MEMORANDUM OF ASSOCIATION

&

RULES AND REGULATIONS

OF

JANAKAL YAN

A Team Committed for People's Empowerment
Shantinagar, Rehabilitation Colony No.4, Sindhanur-584 128
Dist. Raichur, Karnataka State, India
Tel: (08535) 264488, 264140 email: jankalyana@sancharnet.in
MEMORANDUM OF JANAKAL YAN

M1. NAME: The society shall be called as "JANAKAL YAN" herein after called the Society.

M2. ADDRESS: Its registered office shall be at Shantinagar R.H.Colony No.4, Tq. Sindhanur- 584 128, Dist. RAICHUR Karnataka

M3. JURISDICTION: It shall have the jurisdiction of entire Country (India).

M4. AIMS AND OBJECTIVES

a. To implement development programs for child, woman & weaker sections.
b. To implement programs for socio-economic status improvement of the communities.
c. To implement programs for disabled, handicapped & street children.
d. To develop & demonstrate new technologies, suitable for rural population in all the related fields and motivating the people to adopt it.
e. To implement programs for healthy environment development.
f. To implement poverty alleviation programs.
g. To open and manage nursery, primary, middle and High Schools and also colleges of various disciplines including UG and PG courses in the field of medical, engineering, computer sciences, agriculture, social works and also in other disciplines, as may be found necessary from time to time.
h. To run technical colleges such as DEd, BEd, ITI, Diploma, Engineering, Medical, Ayurvedic, etc.
i. To run any kind of educational institutions for children, women and farmers of the country including KVK, NUK, etc.
j. To conduct teachers training courses
k. To open and manage reading rooms, Libraries with all kinds of facilities.
l. To run adult education programs for the rural illiterate.
m. To conduct skill up-gradation & vocational training programs for unemployed youths, women and farmers.
n. In fulfillment of the objectives, it may seek any kind of assistance from various sources and take up any other activities as found necessary by the Governing Board.
o. It may borrow the loans from various Government and Non-Govt. Organisation.
p. Publication of Journals, Magazines and Souvenir etc. in the public interest.

M5. POWERS

The Society shall have the powers to do all the law-full activity and things as an incidental or conductive to further act and attainment of the above aims and object.
GOVERNING BOARD

a. The management of the affairs of the society shall be entrusted to the Governing Board, which shall function in accordance with the Rules and Regulations of the society.

b. The names, designations and address of the executive members to whom the management of the affairs of the Society are entrusted

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<thead>
<tr>
<th>Sl. No</th>
<th>Name and address</th>
<th>Occupation</th>
<th>Age</th>
<th>Designation</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1.</td>
<td>Sri S.S. Kandagal</td>
<td>Social Work</td>
<td>47</td>
<td>President</td>
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<td></td>
<td>Expert Facilitator (agriculture), APFAMGS, APFAM, A-2 (c), Huda Complex, Taranka, Hyderabad-500 007 09440547476</td>
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<td>2.</td>
<td>Sri Sundhanya Burman</td>
<td>Agriculture</td>
<td>46</td>
<td>Vice-President</td>
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<td></td>
<td>President of Swami Vivekananda Hindi School, R.H. Colony No.4</td>
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<td>3.</td>
<td>Sri Prasen Raptan</td>
<td>Social Work</td>
<td>31</td>
<td>Secretary</td>
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<td>Social Work Facilitator (agriculture), APFAMGS, APFAM, A-2 (c), Huda Complex, Taranka, Hyderabad-500 007 09440547476</td>
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<td>4.</td>
<td>Sri Jaharlal Roy</td>
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<td>Treasurer</td>
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<td></td>
<td>Agriculturist, R.H.Colony No.4, Sindhanur</td>
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<td>5.</td>
<td>Sri Shail Sarkar</td>
<td>Agriculture</td>
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<td>Joint Secretary</td>
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<td>Farmer, R.H.Colony No.2, Sindhanur</td>
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<td>6.</td>
<td>Dr. N B Naravani</td>
<td>Professor</td>
<td>61</td>
<td>Executive Member</td>
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<td>Retd DI of CAE Raichur MIG, Navanagar Hubli</td>
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<td>7.</td>
<td>Sri Raj Iyer</td>
<td>Social Work</td>
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<td>Executive Member</td>
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<td></td>
<td>Director Jan Shikshan Sansthan Arab Mohalla Raichur</td>
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<td>8.</td>
<td>Smt Bancharani Das</td>
<td>Housewife</td>
<td>42</td>
<td>Executive Member</td>
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<td>R.H.Colony No.4</td>
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<td>9.</td>
<td>Smt. Anima Mazumdar</td>
<td>Housewife</td>
<td>44</td>
<td>Executive Member</td>
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PART II

RULES AND REGULATIONS OF JANAKALYAN

R1. DEFINITION

For the interpretation of these presents, the following words and expressions shall have the meaning hereinafter stated unless it shall be inconsistent with the objectives of the context.

a. Society
   Means Janakalyan

b. Members
   Means member of this Society.

c. Board
   Means Governing Board consisting of 7 members

d. Sub Committee
   Means Sub Committee constituted by Governing Board for any special purpose.

e. General Body
   Means all the members of the Society.

f. Year
   Means the Financial year starting from 1st April and ending on 31st March.

R2. REGISTERED OFFICE

The Registered Office of the Society shall be at

SHANTINAGAR
Rehabilitation Colony No.4
Tq. Sindhanur - 584128
Dist. Raichur

R3. MEMBERSHIP

a. There shall be 2 types of membership to Janakalyan; a) Associate Members & b) Members; whereas the associate members shall not have the voting right and thus not eligible to hold any office of the Society but the members will have the voting right and enjoy all rights and privileges of a member.

b. Any person who has completed the age of 18 years and can enter into contract may apply for Associate Membership to Janakalyan with a fee of Rs.1001 (one thousand and one only).

c. An Associate Member, upon completion of 3 years of dedicated service to achieve the aims and objectives of Janakalyan, may be invited by the Governing Board to become a member of the Society. Such person may apply for membership to the president of the society along with payment of Rs.501 (five hundred and one only) towards entrance fee.

The Governing Board may, on receipt of the application and the fee, admit the person as member through a committee resolution.

f. Every member as well as associate member shall pay Rs.251/- as annual subscription in the month of January each year.

g. A member who has not paid such fee by 30th April of a calendar year shall not be eligible to vote or participate in any manner in the general body meeting of the society.

h. Where a member who has defaulted in payment of subscription, subsequently remits such subscription within one month of the Annual General Meeting along with a penalty of Rs.100/-, s/he shall once again be eligible to participate and vote in general body meeting.

i. Where, however, a member fails to make remittance as provided for in R3 (f), s/he shall ceased to be a member from the 31st day after the annual general meeting.

j. A member ceases to be a member on 1) resignation, 2) non-payment of subscription, 3) removal from membership by the Governing Board, 4) dissolution of the society, 5) his/her being declared an insolvent and/or unsound mind and 6) on having criminal cases proceedings against him/her.
DUTIES AND PRIVILEGES OF THE MEMBER

All members

a. Shall act according to the Rules and Regulations and the decisions and policies of the Society.
b. May attend and vote in General Body Meeting.
c. May move resolutions in the General Body Meeting.
d. Shall receive a copy of the annual reports and accounts and such other publications as are meant for membership.
e. May be elected as a Governing Board member and hold any office of the society on being duly elected or nominated.

AFFILIATION

The Society may affiliate with other Associations or Organisations for the furtherance of its objectives.

MEETINGS

a. The Society shall hold Annual General Body Meeting before the 31st July each year. The annual general body meeting and any other meeting of the society may be held in any appropriate place determined by the Governing Board.
b. Governing Board Meeting will normally be held on the 2nd Sunday of April, June, August, October, December and February each year provided however that such dates may be changed by the Governing Board when necessary.
c. The quorum for the Governing Board shall be 4 members and for the general body meeting shall be 50% of the members.

elections

The procedure for conduct of election to the Governing Board and of the office bearers shall be as follows-
a. The election shall be carried out by secret ballot on the day of Annual General Body Meeting.
b. The General Body shall, on election date, appoint Executive Director as Returning Officer to conduct the election of the Office Bearers.
c. The Returning Officer shall not be a member of the newly constituted Governing Board.

GOVERNING BOARD

a. The affairs of the Society shall be managed by a Governing Board consisting of 7 members elected by the General Body from amongst members and the Executive Director in his/her ex-officio capacity.
b. An elected Board member shall hold the Office for 1 year or until another committee is duly constituted.
c. A member of the Governing Board absenting himself, without leave for 3 consecutive meetings or not discharging the duties assigned to him/her for more than 3 months shall cease to be member of the Governing Board.
d. A vacancy occurring in the committee between 2 elections shall be filled by nominating a member from the General Body by the Board within 2 months of such occasion.
e. The Powers and Functions of the Board shall be -

i. To administer the affairs of the Society in accordance with these presents.
ii. To raise funds for the society by way of subscriptions, donations, grants, fees, loans, mortgage, and other legal means.
iii. To administer the funds of the Society.
iv. To incur expenditure for conducting the business of the Society.
v. To purchase, hold, mortgage or otherwise dispose off or deal with all or any property of the Society for promoting the aims and objectives of the Society.
vi. To admit members, and remove a person from membership following due process, where such member has acted against the interest of the society.
vii. To finalize the Annual Statement of the accounts and annual plan & budget of the Society for the consideration of the general body.
viii. To appoint sub-committee etc. from amongst the members of the Society for various activities
ix. To take concurrence of any matter effecting the Society or the conduct of any member.
x. Generally to do such other things as are conductive to the achievement of the aims and objectives of the Society.
xi. Any of the powers and functions of the Secretary may, under special circumstances, for a period not exceeding 2 months, be delegated to Executive Director through a resolution by Governing Board.
xii. Once in a year, within 13 days of the annual general body, a list of newly elected Governing Board members, audit report of the Society shall be filed with the registrar of the Societies.

f. Travel allowance of the local member to attend governing board or general body meeting shall be reimbursed as per the actual along with a sitting fee for the day not exceeding their per day remuneration otherwise they earn by means of their original profession.

R9. OFFICE BEARERS
a. The President, Vice-president and Secretary shall be the office bearers of the society.
b. The Office Bearers of the Society shall be elected by the Governing Board members from amongst themselves.

R10. RESPONSIBILITIES OF THE OFFICE BEARERS:

a. PRESIDENT
The president shall preside over all the meetings and act as Chairman of the Governing Board of the Society and shall have the power to take any action to meet any emergency in accordance with these rules and regulations. S/he shall report such action to the Governing Board at its very next meeting and seek ratification of the committee.

b. VICE-PRESIDENT
In the absence of the President, as decided in by the Committee, the vice-president shall assume the duties and powers of the President and exercise such other powers as are delegated to him/her by the committee.

c. SECRETARY
The duties of the Secretary shall be-
i. To keep record of the proceedings of the meeting of general body and the board and to records relating to registration, income tax exemption, FCRA, etc.
ii. To maintain the list of members of the society.
iii. To send a reminder to all members in the month of December each year, to pay their annual subscription in January.
iv. To guide the Executive Director in the preparation of annual report & financial statements for finalization by the Governing Board prior to presentation before the general body for its consideration.
v. To inspect the accounts and review the activities with the Executive Director from time to time in accordance with the resolution of the Governing Board.
vi. To convene Governing Board, General Body and special general body meetings.
vii. To ensure availability of adequate resources to run the activities of the organization.
viii. Be the person responsible to safeguard the property of the Society and all its assets.
ix. The Secretary shall be the authorized person to correspond with the Registrar, District Registration Office and Registrar, Karnataka.
x. The Secretary shall be the person to sue and be sued on and enter into contract on behalf of the organization.
d. The Secretary may be paid an honorarium as decided by the Governing Board for fulfilment of these duties.

Signature: [Signature]

[Name]
[Designation]

JANAKALYAN
EXECUTIVE DIRECTOR
Mr. Prasen Raptan shall be the permanent Executive Director of JANAKALYAN, who shall be a paid employee appointed for his lifetime keeping the sustainability of the organization in mind. S/he shall be an ex-officio member on the board without voting rights. The duties of Executive Director shall be -

i. To oversee all the day to day activities of Janakalyan.
ii. Prepare plan and implement them to achieve the objectives of the society in accordance with the approved annual plan and budget.
iii. Ensure the highest standard of accounting and accountability, so that necessary financial statements and reports are prepared and submitted to on time to appropriate authority.
iv. Publish bulletins, magazines and other literatures to achieve the objectives of the society.
v. Carry on correspondence on behalf of the organization and to have custody of records, files of the organization related to day to day activities.
vi. Receive & disburse amounts and incur expenditure as per the approved budget of the project.
vii. Execute various programs / projects and activities to promote the objectives of the organization.
viii. Convene Conference, Seminar and other Programs in order to achieve the objectives of the organization.
ix. Be the Chief Executive Officer of the Society and shall have the power to undertake any programs approved by the Governing Board / general body in fulfillment of its objectives, a general supervision, control over the activities of the Society, and its Institutions and establishments.
x. Be responsible for appointment and control of the staff of the Society and their inspections and also for taking disciplinary actions against when and wherever necessary. Such disciplinary action taken by the Executive Director shall be approved / ratified by the Governing Board. Also, be responsible for deciding upon the salary / honorarium for the staffs of the organization while appointing them and also the increment as per the service regulations of Janakalyan from time to time.
x. Sign all routine letters, pass wage bills, payment bills, cheques and other financial matters.

12. ACCOUNTS
a. All funds and properties of the society shall be managed by the board in the best interest of the society.
b. The society may open bank accounts where and when necessary based on resolution of the Governing Board.
c. Bank account of the Society will be operated jointly by the President, Secretary and Executive Director, with the Executive Director normally being one of the mandatory signatories. Where the society feels the need to open a bank account outside Sindhunur taluk, the Governing Board may designate other persons to operate those bank accounts such however that at least 2 persons will jointly operate the account.
d. All the vouchers shall be countersigned by the Executive Director.
e. Accounts of the Society shall be audited annually in detail by an auditor, who will be appointed by the General Body in the AGM, every year.
f. The funds of the Society shall be invested in the modes specified under the provision of sec 13(1)(d) read with Sec 11(5) of the IT Act, 1961 as amended from time to time.
g. There shall be maintained all accounts of the Society regularly. Every year the accounts shall be closed by 31st day of March.
h. The funds and the income of the Society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the members by way of profit, interests, dividends, etc.
AMENDMENTS:

a. The Rules and Regulations may be amended at the General Body Meeting by a 2/3 majority of the members present. The amendment may be proposed by any member and must reach the Secretary in time for circulation to all the members of the Society at least one month before the General Body Meeting. (Section 9 of Karnataka Society's Registration Act 1960 shall be followed)

b. No amendments to the MoA and Rules & Regulations shall be made which may prove repugnant to the provisions of sec. 2(15), 11, 12 and 13 & 80g of the IT Act, 1961 as amended from time to time. Further no amendment to the Aims and Objectives shall be carried out without prior approval of the commissioner of Income Tax.

DISSOLUTION OF THE SOCIETY:

a. Any number not less than 2/3rd of the Society may determine that it shall be dissolved and there upon it shall be dissolved forthwith, or at the time agreed upon and all necessary steps be taken for disposal and settlement of the property of the Society, its claims and liabilities, according to the Rules and Regulations. (Section 22 and 23 of the Karnataka Society's Registration Act 1960 shall be followed)

b. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Governing Board but the same shall be transferred to another Society/Charitable Trust whose objects are similar to those of the Society and which enjoys recognition u/s 80G of the IT Act, 1961 as amended from time to time.

MISCELLANEOUS:

a. The benefits of the society shall be open to all irrespective of Caste, Creed or religion.

b. Objects /activities of religious nature require deletion in case recognition u/s 80g of the Act is sought (by virtue of explanation 3 to sec. 80g (5)).