

## **SOUNDARYANAGAR WELFARE ASSOCIATION (R)**

Situated at Soundaryanagar Public Library, 14<sup>th</sup> Cross, 1-C Main Road,  
Soundaryanagar, Nagasandra Post, Bengaluru – 560 073.

Reg. No. 658/2002

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### **MEMORANDUM OF ASSOCIATION**

Name of the Association : Soundaryanagar Welfare Association  
Address of the association : Situated at Soundaryanagar Public  
Library, 14<sup>th</sup> Cross, 1-C Main Road,  
Soundaryanagar, Nagasandra Post  
Bengaluru – 560 073.

### **:: AIMS AND OBJECTS ::**

- The Association is striven to establish the appropriate liaison with the government agencies to obtain assistance for proper and overall development of the Soundaryanagar with the objective to improve the basic civic amenities and improve the living conditions of the members of the Association.
- In carrying out of the above objectives and activities and to facilitate their efficient and effective functioning of liaison, collaborate and share experience with individuals and or other bodies and organisations with similar objectives in the city of Bangalore to organise meetings or participate in them, make representations or carry out other activities as may be considered necessary.
- To do such other things as may be considered as to be incidental or conducive to and attainment of the aforesaid objectives.
- To Encourage fine arts and cultural activities in Music, Dance and Drama etc.,
- The Soundaryanagar Welfare Association shall remain non-political in its activities.
- The income of the Association by whatever means shall be utilised for the objectives of the Association and shall not be distributed among its members or anybody.
- The President/General Secretary of the Soundaryanagar Welfare Association is authorised to correspond with Registrar and other State/ Central bodies .

## **:: BYE-LAWS OF SOUNDARYANAGAR WELFARE ASSOCIATION ::**

### **1. SHORT TITLE AND APPLICATION :**

- 1.1 These bye-laws may be called as the bye-laws of the **“Soundaryanagar Welfare Association”**
- 1.2 The Provisions of these bye-laws shall be applicable to the members of Soundaryanagar Welfare Association, i.e., (i) all the present and future OWNERS of site, building, flat, apartment, land, (ii) the present and future residents who are residing in the layout as TENANTS OR LESSEE OR LICENSEE of any domestic house, building, flat, land etc., in Soundaryanagar Layout comprising with Soundaryanagar, Soundaryanagar extension i.e., Balaji Layout, Gundappa Layout and part of Siddeshwara Layout and part of Meenakshi Layout are subjected to the regulations set forth in these bye-laws.

### **2. DEFINITIONS :**

In this bye-laws unless the context requires otherwise:

- 2.1 “ Soundaryanagar Welfare Association ”** means the Association consisting with the members or residents of the Soundaryanagar Layout comprising of Soundaryanagar, Soundaryanagar extension i.e., Balaji Layout, Gundappa Layout and part of Siddeshwara Layout and Part of Meenakshi Layout.
- 2.2 “ Managing Committee ”** means consisting of ‘Office Bearers’ and ‘Executive Committee members’. ‘Office bearers’ means the President, Vice President, General Secretary, Treasurer, Joint Secretary, Organising Secretary and ‘Executive Committee Members’ means shall be at the ratio of maximum 1:25 of its total permanent members, provided that out of total number of Executive Committee members women reservation will be at minimum 3 members. The Managing Committee members shall be the permanent members of the association and they should reside in the layouts of the Association as referred herein above.
- 2.3 “ ACT ”** mean the Karnataka Society Registration Act 1960.
- 2.4 “ MEMBERS ”** means the permanent members and temporary members of the Association:
- (i) PERMENANT MEMBERS :** means the present and future owner/s of House, Site, Building, Flat, Apartment, Land, situated in the Soundaryanagar layout as referred herein above are entitled to be a permanent member of the association.

**(i) TEMPORARY MEMBERS :** means the present and future tenants or licensees or lessee or any other persons who would like to reside in the Soundaryanagar layout as referred herein above are entitle to be a Temporary Members of the Association, other than the commercial shop/building tenants or lessees or licensees.

**2.5 “ FAMILY ”** means Nuclear Family consisting a Permanent Member, his/her spouse, sons and un-married daughters, or Joint Family consisting of a Permanent Member, his/her spouse, sons, un-married daughters, brothers and un-married sisters who are residing along with the Permanent Member under common/single roof.

**2.6 “ FINANCIAL YEAR ”** means the year commencing from 1<sup>st</sup> day of April of the present year and ending on 31<sup>st</sup> day of March of succeeding year

### **3. OBJECTIVE OF THE ASSOCIATIONS :**

3.1 The Association is striven to establish the appropriate liaison with the government agencies to obtain assistance for proper and overall development of the Soundaryanagar with the objective to improve the basic civic amenities and improve the living conditions of the members of the Association.

3.2 In carrying out of the above objectives and activities and to facilitate their efficient and effective functioning of liaison, collaborate and share experience with individuals and or other bodies and organisations with similar objectives in the city of Bangalore to organise meetings or participate in them, make representations or carry out other activities as may be considered necessary.

3.3 To do such other things as may be considered as to be incidental or conducive to and attainment of the aforesaid objectives.

3.4 To Encourage fine arts and cultural activities in Music, Dance and Drama etc.,

3.5 The Soundaryanagar Welfare Association shall remain non-political in its activities.

3.6 The income of the Association by whatever means shall be utilised for the objectives of the Association and shall not be distributed among its members or anybody.

3.7 The President/General Secretary of the Soundaryanagar Welfare Association is authorised to correspond with Registrar and other State/ Central bodies .

- 3.8 The income of the Association by whatever means shall be utilised for the objectives of the Association and shall not be distributed among its members or anybody.
- 3.9 The President/General Secretary of the Soundaryanagar Welfare Association is authorised to correspond with Registrar and other State/ Central bodies
- 3.10 To undertake or to appoint sub-committees if necessary to undertake welfare, cultural or recreational activities for the benefit of the members.

#### **4. MEMBERSHIP OF THE ASSOCIATION :**

##### **4.1 ADMISSION OF MEMBER :**

- (i) All bonafide persons who are residing in the Soundaryanagar layout as described and referred here in above as owner/s or Tenant, Licenses, Lessee in the aforesaid layout are eligible to become a members of this association, irrespective of caste, religion or creed, race or class and gender.
- (ii) He/She should have attained the age of majority i.e., age of 18 years.
- (iii) Be of a sound mind;
- (iv) Not to be otherwise disqualified under any law, Society Act or under the rules and regulations of this Bye-Laws of the Association;
- (v) Not have involved in any criminal activities and not to be convicted for any heinous offence or offences by the competent Court of law.

##### **4.2 CATEGORIES OF MEMBERS:**

- (i) **PERMANENT MEMBER :** The Permanent Member should be the owner/s of the House, Site, Building, Flat, Land, Apartment situated within the limits or boundaries of Soundaryanagar layout as described and referred herein above are eligible to become a Permanent Members of this Association.
- (ii) **TEMPORARY MEMBER :** The Temporary Member should be an individual who inserted as tenant or lessee or licensee by the permanent member or owner of house, building, flat or apartment and who is residing within the limits of Soundaryanagar Layout as described and referred herein above are eligible to become a Temporary Members of this Association. But the Commercial Shop/s or Building/s tenant/s or lessee/s or licensee/s etc., are not eligible to become a Temporary Members.

### **4.3 REGISTRATION OF MEMBERSHIP :**

#### **(i) PERMANENT MEMBER :**

(a) Any individual who is owning the House, Site, Building, Flat, Land, Apartment in the Soundaryanagar layout as described and referred herein above is desired to become a member of the Association, he/she shall submit an application along with the proof of ownership to the Association in the prescribed form.

(b) The Permanent membership shall be for life time, subject to approval of Managing Committee of the Association and subject to payment of annual membership fee as prescribed herein.

Provided that, if the family member of the permanent members residing separately along with their nuclear family in a different floor of the same building having separate kitchen and subject to production following documents in proof their independent living, such family member of the permanent members can become a permanent member of the association by filing necessary membership application as prescribed herein. Such member should produce the copy of following primary document to prove his independent living from the original permanent member i.e., registered will or partition deed/MOU of family or gift deed or release deed, khata certificate issued by concerned authorities. If they do not have any aforesaid primary documents in their custody, then such members can produce secondary documents i.e., LPG connection certificate/document, electricity connection certificate/document issued in their individual names by concerned authorities. When the members produced the secondary documents in proof of their independent living, then the physical inspection report of the committee appointed by the association for inspection of such members house is mandatory to consider his/her membership application. And if they prove their independent living from the permanent member they can become permanent member of the association.

#### **(ii) TEMPORARY MEMBER :**

(a) Any individual who is residing or occupying a house/flat/building/apartment, situated within the Soundaryanagar Layouts as described and referred herein above and who inserted as tenant or lessee or licensee by their owner are desired to become a member of the Association other than the commercial shops or buildings tenants, lessee or licensee, he/she shall submit an application along with the proof of tenancy to the Association in the prescribed form.

(b) The application for temporary membership shall be supported by their owner and such owners shall be the permanent member of the association.

- (c) The temporary membership shall not exceed for a period of one year in any given years, and their membership can be extendable subject to approval of the Association and subject to payment of annual membership fee as prescribed herein.
- (iii) Such applications for Permanent Membership or Temporary Membership shall be considered by the Managing Committee at their regular meeting and decide upon according to the eligibility criteria specified in the bye laws of the Association or Society Act. The decision of the Managing Committee shall be final and binding on the applicant.
- (iii) The applicant whose request for membership has been granted shall be communicated and directed to pay the prescribed fee within a period of 15 days, and in default of such payment within such time, such application will be deemed to have lapsed.
- (iv) The applicant whose request for membership has not been granted or rejected shall be communicated to the applicant **with reason** for rejection of such application.

#### **4.4 MEMBERSHIP FEES:**

##### **(i) PERMANENT MEMBERS:**

- (a) All **future** intending Permanent members shall pay Rs. 2000/- or such higher amount plus taxes if any, as shall be decided by the Association from time to time as one time membership registration fee, which is non-refundable.
- (b) And Rs. 600/- per year as yearly subscription fee or such higher amount plus taxes if any, as shall be decided by the Association from time to time.

##### **(ii) TEMPORARY MEMBERS:**

- (a) All intending Temporary members shall pay Rs. 1000/- or such higher amount plus taxes if any, as shall be decided by the Association from time to time as one time membership registration fee, which is non-refundable.
- (b) And Rs. 400/- per year as yearly subscription fee or such higher amount plus taxes if any, as shall be decided by the Association from time to time.

- (iii) Both Permanent Membership and Temporary Membership is non-transferable to any future Purchaser, Donee, Relesse, Legatee, Tenant, Lessee or Licensee, etc.,
- (iv) All payments to the Association can be made through Cash or Cheque, Online or Offline or by any acceptable mode.
- (v) In the event of the demise of a Permanent Member, his/her spouse or their legal heir shall have a right to become a Member, subject to the condition that he/she submits an application to that effect within a period of one year from the date of demise of such deceased permanent member and subject to clearance of arrears if any.
- (vi) In the event of the demise of a Temporary Member, his/her membership cease and stand cancelled. The Legal heirs of such Temporary Members should file a fresh application for membership as prescribed herein above and no need to pay the membership registration fee as prescribed herein above.
- (vii) Where two or more person have purchased building, site, land, flat, apartment etc., jointly, one of them is entitled to be a members of the association in his individual name and another/other joint-owner/s should give No-objection in this regard.
- (viii) Where a building, site, land, flat, apartment, etc., has been purchased by a firm or company or an association of persons. Such firm, company or association of persons as the case may be shall nominate or appoint a person to represent itself in the affairs of the association and convey the name of such person accompanied by an authorization letter or board resolution as applicable by law of nominating firm/company/association of persons. Such nominated persons have a right to participate in the activities of the Association.
- (ix) Any member of the Association if alienated or conveyed his/her right of ownership of building, site, land, flat, apartment, etc., such member should give the copy of such conveyance documents and should return his membership identity card to the association. The membership registration fee or subscription fees paid by such members should not be refundable to him or transferable to subsequent owner/s or purchaser/s of such building, site, land, flat, apartment, etc.,
- (x) The members who have enrolled as a permanent member and if he/she failed to pay the yearly subscription fee for continuous period of two (2) years would render him/her as defaulting member.

- (xi) The Association may take appropriate steps i.e., issuing request/demand letter to the defaulted members demanding/requesting such members to pay the arrears and to collect the same.
- (xii) Once the Permanent Membership or Temporary Membership is cancelled the corresponding registration fees will not be refundable but same will be treated as revenue in nature.

#### **4.5 DISQUALIFICATION OR CANCELLATION OF MEMBERSHIP:**

- (i) Any Permanent member of the Association if he/she failed to pay the yearly subscription fee for continuous period of two (2) years, and failed to pay due amount and regularise his/her membership within a period of three months from the date of issue of demand/request letter by the Association, such defaulted member shall forthwith or cease to be a member of the association.
- (ii) Such defaulted permanent members are not entitled to utilize the facilities of the association.
- (iii) Such defaulted permanent members are not entitled or eligible to attend any meeting/s of the association and also not eligible to participate and cast their vote in the election of Office Bearer and Executive Committee Members or such other elections.
- (iv) Any permanent member who ceases to be a member of the association may be re-admitted on payment of all the arrears at the discretion of the Association.
- (v) The permanent membership will be ceased or cancelled automatically if any member sold, conveyed or alienated his ownership rights which he/she owned in any house, site, building, land, flat, apartment, etc., in favour of any person.
- (iii) Any permanent member/s/temporary member/s acting or omitting adversely to the aims and objectives of the association or acting against the interest of the association, the membership of such members will be cancelled at the discretion of the Association.
- (v) The membership will be cancelled in case any member involving in any antisocial activities or convicted by the competent authority or court of law.

#### **5. VOTING :**

- 5.1 All Permanent members of the Association shall have one vote, subject to payment of yearly subscription fee up to date.

- 5.2 The temporary members have no voting rights in any election of the association.
- 5.3 All Permanent members shall have the right to nominate/authorise another member of his/her family who has attained the age of majority (18 years) to attend meetings and to vote in the elections on his/her behalf.
- 5.4 Written Nomination letter or Authorisation letter shall be addressed in the prescribed format to the President/General Secretary of the Association prior to the date of Meetings or Elections.

## **6. QUORUM :**

Except as otherwise provided in this bye-laws, the participation in person or by proxy of at least 1/3<sup>rd</sup> of the total members shall constitute a quorum for general body meeting/special general body meeting. If necessary quorum is not constituted for a meeting at the noticed time, then such meeting shall be adjourned half an hour on the same day. On such adjourned meeting if the quorum is not present within half an hour of the scheduled time, the members who are present at that time shall form the quorum. All decisions taken in such adjourned meeting shall be binding on the members of the association.

## **7. ADMINISTRATION :**

- 7.1 The General Body which consists of all the permanent members shall elect Office Bearers and Executive Committee Members. The Office Bearers of the Association are President, Vice-President, General Secretary, Treasurer, Joint Secretary and Organising Secretary. The total number of Executive Committee Members should be at the ratio of maximum 1:25 of its total members, out of which women reservation will be minimum 3 out of the total number of Executive Committee Members. Hence forth referred to as the “ Managing Committee ” to carry out the general day to day administration affairs of the Association and to represent the Association in all matters.
- 7.2 The ultimate authority in all matters relating to the administration of the Association shall vest with the Managing Committee.
- 7.3 The Managing Committee shall be elected in the General Body Meeting once in **FOUR (4)** years and they shall be elected either by raising hands or by secret ballot.
- 7.4 Any permanent member of the Association willing to contest for the post of Managing Committee i.e., Office Bearers and Executive Committee Members, he/she should be the residents of Soundaryanagar Layout as described/referred herein above.

- 7.5 Any Permanent member of the association as defined herein above is willing to contest for the post of Executive Committee Members, he/she should complete minimum period of Four years as a member of the Association. Provided that, such permanent member name should not be listed in the arrears list and whose membership should not be cancelled or disqualified or ceased for any reasons.
- 7.6 Any Permanent member of the association willing to contest for the post of Office Bearers he/she has to serve minimum **FOUR (4)** years as an Executive Committee Member on the date of filing of his/her nomination. Provided that, such permanent member name should not be listed in the arrears list and whose membership is not cancelled or disqualified or ceased for any reasons.
- 7.7 If family member of the Permanent Member as described herein above is willing to contest for the post of Executive Committee, he/she should produce consent letter from the Permanent Member addressing to the President/General Secretary of the Association in a prescribed format before filing his/her nomination. Provided that, only one person from the family of Permanent member is eligible to contest for the Executive Committee Member post and such member's name should be there in the membership application form which was filed/furnished by the Permanent Member at the time of his/her registration/inception as member of the Association.

## **8. POWERS AND DUTIES OF ASSOCIATION :**

### **8.1 ANNUAL GENERAL BOODY MEETING :**

The Annual General Meeting of the Association shall be held within Six (6) months from end of the financial years or any other date as decided by the Managing Committee in every year.

### **8.2 SPECIAL GENERAL BODY MEETING :**

A special General Body meeting will be called by the President or in his absence by the Vice President/General Secretary on receipt of a notice in writing by 2/3 majority of members addressed to the President disclosing the reasons for calling such meeting or at the request of any Government body or any officers of such bodies. It will be mandatory for the President or in his absence the Vice President/General Secretary to call such meeting within 15 days from the date of receipt of such a notice. No other business shall be transacted at as special meeting except as stated in the above request.

### **8.3 NOTICE OF THE MEETING :**

It shall be the duty of the General Secretary/Joint Secretary to e-mail or send a notice of each annual general body meeting or special general body meeting stating the purpose thereof as well as the time and place where it is to be held to each member by any mode of communication at least 15 days but not less than 7 days prior to such meeting. The mailing or sending of a notice in the manner providing in this bye-law shall be considered notice of all general body meeting shall be communicated to the registrar.

### **8.4 ADJOURNMENT MEETING :**

If any meeting of members cannot be conducted because of lack of a quorum, the members who are present may adjourn the meeting to a time not less than thirty minutes from the time the original meeting was called. If at such adjourned meeting also no quorum is present the members present in person shall form a quorum.

### **8.5 ORDER OF MEETING :**

The order of general body meeting or special general body meeting or all meeting of the association shall be as follows:

- (i) Roll call/attendance of members present.
- (ii) Proof of notice of the meeting or waiver of notice.
- (iii) Reading of notice and approval of minutes of preceding meeting/s.
- (iv) Consider, approve and adopt the audited financial statements of accounts including receipts and payments of the immediate preceding financial year.
- (v) Consider, approve and initiate such actions as may be necessary on reports of the General Secretary.
- (vi) Consider, approve and initiate such actions as may be necessary on the Annual Report of Committee/Sub-committee and any other reports, if any submitted by the Managing Committee.
- (vii) Adopt the budget for the following year.
- (viii) Consider and deal with appeals against the action of the Managing Committee, if any, or any members, thereof.
- (ix) Consider the amendments, additions, modifications to the Bye-laws if necessary, in accordance with the requirements of these Bye-laws.
- (x) Consider the deal with unfinished business.
- (xi) Consider the list of defaulting members and action to be taken thereof.
- (xii) Election of Office Bearer and Executive Committee Members.
- (xiii) Vote of Thanks

## **9. MANAGING COMMITTEE :**

- 9.1 The affairs of the association shall be governed by the Managing Committee. The Managing Committee consisting of the following Office Bearers and Executive Committee Members :
  - a. President
  - b. Vice President
  - c. General secretary
  - d. Joint Secretary
  - e. Treasurer
  - f. Organising Secretary &
  - g. Executive Committee Members as defined and described in the definition column/above.
- 9.2 The Managing committee shall have the powers and duties for administration of the association and may do all such acts, deeds and things in accordance with the bye law and to be exercised its power as described and decided by the General body.
- 9.3 The General body of the Association shall elect the Managing Committee among the permanent members of the Association. The voting will be by show of hands or by the secret ballot. The term of the Managing Committee shall be for **FOUR (4)** years. The Managing Committee shall hold the office until their successors are elected.
- 9.4 Provided that, the first Managing Committee constituted by the Memorandum of Association shall perform all the functions of the Managing Committee till the constitution of the new Managing committee under these rules.
- 9.5 Elected Managing Committee members may resign at any time by sending a letter of resignation to the President/General Secretary of the Association, but the resignation shall take effect from the date of acceptance by the Managing Committee or one month from tendering of resignation, whichever is earlier.
- 9.6 If a Managing Committee member absent himself/herself for three consecutive meetings of the Managing Committee, he/she shall cease to be a committee member unless the Managing Committee decides otherwise.
- 9.7 The Management Committee shall meet at least once in a month.
- 9.8 The Quorum for meeting of Management Committee shall be 50%.
- 9.10 Every issue before the Managing Committee shall be decided by a simple majority of the Managing Committee members who present and in case of tie in the matter, the President may exercise his casting vote.

- 9.10 The Managing Committee shall authorise the opening of Book Accounts in the name of Association with any bank chosen by it and the account will be operated by the President/General Secretary and treasurer.
- 9.11 If any Office Bearer/s acting against the interest of the Association or managing the affairs of the association against the Aims and Objectives of the association or provision of this Bye law, and further such office bearer/s misusing his/her post for his/her personal gain or benefit, such office bearer/s can be disqualified from their post in Annual General Body meeting or in any Special General Body meeting by giving prior oral/written notice to such office bearers.
- 9.12 If any Executive Committee Member/s acting against the interest of the Association or managing the affairs of the association against the Aims and Objectives association or provision of this Bye law, and further he/she misusing his/her post for his/her personal gain or benefit, such Executive Member/s can be disqualified from his/her post in a Monthly Meeting of the Managing Committee Members by giving seven (7) days prior oral/written notice to such Executive Member/s.
- 9.13 That all the posts of Managing Committee i.e., Office Bearer and Executive Committee Members are honorary and in the nature of pure public service they are not entitle for any allowance, remuneration and no direct, indirect costs or sitting fees shall be paid by the association.
- 9.14 Office Bearers and Executive Committee Members i.e., Managing Committee Members shall not hold any post or position in any political parties.
- 9.15 If any permanent member of this Association is having similar membership in the neighbouring resident welfare association, such member is also eligible to contest for the post of Executive Committee Member and Office Bearer Post, subject to condition that he/she should not hold any post of Office Bearer or Executive Committee Members or Managing Committee Member in the such neighbouring welfare association. Further he/she should not to be indulged in any political activities from such association. Such members (dual membership members) should give a declaration in the prescribed format at the time of filing his/her nomination to the post of Executive Committee Member and Office Bearer of the Association.
- 9.16 In the event any casual vacancy arising in any office bearers post for whatever reasons or grounds i.e., death, resignation, disqualification, etc., the Managing Committee may Co-opt any Executive Committee Member who suitable for such office bearer post, who shall hold such post for the remaining period or till the next election to the Office Bearer.

**10. POWER AND DUTIES OF THE MANAGING COMMITTEE:**

- 10.1 The Management Committee shall have following powers and duties as described herein below which is necessary for the proper administration and affairs of the association and may do all such acts and things to achieve the aims and objectives of the association in accordance with this bye-laws.
- 10.2 To conduct the programs and activities to maintain a good relationship between the members/residents and peaceful environment in the layouts and to look after the welfare of the members/residents of the association/layouts.
- 10.3 To promote and conduct cultural activities, sports, etc., among the members of the association.
- 10.4 To raise funds/donations for the welfare of the members and to achieve the aims and objectives of the association by way of contribution from the members, non-members, government agencies, non-government agencies etc.,
- 10.5 To construct and provide infrastructure/building i.e., office, library, community hall reading room and provide tables, chairs, furniture for different activities i.e., on different occasions for its members and their children and to encourage fine arts and cultural activities in music, dance and drama etc.,
- 10.6 To establish and run yoga classes, aerobics, gymnastic, etc., for the benefit of its members to all age group to help improve their health and keep physical and mental fitness.
- 10.7 To promote and encourage oneness amongst the members and to build the spirit of co-operation.
- 10.8 To establish and reinforce necessary contacts with and to render help and assist all members during their problems.
- 10.9 With prior approval of the Managing Committee the Office Bearers may employ, engage, appoint and control the staff as essential for the proper administration of the association, keeping in mind of its economy and necessity.
- 10.10 The prior approval of the Managing Committee the Office Bearers may enter into agreements with builders, contractors, electricians, plumbers etc., for proper and effective maintenance and repair of water supply, sewage, drainage, garbage, electricity etc.,

- 10.11 With prior approval of the Managing Committee the Office Bearer may adequately and effectively represent before various statutory authorities and local bodies i.e., BDA, BBMP, CMC, BWSSB, BESCOM/KEB, Registrar of Societies, Sub-Registrar, Jurisdictional Police and other Government and Non-government agencies or authorities on all and any matters affecting and concerning the interest of the members of the Association.
- 10.12 To take necessary steps for the efficient administration of the association within the framework of the Act, this Bye-laws and the other enactments in force and in accordance with Co-operative principle and secular ideals.
- 10.13 To do all lawful acts, deeds and things either directly or indirectly, which may be conducive to promotion of any or all the objectives of the association mentioned above and to do such other things as may be considered as to be incidental or conducive to and attainment of the aforesaid objectives.
- 10.14 In addition to the duties imposed by these bye-laws or by resolutions of the Association the managing committee shall be responsible for the following:
- A. Collection of membership fee, yearly prescription fees or retaining fee from the members.
  - B. To provide necessary documents for auditing of accounts of the Association.
  - C. To inspect the account and examine the registers and Books of Account and to take steps for the recovery of all the sums due to the Association.
  - D. To sanction working expenses, count or cash balance and deal with other miscellaneous business.
  - E. To hear, receive and deal with complaints.
  - H. To ensure and promote the primary aim and objectives of Association.
  - I. In the event of any office bearer laying down office for whatever grounds and reasons, the Managing Committee may or may not co-opt any member considered suitable for the office for the remaining period of the tenure or till elections are held.
  - J. To accept from Government agencies or Non-government agencies, or from the individual for any grants, subscription or any property movable or immovable for furtherance of the objective of the Association.

- K. Managing Committee may appoint a Committee/Sub-Committee may co-opt persons who are the permanent members of the Association.
- L. Managing Committee may invite specialist/experts who may be non-members of the Association whose presence in the deliberations is considered useful.
- M. To make, change, modify and amend the rules and bye-laws from time to time and get the same approved.

## **11. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS:**

### **11.1 PRESIDENT :**

Shall have general control over all the affairs of the Association along with the Vice President and the General Secretary and shall be the person who shall act on behalf of the Association and with its consent defend any legal action against the person to enter into contracts approved by the Managing Committee and representing the Association. All legal proceedings shall be instituted and continued or defended by the President who shall sign all documents, papers and vakalath relating there to in the name of and on behalf of the Association. The president shall preside over the General Body Meeting and meeting of the Managing Committee shall jointly operate Bank Account along with General Secretary and Treasurer and sign on all receipts and vouchers.

### **11.2 VICE PRESIDENT :**

Shall assist the President in general control over all affairs of the Association along with the General Secretary and take care of all the responsibilities of the president in his absence.

### **11.3 GENERAL SECRETARY :**

- A. Shall authorise to deal with Registrar of the Societies and any other statutory authorities.
- B. Shall jointly operate the Bank Account and shall sign on all receipts and vouchers.
- C. Shall prepare and send notice of Managing Committee meetings to the Managing Committee members, General Body meetings to all members and any other intimation regarding the day to day affairs of the Association to all members.

- D. Shall record and place the minutes of the Managing Committee.
- E. Shall maintain the registers and details of members, the minutes books.
- F. Day to day works entrusted by president and in his absence by Vice President.
- G. Shall prepare monthly/annual reports for acceptance in General body meeting.

#### **11.4 JOINT SECRETARY :**

Shall assist the General Secretary in performing in his functions and shall entitled in the absence of the General Secretary to act and perform all the function of the General Secretary as empowered herein except in operation of bank accounts and day to day works entrusted by President and in his absence by the Vice President.

#### **11.5 TREASURER :**

- A. Shall have the custody of all properties of the Association including the funds of the association.
- B. Shall maintain the books of accounts, registers and other documents relating to financial affairs of the Association and day to day works entrusted by President and General Secretary.
- C. Shall collect monthly maintenance fee/ subscription/ donations etc. and issue receipts for the above there of.
- D. Shall operate bank accounts jointly with the President and General Secretary.

#### **12. ACCOUNTS :**

- 12.1 Banking account shall be operated by the Association into which all the money received on behalf of the Association shall be deposited provided that the Treasurer retain in his personal custody an amount not exceeding Rs. 10,000/- (Rupees TEN Thousand only) in cash for petty expenses. All the payment above Rs. 10,000/- (Rupees Ten Thousand only) to be made by account payee cheques only except in exceptional cases.
- 12.2 The audited financial statements shall be open to the inspection of any member of the Association during the office hours and in the office of the Association with prior intimation.

- 12.3 The assets and liabilities shall be laid before the Annual General Body meeting for confirmation.
- 12.4 Such a balance sheet and the list of committee members shall be filed with the Registrar of Societies as per section 13 of the KSR act 1960.

**13. AUDITOR :**

An Auditor shall be appointed annually and the remuneration shall be fixed by the members at the Annual General Body Meeting.

**14. PUBLICATION OF ACCOUNTS AND REPORTS :**

A Copy of the last financial statement and the report of auditor if any shall be kept in a conspicuous place in office of the Association

**15. SEAL OF THE ASSOCIATION :**

The Association shall have common seal which shall be in the custody of the General Secretary and shall be used only under the authority of a resolution of the Managing Committee and every deed of instrument to which the seal is at fixed shall be attested for on behalf of the Association by President and General Secretary or any other person authorised by the Association on this behalf.

**16. AMENDMENTS OF BYE-LAWS :**

These bye-laws may be amended by the Association in a duly constituted meeting for such propose and no amendment shall take effect unless approved by majority of the members with requisite quorum as stated in Clause 6.

**This Amended Bye-Law is came in to force from the midnight of 09/07/23 on the date of Special General Body Meeting held and approved by the Members.**

**17. ACCOUNTING YEAR :**

The Accounting year of Association shall be the financial year from First of April of the present year and thirty first of March of succeeding year.

**18. WORKING HOUR :**

The working hours of the Association will be from 07 -00 PM to 09-00 PM on all holidays.

**19. DISSOLUTION :**

In the event of dissolution or winding up of the Association, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the managing committee/ governing body but the same shall be transferred to another charitable society / Association whose objectives are similar to those of this Association and which enjoys recognition under section 80G of I.T. Act 1961 as amended from time to time.

20. For Matters which have not been specified provided for there in above, the provision of the KSR act 1960 and the rules made there under shall apply.

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