon)*

**MEMORANDUM OF ASSOCIATION AND RULES**

**1. NAME OF THE ASSOCIATION:**

The name of the Association shall be, “**Haryana Development Forum**” and shall be referred to as the Forum subsequently in these articles.

**2. OFFICE :**

The office of the Haryana Development Forum shall be located at the Haryana Institute of Public Administration, 76, HIPA Complex, Sector- 18, Gurgaon , hereinafter called “the Institute”.

**3. JURISDICTION :**

The jurisdiction of the Forum shall be All over Haryana.

**4. OBJECTIVES:**

- a. To provide a forum for dialogue and interaction among intellectuals, professionals, civil servants, technocrats and alumni of HIPA.
- b. To encourage the members to take active interest in issues relating to development of Haryana.
- c. To provide assistance and facilities for works pertaining to all round development of Haryana.
- d. To advice and interact with the state government and its agencies on matters relating to the development of the state.

- e. To conduct seminars, conferences, workshops and meetings for the purpose of promoting the development of the state.
- f. To develop a close relationship and communication among its members to achieve the objective of the Forum.
- g. To do all such acts, deeds and things as may be incidental, conducive or needed for the furtherance of the above objectives.

## 5. RULES AND REGULATIONS:

### Screening Committee:

The Screening Committee for considering and deciding the applications for membership shall consist of President of the Forum as Chairman, Commissioner, Gurgaon Division as Member and Director General/Director of HIPA as Convener.

### Membership:

- a. Membership will be open to intellectuals, professional, civil servants, technocrats, academicians, persons from media, students and the alumni of HIPA working or residing within the jurisdiction of Haryana.
- b. Membership will also be open to Institutions and corporate bodies who have a Institution/office or enterprise within the jurisdiction of Haryana.

## D. Financial Powers of the Secretary:

From non – budget items, the financial power of the Secretary shall be limited to Rs.—————  
 — subject to the approval of the Working President and submission of accounts of previous similar funds, if any.

## E. Subscription: (Membership Fee)

The rates of subscription shall be as follows;

- a. Rs. 1000.00 for Life Membership at the time of application.
- b. Rs. 200.00 each year for Associate Membership.
- a. Rs. 5000.00 for Institutional/Corporate Membership at the time of application.

## F. Local Chapters:

- a. A local chapter can be founded in any city of Haryana where there are a minimum of twelve Forum members subject to the approval of the Executive Committee of the Forum. The Chapter has to get the approval from the Executive Committee of the Forum every three years failing which the Local Chapter shall be deemed to be closed.
- b. They may elect one President and one Secretary to manage the affairs of the Chapter. A meeting of all members of the Chapter may be convened at least once a year.

### **C. Procedure of Election:**

- a. An Election Committee consisting of one Convener and two Members of the Forum shall be constituted by the Executive Committee to conduct the elections on a date not less than three months before the expiry of term of the Executive Committee.
- b. The Election Committee shall frame a Schedule indicating the dates of nomination and withdrawal of and the date of election (if necessary) and call for nominations of the eligible members for election to the executive committee. Each nomination shall be proposed and seconded by two members of the Forum.
- c. The Executive Committee as specified in 6.2 shall be elected in the Annual General Body Meeting of the Forum through simple majority of votes.
- d. A notice of the General Body Meeting may be served of any member either personally or by sending it through ordinary post at the address available in the records of the Forum or through newspaper advertisement.
- e. It shall be the duty of a member to keep informing the Forum about his/ her current address so that proceedings of the Forum, activities and notices for meetings could be sent to him/her

- c. Merely by fulfilling the above mentioned criteria of membership one is not entitled to become a member of the Forum. The forum reserves the right to grant or reject the membership to any individual, institution or corporate body.
- d. The Forum shall maintain a Register of all Members showing the date of admission, name, address and dates of changes of one class of Membership to another class of Membership.
- e. Every person who is interested to become a member shall have to apply in writing. The application shall be placed before the screening committee which shall have the right to accept it or reject it.
- f. There shall be three categories of Membership;

#### **1. Life Member ;**

Any Person from the above mentioned category (5.a) can become a Life Member of the Forum by paying once such amounts as may be stipulated from time to time.

#### **2. Associate Member:**

Any person from the above mentioned category (5.a) can become an Associate Member after paying such amounts annually as may be stipulated from time to

time. The person will be the member only for the duration, for which he/she has contributed.

### **3. Institutional/ Corporate Members:**

Any Institution or Corporate Body as mentioned in (5.b) can become a member After paying such amount of one time membership as may be stipulated from Time to time.

### **4. Cessation of Membership:**

A member of the Forum shall cease to be such a member if he/she resigns from his / her membership or does not work or live within the jurisdiction of the state or found to be of unsound mind or is convicted by a court for any offence on moral grounds or termination of the membership by the Executive Committee for compelling reasons.

## **6. ORGANISATION OF THE FORUM:**

### **a. Chief Patron:**

The Chief Minister of Haryana and President of HIPA, society by virtue of his position shall be the Chief Patron of the Forum.

### **b. General Body:**

There shall be a General Body of the Forum consisting of all members of the Forum.

### **c. Executive Body:**

There shall be an Executive Committee to manage the affairs of the Forum.

f) Copies of all publications and reports of the Forum

- ii. The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.
- iii. Every member of the General Body shall have the rights of inspection of records of the Forum during the office hours.
- iv. Some of the disposable records as decided by the Executive Committee may be disposed off/ destroyed.

## **13. DISSOLUTION OF THE FORUM:**

The Forum will be dissolved with the approval of 3/5 majority of the total members in the General Body. After dissolution, the movable and immovable properties shall be handed over to Haryana Institute of Public Administration. All the proceedings shall take place according to the constitution.

## **14. BYE – LAWS:**

### **A. Name of the Association:**

The name of the Association shall be “**Haryana Development Forum**” and shall be referred to as the Forum subsequently in these articles.

### **B. Bye – Laws:**

These Bye – Laws shall be read along with the Memorandum of Association and Rules.

- c. No suit or proceeding shall fail by any reason of vacancy or change in the holder of the office of the Secretary or any office bearer authorised on its behalf.
- d. Every decree or order against the Forum in any suit or proceeding shall be executable against the property of the Forum and not against the property of the Secretary.
- e. Nothing herein shall exempt the Secretary or an office bearer of the Forum from any criminal liability, entitle him/her to claim any contribution from the property of the Forum in respect of any claim paid by him on conviction by a criminal court unless it is attributed to the Forum.
- f. No member of the Forum may be sued by the Forum except for any injury or loss, damage, detention or destruction of any property of the Forum.

**12. RECORDS OF THE FORUM:**

- i. The following records shall be maintained in the office of the Forum
  - a) Roll of Membership
  - b) Minutes of the Executive Committee meetings
  - c) Minutes of the General Body meetings
  - d) Stock register of non – consumable and consumable items
  - e) Cash Book and Ledger

**d. Local Chapters:**

There may be Local Chapters within the state to promote the objectives of the Forum. The relationship with the local chapter will be governed by the Bye-Laws of the Forum.

**General Body:**

1. The General Body shall consist of all the members of the Forum.
2. The general Body of the Forum shall hold the Annual General Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Meetings.
3. A prior notice of clear 21 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the Working President.
4. An emergent meeting of the General Body can only be convened by the President for compelling reasons at a short notice.
5. Twenty five (25) members present in person shall form quorum for any meeting of the General Body, if the meeting is adjourned for want of quorum, the adjourned meeting will be convened within 21 days to transact the same business and members shall form the quorum.

**6. The Duties of the General Body shall be:**

- a. To set guidelines for the Executive Committee so as to achieve the objectives of the Forum.
- b. To consider and adopt the Annual Report and Audited Accounts of the Forum.
- c. To approve the budget for the following year.
- d. To elect office bearers and members of the Executive Committee.
- e. To transact any other business with the permission of the President.

**Executive Committee:**

1. The Executive Committee shall consist of the following ;

- i. President One
- ii. Working president One
- iii. Vice Presidents Two
- iv. Secretary One
- v. Treasurer One
- vi. Joint Secretary Two
- vii. Members Twelve

**2. Election of the Executive committee:**

- i. The Chief Secretary , Haryana cum Chairman of HIPA Executive Council shall be the Ex-officio President of the Forum,
- ii. The Director General/ Director of HIPA shall be the Ex – Officio Working President of the Forum.

- 4. The Funds of the Forum may be invested in Government Securities, Bonds and Debentures of the registered companies and financial institutions under Company Act 1956 or fixed deposits in nationalised banks, subject to the approval by the Executive Committee.
- 5. Withdrawal from the invested funds shall be made by the Executive Committee.
- 6. The money raised through membership shall not be spent for any purpose. However, interest accruing thereon can be utilized through approval of the Executive Committee.

**10. AUDIT AND ACCOUNTS:**

The accounts of the Forum shall be audited once a year by a Chartered Accountant to be appointed by the Executive Committee after these are duly audited by an Internal Auditor or be appointed by the Executive Committee.

**11. SUIT AND PROCEEDING BY AND AGAINST THE FORUM:**

- a. In the event of any dispute arising within the Forum, the President will have the powers to resolve the said dispute with appropriate authorization from the General Body.
- b. The Secretary or any other office bearer authorised by the Executive Committee may sue on behalf of the Forum. When the Forum is being sued, the Secretary will represent the Forum.

2. The Treasurer shall operate the funds of the Forum jointly either with the Working President or the Secretary .

#### **8. AMENDMENT OF RULES AND REGULATIONS:**

Amendment of the rules and regulations shall be carried out only by a General Body Meeting with minimum of three fifth of the majority votes of the members present in the meeting. The proposed amendment of the rules and regulations shall be circulated to all the members as an agenda item for the General Body Meeting.

#### **9. FINANCE AND ACCOUNTS:**

- I. The Forum shall raise funds for pursuing the objectives of the Forum through:
  - a. Subscription from the members. The rates of subscription shall be governed by the Bye-Laws of the Forum.
  - b. Money donated by the members.
  - c. Any other source approved by the Executive Committee.
2. The accounts of the Forum shall be maintained in any scheduled bank in Gurgaon in to which all subscription, donations and other incomes shall be credited.
3. Financial year of the Forum shall be from April 1 to March 31.

- iii. A Faculty Member of HIPA shall be the Ex-Officio Secretary of the Forum.
  - iv. An Accounts Employee of HIPA will be the Ex-Officio Treasurer of the Forum.
  - v. All other office bearers and members of the Executive committee shall be elected by the Forum.
  - vi. The Working President will nominate four members to the Executive Council.
  - vii. The procedure for the election of the office bearers of the Forum shall be regulated according to the Bye-Laws of the Forum.
  - viii. In case of any absence of candidature in election of the Executive Committee, the members present in the Annual General Body meeting shall nominate person/ persons to fill in vacancy / vacancies from the members present in the General Body meeting.
3. The Executive Committee will ordinarily meet quarterly but the Secretary may call an emergent meeting any time.
  4. A prior notice of seven days shall ordinarily be given to members for convening a meeting.
  5. The quorum for the Executive Meeting shall be six. In case there is no quorum it shall be adjourned.
  6. In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this by nomination. A vacancy would be deemed to arise when an Executive Committee member expresses his/her inability to

discharge responsibilities or when a member remains absent for three consecutive EC meetings without information.

7. 1. The Executive Committee shall have all powers with regard to management and promotion of the objectives of the Forum according to the directives, if any of the General Body.
2. The Executive Committee shall frame Bye – Laws in accordance with the rules and regulations and report to the General Body, Amendments may be done by simple majority.
3. The office bearers and members of the Executive Committee shall normally hold office for two years.

## **7. POWERS AND DUTIES OF OFFICE BEARERS:**

### **President:**

The President shall preside over the Executive Committee Meetings and the General Body Meetings. The President shall have voting power. The decision of the President on the agenda of meetings shall be final.

### **Working President:**

1. The Working President shall act for the President in his absence. He shall have all the powers for the management and promotion of the objectives of the Forum.

The Working President shall have the power to convene Executive Committee meetings of the Forum in the absence of the Secretary.

### **Vice Presidents:**

The Vice President senior in position shall act for the President in absence of both the President and the Working President. He shall render advice to the Executive Committee with regard to promotion of the objectives of the Forum.

### **Secretary:**

1. The Secretary should attend all the activities as approved by the Executive Committee.
2. The Secretary should be responsible for carrying out all correspondence and preparation and distribution of all publications and other material of the Forum.

### **Joint Secretaries:**

The Joint Secretaries will assist the Secretary in the management of the activities of the Forum. The Joint Secretary senior in position shall act for the Secretary in the absence of the Secretary.

### **Treasurer:**

1. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Forum.