

Bye Laws/ Rules and Regulations

1. **INTRODUCTION :**

- (a) The name of the Society shall be "MANAV NIRMAN SAMITI"
- (b) Location of Registered office: - "MANAV NIRMAN SAMITI KHASRA NO 112
VPO JEVRA PIN 125121 DISTT HISAR"
- (c) The Society Shall work within Hisar District of the Territory State of Haryana.

2. **MEMBERSHIP**

(A) The Society shall have a maximum of 250 members including the founder members/ original members.

(B) **Eligibility:** In order to be admitted as a member of the Society, a person : -

- (i) Must be 21 years of age on the date of admission.
- (ii) Should subscribe to the aims and object of the society.
- (iii) Must have deposited the admission fee and annual subscription fee & must not be arrear of payment of such fee as on the date of annual general meeting for continuing as a member.
- (iv) Must not be insolvent and of unsound mind; and
- (v) Must not have been convicted of an offence involving turpitude involving imprisonment of one year or more.

(C) **Kinds/Types/ Categories of members:** the Society shall consist of four different categories of members as under:

- (i) **Founder Members** - A member who has been admitted as founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed 7. The founder members shall also be deemed to / have become life members of the Society and shall have the privilege of being members of the collegium without election, in case the total number of members of the society exceeds 100.
- (ii) **Life Members** - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the Society for his life. The total number of life members shall not exceed 200.

President

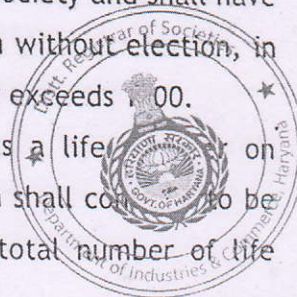
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General Secretary/ Secretary

[Signature]

Treasurer

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(iii) Ordinary Members: - The Society shall have a total of 33 ordinary members who shall continue to enjoy their membership only so long as they are not in arrear of payment of their annual subscription fee. Ordinary members may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Society on completion of his tenure, unless it is renewed by the governing body for tenure.

(iv) Honorary Members- The governing body may admit individual of distinguished talent and merit or whose Society is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as honorary member of the society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary member shall not exceed 10. The honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(D) Membership fee & Annual subscription

(i) The rates for membership of the Society and the annual subscription shall be as under:-

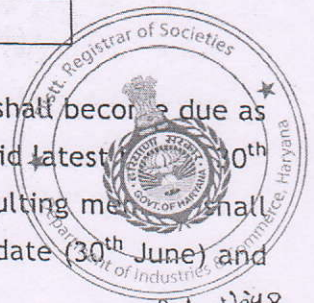
Sr.	Type of member	Admission Fee	Annual Subscription
(i)	Founder Member	Rs. 10000/-	Nil
(ii)	Life Member	Rs. 10000/-	Nil
(iii)	Ordinary member	Rs. 10000/-	Rs. 100/-
(iv)	Honorary Member	Nil	Nil

(ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and

President

General Secretary/ Secretary

Treasurer



such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.

- (iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the account payable. However, he shall not be entitled to cast his vote in any election.

(E) Admission procedure (for members other than the subscribers):

- (i) The admission of a person as a member of the Society shall be decided by its governing body from time to time.
- (ii) An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting documents to the secretary duly filled in and signed and recommended by a regular member of the society.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision
- (iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- (v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules-2012 and he/she will be issued an identity Card of the Society.

(F) Identity Card for every member:

Every person admitted as a member will be issued an Identity card containing his/her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.

(G) Rights & Obligation of Member:

President

General Secretary/ Secretary

Treasurer



- i) All the members of the Society shall be bound by the rules and regulation of the Society as contained in its byelaws and amended from time to time.
- ii) Every member except an honorary member shall have a right to cast his vote at the election of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.
- iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings of the Governing Body and register of member of the Society on any working day by giving a notice of seven days.
- iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

(H) Cessation of Membership:

Any person admitted as a member shall cease to be a member of the Society in the following events:

- i. Attracts the provision contained in Section 22 of the Act:
- ii. Upon his/her acting contrary to the aims and objectives of the Society on such member being found guilty of a financial misappropriation of the funds of the Society
- iii. Upon indictment and direction for removal by the District Registrar/ Registrar/ Registrar General of society
- iv. An Honorary member shall cease to be a member of the Society, if the Governing Body decides so by passing a resolution in this behalf.

(3) General Body:

- A) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of dues of the Society Including the annual subscription.

President

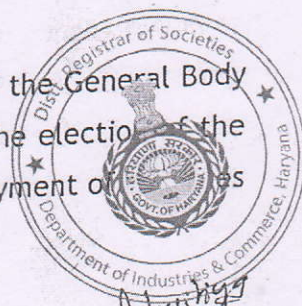
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General Secretary/ Secretary

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Treasurer

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B) Every member shall cast his vote in person and no proxy voting shall be allowed.

(4) Meetings of the General Body:

i) A meeting of the General Body of the Society will be held as and when required. However, at least one meeting of the General Body of the Society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the Society in addition to transaction of any other business of the Society as may be required.

ii) The Governing Body of the Society may convene an extra-ordinary meeting of the General Body of the Society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reason for convening such meeting from at least 1/10th of the members of the General Body.

iii) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

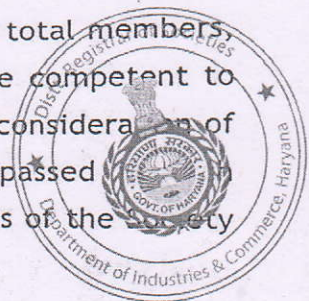
iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.

v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in an adjourned meeting only if at least 25% of the total members of the Society are present.

President

General Secretary/ Secretary

Treasurer



vi) The proceedings of all meeting of the General Body will be recorded in the minute-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society

5) Powers, Functions & Duties of the General Body:

i) To guide the Society in determining and fulfilling its aims and objectives.

ii) To decide policy matters such as change of name of the society, amendments in the Memorandum of Society and the Byelaws of the society, approval of annual accounts of the Society, approval for disposal of immovable assets of the Society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.

iii) To elect the members of the Governing Body,

iv) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

(6) GOVERNING BODY ;

i) **Composition :** The Governing Body of the Society shall consist of a total of 03 Office Bearers and Members as under :-

a) President - 1

b) General Secretary/Secretary - 1

c) Treasurer/Cashier - 1

(2) Election of the Governing Body:

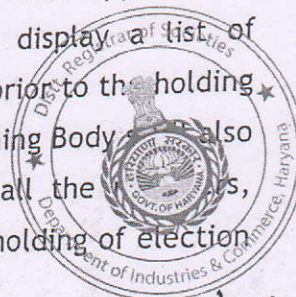
i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.

ii) The Governing Body will declare the Schedule of Elections and appoint the returning Officer for conduct of elections and also notify/ display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General meeting for conduct of the elections. The Governing Body shall also send notices for holding election of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t holding of election

President

General Secretary/ Secretary

Treasurer



for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desire.

- iii) Any objection regarding the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office bearer of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nomination to be filed within the period prescribed in the Schedule of elections and the executives members of the Governing Body: scrutiny and withdrawal of nominations if any, for election of the office-bearer
- iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person and wherever disputed, on production of the identity card issued by the society.
- v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the Society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- vi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

(7) FILING OF ANY CASUAL VACANCY ON THE GOVERNING BODY-

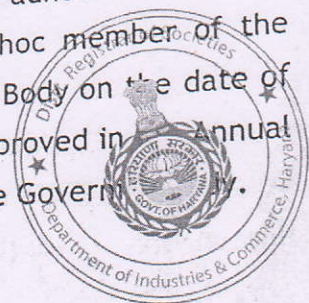
Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled up by the Governing Body, if required from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting/ If his appointment is not approved in Annual General Meeting by a majority vote for the balance term of the Governing Body.

(8) MEETING OF THE GOVERNING BODY:

President

General Secretary/ Secretary

Treasurer

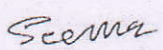


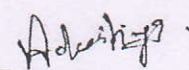
- I) The meetings of the Governing Body will be held as and when required. However the Governing Body shall meet at least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- II) A clear notice of three days of every such meeting will be given by the secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least 50% of its members.
- III) The quorum of the meeting of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- IV) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the chairman or the Secretary. If they are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- V) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

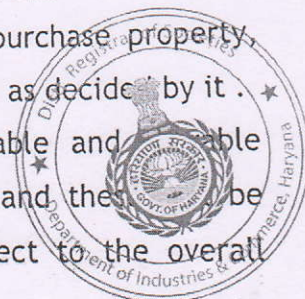
(9) **POWERS, FUNCTIONS & DUTIES OF THE GOVERNING BODY**

- I) The Governing Body will be responsible for achieving the aim & objectives of the Society
- II) It shall work in the best interests of the Society, for which it shall be empowered to deploy the funds & assets of the Society for the stated objectives.
- III) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free hold or lease basis in its name, as decided by it.
- IV) The Governing Body shall have full charge of all immovable and movable properties and assets belonging to or vested in the Society and these shall be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.


President


General Secretary/ Secretary


Treasurer



- V) The Governing Body shall be competent to invest the funds in the manner it consider appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- VI) To constitute various standing or adhoc Committees for looking such functions as may be assigned from time to time.
- VII) To create provisions for engagements of regular or part time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- VIII) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.
- (10) POWERS, FUNCTIONS & DUTIES OF INDIVIDUAL MEMBERS OF THE GOVERNING BODY

I) President

- a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- b) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the society/ Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rule made there under.
- f) To supervise and guide the overall activities/ achievements of aims & Objectives of the Society.

II) Vice- President

- a) To assist the president in carrying out his duties.
- b) In the absence of the President to act on his behalf and perform all duties and exercise all the powers of the President.
- c) To do all such acts, deeds and things as may be authorized by the Governing Body

III) General Secretary/ Secretary:



President
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General Secretary/ Secretary

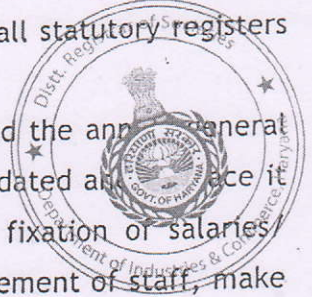
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Treasurer

- (a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as the case may be assigned by the president/ Governing Body.
- (b) To receive, scrutinize and place applications for membership of the Society before the governing body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (c) To convene meetings of the general body/governing body with the consent of the president and serve proper notices as prescribed under these byelaws.
- (d) To attend all the meetings of the general body and the governing body and assist the president in conducting the meetings and record proceedings of all the meetings.
- (e) To prepare annual report of the Society and place it before the governing body along with audited annual accounts of the society, for approval to place the same before the general body in the Annual General Meeting.
- (f) To keep and preserve the records of the society/ Governing Body.
- (g) To help and assist the president in looking after the complete affairs of the Society and in attaining aims & objects of the society
- (h) To ensure timely filling of all statutory returns/ documents in the office of the district registrar and such other authorities as may be prescribed under the Haryana registration and regulation of the Society act. 2012 and the rules made there under.
- (i) To be the custodian for safe custody of common seal of the Society and affix the same, wherever required, as per the authorization of the governing body.
- (j) To conduct correspondence on behalf of the society/ Governing body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the annual general meeting, the list of all members eligible to vote, duly updated and place it before the governing body including creation of posts, fixation of salaries/ remuneration/ allowance etc., make appointment/ engagement of staff, make

President
[Signature]

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General Secretary/ Secretary

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Treasurer



purchases and do all other such thing as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegation is specifically made, in consultation with the president of the society.

(IV) Joint Secretary

- (i) To assist the general secretary/ secretary of the Society in carrying out his functions and duties:
- (ii) To discharge the function and duties of the general secretary/ secretary of the Society in his absence to the extent authorized by the governing body.
- (iii) To look after such functions and duties and exercise such powers as may be assigned and delegated by the governing body of the Society from time to time.

(V) Treasurer

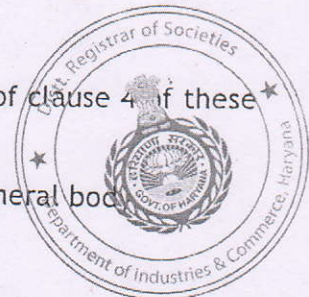
- (a) to keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintained records of receipts and expenses relating to the such matters, and of assets, credits and liabilities.
- (b) To get account of the society, audited by the chartered accountant appointed by the governing body at the close of the every financial year.
- (c) To submit to the governing body through general secretary/ Secretary the audited annual accounts of the society, at least one prior to the date of annual general meeting.
- (d) To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expenses vouchers, bank pass book & cheque book, cash etc.

(11) CEASATION OF MEMBERS OF THE GOVERNING BODY

An office bearer/ executive member of the governing body shall cease to be an office bearer or executive member

- (a) upon submission & acceptance of his resignation.
- (b) If he ceases to be a member in accordance with sub clause (8) of clause 4 of these byelaws.
- (c) If he is removed by a resolution passed in the meeting of the general body.

(12) EXCLUSIONS FROM THE EMPLOYMENT OF THE SOCIETY:



President
[Signature]

General Secretary/ Secretary
[Signature]

Treasurer
[Signature]

- (a) No members of the Society shall be in full time or part time employment of the society.
- (b) No dependant or family member or close relative of the office bearers and members of the governing body shall be engaged as an employee of the Society during its term.
- (c) Every office bearer and member of the governing body shall make a declaration in case any person in the employment of the Society in his close relative.

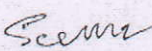
(13) AMENDMENT IN THE MEMORANDUM OF SOCIETY, BYELAWS, NAME OF THE SOCIETY ETC.

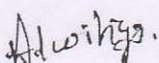
Any Amendment in the memorandum of society, Byelaws, change of name amalgamation or division of the Society will be done only with the approval of the general body by way of special resolution. The intimation of such amendment or change, along with the attested copy of the requisite documents, shall be filed in the office of registrar by the secretary with in such time as may be prescribed under the Haryana registration and regulation of the Society act, 2012 and the rules made there under.

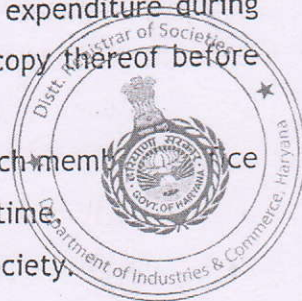
(14) MANAGEMENT OF ASSETS & FUNDS OF THE SOCIETY

- (i) The source of income of the Society will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest consultation fee, donations, gifts, grant etc. the Society can also raise fund through interest free short term loan from its members or from schedule banks on interest. Loan from scheduled banks on interest will be taken only for the purchase of creation of capital assets and not for meeting of recurring revenue expenditure under any circumstances.
- (ii) The governing body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the general body in its annual general meeting for information.
- (iii) The bank accounts of the Society will be jointly operated by such members as may be decided by the governing body from time to time.
- (iv) All assets and funds will belong to the Society and vest in the society.


President


General Secretary/ Secretary


Treasurer



- (v) All receipts and payments of the Society shall be made through bank instruments (i.e. DD/Pay Order/Cheque/ bank transfers/RTGS) including all receipts towards the membership fees and the annual subscription form the members, However, the governing body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

(15) ACCOUNTS OF THE SOCIETY

- (i) The treasurer of the Society will be responsible for keeping & maintaining proper books of accounts. i.e. cash Book, ledger etc. as required under the income tax laws and /or any other authority including the institute of chartered accountant of India, as its registered office with respect to all sums of money received and expended by the Society and the assets and liabilities of the society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the registrar general, registrar, district registrar or any officer authorised by them and by any members of the society. The annual account of the Society will be signed by any two authorized office-bearer of the society.
- (iii) The governing body will appoint a chartered accountant, who shall not be a member of the governing body or family member of the governing body, audited the accounts and filing the income tax return of the Society for each financial year, at such remuneration as may be determined by the governing body.

(16) COMMON SEAL

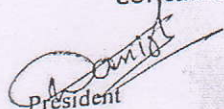
The Society will have a common seal which shall be kept in safe custody of the general secretary/secretary and shall be affixed wherever it is required in accordance with the authorization by the governing body.

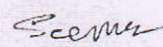
(17) AMALGAMATION OF THE SOCIETY

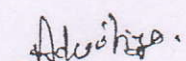
The Society may be amalgamated itself with any other Society established with the identical aims and objects or allow any other Society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the act and rule 25 made there under.

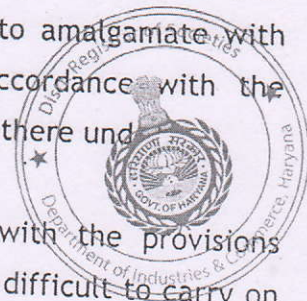
(18) DISSOLUTION OF THE SOCIETY

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the act and rules there under in case it becomes difficult to carry on


President


General Secretary/ Secretary


Treasurer




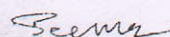
with the operation of the society, or it becomes insolvent or for any other pressing and unavoidable reasons.

- (ii) In the event of dissolution of the society, no assets of the Society shall devolve on or distributed amongst the members of the society.
- (iii) Its assets & properties shall be first used to liquidate any liabilities and the left over properties/ Assets, if any shall be considered for transfer to any other Society established with identical aims and objects or to the District collector for use thereof in the general public interest.

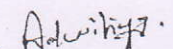
Note : Any Clause which is against the Rules & Regulations of Haryana Registration and Regulation of Societies Act & Rules, 2012 will automatically inoperative.

" Certified that the Rules & Regulations of the society are the same which were approved in the meeting held on dated 25-12-2024.


President


General Secretary/ Secretary




Treasurer