

# **RULES AND REGULATIONS**



**(UNDER PROVISION OF MANIPUR SOCIETIES**

**REGISTRATION ACT, 1989)**

**REGISTRAR OF SOCIETIES, THOUBAL  
GOVERNMENT OF MANIPUR**

## **RULES AND REGULATIONS**

**(Under provision of Manipur Societies Registration Act, 1989)**

1. In the interpretation of these articles unless there is anything repugnant in the subject context.
  - a) "Act" means the Manipur Societies Registration Act, 1989.
  - b) "SOCIETY" means association of persons united by a common aim interest and principle and registered or deemed to have been registered under Act.
  - c) Words imparting the masculine gender shall include the female gender and vice versa.
  - d) "WORDS" in the singular shall include the plural and vice versa.
  - e) "YEAR" means the period commencing from the 1<sup>st</sup> April and ending on the 31<sup>st</sup> March.
  - f) "COMMITTEE" means the committee of a society.
  - g) "SUB-COMMITTEE" means the Committee appointed by the Managing Committee of the society.
  - h) "STATE GOVERNMENT" means the Government Of Manipur".
  - i) "REGISTRAR" means the Registrar of Societies appointed under MSR Act, 1989.

**2. Name of Society:-**

**3. The Address or the registered**

**Office of the Association Shall be:-**

**4. Date of commencement/establishment of the society shall be:-**

**5. MEMBERSHIP:-**

Any person male or female who is fully qualified for membership, agrees to abide by the Regulations of the society and desirous for striving for the attainment of objectives of the society may be admitted as a member for attainment of objectives of the society.

**6. QUALIFICATION FOR MEMBERSHIP :-**

Any person for his/her eligibility to be a member of the society.

- a) Should be above 18 years of age.
- b) Should not be one who is incompetent according to law to enter into contractual obligations.
- c) Should be one willing to work for the attainment of the aims and objects of the society.

**7. CLASSIFICATION OF MEMBERSHIP :-**

Every person who pays subscription of Rs ...../- only in one year should be a member of the society. There will be no classification or category of membership so that all members shall have the same status.

**8. MODE OF ADMISSION FOR MEMBERSHIP :**

- a) Persons desirous of becoming members of the society shall sign the application form prescribed for the purpose or may apply in their own handwriting and pay the amount prescribed for membership.
- b) The application shall be submitted to the Secretary.
- c) The Secretary shall place the application before the Managing Committee whose decision on the admission of members shall be final.

**9. CESSATION AND REMOVAL OF MEMBERSHIP :-**

- i) A person shall cease to be member of the society.
  - a) On his death.
  - b) On his being mentally disabled or incompetent to enter into contractual obligations.
  - c) On his resignation in writing and acceptance of the same by the Managing Committee.
  - d) On his failure to pay the subscriptions within the due date.
  - e) Any person whose activities are considered detrimental by the interests of the Society can be removed from the membership of the Society by the decision of the simple majority of the member present and voting at the meeting of the General Body of the Society specially convened for the purpose after giving him an opportunity of being heard by the committee which will recommend the removal.
- ii) Cessation of membership and admission of new members of the society will have effect only when it is acknowledged by the Registrar.

**10. RESIGNATION FROM MEMBERSHIP :-**

Any member who is resigning from the membership shall apply in writing to the President. Any application shall be discussed in a Managing Committee Meeting . The Effect of the resignation shall take form the date of acceptance of the Managing Committee.

**11. MAINTENACE OF MEMBERS REGISTER :-**

- The Society shall maintain at its registered office, a register of its members and shall enter therein, the following among others;
- a) The full name and address of each members.
  - b) The date on which the member was admitted.
  - c) The date on which the members ceased to be such member.

**12. COMPOSITON OF THE GENERAL BODY :-**

The General Body of the Society shall consist of all the categories of the members mentioned in rule 7 of the Rules and Regulations.

**13. POWER AND FUNCTIONS OF THE GENERAL BODY :-**

The ultimate authority in all matters shall lie to the General Body. The General Body shall not however, interfere with the action of the Managing Committee done in accordance with the act, the Rules and Regulations of the Society. Among others the power of the general body shall be the following.

- a) Election of the Managing Committee members.
- b) Consideration and adoption of the annual reports and audited annual statement of accounts and Balance sheet of the Society.

- c) Amendments of the Memorandum and Regulations.
- d) Such others reports and statements as may be required from time to time or as may be prescribed by the Registrar of Societies or as may be prescribed in the Acts, and Rules.
- e) Annual budget,
- f) Transaction of any business concerning the society for which due notice has been given, within the prescribed time.

**14. ANNUAL GENERAL BODY MEETING :-**

The Annual General Meeting of the General Body shall be called within one month from closing of the financial year and the following business items shall be transacted in such a meeting .

- a) To discuss the annual report of Managing Committee
- b) To receive and adopt the audited statement of accounts, balance sheet and auditor's report.
- c) Election of the new members of the Managing Committee.
- d) To adopt and approve the annual budget.
- e) To appoint an internal auditor for the ensuing year,
- f) To transact such other business as may be brought up by the Managing Committee.

**15. QUORUM OF THE ANNUAL GENERAL BODY MEETING :-**

Three-fifth of the members entitle to vote in the up-to-date members register shall form the quorum of such a meeting . In case quorum is not formed, the meeting shall be adjourned. For such an adjourned meeting quorum is not necessary. If the business in the agenda cannot be completed on the date of the meeting it may be postponed to another date which, however should not be latter than 15 days of the date of such a meeting.

**16. SPECIAL GENERAL BODY MEETING :-**

- a) The Managing Committee at its own motion or in compliance of the directive from the Registrar Societies may call a special General Body meeting any time.
- b) A Special General Body meeting may be called on receipt of a requisition made in writing addressed to the President by one- third of the members which ever is less.
- c) For Special General Body meeting in the above on receipt of the requisition, the Managing Committee shall forthwith proceed to convene the General Body meeting within a fortnight. On the refusal of the Secretary to call the meeting the President shall call the meeting. If the President also refuses to call the meeting the requisitionist themselves shall convene the meeting.

**17. QUORUM OF THE SPECIAL BODY MEETING :-**

For Special General Body meetings also **three-fifth** of the members in the list of the up-to-date members registered except in the case of an amendment of the Regulation shall form the quorum for want of quorum the meeting shall be adjourned. However for such an adjourned meeting quorum is not necessary. However, in case of a special general body meeting called at the requisition of the members, the mattrers will be dropped in case quorum is not formed. Such a requisitioned meeting will not be adjourned in case the meeting cannot discuss all the agenda it may be postponed to a date which should be latter than 15 days of the date of such meeting.

**18. SERVICE OF NOTICE OF GENERAL BODY MEETING :-**

A clear fifteen days notice in writing shall be given to all the members specifying the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the meeting . The notice shall be given by using both or either of the following means:

- a) By circulation among the members and getting signature of the member there on as taken of having received the notice.
- b) By sending the notice by post under certificate of posting.

**19. COMPOSITION OF THE MANAGING COMMITTEE AND ELECTION OF MEMBERS :-**

The management of the society shall vest to a Managing Committee to be elected by the general body. The following shall be the composition of the Managing Committee.

- a) The Managing Committee shall consist of ..... members.
- b) The members of the Managing Committee shall elect from among themselves one president, one Vice-president, One Secretary, One Assistant Secretary and One Treasurer.
- c) The election of the Managing Committee members and the office bearers may be done either by secret ballot or show of hands according to the convenience of the society unless otherwise provided in the Act and Rules.
- d) Any bonafide member of the society who was admitted **three months** prior to the date of election may be elected to be the member of the Managing Committee.
- e) Casual vacancies may be filled in a co-option by the Managing Committee from amongst the bonafied member of the society admitted before **three months** from the date of co-option.
- f) Any person co-opted by the Managing Committee to fill a casual vacancy of the committee shall hold office only for the period of the person in whose place he is elected.
- g) The term of the Managing Committee shall be **3(three) years** from the date of assuming charges or till the new managing committee is formed.
- h) Any retired member of the Managing Committee shall be eligible for the re-election.
- i) The service of the members of the Managing Committee shall be gratuitous.

**20. RESIGNATION AND REMOVAL OF THE MANAGING COMMITTEE AND OFFICE BEARERS :-**

The mode of resignation and removal of the members of the Managing Committee and the office bearers shall be as follows :-

- a) Any member of the Managing Committee, other than the president who is willing to resign from being a member of the Managing Committee shall tender his resignation writing to the President.
- b) In case of the president the application shall be tendered to the Vice-president.
- c) The application for resignation shall be placed before the Managing Committee and the effect of the resignation shall take from the date of the acceptance by the Managing Committee.
- d) Any Managing Committee members whose activities are considered detrimental to the interest of the society can be removed from the Managing Committee by a decision of the majorities of the members called for the purpose and the vacancy shall be filled either by election or by the co-option of the Managing Committee members on the decision of the general body to do so. The members shall however be given an opportunity of being heard.
- e) Any office bearer of the Society other than the President who is desirous of resigning from his office shall tender an application to the President.
- f) In case of the President the application for resignations from the Presidentship shall be tendered to the Vice-President.

- g) The effect of resignation from being an office bearer shall take from the date of acceptance by the Managing Committee.

**21. POWER AND FUNCTION OF THE MANAGING COMMITTEE :-**

The Managing Committee shall exercise all the power except those reserved for the general body to which the Committee is answerable. The administration and management of the society shall vest in the Managing Committee. The Managing Committee shall exercise all such powers and take such proceedings and do such act. As are necessary for the proper management of the affairs of the society and for carrying out the objective subject to the provisions of the Acts. And the Rules and Regulations of the society framed thereunder. In other words the Managing Committee shall have full power and authority to do all acts matters, things and deeds as may be necessary for purpose of society and more particularly the following :-

- a) To look after the management of the society and its properties and to supervise the transaction of the society.
- b) To prepare and submit Audited statement of Account of the previous year at the General Body meeting.
- c) To form sub-committee.
- d) To give and accept donation and subscription with or without conditions.
- e) To do all such acts and things are incidental or conducive to the attainment of the objectives specified in the memorandum of the association.
- f) To frame rules of business in conformity with the Act and Rules and Regulations.
- g) To pay all rent, taxes, salaries and enumeration of the employees of the association.

**22. MANAGING COMMITTEE MEETING :-**

The Managing Committee of the Society shall meet at least once a month often if necessary. Three-fifth of the members of the managing committee shall form a quorum. The meeting shall be adjourned for want of quorum. For an adjourned meeting no quorum is necessary. If agenda of the day cannot be completed it may be postponed on a date which should not be later than 7 days.

**23. SERVICE OF NOTICE OF MANAGING COMMITTEE MEETING :-**

The clear seven days notice in writing shall be given to all the members of the managing committee specifying the date, hour and place fixed for holding the meeting, and shall state the business to be transacted in the meeting.

The mode of serving notice of the managing committee meeting shall be in the same manner of serving notice of the general body meeting mentioned in Rule 18.

**24. POWERS AND FUNCTIONS OF THE PRESIDENT :-**

The following shall be the powers and functions of the President :-

- a) The President shall exercise all the powers of general supervision of the affairs of the association.

- b) He shall preside over the meeting of the general body and managing committee. He shall also preside over the meetings of mother committees and sub-committees constituted under his chairmanship.
- c) He shall sign the proceedings of all meetings presided over by him.
- d) In case of the event of equality of votes on any resolution the President shall have casting vote.
- e) He may delegate any of his powers to the Vice-President.
- f) He may sue or be sued on behalf of the association.

#### **25. POWERS AND FUNCTIONS OF THE VICE-PRESIDENT :-**

The Vice-President can exercise all powers and functions of President during the absence of the latter. He can exercise the following power also :-

- a) He shall assist the President, for the smooth discharge of the latter's power and functions.

#### **26. POWER AND FUNCTIONS OF THE SECRETARY :-**

The Secretary shall be overall officer in charge of the Association in its day to day affairs and shall be responsible to the managing committee, the powers and functions of the secretary shall be as under :-

- a) To take action on the resolutions/decisions taken by general body managing committee and any other committee /sub-committee.
- b) To convene the meeting of the general body and managing committee /sub-committee of which he is a member.
- c) To conduct correspondence on behalf of the association.
- d) To receive applications for membership of the Association and place them before the managing committee with his report and recommendation.
- e) To ensure proper maintenance of the account of the association.
- f) To submit report to the managing committee from time to time.
- g) To arrange for the safe custody of all records, properties and other securities of the association.
- h) To execute deeds/arrangements/documents, etc. for or on behalf of the association.
- i) To control expenditures within the approved budget estimates.
- j) To sanction day to day payments and expenditure.
- k) To make expenses up to the extent of powers delegated to him by the Managing Committee in accordance with rules and regulations of the association.
- l) To countersign the entries in the cash book.
- m) To prepare annual reports/statements.
- n) To cause timely audit of the accounts of the association and submit the balance sheets, auditors etc. to all concerned.
- o) To appoint, suspend, dismiss, terminate or punish the employees subject to the proper approval of the Managing Committee. He shall have general control over the staff.
- p) To do such other works as are allotted to him from time to time by the Managing Committee.

#### **27. POWER AND FUNCTION OF THE ASSISTANT SECRETARY :-**

The Assistant Secretary shall exercise the powers of the secretary during the latter's absence. The Secretary may also delegate his power to the Asst. Secretary. The Assistant Secretary may assist the secretary in discharging the latter's duties and functions.

#### **28. POWER AND FUNCTIONS OF THE TREASURER :-**

The treasurer shall be responsible for all the financial affairs of the society. He shall not keep any amount of fund beyond the extent fixed in the regulations of the society. He shall prepare statement's return, etc. connected with the accounts of the society.

#### **29. ELECTION OF MANAGING COMMITTEE MEMBERS :-**

The election of the members of the Managing Committee shall be done atleast one month ahead of the expiry of the term. So that the succeeded managing committee shall assume charges on the last day of the expired term.

#### **30. MINUTES :-**

The minutes of the meeting of the society shall be recorded in the minute books pages of which are serially numbered. The Secretary shall record the minutes. In his absence the Assistant Secretary shall record the minutes. During the absence of both any member of the Managing Committee may by the President to do the work. If the business of the meeting is likely to affect the interest of the Secretary. And the Assistant Secretary the managing Committee may authorised any one of the member to record the proceeding.

#### **31. FUNDS :-**

The funds of the society ma be raised by way of :-

- a) Subscription from members.
- b) Loan and advance from government Institutions , corporate bodies.
- c) Misc. receipts such as donation, gifts, etc.,

#### **32. NON-REFUNDABILITY OF SUBSCRIPTION AND FEES :-**

Subscription once contributed and fees once paid to the society shall not be refunded.

#### **33. SAFE CUSTODY AND INVESTMENT OF THE FUNDS OF THE SOCIETY :-**

- a) All the funds shall be kept in an account to be operated jointly by any two of the President and secretary and treasurer of which the secretary shall be one of the two.
- b) The account shall be opened in a post office of a scheduled bank a co-operative bank or any other banking company.
- c) The secreatry shall not keep more than Rs. 2000/- with him.
- d) The treasurer shall not keep more then Rs. 2000/- with him.
- e) Every expenditure shall be made on the sanction of the Secretary.

f) No expenditure or investment shall be made unless the programme is already approved by the managing Committee.

#### **34. REGISTERS AND BOOKS OF ACCOUNTS :-**

Proper books of accounts registers and other documents shall be maintained as may be prescribed by the Manipur Societies Registration Act, 1989 and the rules or by the Registrar Societies. In case there is no such prescription the society shall maintain the following bookks of account.

- a) Cash books showing daily receipts and expenditures and the balance at the end of each day.
- b) Receipt books in duplicate forms one of which is to be issued with details of money received by the society and the other to served as counterfoil.
- c) Voucher file containing all vouchers for contingent and other expenditure incurred by the society serially numbered and filled in ecologically.
- d) Ledgers showing consolidated and separate accnts of all items of receipts and expenditure.
- e) Registers of receipts and disbursements.
- f) Any others books of account if required.

#### **35. AUDIT :-**

The society shall cause its accounts to be audited at least once a year be a chartered accountant or any other qualified auditor or an auditor of the department of co-operative, Government of Manipur. The Society shall pay such amount as auditr fee in the manner and at the rate fixed by the appropriate authority of the audit fee in the manner and at the rate fixed by the appropriate authority of the audit. The MANAGING Committee shall arrange for proper internal audit and supervision.

#### **36. FILLING OF DOCUMENT OF RETURNS :-**

Document statements and return touching the affairs of the society shall be submitted to the Registrar of Societies and other authorities within the time prescribed in the Act and Rules in compliance of the Provision therein or any directive from the Registrar of Societies or in case the Managing Committee think that the document and information may be required by the Registrar of Societies or other authorities proceeding of the meetings of the general body, Managing Committee and any other committees shall be sunbmited to the registrar of Societies for his information approval, etc.

#### **37. INSPECTION OF BOOKS AND SUPPLY OF COPIES :-**

1) Subject to the provisions of the Act; and rules the society shall be keep open to inspection fee of the charge at his office.

- a) a copy of the Manipur Societies Registration Act, 1989 ( Act 1 of 1990) is amended.
- b) a copy of the Manipur Societies Registration Rules.
- c) a copy of the Regulation of the society.
- d) the registration of members.
- e) the books containing the minutes.

- f) the register of the managing Committee members.
  - g) the books of accounts.
  - h) a copy of the latest audited balance sheet;
  - i) the receipt and expenditure account.
- 2) Certified copies of any document which a member of the society or a member of the public has a right to inspect shall be supplied on application.
- 3) the fees for supply of such copies shall be calculated at the rate of Rs. 200/- for every one hundred words or fraction thereof.

**38. SUIT BY OR AGAINST THE SOCIETY :-**

All suits by or against the society shall be in the name of the President/ Secretary.

**39. DISSOLUTION :-**

Subject to the provision of the Act and Rules for any reason whatever if the activities of the society come to a stand still or if the society is otherwise to be wound up, the managing committee by resolution shall recommend this to the General Body, by which in turn at a meeting specially convened for the purpose resolve by vote of at least three-fifths of the total number of members of the society to dissolve the society after giving 15 days notice of the meeting with specified justification for the purpose thereof.

**40. DISPOSAL OF PROPERTIES:-**

Subject to the Act AND Rules and dissolution of the society if after satisfaction of all its debts and liabilities there remains any properties moveable or immovable the same shall not be paid or distributed among the members of the society, but shall be given to some other similar association to be determined in a special general body meeting by not less than  $\frac{3}{4}$  of the members present.

**41. AMENDMENTS :-**

Subject to the provision of the Act and Rules and any alteration additions commission etc. in the regulations and memorandum of the society shall be effected by votes of at least three-fifths of the total number of the members the society at a general body meeting duly convened for the purpose.

The regulation and memorandum so amended shall take effect from the date of the receipt of the communication of the recording of the amendments from the Registrar of Societies for the amendment in the memorandum of the society prior permission of the Registrar of Societies is necessary.

**42. DOUBTS :-**

Should any doubt arise as to the meaning of any of the provisions of the Regulations the managing Committee may refer the matter to the Registrar of Societies and his decision shall be final.

**43. MATTER NOT RECOVERED IN THE REGULATIONS :-**

Any matters not specially mentioned in these Regulations shall be dealt with according to the provisions of the Manipur Societies Registration Act, 1989 and the Rules framed there under and the words and phrase used there in shall carry the same import as those in the Act and Rules:

*Certified to be copy.*

*President*

*Secretary*

*Treasurer*