

## **MODEL BYE-LAWS OF THE SOCIETY**

1. NAME OF THE ASSOCIATION :

2. ADDRESS OF THE ASSOCIATION :

3. MEMBERSHIP:-

a. The association membership fee shall be follows:-

- |                           |     |
|---------------------------|-----|
| i. Life Membership fees   | Rs. |
| ii. Annual Membership     | Rs. |
| iii. Monthly subscription | Rs. |

b. The admission fee for each member shall be Rs.        only.

c. Any person who has attained above the age of 18 years will be allowed to become a member of the association. All the members of the association is eligible to vote and contest to managing committee in the General Body Meeting.

d. If the subscription of the member is in arrears for more than three months without satisfactory explanation to the Gen.Secretary, his/her name will be removed and the Executive Committee may reconsider his/her application for re-admission subject to all the arrears including the admission fee being paid. The termination of membership on death, the member acting against the objects of the association unsound mind and other reasons stated by Executive Committee.

4. INFORMATION REQUIRED BY THE MEMBERS:-

Any member of the association may apply to the Gen.Secretary for any information as may be required or any matter of the subjects or rules and regulations of the association.

5. GENERAL BODY AND OTHER MEETINGS:-

a. The report of the Management of the previous years working and the audited accounts for the one period and proceedings year shall be discussed and submitted for confirmation.

b. A general body meeting of the association will be held annually during the month of June.

c. An Executive committee consisting of ..... members shall be elected in the general body meeting once in a year.

- d. An authorised officer bearer may call for a general body meeting for which 21 days notice shall be given to the members.
- e. The executive committee shall generally meet once a month for which notice of 7 days shall be given to the members by the Gen.Secretary,
- f. Voting shall be conducted by show of hands or secret Ballot.
- g. 21 days clear notice for the Annual General Body meeting and 21 days notice for a special General body meeting shall be given.
- h. A special General Body Meeting shall be conveyed as per Sec.11(3) of the K.S.R.Act 1960.

6. QUORUM:-

The quorum of the General body meeting shall be 1/3 rd of the total membership of the Association.

7. ACCOUNTS:-

- a. Official year:- The official year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March every year.
- b. The assets and liabilities and the balance sheet of the Association shall be laid before the Annual General body Meeting for confirmation.
- c. Such a balance sheet and the List of Committee Members shall be filed with the Registrar of Societies as per Sec. 13 of the K.S.R.Act. 1960.

8. AUDITOR:-

An auditor shall be appointed annually and the remuneration shall be fixed by the members in the Annual General Body meeting.

9. EXECUTIVE COMMITTEE:-

- a. If ensure and promote the primary aim and objectives of the academy.
- b. To publish Annual report/accounts.
- c. To operate funds and manage the property of the association and to present the duly audited accounts at annual general body meeting.

- d. To form regional centres wherever deemed fit/feasible.
- e. In the event of any office bearer laying down office for whatever reasons, the managing committee can co-opt any member consider suitable for the office for the remaining period of the tenure or till elections re held.
- f. To ensure that all monitory transaction are through objectives of the association.
- g. To ensure that all monitory transaction are through objectives of the Association.
- h. May decide to expel a member of managing committee or a member of the association in case any one is convicted or any criminal offence, or prove insanity or any members action in contravention to the Bye-laws.
- i. Managing Committee shall have power to appeals and raise funds and fulfil and formalities incumbent upon it.
- j. To accept from Government, Non-Government, Local bodies, organisation and individuals Grants, donations, Subscriptions or any property movable/immovable for furtherance of the objectives of the Association.
- k. At any meting of the Executive committee each member present will have one vote except the president who shall have in addition a casting vote. Voting may be raising of hands or secret ballot.
- l. Executive committee may appoint committee, Sub-Committee with such powers as deemed fit by this body for the purpose of in commensurate with objectives. The committee, Sub-Committee may co-opt persons who are members of the Association.
- m. Executive committee may invite to their meetings not more than two specialists/experts who may be non members of the Association whose presence with the deliberations is considered useful.
- n. Executive Committee shall arrange for the publication in any manner association journal, documents as may be considered fit in the furtherance of its objectives.

- o. To retain, appoint, promote, dismiss any employees for managing and functioning of the Association and to regulate their terms and conditions of employment including remuneration.
  - p. To make the rules and bye-laws and get approval.
- 10. Any vacancy that may arise in the Executive Committee may be filled in by the remaining committee members.
- 11. Any member of the executive committee being absent for three successive meetings without proper cause shall cease to be a member of the executive committee. However he/she is eligible to be re-elected.
- 12. The executive committee is to meet every month or earlier if there is any business to consider and Gen. Secretary shall convene such meetings 1/3<sup>rd</sup> shall quorum.
- 13. PROVISION:-  
Provided that no amendments to the memorandum of association, rules and regulations of the association shall be made which any prove to be repugnant to the provisions of Sec.2(15), 11, 12, 13 and 80G of the Income Tax Act 1961 as amended from time to time. Further any amendment carried out shall be forthwith reported to the commissioner of Income Tax.
- 14. Institutions whose objects are similar to those of this Society/Association and which enjoys the association u.s.80G of the Income Tax Act 1961 as amended from time to time.
- 15. The Executive committee in its meeting shall consider all the question effecting business that may be of interest to the members of the association and they shall inform and circulate any information which may be use to the members.
- 16. There shall be maintenance of accounts of the Association. The accounts shall be duly audited by a Chartered Accountant. Every year the Accounts shall be closed by 31<sup>st</sup> March every year.
- 17. The funds of the association shall be invested in the modes specified under the provisions of Sec.13(1)(d) r.w.s.11(5) of the Income Tax Act 1961 as amended from time to time.
- 18. 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 objects are similar to those of this Association and Which enjoys recognition u/s 80G of the Income tax Act 1961 as amended from time to time.

19. CLAUSE-5:

The association formed shall be irrevocable.

20. CLAUSE-6:

The benefits of the association shall be open to all irrespective of the caste creed or religion.

21. CLAUSE-7:

The funds and the income of the association shall be solely utilised for the achievement of its objectives and no portion of its shall be utilised for payments to the members by way of profit, interest and dividends.

22. Alteration or amendment of the memorandum of association shall be made as per Sec.9 of the K.S.R.Act 1960.

23. Change of Name, Rules and regulations shall be made as per Sec.10 of the K.S.R. Act 1960.

24. The dissolution of the association arises Sec.22 and 23 of the K.S.R.Act 1960 shall be followed.

25. Regarding the amalgamation of the association arises Sec.21 of the K.S.R.Act 1960 shall be followed.

26. The working hours of the association will be from:-  
Morning : 10.00 A.M. to Evening : 7.00 P.M.

27. For matters which have not been specified provided for therein above, the provisions of the K.S.R.Act 1960 and the rules made there under shall apply.

28. EXECUTIVE POWERS OF THE COMMITTEE:-

The administration and management of the association shall vest in the executive committee consisting of 07 members including President, Gen-Secretary of the association.

PRESIDENT:-

- a. He/She shall be in over all charge of the association and the General body meetings. All the policies and programmes shall be formulated and implemented only through him/her.
- b. He/She shall operate bank account jointly with the Gen.Secretary.

GEN.SECRETARY:-

- a. He/She shall call for all meetings of the General body meeting as and when deemed necessary and the General body meetings and the Special body meeting as per the rules with the previous approval of the president and maintain the minutes book and record of all the proceedings of the meetings.
- b. He/She shall be the correspondent of the association and shall be in-charge of the office with all the record of the association.
- c. He/She shall be the custodian of all articles and belonging both movable and immovable of the Association.
- d. He/She shall operate bank account jointly with the president.

Sl.No.	Name and Address	Age	Occupation	Designation	Signature

