

MEMORUNDUM OF ASSOCIATION

OF

“#”# (to be the Nomenclature decided by the Society in-time)

- I. **Name of the Society** shall be’to be decided # Hereinafter briefly referred as “to be decided”. The registered office of the society shall be at the Union Territory of ANDAMAN AND NICOBAR ISLANDS, INDIA.
- II. The Society shall work within the Union Territory of Andaman & Nicobar Islands and whole of India.
- III. Objectives (**to be decided by the Society in-time**) of the Society shall be as enumerated below:

Sample of Aims & Objectives (optional)

- 1) “#” is an initiative towards creating a social impact to bring qualitative change in the society.
- 2) To advocate, work and create awareness for all the civil, political and economic rights of the citizens of India which are granted and guaranteed by the state to all its citizens without any discrimination. Such rights are (but not limited to):

● **Civil Rights:** Right to Life, Right to Family Life, Right to Education, Right to Personal

Freedom, Rights to Religious Freedom, Right to Freedom of Thought and Expression, Freedom of press. Right to Equality, Right to Justice, Freedom to Form Associations, Right to Cultural Freedom, Right to Contract etc

● **Economic Rights:** Right to Work, Right to Adequate Wages, Right to property, Right to

Rest and Leisure, Right to Economic and Social Security, Right to fixed hours of Work.etc

● **Political Rights:** Right to Vote, Right to get elected, Right to Hold Public Officer, Right

to Petition, Right to form political parties, Right to Criticize and right to oppose the Government through peaceful and constitutional means.

- 3) To work against Atrocities and Discrimination towards Dalits or downtrodden (classified as Scheduled Castes, Scheduled Tribes and other backward classes by the Constitution). Lobbying and advocacy, community awareness, intervention etc in the community to abate discrimination and atrocities caused to them and to bring them to the mainstream and socioeconomic structure thereby improving their lot.
- 4) To advocate and work for a society against caste violence and social harmony.
- 5) In advocating the cause of child rights, “#” shall intervene to safeguard the following kinds of rights
 - a. Right to survival
 - b. Right to development
 - c. Right to protection (against child labour, child abuse, feticide)
 - d. Right to participate (action to curb class and caste discrimination in school functions, school meets, sports, cultural programs, MDM)
- 6) The “#” will be committed to ensure the above rights of the children of the target area through its various intervention and facilitation programmes. They include checking malnutrition of children, ensuring child immunization, facilitating regular functioning of mid-day meal scheme, facilitating smooth functioning of ICDS centers, reduction in malnutrition level, obstructing discrimination on caste at the school and in the village & pachayat level.

- 7) To advocate, work and take measures from time to time to empower people and make them resilient enough to fight for their rights.
- 8) To work in the areas of land and Forest Rights of backward class communities, and to Facilitate homesteads for the backward class communities (Scheduled tribes/castes, other backward classes)
Without land and ensuring forest land right for the tribals and other backward community in accordance with the Forest Rights Act of the Government.
- 9) To set up Special Homes, Observation home, Shelter home or drop in centre for Juveniles in conflict with law and or Child in need of Care and protection.
- 10) To set up children homes either by itself or in association with other organization/ NGO's etc/ or in collaboration with Government in every district or tehsils or districts for the reception of child in need of care and protection and to act as agency for their care, treatment, education, training, development and rehabilitation.
- 11) To act as a facilitator for Restoration of and protection of a Child which would means restoration to parents, adopted parents, foster parents, guardians, fit person or fit institution as the case may be, and give them suitable directions and guidance.
- 12) To act or be an agent for the rehabilitation and Social Reintegration of a child through Adoption, Foster Care, Sponsorship and sending a child to an After Care organization to be set up by the society.
- 13) To provide not only food and shelter but also include all other facilities for the needy/ destitute/ orphans girl child at its own Homes. , and to And to provide among needy children affection, love and understanding supporting with adequate nutrition and medical care to free education facilities.
- 14) To undertake various people development projects.
- 15) To provide permanent dignified and sustainable livelihood to disadvantaged people that work as domestic workers, agricultural labours, sweepers & cleaners in schools, hospitals, shops and establishments.
- 16) To organize or conduct vocational skill development programs for people belonging to disadvantaged sections in different areas and enable them to get sustainable employment or self employment.
- 17) To undertake income generation activities to the poor people for their economic empowerment for social development. In other words providing economic empowerment of people
- 18) Integrating the socio-economic, cultural and politically backward of the fragmented population and working for their advancement.
- 19) Work for child rights and rehabilitation programs for dropouts.
- 20) Work for the transformatory frame work and community reconciliation.
- 21) Creating health awareness among community through medical & health camps, distribution of medicines, HIV/AIDS prevention, school health programs, etc.
- 22) Conduct evening tuition classes for children.
- 23) Form self help groups for people, organize leadership, strengthening SHGs, Literacy, Environment protection, legal aid, social awareness and skill traning for people.
- 24) Conduct child care and protection programs like child rights, orphanage, crèche centres, street children rehabilitation, education support to poor students, etc.
- 25) Organize old age people welfare programs like mid day meal, distribution of groceries, distribution of clothes & blankets, etc.
- 26) Conduct Vocational skill training for sustainable livelihoods to women, youth and adolescents.
- 27) Capacity building of people on their rights, entitlements, legal protections & provisions from Government and Non-Government agencies.
- 28) Conduct Seminars, Workshops, Research study and evaluation study on various issues of socio-economic educational policies & programs.
- 29) Organize awareness campaigns on climate change, conservation of biodiversity and protection of environment including tree plantation.
- 30) To provide educational support to poor students belongs to economically disadvantaged, child labourers, disabled, orphans, semi orphans.

- 31) To rehabilitate orphan and street children.
- 32) To take up relief and rehabilitation for the victims of Natural Calamities like cyclones, earthquake etc.
- 33) To educate and enlighten the indigenous tribal's and remote rural masses.
- 34) To empower youth and provide vocational/ skill development training for sustainable livelihoods.
- 35) To rehabilitate child labour, street children, orphans to sensitize them on their rights.
- 36) To sensitize public on health & sanitation, education, environment, consumer rights, road safety and other social issues.
- 37) To promote scientific temper and take up IT to grass roots.
- 38) To work for rural development and slum development.
- 39) To empower SC/ST's/OBC's and organize them to enjoy human rights and constitutional rights.
- 40) To prevent malnutrition and promote nutritional diet among children, adolescents and women.
- 41) To conduct seminars, impact studies, workshops, research study and awareness campaign on educational policies, statistics, health, legal issues, women and children developmental activities.
- 42) To work for sustainable agricultural development and promote organic farming.
- 43) To create unity, integrity and communal harmony.
- 44) To promote adult & informal education among rural masses and slum dwellers.
- 45) To empower and organize persons with disability.
- 46) To undertake welfare activities for socially backwards, Handicaps, Tribal for promotion of their moral, Social, educational and physical improvement in India.
- 47) To undertake research, review, assessment and development of Social structure in UT.
- 48) To promote General awareness and National interest among the rural/tribal families of UT.
- 49) To organize/construct shelter home for old age people and homeless/helpless children.
- 50) To promote family planning and Health awareness to improve life style, medical care, and other social values for better care of citizen of India particularly in rural area.
- 51) To promote eradication of alcoholism and drug abuse.
- 52) To promote self Defence among the women's and children to overcome anti-social elements of the society.
- 53) To undertake research and development activities of rural technology in rural area for increasing Agricultural production, creating employment, eradicating poverty and bringing overall improvement in rural economy.
- 54) To undertake educational/ Tech. education/ rehabilitation program particularly for women, Backwards & minority class people.
- 55) To assist public to acquire residential accommodation.
- 56) To assist Govt ./ Non Govt. originations to arrange medical/ food facilities in backward/ tribal area.
- 57) To promote cultural/ educational/Sports activities in backward/ tribal area.
- 58) To propound way of life, improvement of physical health, social & personnel behaviors of public through Yoga and to promote National interest among General public of India.
- 59) To Promote Prosecution of research, prorogation of knowledge and experimental measures in connection with the study of diseases, their prevention, causation and remedy through Herbs available in UT of A&N Islands particularly in rural/ Tribal area.
- 60) To undertake Research work on herbal plantation, cultivation, marketing, processing, its medicinal application in rural/ tribal to uplift poor population, formers in India.
- 61) To undertake research work on creation of employment opportunities in herbal plantation, cultivation, marketing, processing, for rural and urban population leaving under poverty line.
- 62) To undertake Education / Training / Cultural and health programs through various centers in India.
- 63) To undertake conservation, cultivation, marketing, export developments of medicinal plants and awareness program of central. / NGO's schemes.

- 64) To undertake tree plantation, social forestry, animal husbandry, development of irrigation resources, conservation of water and soil and improvement in herbal productivity.
- 65) To erect, maintain, administer and endow a private General Hospital and school and to provide related services and facilities.
- 66) To encourage and Develop Biological and Pharms ecological standardization of Indigenous Medicinal Plants.
- 67) To apply any profits accruing from the activities or work of the society to the furtherance of its charitable objects.
- 68) To enter into any contractual arrangements with any other entity for the purpose of carrying out the objects of the society.
- 69) To arrange medical/ food facilities in backward/ tribal area of country.
- 70) To promote cultural/ sports/ educational activity among the family of backward/ Tribal/ Minority class through cultural education centre & Book Banks.
- 71) To construct building to arrange research, educational, cultural, residential accommodation facilities for its office/ officials/ members.
- 72) Construction of dwelling units, School buildings, rural sanitations/ shelter home for old age people and homeless children and economically weaker section.
- 73) To promote general interest of public in population control and organizing and plantation program at various parts of UT of A&N Islands.
- 74) To undertake educational/ Tech. education/ sports promotion/ rehabilitation programs/ operation of library particularly for SC/ST, Backwards & minority class people.
- 75) To undertake welfare activities and awareness program on child / women's Health & Nutrition, equality, development, violence against women's, rural and tribal empowerments.
- 76) To undertake welfare activities for socially backwards, Handicaps, Tribal for promotion of their moral, social, educational and physical improvement. To assist Govt./NGO's to arrange medical / cultural/educational and food facilities in backward/ tribal area.
- 77) To utilize Farmers, Ex. Service men, unemployed youth capability towards achieving above aim in various part of country through its Divisional offices.
- 78) Developing the community morally and spiritually, and empowering its members through knowledge and involvement so that they can contribute to the improvement of life conditions around them.
- 79) To promote the Educational, Cultural, and Social objectives of minority, schedule cat/ tribe and backward class communities and make efforts to make significant contribution in the field of their Education, welfare and Development.
- 80) To enable people to maximize their potential, increase their skills, abilities and to enhance human dignity by providing quality education & developmental services within the available resources.
- 81) To undertake projects, programmes and activities in the areas of:- Basic primary education for all, Quality & Cheaper higher education for all, Quality & Cheaper Computer Education, Vocational 7 Job oriented Training, special programs for marginalized class, Health Awareness camps, Adult Education programmes, Scholarships for needy & orphan student.
- 82) The "# shall grant scholarships to poor students so that they may be able to keep their studies continue.
- 83) Influencing public and political attitudes towards the basic problems and addressing complex links between literacy, ignorance, unawareness and poverty.
- 84) The "# shall run Schools, Colleges, Hostels, Medical Colleges physical Education Centres Libraries and Institutions f orphans, handicapped and needy childrens.
- 85) In order to achieve its prime objects "# shall also establish Research Centres, and it shall also manage professional education educational institutes. Training and Technical Education in the areas found to be educationally backward.
- 86) The "# shall take up the projects for education of female students so that they may play in important role in the society.
- 87) National Unity and International peace and amity.

- 88) Communal and Social harmony and brotherhood.
- 89) To establish Research and Technical Institute and Hospitals to the benefit of the General Masses for The Para Medical Services.
- 90) To make every effort for upliftment of down trodden people by providing them best Educations for growth of good health.
- 91) To form, control, and guide various institutions official/ non official that might be needed for this and to hold meetings for reading and discussing technical papers and other work of literature, science, arts and any other activity necessary, suitable and proper for the fulfillment of these objectives.
- 92) “#” will be non-political in its outlook and will readily cooperate with the Government of the day.
- 93) To raise and receive funds, grants, donations, loans, subsidies, sponsorships, contribution from Government, private, autonomous, international, individual agencies, and bodies for fulfillment of its aims and objectives and for creation of fixed and movable and current assets for the Society and for the operations of various programmes of the Society.
- 94) Promotion and extension of appropriate technology including systems having renewable sources of energy.
- 95) To take up programmes for ensuring protection of environment and also for regeneration of natural resources degraded due to our past neglects.
- 96) Promotion of cottage and small scale industries by taking up action research work.
- 97) To undertake evaluation of economic and social projects.
- 98) Promotion and progress of agriculture and animal husbandry.
- 99) To take up programmes in which science and technology may have major role in improving life , working conditions and opportunities for gainful employment of women.
- 100) To take up programmes for accelerating the pace of rural development by application of science and technology (techniques and technologies for cost reduction, improving production, etc.,) specially in the field of water exploration and purification, sanitation, low-cost housing, agriculture and animal husbandry and engineering sources.
- 101) Propagation and promotion of work centres and co-operations of any kind or others and giving other charity organizations, orphanages and other similar institutions in the furtherance of the objects of organization.
- 102) To undertake programmes which ensures raising of income levels and expanding employment opportunities of the weaker sections of the society, particularly of those living below the poverty line and women by involving participants in the planning, implementation and maintenance of activities taken up.
- 103) To organize disadvanataged section of society and take steps for increasing their level of awareness in regards to the programme contents and facilities therein under Government/ non-Government programmes, legal provisions, etc., and also for increasing their bargaining power by promoting co-operative and group action.
- 104) To take up all formal and non-formal educational programme as per directive contained in the National Policy of Education.
- 105) To borrow from bank or other financial institutions or individuals amounts necessary for carrying out the objectives of the society, and also to mortgage/ lein / hypothecate / create charge on properties and assets belonging to Society or of any member of the Society to any bank or financial institution.
- 106) To raise or acquire funds or property from Central Government, State Government, Foreign agencies, Non-Government agencies, charitable trusts by way of donations of grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the society shall be utilized for any or all the purposes or objects of the society as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
- 107) All the income, earning movable, immovable properties of the society shall be utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred

directly or indirectly by way of individuals, bones, profits, or in any manner, whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or past member. No member of the society shall have any personal claim or make any profits, whatsoever, by virtue of this membership.

- 108) To work as a Non-Profit organization.
- 109) To promote Cultural activities in the form musical programmes etc., for public Entertainment in these islands.
- 110) To encourage local artists by providing them with suitable platform for the development and exhibition of artistic tests and talents.
- 111) To work and assist down trodden people and provide them all kinds of help whenever they needed.
- 112) To search out and develop unique musical and other cultural attainment among the aspirant young once.
- 113) To function as a non-political, nonprofit making organization.
- 114) To provide Music Education
- 115) To conduct workshop and music concerts among the youths
- 116) To assists and cooperate with the Administration during natural calamities and to perform all cultural events organized by the Administration

RULES & REGULATION – BYE-LAWS

OF

“#”# (to be the Nomenclature decided by the Society in-time)

1. Name of the Society: “#”# (to be the Nomenclature decided by the Society in-time) hereinafter referred as “to be decided”
2. The Registered Office of the society shall be at the Union Territory of ANDAMAN AND NICOBAR ISLANDS, INDIA.
3. The Society shall work within the Union Territory of Andaman & Nicobar Islands and whole of India.
4. **MEMBERSHIP & ELIGIBILITY:**

Irrespective of cast and creed, rich and poor desirous of betterment of society are eligible for membership, provide that:

 - (a) The gender of person is Male/ Female.
 - (b) He/ She has attained the age of Eighteen (18) years.
 - (c) Promises to abide by the rules and bye-laws and all the decisions taken by the society in respect of the amendments of the rules and bye-laws.
 - (d) Subscribed in writing to carry out to the best of his / her capacity the objects of the society.
5. **MEMBERSHIP SUBSCRIPTION:**
 - a. The admission fees will be Rs...../- (to be decided by the society) at the time of admission.
 - b. The LIFE MEMBER shall pay the amount of Rs...../- (to be decided by the society) in lumpsum to the society and will be entitled to caste the vote.
 - c. The HONORARY MEMBERS will not pay any fees and will not be entitled to caste the vote.
 - d. The ORDINARY MEMBER shall have to pay Rs...../-(to be decided by the society) per year as subscription but will not be entitled to caste the vote.
- b) The membership subscription in “#” is open for all, irrespective of
 - a. Gender who qualify eligibility criteria as stated above at sl.No.4.
6. Only the LIFE MEMBERS as well as the governing body members shall be eligible to caste the vote and to elect/or appoint the New Governing Body etc. all member of “#” who have subscribed to membership at the time of registration of “#” will be deemed as life member of “#”.
7. Eminent personalities, celebrities, business tycoon, corporate Executive, VIPs, CIPs, retired judges, lawyers, Eminent Senior Bureaucrats / officials of A&N Administration, Political leaders, famous activist, eminent social worker, educationalist or any individuals deemed to be important and honorary for “#” are categorized/ listed under “HONARARY MEMBER”. The term of honorary member will be for 1 year and their contribution shall be limited to only guidance and advisory to “#”. Honorary member will not be involved in management or day to operations of “#” in any way.
8. Any Honorary member stated above at SL.No 7 may, based on contribution or achievements in the field may be designated as PATRON by “#” Governing body. There can be maximum of 5 patrons in “#” Governing body whose role will be limited to guidance and valuable advise to “#” management.
9. A member shall loose his/her membership on the following grounds and reasons and the Governing Body is empowered to take such decisions.
 - (a) On her death.
 - (b) On her absence without permission of the president in three consecutive meetings.
 - (c) On her resigning from the membership of the society.

- (d) If She becomes of unsound mind.
- (e) If She is hindrance to the achievements of the aims and objectives of the Society.
- (f) If She has been declared insolvent.
- (g) Non payment of subscriptions continuously for three months from the due date.
- (h) By no-confidence motion passed by 1/3rd majority of votes in the General Body meeting
- (i) If she has not attended the three consecutive meetings of the General Body without any intimation.

10. The Society will have two bodies:

- (i) General body, and
- (ii) Governing Body.

11. GENERAL BODY:

- a) The General body will consist of all the members of the society.
- b) Meeting- The General body will meet at least once in a year but in special case this may be called whenever necessary with the permission of the president.
- c) Notice – A fortnight’s notice will be essential for general body meeting. Under emergent circumstances meeting may be called by the General Secretary with the approval of the President in a week’s notice. Under special circumstances not less than 24 hours prior notice shall be given to the members in case of emergent meetings.
- d) Quorum – One third (1/3rd) of the total membership will be quorum of the meeting. In case of the adjourned meeting, there will be no quorum.
- e) Annual Meeting – The Annual General Meeting of the Society will be held on a date to be decided by the Governing Body not later than four months after the date of financial year of the Society.
- f) Duties:-
 - I. To guide the society in fulfilling its objectives.
 - II. To decide policy matters as the case may be.
 - III. To select member of the Governing Body.
 - IV. To consider any business brought forward by Governing body.

12. GOVERNING BODY

- (a) (i) The Governing Body shall consist of not less than seven (7) and not more then Twenty One (21) members.
 - (ii) The superintendence, control and direction of the affairs of the society, its income and property (both movable and immovable) shall be entrusted to the Governing Body.
 - (iii) The term of the Governing Body shall be three (3) years. A member whose term expires shall be eligible for re-election.
 - (iv) Governing Body shall be constituted from the Life Members only.
 - (v) There shall be a President, Vice President, General Secretary, Joint secretary , Treasurer and three (2) to sixteen (16) Executive member of the Governing Body, Who shall not be in the same capacity for the society. However, if necessary, for any of its function of the Governing Body may identify any member and given him appropriate designation and allowances, if necessary.
 - (vi) The member of the Governing Body shall unanimously elect a president, Vice president, general Secretary , Joint Secretary and Treasurer from amongst themselves and in case unanimity is not possible, by a majority of votes. The period of the president shall be for three years. The General Secretary / joint secretary shall be honorary or active worker. The Secretary shall be responsible to the Governing Body for the proper discharge and execution of its orders and resolutions. She shall record the proceedings of all meetings, exercise proper supervision over the all affairs of the Society, custodian of the record, shall incur expenditure prior to the sanction of the Governing Body.

(b) Meeting – The Governing Body shall ordinarily meet once in every three months, provided that the president may, where she thinks or on written request of not less than two members may call a special meeting of the Governing Body.

(c) Notice – (i) The notice of the meeting shall be given atleast 15 days ahead but in special circumstances, the General Secretary with the consent of the President, will have power to call the meeting by giving 24hours notice. (ii) If the president and / or General Secretary / Treasurer or any other office bearer deemed fit / appropriate by the Governing body and devotes her full time to work for the society she will be entitled to draw an appropriate honorarium or allowance as sanctioned by the Governing Body.

(d) Duties:

(i) The Governing Body will be competent to raise funds and purchase property (movable and immovable) as decided by it.

(ii) The Governing Body shall have full charge of all immovable property (ies) belonging to or vested in the society in such a manner as it thinks fit and these will be Governing Body.

(iii) The Governing Body shall be competent to invest the funds in the manner it likes and its shall be competent to borrow or mortgage or hypothecate the property(ies) on behalf of the society and these too shall be handled through the secretary or as decided by the Governing Bodies.

(iv) The Governing body shall meet at least once in three months.

(v) To publish literature and to propagate the system to approach the public pertaining to upliftment of status of the society.

(vi) To accept donations, charities, loans, grant properties etc from public other associations, Agencies, Govt Department in the interest for the promotion of aims and objectives of the societies.

(vi) The Governing body for smooth operations may form various sub committees for the management of the society or its project. The various sub committees may be in the name of-

- Education
- Finance
- Building and Legal Advisory
- Sports and inmates welfare
- Technical Education
- General Administration, Personnel and Disciplinary.
- Admission, Discharge and Marriage.
- Health and Hygiene.
- Press and Publicity etc.

Any number of sub committees can be formed based on need and type of project undertaken by the society. Such sub committees shall have 1 chairman/ chairperson and a convener with members assigned to it. The Governing body has discretion to constitute/ reconstitute as many sub committees as required for smooth functioning of the society and for attainment of the basic objectives of the society.

13. BANK ACCOUNT:

The bank account of the society shall be operated by any two out of the persons out of President, General Secretary and the Treasurer

14. (a) DUTIES AND RESPONSIBILITIES OF THE PRESIDENT:

- 1) To preside over all the meeting and see that the meeting is conducted properly.
- 2) To be responsible for the working of the society / Governing Body with all members.
- 3) To supervise and guide the overall activities of the society.

(b) DUTIES AND RESPONSIBILITIES OF VICE PRESIDENT:

The Vice President in the absence of President shall carry out all the work of President. He shall assist President in carrying out the duties of society effectively and efficiently.

(c) DUTIES AND RESPONSIBILITIES OF THE GENERAL SECRETARY:

- (1) To call meeting of the general body / Governing Body with the consent of the president.
- (2) To keep accounts of all financial transaction of the society and of all the sum of money received and spent by the society and maintain records of receipts and expenses

relating to such matters, and of assets, credits and liabilities. Provided that the accounts shall be kept separately of all foreign donations / grants / contributions, if any.

(3) To get the accounts audited by the chartered accountant appointed to the Governing Body at the close of accounting year, every year.

(4) To keep minutes of all the meetings of general body / Governing Body.

(5) To keep and preserve the records of the society / Governing Body.

(6) To submit to the Governing Body the annual accounts and budgets of the society.

(7) To submit the required returns and notices to the Register of Societies , as prescribes by law.

(8) To maintain register of membership and minutes book.

(9) To convene all the meetings of the association.

(10) To carry on correspondence on behalf of the society / Governing Body.

(11) He/ She will be overall incharge of the administration and executions of all the programmes of the society / including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries / remunerations/allowances etc., appointments, engagements of staff on work charge or daily basis, make purchase and do all other such thing as may be necessary in the objects of the society.

(c) **DUTIES OF THE JOINT SECRETARY-** In the absence of the General Secretary on direction of the President, she will look after the works of the General Secretary and do any other work as authorized by the Governing Body / President.

(d) **DUTIES OF TREASURER:**

(1) To receive subscriptions, donations and gifts, in cash and record the receipts in the Cash Book maintained for the purpose.

(2) To arrange for investment of surplus assets of the society as approved by the Governing Body in conjunction with the Secretary of the Society.

(3) To operate on current account in one or more bank or banks as approved by the Governing Body in conjunction with the General Secretary or joint / organizing Secretaries duly authorized by the General Secretary of the Society.

(4) To prepare yearly accounts of receipts and expenditures and have the same audited by the Auditor appointed by the Governing Body and approved at the general meeting and present the same before the annual meeting of the Society. He / She is sanctioned to keep with her cash of Rs.5000/- (Rupees Five thousand only) and the balance amount will be deposited in the bank.

15. PROCEEDING OF THE COMMITTEE OF MANAGEMENT:- All proposals put to any meeting of the Governing Body must be decided and passes by majority of votes of the members present at the meeting.

16. All resolutions duly passed in any meeting of the Governing Body shall duly be recorded in the proceeding Books either in Hindi or in English and shall be signed by all members present at the meeting.

17. The President may request any person who is not a member of the Committee or any of the persons who is not a member, to attend a meeting of the Governing Body to give their valuable and considered opinion regarding any matter relating to the Societies. Such non-members of the Committee shall have, however, no power to cast vote at the meeting.

18. PROCEEDING OF THE ANNUAL GENERAL MEETING OF THE SOCIETY:-

The Annual General Meeting of the Society will be held on a date to be decided by the Governing Body not later than four months after the date of financial year of the Society. Necessary notice to all members shall be issued 15 days in advance by the Secretary. The notice will be in English or Hindi mentioning the date, time and place and the agenda of the meeting.

19. The business of the Annual Meeting of the Society shall be;

(a) To consider the Society's annual report presented by the Secretary on behalf of the Governing Body to consider and pass the audited accounts of receipts and expenditure for the previous year;

(b) To consider any other matter brought before the meeting either by the Governing Body or by any member present at the meeting concerning the management and welfare of the Society.

20. **QUORUM OF MEETING OF SOCIETY;**- One- third member of the Society personally present in any meeting shall form the quorum.

21. If for want of quorum any meeting of the Society cannot be proceeded with then the meeting will be adjourned to some date as the Committee of Management may think proper. No new matter shall be considered at the adjourned meeting except those mentioned in the agenda of the meeting which has been adjourned.

22. **CHAIRMAN.** - At every meeting of the Society, if President is absent then Vice president will chair the meeting or else any one member of the Governing Body present at the meeting shall be duly elected Chairman of the meeting.

23. Every resolution submitted to a meeting of the Societies shall be determined by the majority votes of the member present, every member having one vote. In case of equality of votes, the Chairman will have the casting vote. Votes will be taken by show of hands or by ballots as decided by the Society.

24. An attendance book shall be kept and as far as possible it should be signed by all member present at the meeting of the Society. The proceedings of all meetings of the Society, shall be duly and properly recorded or caused to be recorded in the Proceedings Book either in English or Hindi by the then Secretary or his absence by any member and shall be signed by the Chairman of the meeting.

25. An extraordinary meeting of the Society shall be convened at such place and time as the Committee of Management may deem fit on the written requisition of at least two-third members showing the reasons for calling of the same and shall be convened within 15 days of the receipt of requisition. A week's notice to be served to the members for the purpose will suffice.

26. It shall be lawful for the Society at an annual meeting duly convened for the purpose in the manner herein to amend, vary, alter, modify or repeal all or any of the rules and regulations of the Society.

27. CHANGE AND AMENDMENTS IN THE CONSTITUTION / RULES AND BYE-LAWS-

Any change or amendment in the Constitution / rules and bye-laws may be done by the Governing Body called for this purpose and approved by more than seventy-five percent of total strength of the committee. This information alongwith attested copy of rules / bye-laws should be sent within a week to Registrar of Societies for incorporation/confirmation.

28. ASSETS AND FUNDS:

(a) All the funds shall be kept in a nationalized Bank and will be jointly operated by General Secretary and President. The Governing Body may however, authorize some other member of the Governing Body to operate the account in place of President or General Secretary.

(b) All assets and funds will belong to the society and not to any individual members / office committee.

(c) All purchase and sales pertaining to the society shall be as per direction of Governing Body.

29. ACCOUNTS OF THE SOCIETY.

(a) Financial year of the society shall be from 1st of April to 31st March of the succeeding year.

(b) The Governing Body shall appoint a chartered accountant for checking up of accounts and preparation of Income Expenditure Accounts, Balance-sheet, utilization certificate or any other financial statement as may be needed for submission with donor/financing agencies.

30. **RECORDS TO BE KEPT BY THE SOCIETY-** Records like proceedings register, stock register, cash book ledger etc., shall be maintained.

31. **ANNUAL LIST OF THE GOVERNING BODY-** Once in every year a list of the office bearers and members of the Governing Body shall be filed with the Registrar of Societies as required under section 4 of the societies Registration Act, 1860.

32. SOURCES OF INCOME:-

- i) Admission fee.
- ii) Subscriptions
- iii) Donations and special contributions

The income of the Society received from all sources will be utilized only for the promotion of the aims and objects.

32. BY LAWS & REGULATIONS:

These shall be framed by the Governing committee from time time to time in view of new developments and the same shall be got approved by the General Body.

33. ENFORCEMENT OF JUDGEMENT AGAINST THE ASSOCIATION:-

Any judgment of the court shall be recovered against the property of the Association only and not against the property movable or immovable of a person or officer named on behalf of the Association.

34. DISSOLUTION OF THE SOCIETY-The Society shall be dissolved as per Sec 13 and 14 of the Societies Registration Act. 1860. All the immovable properties of the Society shall be handed over to another society perusing similar activities as decided by the Governing Body after payment of all the liabilities.

-Sd/-

(To be certified/signed by any of 03 members of the Governing Body of the Society)