

नियमावली / Rules Of Association

संस्था का नाम / Society's Name : **Sindhi welfare association Gautam Budh Nagar**
संस्था का पता / Society's Address : House No 327 B Block Sector 122 Gautam Buddha Nagar 201301, Gautam Buddha Nagar
,201301
संस्था का कार्य क्षेत्र / Society's Work Area Noida
:
संपर्क संख्या / Contact Number : 9871575104

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	5000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	500	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :
बैठके / Meetings :

साधारण सभा का गठन को मिलाकर किया जायेगा।

साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अज्ञेता जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।

सूचना अवधि / Notice period :

साधारण सभा की सामान्य बैठक की सूचना कम से कम 30 दिन पूर्व व विशेष बैठक की सूचना 7 दिन पूर्व सदस्यों को दी जाएगी ।

गणपूर्ति / Quorum :

साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 3/4 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।

विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date : 21/01/2020

Meeting Date :

साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :

i. To guide the Society in determining and fulfilling its aims and objects. ii. To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the byelaws of the society, approval for disposal of immoveable assets of the society etc. And all such other acts may be required under Society Registration Act, 1860. 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.

Anand Chhawan
Social Sec.

Sharma

Bhagwan Motwani

Kanchan

MBZ
Ravi Datta

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें Additional Secretary-1, General Secretary-1, President-1, Public Relation Secretary-1, Social Secretary-1, Treasurer-1, Vice President-1 होंगे इस प्रकार कुल संख्या मिलाकर 7 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 7 दिन पूर्व व विशेष बैठक की सूचना 7 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा। प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 3/4 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

i. The Governing Body will be responsible for achieving the aims objectives of the Society and shall work in the best interest of the society for which it shall be empowered to deploy the funds assets of the society for the stated objectives. ii. 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. iii. The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society. iv. The Governing Body shall be competent to invest the funds in the manner it considers 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. v. To constitute various standing or adhoc Committees for looking after Such functions as may be assigned from time to time. vi. To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner. vii. To outsource certain functions e.g. cleaning security and similar other maintenance activities of the promises of the society.

रिक्त स्थानों की पूर्ति / Fill blank seats :

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

कार्यकाल / Tenure :

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ Election Procedure of Management Committee by General Body :

प्रबंधकारिणी समिति का कार्यकाल 5साल का होगा। The governing body of the society shall be elected for a term of Two years in general body meeting. The raising hands shall be the mode of election. The newly elected governing body list should be attested by three outgoing office bearers and it will be filed with registrar of the societies Uttar Pradesh.

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

President

- i. To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings. ii. 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. iii. To allow or disallow discussion on any matter which is not included in the agenda. iv. To ensure proper transparent functioning of the Society/Governing Body. v. To supervise and guide the overall activities/achievement of aims objectives of the Society. vi. He/She shall preside all the meetings of general body and governing body. vii. In case of equality of votes in any meetings, he/she shall tender his/her casting vote. viii. He/She shall supervise work of other office bearers from time to time.

Vice President

- i. To assist the president in carrying out his duties. ii. In absence of the president to action his behalf and perform all duties and exercise all the powers of the President iii. To do all such acts deeds and things, as may be authorized by the Governing Body.

Anand Chulan
Social Sec

Bhagwan Motwani

MB

Praveen

Kanchan

Kanchan

General Secretary

3. i. 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 may be assigned by the President/Governing Body ii. He/She shall convene the meetings of general body, governing body and inform every member regarding time, date and venue of the meeting through a Seven days earlier written notice. iii. To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, it 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 iv. To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these bye-laws. v. 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. vi. 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. vii. To keep and preserve the records of the Society Governing Body. viii. To help and assist the President in looking after the complete affairs of the Society and in attaining aims objects of the Society. ix. To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body. x. 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 property kept and maintained. xi. To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly d and to place it before the Governing Body. xii. Act as the overall in charge of the administration and execution of all the programmes of the Society/including financial affairs on behalf of the Governing Body including creation of posts fixation of salaries/remuneration/allowances etc. make appointments/engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of Society.

Treasurer

4. i. To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities. ii. To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the financial year every year. iii. To submit to the Governing Body through General Secretary/Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting. iv. To act as the overall custodian of all the books of accounts of the Society, financial statements, receipt books expense vouchers bank pass books cheque books, cash etc.

Additional Secretary

5. i. To assist the General Secretary/Secretary of the Society in carrying out his functions and duties ii. To discharge the functions and duties of the General Secretary/Secretary of the Society in his absence to the extent authorised 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.

Social Secretary

6. i. 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 may be assigned by the President/Governing Body ii. He/She shall convene the meetings of general body, governing body and inform every member regarding time, date and venue of the meeting through a Seven days earlier written notice. iii. To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, it approved, in the register

Anand Khubam
Social Sec

Bhawan Motwani

Praveen Sachan

Kanchan

of members under his Initials and to intimate the members about the same and issue identity cards to the members so admitted iv. To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these bye-laws. v. 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. vi. 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. vii. To keep and preserve the records of the Society Governing Body. viii. To help and assist the President in looking after the complete affairs of the Society and in attaining aims objects of the Society. ix. To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body. x. 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. xi. To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly d and to place it before the Governing Body. xii. Act as the overall in charge of the administration and execution of all the programmes of the Society/including financial affairs on behalf of the Governing Body including creation of posts fixation of salaries/remuneration/allowances etc. make appointments/engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of Society.

Public Relation Secretary

7. i. To take necessary steps for the implementation of all the programmes and policies drawn by the general body. ii. To approve the necessary expenditure to meet the day to day requirements of the society iii. To take decisions on application for membership iv. To appoint committee for disposal of any business of the society or for advice on any matter pertaining to the society. v. To arrange finance if required from other banks, institutions or individual on reasonable terms and conditions and the governing body as a whole is liable for its return. vi. To appoint, terminate and fix duties of any staff. vii. To receive, to have custody of and to expand the funds of the society and manage the properties of the society. viii. To sue and defend all legal proceedings on behalf of the society. ix. To take all such other legal steps which may appear beneficial for the smooth and better management of society.

संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post	
1.	GENERAL SECRETARY
2.	PRESIDENT
3.	TREASURER

आय के स्रोत / Source of Income

- Foreign Grants
- Government Donation
- Government Loan
- Maintenance amount
- Membership Fee
- Other Sources
- Remittance

Anand Chohan
Social Sec.

[Signature]

Bhagwan Motwani

Kanchan

[Signature]
Pooja Prasad

8. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के 2/3 सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष / Society's Account Details:

संस्था का कोष किसी राष्ट्रीकृत बैंक अथवा शिड्यूलड बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा, जिसका संचालन TREASURER या PRESIDENT एवम GENERAL SECRETARY के संयुक्त हस्ताक्षर द्वारा किया जाएगा।

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the society by or against :

Every such expelled member shall have right to appeal to the general body of the society which may or may not be accepted. All the appeals shall be preferred to the general body of the society the decision of the general body shall be final. The reason of rejection shall be communicated to the concerned member.

संस्था के आय व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
 - a) साधारण सभा / General Body.
 - b) कार्यकारी निकाय / Executive Body.
3. स्टॉक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
7. दान रसीद बुक / Donate receipt book.

विघटन / Dissolution :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धरा 13 व 14 के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक / Date :- 06/05/2023

हस्ताक्षर / Signature :

Anand / Chohan
Social Sec

Prady

Bigwan Motwani

Mr

Kanchan

Preu Bason