

RULES & REGULATIONS OF ASSOCIATION FOR SOCIAL SERVICE & REHABILITATION OF THE AGED (ASSRA)

1. Name

The name of Society is "ASSOCIATION FOR SOCIAL SERVICE & REHABILITATION OF THE AGED (ASSRA)".

2. Interpretations

In these Rules, unless the context otherwise requires, words or expression defined in the Societies Registration Act XXI of 1860 as extended to the National Capital Territory of Delhi or in any statutory modifications or re-enactment thereof shall have the meaning as defined therein.

Wherever the context so permits, words importing the singular shall include the plural and those importing the masculine shall include the female.

Subject to the above, the following words or terms shall bear the meaning set opposite to them hereunder :

"Act" means the Societies Registration Act XXI of 1860 as extended to the National Capital Territory of Delhi.

"The Society" means ASSOCIATION FOR SOCIAL SERVICE & REHABILITATION OF THE AGED (ASSRA).

"Governing Body" means the Governing Body of the Society as named in the Memorandum of Association and thereafter elected as per these Rules.

"General Body" means the composite body formed by all the members of the Society.

3. Membership

- a) Those who are signatories to the Memorandum of Association of the Society and remain members shall be "Founder Members".
- b) Individuals who have attained the age of majority and who work directly with the poor and vulnerable groups and those who contributes article and writings to the Society connected with the development work, may on the recommendation of at least two members of the Society and upon furnishing of such particulars and fulfilling such conditions as may be prescribed by the Society in this behalf from time to time, at the discretion of the Governing Body be admitted as Members of the Society.

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- c) All the members under sub rule (a) and (b) above shall have voting rights at the General Meetings of the Society.
- d) In the event of non-acceptance to any individual as member of the Society, the Governing Body will convey the reason/s for not admitting him/her as member of the Society.

4. **Emergency Membership**

In case the number of voting members of the Society for whatever reason falls below seven, the majority of the remaining members of the General Body shall be entitled to fill up the vacancy (ies).

5. **Fees and Subscription**

The Governing Body shall have the power to prescribe such entry fees and annual subscriptions for each class of Members as it may consider fit and to exempt any Member or class of Members therefrom for such period as it may deem fit.

The existing annual subscription is Rs. 1000/- per year.

6. **Cessation of membership**

A member of the Society shall cease to be a member :

- a) by death, incapacity or insolvency
- b) upon the annual subscription, being in arrears for more than three months from the date on which it is due,
- c) upon expulsion by the Members in a General Meeting PROVIDED that before a resolution is passed, an opportunity shall be given to the member concerned to appear and explain his position with regard to the point in issue but in the event of his non-availing the opportunity or the General Meeting not accepting the explanation, no question shall be raised with regard to the validity and effectiveness of a resolution passed in the manner laid down PROVIDED FURTHER that the Secretary shall not be liable to expulsion.

7. **Appeal & Readmission**

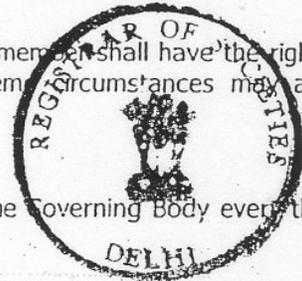
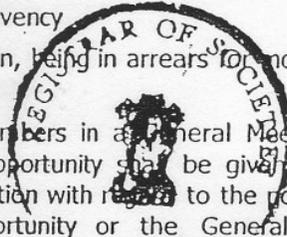
In case of cessation of membership under clause 6(b), the member shall have the right to appeal to the Governing Body, which allowing for extreme circumstances may allow readmission.

8. **Rights & Privileges of Membership**

Member fulfilling all conditions will be entitled to vote for the Governing Body every three years.

9. **Title Deeds**

- a) All properties, moveable or immovable of the Society shall vest in the Governing Body.
- b) All deeds, agreements, leases, releases, mortgages or documents of whatever nature relating to or affecting the properties or interest of the Society shall be executed by the Secretary of the Society and failing him by such person/s as may be authorised by the Governing Body.



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10. **Governing Body**

- a) The Governing Body shall consist of not less than seven and not more than eleven members all of whom shall be individuals.
- b) The Governing Body shall be constituted as under :
- | | |
|---|---------|
| - President | - One |
| - Vice President | - One |
| - Secretary | - One |
| - Treasurer | - One |
| - at least three other ordinary members | - Three |

11. **Election of Office Bearers**

The President, Vice President, Treasurer, Secretary and other members shall be elected every three years from and amongst the Members at the Annual General Meeting. The election proceedings duly signed by the outgoing member/s, if any, will be filed in the office of the Registrar of Societies, immediately after the elections are over.

12. **Duties of Office Bearers**

a) President :

The President shall perform and carry out and exercise all powers duties and functions as the Governing Body may assign to him from time to time and exercise all such powers, privileges and discretion as may be necessary or convenient for the administration of the general policies for promoting the objects of the Society.

The President shall exercise and carry out all such other powers and duties as may be delegated to him by the Governing Body.

The President shall normally preside at all meetings of the Governing Body and the General Body of the Society.

b) Vice-President :

In the absence of the President, the Vice President shall Chair the Governing Body and the General Body meetings.

c) Secretary :

The Secretary shall exercise and carry out all such other powers and duties as may be delegated to him by the President from time to time.

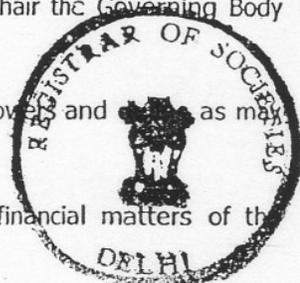
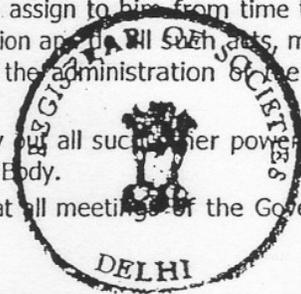
d) Treasurer :

The Treasurer shall be incharge of accounts and other financial matters of the Society.

13. **Powers of the Governing Body**

The management and control of the affairs of the Society shall vest with the Governing Body. Without prejudice to the generality of the powers of the Governing Body as mentioned in Rule 17 below, the Governing Body shall have the following duties and powers, namely:

- a) The Governing Body shall be the highest authority of the Society and shall have the power, including the power to establish branches or change headquarters, to lay down and carry out the policy and program of the Society from time to time. It shall be the final authority in all matters regarding interpretation and application of the provisions of the Memorandum of Association and Rules and Regulations.



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- b) The Governing body shall have full administrative powers and the power to frame rules for the proper working of the Society to issue instructions, to superintend, to direct and control all the bodies, committees, sub-committees, councils, etc. and individuals working under it to take disciplinary action as it may deem fit against them and in special cases to relax application of the rules and regulations thereunder.
- c) To meet any special situation the Governing Body shall have the power to take such action in the interest of the Society, as it may deem fit.
- d) The Governing Body shall make rules and lay down terms and conditions and duties and regulations for the enrolment of members of the Society.
- e) All properties of the Society, moveable and immovable or of any other kind shall vest in the Governing Body.
- f) The Society shall appoint such persons to be responsible for all aspects of Association for Social Service & Rehabilitation of the Aged work dealing with the various departments of Government & Non Government Organizations.
- g) The Governing Body shall have the entire control and management of the affairs of the Society and shall have such powers of the Society except those, which are by the Act required to be exercised or done by the Society in General meeting. The Governing Body shall also have the powers from time to time to make, vary and repeal rules and regulations and bye-laws for the Society and of itself but no bye-laws shall be made, varied or repealed by the Governing Body so as to conflict with or be inconsistent with any subsisting bye-law made by the Society or which are contrary to the letter and spirit of the Society's Memorandum. Without prejudice to the generality of the foregoing power, the Governing Body shall for the promotion and realization of the objects and purposes of the Society have the following powers:
- (i) To purchase, take on lease, leave and license or hire or otherwise acquire and to hold, manage, administer and otherwise deal with any moveable or immovable properties, rights and privileges as the Governing Body may deem necessary, expedient or desirable for the promotion of any of the objects of the Society.
- (ii) To construct such building or buildings and structures as may be necessary and from time to time improve, alter or extend the same or any part of them and equip the same with such plants, machinery, instruments, apparatus, appliances, amenities and facilities as the Governing Body may deem fit and acquire, receive and hold property of any kind.
- (iii) To sell, demise, lease, give out on lease or license, give in exchange, transfer, surrender or dispose off, take or give on hire, pledge, hypothecate or mortgage the property, moveable or immovable or any of them or any part thereof or any interest therein in such manner and upon such terms as the Governing Body may think fit.
- (iv) To collect dividends, interests, rent and other income.
- (v) To subscribe or give donations from time to time and financially or otherwise aid any other charitable, benevolent, social, cultural, educational, technical, and religious Institutions or Societies and give such aid also to individuals as may be deemed fit by the Governing Body.
- (vi) To apply for, receive and utilize any Governing or Municipal or other grants or allowances in connection with any institution, work, activity or property held or conducted by the Society or otherwise to deal with the same according to the terms thereof.

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- (vii) To deposit in any bank Savings Account or Current Account, Fixed Deposits or accounts of any other description and to withdraw such monies in Govt. Post Offices or such other Institutions as may be permitted by the Income Tax Act.
- (viii) To draw, endorse, discount and in general deal with bills of exchange, promissory notes, cheques, bills of lading, railway receipts registered or insured letters or parcels, postal receipts, Savings Certificates, dock warrants, bonds, debentures, Governmental Municipal or Trust loans and other negotiable instruments or securities.
- (ix) To appoint such a person or persons as the Governing Body may deem fit for the purpose of representing the Society and/or the Governing Body in any legal or other proceedings to be instituted by or against the Society and/or against the Governing Body.
- (x) To appoint Committees and delegate all or any powers of the Governing Body to such Committee or Committees consisting of such Member(s) of the Governing Body and/or others, e.g. fellows, as the Governing Body may from time to time deem necessary or expedient.
- (xi) To raise funds and receive donations, receive grants or contributions for the Society, conditional or otherwise.
- (xii) Settle, compromise or compound all suits actions and other proceedings out of court and settle all differences and demands and to refer any or all suits, actions or other proceedings, differences or demands to arbitration.
- (xiii) Adjust and settle all accounts relating to the Funds of the Society.
- (xiv) Execute, release and to do all things as fully as if they were absolutely entitled to the fund and without being answerable for the loss occasioned thereby.
- (xv) Generally to do all such other things as may be deemed by the Governing Body to be incidental or conducive to the attainment of all or any of the objects of the Society.

14. Cessation of membership of Governing Body

The office of a member of the Governing Body shall fall vacant if a member:

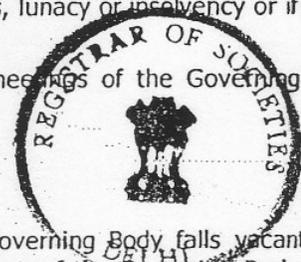
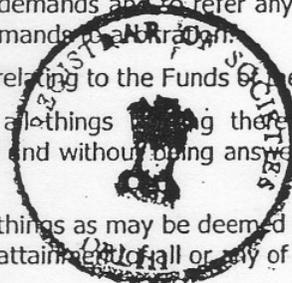
- a) dies, or voluntarily resigns his office
- b) becomes incapacitated by reasons of illness, lunacy or insolvency or if he is indicated for an offence involving moral turpitude;
- c) remains absent from three consecutive meetings of the Governing Body without obtaining prior leave.
- d) ceases to be a member of the Society.

15. Filling of vacancies in Governing Body

In case the office of an office bearer of the Governing Body falls vacant for whatever reasons, it may be filled by the remaining members of the Governing Body, the tenure of whom will be for the remaining term of the Governing Body.

16. Alternate

- a) if any member of the Governing Body shall be likely to remain outside India for a period not less than three months, an alternate for such member of the Governing Body may be appointed by the Governing Body.



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- b) An alternate so appointed shall not hold office as such for a period longer than that permissible to the original member in whose place he has been so appointed and shall vacate office if and when the original member returns to India.

17. Power to make Bye-laws

The Governing Body may, in respect of any matter not hereby expressly provided for make such Bye-laws with regard to the conduct of the business or management of the affairs of the Society as it may think proper and necessary with power to add, alter, amend, abridge, substitute, or delete any provisions of such Bye-laws.

The new provisions or the amended bylaws will be made applicable only after the approval of the Registrar of Societies is obtained.

18. Meetings of the Governing Body

- a) The Governing Body shall meet as and when necessary and shall be convened by the Secretary minimum twice a year. The Governing Body may adjourn or otherwise regulate its meetings and proceedings, as it may think fit.
- b) At least 7 days notice of the time and place shall be given for a meeting of the Governing Body but a meeting may be called at shorter notice if the members thereof for the time being in India unanimously agree to waive the aforesaid period of 7 days.
- c) At least three members, one of whom shall be Secretary, shall constitute a quorum for a meeting of the Governing Body.
- d) The Governing Body shall take decisions by majority vote and every member shall have one vote. The President, in his absence Vice President shall preside and in case of equality of vote, he shall have a second or casting vote in case of a tie.
- e) A resolution signed by three-fourth majority of the members of the Governing Body after circulation amongst all the members shall be as effective and binding as a resolution passed by a meeting of the Governing Body.

19. Sub-Committees

The Governing Body may select some of themselves to form Sub-Committee with such duties and powers as may be assigned and subject to such rules and procedure as may be laid down by the Governing Body.

20. General Meetings

In addition to any other General Meetings, the Society shall hold every year an Annual General Meeting of the General Body of the Society.

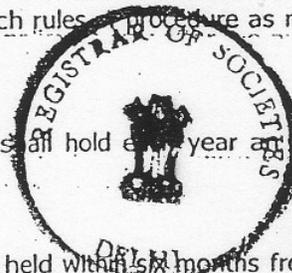
21. Annual General Meetings

- a) The Annual General Meeting of the Society shall be held within six months from the close of the financial year of the Society. A notice of twenty one clear days for the holding of such meeting shall be sent by ordinary post to all the Members at the address (es) registered with the Society along with a statement of business to be transacted thereat and the time and place where such meeting is to be hold. The notice period aforesaid may be waived by all the Members and Representatives for the time being present in India.
- b) At the Annual General Meeting, apart from any other business set by the Governing Body, the following business shall be transacted:
- i) consideration and adoption of balance sheet and the audited accounts of the society;

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- ii) consideration and adoption of the Annual Report of the Governing Body regarding the working of the Society.
- iii) Consideration and approval of the budget for the following year;
- iv) Election as per rules of the members of the Governing Body as and when due;
- v) Appointment of Auditors of the Society;

22. **Quorum**

The quorum necessary for a general meeting shall be one-third of the total number of members entitled to vote and present in person.

23. **Votes**

Each member having the right to attend and vote shall have one vote. The President or Vice President presiding at the meeting shall have a casting vote in the case of tie.

24. **Audit of Accounts**

The Accounts of the Society shall be maintained by Treasurer and shall be duly audited and certified by a Chartered Accountant who shall be appointed by the Governing Body.

25. **Operation of Bank Accounts**

The bank accounts of the Society shall be operated by at least two persons, one being the Secretary and any other person designated by the Governing Body.

26. **Year**

The financial year shall, unless otherwise resolved by the Governing Body, be from 1st April to 31st March.

27. **Source of Income**

For the purpose of raising the finance and funds, the Society shall receive, hold, accept, use any fees, contributions, bequests, donations, gifts of moneys, gifts, assistance and/or endowments of the proceeds thereof from local source(s) and donor agencies in India or abroad.

28. **Annual list to be filed with Registrar**

Once in every year on or before the fourteenth day succeeding the day on which the Annual General Meeting is held, a list of the names, addresses and occupations of the members of the Governing Body then constituted shall be filed with the Registrar of Societies for the National Capital Territory of Delhi.

29. **Minutes**

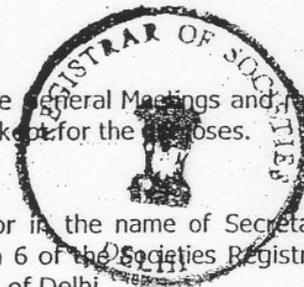
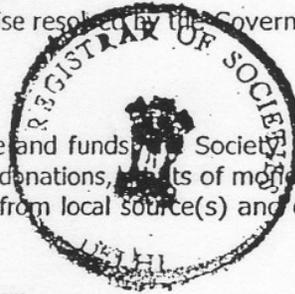
The Secretary shall cause to be entered minutes of the general meetings and meetings of the Governing Body and Sub-Committees in the books kept for the purposes.

30. **Law Suits**

The Society may sue or be sued in its own name or in the name of Secretary of the Society, as per the provisions laid down under Section 6 of the Societies Registration Act, 1860 and as applicable to the National Capital Territory of Delhi.

31. **Alteration & Amendments**

- a) Whenever it shall appear to the Governing Body that it is advisable to change the name of the Society or to alter, extend or abridge any of the purpose or purposes for which the Society has been formed or to amalgamate the Society, either wholly or



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partially, with any other Society, the said amendment in the Memorandum of Association or in the Rules of the Society as the case may be will be carried out in accordance with the procedure laid down under Section 12 & 12(a) of the Societies Registration Act, 1860. The Governing Body shall submit its proposition to the Members of the Society and shall convene a Special Meeting for the consideration thereof according to the Rules of the Society, but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society ten days previous to the Special Meeting convened by the Governing Body for the consideration thereof, nor unless such proposition shall have been agreed to by three fifths of the members having voting rights in person or proxy and thereupon confirmed by three fifths of such members present at a second Special Meeting convened by the Governing Body at an interval of not less than one month after the first Meeting.

32. **Dissolution & Adjustment of Affairs**

Any adjustment of the affairs of the Society, or its dissolution will be in accordance with the provisions as laid down under Section 13 & 14 of the Societies Registration Act, 1860.

33. **Liability of the Governing Body**

No member of the Governing Body or officer or auditor employed by the Society shall be answerable or personally liable for any loss arising from the administration or application of funds and properties of the Society and shall be indemnified out of the funds of the Society against all liabilities incurred by him in connection with the activities of the Society unless such loss or damage is caused through any willful default or breach of trust or culpable negligence on his part.

34. **Defects**

All acts bonafide done by any Member, Representative or by any meetings of the General Body or Governing Body or Sub-Committee or any member thereof shall, notwithstanding that it be discovered afterwards that there was some defect in his/its/their appointment or that they/he or any of them are disqualified, be treated as if such person or member has been duly appointed and qualified.

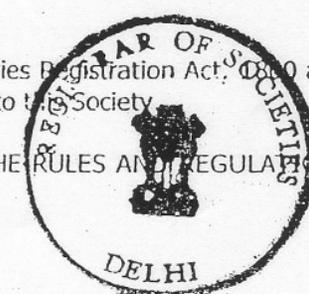
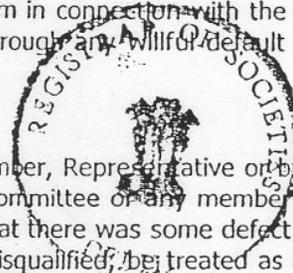
35. **Contingency**

Any contingency not covered by these Rules may be decided upon by the Governing Body in such manner as it thinks fit.

36. **Application of the Act**

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi shall apply to this Society.

CERTIFIED THAT THIS IS A CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY,



Nirmal Sikdar
S. Panigrahi
P. Panigrahi

P. Panigrahi
(PRESIDENT)

S. Panigrahi
(SECRETARY)

Nirmal Sikdar
(TREASURER)