

## RULES AND REGULATIONS

1. **NAME OF THE SOCIETY:** Name of the Society shall be: "HAMARA SANKALP."
2. **MEMBERSHIP:** The membership of the Society is open to any person who has attained the age of maturity and fulfils the terms & conditions of the Society but subject to the approval of the Governing Body of the Society.  
  
NOTE: If the membership is not approved by the Governing Body of the Society, the reason of refusal shall be communicated to the person/applicant concerned.
3. **ADMISSION FEE & SUBSCRIPTION:** The Admission Fee and the Subscription shall be as under unless otherwise revised by the Governing Body of the Society:  
(a) Admission Fee Rs.500/- at the time of admission,  
(b) Subscription Rs.500/- per annum.
4. **TERMINATION OR CESSATION OF MEMBERSHIP:** The Governing Body of the Society shall have the powers to expel/terminate a member or/and members, from the membership of the above Society, on the following grounds:
  - (a) on death,
  - (b) on written resignation,
  - (c) if found to be involved in any anti social activities,
  - (d) if adjudged by any court of law to be a criminal offender or of unsound mind,
  - (e) if found guilty by means of anti propaganda of Aims and Objects of the Society,
  - (f) if fails to pay the subscription of contribution for three months from due Date,
  - (g) if has not attended three consecutive meetings without proper intimation,
  - (h) if disregards Rules & Regulations or disobey the decisions of Society.

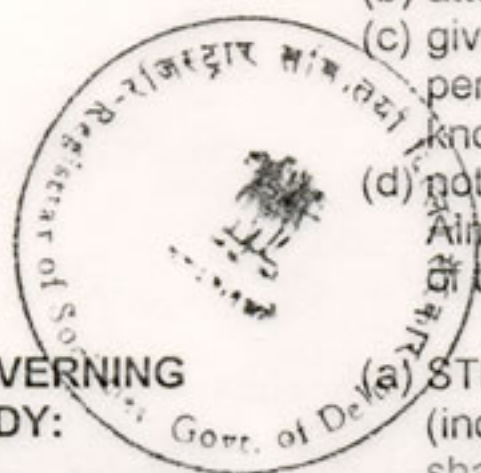
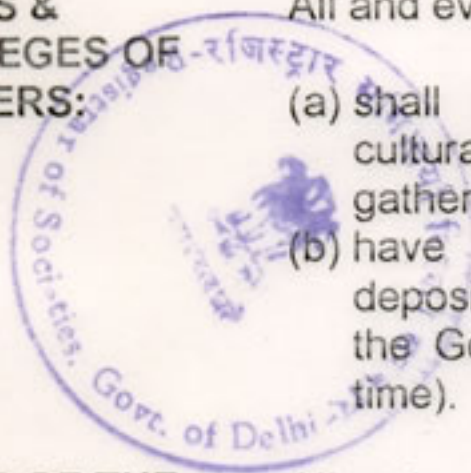
NOTE: The decision of the Governing Body regarding the termination from the membership of the Society, shall be communicated to the member concerned.

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- 5. **GENERAL BODY DEFINED:** All the members of the Society will constitute the General Body of the Society.
- 6. **FOUNDER MEMBERS:** The members of the First Governing Body/Executive Committee shall be known as Founder Members of the Society.
- 7. **PATRON OF THE SOCIETY:** Governing Body have right to appoint any distinguished/eminant person(s) as the Patron (s) of the Society, from time to time.
- 8. **GENERAL BODY:**
  - (a) **NOTICE:-** Minimum '15' days notice shall be given to the members, before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
  - (b) **MEETING:-** General Body Meeting shall be held once in every year regularly.
  - (c) **QUORUM:-** The quorum of General Body Meeting shall be 1/3<sup>rd</sup> (one third) of the total strength of the General Body Members of the Society.
- 9. **RIGHTS & PRIVILEGES OF MEMBERS:** All and every member of the Society:-
  - (a) shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Society,
  - (b) have right to collect the Identity Card after depositing the required/prescribed fee (fixed by the Governing Body of the Society from time to time).
- 10. **DUTIES OF THE MEMBERS:** All and every member of the Society shall:
  - (a) elect the Governing Body of the Society,
  - (b) attend the General Body meetings regularly,
  - (c) give the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society,
  - (d) not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules & Regulations of the Society.
- 11. **GOVERNING BODY:**
  - (a) **STRENGTH:-** The Strength of Governing Body (including office bearers and executive member) shall not be less than 7 and not more than 21.
  - (b) **TERM:-** The Term of every Governing Body shall be **FIVE YEARS**.



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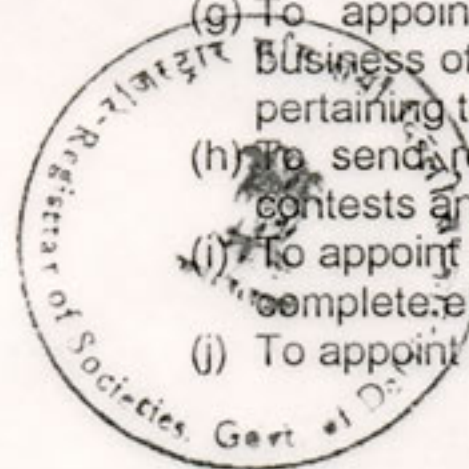
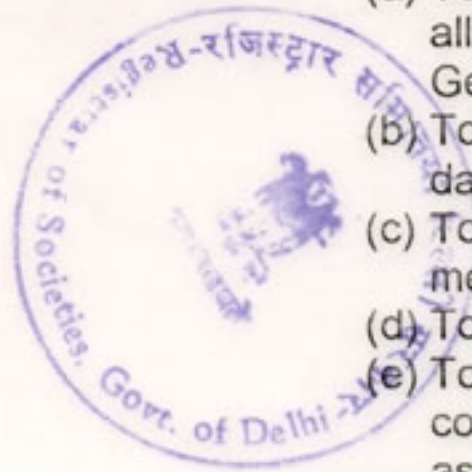
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- (c) NOTICE:- Minimum 7 days notice shall be required for Governing Body Meeting.
- (d) QUORUM:- Quorum of every Governing Body Meeting shall be 1/3<sup>rd</sup> (one third) of the total strength of the Governing Body (including office bearers and executive member).
- (e) MEETING:- Governing Body Meeting shall be held once in Three Months (or as and when the Governing Body of the Society may decided from time to time).
- (f) URGENT MEETING:- The Urgent Governing Body may be called by the 24 hour notice but the quorum for the same Urgent Governing Body Meeting shall be 1/3<sup>rd</sup> (one third) of the total strength of the Governing Body of the Society.

**12. FUNCTIONS & POWERS OF GOVERNING BODY:**

Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorised to appoint any office bearer/executive member to look after any particular activity. Governing Body shall have also the following powers:

- (a) To take necessary steps for the implementation of all the programmes and policies drawn by the General Body.
- (b) To pass the necessary expenditure to meet the day to day requirements of the Society.
- (c) To take decisions on applications for new membership.
- (d) To prepare plans, projects and programs.
- (e) To manage the affairs of the Society and to keep control over the property of the Society and all its assets.
- (f) To invest the funds of the Society not immediately required in such a manner as may be determined by the Governing Body.
- (g) To appoint committee(s) for disposal of any Business of the Society or for advise in any matter pertaining to the Society.
- (h) To send representative(s) to any exhibitions or contests and trainings etc. within or outside India.
- (i) To appoint Returning Officer and his/her powers to complete election process.
- (j) To appoint the Patron(s) of the Society.



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- (k) To arrange and receive the loan from any Bank(s) or from any other legal entity or individual(s) on reasonable terms and conditions, the Governing Body as a whole shall be liable for its return.
- (l) To accept donations, grants, gifts, contributions, subscriptions and endowments.
- (m) To establish and collect funds and accept donations in cash or in kind and to utilise the same and the income therefrom for the purpose of Society.
- (n) To receive money, securities, instruments and or any other movable property for and on behalf of Society.
- (o) To enter into agreement for and on behalf of Society.
- (p) To take all such other legal steps which may appear beneficial for the smooth and better management of the Society.

**13. COMPOSITION OF THE GOVERNING BODY:** The composition of the Governing Body (Office Bearers and Executive members) shall be as under:

- |                          |      |     |             |
|--------------------------|------|-----|-------------|
| (a) PRESIDENT            | ...  | ... | ONE.        |
| (b) VICE PRESIDENT       | ...  | ... | ONE.        |
| (c) SECRETARY            | ...  | ... | ONE.        |
| (d) JOINT SECRETARY      | ...  | ... | ONE.        |
| (e) TREASURER            | ...  | ... | ONE.        |
| (f) EXECUTIVE MEMBERS... | from | TWO | to SIXTEEN. |

**14. POWERS AND DUTIES OF OFFICE BEARERS:**

**PRESIDENT:**

- (a) President shall summon and preside over all the Governing Body and General Body meetings of Society.
- (b) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject.

**VICE PRESIDENT:**

There shall be one Vice President of the Society to assist the President in his/her work. Vice President shall enjoy all the powers of the President in his/her absence.

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**SECRETARY:**

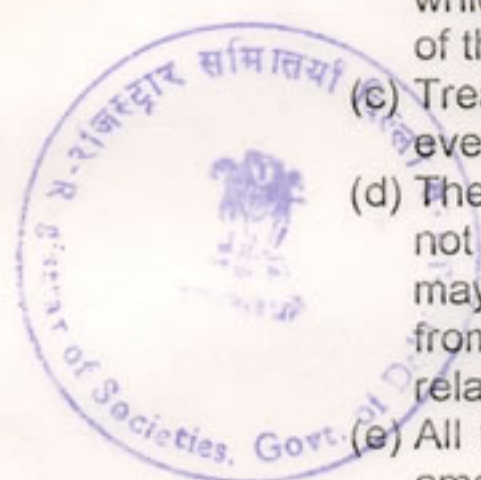
- a) Secretary shall circulate the notice to the concerned Office Bearers and Executive Members/General members.
- b) Secretary will prepare the Membership Register as well as the Proceeding Register to record the minutes of the proceedings of the Governing Body Meetings and the General Body Meetings and have them duly signed by the members who attend the meetings.

**JOINT SECRETARY:**

There shall be one Joint Secretary of the Society to assist the Secretary in his/her work. Joint Secretary shall enjoy all the powers of Secretary in his/her absence.

**TREASURER:**

- (a) All the funds of Society shall remain under the care and management of Treasurer of the Society.
- (b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Society.
- (c) Treasurer shall produce all the Account-Books in every Governing Body.
- (d) The Treasurer will ordinarily hold a cash balance not exceeding Rs.1000/- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
- (e) All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Nationalised Bank/Banks, selected by the Governing Body of the Society.



**EXECUTIVE MEMBER:**

Executive Member is the important part of the Governing Body. Executive Member is supposed to attend all the Governing Body Meetings and also the General Body Meetings of the Society.

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15. ELECTION:

The General Body in its Annual Meeting will elect its PRESIDENT and all the office bearers and also the Executive Members of the Governing Body, after every FIVE YEARS by secret ballot papers or by show of hands as the Election Officer may decide. The Election Officer will be appointed by the Governing Body. The powers of Election Officer shall also be framed by the Governing Body of the Society.

16. RE-ADMISSION:

In case, any member of the Society is expelled by the Governing Body on the reason of Non-Payment of the subscription, he can be re-admitted, provided the member concerned pays all upto Date dues with the permission of the Governing Body.

17. APPEALS:

All the appeals shall be referred to the General Body of the Society. The decision of the General Body shall be final. The decision of the General Body shall be communicated to the member concerned.

18. FILLING UP OF CASUAL VACANCIES:

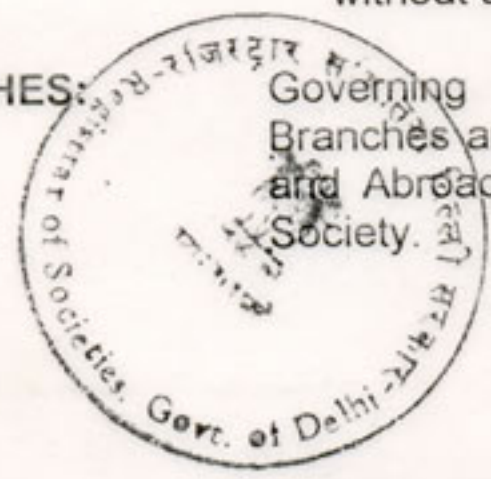
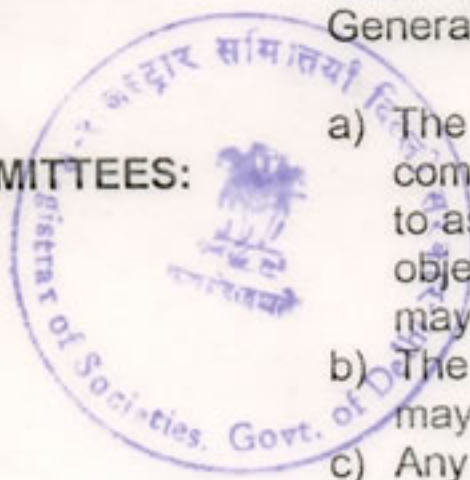
Any casual vacancy, amongst office bearers & executive members of Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

19. SUB-COMMITTEES:

- a) The Governing Body may appoint Sub-committee(s) as and when it considers expedient to assist in the furtherance and achievement of the objectives of the Society. The Governing Body may at any time dissolve any such committee.
- b) The Sub-committees shall have such powers as may be delegated to them by the Governing Body.
- c) Any power delegated to such committees may be withdrawn by the Governing Body at any time without any notice.

20. BRANCHES:

Governing Body, in its meeting, shall form the Branches and/or the Sub-Committees (all over India and Abroad) to attain the Aims and Objects of the Society.



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21. SOURCES OF INCOME:

All the income of the Society (received from all sources) shall be utilised only for the promotion and upliftment of the Aims and Objects of the Society. Sources of Income of the Society are as under :

- (a) Admission Fee and Subscription from the members of the Society,
- (b) Donations and Special Contributions ...and
- (c) Funds generated by Exhibitions, Functions, Seminars and other Cultural programs etc. (arranged by the Society).

22. ADVISORY BOARD:

The Governing Body is authorised to appoint/nominate, any time, the Advisory Board to solve any matter/issue. The Governing Body of the Society can Nominate any Office Bearer/Executive Member as the CHAIRMAN of this kind of Advisory Board.

23. FINANCIAL YEAR:

Financial year of Society shall be from the 1st. Day of April to 31st. March, every year.

24. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION:

All the amount shall be kept in any Nationalised Bank(s), and the Bank Accounts shall be operated by the Joint Signatures of TREASURER and any one out of PRESIDENT and SECRETARY.

25. ANNUAL LIST OF GOVERNING BODY:

Once in every year a list of the Office-Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies (Delhi), as it is required under Section 4 of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.

26. AUDIT:

The accounts of Society shall be audited by the qualified auditor (Chartered Accountant) every year.

27. DISSOLUTION:

If the Society needs to be dissolved, it shall be dissolved as per-provisions laid down under the Sec. 13 & 14 of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.

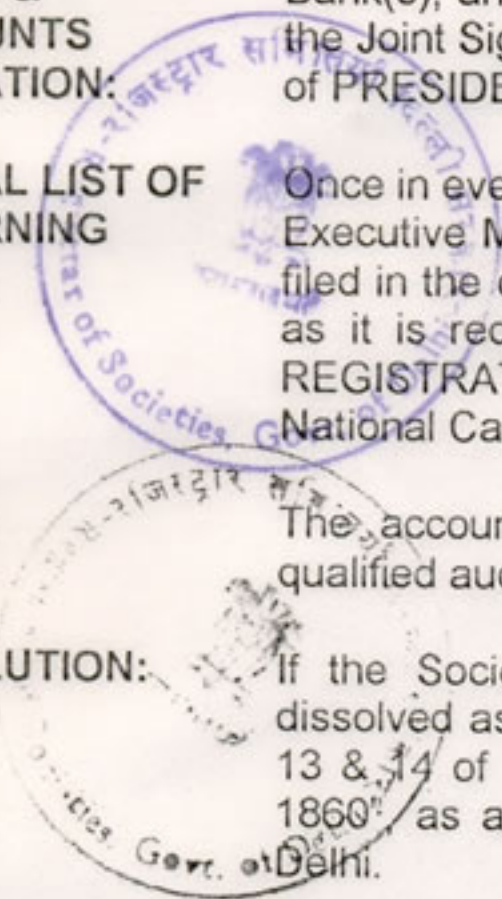
28. LEGAL PROCEEDINGS:

Society may sue and/or be sued in the name of PRESIDENT as per provisions laid down under Sec.6 of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.

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29. AMENDMENT: Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Section 12 & 12-A of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
30. APPLICATION OF THE ACT: All the provisions under all the Sections of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi, shall be applicable to this Society.
31. ESSENTIAL CERTIFICATE: Certified that this is the correct copy of the Rules and Regulations of the Society.

*A. Lakha*  
(PRESIDENT)

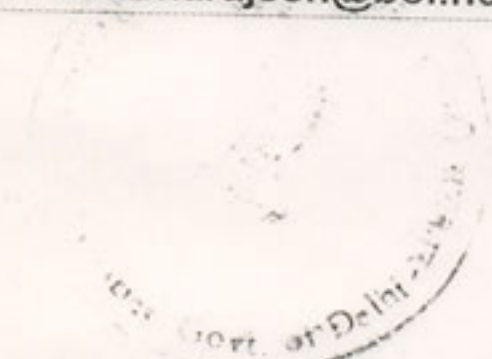
*J. J. J. J.*  
(SECRETARY)

*Jaswant Singh*  
(TREASURER)



Consultation & Drafting By:

**RAJESH SHARMA (Advocate)**  
Office: Seat-2, Old Court, Kashmere Gate, Delhi-110006  
Ph.: (Offi.) 2968809, (Resi.) 2175255, 2261655 Mobile: 9811193242  
e-mail: sharmarajesh@bol.net.in visit us at: [www.societysalahkar.com](http://www.societysalahkar.com)



राज्यीय रजिस्ट्रार सचिवालय

पंजीकरण नं. ... 8/39666

दाखल नं. ....

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विधिवत् XX/1860 के अन्तर्गत  
... दिनांक ...

24/4/2011  
रजिस्ट्रार सचिव  
दिल्ली सरकार

Notified U/S 19 of S.R. Act 1860  
24/4/2011  
Registrar of Society  
MM