

RULES AND REGULATION

OF

NAVBIHAN SEWA SOCIETY

NAINA SEWAK KUTIR, WARD NO. 13 (BULLECHAK),

JITWARPUR NIZAMAT, SAMASTIPUR – 848 134.

1. DEFINITION

- a. Society means : “NAVBIHAN SEWA SOCIETY”
- b. Committee means : The managing Committee of the Society.
- c. Office bearer means : Chairman, Vice-Chairman, Secretary & Treasurer.
- d. Year means : From 1st April, 31st March.
- e. Body means : The general body of the Society.
- f. Act means : Society Registration Act21, 1860.

2. MEMBERSHIP

Membership shall be open to any male or female or third gender above the age of 18 years and interested in social welfare work and who will abide by the rules and objectives of the society is eligible for membership. One will have to submit application for membership, which has to be duly approved by the Managing Committee. The admission fee will be Rs20/- and yearly fee will be Rs.150/-

3. APPLICATION FOR ADMISSION

- a) Every application for the admission as member of the society shall be addressed to the Secretary of the society.
- b) Every application shall be considered in the meeting of the Managing Committee and shall be accepted or rejected by a vote of majority save as those failing under rule-4 of these rules.
- c) Every applicant shall be informed by the secretary in writing about the decision of the managing committee which shall be final.

4. TERMINATION OF THE MEMBERSHIP

- a) By failing the payment of his annual membership fee without reasonable ground.
- b) By Resignation.
- c) By failing to attend three consecutive meeting without information.
- d) By death.
- e) By unsound mind.
- f) By order to the secretary, if any member will not abide with the rules of the society if found guilty of misconduct.

5. FORMATION OF MANAGING COMMITTEE

- a) Subject to the provision of these rules, the affairs of the society shall be administrated and controlled by a Managing committee and shall comprise 7 members including office bearers elected by the General body for a period of 5 years.
- b) The members of the managing committee shall continue as such for a period of 5 years Vacancy created by death or otherwise shall be filled in within 3 months of the occurrence of such vacancies by the sole authority of the Chairman.

6. POWER & FUNCTION OF THE MANAGING COMMITTEE

- a) To carry out the aims and objectives of the society.
- b) To administer and control the affairs and funds of the society and exercises all power on behalf of the society.
- c) To do all other lawful acts, matters things and deeds as may be conductive to and expedient in the interest of the society.
- d) To purchase, take on lease or in exchange or hire or otherwise acquire any movable property for the purpose of the society and to carryout agreement. Contract obligation and arrangements on suitable terms.
- e) To manage all the institution conducted by the society.

7. GENERAL BODY MEETING

- a) The General Body Meeting of the society will be attended by all the members. The first general body meeting of the society shall be held within six months of the expiry of the financial year, in which the first general body meeting was held. Thereafter, the annual general body meeting of the society shall be held within eighteen months from the date of its registration under Societies Registration Act 21 of 1860.
- b) No business shall be transacted at any general body meeting unless a quorum of members is present at the time when meeting proceeds for business. The quorum at the general body meeting shall be three fifth (3/5) members present in person. If within an hour from time appointed for the meeting, a quorum is not present, the meeting, if conveyed upon the requisition of members shall be dissolved and in any other case, it shall stand adjourned to the same day after 30 minutes and at the same time and place and any adjourned meeting the numbers present and entitled to vote whatever their number, shall have power to decide upon all matters which could have been disposed of at meeting from which the adjournment took place.

8. PROCEEDING OF THE ANNUAL GENERAL BODY MEETING

- a) Passing the accounts of the previous financial year.
- b) Election of Office bearers and the members of the Managing Committee to fill the vacancies.
- c) Appointment of Auditor for the next financial year.
- d) To receive and adopt the annual report, the statements of accounts for the preceding year and the financial budget estimate of the current year.
- e) To consider any of the matter deemed important by the Chairman or the majority of the members present.
- f) At general body meeting at least 3/5th members of society shall form a quorum. If the quorum is not present within half an hour of the fixed time, the meeting shall be adjourned to the same date and time and at the same place for the next week and if the quorum is not present at the adjourned meeting too, the members present shall be deemed to form quorum.
- g) The notice of the annual general body meeting shall contain the items of business to be transacted at the meeting and shall mention the place and time of the meeting. The notice of the Annual General Body Meeting shall be given at least 15 days before the meeting.
- h) The Annual General Body Meeting shall be held at least once in a year at such time and place as fixed by the Secretary.

9. QUORAM FOR MANAGING COMMITTEE MEETING

One third of the MANAGING COMMITTEE present in person shall form a quorum for the transaction of business, but if any meeting has to be adjourned for want of quorum, then at the adjourned meeting the numbers present whatever their number shall form a quorum and shall have power to decide upon all matters which could have been disposed of at the meeting from which the adjournment took place. At the meeting of the Governing Body, voting shall be by members personally present.

Every member of the Managing Committee personally present at the meeting shall have one vote and in the event of an equality of vote, the Chairman of the meeting shall have a second or a casting vote, but in the exercise of his casting vote, the Chairman shall ordinarily vote for the Status Quo.

10. POWER & FUNCTION OF THE OFFICER BEARERS

A. CHAIRMAN

- a) He will preside all the meetings of the Managing Committee and the General body of the society.
- b) He will have casting vote. Which he will exercise only when there is a tie in meeting as per point 9 above.
- c) He will guide, direct and supervise all the activities of the society.

B. VICE CHAIRMAN

If any meeting, the Chairman is absent, the Vice Chairman will act as Chairman. In the absence of Vice Chairman, the member of committee personally present at the meeting shall elect one of them as Chairman of meeting.

11. SECRETARY

- a) The Secretary shall be in charge of all executive works of the society. He shall keep records of the affairs of the society and shall be responsible to general body in all matters.
- b) The secretary shall be convener of all the meetings.
- c) The secretary shall be responsible for implementation of all the resolution at the respective meeting.
- d) The secretary shall be at liberty to spend for the purpose of the Society without sanction of the Managing Committee to do all such other lawful deeds of things as are incidental or conducive to the attainment of the object of the society.
- e) The secretary shall maintain the accounts in proper and prescribed form, He shall withdraw the amount of the society from the bank or the Post Office with the Signature of his own and also with countersigned either by the Chairman or Treasurer.
- f) The secretary shall produce the accounts of the society before the Managing Committee.
- g) The secretary will produce the expenditure of the society before Managing Committee for approval.

TREASURER

- a) Will be the caretaker of account of organization.
- b) Will receive all sort of monetary support and aid on behalf of organization.
- c) Will pay for expenditure of programs and activities with the permission of secretary.
- d) Will receive receipt against all sort of payment.
- e) Will have to maintain account of organization as per direction of the Secretary.
- f) Will have to maintain Cash ledger, Balance Sheet and other documents related to bank account.
- g) Will deposit cash, cheques and other instruments of society in designated Bank/post office maintaining full details and records.
- h) Will present annual report of income and expenditure duly audited by authorized auditor.
- i) Will support Secretary in all work in the favors of Organization.

12. BANK OPERATION

The accounts of the society shall be kept and the Bank account will be opened in a nationalized / scheduled bank or post office in the name of the society and it will be operated by joint signatures of Secretary and along with Chairman or Treasurer. The signature of Secretary is mandatory.

13. SOURCE OF INCOME

- a) By donation from its members, other individuals, private firm, trust, companies, organizations and institutions running under society.
- b) By governments & Donations.
- c) Grant and aid from any other legal sources.
- d) By national & international funding agency.

14. INSPECTION OF THE RECORDS

All records will be kept in registered office. Any member wishing to inspect can do so with the prior permission of the Chairman or secretary.

15. AUDIT OF ACCOUNT

- a) The accounts of the society shall be audited at least once a year by an auditor appointed by the General Body and it will be placed before the general body meeting.
- b) Inspector General of Registration, Bihar on his discretion any time, may get audited account of the society by recognized chartered Accountants and the fee will be borne by the society.

16. INTERPRETATION

The authority of interpretation of any of these bye-laws/ rules or regulations made here under which are enforced or that may come into force shall vest in the managing committee and their decision in the matter shall be final.

17. AMENDMENT OF RULES

The rules will not be amended unless two third (2/3) member of the society have agreed to the proposed amendment in General Body Meeting provided at least one months' notice has been given to the members the proposed amendment.

18. INFORMATION OF MEETING

- a) Information of meeting will be given to executive body 7 days before.
- b) Information for meeting of general body will give 15 days before.
- c) Information for urgent and necessary meeting will be given 48 hrs. Before.
- d) Information of meeting will be given by the Registered post, or special massagers.

19. LEGEL PROCEEDING

The Secretary of the Society shall represent all the legal proceeding by or against the Society. All documents executed by or in favor of the society shall be in the name of the secretary of the society.

20. DISSOLUTION

- a) The society shall be dissolved according to the Rules of the Society Registration Act 21 of 1860 by 2/3 majority of the members of the society in the General Body Meeting.
- b) After the dissolution of the total movable and immovable properties of the society shall either be given to other of the same aim and objects or be given to the Govt. after being paid all debts, loan etc., of the society by 2/3 majority in General Body Meeting.
- c) The Society will be dissolved after the permission of Bihar Govt. under section 13 of the Society Registration Act 21 of 1860.

(Upendra Prasad Yadav)

Chairman

(Ajay Kumar)

Treasurer

(Chandreshwar Roy)

Secretary