

Haryana Societies Registration Act, 1961
Memorandum of Association
Of District Information Technology Society

1. Name of Society shall be: District Information Technology Society, Yamunanagar.
2. The registered officer shall be situated at: Office of the Deputy Commissioner, Yamunanagar, Haryana, Pin - 135001.
3. The Objects for which such society is established is:
 - (a) District Information Technology Society shall function according to the guidelines issued by Secretariat of Information Technology, Govt. of Haryana, in respect of all e-Governance projects.
 - (b) Society shall support planning, facilitate implementation and monitor various e-Governance Projects and e-service delivery mechanisms through close linkage and coordination amongst the various stakeholders, including the line department(s). In this respect the Society shall also ensure close coordination with various implementation and facilitation agencies concerned.
 - (c) Facilitate establishment; monitor/administer service delivery channels such as the Common Service Centres (CSCs) and any other similar channels that the Government may plan to establish in future, in order to effectively deliver e-services, in a manner that is convenient and relevant to the citizen.
 - (d) Provide support to introduce processes and process improvements and ensure conformance to prescribed standards as required by the Government in respect of e-Services Delivery, functioning of service delivery channels and departmental back offices, IT policies and such similar needs.
 - (e) To serve as the custodian for all IT assets and data. Accordingly, maintain and control inventory of such assets consisting of various hardware, software, data and other infrastructure items and ensure its upkeep and safe disposal, as may be required from time to time.
 - (f) To facilitate enforcement of the applicable Service Level Agreements between parties as may be applicable for delivery of various services.

- (g) Enable Collection of user charges as may be prescribed by the Government from time to time, ensure its accounting / reconciliation and enable settlement to concerned parties.
- (h) Address all publicity requirements and undertake campaigning not limited to media like TV, radio, newspaper, conferences, seminars, public meetings, visual publicity etc. for creating awareness about electronic services and other facilities.
- (i) To plan, coordinate and oversee delivery of ICT training as per requirement of e-Governance projects and e-Service delivery that would be necessary for supporting capacity building. As an extension, also assist in selection of human resources as may be relevant and necessary in the context of the e-Governance projects and e-services delivery.
- (j) To assist in the exploration of new citizen services that are of relevance and revenue generation business streams including formulating processes and policies related to the same.
- (k) To facilitate resolution of all issues and grievances related to e-Governance project deployment and delivery of e-services and to provide administrative and operational support to ensure smooth functioning of the technology driven initiatives.
- (l) To promote information technology ecosystem as per the policy of State Government.

3. The Names, Address and Designations of the members of the Governing Body of the District Information Technology Society

Sr.	Designation of Members	Occupation	Remarks
1	Deputy Commissioner	Government Service	Chairman
2	Additional Deputy Commissioner	Government Service	Vice-Chairman
3	Sub Divisional Magistrate	Government Service	Member
4	Chief Medical Officer	Government Service	Member
5	District Revenue Officer	Government Service	Member
6	Xen/SDO Civil, District HQ	Government Service	Member
7	Nominated Members from University, Engineering, Polytechnic, Science, Agriculture Institutions	Government Service	Member
8	District Development and Panchayat Officer	Government Service	Member

9	General Manager District Industries Centre	Government Service	Member
10	District Education Officer	Government Service	Member
11	Lead District Manager	Bank Service	Member
12	District Statistical Officer	Government Service	Member
13	District Informatics Officer, National Informatics Centre	Government Service	Member Secretary
14	Account Officer/SO/ASR as nominated by Chairman	Government Service	Treasurer/ Accountant
15	District Manager nominated by State Designated Agency	DITS employee	Member
16	Representative from BSNL	Government Service	Member
17	Representative from the concerned line department involved in the delivery of citizen services	Government Service	Special Invitee

4. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an citation namely, “District Information Technology Society, Yamunanagar” in the District under Haryana Societies Registration Act, 1961 in pursuance of this Memorandum of Association:

Sr.	Designation of Members	Occupation	Remarks
1	Deputy Commissioner	Government Service	Chairman
2	Additional Deputy Commissioner	Government Service	Vice-Chairman
3	Sub Divisional Magistrate	Government Service	Member
4	Chief Medical Officer	Government Service	Member
5	District Revenue Officer	Government Service	Member
6	Xen/SDO Civil, District HQ	Government Service	Member
7	Nominated Members from University, Engineering, Polytechnic, Science, Agriculture Institutions	Government Service	Member
8	District Development and Panchayat Officer	Government Service	Member
9	General Manager District Industries Centre	Government Service	Member
10	District Education Officer	Government Service	Member
11	Lead District Manager	Bank Service	Member
12	District Statistical Officer	Government Service	Member
13	District Informatics Officer, National Informatics Centre	Government Service	Member Secretary
14	Account Officer/SO/ASR as nominated by Chairman	Government Service	Treasurer/ Accountant

15	District Manager nominated by State Designated Agency	DITS employee	Member
16	Representative from BSNL	Government Service	Member
17	Representative from the concerned line department involved in the delivery of citizen services	Government Service	Special Invitee

5. Witness to the above signatures:

Signature:

Address:

Occupation:

Dated the:

District Information Technology Society By-Laws

Chapter-I Preliminary

1. **Short title:** These By-Laws may be called as the “By-Laws of District Information Technology Society, Yamunanagar,”
2. **In these By-Laws:**
 - (a) Act: It means Haryana Societies Registration Act, 1961.
 - (b) DITS: It means District Information Technology Society.
 - (c) District Information Technology Society: It means and includes core committee for coordination and smooth implementation of various Information Technology activities under NeGP specially the Common Service Centres (CSC) Scheme.
 - (d) District Implementation Committee: It means the District implementation committee set up by the District Information Technology Society with the approval of Chairman of the society.
 - (e) Governing Body: It means and includes the core committee for coordination and smooth implementation of various Information Technology activities under NeGP OR any ICT enabled activities in the District
 - (f) Government: It means the Government of Haryana in the information Technology Department.
 - (g) Society: It means District Information Technology Society.
3. **Membership:** The District Information Technology Society shall have two such numbers of members as noted below:
 - (a) The Primary Members who resolve to constitute the District e-Membership Governance Society as per order of the Government.
 - (b) In addition, the DITS shall be at liberty to include or co-opt such other officers or local experts as the District Magistrate/Collector/Chairman of the society may feel necessary for implementation of the desired activities.

Chapter-II
Authorities of the Society

4. **Authorities of the Society** : The Authorities of the Society shall be
- (a) The Governing Body.
 - (b) The Chairman/Vice Chairman and Member Secretary
 - (c) The District Implementation Committee.
 - (d) The Sub-Committee(s)

Chapter-III
Governing Body of Society

5. **Composition of the Governing Body:**

Sr.	Designation of Members	Occupation	Remarks
1	Deputy Commissioner	Government Service	Chairman
2	Additional Deputy Commissioner	Government Service	Vice-Chairman
3	Sub Divisional Magistrate	Government Service	Member
4	Chief Medical Officer	Government Service	Member
5	District Revenue Officer	Government Service	Member
6	Xen/SDO Civil, District HQ	Government Service	Member
7	Nominated Members from University, Engineering, Polytechnic, Science, Agriculture Institutions	Government Service	Member
8	District Development and Panchayat Officer	Government Service	Member
9	General Manager District Industries Centre	Government Service	Member
10	District Education Officer	Government Service	Member
11	Lead District Manager	Bank Service	Member
12	District Statistical Officer	Government Service	Member
13	District Informatics Officer, National Informatics Centre	Government Service	Member Secretary
14	Account Officer/SO/ASR as nominated by Chairman	Government Service	Treasurer/ Accountant
15	District Manager nominated by State Designated Agency	DITS employee	Member
16	Representative from BSNL	Government Service	Member
17	Representative from the concerned line department involved in the delivery of citizen services	Government Service	Special Invitee

6. Terms of Office:

Members would hold office till they continue to hold such office.

7. Resignation:

(a) The Primary Members may resign in writing addressed to the Chairman of the society for transmitting it to the Govt. and after acceptance of the same by the Govt.

(b) The Members so included or Co-opted as per provision (b) of the para. 3.

May resign in writing addressed to the Chairman of the Society and after acceptance of the same by him.

8. Removal:

Any member who remains absent in three consecutive meetings of the society without valid reason may be removed from the membership of the Society after the Chairman being satisfied

9. Power, Functions and Duties of the Governing Body:

The Governing Body will be the supreme body of the Society and its composition shall be as has been prescribed. It shall oversee the functioning of the Society and exercise general superintendence and control over the functioning of the Society. In particular, It shall perform following functions:

(a) To adopt and approve the report of the working of the society.

(b) To consider the audited accounts of the society

(c) To take any decision to promote the working of the society and its income from other ICT enabled service sources and to initiate any of the ICT based project in terms of providing technical infrastructural support, civil work (if required) man power in the interest of the public.

10 Meetings of Governing Body and the Annual General Meeting:

(i) Meeting of the Governing Body: Once in year, the member Secretary shall call meeting of the Governing Body with the permission of the Chairman for such agenda as may be decided with the approval of the Chairman.

(ii) Annual General Meeting (AGM):

(a) Notice: The Member-Convener shall also call the AGM within two months from the end of the last financial year giving at least 14 days notice to all members. The notice shall-contain the place, date, daytime and agenda of the meeting.

- (b) Agenda: The agenda of the meeting would be decided and finalized with consultation of the Chairman. The business to be transacted at the A.G.M. shall be (a) to confirm the recordings of the minute of the last A.G.M. and the special general meeting, if any; (b) to adopt with or without modification the report of the working of the society for the previous year, (c) to consider the audited accounts of the society for the previous year ended; (d) to appoint qualified auditors; (e) to transact such business as may be fixed by the Governing Body (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member.
- (c) Quorum of the meeting: One third members shall constitute the quorum.
- (d) Manner & method of voting (If required): The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.
- (e) Special /Extra Ordinary General Meeting: The Chairman of the Governing Body may convene Special General Meeting to consider any matter of special importance or urgency, on his own or on the written requisition of not less than one third members of the society specifying the purpose for which the meeting is proposed to be called. In Case of the requisition by the specified number of members, the meeting shall be convened within one month from the date of receipt of requisition.

Chapter-IV **District Implementation Committee of Society**

11. Composition of the District Implementation Committee:

The District Implementation Committee will consist of the following members as may be selected by the DITS:

- I. Deputy Commissioner as Chairman of the DITS
- II. Additional Deputy Commissioner as Vice Chairman
- III. District Informatics Officer-Technical Member
- IV. SDM Head Quarter
- V. City Magistrate
- VI. DRO
- VII. DD&PO

12. Rights, Power and Duties of the District Implementation Committee:

1. Any of the three members from the District Implementation Committee as nominated & approved by the Chairman may decide upon to initiate the ICT enabled activities and to implement the project in absolute term which included procurements, Civil work and other ICT enabled implementation work
2. It is responsible for implementing the project and providing overall guidance to the project in the district.
3. It shall provide close tie-ups with all the stake-holders in the project at field level.
4. It shall initiate the development of the following documents:-
 - a. BPR and change Management Plan;
 - b. IT infrastructure up-gradation Plan;
 - c. Procurement and Financial Management Plan;
 - d. Site preparation Plan;
 - e. Functional Requirement, Specifications for re-engineered processes;
 - f. System Design Document SRS;
 - g. Training Requirement.
5. The District Implementation Committee would ensure data digitization of requisites records within the agreed time frame.
6. The District Implementation Committee would ensure development; completion and successful testing of application software by the application developer.
7. The District Implementation Committee would ensure end-to-end implementation of the project within the project timetable and cost.
8. It shall provide commitment and support to bring-in the process changes.
9. It shall work closely with the implementing Support Agency (ISA) and the application developer and undertake the field work, comprehend the requirements, document the observations, prepare roadmap, redesign the process.

10. It shall build capacity of the staff and executive resources of the District administration. DITS would also work closely with the technical solution provider for developing and customizing the software, implement the technical solution.
11. It shall implement the guidelines of State Govt. and Government of India for e-District CSC, SWAN, SDC and any other Information Technology Programs in the District
12. It shall manage, supervise and implement backward computerization of Government Departments with long term vision of Government.
13. I shall coordinate, manage and monitor the receipt and utilization of financial support received from the State Government/Government of India.
14. It shall support the Common Services Centers (CSCs), throughout the District for providing G2C services as per the service level agreements between departments/SDA for CSCs and the service centre Agency, It would identify and recommend the Citizen Services which can be provided in consultation and co-ordination with the concerned departments on priority and assist SCA in roll out of the G2C services in CSCs.
15. It shall collect user charges as fixed by the State Government and keep audited accounts of the same.
16. It shall take all publicity measures and campaigning through media like TV, Radio, Newspaper, Conference, Seminars, Public Meeting, Banners and Posters etc. for creating awareness about transformation through Information Technology for the benefit of rural masses.
17. All property of the Society, movable, immovable or of any other kind shall vest in District Implementation Committee. It shall be responsible for the safe custody of the funds, movable and immovable properties and assets of the society.
18. The business and affairs of the society shall be carried on and managed by the District Implementation Committee.
19. It shall open, maintain and operate one bank account for the fund of the society.

20. It shall appoint auditors of the society.
21. It shall arrange Annual Audit of the accounts of Society.
22. It shall prepare, adopt and approve the annual report, financial statement of accounts, financial estimates and budget of the society.
23. It shall prepare and execute detailed plans, programs and proposals for the establishment and development of the Society and carrying on its administration and managements.
24. It shall prepare annual plan and supplementary plan, if any, for e-district project.
25. It shall sanction and make expenditures and allotments of fund out of Society funds.
26. It shall purchase materials, equipments and other things and articles as may be necessary for the set up of the Society, keeping in view the purchase policy of the Govt.
27. It shall submit reports to the Governing Body.
28. It shall exercise administrative control and discipline over the employees of the Society.
29. It shall enter into agreement for and on behalf of the Society.
30. It shall sue and to be sued and defend all legal proceeding on behalf of the Society.
31. It shall make, sign and execute all such documents/instruments as may be necessary for carrying on management of the property of affairs of society.
32. It shall form committees for technical and administrative issues.
33. It shall make rules and regulations for the managements of the affairs of the society and amend them whenever required.
34. May engage on purely contractual basis any number of man power technical or non-technical based on the requirement within the project to successfully implement and to extends its deliverables

13 Presiding Officer for District Implementation Committee:

The District Magistrate as Chairman of the Society and as Chairman of the District Implementation Committee shall ordinarily preside over all the meeting

of the District Implementation Committee. In his absence, meeting will be presided over by the officer as will be decided by the members present in the meeting.

Chapter-VI

Functions of Different Office Bearers

19. Functions of Different bearers:

The functions and the powers of the Office Bearers shall be as follows:

(i) Chairman:

(a) The chairman shall, wherever present, preside over the Governing Body and District Implementation Committee meetings.

(b) The Chairman shall coordinate the efforts of various members of the Society.

(c) The Chairman shall exercise the casting vote in case the votes for and against a particular issue are equal.

(d) The Chairman may direct the Member-convener to call a special meeting of Governing Body and District Implementation Committee at the short notice in case of emergency.

(e) The Chairman shall be sole and absolute authority to judge the validity of the votes cast by members at all Governing Body meetings.

(f) The Chairman would be solely empowered to take any decision in the interest of the society and as well in the interest of the public

(ii) Member Secretary:

(a) The Member Secretary shall be the Chief Executive Officer of the society and all executive functions shall be executed by him

(b) The Member-Secretary shall be responsible for the day to day Management of the affairs of the Society Subject to decisions of District Implementation Committee and Governing Orders issued from time to time.

(c) The Member Secretary shall be authorized to take the decision in unforeseen circumstances and to fulfill the emergent need, the power of an amount of Rs 10,000 be given by the Chairman of the Society

(d) The Member-Secretary shall be responsible for management of staff of the Society. He shall exercise control and discipline over the employees of the Society.

(e) The Member-Secretary shall jointly operate Bank Accounts, either with Chairman Or with the designated officer by the Chairman

(f) The Member Secretary would manage to account related work by engaging the accountant

- (g) The member-Secretary shall arrange for the audit of the accounts of the Society by the auditors /chartered account appointed by the Governing Body of the Society.
- (h) The member-Secretary shall convene the meetings of the Governing Body and District Implementation Committee. He shall prepare the Agenda for the meetings for the circulation to the members concerned.
- (i) The Member-Secretary shall maintain minute books of the meetings. The approved minutes of the meetings shall be circulated by him.
- (j) The Member- Secretary shall sign all Deeds and Documents on behalf of the Society according to the directions of the Governing Body or the District implementation Committee.
- (k) The Member-Secretary shall present the report of the District Implementation Committee and the Governing Body meetings of the Society.
- (l) The Member-Secretary shall sign and seal any document or proceedings- requiring authentication by the Society.
- (m)The Member-Secretary shall be responsible for the execution of all policies and decision adopted in different meetings.
- (n) The Member-Secretary shall ensure compliance with statutory requirements.
- (o) The Member-Secretary shall do all such other lawful acts as may be necessary to be executed for the achievement of any or all the objectives of the Society.
- (p) The Member-Secretary shall discharge such other functions as may be specifically delegated to him by the Chairman of the Society.
- (q) The Member-Secretary may delegate all or any of his functions referred in (e) to (k) to any officer of the Society with the consent of the Chairman of the Society.

Chapter-VII

Establishment of District Information Technology Society

20. The Member Secretary of DITS upon the resolution of Governing Body may propose to the Chairman of DITS for requisition of such service of staff, such premise and such instrument of local bodies and Government, as should be required for conduct of smooth functioning. Upon such proposal and recommendation of the Member Secretary of DITS, the Chairman, subject to specific and general rule as contained therein and general

prudence, may place the service of staff and officers, premises and instruments as would be required for conduct of functioning of DITS.

Provided that DITS may provide meal/tiffin or meal/tiffin charges if such requisitioned staff are required to perform duties beyond office hours, in addition, to their normal duties.

21. In case of any inadequacy of service of staff so requisitioned or gross negligence or indulgence of corruption, the Member Secretary subject to approval of DITS may recommend for de-requisition of service of any staff to the Chairman, showing the reasons thereof. The Chairman upon the recommendation of the Member Secretary shall take appropriate action as per law.

The Member Secretary subject to approval of Chairman may hire the service of any private skilled/Un- skilled worker for specific duties at approved rate and also can hire instruments/ premise for smooth conduct of function of the society.

22. The Convener shall bear the administrative expenditure out of budget provision.

23. Transportation facilities to both the Chairman and Member Secretary to upkeep the ICT enabled services in the District and to maintain NeGP MMP projects

Chapter-VIII

Funds of the Society

23. Funds of the Society:

1. The funds would be generated by levying the nominal service charges on the G2C services so to sustain the DITS
2. Initial seed money of Rs. 10 lakhs would be provided for the smooth establishment and functioning of the society by way of contribution from Government of India. Further fund, if any, shall be provided by the State.

Chapter-IX

Accounts of the Society

24. Accounts of the Society:

The Society, shall constitute a fund bearing the name of “District Information Technology Society,” fund. The funds of the Samiti shall be deposited in a Bank. The account shall be jointly operated by the Chairman of the DITS and Member-Secretary jointly.

25. Financial Year:

The accounting year for the Society will be from 1st April to 31st March. The income and expenditure accounts and Balance Sheet of the Society shall be presented at the annual meeting of the Governing Body within 5 months of the close of the accounting year, duly audited by the competent auditor nominated by the Governing Body.

26. Property and Fund of District Information Technology Society

(a) The Society shall have power to acquired, hold and dispose of property and enter into contract.

Provided that in all cases of acquisition or disposable of immovable property the district Information Technology Society, shall obtain the previous approval of State Government.

(b) The Society shall have power to impose and collect service charge, application fee, etc subject to the approval of the Govt.

(c) The fund of the DITS shall be placed to the credit thereof

- I. Contributions and grants, if any made by the Central or the State Government.
- II. all receipts on account of public contributions, tolls, service charges, application fee, rated and other fees levied by it,
- III. interest accrued through any deposit in scheduled commercial banks Nationalized Bank/Cop. Banks.
- IV. All sum received as gifts or contributions and all income from any trust or endowment make in favour of District Information Technology Society of the respective district
- V. Such fines or penalties imposed and realized under the provisions of this By-Laws made there under, as may be prescribed.

VI. All other sums received by or on behalf of District Information Technology Society, _____ provided further District Information Technology Society, _____ shall collect such receipts only by issuing printed receipt under seal and signature of treasurers or authorized persons in form-6.

(c) The District Information Technology Society, _____ set apart and applies annually such sum as may be required to meet the cost of its own administration and incidental expenditure for organizing programs etc.

(d) The District Information Technology Society, _____ shall have the power to spend such sum as it thinks fit for organizing Programme etc. within its budgetary allocation.

(e) The District Information Technology Society, _____ shall at such time and in such manner as may be prescribed cause it to prepare by District Implementation Committee in each year a budget of its estimated receipts and disbursements for the following year and get approval in its general body meeting..

(f) The District Information Technology Society, _____ upon the recommendation of District Implementation Committee may approve the supplementary budget in specially convened meeting.

27. Keeping of Accounts and its inspection:

The District Implementation Committee shall arrange for the proper maintenance of accounts with respect to:

- (i) All sums of money received and spent by Society.
- (ii) All sales and purchases of goods by the Society and
- (iii) The assets and liabilities of the Society.

The books of accounts and other statutory books shall be kept at the registered office and shall be opened to inspection by the members at such time and place as the Governing Body directs on a written made by any member.

Similarly, minutes of the meeting of the Society would be made available for inspection by its members during office hours.

28. Accounting Procedure of DITS:

Save and except the specific direction as may be issued by DITS, the accounting procedure of DITS fund shall be maintained as follows:

1. The Member-Secretary shall arrange to maintain cash book, cheque book, cheque issue register, advance register, money receipt, vouchers, stock register and seal etc in his custody and also preserve papers as should be required for audit.
2. The Member-Secretary shall with the approval of DITS can appoint any members for obtaining assistance in writing cash book and help him in maintaining accounts.
3. On receipt of any bill, the Member-Secretary, on satisfaction of work done certificate, estimated amount, stock entry certificate and budgetary provision shall pass the bill by affixing the seal 'Pass for Payment' under his signature and A/C payee cheque shall be issued jointly signing with any of the two, namely Chairman or OC (It)
4. On entering the expenditure in cash book, such voucher and sub-voucher shall be cancelled by affixing the seal 'Paid and cancelled' with the signature of the Member-Secretary. Such vouchers should be systematically numbered and preserved for audit.
5. The Member-Secretary upon his satisfaction and application make advance to any member of DITS for under taking any specific works as mentioned in application. However, on taking the advance, such person shall sign in the advance register and such advance shall be adjusted within 30 (thirty) days from taking advance.
6. On completion of each day's transaction, the accountant shall affix his signature in cash page of cash book and may get verified by the Member Secretary.
7. On completion of each calendar month, the Member-Secretary shall reconcile the pass book with cash book and cheque book/Banks and affix his signature. Further, bill analysis has to be make on completion of each calendar month.
8. The Secretary, DITS should avoid in handling liquid cash.
9. At the end of each financial year, the Member-Secretary shall cause the completion of audit by the Chartered Accountant and submit the audit report to the governing body meeting

29 Audit of Accounts:

An approved Audit Firm shall be appointed as Auditor of the Society at annual meeting of the Governing Body to audit the accounts of the Society for the ensuring year. The Auditor of the Society shall have access to the books of accounts and vouchers of the Society and shall be entitled to have such information and

explanation, as he may think necessary for the performance of his duties as Auditor, The report of the Auditor duly adopted in the Governing Body meeting shall be filed with the Registration of Societies, Haryana along with other returns as required under section 17 of the Act.

Chapter –X Suits & Legal Proceedings

31 Suits & Legal Proceedings:

The Society may sue or be sued in the name of the Chairman, DITS or such person as may be authorized by the District Implementation Committee, as per the provision laid down under Haryana Government Societies Registration Act.

Chapter – XI

Amendments & Alternations of Memorandum or Regulations

32 Amendments & Alternations of Memorandum or Regulations

Amendments & Alternation of Memorandum or Regulation will be carried on in accordance with the procedure laid down in the Haryana Societies Registration Act 1961. The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed in the Meeting of the Governing Body called for the purpose by three-fourths majority of the members present at such meeting.

Chapter – XII Dissolution of Society

33 Subject to the provision of section 24 &27 of the Haryana Government Societies Regulation Act, 1961 and any statutory modification thereof and as per direction of the Govt., the Society may be dissolved by a resolution to that effect passed by three-fourths of the members of the Society present at the meeting of the Governing Body. The said meeting shall also decide the manner of disbursement of the funds and assets of the Society, if any, after dissolution.