



**RULES AND REGULATION OF THE SOCIETY
UNDER THE REGISTRATION OF SOCIETIES ACT XXI OF 1860**

1. Name of the Association : **Kuber Samaj Paschimanchal Odisha**
2. Location of the Registered Office of the Society. : At/Po - Mahulpali, Ps- Padampur
District-Bargarh, Pin-768036, Odisha
3. Area of operation : Throughout of Odisha

4. MEMBERSHIP :-

The membership of the society is open to any person who has attained the age of maturity and fulfils the terms & conditions of the society but the subject to the approval of Governing Body. The membership fees shall be decided by the General Body.

5. GENERAL BODY :

All the members of the society will constitute the 'GENERAL BODY' of the society.

a. RIGHTS & PREVELEDGES OF MEMBER :

All and every member of the society:

- a) have one vote at every meeting.
- b) shall be entitled to participate in the meetings cultural or/and educational functions and other lawful gatherings, called/arranged by the society.

b. DUTIES OF THE MEMBERS :

All and every member of the society shall:

- a) administer the oath of the office and loyalties to the society and/or its constitution.
- b) elect the Governing Body of the society.
- c) attend the General Body meetings.
- d) give the necessary informations to the society pertaining to any matter which is necessary to be known by the society.

EMPLOYMENT OFFICER
Rajendra Kumar
Chudamani Sahu
ମାଧ୍ୟମିକ ଶିକ୍ଷକ
ବିଶ୍ୱବିଦ୍ୟାଳୟ
ମୁଖ୍ୟାଳୟ, କଟକ-୨
ଜି. ଭବନ (୫ମ ଟାୟାର)

Chudamani Sahu

Ramchandra Sahu

TRUE COPY ATTESTED
Rajendra Kumar

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NOTARY
CUTTACK TOWN
11/3/2009

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[Signature]
Rajendra Kumar
Cuttack

- e) not indulge in activities which are prejudicial to the interest of the Rules & Regulations of the society.

6. FUNCTIONS OF GENERAL BODY:

(a) MEETING:

The annual General Body Meeting shall be called in the month of March (or as and when the Governing Body will decide in the Governing Body Meeting called for this purpose) every year.

(b) NOTICE :

Not less than 15 days clear notice shall be given to the members before the Date of General Body Meeting, enclosing the agenda specifying Date, Time, Place and the General nature of Business to be discussed at such meeting.

(c) QUORUM:

The quorum of the General Body Meeting shall be 2/3rd of the total Strength of General Body members. If the required quorum is not attended in any meeting it shall be adjourned for a further period of 15 days. At such adjourned meeting, no quorum shall be required / necessary.

GOVERNING BODY :

The management and administration of all affairs of the present society including the management and control of all the branches or regional offices or Run-up or under institute and the control and supervision of other activities taken Up by society together with all its property of any nature or sort shall rest in the Hands of the Governing body.

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କୁଚେରା ସମାଜ ପରିମାଣ ଓଡ଼ିଶା
ମଧ୍ୟ ନାୟାବନ୍ଧ ମହାପାତ୍ର, ବି ବରଗଡ଼

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2- BLOCK DEVELOPMENT OFFICER
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FOUNDER MEMBER:

The office bearers and the Executive Members of the 1st Governing Body shall be considered as the Founder Members.

TERM:

The term of every Governing Body shall be five years.

NOTICE AND QUORUM:

Minimum Seven Days clear notice shall be required for the Governing Body Meeting enclosing the agenda specifying Date, Time Place and the General Nature of Business to be discussed at such Governing Body Meeting.

URGENT MEETING:

The Urgent Governing Body Meeting may be called by the 24 hours notice but quorum for the same Urgent Governing Body Meeting shall be 2/3rd or the total strength of the Governing Body of the society.

GOVERNING BODY MEETING:

Governing Body Meeting shall be held once in three months regularly (or as and when the Governing Body may decide from time to time)

QUORUM OF THE MEETING:

The quorum of the every Governing Body Meeting shall be 2/3rd (two- Third) of the total strength of Governing Body.

FUNCTIONS & POWERS OF GOVERNING BODY :

- The Governing Body shall responsible for the management and administration of the affairs of the society. The Governing Body is authorized to appoint any member to look after any particular matter/ function/ institute or the property of the society.
- All the decisions shall be taken by the majority votes of the office bearers and the executive members present.

ACK DEVELOPMENT OFFICER
RAJENDRA KUMAR

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ବୃତ୍ତେଶ ସମାଜ ପରିମାଣକ ପରିଷଦ
ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ ମହୁଡ଼ପାଳି, ଡି. ବରଗଡ଼

Ramhari Sahu

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- c) Any person/persons member/members, executive member/members or the office bearer/office bearers (authorised by Governing Body) shall execute all agreements and contracts and sign bonds as well as receipts or legal documents on behalf of the society.
- d) The Governing Body may appoint 'Honorary Patron' or/and patrons.
- e) The Governing Body shall have all powers as are powers of the society mentioned in the Memorandum of the Society and these Rules & Regulations. The Governing Body shall have also the following powers:
- f) To prepare plans and programmes for the upliftment of the Aims and Objects of the Society.
 - g) To receive, to have keep in custody of and to expend the funds/ moveable properties and to manage the same.
 - h) To appoint control and terminate such staff as may be required for effective and efficient management of the affairs of the society, Governing Body shall appoint Election Officer to complete the election process.
 - i) To arrange finance, if required from Bank(s), Institutions (or/and) Individual on reasonable terms and conditions and the Governing Body as a whole is liable for its return.
 - j) To publish literature and to propagate the system to approach the public pertaining to upliftment/ attainment of the aims and objects of the society.
 - k) To accept donations, charities, loans, grants, properties etc. from the members, public, other Associations Agencies and from Govt. or/ and Semi Government department.

8. POWERS AND DUTIES OF OFFICE BEARERS & EXECUTIVE MEMBER:

PRESIDENT:

Except or otherwise provided the President shall be subject to the control and supervision of the Governing body, have the power of General Direction and Management of the affairs relating to the Society and shall preside over all the meeting of Governing Body and the General Body.

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RAJENDRASAMBAR

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ପ୍ରତି ନିୟମାବଳୀ ମଧ୍ୟରେ, ଓ କରାଯିବ

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- (a) In the course of any proceedings or meetings of the Governing Body or the General Body, the decision of the President shall be considered as final in case of dispute as to the meaning or interpretation or any Rule.
- (b) At time of cote on any 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 issue.
- (c) The President shall have the power to allow inclusion of any subject/ matter in the agenda for the discussion in the course of proceeding/meting.
- (d) In case it is necessary to decide any point urgently and there is no time to call the Governing Body Meeting President have the powers to decide the issue/matter, but he/she shall bring the matter to the notice of the Governing Body, as early as possible.
- (e) In the event of any office bearer/ seat falling vacant the powers and functions of that office bearer/executive member would vest in the President.
- (f) He/she will sign on behalf of the society to conduct its correspondence.

VICE-PRESIDENT :

There shall be one Vice-President to assist the President of the society.

The President may delegate all or any of his powers to the Vice-President in the Event of his long absence.

SECRETARY:

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RAIPUR, JHARKHAND

- a) He/she will prepare all the necessary document called by the Governing Body or by the President.
- b) He/she will summon and attend the meetings of the Governing Body and the General Body, with the direction of the President of the society.

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c) He/she will prepare the Membership Register showing full particulars of all members of the society.

d) He/she will record the minutes of proceeding of meeting of the Governing Body and General Body and have them duly signed by the members who attend the meeting.

e) He/she will get the accounts of the society by the qualified auditor, appointed by the Governing Body.

JOINT SECRETARY :

There shall be one Joint Secretary to assist the Secretary of the society in his/her work. The Joint Secretary shall discharge such duties as may be delegated to him/her by the Secretary of the society in absence of the Secretary.

TREASURER:

(a) All the assets and funds of the society shall remain under the care and under management of Treasurer of the above society.

(b) He/she shall make disbursement in accordance with the directions of the Governing Body of the society.

(c) He/she shall maintain the accounts of all money which is received or/and paid by his/ her on behalf of the society.

(d) The Treasure will ordinarily hold a cash balance not exceeding of Rs 1000/- (or the amount which may be fixed by the Governing Body of the society from time to time) to meet the emergent needs relating to the society. All cash in excess of the above amount shall be deposited in any Nationalized Bank/Banks, selected by the Governing Body Meeting.

9. ELECTION :

The General Body in its Annual Meeting will elect its President and all the office bearers and also the Executive Members of the

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Governing Body after every five years, by secret ballot papers or by show of hands as the election officer may decide.

The Election Officer will be appointed by the Governing Body Meeting called for this purpose. The powers of the Elections Officer shall be framed in the same meeting to complete the election proceedings.

10. FINANCIAL YEAR :

The financial year of the society shall start from the First day of April to 31st Day of March, every year.

11. EXECUTIVE MEMBER:

The member of the Governing Body shall be called as Executive Member or the Governing Body Meeting as will the Meeting of General Body regularly. He/she is bound to inform the society in writing if he/she is not able to attend any particular meeting or the meetings of the Governing Body. He/she will be terminated (under the clause No. 5-g of these Rules) if he/she has not attended three consecutive meeting of the Governing Body without any written information to the society.

12. ADVISORY BOARD :

The Governing Body is authorised to appoint/nomination any time Advisor Board to solve any matter/issue.

13. MANAGEMENT OF FUNDS :

All the income of the society shall be deposited in the Nationalized Bank/Banks.

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Ram Kishore Sahu 04/12/17

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4. BANK ACCOUNT OPERATIONS:

- a. The Bank account/accounts of the society shall be opened in the name of the society to be operated by the Secretary or the Treasurer.

5. AUDIT:

The accounts of the society shall be audited by a qualified Chartered accountant appointed by Governing Body after every year.

16. AMENDMENT :

Any amendment in memorandum Rules and Regulation of the society Will be carried out in accordance with section 12 and 12-A of the SOCIETY REGISTRATION ACT, 1860.

CERTIFICATE

01. Certified that there is no other registered society in the same name and at the same place.
02. Certified that this is the true and correct copy of the Memorandum and rules and regulations of the Society.
03. This society shall be guided as per rules of Society Registration Act, 1860 and its amendment, 1969.

Ramabari Saha
President

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Chudamani Saha
Secretary

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Ramesh Kumar Saha
Treasurer

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Attested above signatures of President, Secretary and Treasurer.

Chudamani Saha

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