

Mother Teresa Forum

-Unit of -

Noble Laureate Mother Teresa Charitable Trust

(Regd. No. 961/1997)

43, Nelson Manickam Road, Choolaimedu, Chennai - 600 094 Ph: 044-23743883.

Fax: 044-23742699. E-mail: motherteresain@yahoo.co.in, mtct1997@yahoo.co.in,

Website: www.motherteresacharities.org

Guidelines/Rules and Regulations

Mother Teresa Forum is a social service organization rendering service for the upliftment of the poor, downtrodden, under privileged and needy in the society irrespective of caste, creed or religion and is apolitical. It is a unit of ***Nobel Laureate Mother Teresa Charitable Trust***.

Objectives

1. To create awareness among the public about the Services of Mother Teresa.
2. To provide free education and employment opportunities for the underprivileged by providing self employment training.
3. To propagate and build brotherhood, social and religious harmony among the public without any distinction on caste, creed or religion.
4. To promote awareness in the society, to safeguard natural resources and environmental protection.
5. To propagate and impart knowledge amidst the youth about the ill effects of all abuses and behavioral changes.
6. Plant trees to check global warming.
7. To propagate and impart education to eradicate unawareness and improve the status of the citizens.
8. To create awareness among the public and eradicate corruption and bring changes in the society.
9. To propagate and impart awareness amidst youth and involve them in the service to the society.
10. To create awareness about human rights and check the abuse against human rights violations.

MEMBERS

- i) All those who intend to serve the society can become members.
- ii) Anyone who wishes to become a member can fill the application and submit at the Head Office or State office or online.
- iii) The Trust Board has the authority to enroll or remove any member without assigning any reason.

VOLUNTEERS

- i) Volunteers are dedicated service minded personnel's who could involve themselves in the day to day life of the needy and downtrodden in the society.
- ii) Volunteers would give counseling to the poor and needy, teach them, train them, motivate them, help them and equip them to compete with the present day society.
- iii) They will organize and conduct health camps, awareness programs and render voluntary service wherever necessary.

COMMITTEES

1. The committees of Mother Teresa Forum will be established in village/division wise, Taluk/zone wise, District wise, State wise and Nation wise.
2. The Trust Board has authority to make further divisions of the districts or States.
3. There will be a governing body consisting of 10 members who will advise the forum in their day today activities.
4. All members of the committee shall hold office for two years from the date of appointment and it comes to an end at the end of two years automatically. The Trust Board has the right to extend the office of any office bearer for further two years or more.
5. The Trust Board has the right to include or reduce the number of office bearers in the forum or change the entire structure. All the office bearers will either be appointed by the Trust board or by the presidents/General

Secretaries/Secretaries of National, State and District committees, respectively.

DUTIES, RESPONSIBILITIES AND MODE OF OPERATION

President:

President shall preside over all the meetings of the forum. He/She will coordinate with the office bearers for the development of the Forum. All the meetings of the Forum called by the General Secretary/ Secretary and all the functions and celebrations will be presided over by the president.

Vice President:

In the absence of the president one of the Vice Presidents shall preside over the meetings. They will cooperate with the president and other office bearers for the development of the forum.

General Secretary/ Secretary:

The National, State and District level meetings will be convened by the general secretary and zonal/Taluk, village/Division and street/lane committee meetings will be convened by the secretaries. All meetings will be convened by the instructions of the respective Presidents. The General Secretary will record all the proceedings in the minute book and it should be duly signed by the president. The General secretary / secretary will be a joint signatory to operate the bank accounts with the treasurer. The General Secretary /secretary will maintain all the records and documents in his safe custody.

Deputy General Secretary/Secretary/ Joint Secretary:

In the National and State levels, Dy. Gen. Secretaries and in district level secretaries and zone, village level joint secretaries shall cooperate with the

General Secretary of their respective units and work for the development of the forum.

Treasurer:

The accounts of the Forum will be maintained by the Treasurer on a day to day basis. All receipts and expenditures will be recorded by the Treasurer and respective receipts will be issued by him/her. The Treasurer will maintain all vouchers for the expenses after obtaining the signatures of President /General Secretary/secretary. Treasurer will jointly operate bank accounts with General Secretary/ Secretary. All accounts will be sent to the Trust Board every month through the respective committees.

Executive Committee Members:

The Executive Committee Members will join hand with other office bearers to create awareness among the general public about the norms and missions of the trust and to achieve its objects.

Appointment of Office Bearers:

All office bearers for National and State level will be directly appointed by the Trust Board and the office bearers for the District level will be appointed by the State President /General Secretary with the consent of the Trust Board. District President will appoint the office bearers for Taluk/zone and ward /village committee, with the consent of District General Secretary.

Each committee will appoint their consultants and legal advisors if necessary. Every office bearers should show love and mutual respect to one another and continue the works of Mother Teresa.

The Trust Board has the authority to amend or modify the rules and regulations of the Trust or Forum for the upliftment of the society.

ACTIVITIES

1. Every ancillary unit of the Mother Teresa Forum will function under the guidance and supervision of the Forum above them.
2. All ancillary units will function under the bye laws of the Trust,
3. All units shall convene meetings at least four times in a year.
4. All units shall celebrate the birthday of Mother Teresa, Memorial Day and public functions in the name of Mother Teresa and help the under privileged at least three times a year.
5. They have to conduct Health Camps, Awareness Camps, Blood Donation Camps and Eye camps free of cost.
6. They have to make sure that all the Government schemes should reach the public at the grass root level in the society.
7. To conduct Sports Meet and encourage Sports activity amidst the youth in the society.
8. To promote Self Help Groups and create self employment opportunities and guide them to be self sufficient in their endeavors.
9. To conduct public programmes to promote personal and national integrity in the minds of the general public.

ACCOUNTS

1. Donations can be collected for the administrative expenses, but not by force, or intimidation with undue influence.
2. All accounts should be operated through bank.
3. All accounts from the village/ward should be sent before 5th of succeeding month to the President of the Taluk/zonal committee and he will compile the Taluk/zone account and submit to the District President by 10th of every month. District president will compile and submit all accounts from the District to State President by 15th of every month and the State Presidents to Head office by 20th of every month.
4. National Committee will compile all accounts and submit to the Trust Board before the 30th of every month.
5. Receipts to be given for all the income and obtain vouchers for all the expenses.

6. All accounts will be audited by the Auditors appointed by the Trust Board.

MEETINGS

1. The meetings and functions will be presided over by the respective Presidents in the presence of other office bearers. National meetings will be presided over by the National President.
2. Board of Trustees will be the chief guests of these meetings.
3. The Committees should send all the photographs, Video CDs and news items to the Trust Board immediately after the meetings/functions.
4. No Meeting should be conducted based on caste, creed, religion and political affiliations. The meetings based on social development of down trodden/under privileged in the society without any bias towards caste, creed, religion and status should only be allowed.
5. The awareness meetings like Social Awareness and Health awareness should be conducted at short intervals.
6. Meetings should be conducted at the village level following the footsteps of Mother Teresa.
7. The meetings should be organized to achieve social development by way of removing Social evils amidst the society and make every citizen to be self sustained.
8. Join hands with Police and conduct awareness camps on Road Safety and Laws on Road Safety.
9. Every member should be a role model to the society.

We should serve the society by showing compassion towards the poor, help to the needy and extending helping hand towards the sick based on the values Mother Teresa left behind for the world to follow.

“Service to Mankind is Service to God”

– Mother Teresa.