

SAMPLE BYE LAWS OF SOCIETY/ NGO

BYE LAW/ CONSTITUTION/ RULES & REGULATION OF

1. **Name:** The name of the association shall be “ _____ ” here in after referred to as the “**SOCIETY**”.

2. **Headquarters:** The principal office of the society be at _____

3. **Area of operation:** The area of operation shall be the State of Jammu & Kashmir.

4. **Objectives of the society:**

a)

5. **MEMBERSHIP**

1. The membership shall consists of:

- i. Person should be above 18 years of age.
- ii. Person shall be admitted in accordance with these rules and regulations.
- iii. Every member on admission shall pay Rs. 200 as admission fee which shall not be refunded in any case and Rs.50/- monthly fee.

2. **MEMBERSHIP REGISTER:-** The society shall maintain at its registered office a register of its members and shall enter there in within 15 days after admission of the members or the cessation of membership as the may be with the following particulars.

- i) The name and the address of the members/ members.
- ii) The date of which the member was admitted.
- iii) The date on which a member ceased to such membership.

3. **CESSATION OF MEMBERSHIP:- A person cease to the member:**

- i) On death or
- ii) On his/ her written resignation.
- iii) Has not attended 03 consecutive meetings of the general body of the society without intimation.
- iv) Has failed to pay subscription of Rs.50/- for continuously 06 months.

- v) Have been found of immorality, theft, mischief, gambling or convicted in any criminal cases by the Government.

4. RIGHT AND PRIVILEGE OF THE MEMBERS

- i. Every member shall have an equal right to vote at the annual general body meeting.
- ii. Every member shall have a right to enjoy and participate in the activities of the society.

6. GENERAL BODY

General body shall consists of all members of the society.

- i. To consider any business brought forward by the governing body.
- ii. To consider any of the business brought forward, which shall be determined to be decided or turned down by simple majority after voting.
- iii. A simple majority shall decide all other questions before the general body.
- iv. To elect President, Vice President, Joint Secretary, General Secretary, Treasurer by voting.

7. NOTICE OF THE MEETING.

- i. The meeting of the general body shall be held once a year in the first week of July of that year. A notice for convening such general body meeting shall be issued to all the members by post or email before 10 days.
- ii. Special General body meeting may be convened with a clear notice before 07 days.
- iii. The quorum in the general meeting will be one third of the total member in case the quorum is not completed, the meeting shall be adjourned. The meeting be reconvened after 30 minutes. The condition of the quorum would deem to have been fulfilled.

8. GOVERNING BODY:-

- i. The first governing shall consists of the person whose names are given in the memorandum of association. The first governing body shall hold office till the new elections are held. The governing shall consists of the following bears.
- ii. President, Vice President, General Secretary, Joint Secretary, Treasurer and two of five members.

- iii. The strength of the governing body shall not be less than five and not more than 07. The members of the governing body shall hold the office for five years.
- iv. The Governing body shall be responsible for making necessary amendments in the memorandum of association or bye laws or constitution or name or location of the society with a majority of 3/5.

9. TERMS OF OFFICE:-

- i. The ordinary term of the governing body will be five years after which election will be held. In case, the election does not take place after five years for any reason whatsoever the office bearers of the previous shall continue to act as such for a period of maximum one year thereafter.

10.ELECTIONS:-

- a. Elections shall be held once in a five years. No member shall be eligible to cast his/ her vote in any election if he/ she is in arise of his/ her subscription or other shall be questioned/ audited in the general body meeting of the society.
- b. Voting in all elections of the society be through secret ballot.

11.POWER OF THE GOVERNING BODY:-

- a. Governing body shall exercise all such powers of the society as are required to be exercised by the society in a general meeting without prejudice to above general power of the governing body shall have following powers.
- b. To invest the funds of the society in such a manner as may be.
- c. Shall make future plans and programs and activities to be pursued by the society.
- d. To terminate old members as per the regulation of the society.
- e. To appoint new members as per the regulations of the society.
- f. Governing shall meet at least once in three months.

12.POWERS AND DUTIES OF THE OFFICER MEMBERS.

1. PRESIDENT

President will be head of the society and will preside over the General body and Governing body meeting of the society conveyed by the General secretary for the purpose of carrying out the various activities of the society. The term of the President shall be 05 years and shall be elected by the General body.

2. VICE PRESIDENT

In the absence of the President, Vice President shall enjoy all power and duties entrusted to the President. He shall take care/supervise functioning

of the society as per the orders of the President. The term of the Vice President shall be 05 years and shall be elected by General body.

- 3. GENERAL SECRETARY:** The term of the General Secretary shall be 05 years and shall be elected by General body.
- a. To sign on behalf of the society all correspondents and to maintain the records of the proceedings of the meeting of general body.
 - b. To summon and attend the meeting of general body.
 - c. To call ordinary or special general meeting if desired in terms of the constitution of the society.
 - d. He shall also represent the society at various quorum functions.
 - e. To bring forward new ideas and ventures and head them in making them a successful one.
 - f. He shall maintain the day to day reports of functioning of the society.

4. JOINT SECRETARY

Joint Secretary be subordinate to general secretary and help him to discharge duties of Gen. Secretary. The Gen Secy may give duties as to them from time to time the joint Secretary shall enjoy all the powers and duties entrusted to the General Secretary during the absence of General Secretary.

5. TREASURER

He shall keep and maintain all books of accounts of all receipts and payments of the society and to furnish all necessary information to governing body. The treasurer shall be responsible for getting the accounts of the society audited from the certified chartered accountant annually.

13. NO CONFIDANCE MOTION

Any office bearer or a member or governing body may be removed from the office of the society if no confidence motion is passed against incumbent by at least two third majority of General body.

14. AMENDMENT

Any amendment to memorandum and rules and regulations or name or location of the society shall be carried out in accordance with the rules and regulations of the society and societies Registration Act of J&K Govt.

15. SOURCE OF INCOME

Subscription, membership fee, donations, special contribution, Grant in Aid, Gifts, local donation. Note: Income of the society shall be utilities for the attainment of the aims and objectives of the society.

- a) By way of receiving and collection any gift subscription and donation either in cash or kind or acquire funds and property moveable or immovable by lawful means and to spend and utilize the same for the fulfillment of all or anyone of the aims and objects of the society.

- b) To sell transfer mortgage hypothecate pledge assign gift raise loan form financial institutions and settle or otherwise dispose off or charge the properties of the society either moveable or immovable for the purpose of attaining the aims and objectives of the society.
- c) All the income earning from moveable or immovable properties of the society shall be solely utilized and applied towards the promotion of aims and objects only set forth in the memorandum of Association- No portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus, profits of, any manner whatsoever be to the present or past member of the society or any person claiming through any or more of the present or past members.
- d) To seek and accept financial assistance from government, NGO's foundation banks business houses and such other organization for undertaking development projects and to fulfill the aims and objects of the society.

16. FINANCIAL YEAR

The financial year shall be form day April 31st day of March.

17. AUDIT OF THE ACCOUNT

A qualified chartered accountant/ auditor appointed by the Governing body shall audit accounts of the society annually.

18. OPERATION OF THE BANK

The account of the society shall be opened in any nationalized or scheduled Bank and shall be operated by the President and General Secretary jointly or any two members of the Governing body authorized by Governing body

19. ANNUAL LIST OF THE GOVERNING BODY

Once in every year a list of the office bearers and members of the governing body shall be filled with the Registrar of Society Kashmir Government of Jammu and Kashmir.

20. DISSOLUTION:

The society shall deemed to be dissolved by General body with 4/5th of its majority or the General body through resolution shall merge the society with another society having similar aims and objects but with a 4/5th majority vote of General body.

Certified that this is the true and correct copy of the original

(President)

(Vice President)

(Gen Secretary)

SAMPLE BYE LAWS