

MEMORANDUM OF ASSOCIATION

1. Name of the Society: -

The name shall be **HELP Society** referred to as the "Society" in these rules and regulations.

2. Address: -

U. V. Kusuma Kumari,
W/o. U. Jagan Mohan Rao,
Plot No. 134, Pydimamba Colony,
Kamakshi Nagar, Vizianagaram (Urban)
Vizianagaram District,
Andhra Pradesh,
India – 535003.
e-mail: helpsociety2021@gmail.com

3. The Area of Operation: -

The Society may have its activities in all the States of India (All over India).

4. Aims & Objective of the Society: -

- ★ To take up construction activities aimed to help poor for the progress of Agriculture, Health, Nutrition & Family Welfare, HIV/AIDS, Rural & Urban Development & Poverty Alleviation, Animal Husbandry, Dairying & Fisheries, Art & Culture, Biotechnology, Children, Civic Issues, Dalit Upliftment, Differently Abled, Disaster Management, Drinking Water, Education & Literacy, Aged / Elderly, Environment & Forests, Food Processing, Housing, Human Rights, Information & Communication Technology, Labour & Employment, Land Resources, Legal Awareness & Aid, Micro Finance (SHGs), Micro Small & Medium Enterprises, Minority Issues, New & Renewable Energy, Prisoner's Issues, Right to Information & Advocacy, Science & Technology, Scientific & Industrial Research, Sports, Tourism, Tribal Affairs, Vocational Training, Water Resources, Women's Development & Empowerment, Youth Affairs, Economic Standards of Living, Socio-economic Schemes and Any Other.
- ★ To take up any or all of the activities mentioned below.

U.V. Kusuma Kumari
President

Constructive Activities: -

- I. To take up research including surveys for identifying the problems of the rural poor and to remove constraints in their development.
- II. To organize the people to unite, to make them aware of their situations, problems and to involve them in active participation in their own development programmes.
- III. To provide basic necessities like Food, Water, Shelter, Clothing, Medical and Educational facilities.
- IV. Promotion of integrated child development services including health and nutrition, pre-school education etc.,
- V. Dissemination of knowledge and information on appropriate technology for the benefit of the people.
- VI. To improve the target villages into model villages through integrated activities like Sustainable Agriculture with Non-pesticides Management, Community Development, Improvement of Villages Artisan's livelihoods, Bio-Energy Management, Social Forestry Development, Fisheries, Animal Husbandry, Education, Extension and Vocational Guidance, Women Empowerment, Child Development and care of the Old Aged Persons.
- VII. Strengthen Local Capacities sustainability of the community to manage minor day to day aliments.
- VIII. To liaison with Government and Non-Government institutions with similar aims and objectives.
- IX. To take such other activities and in such other fields as are incidental, allied, complimentary or conductive to achieve the aims and objectives of the society.
- X. To include and propagate the study and practice of Gandhia Values. i.e., Truth and Non-Violence (Satya and Kindness), though action and maintain

U.V. Kure Kimer
President

peaceful, harmonious happy social relations without hatred or violence and also to take up socio-economic programs, following the Gandhian approach.

- XI. To uplift the women in particular for their Social and Economic development and create awareness of their own development through counseling trainings and other appropriate programmes.
- XII. To take up programmes / activities that will eradicate the evils of poverty, unemployment, illiteracy, economic and social disparities, exploitation, etc.,
- XIII. To establish contacts with other organizations and institutions having similar objectives at national and international level.
- XIV. Strengthen local capacities of the community on Disaster Management activities on Pre-disaster, during the disaster and post-disaster situations and to conduct relief work during natural calamities, working together with Government agencies, charities to bring some relief to the affected area and people.
- XV. To raise funds for the activities of society to attain its aims and objectives
- XVI. To be a charitable and non-profitable organization catering to the needs of the people irrespective of caste, creed, race and religion.
- XVII. To undertake such other activities from time to time as shall be deemed necessary for the attainment of the objectives of the Society.
- XVIII. To Implement the National adult education, non-formal and formal education programmes in the rural and urban area.
- XIX. To conduct awareness camps and provide financial assistance for Women Entrepreneurial Development Programme.
- XX. To Establish Para Medical Training Institutes.
- XXI. To Conduct Seminars and Workshops for the unemployed youth providing career as well as self development counseling.
- XXII. To conduct Central Government Programmes relating to Family Planning, Adult Education, HIV AIDS Awareness.

U.V. Kamm Palmer
President

- XXIII. To undertake the Tree Plantation and Environmental Awareness Programmes.
- XXIV. To conduct career Guidance and Parents, Students Counseling Meetings.
- XXV. Providing Job-oriented Technical know-how Metric as well as pre-Metric students for a short duration and enable them to set up their independent small-scale industrial units.
- XXVI. To generate awareness regarding Road Safety, Family Norms, Health needs and to support all Government activities
- XXVII. To Educate rural youth about Evil of Dowry, Evil of liquor, Evil of Female Feticide and infanticide Evil of Communalism and Evil of un-touchability.
- XXVIII. To provide and encourage medical assistance in the form of Dispensaries, first Aid Centers, Clinic, Mobile Clinics, Special Medical Camps, Health Services and similar centers for all needy people.
- XXIX. To provide nutritious food for the needy and poor children lactating mothers and the aged and other disabled in the rural, urban and slum areas.
- XXX. The liberate and elevate women from the professions of hazards and houses of prostitution and to rehabilitate and reinstate in society again.
- XXXI. To help and to undertake relief and rehabilitation programs for the victims of natural calamities like Floods, Tsunami, Cyclones, Droughts, Earthquakes, Fire Accidents, Etc.,
- XXXII. To serve the victims of Natural Calamities, Destitute, Women and Child by Distributing Food, Medicines, Clothes, Vessels, Financial Aid, Houses, Drinking Water, Roads, Legal Assistance and Insurance Schemes through the Donors and Government Agencies.
- XXXIII. To collaborate with other agencies and societies in India and Abroad interested in similar objects for promoting the welfare to the needy and poor.
- XXXIV. To conduct Voluntary Blood Donation Camps and programmes. Establish and Run Blood Bank or Blood Storage Bank where needy.

V.V. *Kiran Kaur*
President

- XXXV. To run Libraries, Reading Rooms and Mobile Library Services, to Print and Publish the Monthly Magazines Books, Booklets, Pamphlets etc., in Telugu, English and other Indian Languages.
- XXXVI. To establish Cottage and Small-Scale Industries, Vocational Training Centers and to provide Job opportunities for the benefit of needy people.
- XXXVII. To undertake the construction of Schools, Houses, Roads, Bridges, Check Dams etc., including Rural Electrification and Drinking Water supply.
- XXXVIII. To provide free legal advice and Assistance for the poor.
- XXXIX. To help the poor children for their Education, providing Scholarships and Maintain Schools, Hostels and other institutions to benefit them
- XL. To promote Thrift and Saving Habits among the rural people.
- XLI. To conduct Medical Camps for Leprosy Detection, Eye Screening, HIV AIDS Detection, Oral Hygiene and Distribution of Medicines in coordination with the Central as well as State Government or other reputed voluntary organizations.
- XLII. To conduct periodical camps for the physically handicapped and distribute free Mobility Aids such as Tricycle, Artificial Limbs, Clippers, Crutches and hearing aids for the Deaf.
- XLIII. To provide residential schools for Mentally Retarded Children, the Deaf and Dumb, Orthopedically Handicapped and blind children.
- XLIV. To Adopt Rehabilitate and Educate Street Children.
- XLV. To provide a Special Care Home for Juvenile Delinquents with the required warmth of Affection, Moral Instruction and Educational Facilities and make them proud purposeful citizen of tomorrow.
- XLVI. To Provide Home for Deserted Wives and their wards, War Widows, Children of Prostitutes.
- XLVII. To set up Orphanages and Homes for the Orphans and the Aged.
- XLVIII. Financial Assistance to Vendors, Barbers, Laundry Men and Cobblers.
- XLIX. To Promote Fine Arts and Literatures.

U.V. Konda Venkateswara
President

- L. To organize tribal development and women development communities.
- LI. To accept any Gifts, Grant, Donation, Subscription or Fee towards raising and fund for the purpose of the society and to receive grants from the Government and other bodies both from India and Abroad for the purpose of the society.
- LII. To obtain Registrations / Approvals / Notifications u/s 12A, 80G, 35AC of the Income Tax Act., 1961 and Foreign Contribution (Regulation) Act., 1976.
- LIII. To undertake the work of one or more projects notified under section 35 AC of the Income Tax Act., 1961.
- LIV. To carry on any activity or a charitable nature and of general public utility.
- LV. To promote the tests in fine art and histrionic talent among the young generation.
- LVI. To Establish Schools, Colleges for General, Technical and Professional Education.
- LVII. To Establish Family Counseling Centers in rural, urban and semi urban areas.
- LVIII. To promote awareness regarding prenatal and post natal care among the women.
- LIX. To provide loans to the handicapped persons to equip themselves with better tools for making a decent living.
- LX. To create Income Generation for Rural, Urban and Tribal Poor.
- LXI. To provide Housing, Drinking Water, Sanitation, Health the education in rural, urban and Tribal Area.
- LXII. To take up environmental programmes such as a forestation, main water harvesting watershed programmes etc.,
- LXIII. To obtain financial assistance / loans from government private financial institutions and other Financial Institutions to provide self employment for rural and tribal women as well as urban women through arranging loans for SHG Members.

Uv. Keri Kuni
President

- LXIV. To provide care and support to people infected with HIV or have contracted AIDS.
- LXV. To generate awareness in agricultural farming and to assist those to start live stock units for their livelihood to tribal, rural and urban poor.
- LXVI. To establish tribal youth Centers
- LXVII. To provide self Employment programmes to encourage self entrepreneur ability among tribal's, rural and urban poor.
- LXVIII. To form SHGs among women and physically challenged persons to promote thrift and saving habit and provide financial assistance in the form of grants and loans to tribal people, rural and urban poor.
- LXIX. To work for the promotion of the general health condition of the people.
- LXX. To undertake various sanitation programme for upliftment of better sanitation and eco friendly environment of rural people.
- LXXI. To organize activities for development of physically handicapped and such other types.
- LXXII. To provide medical facility for the needy and poor people where medical services are inadequate to meet the demand.
- LXXIII. To organize safe mother and child survival projects.
- LXXIV. To conduct family welfare and population education programmes.
- LXXV. To conduct health camps and to supply medicines to needy persons.
- LXXVI. To take care of the village tanks, wells and to arrange to supply the villagers with drinking water through different kind of programmes.
- LXXVII. To undertake educational programmes, women awareness and women development programs for eradication of illiteracy
- LXXVIII. To undertake vocational education training like computer education, mobile repairing, tailoring, etc.,
- LXXIX. Create awareness among people to refrain from harmful addiction and consumption of alcohol, dowry, infanticide etc.,

V.V. Patel KM
President

- LXXX. To organize primary education, formal education, adult education centers for the deprived people. To help the poor meritorious student for higher studies.
- LXXXI. To conduct adult education centers for the illiterate people of rural and tribal areas.
- LXXXII. To manage balwadis, creches and day care centers, elementary education and non-formal education centers for child.
- LXXXIII. To conduct the training of women in public cooperation to identify the needs of women in rural backward and triable areas through survey ad to orient the movement, though training camps in a manner in which they can involve to meet their felt needs.
- LXXXIV. To promote awareness in various field such as Health, Education, etc.,
- LXXXV. To implement innovative and experimental education programmes for children.
- LXXXVI. To work for the promotion of the ecology of the area.
- LXXXVII. To create awareness among people especially youth and women to protect and preserve existing forest and to create awareness.
- LXXXVIII. To promote the alternative sources of energy like bio-gas, solar, etc., through the environmental programme.
- LXXXIX. To create awareness among the forest dwellers and educate them in shifting cultivation, plantation and protection of forest.
- XC. To take demonstration projects for eco-regeneration of degraded areas in the field.
- XCI. To manage environmental research projects aimed at studying the impact of human activities in the bio-sphere and vice versa.
- XCII. To work for the development of Agriculture with application of appropriate technology, modern equipment, developed seeds, pesticides for better yield.
- XCIII. To organize small and cottage industries in the rural areas with the help of khadi and village Udyog.

O.V. Kher Kuri
President

- XCIV. To organize activity like animal husbandry, Poultry, Goattey, Fishery, Piggery for economic development.
- XCV. To organize different income generating activities.
- XCVI. To conduct and repair the village roads.
- XCVII. To promote Mahila Mandals, Self Help Groups and Youth Groups for the development of women and youth.
- XCVIII. To arrange handicrafts and cottage industries training Centre's for the needy women.
- XCIX. To organize different skill development program to raise the competency and managerial skill of the rural youth.
- C. To introduce new technology farming.
- CI. To conduct lab to land programmes.
- CII. To impact vocational training to farmers and women.
- CIII. To give demonstration and perform farm testing programmes.
- CIV. To enable endeavors like watershed development, environmental management, resources planning etc.,
- CV. To envisage a role in planning of water resources so as to serve the purpose of sustainability and equity.
- CVI. To work towards building local tribal women's organization to improve their position and conditions of living.
- CVII. To organize different training activities for the grass root level workers to raise their efficiency and skill.
- CVIII. To organize different survey and research work on various aspect of rural development.
- CIX. To organize Counseling Centers for youth, HIV/AIDS patients and other chronically ill persons.
- CX. Information dissemination.
- CXI. Doing research on various areas and bring out issues that require attention.

U.V. Kishen Devi
President

- CXII. Finding out areas with maximum risk and providing intervention services to prevent the calamity.
- CXIII. To undertake prefeasibility studies for in the areas relating to Governance, consultancy projects monitoring, internal system design and implementation taxation internal audit reporting on implementation of projects, strategic planning, interim management evaluation, financial planning, development consulting, capacity building for micro enterprises and organization development.
- CXIV. To promote scientific research training and field action in rural development.
- CXV. To undertake other activities like field action project research, advocacy, networking and to promote understanding and better professional practice in the areas of social work, social services and allied professional fields.
- CXVI. Promoting a broader understanding of urban poverty including aspects related to Health, Human Rights, Entitlements and Participation.
- CXVII. To undertake various development programmes and national thrust programmes of government and non-government agencies.
- CXVIII. To work as a forum to provide job opportunities to the unemployed youth.
- CXIX. To bring about effective integration of community participating in various development schemes launched by the Government and other social development organization.
- CXX. To offer management consultancy and implementation support services to various State and Central Government organizations.
- CXXI. Providing legal aid to the women, innocent prisoners, poor people etc.
- CXXII. Helping the children and family of the prisoners.
- CXXIII. Undertaking correctional measures for the prisoners.
- CXXIV. To work for the welfare of the street children with the aim of making them more productive and law-abiding citizens.

U.V. Kulkarni
President

- CXXV. To rescue and rehabilitate children working in hazardous industries, by organizing fieldwork and survey and also by helping other welfare agencies working in the area of child labour.
- CXXVI. To work for the rehabilitation of street children through education and imparting values and life skills.
- CXXVII. To undertake the govt. schemes and its implementations.
- CXXVIII. To provide micro credit consulting and undertake impact evaluation for funding agencies and banks.
- CXXIX. To work for the promotion of folk culture, music and other arts of different areas and protect them from vanishing by organizing functions and encouraging artists.

5. CERTIFICATES: -

- I. Certified that the Association is formed with no Profit motive and no commercial activities are involved in its working.
- II. Certified that the office bearers are not paid from the fund of the society.
- III. Certified that the society is not engaged in agitation activities to ventilate their grievances.
- IV. Certified that the office bearer's signatures are genuine and correct.

U.V. Kishan Kumar
President

DECLARATION

We the undersigned are desirous of forming into an Association under the Societies Registration Act., 2001, (A.P.Act 35 of 2001) in pursuance of this Memorandum of Association and we wish to get the Society Registered under the Societies Registration Act.,

Sl. No	Name of the person with Father / Husband Name and Address	Age	Designation	Address	Signature
1	Ummireddy Venkata Kusuma Kumari, W/o. U. Jagan Mohan Rao	38	President	Plot No. 134, Pydimamba Colony, Kamakshi Nagar, Vizianagaram – 535003 Andhra Pradesh.	<i>U.V. Venkata Kumari</i>
2	Sanapathi Krishnarao S/o. S. Trinadh Late	38	Vice President	House No. 1-9, Diguva Veedhi, Pidimandasa, Srikakulam – 532242 Andhra Pradesh.	<i>S. Sanapathi</i>
3	Bandaru Vijaya Lakshmi W/o. B. Srinivasa Rao	33	Secretary	Door No. 8-32-77, Gandhi Nagar, V.T.Agraharam, Vizianagaram – 535004 Andhra Pradesh.	<i>B. Vijaya Lakshmi</i>
4	Gollu Bharathi W/o. G. Devudu	34	Joint Secretary	Door No. 10-179, Beside Ramalayam, Gollipalem Village, Bondapalli Mandal, Vizianagaram – 535270 Andhra Pradesh.	<i>G. Bharathi</i>
5	Ejjada Srinivasarao S/o. Pydiraju	38	Treasurer	Hadco Colony, Gantyada - 535215 Vizianagaram District Andhra Pradesh.	<i>E. Srinivasarao</i>
6	Pothala Appalanaidu S/o. P. Paidupunaidu	40	Member	Vemala Veedhi, Gollipalem Village, Bondapalli Mandal, Vizianagaram Dist – 535270 Andhra Pradesh.	<i>P. N.</i>
7	Ummireddi Narayana S/o. Appalanaidu	78	Member	Kolakotu Street, Salur – 535591, Vizianagaram District, Andhra Pradesh.	<i>U. Narayana</i>

WITNESSES:-

Sl.No	Name and Father Name	Address	Signature
1	U. Jagan Mohan Rao S/o. Narayana	Plot No. 134, Pydimamba Colony, Kamakshi Nagar, Vizianagaram- 535003 Andhra Pradesh.	<i>U. Jagan Mohan Rao</i>
2	Y. Hare Ramu, S/o. Pydiraju	Hadco Colony, Gantyada - 535215 Vizianagaram District Andhra Pradesh.	<i>Y.H.R.</i>

*U.V. Venkata Kumari
President*

RULES & REGULATIONS

1. Name of the Society:-

The name shall be **HELP Society** referred to as the "Society" in these rules and regulations.

2. Address:-

U. V. Kusuma Kumari,
W/o. U. Jagan Mohan Rao,
Plot No. 134, Pydimamba Colony,
Kamakshi Nagar, Vizianagaram (Urban)
Vizianagaram District,
Andhra Pradesh,
India – 535003.
e-mail: helpsociety2021@gmail.com

3. Membership, Category & Fee:-

Member of Society is extended to all citizens of India irrespective of caste and religion who contributes to the ideas of the Society is eligible of the Member

The Society offers two types of membership, that is:-

- a) Individual
- b) Honorary

Individual Member Ship:-

- I. Subject to the bye-laws, any person who is desirous of utilizing the services of the Society may express his or her willingness to accept the responsibilities of Membership and fulfill such other conditions as may be specified in the bye-laws of the society and there upon he / she may be admitted as a member, subject however to the condition that the Society is in a position to extend its services to the applicant and that the applicant is not already a member of any Society registered under this Act., providing the same or similar services.
- II. A person admitted as member may exercise the rights of membership, including the right to vote, only on fulfillment of such conditions as may be

U.V.Kumari
President

laid down from time to time decided by the General Body in accordance with the bye-laws.

- III. However such individual, having the belief in the aims and objectives of the society and strives to work for the upliftment of the poorest of the poor, who is intending to get admitted as member upon payment of the prescribed annual membership fee decided by the General Body from time to time shall enroll himself / herself in the society. However, the admission of any member in the society is purely the prerogative of the General Body, provided that such person.
- IV. Has attained the age of Maturity.
- V. Is of sound mind.
- VI. Is not adjudged by a court as insolvent, or is an un-discharged insolvent individual or society.
- VII. Has not been decreed to wind up any offence involving moral turpitude.
- VIII. Is not carrying on business or activity of such kind which is in conflict with the objects and interest of the society.
- IX. Is not a member of any other society providing the same and similar services.

Honorary Member Ship:-

- I. Any corporate body under any legal frame work that is in force for the time being in India whose aims and objectives are in consonance with the Society, represented by its President, Secretary or any one who is so authorized to represent shall enroll in the society on payment of the prescribed annual membership fee decided by the General Body from time to time. However, the admission of any corporate body is purely the prerogative of the General Body provided such boy corporate.
- II. Is not adjudged by a court as insolvent – institution, or is an un-discharged insolvent institution or society.

U.V. Kumar Kumar
President

- III. Has not been decreed to wind up any offence involving moral turpitude.
- IV. Is not carrying on business or activity of such kind which is in conflict with the objects and interest of the society.
- V. Has not been enrolled in society providing the same and similar services.
- VI. All nominations for honorary membership shall be received by the board of Executive Members in the first instance, who shall be competent to scrutinize the case / cases and recommend to be general body such cases in their unanimous opinion deserve consideration.
- VII. Honorary members will not enjoy all privileges available to individual members. They will act as only advisors.

4. Subscription for Membership Categories:-

- I. All life members of the society shall pay a membership fee Rs. 100/- towards their subscription and the membership shall commence either on payment of the subscription of Rs. 100/- in lump-sum or on payment of monthly installments of Rs. 10/- all the executive members of the society shall be life members of the society.
- II. In the case of individual members other than life members. They shall pay Rs. 10/- per month each.
- III. Membership fee shall be payable in advance at the beginning of every Financial year and subsequent payments shall be payable within one month from the day they to vote.
- IV. Any member, who fails to pay his / her subscription within three month from the due date, will automatically cease to be a member and will lose his / her right to vote.
- V. The general body shall however be competent to revise the rate of Membership subscription as deemed fit.
- VI. Every application for membership of a member, other than the initial promoters shall be made in the prescribed form accompanied by an

U.V. Kumar
President

- admission fee. It any that may be fixed by the board of Executive Members. From time to time and shall be addressed to the secretary of the society.
- VII. All applications for membership shall have to be approved by the board of Executive membership which reserve the right to admit or reject any application without assigning any reason whatever and whose decision shall be final.
- VIII. The membership of the member of any category shall liable for termination by a simple majority vote of the general body meeting on the report of the board of executive member that.
- IX. If the member has made default in the payment of membership fee for a period exceeding three months of that the be heavies of the member has been prejudicial or detrimental to the principles and objects of the society.
- X. Any member may resign his membership in writing and addressed to the secretary and board of Executive Members and such resignation shall take effect from the date of receipt of such letter by the secretary and board of Executive members unless the secretary and board of executive members direct other wise.
- XI. In case of member who is an office bearer his resignation must be accepted by the board of executive members by a majority vote.

5. General Body:-

- I. The General Body shall comprise of all full – fledged members of the society both individual and institutional.
- II. Subject to the provisions of the Act, the General Body is the ultimate authority on the affairs of the society. It shall control all its affairs and deal with all the matters as resolved.
- III. Constitution, Reconstitution and removal of the Directors / Executive Committee.
- IV. Division and amalgamation and dissolution / winding of the society.

U.V. Kiem Koni
President

- V. The meeting the General Body shall be convened at least once in a year.
- VI. Each area cluster shall be one constituency for the purpose of electing the representatives / individual members for constitution of Board of Directors or Executive Committee.
- VII. The election for Board of Directors of Executive Committee may be secret ballot or by show of hands decided by the General Body. Each delegate on the date of notification of election and who has been a member for the last one only shall have the right to vote.
- VIII. The Director or Executive Committee thus elected shall be in office for a period of three Years.
- IX. Each member or representative shall have one vote. All the decisions and resolutions in the meeting shall be made by simple majority, unless the matter requires otherwise by the provision of the Act.
- X. The meetings of the General Body will be of two types.
 - a. Annual General Meeting.
 - b. Special General Meeting.
- XI. The Board of Executive Committee may at any time call a special general body meeting of the society as the case may be. It shall call such meeting within thirty days after receipt of requisition in writing format least $\frac{1}{3}$ rd of the total number of voting members / representatives as the case may be, or as per the direction of the Registrar. A requisition for a Special General Meeting contains the proposed agenda and the reasons why the meeting is felt necessary. Such meeting shall transact only the subject specified in the notice.
- XII. The Annual General Meeting shall be convened by the Board of Executive committee every year, in the month of April or within 6 months of the closing of accounting year.

U.V. Koni Koni
President

6. Executive Committee:-

- I. The Board of Directors of Executive Committee shall consist of members elected by the General Body viz., President , Vice-president, Secretary, Joint Secretary, Treasurer and Members totaling 7 (Seven) members.
- II. The term of each Director / Executive Committee members shall be 3 years. All the Directors / Executive Committee members shall be elected at once and their terms staggered by drawl of lots specifying different term for each Director / Executive Committee member. Every year 1/3rd of the elected director shall retire by rotation. Elections shall be conducted before the expiry of the term of office of the outgoing members in the manner specified in the byelaws. The retiring Director / Executive Committee member are eligible for re-election.
- III. In case of any vacancy arising or the found, the General Body may fill these vacancies by cooption from eligible members or representatives as the case may be till the next elections are conducted. The vacancy should be notified in the next election and the members elected against the vacancy shall have the remaining period of the term on account of whom the casual vacancy arose.
- IV. The Board immediately after election shall elect Office Bearers including President and Vice-President, General Secretary, Joint Secretary and other Secretary if need be and the Treasure from among the Directors of Executive Committee Members. They shall be in office for a period of one year. The Board / Executive Committee has the right to remove a President / Vice President or any office bearer at any time during their and elect new once from among them.
- V. The Board / Executive Committee shall meet at least once in every calendar of Three Month. The Member / Representative of all the corporate body may

U.V. Khera
President

be invited for the Board / Executive Committee meetings by the board for better decision making.

- VI. A Board Meeting shall be convened by manager by giving a 7 days notice sent by post or local delivery to all Directors / Executive Committee members. An emergency meeting if required may be convened with a short notice.
- VII. The quorum for a Board Meeting / Executive Committee shall be at least seven every decision will be taken by a simple majority. The President shall vote only in case of equality of Votes. Any Director / EC Member absent at three consecutive Board Meetings without leave of absence or who ceases to be Delegate / Member as the case may be shall cease to be a Director / EC Member of the Society.

7. Power & Functions of Board of Directors / Executive Committee:-

In addition the functions specified in the Act, the Board shall.

- I. Admit Members
- II. Interpret the society's objectives and set up specific goals to be achieved towards these objectives.
- III. Make, periodic appraisals, operational / Executive plans and budget.
- IV. Formulate rules for administration and arrange for carrying on the administration of the Society as per the bylaws and the rules made there under.
- V. Raise funds for the society and control all financial affairs and management and review the accounts of the society.
- VI. Appoint attorneys / advocates, agents etc., for society to defend and institute legal proceedings on its behalf.
- VII. Acquire, purchase, own, lease, mortgage, hypothecate, dispose off any movable and immovable assets for attaining the aims of the society.

G.V.Kuri Kuri,
President

- VIII. Formulate policies on all staff matters including recruitment, selection , appointment, promotion, disciplinary action, suspension, removal, remuneration etc.,
- IX. Appoint a fulltime Manager or Chief Executive Officer.
- X. Fix fees, subscriptions, contributions, etc., to be paid by members to society for specific purpose as per the criteria laid down.
- XI. Open branches and / or area level offices for the efficient conduct of activities, administration convenience and greater community participation.
- XII. Appoint Mandal Level / Area Level thematic Management Functional Committees and such other committees with a specific functions, powers, tenure etc., and reconstitute the same or remove any or all the committee members at any time.
- XIII. Make policies on utilization of funds of the society.
- XIV. Fill up the vacancies on the Board, if any by cooption as per the provision of the bylaws in the term of the vacating Director / EC Members.
- XV. Arrange for audit and submit the report and accounts to the general body.
- XVI. Formulate rules administration and policies governing the benevolent, relief and welfare scheme etc.,
- XVII. Authorise / Designate Officers for operation of accounts with banks and other organizations.

8. Powers of the Office Bearers: -

- I. ***The President:*** The President shall have overall supervision and control over the affairs of the Society. The President shall preside over all the Board and General Body meetings. The president shall be one of the signatories on all legal documents executed by the society. In any case the President shall not be perform his duties; the Vice President shall perform the duties of the President. In any case the Vice President shall not perform the duties the Secretary of any member shall perform the duties of the President.

U.V. Kurni Kurni
President

- II. ***The Vice President:*** The Vice President shall discharge the duties, perform the functions and exercise the powers of the president, during the vacancy in the office of President, or in the absence of the president for more than one month.
- III. ***General Secretary:*** He / She is overall incharge of the activities of society. He / She shall prepare the minutes of all the meetings of the society of all the meetings budget and expenditure statement. He shall prepare agenda for all meetings. He shall collect the membership fee subscriptions, donations, Contributions and other to raise the funds for the society in accordance with the rules.
- IV. He/ She shall send notice for all meetings seven days well in advance he can represent the association in all legal matters. He shall maintain all property and records of the Associations.
- V. He / She shall maintain files and other relevant correspondence papers. He is the man empowered to deal with the all the matters rating to the society. He / She shall operate the Bank Accounts of the society jointly with the President and Treasurer.
- VI. ***Joint Secretary:*** The Joint Secretary shall assist the Secretary to discharge the duties of the Secretary in the absence or at the request of the Secretary.
- VII. ***Treasurer:*** He / She shall receive all amounts collected in the name of the society and shall deposit in the bank. In the name of the society within three days from the date of collection. She shall maintain the accounts properly and produce them with all vouchers in the executive committee and general body meetings. He / She shall operate the bank account of the society jointly with the President and Secretary. She shall appoint the Chartered Accountant with the permission of Executive Committee and General Body. He / She shall arrange for the closing accounts ever year by 31st March.

W.Kim Kim
President

9. Quorum:-

The Quorum of the general body is 1/3rd of the total members on roll.

The quorum of executive committee is not less than 4 members. An adjustment of meeting for want of quorum does'nt needs a quorum.

10. Funds:-

- I. The society shall mobilize funds from its members both individual and corporate body as membership fee / admission fee, contributions, grants in cash or kind.
- II. The society shall mobilize funds in the nature of Grant, Contributions from Local Bodies, the Government Departments, Non-Government Organizations and any other State, National and International Institutions for the welfare of the members of the society to implement the programs as stated in the Memorandum of Association.
- III. The funds of the society shall be operated through a bank account, which shall be opened in a Nationalized Bank in the Name of the Society and jointly operated by the President and Secretary and Treasurer.

11. Amendments:-

No amendment or alternation shall be made in purpose of the association unless it is voted by 2/3rd of its members present at a meeting convened for the purpose and confirmed by 2/3rd of the member agreed at the second special meeting.

12. Certain Works Prohibited:-

The society shall not under take any activity with profit motive. It is purely a non-profit and non-political organization. It is only Uplift the poor and downtrodden people in all angles.

U.V.Kumar Kumar
President

13. Staff of the Society:-

- I. The society through Executive Committee shall for the implementation of the programmes, Administration, Day to day management of the affairs, Recruit and Appointment skilled persons on Contract Basis, Especially managers, One Chief Executive Officers. They may be taken / appointed on deputation or contract from any other institution who shall be accountable to the society. The staff shall appointed in accordance in the service conditions laid down by the executive committee from time to time.
- II. The staff shall be jointly and severally liable for the losses caused to the society with will full negligence dis-honesty. The society, if required, shall prosecute such staff for the losses / damage done to the society willfully and dishonesty.

14. Area of Operation:-

The area of operation of the association shall be through out India. The executive committee has power to open / establish Field Administrative Offices. Field Branch Offices and appoint sub committees when and wherever necessary.

15. Accounts:-

The annual accounts of the society for each financial year shall be prepared in accordance with the rules governing the names and get audited by auditors appointed for the purpose and placed before the general body within the close of the next financial year or earlier.

16. Winding Up of the Society:-

In case the Society has to be wound up, it shall be governed by Sections 24 & 25 of the A.P. Societies Registration Act., 2001 (A.P. Act 35 of 2001) and that the property / fund of the Society shall be transferred or paid to some other institution having similar aims and objects as voted by the General Body.

U.V. Kuri Kuri
President

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

Sl. No	Name of the person with Father / Husband Name and Address	Age	Designation	Address	Signature
1	Ummireddy Venkata Kusuma Kumari, W/o. U. Jagan Mohan Rao	38	President	Plot No. 134, Pydimamba Colony, Kamakshi Nagar, Vizianagaram – 535003 Andhra Pradesh.	U.V.Kiru Kumar
2	Sanapathi Krishnarao S/o. S. Trinadh Late	38	Vice President	House No. 1-9, Diguva Veedhi, Pidimandasa, Srikakulam – 532242 Andhra Pradesh.	S. Trinadh
3	Bandaru Vijaya Lakshmi W/o. B. Srinivasa Rao	33	Secretary	Door No. 8-32-77, Gandhi Nagar, V.T.Agraharam, Vizianagaram – 535004 Andhra Pradesh.	B. Vijaya Lakshmi
4	Gollu Bharathi W/o. G. Devudu	34	Joint Secretary	Door No. 10-179, Beside Ramalayam, Collipalem Village, Bondapalli Mandal, Vizianagaram – 535270 Andhra Pradesh.	G. Bharathi
5	Ejjada Srinivasarao S/o. Pydiraju	38	Treasurer	Hadco Colony, Gantyada - 535215 Vizianagaram District Andhra Pradesh.	E. Srinuulu
6	Pothala Appalanaidu S/o. P. Paidupunaidu	40	Member	Vemala Veedhi, Gollipalem Village, Bondapalli Mandal, Vizianagaram Dist – 535270 Andhra Pradesh.	P. N.
7	Ummireddi Narayana S/o. Appalanaidu	78	Member	Kolakotu Street, Salur – 535591, Vizianagaram District, Andhra Pradesh.	U. Narayana

WITNESSES:-

Sl.No	Name and Father Name	Address	Signature
1	U. Jagan Mohan Rao S/o. Narayana	Plot No. 134, Pydimamba Colony, Kamakshi Nagar, Vizianagaram- 535003 Andhra Pradesh.	U. Jagan Mohan Rao
2	Y. Hare Ramu, S/o. Pydiraju	Hadco Colony, Gantyada - 535215 Vizianagaram District Andhra Pradesh.	Y. Hare Ramu

U.V.Kiru Kumar
President