

**PREAMBLE
TO
THE MEMORANDUM OF ASSOCIATION
OF
SRI GURU NANAK DEV JI INTER RELIGIOUS FOUNDATION**

AN ABSOLUTE NON POLITICAL CHARITABLE SOCIETY, TO PROMOTE THE MISSION OF SHRI GURU NANAK DEV JI THROUGHOUT THE WORLD IRRESPECTIVE OF RELIGION, CASTE AND CREED WITH THE MUTUAL AND POSITIVE CO-OPERATION OF RESPECTIVE STATE GOVERNMENTS, RELIGIOUS SECTS AND CO-ORGANIZATIONS, ASSURING HONOUR AND DIGNITY TO EVERY RELIGION & CIVILIZATION.

MISSION

TO PAVE THE PATH FOR CONSTRUCTIVE CIVILIZATION/CULTURE AND INCLUSION OF WORKS FOR ALL ROUND SOCIAL DEVELOPMENT OF UNDERPRIVILEGED INDIVIDUALS, GROUPS AND COMMUNITIES, IN THE WORLD.

VISION

TO BREAK THE VICIOUS CIRCLE OF POVERTY AND SOCIAL ISOLATION AND TO RESTORE HOPE FOR A BETTER FUTURE. WE BELIEVE THAT EVERY PERSON HAS THE RIGHT TO ACCESS RESOURCES AND OPPORTUNITIES IN ORDER TO LIVE AND DEVELOP ONESELF WITH DIGNITY AND TO BECOME AN ACTIVE AND CONTRIBUTING MEMBER OF MODERN CIVILIZATION .

MEMORANDUM OF ASSOCIATION
SRI GURU NANAK DEV JI INTER RELIGIOUS FOUNDATION

1. **NAME OF SOCIETY:** Sri Guru Nanak Dev Ji Inter Religious Foundation, is to be registered under societies Registration Act No. 21 of year 1860.
2. **REGISTERED OFFICE OF THE SOCIETY :-** # 172, Sidhu Farm House, Behind Sukhna Lake, Village Kaimbala, Chandigarh, U.T.
3. **AREA OF OPERATION OF THE SOCIETY :** U.T., Chandigarh
4. **AIMS AND OBJECTIVES OF THE SOCIETY:**

The aims and objectives to be persued by the Society are:-

- i) To establish and maintain libraries, research centres, welfare and youth hostels, civilizational centers, skill training centres and as such to render assistance to the poor, marginalized, minority groups, handicapped, widows, orphans, street children, homeless, aged and victims of disaster and calamities.
- ii) To arrange and conduct meetings, classes, seminars conventions, symposiums, workshops, conferences, campaigns, demonstrations, cultural events, lectures, to provide opportunities for study & research and to make the findings available to anyone who can use them for the benefit of mankind.
- iii) To offer cooperation and assistance to benevolent schemes which are in accordance with the objects of the foundation whether such schemes are undertaken by the State or Central Government, by public or private agencies, by religious or philanthropic organisations/bodies.
- iv) To offer assistance and support to such societies and to respond to their invitation to help in all possible ways in keeping with the objects of the Society.
- v) To raise funds through donations, by request, by public subscription, by issuing appeals and by accepting contributions from State or Central Government, individuals, philanthropic bodies, religious bodies, institutions, local bodies and industrial concerns, limited or private,

wheresoever situated in the union of India or abroad to fulfill the aims of the Society.

- vi) To enter into any arrangements with Govt. or competent authorities or persons that may seem conducive to the objects of the Society.
- vii) To purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property, machinery, appliances, licences, permits and any rights or privileges necessary or convenient for the fulfillment of aims and objectives of the Society.
- viii) To appoint legal and technical persons (not being members) for the fulfillment of the objectives of the Society, on payment basis, if need be.
- ix) To grant scholarships, stipends or subsidy to needy persons, institutions and organizations to fulfill the objectives of the Society.
- x) To invest or deposit money of the Society not immediately required for the purpose of the Society in a manner specified by the relevant rules in force from time to time.
- xi) To establish printing & publishing firms and other media to undertake the printing and distribution of material which is relevant to the objects of the Society.
- xii) To receive Indian or foreign volunteers and scholars with various skills to assist, help, aid and participate to fulfill the objects of the Society.
- xiii) To take up any other activities may be decided by the Governing Body from time to time, which are not against the objects and basic principles of this Society as mentioned in this memorandum of association.
- xiv) To do all such other lawful acts as may be necessary, incidental or conducive to the attainment of the above aims and objects of this memorandum of association to obtain and spread the philosophy of Sri Guru Nanak DevJi.

- xv) To endorse the Human Rights and in particular the rights of the children and youngsters as well as the rights of underprivileged groups and communities.
- xvi) To encourage and popularize voluntary works (*eko ;/tk*)
- xvii) To register the 'Society' under 12AA and 80G of Income Tax Department in due course of time.
- xiii) Patrons as well as well wishers shall be invited and be given due honour at the functions and at occasions of eventual activities of the Society.
- xix) To appeal/request to the respective state/centre governments to establish an absolute Religious top class International level University for comparative study of World civilization & to establish a world level library-& Religions Research Centre at Sultanpur Lodhi, Distt. Kapurthala, Punjab.
- xx) To establishment /assist charitable institutions i.e. Schools, Colleges, Universities, Hospitals, Subsidized Medical/Chemist Stores etc.

5) OBJECTS, ANCILLARY TO THE ACHIEVEMENT OF THE MAIN OBJECTS:

- i) To do such other things/acts/activities which are necessary and which may be incidental and conducive to the attainment of the objects of the Society.
- ii) To accept donations, grants, presents, gifts and other offerings in the shape of movable/immovable property, to purchase/acquire land and /or building in the name of the Society for the attainment of the aims and objects of the Society.

- iii) To form committees and sub-committees for the fulfillment of the aims and objects of the Society.

6- OTHER IMPORTANT/RESERVE MATTERS REQUIRED TO BE FULFILLED UNDER THE SOCIETIES REGISTRATION ACT 1860.

- i) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in the Memorandum of Association and no portion thereof, shall be paid or transferred directly or indirectly to the members of the Society.
- ii) No member of the Governing Body of the Society shall be appointed to any salaried office of the Society or no remuneration shall be given by the Society to any member of Governing Body except repayment of out-of- pocket expenses and interest on money lent or spent for premises of the Society.
- iii) The society by its constitution is required to apply its profits, I any or other income in promoting its objects.
- iv) Upon the winding up or dissolution of the Society, there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other institution having objects similar to the objects of the Society, to be determined by the members of the Society at or before the time of dissolution.

The management of the affairs of the Society is entrusted in accordance with the rules and regulations of the Society to a Governing Body, of which the first founder members, are :-

S.No	Name and Address	Age Yrs	Occupation	Designation
1	Dr. Gurcharan Singh, H.No.3301, Sector-32D, Chandigarh. Mob- 9216619779	79	Educationist	Chairman
2.	Dr. Bhagwan Singh, # No.915 Gillco Hieght,Gillco velay 127 Mohali Mb.No.9988072124	74	Educationist	Senior Vice-Chairman
3.	S. Gurnam Singh,' H.No.-172, Sidhu Farm House, Behind Sukhna Lake, Village- Kaimbwala, U.T. Chandigarh Mob : 9316011677	75	Social Worker	Vice-Chairman
4.	Col Chand Singh Dhumi (Retd.) # 152, Sector 45-A, Chandigarh-160047 Mob : 9815911152	74	Social Worker	General Secretary
5.	Mr. Rajinder Gill, H.No. 03, GF, Rishi Home Flats, Gulmohar City, Badala Road, Kharar, Distt. Mohali- 140301, Mob : 9888981984	53	Social Worker	Joint Secretary
6.	S. Jaspal Singh Khiwa H.No. B-1/378/1, Red	52	Social Worker	Treasure

		Rode, Sudkh Sadan, Hoshiarpur 9888088415			
7.		Dr. T.L. Kaushal, Flat No.2003-C, Block No.17,Sector-63, Chandigarh. Mob- 9417186454	69	Educationali st	Executive Member

RULES AND REGULATIONS

SRI GURU NANAK DEV JI INTER RELIGIOUS FOUNDATION

1. **NAME OF SOCIETY:** Sri Guru Nanak Dev Ji Inter Religious Foundation, is to be registered under societies Registration Act No. 21 of year 1860.
2. **REGISTERED OFFICE OF THE SOCIETY:-** # 172, Sidhu Farm House, Behind Sukhna Lake, Village Kaimbala, Chandigarh, U.T.
3. **AREA OF OPERATION OF THE SOCIETY :** U.T., Chandigarh
4. **AIMS AND OBJECTIVES OF THE SOCIETY:**
The aims and objectives to be persued by the Society are:-
 - i) To establish and maintain libraries, research centres, welfare and youth hostels, civilizational centers, skill training centres and as such to render assistance to the poor, marginalized, minority groups, handicapped, widows, orphans, street children, homeless, aged and victims of disaster and calamities.
 - ii) To arrange and conduct meetings, classes, seminars conventions, symposiums, workshops, conferences, campaigns, demonstrations, cultural events, lectures, to provide opportunities for study & research and to make the findings available to anyone who can use them for the benefit of mankind.
 - iii) To offer cooperation and assistance to benevolent schemes which are in accordance with the objects of the foundation whether such schemes are undertaken by the State or Central Government, by public or private agencies, by religious or philanthropic organisations/bodies.

- iv) To offer assistance and support to such societies and to respond to their invitation to help in all possible ways in keeping with the objects of the Society.
- v) To raise funds through donations, by request, by public subscription, by issuing appeals and by accepting contributions from State or Central Government, individuals, philanthropic bodies, religious bodies, institutions, local bodies and industrial concerns, limited or private, wheresoever situated in the union of India or abroad to fulfill the aims of the Society.
- vi) To enter into any arrangements with Govt. or competent authorities or persons that may seem conducive to the objects of the Society.
- vii) To purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property, machinery, appliances, licences, permits and any rights or privileges necessary or convenient for the fulfillment of aims and objectives of the Society.
- viii) To appoint legal and technical persons (not being members) for the fulfillment of the objectives of the Society, on payment basis, if need be.
- ix) To grant scholarships, stipends or subsidy to needy persons, institutions and organizations to fulfill the objectives of the Society.
- x) To invest or deposit money of the Society not immediately required for the purpose of the Society in a manner specified by the relevant rules in force from time to time.
- xi) To establish printing & publishing firms and other media to undertake the printing and distribution of material which is relevant to the objects of the Society.
- xii) To receive Indian or foreign volunteers and scholars with various skills to assist, help, aid and participate to fulfill the objects of the Society.
- xiii) To take up any other activities may be decided by the Governing Body from time to time, which are not against the objects and basic principles of this Society as mentioned in this memorandum of association.
- xiv) To do all such other lawful acts as may be necessary, incidental or conducive to the attainment of the above aims and objects of this

memorandum of association to obtain and spread the philosophy of Sri Guru Nanak Dev Ji.

- xv) To endorse the Human Rights and in particular the rights of the children and youngsters as well as the rights of underprivileged groups and communities.
- xvi) To encourage and popularize voluntary works (*eko ;/tk*)
- xvii) To register the 'Society' under 12AA and 80G of Income Tax Department in due course of time.
- xviii) Patrons as well as well wishers shall be invited and be given due honour at the functions and at occasions of eventual activities of the Society.
- xix) To appeal/request to the respective state/centre governments to establish an absolute Religious top class International level University for comparative study of World civilization & to establish a world level library-& Religions Research Centre at Sultanpur Lodhi, Distt. Kapurthala, Punjab.
- xx) To establishment /assist charitable institutions i.e. Schools, Colleges, Universities, Hospitals, Subsidized Medical/Chemist Stores etc.

5) OBJECTS, ANCILLARY TO THE ACHIEVEMENT OF THE MAIN OBJECTS:

- i) To do such other things/acts/activities which are necessary and which may be incidental and conducive to the attainment of the objects of the Society.
- ii) To accept donations, grants, presents, gifts and other offerings in the shape of movable/immovable property, to purchase/ acquire land and /or building in the name of the Society for the attainment of the aims and objects of the Society.
- iii) To form committees and sub-committees for the fulfillment of the aims and objects of the Society.

6- OTHER IMPORTANT/RESERVE MATTERS REQUIRED TO BE FULFILLED UNDER THE SOCIETIES REGISTRATION ACT 1860.

- i) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in

the Memorandum of Association and no portion thereof, shall be paid or transferred directly or indirectly to the members of the Society.

- ii) No member of the Governing Body of the Society shall be appointed to any salaried office of the Society or no remuneration shall be given by the Society to any member of Governing Body except repayment of out-of-pocket expenses and interest on money lent or spent for premises of the Society.
- iii) The society by its constitution is required to apply its profits, I any or other income in promoting its objects.
- iv) Upon the winding up or dissolution of the Society, there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other institution having objects similar to the objects of the Society, to be determined by the members of the Society at or before the time of dissolution.

7. MEMBERSHIP:

- (i) The number of members with which the Society proposes to register is 7 (Seven). Thereafter, the membership may be increased or decreased in consonance with the decision of the Governing Body and subject to the approval or the Governing Body of the Society . The membership of the Society is open to any person who has attained the age of maturity and has the requisite academic qualification.
- ii) If the membership is not approved by the Governing Body of the Society , the reason of refusal shall be communicated to the person/applicant concerned.
- iii) The Membership of the foundation shall be given to persons who are keen in pursuing charitable activities and having good reputation in the society , not involved in offensive activities in any way and to follow the philosophy of Sri Guru Nanak Dev Ji.

8. MEMBERSHIP / ADMISSION FEE AND SUBSCRIPTION FEE.

- i) Any person seeking membership of the Society shall be required to pay membership fee of Rs. 1100/- at the time of admission and
- ii) Subscription fee of 500/- per month.
- iii) The Governing Body shall have the power to increase, decrease or vary the amount of monthly/annual subscription from time to time. Additional subscription, in addition to the monthly/annual subscription referred to hereinabove may be collected by the Governing Body from Members for a general or specific purpose or project.
- iv) All dues, including monthly/annual subscription, additional subscription as provided in these Rules and any other dues or contributions, are payable to the Society within (15) days from the date of demand. The first monthly/annual subscription would, however, be payable within (15) days of the applicant's admission as Member of the Society.

9. TERMINATION OR CESSATION OF MEMBERSHIP

- i) A member shall cease to be a member of the Society in any of the following events:
 - a) On his Death.
 - b) On his written resignation.
 - c) If adjudged insolvent
 - d) If found to be involved in anti-national and anti-social activities.
 - e) If adjudicated by any court of law to be a criminal. offender/proclaimed offender or of unsound mind.
 - f) If found guilty of anti propaganda in relation to the aims and objects of the Society.
 - g) If he fails to pay the subscription or contribution for three (3) months from the due date.
 - h) If he disregards the Rules or disobeys the decision of Governing Body.

- i) The decision of the Governing Body regarding the termination from the membership of the Society shall be communicated to the Member concerned.
- ii) If it appears to the Governing Body that any Member has been guilty of any conduct likely to reflect detrimentally on the foundation or has acted in a manner inconsistent with these Rules, it shall be competent for the Governing Body to request such member to resign within one (1) month after such request and if the Member fails or refuses to do so, the Governing Body shall thereupon convene a meeting and if at such a meeting, majority of the Members present and voting approve the expulsion of the Member, such Member shall thereupon cease to be a Member.
- iii) The Governing Body may, in their absolute discretion, waive or remit the claim of the Society to all or any part of subscription and/or any other dues in respect of any Member, group of Members or all Members.

10. RIGHTS & PRIVILEGES OF MEMBERS

Every Member of the Society:

- i) Shall have the right to give their considered views/opinion to the General Body which may help in the furtherance of the objects of the Society and its smooth functioning.
- ii) Shall have the right to receive information and exchange of information of mutual interest;
- iii) Shall have a right to obtain any information concerning the affairs of the Society after giving fifteen (15) days' notice;
- iv) Shall have the right to attend the General Body meeting, provided there are no outstanding dues against them;
- v) May introduce or second any resolution in the General Body meetings with the permission of the Chairman.
- vi) May introduce or second any Member's name for election of the Governing Body;
- vii) May vote in favour or against any resolution in the General Body meetings;
- viii) Shall be entitled to contest election for any post of the Governing Body, if a Member introduces his name and another Member seconds him for the said purpose;

- ix) Shall have the voting right at the General Body meeting and authority to participate in the elections of the Governing Body;
- x) Have the right to collect the identity card and membership certificate after depositing the required/prescribed fee (whether admission or not to be mentioned on a case to case basis) fixed by the Governing Body from time to time.
- xi) Shall enjoy all facilities, provided by the Society ;
- xii) Shall be entitled to challenge for any irregularity in the accounts and other records of the Society

11. RE-ADMISSION

Every expelled member shall have a right to prefer and appeal to the General Body for re-admission against the reason of expulsion and the decision of the General Body shall be final provided that a Member who is in arrears of subscription at the time of voting and/or against whom any disciplinary action is pending shall have no right to vote unless he pays all the arrears and/or unless disciplinary action is decided finally in his favour under these Rules. If any member of the Society is expelled by the Governing Body on account of non-payment of subscription fee, he can be re-instated provided the member concerned pays all upto date dues and fines with prior permission of the Governing Body.

12. DUTIES OF THE MEMBERS

Every member of the Society shall:

- i) Attend the General Body meetings regularly.
- ii) Give the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society.
- iii) Not indulge in activities which are prejudicial to the aims and objects and/or the Rules of societies Registration Act 1860.
- iv) In the event of any changes in his address, telephone number and other details should promptly notify the new address, telephone number or other details to the Secretary, who shall thereupon enter the same in the Register of Members.

13. GENERAL BODY.

a) Formation:

The Supreme Authority of the Society shall vest in the General Body, which include the members of the Governing body.

14. POWERS AND FUNCTIONS

- i) The General Body shall elect office bearers of the Governing Body from amongst its members by secret ballot.
- ii) The General Body shall receive and adopt the Audited Statement of Account and the Annual Report of the Society by 3/5th majority of the members present and voting.
- iii) The General Body shall have the power to enact new Rules and amend and rescind any of its existing Rules and Regulations by 3/5th majority of the members present by voting.
- iv) The General Body shall have the power to transact such other business which may be brought up at its meeting.

15. MEETING

- i) General body shall meet at least once every year at a time and place fixed by the Chairman of the Society .
- ii) A Special meeting of General Body shall be convened by Chairman of the Society as and when it shall become necessary.

16. QUORUM

Minimum of 3/5th members present at any meeting shall constitute the quorum of the General Body meeting.

17. GOVERNING BODY

a) Formation:

There shall be a Governing Body of the Members to assure and fulfill the aims and objects and carry out its business and other affairs. The Governing Body would be formed/ elected from amongst the members of the General Body.

b) MEETING

Meeting of the Governing Body shall be convened at least once every month. It may meet even more than once if it deems necessary to carry out the business of the Society. Under normal circumstances a notice of 3 days shall be given to convene a meeting of the Governing Body. However, in case of emergency a short notice of 24 hours can also be issued.

c) QUORUM

A minimum of 3/5th Governing Body members including office bearers present at a meeting would be enough to constitute the quorum of the meeting of the Governing Body.

d) POWER AND FUNCTIONS:

- i) To resolve resolutions coincide the aims & object of Society by majority of votes. The Governing Body shall be responsible for the management and administration of all the affairs of the Society.
- ii) The Governing Body shall work for the achievement of its aims and objects as stated in its Memorandum of Association.
- iii) The Governing Body shall take all decisions by majority of votes.
- iv) The Governing Body shall comply with the statutory provisions of the Societies Registration Act, 1860 as well as other laws applicable from time to time.
- v) The Governing Body shall.
 - a) Prepare plans, projects and programmes.
 - b) Appoint Election Officers, mentioning his/her powers.
 - c) Maintain and file annual lists of Governing Members.
 - d) File Balance sheet in time.
 - e) Submit audited accounts in time.
 - f) To erect committees/sub committees to peruse progress in the events carried out by the Society.
 - g) To appoint paid workers, if need be by resolution.

- h) To nominate competent members for the completion of projects.
- i) To submit any other information required by the Registrar of Societies, Chandigarh.
- j) Maintain quorum in its meetings.
- k) Issue relevant notices including elections and dissolution etc.
- l) Collect membership, subscription and other fee as well as donations and special contributions.
- m) Hold urgent, monthly meetings and give notice for annual meeting of the General Body.
- n) Pursue legal proceedings if any for and against the Society.
- o) Purchase and sell immovable and moveable property in the name of the Society, mortgage and lease out the same to raise necessary funds for achieving its objects.
- p) To construct and erect, demolish and renovate buildings as required in the interest of the Society.
- q) To do all other jobs as are incidental to and in the interest of the Society.

e) STRENGTH

The Society shall have the following members as the Governing Body deemed in accordance with the Rules and Regulations of the Society.

i)	Chairman	1
ii)	Sr. Vice-Chairman	1
iii)	Vice Chairman	1
iv)	General Secretary	1
v)	Joint Secretary	1
vi)	Treasurer	1
vii)	Executive Member	1

f) Mode of Election /Tenure of office bearers:

The members of the Governing body shall be elected out of the General Body by secret ballot. Each office bearer shall be elected for a term of 4 years. On the expiry of 4 years the new body shall be elected within the framework of the Rules and Regulations of the Society till such time a new body is formed the existing governing body will work. As soon as the new governing body is elected the old shall cease to function and would handover charge to the new governing body without delay. In case of death of an office bearer, his office would be fulfilled by electing another member by 3/5th majority of the present members voting. The post of office bearer is not hereditary.

18. POWERS OF OFFICE BEARERS.

a) Chairman

- i) The Society shall have a Chairman
- ii) He will chair the meetings of the Governing Body of the Society.
- iii) He can convene the emergency meetings of the Governing Body.
- iv) He shall have the power to include any subject/ matter in the agenda for discussion in the course of meetings/ proceedings.
- v) He can use VITO power, if necessary.

b) Sr. Vice Chairman

The Society shall have a Sr. Vice Chairman

- i) He shall discharge all such functions as are delegated to him by the Chairman.
- ii) He shall discharge all the functions of the Chairman during the absence of the Chairman.

c) Vice Chairman

The Society shall have a Vice Chairman

- i) He shall discharge all such functions as are delegated to him by the Chairman/Sr. Vice-Chairman.
- ii) He shall discharge all the functions of the Chairman during the absence of Chairman/Sr. Vice-Chairman.

d) General Secretary:

- i) The Society shall have a General Secretary.
- ii) He shall supervise the office work of the Society .
- iii) He shall maintain peace during the functions.
- iv) He shall announce the programmes of the Society
- v) He shall convene meeting with the consent of the Chairman of the Society .
- vi) He shall receive and welcome VIPs and guests.
- vii) He shall issue notices after the passing of resolutions.
- viii) He shall organize a cultural programme for the Society once a year.
- ix) He shall maintain liaison with all other similar societies, Govt. and Semi Govt. bodies in this regard.
- x) He shall get all the important information regarding the programmes published in the leading Newspapers and relevant current & effective media.
- xi) He shall, before making the said publication seek the approval of the Chairman of the Society in writing or otherwise.
- xii) He shall be entitled to spend Rs. 500/- once and Rs. 1000/- with the permission of the Chairman of the Society.
- xiii) He shall be entitled to keep Rs. 2000/- which he can recoup by submitting vouchers, for petty expenditures upto Rs. 500/- at a time.

e) Joint Secretary

- i) The Society shall have a Joint Secretary.
- ii) He shall discharge all the functions of General Secretary during his absence.
- iii) He shall discharge all such functions as are delegated to him by the Chairman/General Secretary.

f) Treasurer

The Society shall have a Treasurer.

- i) He shall deal with financial matters of the Society.
- ii) He shall maintain the accounts of the Society and prepare its balance sheet.
- iii) He shall prepare the statement of estimated expenditure of each function.
- iv) He shall operate the Bank account with signatures on cheques of any two out of Chairman, General Secretary and Treasurer.
- v) He shall present the annual report and audited report to General Body.
- vi) He shall operate the Bank account with signatures on cheques of any two out of Chairman, General Secretary and Vice Chairman.

g) Executive Member:

The Society shall have One Executive Member.

- i) The Executive Members shall discharge all such functions as are assigned to them by the Chairman/Governing Body.

19. **FINANCE/INCOME/ EXPENSES AUDIT OF ACCOUNTS**

a) Finance:

- i) The Governing Body shall submit its budget statements year-wise for its programmes every year in the month of February. However, a supplementary budget estimate if any can be considered as and when necessary.

- ii) All receipts and expenditures will be maintained under respective heads under the budget provision.
- iii) The financial year of the Society would be 1st April to 31st March every year.
- iv) The Governing body shall maintain its accounts in the name of the FOUNDATION , with any scheduled bank of India. All funds shall be remitted in the Bank account and shall be withdrawn under the Joint signatures of any two out of the Chairman, Vice Chairman, General Secretary and Treasurer.
- v) Assets of the Society at the time of dissolution can be transferred to any similar Society as decided by the Governing Body subject to the approval of the Chairman who is the final authority.

b) Income:

The income of the Society will be from:

- i) Membership and subscription fee of each member and
- ii) Donations, special and emergency contributions.
- iii) By receiving grants, by public subscriptions, by request, by issuing appeals, by accepting contributions from state/centre govts. individuals, philanthropic bodies, religious institutions other concerns of India & abroad etc.

c) Expenses:

- i) The income and property of the Society shall be applied solely towards the promotion of the aims and objects of the Society as set-forth in its Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly in any way to its members.
- ii) No member of the Governing Body of the Society shall be appointed to any salaried office of the Society .

d) Audit of Accounts:

- i) The accounts of the Society shall be audited by a qualified Chartered Accountant.

20. AMENDMENT IN MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS:

- i) Any amendment in the Memorandum of Association and the Rules and Regulations of the Society shall be as per provisions of Sections 12 and 12-A of the Societies Registration Act, 1860. Whenever it appears to the Governing Body of the Society that it is advisable to alter, extend or abridge any of its or of the other Society particular purposes or to amalgamate such Society either wholly or partially with any other Society, the Governing Body shall submit the proposition to the members of the Society in a written report and may convene a special meeting for the consideration thereof according to the regulations of the Society. However, no such report shall be carried into effect unless such report shall have been delivered or sent by mail to every member of the Society 10 days prior to the special meeting convened by the Governing Body for consideration thereof nor unless such proposition shall have been agreed to by the votes of $3/5^{\text{th}}$ of the members delivered in person or by proxy and confirmed by the votes of $3/5^{\text{th}}$ of the members present at a second special meeting convened by the Governing Body at an interval of one month after the former meeting.
- ii) Where a proposition for change of name has been agreed to and confirmed as above a copy of proposition so agreed to and confirmed shall be forwarded to the Registrar of Societies for registering the change of name. If the proposed name is identical with that by which any other existing Society has been registered or in the opinion of the Registrar so nearly resembles such name as to be likely to deceive the public or the members of either Society the Registrar shall refuse to register the change of name. However, save as provided above, the Registrar, if he is satisfied that the provisions of the Societies Registration Act, 1860 in respect of the change of name have been complied with, shall register the change of name and shall issue a certificate of Registration. The Registrar shall charge the fee applicable.

21. APPEALS:

All appeals shall be preferred to the General Body whose decision shall be final, subject to the opinion of the Chairman.

22. DISSOLUTION:

The Society shall be dissolved in the manner as laid down in the provisions of Section 13 and 14 of Societies Registration Act, 1860.

- i) Any number not less than $3/5^{\text{th}}$ of the members of the Society shall determine that it shall be dissolved and there upon it shall be dissolved forthwith or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities according to the rules of the Society applicable thereto, if any, and if not, then as Governing Body shall find expedient. Provided, that in the event of any dispute arising among the said Governing Body or the members of the Society the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of the District in which the office of the Society is situated. The Society shall however be dissolved only when $3/5^{\text{th}}$ of its members express a wish for such dissolution by their votes delivered in person or by proxy at a General Meeting convened for the purpose. In case any Government happens to become a member or a contributor to or become a member otherwise interested in the Society, the Society shall be dissolved only with the consent of such Government.
- ii) If upon dissolution there remains after the satisfaction of all its debts and liabilities, any property, whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them, but shall be given to some other Society, to be determined by the votes of not less than $3/5^{\text{th}}$ of the members present personally or by proxy at the time of dissolution, or in default thereof by such court as aforesaid.

23. MAINTENANCE OF REGISTERS:

The General Secretary of the Society shall maintain the following Registers for keeping upto date information of the respective areas of the working of the Society .

- i) Register carrying the names and addresses of all the members of the Society
- ii) Minutes book for keeping records of all the meeting of the Society

- iii) Account books that is Cash book and Ledger shall be maintained by the Cashier of the Society .
- iv) Stock Register shall be maintained by the General Secretary of the Society to maintain a record of the entire inventory of items or the assets of the Society

24. **ANNUAL LIST OF GOVERNING BODY**

Once in every year list of the Office Bearers of the Governing Body of the Society entrusted with the management of its affairs shall be filed in the office of Registrar of Societies as required under Section-4 of the Societies Registration Act, 1860, on or before the 14th day succeeding the day of Annual General Meeting of the Association. In case of delay in filing this list, the Registrar of Societies shall charge the prescribed fine not exceeding Rs. 50/-.

25. **APPLICATION OF THE ACT:**

The Society shall be governed by the provisions of the Societies Registration Act, 1860.

26. **LEGAL PROCEEDINGS:**

The Society may sue and/or be sued in the name of the Chairman or any other authorized person by the Governing Body for the purpose as per provisions laid down under section 6 of the Societies Registration Act, 1860.]

Certified to be true copy of the Rules and Regulations of **SRI GURU NANAK DEV JI INTER RELIGIOUS FOUNDATION** which have been approved in the meeting of the FOUNDATION held on **06-01-2019**.