

"MEMORANDAM OF KAMAL WELFARE FOUNDATION

Name of the Society : KAMAL WELFARE FOUNDATION

Memo No. : 2019-01-000897

dated : 05-02-2019

Registered Office of Society: 589/33, Kath Mandi, Ramnagar, Rohtak

**Jurisdiction : The society shall work in the State of
Haryana**

AIM AND OBJECTS OF THE SOCIETY :

Educational Programme :

- * To open the education centre in all over haryana and gives the education to needy & special students.
- * To setup centre for dropout students (Skill India Programme).
- * To setup Non-Formal Education Centres.
- * To setup Adult Education Centres.
- * To setup Children Libraries.
- * To help the various Govt. / Private Deptt. for the development of Literacy programmes.
- * To organize various pre-examination training programmes for SC/OBC/STs.
- * To work under Sarva Shiksha Abhiyan.
- * To provide Education to poor & needy women / Girls through different types of Educational Courses.
- * To conduct all types of Educational Surveys / Research Studies etc.
- * To promote investor education programme.

Children's Welfare Programme :

- * To work for welfare of the Street Children / Working Children / Child Labour etc.
- * To implement various programme for welfare of Physically & Mentally handicapped children.
- * To setup Orphanage House/Creches for the poor & needy rural / slum children.
- * To organize various programmes for Prevention of Child Labour
- * To run Children Library and to educate drop-out children through NFE system.
- * To work under Sarva Shiksha Abhiyan Programme.

Sports Programme:

- * To organize the sports activities in all over Haryana.
- * To run the sports academy of all sports i.e. Badminton, Cricket, Kabaddi, Football, Table-Tennis etc.



Mohammed Shaban

President

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General Secretary

[Signature]

Treasurer

Community Services :

- * To organize Blood Donation Camp.
- * To receive Grant-in-aid from the District, State & Central level Departments for the welfare of the weaker section of the society.
- * To supply Drinking Water facilities in rural & urban slum areas.
- * To implement various funding projects of Govt. & Non-Government Agencies.
- * Organization of hobby classes, craft training, painting competitions and technical education like sewing and embroidery for ladies for weaker sections as well as for the coming generation.
- * To organize Legal Awareness Camps / Programmes in rural & urban slum areas for a proper guidance and advice to rural & urban slum people.
- * To help the Government to implement various schemes such as SJSRY, SGSY, NSDP etc.
- * To conduct various training programmes from various State /Central Govt. Deptt.
- * To implement the various projects and avail all types of funds/loan/subsidy from CAPART, NHRC, RMK, SIDBI, NCW, NABARD, HSSWB & CSWB etc.
- * To work for the Welfare of the OBC/SC/ST and BPL.
- * To implement various programmes for the awareness of the Consumers.
- * To work for the welfare of SC/OBC/BPL & Aged.
- * To Organize Consumer Awareness, Investor Education and Small Saving Programmes.

Cultural Activities :

- * To organize Cultural related Educational Programmes.
- * To organize all types of Cultural Exhibitions.
- * To demolish the social evils such as illiteracy, AIDS, Dowry, Population Explosion, Drug Abuse through Cultural Programmes.
- * To arrange financial assistance from central/state govt. and voluntary organizations.
- * Celebration of Centenaries of important Personalities.
- * Promotion and Strengthening of Regional and Local Museums.
- * To conduct survey / studies / research on Tribal / Folk-art of the State.
- * To organize Cultural Programme through old & young Artists.
- * To provide Salary to the eminent artists.

Environment Development :

- * Conducting environment education training in the spheres of conservation of forests and wild life for rural people especially the youth through organization of seminars & lectures.
- * To work for maintenance and conservation of Bio-Diversity.
- * Encouraging rural masses towards the use of alternative sources of energy like



Moham Ali Shams

President

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General Secretary

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Treasurer

solar cooker, biogas, smokeless chullas and solar lamps to avoid environmental pollution.

- * To implement various projects related to social forestry, tree plantation etc.
- * To setup ECO Clubs.
- * To conduct National Environment Awareness Programme (NEAP) each year.
- * To implement various Environment Education Projects in various schools.
- * To development of Watershed Area.
- * To organize Tree Plantation Programmes.
- * To implement various Agricultural training programme such as Mushroom Cultivation, Fisheries, Piggery, Poultry, Sericulture, Vermiculture.
- * To conduct Awareness campaigns for the farmers in the field of Agriculture.

Foreign Collaboration and Contribution :

- * To obtain foreign collaboration for transfer of technology, marketing processes etc. from donating agencies in foreign lands.
- * To obtain sanctions from Govt. of India (Ministry of Home-affairs) for receiving foreign contribution or to register the organization under FCRA 1976 (Act).
- * To open a separate bank account for foreign contribution and to maintain the account properly.
- * To utilize foreign contribution received for upliftment of weaker sections and marginal farmers in the rural section with a view to ensuring greatest good of the greatest number.

Health related activities :

- * To implement the projects in the field of Indian Systems of Medicines & Homeopathy.
- * To run mobile dispensaries.
- * To provide free medicine aid to handicapped aged persons, widows, and the down trodden and weaker section of the society.
- * To organize Blood Donation Camps.
- * To provide Sex Education to Adolescents.
- * To implement Reproductive & Child Health (RCH) projects.
- * To implement HIV/STD/AIDS prevention programmes.
- * To setup Drug Abuse Prevention / Drug De-addiction-cum-Rehabilitation centres.
- * To organize Health Camps/Dental Check-up / Eye Camps / Health Mela.
- * To set up hospitals, dispensaries and schools both in rural & urban slum areas where the existing medical care and education facilities are inadequate.
- * To organize various Programmes for Prevention of Female Feticide.
- * To work under Pulse Polio Programme.
- * To organize Programme for Iodine Deficiency Disorders.
- * To setup a rural Health centre / Health Clinic for the welfare of poor & needy people.
- * To work under National Rural Health Mission activities.

Mohan Lal Shrivastava

President

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General Secretary

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Treasurer



- * To conduct activities under JSY / RCH / MNGO / SNGO Schemes of Health Department.
- * To run Mobile Medical / Mobile Hospital facilities in rural / urban slum areas.

Help for the Aged :

- * To conduct health / eye camps for the aged.
- * To arrange free feeding of elderly rural poor.
- * To set up DAY CARE CENTRES & OLD AGE HOME for aged.
- * To construct the Old Age Home.
- * To run Free Mobile Dispensary for the Aged.

Income Tax Exemption :

- * To Register the Organization in various Income Tax Exemption Acts such as 12AA, 80-G & other exemptions acts.
- * To receive PAN Number of the Organization.
- * To file ITR of the Society during each financial year.

Rural Development Programmes :

- * To implement Rural Sanitation Programme.
- * To establish Village Library.
- * To construct Low Cost House Latrines for the weaker of the Society.
- * To establish Rural Building Centres.
- * Drinking Water Arrangement for the Society.
- * Formation of Self Help Groups in rural areas.
- * To implement the Total Sanitation Campaign Programme.
- * To construct Village Link Road, Village Street, Water Drainage, Water Tanks in rural areas.
- * To promote Handicraft & Handloom Development Activities for rural Artisans and also implement various schemes of Ministry of Textiles such as Handicraft & Handlooms.
- * To implement various programmes of Ministry of Rural Development under various schemes & programme such as TSC / BRGF / CAPART etc.

Seminars / Training Camps / Workshops :

- * To make arrangements for such caliber farmers as to prepared to go abroad to take parts in debates and discussion of transfer of latest technology and taking processes from labs and research centres to land.
- * To establish training centres for farmers to impart knowledge about the latest technology to be adopted by them through workshops, demonstration and rallies and various activities for betterment of the rural poor irrespective of caste and creed.

Mohan Ch Sharma

President

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General Secretary

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Treasurer



- * To conduct various training programmes on Solar Energy, Legal Literacy, Gender Sensitization, Labour Workers.
- * To organize Seminar, Workshops & Conference on Corporate Sector, Investor Motivation & Education.

Women & Girls Welfare Activities :

- * To create employment opportunities for women and youth through vocational training facilities to trace out skilled force of women/youth.
- * To implement various Handicrafts/Handlooms related projects for the Women/girls.
- * To setup Working Women Hostels, Ujjawla Scheme, Short Stay Homes, Swadhar Centres for the women.
- * Development of Mahila Mandals embracing people from all sections of all the sections.
- * To setup Training-cum-Production Units for Women and marketing of products.
- * Formation of Self Help Groups of the poor women.
- * To provide free Legal Literacy to the Women/girls.
- * To organize various Awareness Generation Programmes for Women/Girls.
- * To provide free Sex Education to the Young/Adolescents girls.
- * To aware the Rural women about Personal Hygiene.
- * To setup Woman Help line programme.
- * To implement various other Women Empowerment related programmes.

Welfare of the Animals :

- * To investigate whether law of Prevention of Cruelty to animals is basically in operation.
- * To heighten public awareness on the torture perpetrated on animals and regarding their well-beings as well.
- * To conduct Mobile Dispensary Programmes for the Animals.
- * To establish Cow Shelter House.
- * To construct sheds for stray injured animals in all districts of Haryana.
- * To provide free medical aid to sick animals.
- * To organize Wild Life Week every year.

Youth Welfare :

- * To organize various vocational training courses for youth.
- * To impart education and training on the basis of youth organization methods and practical.
- * To organize various sports meet at village Block District and State level.
- * To setup Employment Information Centre.
- * To conduct various Adventure Programme & National Integration Programme for Youths.
- * To implement various Youth Empowerment Adolescent Development projects.

Moham Ali Khan
President

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General Secretary

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Treasurer



The name of the members of the society to which the rules and byelaws of the management affairs is entrusted as under:

S.N.	Name	Father/ Husband Name	Address	Age	Occupation	Designation	Sign.
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1.	Mohan Lal Sharma	Sh. Makhan Lal Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	78	Retired	President	
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Mohan Lal Sharma

2.	Naveen Sharma	Sh. Mohan Lal Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	49	Business	Gen. Secretary	
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Naveen Sharma

3.	Reena Sharma	Sh. Jai Kishan Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	43	Pvt. Job	Treasurer	
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Reena Sharma

4.	Neena Sharma	Sh. Pankaj Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	51	Teacher		
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Neena Sharma



ATTESTED
SHIV KUMAR SHARMA
Advocate
NOTARY PUBLIC
ROHTAK DIST.


Mohan Lal Sharma
President

Naveen Sharma
General Secretary


Reena Sharma
Treasurer




S.N.	Name	Father/ Husband Name	Address	Age	Occupation	Designation	Sign.
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5.	Pankaj Kaushik	Sh. Ram Kumar Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	50	Advocate	Member	
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6.	Shubham Kaushik	Sh. Pankaj Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	23	Social Worker	Member	
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7.	Mehak Sharma	Sh. Naveen Sharma	H. No. 589/33, Ram Nagar, Rohtak	21	Social Worker	Member	
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WITNESS :-

I know the above persons & they signed in my presence.

1. Rajinders Kumar Bhandari

V.P.O Sampda (Rohtak)

Date :

Place :



ATTESTED
SHIV KUMAR SHARMA
Advocate
NOTARY PUBLIC
ROHTAK DIST.




President


General Secretary


Treasurer

BYELAWS FOR KAMAL WELFARE FOUNDATION

1. Name of the Society : **KAMAL WELFARE FOUNDATION**
2. The Registered office of the Society shall be :
589/33, Kath Mandi, Ramnagar, Rohtak
3. The Society shall carry out its major activities in the Haryana State.
4. **Membership :**
 - (1) The Society shall have a maximum of 500 members including the founder members/ original subscribers.
 - (2) **Eligibility :** In order to be admitted as a member of society, a person :
 - (i) Eligibility Any Indian citizen who has attained the age of 21 years on the date of admission.
 - (ii) should subscribe to the aims and objects of the society
 - (iii) must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of general meeting for continuing as a member
 - (iv) must not be an insolvent and of unsound mind and
 - (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
 - (3) **Kinds of Members :** The Society shall consist of four different categories of members as under :-
 - (i) **Founder Members :** A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the Society. The number of founder members shall not exceed 3. The founder members shall also be deemed to have become Life Members of the Society
 - (ii) **Life Members :** A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall not exceed 97.
 - (iii) **Ordinary Member :** The society shall have a total of 400 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual, subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two year(s), as the case may be, and he will have to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.



Mohan Lal Sharma
President

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General Secretary

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Treasurer

(iv) **Honorary member :** The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the society or who is a distinguished citizen of India or any other country or Honorary Member of the Society, after obtaining consent of the individual, without payment of any Membership or subscription fees. The number of such honorary members shall not exceed 3. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(4) Membership fee and Annual Subscription :

(i) The rates for membership of the society and the annual subscription shall be as under:-

As may be decided by the Society in its Byelaws :

Sr. No.	Type of Member	Admission Fee	Annual Subscription
1.	Founder Member	Rs. 2100/-	Rs. 1000/-
2.	Life Member	Rs. 1100/-	Rs. 1000/-
3.	Ordinary Member	Rs. 500/-	Rs. 500/-
4.	Honorary Member	Nil	Nil

(ii) The payment of annual subscription of a member shall become due as on the 1st day of April of every year, which may be paid latest by the 30th June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.

(iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

(5) Admission Procedure (for members other than the subscribers) :

(i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time.

(ii) An individual willing to be a member of the society has to submit an application in prescribed form and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.

(iii) The General Secretary shall examine the application and place the same before the Governing Body for a decision.

(iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.

Mohan Lal Sharma
President

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General Secretary

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Treasurer



(v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner and form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued as Identity Card of the Society.

(6) **Identity Card for every member :** Every person admitted as a member will be issued as Identity Card containing his/her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.

(7) **Rights and Obligations of Members :**

(i) All the members of the society should be bound by the rules and regulations of the Society as contained in its bye-laws and amended from time to time

(ii) Every Member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.

(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days.

(iv) Every member shall inform the society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the society shall issue a fresh Identity Card to such member.

(8) **Cessation of Membership :** Any person admitted as a member shall cease to be a member of the society in the following events :

(i) Attracts the provisions contained in section 22 of the Act.

(ii) Upon his/her acting contrary to the aims and objects of the society

(iii) Upon such member being found guilty of a financial misappropriation of the funds of the society

(iv) Upon indictment and directions for removal by the District Registrar/ Registrar/Registrar General of Societies

(v) An Honorary member shall cease to be a member of the society, if the Governing Body decides so by passing a resolution in this behalf.

5. **General Body :**

(1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of Governing Body of the Society unless he is in arrears of payment of any dues of the Society including annual subscription.

(2) Every member shall cast his vote in person and no proxy voting shall be allowed

Mohan K. Sharma
President

[Signature]
General Secretary

[Signature]
Treasurer



6. Meeting of the General Body:-

- (i) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- (ii) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting from at least 1/10 of the members of the General Body.
- (iii) For any meeting of the General Body, a clear notice of atleast 14 days along with a copy of the agenda of the business to be transacted date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- (iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to by a majority (atleast 50% of the total members) of the members of the General Body.
- (v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of the meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any special resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.
- (vi) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Gen. Secretary and such minutes will be signed by the President of the meeting and the Gen. Secretary of the Society.

7. Powers, Functions & Duties of the General Body :

- (i) To guide the society in determining and fulfilling its aims and objects.
- (ii) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulations of Societies Act & Rules 2012.
- (iii) To elect the members of the Governing Body.

Mohan R Sharma
President

[Signature]
General Secretary

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Treasurer



(iv) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

8. Governing Body

(1) **Composition:** The Governing Body of the society shall consist of a total of 3 Office bearers and 4 Members as under :

- (a) President
- (b) Gen. Secretary
- (c) Treasurer
- (d) 4 Members
- (e) Executive Members, including co-option of any Honorary Member by the Governing Body.

(2) Election of the Governing Body :

(i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;

(ii) The Governing Body will declare the schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote atleast 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time and manner. The information w.r.t. holding of election for Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

(iii) Any objections qua the list of members of the society entitled to vote shall be decided by the Returning Officer in consultation with the office bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.

(iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person and wherever disputed, on production of the identity card issued by the society.

(v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.

Mohan Lal Sharma

President

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General Secretary

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Treasurer



(vi) If all members of the general body unanimously decide that a particular member is elected as a member of governing body at any post including President, secretary and Treasurer, then returning officer will have to go with the choice of general body and declare them elected.

(vii) The office-bearers of the society shall not be entitled to any remuneration for rendering services to the society.

(3) Filling of any Casual Vacancy on the Governing Body :

Any Vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled up by the Governing Body, if required from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by a majority vote for balance term of the Governing Body.

(4) Meeting of the Governing Body :

(i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet atleast once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.

(ii) A clear notice of three days of every such meeting will be given by the Gen. Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

(iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

(iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the President of the meeting and the Secretary of the society. In case the President or the Secretary are not available to sign this minutes, these will be signed by two members present in the meeting as may be authorised by the Governing Body.

(v) The minutes of every meeting of the Governing Body will be placed for approval in the succeeding meeting of the Governing Body.

Moham Lal Sharma
President

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General Secretary

[Signature]
Treasurer



(5) Powers and Function of the Governing Body:-

- (i) The Governing Body will be responsible for achieving the aims and objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds and assets of the society for the stated objectives.
- (ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable on freehold or lease basis in its name, as decided by it.
- (iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- (iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part time employees of the society to look after the secretarial, accounting and other functions in a seamless manner.
- (vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.
- (viii) In case any member of the governing body including office bearers are absent due to illness, physical inability or some other reason, the governing body can assign the duty of that member to other member of the governing body till the availability or appointment of that member.

(6) Powers, Functions and Duties of Individual Members of Governing Body :-**(i) President :**

- a) To preside over the meeting of the general body and governing body and regulate the proceedings of such meetings.
- b) To do all such acts, deeds and things as may be authorized by the General Body and/or Governing Body from time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper and transparent functioning of the Society/Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- f) To supervise and guide the overall activities/achievement of aims and objectives of the Society.



Moham Lal Malhotra

President

[Signature]

General Secretary

[Signature]

Treasurer

(ii) **General Secretary :-**

- a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body.
- b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;
- c) To convene meetings of the General Body/Governing Body with the help of the President and serve proper notices as prescribed under these bye-laws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- f) To keep and preserve the records of the Society/Governing Body.
- g) To help and assist the President in looking after the complete affairs of the society and in attaining aims and objects of the society.
- h) To ensure timely filing of all statutory returns/documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- j) To conduct correspondence on behalf of the Society/Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual general Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) Act as the overall in-charge of the administration and execution of all the programmes of the Society/including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/remuneration/allowances etc., make appointments/engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims and objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

Mohan Lal Sharma
President

[Signature]
General Secretary

[Signature]
Treasurer



(iii) **Manager-cum-Treasurer (Cashier) :-**

- a) To keep accounts of all financial transactions of the society and all the sums of money received and spent by the society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- b) To get the accounts of the society audited by chartered accountant appointed by the Governing Body at the close of the financial year, every year.
- c) To submit to the Governing Body through General Secretary/Secretary the audited annual accounts of the society, at least one month prior to the date of annual general meeting.
- d) To act as overall custodian of the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.
- e) Society will open a bank a/c in any pvt. or govt. bank and also avail loan if required. To operate the bank a/c President, Secretary or Treasurer any two signature is required.

(7) **Cessation of members of Governing Body :** An office bearer/executive member of the Governing Body shall cease to be an office-bearer or executive member :

- (a) upon submission & acceptance of his resignation.
- (b) If he ceases to be a member in accordance with sub clause (8) of Clause 4 of these byelaws.
- (c) If he is removed by a resolution passed in the meeting of the General Body.

(8) **Exclusions from the employment of a Society :**

- (a) No member of the society shall be in full time or part time employment of the Society.
- (b) No dependant or family member or close relative of the office bearer and members of the governing body shall be engaged as an employee of the society during its term.
- (c) Every office bearer and member of the governing body shall make a declaration in case any person the employment of the society in his close relative.

9. **Amendments in the Memorandum of Association, Byelaws, Name of Society etc.**

Any Amendment in the Memorandum of Association and Byelaws or change of name, amalgamation or division of the society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with the attested copy of the requisite documents, shall be filed in the office

of the District Registrar by the General Secretary/Secretary within such time as may be prescribed under the Haryana Registration and Regulations of Societies Act, 2012 and the rules made thereunder.

10. **Management of Assets and Funds of the Society :**

- (i) The sources of Income of the society will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, donations, gifts, grants etc. The society can also raise funds through interest-free short term loans from its members from scheduled banks on interest. Loan from the scheduled banks on interest will be taken for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

- (ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof

President**General Secretary****Treasurer**





before the collegium in its Annual General Meeting for information.

(iii) The Bank accounts of the society will be jointly operated by such members/ office bearers as may be decided by the Governing Body from time to time.

(iv) All assets and funds will belong to the Society and vest in the society.

(v) All receipts and payments of the society shall be made through the Bank Instruments. (i.e. DD/Pay Order/Cheques/Banks Transfers/RTGS) including all receipts towards the membership fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

11. Accounts of the Society :

(i) The Treasurer of the society will be responsible for keeping and maintaining proper books of accounts i.e. cashbook, ledger etc. as required under the Income Tax Laws and/or any other authority including the Institute of Chartered Accountants of India, at its registered office with respect to all sums of money received and expended by the society and the assets and liabilities of the society.

(ii) The books of accounts of the society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorised by them and by any member of the society.

(iii) The annual accounts of the society will be signed by any two authorised office bearers of the society.

(iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing Body or family member of any member of the Governing Body, for auditing the accounts and filling of Income Tax Return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

12. Common Seal :-

The Society will have a common seal which shall be kept in safe custody of the General Secretary/Secretary and shall be affixed wherever it is required in accordance with the authorisation by the Governing Body.

13. **Amalgamation of the Society :** The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

14. Dissolution of the Society :

(i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons.

(ii) In the event of the dissolution of the society, no assets of the society shall be distributed amongst the members of the society.

(iii) Its assets and properties shall be first used to liquidate any liabilities and the left over properties/assets if any, shall be considered for transfer to any other society established with identical aims and objects or to the District Collector for use thereof in the general public interest.



President



General Secretary



Treasurer



We, the several persons whose names and addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

S.N.	Name	Father/ Husband Name	Address	Age	Occupation	Designation	Sign.
1.	Mohan Lal Sharma	Sh. Makhan Lal Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	78	Retired	President	<i>Mohan Lal Sharma</i>
2.	Naveen Sharma	Sh. Mohan Lal Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	49	Business	Gen. Secretary	<i>Naveen</i>
3.	Reena Sharma	Sh. Jai Kishan Sharma	589/33, Ramnagar, Kath Mandi, Rohtak	43	Pvt. Job	Treasurer	<i>Reena</i>
4.	Neena Sharma	Sh. Pankaj Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	51	Teacher	Member	<i>Kaushik</i>
5.	Pankaj Kaushik	Sh. Ram Kumar Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	50	Advocate	Member	<i>Pankaj</i>
6.	Shubham Kaushik	Sh. Pankaj Kaushik	H. No. 1346/2, Sector-2, HUDA, Rohtak	23	Social Worker	Member	<i>Shubham</i>
7.	Mehak Sharma	Sh. Naveen Sharma	H. No. 589/33, Ram Nagar, Rohtak	21	Social Worker	Member	<i>Mehak</i>



Certified that above byelaws were passed in the General Body Meeting dated **15.07.2019** and are in conformity with the provisions of Haryana Registration and Regulation of Society Act, 2012 and if any clause contravenes the Act the same will be void ab initio.

Mohan Lal Sharma
President

Naveen
General Secretary

Reena
Treasurer