

BANSDRONI HRIDHI

CONSTITUTION

Estd: 2016

Registered under the Certificate of Registration of Societies,
West Bengal Act of XXVI of 1961

Registration No.: S/2L/No. 58177 of 2016-17

BANSDRONI HRIDHI

CONSTITUTION

- 1. Name of the Society: “Bansdroni Hridhi”.**
Estd: 2016
Registered under the Certificate of Registration of Societies, West Bengal Act of XXVI of 1961
Registration No.: S/2L/No. 58177 of 2016-17
- 2. The Registered Office of Bansdroni Hridhi is situated at:**

Flat No. 88, Subodh Garden,
P.O. Bansdroni,
Kolkata 700 070.

Email: bansdronihridi607@gmail.com

Contact : 9831209781/9903269865/9836128881
- 3. AREA OF OPERATION OF THE SOCIETY**

The area of operation of the Society shall be the whole of India.
- 4. VISION / MISSION**

Our Vision

A world in which the underprivileged, mainly children and aged persons will get food, clothes, shelter and education for their survival, protection, development and participation.

Our Mission

To inspire breakthroughs and permanent changes in the way our society treats children and aged people.
- 5. OBJECTIVES OF BANSDRONI HRIDHI**
 - i. To establish, acquire, start, aid, run, maintain or manage educational institutes, libraries, computer centres, laboratories to spread literacy for the benefit of the public. To establish and maintain the basic and adult education centres to remove illiteracy.
 - ii. To promote and encourage advance literacy, cultural, spiritual and scientific education, cultivate and demonstrate the art of music and dancing etc.
 - iii. To work for the security of the downtrodden and needy people for their primary needs such as food, clothes, education and shelter, etc. To help and assist the needy and poor students of all communities for the progress of studies. To help the aged, sick, helpless and indigent persons in the society.

- iv. To create social awareness among the illiterate women and men by organising awareness camps from time to time.
- v. To organise ambulance for rendering free services to the needy patients.
- vi. To promote awareness about environment, organise tree plantations in the localities to combat pollution and beautification of public places, roads, etc, run and manage projects on environment and environmental pollution.
- vii. To open, organise and manage charitable dispensaries, first aid centres, blood donation camps, etc., from time to time and to generate awareness among people regarding thalassemia, cancer, HIV/AIDS, STD, TB, etc.
- viii. To render relief to the victims of famine, flood, drought, earthquake, cyclone and other natural calamities.
- ix. To help promote and organise Self Help Group (SHG) based programmes for augmentation of the livelihood opportunities of the people at the grass root level as being beneficial to the public and society.
- x. To establish and run old-age homes and orphanages and organise help for the needy people of the society without profit motive.
- xi. To arrange for medicines, allied articles and medical treatment of the poor, distressed and physically challenged people by qualified doctors, free of cost.
- xii. To help poor people in arranging marriages, funerals and cremation of the dead.
- xiii. To publish newsletters, journals and magazines periodically from the Society.
- xiv. To run educational institutions, training institutions and publish books, reports journals, magazines, newspapers, periodicals, thesis, researches, writings, discoveries, documents, news and information.

6. RULES & REGULATIONS OF BANSDRONI HRIDI

6.1 DEFINITIONS AND INTERPRETATION

Unless it is inconsistent with the subject or context in which it is used:

“**Act**” shall mean the Registration of Societies, West Bengal Act 1961 and rules made there under, both amended from time to time.

“**Appropriate Governmental Authority**” shall mean the relevant ministry and/or department of the Government of India or any State Government/union territory, statutory bodies, autonomous organizations, corporations, associated with the Sector.

“**Auditor**” shall mean the auditor for the time being of the Society appointed at the Governing Body meeting.

“**Society**” shall mean the “Name of Society” which is an autonomous body

incorporated as a Society under the Registration of Societies, West Bengal Act 1961.

“General Body” shall mean the general body comprising of all the Members of the Society.

“Governing Body” shall mean the body as constituted under the Rules to look after the overall administration and management of the affairs of the Society.

“Governing Body Member” shall mean a member who is member of the Governing Body.

“Intellectual Property Rights” shall mean any and all rights in patents, trademarks, copyrights and designs pertaining to symbols, names, images, logos, course content, product, material, software, design, digital or non-digital material or other work created as a consequence of implementation of the objects of the Society and all other intellectual property rights and equivalent and similar forms of protection, whether registered or unregistered, as well as the applications for registration and the right to apply for registration of any of these rights, in all cases which are used or owned by the Society.

“Member” shall mean any person who becomes a member in accordance with the Rules and shall include all classes of members.

“Memorandum of Association” shall mean the Memorandum of Association of the Society.

“Month” shall mean calendar month of the Indian calendar.

“Founder Members” shall have the meaning ascribed to it in Rule 6.2 A (i).

“Honorary Members” shall have the meaning ascribed to it in Rule 6.2 A (ii).

“General Members” shall have the meaning ascribed to it in Rule 6.2.A (v).

“Institutional Members” shall have the meaning ascribed to it in Rule 6.2.A (iii).

“Corporate Members” shall have the meaning ascribed to it in Rule 6.2.A (iv).

“President” shall mean the President of the Society as set out in Rule 6.14.A.

“Vice President” shall mean the Vice President of the Society as set out in Rule 6.14.B.

“Secretary” shall mean the Secretary of the Society as set out in Rule 6.14.C.

“Treasurer” shall mean the Treasurer of the Society as set out in Rule 6.14.E.

“Register of Members” shall mean the Register of Members as set out in Rule 6.2.D.

“Reserved Matters” shall have the meaning as described in Rule 6.4.

“Rules” shall mean the rules of the Society and as amended from time to time in accordance with the procedure contained herein.

“Seal” shall mean the common seal, if any, of the Society from time to time.

“LOGO” shall mean the symbol of the Society for easy recognition.

“Year” shall mean the period commencing from 1st January and ending on 31st December of the calendar year.

Unless the context otherwise requires, the words and expressions contained in the regulations shall bear the same meaning as in the Registration of Societies, West Bengal Act, 1961 or any statutory modification thereof.

6.2 MEMBERSHIP

A. ELIGIBILITY FOR MEMBERSHIP FOR EACH CLASS

i) **FOUNDER MEMBERS:** Following are the founder members:

- a. SRI PARTHA PRATIM CHAKRABORTY
- b. SMT. SRABANI KHASNABIS
- c. SRI DIPESH CHAKRABORTY
- d. SMT. DYUTILEKHA MUKHERJEE

They shall also be eligible to be members of the Governing Body by proper process of election/selection and shall be entitled to vote in any meeting.

ii) **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 nor shall be entitled to vote in any meeting.

iii) **INSTITUTIONAL MEMBERS:** Any academic or cultural body or local body constituted by local governing bodies, including a university, department, registered society or trust interested in academic, cultural or social work.

iv) **CORPORATE MEMBERS:** Any public or private company against special donation as prescribed in Rule 6.2.C.

v) **GENERAL MEMBERS:** All members other than as prescribed in 6.2.A (i – iv) will be treated as a General Member who will fill up Members’ Registration Form with applicable admission and membership fees and abide by the Memorandum and Regulations of Association of the Society and the rules and regulations stated here.

The membership of members and all questions regarding the eligibility of any individual, firm, society, institution, association or company for membership of the Society, shall be determined by the Governing Body. Any such question shall be decided by simple majority of the members present and voting at the meeting of the Governing Body.

The procedure for admission of members shall be prescribed by the Governing Body from time to time.

B) ADMISSION

- i) The signatories to the Memorandum of Associations and the office bearers of the Governing Body of the Society shall be first members of the Society.
- ii) The Governing Body may admit to membership approved (bonafide) Indian nationals of any caste, creed, religion or sex who have attained the age of 18 years, not having any criminal record/antecedents, not attached to any terrorist organisation, 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 work towards advancement of the objectives of the Society.
- iii) 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.
- iv) The members who will be admitted will have to fill in a membership form with proper documentation viz., a passport size photo, valid identity proof and address proof issued by recognised Govt. agencies. After scrutiny, if the member is selected by the Governing Body, he/she will have to pay the admission fees which shall be decided and may be revised from time to time, along with membership fees for one month. Under special conditions, the Governing Body may grant waiver of membership fees.

C. ADMISSION FEE & SUBSCRIPTION

- i) The admission fee and the subscription shall be as under unless otherwise revised by the Governing Body of the Society:
 - a. Admission Fees: Rs 200 (Along with Admission Form & other documentation)
 - b. Monthly Subscription:
 - i. General - Rs 100/-
 - ii. For students, unemployed & retired persons – Rs. 50/-
 - c. Annual Subscription: General - Rs. 1,000/-
 - d. Lifetime fees (once in a lifetime):
 - i. Below 40 years of age - Rs. 50,000/-
 - ii. Above 40 years of age – Rs. 30,000/-
 - e. Corporate Subscription (Annual) – Rs. 75,000/-

- ii) The Governing Body shall have the power to increase, decrease or vary the amount of monthly/annual subscription from time to time. In addition to the monthly/annual subscription referred to hereinabove, donations may be collected by the Governing Body from Members for a general or specific purpose or project.
- iii) All dues, including monthly/annual subscription, additional subscription as provided in these Rules and any other dues or contributions, shall be payable to the Society within three (3) months from the date of demand. The first monthly/annual subscription would, however, be payable within one (1) month of the applicant's admission as Member of the Society. The Honorary and Institutional Members shall not be liable to pay any admission fee and/or subscription.

D. REGISTER OF MEMBERS

- i) The Society shall maintain a Register of Members containing the following information:
 - a. The names, addresses and other relevant particulars of all the Members of the Society (names, addresses, contact details etc) from the date on which such persons have been accepted as Members.
 - b. All changes taking place in the membership from time to time.
 - c. Any other relevant information which the Governing Body will decide from time to time.
- ii) No person shall be considered a Member or entitled to exercise any rights and privileges of a Member unless he has signed the Register of Members.

E. CESSATION OF MEMBERSHIP

Any member shall cease to be a member:

- i) On his/her death
- ii) On the acceptance of his/her resignation from membership;
- iii) On his/her becoming insane or insolvent;
- iv) On using abusive language to any member of the Society;
- v) On his conviction for any offence in connection with the formation, promotion, management or conduct of affairs of the Society or a body corporate or of any offence involving moral turpitude;
- vi) On defaulting membership fees pending for previous 12 months;
- vii) On becoming a convict/associate in criminal offence;
- viii) On becoming associated with militant activities.

F. RIGHTS, DUTIES AND PRIVILEGES OF MEMBERS

Any general member of the Society shall have the right to:

- a. Give their considered views/opinion to the General Body which may help in furtherance of the objects of the Society and its smooth functioning.
- b. Elect and be elected to form the Governing Body of the Society;
- c. Suggest on any matter relating to the Society for discussion in the Governing Body and sub-committee;

- d. Inspect the accounts and proceedings of the meetings of the Society on prior appointment with the Secretary;
- e. Actively participate in all activities of the Society;
- f. Be socially aware;
- g. Attend general meetings and Annual General Meeting;

It shall be each member's duty to pay his/her subscription within the prescribed time and abide by all the rules and regulations of the Society.

Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

6.3 GOVERNING BODY

A. COMPOSITION / ELECTION / SELECTION / APPOINTMENT / RESIGNATION / REMOVAL / TERM OF OFFICE:

There shall be a Governing Body consisting of not less than 7 members. The Office bearers of the Governing Body shall comprise of One President, One Vice President, One Secretary, One Assistant Secretary, One Treasurer and other committee members of minimum 7 and maximum 15. The office bearers and other committee members shall be elected by an election/selection with the voting rights of all general members.

The resignation and removal of the Governing Body members shall be dealt with as in the case of other members noted hereinabove.

For taking a decision, the process of voting may be adopted within the Governing Body if the President and Vice President both agree for the same jointly.

The term of office of the Governing Body shall ordinarily be for 2 (two) years unless it is dissolved/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes charge which shall, under no circumstances, be more than 30 days from the date of election.

As a special case, if elections are not conducted within the scheduled period, with the approval of General Members, the term for the old Governing Body can be extended only once for 6 months within which the election should be held or else, the Governing Body shall be defunct. Then with the help of Registrar Office for Societies, the general members can arrange for the election. The old, defunct Governing Body will be bound to hand over all accounts, documents and properties of the Society to the new elected Governing Body otherwise, proper action can be taken as per Societies Act.

B. 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 member having one vote. The President

or the Chairman shall have a second or casting vote in addition to his own vote in case of a tie.

C. MEETING:

A meeting of Governing Body shall be held at least once in two months at such place, date and time as the President or the Secretary may determine.

Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days failing which, the President, on the requisitionists, may do so provided no business other than specified in the notice shall be transacted at such meeting.

D. QUORUM & PROCEEDINGS AT GOVERNING BODY MEETINGS

- i) No business shall be transacted at any meeting of the Governing Body unless a quorum of members is present at the time when the meeting proceeds to business.
- ii) Two-third ($2/3^{\text{rd}}$) of the Governing Body Members present in person shall form a quorum for the transaction of business. If any meeting is adjourned for want of quorum, then, subject to the provision of Rule 6.13.A, irrespective of the number of members present at the adjourned meeting, shall form a quorum and have power to decide upon all matters which could have been disposed off at the meeting of the Governing Body from which the adjournment took place.
- iii) If within half an hour from the time appointed for holding the meeting, the quorum is not present, the President may adjourn the meeting from time to time and place to place, with the consent of at least $1/3^{\text{rd}}$ of Governing Body Members.
- iv) No Reserved Matters shall be deemed to have been passed without the affirmative vote of the Nominated Members.
- v) The person presiding at the meeting shall decide on the admissibility of any question or proposition, and shall disallow the same, if in his opinion, it contravenes these Rules or, is otherwise, inadmissible and his decision shall be final.
- vi) No business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place.
- vii) Except as provided under Rule 6.4 herein below (*Reserved Matters*), all decisions shall be taken by simple majority of votes of the Members. In the event of equal votes, the President of the meeting shall have a second or casting vote except for Reserved Matters,

6.4 RESERVED MATTERS

The Reserved Matters shall be decided by the respective authorities and shall comprise the following:

- i) Receipt of funds, if the amount exceeds Rs. 5.00 Lakh (Rupees Five Lakh);
- ii) Receipt of grants/ borrowing money/giving loan/assistance;
- iii) Fixing the key commercial terms of contracts, if the value of such contracts exceed Rs. 5.00 Lakh (Rupees Five Lakh);

- iv) Any increase or decrease in the number of the Governing Body Members;
- v) Amalgamation and division of Bansdroni Hridhi;
- vi) Change in name of the Society;
- vii) Any issue relating to the annual report;
- viii) Dissolution of the Society.

6.5 NOMINATION FOR ELECTION OF MEMBERS OF GOVERNING BODY SAVE AND EXCEPT NOMINATED MEMBERS

- a. Nomination for election to the Governing Body, except the Nominated Members viz., Honorary, Institutional and Corporate members, may be filed by any Member of the Society.
- b. The Nomination papers for election to the Governing Body shall be distributed in advance as per the stipulated process by the Governing Body and all members shall send the voting papers to the Society's office by post after recording their votes therein. The completed ballot papers sent in sealed envelopes and received by the election officer, as appointed by the Governing Body, up to one (1) week before the date and time of the concerned General Body meeting, may be accepted as valid. The envelopes containing the ballot papers shall be opened at the Annual General Meeting.

6.6 ELECTION

- a. The first Governing Body shall consist of members whose names find place at Para 4 of the Memorandum of Association.
- b. The term of the first Governing Body shall last till the conclusion of the first annual meeting of the General Body.
- c. After every 2 (Two) years, the General Body in its annual meeting will elect the Members of the Governing Body including the President and Vice President save and except the Lifetime/Honorary/Institutional & Corporate members,
- d. The election shall be done by secret ballot papers or by show of hands as the Election Commissioner may decide.
- e. The Election Commissioner will be appointed by the Governing Body. The powers of the Election Commissioner shall be framed by the Governing Body.
- f. No member shall be eligible for election as a member of the Governing Body unless all the dues as per the Rules have been paid to the Society before the date of his/her filing nomination for such election.
- g. No member of the Governing Body can hold office for more than 2 (two) consecutive terms but can contest for any other post. In the event of any Governing Body member failing to attend 3 (Three) consecutive meetings of the Governing Body without prior notice, such Governing Body member shall automatically be deemed to have vacated the office held by him/her.

6.7 TERM OF OFFICE

The Governing Body shall not appoint the same President/Vice-President/Secretary for an additional term, who has held office for a period of four (4) years in succession.

6.8 VACANCY

- a. Any vacancy caused among the elected members may be filled in by the Governing Body from amongst the General Members of the Society and the term of office of such newly appointed member against the casual vacancy shall be until the next Annual General Meeting. He/she shall then be eligible for re-election.
- b. No act or proceeding of the Governing Body shall be invalidated merely by reason of any vacancy or of any defects in the appointment of its Members.

6.9 FUNCTIONS & POWERS OF GOVERNING BODY

Subject to the provisions of the Memorandum of Association and these Rules, the Governing Body shall have the powers:

- a. To prepare and execute detailed plans and programmes for the establishment of the Society and carry on its administration and management after such establishment;
- b. To receive grants and contributions and have custody of the funds of the Society;
- c. To prepare the budget estimates of the Society for each year, and to sanction the expenditure within the limits of the budget;
- d. To prepare and maintain accounts, other relevant records and annual statement of accounts including the balance sheet of the Society;
- e. To open and operate bank accounts;
- f. To approve the list of activities submitted by the Society and periodically monitor the same;
- g. To appoint or employ, temporarily or permanently, any person or persons whose services may be required for the purposes of the Society and to pay them wages, salaries and other remunerations and allow them suitable perquisites and benefits of provident fund, pension, gratuity and other facilities;
- h. To enter into agreement/arrangements for and on behalf of the Society;
- i. To sue and defend all legal proceedings on behalf of the Society;
- j. To appoint committee(s) or sub-committee(s), group, task force comprising of its members and/or staff of the Society for the disposal of any business of the Society or to take up any special activity on behalf of the Governing Body and delegate to it such powers as considered necessary. Any such committee or sub-committee, group, task force, etc., shall report to the Governing Body;
- k. To delegate to such extent as it may deem necessary, any of its powers to any officer or committee of the Governing Body;
- l. To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit;
- m. To make, enforce, adopt, amend, vary or rescind from time to time, rules and bye-laws for the regulation of and for any purposes connected with the management and administration of the affairs of the Society and for furtherance of its objects;
- n. For delegation of its powers;
- o. To borrow or obtain loan for any amount as it may deem fit and necessary

from any bank, financial institutions or corporation and to secure such loan against any movable or immovable properties of the Society and to authorize the President to apply for such loan and execute and deliver such loan documents to such bank or financial institution or corporation on such terms and conditions as he may deem fit and proper.

- p. To enter into agreement/arrangement upon such terms and subject to such conditions as the Governing Body may deem desirable for undertaking activities, programmes or projects jointly with any association, society, institution or company having objects similar to those of the Society.
- q. To elect candidates from amongst members of the Society to represent the Society in any body, central, local or legislative, or in any other body in which the Society may secure seats in future.
- r. To create, form, promote or to associate with any other association, society, company or body in the creation, formation, or promotion of any other body, whether incorporated or not, and whether any committee or sub-committee of the Society or not, and to affiliate with such body, or to merge any other body with the Society, and also to delegate to any such body any of its powers.
- s. Co-opt not more than two members to the Governing Body;
- t. Conduct any other business not specified herein for attainment of the objectives of the Society provided such business is not repugnant to such objective subject to the approval in the Governing Body meeting.

6.10 SAFE CUSTODY OF PROPERTIES

The Governing Body shall be responsible for the safe custody of funds, properties and assets of the Society.

The funds of the Society shall be kept in banks/post offices/Mutual Funds

6.11 BOOKS OF ACCOUNT & INSPECTION

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

6.12 ACCOUNTING YEAR

The accounting year of the Society shall be from 1st day of April of each year to 31st day of March of the following year.

6.13 GENERAL MEETINGS

A. Annual General Meeting:

Notice: The Secretary shall call the Annual General Meeting as per provisions of Registration of Societies, West Bengal Act, 1961 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 AGM shall be:

- a. To confirm the minutes of the last AGM and of special general meeting, if any;
- b. To adopt the report of the working of the Society for the previous year with or without modification;
- c. To pass audited accounts of the Society for the previous year;
- d. To appoint qualified Auditor(s);
- e. To transact such other business as may be brought forward by any member by giving 14 days' prior notice;
- f. To conduct general election, appointment of Election Commissioner (min. three) from among General Members or from outsiders but they must be present in that AGM.

Quorum: 1/3rd members personally present & who have signed the attendance sheet at the commencement of the meeting, shall constitute the quorum.

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

B. Special General Meeting:

A Special General Meeting may be convened by the Governing Body at any time in view of urgency of any matter. At least 7 days' prior 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 2/3rd of the total members. In that case, the Governing Body shall convene a Special General Meeting within a month from the receipt of such notice. In case of default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

C. Extraordinary General Meeting:

The Governing Body may direct to convene an Extraordinary General Meeting for consideration of addition, alteration or amendment of the Memorandum/ regulations of the Society. 7 (seven) days' prior notice along with the proposed draft of change, amendment, etc., of the Memorandum and Regulations shall be carried out if accepted by three-fourths of the members present at the meeting.

6.14 POWERS AND DUTIES OF CONSTITUENTS OF THE GOVERNING BODY

A. PRESIDENT

The President shall be subject to the control and supervision of Governing Body and have the power to make general directions and management of the affairs relating to Society. The President of the Society shall also enjoy the following powers and duties:

- i. He/She shall be the President of the Governing Body at General Body meetings and shall summon and preside over all the Governing Body and General Body meetings of the Society.
- ii. At the time of voting on any matter/subject (except election) if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject, save and except the Reserved Matters.
- iii. In the course of any proceedings or meetings of the Governing Body or the General Body, the decision of the President shall be considered as final, except for the matters that are decided by ballot or voting.
- iv. He/She shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of Governing Body/General Body meeting.
- v. In case it is necessary to decide on any matter/issue urgently and there is no time to call a meeting of the Governing Body, the President shall have the powers to decide on the issue/matter but he/she shall bring the matter to the notice of the Governing Body as early as possible and have the same ratified.
- vi. To appoint/terminate such staff as may be required for effective and efficient management of the affairs of the Society.
- vii. In the event of any Executive Member(s) seat falling vacant, the powers and functions of that Executive Member would vest in the President of the Society.
- viii. He/She shall get the accounts of the Society audited by a qualified auditor appointed by the Governing Body of the Society.
- ix. Ensure compliance of all statutory formalities, rules and regulations.
- x. Shall be one of signatories for bank account along with the Vice President, Secretary and Treasurer
- xi. At the end of the term, hand over charges to the new Governing Body and Office Bearers.

B. VICE PRESIDENT

- i. The Vice President of the Society shall enjoy all the powers of the President in his absence.
- ii. Shall be one of the signatories for bank account along with the President, Secretary and Treasurer.

C. SECRETARY

The Secretary shall be responsible to the Governing Body for all day-to-day activities relating to the proper management, maintenance and upkeep

of the Society and:

- i. Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so.
- ii. Will prepare the Register of Members as well as the register to record the minutes of the meetings of the Governing Body and the General Body and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.
- iii. Look after the administration and other affairs and attend to all correspondence.
- iv. Summon and attend the meetings of the General Body and the Governing Body.
- v. Give effect to the directions and decisions taken at such meetings.
- vi. Collect all dues for the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society.
- vii. Manage and control the staff and take disciplinary action where necessary.
- viii. Institute, prosecute and defend suits and other proceedings in which the Society may be involved.
- ix. Prepare the annual report and financial statement of accounts under the guidance of the Governing Body.
- x. Generally perform all such duties as are incidental to the office of Secretary.
- xi. The Secretary shall maintain an imprest cash amount of Rs.5,000 / - (Rupees Five thousand only) for incidental expenses.
- xii. Shall be one of the signatories for bank account along with the President, Vice President and Treasurer.

D. ASSISTANT SECRETARY

The Assistant Secretary of the Society shall enjoy all the powers of the Secretary in his absence.

E. TREASURER

- a. All the assets and funds of Society shall remain under the care and management of the Treasurer of the Society.
- b. The Treasurer shall maintain the accounts and vouchers of all the money received and/or paid by him on behalf of the Society.

- c. The Treasurer shall make disbursement in accordance with the direction of Governing Body.
- d. The Treasurer will ordinarily hold a cash balance not exceeding Rs. 10,000/- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
- e. Excess cash over and above the above amount (or the amount fixed by the Governing Body) shall be deposited in any Bank(s) selected by the Governing Body of the Society.
- f. Shall be one of the signatories for bank account along with the President, Vice President and Secretary.

6.15 RE-ADMISSION

- a. In case any Member of the Society is expelled by the Governing Body on the grounds of non-payment of the monthly/annual subscription, he can be readmitted with the permission of the Governing Body, provided he clears all arrears.
- b. All the appeals against expulsion of Members shall be preferred to the Governing Body of the Society. The decision of the Governing Body shall be final and shall be communicated to the Member concerned.
- c. Any Member who is expelled under Rule 6.2 E (iv – viii) hereinabove shall not be entitled for readmission as a Member.

6.16 BRANCHES OR THE SUB-COMMITTEES

The Governing Body may form branches and/or sub-committees all over India to attain the aims and objectives of the Society.

6.17 SEAL & LOGO OF THE SOCIETY

- a. The Society shall have a common Seal & Logo. The Seal shall be in the custody of the Secretary and shall be used only under the authority of the resolution of the Governing Body and every deed or instrument to which the Seal is affixed shall be attested, for and on behalf of the Society, by two Governing Body Members and Secretary or any other person authorized by the Society in that behalf and chronological record of use of the Seal shall be maintained in a register kept for the purpose.
- b. LOGO can be used in Letterhead, Flag, Email, Sign board, Social Media under authority of Secretary.

6.18 FUNDS OF THE SOCIETY

- A. The Society shall raise funds as follows:
 - i. Admission fee and subscription from the Members of the Society.
 - ii. Revenue generated by the Society out of its own assets, its activities and investments.

- B. All the income and funds of the Society received from all sources shall be utilized only for the promotion and uplift of the aims and objectives of the Society.

6.19 MANAGEMENT OF FUNDS & ACCOUNTS OPERATION

- a. The Society shall prepare detailed account of expenditure and receipts, and submit periodic utilization certificates Registrar Office as per the society Laws.
- b. All the amounts shall be kept in any bank(s) and the bank accounts shall be operated by the joint signatures of any two (2) out of President, Vice President, Secretary and Treasurer.
- c. The income and property of Bansdroni Hridhi howsoever derived, shall be solely utilized and applied towards the promotion of the aims and objectives as set forth in the Memorandum of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, division, bonus or in any manner whatsoever to the profit of the present, past or future members of Bansdroni Hridhi except under special conditions as decided by the Governing Body. Provided, that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of Bansdroni Hridhi or to any member of Bansdroni Hridhi in return for any services rendered to Bansdroni Hridhi nor prevent payment of interest at appropriate rates or payment of a reasonable and proper rent for premises let out to Bansdroni Hridhi by any member thereof.
- d. Member(s) of the Governing Body shall be chargeable only for money and securities actually received by him/them notwithstanding his/their signing any receipt for the sake of conformity and shall be answerable and accountable only for his/their own acts, receipts, neglects, or defaults and not for those of any other Member(s), banker, broker, or other person with whom Society's money or securities may be deposited, or for insufficiency or deficiency of any securities or assets or for any other loss, unless the same happens through his/their own willful neglect or default.
- e. No individual member shall be liable for any legal claims or financial loss to Bansdroni Hridhi, arising by reason of any act(s) done in good faith or for improper investment made in good faith or for the negligence or fraud of an agent employed by him even though the employment of such agent was not strictly necessary or expedient, or by reason of any mistake or omission made in good faith by any member or by reason of any other matter or thing, except willful and individual fraud or wrong doing or neglect on the part of the Member sought to be made liable.

6.20 AUDIT

The accounts of the Society shall be audited by a qualified auditor (chartered accountant) every year.

6.21 ANNUAL REPORT

- a. The financial year of the Society shall be from January 1 to December 31. A copy of the last financial statement and the report of the Auditor, if any, shall be kept in a conspicuous place in the office of the Society.
- b. The Governing Body shall submit an annual report on the working of the Society to the appropriate Government Authority, if called for. Such report shall contain particulars regarding the activities of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Society during the said year.

6.22 BOOKS AND ACCOUNTS

The Society shall keep at its registered office, proper books of account with respect to:

- a. all sums of money received and the source thereof and all sums of money expended by the Society and the matters in respect of which the receipt and expenditure took place;
- b. all sales and purchase of goods by the Society;
- c. the assets and liabilities of the Society;
- d. the income and expenditure account annexed to the balance sheet and the Auditor's report (including the Auditor's special or supplementary report) if any which shall be attached thereto.

6.23 ANNUAL LIST OF GOVERNING BODY

Once a year, a list of the office-bearers and the Executive Members of the Governing Body shall be filed in the office of the Registrar of Societies, within Thirty (30) days after the date on which the annual general meeting of the Society is held.

6.24 LEGAL PROCEEDINGS

- a. Any suit or other legal proceedings by or against the Society may be filed/contested/defended and conducted on its behalf either by the President or the Secretary or by any other person so authorized by the Governing Body of the Society. Any pleadings or other documents in connection therewith may be signed and verified by any of such persons on behalf of the Association.
- b. This power will also include the appointment of advocate/s, attorney/s etc. for the purpose.

6.25 ALTERATION OF RULES

- i. Subject to the provisions of the Act and the rules herein, the Society may alter or extend the purposes for which it is established with the previous concurrence of the appropriate Government Authority.
- ii. The rules may be altered at any time with the sanction of the appropriate Government Authority by a resolution passed by a majority of the

Members of the Governing Body, duly convened and held for the purpose.

- iii. The rules (so altered, added to and modified) shall operate with effect from the date of registration with Registrar of Societies.
- iv. Change of Name: The name of the Society may be changed by the Governing Body as and when necessary, with the approval of the appropriate Government Authority and in accordance with the present rules and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.
- v. Change in aims and objects of the Society: The Governing Body, with the approval of the appropriate Government Authority and in accordance with the present rules, may change the aims and objects of the Society subject to clearance from competent authorities under the Act.
- vi. Amalgamation and division of the Society: The Governing Body shall, subject to the present rules, be competent to amalgamate the Society with any other society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the appropriate Government Authority may order division or amalgamation of the Society after giving the Society opportunity to represent against such proposal.

6.26 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.

6.27 INTELLECTUAL PROPERTY RIGHTS

The Intellectual Property Rights shall, at all times, vest and be retained solely by the Society save and except as may be decided by the Governing Body in consonance with NSDC/appropriate Government Authority.

6.28 RIGHTS OF THE APPROPRIATE GOVERNMENTAL AUTHORITY

Notwithstanding anything contained in any of these Rules, the appropriate Governmental Authority may, from time to time, issue such directives as it may consider necessary in regard to finance, conduct of business and affairs of the Society and in like manner may vary such directives. The Society shall give immediate effect to the directives so issued. In particular, the appropriate Governmental Authority will have the power:

- i. to give directions to the Society as to the exercise and performance of its

functions in matters involving national security and substantial public interest.

- ii. to call for such returns, accounts and other information, with respect to the property and activities of the Society as may be required from time to time.
- iii. to approve agreement involving foreign collaboration proposed to be entered into by the Society.

Provided, that all directives issued by the appropriate Governmental Authority shall be in writing addressed to the President of the Society. The Governing Body shall, except where the appropriate Governmental Authority considered that the interest of the national security requires otherwise, incorporate the contents of directives issued by the appropriate Governmental Authority in the annual report of the Society and also indicate its impact on the financial position of the Society.

6.29 APPLICATION OF THE ACT

All the provisions of the Act as applicable to the State of WEST BENGAL shall apply to the Society.

6.30 LOGO

Logo of Bansdroni Hridhi will be as under



6.31 ESSENTIAL CERTIFICATE

“Certified that this is the correct copy of the rules and regulations of Bansdroni Hridhi”.

PRESIDENT _____

VICE-PRESIDENT _____

SECRETARY _____

