

**Rules and Regulations
of
Society of Illustrious Veterans & Naturalists
Jharkhand**

(SILVAN, JHARKHAND)

Office
419/B Road No. 4C, Ashok Nagar, Ranchi – 834002
Jharkhand

Dr. Jyoti
[Signature]

1. THE SOCIETY SHALL COMPRISE OF PATRONS AND MEMBERS AS INDICATED BELOW :

1. Patron : Any individual who has rendered distinguished services to the cause of conservation of forests, tree cover, wildlife, environment and allied matters may be invited by the General Body of the society to become a 'Patron'.
2. Members : All Forest Officers who have retired from Indian Forest Service in Jharkhand or any other state of the country but settled in Jharkhand after retirement, shall be eligible to become life members of the society on payment of fees prescribed by the society.
3. Wives of deceased members, residing in Jharkhand, may join as honorary members without payment of any annual contribution but will not have any voting rights.

2. TERMINATION OF MEMBERSHIP :

The membership of the society shall be terminated in case of

1. Death.
2. Resignation addressed to the President or Secretary in writing and accepted by the Governing Body.
3. Becoming of unsound mind or insolvent.
4. Conviction for a criminal offence involving moral turpitude.
5. Any activity against the rules and regulations of the society, grave misbehaviour or indiscipline by a member and the Governing Body takes a decision to terminate the membership of the concerned member.

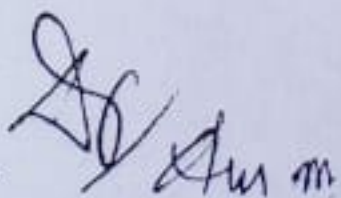
3. FORMATION OF THE GOVERNING BODY :

1. The affairs of the Society shall be managed by a Governing Body which shall consist of 9 (Nine) members.
2. The Tenure of Governing Body shall be Three Years.
3. Outgoing members of the Governing Body shall be eligible for re-nomination for another term but not more than three terms in total which may be or may not be consecutive.
4. In case of any dispute, conflict, ambiguity, the matter shall be referred to the General Body whose decision shall be binding on the society.
5. Any vacancy of the membership of the Governing Body arose by any reason shall be filled in by the Governing Body from the members of the Governing Body. But the person so appointed shall hold office only for the un-expired period of the term of the membership and in such case, approval of General Body shall be a must in the coming meeting of the General Body.

4. POWERS AND FUNCTIONS OF THE GOVERNING BODY :

The Powers and functions of the Governing Body shall be as follows :-

- i. To serve as the policy making and the supervisory body for the society.



- ii. To periodically review and from time to time assess, the programs implemented by and through the Society with a view to effect modifications and improvement.
- iii. To assess the financial requirements of the Society in keeping with its objectives and approve the budgetary estimates.
- iv. To exercise overall supervision and to ensure that the money spent achieves the objectives and that targets are met.
- v. To appoint, transfer, suspend, discharge all categories of staff for conducting the affairs of the society, to fix the amount of their remuneration, to define their duties and to grant allowances and other emoluments.
- vi. Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Society has been setup.
- vii. To engage, employ or hire appropriate staff, workers, legal experts and other professionals, attorneys, managers and agents for the work and furtherance of the aims and objects of the society and to pay their wages, honorarium, stipend or fees.
- viii. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve develop, manage and control all or any part of the property or the building of the above society, necessary or convenient for the purpose of the attainment of the Aims and objects of the society.
- ix. To acquire by purchase, take on lease, hire or by gift or otherwise and hold valuables or immovable properties or any right or privilege that may be deemed necessary or useful for the promotion / advancement of the objects of the society or any of them.

5. POWERS , FUNCTIONS AND DUTIES OF THE OFFICE BEARERS :

A. President

1. The President shall be the honorary head of the society.
2. He/She shall preside over all the meetings of the Governing Body.
3. He/She shall have the power to convene ordinary and extraordinary meetings.
4. He/She shall have powers to invite any other person to attend to the Governing Body meetings as a special invitee.
5. He/She shall have the right of casting vote in case of equal division.
6. He/She shall convey the decision of the Governing Body to the Secretary.

B. Vice President

1. He shall perform all such functions and duties as may be allocated to him by the President.
2. In the absence of President he may perform the Presidents routine functions.

C. Secretary

1. Subject to any order, rules and byelaws of the society, the Secretary of the Society shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Body.
2. The Secretary shall be the executive head of the Society.

3. The Secretary shall prescribe duties of all the members of the staff of the society and shall exercise supervision and disciplinary control as may be necessary under the rules.
4. The Secretary shall maintain a record of the minutes of all the meetings of the Governing Body and shall be responsible for the proper execution and implementation of the decisions of the Governing Body and committee.
5. He shall have the power to sign all the agreements and contracts jointly with the treasurer, in accordance with the decisions of Governing body with the approval of President.

D. Joint Secretary

He shall assist the Secretary in the discharge of his functions. In the absence of Secretary he will discharge the routine functions of the Secretary.

E. Treasurer.

1. Treasurer of the society will be responsible for the fund management of the Society.
2. He/She will be responsible for Bank Transactions.
3. He/She shall be responsible for Accounting and Auditing of the fund of the Society.
4. He will keep all the records of Income and Expenditure of the Society.

6. POWERS AND FUNCTION OF THE GENERAL BODY:

Formation of General Body : General Body will consist of all the members who have taken membership of the Society.

Power and Function of General Body will be as follows :-

1. Election of the Office bearers and Members of the Governing Body.
2. Ratification of annual plan, annual budget, annual audit report, annual progress report etc.
3. Appointment of auditors for audit of annual accounts.
4. To take decision on the amendments of name of the Society, memorandum of Association, Rules & regulations.
5. To take decision for dissolution of the Society.
6. Ratification of audit report and to discuss about the income and expenditure of Society.
7. To discuss other issues with the prior permission of the President.

7. MEETING OF THE GENERAL BODY :

1. Annual General Meeting of the General Body will be held every year, preferably in the month of April. Special or Emergency meeting of the General Body can be convened any time.
2. **Requisition Meeting** :- Requisitional meeting of the General Body will be convened within 30 (Thirty) days by the Secretary on the demand of 1/3rd of the members of the General Body in which signature of the concerned members and topic for discussion in the meeting will be mentioned clearly. If the Secretary fails to convene the meeting within 30 days, concerned members shall have power to convene the requisitional meeting of the Governing Body by informing other members and the Governing Body will take the decision on the topic clearly mentioned for the requisitional meeting.

3. **Quorum** :- One more of half of the members (i.e. 50%+1) of the General Body will form a quorum for the meeting. No meeting will be held in absence of quorum.

Information of General Body Meeting :-

- a. Members of the General Body will be informed at least 10 days before the meeting of the General Body.
- b. Information of the meeting will be given by registered post or by information register with signature of receiver.

8. MEETING OF THE GOVERNING BODY :

1. Every meeting shall be presided over by the President.
2. 3/5th members of the Governing Body present at any meeting shall constitute the quorum. No meeting shall take place in the absence of the Secretary except in unavoidable circumstances when the next senior-most staff member will act as substitute.
3. The Governing Body shall necessarily meet at least twice in a financial year.
4. Members will be informed 7 days before the meeting of the Governing Body.
5. An emergency meeting of the Governing Body shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 48 hours notice. Discussions that have taken place at the emergency meeting need to be placed before the next meeting of the Governing Body .
6. In case of a difference of opinion among the members and where there is an equal division, the President shall have a right of casting a decisive vote.

9. SOURCE OF INCOME :

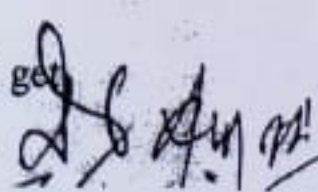
1. Annual Fee and Membership subscription.
2. Sum received through gift, grants, contributions, donations by legal sources either movable or immovable.
3. Grants made available by or through the Central/State Governments, Private sector, any individual and the other legal sources with prior permission of the concerned department.
4. In case of accepting grants / donations from Foreign agency permission of Home department will be obtained.

10. FUND MANAGEMENT AND OPERATION OF THE BANK ACCOUNT :

- i. Fund received from different sources will be deposited in the account of the society in Nationalized Bank or Post Office.
- ii. Treasurer and President or Secretary will jointly operate the Bank Account of the society.
- iii. The account of the society shall be audited annually by the auditor appointed by the General Body.
- iv. The audited statement of accounts should contain income and expenditure statement, receipts and payments, assets and liabilities, balance sheet and utilization certificate etc.

11. AUDIT OF ACCOUNTS :

- i. Treasurer will keep the records of the accounts (income and expenditure) and get it audited every year by the auditor appointed by the General Body.



- ii. If Inspector General of Registration desires to audit the account of the society, he can appoint any recognized auditor and the fee for the same will be borne by the society.

12. AMENDMENTS IN RULES & REGULATIONS :

Any amendment of the rules and regulation of the society will be passed by majority of the Governing Body and it will be ratified by the General Body with 3/5th majority. Amendments should be in conformity with the corresponding rules of Society Registration Act 21, 1860 and Jharkhand Society Rules.

13. INSPECTION OF RECORDS :

All the records of the Society will be kept safely in the office of the Society in custody of the Secretary. Any member/Government official can inspect the records with the prior permission of Secretary.

14. LEGAL PROCEEDINGS :

The society may sue or be sued in the name of the Secretary.

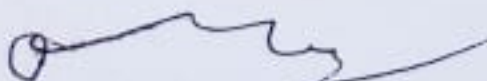
15. WINDING UP OR DISSOLUTION OF SOCIETY AND MANAGEMENT OF FUNDS AFTER DISSOLUTION :

- i. If there is need of winding up or merger or dissolution of Society, resolution to this effect will be first passed in a Governing Body and then this resolution will be forwarded to the General Body meeting specially convened by the President of the Governing Body. If majority of 3/5th members of the General Body take a decision in this matter then the society will be dissolved after a second special meeting with the majority of 3/5th members of the General Body.
- ii. In case of dissolution/merger of the society, all the properties (movable & immovable), after fulfilling the liabilities, shall be donated to other society having the same objects or shall be given to the Government of Jharkhand by the majority of 3/5th members of the society.
- iii. In the matter of dissolution/merger Section 13 and 14 of the Societies Registration Act-21, 1860 shall strictly be followed.

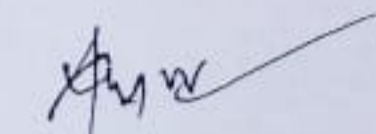
16. OTHERS:

Any matter relating to the affairs of the society not expressly provided for, in these Bye-laws or Rules & Regulations framed there under shall be dealt with in accordance with the provisions of Societies Registration Act-21, 1860 and rules framed their in.

Certified that this is the true copy of Rules and Regulation of the Society.


Treasurer


Secretary


President