

Rules and Regulations:-

1. MEMBERSHIP: The Membership is open to all those who are of the age of majority, agree to abide by the Rules & Regulations of the Society and wish to serve for charitable causes for the welfare of mankind without any personal gain or motive.

The Person desiring to become the member of the Society shall apply on prescribed forms. The application shall be considered and scrutinised by the Governing Body who may accept or reject the same and the decision of the Governing Body shall be final. On admission, every member shall sign the "Register of Members" maintained by the society.

2. SUBSCRIPTION: Every member shall pay monthly or yearly subscription as prescribed by the Governing Body from time to time and shall deposit the same with the Cashier who will issue a proper receipt of the same.

3. GOVERNING BODY (Formation and Function)

i) The affairs of the Society shall be managed by the body known as "Governing Body" Which shall consist of at-least seven members. The list of present Governing Body is fully detailed in para No.4 of the Memorandum of Association.

ii) The Member to the Governing Body shall be elected from amongst the members by majority of votes by the General Body once in a year.

iii) The names, addresses and occupation of the members so elected to the Governing Body shall be communicated to Registrar of Societies within two weeks of its formation.

iv) The Governing body shall not stand dissolved merely on account that any of its members has resigned or otherwise left the Association, but the remaining members of the Governing Body shall have the power to nominate any member in his place till the next general election.

v) No member of the Governing Body shall be entitled to any fee or remuneration for the work of the Association except for the actual expenses or travelling allowance incurred by him for the work of Association.

vi) The Governing Body shall have the power to prescribe special condition and rules for admission of the members to the Society.

4. FUNDS VESTED IN THE GOVERNING BODY: - The funds (movable and immovable) of the Society shall be vested in the Governing Body which shall have the power to administer the same.

5. MEETINGS:

i) **The General Body Meeting :** shall be held at -least once in a year and shall transact, interalia, the following business :-

- a) The President's Report on the functioning and achievement of the Society;
- b) Election to the Governing Body;
- c) Passing the Annual Budget;
- d) All other matters of general interest.

ii) **The Governing Body Meetings:** The Governing Body shall meet once in at-least six months or as it may deem fit in the interest of the work of the association.

iii) **Special Meetings:** The President of the Society shall have the power to call for Special Meeting of the General Body and Governing Body by giving 7 days and 24 hours. Urgent notice respectively to the members concerned.

iv) **Notice of Meeting:** The notice for the General Body Meetings and The Governing body Meetings shall be issued to the members concerned 15 days and 5 days respectively in advance.

6. QUORUM: The minimum number needed to make a quorum to hold the meeting shall be one- third of the total number of members eligible to attend meeting and to Vote.

It is, however, provided that if within one hour from the time appointed for meeting, the quorum is not complete, the meeting shall be adjourned to next day at the same place and time and the quorum shall be the members present and they would transact the business for which the meeting was called.

7. RESOLUTION: All the resolutions and decisions at the meetings shall be taken by majority view or by election by the members present in the meeting.

8.BANK ACCOUNT : A bank account shall be opened in the name of the Society and the same shall operated jointly by at least two members to be appointed by the Governing body by a Special resolution, which shall be communicated to the bank from time to time.

9. INSPECTION OF RECORDS: Every member of the Society has the right to inspect the records of the Association and the General Secretary shall grant the necessary permission for the same at all reasonable times.

10. ALTERATION IN RULES: Any addition, alteration or omissions in the Rules & Regulations of the Society shall be affected by special Resolution passed by two-third of the members present in person and entitled to vote a General Meeting of the Society duly convened. So far as concerns the alterations, extensions or abridgements in the purpose of the Society, the provisions of Section 12 of the Societies Registration Act, 1860 shall apply.

11. DISSOLUTION:

a) Any number not less than 3/5th of the members present at the meeting specially convened for the purpose may determine that the Society shall be dissolved whether for with or at any future time then agreed upon.

b) If on the dissolution of the Society, there shall remain after the satisfaction of its debts and liabilities and property, whatsoever, nor impressed with any Society, agreed between the Society and the Donor or Donors, the same shall not be paid or distributed amongst the members of the Society or any of them but shall be given to some other Society of institution working for the same or similar objects as those of the Society to be determined by the Votes of not less than three-fifth of the members present in person and entitled to vote at the meeting convened for the purpose.

It is also provided that the Charitable Trust/Society to whom the assets of this Trust/Society shall be transferred has similar objects and aims and also enjoy recognition under Section 80-G of Income Tax Act, 1961 as amended from time to time.

12. REMOVAL OF MEMBERS: The Governing Body shall have the power to remove any member of the Society, who misconducts himself in the affairs of the Society or does any act which undermines the reputation of the Society or is convicted by Court of competent jurisdiction. The Governing Body before dismissing the member shall give him proper opportunity of being heard

13. CLOSING OF ACCOUNTS AND AUDIT THEREOF: Regular accounts of the Trust/Society shall be maintained. The yearly accounts shall be closed on 31st March each year. The accounts of the Trust/Society shall be duly audited by a Chartered Accountant.

14.INVESTMENT OF FUNDS OF THE SOCIETY/TRUST: The funds of the Trust/Society shall be invested in the modes specified under the provisions of section 13(1) (d) read with Section 11(5) of the Income Tax Act, 1961 as amended from time to time. It is hereby clarified that all the members of the Trust/Society are rendering social and honorary services and have no personal interest.

15. BENEFICIARIES OF THE TRUST/SOCIETY: The benefits of the Trust/Society shall be opened to all mankind irrespective of Caste Creed or Religion.

16. UTILISATION OF INCOME: It is specifically provided that all the members of the Trust/Society including the members in the Managing committee shall be rendering Honorary Services to the Trust/Society. No portion of the Income of the Trust/Society shall be utilised for payment to the members if the society including members of the Managing Committee by way of any profit, interest dividend etc. The funds of the Income of the Trust/Society shall solely be utilised for the achievements of the objects of the Trust/Society.

17.AMENDMENTS: No amendment of the memorandum of Association/Bye Laws/Rules and Regulations shall be made which may prove to be repugnant to the provisions of section 2(15). 11, 12 and 13 and 80-G of the Income Tax Act, 1961 as

amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

18. **THE PRESIDENT:** The President of the Society shall conduct regulate and preside all the meetings of the Society. His rulings as to point of order shall be final and conclusive. He shall also be the appointing authority of the employees of the Society.

19. **THE VICE_PRESIDENT:** In the absence of the President, the Vice-President shall preside all the meetings of the Society and exercise all such powers.

20. **THE GENERAL SECRETARY:** The General Secretary shall look after the affairs if the Society under the direction of the Governing Body. The General Secretary shall keep or cause to be kept proper minutes of the proceedings of the meeting of the association/society. He will do all such act and things which are necessary for implementing the decisions and resolution of the Governing Body or General Body. He shall also keep or cause to be kept all records of the Society at a place to be determined by the Governing Body.

21. **THE TREASURE:** The Treasure shall act under the directions of the Governing Body. He will maintain up to date account of all income and expenditure of the Society. He will also prepare a statement of accounts of the close of a year.

22. GENERAL:

a) The Society shall work within the ambit of Societies Registration Act, 1860.

b) The funds of the Society shall be spent for such purpose only as have been defined as charitable under the Income Tax or any other law governing for charitable purpose.

ATTESTED TO BE TRUE COPY

PATRON	PRESIDENT	VICE-PRESIDENT	GENERAL SECRETARY
SECRETARY	CASHIER	JOINT-SECRETARY	PRESS-SECRETARY
MEMBER	MEMBER	MEMBER	MEMBER

VOICE ORGANIZATION
Opposite TehsilOffice, Lehragaga,
Dist. Sangrur (148031)