



उत्तराखण्ड UTTARAKHAND



कम्प्यूटर स्टाम्प वेब संख्या 11AA 795900
सावित्री ज्योति विकास समिति
जिला की पत्रावली सं० GHD-2
जि.भ.भा.क.ए. की अनामिक प्रतिष्ठिति
काय संलग्न है।

उप निबन्धक
कम्प्यूटरी एंड नोट्स
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RULES & REGULATION

ORGANISATION SETUP, RULES AND REGULATIONS OF SOCIETY

“SABIR FARIDI VIKAS SAMITI, HARIDWAR (UTTRAKHAND)”

1. NAME OF THE SOCIETY

The name of the society is “SABIR FARIDI VIKAS SAMITI”.

2. REGISTERED OFFICE OF THE SOCIETY

The registered office of the society shall remain in the state of Uttarakhand and at present it is located at the following address:

**SABIR FARIDI VIKAS SAMITI ,V & P SULTANPUR ADAMPUR
DISTT. HARIDWAR (UTTARAKHAND).**

3. THE TERMS OF ADMISSION OF MEMEBRS

Every member above the age of 18 years can become the member of the society provided he agreed to pay regularly annual subscription of Rs. 50/- (Rs. Fifty Only) and further agrees to abide by the rules and regulations of the society.

4. THE CONSEQUENCES OF NON-PAYMENT OF SUBSCRIPTION.

Any member, who has failed to pay annual subscription for a period of more than one year shall automatically cease to be a member of the society.

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5. **CATEGORIES OF MEMBERS OF THE SOCIETY**

A person, who pays regularly Rs. 50/- (Rs. Fifty only) per annum as subscription to the society, shall continue to be the member of the society.

6. **LIFETIME MEMBERSHIP**

For getting the **LIFETIME MEMBERSHIP** of the Society, A person has to give a one time subscription of Rs. 500 only.

7. **CESSATION OF MEMBERSHIP**

In the following Cases, A person shall cease to become member

- (i) On the death of a member.
- (ii) On becoming Insane.
- (iii) On becoming Criminal.
- (iv) On non payment of annual subscription.
- (v) On doing such works which are against society's benefits.

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8. **RESIGNATION AND EXPULSION OF MEMBERS / OFFICE BEARERS RESIGNATION**

Any member or office-bearer may resign from the membership or office by sending his resignation in writing to the President of the Society. the resignation will be effective, from the date of its acceptance by the Governing Body.

EXPULSION

The General Body is empowered to expel and remove by 2/3rd majority any member or office bearer or member of the governing body whose activities may be considered to be prejudicial to the society. A member shall automatically be expelled and removed, if found consuming liquor..

9. **FORMATION OF GENERAL BODY**

It shall include all members of the society, who are above the age of 18 years and who have regularly paid the subscription fixed by the society from time to time and who have applied for being enrolled as a member.

The General Body shall be the supreme body of the society and it shall have powers to amend the Constitution and to change or suspend any regulation passed by the Executive committee, which it considers to be contrary to the spirit of the constitution. But no amendment of the Constitution shall be valid unless it is passed by atleast 2/3rd majority of the total membership.

10. **POWER AND FUNCTIONS OF THE GENERAL BODY**

- (i) To prepare and pass annual budget of the society.

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10. POWER AND FUNCTIONS OF THE GENERAL BODY

- (i) To prepare and pass annual budget of the society.
- (ii) To appoint, suspend or dismiss any employee of the society or institution or of sub-committee being managed or run by the society.
- (iii) To control and administer institution of the society.
- (iv) To purchase, sell or mortgage any property of the society.
- (v) To manage control and administer any other movable or immovable property of the society, or which has been vacated or which may vest in the society.
- (vi) To direct filing of suits in law courts on behalf of the society for the benefits of the society and to manage, control or administer any institution or trust.
- (vii) To amend or withdraw resolutions relating to any of the aforesaid matters.
- (viii) The General meeting shall comprise of all the members.
- (ix) The Managing Committee will be formed in the General Meeting.

11. MEETINGS / QUORUM OF THE GENERAL BODY

- a) All the meetings of the General Body shall be presided over by the President and in his absence the members present at a meeting shall elect front amongst themselves to preside over the meeting.
- b) The Secretary of the Society shall circulate among members the agenda for the meeting atleast 24 hours before the meeting.

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- c) The notice of the ordinary meeting of the general body shall be not less than 15 days but an extra-ordinary meeting may be convened at 7 days notice.
- d) That on the written requisition of one-third of the total members of the society, the President shall convene an extra-ordinary meeting of the society within a period of fortnight of receipt of such requisition, failing which the members shall be competent to convene the meeting themselves subject to all the rules and regulations of the society.
- e) The quorum for the ordinary members of the general body shall be 1/2nd and for requisition meeting shall be 2/3rd of the total members. There shall be no quorum when the meeting is convened after adjournment for want of the quorum.
- f) The General Meeting Shall be called once in a year but in case of emergency, it can be called.

12. **FORMATION OF GOVERNING BODY / EXECUTIVE COMMITTEE**

The governing body of the society shall have the total strength of seven members including (1) President (2) Vice President (3) Secretary (4) Deputy Secretary (5) Treasurer (6) Member (7) Member. It shall be formed as hereinafter mentioned in the Memorandum of the Association. All the members and the office bearers shall be elected by the General Body election following simple majority system. The office bearers shall be members of the Governing Body by virtue of their office.

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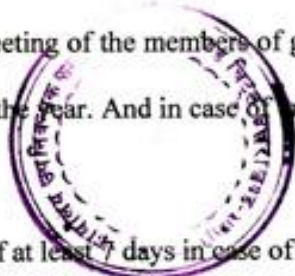
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13. MODE OF ELECTION OF THE GOVERNING BODY

The office bearers and the other members of the Governing Body shall be elected at a specially convened annual meeting for such purpose from amongst members of the general body by a majority votes but the tenure of the present governing body will be of five years. The meeting will be presided over by unanimously resolved member of the general body or in the absence or any such unanimous decision by senior most member of the general body. The office bearers or members of the governing body shall be eligible for re-election but no member shall be eligible to hold more than one office. A member whose subscription for more than one year is in arrears, shall not be eligible for such election. The General body have the powers to extend the tenure of office bearers and of the governing body.

- (i) The General Meeting of the members of governing body can be called up 4 times during the year. And in case of emergency meeting can be held any time.
- (ii) A prior notice of at least 7 days in case of General meeting & at least 1 day in case of Emergency Meeting shall be given.



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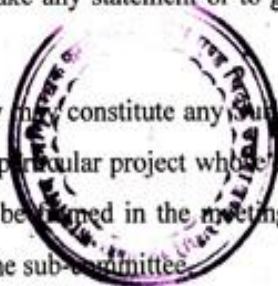
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14. POWERS AND FUNCTIONS OF THE GOVERNING BODY

- a) The Governing Body of the society will be empowered to look after and carry on all the works of the society.
- b) The Governing Body shall be competent with the permission of the General Body given to it through a resolution passed at any meeting specially convened for this purpose and comprised of atleast 2/3rd of the members of its pool to alienate any immovable property of the society in accordance with the law on the subject and the governing body may authorise through a separate resolution of the office bearers to execute and to get registered any deed for that purpose.
- c) The Governing Body through a duly passed resolution by simple majority shall be competent to authorise any member or office bearer to file or defend any suit by or against the society and to sign the pleadings and other documents and to make any statement or to give evidence on behalf of the society.
- d) The Governing Body may constitute any sub-Committee from time to time for carrying out any particular project whose terms and conditions and rules and regulation shall be framed in the meeting of the Governing Body and shall be binding on the sub-committee.
- e) The quorum for the meeting of the Governing Body shall be 1/2 share of the total members and for meeting re-convened after adjournment, due to want of quorum thereof will be no quorum.



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15. POWERS AND DUTIES OF EACH OF THE MANAGEMENT COMMITTEE SEPARATELY

a) PRESIDENT

The President will:-

- (i) Preside over all the meetings of the society when present.
- (ii) Represent the society on all the occasions unless any member is deputed to represent the society on any specific occasions.
- (iii) Issue orders to other office bearers and employees for the welfare of the society.
- (iv) To get and implement the advice of the members.
- (v) To organize meetings, to take care of society assets, to work for the benefit of the society.
- (vi) Generally supervise and control the affairs and activities of the society and maintain its dignity.
- (vii) To incur and sanction any expenditure.
- (viii) To sign along with the cashier cheque/s of the Bank Accounts.

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b) **VICE PRESIDENT**

To supervise all works in the absence of the President.

c) **THE SECRETARY**

- (i) The Secretary shall be subject to the orders of President. he will have:-
- (ii) To issue notices of the meetings.
- (iii) To maintain records and the minutes of the proceedings of the meetings.
- (iv) To transact all other business of the society.

d) **DEPUTY SECRETARY**

To supervise all works in the absence of the Secretary

e) **CASHIER, TRESURER**

- (i) The cashier shall be responsible for keeping all the accounts of the society.
- (ii) The cashier will maintain accounts regularly and will send a copy of the same to the President and members of society.
- (iii) The cashier will be under obligation to get the accounts audited annually.

f) **QUOROM**

At least 2 members are required to form Quorom for meetings.

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16. **ANNUAL LIST OF MEMBERS**

The Managing Committee shall arrange for the list of members of the managing committee to be filed with the Registrar of Society, Haridwar (Uttarakhand).

17. **OPERATION OF BANK ACCOUNTS**

The funds of the society shall be kept in a scheduled bank and all business including withdrawals by cheques from the account shall be transferred under the joint signatures of President or Secretary and Treasurer or as may be decided by Governing Body. But signature of President is always compulsory.

18. **PROCEDURE OF DISSOLUTION**

If upon the winding up or dissolution of the society, there shall remain after satisfaction of all just debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of the dissolution.

19. The Society is hereby expressly declared to be public charitable society and all the provisions of this declaration are to be construed accordingly.

M. A. Khan
Wazid
5th May 2023
Signature
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20. All the provisions under all the sections of the Societies Registration Act, 1860 shall apply to the society.
21. **PROCEDURE OF MODIFICATION IN RULES:** A General Resolution has to be passed for modifying the rules & the regulations of the society & the modifications shall be sent to the society office for registration within 30 days from the date of meeting.
22. **ARRANGEMENT OF FUNDS:** The Funds of the society shall be kept in the bank or Post office. The Drawings shall be allowed only on the joint signature of president/ Treasurer/ Secretary & the members of Governing body out of which the president Signature are compulsory.
23. **INCOME, EXPENDITURE ACCOUNT & BALANCE SHEET OF SOCIETY:** Every year the income & expenditure account, balance sheet, list of members of governing body shall be deposited to the society office.
24. **AUDIT OF ACCOUNTS:** The accounts of the Society shall be audited each year by a chartered accountant appointed by the Governing body.
25. **ANY LEGAL PROCEEDINGS U/S 6** of society registration act shall be represented by the president.



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26. SOCIETY REGISTERS

1. MEMBERSHIP REGISTER

The basic details i.e Name, Signature etc are shown in this register.

2. AGENDA REGISTER

A prior notice of 7 days is given to all members in case of General meeting,

The Agenda of matters to be discussed in the meeting should also be attached along with notice.

3. MINUTES REGISTER:-The Minutes of the meetings of Governing Body shall be properly disclosed in the minute register.

4. STOCK REGISTER: Any Goods purchased for the benefit of society shall be disclosed in this register.

5. LEDGER & CASH BOOK: The Transactions related to cash i.e.: cash receipts & cash payments are shown in cash book & the transactions relating to nominal accounts & real accounts are shown in the respective ledger account.

6. RECEIPT BOOK: Receipt shall be given in case of donation received.

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