

MEMORANDUM OF ASSOCIATION
of
Paighamber Pur Educational & Welfare Society
(Registration Under Societies Registration Act XXI of 1860)

- 1 Name of the Society: Paighamberpur Educational & Welfare Society
- 2 The Registered address of the society: The registered office of the society shall be situated in the National Capital Territory of Delhi. At present it is located at: 42B, First floor, Shop, S.P. Mukherjee Market, Jhandewalan, Faiz Road, Karol Bagh, New Delhi-110005
- 3 Area of Operation: NCT of Delhi
- 4 Aims and Objects:
The objectives for which the society established are:
- a) To open, establish, run and manage schools, college, coaching centers, Counselling centers, skill development centers, computer centers, foreign language teaching centers, vocational education centers, guidance center & programs to empower and spread the education amongst all needy people preferably belonging to unprivileged villages, town and cities.
 - b) To provide expert and professional advice and assistance to the bright youngsters to complete the academic and professional career at their dreams.
 - c) To impart social education to the weaker section of the society to help them to be free from the culture of poverty and develop themselves.
 - d) To undertake socio-economic programmers to improve the standard of living of the weakest and underprivileged section of the society.
 - e) To support or conduct research programs through inquiry, survey, interview, questionnaire, personal discussions to facilitate, inspire and motivate for higher and technical education.
 - f) To establish, support or operate online, offline and virtual libraries, book centers, learning centers, internet access facilities & any other audio-visual electronic facilities useful in acquisition & exchange of knowledge.
 - g) To help and assist poor and needy residents and their families during emergencies such as flood, war, earth-quake and rains.
 - h) To work and implement mobile Projects programs – like ambulance, dead body carrier services, primary medical treatment, relief and rehabilitation facilities to needful locations for the affected people.
 - i) To generate/produce/procure and distribute/sell educational materials including books, toys, computer software, hardware peripherals, games, teaching learning aids and any material that may be useful in educational activities.
 - j) To conduct training programs and courses for volunteers, professionals, teachers, officers and any other groups or individuals who may be helpful in achieving the objectives of the society.
 - k) To diffuse social education for enhancing the same of discipline, civic duties and ethical values among the people.
 - l) To create communication networks of groups, organizations, institutions, individuals to facilitate better exchange of information and experiences

- m) To work towards peace, security and human values among the entire human race and spread brotherhood among the people without any discrimination of religion, region, gender, caste, creed or colour.
- n) To provide preventive and curative health care to the needy person.
- o) To provide Free Medical consultation for whole society Online and offline
- p) To organize Blood Donation Camp, Health awareness camp, routine checkup etc
- q) To develop awareness about the environment among the people mainly for youth coming out from drug addiction.
- r) To organize seminars, conferences, workshops, meeting, talks, lectures, refresher courses, study workshops, audio visual presentation and symposia to strengthen and enhance the objective of the society.
- s) To sponsor or produce necessary written and audio-visual material considered desirable for the promotion of, or carrying out of, any of the objectives of the society.
- t) To bring to the notice of the public the various developments or welfare programs provided by the government and to publish journals, monographs, magazines, periodicals etc. in further enhancement of the objectives of the foundation.
- u) To do all such other acts and needs which may appear incidental or conducive for the attainment of all or any objects of the society.
- v) To establish contacts with affiliated or affiliate with other organizations National and international with similar objectives.
- w) To facilitate and promote co-operation and coordination among organizations, associations, institutions, groups, individuals etc. related to the field of socio-economic development activities.
- x) To acquire by gift, purchase, exchange, lease or hire of properties movable or immovable and construct, remodel and improve buildings necessary or convenient for the use of Society and for its rest activities.
- y) To raise funds of the Society through donations, monthly contributions, public contribution, charity shows or help of any person from local, National and international or agencies thereof in furtherance of all or any of the objects, or for providing for the expenses of the society.
- z) To raise funds and accept gift, donations, grants, subscription, securities, endowment, titles and assets and every kind of assistants in furtherance of the objects and to levy and render by Society all the income shall be utilized for the promotion of the Foundation.
- aa) To communicate with Government Authorities, and other commercial, Industrial and Public Bodies within or outside India.
- bb) To encourage, assist in exchange of knowledge and information connected with the society either by establishment and promotion lectures or discussions or correspondence or by holding conferences or through research papers, journals, books and/or maps or by establishment foundations and endowments of the professorship, or scholarship or through any electronic, audio/video communication including with website and e-mails.
- cc) To appoint advocates, solicitors and take help of legal practitioners and notaries for the purpose of granting legal aid to the citizen and to organize seminars, training centers, lectures and other programs to create awareness in the society as to their legal rights, liabilities and responsibilities for the attainment of the main objects of the trust/organization.

dd) To apply for, promote and obtain any statute, order, regulation or other authorization or enactment which may be beneficial to the company and to oppose any bills, proceedings or application, which may be against the interest of the Foundation.

5 **Conditions:**

1. All the income earnings, movable, immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only set forth in the Memorandum of Association.
2. No portion of profits, contributions, donations, surplus and assests shall be paid or transferred directly or indirectly by way of profit, dividends, bonus in any manner whatsoever to the present or past member of the society or to any persons claiming through any one or more of the present or past member.
3. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever by virtue of his/her membership.
4. No member of governing body shall be appointed as salaried officer of the society and no remuneration shall be given to any member of the governing body except the payment of reasonable remuneration for actual services rendered and reimbursement of expenses incurred or interest of money lent, rent of premises/ demises of the society etc.
5. If upon the winding up or dissolution of the society there remains any property or assets, after satisfaction of all debts and liabilities, shall not be transferred, paid or distributed amongst the members of the society, but shall be given to another society or trust or Institutions having similar objectives to be determined by the members of the society at or before the time of dissolution
6. Society shall invest its funds or money according to section 11(5) of the Income Tax Act, 1961.

5	Mohammad Misbahul Haque	D-1087, First Floor, Left Side, Near Nargis Masjid, Street No. 5, Jaitpur Extn. Part-2, Badarpur Delhi 110044	Joint Secretary
6	Mohd Shadab	N -573 B ,Sec 23 ,Sanjay nagar , Ghaziabad , UP- 201002	Joint Secretary
7	Md Sahban	House no- 536 ,Street No- 15, L- block, Mahipal pur Ext. New Delhi	Treasurer
8	Md Mushtaq	B-47, SP Mukherji Market Faiz road , karol Bagh New Delhi-110005	Executive Member
9	Md Wakil Akhtar	A- 45, Gali no -2 ,North Ghonda, Delhi -53	Executive Member
10	Faisal Mumtaz	Nand Apartment 3 ,Flat C1,602 ,D/19/F , Mehrauli Delhi- 110030	Executive Member
		Gaurbheeth, Near Zainab	
11	Ashraf Firdousi	Masjid, Faizullah Ganj 2 Ghaila, Lucknow U.P- 226020	Executive Member

6. Desirous Person:

We, the under signed are desirous of forming a society namely "Paighamberpur Educational & Welfare Society" under the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, in pursuance of the Memorandum of Association of the society

	Name In full	Address and Address	Occupation	Signature
1	Md Wasim	671/204, Shakti khand-3 Indirapuram, Uttar Pradesh	Professional	
2	Farrokh Shahab	Vision house, 354/11, Noor Shanti Nagar Raj Nagar Ext.Behind Madina Masjid Ghaziabad ,UP -201017	Civil Engineer	
3	Farhad Ahmed	R 25 ,3rd Floor, Backside street 7 Zakir Nagar New Delhi -110025	Social Worker	
4	Md Mahboob Alam	Service	Member	
5	Mohammad Misbahul Haque	D-1087, First Floor, Left Side,Near Nargis Masjid, Street No. 5,Jaitpur Extn. Part-2,Badarpur Delhi 110044	Service	
6	Mohd Shadab	N -573 B ,Sec 23 ,Sanjay nagar , Ghaziabad , UP-201002	Service	
7	Md Sahban	Service	Member	
8	Md Mushtaq	B-47, SP Mukherji Market Faiz Road, Karol Bagh, New Delhi-110005	Business	
9	Md Wakil Akhtar	A- 45, Gali no Bu ,North Ghonda, Delhi -53 sin ess	Member	
10	Faisal Mumtaz	Nand Apartment 3, Flat C1, 602 ,D/19/F , Mehrauli Delhi-110030	Business	
11	Ashraf Firdousi	Gaurbheeth, Near Zainab Masjid, faizullah Ganj 2 Ghaila, Lucknow U.P- 226020	Author/Writer	

RULES & REGULATION
of
Paighamber Pur Educational & Welfare Society

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|---|--------------------------------------|---|
| 1 | Name of the Society | Paighamber Pur Educational & Welfare Society |
| 2 | Location of registered office | 42B, First Floor, Shop,S.P.
Mukherjee Market, Jhandewalan,
Faiz Road,Karol Bagh, New Delhi-
110005 |
| 3 | Area Operation | NCT of Delhi |
| 4 | (a) Membership: | |
| | i. | The membership of the society is open to any person of repute & good conduct on the terms & conditions of the society without discrimination of religion, caste, color or creed but subject to the approval of the Governing Body. If the membership is refused to a certain person or persons, the reason for refusal shall be communicated to the person concerned. |
| | ii. | The General Body of the society has the right to appoint honorary members. |
| | iii. | Subscription Fee: Every member shall be liable to pay Rs. 200 per month on or before the end of calendar month. |
| | iv. | Corpus Fund: The members may contribute time to time to the corpus fund of the society on their will or as mutually agreed between governing body and them as think necessary to attain the objectives. |
| | (b) Eligibility: | in order to admitting as a member of society, a person- |
| | i. | Must have citizenship of India |
| | ii. | Must have status of ordinary Resident of India |
| | iii. | Must be 21 years of age at the time of admission |
| | iv. | Must have deposited the admission fee and monthly/annual subscription fee upto the date of Annual General Meeting. |
| | v. | Must not be insolvent and of unsound mind; and |
| | vi. | Must have not been convicted of an offence involving moral turpitude with imprisonment of one year or more. |

(c) Admission procedure of the member:

- i. The admission of a person as member of the society shall be decided time to time by the Governing Body
- ii. An individual willing to be member of the society has to submit the application in prescribed form along with supporting documents to the secretary of society duly filled and signed and recommended by the regular member of the society.
- iii. The secretary shall examine the application as complied with the policy, if any duly approved by the governing body or place before the before the governing body for decision.
- iv. The governing body may accept or reject the application and the decision of the governing body in this regard shall be final. The governing body shall not be bound to assign any reason for its decision of rejection of the application, if any.
- v. The acceptance of the admission of membership shall be communicated to the member within prescribed time and shall enter the name in the register as required to be maintained under the

relevant provision of The Societies Registration Act, 1860 along with rules and regulation made therein.

(d) Cessation / Termination of membership:

- i. On the person's death.
- ii. If yearly subscription is not paid within one year of the due date.
- iii. If a member works against the aims and objectives of the Society as laid down in MOA.
- iv. If the member tenders resignation.
- v. If the member fails to attend 3 consecutive General Body Meetings without intimating the Society.
- vi. If any member has been found undisciplined or guilty of any offence including moral turpitude, and approved for disqualification by three-fifth members of the General Body of the Society.
- vii. If adjudged by any court of law to be a criminal offender.
- viii. If found to be involved in any anti – Social or National activities
- ix. On Mental retardation of the member
- x. Has become the head or chief or key member of any political, religious or anti - social or national group or party.
- xi. Any other ground as the Governing body thinks fit for the interest of society.
- xii. The termination or expelled or dismissal of any member on any above ground shall be communicated to the member writing through registered post or in electronic mail under the confirmation of receipt within reasonable time.

(e) Appeal and restoration of the membership:

- i. The aggrieved person shall have the right to appeal in writing containing full facts and reasons before the General Body of the society within 30 days of the receiving the decision in writing from the society.
- ii. The General body shall hear and consider the matter on merit basis with examination of witnesses and evidences, if think necessary and award the order in writing within three months of receiving the application. The order of General body shall be final.
- iii. If the appeal order shall be communicated in writing to the member. However, if the order in favour of aggrieved person, the membership shall be re-stored and re-admitted on the register of members of the society within reasonable time.

(f) Rights of Members

- a. All members shall have the right to attend and vote in the meeting of General body for election or otherwise.
- b. To elect the Governing Body after the expiry of term executive body.
- c. To attend and vote in the meeting of General body.
- d. To approve the appointment of president, vice president and offices of other Governing body members of the society.
- e. Every member shall have the right to inspect the books of accounts, affairs of the society, minutes of proceedings, register of members, assets, liabilities and related party transactions of the society on any working day during the business hours, on submission of the application in writing and payment of requisite fee as prescribed.
- f. To approve the purchase, sale, lease or otherwise dispose of the immovable property of the society.
- g. To borrow the money exceeding Rs. 50 lacs from any bank, financial institution. Person or organization, government or semi government body India or from out of India.
- h. To dissolve or liquidate the affairs of the society
- i. A member can challenge for any irregularity in the accounts and other records of the Society and can refer it to the president.
- j. Participate in functions, cultural and social get-together as and when programmed by the Society.
- k. To constitute the committees or sub committees or board for managing the affairs of the society effectively- like Adviosry board, Local Administrative Board, Internal Control Committee, Internal Audit Committee, Risk Management Committee, Disciplinary Committee, Education Awareness Committee, CSR Committee, Funds Raising Committee, Compliance and Governance Committee, Sexual harassment Committee, Personal Management Committee etc.
- l. To approve annual programs and policies of the Society and change therein if any.
- m. To Pass and approve annual budget of the Society
- n. To remove, dismiss or expel the executive member from the Governing body.

(g) Duties of the Members:

- i. Every member shall have the obligation to submit their personal information like-KYC documents, ID and Address proof, police verification, mail ID, Contacts etc and any change therein.
- ii. All the members shall be bound by the memorandum of association, articles, rules, bylaws, regulation, standards, guidelines, instruction, if any made by the society including amendments made therein on time to time.
- iii. A member shall not indulge in activities which are prejudicial to the aims and Objects and / or the Rules & Regulations of the Society.

5 Meeting of General Body:

i. Annual General Meeting:

The Annual General meeting shall be held in a year, within Six months from the end of financial year to transact the following business:

- i. To consider and adopt audited Financial Statements along with report of governing body.

- ii. Appointment or re-appointment of Statutory auditor for the society.
- ii. **Extra-Ordinary General Meeting:** The meeting of general members other than Annual General Meeting, shall be called extra-ordinary general meeting. The extra-ordinary general meeting may be called by the Governing body at any time to transact the business by giving due notice as prescribed hereunder either on its own or on 7 days' notice of receipt of written requisition along with reason of convening the general meeting from at least 1/10th of total members of general body.
- iii. **Quorum:** Quorum for the meeting of general body shall be 50 percent of the total members entitled to vote and present in person, subject to minimum Five members.
In case of meeting adjourned for want of quorum, the quorum for the adjourned meeting shall be minimum 25 percent of total members entitled to vote and present in person, subject to three members.
- iv. **Adjourned meeting:** If the meeting adjourned for want of quorum or otherwise, the adjourned meeting shall be convened on the same time, same venue or place, unless majority of members decide otherwise on the discussion of chairman of the society.
The transactions remain un-transacted on original meeting, shall only be transacted at the adjourned meeting.
- v. **Notice:** Any meeting of general body shall be called on clear 7 days' notice to every member delivered in writing through registered post, courier or electronic mode or by hand under proof of dispatch or delivery.
No notice shall be issued for adjourned meeting, unless the meeting is convened at another place, city, town where the original meeting was held.
- vi. **Shorter Notice:** The Meeting of general body may be called on shorter notice, if 90 percent of the total members entitled to vote give consent in writing before the commencement of meeting.

6 Governing Body:

(a) **Constitution:** The Governing Body of the society will be constituted by the members of the General Body. The Governing Body (executive body) shall consist with the following members:

President	1
Vice-President	2
General Secretary	1
Joint secretaries	2
Treasurer	1
Executive Members	4
Total Members	11 (Eleven Members)

(b) **Eligibility:**

Following person shall not be eligible to become member of executive body, if:

- i. A person of unsound mind and stands so declared by a competent court;
- ii. A person who has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months;
- iii. A person against whom an order disqualifying him for appointment as a member of a Governing Body or governing board of any society has been passed by a court or Tribunal and the order is in force;

- iv. A person who does not attain the age of majority;
- v. A person who is not member of general body of society;
- vi. if the members of executive body fail to disclose their or joint ownership interests in any corporation;
- vii. A person, who is not ordinary resident of India;
- viii. A person who is not member of general body of the society.

(c) Disqualification:

The member of a Governing Body shall be disqualified, if any following event occurred:

- i. if any criminal or civil proceedings or suit has been registered or instituted against him and this will damage the reputation of society or its key officials directly or indirectly or
- ii. Who has been convicted of the offence dealing with related party transactions with the society or.
- iii. Who has been convicted of the offence dealing with money laundering, anti-terrorism or anti national or anti-Government activities or any other activity having of bad character in the society affecting directly or indirectly the reputation of society or its key officials.
- iv. Who has been involved or indulged or consumed any type of addiction, things or substances or activities connected or associated therewith directly or indirectly including Cocaine, Heroin, Morphine, Subutex, LSD, Ketamine, Inhalants, Alkyl Nitrites, Solvent Drugs, which are prohibited under the Narcotic Drugs and Psychotropic Substances Act, 1985 as amended time to time
- v. Who has been suffering from serious disease or end of life disease as prescribed by Indian Medical Council or world Health organization (WHO) or other competent authority or institute or organization.
- vi. He has been found to the satisfaction of general member, not working honestly, with due care and diligence to the sole interest of Society.
- vii. Who absent her/himself from three consecutive meetings of the Governing Body without any leave on any reasonable grounds;
- viii. Who has been dismissed, discharged or retrenched or otherwise terminated in connection with, or as a consequence of, that dispute, or whose dismissal, discharge or retrenchment has led to that dispute with society and its institutions.
- ix. Who is or has become office bearer or holding substantial interest in any registered political party, religious or semi religious organization or foreign organization.

(d) Election procedures:

- i. At the first instance, the Governing Body of the Society will conduct the meeting of executive members at least 7 days before the proposed date of election before the expiry of term of the Executive Body to fix the date and appoint the independent election officer to take all necessary actions as required to conduct the election, and fixing the date of election with the consultation of general body
- ii. The election officer shall make a list of members entitled to vote of the General members of the Society with the help of the Governing body, which shall be published and affix on the Notice Board or at prominent place in premises of the Society. If there is any deviation in the list of

- members entitled to vote, the concerned person may contact to Election officer at least 24 hours before the proposed date of election.
- iii. The members participating in the election shall be an existing member of the general body of the society. The election officer shall notify and affix the list of proposed candidates to the election with their proposed designation on the notice board of the Society in prominent places and accessible to General members at least 48 hours before the date of election. If any member asks the detailed profile of the candidate to the election, the election officer shall provide on same on demand at least 24 hours before the date of election.
 - iv. The election would take place as on the fixed date, by way of show of hands or by oral assent or by postal ballot or telephonic or any electronic mode as the election officer thinks fit. The members may cast the vote in favor or against the candidate on their free will in the manner as fixed by the election officer.
 - v. The candidate will be elected only if, at least two third of votes of the members participated to the election are casted in favor of candidate.
 - vi. The elected chairman to the Governing Body, may hold the position of chairmanship of general body and all committees or sub- committees as constituted for operational assistance of the society, on the consent of general body members.
 - vii. The election officer shall notify the results with the name and designation of elected members to the notice board within a period of maximum one week of the election day. After declaration of results the election officer shall enter the name of officials in the register of Governing Body members with collecting all relevant IDs, contact details and issuing the appointment letters or copy of resolution as enclosed with intimation letters etc.
 - viii. The person finally winning the election shall accept the appointment and take charge from the very next day of the day as election officer declares the results, however the appointment shall be effective from the original date of election of members of general body.
 - ix. The term of the executive body members shall expire on the commencement of the election, unless the general body ratifies the appointment of existing executive members for further period as deems fit.
 - x. The election procedure may be waived off or postponed for the next term of election, if the all members of general body sent consent in writing to the society before the expiry of the term of the executivemembers.
 - xi. The candidate, who is not succeeding the election will continue the position of membership of general body.
 - xii. The list of new Governing body shall be displayed on the notice board, intimated to the office of Registrar of Societies, Bankers, customers,

vendors, associates and local and concerned Government body as think necessary.

(e) Appointment of Executive members:

The executive members may be appointed by the member of general body in their meeting. However, If the casual vacancy occurred due to death or resignation, the board may appoint the new executive member to the board to fill the vacancy, whose term shall be valid up to the date of next election declared by the board.

(f) Term of Executive members:

The term of the executive body shall be three years. All members are eligible to be re-appointed, subject to the rules and norms notified by the board and electing authority.

(g) Meeting of the Governing Body:

Executive body shall meet at least once in a six (6) month at such time and place decided by the President. The General Secretary shall give notice and should mention the agenda of the meeting. The President or in his absence, the Vice President and in their absence; the members present elected as chairman; shall preside at the meeting of the body.

(h) Quorum:

One-third of the total strength of a Governing Body, subject to minimum 2 member shall form the required Quorum of the meeting.

(i) Notice: all meetings shall be called by sending 7 days clear notice in writing, speed post, registered post, courier or in any electronic mode. However emergency meeting may be called on shorter notice, subject to the consent of all member of governing body.

(j) Power and duties of Governing body:

Subject to the approval of general body, the Governing Body shall have powers of management, supervision and administration of the affairs of the society and in particular shall discharge the following duties:

- a. to call and convene the annual general meeting of the Society;
- b. to appoint such Committees or sub-committee with such power and duties as may be considered necessary in the interest of the Society;
- c. to appoint the president, vice-president, and key officials of the society.
- d. to accept gift, donation, contributions, acquire movable or immovable property for the use of the Society;
- e. to sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society as deemed necessary or expedient for the use of the Society;
- f. to keep proper books of accounts of the assets, liabilities and affairs of the Society
- g. To open, maintain and operate bank accounts in the name of the Society.
- h. To collect the corpus fund, donation, contribution, charity, subscriptions, grants, aids and subsidies, or other receipts from the founders, promoters, General public, companies, institutions, organizations, governments, local bodies, agencies from India or outside India for advancement of the objectives of the society.
- i. To conduct, organize and run promotional and awareness activities, events, programs for attaining its objectives of the society.

- j. To borrow money from bank, financial institutions, companies or organization with or without creating a lien/security/charge over the assets of the society.
 - k. To prepare and arrange the requisite notices, papers, explanatory facts for passing resolution by circulation.
 - l. To invest the funds of the society, subject to the provision of Income tax Act, 1961 or the society Registration Act, 1860 or other laws as applicable
 - m. All other acts deeds and things as necessary to attain the objects of the society.
- ii. **Duties of Governing body:**
- a. All the decisions in Governing body meetings shall be taken by the majority of the votes.
 - b. All members shall be liable to exercise the power with due care, skill and diligence for the interest of society.
 - c. The Governing body shall be responsible for the safe custody of the funds and assets of the society. The fund will be applied solely for the promotion of its objects only not for any personal interest directly or indirectly.
- iii. **Duties of Individual members of Governing body:**
- President:**
- a. Shall preside over all meeting of the Society;
 - b. Take all disciplinary actions such as removal, dismissal etc subject to the approval of Governing body of the society;
- Vice-Presidents:**
- iv. Shall assist the President in all affairs of the Society. In the absence of the President;
 - v. shall have powers and perform the duties of the President;
- General Secretary:**
- a. To convene all meeting of the Society;
 - b. Maintain minute books of all meetings;
 - c. Issue general circulars and notices;
 - d. Receive all applications for membership which for membership which shall be placed before the Governing Body;
 - e. Sign on behalf of the Society, all receipts for all sums received as subscriptions etc.
 - f. Subject to condition of Jointly execution with Treasurer, Sign and give pay order, cheques, demand drafts, NEFT/IMPS and other transfers of funds for payment of bills, dues, outstanding, orders, liabilities, expenditure, deposits, investments, fees or other payments;
 - g. Transact all other business subject to the direction of the Governing Body.
 - h. To sign in token of sanction all vouchers for necessary expenses of the society within the limit sanctioned by the Governing Body.
 - i. To prepare and publish Annual Report showing the results and performance of the officer bearers of the society.

Joint Secretaries:

Joint Secretaries shall assist the General Secretary in all respect for smooth functioning of the Society. Senior Joint Secretary shall perform all duties in absence of General Secretary and in absence of General Secretary & Senior Joint Secretary; another Joint Secretary shall perform duties of General Secretary for smooth functioning of the Society.

Treasurer:

- j. Treasurer shall collect and receive all sorts of subscription, donations and deposit of money and grant receipt in the cash book maintained for the purpose.
- k. To operate a current account in one or more bank as approved by the Governing Body in conjunction with the general secretary of the society.
- l. Subject to condition of Jointly execution with General Secretary, Sign and give pay order, cheques, demand drafts, NEFT/IMPS and other transfers of funds for payment of bills, dues, outstanding, orders, liabilities, expenditure, deposits, investments, fees or other payments;
- m. To submit all books and papers relating to the society's receipts and expenditures, cash banks, bank passbook etc., to the general secretary of the society at least once in a month for his scrutiny and signature.
- n. To prepare a yearly account of receipts and expenditures and have the same audited by the auditor (Auditors) appointed by the Governing Body and approved to the general meeting of the society.

7 **Books of Accounts:**

The books of accounts and other statutory books shall be kept at the registered office of the Society and shall be kept open for inspection of the members of the Governing Body during usual office hours and the same shall be kept open for inspection of the members of the society at such time and place as the Governing Body directs on a written request made by any member. The society shall maintain accounts which will be audited annually by a qualified auditor or auditors. The Accounting year of the Society shall be from 1st April to 31st March of the following year

8 **Auditor:**

The Governing body will appoint a qualified auditor for the term of one year who shall audit the account of the society once in a year and the audit report will be submitted to the Register of societies regularly after passing in the General Meeting.

9 **Compliance and Governance:**

The Governing body shall be responsible to prepare all records, registers, returns, registrations, submissions with regulators, statutory bodes, Government bodies and govern the society and its operations as pe applicable statues to be complied under the laws, rules, regulations, guidance, standards and policies as notified under the relevant applicable laws by the central Government, State Government, local administrative bodies on time to time.

The Governing body may appoint qualified and competent compliance and governance professional, preferable the member of Institute of Company Secretaries to ensure the society and its affairs fully complied with the applicable laws.

10 **Minutes of Meeting:**

The minutes of meeting of proceedings of general body, governing body and committees thereof shall be prepared and signed within 30 days of the conclusion of every such meeting, or passing of resolution by postal ballot in books kept for that purpose with their pages consecutively numbered. Each page of the minutes shall be initialed and last page shall be signed by the chairman of the meetings.

11 Policy:

The Executive Body shall frame relevant policy to manage the affairs of the society under fearless working environment in the organization; as per guide line of applicable laws, judicial pronouncements and shall take any such steps, which are required to manage the affairs effectively. The advisable policies which must be duly drafted, executed and implemented are as follows:

- Risk management policy
- Travel policy
- Internal control policy
- Fund raising policy
- Compliance & Governance policy
- Health and safety policy
- Sexual harassment policy
- Leave and Overtime policy
- Education Awareness policy and programs
- Behavioral and cultural policy
- Disciplinary policy
- Inquiry and investigation policy

12 Alteration and Amendment in Memorandum and bylaws:

Subject to the provision of section 12 and 12A of the societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, the executive body may change, alter or amend the memorandum of association and Bylaws including its name, purposes, rules, regulation, limit, extend or short the power of the any officials or executive bodies.

However no such change shall have effect unless such report shall have been delivered or sent by post to every member of the society ten days previous to the special meeting convened by the governing body for the consideration thereof, and have been agreed to by the votes of three-fifths of the members delivered in person or by proxy, and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body at an interval of one month after the former meeting.

13 Suits and Legal Proceedings':

As laid down in section 6 of the society Registration Act. XXI of 1860 the society may sue, or may be sued in the name of President or Secretary or such person as shall be appointed by the Committee for the occasion

14 Dissolution:

In case of desolation of the society, the property which will remain after dissolution may be handed over to the other society of similar nature according to the provisions laid under section 13 & 14 of the Societies Registration Act. XXI of 1860.

15 Dispute redressal:

In case of dispute or difference amongst the members, executives, governing body, general body, employees or staff or any third party, subject to the applicability under law, the matter shall be referred to a conciliation officer duly appointed by the Executive committee or Governing Board of the society.

However, if the parties not satisfied with decision of officer, the matter may be referred to the executive body within 30 days in writing along with facts and reasons of not satisfaction. The body shall conduct the hearing, examine the witness and evidences and award its decision withing one months from the receipt of application.

If still the matter not settled, any party can invite the social influential person of the society or any competent professional for mediation to settle the dispute or difference as the case may be.

Any party may approach with arbitration, where every party shall be entitled to appoint an arbitrator for declaring award or order, which willbe bind on both the parties.

After following the aforesaid procedure, if matter not settled or party not satisfied, any party can file the suit with the Court having jurisdiction of registered office of the society, subject to the provisions of the applicable laws, rules, regulations as the case may be.

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