

REGULATIONS OF ASSOCIATION

MEMBERSHIP

1. Admission

The signatories of the Memorandum of Association and the office bearers of the Governing Body shall be the society's first members. The Governing Body may admit any individual aged 18 or above, regardless of caste, creed, or sex, who agrees in writing to abide by the society's rules and supports its objectives. The **Executive Committee** holds sole and absolute authority to admit or reject membership applications and may do so without providing any reason.

2. TYPES OF MEMBERS

Honorary Members

Any person considered to have a valuable association with the Society may be admitted as an Honorary Member, with their consent. However, Honorary Members shall not be eligible to serve on the Executive Committee or to vote at any meeting.

Ordinary Members

Any person who meets the eligibility criteria and pays the prescribed ordinary membership fee may be admitted as an Ordinary Member of the Society.

Cessation of Membership

A member shall cease to be part of the Society under the following circumstances:

- (a) upon acceptance of their resignation,
- (b) if declared insane or insolvent, or
- (c) upon conviction for any offence related to the formation, promotion, management, or conduct of the Society or any corporate body, or for any offence involving moral turpitude.

1) Register of Members

The Society shall maintain a register of members, recording their names, addresses, occupations, dates of admission, and cessation of membership. This register shall be available for inspection by Society members upon request. All required entries must be made within 15 days of the relevant event.

2) Rights and obligation of members

Every ordinary member of the Society shall have the right to: (a) vote and contest in Society elections, (b) submit suggestions to the Governing Body or subcommittees on matters related to the Society, (c) inspect accounts and meeting records by appointment with the Secretary, and (d) pay their subscription within the prescribed time. Members in default shall not be permitted to participate in or vote at meetings. Each member is entitled to one vote.

3) Expulsion & Removal

If a member's actions are found by the Governing Body to be detrimental to the interests of the Society or in violation of its regulations, the member may, after due inquiry, be censured, suspended, or expelled. The Governing Body must first issue a show-cause notice detailing the charges and allow the member one month to submit a written defense.

After considering the response and providing an opportunity for defense, the Governing Body may take appropriate action. If no response is received within a month, an ex-parte decision may be made.

For any act of expulsion or termination no such members shall be entitled to prefer any Claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and /or unlawful.

Governing Body

Composition, Election/Appointment, Resignation/Removal, Terms of Office: The Governing Body shall consist of no fewer than seven members. Its office bearers shall include a President, Senior and Junior Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurers, and other committee members. All office bearers and committee members shall be elected during the Annual General Meeting (A.G.M.).

Resignation or removal of any Governing Body member shall be governed by the same procedures applicable to general members, as previously outlined.

TERM OF ELECTION:

The term of office for the Governing Body shall ordinarily be one year, unless dissolved or terminated earlier due to unforeseen circumstances. Following an election, the outgoing Governing Body shall continue to operate until the newly elected Body assumes charge,

which must occur within 30 days from the date of the election.

MEETING

Meetings of the Governing Body shall be held at least once every three months, at a time and place determined by the President or Secretary. If four members of the Executive Committee requisition a meeting, the Secretary must convene it within seven days. If the Secretary fails to do so, the President or the requisitioning members may call the meeting. Only the business specified in the notice shall be transacted at such a meeting.

NOTICE & QUORUM

A notice of seven days, specifying the place, date, time, and agenda, must be provided to all Executive Committee members prior to any meeting. In urgent situations, an Emergency Meeting may be convened with 24 hours' notice. One-third of the total members shall constitute a quorum for such meetings. If the quorum is not met within 30 minutes of the scheduled start time, the meeting shall be adjourned.

PROCEDURE OF THE MEETING

The President shall preside over meetings; in his absence, the Vice-President shall do so. If both are absent, the members present shall elect a Chairperson for the meeting. All matters shall be decided by a majority vote, with each member entitled to one vote. In the event of a tie, the President—or the acting Chairperson—shall have a second or casting vote in addition to their original vote.

POWER AND DUTIES OF THE GOVERNING BODY

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

1. Appoint sub-committees with powers and duties as deemed necessary or appropriate.
2. Accept donations, gifts, subscriptions, and movable or immovable property in furtherance of the Society's objectives.
3. Sell, lease, mortgage, or otherwise dispose of any part of the Society's property with prior approval at the AGM.
4. Maintain proper accounts and open bank accounts in the Society's name with one or more banks.
5. Co-opt up to two additional members to the Governing Body.
6. Acknowledge that the signatories of the Governing Body are the Founder Members of the Association/Society/NGO.
7. Appoint paid personnel to assist the Secretary or Treasurer in maintaining accounts and related tasks.

SAFE CUSTODY OF PROPERTIES

The Governing Body shall be responsible for managing the funds, properties, and assets of the Society. All funds shall be maintained in banks, post offices, or mutual funds, and may be invested in securities as specified under Section 20 of the Indian Trusts Act, 1882.

BOOKS OF ACCOUNTS AND INSPECTION

The books of account and other statutory records shall be maintained at the registered office of the Society. These records shall be open for inspection by any member, at a time and place specified by the Governing Body,

ACCOUNTING YEAR

The accounting year of the Society shall commence on the 1st day of April and conclude on the 31st day of March of the following year.

BANK OPERATION:

The Banking accounts of the society shall be operated by the , secretary, President, Treasurer or any two of them jointly.

GENERAL MEETING

Annual General Meeting – Notice:

The Secretary shall convene the Annual General Meeting each year in accordance with the provisions of the West Bengal Societies Registration Act, 1961, by giving at least 14 days' notice to all members. The notice shall specify the place, date, day, and time of the meeting.

The following business shall be transacted at the Annual General Meeting (A.G.M.):

- (a) To confirm the minutes of the previous A.G.M. and any Special General Meeting, if held.
- (b) To adopt, with or without modifications, the report on the Society's activities for the preceding year.
- (c) To approve the audited accounts for the previous financial year.
- (d) To appoint a qualified Auditor or Auditors.
- (e) To address any business set by the Governing Body.
- (f) To consider any additional business submitted by a member with at least 14 days' prior notice.
- (g) To conduct the general election.

Quorum of the Meeting: One-third of the total members personally present at the start of the meeting shall constitute the quorum.

Manner and Method of Voting: The Chairperson of the meeting shall determine the manner and method of voting at the outset.

Special General Meeting: A Special General Meeting may be called by the Governing Body at any time in urgent circumstances, with at least 7 days' notice to all members. Members may also requisition a Special General Meeting by submitting a written request signed by two-thirds of the total membership. In such a case, the Governing Body must convene the meeting within one month of receiving the requisition. If the Governing Body fails to act, the requisitionists may hold the meeting themselves, but only the business specified in the notice may be transacted.

Extra- ordinary general meeting: An Extra-ordinary General Meeting may be convened at the direction of the Governing Body to consider any addition, alteration, or amendment to the Memorandum or Regulations of the Society. A notice of at least seven (7) days, accompanied by the proposed draft changes, shall be issued to all members prior to the meeting. Any such proposed amendment or modification shall be deemed adopted only if approved by not less than three-fourths (3/4) of the members present at the said meeting.

DUTIES OF THE OFFICE BEARERS

President

1. Preside over all meetings of the Society.
2. Take disciplinary actions—including removals, dismissals, etc.—in consultation with the Governing Body.
3. Advise the Secretary on matters requiring urgent attention.
4. Call for emergent meetings of the Society as and when necessary.

Senior Vice President

1. Assist the President in all official duties and preside over meetings in the President's absence.
2. Oversee special committees and task forces, ensuring alignment with the Society's goals.
3. Act as liaison between the Governing Body and external stakeholders.
4. Supervise disciplinary procedures in coordination with the President.
5. Monitor progress of key programs and report to the Governing Body.

Junior Vice President

1. Support the Senior Vice President and assume responsibilities in their absence.
2. Coordinate youth engagement, academic events, and outreach programs.
3. Facilitate member engagement activities and encourage participation across age groups.
4. Assist in preparing annual reports and reviews for the Governing Body.

Secretary

1. Convene all meetings of the Society, including meetings of the Governing Body and General Body.
2. Maintain accurate minutes of all meetings in duly bound minute books.
3. Issue general circulars, notifications, and meeting notices.
4. Receive applications for membership and place them before the Governing Body for consideration.
5. Sign, on behalf of the Society, all receipts for sums received through subscriptions, donations, or otherwise.

6. Authorize payments by signing and issuing pay orders on all approved bills.
7. Ensure the Society's accounts are audited regularly by a qualified Chartered Accountant.
8. Ensure compliance with applicable statutory and regulatory requirements.
9. Transact all other official business, subject to the direction and approval of the Governing Body.

Assistant Secretary

1. Assist the Secretary in maintaining minutes, issuing notices, and managing correspondence.
2. Maintain a digital archive of documents and proceedings.
3. Coordinate logistics for meetings and events.
4. Support compliance documentation and administrative functions.
5. Step in for the Secretary in their absence or unavailability.

Treasurer

1. Collect and receive all subscriptions, donations, grants, and issue proper receipts thereof.
2. Maintain the cash book and all other necessary financial records of the Society.
3. Prepare the annual budget in consultation with the Secretary, for consideration and approval by the Governing Body.

Assistant Treasurer

1. Assist the Treasurer in maintaining financial records and cash flow tracking.
2. Manage day-to-day petty cash and prepare interim financial summaries.
3. Help in organizing fundraising and donor engagement activities.
4. Ensure accurate filing and safekeeping of financial documents.

Member 1

1. Participate in all meetings and contribute to decision-making processes.
2. Lead or assist in one core operational area (e.g., communications, academic programs).
3. Represent the Society in local outreach and community initiatives.

Member 2

1. Provide oversight and inputs on policy formulation and implementation.
2. Assist in evaluation and monitoring of Society programs and projects.
3. Take on specific assignments or ad-hoc committees as designated by the Governing Body.

MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall keep and maintain accurate and up-to-date books of accounts in compliance with Section 15(1)(a) and (b) of the Act. The financial statements shall be subject to annual audit by a duly qualified auditor, as mandated under Section 15(2) of the Act.

SUIT & LEGAL PROCEEDINGS

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

ALTERATION OF THE MEMORANDUM & REGULATIONS

The Memorandum and regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th Members in general meeting called for the purpose. The Governing Body shall have powers to make, alter modify or rescind such Regulations 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 3/4th 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. In the event of dissolution, the assets of the society remaining on the date of dissolution shall under no circumstance, be distributed among the members but the same shall be transferred to other societies having similar objectives

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

Signature of three members of the Governing Body.

1.

2.

3.

Date: