MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS
OF
ST. JOHN AMBULANCE (INDIA)

(Approved by the National Executive Committee
Of St. John Ambulance (India) at Its meeting
held on 13th December, 2003 and Subsequently
adopted by its National Annual General
Meeting held on 13th October, 2004.)

MEMORANDUM OF ASSOCIATION
Of
St.John Ambulance (India)

Whereas it is expedient to provide for the future administration of the various monies and gifts received from public for the Service of Mankind by a Committee known as the Joint War Committee, Indian Branch of the Order of St. John in England. And whereas it is expedient to constitute St .John Ambulance in India with a view to take over the work carried on by the St. John Ambulance Association (India) and St. John Ambulance Brigade (India) and its continuation on a wider basis with a wider purpose of alleviating human sufferings, it is hereby enacted as follows :-

1.Name of the Organisation

The name of the Organisation shall be 'St. John Ambulance (India)'.

2.Registered Office

The Registered Office, shall be at 1- Red Cross Road, New Delhi-110001;

3.Aims & Objects

The St. John Ambulance shall be a Philanthropic, non-Sectarian, Voluntary, Charitable and Humanitarian Organisation engaged for the relief of sick and injured irrespective of any nationality, race, sex religion, belief, language, class or political belief. Its aims and objects are as under:-

(a) Taking over as running institutions and manage the assets liabilities and activities of St. John Ambulance Association (India) and St. John Ambulance Brigade (India) which are unregistered bodies whose principle office is now situated at 1-Red Cross Road, New Delhi-110001 ;

(b) The instruction of members of public in the principles and practices of First Aid, Home Nursing, Hygiene & Sanitation, Mothercraft & Child Welfare and other allied and ancillary subjects of Health ;

(c) The preparation, publication and distribution by sale or presentation of text books and other training/teaching aids for imparting such instructions , conduct examinations and tests for the purpose of issuing certificates of proficiency in such subjects ;

(d) The organization, training and equipment of men, women and young persons, either as individuals or in orgnised groups of Brigade Units to undertake on voluntary basis First Aid, Home Nursing, Hygiene & Sanitation, Primary Health Care, and Mitigation of sufferings in different calamities and allied activities in emergencies and in public congregation etc ;

(e) The research work for the development and promotion of every means of rendering aid to the suffering ;

(f)The provision of relief and trained personnel to the Central, State or local government departments and at other places for the mitigation of sufferings caused in disaster at times of emergency as an auxiliary to the Government ;

(g)To promote, encourage and establish contacts with organizations having similar aims and objective within and outside the country ;

(h)The organization of competitions, Conventions, Conferences, Seminars, symposia, Workshops, Consultations, Lectures, Demonstrations, Training/Orientation Camps etc. for development and sharing of knowledge and experience in St. John subjects ;

(i)To promote co-operation and co-ordination between the National Headquarters of St. John and its Centres and Brigade Units and similar voluntary organisations working in this field ;

(j)To undertake Blood and Eye donation camps and Care of elderly, and infants and prevention of HIV/AIDS, and drug abuse environment related subjects and other Health and Welfare related activities incidental or conducive to the subsidiary or co-related objects :

(k)To provide for improvement of health, prevention of disease and mitigation of suffering and other cognate objects ;

(l)To award prizes/medals or such other things to winners and others in competitions and other events of St.John, in recognition of services of workers, volunteers etc : ;

(m)To start, maintain and assist in relief measures through its centers or other institutions in those areas which are subjected to natural or man made calamities like famine, fire, flood, earthquake, accidents etc;

(n) Maintain such administrative or organizational infrastructure as shall be determined by the National Council from time to time and incur expenses in this regard ;

(o)Promote assist and establish centers/councils of St. John at State/UT/District and other levels ;

(p)Amalgamate or merge with the St. John other organizations with similar objects or associate/affiliate itself with any other body or orgnisation for achievement of the objects of St. John as decided by the General Body by 3/5th of the majority present at its meeting.

(q) To raise subscriptions and/or contributions and the fee from the members ;

(r) To take over and manage the assets and liabilities or any part thereof of other organizations similar to St. John in pursuance of agreement between them ;

(s)To receive donations in cash or in kind and other persons gift, tangible/intangible property, endowments etc. and spend them in accordance with the wishes of donors ;

(t) To arrange, raise funds as may be decided by the National Council from time to time ;

(u)To invest and/or re-invest funds of St. John with the banks or similar other financial institutions as may be decided by the National Council from time to time ;

(v) To execute such agreements, conveyance, transfer, lease, license/mortgage deeds and other documents or instruments as may be necessary to carry out the objects of St. John ;

(w) To inherit, acquire, obtain or lease/hire any movable or immovable property and any titles, rights and privileges appurtenant thereafter for the purpose of St. John ;

(x) To open, found, establish, promote, set up, run ,maintain, assist, finance, support and/or help the various community development and educational institutions ,libraries, programmes, activities including communal harmony and brother hood ;

(y) To engage, employ or hire appropriate staff workers or, other professional people for the work and furtherance of the aims and objects of the Society and the wages, salaries, stipends and fees etc ;

(z)Erect, construct, alter and maintain buildings belonging to St. John.

(aa)Establish and maintain a Central Register at the National and State Headquarters of all immovable properties whether purchased, inherited, acquired, obtained on lease or hired or gifts, by the National Council/or by States Council the Centers/units of St. John on behalf of the National Council;

(bb) Purchase, lease, mortgage, charge and/or transfer in whole or any part of the property of St. John ;

(cc)To do such other things or activities or any other act which are necessary and which may be incidental or conducive to the achievements of any of the above stated objects ;

(dd) All the incomes, earnings, moveable or immoveable properties of St. John shall be solely utilized and applied towards the promotion of its aims and objects as set forth in this Memorandum of Association and no portion thereof shall be paid or otherwise transferred directly or indirectly by way of any dividends, bonus, profit or in any manner whatsoever to the present, past or future members of St. John. No member shall have any personal claim on any moveable or immoveable property of St. John or make any profit whatsoever, by virtue of his membership

It must be clearly understood that the objects of the St. John Ambulance (India) is not to rival, but to aid the Medical men and the subject matter of instruction given at the classes has been defined by its Medical Committee with the object of qualifying the pupils to adopt such measures as may be advantageous pending the doctor's arrival or during the intervals between his visits.

The specific responsibilities of Association and Brigade are:-

Association: Teaching and concomitant work .
Brigade: The provision of a voluntary uniformed service to the public.

The integration must be ensured by both the Association and Brigade at all levels in the interest of those whom it aims to serve.

Additions, alterations and or amendments to and in the provisions of Memorandum of Association (if any) be made in the manner laid down in section 12 of the Societies Registration Act, 1860 (Act XXI of 1860).

4.Present National Council The names, addresses, occupation and designation of the present members of the Executive Committee to whom the management of St. John is entrusted as required under section 2 of the Societies Registration Act, 1860 are as follows:-

(Name of the members of the Executive Committee will be given)

5. Desirous Persons We the undersigned are desirous of forming a Society namely " St. John Ambulance(India)" Under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society.

S.No.	Name	Signature	Occupation	Address
1.				
2.				
3.				
4.				
5.				

6.7.8.9.10.11.12.13.14.15

(Names as approved by the Executive Committee will be given)

Signature of the above signatories are hereby attested.

List of Executive Committee Members

Sl. No.	Name in full	Address	Occupations	Designation In Society
1.	Smt. Sushma Swaraj	Union Min. of Health (to be nominated by the President time to time.)	Union Minister.	Chairperson
2.	Dr. (Mrs.) K.Gidwani	B-46 Swasthya Vihar Vikas Marg, New Delhi-92	EX DHS	Vice Chair person
3.	Shri M.P.Gupta	C 212 Ashok Vihar Phase II, New Delhi-52	Former Addl. Secretary M/OFinance	Hony. Treasurer
4.	Representative	The Secretary to the President of India Rashtrapati Bhawan, New Delhi	Ex-Officio	Member
5.	Representative	Surgeon-in-Chief and The Director General, Railway Health Services, Railway Board, Rail Bhawan, New Delhi-110001	Ex-Officio	Member
6.	Representative	Director General of Health Services Ministry of Health & Family Welfare, Nirman Bhawan- 110001	Ex-officio	Member
7.	Representative	The Secretary Legal Adviser Ministry of Law & Justice, Shastri Bhawan, New Delhi-110001	Ex-Officio	Member
8	Representative	The Secretary Ministry of HRD Department of Education, Shastri Bhawan, New Delhi-1110001	Ex-Officio	Member

9. Representative	The Military Secretary to the President of India Rashtrapati Bhawan, New Delhi	Ex-Officio	Member
10. Representative	The Secretary Ministry of External Affairs New Delhi	Ex-Officio	Member
11. Dr. P.Ishwar Rao	Secretary, Andhra Pradesh Centre, St. John Ambulance, Directorate of Medical Service Bldg. Complex, Sultan Bazar, Hyderaba 500005	Secretary	Member
12. Smt. Renuka Devi Barkataki	Secretary Assam State Centre, St.John Ambulance, Red Cross Hospital, Chandmari, Gauwahati-781003	Secretary	Member
13. Sh. S.P.Singh	The Secretary St. John Ambulance, Bihar State Centre, Red Cross Bhawan, North of Gandhi Maidan, Patna- 80001.	Secretary	Member
14.Representative	The Honorary Secretary, Chandigarh UT State Centre, St. John Ambulance, Karuna Sadan Building, Chandigarh	-do-	Member
15.Representative	The Honorary Secretary Chattisgarh State Centre, St. John Ambulance, R-16,Anupam Nagar, Near TV Tower, Raipur-492007 (CG)	-do-	Member
16. Lt. Col. K. Gulati (Retd.)	The Secretary St.John Ambulance, Red Cross Bhawan, Golf Links, New Delhi- 110003	-do-	Member

17. Shri Jovito Lopez	The Secretary St.John Ambulance Goa State Centre, C/O Mr. Jovito Lopes,431, Rua Natal, Fountainhas, Panaji-403001	-do-	Member
18.Dr. A.Mansuri	TheSecretary, St. John Ambulance, Gujarat State Centre, Himavan,Samaj Kalyan Kendra, Pritam Rai Marg, Near Paldi, Ahmedabad-380006	-do-	Member
19. Smt. Shashi Bala	The Secretary, Haryana State Centre, St. John Ambulance, Red Cross Building, Sector 16 A, Madhya Marg, Chandigarh-160016	-do-	Member
20.Shri U.S.Thakur,	The Secretary, St. John Ambulance H.P. Centre, Red Cross Bhawan, Barnald Court, Himachal Secretariat, Shimla-171002.	-do-	Member
21 Shri Qazi Mohd,Amin	The Secretary, St. John Ambulance, J.& K State Centre Red Cross Bhawan, Exchange Road, Sri Nagar-190001	-do-	Member
22.Dr. Narayan M. Sawant,	The Hony. Secretary St. John Ambulance Sampanigramnagar, Bangalore	-do-	Member
23. Prof. Nirmalanandan,	The Secretary, St. John Ambulance Kerala State Centre, Red Cross Road, Thiruvanthapuram-695037	-do-	Member

20.Shri U.S.Thakur,	The Secretary, St. John Ambulance H.P. Centre, Red Cross Bhawan, Barnald Court, Himachal Secretariat, Shimla-171002.	-do-	Member
21 Shri Qazi Mohd,Amin	The Secretary, St. John Ambulance, J.& K State Centre Red Cross Bhawan, Exchange Road, Sri Nagar-190001	-do-	Member
22.Dr. Narayan M. Sawant,	The Hony. Secretary St. John Ambulance Sampanigramnagar, Bangalore	-do-	Member
23. Prof. Nirmalanandan,	The Secretary, St. John Ambulance Kerala State Centre, Red Cross Road, Thiruvanthapuram-695037	-do-	Member
24.Representative	The Secretary, St.John Ambulance, Maharashtra State Centre, 141- Shahid Bhagat Singh Road, St. John Hall Compound, Mumbai- 400001.	-do-	Member
25. Shri Mithan Singh	The Secretary, St. John Ambulance, Madhya Pradesh State Centre, Red Cross Bhawan, Link Road No.2, Shivaji Nagar, Bho[pal-462016	-do-	Member
26.Dr.B.S.Narayana Rao,	Commissioner, St. John Ambulance, Simpangiramanagar, Bangalore-560027	Brigade Unit Commissioner	Member

27. Prof.(Dr.) I.S.Roy,	Commissioner, West Bengal Brigade Unit, St. John Ambulance, 5 & 6 Govt. Place North, West Bengal Calcutta-70001	Commissioner	Member
28.Cap. Rajdeep S. Jaya	The Secretary Punjab State Centre, St.John Ambulance, Red Cross Bhawan, Sector 16 A, Madhya Marg, Chandigarh-160016	Secretary	Member
29. Shri Man Singh	The Secretary St.John Ambulance, Rajasthan State Centre, Opp. Sanganeri Gate, Jaipur City, Rajasthan	-do-	Member
30 Shri P.S.Kothare	Commissioner Maharashtra Brigade District, St.John Ambulance, 141, Shahid Bhagat Singh Road, St.John Hall Compound, Mumbai- 400001	Commissioner	Member
31. Dr. R.N.Baishya,	Commissioner Delhi Brigade Unit, Directorate of Health Service, F-17, Karkardooma Delhi-32	-do-	Member
32. Dr. B.S.Naryana Rao,	Commissioner Brigade Unit, St. John Ambulance, Simpangiramanagar, Bangalore-560027	-do-	Member
33. Shri M.S.Barik,	The Secretary & Commissioner St. John Ambulance, Orissa State Centre; Type III, Block-4, Ashok Nagar Unit II, Bhubaneshwar-751009	-do-	Member
34.Representative	The Secretary, St. John Ambulance, Pondicherry State Centre, 7-Rama Krishna Nagar, Muthialpet Pondicherry-605103	Secretary	Member

35.Shri C.S.Veerraghavan	The Hony. Genl. Secretary, St. John Ambulance, Tamil Nadu State Centre, 1, Mayor V.R.Ramanathan Road, (East) Chennai- 600031	Secretary	Member
36.Representative	The Commissioner, St.John Ambulance, Tata Brigade District, Chief of Security Office, Tata Steel, Jamshedpur-830001	Commissioner	Member
37. Dr.(Mrs.) J.Ganthimathi	Deputy Comm.-in-Chief- St. John Amb. Brigade, 1, Red Cross Road, New Delhi-110001	Dy Com.-in-Chief	Member
38. Dr.(Mrs) V. Ramalingam	Secretary-General & Commissioner -In-Chief St.John Amb.(India) 1-Red Cross Road, New Delhi	Secretary-General	Member

Rules and Regulations
Of
St. John Ambulance (India)

Mission Statement

(a) St. John Ambulance (India) is a national Federation of all its State/Union Territory/ Equivalent Councils/ Centres/District and other local centers and other units of Association Wing and Brigade (including all its divisions/ Corps /State level or equivalent units and their personnel). Neither the Headquarters nor the centres themselves constitute the organization. It is their collectivity wooven together that makes up the St. John Ambulance (India). They inspire, encourage and initiate at all times all forms of humanitarian activities irrespective of any nationality, race, sex, religion , belief, language, class or political opinion so that human sufferings be minimized, alleviated or even prevented and thus contribute creating a more congenial climate for peace.

(b) It consists of President, Vice Presidents, Chairmen and members of National/State/Union Territory or Equivalent councils, Executive Committees and other Committees, Patrons, Vice Patrons, Life members, Institutional members and Annual members.

1.Name of the Society — The name of the Society shall be St. John Ambulance (India) ;

2. Office Bearers — The following shall be the office-bearers of St. John :-

(a) President — The President of India shall be the President

(b) Vice President — (i)The Chief of Army staff, Chief of Navy staff, Chief of the Air staff and Chief Justice of India shall be the Vice President along with the Chairman of St. John Ambulance (India) who is nominated by the President.

(ii) The Governors/Lt.Governors/ Administrators who shall be the Presidents of State/Union Territory or Equivalent Councils shall be the Vice Presidents of the organization.

(iii)Any other person appointed by the President for a term of two years.

(c) Honorary Treasurer	The Honorary Treasurer appointed by the National Council from time to time.
(d) The Secretary –General	The Secretary-General appointed by the National Council from time to time.

3.Definitions

In these rules unless there is anything repugnant to the context :-

(a) St. John means St. John Ambulance (India)
(b) Headquarters means the National Headquarters
(c) U.T. means the Union Territory
(d) Equivalent Centre at State level means a center equivalent to State/UT level in Corporate Sector Railways Centres, Police Forces etc. and at District level, it means a centre equivalent to District Centre level.
(e) NC means National Council
(f) SC means State Council.
(g) AGM means Annual General Meeting.
(h) Organisation or Society means St John Ambulance (India)
(i) Governing Body means National Council

4.(1)Membership

(a)Membership of St. John Ambulance is open to all residents of India irrespective of their nationality, race, sex, religion, belief, language, class or political opinion.

(b)There are the following grades of members :-

(i) Patrons
(ii) Vice Patrons
(iii) Life Members
(iv) Institutional Members
(v) Annual Member

(c) The grades of members, the rate of subscriptions and rules for membership shall be determined by the National Council from time to time.

(d)An institutional Member may, at any time, become a Patron or Vice Patron. The grade of a Patron or Vice Patron shall be determined by Council subject to the condition that such membership shall be valid for ten years from the date of admission into new grade.

(e) The amount of membership subscription shall be allocated between National Headquarters, State/UT/ Equivalent Council and District Centres and Brigade Units in the manner as may be decided by the National Council from time to time.

The present apportionment is as under :-

i. Headquarters 15 %
ii. State/Union Territory or Equivalent council level 15 % and
iii District Centre to which the member belongs 70 %
iv.In case the member did not belong to any of the District Centre the apportionment shall be as follows:-

Headquarters- 15 %
State/UT or Equivalent- 85 %

v.In case of membership by the Brigade Divisions/Corps, this will be apportioned as under:-

i. National Headquarters- 15 %
ii. State/UT/Equivalent Council level- 15 %
iii. District Centre to which Division/ Corps belongs- 15 %
iv. Brigade Unit-55 %

(f)Subscriptions be made either to the National Headquarters of St. John or to the State/UT Council .All appeals, revisions and reviews against the orders of National Headquarters shall lie to the National Council or its Executive Committee(s) concerned.

(g)A certificate of Membership under the Seal of St. John upon admission to it shall be issued by the Secretary-General of the National Headquarters to every member and such a certificate shall be an evidence of membership of St. John.

(h)Members who have been issued certificates by the National Headquarters at least six months prior to the Annual General Meeting and Extra Ordinary General meeting are only entitled to attend such meetings and exercise their right of vote at the District Centre or Equivalent level to which members belong or as per rules framed by National Council from time to time.

(j) It will be obligatory on the part of all the Brigade members to be the members of any of the Category of St. John and the apportionment will be done as per rule 4 (1) (e) (v). The members will have the right to attend general meeting at the District Centre or State/UT level as the case may be, as per rules.

(i)Duties & Rights of Members

i) Duties

The enrolled members will perform the following duties:-

(a) to recognize and comply with the Rules and Regulations of the St. John and pay their subscription regularly.

(b) to promote and participate actively in the activities of St. John at the District/State/UT level including the promotion of membership.

ii)Rights

Members are normally enrolled at the District centre level. They have the following rights:-

a) To vote in the meetings at the district level or any other levels as per rules;
b) To elect and to be elected at the District level and or at the State/UT level as per rules;
c) To undertake voluntary service at the District/ State/UT level.

(j) Cessation of Membership

a)Any member may withdraw from the membership by giving notice in writing at any time to the Centre from where he/she has become the member.

b)Annual membership expires twelve months from the date of registration, unless the membership is renewed.

c)The State/UT/ Equivalent centers/ Council may expel a member for serious cause or for any of his activity prejudicial to the image of St. John for which the member concerned shall be informed in writing. Any member so expelled shall have a right to appeal in writing to the Chairman of the State/UT Centre concerned and keep National Headquarters informed.

k. A list of members (to be known as the centre's roll of members) shall be prepared in the following proforma and kept in such center/council in such a manner as the council may from time to time direct and no member whose name has not been entered in such list shall attend and vote at any meeting of such center. The proforma is as under :-

Sl.No.	Date of Joining the Centre/ Date of enrolment	Names and Address	Occupation	Subscription paid or due	Category of membership	Date leaving center Date Cessation Members

4. (2) Donations/ Contributions/ Fund Raising

(i) Earmarked Donations and contributions received by the headquarters/ or any of its centres shall be utilized by the receiving body for the purpose for which it was received. In case of donations or contributions received by District Centre and not earmarked for a

particular purpose it shall be apportioned at 15 % to the State/Union Territory centres or equivalent status centre and 15 % to the National Headquarters and in case of donations received by any of the State/Union Territory or equivalent State Centre not earmarked for a particular purpose, 15 % of the same shall be payable each to the National Headquarters and the District Centre.

(ii)The provisions of rule 4 (1)(e) above shall also apply in respect of net proceeds of collections from fairs, raffles, sale of pin flags, seals, fetes, lotteries and variety shows and any other collections received by any of the District / State/Union Territory or Equivalent centres of both the wings and not earmarked for a specific purpose.

5.(a) Management& Control

(a)The management, control and laying down the procedure of the affairs of St. John shall vest in the National Council which will be its Governing Body. The Rules and Regulations made by the National Council shall, among other matters, provide interalia the following:-

(i) The categories, conditions. rate of subscription and other matters relating to membership ;

(ii) Regulations and or/uniform guidelines for formation of the State/UT or Equivalent Council/Centres and District Centres (including representation of Brigade at different levels in different Committees) regulation of that procedure, activities compliance of various provisions relating to foreign contributions, Income tax matters and/or other ancillary subjects ;

(iii) The regulation or guidelines for State/UT or equivalent centers, their representation at District,State/UT/Equivalent Council/Committee(s) ;

(iv) The composition and terms of office of members of the National Council, its Executive Committees and other committees.

(v) To provide from time to time for the management of the affairs of the State/UT /Equivalent councils and District and other centers in such manner as it may deem fit.

(b)Residuary Powers:-

i) The National Council is further empowered to frame rules in respect of any matter on which there is no adequate provision under these Rules including the election, cooption, nomination of members on the National Council and constitution of committees, the mode of their appointment and the tenure of their office and to repeal, vary or alter any of the rules, provided that the rules framed under the residuary powers shall not be inconsistent with the aims and objects of St. John.

ii) The National Council constituted under these rules shall continue to transact business and exercise its all powers vested therein notwithstanding any vacancy among its members.

iii) Power to modify Aims and Objects:

The National Council shall have power to modify the Aims and Objects of St. John subject to approval by 3/5th of the majority of the General Meeting specially convened for the said purpose subject to the provisions given in the Societies Registration Act, 1860

(c)The National Council may receive, hold and apply donations and gifts (in cash or kind) of whatsoever description either for a general or a specific purpose directly or through its Councils,Centres or other institutions/organizations having a common purpose.

(d)PROERTY VESTED IN ST. JOHN

The Property of St. John moveable or immoveable belonging to either the Headquarters or its Centres/Brigade units shall vest in the National Council and in all proceedings civil or criminal shall be described as the property of the St. John Ambulance (India), their use, management and responsibility for maintenance may remain with the State/UT or Equivalent Council/ Centres concerned on behalf of the National Council.

(e)FORMATION OF COMMITTEES/COUNILS/CENTRES

(i.)The National Council have the power to constitute two Executive Committees, one each for Association and for Brigade , besides the Finance, Medical, Awards and such other Committees as it may consider appropriate and delegate any of its powers to any such committee (s) specifying terms of reference with or without power to co-opt members possessing specialized knowledge of the subject. The Committee formed will continue to function till the new committee is formed , as per rules.

(f) (i) The State/UT/Equivalent Council(comprised of both the Association and Brigade) may be formed in accordance with the objects of St. John similarly on the recommendation of the State/UT/Equivalent Council, the District and/or other centers may be formed with the approval of the National Council.

(ii) The State/ UT/ Equivalent Councils shall frame their rules in accordance with the rules framed or guidelines issued by National Council for the management, control, running of the affairs of St. John in their State/UT/Equivalent Centres and at the District and other level in their State.

(g) Organisation of Brigade

The General regulations of the Brigade Unit are enclosed at annexure' A' to these rules. The National Council is empowered to make/alter or amend these rules and decide on any matter connected with the Brigade.

(h) **Appointments**

(a) The National Council shall appoint, from time to time, a Secretary-General of St. John to determine his powers or duties and fix his salary or emoluments .

(b) Appoint such other officers, clerks, agents and staff for permanent, temporary or special service, as it may from time to time think fit, to determine their powers and duties and fix their salaries and to suspend or dismiss or terminate the appointment or any of them as occasion may require, as per rules.

(i) The seal of St.John shall be affixed to any instrument under the authority of a resolution of the National Council in the presence of one member and the Secretary-General. The member and the Secretary-General shall sign every instrument to which the seal of St. John is affixed in their presence.

(j) The Secretary-General shall be authorized representative of the National Council in relation to third parties and the court of law for all transactions whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure out of the resources.

(k) The National Council shall appoint a Honorary Treasurer, and a Honorary Legal Advisor for such terms as it may fix from time to time

(l)Standing Orders:

The National Council shall have the power to make and issue Standing Orders including the Service Rules etc. and other rules as deemed necessary. As the establishment of Red Cross and St. John is common at the National Headquarters besides sharing of common expenditure on actual/or agreed ratio, the service rules and other rules related to staff of Red Cross will be followed by St. John staff.

6.General Meeting

(a) The Annual General Meeting of St. John shall be held once a year at New Delhi on a date/dates, time and place to be fixed by the President. Notice of such meeting shall be given at least twenty-one days before the date fixed by publication in the press and shall specify the business to be transacted.

(b) The following shall be entitled to attend the Annual General Meeting and to vote on any question which may come up for decision:-

i) The Presidents of State, Union Territory/ Equivalent Council in their capacity as Vice President of St. Johns and other Vice Presidents ;

ii) The members of the National Council, National Executive Committees and its other committees ;

iii) Five Members delegates nominated by each Association & Brigade of State/UT Executive Committee Council ;

iv) Two member delegates nominated by each Equivalent Council Viz Corporate Sector, Railways, Central Police Forces etc.

v) Any other person who in the opinion of the National Headquarters is associated with the functions and activities of St. John as special invitee.

c)At each AGM, the Annual Report and the audited annual accounts for the previous year and the Budget for the succeeding financial year shall be presented, considered and adopted.

d)The annual accounts for the financial year concluding prior to the AGM shall before being presented, be circulated alongwith the proceedings of AGM of the previous year to all the State/ UT or Equivalent Councils/Executive Committees.

e)A practicing chartered Accountants firm shall be appointed as a statutory auditor for the succeeding year for the purpose of compilation and certification of accounts.

f) An Extraordinary General Meeting may be convened at any time by the President. Notice of this Meeting shall be given by publication in the press fifteen days before the date, fixed specifying the date, time, place and agenda of the meeting.

g) (i)All AGMs shall be presided over by the President or in his absence by the Chairman of the National Council or some other person appointed by the Chairman.

(ii) The resolutions before the AGM shall be passed and decided by the majority of members present and voting, the voting being by show of hands.

(iii) In case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

7.National Council

(i) The National Council shall consist of the following members:-

a. Chairman (to be nominated by the President annually,)
b. Vice Chairman(to be elected by the National Council annually at the first meeting held after the AGM from amongst themselves.)
c. Secretary to the President
d. Three members to be nominated by the President annually.
e. Director-General, Railways Health Services,
f. Director General , Armed Forces & Medical Services
g. Director General, Health Services, Ministry of Health
h. Director General, Home Guards & Civil Defence.
i.Solicitor General of India, Ministry of Law

j.Honorary Treasurer and Hony.Legal Advisor

k.Secretary or his representative, Ministry of Human Resource Development, Department of Education, Ministry of Youth Affairs , Ministry of Social Welfare and Chief Relief Commissioner.

l. Commissioner in-Chief Surgeon-in-Chief/ Superintendent in Chief and Nursing-in-Chief of the Brigade ;

m.One representative nominated by each State/UT/Equivalent Councils annually in accordance with the rules made by the National Council with powers to coopt other members.

n.Secretary-General

with powers to coopt other members by the National Council.

(ii) Meetings:-

(a) An ordinary meeting of the National Council shall be held in six months at such time and place as may be fixed by the Chairman or in his absence by the Vice Chairman.

(b) The National Council shall at the first meeting held after its composition or election, elect from amongst themselves a Vice-Chairman.

(c) At the meeting to be held in the third quarter of the year the annual budget of St. John for the following year, annual audited accounts for the previous year shall be considered for approval/consideration at the AGM.

(d) Fourteen days' clear notice of any meeting of the National Council or Executive Committee (s) specifying the date, time and place as also the agenda shall be sent to all the members by post/courrier provided that non receipt of such notice by a member for reasons beyond control shall not render the proceedings invalid.

(e) An Extraordinary Meetings of the National Council may be called at any time by Chairman by giving ten days notice.

(f) The Secretary-General shall be responsible to record the proceedings of all the meetings of National Council and all committees formed by it, circulate the same to the members of the Council/Committees and place them before the next meeting for confirmation.

g) Six members present at the National Council and Executive Committee of Association and Brigade, meeting shall form the quorum

h.) If no quorum is present within half an hour of the time fixed for the meeting, it shall be adjourned for half an hour and the members present shall reassemble immediately thereafter and transact business for which the meeting was called, whether the quorum is present or not.

i) In the event of an equality of votes in any meeting, the Chairman shall have the second or casting vote.

j) The National Council may nominate a representative of St. John on the committees of other Orgnisations having similar aims and objects .

k) The National Council may from time to time appoint representatives of St. John to participate in the meetings of the Order of St. John or other meetings at International level and may sanction expenditure for such purposes.

8. EXECUTIVE COMMITTEES

a)There shall be two Executive Committees- one for Brigade Wing and the other for the Association . They will meet once in three months.

b)The Brigade Executive Committee shall comprise of the following:-

1.Commissioner-in-Chief- Chairman.
2.Surgeon-in-Chief
3.Superintendent-in-Chief
4.Nursing in-Chief
5.Four each from amongst Commissioners/ Officer-In-Charge of State/UT Brigade Centres and Secretaries of State/UT Association Centres nominated by the National Council each from North, South, East and West Region.
6.Representative of DGHS.
7.Representative of DG, Railway Health Services
8.Representative from M/O Human Resources,(Deptt of Education)
9.Representative of Director-General, Home Guards and Civil Defence, Ministry of Home Affairs.
10.Dy.Surgeon-in-Chief/Dy Suptd.-in-Chief, Dy. Nursing-in-Chief and Dy Commissioner-in Chief.
11.Commissioner Delhi Brigade and Commissioner Northern Rly. Brigade Centre
12.Secretary-General
13. With powers to coopt not more than two members by the Executive Committee.

Terms of Reference:

i) To formulate and update the General Regulations of Brigade regarding its organization, Training, Administration, Discipline and any other related matter. ;
ii) To formulate and revise Dress Regulations of the Brigade ;
iii) To promote Brigade activities in all State/UT and Equivalent in public and Govt. Sector under takings.;
iv) To develop, revise, review any other regulations not covered above;
v) Any other related matter related the Brigade;

The Association Executive Committee shall comprise of the following:-

1. Vice Chairman of the National Council -Chairman
2. Representative of DG, Railway Health Services
3. Representative of DGHS
4. One representative each from Ministries of Coal, Petroleum Industry, and Youth Affairs as decided by the National Council time to time.
5. One representative from Department of Education, Ministry of Human Resources Development, Govt of India.
6. Secretary- Delhi Centre and CMD from Northern Railway
7. Four each from amongst Secretaries of State/UT Association Centres and four each Commissioners/Officer-in-Charge of State/UT Brigade Centres nominated by the National Council each from North, South East and West Regions.
8. Secretary-General

With the powers to coopt not more than two members by Executive Committee.

C(ii) Terms of Reference:-

i) To formulate policy regarding Organisation and Administration of the Association centers.
ii) To formulate/revise rules regulations regarding organization, Instructions of Examination of classes in St. John subjects.
iii) To approve formation of Centres at the State/UT/ Equivalent Centres/District Centres/Councils.
iv) To organize membership and Fund Raising campaign.
v) To promote St.John activities in all States/UT and in different fields.
vi) Any other matter related to Association Wing.

9.FINANCE COMMITTEE :

a) Constitution ;

The Finance Committee shall comprise of the following:-

i)Vice Chairman of National Council----------Chairman
ii)Honorary Treasurer
iii) Two members from the State Councils to be nominated by the National Council
iv) Secretary-General

b)Terms of Reference

i) All financial matters of St .John
ii) Scrutiny of audited annual accounts and budget estimates of Receipt and Expenditure and their recommendations to National Council through representative of Executive Committee.
iii) To sanction expenditure upto Rs.1 lakh or as decided by the National Council from time to time beyond Budget estimates.
iv) To sanction expenditure from donations and contributions received in cash or kind for specific purpose/s subject to ratification by National Council.
v) To sanction grants within the Budget provision.
vi) To recommend auditors for the next year.
vii) To approve investments including placings and taking up of fixed deposits, of St. John .

c)The Chairman of the Committee will convene the meeting of the Finance Committee ordinarily once a quarter to dispose off its business. The notice and agenda of such meeting shall be sent by post seven days prior to the date fixed. Three members shall form its quorum.

10..MEDICAL COMMITTEE :

a) Constitution:

i) Vice Chairman of National Council
ii) Representative of Director General Health Services.
iii) Representative of the Director General(Railway Health Services)
iv) Representative of the Director General Armed Forces Medical Services.
v) Four representatives each from State/UT/ Association Centres and Brigade Centres nominated by the National Council each from the North, East West and South regions.
vi) One member each to be nominated by the Executive Committee of the Association and Brigade.
vii) Secretary-General.

b) Terms of Reference:

i. To frame, revise and review syllabus, curriculum of different St. John courses ;

ii. To make add or alter contents of first aid boxes, first aid medical posts, haversack, pouches training equipment etc.

iii To advise on all medical and training matters referred to it by the National Council or Executive Committee/s or Secretary-General.
related matter of St. John.

iv. Any other related matter of St.John.

c) Quorum- Four members shall form quorum.

11.AWARDS COMMITTEE:-

a)Constitution:

The Awards committee shall comprise of the following:-

i.) Vice Chairman of National Council
ii) DG,AFMS
iii) Secretary-General
iv) 'Commissioner-In-Chief'

b) Terms of Reference:

i) To revise/review the norms, terms and formats of different awards and ribbon to medals of St. John.
ii) To scrutinize and recommend the criteria of the existing awards.
iii) To analyze and examine the recommendations received from the State/UT/Equivalent centers and Secretary-General and put up their recommendations to the National Council.

c)The notice and agenda of such meeting shall be sent by post, seven days prior to the date fixed for it. Two member(s) shall form the quorum.

The recommendations of the above Committees and any other committees formed by the National Council shall be placed before the National Council for approval.

12.Management

(a)The Secretary-General is the Chief Executive Officer of the St. John and works under the supervision of the Chairman.

(b) The functions of the Secretary-General are as under:-

i) To implement the decisions of the National Council and its Committees ;
ii) To direct the National Headquarters Secretariat including Stores Depot and be responsible for the execution of the work entrusted to it ;
iii) To draft the budget estimates and financial reports under the supervision of Honorary Treasurer ;
iv) To organize the different services of the Secretariat in accordance with the decisions of the National council and its Committees ;

v) To appoint the competent staff to the Secretariat and, if necessary, to take disciplinary action against them as per rules laid down or decisions, taken by the National Council;

vi) To be authorized representative of the National Council in relation to third parties and Courts of Law for all transactions, whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the organization ;

vii) To direct the actions/ decisions taken by the National Council and /or its Committees. In exceptional or urgent circumstances the Secretary General shall take all appropriate measures and report the position to the respective committee ;

viii) To carry out any other function assigned to him/her by National Council or its Committees ;

ix) To report on the activities of the National Headquarters to the National Council, its respective Executive Committees and the Annual General Meeting ;

x) To participate in all the meetings of National Council, its Committees and the Annual General Meeting in an advisory capacity and draw up their minutes, circulate them to the members and place the same at the next meeting for confirmation ;

xi) To sign all cheques, negotiable instruments and operate the Bank accounts of St. John, its allied funds including signing of payment orders and making payments on behalf of St. John and issue receipts in accordance with the procedure laid down by the National Council time to time ;

xii) To give,issue sign notices of the meeting(s) on behalf of the St. John. ;

xii) To inspect State/UT/Equivalent Status/ District and other Centres Brigade as the direct representative of the National Council ;

xiv) To delegate administrative, financial and other powers to the officers' of the St. John in his/her absence in accordance with the decisions taken by the National Council/Executive Committee(s) from time to time ;

xv) To approve all material for publicity for communication to the press. No officer is allowed to directly communicate with the press, press agencies or other publicity organization unless and until authorized by the Secretary-General ;

xvi) to issue all membership certificates and proficiency certificates in First Aid, Home Nursing, Hygiene & Sanitation, Mothercraft & Child Welfare and other subjects including cognate subjects as approved by and on behalf of the National Council;

xvii) To represent or depute officers of St. John to represent Headquarters in the meetings of State/UT/Equivalent Council/Centre and at other places.

13. **Finance**

a) The Bankers of the Orgnisation shall be the State Bank of India and/or any other nationalized bank as the National Council may name from time to time for the maintenance of current and saving bank accounts.

b) All transactions, endorsements, discharges and communications to the bankers of the funds and others concerned regarding investments including placings and withdrawal of fixed deposits shall be made by the Secretary-General upto six months himself/herself and beyond that period with the approval of the Honorary Treasurer and the Chairman.

c) The current and savings bank accounts of St. John and its allied funds shall be operated upon jointly by at least two of the following:-

i) Secretary-General
ii)Deputy Secretary (St.John)/Director (St. John) or any other officer authorized by the National Council from time to time.
iii) Director (Finance)/ Incharge of Finance Department

Provided that in case of financial transactions exceeding Rs.20,000/- one of the signatories shall necessarily be the Secretary-General.

14. **Classification of Centers**

The activities of St. John must be carried out through out the country. It is therefore, important to establish branch structure that covers the whole country and will enable it to recruit members and voluntary workers to extend its activities.

(a) There shall be the following categories of centers which can be formed :-

i) State/ UT/District Centres of Association Wing comprising Governmental revenue areas administered as state/Union Territory/District ;

ii) In the same way Equivalent to status of State or District Association centers may be formed in Corporate Sector, Railway or Central Police forces etc.

iii) State /UT Brigade Centres in accordance with Brigade's Regulations in Governmental revenue areas administered as State/UT. At the District or other level. Brigade Divisions/Corps may be formed on need basis as per Brigade Regulations ; Their officers shall be members of the District Centre" Executive Committee alongwith Association Wing as per rules framed by the National Council ;

iv) Equivalent to status of State or District Brigade centres may be formed in Corporate Sector, Railways or Central Police Forces etc.

v) Any other category as decided by the National Council time to time.

(b)All the State/UT/Equivalent level Association Centres and Brigade centres will be working under one command of the State/UT/Equivalent level Council. At the district level, there will be one Executive Committee commanding both the Association Wing and the Brigade Wing.

15 Establishment and Dissolution of Council /Centre.

(a) No center shall be established without the approval of the National Council, which shall only be granted on an application in a form provided for the purpose . This form shall be duly recommended through a resolution passed by the State/UT/Equivalent Council (if one exists) The members of the District Centre and/or State Council as the case may be, at the time of formation shall pass a resolution about their intention of forming the Centre confirming about the compliance of the rules and regulations of St John and recommending the names of their office bearers viz. Chairman, Secretary and the Treasurer. The National Headquarters, after approval by the National Council shall issue a 'Warrant of Constitution. The State/UT/Council/Centre will be subordinate to National Council and the District Centre constituted will be subordinate to State Council. Any Sub Centre or field Unit formed in a District will be subordinate to the District Centre.Centre and Sub-Centres (if any) to the District Centre concerned where no state Centre exists, application for the establishment of a District Centre shall be made direct to the National Council.

(b) The above Councils/Centre shall be formed in accordance with the rules and/or guidelines issued by the National Council.

(c)Centres classed as Equivalent shall function as Equivalent to State/UT level. In the absence of, however of any subordinate center such centers will be directly responsible for carrying out the work of St.John within their jurisdiction.

(d)It is obligatory on the part of all State/UT/Equivalent Council/Centres and District Centres including their office bearers of both the Association and Brigade to maintain their Account Books on commercial accounting basis, compile their accounts annually and get them audited by a firm of Chartered Accountants approved by the respective Executive Committee's/ Councils. It must be ensured at each level of both the Association and Brigade for compliance of the provisions of Income Tax, Sale Tax, Foreign Contribution Regulations and other tax provisions of any other Act or law (if applicable). Annual Budget of Income and Expenditure and annual audited accounts of both the Association and Brigade will be put up for examination and recommendations to the State/UT Council Branch through one Common Finance Committee appointed by the State/UT/Equivalent Council. Proper records of membership, office records, properties and stores etc. and others shall be maintained at all levels by the Centres/Councils.

(e) It shall be within the competence of the State/UT/Equivalent Council/Centre to recommend to the National Council about the closing of any center subordinate to it and the withdrawal of its warrant of Constitution giving in detail the reasons thereof . Similarly the National Council may withdraw Warrant of Constitution of any State/UT Equivalent Council/Centre, if any

Council/Centre is not functioning in accordance with the Aims and objects and Rules and Regulations.

16. Honorary Treasurer:

The powers and duties of the Honorary Treasurer shall be to exercise control over the finance and accounts of St. John and be responsible for the investment of the surplus funds in trustee securities, term deposits and in other institutions He will report to the National Council, Finance Committee and AGM on financial matters of St. John.

17. Holding of different courses and issuance of proficiency certificates:

The Councils/Centre organise classes and detached classes (at places where no Centres exist,) in the subjects as may be approved by the National Council from time to time. All such classes will be held according to the syllabus and rules prescribed in the Regulations for organisation, Instructions & Examination of classes. The proficiency certificate shall be issued by the Secretary-General on behalf of the National Council, as per rules.

18. Stores Depot

The Stores Depot will function under the administrative control of the Secretary General and will be managed by the Stores Incharge. All Centres of St. John shall purchase their requirement of stores, books and ambulance material from the Headquarters Stores Depot at 1, Red Cross Road, New Delhi.

19. Voluntary Aid Detachment:

Voluntary Aid Units may be formed under the direction of respective State /UT Council, as per rules, with the object of supplying voluntary units as an auxiliary/supplementing the Govt efforts and for providing service in any emergency in different projects or for other such purposes.

20. Detached Classes:

At places where Centres have not yet been established, "Detached Classes" may be formed as per rules, under the auspices of St. John with the approval of the State/UT Centre or Headquarters, in case there is no State Centre. The formation of all such classes should be notified to the Secretary General who will issue proficiency certificates on receipt of the Examiner's Report, duly signed by an approved lecturer and examiner.

21. Emblem:

The emblem of St. John with both the wings viz 'Association' and ' Brigade' shall consist of white eight pointed cross embellished in the four principal angles whether or not the device is surrounded or accompanied by the concentric circles or other decoration or by lettering.

22. *Honours and Awards:*

The following Medals and Certificates shall be awarded by the National Council to Ambulance workers in recognition of their services: -

1. Association Medal (in gold) and certificate to be awarded annually for distinguished service to best St. John Worker as per rules ;
2. Jiv Raksha Medal (in Bronze) and certificate to be awarded to those who by a conspicuous act of gallantry have endangered their own lives in saving or attempting to save other lives. Persons other than St. John Workers will also be eligible for the award of this medal ';
3. Jiv Raksha Certificate to be awarded to those who by a conspicuous act of gallantry have endangered their own lives in saving or attempting to save other lives. It is the intensity of endangering one's own life in saving other lives which will decide issuance of Medal and certificate or certificate only ;
4. Merit Certificates for distinguished services not more than two each in a year to Association and Brigade Workers.
5. The President's Printed Vote of Thanks signed by the President, to be awarded after ten years of service to St. John ;
6. The President's Engrossed Vote of Thanks singed by the President, to be awarded after not less than fifteen years service to St. John ;
7. Honorary Examiner's Certificates for the members of the Medical profession signed by the Chairman of the National Council, to be awarded after conducting not less than twenty examinations gratuitously ;
8. Rajkumari Amrit Kaur Medal (in Gold) and Certificate to be awarded to Brigade workers once every year as per rules ;
9. Seva Medal (in Bronze) to officers and members of the Brigade after 10 years' efficient service
10. Bars to Seva Medal –one Bar, Two Bars, Three Bars and so on to holders of Seva Medal after each further five years' of honourable and efficient Brigade service as per rules ;
11. Long service and other meritorious medals
12. Other such awards added to this list by the National Council from time to time and/or authorising the State /UT/Equivalent Councils to issue the award , in any, at their level.

23. Interpretation

Where any doubt arises as to the interpretation of these rules, it shall be referred the the National Council of St. John for a decision and the decision of the National Council shall be final.

24.Repeal and Saving

(a) On the commencement of these rules every rule, regulation or order in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate ;

2. Notwithstanding such cesser of operation, anything done or any action taken under the old rules, regulations or order, shall be deemed to have been done or taken under the corresponding provisions of these rules.
