



Memorandum of Association- Khwahish Sewa Society

Name of the Society: Khwahish Sewa Society “KHASS”

Registered Office of the Society: V.P.O Takarla, Tehsil Balachaur,
District S.B.S. Nagar Punjab-144521

Area of Operation: S.B.S Nagar District.

Objectives of the Society:

- a) To support young female students of financial need to pursue their education through community service based stipend/awards with the goal to: Promote gender equality and empower women.
- b) To develop infrastructure in rural schools for early positive development of school children.
- c) To create increased awareness on health and hygiene at both the school and village levels. This to support UNICEF and help to achieve UN millennium Development Goal: Reduce Child Mortality.
- d) To organise workshops and seminars to raise the confidence and self-esteem of rural students and teachers.
- e) To organise health checkup camps in schools and villages for early detection, prevention and treatment of diseases.
- f) To provide sports equipment and sportswear in village schools to promote and develop sport culture among youths.
- g) To create awareness and educate school children against environment degradation, pollution and benefits of water conservation.
- h) To create an awareness and prevention education program that provides proactive approach to substance abuse problems involving drug, alcohol and tobacco. Goal of this program is to demonstrate the social, health and economic impacts at the village level.

Our Mission:

Empower rural youth through education, advocacy and the promotion of respect and compassion.

Our Vision:

Our vision is to have rural youth in good health by providing them with necessary education, resources and materials. We dream to inspire, engage and empower adolescent girls so that they can live life of respect and dignity.

Our Values:

Integrity

- We live up to the highest standards of professionalism through fair and ethical behavior.
- We do what we say and built trust through our action.
- We are committed to a spirit of service.
- We are transparent and accountable.
- We strive to earn the trust of both our students and supporters.

Respect

- We treat each other with dignity and respect.
- We strive to provide a safe and caring environment.

Compassion

- We love what we do.
- We take the lead, and lead by example.
- We involve others and contribute.
- We strive to be extraordinary.

BY-LAWS OF THE ASSOCIATION

1. GENERAL

- 1.1** The Khwahish Sewa Society “KHASS” shall be hereinafter referred to as “Society”.
- 1.2** The fiscal year of the Society shall commence on April 1st and end on March 31st of each year.
- 1.3** In the Application for Incorporation of the Society and in these By-Laws, as amended from time to time, and in all Rules and Regulations herein before referred to, the singular shall include the plural, and the masculine shall include the feminine and vice-versa wherever the context shall so permit and the circumstances require.
- 1.4** The Society formed shall be irrevocable.
- 1.5** The benefits of the Society shall be open to all irrespective of the caste creed or religion.
- 1.6** The funds and the income of the Society shall be solely utilised for the achievement of its objectives and no portion of it's shall be utilised for payments to the members by way of profit, interest and dividends.
- 1.7** Alteration of amendment of the memorandum of association shall be made as per the provisions of the Societies Registration Act, 1860.
- 1.8** Change of Name, Rules and regulations shall be made as per the provisions of the Societies Registration Act, 1860.
- 1.9** For matters which have not been specified provided for therein above, the provisions of the Societies Registration Act, 1860 and the rules made there under shall apply.

2. MEMBERSHIP

- 2.1** The Society membership fee shall be follows:-
Life Membership fees ₹ 10000.00
Annual Membership ₹ 1000.00
- 2.2** Any person who is resident of Punjab state & is not below the age of 18 years will be allowed to become a member of the Society. All the members of the Society is eligible to vote and contest to the managing committee in the General Body Meeting.
- 2.3** If the membership fee of the member is not received within first quarter of a financial year without satisfactory explanation to the General Secretary, his/her name will be removed and the Executive Committee may reconsider his/her application for re-admission subject to all the membership dues are paid.
- 2.4** Patrons: The Society may by resolution at any General Meeting of the Society, appoint as Patron, any person who support the association to carry out its aims and objectives, financial or otherwise, merits the honour.
- 2.5** Thirty three percent representation should be given to the women in the executive.

3. RESIGNATION/EXPULSION OF MEMBER

- 3.1** Any member wishing to resign may do so upon a notice in writing to the Board through its Secretary for the Society (herein after called the Committee).
- 3.2** Any member upon a 2/3rd vote of the board may be censured, suspended, or expelled by the committee from membership of the Foundation for any cause considered detrimental to the Society.
- 3.3** No member shall be entitled to a refund of membership fees if membership is terminated by resignation, suspension, or expulsion.
- 3.4** The termination of membership may be on death, the member acting against the objects of the Society, unsound mind and other reasons stated by Executive Committee.

4. GENERAL BODY AND OTHER MEETINGS

- 4.1** The report of the Management of the previous years and the audited accounts for the present period and proceedings year shall be discussed and submitted for confirmation.
- 4.2** Annual general body (AGM) meeting of the Society will be held annually during the month of April.
- 4.3** An Executive committee consisting of 7 members shall be elected in the general body meeting once in three years.
- 4.4** An authorised officer bearer may call for a general body meeting for which 21 days' notice shall be given to the members.
- 4.5** The executive committee shall generally meet every two months for which notice of 5 days shall be given to the members by the General Secretary.
- 4.6** Voting shall be conducted by show of hands or secret Ballot.
- 4.7** Twenty one days clear notice for the Annual General Body meeting and 21 days' notice for a special General body meeting shall be given.
- 4.8** A special General Body Meeting shall be conveyed as per the provisions of the Societies Registration Act, 1860.

5. QUORUM

- 5.1** For Annual General Meetings Fifty (50%) percent plus one member in good standing present during the AGM (including the Board) shall constitute a quorum.
- 5.2** For Special meetings Twenty five (25%) percent members in good standing shall constitute a quorum.
- 5.3** For Executive meetings, fifty (50%) percent of the Executive members plus one shall constitute a quorum.

6. ACCOUNTS

- 6.1** Official year: The official year of the Society shall be from 1st April to 31st March every year.
- 6.2** The assets and liabilities and the balance sheet of the Society shall be laid before the Annual General body Meeting for confirmation.
- 6.3** Such a balance sheet and the List of Committee Members shall be filed with the Registrar of Societies as per the provisions of the Societies Registration Act, 1860.

7. AUDITOR

An auditor shall be appointed annually and the remuneration shall be fixed by the members in the Annual General Body meeting.

8. AUDITING

- 8.1** The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or two members of the Society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. The fiscal year end of the Association in each year shall be March 31st.
- 8.2** The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the director or directors having the charge of the same. Each member of the Board shall at all times have access such books and records.

9. EXECUTIVE COMMITTEE ROLE

- 9.1** To ensure and promote the primary aim and objectives of the Society.
- 9.2** To publish Annual report/accounts.
- 9.3** To operate funds and manage the property of the Society and to present the duly audited accounts at annual general body meeting.
- 9.4** To form regional centres wherever deemed fit/feasible.
- 9.5** In the event of any office bearer laying down office for whatever reasons, the managing committee can co-opt any member consider suitable for the office for the remaining period of the tenure or till elections are held.
- 9.6** To ensure that all monetary transactions are through objectives of the Society.
- 9.7** May decide to expel a member of managing committee or a member of the Society in case anyone is convicted or any criminal offence, or prove insanity or any member's action in contravention to the Bye-laws.
- 9.8** Managing Committee shall have power to appeal and raise funds and fulfill all formalities incumbent upon it.
- 9.9** To accept from Government, Non-Government, Local bodies, organisation and individuals Grants, donations, Subscriptions or any property movable/immovable for furtherance of the objectives of the Society.
- 9.10** At any meeting of the Executive committee each member present will have one vote except the president who shall have in addition a casting vote. Voting may be by raising of hands or secret ballot.

- 9.11** Executive committee may appoint committee, Sub-Committee with such powers as deemed fit by this body for the purpose that is commensurate with the objectives of the Society. The committee, Sub-Committee may co-opt persons who are members of the Society.
- 9.12** Executive committee may invite to their meetings not more than two specialists/experts who may be non-members of the Society whose presence with the deliberations is considered useful.
- 9.13** Executive Committee shall arrange for the publication in any manner, documents as may be considered fit in the furtherance of its objectives.
- 9.14** To retain, appoint, promote, and dismiss any employees for managing and functioning of the Society and to regulate their terms and conditions of employment including remuneration.
- 9.15** To make the rules and bye-laws for the smooth running of the affairs of the Society as may be considered necessary. The relevant provisions of the society Registration Act 1860 shall be applied accordingly.

10. EXECUTIVE POWERS OF THE COMMITTEE

The administration and management of the Society shall vest in the executive committee consisting of 7 members including:

Chairperson
Vice-Chairperson
General Secretary
Treasurer/Cashier
Joint Secretary
Program Director
Immediate Past Chairperson
Executive member

10.1 CHAIRPERSON

- 10.1.1 He / She shall be in overall charge of the Society and the General body meetings. All the policies and programmes shall be formulated and implemented only through him/her.
- 10.1.2 He / She shall operate bank account jointly with the Treasurer.

10.2 GENERAL SECRETARY

- 10.2.1 He / She shall call for all meetings of the General body meeting as and when deemed necessary and the General body meetings and the Special body meeting as per the rules with the previous approval of the Chairperson and maintain the minutes book and record of all the proceedings of the meetings.
- 10.2.2 He / She shall be the correspondent of the Society and shall be in-charge of the office with all the record of the Society.
- 10.2.3 He /She shall be the custodian of all articles and belonging both movable and immovable of the Society.
- 10.2.4 He/ She shall be empowered to spend up to ₹ 1000.0 to run the routine affairs of the society but he/she shall have to get the approval of the executive for such expenses in the next immediate meeting of the executive.

10.3 VICE-CHAIRPERSON

In the absence of the Chairperson, the Vice-Chairperson shall preside at meetings of the Society, the Board of Directors, or the Selection Committee. If the Chairperson and Vice-Chairperson shall be absent at a Meeting of the Society, the Board of Directors or the Selection Committee, and then any such meeting shall be at liberty to appoint its own Chairman. In the absence of the Chairperson, the Vice-Chairperson shall carry out the duties of the Chairperson.

10.4 TREASURER/CASHIER

The Treasurer shall receive and properly account for all the funds of the Society and shall keep such books as he may be directed for that purpose. He shall be responsible for the deposit of all funds received by the Society in an account with a Chartered Bank or other depository appointed by the Board of Directors from time to time. He shall prepare a detailed statement of receipts and disbursements to the Board of Directors whenever requested, and shall prepare for submission to the Annual Meetings a statement setting forth the financial position of the Society. This statement shall be verified by the Society appointed auditor/s. All payments on behalf of the Society shall be by cheque signed by any two of the elected officers. Any payment, on behalf of the Society, in excess of the sum of five hundred rupees (₹ 500.00) must receive prior authorization by the Board of Directors.

10.5 PROGRAM DIRECTOR

10.5.1 The Program Director shall coordinate, plan, organize, and supervise all programs of the Society including the fundraising through programs.

10.5.2 Effectively communicate with all the stakeholders to develop design and implement new programs of the Society.

10.6 JOINT SECRETARY

The Joint Secretary shall exercise all powers of the General Secretary in his absence and also exercise such powers as are specially assigned to him by Committee.

10.7 EXECUTIVE MEMBER

The duty of the Executive Member shall be to help assure that the Society programs and services are responsive to the needs of the community and such other duties as may be assigned by the Chairperson.

10.8 IMMEDIATE PAST CHAIRPERSON

The duties of the Immediate Past Chairperson shall be to participate in all meetings of the Executive committee and such other duties as may be assigned by the Chairperson. The responsibilities of the Executive Committee Immediate Past Chairperson, in addition to the responsibilities of each Executive Committee Officer and Member, are the following:

10.8.1 Serves as liaison between the Executive Committee and Nominating Committee.

10.8.2 Reviews bylaws and recommends changes as appropriate for consideration by the Executive Committee.

11. MEETINGS

11.1 ANNUAL GENERAL MEETING

The Chairperson of the Board shall call for an AGM to be held on or before April 30th each year.

11.2 SPECIAL/EXTRAORDINARY MEETING

Special meetings of the Society shall be called by the Chairperson or Secretary upon receipt of a petition signed by twenty (25) percent members in good standing by notice (written, fax, e-mail or phone) twenty one (21) days prior to the date of such meeting.

11.3 COMMITTEE MEETINGS

Committee meetings of the Society may be called at any time by the Secretary upon the instructions of the Chairperson or Committee by notice (written, fax, e-mail or phone) five (5) days prior to the date of such meeting.

11.4 NOTICES OF MEETINGS

- 11.4.1 Not less than Twenty one (21) days (written, fax, e-mail or phone) notice of the Annual General meetings shall be given to members in good standing, specifying the business to be conducted thereat.
- 11.4.2 Not less than twenty one (21) days' notice to members in good standing (written, fax, e-mail or phone). Special meeting of the Board may be called on the written request of members specifying the business to be conducted thereat.
- 11.4.3 Not less than five (5) days (written, fax, e-mail or phone) notice shall be given for Board Meetings specifying the business to be conducted thereat.

12. DISSOLUTION

In the event of dissolution or winding up of the Society assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the managing committee/Governing body but the same shall be transferred to another Charitable Society/Association whose objects are similar to those of this Society and which enjoys recognition u/s 80G of the Income tax Act 1961 as amended from time to time. A special resolution for the dissolution of the society may be passed by not less than 2/3rd of the total members of the society and thereupon it should be dissolved.

13. ELECTIONS

- 13.1** Elections of the members of the committee and of two Auditors shall be held at the Annual General Body meeting to be held before April 30th. Only those members who are in good standing on March 31st of the previous year are eligible to take part in the election.
- 13.2** At least Twenty one (21) days prior to the Annual General Body meeting the Board shall:

- 13.2.1 Appoint an Election Committee of three members to receive nominations and withdrawals and to conduct the election; one of these will be appointed as chairperson and will act as returning officer.
 - 13.2.2 Fix the date, time and place for (i) filing nominations, (ii) submitting withdrawals, and (iii) voting;
 - 13.2.3 Circulate the above mentioned information by mailing it to members at least 14 days prior to the deadline for accepting nominations;
 - 13.2.4 Make arrangements for the proper conduct of the elections;
 - 13.2.5 Cooperate with the Election Committee in running the election smoothly.
 - 13.2.6 Nominations shall be filed on the proper form provided by Election Committee and should be supported by the signature of at least two voting members.
- 13.3** Withdrawals will be permitted only if submitted in writing to the Returning Officer before the last date of withdrawal.
- 13.4** There shall be a minimum of 96 hours' gap between the deadlines for receiving nominations and withdrawals respectively; and a minimum of 72 hours' gap between the latter deadline and the time of elections.
- 13.5** After the last date for nominations has passed, the Election Committee shall prepare a list of Candidates who in their opinion are eligible and whose nominations are in order. This list will be available to any member in good standing upon request from the Election Committee.
- 13.6** Voting shall be by secret ballot.
- 13.7** In case of a tie the matter could be resolved either by re-election or by mutual consent of the candidates.
- 13.8** Votes shall be counted immediately after voting has taken place and the results declared as soon as possible.

13.9 The elected members will take charge as soon as they are elected and will serve until the next annual elections.

13.10 To be eligible for election to the Board, a candidate must have been a member of the Society for at least one year during the preceding year.

13.11 The term of office for Executive shall normally be three years.

13.12 Voting: Any member who has not withdrawn from membership neither has been suspended nor expelled shall have the right to vote at any meeting of the Society. Such votes must be made in person and not by proxy or otherwise.

14. INFORMATION REQUIRED BY THE MEMBERS

Any member of the Society may apply to the General Secretary for any information as may be required or any matter of the subjects or rules and regulations of the Society.

15. VACANCY

Any vacancy occurring in the office bearers of the executive committee between two general elections shall be filled up by nomination by the chairperson of the Committee.

16. APPEALS

Any member or person who feels aggrieved by a decision of the Society shall have the right to have that decision reviewed by the Society. Such an appeal must be made in writing to the Society General Secretary. The Appeal shall be governed by the procedure set out by the committee.

17. SIGNING AUTHORITIES FOR CHEQUES

17.1 All cheques of the Society shall bear the signature of the Treasurer/Cashier Chairperson or the General Secretary.

18. AMENDMENTS

By-laws will be changed and updated over time as the needs and the organizational structure of the society change. In future the bylaws can only be changed by a special resolution of the members:

- 18.1 A resolution signed by at least twenty five (25) percent members in good standing of the Society or a resolution of the Executive stating the proposed amendment(s) shall be submitted to the Chairperson.
- 18.2 On receiving such a resolution the Chairperson shall call a meeting of members and shall send (written, fax, e-mail) notice at least twenty (21) days in advance of such a meeting to all members of the Society.
- 18.3 Any amendment to the By-Laws must be approved by a minimum seventy five percent (75%) of the members present must vote in favour of this special resolution.
- 18.4 Any Amendments of the memorandum of Association or constitution of the Society shall be done according with provisions of the Societies Registration Act 1860.

19. CORPORATE SEAL

There shall be a corporate seal bearing the name of the Society which shall be retained in the custody of the Secretary. The seal shall not be used except as authorized by the Executive. Whenever used, the seal of the Society shall be authenticated by the signatures of the Secretary and another elected officer of the Foundation, and if the Secretary be absent or unable to act, then by the Joint Secretary or Treasurer in his place.

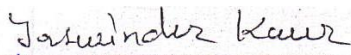
20. CONFLICT OF INTERESTS

An office bearer who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Society shall make the disclosure required by the Act. Except as provided by the Act, no such executive member shall attend any part of a meeting of board or vote on any resolution to approve any such contract or transaction.

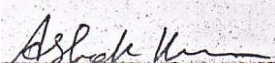
21. BORROWING POWERS

21.1 For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit and in particular by the issue of debentures. Debentures can only be issued by the special resolution of the members. Minimum of 75 percent of the members in attendance shall vote in favour of the special resolution.


21.2 Individual directors or the Board shall have no liability in the event of insolvency of the Association.



Jaswinder Kaur
(Chairperson)



Ashok Chaudhary
(General Secretary)



Seema Devi
(Treasurer/Cashier)