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(Name & address of society)

RULES AND REGULATIONS

DEFINITION

In these presents, unless repugnant to or inconsistent with the context, words, terms or expressions, the definitions in the Societies Registration Act (Act XXI of 1860) or any statutory notification in force on the date at which these Rules and Regulations are made shall apply to the society and shall have the meanings so defined, and the words importing singular shall include the plural and Vice-versa and words persons shall include institutions also where the context so require :-

MEMBERSHIP AND ITS FEE

1. The number of the members of the society shall not be more than Nine.
2. The signatories of the Memorandum of Association & the office bearers and the members of the executive Committee shall be deemed to be the members of the society.
3. There shall be the following class of members of the society.
 - i) Patron
 - ii) Ordinary members
 - iii) Honorary membersbut the patron and the Honorary members shall not have the right to vote in any meeting of the society.
4. a)
 - (i) Any Indian is eligible to become an ordinary member of the society if he/she agrees to pay the membership fee of Rs.250/- and an annual subscription of Rs.50/- and files an application in writing and is approved by all the members of the Executive Committee of the Society, and only against the vacancy caused by the retirement, resignation, removal or death of any existing member.
 - (ii) An Indian paying Rs.5,000/- or more will be a patron member.
 - (iii) The executive Committee, may at its discretion co-opt two persons as honorary members.

- (b) The fee for admission to membership shall be Rs.250/-
- (c) The annual subscription of a member in addition to the admission fee shall be Rs.50/- (Rupees fifty) only payable in one instalment on any day but not later than the 31st day of March.
- (d) Applications for membership shall be made in writing in the form prescribed by the Executive Committee, to the Secretary of the Society.

Provided that no person who has been convicted on a criminal charge by a competent Court shall be admitted to the membership of the society.

- e) The rate of annual subscription for members can be decreased or increased at any annual general meeting by the majority of votes of the members present and voting at the meeting, under intimation to the Inspector General of Registration, (City,State).
- f) A member shall cease to be a member of the Society on his being adjudicated Insolvent, or on his being convicted on a criminal charge by a competent court.
- g) A member may at any time withdraw from the society by giving a written intimation to the Secretary of his intention to do so.
- h) A member of the society may be expelled, remove, suspended or censored by a Resolution passed by a two-third majority of the members present and voting at general meeting attended by at least half of the members on the roll of the society, provided that no member shall be expelled, removed, suspended or censored without giving an opportunity to defend himself before the executive Committee.
- i) Any member in default in payment of the subscription (overdue for a period exceeding three months)shall automatically cease to be a member. However, he may be admitted to the membership on payment of fresh admission fees together with arrears and the cause of default in payment of membership if accepted by the Executive Committee.

YEAR

The financial year of the society shall commence from the first day of April to the 31st day of March every year.

PROPERTY

- a) All the property of the society shall stand in the name of the society.
- b) All documents affecting the immovable property shall be executed for and on behalf of the society jointly by the President and the Secretary of the Society.

GENERAL MEETING

- a) Annual General Meeting of the members shall be held each year in the month of April or as early thereafter as practicable after giving fifteen days notice. The agenda for the meeting should be circulated along with the said notice.
- b) The audited accounts of the society shall be placed and passed in such meeting.
- c) The members and the office bearers of the Executive Committee will be elected in such general meeting on the expiry of their term.
- d) The budget for the next year shall also be passed in such annual General Meeting.
- e) The general body in its annual General Meeting shall also appoint an Auditor for auditing the accounts of the society and for preparing and certifying the balance sheet and Receipts & Payment Account of the society.

QUORUM

Seven members will form the quorum for the General Body's meeting and three members will form the quorum for the meeting of the Society's Executive Committee, and if a General Meeting or the meeting of the Executive Committee is adjourned for want of quorum, no quorum shall be necessary for such adjourned meeting. Also it is provided that a requisition shall be dissolved if the required quorum of members is not present at such a requisitioned meeting.

MEETINGS

- a) Meeting of the executive Committee and the General Body will generally be called by the secretary.
- b) Emergency meeting of the Committee may be called by the president by giving 24 or more hours notice to the members of the committee.
- c) 2/3 members of the general body of the society may requisition a meeting of the general body by submitting a written and signed requisition to the Secretary or the President of the Society specifying the agenda/subject to be considered in such a requisitioned meeting, and the Secretary or the president within 10 days of the receipt of such a requisition shall call a meeting of the General Body after giving at least three days notice to the members, failing which the requisitioner shall have powers to call the said meeting for taking a decision in the matter for which the Meeting has been requisitioned.
- d) Special General Body Meeting of the society may be called for by the President or the Secretary by giving not less than seven days notice in writing to the members, to amend any rule or suspend, rescind or modify any resolution, provided such amendment, modification etc. can be done only by Resolution passed in such special meetings by a majority of three-fourth of the members present and voting and that an intimation of that shall be sent to the Inspector General of Registration,(City,State). Notice of all meetings shall be sent under certificate of posting to the members or by hand and such notice shall also be displayed on the notice Board of the society.
- e) The president shall preside over all meetings of the society or its Committee and in his absence the Vice-president and in the absence of both and president and the Vice-President a member duly elected by the majority of the members present and voting on the date of such a meeting shall preside over the meeting.
- f) The President will have a casting vote in case of ties.
- g) All discussions held between or remarks made by the members of the Society in any meeting of the committee or the society shall be privileged communication and will not be actionable.

EXECUTIVE COMMITTEE

- a) There shall be an Executive Committee consisting of not more than Seven members including the President, Vice President and the Secretary, who shall be elected at the Annual General Meeting of the Society. Secretary shall also work as the treasurer of the society. Every member of the Executive Committee except the patron and the honorary member shall have the right to vote.
- b) The elected members of the executive Committee shall hold office for a period of three years or until the new election takes place in the meeting of the general body to be held at the prescribed time upto the expiry of five years. The outgoing office bearers and members shall be eligible for re-election.
- c) Any interim vacancy in the committee may be filled up by a majority vote from amongst the members of the society.

FUNDS

An account in the name of the society shall be opened with a Nationalised Bank(s) to be jointly operated by the President and Secretary cum Treasurer or any other person duly authorized by the executive Committee.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall :-

- i) solely be responsible for the proper management of all the affairs of the society and shall have necessary powers for executing all the decisions of the general body and managing and administering the affairs of the society in all respects.
- ii) elect the office bearers and members of the managing committees of the institution established by the society.
- iii) take decision regarding appointment, Transfer and or retirement of the employees.
- iv) invest the funds of the society for the works of the society.
- v) apply for, collect, recover, receive and utilize any Government, Municipal or other grants or allowances and to deal with the same according to the terms thereof.

- vi) take, receive, hold, administer and use any gift, bequest or donation in kind of money.
- vii) invest and deal with the money of the society.
- viii) borrow or receive or deposit money on such terms with or without mortgage as the executive Committee shall deem necessary or expedient.
- ix) grant charitable aid to and to provide for the welfare of persons employed by or connected with the society and the dependents of such persons by establishing and contributing pensions, bonus etc. as the executive Committee shall think fit.
- x) subscribe to or otherwise aid the institution, if any, established hereinafter.
- xi) pay salary to the employees and meet other expenses of the society.
- xii) generally to do all other things as may be deemed by the executive Committee to be conducive to the attainment of all or any of the objects of the Society

DUTIES AND POWERS OF OFFICE BEARERS

a) **President**

The President shall :-

- i) guide, direct and supervise all the activities of the society
- ii) preside over the meeting of the Executive Committee and the General Body of the society. In case of equality of votes he shall have a casting vote in addition to the vote to which he would be entitled as a member.
- iii) receive payment due to the society in lieu of receipt.
- iv) have power to authorize expenditure of Rs.5,000/- (Rupees Five Thousand) only subject to the approval of the Executive Committee.

b) **Vice-President**

In absence of the President the Vice-president shall act as President, and in the presence of the President shall carry out the function as entrusted to him by the Resolution passed by the Executive Committee.

c) **Secretary**

The Secretary shall be the Principal Executive Officer of the Society and shall

- i) be responsible for the putting into effect all the decisions of the general body and those of the executive Committee in consultation with the president.
- ii) do all other lawful acts and things for the achievement of the objects of the society.
- iii) call the meetings of the general body and also of the Executive Committee in consultation with the President.
- iv) be the custodian of all the records of the society.
- v) submit statements etc. to the Assistant Registrar as required by the Societies Registration Act, 1860 or any other authority under the said or applicable Act.
- vi) be responsible for maintaining the minute book, members register, accounts books, vouchers , account of all receipts and expenditure and also all other documents, records and papers.

TREASURE

The Treasurer shall :-

- i) be responsible for the safe custody of the funds of the society.
- ii) open an account in current or saving or fixed deposit, in any Nationalized Bank(s) in the name of the society after due approval from the Executive Committee of the society.
- iii) Keep proper account and record for all the transaction and place them before the executive Committee and the General Body at their meetings.

RECORDS

The society shall maintain or caused to be maintained.

- a) Regular books of account in which day to day expenditure and income will be recorded duly supported with vouchers.
- b) Proceedings book in which the minutes of all the meetings of the Executive committee and the General Body will be recorded.
- c) Members Register ,Accounts books and Vouchers and proceedings book etc. shall be available at the registered office of the society for inspection by the members during office hours.

- d) Correspondence Register and other forms to be issued by the Society shall be prescribed by the executive committee from time to time and shall be maintained properly.

INCOME

Sources of income of the society shall be the amount received from the members, patrons, donations and the gifts.

AUDIT

The accounts of the society shall be audited every year by an auditor appointed by the General Body of the Society.

AMENDMENTS

The rules of the society may be amended, suspended or rescinded by a resolution passed by a majority of at least three fifth of the members present at the General Body meeting of the society convened in the manner laid down under the heading "MEETING" of these rules. An intimation of the same shall be sent to the assistant Registrar as required by the Societies Registration act,1860 or any other authority under the said or applicable Act.

SEAL

The seal of the Society will be round with inscription thereon to the following effects and will be kept in the custody of the Secretary.

"Name & address of Society"

10. **DISSOLUTION**

The society may be dissolved, at any time only when all the members agree and decide to do so and after dissolution the property of the society shall not be distributed among the members of the society but after providing the liabilities shall be transferred to some other society with similar objects as decided by the majority of the society.

Verified that this is a true copy of the Rules and Regulations of the
.....(Name & address of society)

