

Ranchi Pahari Mandir Vikas Samati, Ranchi

By-Laws

Rules and Regulations

These rules shall be called the "Rules and Regulation" of the "**Ranchi Pahari Mandir Vikas Samati ,Ranchi**"

1. DEFINITIONS:

In these rules, unless the context otherwise requires:

- a. "The Society" means the "Ranchi Pahari Mandir Vikas Samiti,Ranchi "
- b. "Managing Committee" means the body constituted by Deputy Commissioner, Ranchi of the Society for the management of the society.
- c. "Fannual Year" means 1st April to 31st March.
- d. "General Body" means all regular member of the society.
- e. "Officer bearer" means president ,Secretary and Treasurer.
- f. "Act" means society Registration Act 21.1860.

2. MEMBERSHIP:

- a. A person who has citizen of India, mentally and physically sound, above 18 years of age, having no criminal record what so ever shall apply for the membership of the society. The application will be forwarded to the general body which alone shall be entitled to except or reject it. The general body may reject any application without assigning any reason for the same.
- b. All such organization that fulfills the conditions given below may be made member of the general body.
 - i. The President of that organization also is the Deputy Commissioner, Ranchi.
 - ii. The minimum member of that organization is 50.
 - iii. The organization is registered organization.
 - iv. The minimum corpus of that organization is 15 lakhs.
 - v. That organization is approved by the Deputy Commissioned, Ranchi .Such organization shall be represented by any 2 of its member in member in general body.

3. TERMINATION OF MEMBERSHIP

The membership of the society shall be terminated in case of

- a. Death
- b. Registration addressed to the President or Secretary in writing and accepted by the managing committee.
- c. Becoming of unsound mind or insolvent.

- d. Convection for a criminal offence involving moral turpitude; or
- e. Failure to attend three consecutive meeting without proper leave of the managing committee.
- f. If any member does any thing against the rules and regulation of society, misbehaves, show in disciplinary work, misuse the find of the society, unsatisfactory result of their work, the secretary will have the right to suspend such type of members from their membership.

4. DISQUALIFICATION OF MEMBERSHIP

- a. Political organization debarred.
- b. No official of any organization associated with Pahari Mandir should be involved in any political activity.

5. FORMATION OF THE MANAGING COMMITTEE

- a. The affairs of the “Ranchi Pahari Mandir Vikas Samiti, Ranchi” shall be managed by a managing committee, which shall consists of 11(eleven) member comprising of a President, Secretary, Treasure and 8(eight) Executive members. Deputy Commissioner, Ranchi; Sub-divisional Officer, Sadar, Ranchi shall be President, and Secretary respectively of the Managing Committee. The Treasurer as well as all the others of the managing Committee shall be nominated by the Deputy Commissioner, Ranchi or person appointed by him from amongst member of the general body which shall meet at least once in every two months.
- b. The tenure of the Managing Committee shall be three years.
- c. Outgoing non-official member of the Managing Committee shall be eligible for renomination for another term.
- d. In case of any dispute, conflict non functioning or unsatisfactory function of the “Ranchi Pahari Mandir Vikas Samiti, Ranchi”, the matter shall be referred to the general body whose decision shall be binding on the society.
- e. Any vacancy of whose the membership of the Managing Committee, cause by any reason, shall be filled in by the managing committee from the member of the general body. But, the person so appointed shall hold office only for the unexpired period of the term of the membership and in that appointed approval of the general body shall be must in the coming meeting of the general body.

6. POWER AND FUNCTIONS OF THE MANAGING COMMITTEE

The powers and functions of the governing Body shall be as follows:

- a. To serve as the policy making and the supervisory body for the society.
- b. To enlist the continued co-operation and support of the voluntaries agencies, welfare organization, workers' unions, industrial establishments, development agencies etc. for the programs.
- c. To establish such centers and sub-centers as are necessary to organize and implement the program.
- d. To set-up such sub-committee as are found necessary.
- e. To periodically review and form time to time assess the program implemented by and through the society with a view to effect modification and improvement.
- f. To assess the financially requirement of the society in keeping with its objectives and

- approve the budgetary estimates.
- g. To exercise overall supervision and to ensure that the money spent achieve the objectives and targets are achieved.
 - h. To appoint all category of staff for conducting the affairs of the society, to fix the amount of remuneration, to define their duties and ti grant allowances and others emoluments.
 - i. Generally, to take all such measures found necessary, from time to time ,to promote the objectives for which the society has setup.

7. POWERS, FUNCTIONS AND DUTIES OF THE OFFICE BEARERS

A. President

- a. The President shall be the honorary of the society.
- b. He/She shall preside over all meeting of the Managing Committee.
- c. He/She shall have the power to convene ordinary and extraordinary meetings.
- d. He/She shall have powers to invite any other person to attend the Managing Committee meeting as to a special invitee.
- e. He/She shall have right to casting a vote in case of equal division.
- f. He/She shall convey the decision of the managing committee to the Secretary.
- g. He/She will appoint or nominate a chartered accountant or a financial manager for up keeping of the financial accounts as well as for assisting the treasurer in the financial matter of the society.

B. Secretary

- a. Subject to any orders, rules and byelaws of the society, the secretary of the society shall be responsible for the proper administration of the affairs of the society under the director and guidance of the governing body.
- b. The secretary shall maintain a record of minutes of all the meeting of the managing committee and shall be responsible for the proper execution and implementation of the decision of the managing committee.
- c. The secretary shall be the executive head of the society.
- d. The secretary shall prescribe duties of all the members and staff of the society and shall exercise supervision and disciplinary control as may be necessary under the rules.
- e. The secretary will initiate action for conducting and periodically updating socioeconomic profiles and survey and periodically updating socioeconomic profile and survey and for identifying areas, locations and target groups for planning and formulation of the work plan. Make appointment of staff/officer for proper running of the society affairs programs.
- f. The secretary will initiate action for developing and maintaining a system for identification, selection and training of resources and the instruction.
- g. The secretary will initiate action for assessment of learning needs and requirements of training for identifying groups and in areas selected for programs operation.

C. Treasurer

- a. Treasurer of the society will be responsible for the fund management of the society.
- b. He/She will be responsible for accounting and transactions.

- c. He/She will be responsible for bank transactions.
- d. He/She will keep all the record of income and expenditure of the society.
- e. He/She will be assisted by a chartered Accountant or a financial manager duly appointed or nominated by the President of the society.

8. POWERS AND FUNCTIONS OF GENERAL BODY

Formation of general body:

General body shall consist of all the members who have taken membership of the society.

- a. Election of the officer bearer and member of the Managing Committee.
- b. Ratification of annual plan, annual budget, annual audit report, annual progressive report etc.
- c. Appointment of auditors for audit of annual accounts.
- d. To take decision for dissolution of the society.
- e. Ratification of audit report and to discuss about the income and expenditure of the society.
- f. To discussion over other issues with the prior permission of the president of the society.
- g. To take decision on the amendments of the name of the society, memorandum of association, rules and regulation.

9. MEETING OF THE GENERAL BODY

- i. Annual general meeting of the general body will be held every year, preferably in the month of April. Special or emergency meeting of the general body can be any time.
- ii. Requisitioned meeting : Requisitioned meeting of the general body will be convened within 30(thirty) days by the secretary on the demand of 1/3rd majority of the members of the general body in which signature of the requisites and topic for discussion in the meeting requisite members have power to convene the clearly mentioned for the requisitional meeting.
- iii. Quorum: One more of the half of the members (50%+1) of the general body will form a quorum for the General body.
- iv. Information of the General Body Meeting:

- a) Members of the general body will be informed at least 10 days before the meeting of the General body.
- b) Information of the meeting will be given by the registered post or by information register with signature of the receiver.

10. MEETING OF THE MANAGING COMMITTEE

- a. Every meeting shall be presided over by the president, and in the absence of the president, secretary will preside over that meeting.
- b. 3/5th member of the managing committee present at any meeting shall constitute the quorum. No meeting shall take place in the absence of the secretary except in unavoidable circumstances when the next senior most member will act as substitute.
- c. An emergency meeting of Managing Committee shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 03 days notice. Discussions that have taken place at the emergency meeting need to be placed before the full meeting of the managing committee when it meet next.
- d. In managing committee shall necessarily meet at least twice in a financial year'

- e. Member will be informed 07 days before the meeting of the managing committee.
- f. In case of emergency meeting, member should be informed 48 hours before the meeting of the managing committee.

11. SUB COMMITTEE

- a. Sub committee means the various sub committee appointed by the managing committee for carrying out the function the society.

12. FORMATION OF THE SUB COMMITTEE

- a. No. of committee shall be increased or decreased by the managing committee as required. Each of the various committee shall comprise of 09 members of the General body out of which minimum 06 shall be Government Officials.

13. POWER AND FUNCTION OF THE SUB COMMITTEE

Power and functions of the sub committee will be as follows:

- a. The maximum tenure of each committee shall be 01 years'

14. FUND MANAGEMENT AND OPERATION OF THE BANK ACCOUNT

15. ASSETS OF THE SOCIETY

16. AUDIT OF ACCOUNTS

17. AMENDMENT IN RULES AND REGULATIONS

18. INSPECTION OF RECORDS

19. LEGAL PROCEEDINGS

20. WINDING UP OR DISSOLUTION OF SOCIETY AND MANAGEMENT OF FUNDS AFTER DISSOLUTION

21. OTHERS