

**RULES AND REGULATION
OF
"Anand Vardhan Foundation"**

1 DEFINITION

- A. Society means : "ANAND VARDHAN FOUNDATION "
B. Committee means : The Managing Committee of the Society.
C. Office bearers mean : President, Vice President, Secretary & Treasurer
D. The Year means : From 1st April to 31st March.
E. Body means : The General Body of the Society.
F. Act means : Society Registration Act 21, 1860.

2 MEMBERSHIP :

Any Indian Citizen not below 18 years of age and who are interested in social welfare work and follow the rules and regulation of the Society may become members of the Society, who shall pay subscription of Rs.100/- yearly payable on 1st April and Rs.200/- as admission fee.

A Person desirous of joining the Society shall apply in writing on a prescribed form to the Secretary of the Managing Committee who shall forward the same to the Managing Committee which shall be entitled to reject or accept the same without assigning any reason thereof.

3 TERMINATION OF THE MEMBERSHIP :

- A. Resigns or dies or becomes unsound of mind or bankrupt.
B. Sentenced to imprisonment by a Competent court for any offence involving moral turpitude.
C. If found by the Managing Committee to be engaged in activities which are against the interest of the Society.
D. Any member in default in payment of subscription for a period exceeding three months from due date shall cease to be a member.

4. APPLICATION FOR ADMISSION :

- A. Every application for the admission as member of the Society shall be addressed to the Secretary of the Society.
B. No application shall be considered unless the applicant is proposed by a member and seconded by another such member.
C. Every such application shall be considered in the meeting of the Managing Committee and shall be accepted or rejected by a vote of majority as those failing under rule-3 of these Rules.
D. Every application shall be informed in writing by the Secretary about the decision of the Managing committee which shall be final.

5. **FORMATION OF MANAGING COMMITTEE :**

- A. There shall be a Managing Committee consisting of 09 (Nine) members or more, including office bearer, to be elected by the annual General Body meeting of the Society.
- B. The members of the Managing Committee shall hold office for a period of Five years.
- C. Any casual vacancy of the Committee may be filled up by members of the Managing Committee for the remaining period of the office so held.
- D. The out going members of the Committee shall be eligible for re-election.

6. **POWER & FUNCTION OF THE MANAGING COMMITTEE :**

- A. The Managing Committee shall be solely responsible for the management of all the affairs of the Society and it shall have necessary power for executing decision of the General Body and managing the affairs of the Society in all respects.
- B. To appoint, transfer and retire the employees of the Society.
- C. To alienate, sell, lease, mortgage, pledge, hypothecate, donate the property whether movable or immovable belonging to the Society.
- D. To implement programmes for the execution of the objectives and allied activities of the Society and to invest the funds of the Society for the works of the Society.
- E. To raise money by way of subscription, donation, grants and loan etc.
- F. To consider application for membership.
- G. To consider and incur necessary expenditure.
- H. To open Branch office or Sub Branch Office in any places for the purpose of the Society.
- I. To do all such lawful acts and things as are identical and conducive to the attainment of the objects of the Society.

7. **POWER & FUNCTION OF THE OFFICE BEARERS :**

PRESIDENT

- i. The president will preside over all the meetings of the Managing Committee and the General Body of the Society. In the absence of the President, the members present at the meeting shall elect a President from among themselves and the President shall exercise all such powers.
- ii. The President will have a casting vote, which he will exercise only when there is a tie in a meeting.

VICE PRESIDENT

- i. The Vice-President shall Carry out all the duties and function of the President in his/her absence.

SECRETARY

- i. The Secretary will convene necessary meeting of the Society of any Committee which may be necessary to be called.
- ii. The Secretary will look after day to day management of office of the Society and shall help look after work if any, specially delegated to him, by the Managing Committee or the General body and shall be responsible for that work.
- iii. The Secretary will keep proper minutes of the proceedings of the meeting of the Society and will do everythings to give effect to the resolution passed by the General Body/Managing Committee of the Society.
- iv. The Secretary will make all correspondences on behalf of the Society and keep all records.
- v. The Secretary with the help of Treasurer will be responsible for the proper upkeep of the Accounts of the Society.
- vi. The Secretary will guide direct and supervise all the activities of the Society.
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- viii. The Secretary shall place the financial position of the Society in every meeting of the Managing Committee.
- ix. The Secretary will be at liberty to spend for the purposes of the Society at any time any sum up to Rs. 10,000=00 without previous sanction of the Managing Committee.

TREASURER

- i. The Treasurer will receive grants, funds, donations and subscriptions on behalf of the Society.
- ii. The Treasurer shall receive all payments and disburse the amount passed by the Secretary and shall maintain in proper books of accounts.

8. POWER & FUNCTION OF GENERAL BODY :

- i. The Annual General Body meeting of all the Society shall be held every year in the month of April as far as possible.
- ii. To elect office bearers and members of the Managing Committee.
- iii. To pass the audited statement of accounts and to appoint the auditor for the assessment year.
- iv. To transact such other matter this may be brought before the meeting by the Managing Committee.

9. MEETING :

- i. The Managing Committee may meet for transacting matters, whenever they like to meet, but not less than once in every three months.
- ii. The emergency meeting of the Managing Committee may be called by the President or the Secretary by giving only 24 hours prior notice to the members of the Committee.
- iii. Special General Body Meeting of the Society may be called by the Secretary by giving not less than fifteen days notice in writing to the members.
- iv. 3/5 of the valid members of the Society may make the requisition for the meeting of the General Body/Executive Committee by submitting a written and signed requisition to the Secretary of the Society.

10. NOTICE :

- i. Notice of every meeting stating the general particulars of all matters to be transacted at such meeting shall be delivered or sent by post to each member.
- ii. 15 clear days notice specifying the place, date time and nature of matter shall be given to the members by post or by hand delivery.
- iii. In case of emergent meeting, the same can be convened by giving a notice of 24 hours only.

11. QUORUM :

2/3 rd members present and entitled to vote shall form a quorum at any meeting .if at an extraordinary meeting there is no quorum within half an hour, the meeting shall stand dissolved. if at any Annual General Body meeting there is no quorum within half an hour of the time fixed, the meeting shall be adjourned and no quorum will be necessary for an adjourned meeting.

12. SOURCE OF INCOME :

- i. Fees and monthly subscriptions.
- ii. By Donation.
- iii. By Gov. aid.
- iv. Grant and Aid from any other legal Sources.

13. BANK OPERATION :

The accounts of the society shall be kept properly and the Bank Account will open in a Bank or Post-office by the name of the Society and it will be operated by joint Signature of either two office bearers such as President, Secretary & Treasurer but the signature of Secretary will be necessary.

14. AUDIT OF ACCOUNTS :

The account of the Society shall be audited by an auditor appointed by the General Body.

Inspector General of Registration, Bihar in this discretion of any time, may get audit the Society by recognized chartered accountant and fee for the same will be borne by the Society.

15. INSPECTION OF REGISTERS :

All registers will be kept in the registered office. Any member may inspect these registers with the prior permission of the Secretary.

16. AMENDMENTS :

Any additions, alterations or omission in the objects and Rules and Regulations of the Society shall be effected by resolution of the Society by 3/5th member of the General Body at a General Body meeting of the Society.

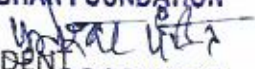
17. LEGAL PROCEEDING :

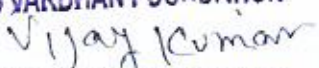
The Society may sue or be sued in the name of the Secretary.

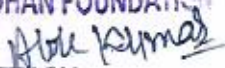
18. DISSOLUTION :

- a. The Society shall be dissolved according to the Rules of the societies. Registration Act 21, of 1860 by 3/5th majority of the members of the Society in the General Body meeting.
- b. And after the dissolution, the total movable and immovable properties of the Society shall either be given to other Society of the same aims and objects, or be given to the Govt. after paying all debts etc. of the Society by 3/5th majority in General Body meeting.
- c. The Society will be dissolved after the permission of Bihar Govt. under Section 13 of the Society Registration Act, 21 of 1860.

Certified, this is true and correct copy of the Rules and Regulations of the "SOCIETY"

ANAND VARDHAN FOUNDATION

PRESIDENT
PRESIDENT

ANAND VARDHAN FOUNDATION

TREASURER
TREASURER

ANAND VARDHAN FOUNDATION

SECRETARY
SECRETARY