

PART 2: THE REQUEST FORMAT

FORM ICH-09

Request by a Non-Governmental Organization to be Accredited to Provide Advisory Services to the Committee
1. Name of the organization: Goa Heritage Action Group
2. Address of the organization: 29-30, Green Valley, Kamat Complex, Alto-Porvorim 403521, Bardez, Goa, India Phones: +91-832-3252097 e mail: ghaggoa@gmail.com website: www.goaheritage.in
3. Country or countries in which the organization is active: <input checked="" type="checkbox"/> national <input type="checkbox"/> international (please specify:) <input type="checkbox"/> worldwide <input type="checkbox"/> Africa <input type="checkbox"/> Arab States <input type="checkbox"/> Asia & the Pacific <input type="checkbox"/> Europe & North America <input type="checkbox"/> Latin America & the Caribbean Please list the primary country(ies) where it is active: India
4. Date of its founding or approximate duration of its existence: December 2000

5. Objectives of the organization:

Not to exceed 350 words

We work to bring about awareness of our region's man-made and cultural, tangible and intangible heritage properties, sites and circumstances. We strive to do this through non-intrusive and participatory conservation programmes that are based on a respect for local traditions and sensitivities.

We aim to carry out inventories of such properties, sites and zones in our region (Goa, India) so that an archive of intangible cultural properties, sites and knowledge and skills may be built and understood. We aim to place this archive of knowledge in the public domain so that government and public can take ownership of our region's endangered creative traditions and expression.

We believe firmly in working with structures of governance and of community to plan for the conservation of our intangible and tangible heritage, to advocate protective legislation that will enable our society to preserve, document and find apt and respectful contemporary uses for such properties and sites.

We aim to work on a judicious mix of highly visible properties and sites in our region, so as to achieve awareness of our aims and methods, and then to sensitise both the community and the local government to adopt methods to integrate the safeguarding of such heritage.

We are committed to tracing the cultural and social traditions that lead to the rediscovery and rehabilitation of artisans and craftspeople who possess knowledge and skills that are waning or in disuse; we foster the development of teaching programmes that revive forgotten skills and reopen repositories of cultural knowledge. In so doing, our group actively seeks out former centres of such activity and finds appropriate and sympathetic methods to promote, enhance and transmit their value to society.

We work with existing government and non-government agencies in a spirit of partnership and positive professional engagement. Our focus in such work is to ensure the durability of our cultural traditions in the communities from which they emerged, while aiding the provision of livelihoods to their practitioners, encouraging creativity and fostering adaptation.

6. The organization's activities in the field of safeguarding intangible cultural heritage

6.a. Domain(s) in which the organization is active:

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:
Documentation and restoration of the built heritage of Goa

6.b. Primary safeguarding activities in which the organization is involved:

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures - please specify:
Actual architectural conservation

6.c. Description of the organization's activities:

Not to exceed 750 words

2000 October : prepared a list of 500 heritage houses at the request of the Government of Goa.

2000 November: Goa Heritage Festival held with lectures, an exhibition on Houses of Goa, skills demonstration by several artists and artisans, performances and interactive sessions on art and culture of Goa and a publication.

2000 December: Registration of Goa Heritage Action Group with Registrar of Societies, state Government of Goa.

2000-01: spread awareness through lectures, media and dialogue with the Government of Goa on conservation issues. Group urged the Government to frame regulations for built heritage.

2001 November: second Goa Heritage Festival held with lectures, an exhibition on Houses of Goa, skills demonstration by several artists and artisans, performances and interactive sessions on art and culture of Goa and a publication.

2002 November: held the Third Goa Heritage Festival to bring awareness on the importance of a historic city neighbourhood.

2003 February: held the first Fontainhas Festival of the Arts in the Fontainhas heritage precinct of Panaji, capital of Goa, where art was displayed in private houses. This was in co-operation with the city municipal corporation.

2003 August: A historic 16th century riverfront cross was restored with technical support from a conservation architect and funds raised from the neighbourhood.

2003 November: published the first number of its annual journal titled 'Parmal'.

2002-03: continued to dialogue with governments on several environmental and heritage conservation issues and continued insisting on the framing of heritage regulations.

2002-03: The list of heritage properties and sites in the state of Goa was further updated with the help of funding from the national body Indian National Trust for Art & Cultural Heritage (INTACH).

2004 February: The second Fontainhas Festival of the Arts held. The festival helped the Group restore buildings and raise awareness on the heritage value of Goan artefacts.

2004 March: A commemorative pillar erected approximately 150 years ago was restored in collaboration with the Panaji municipal corporation.

7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners:

Not to exceed 350 words

The Group's work and the community first combined in the Goa Heritage festivals. We helped bring out their culture and their dances in our festivals - not performances by professionals who did not understand the essence of the dance and the story, but by people who did it right after fieldwork. These are performances of living culture which we found have been distorted in their transition to the city and its consumers. We have found that our approach has helped people make the distinction and helped performers, artistes and their supporters look for methods that retain as much as possible of the original content and context.

For our festivals that focus on skillcraft and indigenous art, the Group works closely with artisans and architectural craftsmen - like potters, carpenters, basket weavers, window makers. These dialogues pertain not only to understanding their craft but also to their social and economic problems, and to why the next generation is not taking up these professions. We have found that craftspeople have the same problems all over India: how to find a market that does not harm the roots of the cultural traditions.

We engage with community at a different level for festivals that combine art and technique in a built heritage zone, as in our 'Fontainhas festivals'. The festivals have brought together people from various streams - artists, artisans, homeowners, city civic workers, musicians and the visiting public. These have successes mainly because the interactions are based entirely on trust, which is continuously renewed by dialogue and consultation.

The variety of ownerships of sacred spaces has proved to be a rich source of community experience for our group. We have had our most memorable successes in communities that have informal structures of stewardship of sacred spaces, and less so with more formalised committees. This has been important, for we have at times met with hostility and suspicion. In all these circumstances, we have found that a continuing dialogue is one based on our recognising early the wide-ranging socio-economic influences that affect our communities.

8. Documentation of the operational capacities of the organization:

Please substantiate the operational capacities of the organization with appropriate documentation, as described in paragraph 94 of the Operational Directives.

8.a. Membership and personnel

Please submit supporting documents.

8.b. Recognized legal personality

Please submit supporting documents..

8.c. Duration of existence and activities

Please submit supporting documents.

9. Contact person for correspondence:

Ms. Heta Pandit, Hon Secretary, 29-30, Green Valley, Kamat Complex, Alto-Porvorim
403521, Bardez, Goa, India

Phones: +91-832-2409131 Cell: +91-9822128022

email: heta.pandit@gmail.com

10. Signature:

90011 - Goa Heritage Action Group

Buhariwala	Madkaim Ponda Goa			
Lina Mayadas	C-4 Landscape Martins Caranzalem – Goa	0832-2464767		Patron
Nasser Munjee	Chorao Goa			Patron
Pamela Kenyon	Bank of I.D.E.A.S. 14 Bird Rd Kalamunda WA 6076	9850461148	prkenyon@hotmail.com	Patron
Peter Kenyon	Bank of I.D.E.A.S. 14 Bird Rd Kalamunda WA 6076	9850461148		Patron
Pirojsha Godrej	Godrej Bhavan 4A, Home Street Mumbai 400001	022 2048371		Patron
Raj Vaidya (Hindu Pharmacy)	A/6, 2 nd Floor, Calisto Mansion, Dr. A Borkar Rd, Panaji	9422062286 ® 2427444		Patron
Ralph de Souza	Office Address: - G 5 Monalisa Naikavado Calangute Bardez – Goa 403516	0832-2277447 9822388813	desouza_group@yahoo.com	Patron
Suhrid Sarabhai	Vepar Private Limited Mansun Farm Kotarpur Ahmedabad 382475	079 22886033	suhrid@sarabhais.com	Patron
Subur Munjee	Chorao Goa			Patron

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		® 0832-2290003		
Victor Rangel – Ribeiro	House No. 562 Rebeiro Vaddo Porvorim – 403501	2417862 / 2411940		Life
Lea Rangel – Ribeiro	Same as above	Same as above		Life
Poonam Verma Mascarenhas	77, Defence Colony, Alto Porvorim	9850961896		Life
Jack Sukhija	Panjim Inn, Fontainhas Mala, Panaji -Goa	9823025748 0832-245374 0832-2226523 0832-2435628	ajit_sukhija@yahoo.com	Life
Miriam Koshy Sukhija	Same as above	Same as above		Life
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Yatin G Kakodkar	Office Address: Apex Packing Products Pvt Ltd Plot No. 186	9822123998	ykakodkar@satyam.net.in	Life
		® 0832-2417246		

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90011 - Goa Heritage Action Group

Chorao Goa

Auro Oliveira H.No. 49 Sallem Batt © 0832-2446721 Life

Merces-Goa

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Panaji-Goa

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403004

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	Porvorim Goa – 403521	® 0832-2410472		
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Nirmal Ulhas Kulkarni	6,Hiru Naik Bldg, Duler-Mapusa Goa- 403507	9326107079 ® 0832-5623591	ophidian_nirmal@yahoo.co.in	Life
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90011 - Goa Heritage Action Group

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Lieut General Ashok Vasudeva	Casa Britona, H.No. 217 Badem, Salvador do Mundo Bardez Goa 403101	0832 2416737	ashokavasudeva@gmail.com	Annual
Romain Hayes	A2 Sapana Citadel, Dona Paula 4004003	0832 2452117	m88magic@yahoo.com	Annual
Anjali Sen Gupta	H.No. 912 Behind Damian de Goa Showroom Alto Porvorim Bardez 403521	0832 2415449	anniesen01@yahoo.com	Annual
Aniruddha Sen Gupta	Same as above	9860089733		Annual
Monica Mody	Mody Law Associates, Court Road, Ranchi 834001	9811269257	monic.mody@gmail.com	Annual

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Goa Heritage Action Group
Membership and personnel

Type	Number
Institutional	3
Patron	18
Life	38
Annual	8

ICH-09-8

Operational capacities – Goa Heritage Action Group

Mr.Yatin Kakodkar (Chairman)

Business

Organisation, institutional partnership building

Mr.Ralph D'Souza (Former Chairman)

Tourism related business

President, Travel & Tourism Association of Goa

Communication, dialogue with government

Mr.Dean D'Cruz (Vice Chairman)

Architect

Conservation and technical support

Ms.Heta Pandit (Hon. Secretary)

Writer

Organisation, project management, communication, conservation experience

Mr.Raya Shankwalker

Architect

Conservation and planning

Mr.Rajiv D'Silva (Hon. Treasurer)

Architect

Conservation, inventory, publishing

Ms.Tallulah D'Silva

Architect

Inventory preparation and documentation

Mr.Prajat Sakhardande (Executive Committee member)

History Professor

Research and history

Mr.Rohit Phalgaonkar (Executive Committee member)

Teacher

Dialogue at grassroots level, research (traditional crafts)

Ms.Poonam Verma Mascarenhas (Member)

Conservation architect

Conservation

Mr.Cezar Pinto (Hon. Treasurer)
Business (Restored furniture)
Event organisation, communications

Mr.Jack Ajit Sukhija (Member)
Business (Heritage hotel)
Member, Indian Heritage Hotels Association
Organisation, event support, communications

Dr. Sharon D'Cruz (Member)
History Professor
Research and writing

Mr. Miguel Braganza (Member)
Botanist
President, Botanical Society of Goa
Organisation, research in community linkages

Mr. Nirmal Kulkarni (Member)
Wildlife expert
Director, Wildenest Wildlife Resort
Ecology issues

Mr. Sanjeev Trivedi (Member)
Business
Corporate and business support, photographic documentation

Mr. Rahul Goswami (Member)
Independent researcher and policy analyst
Economics and policy direction

Mr. Ketak Nachinolkar
Conservation architect
Research and conservation (traditional architectural systems)

Mr. Shiraz Rustomjee
Advocate High Court of Bombay
Expertise on heritage and environmental law

Mr. Farhad Sohrabjee
Advocate High Court of Bombay
Expertise on heritage and environmental law

CERTIFICATE OF REGISTRATION

(See Rule 5)

(The Societies Registration Act, 1860)

(Central Act 21 of 1860)

Registered No. 160 /Goa/2000

It is certified that the Society ' GOA HERITAGE ACTION GROUP '

----- has this day been duly registered

under the Societies Registration Act, 1860 (Central Act 21 of 1860).

Given under my hand this day of 12th December, 2000.



P. V. S. Sardesai

(P. V. S. Sardesai)

DISTRICT REGISTRAR

AND

HEAD OF NOTARY SERVICES

(Inspector General-By Order)

Registration renewed till 12-12-2010

Dated 20-11-2006

[Handwritten signature]
[Handwritten signature] 20/11/06

Inspector General of Societies
District Registrar (North Goa)
By Order



**MEMORANDUM OF ASSOCIATION
OF
GOA HERITAGE ACTION GROUP**

1. The name of the Society shall be GOA HERITAGE ACTION GROUP.
2. The address of the society is:
Goa Heritage Action Group
29/30, Green Valley
Kamat Complex, Phase I
Alto – Porvorim, Goa. 403 521

Or as decided by the Executive Committee from time to time.

3. A. Aims and objects of the Society shall be: -

- (a) To cherish and promote humanism, freedom and urge for social justice with a view to inculcating among the people social responsibility.
- (b) To preserve and enhance the quality of life and the amenities in the Republic of India.
- (c) To create and promote an enlightened public opinion regarding the total environment situation.
- (d) To promote the development of urban and rural areas in India in an orderly and rational manner.
- (e) To conduct studies and promote awareness of the problems of environment, ecology, pollution, preservation, protection and conservation of historic, architectural, archaeological and aesthetical buildings, precincts, artifacts and areas of scenic or natural beauty, lines of sights, roofscapes and streetlines, as well as buildings etc. of social, cultural value and of those associated with important persons or events.
- (f) To work in conjunction with and co-ordinate or affiliate activities of groups or bodies which may have similar objectives to that of the Society wholly or in part. To study Government policies and organization and action and projects and to support their improvements or alterations.
- (g) To campaign for the above in all possible ways.

- (h) To provide a discussion forum for all shades of opinion without aligning itself with or affiliating to any political party.
- (i) To undertake construction and nation – building work among all sections of society regardless of castes or community and to render charitable service to the needy.
- (j) To undertake rural/urban development activities, create an awareness for such development and establish a rural and urban research centre and consultancy services and if necessary to establish and maintain laboratories and workshops.
- (k) To provide medical and other relief to the needy through affiliate organizations and help other institutions, which do so.
- (l) To undertake educational activities.

B. For the attainment of the above objectives: -

- (i) (a) The Society may act directly or through affiliate organisations or co-operate and work with organizations which have similar objectives.
- (b) To undertake such activities as will help in promoting and achieving its aims and objects.
- (c) To afford to its members opportunities to keep themselves intellectually vibrant and abreast of current events.
- (ii) To accept donations or contributions in cash or in kind from any person, Corporate Body, Trust, Society or Authority in India or Abroad.
- (iii) The Society shall organize and hold lectures, discussions, debates, Seminars, reading of papers and group studies on diverse topics and Subjects.
- (iv) To purchase, take or lease or exchange to hire or dispose of any moveable or immovable property in India, which may be deemed advantageous, convenient or necessary.
- (v) To take steps by personal, written, broadcast or televised appeals, public meetings or otherwise to collect donations or contributions or otherwise promote the activities of the organization.
- (vi) To print and publish periodicals, books, leaflets, advertisements, posters, handbills or any other literature of social, political, scientific, cultural sociological importance on a non commercial basis with a view to the enlightening of the members of the public and in furtherance of the objects of the society.

- (vii) To borrow and raise money with or without security or on the security of a mortgage, charge or hypothecation or pledge, charge over all or any of the immovable or movable properties of the Society or in any other manner whatsoever.
- (viii) To invest money in shares, securities, properties or otherwise, specified under the provisions of Section 13 (1) (d) read with Section 11(5) of the Income Tax Act, 1961 as amended from time to time.
- (ix) To pay out of the funds belonging to the Society or out of any particular part of such funds, all expenses incidental to the formation of the Society and management and administration in relation to any of the foregoing objects including all rents, rates, taxes, outgoings and the salaries of the employees.
- (x) To do all such other lawful things as may be identical or conducive to furtherance of the above objects.
- (xi) The society shall organize and undertake such cultural and social activities and functions as will afford opportunities for contact among the members and the public.
- (xii) The society shall grant scholarships, stipends and other monetary assistance to persons engaged in activities which promote its objectives.
- (xiv) The society shall conduct research and investigation and undertake studies studies in India or abroad on constitutional, administrative, economic and and financial aspects of economic, social, cultural, philosophical and scientific problems.
- (xv) The society shall assist the research work of any institute or institutions and other bodies, incorporated or not, having similar objects in such a manner as may be considered expedient and to co-operate with such institutions in these activities.
- (xvi) The society shall give awards and assistance, cash or otherwise to individuals and other trusts with similar aims and objectives and institutions for the promotion and advancement of its objects and more particularly in recognition of meritorious work done in the field of application of scientific and technological research for rural development and welfare, village uplift, animal husbandry, dairying and improvement of cattle-welfare, development of khadi and village industries, social welfare, education, media research, relief and welfare and in any field of activity which benefits the people in general and the weaker sections of society in particular.
- (xvii) The society shall render help for relieving distress, improving health and advancing the economic, social and general welfare of the people and more particular of women, children, villagers, illiterate, backward and suppressed

people.

- (xviii) The society shall render assistance to the relief of distress caused by famines, pestilence fires, earthquakes and other natural calamities.
 - (xix) The society shall establish, found, construct, open, promote, take over, equip, conduct support, maintain, subsidise, grant aid and make donations to hospitals, dispensaries, colleges, ashramshalas, schools, pathashalas, boarding houses, libraries, reading rooms and art and music libraries and societies.
 - (xx) The society shall establish, found, construct, maintain and assist in the promotion of institution for the scientific, technological, agricultural and industrial and economic progress and development of the country.
 - (xxi) The society shall give donations, subscriptions or contributions to any public charitable trust, institution or fund but on condition that such donations, subscriptions and contributions shall be spent or applied only for such charitable purposes as are authorized by the Society.
 - (xxii) The society shall establish and support professorships, lectureships, scholarships and prizes at any University, College, School or any other educational institution.
 - (xxiii) The society shall accept and administer general or earmarked donations or trusts on conditions not inconsistent with its principal purpose and objectives.
 - (xxiv) To build a library.
 - (xxv) The society in its absolute discretion may select one or more public charitable purposes set forth herein to the exclusion of others, and as the law may regard as as public charitable purpose as it may select in such manner and on such terms and conditions as it thinks fit.
 - (xxv) The group shall do all such other lawful things as may be incidental or conducive to the attainment of its objects in India and abroad.
4. The full names, addresses, designations and occupation of the members of the Executive Committee are given herein below:-

FULL NAME	ADDRESS	DESIGNATION	OCCUPATION
Dr. Jorson P. Fernandes	1323, Mokim Cuncolim, Salcete Goa –403 703	Chairman	ENT Surgeon
Mr. K. D. Sadhale	Chirantan, Khadpabandh Ponda – Goa 403521	Vice Chairman	Conservation Achitect
Ms. Heta Pandit	30, Green Valley Kamat Complex, Phase I Alto Porvorim, Goa – 403521	Hon Secretary	Architectural Historian
Mr Sarto Almeida	1 st Floor, Pelican Building Margão Square, Margão Salcete-Goa		Architect
Mr. Raya Shankwalker	1 st Floor, Shankwalker House Above Damsan Cards Gallery, Panaji-Goa		Architect
Mr. Prajal Sakherdande	Purva Apts, S-3 Caranzalem Martins Morod – Goa 403002		Writer
Mr Ricardo Rebelo	39 Defence Colony Alto Porvorim Goa	Jt. Hon. Treasurer	Engineer
Mr. Bismark Martins	512 Baga Ambelim Post Velim Salcete – Goa 403723	Jt. Hon. Treasurer	Commercial Executive
Mr. Sylvester D'Souza	# 659 La Marvel Colony Dona Paula- Goa 403004		Structural Engineer

SUBSCRIBERS: We, the undersigned being desirous of forming an association to Be registered under the Societies Registration Act, 1860, have subscribed our name And addresses to this memorandum.

	FULL NAME	ADDRESS	SIGNATURE
1.	Dr. Jorson P. Fernandes	1323, Mokim Cuncolim, Salcete Goa –403 703	
2.	Mr. K. D. Sathale	Chirantan, Khadpabandh Ponda – Goa 403521	
3.	Ms. Heta Pandit	30, Green Valley Kamat Complex, Phase I Alto Porvorim, Goa – 403521	
4.	Mr Sarto Almeida	1 st Floor, Pelican Building Margão Square, Margão Salcete- Goa	
5.	Mr. Raya Shankwalker	1 st Floor, Shankwalker House Above Damsan Cards Gallery, Panaji-Goa	
6.	Mr. Prajal Sakherdande	Purva Apts, S-3 Caranzalem Martins Morod – Goa 403002	
7.	Mr Ricardo Rebelo	39 Defence Colony Alto Porvorim Goa	

8. Mr. Bismark Martins 512 Baga
Ambelim
Post Velim
Salcete – Goa
403723
9. Mr. Sylvester D’Souza # 659 La Marvel
Colony
Dona Paula- Goa
403004

**RULES AN REGULATIONS
OF
GOA HERITAGE ACTION GROUP**

1. Membership: Any person subscribing to the aims and objects of the Society can apply for membership. The Executive Committee may accept such application at it discretion.

The Society shall have the following classes of members.

- (a) Individual members

Individual Membership shall be of four kinds:

- (i) Ordinary Membership: Any person who pays an annual subscription of Rs. 10/- paid in one installment.
- (ii) Life Membership: on a subscription of Rs. 250/- paid in one installment.
- (iii) Student Membership: On a subscription of Rs. 5/- paid in one installment.
- (iv) Donor Member: A person who pays Rs. 5000/- or more in one lump sum.
- (b) Corporate Members: This class of membership is open to associations, firms, companies, bodies corporate, charitable trusts and other organizations on an annual subscription of Rs. 500/- paid in one installment.
- (c) Affiliate Members: This class of membership is open to Associations, Societies, Public bodies and other organization having objects similar, either wholly or in part, to that of the Society, on an annual subscription of Rs. 50/- paid in one installment.

The membership fees of each of the above classes may be varied by the Executive Committee from time to time.

2. The annual subscription shall be payable by 31st January each year and any member whose subscription is in arrears of three months, shall be liable to have his name removed by the Executive Committee from the list of members of the Society and such member shall have no right to vote at any General Meeting of the Society nor shall such member be entitled to stand for election or purpose or vote for or second any name for any election.
3. No member shall be entitled to vote unless he / she paid fees for the current period.
4. A member must be personally present at time of voting and shall be entitled for one vote only. No proxy or postal vote is allowed.
5. Unless especially provided, all voting shall be determined by majority of votes.
6. A register of members of the Society shall be maintained at the office of Society and shall contain the names and addresses of all the members for the time being recorded there in. REGISTER OF MEMBERS
7. Honorary Members: Any person may be invited to become a Honorary Member of the Society, by the Executive Committee HONORARY MEMBERS
8. (i) An annual meeting of the General Body of the Society shall be convened and held on or before 31st May in each calender year at such place and at such date and time as shall be decided by the Executive Committee. ANNUAL GENERAL MEETING
- (ii) Notice to all members of at least 15 days shall be given of the Annual General Meeting together with the agenda, accounts and audited report.
- (iii) No member shall be entitled to move a resolution at the Annual General Meeting of the General Body unless a notice of it has been sent to the Hon. Secretary at least 7 days before the date of the meeting.
9. The Annual General Meeting shall: PURPOSE OF ANNUAL GENERAL MEETING
 - (a) Transact any business that the Executive Committee may wish to place before the meeting relating to the

activities of the Society.

- (b) Receive, consider and adopt and audited accounts of the Society for the previous year and the Annual Report of the Executive Committee on the working of the Society for the year.
- (c) Appoint a Chartered Accountant as auditor for the ensuing year and then fix his remuneration.
- (d) Elect members to the Executive Committee every other year.
- (e) Consider any other business with the permission of the Chair.

10 (a) An Extra-Ordinary Meeting of the General Body of the Society may be convened at the time by the Executive Committee for the transaction of any urgent business activities upon notice shall indicate the business for which the meeting has been convened.

(b) An Extra-Ordinary Meeting of the General Body of the Society may be convened upon a requisition signed by at least 25 of the members being deposited at the office of the Society. Such a requisition shall not be valid unless the business and the proposed resolution to be placed before the meeting is clearly indicated therein. Upon the receipt of such a requisition the Executive Committee shall convene an Extra-Ordinary General Meeting within 21 days, provided that at such a requisitioned meeting no business other than that stated in the requisition shall be conducted. Provided further that at least 3 clear days of such meeting shall be given and shall indicate the business for which the meeting has been convened.

11 Twenty-five members shall form the quorum for the meeting of the General Body out of whom at least 5 shall be members of the Executive Committee provided that if within half an hour from the time appointed for the meeting the quorum for that meeting is not present, the meeting shall stand convened without a quorum.

QUORUM AT
GENERAL
BODY
MEETING

12 (a) The Executive Committee shall be the Governing Body of the Society within the meaning of the Act and

EXECUTIVE
COMMITTEE

save the expressly provided otherwise, the Memorandum or these Rules and Regulations the Executive Body shall have all powers conferred by the Act.

TO BE THE
GOVERNING
BODY

(b) At the meeting of the Executive Committee the decision of the majority shall prevail.

13 a) The Executive Committee may consist of all office bearers plus one representative of each constituent organization. In addition the Executive Committee may co-opt upto 5 members to serve on the Executive Committee till the next election. In the event of any vacancy arising amongst the elected members due to death, dispercement or resignation, the Executive Committee, such nominee to hold office only till the next election.

COMPOSITION
OF THE
EXECUTIVE
COMMITTEE
ELECTION

b) The Executive Committee shall have the following office bearers and members:-

- (i) Chairman
- (ii) Vice-Chairman
- (iii) Hon.Secretary (one)
- (iv) Two Hon. Treasurers
- (v) Five Co-opted Members

(c) The Members of the Executive Committee shall hold office for a period of two years from the date of election as herein provided.

(d) The Members of the Executive Committee shall be elected at a General Body Meeting or a Meeting called for the purpose of electing the members of the Executive Committee.

(e) A Person desirous of contesting the election shall deposit 48 hours before the date of meeting called for the electing the Members of the Executive Committee a proposal duly proposed and seconded by the Member proposing his name to a particular office or as an ordinary member of the Executive Committee.

(f) Voting shall be by ballot.

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| 14 | The Executive Committee shall continue to function notwithstanding any vacancy among the office bearers or Executive Committee Members | EXECUTIVE
COMMITTEE
TO FUNCTION
IN SPITE OF
VACANCY |
| 15 | Five members present shall form a quorum for any meeting of the Executive Committee. | QUORUM AT
EXECUTIVE
COMMITTEE
MEETING |
| 16 | The Executive Committee shall meet at such times and at such places, as it may desire. | MEETING OF
EXECUTIVE
COMMITTEE |
| 17 | The meetings of the Executive Committee shall be competent to exercise all or any of the authorities, powers and discretions for the time being vested or exercisable by it generally and it shall lay down its own procedure. | EXERCISE OF
POWERS
BY THE
EXECUTIVE
COMMITTEE |
| 18 | <p>(a) The Chairman shall chair all the meetings of the Executive Committee or General Body. In the absence of both the Chairman & Vice-Chairman, the Executive Members present may elect one among them to chair the meeting.</p> <p>(b) At any meeting of the Executive Committee or the General Body, Chairman or in his absence the person acting as Chairman as the case may be, shall exercise his casting vote in the event of tie.</p> <p>(c) The person chairing every meeting of the Executive Committee or the General Body, shall sign the minutes of the previous meeting.</p> <p>(d) Any two office bearers of the Executive Committee being Chairman, a Vice-Chairman, Treasurer, Jt. Treasurer, a Hon. Secretary shall have the powers to sign cheques in accordance with the Resolutions passed by the Executive Committee.</p> | FUNCTIONS OF
CHAIRMAN
AND VICE
CHAIRMAN |
| 19 | <p>The Honorary Secretary shall work under the direction and control of the Executive Committee and his or her functions shall include:</p> <p>(a) Looking after the day affairs and the administration of</p> | HONORARY
GENERAL
SECRETARIES |

the society and correspondence.

- (b) Giving notices of all meetings and addressing all correspondence to the members and outsiders.
- (c) Recommending for consideration of the Managing Committee the engagement, dismissal and setting of terms of such staff as the Society may require.
- (d) Maintaining minutes of all General Body and Executive Committee Meetings one of them to sign every such minutes.
- (e) Being responsible for the custody of all important documents, records and registers of the Society, except the bank cheque books, bank records and the book of accounts.
- (f) Presenting the Annual Report of the Executive Committee under their signatures to the members at every Annual General Meeting.
- (g) Printing or cyclo-styling the audited accounts and sending the same together with the notices of the Annual General Meeting to the members of the Society.
- (h) Continuing in office and being responsible as such until charge is handed over to the new Hon. Secretary or Jt. Hon. Secretaries when so elected.
- (i) Sanctioning all expenditure in accordance with the standing orders passed by a Resolution of the Executive Committee.
- (j) The Executive Committee may in addition allot such other functions to the Hon. Secretary as it may by Resolution decide from time to time.

20 The Executive Committee shall have the power to appoint a paid Executive Secretary and employ such other persons as may be necessary to carry out the administration of the group; on such terms and conditions as may be deemed reasonable.

21 The Hon. Treasurers shall work under the direction and control of the Executive Committee and his function shall include:

**FUNCTIONS
OF HON.
TREASURERS**

- (a) Keeping true accounts of all sums of money received and expended and of all matters in respect of which such receipts and expenditure taken place and of the Assets and liabilities of the society.
- (b) Preparing within three months of the close of every financial year the Income and Expenditure account for that year and Balance Sheet as at the close of the year.
- (c) Placing such accounts before the Executive Committee for their approval within four months of the close of the financial year. The account shall be audited by the Hon. Auditor or Chartered Accountant.
- (d) Obtaining the report of the Auditors of the Society on such accounts as approved by the Executive Committee in time for presentation to the General Body; M.C. can fill vacancy of the Hon. Auditor.
- (e) Presenting the audited accounts to the members at every Annual General Body Meeting.
- (f) Signing and issuing all receipts on behalf of the Society.
- (g) Having Custody of all the chequebooks and bank records relating to the funds of the Society and the Books of Account and accounting records of the Society.

The Executive Committee may in addition allot such other functions to the Honorary treasurer as it may be by Resolution decided from time to time.

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| 22 | Without prejudice to the Generality of its powers, the Executive Committee may from time to time delegate to one or more sub committee constituted of any member or members of the Society such special functions or duties as it may be deemed necessary. | DELEGATION
OF POWERS
OF THE
EXECUTIVE
COMMITTEE |
| 23 | The Executive Committee may appoint a Constituted Attorney or Attorneys of the Society for any purpose or purposes. | ATTORNEY |
| 24 | The Society may sue and be sued, and all applications or legal proceedings on behalf of or against it shall be brought, made and take in the name of the Chairman of the | SUITS |

Society.

25	<p>At every meeting of the General Body the Executive Committee or any other Committee or Sub Committee</p> <p>(a) Unless a matter is resolved by consensus or by absence of dissent declared by the Chairman to be so resolved, it shall be put to vote which shall be indicated by show of hands, but if a majority of the members present desire the voting to be by roll call of names, or by ballot, the Chairman shall put the matter to the vote.</p> <p>(b) Every member shall be entitled to a vote.</p> <p>(c) The minutes of every meeting shall be the final record of the proceedings of such meeting and of such decisions taken shall be deemed to the resolutions of the meeting.</p> <p>(d) The minutes of every meeting shall be read at the subsequent meeting and after confirmation shall be signed by the Hon. Secretary and the Chairman, such minutes shall be written or pasted into a bound book.</p> <p>(e) If any dispute or difference arises in respect of the correct reading of votes or the minutes, the Chairmans decision thereon shall be final.</p> <p>(f) The matter put to vote, unless it relates to an amendment of the Memorandum of Association of these Rules and Regulations shall be deemed to have been resolved according to the vote of the majority of the members present and voting.</p>	<p>VOTING OF MEETINGS OF THE GENERAL BODY EXECUTIVE BOARD, OF TRUSTEES AND MINUTES</p>
26	<p>Service of notice of a meeting shall be deemed to have been effected on the day following that on which it is posted and meeting shall not be invalidated only because a member has not received that notice</p>	<p>NOTICE OF A MEETING</p>
27	<p>The Chairman of a meeting may, with the consent of the majority of the members present, adjourn any meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting so adjourned.</p>	<p>ADJOURNED MEETING</p>
28	<p>All accounts and deposits shall be kept and made in the name of the Society at a Bank or Banks to be determined by the Executive Committee.</p>	<p>BANK ACCOUNTS</p>

- 29 The financial year of the society shall be from January 1st to December 31st. The first financial year shall close on 3rd December. FINANCIAL YEAR
- 30 (a) The Accounts of the Society shall be audited after the close of the financial year by a firm of Chartered Accountants to be appointed as auditors at every Annual Meeting of the General Body. Provided that the first auditors shall be appointed by the Executive Committee... AUDIT
- (b) The Auditors shall report on the Income and Expenditure Account and Balance Sheet of the Society every year to the General Body and such report shall be circulated together with the accounts to be placed before the General Body at every Annual Meeting of the General Body.
- (c) No amendments to the Memorandum of Association shall be made which may prove repugnant to the provisions of Section 2 (15), 11, 12, and 13 and 80G of the Income Tax Act, 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.
- 31 (a) Any number not less than 3/5th of the Members of Group may determine that the group shall be dissolved than it shall be dissolved forthwith or at the time agreed upon and all necessary steps shall be taken from the disposal and settlement of the property of the Society, its claims and liabilities in such manner as the Executive Committee shall deem fit. DISSOLUTION
- (b) PROVIDED HOWEVER, the group shall not be dissolved unless 3/5th of the Members shall have expressed the wish for such dissolution by their votes delivered in person or by proxy at a General Meeting convened for the purpose.
- 32 The Rules and Regulations contained in this may be amended by simple majority of the members present and voting at a meeting of the General Body.