



# REGISTRATION OF PARTNERSHIP FOR TB CARE & CONTROL IN INDIA

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National Consultative Meeting of Partners  
Hotel IBIS, Gurgaon  
18<sup>th</sup> January, 2012

# Background

- Partnership for TB Care and Control in India was started as an informal civil society network in 2009.
- Previous National Consultative Meeting of Partners in April 2012, it was decided that if the Partnership was to be effective and play a significant role it needs to be registered.
- A working group was constituted which was mandated to work on the process of registration and formalizing the partnership.

# To be registered as a Society

- Legal opinion – Society or Trust or Non profit 35 A Company.
- **Final decision:** Register as a society under the Society Registration Act
  - A society reflects character of organisation as a civil society partnership of various civil society members.
  - It is most democratic in its structuring.
  - It matches the manner in which the Partnership currently undertakes its business.

# Article 1: Name of the Society

- **Partnership for TB Care and Control in India (PTCCI)**
- Legal opinion: It is expectable to use the title “ In India”
- Registration of a society with members from at least 7 states makes it an organisation of national character.

# Article 2 & 3 Vision & Mission

- **Vision:** Our vision is of a vibrant partnership synergistically involving people, communities and organizations for strengthening TB care and Control Programme towards a TB Free India.
- **Mission**
  1. To provide a common platform for engagement of all sectors and all sections of population to make the partnership widely visible, acceptable and accessible and for a TB free India
  2. To serve as resource pool and to lead advocacy efforts for the rights of every individual affected by TB, facilitating universal access to quality services.

## Article 4 : Objectives

- It will serve as a **liaison/ coordinator** body among groups which are involved in activities directed at tuberculosis control thereby fostering unity, understanding, cooperation, and complimentary work.
- it will serve as a conduit to harness the strengths and expertise of partners in various technical and implementation areas.
- To empower affected communities, in TB care and control, a platform for disseminating detailed information of the planned and existing TB programs.
- A forum to generate statements or recommendations for TB research, prevention, diagnosis and management, and an instrument for generating support for its members

# Article 5: Office and territorial limits

- Main Office ( Registered office) will be in Delhi
  - Address?
- Territorial Jurisdiction : All places in India

## Article 6 : Membership

- **Institutional Member** - Institutions from 'Not for Profit' sector registered under appropriate statutory provisions (includes Govt. Institutions)
- **Associate Member**- same as above, different fees and 'holding no office' condition
- **Corporate Member** - Industries involved in manufacturing of TB supplies, Equipment's, Pharmaceuticals etc.
- **Honorary Member:** Individual members who have contributed significantly or actively involved in TB Care & Control or members from the affected community.



# Article 6 : Membership

## **6.2 Eligibility to vote and hold office:**

- Only Founder and Institutional members (active), i.e., have paid their subscription fees are eligible to vote or hold office in the society.
- Associate, Corporate and Honorary members can take part in all activities except voting or holding office.

# Article 7: Membership Dues / Grants / Donations

- **Section 1.** Annual dues shall be required from all members of PTCCI except for affected communities, .
- These annual dues may be changed upon the discretion of the current board.
- **Proposing an Annual Membership Fee of Rs. 500/- organisation.**
- **?? Life time membership on payment of a fee.**
- **Section 2.** Special assessment or contributions may be asked or received from each member group provided this is mutually agreed upon by the boards of the partnership and the concerned group.
- **Section 3.** Grants and Donations either in cash or in kind may be received from individuals or groups who are non-members of the Partnership subject to conditions approved by the Executive Board.

# Executive Board

- **Section 1. Definition**
- The Executive Board shall be the governing and managing body of the Partnership. It shall consist of eleven (11) persons but no more than 1 member of the Executive Board shall be the official representatives of a particular member group.

## Executive Board: Section 2 - Functions

- The following are the functions of the Board
  1. Meet and organize itself immediately after the Annual Meeting of the general assembly of members and formulate the program of activities of the partnership for the year.
  2. Take charge of the business affairs of the partnership.
  3. Hold special meetings at the call of the Chairman or upon request of at least three (3) members of the Board.
  4. Approves upon recommendation of the Thematic Groups, replacements to fill up vacancies in the Board due to causes other than removal or expiration through election by the remaining Board if still constituting a quorum. The replacement, whenever possible, shall come from the same group of the person whose position has become vacant. He shall serve only the remaining term of the person he replaced.
  5. Receive and approve the reports of the secretary, the treasurer, and the other committees as requested by the chairman.

# Executive Board: Section 3 - Composition

## **3.1 Qualifications of Board Members**

Any person with all of the following qualifications can be a candidate for the position of member of the Board.

**3.1.1** He / She must be the official representative of a group which is a member of good standing in the Partnership.

**3.1.2** He / She must signify in writing his willingness to serve in the Partnership in the event he is elected as a member of the Board.

**3.1.3** Members or member groups not required to pay dues (honorary group members) are eligible to nominate, vote or be elected as an executive board member

## Executive Board: Section 3 - Composition

**3.2** The members of the Board shall be composed of the following officers of the Partnership :

- Chairman
- Vice-Chairman
- Secretary, Treasurer
- Seven (7) Directors.
- The term of office of these officers is co-terminus with their membership of the Board.

### **3.3 Term of Office**

- All members of the board are elected for a term of two years.

# Executive Board Officers

## 3.2.1 **The Chairman**

- The Chairman shall preside over all the meetings of the Board and the Partnership.
- He/She shall appoint with the advise and approval of the Board, the Heads and members of the standing and ad hoc committees of the Partnership.
- He/She shall countersign jointly with the treasurer, all checks, bills of accounts, bank deposits and withdrawals and other instruments of indebtedness of the Partnership.
- He/She shall sign, jointly with the Secretary, the certificates of membership, as well as other certificates issued by the Partnership.
- He/She shall render an annual report to the Partnership on the occasion of the General Assembly meeting.

# Executive Board Officers

## 3.2.2 The Vice-Chairman

- The Vice-Chairman shall assume the position of the Chairman in case of absence, resignation, illness or demise of the latter. In event that the Vice-Chairman is not qualified to be Chairman, the members of the Executive Board will elect among themselves the new Chairman.



# Executive Board Officers

## 3.2.3 The Secretary

- The Secretary shall record the minutes of the meetings of the Executive Board and the annual General Assembly meeting of the Partnership.
- He/She shall be responsible for the implementation of all actions and decisions of the Board and the Partnership, regularly reporting to the Chairman and the Board regarding the status of such implementations.
- He/She shall take charge of all correspondence of the Governing Board, the Executive Board and the Partnership, consulting with the Chairman when necessary.
- He/She shall issue notices of meetings of the Governing Board, the Executive Board and the Partnership for at least one (1) week before such meetings, seeing to it that such notices are received by the parties concerned.

# Executive Board Officers: Secretary

- He/She shall inform all members of the Partnership about all activities of the Partnership, including scientific meetings, researches, action programs, social affairs, annual meetings, and elections as well as activities of member groups that may be of interest to the other members of the Partnership.
- He/She shall be the custodian of all records and documents of the Partnership and must surrender the same to his/her successor at the end of his/her term of office.
- He/She shall be the administrative officer of the headquarters of the Partnership, exercising jurisdiction over the staff therein.
- He/She shall sign the approved certificates of membership together with the Chairman and the Vice-Chairman and issue them immediately to the member groups.
- He/She shall verify the standing of each member group and the credentials of the latter's official representative during the annual General Assembly meeting and election.

# Executive Board Officers

## 3.2.4 The Treasurer

- The Treasurer shall keep and disburse the funds of the Partnership.
- He/She shall sign jointly with the Chairman all checks, bills, accounts and other disbursements of indebtedness of the Partnership, as may be ordered by the Board.
- He/She shall keep adequate and proper accounts of the properties and funds of the Partnership.
- He/She shall render to the Board and the Partnership when requested, an account of all his transactions for and of the Partnership.
- He/She shall render annual financial report to the Board on its last meeting not less than thirty (30) days before the annual General Assembly meeting.
- He/She shall read the report, duly approved by the Board, during the General Assembly meeting.

# ARTICLE IX. MEETINGS

## **Section 1. Meetings of the Board**

The Executive Board shall meet regularly on a monthly/quarterly basis. Special meetings can be called anytime by the Chairman or by request of three (3) other members of the Board.

## **Section 2. General Assembly Meeting**

Unless sought otherwise by the Executive Board, the General Assembly Meeting of the Coalition shall be held annually. The member groups through their representatives will be notified at least one (1) month before the said meeting. The agenda, venue and time/date of the meeting will also be communicated to the member groups.

# Other rules & regulation

- **Article 4 -Section 2. Separation, dismissal or reinstatement of members.**
- **Article 8 – Sections 2, 3, 4 – Thematic Groups – Term 1 year.**
- **Article 10: Amendments of Laws & Limitations**
- **Article 11: Interim Provisions**

# Points for deliberation

- Office address
- Mission of PTCCI – Is it clear
- Objectives of the PTCCI – Are they adequate and in alignment with the mission. ? Inclusion
- Membership – categories ? Inclusion/ exclusion of members
- Voting vs Non voting members (purpose – maintain the civil society nature of the society)
- Membership Fee
- Executive board composition and officers.
- Any clauses/ byelaws to be included?

# Suggestion

- Founding Executive Board – An interim board be set-up to include members from the current institutions on the working committee.
- Following registration the new executive board are to be elected by the general body.