

RULES AND REGULATIONS OF

GENERAL

1. Name

The name of the Society shall be _____ (hereinafter referred to as “the Society”).

2. Registered Office

The registered office of the Society shall be at

MEMBERSHIP

3. Founder members

The subscribers to the Memorandum of Association of the Society shall, on registration of the Society under the Societies Registration Act, 1860, be enrolled in the Register of Members as the founder members of the Society.

4. Admission

- (a) Membership of the Society shall be open to any adult Indian citizen who subscribes to the objects of the Society.
- (b) Any person who subscribes in writing to the objects of the Society and submits an application for membership may be considered for admission to membership of the Society.
- (c) The Society shall have the absolute right to determine the admission of any person falling in clause (a) or clause (b) supra as member thereto. It may, in its discretion, accept or reject any nomination or application for membership without assigning any reason.
- (d) Membership of the Society shall not be less than

5. Subscription

- (a) _____ admission fee is payable to the Society on a person being admitted as member of the Society.
- (b) _____ subscription is payable to the Society by a member, either periodically or otherwise.

6. Tenure

Membership shall not be for any fixed tenure.

7. Duties

- (a) Members are expected to actively involve themselves in achieving the objects of the Society.
- (b) Members shall bring matters of importance to the notice of the General Body, referred to at rule 11 infra, for its consideration.

8. Termination

A person shall cease to be a member of the Society—

- (i) on his attaining _____ years; or
- (ii) on tendering his resignation in writing to the President of the Society; or

- (iii) on his death; or
- (iv) if he is found to be of unsound mind; or
- (v) if he has applied to be adjudicated insolvent or is an undischarged insolvent; or
- (vi) if he has been convicted by a Court or Tribunal or competent jurisdiction of any offence involving moral turpitude; or
- (vii) if he absents himself from two consecutive annual general meetings of the Society without obtaining proper leave of absence from the President of the Society; or
- (viii) if he is found to conduct himself in a manner unbecoming a member of the Society by two-thirds of the other members present and voting at a meeting of the Society called for the purpose of considering the conduct of the said member;

whichever is earliest.

9. Readmission

Any person who has ceased to be a member of the Society otherwise than as specified in items (i) and (iii) of rule 8 supra, shall be eligible for readmission as member, at the discretion of the Society.

10. Liability of members

A member shall not be liable personally for any expenditure or liability of the Society or any loss of the Society's income or assets, unless he is guilty of fraud or gross negligence.

GENERAL BODY

- 11.(a) The General Body shall comprise all the members of the Society.
- (b) The General Body shall elect from among its members a President to preside over the meetings of the Society and the Governing Body referred to in rule 17 infra. The first President of the Society shall be
- (c) The General Body shall also elect from among its members a Vice-President, a Secretary and a Treasurer. The first Vice-President of the Society shall be _____; the first Secretary of the Society shall be and the first treasurer of the Society shall be
- (d) The terms of the aforementioned _____ functionaries shall be _____ years at a time. However, after the expiry of _____ years they shall be eligible for re-election to the same or any other office as may be found suitable by the General Body.

MEETINGS

12. Annual General Meeting

An annual General Meeting (hereinafter referred to as AGM) of the General Body shall be held within _____ months of the close of each financial year to transact the following business, namely :—

- (i) to adopt the report of the Secretary of the affairs of the Society;
- (ii) to adopt the audited balance sheet and income and expenditure account of the Society;
- (iii) to appoint auditor(s) to hold office until the next AGM and to fix their remuneration;
- (iv) to select members of the Society;
- (v) to determine the time and place of the next AGM; and

- (vi) to consider any other matter that may be given notice of by any member or brought forward at the meeting with the permission of the Chair.

13. Extraordinary General Meeting

- (a) All meetings of the General Body other than AGM shall be called Extraordinary General Meetings.
- (b) An extraordinary General Meeting shall be convened on submission of a written requisition in this behalf by not less than _____ members to consider specific issues.
- (c) An extraordinary General Meeting may also be convened by the President to consider specific matters of urgency and importance.

14. Circulation of papers

Election of office bearers of the Society referred to at clauses (b) and (c) of rule 11 supra, selection of members of the Society referred to at item (iv) of rule 12 supra and transaction of any other matter requiring consideration of the General Body may be done by circulation of papers to members through post or otherwise.

15. Notice of meeting

- (a) A notice of any meeting of the Society shall be issued to all members of the Society.
Such notice shall normally be issued by the Secretary. However, in the event of his non-availability, or for any other good and sufficient reason, the notice may be issued by the President.
- (b) Where the AGM has determined the time and place of the next AGM, such meeting shall be fixed in conformity with such decision.
- (c) Where no time and place of meeting have been fixed by the General Body, the time and place of meeting may be fixed by the Secretary in consultation with the President and in his absence with the Vice-President and in conformity with his decision.
- (d) A meeting of the General Body may be called only after giving not less than twenty one days' notice in writing to all members.
- (e) Every notice of meeting of the Society shall specify the time and place of the meeting and contain a statement of the business to be transacted thereat.
- (f) Any inadvertent omission to give notice or non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

16. Procedure at meetings

- (a) No business shall be transacted at any meeting unless the requisite quorum of members is present.
- (b) Five members shall constitute the quorum.
- (c) If, within half an hour from the time appointed for holding the meeting a quorum is not present—
 - (i) the meeting, if called by requisition of members, shall stand dissolved; and
 - (ii) in any other case, the meeting shall stand adjourned for two hours at the same place or to such other day and at such other time and place as the members present may determine. If, at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.
- (d) The President of the Society shall preside at every meeting of the Society. In his absence the Vice-President shall preside over the meeting. If both the President and the Vice-President are not present within half an hour of the time appointed for holding the meeting, or if for any reason they are unwilling to preside over the meeting, the members present shall elect one of their number to be Chairman of the meeting.

- (e) Every member shall have one vote.
- (f) Any member shall be entitled to appoint another member as his proxy to attend a meeting of the Society and speak and vote in his stead.
- (g) In case there is difference of opinion among members in respect of any matter under consideration at a meeting of the Society, it shall be put to vote and the majority view shall prevail. In case of equality of votes, the Chairman of the meeting shall have a casting vote.
- (h) The Secretary shall record the minutes of the meetings of the Society in a Minutes Book to be maintained for the purpose and obtain the signature of the Chairman in token of its correctness as early as possible after the meeting, and in any case, within a month of the date of the meeting.

MANAGEMENT

- 17.(a) The management of the affairs of the Society shall vest in a Governing Body comprising not less than _____ persons, including the office bearers specified in clauses (b) and (c) of rule 11 supra, and not more than _____ persons.
- (b) Without prejudice to the generality of the foregoing clause, the executive management of the affairs of the Society in respect of policy, property, relationship with Government, finance and staff shall vest in the Governing Body.
- (c) The Governing Body shall have the power to appoint any person as its member in addition to or in the place vacated by any member.
- (d) The Governing Body shall meet at least once every quarter. Four members shall constitute the quorum. A Minutes Book recording the names of the members present, business transacted at the meeting and decisions taken shall be maintained by the Secretary.
- (e) The President of the Society shall preside at every meeting of the Governing Body.
- (f) Any question which arises at a meeting of the Governing Body shall be decided by consensus, failing which by a majority of the votes, each member having one vote. In case of equality of votes, the President shall have a casting vote.
- (g) The Governing Body shall formulate procedures and guidelines for induction and retirement of its members.
- (h) Removal of a member from the Governing Body shall be by two-third vote in favour of such removal, by the other members of the Governing Body.
- (i-j) Each member of the Governing Body shall be answerable only for his own acts, neglects or defaults and not for those of others.
- (k) The President shall be the chief controlling officer of the Society. He shall supervise, coordinate, guide, regulate and control the work of other office bearers and members. In the absence of the President, the Vice-President shall act on his behalf.

- (l) The Secretary shall be the chief executive officer of the Society. He shall be responsible for having the decisions of the Governing Body implemented and ensuring that all statutory provisions and executive orders issued by the Central, State and local authorities are complied with in time.
- (m) The Treasurer shall be responsible for proper maintenance of accounts, collection of funds, issue of receipts and control of expenditure of the Society. He shall present audited statements of accounts to the Governing Body as well as at the AGM.
- (n) In respect of the matters not provided for in this rule and provided for in rules 14, 15 and 16 supra, the provisions of those rules shall apply mutatis mutandis to the Governing Body as they apply to the Society.

OTHER MATTERS

18. Financial year

The financial year of the Society shall be from the 1st day of April to the 31st day of March of the following year.

19. Sources of income

The sources of the income of the Society shall be contributions, gifts, donations and returns on investments in movable and immovable assets.

20. Utilisation of income and assets

- (a) All the income and movable and immovable assets of the Society shall be utilised and applied solely for the promotion and achievement of its objects as set forth in the Memorandum of Association.
- (b) No portion of the income or assets of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or in any other manner to the present or past members of the Society or to any person claiming through any one or more of them.
- (c) No member of the Society may make any profit or derive any pecuniary benefit by virtue of his membership of Society. However, a member may be reimbursed any out-of-pocket expenses incurred by him in connection with the work of the Society.
- (d) Notwithstanding what has been stated in clauses (a), (b) and (c) supra of this rule, a member of the Society may be allowed a remuneration for services rendered by him to the Society as may be considered reasonable in the circumstance of the case, by two-thirds of the remaining members of the Society.

21. Audit of accounts

The accounts of the Society shall be audited annually by a Chartered Accountant or a firm of Chartered Accountants appointed by the AGM.

22. Bank accounts

The bank accounts of the Society shall be in such banks, such name(s) and operated by such persons as may be resolved by the Governing Body.

23. Submission of annual list

The Secretary shall ensure that within fourteen days of the AGM a list of members of the Governing Body is filed with the Registrar of Societies as

required by section 4 of the Societies Registration Act, 1860 (hereinafter referred to as the Act).

24. Legal proceedings

The Society may sue or be sued in the name of the President/Secretary as per provisions of section 6 of the Act.

25. Amendment

Any amendment of the Memorandum of Association of the Society shall be made only in accordance with the provisions of sections 12 and 12A of the Act.

26. Dissolution

The society may be dissolved only in accordance with the provisions of sections 13 and 14 of the Act.

27. Applicability of the Act

All the provisions of the Act (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi will apply to the Society.

Certified that this is a correct copy of the Rules and Regulations of the Society.

President Secretary Treasurer