MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

I. NAME: The Trust shall be designated as "Zonal Transplant Co-ordination Centre" (ZTCC).

II. LOCATION: The Principal Office of the Trust shall be in Greater Mumbai.

III. AIMS AND OBJECTIVES:

- To co-ordinate, monitor and supervise the Cadaver Organ Transplant Programme.
- 2. To be responsible for activities of Central Tissue Typing Laboratory, Central Serological Laboratory and Drugs Bank.
- 3. To promote and improve the recognition and awareness of organ donation with a view to help organ failure patients to overcome their ailment to the extent possible.
- 4. Without prejudice to the generality of the above
 - a. To create transplant registry and maintain it by preparing a computerised list of recipients with their tissue typing results and other relevant data. To further maintain a waiting list of such persons based on the priority criteria as per the Guidelines / Standards published by Government of Maharashtra.
 - b. To co-ordinate with proper quality controlled central tissue typing and serological laboratory. To further help identify the appropriate recipient who should receive the prioritised organ.
 - To provide preservation and transportation facilities for the harvested organs.
 - d. To supervise the maintenance of computerised network between ZTCC, all recognised Hospitals for cadaver organ transplant programme. NGO's involved in organ transplant work, National Kidney Foundation (India) - National Organ Donation Campaign, so as to enable establishing contact with central registry / central tissue typing laboratory.
 - e. To amalgamate, reconstruct, affiliate and bring together various societies, institutions, establishments, organisations, associations and

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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, co-ordination of interests and co-operation 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 to organ donation and its usefulness for the organ failure recipients.
- To amalgamate or work in co-operation with any hospital, institution, society or association having objects altogether or in part similar to those of this trust.
- j. To raise funds for the Trust by gifts, donations or otherwise.
- k. To act as financial transaction centre for all participating hospitals by collecting dues and re-imbursing costs. To help provide material for publicity regarding cadaver organ transplant programme, mass media communication and their interpersonal communication.
- To borrow or raise funds with or without security by way of mortgage, charge, hypothecation or pledge of any of the moveable or immovable properties belonging to the trust for the purpose of any of the above aims and objectives.
- m. To establish drug bank and wok out a system of use of this bank for the benefit of transplant patients.
- n. To do all other lawful acts, deeds or things as are incidental to the attainment of any of the above aims and objects. This would include regularly reporting the results and activities to MCFOT (Maharashtra Confederation For Organ Transplantation) every three months.

IV. DISSOLUTION:

If and as soon as the original objects shall fail or become incapable of being carried out or be effectuated or it would not be in public interest, expedient, practicable, desirable, necessary or proper to carry out the objects, the capital and income shall be held and used for the general purpose and objects analogous to the objects herein.

Full Name, Age, Nationality, Designation, Address and Occupation of the members of the Trustees whom the Rules & Regulations and the Management of the Affairs of the Association are entrusted to: w.e.f.

Sr. No.	Name	Age / Nationality	Occupation	Designation	Address
1	Mr. J.S. Reberrio	Indian	President	IPS (Retired)	51 Sagar Tarang, 5th Floor, Worli Seaface, Mumbai 400 025.
2	Dr. (Smt.) Vatsala Trivedi	Indian	Hon. General Secretary	Professor & Head of Urology Dept.,	L.T.M.G. Hospital, Head Urology Dept., Sion, Mumbai - 22.
3	Dr. Nilesh Doctor	Indian	Jt. Gen. Secretary	Hon. Surgeon, Jaslok Hosp.	Jt. General Secretary, National Liver Foundation, 303, Doctor House, Poddar Road, Mumbai 400 026.
4	Dr. Bharat Pathak	Indian	Hon. Treasurer	Chartered Accountent	Lions Tarachand Bappa Hospital, Sion, Mumbai.
5	Col, Satnam Singh	Indian	Member	Ex. Director, National Kidney Foundation, Mumbai.	B-42, Makar Srishti Complex, Mira Road (East), Dist. Thane 401 107.
6	Dr. (Smt.) V. N. Acharya	Indian	Member	Prof. & Advisor Bombay Institute for prevention & Control of Kidney Disease.	Ratan Appartment, Flot No.7, 4th Floor, Chitale Marg, Dadar (West), Mumbai.
7	Dr. G.B. Daver	Indian	Member	Prof. of Surgery	J.J. Hospital, Byculla Mumbai.

ZONAL TRANSPLANT CO-ORDINATION CENTRE

RULES AND REGULATIONS

1. DESIGNATION

The Trust will be designated as Zonal Transplant Co-ordination Centre, hereinafter - called ZTCC.

2. DEFINITIONS

In these Rules and Regulations unless there is any thing repugnant in the subject or context -

- a. The "Trust" of "ZTCC" shall mean "Zonal Transplant Co-ordination Centre".
- b. The "Council" shall mean the "Executive Council" which shall mean the governing body.
- c. "Year" shall mean the fiscal year i.e. from 1st April to 31st March.

3. LOCATION

The principal office of the Association shall be in greater Mumbai.

4. AIMS AND OBJECTS

- To co-ordinate, monitor and supervise the cadaver organ transplant programme.
- To be responsible for activities of Central Tissue Typing Laboratory, Central Serological Laboratory and Drug Bank.
- To promote and improve the recognition and awareness of organ donation with a view to help organ failure patients to overcome their ailment to the extent possible.

Without prejudice to the generality of the above

- a. To create transplant registry and maintain it by preparing a computerised list of Recipients with their tissue typing results and other relevant data. To further maintain a waiting list of such persons based on the priority criteria as per the Guidelines / Standards published by Government of Maharashtra.
- b. To co-ordinate with proper quality controlled central tissue typing and serological laboratory and help update the registry as per the reports of the laboratory. To further help identify the appropriate recipient who should receive the prioritised organ.

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- c. To provide preservation and transportation facilities for the harvested organs.
- d. To supervise the maintenance of computerised network between ZTCC, all recognised hospitals for cadaver organ transplant programme, NGO's involved in organ transplant work (NKFI-NODC) so as to enable establishing contact with central registry / central tissue typing laboratory.
- e. To amalgamate, reconstruct, affiliate and bring together various societies, institutions, establishments, organisations, associations and individuals working for creating awareness and promoting organ donation.
- f. I'o take steps as may be necessary to promote organ donation.
- g. To provide facilities for communication, co-ordination of interests and co-operation with similar or allied associations or societies in other cities in India and in other countries.
- h. Arranging and providing facilities of conferences, seminars, workshops, demonstrations, lectures and other functions related to organ donation and its usefulness for the organ failure recipients.
- To amalgamate or work in co-operation with any hospital, institution, society
 or association having objects altogether or in part similar to those of this trust.
- j. To raise funds for the Trust by gifts, donations or otherwise.
- k. To act as financial transaction centre for all participating hospitals by collecting dues and re-imbursing costs. To help provide material for publicity regarding cadaver organ transplant programme, mass media communication and their interpersonal communication.
- To borrow or raise funds with or without security by way of mortgage, charge, hypothecation or pledge of any of the moveable or immovable properties belonging to the Trust for the purpose of any of the above aims and objectives.
- m. To establish drug bank and wok out a system of use of this bank for the benefit of transplant patients.
- n. To do all other lawful acts, deeds or things as are incidental to the attainment of any of the above aims and objects. This would include regularly reporting the results and activities to MCFOT (Maharashtra Confederation For Organ Transplantation) every three mouths.

5. PATRONS

a. The Governor of Maharashtra shall be ex-officio Patron-in-Chief of the Association, subject to his consent,

To Council may enroll, any other distinguished persons as Patrons of the b. Association, subject to their consent.

MEMBERSHIP 6.

Classes of Members : (1)

There will be following classes of members:

- Individuals above the age of 18 years of the following categories -
 - Co-opted members
 - Institutional members. b.

Definition of different classes of members: (2)

Co-opted Members (a)

Any person who in the opinion of the Council may be considered useful in furthering the cause of organ donation be co-opted as a Member for a term not exceeding the duration of the Council then in office, subject to the condition that the number of co-opted members shall not exceed five.

Institutional Members (b)

Any registered hospital, institution or any organization interested in organ donation which has an established place of activities in India for at least one year previous to its application may be enrolled as an Institutional Member, subject to the acceptance of its application in the prescribed form attached hereto by the Council upon payment of an admission fee of Rs.50/- and contribution of Rs.5000/- or such amount as may be prescribed by the General Body from time to time.

Cessation of Membership: (3)

A member shall cease to be a member of the Trust and also cease to hold office if any held -

- a.
- on being convicted by a criminal court of an offence which in the opinion of on resignation the Council involves moral turpitude, b.
- on being adjudicated insolvent, c.
- on expulsion under Rule 6 (4) d.

Power to suspend or expel: (4)

The Council may by a resolution passed at a meeting by a 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 afford an opportunity to the member to explain why he should not be expelled.

(c) Co-opted members will not be required to pay any fee or subscription but they shall not have a right to vote.

7. EXECUTIVE COUNCIL

(1) Composition

	1 /		\wedge	
	J.F.RIBEIRO			Signature
1)	Mr. J.S. Reberrio	IPS (Retired)	President	Trus.
2)	Dr. V.R. Bhimaní	Executive Vice President, Lilavati Hospital & Research Centre, Mumbai.	Vice President	
3)	Dr. (Mrs.) Armaida Fernandes	Dean, Lokmanya Tilak Medical College & Hospital, Sion, Mumbai.	Vice President	As broanding
4)	Dr. (Smt.) Vatsala Trivedi	Professor & Head of Urology Dept., Lokmunya Tilak Medical College & Hospital, Sion, Mumbai.	Hon. General Secretary	which
5)	Dr. Nilesh Doctor	National Liver Foundation, Mumbai.	Jt. Gen. Secretary	-lold
6)	Dr. Bharat Pathak	Lions Tarachand Bappa Hospital, Sion, Mumbai.	Hon. Treasurer	Dlathere
7)	Dr. S. R. Salunke	Director of Health Services, Mumbai.	Member	Carrier.
8)	Dr. (Smt.) Mruduala Phadke	Director of Medical Education & Research, Mumbai.	Member	MAS
9)	Col. Satnam Singh	Executive Director, National Kidney Foundation, Mumbai.	Member	threw high
10)	Dr. S.K. Mathur	Hon. Surgeon, Bombay Hospital, National Liver Foundation, Mumbai.	Member	Summ
11)	Dr. (Sm) V.N. Acharya	Prof. & Advisor Bombay Institute for prevention & control of kidney Disease, Mumbai.	Member	Rehamal
12)	Dr. Rajinder T. Vyas	General Secretary, The National Association for the Blind, India.	Member	-
13)	Dr. (Smt.) Mandakini Megh	Asst. Director of Health Services (HQ), Mumbai.	Member	Mest
14)	Dr. G.B. Daver	Prof. of Surgery, J.J. Hospital, Mumbai.	Member	gap on

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	<u> </u>			Signature
15)		Addl. Advocate Gefferal	Member	
16)		Addl. Municipal Commissioner	L	1
17)	DR.S.M. Sakpal	ASH. Director (40 TA) History		- Just
	Dr. P.K. Chakravorty	CED, Jaslok Hospital, Mumbai.		12 Ergen
19)	Dr. P.M. Bhujang	Medical Director, Sir Harkisandas Hospital, Mumbai.	Heads of Recognised	
20)	Dr. D.P. Vyas	Medical Director, Bombay Hospital, Mumbai.	Hospital.	-1
	Brig. Joe Qurian DR. Bholerao.	P.D. Hinduja Hospital, Mumbai.	7	1
22)	Mr. Micah Joseph	Sir Balabhai Nanavati Hospital, Mumbai.		phoen
23)	Dr. Ranjeet Pandey	Leelavati Hospital, Bandra, Mumbai.		
24)	Dr. Bhatkhande	Breach Candy Hospital, Mumbai.		Abiledlar
25)	Dean	J.J. Hospital, Byculla, Mumbai.		
26)	Dean	L.T.M.G. Hospital, Sion, Mumbai.		
27)	Dean	KEM Hospital, Parel, Mumbai.	39	
28)	Dean	B.Y.L. Nair Hospital, Mumbai.		de
29)	Commandant SURGEART VKSAKEN	Lt. Commander, INHS Aswini Hospital, Colaba, Mumbai.		m
30)	Shri. S.M. Masurekar	Medical Administrator, D.S. Kothari Hospital, Mumbai.		Dur
31)	Smt. Harsha Deshmukh	Social Worker, Narmada Kidney Foundation, Mumbai.	Member 7	techn
32)	Smt. Sujata Ashtekar	Social Worker, Narmada Kidney Foundation, Mumbai.	Member	Bhtelo
33)	Dr. Pawan Kumar	Leelavati Hospital, Mumbai.	Member	
	Dr. D.R. Trivedi	Harkisandas Norratumdas Hospital, Mumbai.	Member	Line
35)	Dr. Bharat Shah	P.D. Hinduja Hospital, Mumbai.	Member	Bushar
36)	Dr. (Smt.) Meena Kumar	Head of Dept., Trauma Unit, L.T.M.G. Hospital, Sion, Mumbai.	Member	Meenali
37)	Dr. Sanjay Oak	M.Ch (Ped.) + LLM., L.T.M.G. Hospital, Sion, Mumbai.	Member	

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(2) Employees not Eligible

Employees of the Trust shall not be eligible for election as office bearers or members of the Council; they may however be entitled to attend any meeting.

(3) Term

The term of the office of the members of the Executive Council shall be three years. They will be eligible for re-election or reappointment.

(4) Rights, Powers and Duties

- (a) Subject to provisions, all properties moveable, immovable or any other kind shall vest in the Council.
- (b) The Council shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or the furtherance of the aims and objects of the Trust.
- (c) Without prejudice to the generality of the powers of the Trust, the Council shall have the following powers and rights:
 - To acquire by gift, purchase, exchange, lease or otherwise, lands, buildings or other immovable property together with all rights appertaining thereto;
 - To construct the maintain buildings, including the right to add, alter or improve them and to equip them suitably;
 - (iii) To manage properties of the Trust;
 - (iv) To accept the management of any trust fund or endowment which assists in furthering the aims and objects of the Trust;
 - (v) To raise funds for the Trust by gifts, donations or otherwise;
 - (vi) To borrow money which may be required for the purposes of the Trust in such manner as may be deemed fit or to repay the loans in such manner as may be deemed fit;
 - (vii) To receive money, securities, instruments and or any other moveable and immovable property for and on behalf of the Trust;
 - (viii) To enter into agreements for an on behalf of the Trust;
 - (ix) To appoint 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 of the Trust;

- (x) To exercise control over the employees of the Trust including power of dismissal;
- (xi) To establish a provident fund for the benefit of the employees of the Trust;
- (xii) To sue and defend all legal proceedings on behalf of the Trust and to appoint persons in that behalf;
- (xiii) To grant receipts and to sign receipts and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents and to appoint such agents;
- (xiv) To make, sign and execute all such documents, instruments etc., as may be necessary or proper for carrying on the management of the property or affairs of the Trust;
- (xv) To manage, sell, transfer or otherwise dispose of any property, moveable or immovable of the Trust;
- (xvi) To perform all such acts and do all such things as may be necessary for the proper management of the properties and the affairs of the Trust;
- (xvii) To recommend to the Triennial General Meeting the appointment of an Auditor or Auditors for auditing the accounts of the Trust;
- (xviii) To appoint trustees from among its members who may hold on behalf of the Trust the moveable and immovable properties which the Trust may acquire from time to time;
- (xviv) To appoint from time to time such committees as are necessary and expedient for the smooth working of the trust and to assign such functions and duties and delegate such powers as it may deem fit to such committees and to appoint from time to time on such committees persons other than members of the council, if necessary.

(5) Meetings

- (a) Meetings of the Executive Council will be held ordinarily once in three months or more frequently as may be considered necessary by the President.
- (b) At least fifteen days clear notice in writing should be given for such meetings.
- (c) An extraordinary meeting of the council may be called at seven 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 fourteen days clear notice in writing shall be given.

(6) Quorum

- (a) Nine members of the Council will constitute a quorum.
- (b) If within half an hour from the time appointed for the meeting quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and place and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

(7) Vacancies

The Council may fill in casual 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.

8. TRUSTEES

- (a) There shall be seven Trustees, The President or his nominee, Honorary Treasurer, Honorary Secretary General, Jt. Honorary Secretary by virtue of their office and three from among the elected members of the Executive Council.
- (b) The Trustees shall administer the investment and properties of the Trust in accordance with the guidelines laid down by the Council and in accordance with the law relating to Public Charitable Trust.
- (c) The Trustees shall invest the monies and the funds of the Trust in investments permissible to Trustees under the law and shall vary the investments as and when they may deem it necessary or proper into investments of the same or a like nature.

9. TRIENNIAL GENERAL MEETINGS

- (1) The Triennial General Meetings of the Trust shall be held once every three years and within six months of the end of the last third fiscal year.
- (2) At least sixty days' notice shall be given for the Triennial General Meeting.
- (3) (a) the President or in his absence the Vice President at the meeting will preside at the triennial General Meeting.

- (b) In the absence of the President and the Vice Presidents at a General Meeting, the Members present shall elect from among themselves a member to preside at the meeting.
- (4) The business at the Triennial General Meeting shall comprise of:
 - (a) Adoption of the Annual Reports of the Association;
 - (b) Adoption of the Audited Statements of annual Accounts of the Association;
 - (c) Election of Office Bearers and other members of the Council;
 - (d) Appointment of Auditors;
 - (e) Adoption of amendments, additions, alterations to or repeal of the Rules and Regulations;
 - (f) Any other business on the Agenda or any other item with the permission of the Presiding Officer.
- (5) The Annual reports and Statements of Annual Accounts shall be open for inspection at the office of the Trust at least one month before the meeting.
- (6) An Extraordinary or Special General Meeting may be called at any time by the President after giving atleast 21 days' notice.
- (7) On the written requisition of at least twenty-five members, the President shall call an Extraordinary General Meeting of the Trust. If within 21 days of the receipt of such requisition the President fails to call the meeting, the members may themselves call for an Extraordinary General Meeting stating the date, time, place and agenda of the Meeting.
- (8) Quorum
 - (a) Twenty-five members will constitute a quorum.
 - (b) If within half an hour from the time appointed for the meeting quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and place and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.

PROVIDED that if there is no quorum at a requisitioned meeting, or at an Extraordinary or Special General Meeting, it shall stand dissolved.

- (9) (a) The following are entitled to attend every Triennial, Special or Extraordinary General Meeting and comprise the General Body of members:
 - (i) One representative of each institutional member
 - (ii) Co-opted Members who shall however, not have the right to
 - (b) The Honorary treasurer shall maintain an upto date Register of Members eligible to vote at the Triennial, Special or Extraordinary General Meeting in the proforma prescribed under the societies Registration Act, 1860, and the Rules made thereunder.
 - (c) At every meeting, every member who is entitled to vote shall have one vote. In the event of the votes case being equal on any matter, the Chairman shall have a casting vote. On poll, votes may be cast either personally or by proxy. The instrument appointing a proxy shall be in writing under the signature of the appointer. No person shall be appointed a proxy who is not a member of the trust. The instrument appointing a proxy shall be deposited at the office of the Trust no less than forty-eight hours before the time of holding the meeting.
- (10) At any meeting, every question shall be decided by a show of hands (unless a poll is demanded by the Chairman or by at least three persons present in person before the question is put to vote) and unless a poll is so demanded, a declaration by the Chairman of the meeting that a resolution has on a show of hands been carried or lost and an entry to that effect made in the Minutes Book shall be sufficient evidence of the fact, without proof of the number of proportion of the votes recorded in favour of or against such resolution.
- (11) If, at any meeting a poll is demanded as aforesaid, it shall be taken in such manner and at such time and place as the Chairman of the meeting directs and either at once or after a meeting at which the poll was demanded. The demand for a poll may be withdrawn. In case of any dispute as to the admission or rejection of a vote, the Chairman shall determine the same and such determination shall be final and conclusive.

10. ACCOUNTS

- (1) The Council shall cause true accounts to be kept of all sums of money received and expended by the Association and of the matters in respect of which such receipts and expenditure take place and of all the property, assets and liabilities of the Trust.
- (2) The books of Accounts shall be kept at the Principal Office of the Trust and shall be open to inspection by any member of the Council during business hours.

- (3) The Honorary Treasure shall get the Accounts of the Trust audited by Auditors at the end of every year.
- (4) The Balance Sheet and Income and Expenditure Account of the Trust shall be audited by one or more Auditors appointed by the members of the Association at the Triennial General Meeting to hold office until the next Triennial General Meeting.
- (5) The Council shall fill any casual vacancies occurring as a result of the death, resignation or retirement of an Auditor or Auditors.
- (6) The funds which are not immediately required for the objects of the Association 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 Trusts Act, 1950, or such other law for the time being in force.

11. AMENDMENTS TO THE CONSTITUTION

The Rules and Regulations of the Trust may be added to, amended and / or altered or rescinded at the Triennial General Meeting or at a special General Meeting by a majority of two thirds of the members present and voting.

12. DISSOLUTION

In the event of the dissolution of the Association, all funds and assets belonging to the Association shall remain earmarked for the organ donation campaign or similar activity in which donation of any human organ is received for Transplantation or Research.

WE CERTIFY THAT THE ABOVE IS TRUE COPY OF THE RULES AND REGULATION OF "ZONAL TRANSPLANT CO-ORDINATION CENTRE"

Sr. No.	Name	Designation	Signature
1	J.F. RIBEIRO Mr. J.S. Reberrio	President	
2	Dr. (Smt.) Vatsala Trivedi	Hon. General Secretary	himbedi
3	Dr. Nilesh Doctor	Jt. Gen. Secretary	_halabata
4	Dr. Bharat Pathak	Hon. Treasurer	Muhay
5	Col. Satnam Singh	Member	Swaw mys
6	Dr. (Smt.) V. N. Acharya	Member	Reharga 1 N
7	Dr. G.B. Daver	Member	Ago an

Nº 01412



नोंदणी प्रमाणपत्र

संस्था नोंदणी अधिनियम, १८६०

(१८६० चा अधिनियम २१)

नोंदणी कमांक ^{बहाराष्ट्र} राज्य, मृंब्ध 932/ टिल्लू को बी. एव. डी. याहारे असे प्रमाणित करण्यात येते की, ''द्धानान हान्स्ट्यांट को उना डिल्ल्यान स्टेटर

खालील तारखेस संस्था नोंदणी अधिनियम, १८६० (सन १८६० चा अधिनियम २१)अन्वये योग्यरित्या नोंदणी करण्यात आली.



संस्यांचे बहायक निबंधक,

ह्महायक संस्था निवासक · विभाग विभाग

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