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 मर अशाक विठोव कडा गुरुकुल  
 कारियका: बाबाकाबुखक]

" Tiljala Society for Human &  
Educational Development "

Memorandum and Rules  
 registered on 28-6-93.

Sd/- A. Kundu.

Registrar of Firms, Societies & Non-  
 Trading Corporations, West Bengal.





REGULATIONS OF

Unless the context otherwise requires words and expressions contained in these Regulations shall bear the same meaning as in the W. B. Societies Registration Act, 1961 or any statutory modification thereof.

**MEMBERSHIP : Admission :**

1. a) The signatories to the Memorandum of Associations and the office bearers of the Governing Body of the Society shall be first members of the society.

b) The Governing Body may admit to membership any person of any caste creed or sex who has attained the age of eighteen years and agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefore.

2. Types of members :

1) Honorary Members : Any person whose connection, with the society is deemed to be useful, may with the consent of such person be elected as Honorary member of the Society. Such members shall not however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.

2) Ordinary Member : Any person, qualified to be a member and paying described ordinary membership fee may be admitted as ordinary member of the Society..

3) Any category of member except patron and life member shall have to pay Rs.25/- per annum in advance with an additional admission fee of Rs.5/-.

Resignation of Membership :

Any member shall cease to be a member

on the acceptance of his resignation from membership ;

or his becoming insane or insolvent.





in the commission of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or any offence involving moral turpitude.

4. Register of Members :

The society shall maintain a Register of members containing the names, address and their occupations, the date of admission and of cessation membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a ~~the~~ ~~the~~ period of 15 days.

5. Rights and Obligations of members :

Any ordinary member of the society has the right.

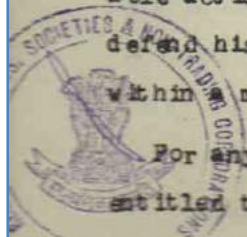
- a) to elect and to be elected in any election of the society.
- b) to submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to society ;
- c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary.
- d) to pay his subscription within the prescribed time.

Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

6. Expulsion & Removal :

Frequent action of any member if found by the Governing Body detrimental to the interest and is in violation of the rules and regulations of the Society, he may be after due enquiry, censured. Suspended or expelled from the membership by-the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice, is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if





proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

GOVERNING BODY :

1. Composition, Election/appointment, resignation/ removal ; terms of office :

There shall be a Governing Body consisting of not less 7 members, The office bearers of G.B. shall comprise of President, Vice-Presidents, Secretary, Asstt. Secretary , Treasurer and other Committee members. The office bearers & other committee members shall be elected at the A.G.M.

The resignation and removal of the G.B. members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The term of office of the G.B. shall ordinarily be three years, unless it is dissolved/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

2. Meeting :

A meeting of Governing Body shall be held at least once in three months at such place date and time, as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President or the requisitionists may do so provided no business other than specified in the notice shall be transacted at such meeting.

3. Notice and Quorum :

Seven days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. Four members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time members present shall adjourn the meeting.





preside over all meetings of the Governing Body and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes each member having one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

5. Power & Duties of the Governing Body :

The Governing Body shall have general power ~~of~~ of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties :-

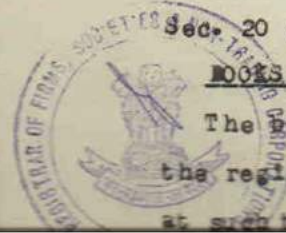
- i) To appoint sub-Committee with such power and duties as may be considered necessary or expedient.
- ii) To accept donation, gift, subscription, moveable or immovable property for the objects of the Society.
- iii) To sell lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society.
- iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks.
- v) To co-opt not more than two members to the Governing Body.
- vi) To appoint a person or persons on payment to assist the Jt. Secy/Treasurer in the maintenance of the Account, etc.
- vii) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

SAFE CUSTODY OF PROPERTIES :

1. The Governing Body or the Trustee of the Society if any constituted in future, shall be responsible for the safe- Custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in banks/post office- Mutual funds and be invested in any securities specified under Sec. 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNT & INSPECTION :

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body Directs on a written





request made by any member.

ACCOUNTING YEAR :

The accounting year of the society shall be from 1st day of April to each year to 31st day of March of following year.

GENERAL MEETINGS

ANNUAL GENERAL MEETING :

NOTICE : The Secretary shall annually call the Annual General Meeting within two months from the end of the last financial year giving at least 14 days' notice to all members. The notice shall contain the place date, day and time of the meeting.

AGENDA :

The business to be transacted at the A. G. M. shall be :

- a) to confirm the minutes of the last AGM and of special general meeting if any.
- b) to adopt with or without modification the report of the working of the Society for the previous year.
- c) to pass audited accounts of the society for the previous year ended ;
- d) to appoint qualified Auditor or Auditors ;
- e) to transact such business as may be fixed by the Governing Body.
- f) to transact such other business as may be brought forward by giving 14 days previous notice from any member.
- g) to conduct general election.

QUORUM OF THE MEETING :

One third members personally present at the commencement of the meeting shall constitute the quorum.

MANNER AND METHOD OF VOTING :

The Chairman of the Meeting shall decide the manner and method of voting at the outset of the meeting.

SPECIAL GENERAL MEETING :

A special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting. Members may request the Governing Body for special General meeting by placing a requisition signed by one third of total





members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

EXTRA-ORDINARY GENERAL MEETING :

The Governing Body may direct to convene an Extra-Ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out if accepted by the three fourths of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS :

**PRESIDENT :** He shall

- a) Preside over all meetings of the society ;
- b) take all disciplinary actions such as removals, dismissal etc. in consultation with the Governing Body.
- c) advise the Secretary in any matter requiring urgent attention ;
- d) call emergent meeting.

**VICE-PRESIDENT :** In the absence of the President, the Vice-President shall perform all the duties of the President.

**JR. SECRETARY :** He shall -

- a) convene all meetings of the Society ;
- b) maintain minute books of all meetings ;
- c) issue general circular and notices ;
- d) receive all applications for membership which shall be placed before the Governing Body.
- e) sign on behalf of the Society all receipts for all sums received as subscription etc. ;

f) sign and give pay order on all bill-s for payments ;

g) the accounts of the Society audited by a Chartered Accountant ;

ensure compliance with statutory requirements ;

Contd..7





- i) operate bank account jointly either with the President or this Treasurer ;
- j) transact all other business subject to the direction of the Governing Body.

TREASURER : He shall -

- a) Collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof ;
- b) maintain and keep cash book and such other accounts as are necessary ;
- c) operate bank account jointly with the Jt. Secretary.
- d) prepare the budget in consultation with the Jt. Secretary for consideration of the Governing Body.

BANK ACCOUNT :

A Bank Account shall be opened in the name of the Society, in any nationalized bank and should be operated by any of the Jt. Secretary in consultation with either President or Treasurer.

MAINTENANCE & AUDIT OF ACCOUNTS :

The Society shall maintain books of accounts as required under Sec. 15 (1) (a), (b) of the Act. The Accounts shall be audited by a duly qualified auditor as stated in Sec. 15 (2) of the Act.

SUIT & LEGAL PROCEEDINGS :

All suits and legal proceedings by or against the society shall be in the name of the Secretary or such person as shall be appointed by the Committee.

ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum, and Regulations may be altered, modified rescinded or added to by special resolutions passed by the 3/4th members in a general meeting called for the purpose.

The Governing Body shall have powers to make, alter modify or rescind such Byelaws and rules as may be considered necessary in the interest of smooth functioning of the society.





DISSOLUTION OF SOCIETY :

Subject to the provisions of Sections 24 & 27 of the W. Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4th members of the Society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Rules and Regulations of Society.

Signature of the Three members of the Governing Body.

1. Sd/- Md. Alamgir.
2. Sd/- Haider Ali.
3. Sd/- Anwara Begum.

Dated day of 199 .

Typed by : P. Permy  
17-5-95

Compared by :

[Signature]  
18/5

**TRUE COPY**

[Signature]  
19-5-95  
447 Registrar of Firms, Societies  
& Non-Trading Corporations, West Bengal



[Signature]  
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Memorandum and Rules  
 registered on 28-6-93.

sd/- A. Kundu.

Registrar of Firms, Societies & Non-  
 Trading Corporations, West Bengal.





MEMORANDUM OF ASSOCIATION

1. The names of Society (hereinafter called the society) is  
" TILJALA SOCIETY FOR HUMAN & EDUCATIONAL DEVELOPMENT "

T i l j a l a  
( S h e e t )

2. The Registered Office of the Society will be situated in the city of Calcutta in the State of West Bengal, India at present located at 4-K, Tiljala Road, Calcutta 700046.

3. The objects for which the society is established are :

- a) To acquire, establish, start, aid, run, maintain or manage schools, colleges, libraries, hospitals for the benefit of the public.
- b) To arrange and organise lectures, debates, discussions, seminars & excursions for the diffusion of knowledge.
- c) To publish or cause to be published useful literatures papers, magazines, books etc.
- d) To study, cultivate and demonstrate the art of music and dancing.
- e) To promote and encourage advancement of literary cultural, political, religious, scientific and technical education.
- f) To help the needy students of all communities for the prosecution of studies.
- g) To collect and preserve manuscripts, painting sculptures, works of art, antiquities' natural history specimens, mechanical and scientific instruments and designs.
- h) To help the aged sick helpless and indigent persons.
- i) To alleviate the sufferings of animals, or other living creatures as may be deemed appropriate.



to engage and assist in such other philanthropic activities as may be deemed appropriate by the Governing Body of the

association and subscriptions for the purpose of the



1) To construct, maintain, improve, develop and fix later any buildings, houses or other works necessary or convenient for the purpose of society.

2) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects.

3. The activities of the Society shall be such as will advance its objects.

The aforesaid Activities shall include, but not be restricted to :-

- a) Promoting, undertaking and assisting in development programmes and projects among the poor and disadvantaged in urban and rural area.
- b) Supporting and working with communities of the disadvantaged in various aspects of their development, including housing and resettlement, health, education, employment and income-generation, management and organisation.
- c) Undertaking the work of concept formulation, survey, training and educational programmes and institutions to develop skills, planning, design, supervision, construction and research in housing and resettlement by and of dis-advantaged groups.
- d) Undertaking the work of survey, planning and implementation of schemes in community health, education and income generation both in existing and in new settlements.
- e) Undertaking, promoting and financing all aspects of conventional and anticipatory planning in urban and rural areas.
- f) Undertaking, promoting and financing research in all aspects of the society's work.
- g) Undertaking, promoting and if necessary financing research in settlement technologies appropriate to the contexts of the Society's work.

Promoting and assisting self-help and self-reliance among





- Setting up, equipping and supporting sub-centres for the conduct of work in particular localities.
- j) Promoting, setting up and if necessary operating training and educational programmes and institutions to develop skills and combinations of skills not adequately developed by existing agencies in connection with the Activities of the Society.
  - k) Providing professional consultancy services to other existing agencies private and public in developmental programmes undertaken by them, in formulation, implementation and evaluation.
  - l) Undertaking to promote the objects of the society through education of the communities with which the society is working, public bodies, and the public at large, of the needs of development of the disadvantaged in society, by publishing and if necessary printing newsletters, pamphlets, bulletins, periodical research articles, books, posters or other documents, and by producing audio-visual documentation.
  - m) Promoting other studies and research which are expected to further the objects of the society, and if necessary financing them and providing grants or scholarships to students or research workers.
  - n) Collaborating with other agencies within India and abroad in order to further the Activities of the Society and of common interest and sending deputations to agencies both within India and abroad to further the objects of the society.
  - o) Applying for and raising from within and outside India, funds, subscriptions, grants and loans, whether secured or unsecured, in such manner as the society may think fit, and in consistency with its objects and activities, subject to the laws of the country.

p) Accepting, acquiring, and owning property to be held by the society to further the general objects of the society.





- r) Undertaking any other action commensurate with the objectives of the Society.

The income and property of the society whensoever derived shall be applied solely towards the objects of the society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Members of the society. Provided that nothing herein contained

shall prevent the payment of reasonable and proper remuneration to any employees of the society or to any Member of the Society or to any Member of the society in return for any service actually rendered to the society or any other payment or outgoings reasonably required for the purpose of the objects of the Society.

The names, addresses and description of the members of the Executive Body :-

<u>S.No.</u>	<u>N a m e</u>	<u>Address</u>	<u>Designation</u>
1.	Sk. Naushad Ali	4K, Tiljala Rd, Cal-46.	President
2.	Sk. Nizamuddin	59, Shakespeare Sarani.	Vice-President.
3.	Md. Basharat Khan	44E, Tiljala Rd, Cal-46.	Vice-President.
4.	Haider Ali	4K, Tiljala Road, Cal-46.	Jt. Secretary.
5.	Md. Alangir	4K, Tiljala Road, Cal-46.	Jt. Secretary.
6.	Ghulam Abu Sabir	48, Mcleod St. Cal-17.	Asst. Secretary.
7.	Anwara Begum	4K, Tiljala Road, Cal-46.	Treasurer.
8.	Akbar Hossain	4K, Tiljala Road, Cal-46.	Member
9.	Ghyasur Rahman	50/1, Dr. Suresh Sarkar Road, Cal-14.	Member

