

Form-XVI-A

"Certificate of amendment in Memorandum/By-laws of the Society under Sub-section (3) of Section 26 of the Haryana Registration and Regulation of Societies Act, 2012 "

(See rule 17(3))

Certificate of amendment in the Memorandum/By-laws of the Society

I hereby certified that [City Homes Residents Welfare Association] (name of the society), which was registered on [2019-03-05 17:28:05] vide registration number [06-018-2019-03617] under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 and having duly passed a special resolution in terms of section 26(1) of the Act, the approval to the amendment in memorandum/by-laws of the Society is hereby granted as under:-

Clauses deleted	Clauses Amended	Clauses Added
4.(7)-(ii)-d	4.(4)-(i)-(ii); 4.(4)-(ii); 10.(5)-(v); 13.(iii)	None

Given under my hand at [Gurgaon] this [11] day of (month) [Jun] (Year) [2019]



Ishwar Singh Yadav
Place:Gurgaon
(Signature of the District Registrar)



Verification Link: <https://haryanaindustries.gov.in/msme/verify/verifyamendmentcertificate/id/1174/ref/2019-06-0000158>

Memorandum
Of
City Homes Residents Welfare Association

Sr. No.	Subject	Description
1	Name of the Society	City Homes Residents Welfare Association
2	The registered office of the Society shall be at:	A-8/001, Vatika City Homes, Sector -83, Gurugram, Haryana - 122004
3	Jurisdiction	The Society shall work within Gurugram District of the territory of State of Haryana
4	Aims and Objects of the Society	The objectives, which are specific to a Society are enumerated below.

1. Promotion of communal and social harmony and brotherhood in the complex;
2. Take up common issues of Owners with maintenance agency, builder and others;
3. Promote cultural, sports and health care activities/events in the complex;
4. Upkeep & maintenance of common assets of the Society;
5. Acquire/disposal of society assets;
6. Maintain peace and harmony amongst all the residents and strive to settle differences, if any, amicably among the residents in the matters affecting overall welfare of the Society;
7. Take care that no unlawful activities are being carried out in the complex;
8. Take up programmes for ensuring protection of environment and for regeneration of natural resources by exploring use of new technology measures and otherwise;
9. Ensure that the complex is properly managed, maintained and administered in a manner compatible with the optimum standards and expectations of the flat/apartment Buyers;
10. Ensure that the appointed maintenance agency adheres to the time schedule of safety such as fire drills, lift upkeep, traffic rules, security & surveillance inside the complex and related issues;
11. To establish and conduct educational, physical, social and recreational activities for the benefit of the flat/apartment residents on its own account or jointly with individuals or institutions;



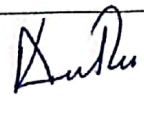
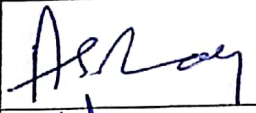
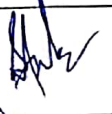
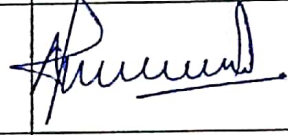

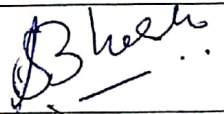

[Handwritten signatures and initials in blue ink]

12. Ensure that the appointed maintenance agency complies to all statutory obligations on its part including but not limited to timely payment of wages, salaries and other dues of their employees/sub- contractors etc.;
13. To represent to all the authorities for redressal and resolution of its issues and disputes whatsoever as it may deem fit;
14. To invest or deposit contributions and other moneys with the Society bank accounts;
15. To act as a forum of the owners of the flat/apartments to get together and to know each other;
16. To represent Society in all matters pertaining to common properties and rights of owners and to negotiate/carry on litigation, settlement or compromise with third parties, any matter affecting the common rights and properties;
17. To perform such other legal and proper acts that are necessary for common welfare of the members of this Society;
18. To raise adequate funds by way of subscriptions, grants, donations, sponsorship etc. to carry out, on its own account independently or jointly with individual or institutions to achieve the aforesaid objectives of the Society;
19. All the incoming earnings, subscriptions, gifts and donations, received in either cash or kind by any society members by virtue of his/her membership or position in the society, movable, immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects as set forth in the Memorandum and no proportion therefore shall be paid or transferred directly or indirectly by way of profit, dividends, bonus or in any manner whatsoever to the present or past or future members.
20. The Society is established and constituted to function for the welfare of the members of Society only.

[Handwritten signatures and initials]



We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Memorandum of the Society.

Sr. No.	Name	Father's/ Husband Name	Address	Occupation	Designation	Signatures
1	Anurag Luthra	Mr G.L Luthra	A11-102, Vatika City Homes, Sector 83, Gurgaon-122004	Professional Consultant	President	
2	Dr Rajesh Sahay	Late Dr Satyapati Sahay	A-8/001, Vatika City Homes, Sector-83, Gurgaon 122004	Doctor	Vice President	
3	Shah Amber	Mr F.A Siddiqui	B2-602, Vatika City Homes, Sector-83, Gurgaon- 122004	Private Service	General Secretary	
4	Anupam Mohla	Late Mr Krishan Kumar Mohla	B4-602, Vatika City Homes, Sector-83, Gurgaon-122004	Private Service	Treasurer	
5	Iti Das	Mr Archak Pattanaik	B6-502, Vatika City Homes, Sector-83, Gurgaon-122004	House Wife	Executive Committee Member	
6	Subhash Yadav	Mr Mahender Singh	A11-002, Vatika City Homes, Sector-83, Gurgaon-122004	Private Service	Executive Committee Member	
7	Anjali Kumar	Late Mr Anil Kumar	A14-001, Vatika City Homes, Sector-83, Gurgaon-122004	House Wife	Executive Committee Member	

Witness 1

Sign: 

Name: Anand K. Saxena

Address:

B4-501
Vatika City Homes
Sec-83.

Witness 2

Sign: 

Name: Balendra K. Singh

Address:

A10/002
Vatika City Homes
Sec-83



Byelaws
of
City Homes Residents Welfare Association
(Revision - 1, date 02.06.2019)

1. Name of the Society: City Homes Residents Welfare Association.
2. The Registered Office of the Society shall be at:
A-8/001, Vatika City Homes, Sector -83, Gurugram, Haryana - 122004
3. The Society shall carry out its activities in the Gurugram District within the territory of State of Haryana.
4. **Membership:**
 - (1) Any person who owns a flat/apartment in City Homes, 30A, Homes Avenue, Vatika India Next, Sector -83, Gurugram, Haryana - 122004 is eligible to become member of the Society. An entity other than an individual i.e. organization/company/trust/firm etc. is not eligible to become the member of the Society irrespective of their ownership status.
 - (2) **Eligibility:** In order to be admitted as a member of the Society, a person:
 - (i) must be 21 years of age on the date of admission.
 - (ii) should subscribe to the aims and objects of the Society.
 - (iii) must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
 - (iv) must not be an insolvent and/or of unsound mind.
 - (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
 - (3) **Kinds/ Types / Categories of Members:** The Society shall consist of three different categories of members as under:
 - (i) **Life Members** - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the Society for his life. Such membership is valid as long as he/she remains owner of the flat/apartment.
 - (ii) **Regular Member** - The Society shall have regular members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. A regular member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Society on completion of his tenure, unless it is renewed by the Governing body for another tenure.



Handwritten signatures and dates:
21.06.19
2nd Jun 19
Angelo
Amrind

- (iii) **Honorary Member** - The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 2(Two). The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote and shall not be counted to achieve the quorum.

(4) **Membership Fee & Annual Subscription:**

- (i) The rates for membership of the Society and the annual subscription shall be as under:

As may be decided by the Society in its Byelaws:			
Sr. No.	Type of Member	Admission Fee	Annual Subscription
(i)	Life Member	Rs. 24,000/-	Nil
(ii)	Regular Member	Nil	Rs. 500/-
(iii)	Honorary Member	Nil	Nil

- (ii) The payment of annual subscription of a member shall become due as on the 1st day of April of every year, which may be paid latest by the 30th of April of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th April) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st May of the said year.

(Note: Deleted)

- (iii) The defaulting member is allowed to make payment of his/her membership fee only upto 30th June of that year along with interest @18% for the defaulting period. In case of non-payment of such fee till 30th June of that year, the suspended membership shall be treated as terminated for that year. In case he/she makes the payment within 30th June of that year with interest, the suspension shall be treated as revoked.

- (iv) No intimation of Annual subscription will be issued to members. It is member's duty to pay the annual membership fee in time.



Handwritten signatures and dates at the bottom of the page. The date '2nd Jun 19' is written in the center. Other signatures are visible on the left and right sides.

(5) **Admission Procedure for membership:**

- (i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time.
- (ii) An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the Society.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- (iv) The Governing Body with simple majority may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- (v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, -2012 and he/she will be issued an Identity Card of the Society.

- (6) **Identity Card for every member:** Every person admitted as a member will be issued an Identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society. Such membership card to be returned to the General Secretary in case of cessation/termination of membership.

In case of multiple owners, primary owner will be the registered member of the society and he/she can provide one additional co-owner / authorized representative. This representative can participate in meetings, however cannot vote or become member till he/she fulfils the requirements mentioned in section 4(7).

(7) **Rights & Obligations of Members:**

- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time.
- (ii) **Right to Vote:**
 - a) One Vote per Flat/Apartment.
 - b) Every member, except an honorary member, shall have the right to cast his vote at the elections of the Society provided such member is not a defaulter of any dues of the Society. This is to be read in conjunction with clause (ii) of (iii).
 - c) Where a flat/apartment has been allotted in favour of two or more persons jointly, the membership of the Society in such case will be issued in the name of first owner only. However, such person may transfer such right of vote to any one of the other joint owners by giving this in writing to the Governing Body. Such voting right transfer can only happen once in a financial year.



d) (Deleted)

- (iii) Right to run for Governing Body election: Every member, who has the right to vote is eligible to run for the Governing body elections.
 - (iv) Right to receive notices: Notice of all the Annual and Special General Body Meetings shall be issued to all the members by electronic medium and also be displayed on the notice boards. The proof of the dispatch of the notice shall be deemed to be sufficient proof of issue of the notice to the member.
 - (v) Each and every member has the right to express his/her opinion in the General Body meeting in a dignified and decent manner with proper logic and justification. In case of non-adherence, the Governing Body with a simple majority may ask such member to leave the meeting.
 - (vi) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the Society on any working day by giving a notice of minimum 2 weeks.
 - (vii) Every member shall inform the Society about any change in his address/communication details, which shall be duly recorded in the membership register of the Society.
 - (viii) The member(s) who violates the rules and regulations of the Society and those who indulge in activities against the interest of the Society, a resolution can be brought out by the members of the Governing Body for initiating appropriate action against such member.
- (8) **Cessation of Membership:** Any person admitted as a member shall cease to be a member of the Society in the following events:
- (i) Attracts the provisions contained in Section 22 of the Act.
 - (ii) Upon his/ her acting contrary to the aims and objectives of the Society.
 - (iii) Upon such member being found guilty of a financial misappropriation of the funds of the Society.
 - (iv) Upon indictment and directions for removal by the District Registrar/Registrar General of Societies.
 - (v) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this regard.
 - (vi) The Governing Body will remove the members who have entered into subversive activities against the interest of the Society.



- (vii) If any member brings to the notice of the Governing Body in writing in respect of the member(s) who violates the bye-laws of the Society. Governing body after finding the member guilty may take any action deemed fit and its decision shall be final and binding.
- (viii) A member ceases automatically to be a member in-case of death, insanity and penalty of imprisonment of one year by the court of law.
- (ix) On the death of a member, the membership shall be transferred to co-owner or persons to whom the owner bequeaths the same by his or her nomination or will or to the legal heirs of his or her estate, in case he or she has not made any specific bequest of the apartment
- (x) In case a member is removed from the membership of the Society for whatsoever reason and no serious effort is made by the removed member for a period of six months, he/she may be sued for the recovery of arrears of subscription and for the damages of the property of the Society.
- (xi) If removed member feel their removal is unreasonable and not justifiable, he/she can represent in writing to the Governing Body to prove his/her innocence along with the support evidence on their behalf before Governing Body.
- (xii) Removed member may be re-admitted to the Society on the recommendation of the Governing Body in his/her favour, on payment of all outstanding dues.

5. General Body:

(1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription;

- (i) Where a flat/apartment has been allotted in favour of two or more persons jointly, the membership of the Society in such case will be issued in the name of first owner only. However, such person may transfer such right of vote to any one of the other joint owners by giving this in writing to the Governing Body. Such voting right transfer can only happen once in a financial year;
- (ii) Such member may also transfer the membership to the co-owner in the month of the year during annual membership renewal time. No membership transfer request shall be entertained on out of turn basis;

(2) Every member shall cast his vote in person and no proxy voting shall be allowed.

Handwritten signatures and dates:
 Dr. Das, 2nd Jun 19, Ajay, 5

6. Meetings of the General Body:

- (1) At least one meeting of the General Body of the Society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the Society in addition to transaction of any other business of the Society as may be required.
- (2) The Governing Body of the Society may convene an extra-ordinary meeting of the General Body of the Society at any time after giving due notice as prescribed hereunder, either on its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/3rd of the members of the General Body.
- (3) For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body.
- (4) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- (5) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person. In case of a meeting adjourned for want of quorum, the quorum for the 1st adjourned meeting shall not be less than 25% and for 2nd adjourned meeting due to quorum not achieved, quorum should not be less than 15% of the total members entitled to vote and present in person. Such adjournment shall be of One (1) hour. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members entitled to vote, of the Society are present.
- (6) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

7. Extraordinary General Body Meeting:

The Governing Body of the Society on its own may convene an extra-ordinary meeting of the General Body of the Society at any time after giving 14 days advance notice OR after receipt of a requisition in writing or E-mail by not less than 1/3rd of the members of the Society as per clause (2) above.

Extraordinary General Body meeting is only to discuss the particular matter or business or other matters which cannot be taken up for discussion. The resolution can be passed by 3/5th of the members so present and are entitled to vote.

8. Special Resolution

Shi Das
2nd Jun 19.
Angali
Amund

Special resolution means a resolution passed in a meeting of the General Body, in which atleast 40% of the members entitled to vote are present and in-case required quorum is not achieved, the meeting may be adjourned and it can be convened at least after 48 hours and the quorum required for the 2nd adjourned meeting would be 25% of the total members entitled to vote. In case the quorum of 25% is also not achieved it can be adjourned and re-convened after one hour for which again 25% members entitled to vote should be present and then the resolution can be approved by 3/5th of the members so present and entitled to vote.

(i) Special Resolution is required for the following:

- a) To amend the bye-laws and Memorandum
- b) For changing the name of the Society
- c) For bringing no confidence motion against the Governing Body or any of its member.
- d) For dissolution of Society.

(ii) The notice for the General Body/ Extraordinary General Body meeting where it is intended to propose the special resolution shall be given to all the members of the Society 14 days before conduct of the meeting specifying the date, time, place and objective of the meeting.

(iii) Any special resolution passed shall be filed with the District Registrar within the 30 days for his approval.

9. Powers, Functions & Duties of the General Body -

- (1) To guide the Society in determining and fulfilling its aims and objects.
- (2) To decide policy matters such as change of name of the Society, amendment in the Memorandum of Society and the Byelaws of the Society, approval of annual accounts of the Society, approval for disposal of immoveable assets of the Society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- (3) To approve the annual budget of the Society as tabled by the Governing Body for its approval.
- (4) To elect the members of the Governing Body.
- (5) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.
- (6) General body may bring the no confidence motion against the Governing Body or any member including office bearers of the Governing body with a special resolution. Secret ballot voting must be followed.

In-case a member is removed from the Governing body by special resolution it is mandatory for the General body to elect the replacement in that meeting itself.



[Handwritten signatures and dates]
2nd Jun 19

In-case the entire Governing body is dissolved it is mandatory to elect interim Office Bearers of the New Governing body in that meeting itself.

It is the responsibility of interim Office Bearers to hold elections with-in 6 months from the date of their appointment.

10. Governing Body:

(1) **Composition:** The Governing Body of the Society shall consist of a total of seven office bearers as follows:

- (i) President;
- (ii) Vice-President;
- (iii) General Secretary ;
- (iv) Treasurer;
- (v) 3 Executive committee members.

And

(vi) If required Governing Body may appoint two Honorary Members as co-option.

(2) **Election of the Governing Body:**

- (i) The Term of the Governing Body shall be two years form the date of approval of its election by the District Registrar. However, the term of the Governing Body can be extended for another one year i.e. upto 3years by the AGM. But under no circumstances the term of Governing Body will be more than 3 Years.
- (ii) The proposed elections for the governing body will be held within a period of 6 months from the date of the formation of the society subject to the approval of the Registrar. The initial governing body shall be adhoc in nature till formal elections are held.
- (iii) **ELECTION AND ITS MODE:** The President, Vice President, General Secretary, Treasurer and other members of the Governing body shall be elected in the General Body Meeting by Secret Ballot.
- (iv) Office bearers (President, Vice-President, General Secretary, Executive committee members and Treasurer) cannot be elected for more than two consecutive terms. However, they can opt for re-election after giving a gap of one term. The members elected for two consecutive terms cannot transfer their membership rights to the co-owner and offer his/her candidature for the third term.



Handwritten signatures and notes:
- Signature: Iti Das
- Signature: 2nd Jan 19.
- Signature: Arushi
- Signature: Arushi

- (v) All the Governing Body members must be residing in the complex, in addition to this all Office bearers must not be professionally working beyond 100 KMs radius of the complex. If a scenario other than the described one occurs after the elections, rectification must be done within 30 days by replacement of such Governing body member.
- (vi) The Governing body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.
- (vii) Any objections on the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the Society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.
- (viii) The Returning Officer will display a list of the contesting members on the notice board of the Society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the Society.
- (ix) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the Society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- (x) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the Society.



(3) Filling of any Casual Vacancy on the Governing Body -

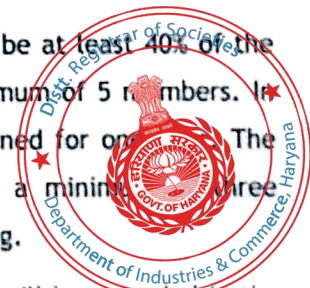
- (i) Any vacancy in the Governing Body, caused by any reason other than the removal of an office bearer or a Governing Body member, may be filled-up by the

remaining office-bearers of the Governing Body by nomination as an intervening measure, which shall be placed before the Society in its next general meeting for ratification or election of such office-bearer.

- (ii) A Governing Body-member of the Society may, on his own volition, resign from the Governing Body at any time, provided that the President or the Secretary may, if considered unavoidable, require such Governing Body member to continue to discharge his functions till such time his substitute is duly elected.
- (iii) In case a majority of the Governing Body expresses their lack of confidence in any Governing Body member, for whatsoever reason, they shall be competent to suspend such Governing Body member from office till such time the matter is considered at the general meeting of the Society for his removal and so resolved. Provided that the Governing Body shall convene a meeting of the General Body as soon as possible, but not later than 90th day of such decision, to consider the removal of such Governing Body member.
- (iv) The successor of any Governing Body member removed from the office shall be elected at the same meeting of the Society.

(4) Meetings of the Governing Body -

- (i) The meetings of the Governing Body will be held as and when required. There will be minimum 4(four) meetings of the Governing Body in a financial year. However, there shall not be a gap of more than three calendar months between two meetings.
- (ii) The President/Secretary of the society shall call for all such meetings.
- (iii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
- (iv) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned for one week. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- (v) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be



signed by any two members present in the meeting as may be authorised by the Governing Body.

- (vi) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.
- (vii) Should a governing body member absent himself from three consecutive meetings of the Governing Body without leave of absence he/she shall cease to be a member of the same unless a majority of the remaining Governing members decide otherwise.
- (viii) Each member of the Governing body must have 40% attendance of the total meetings held in a year otherwise he/she shall cease to be a member of the same unless a majority of the remaining Governing members decide otherwise.
- (ix) Every issue before the Governing Body shall be decided by a simple majority of the members present.

(5) Powers, Functions & Duties of the Governing Body-

- (i) The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the Society for the stated objectives.
- (ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- (iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- (iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- (v) Cultural/sports/festival event management for the welfare of the society should be a part and parcel of the governing body responsibilities and would be managed through a calendar of events. The society budget would include expenses on National events 26th Jan and 15th Aug and also for Lohri. The expenses for other major events like Holi & Diwali etc. would be met through separate collection.
- (vi) Governing Body cannot spend more than INR 50,000/- against a single invoice for an expenditure which was not mentioned in the annual budget approved by the



Handwritten signatures and dates:
2nd Jun 19
A. Muneer

General Body meeting and such unapproved transactions should not exceed the amount of INR 1,50,000/- in a particular financial year.

- (vii) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (viii) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- (ix) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the Society.
- (x) In case a majority of the Governing Body expresses their lack of confidence in any Governing Body member except President, Secretary & Treasurer for whatsoever reason, they shall be competent to suspend such Governing Body member from office till such time the matter is considered at the general meeting of the Society for his removal and so resolved. Provided that the Governing Body shall convene a meeting of the General Body as soon as possible, but not later than 90 days of such decision, to consider the removal of such Governing Body member.
- (xi) Governing Body with 2/3rd majority shall be competent to suspend President, Secretary & Treasurer for whatsoever reason from office till such time the matter is considered at the general meeting of the Society for his removal and so resolved. Provided that the Governing Body shall convene a meeting of the General Body as soon as possible, but not later than 30 days of such decision, to consider the removal of such Governing Body member.
- (xii) The Governing Body can also co-opt two members of the Society as Honorary member of Governing Body as and when such vacancy arises due to whatsoever is the reason. Honorary member will have no voting rights.
- (xiii) In case any of the office bearers or Governing body member does not behave properly, is found ignorant in performing his duties and responsibilities, does not cooperate with other members or who is difficult to deal with, argumentative or works against the interest of the Society, the Governing body with the consent of simple majority of the total Governing Body members will remove him from the Governing Body membership.

(6) Powers, Functions & Duties of individual members of Governing Body:

(1) President:

- (i) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings at such meetings.



[Handwritten signatures and dates]
22 Jun 19

- (ii) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- (iii) To allow or disallow discussion on any matter which is not included in the agenda.
- (iv) To ensure proper & transparent functioning of the Society/ Governing Body.
- (v) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (vi) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- (vii) In case of a tie situation, the vote of the President shall carry weightage to decide the situation.

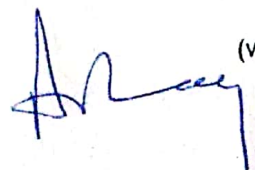
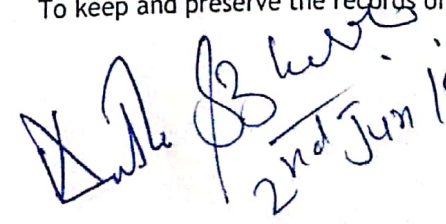
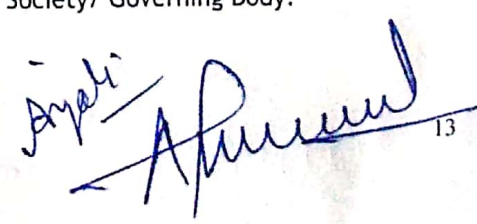
(2) **Vice-president:**

- (i) To assist the president in carrying out his duties.
- (ii) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.
- (iii) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(3) **General Secretary:**

- (i) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body.
- (ii) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, as approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (iii) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (iv) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- (v) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval and to place the same before the General Body in the Annual General Meeting.
- (vi) To keep and preserve the records of the Society/ Governing Body.

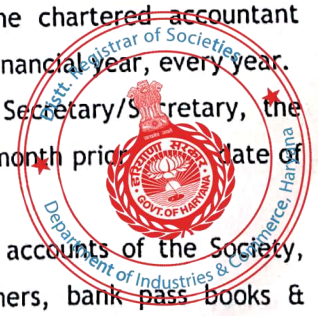



 Anil Das

 Anshu
 2nd Jun 19

 Anshu

- (vii) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (viii) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (ix) To be the custodian for safe custody of common seal of the Society and affix the same, wherever required, as per the authorisation of the Governing Body.
- (x) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (xi) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (xii) Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointments/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

(4) **Treasurer:**

- (i) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- (ii) To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the Financial year, every year.
- (iii) To submit to the Governing Body through General Secretary/Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting.
- (iv) To act as the overall custodian of all the books of accounts of the Society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.



11. Cessation of members of the Governing Body-

An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer or executive member:

- (1) Upon submission & acceptance of his resignation.
- (2) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws.
- (3) If he is removed by a resolution passed in the meeting of the General Body.

12. Exclusions from the Employment of the Society:

- (1) No member of the Society shall be in full-time or part-time employment of the Society.
- (2) No dependant or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the Society during its term.
- (3) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

13. Management of Assets and Funds of the Society

- (1) The sources of income of the Society will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gifts, grants, etc. The Society can also raise funds through interest-free short-term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (2) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting.
- (3) The society budget allocation for management of cultural events, sports activities and festivals etc. shall include expenses on National events -26th Jan and 15th Aug and also for Lohri festival.
- (4) The Bank accounts of the Association will be jointly operated by such members as office bearers as may be decided by the Governing body from time to time.
- (5) All assets and funds will belong to the Society and vest in the Society.
- (6) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may



Handwritten signatures and notes:
Shi Das
2nd Jan 19
Angali
15

determine the limits of financial transactions which may be conducted in cash in certain other cases.

14. Accounts of the Association:

- (1) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the Society.
- (2) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorised by them and by any member of the Society.
- (3) The annual accounts of the Society will be signed by any two authorised office-bearers of the Society.
- (4) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the Society for each financial year, at such remuneration as may be determined by the Governing Body.

15. Common Seal:-

The Society will have a common seal which shall be kept in safe custody of the General Secretary/President and shall be affixed wherever it is required in accordance with the authorisation by the Governing Body.

16. Amalgamation of the Society: -

The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other Society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

17. Dissolution of the Society:

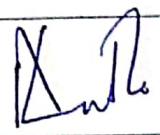
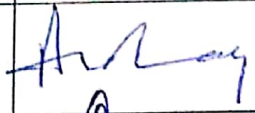
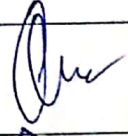
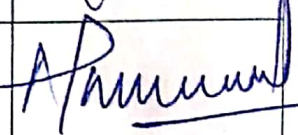
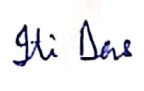
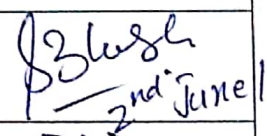
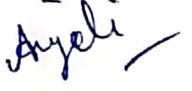
- (1) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on the operations of the Society, or it becomes insolvent or for any other reasons and unavoidable reasons.
- (2) In the event of dissolution of the Society, no assets of the Society shall devolve on or distributed amongst the members of the Society.



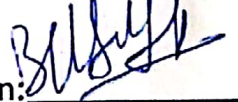
[Handwritten signatures and notes at the bottom of the page]
2nd Jun 19

- (3) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-Laws of the Society.

Sr. No.	Name	Father's/ Husband Name	Address	Occupation	Designation	Signatures
1	Anurag Luthra	Mr G.L Luthra	A11-102, Vatika City Homes, Sector 83, Gurgaon-122004	Professional Consultant	President	
2	Dr Rajesh Sahay	Late Dr Satyapati Sahay	A-8/001, Vatika City Homes, Sector-83, Gurgaon 122004	Doctor	Vice President	
3	Shah Amber	Mr F.A Siddiqui	B2-602, Vatika City Homes, Sector-83, Gurgaon- 122004	Private Service	General Secretary	
4	Anupam Mohla	Late Mr Krishan Kumar Mohla	B4-602, Vatika City Homes, Sector-83, Gurgaon-122004	Private Service	Treasurer	
5	Iti Das	Mr Archak Pattanaik	B6-502, Vatika City Homes, Sector-83, Gurgaon-122004	House Wife	Executive Committee Member	
6	Subhash Yadav	Mr Mahender Singh	A11-002, Vatika City Homes, Sector-83, Gurgaon-122004	Private Service	Executive Committee Member	
7	Anjali Kumar	Late Mr Anil Kumar	A14-001, Vatika City Homes, Sector-83, Gurgaon-122004	House Wife	Executive Committee Member	


Witness 1

Sign: 

Name: BALENDRA SINGH.

Address: A10-002, Vatika City Homes

Witness 2

Sign: 

Name: _____

Address: A-3/102, City Homes.



