

MEMORANDUM OF ASSOCIATION

RULES & BYE-LAWS

OF

Association of Quaternary Researchers
(AOQR)

MEMORANDUM OF ASSOCIATION
OF
Association of Quaternary Researchers
(AOQR)

I. NAME

The name of this non-profit society shall be the Association of Quaternary Researchers (AOQR) (hereinafter referred to as “Society”).

II. REGISTERED OFFICE OF THE SOCIETY

The registered office of the Society shall be situated in the State of Uttar Pradesh at Lucknow

III. AREA OF OPERATION OF THE SOCIETY

The Society shall work all over the Country.

IV. **PURPOSE AND OBJECTIVES OF THE SOCIETY**

A. **Purpose**

The primary purpose of the Society is to exchange professional knowledge, organize technical conferences, seminars and workshops in relation with the researches made by the Quaternary Researchers of the Country.

B. **Objective**

The follow the main purpose Society wishes to carry out the under mentioned objectives:

- a. To undertake/aid/help/establish Trainings, workshops and other developmental activities in connection with the main objects of the association.
- b. To cause, to write, compile and/or cause to gather necessary information, data in respect of various researches made in country and to tabulate, prepare edit and cause to circulate and to publish journals, books and newsletters with a view to propagate knowledge on any of the matters relevant to or falling within the purview of the main objects of the association.
- c. To organize, convene, conduct hold and participate in seminars, discussions, conferences, lectures, instructions and courses of studies, workshops and exhibitions, national and international, considered conducive to the main objects of the association.
- d. To grant loans, scholarships, awards, donation or other financial assistance or aid to any individual or organizations in furtherance of the objects of the association.
- e. To establish and maintain contact with researchers, studies and activities carries out in different parts of the word in subjects referred

to in the objects of the association and with personnel working in the relevant fields in any part of the world through joint and co-operative studies, projects, meetings, conferences or inter change of visit and otherwise.

- v. **The management of the affairs of the Society is entrusted in accordance with the Rules and Regulations of the Society to the Governing Body of which the First Members are:**

| S. No | Name | Address | Designation | Occupation |
|--------------|------------------------|--|--------------------|-------------------|
| 1. | Dr. Vandana Prasad | Birbal Sahni Institute of Palaeosciences, 53 University Road, Lucknow – 226 007, Uttar Pradesh. | President | Service |
| 2. | Dr. Pradeep Srivastava | Wadia Institute of Himalayan Geology, 33 General Mahadev Singh Road, Vijay Park, Dehradun – 248 001, Uttarakhand. | Vice-President | Service |
| 3. | Dr. Binita Phartiyal | Birbal Sahni Institute of Palaeosciences, 53 University Road, Lucknow – 226 007, Uttar Pradesh. | Secretary | Service |
| 4. | Dr. Santosh K. Shah | Birbal Sahni Institute of Palaeosciences, 53 University Road, | Treasurer | Service |

| | | | | |
|-----|-----------------------|--|--------|---------|
| | | Lucknow – 226 007, Uttar Pradesh. | | |
| 5. | Prof. Satish Sangode | Department of Geology, Savitribai Phule Pune University, Ganeshkhind Road, Ganeshkhind, Pune – 411 007, Maharashtra. | Member | Service |
| 6. | Dr. K. Anbarasu | National College (Autonomous), Dindigul Road, Karumandapam, Tiruchirapalli – 620 001, Tamil Nadu. | Member | Service |
| 7. | Dr. Vandana Chaudhary | Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi – 110 003. | Member | Service |
| 8. | Dr. Rahul Mohan | National Centre for Polar and Ocean Research, Ministry of Earth Sciences, (Government of India) Headland Sada, Vasco-da-Gama, Goa – 403 804. | Member | Service |
| 9. | Dr. Parth R. Chauhan | Department of Humanities and Social Sciences, IISER Mohali, Knowledge city, Sector 81, SAS Nagar, Manauli – 140306, Punjab. | Member | Service |
| 10. | Dr. Rakesh Chandra | Department of Earth Sciences, University of Kashmir, Hazratbal, Srinagar – 190 006, Jammu and Kashmir. | Member | Service |

RULES AND REGULATIONS

OF

Association of Quaternary Researchers

(AOQR)

I. NAME OF SOCIETY

The name of the society shall be Association of Quaternary Researchers (AOQR) (Name) at Birbal Sahni Institute of Palaeosciences, 53 University Road, Lucknow (registered office address).

II. DEFINITION AND INTERPRETATION

Unless it is inconsistent with the subject or context in which it is used:

1. **“Act”** shall mean The Societies Registration Act, 1860 and rules made there under both amended from time to time.
2. **“Appropriate Governmental Authority”** shall mean the relevant ministry and/or department of the Government of India or any State Government/union territory, statutory bodies, autonomous organizations, corporations, associated with the Sector.
3. **“Auditor”** shall mean the auditor for the time being of the Society appointed at the Governing Body meeting.
4. **“General Body”** shall mean the body constituted under the rules and which shall be the body to look after working of Governing Body.
5. **“Governing Body”** shall mean the committee as constituted under the Rules and which shall be the body to look after the overall administration and management of the affairs of the Society.
6. **“Governing Body Member”** shall mean a member who is member of the Governing Body.
7. **“Member”** shall mean any person who becomes a member in accordance with the Rules and shall include all classes of members.

8. **“Memorandum of Association”** shall mean the memorandum of association of the Society.
9. **“Month”** shall mean calendar month of the Indian calendar.
10. **“Ordinary Members”** shall have the meaning ascribed to it in Rule 4(iii).
11. **“President”** shall mean the President of the Society. **“Register of Members”** shall mean the register of Members, as set out in Rule 7.
12. **“Vice President”** shall mean the Vice President of the Society, the details of which are set out in Rule 20B.
13. **“Reserved Matters”** shall have the meaning ascribed to it in Rule 14.
14. **“Rules”** shall mean the rules of the Society and as amended from time to time in accordance with the procedure contained herein.
15. **“Seal”** shall mean the common seal, if any, from time to time of the Society.
16. **“Secretary”** shall mean the Secretary of the Society, the details of which are set out in Rule 20C.
17. **“Society”** shall mean the *“Name of AOQR”* which is an autonomous body incorporated as a society under the Societies Registration Act, 1860.
18. **“Treasurer”** shall mean the Treasurer of the Society, the details of which are set out in Rule 20D.
19. **“Year”** shall mean the period commencing from the 1st April and ending with the 31st March of the calendar year.

iii. MEMEBERSHIP OF THE SOCIETY

The number of Members with which the Society proposes to register is 10(ten). Thereafter, the membership may be increased or decreased by the Governing Body in consultation with the General Body. However a person who is desirous of his induction in the society as a member will have to make an application to the Governing Body and the Governing Body will send the same to the General Body for its consultation.

Subject to the approval of the Committee of the Society, the membership of the Society is open to any person who has attained the age of majority and has the requisite academic qualification associated with the Sector. Every person who is an Indian citizen and adult having believe in the constitution and bye-laws of the society and agreeing to follow the same in writing can be a member of the Society. **In case of rejection of membership application by the**

Governing Body, person can approach the General Body for membership.

IV. REPRESENTATION OF SOCIETY, TRUST, INSTITUTION, FIRM AND OTHER BODY

A corporate society, trust, institution, firm and other body or bodies registered or unregistered who become Members of the Society, would, for the purpose of representation on the Society, nominate, in writing, an individual as its representative under its duly signed resolution to represent them in the General Body meetings and also on the Governing Body meeting and may, from time to time, revoke such nomination and substitute another. The representation of such nominees in relation to the Society for all intents and purposes shall be deemed to be the representation of the corporation, society, trust, institution, firm or the body, whose nominee the person happens to be.

V. ADMMISSION FEE AND SUBSCRIPTION

1. The admission fee and the subscription shall be as under unless otherwise revised by the Governing Body in consultation with the General Body of the Society:

| | at the time of admission | annual Subscription |
|------------------|-------------------------------------|--------------------------------|
| Academic Member | Rs. 1000 | Rs. 5000 |
| Student Member | Rs. 500 | Rs. 2500 |
| Corporate Member | Rs. 2000 | Rs 10000 |

2. Annual Subscription for a year shall be due on the first day of April of each year. Any one becoming a member during a year shall pay full annual subscription for the year. This annual fee will be increased to 10% per year for first five years.

3. The Governing Body in consultation with the General Body shall have the power to increase, decrease or vary the amount of annual subscription from time to time. Additional subscription, in addition to the annual subscription referred to hereinabove, may be collected by the General Body from Members for a general or specific purpose or project. Any postdoctoral Fellowship will be considered as a student member while any post termed Scientist or Associate will be considered as Academic Members.

VI. REGISTER OF MEMBERS

1. The Society shall maintain a Register of Members containing the following information:
 - (a) The names, addresses and other relevant particulars of all the Members of the Society (names, addresses, contact details etc) from the date on which such persons have been accepted as Members.
 - (b) All changes taking place in the membership from time to time.
 - (c) Such other information as is relevant and for which decision is taken by the Governing Body from time to time.
2. No person shall be considered a Member or entitled to exercise any rights and privileges of a Member unless he has signed the Register of Members.

VII. TERMINATION OF MEMBERSHIP

1. A Member shall cease to be a member of the Society in any of the following events:
 - a. On Death, or
 - b. On becoming mad or insolvent, or
 - c. If he indulge in any violence/immoral activity or immoral activity, or

- d. On conviction by Court on social, moral or criminal offence, or
 - e. If he fails to pay the subscription or contribution for three (3) months from the due date, or
 - f. On involvement of any Anti-Society activities or due to such work by which, the goodwill of the society is affected, or
 - g. On his written resignation, or
 - h. On absenting from three consecutive meetings without proper leave of absence of the president, or
 - i. On acceptance of no confidence motion against him. In the case of a partnership firm, if it is dissolved or adjudged insolvent.
 - j. In the case of a partnership firm, if the partners are convicted of an offence involving moral turpitude.
 - k. In case of a company, society or association, it goes into liquidation or is dissolved.
2. The decision of the Governing Body regarding the termination from the membership of the Society shall be communicated to the Member concerned in consultation with the General Body.
 3. If it appears to the Governing Body that any Member has been guilty of any conduct likely to reflect detrimentally on the Society or has acted in a manner inconsistent with these Rules, it shall be competent for the Committee to request such member to resign within one month after such request, and if the Member fails or refuses to do so, the Committee shall thereupon convene a meeting and if at such a meeting, majority of the Members present and voting approve the expulsion of the Member, such Member shall thereupon cease to be a Member.
 4. Any Member who shall cease for any reason or to be a member shall nevertheless remain liable for and shall pay to the Society, all monies, which at the time such Member ceases to be a Member may be due from such Member.
 5. In case any Member of the Society is expelled by the Governing Body on the reasons of non-payment of the subscription, he can be readmitted, provided the Member concerned pays all up-to-date dues with the permission of the Governing Body.

VIII. STRUCTURE OF THE SOCIETY

A. General Body

B. Governing Body

A. GENERAL BODY

1. Constitution

General Body shall comprises of all the members.

2. Meetings

General Body meeting shall be held once in a year. Meeting of General Body can be called at any time at the instance of Governing Body or the demand may be made by 1/3 of the members in writing setting forth the matter of business to be discussed.

3. Notice period

Agenda of the meeting shall be circulated among the members atleast 15 (Fifteen) days before the meeting and in case of urgent matters a notice period of 3 (three) days is sufficient.

4. Quorum

The quorum for all the meetings of the society shall be 1/3 (One-third) of the total members of the committee enrolled. If the meeting has been adjourned for want of quorum, the agenda of the meeting shall be same whereas there shall be no requirement of any quorum on it.

5. Power and duties of General Body

- i. To receive, consider and adopt the annual report and audited statement of the society.
- ii. To consider and sanction the estimated budget for the working of the society.
- iii. Appointment of Auditor.
- iv. To elect the President, Vice-president, Secretary and Treasurer of the Governing Body.
- v. To consider proposed amendments to the Memorandum of Association and Rules approved by the Governing Body.
- vi. To oversee the working of Governing Body
- vii. To resolve the issue in case of conflicts among the Governing Body members.
- viii. To fill the vacancy in Governing Body
- ix. To resolve the disputes/complaints registered before it.
- x. All the decision of the General Body shall be binding and final.

- xi. To give its consultation as and when required by the Governing Body.
- xii. To give decision of amendment/alteration/modification/re-consideration on the decision taken by the Governing Body and to hear appeals on the decision of Governing Body.
- xiii. Right to attend the meeting, if there is no outstanding dues against him.
- xiv. All the members of General Body shall have right of voting and the decision will be valid if assented by atleast two-third of the member present.
- xv. To enjoy all the facilities provided by the society.
- xvi. Shall be entitled to contest election for any post of the Governing Body, if a Member introduces his name and another Member seconds him for the said purpose.
- xvii. To receive information and exchange of information of mutual interest.
- xviii. Such other business that is required to be done by the Committee.
- xix. Right to inspect the records of the Society with the prior approval of the Committee.

B. GOVERNING BODY

1. Constitution

The Governing Body shall be formed by election in the General Body Meeting by passing a resolution unanimously. Governing Body shall have minimum 10 (ten) members including office-bearers. The Governing Body may constitute separate working committee to look after and manage the day to day affairs for each of the institution that may be run by the society.

The working Committee shall consist of not less than 10 (ten) members. The Governing Body shall constitute as under:

- i. President
- ii. Vice-president
- iii. Secretary
- iv. Treasurer
- v. Members

At the time of registration Governing Body comprises of four Office Bearers and six Members totaling to Ten members.

2. Meetings

i. **Ordinary and emergent**

The Governing Body shall ordinary meet one in a quarter (four times in a year) for the dispatch of business but in case of urgency the President and Vice-president may called the meeting at any time.

ii. **Notice period**

Generally the meeting of Governing Body shall be convened by giving seven days prior notice but an emergent meeting may be called by giving 24 hours notice.

iii. **Quorum**

The presence of $2/3^{\text{rd}}$ of the total member in the meeting shall form the quorum and for want of quorum if the meeting has been adjourn, there shall be no requirement of quorum for the adjourn meeting.

If within **half an hour** from the time appointed for holding the meeting, the quorum is not present, the meeting shall stand adjourned to such time and date as may be determined by the President of the meeting.

If the President of the Society is not present at the time appointed for holding the meeting, or is unable to attend and act as the President of the meeting, the Vice-president shall act as the President. In the absence of both the President and the Vice President, the Governing Body Members present shall elect one of their Members to be the President of the meeting.

iv. **Filing of vacancy**

A Casual Vacancy caused in the Governing Body shall be filed by the majority of approval of $2/3^{\text{rd}}$ of the members of General Body.

v. **Powers and duties of Governing Body**

The Governing Body shall have all the powers and duties necessary for the administration of the affairs of the Society and may do all such acts and things in the manner as prescribed from time to time under these rules.

No Governing Body Member shall be eligible for election for more than 2 (two) consecutive term but he can contest for any other post.

3. Except as provided under Rule IX herein below (*Reserved Matters*), all decisions shall be taken by simple majority of votes of the Members. Except for the Reserved Matters, in the event of equality of votes, the President of the meeting shall have a second or casting vote.

4. **NOMINATION FOR ELECTION OF MEMBERS OF GOVERNING BODY**

- i. Nomination for election to the Governing Body may be filed by any Member of the Society.
- ii. The voting papers for election to the Governing Body shall be distributed in advance and all Members shall be provided with an opportunity to send the ballot papers to the Society's office by post after recording their votes therein. The completed ballot papers, received by the election officer, as appointed by the Governing Body, in sealed envelopes up to one (1) week before the date and time of the concerned General Body meeting may be accepted as valid. The envelopes containing the ballot papers shall be opened, at the annual General Body meeting.

5. **ELECTION**

- i. The first Governing Body shall consist of Members whose names find place at Para 7 of the Memorandum of Association.
- ii. The term of the first Governing Body shall last till the conclusion of the first annual meeting of the General Body.
- iii. The General Body in its annual meeting will elect after every 4 (Four) years, the Members including the President and Vice-president of the Governing Body.
- iv. The election shall be done by secret ballot papers or by show of hands as the election officer may decide.
- v. The election officer will be appointed by the Governing Body. The powers of the election officer shall be framed by the Governing Body.
- vi. No Member shall be eligible for election as a member of the Governing Body unless all the dues, in terms of the Rules, of that

Member have been paid to the Society before the date of his/her offering for such election.

- vii. That no Governing Body Member can hold his office for more than 2 (two) consecutive terms but he can contest for any other post. In the event of any Governing Body Member failing to attend 3 (three) consecutive meetings of the Governing Body, such Governing Body Member shall automatically be deemed to have vacated the office held by him/her.

6. TERM OF OFFICE

- i. The Governing Body shall not appoint the same President/Vice-president, for an additional term, who has held office of President/Vice-president for a period of 4 (Four) years in succession.

7. VACANCY

- i. Any vacancy caused among the elected Members may be filled by the Governing Body from amongst the Ordinary Members of the Society. Provided, that the term of office of any such newly appointed Member in the casual vacancy shall be until the next annual meeting after his appointment, but he shall then be eligible for re-election.
- ii. No act or proceeding of the Governing Body shall be invalidated merely by reason of any vacancy or of any defects in the appointment of its Members.

8. POWER AND DUTIES OF GOVERNING BODY MEMBERS:

- i. To prepare and execute detailed plans and programmes for the establishment of the Society and carry on its administration and management after such establishment;
- ii. To receive grants and contributions and to have custody of the funds of the Society;
- iii. To prepare the budget estimates of the Society for each year, and to sanction the expenditure within the limits of the budget;
- iv. To prepare and maintain accounts and other relevant records and annual statement of accounts including the balance sheet of the Society;
- v. To open and operate bank accounts;
- vi. To approve the work programme and list of activities submitted by the Society and periodically monitor the same;
- vii. To appoint or employ, temporarily or permanently, any person or persons that may be required for the purposes of the Society and to pay them, wages and salaries and other remunerations and

- allow them suitable perquisites, and benefits of provident fund, pension, gratuity and other facilities;
- viii. To enter into agreement/arrangements for and on behalf of the Society;
 - ix. To sue and defend all legal proceedings on behalf of the Society;
 - x. To appoint committee(s) or sub-committee(s), group, task force comprising of its Members and/or staff of the Society for the disposal of any business of the Society or to take up any special activity on behalf of the Governing Body and delegate to it such powers as considered necessary. Any such committee or sub-committee, group, task force shall report to the Governing Body;
 - xi. To delegate to such extent as it may deem necessary, any of its powers to any officer or committee of the Governing Body;
 - xii. To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit;
 - xiii. To make, enforce, adopt, amend, vary or rescind from time to time rules and bye-laws for the regulation of and for any purposes connected with the management and administration of the affairs of the Society and for the furtherance of its objects;
 - xiv. For delegation of its powers;
 - xv. To borrow or to obtain loan for any amount as it may deem fit and necessary from any bank, financial institutions or corporation and to secure such loan by any movable or immovable properties of the Society and to authorize the President to apply for such loan and execute and deliver such loan documents to such bank or financial institution or corporation on such terms and conditions as he may deem fit and proper.
 - xvi. To enter into agreement/arrangement upon such terms and subject to such conditions as the Governing Body may deem desirable for undertaking activities, programmes or projects jointly with any association, society, institution or company having objects similar to those of the Society.
 - xvii. To elect candidates from amongst members of the Society to represent the Society in any body, either Central, local or

Legislative, or in any other body in which the Society may secure seats in future.

- xviii. To create, form, promote or to associate with any other association, society, company or body in the creation, formation, or promotion of any other body, whether incorporated or not, and whether any committee or sub-committee of the Society or not, and to affiliate with such body, or to merge any other body with the Society, and also to delegate to any such body any of its powers.
- xix. To perform such additional functions and to carry out such duties as may from time to time be assigned to it by the Society.

9. POWERS AND DUTIES OF CONSTITUENTS OF THE GOVERNING BODY

a. PRESIDENT

- i. The President shall be subject to the control and supervision of Governing Body and have the power to make general directions and management of the affairs relating to Society. The President of the Society shall also enjoy the following powers and duties:
- ii. He shall be the President of the Governing Body at General meetings of General Body and shall summon and preside over all the Governing Body and General Body meetings of the Society.
- iii. 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, save and except the Reserved Matters.
- iv. In the course of any proceedings or meetings of the Governing Body and the General Body, the decision of the President

shall be considered as final, except for the matters that are decided by ballot or voting.

- v. He shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of Governing Body and/or the General Body meeting.
- vi. In case it is necessary to decide any point/matter/issue urgently and there is no time to call the Governing Body meeting, the President shall have the powers to decide the point/issue/matter but he/she shall bring the matter to the notice of the Governing Body as early as it is possible, for having the same ratified.
- vii. To appoint/terminate such staff as may be required for effective and efficient management of the affairs of the Society.
- viii. In the event of any executive Member(s) seat falling vacant the powers and functions of that executive Member would vest in the President of the Society.
- ix. He shall get the accounts of the society audited by the qualified auditor appointed by the General Body of the Society.
- x. Ensure compliance of all statutory formalities and Rules and regulations.

b. VICE PRESIDENT

The Vice President of the Society shall assist the president in making decision and enjoy all the powers of the President in his absence.

c. SECRETARY

The Secretary shall be responsible to the Governing Body for all day-to-day activities relating to the proper management, maintenance and upkeep of the Society and:

- i. Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so.
- ii. Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings

of the Governing Body and General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.

- iii. Look after the administration and other affairs and attend to all correspondence.
- iv. Summon and attend the meetings of the Governing Body and General Body.
- v. Give effect to the directions and decisions taken at such meetings.
- vi. Collect all dues to the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society.
- vii. Manage, and control the staff, and take disciplinary action where necessary.
- viii. Institute, prosecute and defend suits and other proceedings in which the Society may be involved.
- ix. Prepare the annual report, and financial statement of accounts under the guidance of the Governing Body.
- x. Generally perform all such duties as are incidental to the office of Secretary.

d. TREASURER

- i. All the assets and funds of Society shall remain under the care and management of Treasurer of the Society.
- ii. The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society.
- iii. The Treasurer shall make disbursement in accordance with the direction of Governing Body.
- iv. The Treasurer will ordinarily hold a cash balance which may be fixed by the Governing Body of the Society from time to time to meet the emergent needs relating to the Society.
- v. All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Bank(s) selected by the Governing Body of the Society.

IX. RESERVED MATTERS

The Reserved Matters shall comprise the following:

1. Alteration of Memorandum of Association or the Rules of the Society.
2. Appointment or change of the Auditor.
3. Fund raising, if the amount exceeds Rs 50 Lakhs (Rupees Fifty Lakhs).
4. Receipt of grants/ borrow money /loan/assistance.
5. Fixing the key commercial terms of contracts, if the value of such contracts exceeds Rs 50 Lakhs (Rupees Fifty Lakhs).
6. The entry into by the Society of any contract where the monetary value involved exceeds Rs 50 Lakhs (Rupees Fifty Lakhs).
7. Any increase or decrease in the number of the Governing Body Members.
8. Amalgamation and division of the Society.
9. Change in name of the Society.
10. Expulsion of a Member.
11. Change of objects of the Society.
12. Any issue relating to Intellectual Property Rights involving the Society.
13. Any issue relating to the annual report.
14. Dissolution of the Society.

X. BRANCHES OR THE SUB-COMMITTEES

The Governing Body may form branches and/or sub-committees all over India to attain the aims and objects of the Society.

XI. SEAL OF THE SOCIETY

The Society shall have a common seal which shall be in the custody of the Secretary and shall be used only under the authority of the resolution of the Governing Body and every deed or instrument to which the Seal is affixed shall be attested, for and on behalf of the Society, by two (2) Governing Body Members and Secretary or any other person authorized by the Society in that behalf and chronological record of use of the Seal shall be maintained in a register kept for the purpose.

XII. FUNDS OF THE SOCIETY

1. The Society shall raise funds as follows:
 - a. Admission fee and subscription from the Members of the Society.
 - b. Revenue generated by the Society out of its own assets, its activities and investments.

- c. Grants/loans/funding made by the Government and donations and contributions from other sources
2. All the income and funds of the Society received from all sources shall be utilized only for the promotion and upliftment of the aims and objects of the Society.

XIII. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION

1. The Society shall prepare detailed account of expenditure and receipts.
2. All the amounts shall be kept in any bank(s) and the bank accounts shall be operated by the joint signatures of any two (2) out of President, Vice-president, Secretary and Treasurer.

XIV. AUDIT

The accounts of the Society shall be audited by a qualified auditor (chartered accountant) every year.

XV. ANNUAL REPORT

1. The financial year of the Society shall be from April 1 to March 31. A copy of the last financial statement and the report of the Auditor, if any, shall be kept in a conspicuous place in the office of the Society.
2. The Governing Body shall submit a report on the working of the Society annually to the Appropriate Governmental Authority, if called for. Such report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Society during the said year.

XVI. BOOKS AND ACCOUNTS

1. The Society shall keep at its registered office proper books of account with respect to:-
 - a. all sums of money received and the source thereof and all sums of money expended by the Society and the matters in respect of which the receipt and expenditure take place.
 - b. all sales and purchase of goods by the Society.
 - c. the assets and liabilities of the Society.

2. The income and expenditure account shall be annexed to the balance sheet and the Auditor's report (including the Auditor's special or supplementary report) if any shall be attached thereto.

xvii. ANNUAL LIST OF GOVERNING BODY

Once in every year a list of the office-bearers and the executive Members of the Governing Body shall be filed in the office of the Registrar of Societies, Lucknow within fourteen (14) days after the date on which the annual general meeting of the Society is held.

xviii. LEGAL PROCEEDINGS

1. Any suit or other legal proceedings by or against the Society may be filled/ contested/ defended and conducted on its behalf either by the President or the Secretary or by any other person so authorized by the Governing Body of the Society. Any pleadings or other documents in connection there with may be signed and verified by any of such persons on behalf of the Association.
2. This power will also include the appointment of advocate/s, attorney/s etc. for the purpose.

xix. ALTERATION OF RULES

1. Subject to the provisions of the Act and the Rules herein, the Society may alter or extend the purposes for which it is established with the previous concurrence of the Appropriate Governmental Authority.
2. The Rules may be altered at any time with the sanction of the Appropriate Governmental Authority by a resolution passed by a majority of the Members of the Governing Body, duly convened and held for the purpose.
3. The Rules (so altered, added to and modified) shall operate with effect from the date of registration with registrar of societies.
4. Change of Name: The name of the Society may be changed by the Governing Body in consultation with General Body as and when necessary, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which

might have been continued or commenced by or against it by its new name.

5. Change in aims and objects of the Society: The Governing Body in consultation with General Body, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules, may change the aims and objects of the Society subject to clearance from competent authorities under the Act.
6. Amalgamation and division of the Society: The Governing Body in consultation with General Body shall, subject to the present Rules, be competent to amalgamate the Society with any other society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Appropriate Governmental Authority may order division or amalgamation of the Society after giving the Society opportunity to represent against such proposal.

xx. DISSOLUTION OF THE SOCIETY

1. The Society may be dissolved in accordance with the provisions of Section 13 and 14 of the Act, after obtaining the previous consent of the Appropriate Governmental Authority in that behalf.
2. If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but it shall be lawful for the Members to determine by the majority, at the time of dissolution of the Society, that such property shall be given to the Appropriate Governmental Authority to be utilized for any other purposes referred to in Section 1 of the Act.

xxi. INTELLECTUAL PROPERTY RIGHTS

The Intellectual Property Rights shall, at all times vest and be retained solely by the Society save and except as may be decided by the Governing Body /Appropriate Governmental Authority.

xxii. RIGHTS OF THE APPROPRIATE GOVERNMENTAL AUTHORITY

Notwithstanding anything contained in any of these Rules, the Appropriate Governmental Authority may, from time to time issue such directives as it

may consider necessary in regard to the finance, conduct of business and affairs of the Society and in like manner may vary such directives. The Society shall give immediate effect to the directives so issued. In particular the Appropriate Governmental Authority will have the power:

1. to give directions to the Society as to the exercise and performance of its functions in matters involving national security and substantial public interest.
2. to call for such returns, accounts and other information, with respect to the property and activities of the Society as may be required from time to time.
3. to approve agreement involving foreign collaboration proposed to be entered into by the Society.

Provided, that all directives issued by the Appropriate Governmental Authority shall be in writing addressed to the President of the Society. The Governing Body shall, except where the Appropriate Governmental Authority considered that the interest of the national security requires otherwise, incorporate the contents of directives issued by the Appropriate Governmental Authority in the annual report of the Society and also indicate its impact on the financial position of the Society.

xxiii. OPERATION OF BANK ACCOUNT

The Bank account of the Society shall be opened and operated jointly by the Secretary and Treasurer of the Society.

xxiv. ESSENTIAL CERTIFICATE

“Certified that this is the correct copy of the rules and regulations of the Society”

List of General Body Members is as follows:

| S.No | Name | Address | Occupation |
|-------------|-------------|----------------|-------------------|
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