

**MEMORANDUM OF ASSOCIATION**  
**BRAHMAPUTRA GRAMYA PUTHIBHARAL SANTHA**

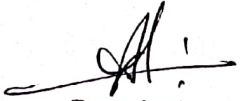
Registration under S.R. Act, XXI of 1860

Registration No. RS/NG/254/134 of 1996-1997, dated : 16-12-1996

1. Name of the Society : **BRAHMAPUTRA GRAMYA PUTHIBHARAL SANTHA**
2. Address of the Main Office : Vill – Borbheti, P.O.- Kachamari,  
Of the Society Dist.- Nagaon (Assam), Pin- 782002
3. Area of the Operation : Through out India

4. **The Aims and objectives of the Society**


1. To form and organise a welfare, secular, non-profit making society to render voluntary services to the rural people.
2. The society will work for the people of entire India including women, child and lower income group of laborers to develop their income.
3. The society will develop literacy by making books library to develop the agriculture and allied sector, cultural, socio-economic conditions for the rural and urban and tea tribe people.
4. The society will work for the socio-economic conditions by the construction of road, building, supply of electricity, supply of drinking water, education, human rights programme and other related socio-justic programme.
5. The society will work for health service, physically handicapped, widow, poverty eradication and literacy campaign for Global warming and all Environmental activities, ecology protection and guidance, promote technical and scientific knowledge and research.
6. The society will do work for resource mobilization and implementation of various schemes of govt., semi-govt. and private sectors.
7. To promote scientific technology in agricultural field among the villagers, farmers and agriculturists and also to provide technical assistance to the local cultivators dairy farmer and people in their day to day life and necessities of their livelihood and also basic needs of the poor farmers.
8. Make formal way for the progress of the children and Women.

  
President  
Brahmaputra Gramya  
Puthibharal Sartha

1

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha


9. To prevent poverty of the poor, downtrodden and neglected classes of man & women by establishing Handicraft Industries and weaving, cutting, knitting, Embroidery, Printing, Fruit preservation and other like traders.
10. To provide free Medical treatment and Aid for the ST,SC,OBC,MOBC and Poor people living in rural area through Mobile Dispensary/ Ten Beded Hospital/ Girls & Boy's Hostel/ School etc.
11. To open training on Art & Culture, Decorative Handicrafts, Modern Art etc and to spread the modern society by implementing modern technology.
12. Adopt Need Base welfare programme for SC/ST and Other Backward Classes to improve the Economic, Culture, Health & Environment Education etc.
13. To promote fraternity, civic sense, and brotherhood amongst the youths of the villages and development and also industrial development so as to enable the Unemployed youths to earn their livelihood independently and attain self dependency and self generation of economy.
14. The organization will work for defusing knowledge of Scientific and literary advancement in all sorts of subject technical, agricultural livestock, Psiculture, bricks making, wood and wood furniture making, steel and steel furniture making, low cost housing construction etc.
15. The organization will maintain a common agricultural farm, Dairy farm, Milk Processing Unit, Spice Processing Unit, Mustard Oil processing unit, Poultry farm, Piggery farm and Fishery Development farm and others allied productivity firm will be set up by our Santha.
16. A. The organization will work for the development of women and children in rural and urban areas in respects such as economic health, education etc.  
B. The organization shall best endeavor to remove bad practice prevailing amongst the societies like enemy drinking liquor and other social evils.
17. The organization will open up adult's school and shall co-operate with the National Scheme of adult education.
18. The organization will approach Government and other benevolent private social agencies for loans, grants contribution and donation for the Institutional management of the society and also for implementing various social welfare scheme undertaken by it specially in the field of agriculture, livestock, cold storage, food processing industry and health care. The organization will look for public place and drinking place, Bazaars, Ghat's etc. prevention of diseases and epidemics.

  
President  
Brahmaputra Gramya  
Puthibharal Santha

2

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha


19. The organization shall a small Health & Vety. Clinic for immediate help such as first aid, delivery comes, vaccination to human beings and livestock.
20. The organization will take utmost care and initiative for development and maintenance of cultural and religious institutions such as Madrassa for religious education, Maszid, Namghar, Churches and create a sense of amity, equity, integrity and social harmony for the growth of appropriate society with perfect Citizenship of the country.
21. To provide protection to women who are victims of violence of any kind occurring within the family (Physical abuse, Sexual abuse, Verbal abuse, Emotional abuse & Economic abuse etc). Harresment to meet any unlawful dowry demand.
22. The organization will work for the empowerment of women specially in the field of economic empowerment, social field by organizing seminar, workshop, conference and training for women in general.
23. The organization will sorts of welfare and services to all communities irrespective of castes, creed and community.
24. The organization will Lodging facilities for various working women as well as for old age people, including SC/ST/OBC, Rural and area's people.
25. The organization will try to set up Old Age Home (Senior Citizen Home) and other Service Centre for the welfare of Older Person .
26. The organization will try to set up Swadhar Project, Day care centre, Working Women Hostel, Short Stay Home, National Creche Centre, Step, Ujjala, Swadher Project, Mobile Medicare Unit, No institutional service centre and such like other allied scheme.
27. To establish Drug De- Addiction centre and observed awareness generation Programme to improve our Society from evils of drug addiction and prevention of Alcoholism .
28. To work with Mentally ill Persons Providing facilities with treatment and rehabilitation.
29. The organization will work for the welfare of all types of Disabled Persons.
30. To Provide vocational training courses (VTC) to various capacity of people including PWD (People With Disability).
31. The organization will give free training of songs, drama, dance, music and may be production of V.C.D. film, feature film, short film, film and also may be marketing to collect fund to develop the society and give the social work for the helpless and needy people.

  
 President  
 Brahmaputra Gramya  
 Puthibharal Santha

3

  
 Secretary  
 Brahmaputra Gramya  
 Puthibharal Santha

32. The organization will may take decision to open school from pre-primary to upper, higher education such as Residential School, Non-residential school, Formal school, Non-formal School, Adult School, Night School, Blind School, Vocational Training Institute such as Cutting, Knitting, Tailoring School, Beautician Training, Type Writing, Computer, Stenography, Fashion Designing Training (and it may extend in the North-East Zone and other state of our country under Santha), Creche Centre for children and others like such institute in demand of the people in their locality.
33. To establish, promote, run, maintain, assist community health centre, blood bank, ambulance service, de-addiction cum rehabilitation centre, care and support centre etc. for use and welfare of the general public.
34. To start, establish, run, take over, arrange and manage production , vocational training institute or college to give education on computer, fine arts, crafts, handloom, weaving, jute and handicrafts, music, cottage industries, can & bamboo industries, painting, yoga and in other vocational, professional and income generating subjects and activities.
35. To start, maintain, assist, take over programme in relief measure in those parts which area/or become subjects to natural calamities like famine, food poisoning, fire, earthquake, cyclone etc. and establish shelter home welfare of victim or natural calamities.
36. To start, establish, arrange, maintain, organize and assist and programme, project for welfare and upliftment of disable, blind and physically handicapped person, street children and orphan.
37. To implement, arrange, provide, organize, assist medical camps, such as health check up camps, eye operation camps, blood donation camps, mobile Medicare programme, immunization programme, vasectomy, tubectomy, leprosy education, malaria prevention and provide assistance necessary for living to the needy person who are incapable or handicapped or mentally or physically retreated. To take such activities for prevention of education of AIDS, menace of drugs abuse, prevention and eradication of malaria, small pox, T.B. and any other type of tropical disease under WHO's guidelines and to provide facilities for donation blood, eye and any other parts of human body/limbs, as admissible under Indian Health law, besides, undertaking such allied activities for prevention of other diseases which may occur from time to time.
38. To establish, arrange, organize, co-ordinate, implement, render assistance, promote, manage, run agriculture production activities, animal husbandry development programmes, fisheries development programs, supplies of power


  
President  
Brahmaputra Gramya  
Puthibharal Santha

4


  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

tiller, agricultural machinery, irrigation appliances, seeds, fertilizers etc.

39. To organize, foster electronics usage, creation of employment in rural areas through the use of electronic products as well as electronic producing usage, creation of employment in rural areas through the use of electronic products as well as electronic producing servicing, maintenance centre in rural areas.
40. To provide and encourage for primary education among Rural and Tea tribes without any distinguish of caste, creed, religion and gender.
41. To organize, arrange, start, implement, carry on, encourage and assist in promotion of rural industries, trade or business activities for rural Entrepreneurship development programme.
42. To provide gainful wages/self employment to Science and technology person by providing, entrepreneurship development programme covering various topics such as achievement, motivation, market, survey, preparation or project report, procedure for starting small industries schemes of Government and Private sector for promoting small scale industries, financial management etc.
43. To popularize Science and Technology and to stimulate temper among people, students, weaker communities, scheduled caste/tribes people etc. and development of technology for improving the quality of life through multi sectoral approaches.
44. To implement, establish, arrange co-operate, organize, run programmes on non-conventional energy sources, biogas, and biofertilizer development and improve the low cost Chula etc.
45. To act as centre of studies and research on subject of interest to the social and society and to organize, exhibition and take up development and mass communication projects by means of news letter, poster, periodical journals, cinema, documentary film, drama, street play, through Television, Radio and various means of various topics.
46. To publish books, brochure, booklet, newsletter, handbook, manual, handbill, poster etc. on various subjects of topical interest and proceeding of seminars and conference organize by this society or any other associated society.
47. To establish, form, organize, assist and develop, manage, co-operative society productive firm, co-operative bank, women saving bank, import and export centre to uplift the social economic condition of general community and for self employment of youths.
48. To submit project, proposal, request, application for accept donation, grants loan, projects fund, subsidy, gifts, collaboration and other offering in the shape of the

  
President  
Brahmaputra Gramya  
Puthibharal Santha

5

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

movable or immovable properties, in cash, cheque etc. for the attainment of the aims objectives of the society from individual/ Government / Non-Government organization, public and private sector, funding agencies etc.

49. The organization will try to set up Pre-Examination Coaching Centre to prepare the candidate for Civil Service examination, Entrance examination for professional Courses, Subordinates Services examination and other Lower services Examination. The Coaching Centre would act as counselling and guidance units for candidates belongs to the weaker sections SC,ST & OBC groups.
50. To organize, implement, conduct programme, seminar workshop etc. on Social justice, women empowerment and educational and economic upliftment to raise legal demands and fundamental rights as well as create awareness among general people.
51. To undertake, organize, assist, run, help, and collaborate with Khadi and Village industries for (KVI) activities, programmes, projects etc. for production, sale, training, research etc. with object such as
  - a. To improve the economic moral and social standard of the villagers in the area of operation of the institution.
  - b. To alleviate poverty and bring about better living condition, natural co-operation and unity among villagers and in general rural development by implementing KVI's programmes.
52. To open branches in every part of the state of the Country for conduct such other activities furtherance of all or any of the object of the organization for implement the various programme in the said state.
53. Area wise plantation of tea, rubber, teak, medicinal and herbal plant etc. for granting land from Govt. or local people on lease basis.
54. The society will fight against all the destructive and anti-national focus and will observe the national festivals viz. Swatantrata Divas, Loktantra Divas, Rastra Bhasa Divas etc. to encourage a sense of National integrity among the people. Society will bring together persons of various communities and creating and restoring of good will brotherhood peace and co-operation.
55. To promotion of international understanding and co-operation in contromity with the principles and ideas of UNESCO
56. All the income, earnings movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aim and objects any as said forth in the memorandum of society.
57. To open a joint account with President and Secretary in any Nationalized bank to

  
President  
Brahmaputra Gramya  
Puthibharal Santha


6

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

transact the fund of the organization.


58. The organization will maintain common paddy storage and other grain storage Depot for the facility of farmers .

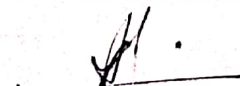
Certified to be true copy of the Memorandum of **BRAHMAPUTRA GRAMYA PUTHIBHARAL SANTHA.**


  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya Puthibharal Santha  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha







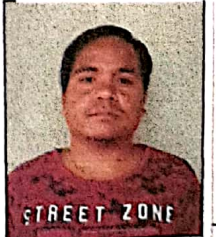
**WE THE UNDERSIGNED ARE DESIROUS OF FORMING A SOCIETY IN  
PURSUANCE OF THIS MEMORANDUM OF ASSOCIATION**

S.I. No	Signature in full	Address, Occupation & Designation of present Executive Committee	Full Name with Seal and Signature of witness
1	Tabasul Ali	Vill :- Borbheti, P.O. :- Kachamari, P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, President	 <b>18/02/2021</b> Circle Officer Nagaon Sadar Rev. Circle Nagaon
2	Sanjib Bordoloi	Vill :- Phukhuripar, P.O. :- Bebejia P.S. :- Bebejia Dist. :- Nagaon (Assam) Business, Vice- President	
3	Ikram Ali	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Secretary	
4	Rashminrekha Bara deka	Vill :- Boragaon, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Asstt. Secretary	
5	Ufananda Das	Vill :- Niz-Kachamari, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Treasurer	
6	Sumi Begum	Vill :- Katanigaon, P.O. :- Pathari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Pvt. Teacher, Member	
7	Sankar Jyoti Deka	Vill :- Boragaon, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
8	Monika Barah	Vill :- Boragaon, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Pvt. Teacher, Member	
9	Ranjan Deka	Vill :- Boragaon, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
10	Ajmarika Begum	Vill :- Borbheti, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Pvt. Teacher, Member	
11	Jitu Bordoloi	Vill :- Madhupur, P.O. :- Nagaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	

  
**President**  
 Brahmaputra Gramya  
 Puthibharal Santha





  
**Secretary**  
 Brahmaputra Gramya  
 Puthibharal Santha

**WE THE UNDERSIGNED ARE DESIROUS OF FORMING A SOCIETY IN  
PURSUANCE OF THIS MEMORANDUM OF ASSOCIATION**

S.I. No.	Name in full	Address	Occupation	Designation	Photo
1	Tafazul Ali	Vill :- Borbheti P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	President	
2	Sanjib Bordoloi	Vill :- Phukhuripar P.O. :- Bebejia P.S. :- Bebejia Dist. :- Nagaon (Assam)	Business	Vice-President	
3	Ikram Ali	Vill :- Islampatty P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Secretary	
4	Rashmirekha Bora Deka	Vill :- Boragaon P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Asstt. Secretary	
5	Upananda Das	Vill :- Niz-Kachamari P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Treasurer	
6	Sumi Begum	Vill :- Katanigaon P.O. :- Pathari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Pvt. Teacher	Member	
7	Sankar Jyoti Deka	Vill :- Boragaon P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Member	

*(Signature)*  
**Secretary**  
Brahmaputra Gramya  
Puthibharal Santha

*(Signature)*  
**President**  
Brahmaputra Gramya  
Puthibharal Santha

8	Monika Borah	Vill :- Boragaon P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Pvt. Teacher	Member	
9	Ranjan Deka	Vill :- Boragaon P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Member	
10	Ajnara Begum	Vill :- Borbheti P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Pvt. Teacher	Member	
11	Jitu Bordoloi	Vill :- Madhupur P.O. :- Nagaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam)	Business	Member	

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

**CONSTITUTION OF THE**  
**BRAHMAPUTRA GRAMYA PUTHIBHARAL SANTHA**  
(Registration under Societies Registration Act. XXI of 1860)  
**Registration No. RS/ /NG/254/134 OF 1996-1997, dated: 16-12-1996**

1. **Name of the Society** : **BRAHMAPUTRA GRAMYA  
PUTHIBHARAL SANTHA .**
2. **Address of the Main Office  
of the Society** : **Borbheti, P.O - Kachamari, P.S.- Nagaon Sadar  
Dist.- Nagaon (Assam). Pin-782002**
3. **Area of operation** : **Through out India .**

4. **AIMS & OBJECTIVE OF THE SOCIETY:**


Aims and objectives should be as same as mentioned in the Memorandum of the society.

5. **Membership:**

There will be four kinds of membership of the society.

- a) Lifelong member.
  - b) Periodic member.
  - c) Primary member.
  - d) Association member.
- (i) Every eagerness, polite, honest person may be a member of Brahmaputra Gramya Puthibharal Santha.
  - (ii) Four person from the lifelong member can take part in executive committee and this member nominated by the Secretary of the Executive Committee.
  - (iii) Periodic member can be form from the united area of the village and may be nominated in Executive Body by taking resolution in general meeting.
  - (iv) Any willful person from the operation area of this society can be a primary member. Nobody can be a lifelong member without being a primary member of the Society.
  - (v) Only in case of lifelong member, members must take signature in admission registered book and also must open an accounts for increase the funds to develop the social welfare.

( Contd.....P/2 )

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

(2)

- (vi) Qualification for become a member one must have mental and physical sound and the age must more than 18th years and above. Any person in its locality can be a member by showing their residential and photo identity proof.
- (vii) There will be provision of preference for the female member as 30% reservation.
- (viii) There will be no restriction to be member for a Government or private employee.

6. **SUBSCRIPTION FOR ADMISSION OF A MEMBER:-**

1.	Fees for lifelong member	Rs.	501.00
2.	Fees for periodic member	Rs.	101.00
3.	Fees for primary member	Rs.	51.00
4.	Fees for association member	Rs.	11.00

7. **COLLECTION & MAINTENANCE OF FUND:**

- i. The Executive Committee will print receipt books for collection of money, subscription, donation gifts, contribution from individual and other agencies, societies Govt. Dept. etc and all such amounts shall be deposited into the Organization's fund .
- ii. All donation fee, contribution, grant etc receive either from Govt. or any other agencies, local or foreign or permanent or temporary one time basis shall deposited in the Organization's fund.
- iii. A joint account operated by the President and the General Secretary or any Executive Member of the Organization in any of the Nationalized Bank including the United Bank of India will be opened in the name of the Organization and all amounts belonging to the Organization shall be deposited into such accounts as soon as it is received.
- iv. Both the President and the General Secretary are authorized to keep Rs. 50/- (Rupees Fifty) and Rs. 100/- (Rupees One hundred) only respectively at a time of daily transection of the organizational affairs.
- v. The president may direct the Secy. to collect money from any agent on fits, loans and contribution and the president shall obtain approval for such action from the Executive Committee. Similarly for all contingent expenditure, the president shall have to obtain approval of the Executive Committee.

( Contd.....P/3 )

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

( 3 )

- vi. The Genl. Secy. will maintain the account of the cash and receipt expenditure and enterall receipts and expenditure into the cash book and obtain signature of the president into the cash book on daily transaction. The cash book shall have to be presented to the Executive Committee meeting in each sitting, or a up to date statement of expenditure in lieu of the same.
- vii. Under direction of the Executive Committee the president and the Genl. Secy. will prepare the annual budget before the closing of the financial year and present it to the general meeting after approval by the Executive Committee. The Annual General Meeting, affairs will discuss in every item of the budget expenditures and approve the budget which will then be regarded as final.
- viii. The Executive Committee can get approval of the supplementary budget demand from a General Meeting.

8. **CREASSION OF MEMBERSHIP:**

Whenever a member desires to resign from the membership of the society, he/she shall must submit his/her resignation letter to secretary and that will take effect only on its acceptance by the chief functionary (Secretary) of the society. Any member can cease on offence in connection with the formation, promotion, management or any other offence involving moral attitude. All of these should done by the acceptance of 60% of the members of the executive body .

9. **REGISTER OF MEMBERS:**

The society shall maintain a Register book for entry names, address, Occupations of the members. The date of admission and the date of cession of members in the Society on requisition. All members Should submit their records to the secretary for entry their membership within a period of 15 days.

10. **RIGHTS AND OBLIGATIONS OF MEMBERS:**

Any ordinary member has not any voting power. The all other members of the society has

- (a) To elect and to be elected in any elections of the Society.
- (b) To submit suggestion for discussion to the Governing Body and Sub Committee on any matter related to the society.

( Contd.....P/4 )

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

(4)

- (c) To inspect the accounts and the proceedings of the society on appointment with the secretary.
- (d) To pay his subscription within the prescribed time, defaulting members shall not be allowed to take part or vote in a meeting to take any decision for the organization.

**11. PROCEDURE OF THE GENERAL MEETING:**

- a) Any enlisted member of the organization shall have right to vote on the affairs of the organization.
- b) Normally, the general meeting of the organization shall be held twice a year. If necessary, emergent general meeting may be called by the President and the Genl. Secy. on the recommendation of the Executive Committee.
- c) If the general registered members feel it expedient to call for a general meeting two third of total members may also call for an emergent sitting of the general body.

**12. QUORUM OF THE GENERAL MEETING:**

In the presence of 2/3rd members of the total members of the organization, the quorum of the General Meeting will be formed, but to form quorum adjourned meeting is required so far

**13. ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE:**

The Executive Committee will be constituted according to the democratic procedure in the General Meeting amongst the members of the organization.

**14. SHORT DESCRIPTION OF THE EXECUTIVE BODY:**

Primarily the Executive Committee is consisting of 11 (Eleven) members on the basis of 30% female members, which includes One President, One Vice-President, One Genl. Secretary, One Asst. Secretary, One Treasurer, and other 6 (Six) Executive Members, subject to increase or decrease of the members will be depend on the decision of Executive Committee.

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

( Contd.....P/5 )

(5)

**15. THE TENURE OF THE EXECUTIVE COMMITTEE :**

The tenure of the Executive Body shall be 3 (three) years. The Executive Committee shall adopt its procedure for conducting the business of the committee.

i) The financial year of the organization will count from the first of April of one calendar year to the 31<sup>st</sup> March of the next calendar year.

ii) The Executive Committee shall appoint one treasurer amongst its committee members. The committee will also appoint all other office bearers and staff. The president of the executive committee will be the president of the whole organization whose heart shall lie all responsibility of the organization.

iii) The executive committee shall appoint sub committee to take charge of certain schemes or area of development within the area of operation of the organization.

**16. POWER AND FUNCTION OF THE OFFICE- BEARERS :**

**a) President :**

i) Shall preside over the meeting of the managing committee and General Meeting of the organization/ society.

ii) Shall nominate one Vice-President to assist him/her

iii) Shall supervise all the activities of the society/organization

**b) Vice- President :**

i) Shall assist the president whenever he/she is absent

ii) Shall act as a president in case he/she vacates the office or resign or natural death or accidents etc


**c) General Secretary :**

i) Shall be responsible for maintenance and correspondences in all activities of the society/organization

ii) Shall convene meeting of the Managing Committee and General Meeting of the organization in consultation with President and Managing Committee members.

iii) Shall communicate and correspond in all matters on behalf of the organization.

( Contd.....P/6 )

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

(6)

**d) Asstt. Secretary :**

- i) Shall assist the Secretary while discharging his duties in normal days.
- ii) Shall give to assist the Secretary in all matters of maintenance and correspondences of the organization when the Secretary requests him/her so.
- iii) Shall act as Secretary during the temporary absence of General Secretary.
- iv) Shall act as Secretary in case the Genl. Secretary vacates the office or death or any occurrences.

**e) Treasure :**

- i) Shall receive all the money of the society/organization and issue receipt for the same.
- ii) Shall make all payments to all vouchers duly authorized by the secretary, the amount not exceeding the Rs. 500/- ( Rupees five hundred ) unless the sanction of the Managing Committee is obtained first.

**17. DONATION:**

Any member should have to pay a monthly membership fee of Rs. 50/- (Fifty) only and a yearly donation of Rs. 500/- (Five Hundred) only.

**18. SAFE CUSTODY OF PROPERTIES:**

- (a) The Executive Body of the society shall be responsible for the safe custody of the funds, properties and assets of the society.
- (b) The fund of the society shall be kept in some nationalized banks and invested in any securities specified under section 20 of the Indian Trust Act.1982.

**19. BOOK OF ACCOUNT & INSPECTION:**

The Books of accounts and other statutory books shall be kept at the Registered Office and shall be opened to inspection of the members at such time and place as the Executive Body directs on a written request made by a member.

**20. ACCOUNTING YEAR:**

The Accounting year of the society shall be from 1st day of April to 31st day of March of each year.

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

( Contd.....P/7 )

(7)

21. **PROCEDURE OF RE-ELECTION OF THE MEMBERS OF THE EXECUTIVE BODY:**

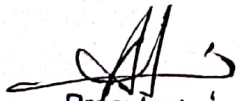
- a) When a vacancy of the membership of the Executive Body occurs, the President of the organization shall be call for a general meeting and elect one member to fill up the vacancy.
- b) For all malpractices, detrimental to the interest of the organization, a member may be replaced by the procedure mentioned at ( a) above.
- c) In case of death, or resignation of the President, the Vice- President, or the Secy. or the next of the Vice-President, immediately junior to him shall hold charges of office of the vacant post of President for a period of one month only and thereafter this should be regularized by the General meeting.
- d) The President can be remove dismissed or warned the general meeting or he is involved in corrupt practice which are harmful to the executive body but also to the entire organization. Two third majority of enlisted members to take appropriate action by calling for a general meeting.
- e) The president can call general meeting at any time.

22. **PROCEDURE FOR THE MEETING OF THE EXECUTIVE COMMITTEE:**

- a) Any agenda or proposal shall be passed by a majority of votes of the members of the Executive Committee.
- b) The Executive Committee meeting shall be held four times in a year, emergent sitting of the body also can be held at the instance of the President.
- c) The President and the Genl. Secy. shall prepare agenda of each proposed meeting and shall notify to the members one week ahead of the probable sitting.
- d) For a meeting Secy. shall issue notice to the members one week ahead and obtain signature of each members for confirmation of service of notice.

23. **QUORUM OF THE MEETING OF THE EXECUTIVE COMMITTEE:**

- a) One –third of total members of the Executive Body shall form the quorum of the Executive Committee meeting.
- b) The president may call for explanation of any fault on the part of a member, specially in the cases of continuous absence of a member in attending executive meeting.

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

( Contd.....P/8 )

(8)

- c) The Secy. would write the resolution of the committee with signing of the president and the member present and a report of the Executive proceeding of the previous meeting shall be read out before the members in the subsequent meeting for their knowledge and information.
- d) The secy. there after execute all functions in accordance with the resolution passed in the Executive Committee meeting under instructions and guidance of the president.

24. **EXPULSION OF UNDESIRABLE MEMBERS :**

- a) An active executive member should be a good conduct, non-temperate, amiable and non-criminal. He must be free from corruption and malpractices. In case a member is found to be evil character detrimental to the society, the general body is expelled him by passing a resolution for expulsion of such members from the organization.
- b) A general member of the whole organization must be obey the rules and regulations of the organization and behave as a good citizen, free from corruption and bad practices. In case a person found to be involve in corruption and bad practices detrimental to the interest of the organization and also to the country, through the general meeting by taking a resolution shall expel such person or persons from the membership of the organization.
- c) When an Executive Committee member is found to be undesirable to continue in the executive body, he may be removed by a resolution in the general meeting of the organization.
- d) All subscription deposited amount of such expelled members shall remain forfeited to the organization

25. **ALTERNATION OF MEMORANDUM:**

The Memorandum, Rules and Regulations may be altered, modified redesigned or may be added by special resolution passed by the members in a general meeting called for the purpose by 1/3(one/third) from the majority of the members. The Governing Body shall have power to make after modify or recent such By-Laws & Rules as may be considered necessary in the interest of smooth functioning of the society.

  
President  
Brahmaputra Gramya  
Puthibharal Santha

  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

( Contd.....P/9 )

26. **AUDITOR:**

The Executive Committee will appoint a qualified auditor and the auditor shall report its audited statement at least minimum two times in a year. It will be presented to the annual general meeting for approval before accepting it by the executive committee. The terms of the auditor is two years.

27. **LEGAL PROCEDURE:**

According to the provision laid down in the section 6 of the Societies Registration Act XXI of 1860, the organization may take legal procedure in the name of the President or Secretary of the organization.

28. **DISSOLUTION:**

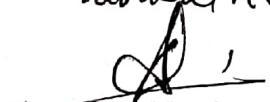
If necessary, the organization may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the section 13 and 14 of the Societies Registration Act XXI of 1860.

29. **AMENDMENT OF RULES OR BY LAW :**

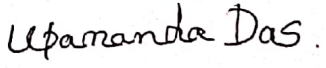
The rules may be amended by 2/3<sup>rd</sup> majority of the general members in the general meeting. The amended rules will be prepare by the managing committee and published it for general opinion.

Certified to be a true copy of the rules & regulation of the **Brahmaputra Gramya Puthibharal Santha**. Borbheti, P.O- Kachamari, Dist- Nagaon (Assam) .

**Signature of three Executive Member :**

*Tabasul A G*  
  
**President**  
President  
Brahmaputra Gramya  
Puthibharal Santha

*Ikram A W*  
  
**Secretary**  
Secretary  
Brahmaputra Gramya  
Puthibharal Santha

*Upamanda Das*  
  
**Treasurer**