

**THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961  
REGULATIONS OF MEMBERSHIP**

1. **ADMISSION** :
- (a) The signatories to the Memorandum Of Association & the office bearers of the Governing Body of the society shall be first members of the society.
  - (b) The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and regulations of the society and who in the opinion of the Governing Body will be interested in advancement of the objects of the society.  
Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason thereof.
2. **TYPES OF MEMBERS** :
- 1. **Honorary Members:** Any person whose connection with the society is deemed to be useful may with the consent of such person be elected as honorary member of the society. Such members shall not, however, be eligible to be member of the Governing Body or shall be entitled to vote in any meeting.
  - 2. **Ordinary Member:** Any person qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary members of the society.
3. **CESSATION MEMBERSHIP** OF :
- Any member shall cease to be a member:
    - (a) On the acceptance of his resignation from membership,
    - (b) On his becoming insane insolvent,
    - (c) On his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of Society or a body corporate or of any offence involving moral turpitude.
4. **REGISTER MEMBERS** OF :
- The society shall maintain a Register of members Any member shall cease to be a member containing the names, address and their occupations the date of admission and of cessation of membership. The register will be kept open for inspection of the members of society on requisition. All entries required to be made there in shall be entered within a period of 15 days.
5. **RIGHTS OBLIGATIONS MEMBERS** AND OF :
- Any ordinary member of the society has the right.
    - (a) To elect and to be elected in any election of the society.
    - (b) To submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to society.
    - (c) To inspect the accounts and the proceedings of the meetings of the society an appointment with the secretary.
    - (d) To pay his subscription within the prescribed time. Defaulting member shall not be allowed to take part of vote in a meeting. Members shall have one vote each.
- EXPULSION & REMOVAL** :
- Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing body shall first serve the member concerned with a show cause showing there in the charges framed and ask him to submit his statement of defense within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.
- For any act of expulsion or terminate on such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent data that such act of expulsion or termination was wrongful and or unlawful.

REGISTERED/RECORDED/FILED  
on 19/11/2006  
Registrar of Societies &  
Non-Trading Corp. West Bengal

**GOVERNING BODY**

Composition, election/appointment, resignation/removal, terms of office:

There shall be a Governing Body consisting of not less than seven members. The office Bearers of G.B. shall comprise of President, Vice President, Secretary, Treasurer and others committee members shall be elected at the AGM.

The registration and removal of the G.B. members shall be dealt with as has been prescribed as in the case of other members noted herein before.

The term of office G.B. shall ordinary be one year unless it is dissolved/ terminated early under Unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over



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charge, which shall under no circumstances be more than 30 days from the date of election.

A meeting of Governing Body shall be held at least once in three months at such place, date and time as the President or Secretary may Determine any four members in Governing Body may requisition the meetings and the Secretary shall summon the same within seven days and failing which the President on the requisition may do so provided no business other than specified in the notice shall be transacted as such meeting.

## 2. NOTICE AND QUORUM

7 days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. 1/3<sup>rd</sup> members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time, members present shall adjourn the meeting.

## 3. PROCEDURE OF THE MEETING

The President or in his absence the Vice President shall preside over all meetings of the Governing Body and in their absence members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each members having one vote. The President or the chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

## 4. POWER AND DUTIES OF THE GOVERNING BODY

The Governing Body shall have general power of supervision and conduct overall the affairs of the society and in particular shall discharge the following duties:

(i) To appoint sub-committee with such power and duties, as may be considered necessary or expedient.

(ii) To accept donation, gift, subscription, moveable and immovable property for the objects of the society.

(iii) To ell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society.

(iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks.

(v) To co-opt not more than two members of the Governing Body.

(vi) To appoint a person or persons on payment to assist the Secretary/Treasurer in the maintenance of account etc.

(vii) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

## SAFE CUSTODY OF PROPERTIES

1. The governing body shall be responsible for the safe custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in Banks/ Post Office/ mutual Funds and be invested in any securities specified under Sec.20 of the Indian Trust Act,1882.

## BOOKS OF ACCOUNTS & INSPECTION

The books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

## BANK OPERATION

The society can open bank account (s) in any nationalized / corporate banks. The account will be operated jointly the President / Secretary and or Treasurer. Any two persons out of three.

## ACCOUNTING YEAR

The accounting year of the society shall be from 1<sup>st</sup> day of April of each year to 31<sup>st</sup> of March of the following year.

## GENERAL MEETING

### Annual General Meeting:

Notice: The shall annually call the Annual General Meeting within two months from the end of the last financial year giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

Agenda: The business to be transacted at the A.G.M. shall be (a) to confirm the minutes of the last A.G.M. and of Special General Meeting if any.

(b) To adopt with a without modification the report of the working of the society for the previous year.

(c) To pass audited accounts of the society for the previous year ended.

(d) To appoint qualified Auditor or Auditors.

(e) To transact such business as may be fixed by the Governing Body.

(f) To transact such other business as may be brought forward by giving 14 days previous notice from any member.

(g) To conduct general election.

**Quorum of the meeting:** 1/3 member personally present at the commencement of the meeting shall constitute the quorum.

## SPECIAL GENERAL MEETING

The Governing Body may convene a special meeting at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Members may request the Governing Body for special general meeting by placing a requisition signed by 2/3<sup>rd</sup> of total members. In that case the Governing Body shall convene a special general meeting with in a month from the receipt of such requisition. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Beharun  
Kumar  
Datta



### EXTRA-ORDINARY GENERAL MEETING

The Governing Body may direct to convene an extra-ordinary general meeting for consideration of addition, termination or amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum of Regulations be carried out if accepted by the three fourths of the members present at the meeting.

### DUTIES OF THE OFFICE BEARERS

**President:** He shall (a) preside over all meetings of the society. (b) take all disciplinary actions such as removals, dismissal, and etc. in consultation with the Governing Body. (c) advise the Secretary in any matter requiring urgent attention. (d) call emergent meeting. (e) operate bank account jointly either with the secretary or treasurer.

**Vice-President:** in the absence of the President the Vice President shall perform all the duties of the president.

**Secretary:** She shall (a) convene all meetings of the society. (b) maintain minute books of all meetings. (c) issue general circulation and notices. (d) receive all applications for membership, which shall be placed before the Governing Body. (e) Sign on behalf of the society all receipts for all sums received as subscription etc. (f) Sign and give pay order on all bills for payments. (g) get the accounts of the society Audited by the Chartered Accountant. (i) transact all other business subject to the direction of the Governing Body. (j) Operate Bank Account jointly either with the Treasurer or the President.

**Treasurer:** He shall (a) collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (e) operate Bank Account jointly either with the Secretary or the President; (d) prepare the budget in consultation with the Secretary or consideration of the Governing Body.

### MAINTENANCE AND AUDIT OF ACCOUNTS

The Society Shall Maintain books of accounts as required under Sec 15 (1) (a)(b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15 (2) of the Act.

### SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by or against the society shall be in the name of Secretary or such person as shall be appointed by the committee.

### ALTERATION OF MEMORANDUM & REGULATIONS

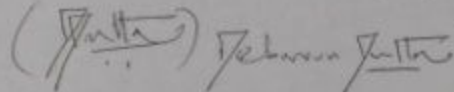
The memorandum and regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4<sup>th</sup> members in a general meeting called for the purpose. The Governing Body shall have power to make, alter, modify or rescind such Bye-laws & rules as may be considered necessary in the interest of smooth functioning of the society.

### DISSOLUTION OF SOCIETY

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4<sup>th</sup> members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association if any after dissolution.

We, the undersigned members of the Governing Body of the society do hereby certify that the above is a true copy of the rules and regulations of the society.

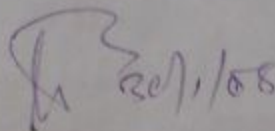
Signature of three members of the Governing Body:

1.  Dated: 04-08-2005
2. Paromita Bhowas Dated: 04-08-2005
3. Partha Saha Dated: 04-08-2005

complaint leaf  
Proj under  
22/1/08



CERTIFIED TRUE COPY



441, Registrar of Firms, Societies &  
Non-Trading Corps., West Bengal