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GOVERNMENT OF KERALA

Abstract

Social Justice Department – Memorandum of Association and Rules & Regulations of the Gender Park - approved- orders issued.

SOCIAL JUSTICE (B) DEPARTMENT

G.O. (Ms) No. 16/2015/SJD

Dated, Thiruvananthapuram, 17.03.2015

Read:- Letter no. GP/HA/REGN/39/2013 dated 24.10.2013 from the Special Officer, Gender Parks.

ORDER

In the circumstances reported by the Special Officer, Gender Parks in his letter read above, Government are pleased to approve the Memorandum of Association and Rules & Regulation of the Gender Park, as appended to this order. Sanction is also accorded for the registration of 'The Gender Park' under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955.

By order of the Governor,
A.Shajahan
Special Secretary

To

- The Special Officer, Gender Parks.
- The Director of Social Justice, Thiruvananthapuram.
- The Principal Accountant General (Audit), Kerala Thiruvananthapuram.
- The Accountant General (A&E), Kerala Thiruvananthapuram.
- The Accountant General (DB Cell), Kerala Thiruvananthapuram.
- Finance Department (vide U.O. Note no. WW-WW2/42/2014-Fin dated 27.2.2015).
- ✓ Web & New Media (for publishing in the website).
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Forwarded/By order


Section Officer

THE GENDER PARK

MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be "The Gender Park"
2. Registered Office of the Society shall be situated at Thiruvananthapuram
3. 'The Gender Park' shall function within the territory of India
4. The aims and objectives of 'The Gender Park' shall be the following:
 1. To provide a space for convergence of all women's activities taken up by different departments, Non- governmental organisations and Self Help Groups in particular, economic and social women empowerment programmes and to provide a common platform for action.
 2. To formulate and co-ordinate gender sensitive projects in line departments and other sectors of the society.
 3. To provide guidelines and training in gender responsive planning and budgeting to mainstream gender concerns in public expenditure and policy.
 4. To create a common platform for women development and gender equality focussing on their living standards, welfare, security, education, and entrepreneurship.
 5. To undertake gender audits and to conduct research on various gender related social and economic problems.
 6. To act as information hub for various women's programmes in the State covering all departments.
 7. To act as the policy advisor to the Central and State Governments on all gender related matters.
 8. To strengthen and coordinate the women development activities undertaken by various departments/agencies/civil society movements.

9. To conduct capacity building programmes to strengthen the elected women representatives/policy makers in various sectors/senior women bureaucrats for ensuring the development and management of women focused projects/programmes in various sectors of development.
10. To undertake projects for setting up Gender Parks for other Governments or agencies subject to realising service charges
11. To promote gender equality and women empowerment by developing and implementing policies and programmes.
12. To promote social and economic independence among women through various projects.
13. To formulate and implement schemes, projects, training programmes or other measures to build up capacity and leadership among women.
14. To conduct seminars, workshops, symposiums, conferences, dialogues and debates in the area of Gender and Development.
15. To provide infrastructure for social, cultural, economic development of women.
16. To facilitate, co-ordinate and conduct academic programmes for women.
17. To facilitate and promote skill development activities of women in all walks of life.
18. To act as a Channelizing Agency for providing financial assistance for economic empowerment of women.
19. To undertake the social activities as a Charitable Society for the women in Kerala.
20. Pursuant to the aforesaid objects, 'The Gender Park' may:
 - a. collaborate or enter into contracts/MOUs/agreements with any other agencies or Governments at national and international level to develop or implement schemes/projects;
 - b. receive financial assistance from State or Central Government or NGOs or other agencies within or abroad for achieving the objects of the Society;

- c. open and operate current or savings or term deposit accounts with nationalized banks or state government treasuries;
 - d. purchase, take on lease, construct, or otherwise acquire, any property wherever suitable;
 - e. impose and recover remuneration or service charges in-lieu of services rendered;
 - f. sell, lease, exchange, transfer or hypothecate any immovable property of 'The Gender Park';
 - g. do such other acts incidental or conducive to the attainment of the above objectives.
5. 'The Gender Park' shall receive, hold and possess any property, construct or maintain any building, to manage or transfer or otherwise to dispose of or to deal with any property or to enter into any contract for or in connection with the purposes of 'The Gender Park' or to raise moneys and funds or to establish and maintain any institution or association which functions with the above mentioned objectives.
 6. 'The Gender Park' shall have power to frame rules and regulations and bye-laws under its constitution
 7. 'The Gender Park' shall be managed and controlled by a Governing Body consisting of not more than 10 members.
 8. The following members shall constitute the Governing Body of 'The Gender Park'.
 1. Minister for Social Justice, Government of Kerala (Chairman)
 2. Secretary, Social Justice department, Kerala (Vice-Chairman)
 3. Principal Secretary, Finance Department
 4. Director, Social Justice department
 5. Chief Executive, 'The Gender Park' (Member Secretary)
 6. One serving or former or retired woman Secretary (Ministry of Women and Child Development) to Government of India.

7. One serving or former or retired Secretaries (Social Justice Department) to Government of Kerala, out of which one shall be a woman.
 8. One serving or former woman member, State Planning Board or Central Planning Commission.
 9. A Gender specialist who is/has associated with the activities of national/international level organisations.
 10. One eminent faculty from the department of Gender Studies/ Women Studies in any of the Universities in Kerala
9. The first Governing Body shall consist of the following members
1. Minister for Social Justice, Government of Kerala (Chairman)
 2. Additional Chief Secretary, Social Justice department, Government of Kerala (Vice-Chairman)
 3. Additional Chief Secretary, Finance Department
 4. Director, Social Justice department
 5. Dr. Mridul Eapen, E - 2, Chalakkuzhi Road, Pattom PO, Thiruvananthapuram - 695004.
 6. Dr. Usha Titus IAS, Joint Secretary, Department of Economic Affairs, Government of India, Room No. 67 - B, North Block, New Delhi.
 7. Dr. Gita Gopal, Gender Specialist, Sabari Heights (MERA - 49), Chalakkuzhi Road, Thiruvananthapuram - 695011
 8. Smt. Mini Sukumar, Assistant Professor, Centre for Women's Studies, University of Calicut, Kerala.
 9. Chief Executive Officer, 'The Gender Park' (Member Secretary)

A copy of the Rules and regulations of 'The Gender Park' certified, by four members of the Governing Body, to be the true copy is filed with the District Registrar, Thiruvananthapuram along with the Memorandum of Association.

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands hereunto and form

ourselves into 'The Gender Park' Society under the Travancore-Cochin Literacy, Scientific and Charitable Societies registration Act 1955.

Dated this day of Two thousand fourteen at Thiruvananthapuram.

1. Dr. M. K. Muneer
Minister for Social Justice & Panchayats
Government of Kerala
2. Dr. K. M. Abraham IAS
Additional Chief Secretary
Social Justice Department
Government of Kerala
3. Dr. Usha Titus IAS,
Joint Secretary,
Department of Economic Affairs,
Government of India,
Room No. 67 – B,
North Block, New Delhi
4. Dr. Mridul Eapen,
E – 2, Chalakkuzhi Road
Pattom PO
Thiruvananthapuram – 695004
5. Sri. Jithendran I.A.S
Director
Social Justice Department
Government of Kerala
6. Dr. Giṭa Gopal,
Gender Specialist,
Sabari Heights (MERA – 49),
Chalakkuzhy Road,
Thiruvananthapuram – 695011
7. Smt. Mini Sukumar,
Assistant Professor,
Centre for Women's Studies,
University of Calicut, Kerala
8. Dr. P.T. Mohammed Sunish
Special Officer
'The Gender Park'
Government of Kerala

RULES AND REGULATIONS OF THE GENDER PARK, KERALA

Chapter I

Definitions, Office Bearers & Functions

1. In these rules, unless the context otherwise requires:
 - a) 'Act' means the Travancore-Cochin, Literary, Scientific & Charitable Societies Registration Act 1955.
 - b) 'Government' means Government of Kerala
 - c) 'Chief Executive' means the Chief Executive of 'The Gender Park'.
 - d) 'Memorandum of Association. Means the Memorandum of Association of 'The Gender Park'.
 - e) 'Gender Park' or 'Park' means 'The Gender Park'.
 - f) 'Governing Body' means the Governing Body of 'The Gender Park'
 - g) 'Executive Committee' means the Executive Committee of 'The Gender Park' constituted under these rules.
 - h) 'Rules and regulations' mean the rules and regulations of 'The Gender Park'
 - i) 'Society' means 'The Gender Park' registered under the Act.
 - j) 'State' means State of Kerala
2. An internationally eminent personality shall be nominated as the Patron of 'The Gender Park'
3. A woman of national and international eminence shall be nominated as the Advisor to 'The Gender Park'.
4. Office bearers of 'The Gender Park' shall be the following:
 1. Chairman : Minister for Social Justice, Government of Kerala
 2. Vice-Chairman : Secretary, Social Justice, Government of Kerala
 3. Chief Executive : Appointed as such by the Government of Kerala

5. Rights, duties and powers of the Office bearers shall be the following:

Chairman	To preside over the meetings of Governing Body and to exercise such powers as envisaged in the rules and regulations
Vice Chairman	To preside over the meetings of Governing Body in the absence of the Chairman, to preside over the meetings of the Executive Committee and to exercise such powers as envisaged in the rules and regulations
Chief Executive	To act as the Secretary, and exercise such powers as envisaged in the rules and regulations

Chapter II

Governing Body

1. Governing Body, consisting of the following members, shall be constituted by the Government.
 1. Minister for Social Justice, Government of Kerala (Chairman)
 2. Secretary, Social Justice department, Kerala (Vice-Chairman)
 3. Principal Secretary, Finance Department
 4. Director, Social Justice department
 5. Chief Executive, 'The Gender Park' (Member Secretary)
 6. One serving or former or retired woman Secretary (Ministry of Women and Child Development) to Government of India.
 7. One serving or former or retired Secretaries (Social Justice Department) to Government of Kerala, out of which one shall be a woman.
 8. One serving or former woman member, State Planning Board or Central Planning Commission.
 9. A Gender specialist who is/has associated with the activities of national/international level organisations.
 10. One eminent faculty from the department of Gender Studies/ Women Studies in any of the Universities in Kerala

2. 'The Gender Park' shall maintain a register of members of Governing Body indicating their names, occupation and address and every member shall sign the register.
3. The tenure of the members of the Governing Body shall be three years. However the Government shall have right to dissolve and reconstitute the Governing Body at any time even before expiry of three years.
4. Notwithstanding anything contained in the above mentioned clauses, the Governing Body shall remain in office even after expiry of three years and until it is reconstituted by the Government.
5. When a person who is a member of the Governing Body by advantage of his office of appointment ceases to hold his office shall cease to be a member of the Governing Body and the resultant vacancy in the Governing Body shall be deemed to be filled in by his successor in office.
6. Notwithstanding anything contained in the above mentioned clauses, membership of a person shall cease in the event of his death or resignation or becoming of unsound mind or becoming insolvent or conviction by a court of law in a criminal offence involving moral turpitude or failing to attend three meetings of the governing body consecutively without obtaining leave of absence.
7. A member of the Governing Body, other than those appointed by virtue of their office, may resign his membership by tendering letter of resignation in writing to the Chairman. Such resignation shall take effect on the date of its acceptance by the Chairman.
8. Any vacancy that arises consequent on resignation, death or otherwise shall be filled in by the Government and such member shall hold office during the remaining period of the Governing Body.

Chapter III

Powers, Duties and Functions of the Governing Body

1. Governing Body shall have the following powers, duties and functions.
 - (a) All properties, movable, immovable or any other kind belonging to 'The Gender Park' shall vest in the Governing Body.

- (b) The business and affairs of 'The Gender Park' shall be carried out and managed by the Governing Body.
- (c) Governing Body shall have all such powers and shall perform all such functions as are necessary or proper for achievement or furtherance of the objectives of 'The Gender Park'.
- (d) The decisions of the Governing Body shall be binding on 'The Gender Park'.
- (e) Any decision of the Governing Body is said to have been passed by it only if more than 50% of the members present approve such decision.
- (f) The Governing Body shall be collectively responsible for managing the affairs of 'The Gender Park'.
- (g) Nominate the Patron and Advisor to 'The Gender Park' under these rules.
- (h) Without prejudice to the generality of the foregoing provisions, the Governing Body shall have the following specific powers and rights:
 1. To lay down the overall policy and guidelines for implementing its objectives and functions.
 2. To approve the programmes to be carried out during each financial year and lay down general guidelines for the proper functioning of 'The Gender Park'.
 3. To consider and approve the annual budget of 'The Gender Park'.
 4. To appoint sub committees and assign functions as it deems necessary.
 5. To consider and approve the annual report and annual accounts of 'The Gender Park' with or without modification.
 6. To appoint auditors for audit of accounts of 'The Gender Park' and to fix the amount of remuneration to the auditors.
 7. To assign such functions or delegate such powers to the Executive Committee or Sub committees or Chief Executive as it deems fit.
 8. To raise funds for achieving the objectives of 'The Gender Park'.
 9. To manage, sell, transfer or otherwise dispose of any movable or immovable property of 'The Gender Park'.

10. To sue and defend all legal proceedings on behalf of 'The Gender Park'.
11. To enter into agreements or MOUs for and on behalf of 'The Gender Park'.
12. To make Rules or Regulations in respect of any of the affairs of 'The Gender Park' for its smooth functioning, repeal, amend or alter Rules or Regulations in consistency with the Memorandum of Association.
13. To do all such other acts and deeds that may be necessary, beneficial or otherwise desirable to achieve the objectives of 'The Gender Park'.

Chapter IV

Governing Body Meeting, Quorum and Voting

1. The Governing Body shall meet at least twice during a year at such time and place as decided by the Chairman.
2. The Chief Executive may convene special meetings of the Governing Body with the approval of the Chairman, if, not less than 4 (four) members require in writing to do so.
3. The Chairman shall preside over annual or ordinary or special meeting of the Governing Body. In his absence, the Vice- Chairman shall preside. In the absence of Chairman and Vice – Chairman any one of the members shall be elected to chair the meeting.
4. Four members present shall form the quorum for the annual or ordinary or special meeting of the Governing Body. If there is no quorum at a meeting, the meeting shall be adjourned for a further date. If there is no quorum on the adjourned day also, the meeting shall be adjourned for half an hour and it shall be held even if no quorum is present
5. Every notice for convening a meeting of the Governing Body shall state the date, time and place at which such meetings be held. The notice shall be delivered by hand/registered post/speed post to every member not less than 5 days before the appointed date for the meeting of the Governing Body.
6. From the date of issue of notice, any member shall be entitled to inspect the accounts, and registers of 'The Gender Park' at its Registered Office;

7. In situations of urgency, Governing Body may transact any business by circulation of a resolution in writing among all the members and such resolution approved by a majority of them shall be binding as a resolution passed at a meeting of the Governing Body.
8. The Chief Executive in the capacity of the Member Secretary and under directions from the Chairman shall keep the minutes of the meetings of the Governing Body.
9. In the event of difference of opinion among the members attending the meeting, on any matter, the opinion of the majority shall prevail. In case of a tie, the Chairman or Vice Chairman or the member presiding over the meeting shall have a second or casting vote.
10. The chairman shall have powers to invite professional experts or eminent persons or officers to attend a particular meeting of the Governing Body as special invitee in the interest of 'The Gender Park'. Such invitees shall not have power to vote.

Chapter V

Executive Committee

- (a) There shall be an Executive Committee consisting of the following members:
 1. Secretary, Social Justice department, Kerala (Chairman)
 2. Principal Secretary, Finance Department or his nominee
 3. Director, Social Justice department
 4. Chief Executive Officer, 'The Gender Park'
- (b) The Executive Committee shall meet at least four times a financial year.
- (c) The Chairman shall preside over the meetings of the Executive Committee and exercise such rights and powers as provided by these regulations. In the absence of the Chairman, any of the members elected by them shall preside over the meeting.
- (d) In situations of urgency, Executive Committee may transact any business by circulation of a resolution in writing among all the

- members and such resolution approved by a majority of them shall be binding as a resolution passed at a meeting of the Executive Committee.
- (e) The Chief Executive shall act as the Secretary to the Executive Committee and shall issue notice for all meetings and keep the minutes of the meeting of the Executive Committee.
 - (f) Notice for the meeting of the Executive Committee shall be delivered to each member by hand/registered post/speed post not less than 5 days before the date appointed for the meeting.
 - (g) On requisition in writing signed by not less than 3 (three) members, the Chairman shall authorise the Secretary to convene a special meeting on an early date appointed by the Chairman.
 - (h) Three members shall form quorum for Executive Committee meeting. If there is no quorum at a meeting, the meeting shall be adjourned for a further date. If there is no quorum on the adjourned day also, the meeting shall be adjourned for half an hour and it will then be held even if there is no quorum.

Chapter VI

Powers, Duties and Functions of the Executive Committee

Subject to the rules and regulations, and overall guidance of the Governing Body, the control and management of 'The Gender Park' shall vest in the Executive Committee and shall exercise the following powers, duties and functions:

- 1) To direct, supervise and control the affairs or business of 'The Gender Park' and of its incomes, expenditure and property as per the principles, policies, programmes and guidelines approved by the Governing Body.
- 2) Propose Rules and Regulations and or Bye-laws for the management of the affairs of 'The Gender Park' and propose amendments to the Memorandum of Association, Byelaws, and Rules and Regulations to the Governing Body.
- 3) To acquire or create and maintain capital assets necessary for 'The Gender Park'.

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- 4) To purchase all articles, materials, equipments or other tangible assets for 'The Gender Park'.
- 5) To engage consultants and or professionals for any particular item of service.
- 6) To appoint committees for special assignment in connection with the affairs of 'The Gender Park'.
- 7) To arrange for the audit of accounts of 'The Gender Park' in accordance with the decisions of the Governing Body.
- 8) To present the annual budget, annual report and audited accounts in the Governing Body.
- 9) To open and operate Bank/Treasury account for the transaction of the funds of 'The Gender Park'.
- 10) To delegate any of its powers, duties and functions to the Chief Executive or any other authority of 'The Gender Park'.
- 11) To do all such other acts as may be necessary for the achievement of any or all of the objectives of 'The Gender Park' and to defray the charges thereon.
- 12) To sanction reallocation/re-appropriation of funds in the approved Budget of 'The Gender Park', subject to rule (d) below chapter IX.
- 13) To impose and receive remuneration or service charges for services if any rendered to any external agencies or individuals.
- 14) To approve and sanction external funded projects for implementation.
- 15) To fix sitting fee admissible to the members of the committees and also decide on matters relating to the class of accommodation admissible to the members of the committees for travel in connection with the business of 'The Gender Park'.
- 16) To do all such other acts that may be necessary, conducive or otherwise desirable to achieve the objectives of 'The Gender Park'.

Chapter VII

Duties, Functions and Powers of the Chief Executive

1. The Chief Executive of 'The Gender Park', in his capacity as such and as Member Secretary to the Governing Body and Executive Committee shall perform all such acts, duties and functions and exercise such powers under the Rules and Regulations of 'The Gender Park' and also those may be delegated or assigned to him by the Governing Body, Executive Committee or Government from time to time. The Chief Executive shall have the following specific duties, functions and powers other than those mentioned elsewhere:

- 1) Administration and conduct of the activities to achieve the objectives of 'The Gender Park'.
- 2) Coordination with Government and other agencies to achieve the objectives of 'The Gender Park'.
- 3) Engage such officers, staff and workers on such terms and conditions as deemed fit for 'The Gender Park'.
- 4) Maintain proper books and accounts supported by necessary documents and records and to prepare the annual statements of accounts of 'The Gender Park'.
- 5) Exercise control and enforce discipline over the employees of 'The Gender Park' and ensure proper management of the affairs of 'The Gender Park'.
- 6) Assign duties and responsibilities to the employees of 'The Gender Park' subject to the Rules and Regulations, and supervise and control their functions and duties.
- 7) Enlist panel of consultants/consultancy firms for services required for 'The Gender Park'.
- 8) Engage project personnel, consultants, professionals or experts on contract basis or on other terms for 'The Gender Park'.

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- 9) Enter into agreements with State Governments, Government of India, line departments, LSGs, NGOs and other agencies within India in connection with the business of 'The Gender Park'.
- 10) Sign all documents and communications for and on behalf of 'The Gender Park'.
- 11) Open and operate bank and treasury account in the name of 'The Gender Park' in accordance with these rules.
- 12) Sanction all expenditure necessitated for the day to day affairs of 'The Gender Park' and make payments.
- 13) Receive funds from Government and other agencies subject to these rules.
- 14) Purchase all equipments, stationery and other articles necessary for the activities of 'The Gender Park' subject to the approved Budget.
- 15) Sanction and disburse pay, increment, dearness allowance, Travelling allowance and other allowances to the employees of 'The Gender Park'.
- 16) Incur travel, hospitality and other expenses in connection with meetings, seminars, workshops, trainings, conferences and other functions in connection with the business of 'The Gender Park'.
- 17) Incur all expenses relating to the visits of Patron and Advisor of 'The Gender Park'.
- 18) Dispose of or exchange unserviceable articles such as vehicles, stores, equipments, furniture and fittings or other items.
- 19) Sanction official tour of the employees within the country and disburse Travelling allowance to them.
- 20) Incur capital expenditure not exceeding Rs. 25 lakh (Rupees Twenty five lakh) provided the payment is for a scheme or project which has the approval of the Governing Body or Executive Committee or Government as the case may be and subject to availability of budget provision.
- 21) Delegate any of his powers or functions to subordinate authorities with the approval of the Executive Committee.

- 22) Do all such other acts or deeds that are necessary to comply with the Employees Provident Funds and Miscellaneous Provisions Act 1952, ESI Act and other acts or rules binding on 'The Gender Park'

Chapter VIII

Consultative Committee

1. There shall be a Consultative Committee which will be constituted by the Governing Body. The maximum number of members excluding the Chairperson shall not exceed twelve. The Committee shall consist of the following members.-
 1. One eminent woman each from the field of Arts/Science/Literature/Social Work/Gender Studies/Engineering/Industry.
 2. Three eminent women from any other field
 3. Chief Executive. 'The Gender Park' (Member Secretary)
2. The Advisor nominated under rule 3 of these rules shall be the Chairperson of the Committee, who will preside over the meetings of the Committee. In the absence of the Chairperson, the members present shall elect a Chairperson from among them to preside over the meeting.
3. Consultative Committee may assist the Governing Body or Executive Committee for evolving projects for implementation by 'The Gender Park'.
4. Consultative Committee may meet a maximum number of four times during a financial year. Meeting will be convened by the Member Secretary. Tenure of the Committee shall be two years from the date of nomination. Three members present shall form quorum for the meeting. Governing Body shall be competent to decide on all matters regarding the functioning of the Committee.

Chapter IX

Funds of 'The Gender Park'

- (a) The funds of 'The Gender Park' shall comprise the following items:
1. Plan and Non plan grant-in-aid from the Government of Kerala
 2. Financial assistance from the Government of India and other Central Government agencies.

3. Financial assistance from other agencies within or outside the Country.
 4. Income from services rendered by 'The Gender Park'
 5. Financial assistance from Local Self Governments
 6. Funds from any agencies for implementing specific projects to achieve the objectives of 'The Gender Park'.
 7. Donations, Gifts, Contributions from any individuals or agencies
 8. Interest income from the deposits
 9. Any other receipts
- (b) All the funds of 'The Gender Park' shall be deposited in nationalised banks/Treasuries as decided by the Executive Committee and such bank/treasury accounts shall be operated by the Chief Executive or any other authority of 'The Gender Park' or jointly by the Chief Executive and any other authority of 'The Gender Park' as authorised by the Executive Committee. However the funds provided by Government shall not be parked in Banks or other financial institutions.
- (c) The funds shall be utilised for the attainment of the objectives of 'The Gender Park'.
- (d) Funds sanctioned by the Government shall be utilised only for the specific purpose for which they are sanctioned. Diversion of such funds for other purpose, if deemed necessary, shall be made only with the prior approval of the Government.

Chapter X

Annual Budget

- (a) The Chief Executive shall prepare the annual Budget estimates of income and expenditure of 'The Gender Park' for every year and present it before the Executive Committee for consideration before the end of February for the succeeding year. The Executive Committee shall present the Budget with or without modifications before the Governing Body for approval before the 31st March of that year.

- (b) Funds of 'The Gender Park' shall be utilised in accordance with the budget approved by the Governing Body. However, the Executive Committee shall be competent to sanction subject to rule (1) of chapter XIII, reallocation/re-appropriation of funds in the approved budget if situation demands so.

Chapter XI

Accounts and audit

1. The Chief Executive shall cause to maintain such books of accounts and registers and other records relating to the income and expenditure of 'The Gender Park'.
2. The accounting period of 'The Gender Park' shall be the financial year commencing on the 1st day of April and ending on the 31st day of March every year.
3. The accounts of 'The Gender Park' shall be audited by Chartered Accountant appointed by the Governing Body.
4. The statement of audited accounts together with the comments thereon of the Auditor shall be placed before the Governing Body at its annual meeting to be convened within 5 (five) months after the end of every financial year. The comments of the Secretary to Government in the Finance department, Government of Kerala on the audited accounts shall be incorporated before placing them before the Governing Body. The audited accounts together with the comments of the Governing Body shall be forwarded to the Government within 2 (two) months after the meeting.
5. The Accountant General on behalf of the Comptroller and Auditor General of India shall have powers to audit the accounts of 'The Gender Park'.
6. Members of the Governing Body and Executive Committee shall be competent to verify the accounts, registers and other records relating to the income and expenditure of 'The Gender Park'.

Chapter XII

Annual General Meeting

The annual general meeting shall be held within 5 (five) months after the close of the financial year:

- (a) to receive, consider and adopt the annual report and audited statements of income and expenditure and Balance sheet of 'The Gender Park' for the preceding financial year.
- (b) to discuss the progress in the achievement of the aims and objectives of 'The Gender Park'.
- (c) to discuss any other matter with the permission of the Chairman.

Chapter XIII

Matters requiring prior approval of Government

Notwithstanding anything contained in these rules and regulations, prior approval of the Government shall be obtained in respect of the matters indicated below:

- (a) Approval of MOU/Agreement with any agencies outside the Country.
- (b) Creation of posts in 'The Gender Park'
- (c) Revision of scale of pay and allowances attached to the sanctioned posts.
- (d) Proposals for obtaining financial assistance from agencies outside the country, except those specifically delegated to the Executive Committee.
- (e) Travel outside the Country, in connection with any official business of 'The Gender Park', by the members of the Governing Body, Executive Committee, Chief Executive and the employees of 'The Gender Park'.
- (f) Amendment to the Memorandum of Association
- (g) Dissolution of 'The Gender Park'
- (h) Any other matter which in the opinion of the Chairman of the Governing Body requires approval of the Government.
- (i) Framing Service and other rules applicable to the employees of the Society.
- (j) Capital expenditure exceeding Rupees One crore.
- (k) Purchase of Motor Vehicles.

- (1) Diversion of funds provided by the Government for purposes other than those prescribed by Government.

Chapter XIV

Amendment to Memorandum of Association and Rules and Regulations

1. Amendment to any of the clauses in the Memorandum of Association or Bye-Laws or rules and regulations shall be made by the Governing Body in a meeting convened for the specific purpose.
2. The Executive Committee shall place proposals for amendment to the Memorandum of Association or Bye Laws or rules and regulations, if it deems necessary, before the Governing Body.
3. Amendment shall be made by the Governing Body by a two – third of the members present voting in favour of the amendment, provided further that the number of members voting in favour shall not be less than 50% of the total number of members in the Governing Body.
4. Approval of the Government and Commissioner of Income Tax shall be obtained for any amendment to the Memorandum of Association or Rules and Regulations

Chapter XV

Miscellaneous

1. Notwithstanding anything contained in these rules and regulations, the Government may from time to time issue such instructions or orders as it deems fit regarding conduct of the affairs of 'The Gender Park' or any other matter relating to the management or administration of 'The Gender Park'. Such instructions or orders shall be binding on 'The Gender Park'.
2. Any vacancy in the membership of the Governing Body or Executive Committee shall not invalidate the lawful decisions taken by the Governing Body or Executive Committee.
3. No portion of the income or property shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise to any of the members of 'The Gender Park'.

4. Members of the Governing Body, Executive Committee and Consultative Committee shall be paid travel, hospitality expenses and sitting fees in connection with the official business of 'The Gender Park'.
5. Appointment of staff to the Society shall be made through transparent selection procedure and such appointments shall be against the posts created with the sanction of the Government.

Chapter XVI

Dissolution

1. 'The Gender Park' shall be dissolved, if, not less than three-fourths of the members of the Governing Body decide by resolution to do so in a meeting convened for the specific purpose.
2. Thereupon the consent of the Government shall be obtained for the dissolution.
3. Upon dissolution of 'The Gender Park', any remaining properties whatsoever after settlement of claims and liabilities shall not be paid or distributed among the members of 'The Gender Park', but shall vest in the Government, if there is no Society having same or similar objectives to transfer them to it.

DECLARATION

In all circumstances, 'The Gender Park' shall function in accordance with the provisions of Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act (Act XII of 1955) and all the provisions of the said Act shall be applicable to 'The Gender Park'.

We, the undersigned members of the Governing Body hereby certify that the above is a correct copy of the Rules and Regulations of 'The Gender Park'.

Name, Occupation and address of the Members

Signature

1. Dr. K. M. Abraham I.A.S
Additional Chief Secretary
Social Justice Department
Government of Kerala

The Gender Park

2. Sri. Jithendran I.A.S
Director
Social Justice Department
Government of Kerala
3. Dr. P.T. Mohammed Sunish
Special Officer
'The Gender Park'
Government of Kerala.