



# UTTARAN

## RULES AND REGULATIONS

REGN. NO: DRB1/SOR/460/2024-2025 DATED

# RULES AND REGULATIONS OF UTTARAN ASSOCIATION

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### 1. Name of the Association

Name of the Association shall be **Uttaran**, hereinafter referred to as the **Association**.

### 2. Membership

- a) The membership of the Association is open to any person who has attained the age of maturity and fulfils the terms and conditions of the Association, subject to the approval of the Governing Body.
- b) If any Government servant is desirous of becoming a member of the Association, he/she will have to inform the appropriate authority in the Government prior to joining the Association.
- c) If the membership is not approved by the Governing Body, the reason for refusal shall be communicated to the person /applicant concerned. The applicant will not be entitled to any legal recourse for such refusal.
- d) The benefits of the Association shall be open to all irrespective of caste, creed, language, or religion.
- e) He/she has not been adjudged by any court of law to be a criminal offender.

### 3. Membership Types

The Association offers two types of memberships:

- a) General Members
- b) Honorary Members

Honorary members are exempted from paying the joining and membership fees and for the life time of the member, unless the membership is terminated as per clauses mentioned in Section 4. While they are eligible to participate in all activities of the Association, they would not be eligible to participate or vote during the elections to the Governing Body.

### 4. Admission Fee and Subscription

The Admission Fee and the Subscription shall be as under, unless otherwise revised by the Governing Body:

- c) Admission Fee Rs. 300 at the time of admission
- d) Subscription Rs. 1200 per year
- e) Subscription fees should be paid on an annual basis

### 5. Termination or Cessation of Membership

The Governing Body of the Association shall have the powers to expel/terminate a member(s), from the membership of the Association, on the following grounds:

- a) on event of death

*Rajesh Roy*  
*[Signature]*



- b) on submission of written resignation and acceptance by the governing body
- c) if found to be involved in any anti-social activities
- d) if adjudged by any court of law to be a criminal offender
- e) if found guilty by means of anti-propaganda of the Aims and Objects of the Association
- f) if his/her subscription dues remain pending for three months
- g) if he/she has not attended three consecutive General Body/Special General Body meetings
- h) if he/she disregards the Rules and Regulations or disobeys the decisions of the Governing Body. The decision of the Governing Body, shall be communicated to the member concerned.
- i) If the subscription of the member is in arrears for more than three months without satisfactory explanation given to the General Secretary.

The decision of the Governing body in this regard shall be final and binding.

Any member(s) thus expelled/terminated from the membership of the Association shall not be entitled to any legal recourse, but may seek re-admission subject to conditions laid out in Section 5.

#### 6. Re-Admission

- a) In case any member of the Association is expelled by the Governing Body on any ground of section 4(b), (e), (f), (g), (h) and (i) of Rules and Regulations, he/she can be readmitted,
- b) provided the Governing body permits his/her re-admission.
- c) Re-admission shall be subject to all the arrears including the admission fee being paid.
- d) Re-admission shall not be applicable in cases where membership has been terminated under clause 4(d).

#### 7. Register of members and facilities

The Association shall maintain a register of its members and shall enter therein the name, address, date of enrolment and date of termination of the members.

#### 8. General Body Defined

All the members of the Association having no outstanding subscription fees due and not expelled by the governing body shall constitute the General Body of the Association.

*For*  
*Rajesh Roy*  
*[Signature]*

## 9. General Body Meetings

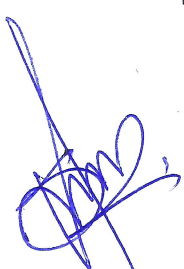
A meeting of all members called Annual General meeting shall be convened by the Governing Body once in a year, within four months from the last date of the financial year to transact the following business:

- a) To consider if thought fit to adopt the Annual Report of the Governing Body, Audited Annual Accounts of the Association and Report of the Auditors of the Association.
- b) To consider if thought fit to approve the programs and activities to be carried out by the Association in the ensuing period.
- c) To elect a Governing Body consisting of 9 members once every alternate year.
- d) To appoint auditor/s for the ensuing year and fix their remuneration.
- e) To consider if thought fit to approve any subject or Resolution placed before it for approval by the Governing Body.
- f) To consider if thought fit to approve any subject or Resolution that may be brought to the notice of the General Meeting for which at least seven days' notice in writing has been given
- g) to the Association by an eligible member.
- h) The General Secretary may call for a general body meeting or a special General Body meeting, for which 21 days' notice shall be given to the members.
- i) Voting shall be conducted by show of hands or secret Ballot as per the discretion of the Election Officer.
- j) A special General Body Meeting shall be conveyed as per Section 11(3) of the Karnataka Societies Registration Act 1960.
- k) Quorum: The quorum of General Body Meeting shall be 1/3rd (one-third) of the total strength of the General Body of the Association.

## 10. Proceedings at General Body Meeting

- a) The President of the Association or in his/her absence or refusal, Vice President or any person elected by majority of members present in that order shall preside over all the meetings.
- b) The Resolution put to vote at the Meeting shall be decided on show of hands by simple majority unless and otherwise special majority is prescribed for a particular matter. An entry
- c) as to the decision in the Minute Book under the signature of the President of the meeting shall be conclusive proof. The said minutes shall be ratified in the next AGM/ SGM and the said decision is final.
- d) Every person, whose name appears in the eligible voters list of members, is entitled to vote in the ensuing election.
- e) In case of equality of votes the President of the meeting shall have a casting vote.
- f) The quorum for the meeting shall be 1/3 of the eligible members of the General Body.

*Rajiv Roy*  
Rajiv Roy



- g) If no quorum is present the meeting shall stand adjourned for ½ hour and the proceedings shall continue thereafter.
- h) However, in case of a member's requisitioned meeting if there is no quorum at the adjourned meeting, the meeting shall stand cancelled.
- i) The minutes of the Annual General Body meeting shall be circulated to the members within 7 working days of the meeting after presenting the same at the Governing Body meeting.

#### 11. Rights and Privileges of Members

All and every member of the Association:

- a) Shall be entitled to participate in meetings, philanthropic, cultural, religious, educational, recreational functions, and other lawful gatherings, called/arranged by the Association.
- b) Have the right to collect the Identity Card after depositing the required/prescribed fee (fixed by the Governing Body of the Association from time to time).
- c) Have the right to contest for election to the governing body when elections are due
- d) Have the right to cast their vote during the process of electing the governing body
- e) Any member of the Association may apply to the General Secretary for any information as may be required or any matter regarding the rules and regulations of the Association.

#### 12. Duties of the Members

All and every member of the Association shall:

- a) elect the Governing Body of the Association
- b) attend the General Body meetings regularly
- c) participate and contribute in the various activities of the Association
- d) give the necessary information to the Association, pertaining to any matter which is necessary to be known by the Association
- e) not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules and Regulations of the Association.
- f) pay their subscription fees on time to maintain their membership
- g) shall intimate the Association in writing all changes in his or her address and other prescribed particulars

#### 13. Governing Body

- a) Strength: The strength of Governing Body (including office bearers and executive members) shall not be less than 9 and not more than 10% of the total eligible members of the Association.
- b) Composition: The governing Body shall have not less than 1/3 lady members.



- c) Term: Term of every Governing Body shall be 2 years.
- d) Notice: Minimum 15 days' notice shall be required for every Governing Body Meeting of the Association but urgent Governing Body Meeting can be called by 24 hours' notice.
- e) Quorum: Quorum of every Governing Body Meeting shall be 2/3 of the total strength of the Governing Body.
- f) Meeting: Governing Body Meeting shall ordinarily be held once every month.
- g) Emergency Meeting: The emergency Governing Body Meeting may be called by a 24 hours' notice and quorum for the same emergent Governing Body Meeting shall be 2/3rd of the total strength of the Governing Body of the Association.

#### 14. Composition of the Governing Body

The composition of the Governing Body shall be as under:

- a) President - One
- b) Vice President - One
- c) General Secretary - One
- d) Assistant Secretary - One
- e) Treasurer - One
- f) Executive Members - from 6 to 9

The size of the Governing Body shall never exceed 10% of the total eligible members of the Association.

#### 15. Termination of member of Governing Body

- a) Any member of the Governing Body can be terminated from the office on the same grounds of article 4.
- b) Any member of the Governing body being absent for three successive meetings without proper cause shall cease to be a member of the Governing Body.

#### 16. Functions and Powers of the Governing Body

- a) Shall ensure and promote the primary aims and objectives of the Association.
- b) Governing Body shall be responsible for the management and administration of all affairs of the Association, and is also authorized to appoint any office bearer/executive member to look after any specific activity.
- c) Shall operate the funds and manage the properties of the Association and present the duly audited accounts at annual general body meeting.
- d) Shall publish Annual report and statement of Accounts.
- e) Shall form regional centers wherever deemed fit/feasible.
- f) Shall ensure that all monetary transactions are in conformance with the aims and objectives of the Association.

- g) Shall have the power to appeals and raise funds and fulfil any formalities incumbent upon it.
- h) May accept from Government, Non - Government, Local bodies, organizations, and individuals Grants, donations, Subscriptions, or any property movable/immovable for furtherance of the objectives of the Association.
- i) May appoint Committees, Sub-Committees with such powers as deemed fit by this body for specified objectives. The Committee, Sub-Committee may co-opt persons who are members of the Association.
- j) May invite to their meetings not more than two specialists/experts who may be non-members of the Association and whose presence during the deliberations is considered useful.
- k) Make or amend the rules and bye-laws of the Association and get approval from the General Body for the same.
- l) All the decisions shall be taken by a simple majority of votes.
- m) The Governing Body shall have the powers as are the powers of the Association, mentioned in the Memorandum of the Association and in these Rules and Regulations.
- n) All powers of the outgoing Governing Body (including office bearers and executive members) shall cease upon the declaration and notification of the electoral results by the Election Officer.
- o) The outgoing Governing Body shall hand over charge to the incumbent Governing Body within two calendar days.

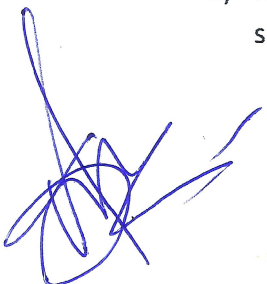
The Governing Body shall have also the following powers:

- a) To prepare Plans, Projects, and Programs on behalf of the Association.
- b) To appoint Election Officer for the ensuing election to the General Body. The Election Officer shall be appointed at least one month before the ensuing elections, and prior to the General Secretary notifying the dates of the election to the General Body.

#### 17. Restrictions on holding office

- a) No person who is an undischarged insolvent or who has been convicted of any offence under the law shall be entitled to be a member of a Governing Body
- b) Permission/sanction from the prescribed authority shall be obtained by the government servant holding an elective office in the Association
- c) Any member may hold office for a maximum of 2 terms of 2 years each, either contiguously or disjointedly
- d) Any member may be a part of the governing body for a maximum of 3 terms of 2 years each, either contiguously or disjointedly
- e) No two members from the same family may be a part of the governing body simultaneously

*Rajeev Raj*



## 18. Powers and Duties of Office Bearers

### A. President

- a) President shall be in overall charge of the Association.
- b) All the policies and programs shall be formulated and implemented only through the President.
- c) President shall preside over all the meetings of the Association.
- d) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject.
- e) President shall have the power to allow inclusion of any subject/matter in agenda for the discussion during proceedings/meetings.
- f) President shall operate bank account jointly with the Treasurer.

### B. Vice President

The Vice President of the Association shall enjoy all the powers of the President in his/her absence.

### C. General Secretary



- a) General Secretary will summon and attend the meetings of the Governing Body and General Body.
- b) General Secretary will prepare the membership register as well as the proceedings register to record the minutes of the proceedings of the Governing Body Meetings and have them duly signed by the members who attend the meetings.
- c) General Secretary shall maintain the minutes book and record of all the proceedings of the General Body and Special General Body meetings.
- d) Shall be the correspondent of the Association and shall be in -charge of the office with all the records of the Association.
- e) Shall be the custodian of all articles both movable and immovable, belonging to the Association.
- f) Shall circulate the minutes of the Governing Body and General Body meetings to the respective members not later than 5 working days.

### D. Assistant Secretary

The Secretary shall enjoy all the powers of General Secretary in his/her absence.

### E. Treasurer

- a) All funds of Association shall remain under the care and management of the Treasurer.
- b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Association.

  
Rajeswar Ray  




- c) Treasurer shall make disbursements in accordance with the direction of the Governing Body.
- d) Shall maintain the book of accounts of the Association's fund and shall record all receipts and expenditures.
- e) All monetary transactions shall be made through her/him
- f) Shall operate bank account jointly with the president.

#### 19. Filling up of Casual Vacancies

Any casual vacancy amongst the Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its following General Body Meeting.

#### 20. Powers and Duties of the Election Officer

The Election Officer shall be appointed by the Governing Body for the sole purpose of smooth conduct of ensuing elections:


He/she shall have the following duties and powers:

- a) Shall scrutinize the nominations filed for accuracy and may approve/reject any nomination
- b) Shall receive a copy of the list of eligible members (electoral roll) from the General Secretary and verify the same for any discrepancies
- c) Shall decide on the mode of election, whether Secret Ballot, show of hands or voice vote.
- d) Shall counter-sign the election and electoral roll along with the General Secretary, prior to them being sent to the General Body
- e) Shall sign each ballot before handing the same to the voting members
- f) Shall declare the election results and sign the notification declaring the same
- g) Decisions made by the Election Officer regarding the conduct of the election shall be final and binding on all members

The powers and position of the Election Officer will cease once the declaration of the results is notified and accepted by the general body.

#### 21. Appeals

All the appeals shall be proffered to the Governing Body of the Association through the General Secretary and the decision of the Governing Body shall be final.

*Rajesh Roy*  
*Rajesh Roy*  


## 22. Elections

- a) The General Body in its Annual Meeting will elect its President and all the office bearers and the Executive Members of the Governing Body, every 2 years by secret ballot papers or by show of hands as the Election Officer may decide.
- b) Voting by proxy shall not be allowed.
- c) Winner by a simple majority of votes shall be declared as elected.
- d) General Secretary will publish the list of eligible voters for the ensuing elections along with the notice of the General Body meeting.
- e) General Secretary will invite nominations from eligible members for the post of office bearers and executive members of the Governing Body along with the notice of the General Body meeting.
- f) The last date of filing/withdrawal of nominations shall be 7 days prior to the date of the General Body meeting.

## 23. Sources of income

All the income of the Association shall be utilized only for the promotion and upliftment of the Aims and Objects of the Association. Sources of Income of the Association are as under:

- a) Admission Fee and Subscription from the members of the Association
- b) Donations and Special Contributions
- c) Institutional sponsorships
- d) Investments in the modes specified under the provisions of Section 13(1)(d) read with section 11(5) of the Income Tax Act 1961 as amended from time to time.

## 24. Expenditure

- a) The Association will spend any surplus funds only for meeting its Aims and Objectives as mentioned in the Memorandum of Association.
- b) A minimal amount not exceeding 10% of the surplus funds of the previous accounting year may be spent in meeting the operational expenses of the Association.
- c) The Association shall endeavor to spend a maximum of its surplus funds from the previous accounting year for philanthropic/social causes, subject to a minimum of 20%.
- d) Any funds received for specific purposes/programs shall only be spent for purposes other than the stated purpose.

## 25. Property of the Association

All property belonging to the Association shall vest in the Governing Body of the Association but shall be referred to as the property of the Association. The Association shall maintain a register for recording details of the properties.

Rajesh Roy



## 26. Gifts

Any kind of gifts received from any person for a specific purpose shall not be used for any other purpose without the consent of the donors or Registrar, Firms & Societies.

## 27. Financial Year

The financial year of the Association shall be 1st April of the year to the 31st March of immediately following year.

## 28. Audit

- a) The accounts of Association shall be audited by the qualified auditor (Chartered Accountant or persons approved by the Registrar of Societies as per Sec. 13 of the Karnataka Societies Registration Act, 1960) every year.
- b) The assets and liabilities and the balance sheet of the Association shall be laid before the Annual General body Meeting for confirmation.
- c) The audit shall be completed within 2 months of the closure of the preceding financial year.
- d) The Governing Body shall furnish all records and documents as asked for by the Auditor for smooth completion of the Audit.

## 29. Auditor

An auditor shall be appointed annually and the remuneration shall be fixed by the members in the Annual General Body meeting.

## 30. Management of Funds and Accounts Operation

Bank Account shall be operated by joint signatures of the President and Treasurer. The Association shall keep proper books of accounts in which all sums of money received, source thereof, expenditure and object or purpose, the assets and liabilities of the Association shall be entered.

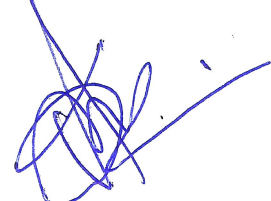
## 31. Inspection of accounts and of the proceedings of meetings

All the members of the Association shall have the right to inspect Books of accounts and proceedings of the meetings of the Association as required.

## 32. Submission of annual report/returns

Once in every year a list of the Governing Body of the current year, annual activities report certified by President and Secretary and auditor's report and balance sheet for the previous year duly audited and signed by qualified auditors shall be filed in the office of the Registrar of Societies as per Sec. 13 of the Karnataka Societies Registration Act, 1960.

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Rajashree Ray





### 33. Dissolution

- a) In the event of dissolution or winding up of the Association the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Association but the same shall be transferred to another Charitable Society/Association whose objectives are like those of this Association.
- b) In the event of the dissolution of the Association arises Sections 22 and 23 of the Karnataka Societies Registration Act, 1960 shall be followed.

### 34. Amalgamation

In case the amalgamation of the Association arises section 21 of the Karnataka Societies Registration Act, 1960 shall be followed.

### 35. Legal Proceedings

Association may sue and/or be sued in the name of the President, the Secretary or any office bearer authorized by the Governing Body in this behalf.

### 36. Amendments

- a) Any amendment in Memorandum of Association shall be carried out in accordance with section 9 of the Karnataka Societies Registration Act, 1960.
- b) Change of Name, Rules and Regulations shall be made as per section 10 of the Karnataka Societies Registration Act, 1960.

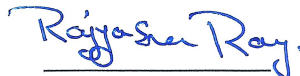
### 37. Application of the Act

All the provisions under all the Sections of the Karnataka Societies Registration Act, 1960 shall be applicable to this Association.

Certified that this is the correct copy of the Rules and Regulations of the Association.



President



General Secretary



Treasurer