

**RAISINA ARAVALI RETREAT
RESIDENTS WELFARE ASSOCIATION**

MEMORANDUM OF ASSOCIATION

AND

BYE LAWS OF SOCIETY

GURGAON, HARYANA – April, 2013

MEMORANDUM OF ASSOCIATION

RAISINA ARAVALI RETREAT RESIDENTS WELFARE ASSOCIATION

1. **NAME OF THE SOCIETY:** RAISINA ARAVALI RETREAT RESIDENTS WELFARE ASSOCIATION

2. **THE REGISTERED OFFICE OF THE SOCIETY SHALL BE AT** (complete postal address): CL 8, Aravali Retreat, Village Raisina, Dist - Gurgaon, Haryana -122102

3. **THE SOCIETY SHALL CARRY OUT ITS MAJOR ACTIVITIES IN THE:** Aravali Retreat (near village Raisina, District Gurgaon within the territory of state of Haryana).

4. **AIMS AND OBJECTS:** The Aims & objects for which the Association is established are as under:-
 - a. To promote the welfare of the residents of the colony known as Aravali Retreat, Village Raisina, Dist- Gurgaon, Haryana-122102.
 - b. To pursue with the Government Departments and other concerned agencies for the proper maintenance, and development of the colony.
 - c. To see that all civic amenities like electricity, water, security, cleanliness, road, etc. are properly provided in the colony on a regular basis by hiring and coordination with maintenance and security service providers and civil bodies as necessary.
 - d. To arrange entertainment / social / cultural / spiritual programs for the benefit of the residents.
 - e. To take up effective, reasonable and lawful steps for the solution of the problems relating to the general public as related to the colony.
 - f. To approach to the competent court to safeguard the rights of residents and of the general public and for public interest from time to time as the Association may deem fit and proper.

- g. To take all possible measures to safe guard against pollution.
- h. To raise funds through donations / sponsorship for the development of the area and welfare activities.
- i. To help maintenance of harmonious residential ambience in the association.
- j. To look after the interest of the senior citizens, lady members and physically handicapped members.
- k. To receive financial and non-financial assistance from Government / non-Government organizations, International agencies, Banks and any other legal entity or individual.
- l. To accept donations, grants, presents, gifts, and to collect the funds from the members to fulfill the objects of the association.
- m. To do such other things / acts / activities, which are, necessary and which may be incidental or conducive to the attainment of any of the objectives of the association.

All the incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the association or to any person claiming through any one or more of the present or the past members. No member of the association shall have any personal claim on any movable or immovable properties of the association or make any profits whatsoever by virtue of his / her membership.

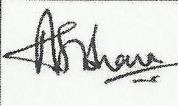
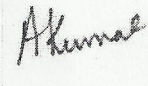
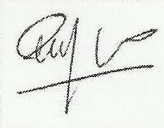
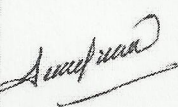
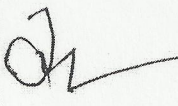
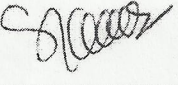

THE NAMES, ADDRESSES, OCCUPATIONS AND DESIGNATIONS OF THE MEMBERS OF THE FIRST GOVERNING BODY:

S.NO.	NAME (IN CAPITAL)	ADDRESS	OCCUPATION	DESIGNATION IN THE ASSOCIATION
1.	MR. ARVINDER SINGH BRARA	CL- 8 &7, ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	PRESIDENT
2.	MR. MAHESH KUMAR TULI	CR-14, ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	VICE PRESIDENT
3.	MR. SHARAD MOHAN	C-29, ARAVALI RETREAT, GURGAON, HARYANA-122102	CONSULTANT	TREASURER

4. MR. ARVIND KHANNA	D - 31, ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	SECRETARY
5. MRS. SANGEETA SINGH	C-90A, ARAVALI RETREAT, GURGAON, HARYANA-122102	TEACHER	JOINT SECRETARY
6. MR. SATISH MITTAL	D-14, ARAVALI RETREAT, GURGAON, HARYANA-122102	RETIRED	MEMBER
7. MR. KEWAL KUMAR NANDA	D-12, ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	MEMBER
8. MR. ATUL KUMAR SAXENA	CR-12A, ARAVALI RETREAT, GURGAON, HARYANA-122102	CONSULTANT	MEMBER
9. MR. HARVINDER SINGH DUGGAL	D – 26, ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	MEMBER
10. MR. R B SINGH	A-1/7 ARAVALI RETREAT, GURGAON, HARYANA-122102	BUSINESS	MEMBER
11. Brig. D J Singh	C-60, ARAVALI RETREAT, GURGAON, HARYANA-122102	RETIRED	MEMBER

WE THE SEVERAL PERSONS, WHOSE NAMES & ADDRESSES ARE SUBSCRIBED HEREUNDER, CERTIFY THE ABOVE TO BE TRUE COPY OF THE MEMORANDUM OF ASSOCIATION OF THE SOCIETY: Attached as a separate sheet.

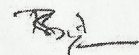
We the several persons, whose names & addresses are subscribed hereunder, certify the above to be true copy of the Memorandum of Association of the Society.

Sr. No.	Name	Father/ Husband Name	Address	Occupation	Signature
I.	ARVINDER SINGH BRARA	BRIG. N.S. BRARA, RETD	CL887, ARAVALI RETREAT VILL. RAISINGA, GURGAON	BUSINESS	
II.	ATUL KUMAR	Late B. R. SAXENA	CR 12 A	Consultant	
III.	SHARAD MOHAN	Late Dr. H. M. SRIVASTAV	C-29 Aravali Retreat Gurgaon	Consultant	
IV.	ARVIND KHANNA	JOTI LAL KHANNA	D-31	Business	
V.	Harvinder Singh Duggal	S. Kesav Singh	D-26, Rajouri Garden New Delhi	Business	
VI.	Satish Mittal	Late Sh. H. C. Mittal	C-122 GK I New Delhi	Retired	
VII.	K. K. NANDA	Sh Ram Lal Nanda	D-12 Arawali Retreat	Business	

R B Singh

Late Amrik Singh - D-27(a) A.R.

Service



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BYE LAWS OF SOCIETY

RAISINA ARAVALI RETREAT RESIDENTS WELFARE ASSOCIATION

1. **NAME OF THE SOCIETY:** The name of the Society shall be **RAISINA ARAVALI RETREAT RESIDENTS WELFARE ASSOCIATION**, CL 8, Aravali Retreat, District Gurgaon, Haryana - 122102.
2. **AIMS AND OBJECTS:** The Aims & objects for which the Association is established are as under:-
 - a. To promote the welfare of the residents of the colony known as Aravali Retreat, Dist- Gurgaon, Haryana-122102.
 - b. To pursue with the Government Departments and other concerned agencies for the proper maintenance, and development of the colony.
 - c. To see that all civic amenities like electricity, water, security, cleanliness, road, etc. are properly provided in the colony on a regular basis by hiring and coordination with maintenance and security service providers and civil bodies as necessary.
 - d. To arrange entertainment / social / cultural / spiritual programs for the benefit of the residents.
 - e. To take up effective, reasonable and lawful steps for the solution of the problems relating to the general public as related to the colony.
 - f. To approach to the competent court to safeguard the rights of residents and of the general public and for public interest from time to time as the Association may deem fit and proper.
 - g. To take all possible measures to safe guard against pollution.
 - h. To raise funds through donations / sponsorship for the development of the area and welfare activities.
 - i. To help maintenance of harmonious residential ambience in the association.
 - j. To look after the interest of the senior citizens, lady members and physically handicapped members.
 - k. To receive financial and non-financial assistance from Government / non-Government organizations, International agencies, Banks and any other legal entity or individual.
 - l. To accept donations, grants, presents, gifts, and to collect the funds from the members to fulfill the objects of the association.
 - m. To do such other things / acts / activities, which are, necessary and which may be incidental or conducive to the attainment of any of the objectives of the association.

All the incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the association or to any person claiming through any one or more of the present or the past members. No member of the association shall have any personal claim on any movable or immovable properties of the association or make any profits whatsoever by virtue of his / her membership.

3. **PROVISION REGULATING THE MEMBERSHIP OF THE SOCIETY:**

MEMBER: Any person who owns a house / plot, or a resident tenant of a dwelling unit in Raisina Aravali Retreat and who attains at least 21 years of age is eligible to become a member of the Association. The member can represent in the Association himself / herself or through one of his / her Immediate family members in writing.

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 admission;
- (ii) Believe in the aims objects of the Association
- (iii) Is desirous for promotion of the same
- (iv) Assures to abide by the rules and regulations of the Association.
- (v) Must be owner of a farm in Aravali Retreat/ plot owner and can nominate one family member in writing i.e. Spouse/ Husband/ Father/ Mother/ Son/ Daughter/ Brother/ Sister, etc with full rights of membership to represent the plot owner. (There can be more than one member for a particular farm, but will have only one voting right. Preference will be given to owner but in his absence his family nominee will be allowed to vote.)
- (vi) Must have deposited the fees as on the date of Annual General Meeting for continuing as member;
- (vii) Must not be insolvent and of unsound mind; and
- (viii) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
- (ix) Also assures to pay all subscriptions of the Association well in time
- (x) Is proposed for membership by one of the founding members in the prescribed membership application form and approved by the President and Secretary.

ADMISSION AND QUALIFICATION FOR MEMBERSHIP: The society shall have members including the Founder/ Life/ Regular/ Associate and Honorary members.

(1) **Admission Procedure** (for members other than the subscribers):

(i) The admission of a person as a member of the society shall be decided by its Governing body from time to time by majority vote subject to final approval by the President of the Association.

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

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

(iv) 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 Regulation Rules, 2012 and he/ she will be issued an identity card of the society.

(v) For Admission to Regular member the member should have registered farm in his name. Only Founder/ Regular member are eligible to stand for election of Office bearer/Member Governing body.

(2) **Kinds/ Types/ Categories of Members:** The Society shall consist of four different categories of members as under:

(i) **Founder Member** – A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder member shall not exceed **11**. The founder member shall also be deemed to have become Life Members of the society and shall have the privilege of being member of Governing body with voting right in the Governing body. They do not have to stand in election to be a member of Governing body. If the Founder Member wants to become office bearer then he/ she has to stand for election. If he wins he will become the office bearer and for said period the General Body can appoint some other member as member of Governing body. If he loses the election for office bearer he still will be the member of the Governing body.

(ii) **Life Member** – Any Farm owner of Aravali Retreat can become Life member subject to approval of the Governing Body. Other members can also become Life Member if Governing body approves your membership as Life Member on payment of Life membership fee of Rs. 10,000/- one time. The 'Life' members will be eligible to seek office as an Office

bearer/ Governing Body member. The life member has to meet the following requirements.

- (i) To give time to association for its activities.
 - (ii) The farm is registered in his or his immediate family member's name.
 - (iii) Believes in the aims and objectives of the Association.
 - (iv) Is desirous for promotion of the same.
 - (v) Assures to abide by the rules and regulations of the Association.
 - (vi) Also assures to pay all subscriptions of the Association well in time.
 - (vii) Is proposed for membership by one of the founding members in the prescribed membership application form and approved by the President and Secretary.
- (iii) **Regular Members** – Any Farm owner or tenant of Aravali Retreat can become a Regular member subject to Governing Body approval. The 'Regular' members will be eligible to seek office of the Office bearer/ Governing Committee. The Regular member has to meet the following requirements.
- (i) To give time to association for its activities.
 - (ii) Believes in the aims objects of the Association
 - (iii) Is desirous for promotion of the same
 - (iv) Assures to abide by the rules and regulations of the Association
 - (v) Also assures to pay all subscriptions of the Association well in time
 - (vi) Is proposed for membership by one of the founding or life members in the prescribed membership application form and approved by the President and Secretary.
- (iv) **Associate Member** – Any close relative of farm owner of farm house/ tenant staying in farm in Aravali Retreat or in the Raisina Area can become Associate member on payment of entry fee of Rs. 1500/- and annual subscription of Rs. 1000/- per annum. But the condition is only one member will be allowed to vote in election from a farm (Preference will be given to owner, if he is absent then his authorized family representative can vote). Only one vote will be allowed from a farm, but there can be more than one associate member from a farm. But all, the members can attend General Body meeting. Associate member shall not be eligible to seek office of the Office bearer/ Governing Body.
- (v) **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, after obtaining consent of the individual, without payment of any membership or subscription fees.

The Honorary member shall be entitled to attend the meeting and contribute to the deliberations but shall have no right to vote.

- (3) **SUBSCRIPTIONS:** The subscription of the Association shall be fixed by the Governing Body / Managing Committee of the Association and can be increased / decreased after the approval of the General Assembly. The subscription as fixed shall be paid by the member in advance.

(i) Membership Fee & Annual Subscription: The Entrance Fee for member of the society and the annual subscription shall be as under:

Sr. No.	Type of Membership	Admission Fee	Annual Subscription
1	Founder Member	Rs. 10000/-	NIL
2	Life Member	Rs. 10000/-	NIL
3	Regular Member	Rs. 3000/-	Rs. 1000/-
4	Associate Member	Rs. 1500/-	Rs. 1000/-
5	Honorary Member	NIL	NIL

(ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.

(iii) The suspension of membership on account of default in payment of the annual subscription will be revoked after he has cleared the default along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year. (Governing body can exempt previous dues/ interest of member on case to case basis).

(4) **RIGHTS & OBLIGATIONS OF MEMBERS:**

(i) All the members of the Society shall be bound by the rules and regulation 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 such member is not a defaulter in payment of any dues of the society and the annual subscription for a period of three months beyond the due date.

(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing body and register of members of any working day by giving a notice of seven days.

(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 Identify Card to such member on payment of Rs. 100 per card.

(v) Members of the Association shall be entitled to all the privileges, amenities and facilities available and provided by the Association. A member is entitled to attend all the functions organized by the Association.

(vi) A member who has paid his / her dues to the Association shall be eligible to contest as an office bearer and member of the Governing Body and can cast his / her vote as per his/ her membership category.

(vii) In addition to the subscription, the members may also be required to pay maintenance charges to be decided by the Governing Body from time to time for maintaining the common facilities including watch and ward.

(5) **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 / President of the Society.

(6) **REGISTER OF THE MEMBERS:** A register will be maintained at its registered office and shall enter therein the particulars of admission or removal of members within fifteen days of the admission or removal or the cessation of any membership as the case may be in the prescribed manner.

4. **CESSATION /TERMINATION OF MEMBERSHIP:** Any person admitted as member shall cease to be a member of the society in the following events.

- (i) A member shall cease to be a member upon submission and acceptance of his resignation; or
- (ii) On death
- (iii) On specific disability or lunacy or of moral turpitude or if
- (iv) He / she has defaulted persistently in paying his / her dues to the Association for three months or
- (v) On expulsion in General Assembly due to any act against the rules and regulations of the Association or for unruly conduct or on doing any such

act which is not in the knowledge of the Association but due to which the Association has to face any social, criminal, legal, economical problem. Reasons regarding the termination shall be communicated to the member concerned at his / her last known address as per the record of the Association.

- (vi) Attracts the provisions contained in section 22 of the Act.
- (vii) Upon his/ her acting contrary to the aims and objectives of the Society.
- (viii) Upon such member being found guilty of a financial misappropriation of the funds of the society.
- (ix) Upon indictment and directions for removal by District Registrar/ Registrar/ Registrar General of Societies.
- (x) An honorary member shall cease to be a member of society, if the Governing body, decides so by passing a resolution in this behalf.

5. **APPEAL AND RE-ADMISSION OF MEMBER:**

A member whose membership has been terminated by the Association can file an appeal with the President of the Association giving full clarification for the reason for which his / her membership has been terminated. The matter shall be put before the Governing body and if the Governing body is satisfied with the clarification given by the member, he /she can be readmitted as a member of the Association. Provided that at the time of the re-admission of the member, he / she has to clear his / her entire dues from the date he / she defaulted including the period during which his / her membership is terminated.

6. **GENERAL BODY:** Any meeting of all members of the Association shall mean the General Body of the Association.

a. **Definition:** Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Office Bearer/ Governing body of the Society (Except Honorary Member) unless he is in arrears of payment of any dues of the Society, including the annual subscription.

b. **Powers, Duties & Functions of the General Body:** The General Body of the Association shall have the following powers:-

- i. To elect office bearers and other members of the Governing body and issue such directives to them as it may be considered necessary in the interest of the welfare of the Association or to fulfill the objectives of the Association laid down in the Memorandum of the Association and rules and regulations of the Association.

- II. To appoint an auditor to audit the accounts of the Association.
- III. To lay down or revise the rate of subscription to be paid by the members of the Association.
- IV. To propose and pass the amendments of these byelaws, as when necessary.
- v. To expel a member if he / she is responsible of doing any act which is against the rules and regulations of the Association or for unruly behavior or on doing such act which is not in the knowledge of the Association but due to which the Association has to face any social, criminal, legal or economical problems.
- VI. Every member shall cast his vote in person or can nominate one family member in writing i.e. Spouse/ Husband/ Father/ Mother/ Son/ Daughter/ Brother/ Sister, etc with full rights of membership to represent the plot owner. (There can be more than one member for a particular farm, but will have only one voting right. Preference will be given to owner but in his/ her absence other one member will be allowed to vote in person with proper authorization.)
- VII. To guide the society in determining and fulfilling its aims and objects.
- VIII. To decide policy matters such as change of name of the society, approval of annual accounts of the Society, approval for disposal of immovable 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.
- IX. 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 as casual vacancy and to co-op additional Governing body members.
- x. Final authority to decide if show cause notice/ termination of membership is General Body. It will decide what action has to be taken regarding termination of membership. (Member who sells the farm house/ plot will automatically lose membership for this no approval is required). The office bearers will provide the latest detail of member at every meeting.

Provided that the Annual General Body meeting shall be held within 6 months of closing of each financial year of the Association and in case the Governing body feels necessary, an extra General Body Meeting can be convened at any time during the year.

c. Meetings of The General Body:

- (i) A meeting of the General Body of the Society will be held as 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 may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 15 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.

(iii) For any meeting of the General Body, a clear notice of at least 15 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.

(iv) 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 Governing Body.

(v) The Quorum for the meeting of the General body will be 40% of the total members entitled to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the society are present.

(vi) The proceedings of the meetings of the General Body will be recorded in the minutes- book (bound or loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the President/ Secretary of the Society.

7. GOVERNING BODY:

- I. **DEFINITION:** The Governing body shall constitute of the office bearers and other executive members of the Governing body.
- II. **STRENGTH:** There will be minimum 11 and maximum 15 as approved by the General Body members.
- III. **COMPOSITION:** All the office bearers and executive members of the Association shall constitute the Governing body.
- IV. **ELECTION AND ITS MODE:** The President, Vice President, Secretary, Joint Secretary, Treasurer and other members of the Governing body shall be elected in the General Body Meeting by show of hands or Secret Ballot.

- V. **TERMS OF THE GOVERNING BODY AND OFFICE BEARERS:** The term of the Governing body and Office Bearers shall be three years or till other successors are duly elected, whichever is later.
- VI. **ANNUAL LIST OF GOVERNING BODY:** Once in every three years a list of the office bearers and Members of the Governing body of the Association shall be filed with the Registrar of the Association, as required.
- (1) **Composition:** The Governing body of the society shall consist of at least 11 office bearer and members:
- (i) President
 - (ii) Vice President
 - (iii) General Secretary
 - (iv) Joint Secretary
 - (v) Treasurer
 - (vi) Six Executive members, including co-option of any Member by the General body to increase this to 10 Executive members.
- (2) **Election of the Governing body and Office Bearers:**
- (i) The term of the Governing body and Office Bearers shall be three years from the date of election or till successors are duly elected whichever is later.
 - (ii) The Governing body will declare the Schedule of the Election and Appoint the Returning Officer for conduct of the election and also notify/ display a list of member of General body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing body shall also send notices for holding elections of the Governing body and Office bearers to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing body and Office bearers shall also be sent to District Registrar to appoint an observer, if he so desires.
 - (iii) Any objection qua the list of members of the Society entitles to vote shall be decided by the Returning officer in consultation with the office-bearers of the Society. However, the decision of the Returning officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period of nomination, if any, for election of the office – bearers and the executive members of Governing Body.

- (iv) The office bearers of the Society shall not be entitled to any remuneration for rendering service to the society.
- (v) The office bearers and Governing Body members can be elected for subsequent terms as per the Haryana Registrar and Regulation of Societies Act and rules, 2012.

(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 Annual General 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 next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by majority vote for the balance term of the Governing body.

(4) Meeting 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 Governing body in a Financial Year.

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

(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 6 members. In case quorum is not present, the meeting shall be adjourned to another date of which a proper notice shall be issued. The members present in the adjourned meeting, such 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 proceeding book separately maintained for the purpose. Such minute shall be signed by the Chairman (President) of the meeting and the General Secretary. If they are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing body and approved by the President.

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

(5) Powers, Function & Duties of the Governing body:-

- (i) The Governing body will be responsible for achieving the aims & objectives the society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the society for the stated objective.
- (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 interest 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.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- (vii) To outsource certain functions i.e. cleaning, security and similar other maintenance activities of the colony and premises of the society.

(6) Power, Functions & duties of individual members of Governing body Members:

(i) PRESIDENT:

- (a) To preside over all the meetings of the Governing 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.

(f) To supervise and guide the overall activities/achievement of aims & objectives of the Society.

(ii) 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 the President.

(c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(iii) 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 member, 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 of the President and serve proper notices as prescribed under these bye laws.

(d) To attend all the meeting of the General Body and Governing body and assist the President in conducting the meetings and 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 to place the same before the General body in the Annual General Meeting.

(f) To keep and preserve the records of the Society/ Governing body.

(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 such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and rules made there under.

(i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, and per the authorization 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 and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing body.

(l) Act as the overall in charge of the administration and execution of all programs of the Society/including financial affairs on behalf of the Governing body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointment/ engagement of staff, make purchases and do all other such things 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.

(iv) JOINT SECRETARY:

(a) To assist the General Secretary of the Society in carrying out his function and duties.

(b) To discharge the functions and duties of the General Secretary of the Society in his absence to the extent authorized 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.

(v) 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.

(d) 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 meeting.

(e) 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.

(vi) SIX EXECUTIVE MEMBERS:

Six Executive members, including co-option of any Members by the General body which can be increased to 10 with the approval of the Governing body.

(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/ her resignation
- b) If he/she ceases to be a member in accordance with clause 4 of these Bye Laws.
- c) If He/ She removed by a resolution passed in the meeting of the General Body by majority vote.

(8) EXCLUSIONS FROM THE EMPLOYMENT OF A SOCIETY:

- (a) No member of the Society shall be 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.
- (c) Every office bearer and member of the Governing body shall make a declaration in case any person in the employment of the society is his close relative.

8. AMENDMENTS IN THE MEMORANDUM OF ASSOCIATION, BYELAWS, NAME OF THE SOCIETY ETC. AN AMENDMENT IN THE MEMORANDUM OF ASSOCIATION AND BYELAWS, OR CHANGE OF NAME OR AMALGAMATION OR DIVISION OF THE SOCIETY WILL BE DONE ONLY WITH THE APPROVAL OF THE GOVERNING BODY BY WAY OF A SPECIAL RESOLUTION. THE INTIMATION OF ANY SUCH AMENDMENT TO CHANGE, ALONG WITH ATTESTED COPY OF THE REQUISITE DOCUMENTS, SHALL BE FILED IN THE OFFICE OF THE DISTRICT REGISTRAR BY THE GENERAL SECRETARY WITHIN SUCH TIME AS MAY BE PRESCRIBED UNDER THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT, 2012 AND THE RULE MADE THERE UNDER.

9. MANAGEMENT OF ASSETS AND FUNDS OF THE SOCIETY:

- (i) The Sources of income of the society will include receipts on account of member joining fees, annual subscriptions, rent from property/assets, interest, consultation fee, donations, gifts, grants etc. The society can also raise funds through interest free short term loans from members or 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 Governing body will prepare and approve an annual budget of the Society on the basis of its estimated income and capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof in the General Body in its Annual General Meeting for information.
- (iii) The Bank account of the Society will be jointly operated by any two signatures from amongst the President, Secretary and Treasurer.
- (iv) All assets and funds will belong to the Society and vest in the Society.
- (v) All receipt and payments of the Society shall be made through Bank instrument (i.e. DD/Pay Order/Cheque/Bank Transfer/RTGS) including all receipts towards the membership fees and the Annual Subscriptions from members. However the Governing body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

10. 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 law 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 authorized by them and by any member of the Society.
- (iii) The annual accounts of the society will be signed by any two authorized office bearers of the Society.
- (iv) The Governing body 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, auditing the accounts and filling of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing body.
- (v) The Society will have a common seal which shall be kept in safe custody of General Secretary and shall be affixed wherever it is required in accordance with authorization by the Governing body.

11. AMALGAMATION OF THE SOCIETY:

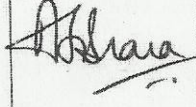
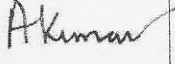
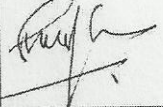
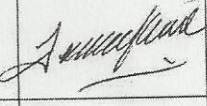
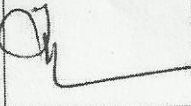
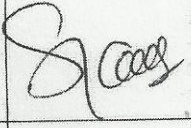
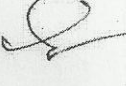
The Society may Amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by special Resolution passed in this behalf in accordance with the provision contained in Sec 51 of this Act and rule 25 made there under.

12. DISSOLUTION OF THE SOCIETY:

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it become difficult to carry on with the operations of the society.
- (ii) In the event of dissolution of the Society, no asset of the society shall be distributed amongst the members of the Society.
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left properties/assets, if any, shall be considered for transfer to any other society established with aim and objectives similar to the Society or to the District Collector for use of the assets in the general public interest.

WE THE SEVERAL PERSONS, WHOSE NAMES & ADDRESSES ARE SUBSCRIBED HEREUNDER, CERTIFY THE ABOVE TO BE TRUE COPY OF THE BYE – LAWS: Attached as a separate sheet.

We the several persons, whose names & addresses are subscribed hereunder, certify the above to be true copy of the Bye-Laws of the Society.

Sr. No.	Name	Father/ Husband Name	Address	Occupation	Signature
I.	ARVINDEK SINGH BRARA	SOBRIG. N.S. BRARA, REFD	CL 887, ARAVALI RETREAT, VILL RASINA, GURGAON	BUSINESS	
II.	ATUL KUMAR	Late B.R. SAXENA	CRIZA	CONSULTANT	
III.	SHARAD MOHANI	LATE DR. H.M. SRIVASTAV	C-29. ARAVALI RETRA. GURGAON -	CONSULTANT	
IV.	ARVIND KHANDA	JOTI LAL KHANDA	D-31	BUSINESS	
V.	Harvinder Singh Duggal	S. Kesav Singh	D-26 Rojouri Garden New Delhi.	Business	
VI.	SATISH MITTAL	Late Sh. H.C. MITTAL	C-122 G.K.I. NewDeen.	Retired	
VII.	K.K. Nanda	Sh Ramesh Lal Nanda	D-12 Aravali Retreat	Business	

R B Singh Late Anmit Singh D-27 Aravali Retreat Sec 14