

Memorandum of Association

Rules and Regulations

1. Name:

Name of the center here be designated as "Zonal Transplant Coordination Center Z.T.C.C."

2. Location:

The registered office of the center shall be: Lokmanya Tilak Municipal Medical College and Lokmanya Tilak Municipal General Hospital Sion, Mumbai 400 022 or any other place in Mumbai.

3. Aims and objectives:

1. To coordinate, monitor and supervise the cadaver organ transplant programme **and distributing organs**.
2. To promote and improve the recognition and awareness of organ donation with a view to help organ failure patients to overcoming their ailment to the extent possible.
3. Without prejudice to the generality of above
 - a. To create transplant registry and maintain it by preparing computerized list of recipients with the tissue-typing results and other relevant data. To follow and maintain a waiting list of such persons based on the priority criteria as per the guidelines/standards published by the Government of Maharashtra.
 - b. To coordinate with proper quality control central tissue typing and serological laboratory. To further help identify the appropriate recipient who should receive the prioritized organ.
 - c. To provide preservation and transportation facilities for the harvested organs.
 - d. To supervise the maintenance of computerized network between Z.T.C.C. and all the recognized hospitals for cadaver organ transplant programme and other Z.T.C.C.
 - e. To affiliates and bring together various societies, institutions, establishments, organizations, associations and individuals working for creating awareness and promoting organ donation
 - f. To take steps as may be necessary to promote organ donation
 - g. To provide facilities for communication, coordination and cooperation with similar or allied associations or societies in other cities in India and in other countries
 - h. Arranging and providing facilities for conferences, seminars, workshops, demonstrations, lectures and other functions related organ donation and its usefulness in the organ failure recipients.
 - i. To work in cooperation with any hospital, institutions, center or association having objectives altogether or in part similar to those of ZTCC.

- j. To help and provide material for publicity regarding cadaver organ transplant programme mass media communication and their interpersonal communication
- k. To do all other lawful acts, deeds or things as are incidental to the attainment of any of the above aims and objects. To follow the guidelines laid down by State Appropriate Authority. This would include regularly reporting results and activities to MCFOT -Maharashtra Confederation for Organ Transplantation/State Appropriate Authority from time to time.
- l. **To do distribution of cadaver organs offered to ZTCC Mumbai as per the city waiting list**
- m. **To coordinate activity of NTORC in Mumbai.**
- n. **To draw guidelines for allotment of cadaver organ donation as per recommendation of expert committee**

RULES AND REGULATIONS

Article 1: INTERPRETATIONS:

In the interpretation of these rules, unless there is some thing inconsistent with the subject or context:

"These Articles" means these articles of association of the center for the time being in force.

"The Center" means "Zonal Transplant Coordination Center" hereafter called ZTCC.

"General Body" means the members of ZTCC.

"Nominee" or **"Representatives"** means the individual nominated for the time being.

"Trust Funds" shall mean and include all investments, funds and properties moveable and immovable belonging to or held by the center whether held on General Trusts or any special Trusts created by donors.

"Year" means the period commencing from the 1st day of April of a year and ending with the 31st day of March.

"Office Bearers" shall include President, Vice Presidents, Hon. Secretary / Secretaries and Hon. Treasurer for the time being of the center.

"Eligibility" Any person who has completed the age of 18 years shall be eligible for the membership of the center.

Location: The registered office of the center shall be in greater Mumbai at Lokmanya Tilak medical College and Lokmanya Tilak General Hospital, Sion, Mumbai - 400022 or any other place in Mumbai.

Patrons:

A. The governor of Maharashtra shall be ex-officio patron in chief of the association subject to his consent.

B. The council may enroll any other distinguished person as patron of the association subject to their consent.

Article 2: Membership:

2.1: Class of members

These are

- Institutional
 - Medical
 - NGO's
- Nominated Members
- Honorary Members
- Special Invitees

2.1.1 Institutional.

A. Medical

A.1. Administrative heads/nominees of public hospitals i.e. municipal and government hospitals in Mumbai.

A.2. Central government/defence hospital in Mumbai.

A.3. Administrative heads/nominees of every private charitable trust hospital or corporate hospital recognized by the State Appropriate Authority for Cadaver Transplant in Mumbai. government of Maharashtra for cadaver transplant.

A.3. category members will be enrolled subject to acceptance of their application by ZTCC governing council upon payment of Rs.25000/-or such amount as may be fixed by ZTCC.

However for A1 & A2 category this is optional.

Each institution apart from CEO/Dean/Administrative Chief must nominate one more senior member of the institution who can represent him in his or her absence. The name of the alternative member must be informed at the beginning of the term.

B. NGO's

Any NGO recognized by **the ZTCC** for promoting organ transplant shall nominate one person to be a permanent member of the general body.

The NGO will apply to ZTCC giving details of activities, proposed contribution to the cause. The NGO will be enrolled subject to the acceptance of its application by ZTCC and contribution of Rs 10,000 or such amount as may be decided by ZTCC.

Nominated Members

- 2.1.2 One representative each from state appropriate authority and state authorization committee.
- 2.1.3 Nominated **one surgeon and one physician for each organ from each hospital.**

Honorary Members

- 2.1.4 Social workers committed for the cause **Special Invitees and Voting rights**

Special Invitees

- 2.1.5 Patients representatives:
 - 1. Waiting patients representative
 - 2. Transplanted patients representative
 - 3. Relative of cadaver donor group

2.2. Subcommittees

- 2.2.1 Nomination Committee;
Nomination committee consist of
 - A. Office Bearers **of Executive Committee**
 - B. Representatives of State Appropriate AuthorityThe nomination committee will be presided by the president.

2.2.2 Expert Committee

The members this committee will from all recognized institution and will form subcommittee for each organ e.g.

- 1. Kidney and pancreas
- 2. Liver
- 3. Heart
- 4. Bone marrow
- 5. Cornea
- 6. Skin and tissue bank
- 7. **Social workers/Transplant Coordinators committee**
- 8. Any other organ

The chairman and the Secretary will be elected by individual committees. The term of each committee will be **for totally 2 terms only**, the members will have right to get re-nominated

2.3. List of members:

A list of persons who are members within the meaning of section 15 of the Societies registration act 1860 will be maintained in the form of schedule 6 to the Societies registration (Maharashtra) rules 1971

2.4. Cessation of membership

A member have ceased to be a member of the centre and also cease to hold office if any held

- a. On resignation
- b. On being convicted by a criminal court of an offence which in the opinion and of the council involves moral turpitude
- c. On being adjudicated insolvent.
- d. On expulsion under rules 2(5)
- e. On her/his death

2.5. Power to suspend or expel

The center may by a resolution passed at a meeting by majority of not less than two-thirds of the members present and voting, suspend or expel a member. Any member who in their opinion is unworthy of continuing as a member may be expelled provided that before passing such a resolution the center shall offer him an opportunity to explain to the members why he/she should not be expelled

Article 3: General body

The general body shall consist of members of all classes and special members, honorary members and nominated members.

The Annual General Meeting of the center will be held once in every calendar year at such a place and time and on such date as the managing council may determine but not later than fifteen months after the holding of the last proceedings of Annual General Meeting.

It shall also be incumbent upon the Governing Council to convene and hold a meeting of the general body on a requisition made in writing by one-fifth of the members or 20 representatives whichever is lower. Such meeting shall be held within one month of the date of receipt of the requisition, whereat the agenda mentioned in the requisition shall only be considered

If the Governing Council failed to hold such a meeting within 30 days of the date of the receipt of the requisition, requisitioner may call such meeting. Such meeting if called by the requisitioner shall be conveyed and held in the same manner as others general meetings whereat the only the requisition item shall be considered

For the requisition meeting at least ten clear days notice of the meeting of the general body and at least four days notice of the meeting of the Governing Council shall be given to the members and the representatives stating that date, time, place and agenda of the meeting

3.1: Quorum:

At least 15 members or 1/5 of the total number of members whichever is less, present in person shall form quorum of the meeting of the general body. If no quorum shall be present within half an hour of the time appointed for the meeting the members present shall form the quorum and the business will be transacted. But the meeting if conveyed on the requisition of members it shall stand dissolved.

3.2: Voting:

Following members will have a voting right

1. All the members of the general body **except special invitees will have voting rights**
2. If there is a tie-in voting the President of the meeting shall have a casting vote in addition to his own vote is a member.
3. The President of the meeting shall be the sole judge of the validity of every vote given at the meeting.

3.3: Business of the Annual General Meeting:

The business of the annual general meeting shall be:

1. To receive the report about the working of the center during the year
2. To receive approve and adopt the audited balance sheet and statement of income and expenditure and the auditors report for the preceding year.
3. To appoint auditor or auditors for the center for the current year and to fix the remuneration.
4. Any other business with permission of chair.

3.4: Chang in Resolution:

No resolution of the general body or governing council shall be reverted within a period of three months of the passing thereof. However, in case of any agreement entered into by the center, no resolution shall be passed either by general body/or governing council and / or all the trustee thereof which amounts to breach of any agreement.

Article 4: Governing Council:

4.1: The governing council shall consist of:

- a. Executive Committee
- b. Administrative head of member hospital or their representative
- c. Chairpersons and one more nominated/elected expert from following committee
 - i. kidney and pancreas
 - ii. liver
 - iii. heart
 - iv. bone marrow
 - v. cornea
 - vi. skin and tissue bank
 - vii. Social workers/Transplant Coordinators committee

One representative each from state appropriate authority and state authorization committee.

4.2: Voting Rights

(i) Only a, b c & d will have voting rights

4.3: Term:

The terms of the office of the members of the governing council shall be three years. They will be eligible for reelection or reappointment.

4.4: The Employees Not Eligible.

Employees of the centre shall not be eligible for election as office bearers or members of the council they may however be entitled to attend any meetings

Article 5: Executive Council:

5.1: Members:

The President
Two vice presidents
General Secretary
Joint secretary
Treasurer
Two nominated experts
Two nominated NGO's
One representative of state appropriate authority

One representative of state authorization committee

Executive council will have right to co-opt up to three members who are prominent in the field of transplant or socially whose contribution will help the growth of the ZTCC.

President and the General Secretary will be elected by election of AGM.

The two vice presidents, one joint secretary and one treasurer will be elected from Governing Council.

5.2: Voting rights:

All the above members will have voting rights.

5.3: Election of the executive council will be by the governing council.

5.4: Terms

- a) The term of the President and all the members of the executive council will be for three years. They will be eligible for reappointment/re-election. Since cadaver transplant programme is highly technical the President and secretary should be prominent person from the field of medical science with good standing.
- b) No office bearers or President will hold the office for more than two terms in the same position.
- c) All nominated members will have terms not more than three years.
- d) Vacancies: the council may fill in casual vacancies in the council by nomination by the nominating committee and a member so nominated shall hold office for the period for which the member in whose vacancy the nomination is made would have held it.

5.5: Procedure of election

The secretary on receiving the directives governing council shall send the notice of election to all the members at least 20 days before the date fixed for holding election and shall fix the date for receiving nomination of candidates which shall be that date at least seven days before the date fixed for holding the election. The candidates shall submit to the office of the centre nomination duly proposed and seconded & signed by candidates. If nominations are for more than required number of executive council members then the secretary shall fix the date for the election of executive council in constitution with the President.

The candidates may withdraw his/her nomination at any time, before the time fixed for election.

The committee shall appoint two scrutinizers, who must be members of the center but shall not be candidates for election. On the day of election the ballot box, all boxes will remain open for voting for one-hour. The committee may however at the discretion make any change therein under special circumstances. The change shall be informed to the members or the registered representative.

5.6: Eligibility

- Candidates from governing council.
- The retiring member is shall be eligible for re-election.

5.7: The counting will be done by the scrutinizers and the result will be declared immediately. In case of tie the results will be decided by drawing of a lot by the two scrutinizers in the presence of the President of the meeting.

The proceedings at any election shall not be invalid by reason of any informality or irregularity in the convening of the meeting or conducting thereof or otherwise for any want to qualification in any of the persons present all voting thereat on any irregularity in a dispatch or receipt of any notices for holding thereof or otherwise on any ground whatsoever.

Any interpretation of the articles on regulation relating to election made by the governing council shall be final.

Article 6: POWERS AND DUTIES OF THE GOVERNING COUNCIL

The governing council will act as an advisory body to the executive council in connection with the policy of management of the center and all the decisions of the executive council will have to be ratified by the governing council.

6.1: Powers to suspend/expel

The council may by a resolution passed at the meeting by the majority of not less than two-thirds of the members present and voting, suspend or expel a member. any member who in their opinion is unworthy of continuing as a member may be expelled provided that before passing such a resolution the council shall offer an opportunity to the member to explain why he/she should not be expelled

co-opted members will not be required to pay any fee or subscription but they shall not have right to vote

6.2: Rights powers and duties:

- a. Subject to provisions all properties movable immovable or any other kind shall vest in the council

- b. The council's shall have all such powers and shall perform all such functions as a necessary or proper for the achievement of the furtherance of the aims and objects of the trust
- c. Without prejudice to generality of the powers of the trust the council shall have the following powers and rights
 - 1) To acquire by gift purchase exchange lease or otherwise lands, buildings or immovable property together with all rights appertaining thereto.
 - 2) To construct and maintain building, including the right to add, alter or improve them and equip them suitably in
 - 3) To manage property of the centre.
 - 4) To accept the management of any centre fund or endowment which assist in furthering the aims and objects of the centre.
 - 5) Raise funds for the centre by gifts donations are otherwise.
 - 6) To borrow money which may be required for purpose of the centre in such manner as may be deemed fit is or to repay loans in such manner as may be deemed fit.
 - 7) Receive money securities instruments and/or any other movable immovable property for and on behalf of the centre
 - 8) enter into agreements for and on behalf of the centre
 - 9) a point from time to time such and so many officers and other employees and on such terms and conditions as it may deem fit for carrying on the management and affairs the centre.
 - 10) Exercise control over the employees of the central including powers of dismissal.
 - 11) Grant receipts and to sign receipts and execute instruments and to endorse or discount cheques or negotiable instruments through its accredited agents and appoint agents.
 - 12) Make, sign and executive alls such documents instruments etc as may be necessary or proper for carrying on the management of the property or affairs of the centre.
 - 13) Manage, sell, transfer otherwise dispose of properties movable immovable of the centre.
 - 14) To perform all such acts and do all such things as may be necessary for the proper management of properties and affairs of the centre
 - 15) to recommend the annual general meeting the appointment of an auditor on auditors for auditing the accounts of the centre.
 - 16) To appoint the executive council members who may hold on behalf of the centre movable in immovable properties which the centre me acquire from time to time.
 - 17) Appoint from time to time such committees as are necessary for the smooth working of the centre and to assign such functions and duties and delegate such powers as it may deem fit to such committees and to ap and if you than in the and in the in and in them in in point from time to time on such committees persons other than members of the council if necessary
 - 18) To adopt budget

6.3: Meetings:

- A. Meetings of the governing council will be held ordinarily once in three months or more frequently as may be considered necessary by the President.
- B. At least 4 days clear notice in writing should be given for such meetings
- C. An extra ordinary meeting of the council may be called the one days clear notice in writing.
- D. On a written request by seven members of the council, the President shall call a meeting of the council for such meeting at least 14 days clear notice in writing should be given.

6.4: Quorum

- a. Seven members of the council will constitute a quorum.
- b. If there is no quorum within 15 minutes of the time fixed for the meeting, the members present shall form the quorum and the business of the meeting will be transacted as if there is the quorum.

6.5: Vacancies:

Council may fill in vacancies in the council by nomination and the member so nominated shall hold office for the period for which the member in whose vacancy the nomination is made would have held it.

6.6: Voting

- Every member and special members present shall have one vote.
- The business will be transacted according to the decision of the majority
- In case of a tie the chairman of the meeting shall have a casting vote in addition to his own vote as a member.

6.7: Vacation of Office

Member of the governing council shall vacate his office if he

- a) Resigns his office in the governing council and the governing council accepts such resignation
- b) Dies
- c) Be adjudged insolvent.
- d) Is found lunatic or of unsound mind, or by reason of age or infirmity or otherwise becomes incapable of acting as a member of the governing council.
- e) Being a nominated member ceases to be such member in accordance with the term of nomination
- f) If he/she remains absent in three consecutive meetings without previous permission of the council. This has to be rectified in the meeting of governing council.
- g) Looses membership in any other way provided by these rules

Article 7: POWERS AND DUTIES OF EXECUTIVE COUNCIL

With a view to facilitate the day-to-day administration of the ZTCC activities and to carry out the resolution of the governing council and to do such other acts as are necessary for day-to-day working there shall be a body of executive council consisting of office bearers and nominated members.

7.1: The President:

- a) The President shall preside at all the meetings of the general body and the governing council and the executive council. His ruling on any point of order and decision as to the validity of any vote and to results of voting shall be final and conclusive.
- b) He shall supervise all the activities of the ZTCC and shall supervise the expenditure subject to the provisions of the budget and shall generally guide and advise the office bearers, employees and workers.
- c) He shall have the powers to delegate or entrust any of his duties described in (ii) above to vice presidents.

7.2: Vice President

In the absence of the President vice president shall preside and carryout authorities of president and in absence of all of them the meeting shall elect a chairman from amongst the members present

7.3: Treasurer: The duties of the treasurer shall be as follows:

- 7.3.1 He shall receive all payments keep proper accounts and maintain proper books of accounts and other necessary papers through paid accountants or secretaries.
- 7.3.2 He will submit to the governing council periodical and annual accounts of the ZTCC for necessary action and shall present annual accounts to the general body at its annual general meeting.
- 7.3.3 He shall get the annual accounts of the center duly audited by the auditors appointed by the general body.
- 7.3.4 He shall keep not more than Rs 5000 in cash with him

7.4: General Secretary:

- 7.4.1 They shall in consultation with President call meetings of the general body, the governing council, executive council and keep the minutes and give effect to the resolution thereof
- 7.4.2 They shall make and prepare the annual reports, periodical reports, estimates of income and expenditure of the center and shall present to the governing council

- 7.4. 3 They shall organize, regulate, supervise, inspect and guide the various activities of the Center and shall be responsible for the proper efficient and progressive working thereof.
- 7.4. 4 They shall supervise the work of paid secretaries and of the staff members.
- 7.4. 5 They shall supervise and guide the coordinators or the paid secretaries the distribution of organs as per the guidelines given by appropriate authority
- 7.4. 6 they shall report to governing council and executive council any deviation in the distribution of organs done or required to be done contrary to the guidelines given by the appropriate authority. So that the guidelines can be corrected in consultation with the appropriate authority.
- 7.4. 7 They shall attend to the correspondence of the Center and its institutions
- 7.4. 8 They shall examine and check all payments and bills
- 7.4. 9 They shall carry out such other duties as the governing council may from time to time determine
- 7.4. 10 They may spend any sum not exceeding Rs 5000 in cash at any time for any useful purpose pertaining to the objects and activities of the center.
- 7.4. 11 If honorary secretary or treasurer remains absent from his duties for six months or more at a stretch without the permission of the governing council he shall be deem to have vacated his post as office bearers and another member shall be appointed in the vacancy thus caused.
- 7.4. 12 Joint Secretary will assist General Secretary for above function and will carry on the duties is absence of General Secretary.

7.5: Powers And Duties Of Executive Council:

- 1) The management and property of the center shall be vested in the executive council who in addition to the powers expressly conferred upon them by this articles shall have the entire control and management of the center and may exercise all such powers and do all such excellent things as may be exercise and done by the center is expressed in or implied by the memorandum.
- 2) Without prejudice to the general powers, conferred by article and so as not in any way to limit or restrict those powers it is expressly declared that the executive council shall have the following powers
 - 1) To frame regulations for the administration of the zonal transplant committee and activities of the Center
 - 2) To frame the budget of the Center or any alteration thereof for the consideration of the Center
 - 3) To appoint employees of the Center
 - 4) To define the duties and condition of service and to provide for the filling of the temporary vacancies in the post
 - 5) To suspend any employee of the center
 - 6) To dismiss any employee of the center

- 7) To accept transfer of movable or immovable property's on behalf of the Center
- 8) To file and defend a suit, compromise, settle or refer to arbitration in a dispute relating to the Center
- 9) To arrange for and direct inspection of the centre and other activities of the Center
- 10) To provide buildings, premises, furniture, apparatus and other means for carrying on the work of the center
- 11) To enter into, carry out and cancel contracts on behalf of the Center
- 12) To make provision for instruction and research
- 13) To exercise such other powers and perform such other duties as may be necessary to aid medical relief
- 14) To administer and expand the funds of the Center in such manner as they shall consider most beneficial for the purpose of the Center
- 15) To invest in the name of the center such part of the funds as they may see fit and to direct the sale, or transposition of any such investment and to expend the proceeds of any such sales of the purpose of the Center
- 16) To acquire or purchase in the name of the Center build upon, erect, pull down, rebuild, add to, repair, improve, sell or dispose of or otherwise deal with any kinds, land, properties, buildings or premises of the Center
- 17) To borrow money without a security or upon the security of any property of the Center movable or immovable
- 18) To cause the Common seal of the Center to be affixed to any document they may think proper and to determine from time to time in whose presence the same shall be affixed and to provide for the custody of the Common seal.
- 19) To appoint or delegate all or any of the powers to any subcommittee of one or more members out of the members of the executive council only.
- 20) Subject to the articles and bylaws generally to exercise such other powers and perform such other duties as may be necessary or incidental to further the objects of the Center
- 21) Accept or reject donations, subscriptions and endowments on such terms and conditions as it may be agreed upon between the donors and the Center
- 22) To appoint subcommittees for such period as it deems fit

The executive council shall duly comply with the provisions of the Center registration act 1860 or any statutory modifications thereof for the time being in force applicable to the Center.

- 3) The executive council shall of cause minutes to be made in the books for the purpose
 - a. Of the names of the members of the executive council present at each meeting of the council or in subcommittee
 - b. Of all resolutions and proceedings of all members of the Center and of the council and subcommittee
 - c. The executive council shall keep in one or more books, a register of members of the Center wherein he shall be entered the following particulars

1. The names and addresses and the occupation if any of the members
2. The classes to which the member belongs and the period of this membership
3. The date at which the members ceased to be a member
4. The date at which each member had become a member

Article 8: Quorum

- 1) 5 Members shall consist a quorum for the executive council meeting.
- 2) 7 members shall required for a quorum for governing council meeting.
- 3) 15 members the shall required for a quorum for annual general meeting.

Article 9: Meetings:

- 1) The governing council shall meet at least four times in the year.
- 2) Executive council shall meet every month
- 3) General body will make once in a year

Article 10: Amendments in the Constitution:

1. It shall be competent for the general body to make alteration, additions, deletions and amendments in the Constitution of the Center or the articles of association thereof by a majority of not less than 2/3 of the members present in person at the meetings of the general body provided that due notice has been given to the members about the proposal for such change.
2. Any member or the representative desires to propose such alterations additions, deletions and amendments shall given notice of the same to the governing council and such matter shall be placed before the general body when it meets provided such notice h and as been received by the governing council at least six days before the date of which the meeting of the governing council and, at which the decision to call meeting of the general body is to be taken is held.
3. So far is concerned to alterations extensions and abridgement in the purpose of the Center the provision of section 12 or 12a of the center's registration act 1860 shall apply.

Article 11: Accounts

- a. The Managing Committee shall cause true accounts to be kept for all sums of money received and expended by the Centre and of the matters in respect of which such receipts and expenditures take place and all of the property, assets and liabilities of the Centre.

- b. The books of Accounts shall be kept at the Principal Office of the Centre and shall be open to inspection by any member of the Council during business hours.
- c. The Honorary Treasurer shall get the Accounts of the Centre audited by Auditors at the end of every year.
- d. The Balance Sheet and Income and Expenditure Account of the Centre shall be audited by one or more Auditors appointed by the members of the Centre at the Annual General Meeting to hold office until the next Annual General Meeting.
- e. The Council shall fill any casual vacancies occurring as a result of the death, resignation or retirement of an Auditor or Auditors.
- f. The funds which are not immediately required for the objects of the Centre shall be invested in the manner prescribed under Section 13(1) (d) read with Section 13(5) of the Income Tax Act, 1961, and Section 35 of Bombay Public Trust Act, 1950 or such other law for the time being in force.
- g. Bank Accounts can be opened with any scheduled or Co-operative Bank, which can be operated by any Members of the Managing Committee and it can be closed by instruction of any two Members of the Managing Committee.

Article 12: Loans and advances

Procedure for the loans and advances in the Bombay public trust act 1950 shall be followed.

Article 13: Purchase and sale of immovable property

Procedure for perches on sale of immovable property is in the Bombay public trust act 1950 shall be followed.

Article 14: Dissolution

In the event the dissolution of the association, all funds and assets belonging to the association shall remain he n earmarked for the organ donation campaign or similar activity in which donation of any human organ is received for transplantaion or research. For the purpose of dissolution, procedural section 13 and 14 of the Center regulation act, 1860 should be followed.