RULES AND REGULATIONS OF PARTNERS IN PROSPERITY

1. **NAME OF SOCIETY**

The name of the society shall be Partners in Prosperity.

2. **DEFINITIONS**

"The Society" means "' Partners in Prosperity ".

"A Member" means a Member admitted under these rules.

"The Governing Board" means the Body, and in whose hands the management of the affairs of the Society is vested.

"The Chairperson", "Secretary" and "Treasurer" are Members elected to these positions by the General Body, for the term designated in the Rules and Regulations. They are the "Office Bearers" of the Society.

"The Secretary" is the Secretary of the organization appointed by the Governing Board and is an ex-officio member of the Governing Board.

3. **MEMBERSHIP**

a) <u>Membership Defined</u>

The Society will have two types of membership:

i) individual members
ii) institutional members

b) <u>Admission and Qualification for Membership</u>

Institutions and individuals who believe in sustainable development, practice the Aims and Objects of Partners in Prosperity, as defined in the Memorandum of Association, and accept to work for achieving the objectives of the Society can be members of Society after being admitted as members of society . The Governing Board of the Society will admit Members according to working rules established from time to time. Admission of an institution or individual to the membership of the society is solely at the discretion of the Governing Board. No institution or individual although eligible for membership shall be admitted as a matter of right but only at the absolute discretion of the Governing Board.

Each institutional member shall have the right to designate one person as its representative. The institutional member may, in lieu of the designated representative, appoint an alternative representative. Provided, however, the alternate representative of

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such member will be accepted to take part in the meeting of the Society by the Governing Board in its sole discretion and will not be entitled to fill in any office of the Society.

c) Subscription

Fees, subscription and contributions whatsoever shall be assessable on and payable by the Members of the Society in such manner and at such rates, as may be determined by the Governing Board.

e) Rights and Privileges of Members

- to work actively to fulfill the objectives of the Society and to make its programmes effective,
- to attend all the General Body meetings of the Society,
- to receive minutes of the General Body meetings,
- to contest the elections for the Governing Board,
- to encourage like minded individuals and organizations to apply for the Society membership.

d) Cessation of Membership

1) Resignation

After payment of all outstanding dues, a Member may resign by giving notice in writing of such resignation and it shall be placed before the Governing Board for its final decision.

2) Termination of Membership

The membership of any Member may be terminated if the Governing Board is of the opinion that the Member has been guilty of a deliberate violation of the objectives of the Society, and/or is not taking sustained interest in the Society's affairs. The membership of any Member may thus be terminated by two-thirds of the members present at any meeting of the Governing Board provided notice of such intention has been included in the agenda of the meeting, and sufficient notice and opportunity has been given to the concerned Member(s) to clarify the concern over membership.

4. **GENERAL BODY**

a) General Body Defined

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The General Body of the Society shall be composed of all Members.

b) Powers, Duties and Functions of the General Body

i) to approve the Society's annual report

ii) to pass the Society's audited accounts

iii) to appoint the Society's auditors

iv) to approve the Society's annual programme and budget

v) to elect Governing Board of the Society from amongst its Members

vi) to establish overall policies for the working of the Society

vii) to be responsible for overall vision and thrust of the Society

c) Quorum and Notice of Meetings and Periodicity of Meetings

The General Body shall meet ordinarily once in two year, and the gap between two meetings should not be more than 18 months. The place and time of the General Body meetings

An extra-ordinary General Body meeting, however, could be summoned by the Governing Board, or on receipt of requests for such meeting from 2/5 (two fifth) of the Members of the Society.

Members will receive notice of ordinary General Body meetings 21 days in advance. The notice period for extra-ordinary meetings will be 15 days if the Governing Board calls it, and 30 days if Members demand it.

The quorum for all General Body meetings of the Society shall be at least 1/5 (one fifth) of the total Membership. However, in case there is no quorum, the adjourned meeting will not require any quorum.

d) Voting

Each Member shall have one vote by person. Incase of equality of votes, the Chairperson shall have the right of a casting vote.

5. **Governing Board**

a) Governing Board Defined

The Governing Board is the body in whose hands the affairs of the Society are vested.

b) Composition

Ten persons, including the office-bearers, shall be the strength of the Working Committee. The Governing Board shall elect a Chairperson and Treasurer from among itself for a period of three years.

c) Elections and Its Mode

The General Body from amongst themselves shall be elect members of the Governing Board. Each Member shall have one vote by person. In case of equality of votes, the Chairperson shall have the right of casting a vote.

d) Quorum and Notice of the Meetings

One third of the Members of the Governing Board shall constitute the quorum for the meetings. In the event of lack of quorum, the meeting will be adjourned and will meet again after ten minutes at the same venue. The decisions taken in such an adjourned meeting will be considered as valid as taken in a regular meeting with quorum present. The Governing Board shall meet at least once in two year or as and when it is necessary at a given time and place so decided.

A minimum notice of 14 days shall be given for any meeting of the Governing Board.

In the event of urgent work, resolutions can be circulated among Governing Board members and it will have the same effect of Governing Board decision, but will need to be ratified in the next Governing Board meeting.

e) Filling up of Casual Vacancies

The Governing Board from amongst the members of the General Body shall be fill in all vacancies in the Board

f) Powers/Duties/Functions of the Governing Board

i) The Governing Board shall elect a Chairperson and Treasurer from among itself for a period of 3 years.

ii) The Governing Board shall appoint the Executive Director.

iii) All powers of administration, management of funds, supervision and implementation of programmes shall vest in the Governing Board. Whenever necessary, it may delegate its powers to other sub-committees, or to the Secretary.

iv) The Governing Board shall have the power to admit Members, and to

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terminate membership and to fix the quantum of membership fee.

v) The Governing Board shall have the power to appoint staff (or may delegate same) according to such terms and conditions that it may frame from time to time; shall execute all the activities and programmes decided by the Governing Board; may also take disciplinary actions, including dismissal of staff.

vi) The Governing Board shall have the power to constitute sub-committees as required, and to define their power and functions.

The Governing Board shall have the responsibility to conduct General Body meetings, elections, auditing, etc of the Society.

Where the Chairperson of the Society is unable to present himself/herself in duly convened meeting of the General Body or the Governing Body , the members of the Governing Body shall elect a Chair to preside over that particular meeting .

ix) The Governing Board shall ensure that the accounts of the Society are maintained as per law.

g) Terms of Office of the Governing Board

Each member of the Governing Board shall be elected for a term of 3 years at the General Body meeting. While the term of membership on the Governing Board is 3 years for each member, 1/3 (one third) of the members will retire every year. The maximum number of consecutive terms for a member of the Governing Board will be two. However, a member who has completed two terms can be further elected to the Governing Board, provided that person's election from the General Body is unanimous.

6. OFFICE BEARERS

a) Office bearers Defined

The office bearers of the Society are:

i) Chairperson
ii) Secretary, and
iii) Treasurer

The executive responsibility of the Governing Board rests with the office bearers. The Executive Director is an ex-officio, non-voting member of the Governing Board.

b) Powers and Duties of the Chairperson

The Chairperson shall:

i) preside over the meetings of the General Body and Governing Board;

ii) advice the members of the Board in the discharge of their duties;

iii) provide leadership to the programmes and activities of the Society;

iv) exercise the right of using casting vote if votes are tied;

v) call a meeting of the Governing Board on his/her discretion.

c) Powers and Duties of the Secretary

The Secretary shall ensure that a proper record is maintained of following sections (or a separate register for each sections)

i) Membership Roll to the Society .
ii) Current list of the members and officers of the Governing Board, and report the same as required by the registration act 1860.
iii) Minutes of all meeting of the general body and the Governing Board and duly established committees of the Society which may be summoned.
iv) Transaction of financial or other affairs affecting the Society for instance.
v) Authorisation of those persons who may operate the bank account of the Society.
vi) Purchase or hire of any property for the Society.
vii) Construction or extensive repairs of building or the taking up of any new enterprise and the manner in which the financial obligation connected therewith are expected to be met.
viii) Alienation by way of sale, mortgage, lease, releases, loan, and charges, hypothecation , pledge, exchange, hiring out, gift or otherwise of any of the properties, movable or immovable of the Society.
ix) Take up of any grant, legacy, donation or gift made or to be made to the Society and any special obligation, which the Society might have to assume in accepting it.
x) He/She shall be responsible for the proper custody and protection of the moneys, account books and other properties, moveable and immovable of the society.
xi) He/She shall be responsible to initiate the process for annual audit.

d) <u>Powers and Duties of the Treasurer</u>

The Treasurer will diligently look after financial and other interests of the Society and see to it that the records of bank accounts and all the finances of the Society are kept to date.

e) <u>Powers and Duties of the Executive Director</u>

The Executive Director of the Society shall appoint and the Governing Board shall

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decide the terms and conditions of his/her services. The Executive Director shall exercise all such power and do all such acts as may be required for the proper conduct of the administrative business of the Society subject to any by-laws made and directions given in this behalf by the Governing Board.

7. **SOURCES AND UTILIZATION OF FUNDS**

The Society shall raise its funds through several ways, including: membership fees, grants, contributions and donations from Members; service charges and distribution of publications; grants, contributions and donations from government and other bodies within the country and abroad; loans and advances to undertake development projects and other schemes approved by the Governing Board. All incomes shall be utilized for attaining aims and objectives of the Society.

8. **FINANCIAL YEAR**

The financial year of the Society shall be from 1st April to 31st of March.

9. **AUDIT OF ACCOUNTS**

The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be statutorily prescribed by the Registrar of Societies and maintained as per law.

The accounts of the Society shall be audited annually by a firm of Chartered Accountant to be appointed by the General Body. The audited statement of accounts together with the audit report will be placed before the General Body with the recommendations of the Governing Board.

10. **BANK ACCOUNT**

The Society's money shall be kept in bank account(s) opened in the name of the Society and be operated singularly or jointly by person(s) so designated by the Governing Board.

11. **ANNUAL LIST OF GOVERNING BODY MEMBERS**

Once in every year a list of the office-bearers and Members of the Society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

12. **LEGAL PROCEEDINGS**

The Society may sue or be sued in the name of the Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to the National Capital Region.

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13. **AMENDMENT**

Any amendment in the Memorandum of Association or rule will be carried out in accordance with procedure laid down under Section 12 and 12 A of the Societies Registration Act, 1860.

The Constitution of the Society can be altered at any General Body meeting of the Society by a two-third vote of the members present and voting at such meeting, provided the proposed amendments form part of the agenda and are circulated amongst members at least 21 days before the meeting at which such amendments are to be considered.

14. **DISSOLUTION AND ADJUSTMENT OF AFFAIRS**

If the Society needs to be dissolved, it shall be dissolved as per provision laid down under Section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

The Society may be dissolved by the decision of at least 2/3rd of the Members of Society present and voting in a General Body Meeting convened for the same purpose.

On dissolution of the Society, if any property remains after satisfying all debts and liabilities of the Society, it shall not be divided among the Members of the General Body, or the Governing Board but shall be transferred to some other Society having similar objectives according to the provisions of XIII and XIV of the Societies Registration Act, XXI of 1860.

15. **INTERPRETATION OF THESE RULES**

In matters of dispute, or differences arising out of interpretation of these rules, the interpretation provided by the Governing Board shall be final.

16. **APPLICATION OF THE ACT**

All the provisions under all Sections of the Societies Registration Act, 1860, as applicable to the National Capital Region shall apply to the Society.

17. **ESSENTIAL CERTIFICATE**

Certified that this is the correct copy of the Rules and Regulations of the Society.

Sd/
Manab Chakraborty
Chairperson

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PARTNERS IN PROSPERITY

Chairman