**Memorandum of Society**

1. **The Name of the Society:** Bhardwaj Shikshan Sansthan.
2. **The Registered Office:** B.Ed. College Karsog, Village Baral

(Near Telephone Exchange),

P.O. and Tehsil Karsog,

Distt.Mandi, Himachal Pradesh, 171102.

1. **Area of operation:** TheState of Himachal Pradesh.
2. **The aims and objectives of the Society:-**
3. To establish, maintain and assist educational institutions, hostels, protective home, working women hostels. Old age home, juvenile home, youth hostels and other education and rehabilitation homes for training, conducting income generation activities & shelter for upliftment of deprived section of society.
4. Dissemination of useful knowledge, cultural education, maintenance of library or reading rooms for general use among the members and collection of natural history.
5. To strengthen the youth and empowering them for the national building.
6. Promotion of culture preservation, science, literature and Tribal heritage.
7. To assist the needy tribal students, scholars, artisans, craftsmen and other industrial trained students in order to maintain highest traditions of workmanship and skill to rehabilitate them as self supporting individuals/institutes.
8. To encourage the exchange of ideas and techniques between different tribal societies.
9. To provide for search and present the world the true image of tribal culture, philosophy, traditions, institutions and beliefs by publicity through various possible methods.
10. To print or publish or get printed or reprinted books on tribal culture, history, literature, philosophy, traditional science/knowledge, system of thought, exoteric language of others.
11. To organize or participate in course of study, research and seminars.
12. To spread awareness among members and public against social evil i.e.illiteracy, HIV/AIDS, terrorism, population control, gender injustice, corruption, drugaddiction, environment conditions, child labour and contemporary issuesetc.
13. To organize cultural programmes at national and international level for culturalexchange and for the protection of cultural heritage of Tribal.
14. To work for poor, needy and Rural Development.
15. To work for the Development of Youth and reconstruction of nation.
16. To work for the Tribal rights, global peace, universal brother hood and national integration.
17. To work for upliftment of weaker section of the society and elderly.
18. To receive donations/grants and acquire/purchase any moveable or immovableproperty from any govt./semi govt. or individuals in the name of society forfurtherance of its objectives.
19. To carry out all activities on welfare basis without any discrimination on the basisof casts, creed or colour.
20. To promote and review the various classical and folk dances, dramas, music, arts,crafts and xylographic works.
21. To arrange social functions/seminars/lectures/workshops/personality development camp/national integration camps etc.
22. To promote understanding and education in respect of sex relation, and to raise the standard of character and to encourage healthy family relation.
23. To publish journal, news letter, and literature for the promotion of all or any of the above objects.
24. To establish, maintain and assist family life institutions, students counseling centre and to undertake similar activities for healthy family life.
25. Any other activity subservient to the aims and objectives of the society.
26. The Management of the affairs of the Society is entrusted by the regulations of the societyto the Governing Body, whose names, addresses and occupations are specified below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name and Address** | **Designations** | **Occupation** |
| 1 | Dharam PaulS/o Sh. ShyamDass,Village Sarli, P.O. Dalash,Tehsil Anni, Distt. Kullu,H.P. 172025. | Chairman | Agriculturist &Self Employed |
| 2 | Gopal SinghS/o Sh. ShyamDass, Vill. Sarli, P.O. Dalash,Tehsil Anni, Distt. Kullu,H.P. 172025. | Vice- Chairman | Agriculturist &Self Employed |
| 3 | MitterDev SharmaS/o Sh. BhawaniDutt, Village, P.O. and,Tehsil Karsog, Distt. Mandi, H.P. 175011. | Gen. Secretary | Agriculturist &Self Employed |
| 4 | Yashwant SinghS/o Sh. Bakshi Ram,Village & P.O. Seri Banglow, Tehsil Karsog, Distt. Mandi, H.P. | Treasurer | Agriculturist &Self Employed |
| 5 | Mall ChandS/o Smt. Judhiya Devi, Village, P.O.,&Tehsil KarsogDistt. Mandi, H.P. 175011. | Executive -Member | Agriculturist &Self Employed |

1. We, the several persons whose names and addresses are subscribed below are desirous offorming a Society in pursuance of the aforesaid Memorandum of Society and havesigned the memorandum in the presence of the witnesses as shown below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Names and permanentaddresses of the****subscribers withFather/Husband’s name** | **Age** | **Signature** |
| 1. | MitterDev SharmaS/o Sh. BhawaniDutt Sharma,(Life membership and Founder member)Village, P.O. and Tehsil Karsog,Distt. Mandi, H.P. 175011. | 65 |  |
| 2. | Dharam Paul S/o Sh. ShyamDass,(Life membership and Founder member)Village Sarli, P.O. Dalash,Tehsil Anni, Distt. Kullu,H.P. 172025. | 48 |  |
| 3. | Pankaj SharmaS/o Sh. MitterDev Sharma,Village, P.O. andTehsil Karsog,Distt. Mandi, H.P. 175011. | 27 |  |
| 4. | Yashwant SinghS/o Sh. Bakshi Ram,Village & P.O. Seri Banglow, Tehsil Karsog, Distt. Mandi, H.P. 175011. | 47 |  |
| 5. | Gopal SinghS/o Sh. ShyamDass,Vill. Sarli, P.O. Dalash, Tehsil Anni,Distt. Kullu,H.P. 172025. | 51 |  |
| 6. | Sudesh KumarS/o Sh. Tej Ram,Village, P.O. andTehsil Karsog,Distt. Mandi, H.P. 175011 | 46 |  |
| 7. | Sohan SinghS/o Sh. Bhadru Ram,Vill. Khanyol P.O. Pokhi, Tehsil Karsog,Distt. Mandi, H.P. 175011. | 57 |  |
| 8. | Mall ChandS/o Judhiya Devi,Vill. JoganpidhaMumail,P.O. and Tehsil Karsog, Distt. Mandi,H.P. 175011. | 45 |  |
| 9. | Mohan SharmaS/o Sh. Bodh Raj, Village &P.O. Mahunag,Tehsil Karsog, Distt. Mandi, H.P. 175011. | 38 |  |
| 10. | ChamanLalS/o Sh. Goverdhan Ram,Village, P.O. and,Tehsil Karsog, Distt. Mandi, H.P. 175011. | 55 |  |
| 11. | Raj KumariW/o Sh. BalKrishan,Vill. Kutti, P.O. & Tehsil Karsog,Distt. Mandi, H.P. 175011. | 37 |  |

To

The Deputy Registrar of Societies,

Karsog, Distt. Mandi, H.P.

Witness:-

Signature: ……………………………..

Name: ……Surat Ram……………………………

Full Address: …Village Mumail,

P.O. & Tehsil Karsog, Distt.Mandi,

H.P. 175011

**CONSTITUTION/BYE-LAWS OF SOCOETY**

1. **The Name of the Society:**  BhardwajShikshanSansthan.
2. **The Registered Office:** B.Ed. College Karsog, Village Baral

(Near Telephone Exchange),

P.O. and Tehsil Karsog,

Distt.Mandi, Himachal Pradesh, 171102.

1. **Area of operation:** The State of Himachal Pradesh.
2. **MEMBERSHIP:**

No person shall be admitted to membership of the society except thefollowing:-

1. An individual competent to contract under section 11 of Indian Contract Act, 1872(9 of 1872).
2. Such class or classes of persons or associations of persons as may be specified bythe society.
3. A person who has subscribed to the membership of the society by paying asubscription of Rs. 100/=per month or Rs. 1200/= per year. An individual can become a life member with the approval of governing body andsubsequent ratification by general body after paying life membership fees ofRs. One Lac only.

**Re-Admission of the Member:-**

Any member either expelled or removed by the Governing Body can bere-admitted provided that the member concerned pays all dues up to the date of suchre-admission and any penalty imposed upon him by the Governing Body. Theapplication for re-admission shall be submitted to the President/Secretary of the GoverningBody who may be re-admitting member and his/her decision shall be final subject to theapproval of the Governing Body.

**Register of Member:-**

The Society shall maintain at its registered office or operating office aregister of its members and shall record therein within fifteen days the admission,removal , expulsion and cessation of its membership. The following particulars maybe mentioned therein:-

1. Name, Address, Age with Aadhar No. and Occupation of the member.
2. The date on which the member has been admitted.
3. The specimen signature of the members.
4. The date on which the member has been removed, expelled or ceased to be themember and date of readmission.

**Rights and Duties of the Members**

All and every member of the society shall:-

1. Have one vote in every meeting of the General House.
2. Be entitled to participate in the meetings, functions and gatherings of theSociety.
3. Inspect the books of account containing minutes of proceedings of generalmeeting and the Register of members of society on any working day by givingreasonable notice but shall have no right to take extracts/ notes of the same.
4. Be bound by the rules and regulations, bye- laws, instructions, directions andpolicy guideline which may be framed from time to time.
5. Remain loyal to the Society and its Governing Body and the General Body.
6. Have right to take part in the election of the members of the Society.
7. **CEASSATION OF MEMBERSHIP:**
8. A member ceases to be a member of the society, if he/she:-
	1. Dies or become unsound mind, or declared as bankrupt.
	2. Is convicted by any court of law.
	3. Willingly resigns from the membership.
	4. Fails to attend three consecutive meetings of the general body of the societywithout leave of absence.
9. If he/she does not pay annual subscription fee or fail to pay monthly installmentsof subscription fee as provided in clause 4 (c) of the bye-laws, the governing bodyof the society with the approval of general body shall remove such member fromits membership after affording him/her opportunity of being heard.
10. A member can be expelled from the membership of the society by the President/Secretary onthe advice of governing body subject to the subsequent approval of its generalbody for carrying out activities prejudicial to the interest of the society orharm/defame the reputation of the society after affording him/her opportunity ofbeing heard.
11. A member who has not paid full subscription as prescribed shall have no right tovote in the governing body/general body of the society till such subscriptions arepaid in full.
12. Life membership and Founder member will remain unceasable. In case cessation of membership due to clause 5(A), then the membership will be given to their family member.
13. **THE LIABILITY OF MEMBERS TO FINE AND FORFEITURES UNDERCERTAIN CIRCUMSTANCES:-**

Any member of the registered society, who steal, purloin, embezzle anymoney or other properties, or willfully and maliciously destroy or injure any propertyof the Society, or forge any deed, bond, security for money receipts or otherwise, orother instrument, whereby the funds of the Society may be exposed to loss or indulge inany unlawful, activity shall be subjected to the same prosecution as any other personwho is not the Member of Society and shall be punished under Indian Penal Code andalso shall be liable to indemnify the Society to the extent of loss sustained by it andother liabilities and persecutions as laid down under the provisions of the H.P. Registration of Societies Act, 2006.

Whenever any bye-laws duly made in accordance with the regulations of theSociety, any pecuniary penalty is imposed for the breach of any regulations or bye-lawsof the Society, such penalty, when accrued, may be recovered in any Court of lawhaving proper jurisdiction which is situated where the defendant resides or where theoffice of the Society is situated, as the Governing body thereof shall deem fit andexpedient and as provisions laid down under the H.P. SocietiesRegistration Act,2006.

1. **MEETINGS OF THE SOCIETY:-**
	1. The meetings of the governing body of the society shall be held at least once inthree months. The society shall at least send 15 days notice for such meeting to itsmembers along with agenda notes.
	2. The meeting of the governing body can be called at any time by the President orGeneral Secretary and on request signed by at least one-third members of thegoverning body.
	3. The President/Gen. Secretary, however, may call an emergency meeting, at any time in case ofemergency situation in the interest of the society duly informing all members ofthe governing body.
	4. The meetings of the general body shall be held at least once in a financial year inaccordance with the provisions of Himachal Pradesh Societies Registration Act,2006.
	5. A Special General meeting can be called at any time by the President or on arequisition containing the proposed agenda and reasons for such meeting in writingof one fifth of the members of society or at the instance of Registrar of thesocieties.

**Convening Special Meeting:-**

A special meeting of the General Body shall be convened by the Secretaryof the Governing Body with the prior approval of the President and on the receipt ofthe requisition made by at least one-fourth of the members of the Society orwhenever the President/ Governing Body thinks it fit. The requisition should reachthe Secretary at least 30 days before the date of the meeting and the Secretary , afterapproval from the President/ Governing Body shall include them in the Agenda ofthe meeting .The President/ Governing Body , however , may call a special meetingof General Body at as short of notice as deem necessary by him.

**Recording of proceedings of meeting:-**

The proceeding of every meeting of the Governing Body will be dulyrecorded by the Secretary in a book under the signatures of President and Secretaryof the Society.

1. **ELECTION: -**

The General House shall elect the office bearers of the Governing Body in itsAnnual General Meeting once in every three years.Provided that for the initial registration of the Society and to adopt theMemorandum of Association and the Rules and Regulations of the Society, theGeneral House may elect the interim Governing Body to carry out the specialfunction of registration of Society and after the registration of the Society maycall to order the General House meeting under the notified Regulations to electthe office bearers of the Governing Body. The interim office bearers shall, for allpurposes, be the duly elected office bearers of the Society.The General Body shall elect the following office bearers who shall constitutethe Governing Body:

* + 1. The President
		2. The Vice-president
		3. The Secretary
		4. Treasurer.
		5. Executive-Member

If the meeting of the General Body is not held to elect the office bearers, theOffice Bearers, earlier elected, shall continue till such time the election are dulyheld.Every member, including founder member nominees of the Society, shall havethe one vote at the meeting to elect the office bearers except honorary, nominatedand associate members who have no right to vote.Every member desiring to be elected as the office bearers shall make anapplication to the Secretary in writing and in the prescribed Performa. Thecandidature of the candidate shall be proposed by at least five founders, life orordinary members of the society, who have eligibility to caste, vote in theGeneral Body.The Secretary shall scrutinize the application as per eligibility of the member andif the applicant found eligible the same will be notified as candidate for the posthe/she is contesting after consultation with the President.The election will be held by simple majority and in case of equality of the votes,the President shall have additional casting vote.The result of the election will be declared in the meeting by the President.The schedule of the election shall be notified by the Secretary with the approvalof the President.All application for candidature for office bearers of the General Body shall bemade within 10 days of the schedule of election notified by the Secretary andcandidate may withdrawal his candidature within 7 days after the scrutiny ofnames and its Notification by the Secretary.The election to elect office bearers shall be thereafter held in the annual meetingof the Society called every three years.No member shall be allowed to vote, who is in arrears of the Society dues or whohas been expelled, suspended or removed from the membership of the Society ordebarred to caste vote elsewhere under these regulations.The election may be held either through secret ballot or by voice vote in themeeting of the Society.The President of the Governing Body may appoint a Returning officer for theconduct of the election. On appointment such Returning Officer shall carry outthe election process of election.The result of the election shall be announced by the returning officer soappointed by the President.All election documents shall be preserved for three months by the secretary.The office bearers of the Governing Body so elected shall also be the officebearers of the General Body.If, an account of any ineligibility or proven misbehavior or misconduct, 3/4thmembers, present in the annual general meeting of the Society pass resolution forthe removal of the President or the Secretary or any office bearer such Presidentor the Secretary or office bearer shall stand removed from their respective officewith immediate effect.The decision of the President, as to the procedure of the Society, the AnnualGeneral Meeting and the election meeting shall be final unless contested by 3/4thmembers present in that meeting.All proceeding shall be duly recorded and signed by the President and Secretary.

1. **THE MANNER OF MAKING, ALTERNING AND RESCINDINGREGULATIONS:**

No, proposal for the amendment in the memorandum of Association orregulations thereto shall be done, if such provisions have not been approved by amajority of three-fifth Members present in the general meeting called specially for suchpurpose and as provisions laid down under Section-9 of the H.P. Societies RegistrationAct, 2006.

1. **MANAGEMENT OF THE SOCIETY:**

**General Body: -**

The general body of the society shall be consisting of all type of members and themeeting of such body shall be held once in a year. The following business shall betransacted in the annual General Meeting of the Society and decisions shall be taken bymajority of votes:-

* + 1. To receive, consider and adopt the annual report of the Governing Body on theworking and affairs of the society in the preceding financial year; and
		2. To receive, consider and adopt the Annual Audited Account for the proceedingfinancial year along with the Audit Report thereon: and
		3. To elect members of the Governing Body and announce result; and
		4. To appoint auditors and fix their remuneration;
		5. To consider any other business with permission of the President includingconsideration of Annual Budget, Constitution and appointment of standing subcommitteesapproval of any excess in expenditure over the sanctioned budget ofthe year, consideration of the schemes, policies and annual plan prepared by theGoverning Body for the ensuing year and amendments in the constitution of thesociety.

**Governing body**:-

* + 1. The society shall elect a governing body consisting of at least five members byresolution passed by a majority of the members present and entitled to vote at anannual general body meeting of the society held in accordance with its bye-lawsand provisions of Himachal Pradesh Societies Registration Act, 2006.
		2. The general body of the society may increase the number of governing bodymembers as specified in sub-clause-(i) of clause (8).
		3. The term of the governing body or its members so elected shall be three years.
		4. The constitution of the governing body shall be as under:-President, Vice-President, General Secretary/Treasurer & Member
		5. The governing body shall be vested with the management of the society and shallexercise such powers and perform such functions as may be imposed or conferredby these bye-laws or the Himachal Pradesh Societies Registration Act, 2006.
1. **DISQUALIFICATION FOR GOVERNING BODY:**

A person shall be disqualified for being a member of the governing body onthe date of elections, if he/she:-

* 1. is disqualified for such appointment by an order of a court or Registrar for causingloss to the society or retaining property or for any other reasons detrimental to theinterest of society; or
	2. is in arrears of prescribed subscription fee and a period of 45 days is over afterdelivering notice to such members to such effect.
	3. has been convicted of a cognizable offence and sentenced to a term exceedingthree months; or
	4. has incurred any of the disqualification as may be prescribed by the generalbody.
1. **POWERS AND FUNCTIONS OF THE GOVERNING BODY:**
	* 1. To admit new members and to remove or expel existing members subject toapproval of general body.
		2. To raise funds by receiving donations and loans from individual or authorized institutions as per provisions of its bye-laws and Himachal Pradesh SocietiesRegistration Act, 2006.
		3. To invest funds for furtherance of the objectives of the society.
		4. To appoint salaried or non-salaried officers for the conduct of working of thesociety in accordance with the rules framed by society for the purpose and todefine their duties.
		5. To institute, defend or compromise legal proceedings etc. subject to approval ofgeneral body.
		6. To dispose off applications of membership.
		7. To maintain true accounts of money received and expended, and accounts of theassets and liabilities.
		8. To prepare for submissions to the annual general meeting:-
2. Balance Sheet
3. Receipt and disbursement statement.
4. Details of movable and immovable property acquired by the society.
5. Details of money received and source thereof and money expended and the object or purposes for which sums/money are expended.
6. Prepare annual budget and annual report of the society for approval.
7. Amendment of bye-laws if any and annual work programme for approval.
8. To prepare statements of accounts required at audit and place them before theauditors.
9. To prepare and submit all statements and returns required by Registrar in suchform as required.
10. To maintain register of members up to date.
11. To facilitate inspection of books and audit of accounts of the society by thoseentitled to inspect/audit them.
12. To convene annual general meeting in due times.
13. To examine and take prompt action in cases of all arrears and defaults of thesociety.
14. In general to carry out the management of the society in accordance with itsbye-laws.
15. **QUORUM AND NOTICE OF MEETINGS:**
16. The quorum for the governing body meeting shall be at least two third of itsmembers.
17. The quorum for the general body meeting shall be one half of itsmembers.
18. The society shall at least send 15 days notice for such meetings to its membersalong with agenda notes. A meeting may be called by serving notice throughregular mail, e-mail, fax, phone or any other mode of communication available.
19. **OFFICERS OF THE SOCIETY**

**PRESIDENT: -**

To preside over the periodical/quarterly meetings of the governing body/generalbody of society and to exercise general supervision over the activities of theSociety and to regulate the proceedings of the meeting to set-out the aims andobjects of the Society and shall also permits for discussion, if necessary, any othersubject items moved before him by the Members.He shall be treated as the **‘**Head of Society’and shall decide any matter by castinghis decisive vote in case of tie. The President shall convene Meeting of the Societyin the event of resignation, insolvency or insanity of any Officer/Bearer/Memberwithin the period of a week of all or 2/3rd Members of the Society along with allother Executives of the Society shall also be invited for the Meeting.He shall give necessary directions and instructions to the General Secretary/Treasurer for the proper and smooth working, management, supervision, andadministration of the society.He may authorize for the expenditure up toRs. 5,000/= (Rupees Five Thousand only)for social benefits/activities and the expenditure so incurred should be gotapproved by the Society at its next meeting and the receipt of such expendituremust be present in the meeting for the record of society.He shall keep copies of all official records and documents related to the membersof the society and the copies of all other important records and documents of thesociety.If, in the opinion of the President, any emergency has arisen which requireimmediate action, he can take such action as he deems fit and necessary, andinform the same to the members of the Governing Body and get it ratified in thenext meeting in due course.

**The Functions, Powers and Duties of the President:**

The function, powers and duties of the President are as follow:-

* + 1. The President of the Society shall be the President of the Governing Body, whoshall act as the Chief executive Officer of the Society and will be assisted by aGoverning Body and such staff appointed for the purpose to discharge hisadministrative and financial functions.
		2. Subject to the regulation and the general control and supervision of the GeneralBody and the Governing Body, the entire executive, administrative and financialauthority to manage the affairs of the Society shall vest in the President.
		3. To preside at all the meetings of the General Body and the Governing Body andof all other committees and sub-committees of which she/he is a member, to takevotes, to declare the result of voting, to determine the order in which the severalproposal should be laid before General Body / Governing Body and generally tosupervise the conduct of business.
		4. To countersign cheques issued by the Secretary/Treasurer or other authorizedofficers of the Society.
		5. The Control, Supervise, Advise and direct all establishment belonging to theSociety and Departments under the control of the Society.
		6. To carry out day-to-day administration and all affairs of the Society.
		7. To appoint temporarily one or more of the life members of the Society to act forhim, or to delegate all or any functions performed by him to such person(s). ThePresident may co-opt Secretary, Executive members to function for the Societyand determine their status and terms of reference.
		8. To take upon herself/himself the duties of the absentees.
		9. To grant such scholarship awards, honors and commendation as she/he isempowered to do by the condition of the award.
		10. To suspend or to fine, take suitable action against any member of the ministerialor officer staff of the Society as prescribed from time to time, being appointingauthority of the Society.
		11. To perform such other functions duties as may, from time to time, be entrusted tohim by the Society / Governing Body.
		12. To sanction all expenditure within the budget or as per delegation by theGoverning Body not covered by the sanctioned budget.
		13. The President may, in consultation with the Secretary and in anticipation of theapproval of the Governing Body, incur/sanction all or any such expenditure incase of urgency or otherwise, not covered by the sanctioned budget.
		14. In case of office bearers leaving the station or otherwise being unable to attend toher/his work .The President will make necessary arrangements for theperformance of her/his duties, till the return of the office-bearer or till the nextmeeting of the Governing Body.
		15. In addition to powers mentioned above, the Governing Body, may by rules,guidelines, instructions etc. delegate additional powers to the President, who maymake such further delegation, if considered necessary, to any office bearer/Headof the department or any officer, as deem necessary by her/him.
		16. The decision of the President on any question relating to the conduct of businessat any meeting shall be final unless it is dissented from by 3/4th of the memberspresent at the meeting. But votes shall not be taken on any such question by thePresident unless a prior requisition is made in writing by at least five memberspresent for such voting.

**VICE-PRESIDENT: -**

In the absence of president, the vice-president shall use all the powers ofpresident and perform all such duties assigned to him by the president or governingbody from time to time.

**GENERAL SECRETARY: -**

The Secretary shall be overall In-charge of entire administrative records of thesociety and carry out the all correspondence of the Society. Therefore, this executive bearer of the society will be paid salary for his/her duties.

* + 1. He shall administer the affairs of the Society in consultation with the President.
		2. He shall convene and arrange the all-periodical and other meetings of the societyin consultation with the President.
		3. He shall prepare and present the Annual Report together with audited statementsof the Accounts of the Society before the General Body meeting of the Society.
		4. He shall maintain a register containing the names and addressed of the allMembers of the Society, issue notice of the meeting in consultation with thePresident and record the minutes of the meeting. He will be responsible forassigning the work of all activities of the Society and shall conductcorrespondence on the behalf of the society.
		5. He has authority to incur expenditure not exceeding Rs.1000/=(Rupees one Thousand Only)]in accordance with the regulation of the Society,such expenditure should be reported in the next meeting of the Society for itsapproval.
		6. To submit a report pertaining to the working of Society for the preceding year atthe annual General Meeting and execute contracts on behalf of the Society as andwhen authorized to do so by the Governing Body.
		7. To keep and maintain all records (excluding cash transactions and accounts) andperform all correspondence on the behalf of Society.

**TREASURER: -**

The treasure shall be over all In-charge of the cash transactions and accountsof the society.

* + 1. He shall be responsible for the proper maintenance of the Accounts of the Societyi.e. prepare and finalize the **Annual Statements** of accounts at the end of everyfinancial year and submit it in the annual general body meeting of the society afterits approval from the society and duly audited (along with the Auditor’s report andcomments thereof, if any).
		2. To keep and update the accounts of the Society on regular basis pertaining alltransitions of money received and paid; and he shall responsible for the propermaintenance of the accounts of the society and for this purpose he shall record allthe receipts/payments of income and expenditure regularly in the cash book andshall placed it before the governing body of the society in its next meeting.
		3. Shall deal with the Bank(s) and all financial institutions according to the directionsof the governing body of the society.
		4. Shall be responsible for making all collections, receipts of cash/cheque frommembers of society as subscription/registration fees, fines penalties and otherpayments and receipts of any other financial and non-financial assistance from theCenter or State Government/N.G.O./National or International Agencies/Bank/Company and any other legal entity or individual and issue receipts thereof on thebehalf of the society.
		5. The Treasurer may keep cash in hand as prescribed by the governing body of thesociety and deposit the remaining or surplus amount in the bank.
1. **THE APPOINTMENT AND REMOVAL OF STAFF OF THE SOCIETY:**

All persons who are paid out of funds of the society, regular, or parttime/contractual/target based or any other salaried persons shall be the employees of theSociety. Such rules, instructions, and guidelines as are issued by the Society orGoverning Body or the President from time to time shall govern them. The GoverningBody, may appoint such administrative, technical, ministerial or any kind of staff as isrequired to run the office or offices or other establishments run under or by the Societyand to fix such term and conditions of service including pay, allowances benefits etc. asis determined either by regulations, instructions, guidelines or other appropriate way aswell the classification, control, conduct and appeal mechanism of the employees fromtime to time. Provided that the normal age of superannuation of the staff is fifty eightyears but President, in the interest of the Society, and with the approval of GeneralBody, may grant extension in service to deserving employees, from time to time, asconsider necessary and appropriate by her/him. No extension shall be granted to anyemployee beyond the age of 65 years. Provided further that the President may delegatehis/her all or specific powers to such officers of the Society, for the control of theadministration of the staff, as deems fit. The competence for removal of staff andofficers shall vest in the governing body after affording adequate opportunity of beingheard, on the following grounds if he/she is found guilty:-

* + 1. For **misconduct**, indulge in **sexual harassment cases**, violation of the **Rules and Regulations** andmisappropriation/embezzlement of funds/properties of the society.
		2. On conviction for a cognizable offence and sentenced to a term exceeding 3months.
		3. For **in-discipline**, and **breach of trust** etc.

 **The society shall provide for in the service rules of employees the provisions prohibiting sexual harassment against women and for appropriate penalties against the offender. The society shall also constitute a committee for redressal of complaints regarding sexual harassment of women at workplace as per guidelines and norms issued by the Hon’ble Supreme Court in the case titled Vishakha and other v/s State of Rajasthan and other (JT) 1997 (7) SC 384 and strictly adhere to the provisions of Sexual Harassment of Women at Workplace Act, 2013.**

1. **THE MANNER OF MAKING, ALTERNING AND RESCINDINGREGULATIONS:**

No, proposal for the amendment in the memorandum of Association orregulations thereto shall be done, if such provisions have not been approved by amajority of three-fifth Members present in the general meeting called specially for suchpurpose and as per provisions laid down under the H.P. SocietiesRegistration Act, 2006.

1. **FUNDS:**

The President/Governing Body shall have full power of supervision andcontrol over the receipts and expenditures, and entire funds of the Society shall be usedsolely and only for the purpose of the aims and objects of the society.

1. **BANK ACCOUNT OPERATION:**

The society shall have bank account in any approved bank which will be operated by not less than two of the following members or the office bearer of the Governing Body:President or Vice-president andGeneral Secretary or Treasurer.

After the **end** of the financial year, the society will prepare an income and expenditure; and balance sheet which will be audited by a qualified auditor. The report will be submitted in the meeting of the Governing Body, showing exact state of the financial affairs of the society.

1. **ACCOUNTS AND AUDIT:**
	1. The financial year of the Society shall start from 1st day of April to 31st day ofMarch of the following year.
	2. An auditor appointed by the President/Governing Body shall audit the accounts ofthe Society and subordinate offices at least once in a year.
	3. Charted Accountant appointed by the President and approved by General Bodymeeting will do auditing of accounts.
2. **PROPERTY:**

The property, movable or immovable, belonging to the society shall bedeemed to be vested in the general body by their proper title. No immovable propertyshall be acquired or transferred by way of sale, gift or otherwise without the previousapproval of general house and such information shall be passed on and got recordedwith the Registrar within a period of 30 days.

1. **DETERMINATION AFTER DISSOLUTION:**

If the society dissolved then any property what so ever remainingafter satisfaction of all its debts and liabilities shall be given to government to beutilized in the event of cancellation of the registration of society. All the movable andimmovable assets of society or its institutions or centreshall vest in the State Government tothe extent of assistance, grant, aid or donation may have received from central or State Government .

1. **LEGAL PROCEEDINGS:**

The society may sue or be sued in the name of the President or the Secretaryas the case may be and determined and appointed by the governing body.

1. **DISPUTE:**

Any dispute of the society shall be dealt in accordance with the provisions ofH.P. Societies Registration Act, 2006.

1. **APPLICATION OF ACT:**

All the provisions of the Societies Registration Act 2006 of Government of India and recent amendments, the Societies Registration Act 2006 of Government of Himachal Pradesh will apply to this society.

Certified to be true copy of original, which is in safe custody of the Chairman or Secretary of the society.

**Dated: -** 14-11-2019

**Place:** -Karsog (Mandi) H. P.