**Aadhar…supporting lives/ for better future/making lives better**

# Rules .and- Regulations

1. **Name of the Society:** Name of this society shall be Aadhar..
2. **Registered office and area of operation:** The registered office of the society shall beat 507, Fountain Square Apartment, Jaipur, 302017, Rajasthan and its area, of operation will be initially limited to the State of Rajasthan.
3. **Objectives of the society:**The objectives of the Society shall be :
   1. Provide requisite training programs and workshops to foster the skills of youth preferably from weaker and underprivileged sections and equip with the relevant professional skills required for securing a good job.
   2. Generate awareness among communities through workshops and training programs for their skill-development whether they are engaged in self-employment, small scale industries or any other sector.
   3. Help disadvantaged sections in the society by cooperating with communities and mobilizing their resources.
   4. Organize workshops for corporate sectors, customizing their needs and requirements for development of their employees.
   5. Promoting entrepreneurial culture in the youth by providing the exposure to the various possibilities and facilitating interactions with persons making it “big and true” as the youth can be motivated to follow the dreams of their choice
   6. Counselling and mentoring the youth and helping them to handle their life’s anxieties, depression and spreading awareness against drug abuse
   7. To address, the other issues like health care, environment, socio-economic aspects, and women issues affecting human lives whenever possible.

There shall be no profit motive behind the objectives/activities of the society.

1. **Membership:** The people who meet the following eligibility conditions can become the member of the society.

* Should be a major.
* Persons who are not insane and insolvent.
* Persons having interest and faith in the objectives of the society.

1. **Types of membership:** The members of the society will be classified as under:

* Founding member
* Honorary
* Fellows
* Associates

1. **Membership fees and donations:** The following fees/donations will be paid according the type of membership as listed under rule 5.

* **Founding members Rs. 500 annual**
* **Honorary member Rs. 500 annual**
* Fellow members Rs. 5000 annual
* Associate members Rs. 2500 annual

1. **Termination of membership:** The membership of the society will be terminated under following conditions:

* On death of the member
* On his/her resignation
* When the member indulges in activities contrary/detrimental to the objectives of the society and being guilty of that by the executive committee

1. **General Body:** The General Body of the Society shall consist of all the types of members listed under rule 5.
2. **The rights and duties of General Body:** The General Body shall the following rights and duties:

* Conducting elections for the executive body
* To approve the annual budget of the society
* To review and approve the works/actions taken up by the executive committee
* To change amend or modify the constitution of the Society by the vote of 2/3 majority.

1. **The meeting of the General Body:**

* There shall be at least one annual meeting of the general body, however, special meeting can be called anytime by the chairperson/ secretary of the Society.
* The required quorum of the general body shall be at least 1/3 of total membership.
* The notice for the meeting shall be given at least 7 days in advance and the notice for a meeting called for an urgent purpose shall be given at least 3 days in advance.
* In the absence of required quorum the meeting may be reconverted after 7 days at the pre-specified place and time. In such a reconvened meeting there will be no requirement for the minimum quorum. However, no new issues except the points proposed in the original meeting agenda shall be considered in the reconvened meeting.
* On the written request of 1/3 of total members of the society or 15 member whichever is less, it shall be obligatory for secretary/chairperson to call a special general body meeting within a period of one month. If the chairperson/ secretary fails to call such a meeting within the specified time any 3 members of the society can issue a meeting notice and all the decisions taken in such meeting will be legal and acceptable to all.

1. **Constitution of the Executive Committee :**

An executive committee shall be constituted to manage the affairs of the society. The following shall be the office-holders and members of the executive committee :

* Chairperson – One
* Secretary – One
* Treasurer – One
* Member – Four

In all the executive committee will have a total of 7 member including three office-bearers and four members.

1. **Election of Executive Committee :**

* The General Body will elect the members of executive committee for a period of two years.
* The election will be done by indirect/direct voting system depending upon the number of members in the society.
* The executive body will appoint the election officer.

1. **The rights and duties of the executive committee:** The following shall be the rights and duties of the executive commmittee:

* The grant/terminate membership.
* To prepare the annual budget.
* To safeguard properties of the society.
* To appoint/discharge salaried employees and decide upon the their salaries and other emoluments.
* To implements the decisions taken by General Body.
* To constitute sub-committee to discharge various functions of the society.
* Other work, which are in the interest of the society.

1. **The meetings of executive committee:**

* The executive committee will hold at least five meetings in a year. However, the chairperson/secretary can call the meeting any time if needed.
* The required quorum for the meeting will be at least half of the members of the executive committee.
* The meeting notice will be given at least seven days in advance, however, the meeting can be called at shorter notice in case of urgent matters if needed.

1. **The rights and duties of office-bearers of the executive committee:**
2. Chairperson:

* To call meetings.
* To cast the deciding vote in case of a tie.
* To preside over the meetings.
* To represent the society.
* To sign on the contract and other documents.

1. Secretary:

* To call meetings
* To write the proceedings of the meetings and record keeping.
* To track income and expenditure.
* To control the salaried employees and to authorize their salary and other emoluments bills.
* To represent the society and to sign legal documents on behalf of the society.
* To do correspondence on behalf of society.
* To safeguard the properties of society or other legal work as required.

1. Treasurer:

* To prepare annual accounts.
* To control daily accounts.
* To issue receipts for donations/fees/grants in aid/etc.
* To execute other work given to him/her.

1. **The society fund:** The fund of the society will be created from the following sources:

* Donation
* Membership fees
* Grants in aid
* Loans
* Grants in aid from the government
* The funds of the society collected from the above sources will be kept safely in a recognized Bank.
* All the transactions with the bank can only be done with the joint signatures of the any tow office bearers of the executive committee.

1. **Special rights to operations of fund of the society :** In the interest of the society and looking into the needs of the work at a particular time, the following office-bearers can sanction the following amounts as a single installment :

* **Chairperson : Up to Rs. 50,000**
* **Secretary : Up to Rs. 30,000**
* **Treasurer : Up to Rs. 20,000**

The above amount shall be approved by the executive committee at the earliest. The executive committee shall appoint the auditor for the society.

1. Audit of the society : The society shall get the annual audit of all its accounts.
2. Change of society constitution : The constitution of the society can be changed / amended / modify by a majority of 2/3 members of the general body. This shall be according to Rule number 12 of Rajasthan Registration Act, 1958.
3. Dissolution of Society : In case of dissolution of society, all the moveable and immovable assets of the society will be transferred to another society with similar objectives. However, the procedures for such transfer will be according to Rule number 14 of Rajasthan Registration Act, 1958.
4. The examination of Society’s Accounts : Registrar, Societies Jaipur shall have the complete right to examine/inspect the records of the society and society will consider their suggestions to the extent possible.

It is certified that the above constitutions (bye-laws) for SMILE ( Society for mobilizing and improving the life experiences of underprivileged children and women) is true and accurate copy.