

DOCUMENT No.1

1. **Name: PGM Welfare Association**

2. **Address of the Organization:** Plot No. K 450, Pragati Green Meadows, Proddatur village, Shankarapalli Mandal, Rangareddy Dist. Telangana- 501203

3. **Aims and Objectives:**

1. To provide a clean and healthy environment in Pragati Green Meadows (PGM) and strive for inclusive development with Community participation.
2. To take necessary steps for environmental protection and improvement such as Pollution control, Plantation and Protecting trees, Rain Water Harvesting for promoting sustainable development.
3. To make all possible efforts to achieve normal civic amenities for its residents and redress their legitimate difficulties.
4. To foster a spirit of mutual help and goodwill among the inhabitants of the Pragati Green Meadows in general and the members of the Association in particular, thereby promoting communal harmony and national integration.
5. To undertake all such lawful acts, deeds or things, including sports and cultural activities as are incidental and conducive to overall well being of the residents.
6. To cooperate and coordinate with Associations and Societies, having similar objects and functioning.

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1. Certified that Association is formed with no profit motive and commercial activities involved in its working.
 2. Certified that the bearers of the Association are not paid from the Association.
 3. Certified that the Association would not engage in agitational activities to ventilate grievances.
 4. Certified that the Office Bearers signatures are genuine.

DECLARATION

We the undersigned Persons in the memorandum have formed into an Association and responsible to run the affairs of the Association and are desirous of getting the Society registered under AP Societies Registration Act, 2001.

Signature of of the President/Secretary

DOCUMENT No. II

RULES AND REGULATIONS

- 1. NAME OF THE SOCIETY: PGM WELFARE ASSOCIATION**
- 2. LOCATION OF THE OFFICE:** Plot No. K 450, Pragati Green Meadows, Proddatur village, Shankarapalli Mandal, Rangareddy Dist. Telangana- 50120
- 3. MEMBERSHIP:** Membership is restricted to persons having registered plots/houses in Pragati Green Meadows.
- 4. CATEGORY OF MEMBERS:** MEMBER
- 5. ADMISSION FEE:** Rs. 10,000
- 6. ANNUAL SUBSCRIPTION:**
- 7. GENERAL BODY:**

General Body consists of all Members

(I) Annual General Body will meet once in a year i.e. in the month of April.

(ii) FUNCTIONS:

- a) To pass the budget for the ensuing financial year and approve income /expenditure statement of previous year
- b) To approve the reports of the activities of Society
- c) To elect an Executive Committee etc.
- d) To appoint Auditor

8. Executive Committee:

i) Executive Committee shall consist of Fifteen (15) Members and out of them, the following office bearers shall be elected by the executive Committee viz., President, Vice President, General Secretary, Joint secretary and Treasurer. The remaining Members will be Executive Committee members.

ii) The members of the Executive committee (Governing Body) shall be duty bound to attest the signatures of all members of the newly elected Executive Committee and to see that the said signatures of the outgoing Governing Body tally with the annual list as tallied with the Registrar of Societies 15 days before the succeeding month in which elections were held.

Signature of of the President/Secretary

FUNCTIONS OF THE EXECUTIVE BODY AND OFFICE BEARERS

1 THE EXECUTIVE COMMITTEE

- i) shall deal with all matters, administrative, financial and others, relating to its residents, keeping in view the aims and objectives of the Association.
- ii). The Managing Committee shall implement decisions taken by the General Body.

2 Duties and Powers of the General Body.

- i). The General Body shall elect office bearers at its Annual General Meeting (AGM).
- ii). The Auditor for the year shall be appointed by the General Body at its AGM.
- iii). Annual Report on the activities of the Association and Audit report shall be presented at the Annual General Meeting for approval at the Annual Meeting of the General Body.

3. Term of Office-bearers:

- i). Office bearers of the Association shall be elected once in every 3 (THREE) years. No member shall be eligible to hold the same office for more than two consecutive terms.
- ii). In the event of a casual vacancy occurring in the office bearers, it may be filled in by the Managing Committee itself from amongst its own members, but the term of such members shall expire at the next General Body Meeting.
- iii). If an office bearer or a member of the Managing Committee fails to attend two consecutive meetings, without prior notice, or reasonable cause to the satisfaction of the Executive Committee, he/she shall cease to hold the office.

4.DUTIES OF OFFICE BEARERS

A. Duties of President:

- i). The President shall be the administrative head of the Association and shall be assisted by the Vice President and other members of the Executive Committee.
- (ii). He shall preside over all meetings of the Executive Committee and of the General Body and shall be responsible for adherence to the Society regulations.
- (iii). He may delegate any of his powers for the time being to one of the Vice Presidents.

B. Duties of Vice President: In the absence of the President, the Vice Presidents shall preside over the meetings of the Managing Committee and of the General Body as may be decided by the Managing Committee.

C. Duties of Secretary:

- i). He shall maintain a Register, showing names, addresses, Tel. Nos, etc. of the members of the Association.

- ii). Issue notices for the meetings in consultation with the President, and record the minutes of all the meetings of the Managing Committee and of the General Body.
- iii). He will ordinarily conduct all correspondence on behalf of the Executive Committee and be responsible for safe custody of the records of Association.

D. Duties of Joint Secretary: The Joint Secretary shall assist the Secretary in discharge of his duties and shall perform the duties of the Secretary in his absence.

E. Duties of Treasurer: He is responsible for all financial transactions and funds of the Society. He has to maintain accounts properly keeping necessary vouchers for all transactions. He has to prepare the Account Statements of the Society jointly with the Secretary or President.

5. QUORUM FOR THE MEETINGS;

- i) Half of the TOTAL members for General Body Meeting
- ii) 2/3 of members for Executive Committee meetings

6. Adjourned Meetings: If the required quorum for a meeting is not present on the particular day, it shall be considered as adjourned, and shall be held on the same day, at the same place, after a lapse of half an hour. This shall also apply to adjourned meetings of the Managing Committee. No fresh notice or quorum shall be required for such adjourned meetings. The adjourned meeting shall be deemed to be a continuation of the originally convened meeting. However, if the Presiding Officer finds that the atmosphere is not conducive to hold the meeting in a proper manner, he may adjourn it.

7. FUNDS: The funds shall be spent only for the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.. Any surplus funds available with the society shall be invested in such modes as specified under section 11 (5) of Income Tax from time to time.

- A) BANK ACCOUNT:** Bank Account or Accounts shall be opened in the name of Society and the shall be operated by such of those office bearers as specified by the Governing body from time to time.
- B)** The Society shall be eligible to borrow the funds from any individual firm, Company, Bank or other financial Institutions for the purpose of meeting its financial requirements.
- C)** The funds of the Society shall consist of Donations received from the general public, subscriptions from the members and fees collected from the users of the services provided by the Society.
- D)** The accounts of Society shall be maintained or caused to be maintained by the executive committee member of the Society for recording all the in-flows and out-flows. Annual accounts shall be audited by a Chartered Accountant before presenting the same before the General Body for their adoption and approval.
- E)** None of the office bearers of the Society shall be allowed to use funds or the assets of the Society or allowed to derive any benefit either directly or indirectly from the Society as stipulated u/s 13 (1) © of IT act.

8. Auditor: A person competent to carry out audit of accounts shall be appointed by the General Body. He shall be entitled to attend meetings of the Managing Committee and of the General Body, particularly when accounts and matters relating thereto are to be discussed. However, the Auditor shall not have a right to vote, unless he is otherwise a member of the Association

9. AMENDMENTS: No amendments or alteration shall be made in the purpose of the Association unless it is voted by $\frac{2}{3}$ of its members present at a special meeting conveyed for the purpose and confirmed by $\frac{2}{3}$ of the members present at a second special meeting.

10. Handing Over Charge: The Secretary of the outgoing Managing Committee shall be responsible for handing over the charge to the Secretary of the newly elected Managing Committee within 15 days or the date on which results of the elections are declared. All registers relating to accounts, including Pass Books, Cheque Books, and other papers shall be handed over by the Treasurer to his successor.

11. WINDING UP: In case the Society has to be wound up, the Property and Funds of the Society that remain after discharging the liabilities, if any, shall be transferred to some other society with similar aims and objects.

Signature of of the President/Secretary