

**MEMORANDUM OF ASSOCIATION**  
**OF**  
**DR. ATUL CHANDRA SMRITI GRAMIN GRANTHAGAR & WELFARE SOCIETY**

Vill. Sandalpur :: P.O. Sitalpur :: P.S. Nandakumar :: Block - Nandakumar  
Dist. Purba Medinipur :: West Bengal :: India :: Pin - 721632

1. Name of the Society shall be : **DR. ATUL CHANDRA SMRITI GRAMIN GRANTHAGAR & WELFARE SOCIETY**
2. The Registered Office of the Society shall be situated at Vill. Sandalpur, P. O. Sitalpur, P. S. Nandakumar, Block - Nandakumar, Dist. Purba Medinipur, West Bengal, India.
3. The objects for which the Society is established are :
  - a) To carry books for circulation among the readers in remote place.
  - b) To take an integral part of culture.
  - c) To create the habit of reading and love of books to readers.
  - d) To help the poor students issuing books, periodicals, journals etc.
  - e) To make the extinction of illiteracy.
  - f) To make a civilized life in modern society.
  - g) To get a clear idea about the world.
  - h) To make a good environment in education.
  - i) To establish educational centre, club, library etc.
  - j) To acquire, establish, start, aid, run, maintain or manage schools, libraries, charitable hospitals for the benefit of the public.
  - k) To arrange and organize lectures, debates, discussions, seminars & Excursions for the diffusion of knowledge.

Sampad K. Pradhy.



- Sampas Kr. Dairby.*
- l) To publish or cause to publish useful literature, papers, magazines, books etc.
  - m) To study, cultivate and demonstrate the art of music & singing.
  - n) To promote and encourage advancement of literary, cultural, religious, scientific and technical education.
  - o) To help the needy students of all communities for the prosecution of studies.
  - p) To collect and preserve manuscripts, painting and sculptures, works of art, antiquities, natural history specimens, mechanical and scientific instruments and designs.
  - q) To help the aged, sick, helpless and indigent persons.
  - r) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects.
  - s) To acquire by purchase or base otherwise lands and building and other properties, moveable or immovable as the association from time to time fir.
  - t) To accept any request, gift, donations, endowment or subscription from any member of the association or from any person.
  - u) To receive aid, grant, donation for the development of the association from central and state Government.
  - v) To co-operate and collaborate with national and International agencies or institutions working with the same objectives and to help and receive assistance from other agencies or institutions for mutual benefit.
4. The income and properties of the Society whatsoever derived and obtained shall be applied socially towards the promotion of the objects of the Society and no portion thereof shall be paid to or divided amongst any of its members by way of profits.



5. The names, addresses and description of the members of the Governing Body.

<u>Sl.No.</u>	<u>Name</u>	<u>Address</u>	<u>Description</u>
1.	Prof. Raghunath Sen	Tamluk Municipality, Ward No.-22 Chok Kamina Tamluk, Purba Medinipur	President
2.	Mr. Arnab Misra	Vill. Bhabanipur, P. O. Kalyanchak, Dist. Purba Medinipur, Pin - 721665	Vice-President
3.	Mr. Sampad Kumar Maity	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Secretary
4.	Mr. Sanglap Maity	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Asstt. Secretary
5.	Smt. Nibedita Bera	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Treasurer
6.	Smt. Mou Gupta (Maity)	15/9, Ghosh Para Kaikhali (VIP) Kolkata - 700 053	Member
7.	Mr. Tapan Kumar Karan	Vill. Bajkul P. O. Kismat Bajkul Dist. Purba Medinipur, Pin - 721655	Member



6. We, the several persons whose names, address and occupation are hereunto subscribed are desirous of being formed into an association in pursuance of this Memorandum of Association.

<u>Sl.No.</u>	<u>Signature</u>	<u>Address</u>	<u>Occupation</u>
1.	<i>Pragnanath</i>	Tamluk Municipality, Ward No.-22 Chok Kamina Tamluk, Purba Medinipur	President
2.	<i>Anurab Mishra</i>	Vill. Bhabanipur, P. O. Kalyanchak, Dist. Purba Medinipur, Pin - 721665	Vice-President
3.	<i>Sampad Kr. Maity</i>	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Secretary
4.	<i>Sanglap Maity</i>	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Asstt. Secretary
5.	<i>Nibedita Beua</i>	Vill. Sandalpur P. O. Sitalpur Dist. Purba Medinipur, Pin - 721632	Treasurer
6.	<i>Mou Gupta</i>	15/9, Ghosh Para Kaikhali (VIP) Kolkata - 700 053	Member
7.	<i>Tarpan Kumar Kooan</i>	Vill. Bajkul P. O. Kismat Bajkul Dist. Purba Medinipur, Pin - 721655	Member

Witness to the above signatures.

Signature : *Nitai Mandal*  
Address : *Vill - Sandalpur; P.O. - Shitalpur; P.S. - Nandapur; Dist. - Purba Medinipur.*  
Occupation : *Headmaster*  
Dated, the *8-12-*.....day of 2008.

*Nitai Mandal*  
Headmaster  
2nd Part Jalpai Sikshaniketa  
P.O. Baraghuni, P.S. Chandipur  
Dist. - Purba Medinipur  
Index No. - V3-231, Pin No. 721632



**RULES & REGULATIONS**  
**OF**  
**DR. ATUL CHANDRA SMRITI GRAMIN GRANTHAGAR & WELFARE SOCIETY**  
**Vill. Sandalpur :: P.O. Sitalpur :: P.S. Nandakumar :: Block - Nandakumar**  
**Dist. Purba Medinipur :: West Bengal :: India :: Pin - 721632**

**MEMBERSHIP**

**1. Admission :**

- a) The signatories to the memorandum of associations & the office bearers of the Governing Body of the society.
- b) The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the memorandum of association and regulations of the society and who in the opinion of the Governing Body will be interested in advancement of the objects of the society.

**2. Type of Members :**

**a) Honorary members :**

Any person, whose connection with the society is deemed to be useful, may with the consent of such person be elected as honorary member of the society. Such members shall not, however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.

**b) Ordinary member :**

Any person, qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary members of the society.

**3. Cessation of Membership :**

Any member shall cease to be a member (a) on the acceptance of his resignation from membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.



#### **4. Register of Members :**

The society shall maintain a Register of members containing the names, address and their Occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

#### **5. Rights and obligations of Members :**

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society, (b) to submit suggestion for discussion to the Governing Body and Sub-committee on any matter relating to society, (c) to inspect the amounts and the proceedings of the meeting of the society on appointment with the secretary, (d) to pay his part or vote in a meeting. Members shall have one vote each.

#### **6. Expulsion & Removal :**

Frequent actions of any members, if found by the Governing Body is detrimental to the interest and is in violation of this rules and regulations of the society, he may be after due enquiry cancelled, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a showcase showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.



## GOVERNING BODY

### 1. COMPOSITION, ELECTION/APPOINTMENT, RESIGNATION/REMOVAL, TERMS OF OFFICE :

There shall be a Governing Body consisting of not less than 7 (seven) members. The Office bearers of G.B. shall comprise of President, Vice-President, Secretary, Asstt. Secretary, Treasurer and other Members. The Office bearers & other committee members shall be elected at the A.G.M.

The resignation and removal of the G.B. Members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The terms of office of the G.B. shall ordinarily be one year, unless it is dissolved / terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new body takes over charge, which shall under no circumstances be more than 30 days from the date of election.

### 2. MEETING :

A meeting of Governing Body shall be held atleast once in three months at such places date and time, as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Asstt. Secretary shall summon the same within seven days and failing which the President of the requisitionists may do so provided no business other than specified in the notice shall be transacted at such meeting.

### 3. NOTICE AND QUORUM :

Seven days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. One third members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time members present shall adjourn the meeting.

### 4. PROCEDURE OF THE MEETING :

The President or in his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided

*Sampad Mr. Plaity.*



by a majority or votes, each member having once vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

5. **POWER AND DUTIES OF THE GOVERNING BODY :**

The Governing Body shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties : (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient, (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society, (iv) To keep proper accounts of the Society and to open bank account in the name of the Society in one or more banks, (v) To co-op. not more than two members to the Governing Body, (vi) To appoint a person or persons on payment to assist the Secretary / Treasurer in the maintenance of account, etc. (vii) To conduct any other business not specified herein for the attainment of the object of the Society provided such business is not repugnant to such object.

**SAFE CUSTODY OF PROPERTIES**

1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society.
2. The funds of the Society shall be kept in banks/post office/Mutual funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882.

**BOOKS OF ACCOUNT AND INSPECTION**

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

**ACCOUNTING YEAR**

The accounting year of the Society shall be from 1st day of April of each year to 31st March of following year.



## GENERAL MEETING

### **Annual General Meeting :**

**Notice :** The Secretary shall annually call the General Meeting within two months from the end of the last financial year giving at least 14 days' notice to all members. The notice shall contain the place date and time of the meeting.

**Agenda :** The business to be transacted at the A. G. M. shall be :

- a) To confirm the minutes of the last A.G.M. and of special general meeting if any;
- b) to adopt with or without modification the report of the working of the Society for the previous year;
- c) to pass audited accounts of the Society for the previous year ended;
- d) to appoint qualified Auditor or Auditors;
- e) to transact such business as may be brought forward by given 14 days previous notice from any member;
- g) to conduct general election.

**Quorum of the Meeting :** One third members personally present at the commencement the meeting shall constitute the quorum.

**Manner and Method of Voting :** The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

**Special General Meeting :** A Special General Meeting may be convened by the Governing Body at any time in view of Urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Member may request the Governing Body for special General meeting by placing a requisition signed by the two third of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

### **EXTRA ORDINARY GENERAL MEETING :**

The Governing Body may direct to convene an Extra Ordinary General Meeting for consideration of addition, alteration or amendment of the



memorandum/regulations of the Society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Resolutions carried out if accepted by the three fourths of the members present at the meeting.

### **DUTIES OF THE OFFICE BEARERS**

#### **PRESIDENT :**

He shall - (a) preside over all meetings of the Society ; (b) take all disciplinary actions such as removals, dismissal etc. in consultation with the Governing Body; (c) advise the Secretary in any matter requiring urgent attention; (d) call emergent meeting.

#### **VICE-PRESIDENT :**

In the absence of the President, the Vice-President shall perform all the duties of the President.

#### **SECRETARY :**

He shall -

- a) convene all meetings of the Society,
- b) maintain minute books of all meetings,
- c) issue general circular and notices,
- d) receive all applications for membership which shall be placed before the Governing Body.
- e) sign on behalf of the Society all receipts for all sums received as subscription etc.
- f) sign and give pay order on all bills for payments,
- g) get the accounts of the Society audited by a Chartered Accountants,

*Sambas Mr. Plaity.*



h) ensure compliance with statutory requirements,

i) Transact all other business subject to the direction of the Governing Body.

### **ASSISTANT SECRETARY :**

In the absence of the Secretary, the Asstt. Secretary shall perform all the duties of the Secretary.

### **TREASURER :**

He shall - (a) collect and receive all sorts of subscriptions, donation, and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank account jointly with the Secretary or the President, (d) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

### **MAINTENANCE AND AUDIT OF ACCOUNTS**

The Society shall maintain books of accounts as required under Sec. 15(1)(a),(b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15(2) of the Act.

### **SUIT & LEGAL PROCEEDINGS**

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Committee.

### **ALTERATION OF MEMORANDUM OF REGULATIONS**

The memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4 members in the general meeting called for the purpose.

The Governing Body shall have powers to make, alter, modify or rescind such by-laws & rules as may be considered necessary in the interest of smooth functioning of the society.



## DISSOLUTION OF SOCIETY

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4th members of the Society at a general meeting. The said meeting shall also decide the manner of disbursements of the finds and assets of the Society, if any, after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Rules and Regulations of Society.

Signature of three members of the Governing Body :

1. *Qaghu Math Sen.*

2. *Sampad Kr. Daity.*

3. *Nibedita Bera.*

*Mr. Nitai Mandal*  
**Headmaster 08-12-08**  
Jalpai Sikshaniketan  
D. Baraghuni, P.S. Chandipur  
Dist.- Purba Medinipur  
Index No.- V3-231, Pin No.- 721656

Dated the.....*8-12-*.....day of 2008.