

DOCUMENT No.: 1

1.	NAME OF THE SOCIETY	:	BARC Officers Welfare Society (BOS), Visakhapatnam
2.	LOCATION OF THE OFFICE	:	Flat No. 420, B-Block, Abhirams Touchstone Towers, Duvvada Road, Kurmanapalem, Visakhapatnam 530046 A. P.
3.	AIMS AND OBJECTS	:	The aims and objectives of the Society shall be as follows: 1. To organise the members of the Society under a common bond of fellowship and foster among them a spirit of cooperation. 2. To establish and/or operate schools, colleges, or other educational institutes/organizations for the members, their family members and public. 3. To establish and/or operate sports, literary, fine arts clubs for the members. 4. To establish and/or operate libraries / reading rooms for the members and public. 5. To receive grants from Public Institutions / Government Agencies / Public to achieve aims and objects of the Society. 6. To frame bye-laws and rules and regulations for the conduct of the business of the Society and its employees. 7. To raise such money or moneys by way of subscription, donations, such sums as may be necessary for the furtherance of the objects of the Society. 8. Generally, to do all such other lawful acts, matters and things as may be necessary, incidental, or conducive to the attainment of the above objects.

1. "Certified that the Association is formed with no profit motive and commercial activities involved in its working."
2. "Certified that the Bears are not paid from the Association."
3. "Certified that the Association would not engage in agitational to ventilate to grievance."
4. "Certified that the Office Bearers signature are genuine."



Signature of the General Secretary

DOCUMENT No: II

RULE AND REGULATIONS

- 1. NAME OF THE SOCIETY** : The name of the Society shall be "BARC Officers Welfare Society (BOS), Visakhapatnam"
- 2. LOCATION OF THE OFFICE** : The office of the Society shall be located at "Flat No. 420, B-Block, Abhirams Touchstone Towers, Duvvada Road, Kurmanapalem, Visakhapatnam 530046 A. P. "
- 3. MEMBERSHIP** : The following rules shall govern the membership of the Society

i. MEMBERSHIP ELIGIBILITY

- a. Prime Member** - Employee of Bhabha Atomic Research Centre (BARC), Visakhapatnam serving on a Group-A Gazetted Post.
- b. Senior Member** - An individual who has retired from Bhabha Atomic Research Centre (BARC), Visakhapatnam after serving on a Group-A Gazetted Post.
- c. Guest Member** - An individual serving / retired from Department of Atomic Energy (DAE), Government of India Units at Visakhapatnam. Guest Membership is allotted only for purpose/facility and for limited period as decided by the Governing Council on the recommendations of Executive Committee from time to time.
- d.** Interested individuals shall apply to the General Secretary of the Society. The General Secretary shall submit the same, along with the recommendations of the Executive Committee, for obtaining approval of the Governing Council. The Governing Council of the Society shall decide on the admittance of the applicant to the Society. The Governing Council may refuse any person for Membership provided reasons for refusal shall be communicated.

ii. CATEGORY OF MEMBERS: The Membership of the Society shall consist of:

- a. Prime Member**
- b. Senior Member**
- c. Guest Member**

iii. CESSATION OF MEMBERSHIP: The membership of a member shall cease to exist subject to the following conditions:

a. Prime Member

- 1.** If he (she) submits a letter of withdrawal of his (her) membership of the Society by giving a written notice to the General Secretary of his (her)



Signature of the General Secretary

intention to do so. He (she) may rejoin by applying (along with Admission Fee) to the General Secretary of the Society.

2. A member may be expelled by a resolution passed at an Annual General Meeting or an Extraordinary General Meeting if at least two-thirds of the total members present and voting support the resolution. The resolution may be passed if the member is considered to have engaged in conduct contrary to the interests of the Society. Upon the passing of such a resolution, the member shall cease to be a member of the Society. However, the individual may be proposed again for membership after the expiry of 12 calendar months from that date.
3. Prime membership shall automatically be converted to Senior Membership upon the retirement (from Service of BARC, Visakhapatnam) of the Prime Member.

b. Senior Member

1. If he (she) submits a letter of withdrawal of his (her) membership of the Society by giving a written notice to the General Secretary of his (her) intention to do so.
2. He (she) may rejoin by applying (along with Admission Fee) to the General Secretary of the Society.

c. Any member who ceases to be a member shall nevertheless remain liable for and shall pay to the Society all monies which at the time of such member ceasing to be due from him to the Society.

iv. **REGISTER OF MEMBERS:** The Society shall maintain a Register of Members and record the names and address of all members for the time being and all changes in the membership which take place from time to time.

v. **RIGHTS and PRIVILEGES:** The registered members of the Society shall enjoy the following rights and privileges:

a. Prime Member

1. He (She) will receive all the printed literature / journal etc., published by the Society.
2. He (She) will have the right to attend all General Body Meetings and cast his vote as well as register grievance, if any.

b. Senior Member

1. He (She) will receive all the printed literature / journal etc., published by the Society.

c. Guest Member



Signature of the General Secretary

1. As decided by the Governing Council based on the recommendations received from Executive Committee from time to time.

vi. ADMISSION FEE AND THE ANNUAL SUBSCRIPTION:

a. Prime Member

1. Admission Fee : Rs.10,000/- or as decided by the Governing Council from time to time.
2. Annual Subscription Fee : Rs.1,000/- or as decided by the Governing Council from time to time.

b. Senior Member

1. Admission Fee : Rs.500/- or as decided by the Governing Council from time to time.
2. Annual Subscription Fee : Rs.500/- or as decided by the Governing Council from time to time.

c. Guest Member

1. Membership Fee & Period: As decided by the Governing Council on the recommendation of Executive Committee from time to time.

4. GENERAL BODY : The following rules and regulations shall guide the functioning of General Body:

- i. **ANNUAL GENERAL BODY MEETING:** General Body will meet once in a year i.e., in the month of May.

ii. FUNCTIONS :

- a. To pass the budget for the ensuing year and approve expenditure statement of the previous year.
- b. To approve the reports of the activities of the Society.
- c. To appoint Auditor.
- d. Any other matter with the permission of Chair.

- iii. **NOTICE FOR GENERAL BODY MEETING:** Notice for the General Body Meeting and of the business to be transacted thereat shall be given at least 14 (fourteen) days in advance, by circular to all registered prime members of the Society. The accidental omission in giving this notice to any prime member or prime members or the non-receipt of the notice of a meeting by any prime member or prime members shall not invalidate the proceedings of any such meeting.

5. GOVERNING COUNCIL : The Governing Council shall serve as supreme body of the Society.

i. COMPOSITION :

- a. The Founder Members of the Society, and
- b. Members (from among the Prime Members) added by the Governing Council to it.



Signature of the General Secretary

- c. Member of Governing Council shall continue to be a member of Governing Council after his (her) retirement from Service of BARC, Visakhapatnam.
- ii. **ADDITION** : New member/s from amongst the Prime Member can be added to the Governing Council on the approval of the Governing Council. Proposal to that effect may be submitted by any two members of the Governing Council or the Executive Committee. Governing Council may reject any such proposal without assigning any reason.
- iii. **FUNCTIONS** : The functions of the Governing Council shall be as follows:
- Decide on the recommendations (in respect of enrolment of membership) received from the Executive Committee.
 - Decide on the recommendations (in respect of admission fee / annual subscription) received from the Executive Committee.
 - Decide on the recommendations (in respect of framing/modification of bye-laws, rules & regulations) received from the Executive Committee.
 - Appointment of the President of the Executive Committee from among the members of the Governing Council.
 - Appointment of Election Committee as and when needed.
- iv. **CESSATION** :
- Governing Council member may withdraw his (her) membership from Governing Council by giving his (her) resignation in writing.
 - On his (her) resignation/termination from the Prime Membership of the Society.
 - On his (her) resignation (and thereby approval of) from the Service of BARC, Visakhapatnam.
- v. **GOVERNING COUNCIL MEETING** : The notice for Governing Council Meeting, along with agenda and details of venue, date and time, shall be issued by the General Secretary in consultation with the President at least fifteen working days in advance. The Governing Council Meeting shall be organised not less than once in three months.
6. **EXECUTIVE COMMITTEE** : The day-to-day functioning of the Society is looked after by the Executive Committee of the Society.
- i. The Executive Committee of the Society shall consist of the following:
- | | | | |
|----|--------------------------|---|---------------------------------------|
| a. | PRESIDENT | : | Appointed by Governing Council |
| b. | VICE PRESIDENT | : | Elected |
| c. | GENERAL SECRETARY | : | Elected |
| d. | JOINT SECRETARY | : | Elected |
| e. | TREASURER | : | Elected |
| f. | EXECUTIVE MEMBER | : | Elected |
| g. | EXECUTIVE MEMBER | : | Elected |


Signature of the General Secretary

- ii. **TERM** : The term of the Executive Committee shall be 3 (three) years.
- iii. **ELECTION** : The post of VICE PRESIDENT, GENERAL SECRETARY, JOINT SECRETARY, TREASURER and two EXECUTIVE MEMBERS shall be filled by election, subject to the following conditions:
- a. Election shall be held as and when required or at the end of the term of the Executive Committee.
 - b. A prime member can contest for only one post in the election to the Executive Committee of the Society.
 - c. A prime member who is not otherwise disqualified to contest under these bye-laws shall be eligible to contest in the election to the Executive Committee.
 - d. All the office bearers of the Executive Committee who are not otherwise disqualified shall be eligible to contest for re-election.
 - e. An Election Committee shall be appointed by the Governing Council from among the members who are not contesting for any post. The Election Committee shall conduct the elections in accordance with the Rules or Guidelines or Circulars issued by the Society.
 - f. The Election Committee shall be competent to prescribe its own procedure for the conduct of elections, but such procedure shall not conflict with the rules framed by the Governing Council.
 - g. The decision of the Election Committee shall be final in all matter relating to conduct of elections and shall be binding on all members of the Society.
 - h. The Election Committee shall cease to function immediately after the announcement of the final-results of election.
 - i. Senior Members and Guest Members shall not be eligible to the election of Executive Committee.
- iv. **EXECUTIVE COMMITTEE MEETING:** The notice for Executive Committee Meeting, along with agenda and details of venue, date and time, shall be issued by the General Secretary at least three working days in advance. The Executive Committee Meeting shall be organised as and when necessary but not less than once in two months.
- v. **CO-OPTION and SPECIAL APPOINTMENTS:**
- a. All vacancies caused by retirement, resignation, disqualification, death, or removal of a member of the Executive Committee or vacancies caused by any other reason whatsoever shall be filled by either co-option or election as may be deemed appropriate or expedient by the Executive Committee in consultation with the Governing Council.



Signature of the General Secretary

b. The Executive Committee, if considers beneficial for the Society in the furtherance of the cause of the members may at its discretion, nominate from among the members of the Society to the Executive Committee. However, the number of such nominated office bearers shall not be more than 2 (Two). Such member shall cease to be Executive Committee Member on the election of new Executive Committee or earlier if so, decided by the Executive Committee.

c. The Executive Committee shall report all actions taken under the Bye-Laws to the General Body at its next meeting.

d. The members of the Executive Committee shall be duty bound to attest the signatures of all the members of newly elected Executive Committee and to see that the said signatures of the outgoing Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days of succeeding month in which elections were held.

- 7. EXTRAORDINARY GENERAL BODY MEETING:** The Executive Committee may, whenever decides so, call for an Extraordinary General Body Meeting and shall do so on receiving a written requisition signed by at least 20 members. Upon receipt of such requisition, the Executive Committee shall convene an Extraordinary General Body Meeting and, if the meeting is not convened within 25 days of such requisition being received by the General Secretary, the requester, or a majority of them may themselves convene the meeting and all expenses of convening the same shall be borne by the Society. Any meeting convened by the requester shall be convened in the same manner as nearly as possible as that in which general meetings are to be convened by the Society.



Signature of the General Secretary

FUNCTIONS OF THE EXECUTIVE BODY AND ITS OFFICE BEARERS

1. **PRESIDENT** : He presides over all the meeting of the both General Body and Executive Committee. He can cast his vote in case of a tie.
2. **VICE PRESIDENT** : He shall assist the President in discharging his duties. In the absence of the President, he shall perform the duty of the President as entrusted by him.
3. **GENERAL SECRETARY** : He is the Executive Office of the Society and custodian to all records relating to the Society and correspondent on behalf of the Society. He shall convene the meetings of Executive Committee, Governing Council and General Body in consultation with the President. He shall take records of all minutes of the Executive Committee, Governing Council and General Body meetings. He shall guide the Treasurer in preparing the budget and expenditure statement of the Society.
4. **JOINT SECRETARY** : He shall do the work entrusted to him by the Executive Committee. He shall assist the General Secretary in discharging his duties. In the absence of the General Secretary, he shall perform the duties of the General Secretary.
5. **TREASURER** : He is responsible for all financial transaction and the funds of the Society. He has to maintain accounts properly along with the vouchers. He shall prepare the accounts of the Society jointly with the General Secretary or the President.
6. **EXECUTIVE MEMBERS**: They shall attend to such activities of the Society which the Executive Committee entrust to them.
7. **QUORUM**
 - a. **EXECUTIVE COMMITTEE MEETING**: At least 2/3 of the Executive Committee Members. If the requirement of quorum is not met within 30 minutes of the scheduled time, the meeting shall stand adjourned. The adjourned meeting shall be organised within 3 (three) days. No quorum shall be necessary for such an adjourned meeting.
 - b. **GOVERNING COUNCIL MEETING**: At least 5 (five) of the Governing Council Members. If the requirement of quorum is not met within 30 minutes of the scheduled time, the meeting shall stand adjourned. The adjourned meeting shall be organised within 15 (fifteen) days. No quorum shall be necessary for such an adjourned meeting.
 - c. **GENERAL BODY MEETING**: At least 2/3 of the members on the rolls of the Society, whichever is less, shall form the quorum for the General Body Meeting. If the requirement of quorum is not met within the 30 minutes of the scheduled time, the meeting shall stand adjourned. The adjourned meeting shall be organised within 7 (seven) days. No quorum shall be necessary for such an adjourned meeting.
 - d. **EXTRAORDINARY GENERAL BODY MEETING**: At least 2/3 of the members on the rolls of the Society. If the requirement of the quorum is not met within the 30 minutes of the scheduled time, the meeting shall stand adjourned. The adjourned meeting shall be organised within 15 (fifteen)



Signature of the General Secretary

days. If the requirement of quorum is not met in the adjourned meeting, the meeting shall stand cancelled.

8. FUNDS OF THE SOCIETY: The funds of the Society shall be spent only for the achievement of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to any members through any means.

a. Further, the funds of the Society shall be maintained as per the following details:

- i. The general funds of the Society shall vest in the Executive Committee who shall open accounts with the Nationalised Bank to be operated by the Treasurer jointly with the General Secretary. Special provisions may be made by Governing Council for different services / facilities / projects.
- ii. All monies received on account of the Society shall be deposited in the Bank. On no account monies shall be utilised directly for meeting payments but all expenditure shall be met by drawing funds from the bank.
- iii. The General Secretary may be permitted to have with him a sum not exceeding Rs.5,000/- (Rupees Five Thousand Only), or as decided by the Governing Council / General Body from time to time, in cash for meeting petty expenses.
- iv. No loans shall be raised on the security of the movable or immovable property of the Society unless the proposal is approved by the $\frac{3}{4}$ majority of the members.
- v. The General Secretary shall be competent to authorise all items of expenditure, less than Rs.50,0000 (Rupees Fifty Thousand Only), on behalf of the Society and shall report to the Executive Committee for ratification at the next Executive Committee meeting.
- vi. The Executive Committee shall be competent to authorise all items of expenditure, more than Rs.50,0000 (Rupees Fifty Thousand Only) and less than Rs.1,00,000 (One Lakh Only).
- vii. The Governing Council shall be competent to authorise all items of expenditure, more than Rs.1,00,000 (One Lakh Only).
- viii. The account books of the Society shall be open to inspection to all members of the Society (except Guest Member). The scanned copies may be provided to the member on payment of charges as decided by the Executive Committee. The member wishing to inspect the books shall make an application in writing to the General Secretary specifying purpose for inspection. The General Secretary shall inform the member within 7 (seven) days from the receipt of such application about the date and time when the member can inspect the books.

b. **ACCOUNTING YEAR:** The accounting year of the Society shall be from 1st April to 31st March.

c. **ANNUAL AUDIT:** The accounts of the Society shall be audited annually by a competent auditor/s appointed by the General Body / Executive Committee.

Signature of the General Secretary

9. **AMENDMENTS:** No amendments or alteration shall be made in the purpose of the association unless it is voted by 3/5 of its members present at a special/extraordinary meeting of General Body convened for the purpose and confirmed by 3/5 of the members present at subsequent meeting of General Body.
10. **WINDING UP:** The Society shall not be dissolved except by a motion passed by a 3/5 majority of members present at a General Body meeting of the Society, expressly convened for the purpose provided the members present shall constitute a majority of the total members on the rolls of the Society. The funds of the Society after meeting all the liabilities shall be disposed of in accordance with the decision of the Dissolution Meeting.



Signature of the General Secretary