

## **RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

### **COMMUNITY SEVA CENTRE PONDICHERRY RULES REGULATIONS**

1. Name of the Society: The name of the Society shall be "COMMUNITY SEVA CENTRE "".
2. Address of the Society: The address of the Registered Society shall No.2, Vallikrishna Illam, III rd Cross, kashuribaigandhi Street , Nethaji Nager -I, Uppalam, Pondicherry- 605 001.
  - a. Project Administration Office - I: No.25, Seva Illam, Seva Nager, Pooranakuppam P.O., Pondicherry - 605 007.
  - b. Project Administration Office -II: No.2, Seva Illam, Thal Veniyur Village, Kottaputhur.P.O, Kalvarayan Hills, Chinna Salem T.K, Villpuram Disit, Tamil Nadu, Pin: 606 207.
3. Date of formation of the Society is 27.05.1990.
4. Registration of the District in whose jurisdiction the office is situate: The office of the Society is situated within the Jurisdiction of the Registrar of Pondicherry.
5. Business hours of the Society will be as follows:  
9:00 a.m to 1.00 p.m.  
2.00 p.m. to 5.00 p.m.  
Holidays: All Sundays and other Government Holidays. Also holidays declared by the society then and there are observed.
6. Objectives of the Society: The Objective of the Society are those specified in the Memorandum if the Society.
7. Activities of the Society in furtherance of its objects: Activities of the Society in furtherance of its objects will be determined from time to time by the Governing Body of the Society.
8. Name of the person authorized to sue or to be sued: The person authorized to sue or sued on behalf of the Society is the Secretary of the Society. In the matters of the dispute the issue will be subjected to Pondicherry legal jurisdiction only.
9. Name of the person who is empowered to give directions:
  - a. The person who is empowered to give direction in regard to the business of the Society is the Secretary of the Society.
  - b. The Secretary of the Society is also Director of the Projects and other Social Welfare activities coming under CSC.
10. Enrolment of membership: The membership shall consist of
  - i. Chairman, Community Seva Centre.
  - ii. Vice Chairman, Community Seva Center.
  - iii. Secretary, Community Seva Center.
  - iv. Treasurer, Community Seva Centre.
  - v. Any person nominated or appointed by the secretary with the approval of the Chairman...

"COMMUNITY SEVA CENTRE"" if so, nominated by the Secretary or Chairman and approved by the general Body. Such person will also hold any position /office in the Society if so elected or nominated by the General Body.

## RULES AND REGULATION MEMORANDUM OF ASSOCIATION

### 11. Removal of members:

- a. Any member of the Society when found by the majority of the members of the Governing Body is not acting in the interest of the Society, shall be removed by the Secretary with the approval of the Chairman.
- b. In the event of any vacancy among the members of the Governing Body. The secretary shall cause that such vacancy filled up with in three months with the approval of the Chairman.

### 12. Rights, Obligations and Privileges of the Members:

1. The members of the Society are entitled to participate in all General Body Meetings of the Society.
2. Every member has the right to put forth the ideas & views for the welfare of the Society.
3. Every member shall abide by the decision of the majority of members and is obliged to co-operate with the governing Body in all its activities for the welfare of the Society.
4. Every member has the privilege to move any resolution before the General Body, with the prior approval of the Chairman and Secretary. No member can move resolution without the approval of the chair on any account.
5. Every member has the right to demand the Chairman/Secretary to place before the Governing Body and decision taken by the Chairman/Secretary on matters of vital importance and of emergency in nature.

### 13. The manner in which the Society will transact its business:

- A. I) Except in hereinafter appraised, the administration, management and all business relating to the affairs of the Society, shall be carried on by the
- B. Secretary. The Governing Body also shall carry out all acts and deeds necessary and conducive to the attainment of the objects of the Society.
  - II) The secretary shall be responsible for the proper maintenance, conduct, supervision and science of Institutions that may be established in furtherance of the objects of the society.
  - III) The chairman will be nominated by the General Body will hold the office for a period of three years.

In case of dispute the post will be filled up by election among the members of the Governing body.

- IV) The Vice - Chairman of the Society is appointed by rotation among who are all members of the Society of the "Community Seva Centre" by means of the Governing Body by consensus and the Vice-Chairman holds the office for one year.
- V) The secretary normally holds office for a period of 3 years its successor holds office of the Secretary by virtue of his position.
- VI) The treasurer will be nominated by the General Body and will hold the office for a period of three years.
- VII) In case of disputes the post will be filled up by election among the members of the Governing body.
- VIII) The Chairman shall have a general control over the affairs of the Society and he will preside over all meetings of the Governing Body.

The Vice-Chairman shall in the absence of the Chairman have control over the affairs of the Society and shall preside over all the meetings. His rule is simply advisory.

## **RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

The Secretary shall be responsible for the General administration of the Society and for this purpose is shall have the following powers.

To execute documents on behalf of the Society in consultation with the Chairman.

To carry on all correspondence relation to the Society.

To convene all meetings in consultation with the Chairman, to keep and maintain minutes and records of all such meetings and to carry out resolution passed here-in and

To inquirer expenditure not exceeding Rs.500/- at a time on her discretion and to incur expenditure expediter exceeding Rs.500/- either with the prior approval of the Chairman or in case of emergency subject to ratification by the Chairman.

The treasurer shall by responsible for maintaining all accounts and for submitting Audited/Financial Statements as and when required. He shall also hold charge of such and other properties of the Society enlisted in the stock register.

The secretary and Treasurer shall be two different people.

The secretary and Director will be same person.

The chairman and secretary shall keep himself above political interference.

### **Accounts:**

The treasure of the society will maintain the following books of accounts.

- i) Cash book, containing forms in duplicate, one of each set to be issued with details for money received by the Society and the other to serve as counterfoil.
- ii) Vouchers File: Containing all vouchers for contingent and other expenditure, incurred by the Society, numbered

Pose and in each account, return and register he shall endorse the following declaration in token of such verification.

“I declare that the particulars furnished above are true and correct to the best of my knowledge and belief and that I have checked the accounts with relevant bills, vouchers and registers”.

### **14. Constitution of the Governing Body:**

The Governing Body shall consist of 7 members nominated in the manner said in Rule 10. But the total number of members subjects variation.

The secretary will file with the registrar of companies a copy of the register of members maintained by the society and from time to time with the registrar, notice of any change among the members of the Governing Body with in 14 days from the date of such change.

### **15. Preparation and filling of returns with the concerned register:**

The secretary shall prepare and file with the registrar of societies such returns annual and other statements, which are specified in the societies, registration act and rules there under.

### **16. Audit of accounts:**

A registered chartered accountant shall be appointed as an auditor of the accounts of the society. He shall have access to all the books and accounts of the society and shall examine the

## **RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

receipt and expenditure account and the balance and verify them with the accounts and the balance and verify them with the accounts and vouchers relating there to and shall either sign them as found by him as correct, duly vouched and in accordance with the law or especially report to there society in what aspect he finds them to be in correct, Unvoiced, or not in accordance with the law.

17. Supply of copies of rule and regulations:

The society shall supply to any member of applicant a copy of:

- i) Society's rules and regulations.
- ii) The receipt and expenditure statement.
- iii) The balance sheet

18. Vesting of property:

The mode of custody, application and investment of the funds of the society and the extent and conditions of such investment will be decided by the governing body.

19. Mode of custody application and investment of the funds:

- i) Contribution, donations, grants or subsidies that may be received from members or other donors.
- ii) Charges collected for services rendered to members, to donor agencies or to others according to the rates prescribed from time to time.
- iii) Accounts realized by the sale of copies of the Society's memorandum and bylaws and of such other material that may be published by the society.
- iv) Income from investment or other sources.

All moneys collected or received, including legacies and subscription shall be paid to the chairman whose receipt shall be valid and binding on the society.

All moneys collected or received shall as soon as possible be deposited or invented in Bank approved by the governing body for this purpose. The secretary and treasurer shall operate upon the bank accounts in which funds are deposited or invested jointly.

No loans shall be borrowed by the society for its maintenance. But the society shall be competent to accept grants or temporary advance for these purposes. No part of the funds shall be utilized by member, director, or office-bearer of the society but payment may be made from such funds for travelling allowance to a member, director or office - bearer according to prescribed scales, for journeys under taken on behalf of the society.

20. arrangements for transacting of day to day business and terms and conditions for the employees of the society:

- i) Arrangements for transacting of day to day business of the society, the expenditure to be incurred there for the staff to be employed and the conditions of service of such employees will be decided by the secretary in consultation with the chairman and ratified by the governing body.
- ii) The governing body will make all appointments for any post in the society and the secretary is delegated with powers to make such appointments then and there, in consultation with the chairman.
- iii) All employees in the society shall abide by the terms and conditions then and conditions then and there fixed by the governing body.

## RULES AND REGULATION MEMORANDUM OF ASSOCIATION

- iv) No employee of the society shall form union or association and such employees who participate in the union activities or enter into policies will be discharged from service without notice and without assigning any reason for such action.

### 21. [A] Annual general body meeting:

- (a) The secretary of the covering body of the society shall convene the general body meeting of the society within 3 months after the expiration of the financial year and place before the general body.

- i) The annual report of the society.

- ii) The statement of receipts and expenditure and the balance sheet together with the report of the auditor, duly signed by the auditor and members of the governing body.

- iii) Budget of receipts and expenditure for the next year.

B) Notice of every general body meeting of the society shall be given to the member's at least 21 days before the day appointed for the meeting. The notice shall specify the day, hour and place and the object of the meeting and in case any amendment of a bylaws or object of the association shall contain a copy of such amendment. The notice shall also be affixed to the notice board of the society.

C) The quorum for general body meeting shall be two thirds of the members on roll.

D) The secretary of the governing body of the society shall fill with the registrar within one month after the date of such general body meeting.

- i) An authenticated copy of such receipt and expenditure account. Balance sheet and report. A statement of the name and addresses and occupation of the person's who at the expiry of the financial year, were members of the society, and

- ii) A declaration to the effect that the society has been in operation during the financial year.

### C. Extra-ordinary meeting:

The governing body shall call for an extra-ordinary general body meeting of the society whenever needed.

Such meeting shall also be convened by the secretary in consultation with the chairman within one month from the date of receipt in writing from not less the two third members of the society. The secretary shall give notice of such extra-ordinary general body meeting to the members as in the case of general body meeting of the society.

### 22. Special Resolution:

Objectives for which passage of special resolution as defined in clause 7 of section 2 is necessary.

The society will pass special resolution for the following objectives:

- a) I] To amend the provision of the memorandum relating to the objects of the society so far as may be required to carry on the administration of the society are economically or more efficiently.

- Ii] To amend its rules and regulation:

## RULES AND REGULATION MEMORANDUM OF ASSOCIATION

- b) no amendment to the memorandum or the bylaws shall be deemed to have been passed unless 11 secures votes from not less than 2/3 of the total members and no such amendment shall take effect unless it has secured the approval of the chairman and secretary of the society and until if has been registered by the registrar.
  - c) The secretary shall register such special resolution amending the memorandum or laws with the registrar within 15 days of passing of the resolution.
23. The register of members, the books containing minutes and the books of accounts shall be kept at the registered office of the society during business hours for inspection by the members free of charges.
24. If even the dissolution of the society were to come the society shall hand over all assets and liabilities of the society to the chairman to be deposited of at his discretion.
25. For all other things not specifically provided for in the constitution, the provisions of the Pondicherry societies registration act and rules shall apply.
26. If our organization required loan from Bank & Agencies for Community Development organization develop accordingly
27. If our organization required any loan from Bank/Agencies for Organization develop or community Development according to their rules & regulation.
28. Interpretations:  
In these bylaws, unless the context otherwise required the words and phrases mentioned in the bylaws shall have the meanings assigned against them.
- a. "CSC" means "COMMUNITY SEVA CENTRE."
  - b. "Member means their person on the role of membership of the society. .
  - c. "Society" means "COMMUNITY SEVA CENTRE'.
  - d. We the undersigned office-bearers of the "COMMUNITY SEVA CENTRE'.
  - e. COMMUNITY SEVA CENTRE'. Hereby that the above is a true copy of the Bylaws of "COMMUNITY SEVA CENTRE'.

Certified that the above is the correct copy of the Rules and Regulations of the Association Named above:

**RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

Certified True copy

- |     |                         |               |
|-----|-------------------------|---------------|
| 01. | Rev.Sr.Xaver Mary       | Chairman,     |
| 02. | Mr. Kalai joseph        | Vice Chairman |
| 03. | Mr.A.K.Nehru            | Secretary     |
| 04. | Mr. R. Pavadarayan      | Treasure      |
| 05. | Ds.Lt. Col.S. Jayashree | Members       |
| 06. | Mr. C. Vetrivaramani    | Members       |
| 07. | Sri. K.M. Subramanian   | Members       |
| 08. | Mr.S.Stanley Alwin      | Members       |
| 09. | Mrs. K.E. Mahalakshmi   | Advocate      |
| 10. | Ms. A. Roselinmary      | Member        |
| 11. | Ms. K. Supriya          | Member        |
| 12. | Ms. R. Pitchaiyammal    | Member        |

Witness:

Ms.C.Canchana,  
# 58. China Subaraya Pillai St,  
Pondicherry - 605 001.  
Place: Pondicherry.  
Date :

\* \* \* \* \*

## **RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

COMMUNITY SEVA CENTRE (CSC)  
PONDICHERRY  
**THE MEMORANDUM OF ASSOCIATION**

**Name of the Society shall be:** COMMUNITY SEVA CENTRE (CSC).

The address of the Registered Society shall be : No. 2.Vallikrishan Illam, III cross Kasthuribaigandhi Street, Nethaji Nager-I, Uppalam, Pondicherry - 605 001.

- a. Project Administration Office - I: No.25, Seva Illam, Seva Nager, Pooranakuppam P.O., Pondicherry - 605 007.
- b. Project Administration Office -II: No.2, Seva Illam, Thal Veniyur Village, Kottaputhur.P.O, Kalvarayan Hills, Chinna Salem T.K, Villpuram Disit, Tamil Nadu, Pin: 606 207.

**THE AIMS AND OBJECTS FOR WHICH THE FOUNDATION IS ESTABLISHED ARE:**

- a) To provide relief camps, reading rooms, night schools etc.
- b) To promote and arrange and /or sponsor meetings and other such related works.
- c) To render help to economically, socially and culturally weaker sections.
- d) To start and run Kinder garden, Nursery, Middle, High School, Higher Secondary School and College in all fields.
- e) To start and commence all socio economic and advanced programme / Courses and also non-formal and adult education and awareness programs
- f) To take over, merger, amalgamate, aide, control, manage, administrate the institution or units, organisation those who are having similar objects.
- d) To promote the morale of the gypsies and lepers and set up job oriented schemes, viz. Dairy farms, sewage's farms, poultry farms etc.
- e) To render help to free training center's for tailoring and embroidery, house keeping, knitting, family planning, small savings, literacy, social education, child care, sanitation, Computer , IGP etc., for girls and destitute.
- f) To set up small scale units under self-employment schemes to educated youths and girls.
- g) To affiliated and maintain close liaison with the other similar organisations both in and out of India and to act an agency to the supporting organisations.
- h) To engage in social service activities aimed at to improve the liking conditions and general welfare of the poor and indigent of whatever occupation without respect of race, community, caste or creed.



## RULES AND REGULATION MEMORANDUM OF ASSOCIATION

- i) To create housing projects through helping institutions.
  - j) To develop agriculture and environment growth, wasteland development and run co-operative agricultural society.
  - k) To assist women had brought about self-reliance and to promote voluntary action among them.
  - l) To prepare women to undertake responsibility of social development and help them to development and help them to develop leadership in running worthwhile development activities.
  - m) To educate women on science, home administration by providing home science classes.
  - n) To engage in any other activities or business that may deem fit or conducive to carry out the objects of the foundation.
  - o) To undertake relief works in flood, drought, fire and other natural calamities and eventualities and help the poor and helpless.
  - p) To take up some projects for fishermen and their families.
  - q) To undertake some service to prisoners in Jails and patients in hospitals.
  - r) To start I.T.I., Polytechnic, Creche, Tuition Center, Health Center, Training Center and Research Center, Nutrition Center.
  - s) To collect receive, grant-in-aids, donations in cash or in kind from any persons and institutions and utilize the same as per the provision of income tax act 1961.
  - t) To mobilize the Govt. funds, NGO funds and Foreign Contribution for the implementation of welfare programmes and research.
  - u) To setup industries and small scale units with objectives of providing employment opportunities for rural and educated peoples.
  - v) To encourage and form self help groups among women.
  - w) To conduct research and training in folk arts and ancient medicine.
4. The affairs of the committee shall be conducted by an executive committee appointed according to the "RULES AND REGULATION" shall conduct the affairs of the committee.

We the undersigned members from ourselves into an association and hereby subscribe our signature:

### PARTICULARS OF THE GOVERNING BODY MEMBERS

S.NO.	NAME & ADDRESS	DESIGNATION IN SOCIETY	OCCUPATION	SIGNATURE
01.	Rev.Sr. Xavier Mary COMMUNITY SEVA CENTRE	Chairman	Social work	Fathima Convent PONDICHERRY, INDIA.

**RULES AND REGULATION MEMORANDUM OF ASSOCIATION**

				Thattanchavady Pondicherry - 9
02.	Mr. Kalai Joseph	Vice-Chairman	Social Work	42-V, Marudur Medu, Villupuram, Tamilnadu
03.	Mr. A.K. Nehru	Secretary	Social work	2, III Cross, Kasthuribaigandhi Street, Nethaji Nagar -I Uppalam, Pondicherry - 1
04.	Mr. R. Pavadarayan	Treasurer	Social Work	25, Seva illam, Seva nagar, Pooranankuppam Road, Pooranankuppam, Puducherry -7.
05.	Ms.Lt.Col.S.Jayashree	Members	Army (Rtd)	#679, Vivekanda St, (Sd), Gandi Nagar, Vellore-632 006. Pondicherry
06.	Mr.C.Vetrivaramani	Members	Advocate	# 605, 4 <sup>th</sup> Cross Periyar Nager, Pondicherry-5 (SD)
07.	Mr. K.M. Subramanian	Members	IAS (Rtd)	No. 1 (Old No. 17U) 1 <sup>st</sup> Street, Kalaimagal Nagar Behind J.J. TV Office, Ekkattuthangal , Chennai
08.	Mr.S.Stanley Alwin	Members	MA	No.2,Church st, Thirukannur, Pondicherry State.
09.	Mrs. K.E. Mahalakshmi	Member	Advocate	.D/o Ezhumalai 54, JJ Nagar, Moolakulam, Uzhavargai Commune Pondicherry -11
10.	Ms. A. Roselinmary	Member	Social work	D/o Arulaanantham East street, Varatharajan pet, Udayarpalayam TK, Ariyayur Dist - 621 805.

## RULES AND REGULATION MEMORANDUM OF ASSOCIATION

11. Ms. K. Supriya	Member	Social Worker 5/55, Kengaiyamman st., Vaniyampalayam, Vengatathri, Agaram.
12. Ms. R. Pitchaiyammal	Member	Social worker Thalvenniyur, Kottaputhur PO, Sangarapuram TK, Kalvarayan hills, Villupuram - 606209.

-----  
We undersigned, whose address and occupations are subscribed below and who are subscribers to this memorandum of Association are desirous of being formed in to an Association in pursuance of the Societies Registration Act, 1860.

Certified True copy

01	Rev.Sr.Xaver Mary	Chairman,
02.	Mr.Kalai Joseph	Vice Chairman
03.	Mr.A.K.Nehru	Secretary
04.	Mr. R. Pavadarayan	Treasure
05.	Ms.Lt. Col.S. Jayashree	Members
06.	Mr. C. Vetriveramani	Members
07.	Mr.. K.M. Subramanian	Members
08.	Mr.S.Stanley Alwin	Members
09.	Mrs.K.E. Mahalakhmi	Member
10.	Ms. A. Roselinmary	Member
11.	Ms. K. Supriya	Member
12.	Ms. R. Pitchaiyammal	Member

Witness:

Ms.C.Canchana,  
# 58. China Subaraya Pillai St,  
Pondicherry - 605 001.

Place: Pondicherry.

Date :