

COPY OF RULES & 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 scrutinized 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 Member" maintained by the society.
2. **SUBSCRIPTION:-** Every member shall pay monthly or yearly subscription has prescribed by the Governing Body from time and shall deposit the same with the cashier who will issue the proper receipt of the same.
3. **Governing Body:-** (Formation and Functions)
 1. The affairs of the society shall be managed by the Body known as "Governing Body" which shall consist of at least 12 members. The list of present Governing Body is fully detailed in Para No.4 of the Memorandum of Association.
 2. The members to the Governing Body shall be elected from amongst the members by majority of votes by the General Body once in the years.
 3. The name, addresses and occupation of the members so elected to the Governing Body shall be communicated to Registrar of societies within two week of its formation.
 4. 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.
 5. 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 the Association but if any member gives professional services then he or she will allowed to take remuneration.
 6. The Governing Body shall have the power to prescribe special condition and rules for the admission of the members to the Society.
4. **FUND VESTED IN THE GOVERNING BODY:-** The funds (movable and immovable) of the society shall be vested in the Governing Body which shall have power to administer the same.
5. **MEETINGS:-**
 1. The General Body Meeting: Shall be held at least once in a year and shall transact, inter alia, the following business:-
 - a) The Chairman Report on the functioning and achievement of the society.
 - b) Election of the Governing Body.
 - c) Passing the Annual Budget.
 - d) All other matter of general interest
 2. The Governing Body Meeting: - 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.
 3. Special Meetings: - The Chairman 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.

Dev Raj

Salini Gore

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Additional Registrar of Societies
PATIALA 2

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4. **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 8/12 of the total number of member 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 8/12 of the total number of members view.
8. **BANK ACCOUNT:-** A bank account shall be opened in the name of the society and the same shall be operated jointly by at least two members to be appointed by the 8/12 of the total number of members of Governing Body, 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 OF RULES:-** Any addition alteration or omissions in the rules and regulations of the society shall be affected by special resolution passed by 8/12 of the total number of members of Governing Body present in person and entitled to vote a General Meeting of the Society duly converged. 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:-** 1. Any number not less than 8/12 of the total number of members of Governing Body present at the meeting specially converged for the purpose may determine that the society shall be dissolved whether for with or at any future time then agreed upon.
2. If on the dissolution of the society, there shall remain after the satisfaction of its debts and liabilities and property, what so ever, 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 to be determined by the Votes of not less than 8/12 of the total number of members of Governing Body present in person and entitled to votes 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, 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 mis-conducts himself in the affairs of the society or does any 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. For the removal of any member, approval must be taken from 8/12 of the total number of members of Governing Body of society.
13. **CLOSING OF ACCOUNTS AND AUDIT THERE OF:-** Regular accounts of Trust/Society shall be maintained. The Yearly accounts shall be closed on 31th March of each year. The accounts of the Trust/Society shall be duly audited by Chartered Accountant.
14. **INVESTMENTS 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(I) (d) read with section 11(5) of the Income Tax Act, 1961 as amended from time to time. It hereby clarified that all the members of the Trust/ Society are rendering social and honorary services and have no personal interest.

Devraj

Sulini Gore

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15. **BORROWINGS:-** The Chairman is authorized to borrow money for the purpose of the society from Banks, Financial Institution (s) and NGO's He/ She can also mortgage/self lease society's property on its behalf.
16. **BENEFICIARIES OF THE TRUST/SOCIETY:-** The benefits of the Trust/Society shall be opened to all mankind irrespective of caste. Creed or Religion.
17. **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 utilized for payment to the members of 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 utilized for the achievements of the objects of the Trust/Society.
18. **AMENDMENTS:-** No amendment of the memorandum of Association/ By Laws/ Rules and Regulations shall be made which may provide 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.
19. **THE CHAIRMAN:-** The Chairman of the Society shall conduct regulate and preside all the meetings of society. His/ Her rulings as to Point of order shall be final and conclusive. He/She shall also be the appointing authority of the employees of the Society.
20. **THE VICE CHAIRMAN:-** In the absence of the Chairman, the vice Chairman shall preside over all the meetings of the society and exercise all such powers.
21. **THE GENERAL SECRETARY:-** The General Secretary shall look after the affairs of the society under the directions of the Governing Body. The Secretary shall keep or cause to be kept proper minutes of the proceedings of the meetings of the Association/Society. He will do all such acts and things which are necessary for implementing the decisions and resolutions 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.
22. **THE CASHIER:-** The Cashier shall act under the directions of the Governing Body. He/She will maintain up to date account of all income and expenditure of the society. He will also prepare a statement of accounts on the close of a year.
23. **GENERAL:-**
1. The society shall work within the ambit of societies Registration Act, 1860.
 2. 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

Dev Raj
CHAIRMAN

Salini Guro
VICE-CHAIRMAN

SV
GENERAL SECRETARY

Verified True Copy
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Additional Registrar of Societies
PATIALA