

RULES AND REGULATIONS OF THE SANSTHA:

1) DEFINITIONS :

- Sanstha – means Jyotiba foundation, Jalgaon, Tal & Dist. JALGAON
- Chairman – means Chairman of Jyotiba foundation, Jalgaon
- Dy chairman- means Dy.Chairman of Jyotiba foundation, JALGAON
- Secretary means Secretary of Jyotiba foundation, jalgaon
- Treasurer means Treasurer of Jyotiba foundation, jalgaon
- Member means of Jyotiba foundation ,Jalgaon.

2) JURISDICTION: Jurisdiction of the sanstha will be Maharashtra state only

3) FINANCIAL YEAR : 1st April to 31st March will be the financial year of the sanstha.

4) PROCEDURE OF REGISTRATION OF MEMBER: Any person having complete age of 18 years can apply for membership of sanstha alongwith prescribed subscription. After approval of membership in executive committee meeting the name of member will be enrolled in the member list.

5) TYPE OF MEMBER:

- Founder member
- Life member
- Ordinary member.

6) CANCELLATION OF MEMBERSHIP:

The membership shall be cancelled on the following grounds, if he

- has been convicted of any offence involving moral turpitude
- has not paid membership subscription
- has resigned from membership of the society and the executive committee approved the resignation in its meeting.
- sad demise of the member
- went abroad forever
- due to misconduct or addiction of alcohol
- has been absent continuously for 3 meeting without pre intimation, he shall be ceases to be a member of sanstha.

7) ANNUAL GENERAL MEETING , ITS POWERS & DUTIES:-

- TO administer the function of executive committee
- To approve the annual accounts of the
- To approve the budget
- To amend the rules and regulations
- To elect the member of executive committee

8) NOTICE OF MEETING & QUORUM OF GENERAL MEETING:-

- Notice of meeting shall be sent to the members 15 days before of the meeting.
- Date, Time and place of the meeting shall be metioned in the notice of meeting.
- It shall be mentioned in the notice of meeting that, one third of the members shall constitute the quorum for the meeting. The meeting shall be adjourned for half an hour for want of quorum and after half an hour no quorum will be necessary.

9) SPECIAL GENERAL MEETING AND ITS DUTIES:

The special general meeting can be called anytime for specific purpose. The powers and duties of special general meeting will be same as annual general meeting.

10)FORMATION OF EXECUTIVE COMMITEE OF THE SANSTHA:

There will be 7 members in the executive committee of the sanstha as below-

i.	Chairman-	1
ii.	Dy.Chaiman-	1
iii.	Secretary-	1
iv.	Tresurer-	1
v.	Members-	3

	Total-	7
procedure		

11)TERM OF OFFICE OF MEMBERS AND ELECTION PROCEDURE:

Term of office of executive committee shall be for a period of 5 years. Election will be conducted after every 5 years in annual general meeting by the way of ballot. Members of committee will be elected in annual general meeting.

12) EXECUTIVE COMMITTEE AND ITS DUTIES:

- CHAIRMAN: 1) To preside over the executive committee meeting, annual general meeting, special general meeting.
 - 2) He shall control and monitor the work of sanstha and administration of Society.
 - 3) He shall have powers to convene meeting of executive committee meeting, annual general meeting etc.
 - 4) He shall sign appointment orders of the employee of society.

- DY. CHAIRMAN: 1) To help chairman in his work
 - 2) To carry out the powers and duties of chairman in his absence.

- SECRETARY: 1) To convene Meeting of executive committee, annual general Meeting as per directions of chairman.
 - 2) To supervise the work of employee.
 - 3) To handle the correspondence of society.
 - 4) To look after the judicial work.
 - 5) To maintain books of accounts of society.
 - 6) To prepare receipt and payment accounts, bank statement of society and put before annual general meeting for approval.
 - 7) To implement the resolutions of executive committee, annual general Meeting.
 - 8) To supervise the assets of society.

- TREASURER: 1) To supervise economy of the society
 - 2) To write accounts and put up before executive committee for approval
 - 3) To rectify the audits observations.
 - 4) To prepare bills.
 - 5) To issue payments.

- MEMBERS OF EXECUTIVE COMMITTEE:
 - 1) To attend the meeting of executive committee and annual general Meeting.
 - 2) To vote at the time of election.
 - 3) To help the office bearer in their day to day work.

13) MEETING OF EXECUTIVE COMMITTEE AND ON DEMAND MEETING:

- There shall be at least 3 meeting of executive committee in a year.
- Any member can demand meeting, such meeting can be called within 15 days by issuing notice of meeting with agenda of the meeting.
- Powers and duties of demand meeting will be as per regular executive committee.

14) NOTICE OF MEETING OF EXECUTIVE COMMITTEE AND QUORUM:

Procedure of executive committee meeting will be as decided in annual general meeting. Time, place of meeting and subject of the meeting are essential to be mentioned in the procedure. Notice of meeting along with agenda shall be send by RPAD or by hand. 2/3 members of executive committee shall form quorum of meeting.

15)ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE:

Rule of election of executive committee shall be decided in annual general meeting .Defaulter cannot contest the election. Also he cannot vote in the elections.

16)TO FILL UP VACANCY OF EXECUTIVE COMMITTEE:

When any vacancy occurs in the office of executive committee such vacancy shall be filled by executive committee for remaining period of majority of votes.

17)POWERS AND DUTIES OF EXECUTIVE COMMITTEE:

- Executive committee shall administrate the affairs of society
- To implement the resolutions passed by annual general meeting.
- To frame rules for working of society.
- To appoint sub-committee for specific work.
- To remove the grievances
- To supervise and control the accounts of society.
- To fill up casual vacancy of executive committee
- To make appointment of staff or remove them from services by following proper procedure.

18)EARNING AND EXCHANGE OF FUNDS OF SOCIETY:

Membership fee, donations, subscriptions, grants etc. shall be the earning source of the society. Society can collect fund by the way of deposits from the public and will inform charity commission from time to time.

19)BUDGET PROVISIONS FOR EXPENSES OBJECTWISE(%):

1. Educational	25%
2. Social	25%
3. Cultural	25%
4. Health services	25 %
5. Sports	25%
6. Welfare activities	25%
7. Public awareness activity	25%
8. Agriculture	25%

20)PROVISIONS OF LOAN OR DEPOSITS:

With the provision of Dy.Commissioner (charity) sanstha can obtain loan from any national bank or collect deposits from the public.

21)PROVISION FOR SALE OR PURCHASE OF PROPERTY:

Sanstha can sale or purchase the property with the permission of executive committee and Dy. Commissioner (Charity)

22)BANK ACCOUNT:

Balance amount can be deposited in the account of society with nationalized bank, such amount can be withdrawn with any 2 signature out of chairman, Dy.chairman, secretary. Signature of chairman shall be must.

23) Procedure to maintain the list of members:-As per section 15A of the Societies Registration Act, 1860, list of the members shall be maintained also as per section 15 of the Societies Registration(Maharashtra) Rules, 1971 in schedule VI

As per section 4 of the Societies Registration Act, 1860 and as per section 8 of the Societies Registration(Maharashtra) Rules, 1971 list of executive committee shall be sent to the office of Sub Registrar Coop. Societies every year and list of employee in Schedule II.

24)AMENDMENT IN THE RULES & REGULATIONS:- As per section 12 of the Society Registration Act, 1860 Rules & regulations of the sanstha can be amended.

25) AMENDMENT IN THE OBJECT OR NAME OF THE SANSTHA:- As per section 12A of the Act amendment in the object or name of santha can be made.

26) CLOSURE OF THE SOCIETY:- as per following procedure-

- Resolution of closure of the society shall be passed by 3/5 of the member in annual general meeting .

-All the dues shall be paid and the balance amount shall be donated to another working sanstha.

-Procedure of closure of sanstha shall be as per provision of section 13 & 14 of the Act.

C E R T I F I C A T E

This is to certify that above mentioned Rules and regulations of Jagruti Bahu-Uddesiya Sanstha, Jalgaon are true and correct.

Sr No	Name	Designation
1	Adv Dr Shantaram Shivram patil	Chairman
2	Sau Vidya Shantaram patil	Dy chairman
3	Shri kunal shantaram patil	Secretary