

**MEMORANDUM OF ASSOCIATION OF
"SOIL & WATER CONSERVATION SPORTS & WELFARE SOCIETY"**

1. The name "SOIL AND WATER CONSERVATION WELFARE AND SPORTS AND SOCIETY", (SWCWS) which here in after will be expressed as the "Society".
2. The registered office of the "Society" shall be as per the following address:-
**SOIL CONSERVATION COMPLEX
PHASE-VI, INDUSTRIAL AREA, NEAR DARA STUDIO, MOHALI**
3. The area of operation of the "Society" shall be in the whole of Punjab.
4. The "Society" has been set up with the goal of "Strengthening the Sports, Games and Welfare activities in the Department of Soil and Water Conservation, Punjab.

And in furtherance of the above goal the "Society" will work with the following objectives:

- (i) To inculcate brotherhood and camaraderie in the member of the department through games, sports and other welfare activities.
- (ii) To organize the various Sports and Games activities within Punjab.
- (iii) To make the sports persons aware of the protocols pertaining to the prevailing Acts/Rules of Government of Punjab, Government of India, and other International Organization associated with the sports.
- (iv) To provide support to sports person in Coaching, Boarding & Lodging and in providing other infrastructural support.
- (v) To build capacity of the sports persons of Soil and Water Conservation Department excel in the field of their respective sports and better performance at State and National level
- (vi) To take care of the welfare of the sports persons in particular and other employees of Soil and Water Conservation Department in general.
- (vii) To create awareness among the employees of the Soil and water Conservation to actively participate in the sports and the Games activities to uplift their fitness level.
- (viii) To manage the infrastructure developed by the "Society" and/or taken over by the "Society" from other organizations under MoU if any.

- (ix) To promote volunteer contribution by all the employees of the Soil and water Conservation to meet the financial requirement in order to achieve the above objectives.
- (x) To accept donations, grants, sponsorship etc. for furtherance of the objectives of the "Society".
- (xi) To maintain the records and account pertaining to the Sports and the Games Activities of the Soil and water Conservation and strive for excellence in it.
- (xii) To act in accordance with the directive of the Governing Board and engage appropriate resource persons for the purpose of the "Society".
- (xiii) To do all other lawful thing as may be incidental or conducive to the attainment of the above objectives.

The following persons subscribe their names to the Memorandum of Association and Rules of the "Society" under the Societies Registration Act, 1860.

S.No.	Name	Signature
1	Harjinder Singh, DSCO	
2	Arwinder Singh, DSCO	
3	Bhupinder Singh, SDSCO	
4	Gurbinder Singh Dhillon, SDSCO	
5	Mandeep Singh, SDSCO	
6	Neetu Minhas, SDSCO	
7	Gurshed Singh, SCO	

Signed in the presence of _____ witness of the signatures with seal.

**RULES AND REGUALTIONS OF
" SOIL AND WATER CONSERVATION WELFARE AND SPORTS SOCIETY"**

SHORT TITLE

1. These Rules and Regulations may be called the Rules and regulation of the "**SOIL AND WATER CONSERVATION WELFARE AND SPORTS SOCIETY (SWCWS)**"

INTERPRETATION

2. Unless it is inconsistent with the subject of context:
 - The "Society" means the "**SOIL AND WATER CONSERVATION WELFARE AND SPORTS SOCIETY (SWCWS)**"
 - In writing means including printing, lithography and typewriting.
 - Year means the period commencing from the 1st April and ending with the 31st March of the next Calendar Year
 - Months means Calendar month.

CHIEF PATRON:

3. Chief Conservator of Soil, Punjab shall be ex-officio Chief Patron of the Society.

PATRONS:

4. Conservator of Soils, Mohali shall be ex-officio Patron of the Society.

MEMBERS

5. For the purpose of registration of the "Society", the number of the members is declared to be Seven
6. There shall be following classes of Members of the "Society".
 - I. OFFICIAL MEMBERS:** They shall include all willing Officers/Officials of the Soil and Water Conservation other related Punjab Government Department/Corporations
 - II. NON-OFFICIAL MEMBERS:** These 2 to 3 members will be nominated by the Executive Committee and they shall be from amongst the renowned persons as individuals or from any non-government institutions/organizations who have interest in promoting the Soil and Water Conservation Sports, Games and welfare activities.
 - III. CO-OPTED MEMBERS:** Maximum of 2 members to act as experts on the sports, if required.

7. Subject to the provision of the Rule 5.2, non-official member shall be eligible for admission to the "Society", if he/she is:-
- Over 18 year of age and of sound mind;
 - ordinarily a resident of Punjab.
 - of good character;
 - Persons of any non-government Institute/Organization interested in furthering the cause of the "Society".
8. No individual shall be eligible for admission as non-official member of the "Society", if:-
- he/she had applied for bankruptcy; or
 - he/she has been declared as an insolvent; or
 - he/she has been sentenced for any offence involving dishonesty or moral turpitude within 5 years preceding the date of his application for admission as a member.

ORGANIZATIONAL STRUCTURE

9. All willing serving/retired employees of the Department of Soil and Water Conservation, Punjab will be members of the Society.

GOVERNING BODY

10. The Governing Body shall consist of following members including President, Vice President, General Secretary, Secretary Public Relations, Secretary Finance, Joint Secretary, Executive Member and Secretary Finance:-

S. No.	Name	Age	Occupation	Designation	Signature
1	Harjinder Singh, Divisional Soil Conservation Officer, Mohali	52	Pb Govt.Job	President	
2	Arwinder Singh, Divisional Soil Conservation Officer, Engg	46	Pb Govt.Job	Vice President	
3	Bhupinder Singh, Sub Divisional Soil Conservation Officer	47	Pb Govt.Job	General Secretary	
4	Gurbinder Singh Dhillon, Sub Divisional Soil Conservation Officer	43	Pb Govt.Job	Joint Secretary	
5	Mandeep Singh, Sub Divisional Soil Conservation Officer	48	Pb Govt.Job	Secretary Public Relations	
6	Neetu Minhas, S Sub Divisional Soil Conservation Officer	47	Pb Govt.Job	Secretary Finance	
7	Gurshed Singh, Soil Conservation Officer	26	Pb Govt.Job	Executive Member	

DUTIES OF THE MEMBERS:

A. PRESIDENT

11. The President of the Society shall preside at conduct and regulate all meetings of the society. The executive committee and any committee or Sub-Committee of which he may be a members and his ruling on any point of order and decision as to the results or voting shall be final and conclusive. The president shall in addition to his rights of voting as a member have a casting vote. In the absence of the president, the Vice-President shall preside at the General meeting and the meetings of the executive committee and exercise all such powers that would normally be conferred on the President.
12. Subject to any subsisting interpretation given by the executive committee, the president at a general meeting shall have authority to interpret the constitution and the rules and regulation and bye-laws of the society for the purpose of conducting and regulating the meeting and deciding the question arising at such meeting.
13. Approve the contingency expenditure of the society within prior approval of the Executive Committee.

B. VICE PRESIDENT

14. The Vice President will assist President in all his working and will assume responsibility of the President in the absence of President.

C. GENERAL AND JOINT SECRETARY

15. The Secretary shall look after the affairs of the society under the directions of the Executive Committee and shall convene whenever necessary, the meeting of the society and of any committee or Sub committee and any other meeting which may be necessary.
16. The Secretary shall keep or cause to be kept proper minutes of the proceedings of the general house meetings of the society and of the Executive Committee and he will do everything necessary to give effect to the resolutions passed by the general body meetings of the society as also to those passed by the Executive Committee and any committee or sub-committee.
17. The Secretary shall supervise the working and management of the society and shall undertake all the correspondence on behalf of the society and keep or cause

to be kept proper records and prepare or cause to be prepared and place before the Executive Committee and general body meeting of the society such materials and information as may be required by the members.

18. The Secretary will operate the society's bank account jointly with Secretary Finance.
19. The Secretary shall be at liberty to spend for the purpose of the society any sum upto 50,000/- at any time without the previous sanction of the executive committee, but with the concurrence of the President or Vice President. The General Secretary can incur expenses upto Rs. 1,00,000/- for the purpose of society with the prior approval of the President. All such expenses shall be subject to the post facto approval of the Executive Committee. Expenses more than 1,00,000/- should be incurred only after prior approval of the Executive Committee.
20. The General Secretary shall keep or cause to be kept all records of the society at a place to be determined by the executive committee.

D. SECRETARY PUBLIC RELATIONS

21. The Secretary Public Relations will be responsible for works related to Public relations, will explore possibilities of sponsorship and other sources of funding for the society.
22. The Secretary Public Relations will also help in event management and publicizing the works of the society. The Secretary Public Relations will also be responsible for the media management.

E. SECRETARY FINANCE

23. The Secretary Finance shall ordinarily receive all the payments made to the society and pass all necessary receipts and shall cause to be maintained proper books of account.
24. The banking account of the society shall be kept in the name of the society and shall be operated upon by the General Secretary and Secretary Finance. Secretary Finance will maintain all the credits and debits from the account of the society.
25. Secretary Finance will ensure the timely audit of the account of the society and will also present the accounts to the Executive Committee once in a year.

F. EXECUTIVE COMMITTEE

26. The Executive Committee shall consist of the following official members:-

a) Official Members

S. No	Name	Designation
1	Harjinder Singh, DSCO	President
2	Arwinder Singh, DSCO	Vice President
3	Bhupinder Singh, SDSCO	General Secretary
4	Gurbinder Singh Dhillon, SDSCO	Joint Secretary
5	Mandeep Singh, SDSCO	Secretary Public Relation
6	Neetu Minhas, SDSCO	Secretary Finance
7	Gurshed Singh, SCO	Executive Member

b) Non-Official Members:

1. Member: (to be nominated later)
2. Member: (to be nominated later)

The non-official and co-opted members may be invited for meetings depending upon the agenda of the meetings.

27. The constitution of Executive Committee shall be valid for a period of five years from the date of its constitution coinciding with the financial year. However the Executive committee can be dissolved or re-elected by General body before expiry of term. The Executive Committee shall continue till the time General body elects a new committee through voice vote or by raising of hands.
28. Any of the non-official members/co-opted members, when invited for the meetings, if fails to attend three consecutive meeting of the Executive Committee without proper cause shall cease to be a member thereof.
29. The president shall preside over the meeting of the Executive Committee. In his absence, the Vice President or the senior most member of the Executive Committee will preside over the meeting.
30. Half of the members of the Executive Committee present in person shall constitute the quorum at any meeting of the Executive Committee. However, if the quorum is not there, the meeting will be adjourned and in the next meeting at least two-thirds of the members shall constitute the quorum

31. Not less than two clear days notice of every meeting of the Executive Committee shall be given to each member at his official address.
32. The President/Vice president/ General Secretary can call a meeting anytime at short notice (at least one day) to discuss the urgent issues.
33. Each member of the Executive Committee, except the co-opted members/ non-official, if any, including the President shall have one vote and majority decision shall prevail. In case of equality of votes on any question, the President shall have the casting vote.
34. Any of the official/non-official/ co-opted member may be removed from the "Society" by resolution of the Executive Committee passed by a majority of at least 3/4 of the members present and voting at the special meeting of the Executive Committee of which no less than 7 days previous notice shall be given to the member whose removal is in question and to all members of the Executive Committee. Such notice shall include a copy of the proposed resolution for removal of the member. However, the member against whom the action is envisaged will not be entitled to vote.
35. The Executive Committee shall carry out the following functions:-
 - i. To carry out the objectives of the "Society" as set forth in the Memorandum of Association of the "Society".
 - ii. To manage the affairs and funds of the "Society" and exercise all powers of the "Society" in accordance with rules of the "Society".
 - iii. To approve the annual profit and loss account and audited balance-sheet of the "Society".
 - iv. To look for the avenues to raise funds of the "Society" and to accept grants or financial aid from the Government and donations from other public bodies, corporations, companies or persons, national or international, for the purpose of the "Society" on such conditions as may agreed to.
 - v. To borrow or raise funds that may be required by the "Society" on such terms and conditions as may be deemed advisable.
 - vi. To approve the work program and list of activities and periodically monitor the same.
 - vii. To acquire for the "Society" any assets, moveable or immovable on such terms and conditions, as it deems fit, including by way of purchase or entering into

agreements (MoIs) for this purpose. President of the Executive Committee shall be authorized signatory for this purpose.

- viii. To enter into the secure the fulfillment of any contracts/engagements on behalf of the "Society" and to Institute/defend/compound or abandon any legal proceedings by or against the "Society" and to refer any matters, claims or demands to arbitration and observe and perform the Awards.
 - ix. To engage such persons as may be necessary to carry out the objectives of the "Society" and to pay them such remuneration as may considered expedient.
 - x. To help in organizing the various Welfare, Sports and Games activities within and also outside the Soil and Water Conservation Department from time to time
 - xi. To provide better coaching facilities to the sports persons in association with the SAI and DYS&S or by hiring the services of the best available Coaches.
 - xii. To construct, erect, alter, improve and maintain any asset and to manage, develop, sell. mortgage, all or part of the assets for cash or any other consideration to promote the objectives of the "Society".
 - xiii. To set up, constitute and organize local braches of the "Society" in such a manner and on such terms as may be considered necessary in the interest of the "Society".
 - xiv. To take care of the welfare of the employees of Soil and Water Conservation Department.
 - xv. To make the sports persons aware of the protocols pertaining to the prevailing Acts/Rules of Government of Punjab, Government of India and other International organization associated with the sports.
 - xvi. To carry out the approved activities as per the procedure/guidelines/Financial Rules of the Soil and Water Conservation Department.
 - xvii. To render all possible help in, holding sports and organizing the coaching camps for members of the department.
 - xviii. Maintenance of assets, both moveable and immovable of the "Society".
 - xix. To maintain the records and financial account of the funds of the "Society" and to place it before the General Body for approval.
36. All business discussed or decided at a meeting of the Executive Committee shall be recorded in a proceeding book, which shall be signed by the Chairman of the meeting and all members present.

37. It shall keep record of all the meetings in the prescribed format and send minutes of these meetings to the concerned.

G. FUNDS FOR THE "SOCIETY"

38. The "Society" shall raise funds as follows:-
- i. Annual Subscription/life membership from all willing serving retired Officers/Officials of Soil and Water Conservation Department.
 - ii. Accept sponsorship for the sporting activities/events organized by the Society.
 - iii. Grant-in-aid from Punjab Government/Government of India.
 - iv. Grants from any sports organization/autonomous body.
 - v. Donations from institutes/organization/public or private sectors.
 - vi. Receipts of the "Society" from other sources.
 - vii. Project based funding from National/International donor agencies.
39. The "Society" shall maintain proper accounts and other relevant records and papers and prepare an annual statement of accounts in such form as may be prescribed by the Registrar of "Society", Punjab at Chandigarh under "Society" Act, 2006. The account of the "Society" shall be audited annually by the Auditors appointed by the Registrar of "Society" Punjab and any expenditure incurred in connection with the audit of accounts of the "Society" shall be payable by the "Society".

H. ACCOUNT AND AUDIT

40. The Society shall have a saving bank account which shall be operated jointly by General Secretary and Finance Secretary.
41. The "Society" shall maintain such account and other records connected with accounts in such form or manner as may be directed by the authority competent to do so under the Societies Act.
42. The "Society" shall prepare and submit returns and statements to the Registrar which may be specified from time to time.
43. Accounts of the "Society" shall be audited annually as per the norms of Registrar of "Society", Punjab. The Executive Committee shall record its observations on the audited accounts.

I. ANNUAL REPORT

44. Draft Annual Report on the working of the "Society" shall be prepared by the Executive Committee, and shall be placed before the General Body for Consideration

and approval. Copies of the approved Annual Plan shall be supplied to the members of the "Society" and other concerned.

45. The "Society" may, in the circumstance specified under the relevant provisions of the Societies Act, 2006 be wound up and de-registered by the Registrar in accordance with the procedure laid down by such an Act and Rules framed there under.
46. In case the "Society" is wound up or dissolved, the government assets taken over by the "Society" under MoU shall revert to the concerned department and any other assets, if remaining after clearing of all debts and liabilities shall be vested to Department of Soil and Water Conservation, Punjab.
47. All provisions of the Societies Registration Act, 2006 shall apply to the "SOIL AND WATER CONSERVATION WELFARE AND SPORTS SOCIETY".

J. LEGAL JURISDICTION

48. All suits and action arising out of or related to the "Society" shall be instituted within the jurisdiction of the Courts at Ajitgarh (Mohali). The President of the Executive Committee of the "Society" shall be the legal person in whose name the "Society" may sue or be sued.

K. DISSOLUTION

49. On the dissolution of the society the properties of the society shall be disposed off as may be determined by the members at the meeting where the resolution of dissolution is passed.

S. No.	Name	Designation	Signature
1	Harjinder Singh, DSCO	President	
2	Arwinder Singh, DSCO	Vice President	
4	Bhupinder Singh, SDSCO	General Secretary	
5	Gurbinder Singh Dhillon, SDSCO	Joint Secretary	
3	Mandeep Singh, SDSCO	Secretary Public Relations	
6	Neetu Minhas, SDSCO	Secretary Finance	
7	Gurshed Singh, SCO	Executive Member	