WEST BENGAL SOCIETIES REGISTRATION ACT, 1961

REGULATIONS OF THE INDIAN POLICE SERVICE OFFICERS WELFARE SOCIETY, WEST BENGAL.

Unless the context otherwise requires words and expressions contained in these Regulations shall bear the same meaning as in the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof.

1. MEMBERSHIP

(1) Admission:

a) The signatories to the Memorandum of Association and the office bearers of the Governing Body of the Society shall be first members of the Society.

b) The Governing Body of the Society may admit to membership any person who is a member of Indian Police Service belonging to West Bengal Cadre and agreed in writing to be bound by the Memorandum of Association and Regulations of the Society and who, in the opinion of the Governing Body, will be interested in advancement of objects of the Society.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning reason thereof.

(2) Types of members:

1) Honorary Members: The Governing Body may nominate the Director General and Inspector General of Police, West Bengal and the Commissioner of Police, Kolkata as Honorary Members and Patrons of the Society. Such members shall be the Permanent Invitees in all meetings of the Governing Body and all General Body Meetings of the Society but shall not be entitled to vote in any meeting. The members so nominated shall cease to remain Honorary Member after demitting office.

2) Ordinary Members: Any person, qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary member of the Society.

(3) Cessation of Membership:

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

An Ordinary Member once admitted shall be eligible to continue as such even after demitting office on account of his or her retirement on superannuation or voluntary retirement from the Indian Police Service.

(4) Register of Members:

The Society shall maintain a Register of Members containing the names, addresses and their occupations, the date of admission and of cessation of membership. The register shall be kept open for inspection of the

members of Society on requisition. All entries required to be made therein shall be entered within a period of 15 days of the relevant event.

(5) Rights and Obligations of a Member:

Any ordinary member of the Society has the right-

a) To elect and to be elected in election of the Society;

b) To submit suggestion for discussion to the Governing Body and Sub-Committee on any matter relating to Society;

c) To inspect the accounts and the proceedings of the meeting of the Society on appointment with the Secretary;

d) To pay his subscription within the prescribed time. Defaulting member shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

(6) Expulsion and Removal:

Subsequent actions of any member, if found by the Governing Body as detrimental to the interests and is in violation of the rules and regulations of the Society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member connected with a show cause notice showing therein charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation, the Governing Body shall have the power to take a suitable acti0on against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take ex-parte decision.

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

2. GOVERNING BODY:

i. Composition, election, appointment, resignation, removal - Terms of Office:

There shall be a Governing Body consisting of not less than twelve members. The office bearers of the Governing Body shall comprise of President, Vice President, Secretary, Treasurer and other Committee Members. The office bearers and other Committee Members shall be elected at the Annual General Meeting.

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

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

ii. Meeting:

A meeting of the Governing Body shall be held at least once in every three months at such place, date and time, as the President or the Secretary

may determine. Any four members of the Governing Body may requisition a meeting and, in that event, the Secretary shall convene a meeting within seven days, failing which the President may do so provided no business other than specified in the notice shall be transacted as such meeting.

iii. Notice and Quorum:

Seven days' notice of the meeting the place, date and time and the general nature of business to be transacted, shall be given to every member of the Governing Body.

Emergency meeting may be called on 24 hours notice. Presence of one-third members shall constitute a quorum for the meeting and if there is no quorum within thirty minutes of the time specified, the members present shall adjourn the meeting.

iv. Procedure of the Meeting:

The President or in his absence, the Vice President shall preside over all meetings of the Governing Body and in their absence the members present shall elect a Chairperson for the meeting. All questions before than will be decided by a majority of votes, each member having one vote. The President or the Chairperson shall have a second or casting vote in addition to his own vote in case of a tie.

v. Power and Duties of the Governing Body

The Governing Body shall have general power of supervision and conduct over all the affairs of the Society and, in particular, shall discharge the following duties:

i. To appoint sub-committees with such power and duties as may be considered necessary or expedient;

ii. To accept donations, gifts, subscriptions, movable or immovable properties for the objects of the Society;

iii. To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the properties of the Society;

iv. To keep proper books of accounts of the Society and to get the same audited in every financial year.

v. To open bank account(s) in the name of the Society in one or more banks;

vi. To co-opt not more than two members to the Governing Body;

vii. To appoint a person or persons on payment to assist the Secretary/Treasurer of the Society in maintaining the books of accounts and other secretarial works on payment of salary and allowances as may be decided;

viii. To acquire property both movable and immovable for the use of the Society;

ix. To take necessary action in accordance with the provisions of prevailing law for the maintenance and upkeep of the housing and other assets of the Society; and

x. To carry out any other activity for the attainment of the objects of the Society.

3. SAFE CUSTODY OF PROPERTIES

1. The Governing Body shall be responsible for safe custody and management of the funds, properties and assets of the Society.
2. The funds of the Society shall be kept in banks/post offices/mutual funds and be invested in any Government securities and/or bonds.

4. BOOKS OF ACCOUNTS AND INSPECTION

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

5. ACCOUNTING YEAR

The accounting period of the Society shall be from 1st Day of April of each year to 31st day of March of the following year. However, the first accounting period shall consists of a period less than 12 Calendar months and will begin from the day and date of registration and shall end on the 31st March of the following year.

6. ANNUAL GENERAL MEETING

Notice:

The Secretary shall call the Annual General Meeting as per provisions of the WBSR Act, 1961 giving at least 14 days' clear notice to all members. The notice shall contain the place, date, day and time of the meeting.

i. Agenda:

The business to be transacted at the Annual General Meeting shall be:

a) To confirm the last minutes of the last AGM, if any,;

b) To adopt, with or without modification, the report of the working of the Society for the previous year ended;

c) To pass and accept audited accounts of the Society for the previous year ended;

d) To appoint Auditor or Auditors for current year's accounts;

e) To transact such business as may be fixed by the Governing Body;

f) To transact such other business as may be brought by any member giving 14 days' clear prior notice;

g) To conduct general election, as and when due.

h) To conduct any other business to fulfill the objects of the Society.

ii. Quorum in Annual General Meeting:

Presence of one third of the total number of members subsisting on the date of notice shall constitute the constitute quorum for the meeting. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned ordinarily to the same day in the next week at the same place and time.

The meeting shall not be adjourned for the second time. An Annual General Meeting or Special General Meeting or Extra General Meeting which

had been earlier adjourned shall not be called into question for want of quorum, if any.

iii. Manner and Method of Voting:

The Chairman of the meeting shall decide the manner method of voting at the outset of the meeting.

iv. Special General Meeting:

The Special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least seven days notice shall be given to every member for Special General Meeting.

Members may request the Governing Body for Special General Meeting by placing a requisition signed by two-thirds of the total members. In that case the Governing Body shall convene the Special General Meeting within a month from the receipt of such notice. No business other than those specified in the notice shall be transacted in the meeting.

v. Extra-ordinary General Body Meeting:

The Governing Body may direct to convene an Extra-ordinary General Body Meeting for consideration of addition, alteration or amendment of the Memorandum/Regulations of the Society. Seven days' clear notice along with the draft of the proposed changes shall be sent to all members before the meeting. The resolutions be carried out if accepted by majority of the members present in the meeting.

vi. Special General Body Meeting:

Special General Body Meeting may be convened by the Governing Body, at its sole discretion, at any time to discuss any urgent matter if the Body is of the view that the urgency of the matter cannot wait till next General Body Meeting.

Any member of the Society can also request the Governing Body to convene a Special/General Body Meeting and in the event the request of the member to convene such Special /General Body Meeting is not honoured, such Special/General Body Meeting shall have to be convened if the demand for such a meeting is requested by one-fourth of the total ordinary members of the Society in writing. At least seven days notice shall be given to every member for Special General Body Meeting.

7. DUTIES OF THE OFFICE BEARERS:

President

He shall:

a) preside over the meetings of the Society;

b) take disciplinary actions such as removal, dismissal, etc. in consultation with the Governing Body;

c) advise the Secretary in any matter requiring urgent attention; and

d) call emergency meetings.

Vice President

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

Secretary

He shall:

a) convene all meetings of the Society;

b) maintain the minutes of all meetings; ‘

c) issue general circulars and notices;

d) receive membership applications;

e) sign and give pay orders on all bills for payments;

f) get the accounts of the Society audited by a Chartered Accounts;

g) ensure compliance with statutory requirements; and

h) transact all other business as per the decision of the Governing Body.

Treasurer

He shall:

a) collect and receive all sort of subscriptions, donations and deposit of money and grant receipt thereof;

b) maintain and keep cash book and such other accounts as are necessary.

c) operate bank account(s) jointly with either the Secretary or the President;

d) prepare budget in consultation with the Secretary for consideration of the Governing Body.

e) maintain proper record for all movable and immovable assets in the name of the Society.

8. MAINTENANCE AND AUDIT OF ACCOUNTS:

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

9. SUIT AND LEGAL PROCEEDINGS:

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such other person as may be appointed by the Governing Body and will be under the ordinary civil jurisdiction of High Court, Calcutta.

10. ALTERATION OF MEMORANDUM AND REGULATIONS

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by three-fourth of the members present and voting in a General Body Meeting called for the purpose. The Governing Body shall have powers to make, add, alter, modify or rescind such regulations as may be considered necessary in the interest of smooth functioning of the Society.

11. DISSOLUTION OF SOCIETY

Subject to the provisions of section 24 and 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to the effect passed by the three-

fourth of the members present and voting in a General Body Meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of Association, if any, after dissolution.

After dissolution the funds and assets of the Society will be transferred or disbursed in accordance with prevailing law.

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

Signature of three members of the Governing Body:

1.

(Sivaji Ghosh)

2.

(Rakesh Kumar Gupta)

3.

(M.K. Singh)

Dated the 11th day of February of the year 2016.