



GREEN CIRCLE

Registered under Public Charitable Trust under Regn No GNR-4-00159-2023-24

CONSTITUTION & BYLAWS OF GREEN CIRCLE CHAPTER

Name of the Chapter
Legal Status	On payment of a nominal one-time fee of Rs 1000 a chapter in any part of India or abroad gets affiliated to the Trust of Green Circle. Green Circle will issue a Charter affiliating the Chapter, after which the Chapter will be a part of the Green Circle, a charitable Trust registered under Trust Registration Act with Regn No 4-00159 – 2023-24
Aims and Objectives	The chapter will strictly adhere to the objective of Green Circle enshrined in the Trust deed. No other charity/political or religious activity is allowed under the banner of Green Circle. No member is expected to publicly criticize the functioning of the Trust as well as the Chapter.
Bangalore Office	Green Circle, 9017, Prestige Royale Gardens, Avalahalli, Yelahanka, Bengaluru 560064
Chapter Office address
Chapter Email ID
Email Bangalore ID	Greencircle01@gmail.com

Core Committee (CC) of Chapter (2 years)

The first CC consisting of 7 members will be constituted as under

Designation	Name	Mobile No
1. Hony Chairman		
2. Vice Chairman		
3. Secretary		
4. Treasurer		
5. CC Member		
6. CC Member		
7. CC Member		

Roles and Responsibilities

Chairman (Ex officio)

Chairman of Green Circle, a Charitable Trust constituted in Bangalore as mentioned above will also be the Ex Officio Chairman of Green Circle Chapter. He shall supervise all works and activities done by other office bearers of the chapter in general but will not participate in the day today activities of the Chapter. He will have the right of the casting of votes in case of a tie.

Vice Chairman

Vice Chairman is the main CC member, the executive head of the chapter and guides the CC in the day-to-day activities of the Chapter and seek advice of the Chairman in case of need. He is the key executive of the chapter and will act in consultation with Green Circle Chairman. He is appointed by the Chairman in consultation with the CC

Secretary, GCD

The Chapter Secretary will be the overall administrative head and handle all day-to-day activities of the Chapter besides exhibiting high level of selfless leadership skills.

1. Will keep the minutes of any meeting of the chapter.
2. Secretary shall ensure that all records, books, papers, assets and other documents of the society are kept in his or her safe custody.
3. The Secretary also will be responsible for any correspondence on behalf of the Chapter.
4. He will send notice for all meetings of the chapter, keep the minutes and record books and correspondence.



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5. Will be the administrative head of the chapter and perform such other duties as are prescribed from time to time
6. The Secretary will adhere to the objectives of the Trust as enshrined in the Trust deed of Green Circle.
7. The Secretary will be the spokesperson for the media, government authorities, and other organisations.

Treasurer, GC Chapter

The Chapter Treasurer will be in charge of the financial management of the chapter and has to ensure that the fund of the Chapter is judiciously utilized

1. Will receive all monies due and payable to the chapter and issue receipts for the same.
2. Will deposit all monies received in the name of the chapter in the bank account specified by the trust;
3. Payments will be made to the payees as per her suggestion and request by the authorised Trustees. The Treasurer will coordinate with Chairman/trustee to make all payments
4. While the Trust will keep a separate head of accounts for the Dwarka Chapter, it is the duty of the treasurer to maintain a record of all the financial transactions related to the chapter, to be reconciled with the Trust periodically
5. The treasurer will keep petty cash, not exceeding Rs 10000 and any amount exceeding the same will be deposited in the Bank account of the Trust.
6. Treasurer has to reconcile the account in tandem with the Chairman/ concerned trustee once in a quarter.
7. In addition, the treasurer will also play all the roles that are expected from any other CC member

CC Members (CCM)

1. All CC Members are expected to work in tandem with the Office bearers and will take specific responsibilities as mobilising funds and executing Projects.
2. The CCMs are the actual team players and are expected to take voluntary responsibilities to assist the Office bearers, without any invitation from anyone.
3. The maximum size of the CC will be kept as 7 which includes office bearers also.
4. Other invitees from volunteers' group may also attend CC meetings at the discretion of Secretary or at specific request of any CC Member.
5. Any office-bearer may resign his position, but he may continue in CC as per his choice.
6. If anyone leaves the official WhatsApp group without proper information, it will be deemed that he has no further interest in the activities.
7. Once a CC member wilfully quits CC, the re-admission will be at the collective discretion in the CC meeting only.
8. However, Secretary, being the leader of the CC will make all efforts to retain the CC members

GC VOLUNTEERS (GCV)

The Chapter will convert the existing WhatsApp group of members into GC Volunteers group, and all existing members will be redesignated as volunteers. New GCVs will be added only on payment of a donation of Rs 1000/- as one-time payment. While GCDs will be entitled to be an integral part of GCD and can participate in all activities, GCVs will not have any role in the administration of the Chapter. However, they can also participate in the proceedings of all our meetings as volunteers. GCVs may attend CCM on invitation. If any future vacancies arise in CC, active volunteers may be identified by the CC collectively and included. In a nutshell, they may get a chance to become future CCMs of GCD

Other terms and conditions

Tenure of CC

The period of CC will be 2 years. Fresh nominations for co-option or shuffling positions may be considered in CC to fill up vacancies in consultation with Chairman. On completion of the tenure, the

APPROVED BY GREEN CIRCLE BOARD OF TRUSTEES



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Secretary will call for nominations in consultation with Chairman/ Vice Chairman. Chairman/ VC will announce the names in the next special meeting convened by Secretary for the purpose. In case of more nominations, Chairman will decide the future course of action

CC Meetings

The CC will meet at least once in a quarter. However more meetings may be held on need basis. Secretary has to record the minutes of all meetings in minutes book and members present will sign the minutes

Activities

The chapter will focus its activities related to environment and nature only. The objectives stated in the Trust deed is extensive and needs no emphasis. It is worth focussing on Awareness programs, Advocacy and Action related ventures which broadly includes seminars, workshops, talk shows, street plays, tree planting, garbage management and liaising with local authorities to take up environmental concerns such as tree defacing, concretisation, garbage dumping, air pollution and nature conservations. Peaceful fight against deforestation, pollution and environmental degradation are part of our activities.

Collective Programs

- a) **Sponsored Events** GCD may conduct fully sponsored program by single agency in which case the sponsors name duly recognising their sponsorship. If several sponsors are there, depending on the money value, it may be co-sponsor/ donor etc. However, it is necessary to go for MOU if the sponsorship value is more than Rs 25000/-
- b) **Joint Programs** GCD may plan joint programs with other organisations, NGOs in which case our contribution will be equal or the ratio of our share will be decided collectively with proper MOU.
- c) **Advisory role by GCD** Where GCD is invited to give technical support (tree planting, waste management etc) to other NGOs or organisations, we can offer our support on honorary basis or for a fee in which case our role will be advisory in nature. GCD should ensure that there is a confirmation mail as well as ascertain that our role is properly recognised. GCD as an organisation is invited to give lecture or conduct a quiz for some Schools, we may go there and do it for creating awareness, where our role will be simply advisory in nature

Dispute or difference

The Chairman will be the final authority to decide the disputes or differences of opinion, and he will exercise his right to decide the future course of action under such circumstances. The Chairman's decision will be final and binding, and it cannot be challenged on any platform. All disputes, if any, will be governed by the Trust deed of Green Circle Bangalore

Amendments: The amendments for the above rules and regulations will be made in consultation with the Chairman and subject to approval by the Board of Trustees