

AMMENDED RULES AND REGULATION OF THE SOCIETY

1. Name of the Society - "Mandakini Sewa Samiti Education Society"
2. Name & Address of the Society - Social Bhavan, Anekant Place, 29-Rajpur Road, Dehradun
3. Jurisdiction of Society - All Over Uttaranchal.

4. MEMBERSHIPS :-

- (1) **FOUNDER MEMBER:** The subscribers to the memorandum of the association of the society who shall be known as the founder member. There will be minimum seven members.
- (2) **PERMANENT MEMBER:** The male or female who can deposit member fee as decided by the society or gift equal property to the Society shall be the permanent member of the Society.
- (3) **ORDINARY MEMBER:** All persons who endorse the aims and objects of the society and are recommended by the president or his/her alternate and one other member of the society shall be as ordinary members of the society. Ordinary member shall pay Rs. 500.00 as membership fee.

5. CESSATION OF MEMBERSHIP:- A member of the Society shall cease to be member if:-

- (a) He/she dies or if he/she is declared to be unsound mind, or
- (b) He/she is an undercharged involvement or has applied to be adjudicated insolvent or
- (c) He/she has been convicted by a Court or Tribunal of Competent Jurisdiction Turpitude, or
- (d) Tendering his/her registration, or
- (e) He/she is absent from three consecutive meetings without obtaining due notice, or
- (f) He/she acts against or subverts the activities or the Society or engages in acts which are prejudicial to the interest of the society.

सत्य प्रतिनिधि

6. BODIES OF THE SOCIETY:

1. General Body.
2. Managing Committee.

(A) GENERAL BODY:

- (a) **FORMATION:** All the members of the society constitute the General Body.

- (b) **MEETING:** The general body shall hold a meeting at least once in a year or special meeting being held when necessary by the president or the Secretary of the Society.

उप निदेशक
पारस सोसाइटीज लव
देहरादून

- (c) **NOTICES:** Notice of the meeting shall be conveyed verbally, either by the President and Secretary or the Superintendent to all members of the Society not less than Fifteen days prior to the appointed date of the meeting.
- (d) **AGENDA-** The Agenda of the General Body's meeting shall be decided by the Managing Committee at an earlier meeting. All the member of the managing committee shall present.
- (e) **QUORUM:** The presence of 1/3rd members of the General Body constitutes a Quorum.
- (f) **VOTING:** Any question arising at a meeting shall be decided by a majority of votes from these presents by a show of hands each members shall have one vote.
- (g) **ANNUAL GENERAL BODY MEETING:** The Managing Committee shall determine the date, time and venue of the annual general meeting of the general body.
- (h) **POWERS AND DUTIES:** The General Body of the society shall elect the Managing Committee, it shall also fulfill and carryout the aims and objects of the Society and pass various resolutions put forward by the managing committee.
- (B) **MANAGING COMMITTEE:**
- (a) **FORMATION:** All the office bearers shall be on the managing committee of the society. President, Vice President, Gen. Secretary, Jt Secretary, Treasurer and 4 members total of 10 (Ten) Members will be elected by the ordinary members and the members of managing committee.
- (b) **MEETING:** The management committee shall meet at least once in a month to review the affairs of the Society. The meeting will normally headed by the President and Secretary Extra Ordinary or special meeting may be held as and when necessary.
- (c) **NOTICE:** Committee members shall be notified verbally of a meeting not less than 15 days prior to the appointed date, with place, date and time of the meeting specified.
- (d) **QUORUM:** The presence of 2/3rd members of the managing committee shall constitute a quorum at a meeting.
- (e) **VOTING:** Any question arising at a meeting shall be decided by a majority vote of those management committee members present by a show of hands, each members without vote.
- (f) **APPOINTMENT:** Appointments to any vacancies in them management committee due to the death of a member or otherwise shall be voted in any at least a 1/3rd majority of members or by a vote of confidence from the General Body.
- (g) **DUTIES AND POWERS OF THE MANAGING COMMITTEE:**
1. Make appointments.
 2. Handle of funds of the society.
 3. Issue General Instructions and guidelines, on any matter to the members of the Society.
 4. Frames Rules and Regulations for proper conduct of business as necessary.
 5. Collect donations, funds members fee and any other monies for the society.
 6. To purchase and dispose of both the movable and immovable properties as required.
 7. To take what ever step deemed necessary in matters of litigation, court cases or similar work in any other department institution or government office.
 8. To engage the advocate and solicitor(s) in this behalf. To appoint auditors for auditing the accounts of the society and to report thereon.

सत्य प्रतिनिधि

34 निम्नलिखित
कमल सहायसिंह एवं विद्या
देवगढ़

9. To execute any contract, agreement, deeds, in respect of such purchase, gift, lease or mortgage.
10. To sanction annual budget of the Society, enter into contract on behalf of the Society.
11. To Receive voluntary contributions, gifts or grant of money or property from the Govt. On India or State Govt. on any state.
12. To expend fund or society for aims and objects of the Society, to sell, manage, develop, exchange, lease/mortgage, dispose of property.
13. To make rules and regulations for the Society, staff, engage the staff for school, college etc.

(f) **TERM:** - The Term of the Management Committee shall be Five years.

7. OFFICE BEARERS POWERS AND DUTIES:

(A) **PRESIDENT:** The President shall preside over all the meetings. He shall be responsible for the governance and smooth functioning of the Society

The president of the society shall be the head of the society and shall have the powers to conduct the meeting of the society in such manner as to facilitate smooth decision taking on various items of the agenda. The president shall be responsible to ensure smooth functioning of the society and the units conducted by the society. The president shall countersign agreement, contracts etc

The society shall elect one of the members of the managing committee as president and managing committee who shall continue to hold the said office for life. The person so elected, as the managing committee shall also to act as a president of the society. He shall also be head of the managing committee

In case of the death or retirement of the president and managing committee during his term the vacancy shall be filled by the secretary by reelecting out of the members of the managing committee.

The president shall preside as the head of the managing committee as president.

(B) **VICE PRESIDENT:** The Vice President shall carry out all responsibilities and work allotted by the president from his powers and duties. He will preside over the meetings in the absence of the president.

(C) **GENERAL SECRETARY:** General Secretary shall maintain the record of the minutes of the meetings of the managing committee, meetings of the managing committee, shall be responsible for the proper execution and implementation of the decision of the managing committee, and managing committee. In his capacity as general secretary he shall assist the president and other functionaries of the said society in the administrative functions of the said society and shall be responsible for proper administration functioning under the supervisory control of the president. It shall be his duty to ensure proper discipline amongst the staff of the society.

To prescribe duties of all staff members of the said society and to observe supervision and control as may be necessary.

सूचक प्रतिनिधि

(D) **TREASURER:** to ensure proper maintenance of the account of the society including the units conducted by the society and to arrange for audit of accounts by the Chartered accountants appointed as auditors of the society by the general body.

The treasurer shall be responsible for the financial management of the funds of the society and to ensure proper custody and security of the funds of the society. It shall also hold right to prepare annual budget in consultation with general secretary and secretary

[Handwritten signatures and stamps are present at the bottom of the page, including a circular stamp on the left and several signatures on the right.]

The treasurer shall be one of the persons who will be authorized to operate bank accounts in the name of the society jointly.

8. AMENDMENT: Any amendment in the aims and objects or rules and regulations of the Society may be brought into effect after obtaining 2/3rd vote at a meeting of the General Body or in accordance with sections 4(a) and Rule 5 of the Act 1860 and file the amendment application within 30 days before the Registrar.

10. ANNUAL LIST AND BALANCE SHEET OF MANAGING COMMITTEE: Every year Society will produce/submit the list of Managing Committee and income/expenditure Balance Sheet regularly before The Registrar, Dehradun.

12. LEGAL PROCEEDINGS : The Society may sue or be sued, the name of the President and Secretary and Arbitrator as per the provisions laid down under the section 6 of the Registration Act 21, 1860

1. Membership Register
2. Cash Books
3. Minutes Books
4. Ledgers for all purposes
5. Dispatch Register
6. Accounts Books and other ledgers as required by the Society.
7. Income and Investment Register and Books.
8. Any other books and Register required by the Society.

सत्य प्रतिनिधि

(Signature of Members)

Date :
Place : Dehradun

[Handwritten signatures and stamps are visible over the form fields.]

16/07/14
 an. Bismillah
 orang diundang dan orang
 diundang D'