

**“SHREE MURLI MANOHAR THATHERAN PANCHAYATI
MANDIR & DHARAMSHALLA SAMITI, BHIWANI**

BYE-LAWS

1. Name of the Society:

The name of the Society shall be “SHREE MURLI MANOHAR THATHERAN PANCHAYATI MANDIR & DHARAMSHALLA SAMITI, BHIWANI

2. The Registered Office of the Society:

The Registered Office of the Society: shall be : “Near Chandergiri School, Bawari Gate Road, Bhiwani -127021 (Haryana)

3. Jurisdiction of the society:

The Society shall carry out its major activities in BHIWANI District within the territory of State of Haryana.

4. Aims and Objects of the Society:

The Aims and Objects / purposes of the Society shall be as given in the Memorandum of Association of the society.

5. Membership:

5.1 The society shall have a maximum of 700 members including the founder members/original subscriber.

5.2 **Eligibility:** In order to be admitted as a member of the society, a person:

- i) must be 21 years of age on the date of the admission.
- ii) should subscribe to the aims and objects of the society;
- iii) must have deposited the admission fee and annual subscription shall be as mentioned in this bye-laws and must not be in arrears of payment of such fee as on the date of annual general body meeting for continuing as a member;
- iv) must not be an insolvent and of unsound mind; and
- v) must not have been convicted of an offence involving moral turpitude

involving imprisonment of one year or more.

(vi) must be of Thathera Caste.

(vii) must be resident of or working in the District of Bhiwani.

5.3 Kinds/ Types / Categories of Members: The Society shall consist of different following categories of members as under:

i) Founder Members - A member who had been admitted as a founder member and had subscribed the memorandum of association of the society at the time of registration of the Society in 1980 are the founder members and they shall also be deemed to have become Life Members of the society and they shall have the privilege of being members of the collegium without election, in case the total number of members of the society exceeds 1000. However no member is ever to be enrolled as founder member in the society because the society had been registered in 1980 when the founder members were enrolled and now no member can be enrolled as founder member.

(ii) Life Members - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life.

(iii) Honorary Member - The Governing Body may admit individuals of distinguished talent and merit or whose association is **deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, for a tenure of 2 to 5 years, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 10. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.**

5.4 Membership Fee & Annual Subscription for enrolment of new members in the society:

The rates of fees for membership of the Society and the annual subscription shall be as under:

Sr. No.	Type of Member	Admission Fee	Annual Subscription
(i)	Life Member	Rs. 500/-	Nil
(ii)	Honorary Member	Nil	Nil

5.5 Admission Procedure for enrolment of new members:-

(i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;

(ii) An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by an existing member of the society.

(iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.

(iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.

(v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he / she will be issued an Identity Card of the Society.

5.6 Identity Card for every member: Every person admitted as a member will be issued an identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.

5.7 Rights & Obligations of Members:

(i) All the members of the Society shall be bound by the rules and regulations

of the Society as contained in its byelaws and amended from time to time;

(ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided.

(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the meetings of General Body and Governing Body and register of members of the society on any working day by giving a notice of seven days and after fixing the date and time for the said inspection with the concerned office bearer(s) of the society.

(iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

5.8 Cessation of Membership: Any person admitted as a member shall cease to be a member of the Society in the following events:

(i) Attracts the provisions contained in Section 22 of the HRRS Act 2012;

(ii) Upon his/ her acting contrary to the aims and objectives of the Society for which the resolution shall have to be passed in the General Body meeting with 2/3 majority of the members present in the meeting on receipt of an application duly signed by 1/10 members of the society or 20 members whichever is less.

(iii) Upon such member being found guilty of a financial misappropriation of the funds of the society for which the resolution shall have to be passed in the General Body meeting with 2/3 majority of the members present in the meeting on receipt of an application duly signed by 1/10 members of the society or 20 members whichever is less.

(iv) Upon his/ her acting against the interest of the society for which the resolution shall have to be passed in the General Body meeting with 2/3 majority of the members present in the meeting on receipt of an application duly signed by 1/10 members of the society or 20 members whichever is less.

(v) Upon not attending three continuous meeting of the General Body for which the resolution shall have to be passed in the General Body meeting with 2/3 majority of the members present in the meeting on receipt of an application duly signed by 1/10 members of the society or 20 members whichever is less.

(vi) Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies;

(vii) An Honorary member shall cease to be a member of the Society on expiry of his tenure, if the Governing Body has not re-admitted him as honorary member for further period or the Governing Body, decides to discontinue his membership by passing a resolution in this behalf.

6. General Body:

(i) Every person admitted as a member shall be a member of the General Body of the Society and (except the honorary members) shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription.

(ii) Every member shall cast his vote in person and no proxy voting shall be allowed.

6.1 Meetings of the General Body:

(i) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.

(ii) The Governing Body of the society, in addition to above said meeting, may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed in the bye-laws.

(iii) The Governing Body of the society shall convene an extra-ordinary meeting of the General Body of the society within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.

(iv) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A

copy of such notice will also be endorsed to the District Registrar.

(v) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.

(vi) The quorum for the meeting of the General Body shall not be less than forty percent of the total members entitled to vote and present in person.

Provided that in case the meeting of General Body is adjourned for want of the quorum, the quorum for an adjourned meeting shall not be less than twenty-five percent of the members entitled to vote and present in person subject to a minimum of four.

Provided further that in case such meeting is adjourned for a second time for want of the reduced quorum of twenty-five percent, the quorum for such adjourned meeting shall be fifteen percent of the members entitled to vote and present in person subject to a minimum of four.

(vii) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained (separate from the minutes book maintained for the meetings of the Governing Body) by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

6.2 Powers, Functions & 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 of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.

(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.

(v) To remove a member from the membership of the society as per the provisions given in cession of membership.

7. Governing Body:

7.1 Composition: The Governing Body of the society shall consist of a total of maximum 21 Office-bearers and Members as under:

A)	President	1
B)	Senior Vice-President	1
C)	Vice President	1
D)	General Secretary	1
E)	Joint Secretary	1
F)	Treasurer	1

f) Five Executive Members

The above office bearers and members shall be elected by the General Body. In addition to above three Executive members shall be elected / appointed by the Governing Body and three Executive members shall be appointed / nominated by the President of the society and two Executive members shall be appointed / nominated by the General Secretary of the society

7.2 Election of the Governing Body:

(i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;

(ii) The Governing body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of elections/date of polling of votes as per election schedule. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the details of schedule of different process of election. The information with respect to holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

(iii) An election committee of three members will be appointed by the Governing Body to take different necessary actions for conducting the election

properly and successfully.

(iv) Any objections qua the list of members of the Society entitled to vote shall be decided after taking into consideration the record of the society by the election committee and the Returning Officer, in consultation with the office-bearers of the society.

(v) Thereafter the Returning Officer shall, receive the nominations to be filed within the period prescribed in the Schedule of elections and conduct different process of elections i.e. scrutiny, withdrawal of nominations, display of list of contesting candidates, polling and counting of votes and declaration of election result as per the schedule of election. However if any after closing of withdrawal there is no contest for any post or posts, such candidate or candidates shall be immediately declared as elected.

(vi) The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society or any other identity card issued by any Govt. office / agency, to the satisfaction of the Returning Officer.

(vii) After declaration of election results for all the post, the returning officer will constitute the Governing Body of the society of elected office bearers and member of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be submitted to the society by the Returning Officer

(viii) After election of office bearers and Executive members to be elected as per Bye-laws stated above, other Executive members will be elected/ appointed / nominated by the Governing Body, the President and General Secretary and the list the of the same shall be submitted to the Returning Officer by the society.

(ix) The list of complete Governing Body, elected and appointed / nominated will be filed with District Registrar by the Returning Officer within 30 days from the date of election and the District Registrar shall accord his approval of the same upon his satisfaction as per the provisions of Act rules and Bye-laws.

(x) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

7.3 Filling of any Casual Vacancy on the Governing Body -

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis till the holding of next General Body Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next General Body Meeting, if his appointment is not approved in the General Body Meeting by a majority vote for the balance term of the Governing Body.

7.4 Meetings of the Governing Body -

(i) The meetings of the Governing Body will be held as and when required.

However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.

(ii) A clear notice of minimum three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date fixed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of the members of the Governing Body.

(iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

(iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for the meeting of the Governing Body. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorised by the Governing Body.

(v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

7.5 Powers, Functions & Duties of the Governing Body-

(i) The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the 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 by it.

(v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time by the Governing Body.

(vi) To create provision for engagement of regular or part-time employees in 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 premises and activities of the society.

7.6 Powers, Functions & Duties of individual members of Governing Body-

(A) President:

- a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- b) 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.

- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society/ Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under and Bye-laws of the society.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.

(B) Senior Vice-president:

- a) To assist the president in carrying out his duties.
- b) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of/as the President.
- c) To do all such acts, deeds and things, as may be authorized by the Governing Body, time to time.

(C) Vice-president:

- a) To assist the Senior Vice president in carrying out his duties.
- b) In absence of the Senior Vice, to act on his behalf and perform all duties and exercise all the powers of/as the President.
- c) To do all such acts, deeds and things, as may be authorized by the Governing Body, time to time.

(D) General Secretary

- a) 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;

- b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if 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;
- c) To convene meetings of the General Body/Governing Body with the consent or on the advice of the President and serve proper notices as prescribed under these byelaws to the members concerned.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and he shall record proceedings of all the meetings.
- e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval of the Governing Body to place the same before the General Body in the Annual General Body Meeting.
- f) To keep and preserve the records of the Society.
- g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- h) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and before such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- i) 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.
- j) 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.

- k) To prepare before announcing of the date of election the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) To act as the overall in-charge of the administration and execution of all the decision / resolution and 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 and works 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 the Society.

(E) Joint Secretary:

- a) To assist the General Secretary of the Society in carrying out his functions and duties;
- b) To discharge the functions and duties of the General Secretary of the Society in his absence to the extent authorised by the Governing Body;
- c) 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.

(F) Treasurer:

- a) 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.
- b) 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.
- c) To submit to the Governing Body through General Secretary, the audited

annual accounts of the Society, at least one month prior to the date of annual general body meeting.

- d) 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.

7.7 Cessation of members of the Governing Body- An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member:

- a) upon submission & acceptance of his resignation;
- b) if he ceases to be a member in accordance with the provisions given in these byelaws;
- c) if he is removed by a resolution passed in the meeting of the General Body as per the provision of the Bye-laws.

(8) Exclusions from the Employment of a Society:

- a) No member of the Society shall be in full-time or part-time employment of the Society;
- b) No dependant or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its term;

(9) Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc. - Any amendment in the Memorandum of Association and Byelaws, or Change of Name will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary for approval.

(10) Management of Assets and Funds of the Society

- (i) The sources of income of the society will include receipts on account of membership fee, rent from property/ assets, interest, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from other persons well known to the office bearers and members of the Governing Body and from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
- (iii) All assets and funds will be under the ownership of the Society and shall vest in the society.

(11) Accounts of the Society:

- (i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the Society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorised by them and by any member of the Society after the notice of 7 days is given to the society and pre-fixation of date and time is done with the concerned office bearers of the society.
- (iii) The annual accounts of the society will be signed by any two office bearers out of the President, the General Secretary and the Treasurer or by any two office-bearers authorised by the Governing Body.

- (iv) The Governing Body, every year, will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts of the society for each financial year, at such remuneration as may be determined by the Governing Body.

(12) Common Seal:-

The Society will have a common seal which shall be kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorisation by the Governing Body.

(13) Amalgamation of the Society:-

The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed by the General Body in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

(14) Dissolution of the Society:

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules made there under in case it becomes difficult to carry on with the operations of the Society, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

We, the office bearers of the society, whose names & addresses occupation are given below, certify that the above bye-laws of the society is true and correct copy of the Bye-laws of the society as per the					
Sr. No.	Name	Father's/ Husband's name	Address	Designation	Signatures
1.	Sh. Vimal Kumar	Sh. Jugal Kishore	Bartan Bazar, Bichla Bazar, Bhiwani	President	
2.	Sh. Devi Dayal	Sh. Shyam Sunder	Bartan Bazar, Bichla Bazar, Bhiwani	Vice President	
3.	Sh. Chandresh	Sh. Ram Kumar	Nai Kalalo Ki Gali, Bhansi Panna, Bhiwani	Secretary	
4.	Sh. Prem Kumar	Sh. Bal Kishan	Bichla Bazar, Bhiwani	Deputy Secretary	
5.	Sh. Virender Kumar	Sh. Hari Kishan	Bichla Bazar, Near Power House, Bhiwani	Treasurer	
6.	Sh. Ravi Kumar Verma	Sh. Hari Kishan	Ramganj Mohalla, Dadri Gate, Bhiwani.	Deputy Treasurer	
7.	Sh. Kailash Kumar	Sh. Gopal Dass	Gandhile Brahamno Ki Gali, Bhiwani	Immediate past	

Place:

Date:

Identified /Witness