

# **REGULATIONS**



**(UNDER PROVISION OF MANIPUR SOCIETIES REGISTRATION ACT, 1989)**

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(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: HUMAN EMPOWERMENT FOR SOCIAL INTEGRATION
  - c) Words imparting 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 1st April and ending on the 31st of March.
  - f) COMMITTEE means the Committee of the Society.
  - g) SUB-COMMITTEE means a 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 : HUMAN EMPOWERMENT FOR SOCIAL INTEGRATION
3. The address of the registered office of the Society shall be : KOURAL NAMDEI BAMI (LENGA) IMPHAL EAST
4. Date of commencement/establishment of the Society shall be : 14/11/2006
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 the 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. 2.00/- 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 a member of the Society

- on his death.
- on his being mentally disabled incompetent to enter into contractual obligations.
- on his resignation in writing and accordance of the same by the Managing Committee.
- on his failure to pay three consecutive annual subscriptions.
- any person whose activities are considered detrimental to the Society can be removed from the membership of the society by the decision of the simple majority of the members present and voting at the meeting of General Body of the Society specially convened for the purpose, after giving him 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. The application shall be discussed in a Managing Committee meeting. The effect of resignation shall take from the date of acceptance of the resignation by the Managing Committee.

## **11. MAINTENANCE OF MEMBERS REGISTER :**

The society shall maintain at its registered office, a register of its members and shall enter therein, the following, among others

- The full Name and Address of each member.
- The date on which the member was admitted.
- The date on which the member ceased to be such.

## **12. COMPOSITION OF THE GENERAL BODY :**

The General Body of the Society shall consists of the members mentioned in Regulation No. 7 above.

## **13. POWER AND FUNCTION OF THE GENERAL BODY :**

The ultimate authority in all matter shall lie with the General Body. The General Body shall not, however, interfere with the day-to-day administration of the Managing Committee done in accordance with the Act and the Regulations of the society. Among others, the powers of the General Body shall be the following.

- Election of the Managing Committee Members.
- Consideration and adoption of the Annual Report and Audited Annual Statement of Accounts and Balance sheet of the Society.
- Amendments of the Memorandum and the Regulations.
- Such other reports and statements as may be required from time to time or may be prescribed by the Registrar of Societies or as may be prescribed in the Act and the Rules.
- Annual budget.
- 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 the close of the financial year and the following business items shall be transacted in such a meeting.

- To discuss the annual report of the Managing Committee.
- To receive and adopt the audited statement of accounts, balance sheet and auditor's report.

- c) To elect the new members of the Managing Committee, if necessary and the election falls due.
- 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 :**

3/5th of the members entitled 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. If the business in the agenda cannot be completed on the date of the meeting, it may be postponed to another date which, however, shall not be later than 15 (fifteen) days of the date of such meeting.

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

- a) Special General Body Meeting may be called for any purposes mentioned in Regulation No. 13 by the Managing Committee or by the Registrar in his own motion or by a person authorised by him for the purpose.
- b) A Special General Body Meeting may also be called on receipt of the requisition made in writing addressed to the President by one third of the members or 15 (fifteen) members whichever is less.
- c) For a Special General Body Meeting in (b) above on receipt of the resolution, the Managing Committee shall forthwith proceed to convene the Special 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 requisitionists themselves or anyone of them authorised shall convene the meeting.

#### **17. QUORUM OF SPECIAL GENERAL BODY MEETING :**

For Special General Body Meeting also 3/5th of the members on the list of the upto date members register except in the case of amendment of the Regulations, shall form the quorum. For want of quorum the meeting shall be adjourned. However, in case of a Special General Body Meeting called at the requisition of the members, the matter 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 shall be later than 15 days of the date of such meeting.

#### **18. SERVICE OF THE NOTICE OF GENERAL BODY AND SPECIAL 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 therein 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 members therein as a token of having received the notice.
- b) By sending the notice by post under certificate of posting.

#### **19. COMPOSITION OF MANAGING COMMITTEE AND ELECTION OF MEMBERS :**

- (I) The management of the Society shall vest in 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 consists of 5 (five) 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 the 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 by co-option by the Managing Committee from amongst the bonafide 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 function of Managing Committee will have effect only when it has been acknowledged by the Registrar and shall have a term of 3 year/years.
- h) After expiry of the term, the Managing Committee will have no right to function. However such Managing Committee is allowed to arrange for election of new Managing Committee.

(II) No member of the Society shall be elected as Managing Committee member, who is in default of payment of any annual subscription to the society and involved in misappropriation of society's fund.

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

The mode of registration and removal of the member 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 should submit his application for his resignation in writing to the president.
- b) In the 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 majority, after being heard.
- e) Any office bearer of the society other than the president who is desirous of resigning from his office shall submit an application to the president.

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

The Managing Committee shall exercise all the power except those reserved for the General Body. The entire 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 acts as are necessary for the proper management of the affairs of the society and carrying out the objectives 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, matter, things and deeds as may be necessary for the purposes of Society and more particularly the following -

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

## 22. MANAGING COMMITTEE MEETING :

The Managing Committee of the Society shall meet at least once or often in a month or if necessary. 3/5th of the members of the Managing Committee shall form a quorum. The Meeting shall be adjourned for want of quorum and for an adjourned meeting no quorum is necessary. If the agenda of the day cannot be completed it may be postponed on a date which should not be later than seven days.

## 23. SERVICE OF NOTICE OF MANAGING COMMITTEE MEETING :

A 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. It 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 Regulation No 18.

## 24. POWERS AND FUNCTIONS OF THE PRESIDENT :

The following shall be the powers and functions of the president :

- The President shall exercise all the powers of general supervision of the affairs of the Society.
- He shall preside over the meeting of the General Body and the Managing Committee. He shall also preside over the Meeting of the Committees and Sub-Committees constituted under his chairmanship.
- He shall sign the proceedings of all meetings presided over by him.
- In the event of equality of votes on any resolution, the President shall have a casting vote.
- He may delegate any of his powers to the Vice-President.
- He may sue or be sued on behalf of the Society.

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

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

- He shall assist the President for the smooth discharge of the latter's powers and functions.
- He shall discharge powers delegated to him by President from time to time.

## 26. POWERS AND FUNCTIONS OF THE SECRETARY :

The Secretary shall be the overall officer-in-charge of the Society 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 :

- To take action on the resolution/decisions taken by General Body, Managing Committee and any other Committees/Sub-Committees.
- To convene the meetings of the General Body and Managing Committee for which he is a member.
- To conduct correspondence on behalf of the Society.
- To receive application for membership of the society and place before the Managing Committee with his report and recommendation.
- To ensure proper maintenance of the account of the Society.
- To submit report to the Managing Committee from time to time.
- To arrange for the safe custody of all records, properties and other securities of the Society.
- To execute deeds/agreements/documents etc. for or on behalf of the Society.
- To control expenditures within the approved budget estimate.
- To sanction day to day payments and expenditures.

- k) To make expenses upto the extent of power delegated to him by the Managing Committee in accordance with Rules and Regulations of the Society.
- l) To countersign the entries in the cased book.
- m) To prepare annual reports and statements.
- n) To cause timely audit of the accounts of the Society and submit the balance sheets, auditors report etc. to all concerned.
- o) To appoint, suspend, dismiss, terminate or punish the employees subject to and with proper approval of the Managing Committee. He shall have general control over the staff.

## **27. POWERS AND FUNCTIONS 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 Assistant Secretary. The Assistant Secretary may assist the Secretary in discharging the latter's duties and functions.

## **28. POWERS 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 statements, returns 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 at least one month ahead of the expiry of the term so that the succeeding Managing Committee shall assume charge on the last day of the expired term.

*[Signature]*  
Date 14/12/86

## **30. MINUTES :**

The minutes of the meetings of the Society shall be recorded in the minutes books, the 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 members of the Managing Committee may be asked 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 authorise any one of the members of the Managing Committee to record the proceedings.

## **31. FUNDS :**

The funds of the Society may be raised by way of :-

- a) Subscription from members.
- b) Loans and advances from Govt., Institutions, corporate bodies.
- c) Misc. receipts such as donations, gifts etc.

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

Subscriptions 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, the Secretary and the Treasurer of which the Secretary shall be one of the two.
- b) The account shall be opened in a Post Office or a Scheduled Bank, a Co-operative Bank or any other Banking Company.
- c) The Treasurer shall not keep more than Rs ..... *2000/-* with him.
- d) Every expenditure shall be made on the sanction of Secretary.
- e) 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 of the Societies. In case there is no such prescription the Society shall maintain the following books of accounts :

- a) Cash book 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 serve as counter foil.
- c) Voucher file containing all vouchers for contingent and other expenditures incurred by the society, numbered serially and filled in chronologically.
- d) Ledgers showing consolidated and separate accounts for all items or receipts and expenditures.
- e) Registers of receipts and disbursements.
- f) Any other books of accounts, if required.

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

The society shall cause its accounts to be audited at least once a year by a Chartered Accountant or any other qualified Auditor or an Auditor of the Department of Co-operative, Govt. of Manipur. The Society shall pay such amount as 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 THE DOCUMENTS OF RETURNS :**

Documents statements and returns touching on the affairs of the Society shall be submitted to the Registrar of societies and other authorities within the time prescribed in the Act and the rules in compliance with the provisions therein or any directive from the Registrar of Societies or in case the Managing Committee think that the documents and information may be required by the Registrar of societies or other authorities proceedings of the meeting of the General Body, the Managing Committee and any other Committee shall be submitted to the Registrar of Societies for his information, approval etc.

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

Subject to the provisions of the Act and the Rules, the society shall keep open to inspection free of charge in its office.

- a) A copy of the Manipur Societies Registration Act. 1989 (Act, 1 of 1990) and its amendments.
- b) A copy of the Manipur Societies Registration Rules.
- c) A copy of the Regulation of the Society.
- d) The register of members.
- e) A copy of the latest audited balance sheet.
- f) The register of the Managing Committee members.
- g) The receipt and expenditure account.
- h) 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.
- i) The fees for supply of such shall be calculated at the rate of Rs..... for every one hundred words or fraction thereof:

### **38. SUITS BY OR AGAINST THE SOCIETY :**

All suits by or against the Society shall be in the name of the President.

### **39. SETTLEMENT OF DISPUTE :**

All disputes pertaining to the management, working and financial position of the society will be settled by the Registrar and if not satisfied with such decision of the Registrar, it may be appealed to the State Government.

### **40. DISSOLUTION :**

Subject to the provisions of the Act and the Rules for any reason whatsoever if the activities of the society come to a standstill or if the society is otherwise to be wound up, the Managing Committee by a resolution shall be recommend this to the General Body, which in turn at a meeting specially convened for the purpose resolve by vote of 3/5th of the total number of the members of the society to dissolve the society after giving 15 days notice of the meeting with specified justifications for the purpose thereof :

### **41. DISPOSAL OF PROPERTIES :**

Subject to the Act and the Rules on dissolution of the society if after satisfaction of all its debts and liabilities there remains any property or properties, movable 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 or Associations to be determined in a special General Body Meeting by not less than 3/5th of the members present.

### **42. AMENDMENTS :**

Subject the provisions of the Act and the Rules any alterations, additions, omissions etc. in the Regulation and the Memorandum of the society shall be effected by votes of at least 3/5 of the total number of members of the Society at a General Body Meeting duly convened for the purpose. The Regulations and the Memorandum duly convened for the purpose. The Regulations and the Memorandum so amended shall take effect from the date of receipt of the communication of the recording of the amendment from the Registrar of societies. For the amendments in the memorandum of the Society prior permission of the Registrar of Societies, is necessary.

### **43. DOUBTS :**

Should any doubts arises as to the meaning of any of provisions of the Regulations, the Managing Committee may refer the matter to the Registrar of Societies and his decision shall be final.

### **44. MATTERS NOT COVERED IN THE REGULATIONS :**

Any matter not specifically mentioned in these Regulations shall be dealt with according to the provision, of the Manipur societies Registration Act. 1989 and the Rules framed thereunder and the words and phrases used therein shall carry the same import as those in the Act and the Rules.

*W. Simon*  
President  
President  
Human Empowerment For  
Social Integration

*Th. Herajakpa Meetei*  
Secretary  
Secretary  
Human Empowerment For  
Social Integration

*Th. Ranabala*  
Treasurer  
Treasurer  
Human Empowerment For  
Social Integration

*Joint Registrar of Societies*  
Certified to be true copy.

*14/12/02*