

MINUTES OF THE GENERAL MEETING OF S. MOHINDER SINGH BHULARIAN MEMORIAL CHARITABLE SOCIETY, CHAK FATEH SINGH WALA , DISTRICT BATHINDA HELD ON 1ST MARCH, 1999 AT THE OFFICE OF THE SOCIETY

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Presents:

1. Sh. NARINDER SINGH
2. Sh. TAJINDER SINGH
3. Smt. MONIKA
4. Sh. BURCHARAN SINGH
5. Sh. CHAMKAUR SINGH
6. Sh. RAJINDER SINGH
7. Sh. SURINDER SINGH

PROCEEDINGS

1. Sh. NARINDER SINGH was elected unanimously as Chairman of the Meeting.
2. The Memorandum of association and Rules & Regulations presented before the committee and resolved that Sh. NARINDER SINGH, PRESIDENT is hereby authorised to file all essential relevant documents required for the registration of Society with the Registrar of Firms & Societies, Punjab, Chandigarh. He is further authorised to collect certificate of Registration etc from the said office/officer.
3. That the Governing body constituted in the meeting held on 1.3.99, which is hereby reproduced shall be the office bearer cum governing body of the society:

| S.No. | Name & Address   | Designation/Office |
|-------|--|--------------------|
| 1.    | Narinder Singh Bhuleria<br>S/o Balbir Singh,<br>HNo.3079, St.No. 6, P.H.Road,<br>BATHINDA. | President          |
| 2.    | Tejinder Singh<br>S/o S. Balbir Singh<br>HNo.3079, St.No.6, P.H.Road,<br>BATHINDA.         | Vice President     |
| 3.    | Monika W/o Sh. Tejinder Singh,<br>HNo.3079, St.No.6, P.H.Road,<br>BATHINDA.                | Member             |
| 4.    | Gurcharan Singh Advocate,<br>S/o Amolak Singh, Chak Bhaktu,<br>Distt-BATHINDA.             | Secretary          |
| 5.    | Chamkaur Singh S/o S. Bhag Singh,<br>Village Warring, Distt-MUKATGAR.                      | Member             |
| 6.    | Rajinder Singh S/o Sh. Baldev Singh,<br>Village Rajanwali, Distt-Ferozepur                 | Member             |
| 7.    | Surinder Singh S/o Malkit Singh,<br>Old Dhan Mandi, SANGRIA.                               | Cashier            |

For & on behalf of Governing Body,

## ARTICLE OF ASSOCIATION

OF

### S. MOHINDER SINGH BHULERIAN MEMORIAL CHARITABLE SOCIETY

#### RULES AND REGULATIONS

In the interpretation of these rules unless there is something inconsistent with the subject or context :-

(a) The Society means S. MOHINDER SINGH BHULERIAN MEMORIAL CHARITABLE SOCIETY

(b) Governing Body means the Managing Committee of the S. MOHINDER SINGH BHULERIAN MEMORIAL CHARITABLE SOCIETY.

(c) Year means the period commencing from 1st April and ending with the 31st March next year.

(d) Office Bearers means include the Chairman, President, Vice President, General Secretary, Joint Secretary & Cashier for the time being of the Society.

#### MEMBERSHIP

(a) Any person having faith in the aims objects abiding the rules and regulations of the Society and residing in the area of operation of the Society can become member of the Society provided he fulfill all other qualifications and conditions laid down by the Governing Body by a majority decision. The members will have to pay admission of Rs.1000/- it shall, however be within the competence of the General Body of the Society to revise the rates of membership fee as it deems fit.

(b) As the application for membership shall have to be approved by Governing Body, which reserves the right to admit or reject any application without assigning any reason whatsoever and whose decision shall be final.

(c) No person shall be admitted to the membership of the Society within month proceeding the date fixed for any meeting of the General body.

#### QUALIFICATIONS :-

No person shall be entitled to become a member of the Society, if he

(a) is of unsound mind,

(b) has been convicted by a Court of Law for an offence involving moral turpitude within 07 years proceeding the date of admission as member and (c) A person shall cease to be a member of the Society in case of (i) his death (ii) remains absent from 3 meetings of the Society continuously without any sufficient cause.

#### REMOVAL FROM MEMBERSHIP :-

(a) The General Body of the house have absolute right to remove any member from the membership, if he does not abide by the aims and objects of the Society and found working against the Society.

(b) A member who does not pay his annual subscription within 3 months after the due date, shall be liable to be canceled from the Society.



**GENERAL BODY :-**

(a) All the members shall be from the General Body of the Society in which member shall not be less than 7 in any case.

(b) The following among others are the functions of the General Body:-

(i) To elect a Governing Body

(ii) To appoint persons/to audit account of the Society.

(iii) To receive from the Governing Body reports of the working of the Society of the proceeding financial year together with statement showing the receipts and expenditure assets and liabilities and profit and loss account.

(iv) To consider amendments to the rules of the Society.

(v) To consider any other business brought forward.

**GOVERNING BODY :-**

The Governing Body shall consist of not less than 7 members and not more than 9 members. The Governing Body shall be elected by the General Body after every one year by a majority decision. The following shall be the functions of the Governing Body :-

(a) To consider the applications for membership.

(b) To appoint, sue, terminate or dismiss employees and to decide the terms and conditions of their employment.

(c) To raise loans and deposits and to decide the terms and conditions on which they should be accepted.

(d) To sanction loans and advances.

(e) To purchase the raw materials, implement and equipments etc.

(f) To sell or give on hire purchase basis, implement and equipments to members of the society.

(g) To buy, possess, sell mortgage and hypothecate movable and immovable property.

(h) To borrow or raise money for the objects and purposes of the Society and enter into agreements for the purposes.

(i) To acquire in the name of the society by gift, purchases, exchange, lease, hire or otherwise any land, building, rights or privileges for the Society.

(j) To build, construct and maintain houses and buildings and to alter, extend improve and repair any existing building of the society.

(k) To make from time to time or amend the rules and regulations of the society.

- (l) To negotiate and enter into contracts on behalf of the Society.
- (m) To delegate any of the powers of the Governing Body or any office bearer.
- (n) To do all such acts and things as are incidental to the attachment of the above powers.

**MEETINGS :**

(i) The General Body shall meet once in a year positively and notice will be issued to this effect by the Secretary at least fifteen days prior to the meeting. The time, date and place of the Annual meeting will be fixed by the President.

(ii) The majority of the members can also requisition a General Body Meeting and on such requisition, the President shall call a meeting of General Body after getting the notice issued to all the members. The following items will be considered in the Annual General Meeting besides any other point brought forward :-

- (a) Previous year's report about the working of the Society.
- (b) To scrutinise and approve the accounts of the Society.
- (c) To elect members of the Governing Body.
- (d) To consider any urgent subject brought before the Society duly approved by the majority of the members.

The Governing Body shall meet once in three months or earlier. The Secretary shall issue a notice to the members at least 7 days prior to the date. The meeting of the Governing Body shall also be called by with only 3 days notice when requisition is made for it by a majority of the members. 2/3rd of the total members of the Governing Body as well as of the General body will form the quorum.

**PRESIDENT :**

The President of the Society shall preside and conduct and regulate all meetings of the society. The President shall have, in addition to his right to voting as member, a casting vote in case of a tie.

**VICE PRESIDENT:**

In the absence of President, the Vice President shall preside over the meetings and exercise all such powers.

**SECRETARY:**

(a) The Secretary shall look after the affairs of the Society according to the directions of the Governing Body and shall convene meetings of the Society.

(b) The Secretary shall keep or cause to be kept proper records of the proceedings of the meetings of the Society.



(c) The Secretary shall supervise the working of the Society on all correspondence.

(d) The Secretary shall receive and disburse moneys on behalf of the Society under the directions of the Governing Body.

#### CASHIER:

(a) The Cashier will be under the directions of the Governing Body.

(b) The Cashier shall maintain proper books of accounts.

#### JOINT SECRETARY :

In the absence of the Secretary, the Joint Secretary shall perform the duties of the Secretary.

#### ACCOUNTS :

(a) The Accounts of the Society shall be kept in the name of the Society in any of the scheduled banks and shall be operated upon jointly by any two of the President, Secretary and Cashier of the Society.

(b) Any amount exceeding Rs.200/- which is not required for immediate use shall be kept in such scheduled bank as approved by the Governing Body.

(c) The year of the Society for maintaining the account and other purposes shall be from 1st of April of a year to 31st March of the following year.

#### ELECTION PROCEDURE :

The Election Meeting of the Society shall be held after every year to elect the new office bearers. After electing the new body, the President shall present the resignation of the outgoing office bearers. Someone appointed by the sitting President in consultation with the General Secretary to preside over this meeting shall conduct the elections of the office bearers and the executive counsel for the next year and he will be authorised to confirm the proceedings of the meeting. The Presiding Officer first of all shall conduct the election for the posts of President and General Secretary and other office bearers. Thereafter for members of the Executive Council, other than the permanent members then elections for the remaining executive council members shall be held, which shall be open to all.

#### NOMINATION & WITHDRAWAL

A nomination for any elective post shall be valid only, if two members propose a name and the candidate accepts it. Before voting, a candidate can withdraw his name.

#### ELIGIBILITY & METHOD OF VOTING

(a) All duly enrolled members who cleared their dues can exercise their votes.

(b) Any member shall exercise his/her right to vote by secret ballot.

## MEETING

(a) An ordinary meeting of the executive counsel must be called at least once in a month.

(b) President or General Secretary may call a meeting of the executive counsel at their discretion.

(c) In case of a vote of no confidence by at least 1/3rd members of the executive counsel of General Body against any member of the executive counsel, the President must convene a meeting within 3 days of the receipt of the notice of no confidence.

(d) On requisition by 1/3rd members of the executive counsel, the General Secretary is under an obligation to call a meeting of the executive counsel.

(e) The executive counsel give at least a three week notice of the annual general body meeting to its members.

(f) Members desirous of moving any resolution or comments to construction of rules at the annual General Body meeting shall give seven days clear notice of the same in writing to the General Secretary.

(g) General Body meeting must be called at least twice in a year. Special/Emergency meetings of general body may be called by President/General Secretary within a month of the receipt of a signed requisition from the executive counsel or at least 1/3rd members of the General Body.

(h) The non receipt of the notice by any member convening an ordinary emergency or extra ordinary General Body meetings or copies of the resolutions and amendments to constitute rules to be moved in the meeting shall not invalidate the proceedings of the meeting.

(i) The quorum for a meeting of the General Body other than the Annual meeting shall be 1/2 of the members. No quorum shall be necessary for a meeting adjourned for want of quorum. Meeting called for on requisition shall not be conducted in the event of there being no quorum.

(j) All decisions except constitutional amendments shall be arrived at by simple majority.

(k) Constitutional amendments shall be valid only if 2/3rd majority of the present members vote in favour of them.

## NOTICE :

Ordinary a written notice of three weeks in case of General Body and three days in case of executive counsel meeting shall be given. In case of emergency the said period may be cut down to one week and 24 hours respectively. All members present in the city should be informed in writing about the meeting. Notice should be sent per bearer at the usual place of residence of the member. In case of non-service of notice, no more visits is desirable and a letter may be written to the member concerned. The report of the messenger that the member was not available shall be deemed sufficient for this purpose.



MISCELLANEOUS

(a) All property movable and immovable of the Society shall belong to the Society, and the President and General Secretary, jointly shall have the right to let or allow movable and immovable property to be lent for any purpose.

(b) Only such a member who has been a member for six months, can be an office bearer (Date of enrollment will be verified from the actual date of receipt of the membership fee by the Society).

(c) All the office bearers will work on honorary basis.

(d) Ordinarily, meetings will be held in the Society's office. However, by mutual consent of executive council, meetings may be held at any other suitable place(s).

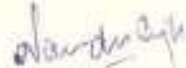
(e) Ordinarily all the records should be kept in the office.

(f) Enrollment of new members may be allowed only on prescribed form.

For such a meeting the quorum will be 4/5 of the total members of the Society. The Society will be dissolved only if 4/5 of the present members vote in favour. The funds of the Society after meeting & all liabilities shall be disposed off in accordance with the directions of this meeting.

CERTIFIED TO BE TRUE COPY

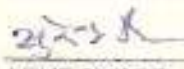
1. PRESIDENT

  
\_\_\_\_\_  
(NARINDER SINGH)

2. GENERAL  
SECRETARY

  
\_\_\_\_\_  
(GURCHARAN SINGH)

3. CASHIER

  
\_\_\_\_\_  
(SURINDER SINGH)