

v. **Meetings:**

- i. **Frequency:** The Governing Body shall hold meetings as and when required but it shall meet at least four times in a year and the gap between two meeting should not be more than 120 days.
- ii. **Notice:** Except in case of emergent meetings, 7 days notice of every meeting, together with the agenda shall be given to each member. Modern communication means may also be used for the purpose.
- iii. **Quorum:** The quorum of the meeting shall be ten percent of the membership.
- iv. **Voting:** Each member shall have one vote. In case of a tie, the Chief Patron shall have the right to an additional/casting vote.
- v. **Minutes:** The Society shall record in the minutes book, the minutes of all proceedings of every Governing Body meeting. Such minutes shall be communicated to all the members invited for the meeting within thirty days of the said meeting.



11. **Duties and Powers of the Governing Body:** In general, the Governing Body shall exercise all the powers and duties except reserved by the General Body or restricted in these Bye-Laws, to manage the affairs of the Society and to enable it to function smoothly and effectively. In particular, the Governing Body shall have the following powers and duties:

- i. To initiate and supervise activities of the Society for performing its functions specified in the Memorandum.
- ii. To interpret the memorandum and notified Rules & Regulations and the Bye-Laws of the Society.
- iii. To collect and/or accept funds for the Society by way of subscriptions, donations, grants, gifts, etc.
- iv. To make the budget and incur expenditure for conducting the business of the Society.

- v. To keep a true account of assets and liabilities, to acquire, sell, mortgage, change, or otherwise dispose or deal with any property of the Society for promoting the aims and objectives of the Society.
- vi. To prepare the "annual statement of accounts" and "annual report" on the activities of the Society.
- vii. To appoint or remove the staff as and when necessary.
- viii. To establish liaison with such other Societies/NGOs and other bodies as is considered in the interest of the Society and to decide upon the representation of the Society on such bodies.
- ix. To institute medals, prizes, scholarships, etc.

12. Duties and Powers of the Office Bearers:

- i. **Chief Patron:** The Chief Patron shall convene all the meetings of the Society, General Body and the Governing Body. His role shall broadly be that of a Mentor and Observer.
- ii. **President:** The President shall preside over all the meetings of the Society, General Body and the Governing Body. Whenever it is necessary President may delegate his powers to the Vice-President.
- iii. **Vice-President:** The Vice-President shall assist the President in all matters and perform all the duties and responsibilities delegated or assigned to him from time to time by the President or the Governing Body. During the absence/unavailability of the President the Vice-President shall act as the President.
- iv. **Secretary:** The Secretary shall be in charge of all correspondence and records of the Society and keep the minutes of all the meetings. The Secretary shall exercise general supervision over the staff and affairs of the Society.
- v. **The Joint Secretary:** The Joint Secretary shall assist the Secretary in all matters and perform all duties and responsibilities delegated or assigned to him from time to time by the President/ Secretary or the Governing Body. During the absence/ unavailability of the Secretary the Joint-Secretary shall act as the Secretary.

- vi. **The Treasurer:** The Treasurer shall receive all the sums of money due to the Society and issue receipts thereof. She/he shall keep all accounts of the Society and prepare annual statement of accounts for submitting to the General Body. He shall prepare list of defaulting members.



Interim Committee: The Chief Patron, President and the Secretary shall act as an Interim Committee of the Council for disposing of minor matters, which in their judgement, do not call for submission to the entire Governing Body, subject to approval of the Governing Body at its next meeting.

- viii. The Governing Body may assign any specific responsibility to any of its members.

13. **Suits by and against the Society:** The Society may sue or be sued in the name of the Chief Patron or the President of the Society and within the territorial jurisdiction nearest to its Head Quarters.

14. **Contracts and Agreements:** All contracts and agreements for and on behalf of the Society shall be signed by the Chief Patron with the consent of the President and subject to post-facto approval from the Governing Body.

15. **Financial Management:**

i. **Funds:** Sources of income of the Society are as under:

- i. Admission fees and subscription from the members of the Society.
- ii. Gifts, donations, special contributions or grants by individuals, the Government, public sector undertakings, private enterprises, associations, institutions and organisations.
- iii. Fund raising activities.
- iv. Income from investments.
- v. Receipts of the Society from other sources.
- vi. The Society may also borrow or raise any money that may be required by the Society upon such terms and conditions as may be deemed necessary and expedient.

- ii. All the financial transactions of the society shall be operated jointly by at least any two out of the Chief Patron, President, Secretary and the Treasurer.
- iii. The Governing Body may, however, from time to time authorise one or more members of the Society to singly or jointly operate subsidiary accounts of the Society for specific purposes.
- iv. Sincere effort should be made to ensure that all the transactions of the Society are made through proper banking channels, vide cheques ("account payee only" wherever possible), drafts, online transfers etc. so that all the monetary transactions are easily traceable and transparent.



16. Books of account:

- i. The Society shall keep at its head office proper books of accounts in which shall be entered accurately:
 - i. All sums of money received with source thereof, and all sums of money expended by the Society and the objects or purpose for which such sums are expended.
 - ii. The assets and liabilities of the Society.
 - iii. The details of immovable property acquired by the Society.
- ii. The Society shall maintain the following procedure/ books of accounts:
 - i. The Society shall maintain all books/registers of accounts required.
 - ii. The computerised system of accounts and audit may be followed.
 - iii. Cash book showing daily receipt and expenditure, and the balance at the end of each day.
 - iv. Receipt book, containing forms in duplicate, one of each set to be issued with details for money received by the Society and other to serve as counterfoil.
 - v. Voucher's file, containing all debit and credit vouchers, numbered serially and filed chronologically.

vi. Stock register for keeping the record of all the consumable and permanent articles of the society.

iii. The books of account shall be open to inspection by the office-bearer or member of the Society or the Registrar or the person authorised by the Registrar during the office hours. Any other person shall have access as specified under the Right to Information Act, 2005.

17. **Verification of accounts, returns and registers:** The accounts, returns and registers of the Society specified in the Act and the rules, shall be verified by the Chief Patron, President and the Secretary of the Society and in each such account, return and register, the following declaration shall be endorsed in token of such verification, namely: "I declare that the particulars furnished above are true and correct to the best of my knowledge and belief."

18. **Audit:** The account of the Society shall be audited by Chartered Accountant annually to be appointed by the Governing Body for the purpose. The accounts can also be audited by any government agency if instructed by the government to that effect.

19. **Staff Members:** The Governing Body may employ the persons for the purpose of the Society and give salaries, wages and other emoluments to them. The staff may be employed on full time and/or part-time basis. The rules for appointment, working and removal of the staff members shall be framed by the Governing Body. The staff will be directly under the supervision and control of the Chief Patron, Secretary and the President.

20. **No Profit Motive:** The Society will have neither profit motive nor its profit shall be distributed among its members. All the income, earnings, donations, moveable and immovable properties of the Society shall be solely utilised towards the promotion of the Objects of the Society as set forth in the Memorandum of Association. No profit shall be paid or transferred directly or indirectly by way of dividends, bonus, or in any manner whatsoever to the members of the Society. No salary shall be paid to the members. They shall however be entitled to TA/DA and other allowances and perks as determined by the Governing Body and the reimbursement of expenses incurred in the performance of their duties. The volunteers and experts who render their services to the Society may be entitled to honorarium as determined by the Governing Body.

21. **Right to Information:** All the records and documents of the Society and any information related to the Society shall be accessible to any person under the provisions of the Right to Information Act, 2005 after paying the requisite fees. The President shall be the Public Information Officer and the Secretary, the Assistant Public Information Officer.

22. **Weeding out of record:** The registers, documents and papers shall be weeded out, as and when decided by the Governing Body with the approval of the General Body, as per State Government instructions issued from time to time and in compliance with the relevant Acts and Rules such as the Right to Information Act, 2005 etc.

23. **Amendments:** The constitution/ rules & regulations/ bye-laws may be amended if such a proposal has been approved by a majority of three-fifth members present and voting in the General Body meeting called for such purpose.

24. **Dissolution of the Society:** The Society may, by passing a special resolution approved by a majority of three-fourth members present in the meeting, determine that it shall be dissolved and thereupon, with prior intimation to the Registrar, it shall be dissolved at the time specified in the resolution and all necessary steps shall be taken for the disposal and settlement of the property of the Society, and its claims and liabilities according to the Himachal Pradesh Societies Registration Act 2006.

25. **Residual Matters:** In all matters not specifically covered under the above Bye-Laws, the jurisdiction and the decision shall rest with the Governing Body, subject to the approval of the General Body.

26. **Essential Certificate:** Certified that this is the true and correct copy of the Rules and Regulations of the Society.

Dr. K.V. Singh
(Chief Patron)

Sh. Vishnu Bhardwaj
(President)

Sh. Santosh Gupta
(Vice-President)

Dr. Jahid Ali Malik
(Secretary)

Ms. Deepika Sharma
(Joint Secretary)

Sh. Sanjay Kumar
(Treasurer)

Ms. Deepa Chauhan
(Adviser)

Sh. Rinku Aggarwal
(Internal Auditor)