

नियमावली / Rules Of Association

संस्था का नाम / Society's Name :	EK KOSIS MANVATA KE NAAM
संस्था का पता / Society's Address :	NEW CHOWK, JAPLINGANJ BALLIA UTTAR PRADESH-277001,Ballia,277001
संस्था का कार्य क्षेत्र / Society's Work Area :	UTTAR PRADESH
संपर्क संख्या / Contact Number :	8808219582

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	1500	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :	साधारण सभा का गठन आजीवन सदस्य / Life Time Member को मिलाकर किया जायेगा।
बैठके / Meetings :	साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।
सूचना अवधि / Notice period :	साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 7 दिन पूर्व सदस्यों को दी जाएगी ।
गणपूर्ति / Quorum :	साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।
विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :	Every year 30 June
साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :	i. All Members will be entitled to receive notice of all annual and special General Body meetings. ii. All Members will be entitled to vote in the entire Annual and Special General Body Meeting. iii. The General Body has the power to amend Rules Regulations and the Objectives of Society from time to time in accordance with the rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives. iv. The General Body shall have power

to make Bye-laws in regard to the working of Society. v. The General Body alone shall have the power to repeal, amend and modify these Bye-Laws with 2/3rd majority. vi. The General Body shall appoint the auditor or auditors for the Society, for Auditing its accounts and reporting thereon. The Annual action plan of the Society will be submitted to and will be discussed by the Governing Body General Body.

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें EXECUTIVE MEMBER-3, GENERAL SECRETARY-1, MANAGER-1, MEMBER-1, PRESIDENT-1, TREASURER-1, VICE-PRESIDENT-1 होंगे इस प्रकार कुल संख्या मिलाकर 9 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 24 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

i. The Governing Body shall be responsible for the effective implementation of the Aims and Objects and smooth functioning of the Society. It shall have the sole discretion to appoint/take Members into the Organization from time to time.

रिक्त स्थानों की पूर्ति / Fill blank seats :

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

कार्यकाल / Tenure :

प्रबंधकारिणी समिति का कार्यकाल 5 साल का होगा।

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ NA

Election Procedure of Management Committee by

General Body :

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

PRESIDENT

1. i. To preside over the meetings of the committee and other ceremonial functions by the Society. ii. To decide, change, extend the date for the meeting and to inform the members. iii. To use his discretion in the event of any difference of opinion amongst the Members of the Committee. iv. Act as Chief Executive Officer of the Society. v. President will be Liaison Officer of the Society. He/She will coordinate with the Govt. NGOs Other Private Societies. vi. To Execute the decision taken by the Society. vii. The President shall have power to take decision to meet the emergent situation in the interest of the Society. President will apprise the Governing Body of his/her decisions. viii. Where rules are silent President can make Rules and take decision in the interest of Society. ix. To prepare documents for and on behalf of the Society and to conduct its correspondence. x. To permit for the membership. xi. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society. xii. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature. xiii. To exercise drawing and disbursing powers. xiv. To sanction salary, wages, tours, traveling etc. xv. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body.

xvi. He/She shall be responsible for the collection of fund for the society. xvii. He/She shall look after all financial matters of the Society. xviii. He/She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Society. xix. To look after the assets of the society. xx. To survey office and branches of the society. xxi. To receive financial and non-financial assistance from the Government, Non Government Organisation, International Agencies, Banks and any other legal entity or individual. xxii. To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the Society whether the bodies are located in the Union of India or abroad. xxiii. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the above Society, necessary or convenient for the purpose of the attainment of the aims and objects of the Society. xxiv. President shall authorize anyone from the Governing Body to preside over the meetings in his/her absence. xxv. He shall ensure the safety of cash deposits in the Nationalised or Schedule Banks/as decided by the Governing Body. xxvi. He/She shall keep up-to date accounts of all the Expenditure and Income.

VICE-PRESIDENT

2. i. Vice-President of the society shall enjoy all the powers of the president in his absence.

GENERAL SECRETARY

3. The Secretary shall be responsible to the Governing Body for all day to day activities relating to the proper management, maintenance and upkeep of the Society and i. Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so. ii. Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings. iii. Look after the administration and other affairs and attend to all correspondence. iv. Summon and attend the meetings of the General Body and the Governing Body. v. Give effect to the directions and decisions taken at such meetings. vi. Collect all dues to the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society. vii. Manage, and control the staff, and take disciplinary action where necessary. viii. Institute, prosecute and defend suits and other proceedings in which the Society may be involved. ix. Prepare the annual report, and financial statement of accounts under the guidance of the Governing Body. x. Generally perform all such duties as are incidental to the office of Secretary. xi. The Secretary shall maintain an imprest cash amount of Rs.1500 Rupees One Thousand Five Hundred only for incidental expenses

TREASURER

4. i All the assets and funds of Society shall remain under the care and management of Treasurer of the Society. ii The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society. iii The Treasurer shall make disbursement in accordance with the direction of Governing Body. iv The Treasurer will ordinarily hold a cash balance not exceeding Rs. 5,000/- or the amount which may be fixed by the Governing Body of the Society from time to time to meet the emergent needs relating to the Society. v All the cash excess of the above amount or the amount fixed by the Governing Body shall be deposited in any Bank s ed by the Governing Body of the Society.

EXECUTIVE MEMBER
MEMBER
MANAGER

5. NA
6. To Attend Meeting
7. managing the society

संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post	
1.	GENERAL SECRETARY
2.	PRESIDENT

आय के स्रोत / Source of Income

1. Membership Fee
2. Other Sources
3. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीय बैंक अथवा शिड्यूलड बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन GENERAL SECRETARY एवम PRESIDENT के संयुक्त हस्ताक्षर द्वारा किया जाएगा |

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the society by or against :

The President of the Society or the person authorized by the President or such other person who may be appointed by the Body will conduct all legal proceedings for and on behalf of the Society.

संस्था के आय व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
 - a) साधारण सभा / General Body.
 - b) कार्यकारी निकाय / Executive Body.
3. स्टॉक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
7. दान रसीद बुक / Donate receipt book.

विघटन / Dissolution :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धारा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनाँक / Date :-

हस्ताक्षर / Signature :