



**Statute  
of  
Social Organization District Coordination Committee Parsa  
2053 B.S (1996 A.D)**

(Including all amendments up to 2059 B.S (2002 AD) and The Election Regulation, 2059 B.S (2002 AD))

**Preamble:**

Whereas, it is expedient to register and operate an organization namely Social District Coordination Committee Parsa in order to institutionalize the overall development and democratic system of the country, to develop the inter-relationship between the social organizations established in Parsa district, to increase the coordination and mutual cooperation between such organizations and to provide necessary support for the promotion and capacity building of new organizations, and to establish inter-relationship and coordination between Governmental Agencies and Non-Governmental Associations/Organizations, to provide necessary support to women and children in the sustainable development, this Statute has been formulated.

**Chapter -1**

**Preliminary**

**1. Short Title and Commencement:**

- (a) "Organization" means *Social Organization District Coordination Committee Parsa*.
- (b) "Statute" means The Statute of Social Organization District Co-ordination Committee Parsa, 2053B.S (1996 A.D) along with the amended statute shall be understood.
- (c) This Statute shall come into force after having registered in Local Administrative Office and from the approval date.

**2. Definition:** - Unless the content and context requires otherwise, in this Statute:

- a. "**Committee**" shall denote Social Organization District Coordination Committee, Parsa constituted in accordance with this Statute.
- b. "Ordinary Member" shall denote the organizations registered and approved under The social Institution Act 2034 B.S (1977A.D) and Cooperative Act 2048 B.S (1991A.D) that has obtained the membership in accordance with the statute of the Committee and the representatives sent by such organizations.
- c. "**General Assembly**" shall denote the assembly of the institutions qualified for this Statute and the representatives sent by those institutions.
- d. "**Executive Committee**" shall denote the constituted Committee selected, or elected by the General Assembly in accordance to this Statute.

Amended Statute according to the decision made on 2065/09/03 B.S (2008/12/18A.D).

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Office

Sd.  
Administrative  
Officer

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Date: 02 OCT 2020

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**Seal of the Organization:-**

- a) There shall be a separate round shaped seal of the organization in which the name of this committee " *Social organization District Coordination Committee, Parsa, Mahuwan, Established: 2051 BS (1994A.D)*" shall be written and in the middle part there shall be an emblem of garland made up of flowers.
- b) In English its name shall be "Social Organization District coordination Committee."

**3. Office of the Committee:**

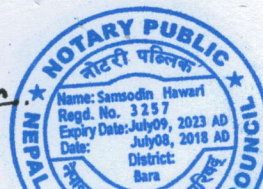
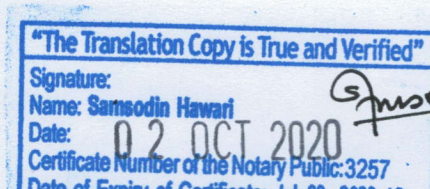
- a. The Head Office of this committee shall be located in VDC Mahuan Ward No. 05
  - b. Remaining under the Statute of the committee a regional coordination committee shall be operated in each parliamentary electoral region by taking prior approval of the local authority.
  - c. For the convenience of the operational work of the Committee, a Liaison Office shall be established in Birgunj, the head quarter of the district.
  - d. The Regional Coordinator must be invited in the meeting of the Executive Committee.
  - e. The rights and duties of the regional committee and the formation procedure shall be in accordance with the statute of the Regional Committee. And that Statute must be rectified by the Executive Committee of the SODCC Parsa.
4. The Committee shall be an autonomous and organized institution
- a) The Committee shall be a continuous heir- ship, autonomous and organized institution.
  - b) The Committee can get, purchase, utilize movable, immovable properties as an individual and in case of selling properties, it can sell after getting decision of 2/3 (Two third) majority of the General Assembly. And the properties worth of up to Rs. 25,000/- (in words twenty five thousands rupees) can be sold by the decision of the Executive Committee.
  - c) The committee may sue a case in its own name and the committee may also be sued.

**Chapter – 2**

**Objectives of the Committee**

**5. Objectives of the Committee:** The objectives of the committee shall be as follows:-

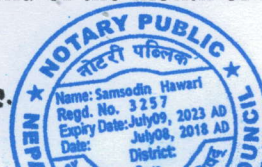
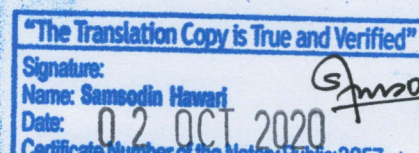
- a) To perform coordination among social and cooperative institutions established and operating in Parsa district and other agencies involved in developmental works.
- b) To be energetic to provide necessary assistance as resources, tools, skills etc. for the programs operated by social and cooperative organizations.
- c) To promote social and cooperative organizations in local developmental works by coordinating among them.
- d) To assist social organizations to make them self reliant and sustainable.
- e) To exchange experience and skills among member social organizations.







- f) To convey information about District's Association/Institution to the National and Foreign donor institutions and accept their aid/assistance. But to accept aid from the foreign donor institution approval from Government of Nepal shall be taken.
- g) To promote social organizations by providing information about establishment and operation of social organization to the people who want to be unified through the social organization.
- h) To help for development of social organizations by making arrangements of higher studies and trainings for unified and capable social workers who are devoted to social works in this changed context.
- i) To promote local social associations/organizations skills of mobilizing local resources and tools.
- j) To assist to operate different programs for sustainable development of Women and Children.
- k) To operate and make operate health, sanitary, education and drinking water programs.
- l) To operate programs related to agriculture, irrigation, environment and protection of natural resources.
- m) To make the organizations that are bound to Social Organization District Coordination Committee simply participated in programs.
- n) To operate people awareness debates to institutionalize democracy/republic and to mobilize people positively by making local agencies capable.
- 6. Membership of the Committee and Required Qualification:** In order to obtain the membership of this committee, the membership seeking social Organization must have the following qualification. The membership procedure has been divided into three parts:-
- 1. For Non-Governmental Organization:-**
- a) The organizations registered in District Administration Office and renewed each year with the objective of social service and human welfare.
- b) The membership of the representative should have been renewed in concerned organization.
- c) The organization that has been audited each year by the auditor recognized by the Government of Nepal.
- d) The organization that has submitted annual program, annual progress report and the details of financial resources.
- e) The Representatives sent by the decision of the organization can represent in this Committee. If the concerned organization tends to change the representative, it can change its existing representative by the majority of the general assembly.
- f) The Organization affiliated to The Social Welfare Council.
- g) The institution shall be purely Non-Governmental Social Institution.
- h) The organization that has operated programs properly up to 2 years after its registration..
- i) Notwithstanding anything contained elsewhere in this Statute, the replacement of the representative should be done within the end of the month of Mangsir (15<sup>th</sup> December) of the





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year of upcoming election except in case of the death of the representative, otherwise it will not be valid.

**2. For Cooperative Organization established by Non-Governmental Organization:-**

- Cooperative Organization established by Non-Governmental Organization and registered in District Cooperative Office.
- Formation of group, mobilization of saving and credit should be performed regularly.

**3. For International Association/Organization:-**

- Organizations, like Red Cross Society established for human welfare service.

**8. Type of Membership:**

1. There shall be the following members in the Committee:-

- Ordinary Member
- Supporting Member
- Honorary Member

2. While providing the committee's membership, the following actions shall be performed:-

**a) Ordinary Member**

Social Organizations that are established in Parsa district and deserve the qualification provided in Article 7, may be ordinary members of the Committee remaining under Article 9.

**b) Supporting Member:**

National or Foreign donor associations/organizations that support local social organizations, shall be made Supporting Members. But for International organizations, prior approval from the Government of Nepal shall be taken.

**d) Honorary Membership**

Associations/Organizations that provide an aid of Rs. 50,000/- (fifty thousand rupees) in a single payment or movable or immovable properties more than that to the Committee or Associations/Organizations or individuals, identified by the Executive Committee, that have continuously contributed to the area of social service; shall be provided Honorary Membership.

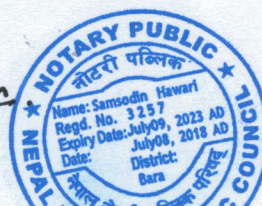
3. Associations/Organizations that have received membership in accordance with Sub article (2) can attend the meeting of the General Assembly and take part in discussion.

Provided that only Ordinary Members shall have the right to be candidate, to take part in the election of the Executive Committee and right to vote in the election of General Assembly.

4. Notwithstanding anything contained elsewhere in this Statute; if an organization has more than one branches, the main organization or branch shall be allowed to represent as the member. And rest of the branches shall be invited to take part as supervisors.

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5. To be the candidate in the election of Executive Committee, continuous membership for 1 year shall be required.

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**Membership Fee and Procedure to confer Membership:**

1. The institution willing to have membership shall have to pay the following entrance fee and annual fee:
  - a) For Ordinary Members entrance fee Rs:200/- and membership fee Rs: 100/-.
  - b) For the Supporting Members if it is a national institution, entrance fee Rs: 1,000/- and Annual fee Rs: 1,000/- and if the institution is foreign entrance fee \$ 100 (US Dollar) and Annual fee \$ 100 or Nepalese Rupees equal to that.
2. The organizations seeking the membership of the Committee shall have to submit an application to the Committee after paying the fees according to the Article 7, 8 and Sub-Article (1)
3. If an application is made as per Sub-Article (2), the membership shall be provided under Article 7, 8 and Sub-Article (1)
4. The membership must be renewed every year within the end of the Month of Mangsir by paying annual fee but it can be renewed within additional two months by paying thrice of the actual fee.

**10. Disqualification of member:**

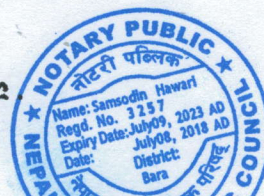
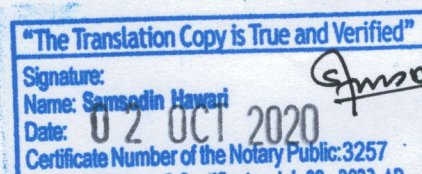
- a. If the Organization is not renewed in district administration office .
- b. If membership charge is not paid.
- c. If the organization is dissolved.
- d. If it is proved that the member has no required qualification for membership.
- e. If it is proved and decided by the Executive Committee that the member performs conducts against the interest of the Committee without performing functions in accordance with the Statute of the Committee. In case of Article 8.1(ka), if it is decided by the majority of the General Assembly.
- f. If the organization has been established with political, religious or racial motives.

**Chapter-3**

**General Assembly**

**11. General Assembly (Formation):**

- a. The assembly of the total representatives of the Committee shall be assumed as General Assembly.
- b. The General Assembly shall be the Apex body of the Committee.
- c. Only Ordinary Members can take part in the election of Executive Committee
- d. On the behalf of the member organizations, individuals nominated by those organizations shall represent in general assembly. But while nominating, an individual who is not a member of the organization is not allowed to be nominated.





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- e. The General Assembly constituted before the enforcement of this Statute shall be considered as constituted under this very Statute.

**12. Meeting of The General Assembly:-**

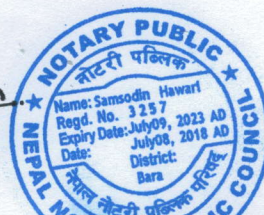
- a) The meeting of the General Assembly shall be compulsorily held once in a year and if necessary it shall be held more than once.
- b) The meeting of General Assembly shall be held within the end of the month of Falgun (Feb./March) of every year at the date, time and place slated by the Executive Committee.
- c. The meeting of the General Assembly shall be called by the secretary as specified by the president,
- d. The notice of the meeting of the General Assembly shall be given to the all members before 15 days.
- e. If it is required to call a special meeting of the General Assembly, at least 25% of the total members shall have to demand for the meeting and the president shall have to call the meeting of the General Assembly within 35 days of such notice.
- f. The procedure of the meeting of the General Assembly shall not be held if at least 50% of the total number of the members is not present. If the meeting is called again because of the lack of quorum in the meeting once called before; the quorum is supposed to be fulfilled if up to 25% of the members are present in such meeting. And prior notice of should be given while recalling such meeting.
- g. The decision made by the majority of the members present in the General Assembly is supposed to be the decision of the General Assembly.
- h. If the president does not call the convention of the General Assembly, the secretary shall call the convention within 15 days as per the direction of the vice-president if 25% of the members demand for the General Assembly.

**13. Functions, Duties and Rights of the General Assembly:**

- a. The General Assembly shall formulate programs of this organization, make rules, give directions to the Executive Committee and ratify the income and expenditure of the organization.
- b. The General Assembly shall evaluate the functions of the Executive Committee.
- c. The General Assembly shall elect office bearers and members along with President of the Executive Committee.
- d. The General Assembly shall have the right to amend the Statute without adversely affecting the objectives of this organization. But 2/3 (two third) majority of the members shall have to ratify for the amendment.
- e) The General Assembly shall increase or decrease the number of the office bearers and members of the Executive Committee.

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- f. The functions decided by the Executive Committee for the benefit of this organization, shall be ratified by the majority of the members present in the General Assembly.
- g. If deemed necessary, branch, sub-branch offices can be expanded in different regions of the country after obtaining prior permission from the local authority.

#### Chapter-4 Executive Committee

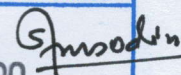
#### 14. Executive Committee (Procedure of Formation):

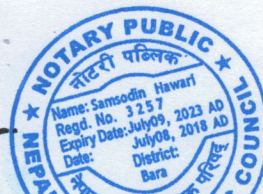
1. There shall be an Executive Committee comprising the following office bearers and members for the operation of the functions of the Committee:-
  - a) President :- 1 person
  - b) Vice-President:- 1 person
  - c) Secretary General:- 1 person
  - d) Secretary :- 1 person
  - e) Treasurer :- 1 person
  - f) There shall be 6 members.
  - g) In the Executive Committee, 33% women members shall be included.
2. (a) The 11 office bearers of the Executive Committee shall be elected from the General Assembly. And women members shall be nominated by the Executive Committee if could not be elected.  
(b) The tenure of the office bearers of the Executive Committee shall be of 3 years but the office bearers and members of the Executive Committee formed before the enforcement of this Statute shall remain until the election.

#### 15. Meeting of the Executive Committee:

- a) The meeting of the Executive Committee shall be held in the place, time and date as specified by the president.
- b) The meeting of the Executive Committee shall be held once a month compulsorily as per its need. If needed, it can be held more times as well.
- c) The meeting of Executive Committee shall not be held 51% of the office bearers and members are not present.
- d) The decision made by the majority of the office bearers of the Executive Committee shall be considered as the decision of the Executive Committee
- e) The Executive Committee may invite any national or foreign experts or any distinguished person in the meeting of the Committee. While inviting the foreigners in the meeting, information of that shall be compulsorily given to the local administration.

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


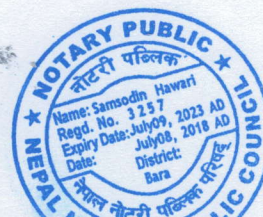
- f) Rest of the procedures relating to the meeting, the Executive Committee may determine itself.
- g) The members and office bearers of the Executive Committee may be removed from the post by the decision of the Executive Committee if they become absent 3 times continuously in the meeting. And the post shall be fulfilled in accordance with Article 28(f) of Chapter-7.

**16. Functions, Duties and Rights of the Executive Committee:**

1. The functions, duties and rights of the executive committee shall be as follows:
- To appoint necessary employees, experts, auditor, physical surveyor and advisors for the Committee and specify their remuneration, facilities, terms and conditions of service.
  - To execute the policies, programs and plans passed by the General Assembly.
  - To formulate necessary plans and annual programs to be operated by the Committee and to submit in General Assembly for approval.
  - To prepare the annual budget of the Committee.
  - To invite local or foreigners to take part in the meeting of General Assembly as observers as per the need.
  - The Executive Committee may form sub-committees as required for the work of the Committee.
  - The Executive Committee may delegate its absolute rights or some of them to any sub-committees or to the office bearer or member of the committee.
  - To observe, monitor, supervise and evaluate the works being done in the social organizations that have obtained the membership of this Committee.
  - To provide necessary advice, suggestion and counseling to the social organizations about the formulation, execution and evaluation of programs.
  - To study, investigate and analyze the activities of the social organizations and to provide suggestions about them to the Government of Nepal and donor organizations.
  - To organize seminar, workshop, training, meeting, conference etc of Social organizations and to send representative.
  - To work as a medium of establishing mutual relations and coordination among social organizations.
  - To act as a coordinator between governmental and non-governmental bodies and social organizations involved in development work.
  - To assist in establishing relations between foreign donors and social organizations.
  - To provide necessary assistance for the financial release, self reliance, sustainability of social organizations and dedication towards the social service.
  - To receive donation/charitable financial assistance for the operation of the Committee.

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- q) To take cash or commodity as grant from any national or international organization or body for the work of the Committee. However, the approval of Government of Nepal shall be required to obtain the assistance from foreign or international organizations.
- r) To liaise or coordinate with any Governmental or Non- Governmental organization or body or officials in course of performing the work of the Committee.
- s) To establish short-term, mid-term and long-term relations with national and international organizations with similar objectives. And to develop its fraternal relationship.
- t) To appoint and exchange indigenous, semi-volunteer, salaried employees for the institutional development of the Committee and organizations.
- u) To award honorary titles or honors to the social organizations or individuals who have played a significant role by dedicating themselves to social service.

**17. Advisory Committee:**

- a) The Executive Committee shall form an Advisory Committee consisting of a maximum of seven members who have done remarkable work in the social sector or can provide advice to the Committee to regularize and organize the work of the coordination committee and provide necessary advice for the development of the organizations.
- b) The Advisory Committee will give necessary advice and suggestion to the Executive Committee.

**18. Decision Book shall be kept/maintained:**

- a) Separate minute books of the meeting of the General Assembly and the Executive Committee shall be kept.
- b) The attendance at the meeting, the issues discussed and the issues decided shall be mentioned in the decision book.

**Chapter-5**

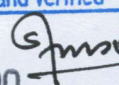
**Works, Duties, and right of Office bearers**

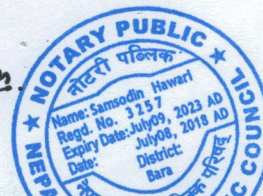
**19. Functions, Duties, and Right of Office bearers:**

Functions, Duties and rights of the office bearers and members of the Executive Committee shall be as follows:-

**1. Functions, Duties, and right of President:**

- a. To chair the meeting of the General Assembly and the Executive Committee.
- b. To supervise and control the work/activities of the Committee.
- c. To cast the decisive vote, if there is a tie in the meeting.
- d. To give instructions to other office bearers of the Executive Committee and employees of the Committee.
- e. To represent the Committee or nominate a representative to represent.

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- f. To do the work that has not been included in the program but needs to be done immediately and later it should be submitted to the meeting of the Executive Committee for approval.
- g. To spend up to five thousand rupees for the work that is not included in the approved program but it is necessary to do for the benefit of the committee. However, it is not allowed to spend any other more amounts without the approval of the executive committee.
- h. To do other works.
- i. To delegate his/her authority to the vice-president to conduct the functions of the Committee in his/her absence.

**2. Functions, Duties, and right of Vice-President:-**

- a. To bear the rights and responsibilities delegated by the president.
- b. To do all the work of the president in his/her absence.

**3. Functions, Duties, and right of Secretary General:**

- a. To call the meeting of the General Assembly and Executive Committee as per the instruction of the president.
- b. To prepare the agenda of the issues to be discussed in the General Assembly and the Executive Committee.
- c. To prepare and take charge of the decision of the meeting of the General Assembly and the Executive Committee.
- d. To supervise and control the administrative works of the committee.
- e. To do other works as directed by the Executive Committee and the president.

**4. Functions, Duties, and right of Secretary:**

- a. To fulfill the responsibilities assigned by the Executive Committee and the President.
- b. To do all the work of the Secretary General in his/her absence.

**5. Functions, Duties, and right of Treasurer:**

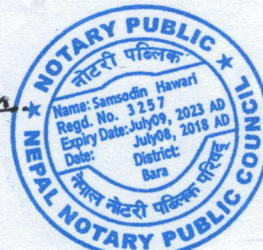
- a. To supervise and control the funds, assets and accounts of the Committee.
- b. To prepare the budget and keep the income and expenditure account accurate.
- c. To prepare and income and expenditure statement of the Committee and get it audited.

**20. Action:**

- a) If any written complaint is received against any member of this organization blaming that he/she has conducted any activity against the objective of the organization, the Executive Committee shall form a 3-member investigation sub-committee and action will be taken as per the report given by the sub-committee. While forming the sub-committee, people other than the Executive Committee should be included.

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b) If a notice sent through the letter of this organization is returned back twice, a notice of 35 days shall be published in local newspaper. If the notice is sent thus, the member will be deemed to have received the information.

21. **Privacy:**

Maintaining confidentiality/privacy regarding the activities of this organization will be the major duty and responsibility of each member.

22. **Functions, Duties, and right of member of the Executive Committee:**

- i. To provide necessary assistance for the achievement of the objectives of the Committee.
- b. To bear the rights and responsibilities delegated by the Executive Committee.

**Chapter- 6**

**Financial Arrangement**

23. **Economic Resource:**

1. The financial Resource of the committee shall be as follows:
  - a) The entry fees and annual fees to be obtained from the members.
  - b) Amount of grant assistance received from the Government of Nepal.
  - c) Cash, commodities or assistance received in the form of donations or assistance from a person.
  - d) Cash, in-kind or technical assistance received from any indigenous or foreign association, institution, agency or any other source.
2. Assistance from foreign persons, associations, institutions, agencies or other foreign sources may be obtained only after completing the procedure prescribed by the the Government of Nepal in accordance with the Sub-Article (1) clause(d).

24. **Details of Moveable Immoveable Property:**

All cash and in-kind and movable and immovable property received in accordance with Article 23 of this Statute shall be the property of the Committee and the accounts and details of such property shall be kept.

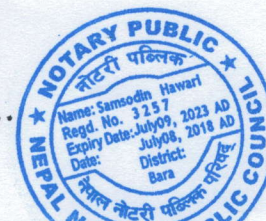
25. **Fund:**

1. A fund shall be established in the Committee, in which the following amounts shall be deposited:
  - a. Amount received from membership entry fee and annual fees.
  - b. Donations, contribution and assistance obtained in the form of aid.
  - c. Amount obtained from national or foreign association, organizations or agencies.
  - d. Amount obtained from other sources.

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2. The amounts received in the name of the Committee shall be deposited by opening an account in the nearest bank or financial institution.
3. All expenses incurred by the Committee shall be borne from the fund established under Sub-Article (1). However, the amount received for a particular purpose or program will be spent only for that purpose of program.
26. **Fund and Account Operation:-** The account of the Committee shall be operated by the President and the Treasurer of the Executive Committee. However, it may be operated by the President and the Secretary General in absence of the Treasurer.
27. **Account and Audit:-**
  - a) The accounts of the Committee shall be kept in accordance with the prescribed structure and method of the Executive Committee.
  - b) The accounts and register of the Committee shall be kept up to date.
  - c) The accounts of the Committee shall be audited by an accredited auditor appointed by the Executive Committee. The income and expenditure will have to be approved from the meeting of the General Assembly.
  - d) Details of the accounts of the Committee, progress report and audit report will be submitted to the local development officer, District Administration Office and General Assembly every year. And a copy of the same will have to be sent to the Social Welfare Council.

### Chapter -7

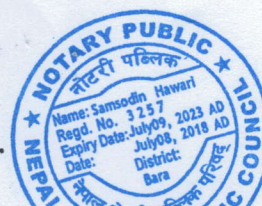
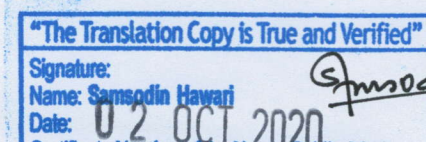
#### 28. **Procedures Relating to Election:**

1. (a) For the election of the Executive Committee, the Executive Committee shall appoint an Election Officer from among the members of the affiliated organizations and no person shall be appointed as Election Officer in the next election.
- (b) The selection of the Executive Committee will be done unopposed by the General Assembly but if no consensus is reached, the Committee shall be formed through the election process.
- (c) The election officer shall publish the election procedure before 7 days.
- (d) The election process will be in accordance with the Election Rules, 2059 BS (2002 AD) of this Statute.
- (e) The decision made by the Election Officer on any election-related matters shall be final.

However, if there is less the 6 months left to end the term, the post will be filled by the General Assembly.

- (f) If a post of any office bearer or member of the Executive Committee becomes vacant for any reason, the vacant post shall be filled by a majority of the Executive Committee by a decision-making process.

#### 2. **Restriction for Election:-**







- a) The Election Officer and the paid staff appointed in the Committee are not allowed to be candidates and the Supporting Members and Honorary Members are not allowed to be candidates and cast their vote.
- b) The Representatives of those organizations, that have not taken the membership of the Committee before one year of the election, are restricted to be a candidate. But this restriction will not be applied to be a voter.

**3. Special Arrangement Regarding the Tenure of the Executive Committee:**

- a) Notwithstanding anything contained elsewhere in this Statute regarding the tenure of the Executive Committee, the term of office of the Executive Committee, shall be deemed to have ended in mid-January of the year commencing from the month of February of that Vikram Samvat to the completion of three years.
- b) If the election of the Executive Committee could not be held due to any extraordinary situation after the expiry of the tenure of the Executive Committee, the work done by the Executive Committee for a maximum period of 6 months will be considered valid. However, in case of legal dispute arisen related to the election, the existing Executive Committee shall operate the work load.

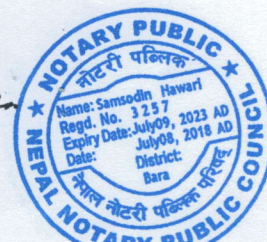
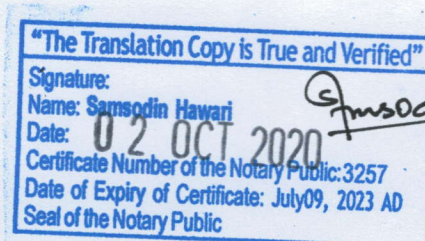
**29. Disqualification to be a Candidate:-**

- a) A person who is not an ordinary member of the Committee cannot be a candidate in the election of the Executive Committee.
- b) A person who has removed after passing a no-confidence motion cannot a candidate in the election of the office bearers and members of the Executive Committee to be formed immediately.
- c) If the organization has not taken membership of the Coordination Committee for one year.

**Chapter- 8**

**30. No Confidence Motion:**

- a) If one-third members of the General Assembly sign and submit a written motion against any office bearer or member of the Executive Committee, if two-third majority of the General Assembly passes the No Confidence Motion , the office of such person shall be automatically revoked but the membership such member organization will remain.
- b) On the No-Confidence Motion against the President, the vice-president shall convene a meeting and preside over the meeting. But if the Vice-President is also absent, any senior member chosen by the General Assembly from among them shall preside over the General Assembly.
- c) The office bearer or member against whom the no-confidence motion has been moved will have the opportunity to present his/her clarification and defense.







- d) If the representative of the organization is not present within two hours of the scheduled time for the Special General Meeting, the meeting will be held on the next date fixed by the president. But if he/she is not present on that date also, the proposal will be considered rejected.
- e) If the No-Confidence Motion against any office bearer or member of the Executive Committee or Sub-Committee is not passed by a two-third majority, the no-confidence motion may not be re-submitted within 6 months.
31. **Power to Remove Difficulties:** Notwithstanding provided elsewhere in this Statute, all the organizations affiliated to this Committee till 2058 B.S (2001 AD) shall remain under this Statute. The General Assembly shall have the power to amend or add to this Statute and to remove hindrance. And approval from the local administration is required.
32. **Handing Over:-**  
The cash, goods and documents in charge of any office bearer or member of the Committee should be handed over to the concerned office bearer or the member within 7 days.
33. **Facilities can be provided:-**  
The Secretary General or other office bearers and members may be provided the facilities prescribed by the concerned Executive Committee or General Assembly for fulfilling their responsibilities.
34. **Power/Right to frame Rule:-**  
In order to implement the objectives of this Statute, the Committee may frame rules remaining under this Statute.

## Social Organization District Coordination Committee Parsa Election Rules, 2059 B.S (2002 A.D)

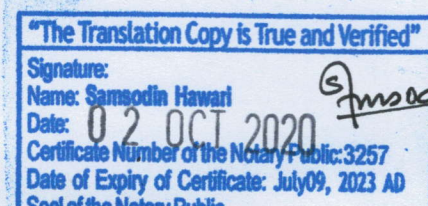
The Social Organization District Coordination Committee Parsa Election Rules, 2002 AD (2059 B.S) have been formulated and implemented by exercising the rights conferred by the Statute of the Social Organization District Coordination Committee Parsa, 1996 (2053 B.S).

### 1. Short Title and Commencement:

- a) The name of this Rules is "Social Organization District Coordination Committee Parsa Election Rules, 2002 (2059 B.S).
- b) These Rules shall be applied to any election of committee or sub-committee to be held by the Statute.

### 2. Definition:

- a) Statute means "The Statute of Social Organization District Co-ordination Committee Parsa, 2053B.S (1996 A.D) along with the amended statute shall be understood.
- b) "Election" means an election to be held in accordance with Article 28, of the Chapter-7 of the Statute.







- c) "Election Officer" means an officer appointed in accordance with the Statute on election related matters.
- d) "Candidate" means a member of the General Assembly who has submitted an application to become a candidate under Chapter-7 of the Statute of the Committee.
- e) "Voter" means the representative of the organization affiliated to the Committee as per the Chapter-7 of the Statute.

### 3. Procedure Relating to Election:

- a) For the selection of the Executive Committee of the Committee, a proposal will be brought to in the General Assembly of the year when the term expires and the committee will be selected unanimously.
- b) The Election Officer shall publish the date, place, time, related program and the voter list on the notice board of the Head Office of the Committee 7 days before the date of election.
- c) The Election Officer may, if necessary, appoint Voting Officer and, depending on the circumstances, delegate all or any of his/her power as well. And as per the need, other staffs can also be deployed in the election work.

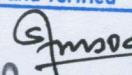
### 4. Application of candidate for Nomination:

- a) The person willing to be a candidate in the election shall submit a nomination application to the Election Officer within the date, place and time specified in the format provided by the Election Officer with the details of the post for which he wants to be a candidate. But one person will not be allowed to run for two posts. While submitting the application for nomination, there should be one proposer and one supporter from among the voters. However, the application of nomination will not be valid if the proposer of one candidate is proposer and supporter of another candidate in the same election. Candidates for more than one posts will not be obliged to be proponents and supporters of as many candidates as they are elected for.
- b) In order to withdraw the nomination paper, the candidate him/her self has to appear before the Election Officer and submit an application formally. Such application will be processed by the Election Officer.
- c) According to this Rule, while filing nomination papers, the candidate for the post of president and other office bearers will have to pay Rs. 501/- and the member candidates will have to pay Rs. 105/- along with the application. And that amount will not be refunded.

### 5. Publication of Name List of the candidates:

After the Election Officer completes the scrutiny of the nomination papers and withdraws of the names, protests, etc., the name of the candidates to be removed and the name of the remaining candidates will have to be published. Generally, the Election Officer shall have to conduct the election within 2 days of the publication of the list.

### 6. Opposition/Protest to the Name List of Candidates:

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- a) If there is a mistake in the publication of the name of a candidate or if there is a disqualified candidate, the voter can submit a letter of protest to the Election Officer within the stipulated time.
- b) The Election Officer shall decide after examining the required evidences pursuant to sub-rule (a).

**7. Declaration of Unopposed Victory:**

If there are only as many candidates as there are candidates for the post, the Election Officer shall declare the remaining candidates to be elected unopposed.

**8. Voting:**

- a) In case of election of the candidates by voting, the Election Officer shall conduct a secret voting on the stipulated date, place and time. But if the Election Officer comes to know about the death of a candidate before the commencement of the polling, new schedule along with application for the candidature shall be re-published and executed by postponing the polling for that post.
- b) If there is any doubt regarding the polling, the Election Officer may inspect the concerned places, make special arrangements for unhealthy voters, and make special arrangements for the election symbol.
- c) If a person casts vote lying his/her name in the polls, the candidate or his/her heirs can object before the Election Officer with a deposit of Rs. 50/- and the Election Officer will immediately investigate and decide on the matter. If the objection does not sustain, the deposit amount shall be confiscated.
- d) During the polling, the candidate may deploy his/her polling agent or representative, but the polling will not be stopped due to the absence of the representative.

**9. Declaration of Polling Booth:**

Before the start of polling, no one will be allowed to stage any campaign or to shout within the polling area stipulated by the Election Officer. Those who make such propaganda or shouting may be expelled from the polling booth and deprived of voting.

**10. Valid Ballot:**

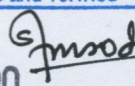
Ballot papers signed or stamped by the Election Officer and marked with a special election symbol in the name of the candidate, not indicating more election symbols than the number of the posts and indicating clear election symbols shall be valid.

**11. Counting Vote:**

After the completion of the polling, the Returning Officer seals all the ballot papers dropped in the ballot box in front of the candidate or his / her representatives and counts them by separating approved and voidable ballot papers as continuously as possible. The candidate who gets the highest number of votes should be guaranteed as the winner on the basis of more votes or in case of a tie of votes by performing a lucky draw and he/she should be given a certificate of the same statement with declaration of the winner. However, the counting of votes will not be stopped due to the absence of a representative.

**12. Recognizance/Avowal shall be Made:**

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In addition to other things required to conduct the election, after the completion of the election, an avowal should be performed by putting the signature of the elected or unsuccessful candidate and his/her representative and other two voters present in the booth and it should be kept safe for 6 months along with related document.

**13. Miscellaneous:**

- The decision made by the Election Officer on election related issues shall be final.
- The Election Officer shall have to give the information of the decision made on election related issues to the local administration office as soon as possible.
- The newly elected Executive Committee shall assume office after receiving the certificate of election and taking oath. And the responsibility of the Election Officer will be considered completed.

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Accepted Amended Statute  
Pages 4  
Sd. (Administrative Officer)  
2068/07/24 B.S (Nov. 10, 2011 A.D)

**Social Organization District Coordinataion Committee Parsa  
Statute Amendment- 2068 B.S (2011 A.D)**

**Passed from the General Assembly on 2068/01/12 BS (Aprl 25, 2011 A.D)**

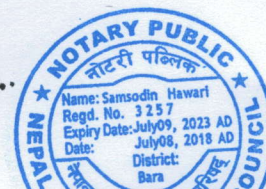
S.N	Place to Amend in the Original Statue	Details Provided in Previous Statute	Details of Addition and Deletion in Proposed Statute	Justification for Addition	Remarks
1	Chapter-1, Article 3(a)	Mahuwan	Birgunj Sub-Metropoltan city-17	Earlier the head office was in Mahuwan. Now there is no office in Mahuan.	
2	Chapter-1, Article 4(a)	V.D.C Mahuan Ward No. 5	Birgunj Sub-Metropoltan City-17	The office in V.D.C Mahuan ward no 5 of the head office has been sold.	
3	Chapter-1, Article 4(c)	In Birgunj, the headquarter of the district.	Shall be opened within the district or in other district .	As per the need to operate branch office in other districts to work.	
4	Chapter-1, Article 4(d)	To do	To be done	Because the word is not suitable.	
5	Chapter-1, Article 5(b)	.....	Sale	As it is an old waste property.	
6	Chapter-2, Article 6(k)		HIV/AIDS and Narcotic Drugs Controle	To conduct prevention and public awareness progarms because youth are consuming narcotic drugs.	
7	Chapter-2, Article 6(n)	To oconduct programs related to the protection of Agriculture, irrigation, invironment and natural resources.	Forest, herbs and biodiversity.	To conduct progms relating to afforestation and preservation.	
8	Chapter-2, Article 6	(f)	(n)	To add into the objectives as it is not in the existing objectives.	
9	Ditto.	Nothing is provided after (n)	o) This organization shall be a non-profit making public interest oriented organization.	To add in the objectives in a timely as it is not in the objectives now.	

Sd.  
(By Members)

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10	Do	Ditto	p) To organize necessary trainings, seminars and programs for the protection of women's rights and economic upliftment and self reliance development.	Ditto	Seal of District Administration Office
11	Do	Do	q) To conduct various programs related to self-employment for the upliftment self-reliance of the neglected, oppressed, minority, marginalized, indigenous and backward communities.	Do	Sd. Administrative Officer
12	Do	Do	r) To conduct programs related to the obeyance of Human rights and humanitarian law.	Do	
13	Do	Do	s) To conduct various programs for the purpose of preserving traditions and culture and ancient heritage.	Do	
14	Do	Do	t) To take positive steps for the expansion of information technology in rural areas to ensure the right information and to inform the people.	Do	
15	In Chapter 2, Article 7(6)	The organization shall be a purely non-Governmental social organization.	It Shall not be based on religion, cast or occupation.	To add the words as they were not included.	
16	Chapter-2, Article 7(3) (a)	To remove the words "Organizations like local redcross society"	District level Nepal red cross socity, District Branch	Do	
17	Chapter 2, Article 7(3)(a)	Vacant	If the cooperative organizations already registered in this organization follow the terms and conditions, they shall be continued. And no cooperative organization will be registered from now on.	To maintain the old one as it has already been registered.	

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18	Chapter 2, Article 8 (in type of members)	There were 3 types	To arrange 4 types by adding the 'Special Member'	To add Type of member.	
19	In Sub-Article of Article 8 of Chapter 2 Supporting Member Of the Article 7 of the Statute.	Social organizations establishe within Parsa district who deserve qualification as per Article 7 may become Ordinary Members under Article 9.	Supporting Membership will be applied to newly affiliated organizations. Ordinary Membership can be provided as per the decision of the Executive Committee after evaluating the activities for at least 2 years.	To add in Procedure of providing membership.	Seal of District Administration Office
20	Chapter 2, Aarticle 8(b)	Removing Supporting Member	Special Membership shall be provided.	To add by removing Supporting Member and the word ' instead of'.	
21	Chapter 2, Aarticle 8(4)	Aftet other words	Member Or	To add because the word is necessary.	
22	Chapter 2, Aarticle 8(5)	To remove the word 'Continuous'	Received, completed	Do	
23	Chapter 2, Aarticle 9(a)	After "Ordinary membership"	And Supporting Member	Because the type of membership has been ammended.	
24	Chapter 2, Aarticle 9(b)	Removing Supporting, Instead of RS 1000/-	To add Special, Rs. 500/- Membership Fee.	To add because the word is necessary.	
25	Chapter 2, Aarticle 9(4)	In by paying annual ..... Fee..... Membership	To add renewal, Rs. 100/-	Do	
26	Chapter 3, Aarticle 12(c)	Secretary	Secretary General	Do	
27	Chapter 4, Aarticle 14(f)	By removing number of members 6	4, women members 4	Do	
28	Chapter 4, Aarticle 14	To remove " 33 percent women members in Executive Committee"	To remove " 33 percent women members in Executive Committee"	As the Statute has been amended.	

Seal of District Administration Office

Sd. Administrative Officer

Sd.  
(By Members)

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29	Chapter 4 Article 14 (2)(a)	Of 11	13 added, to add "4 Women members shall be nominated from among the Member Organizations."	Do	Seal of District Administration Office
30	Chapter 7 Article 28 (1)(f)	General assembly, Executive Committee	Of General Assembly, Executive Committee.	Do	
31	Chapter 7 Article 2(a)	To become candidate	To become candidate, Special Member	Do	Sd. Administrative Officer

Sd.  
(By Members)

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