

Rules and Regulations  
of  
Delhi Bodo Association  
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1. Name of the Society: Delhi Bodo Association.
2. Membership of the Association: Membership of the Association is open to all Bodo residing in Delhi and neighbouring areas either permanently or temporarily subject to the following provisions:-
3. Admission and Qualification for membership:
  - a. Any Bodo residing in Delhi and neighbouring areas either permanently or temporarily who desires to become a member shall enrol his/her name in the enrolment Register of the Association on payment of admission fee of Rs.10/- (Rupees Ten) only provided he/she fully subscribes to the aims and objectives of the Association as enshrined in the Memorandum of the Association.
  - b. Dependent members of family viz. house wife and minor children will, however, have no voting rights in the election of the Association.
4. Subscription: Every member of the Association except as mentioned in 3(b) shall pay an amount as fixed by the Governing Body annually towards annual membership fee. This fee is payable at the time of enrolment or beginning of each financial year. No pro-rata adjustment shall be made for membership for a part of the year.
5. Ceasation of Membership:
  - a. Any member who default payment of annual membership fee for two consecutive year.
  - b. Any member leaving Delhi for good will cease to be a member of the Association.
  - c. Any member whose activities are found to be detrimental to the interest of the Association shall be expelled from the membership of the Association. Such decision shall be

taken only after hearing the case in the General Body meeting.

6. Rights and Privilege of Membership: Every member of the Association shall have voting right and will bring to the notice of the Association any matter pertaining to welfare or otherwise.
7. General Body:
  - i. General Body definition: All the members of the Association shall constitute the General Body of the Association who will meet at least once in a year.
  - ii. Powers and duties, functions of the General Body:
    - a. The General Body will have powers to elect the Governing Body with whom the powers and functions of the Association will vest and to frame basic guidelines for the activities of the Association.
    - b. Each member present in General Body meeting will have one vote and no proxy shall be allowed. In case of tie, the President presiding the meeting shall have a casting vote besides his ordinary vote.
    - c. The President will chair the General Body meeting. In his absence, the Vice President will be the chairman. In case of absence of both, the General Body by consensus will appoint one of its members to chair the meeting.
    - d. The Secretary will keep minutes of the General Body meeting and circulate the minutes to all members within 30 days. The minutes shall be placed before next GBM for confirmation.
    - e. In annual GBM the Secretary will be required to present the report highlighting the activities of the Association while the Treasurer will present the audited report.
  - iii. Quorum and Notice of meeting:
    - a. Annual GBM shall be convened within 45 days of the closure

of each financial year by giving at least 10 (ten) days notice to each member.

- b. The Quorum of the GBM shall be minimum of two-third of the total members.
- c. In case a GBM can not be held for want of Quorum within a reasonable time fixed for the meeting, it would be adjourned by the President and reconvened after lapse of at least 10 (ten) days of the adjourned meeting. No Quorum shall be necessary to transact the business of the Association in such reconvened meeting.

8. Governing Body:

- i. Governing Body/Executive Committee definition: At least 9 (nine) members shall be elected by the General Body for Governing Body with whom the powers and functions of the Association will vest.
- ii. Composition: The General Body, its composition, addition or deletion of portfolios etc. shall be determined by the General Body. The composition of Governing Body at present will be comprised of the following:-
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Jt. Secretary
  - e. Cultural Secretary
  - f. Sports Secretary
  - g. Organising Secretary
  - h. Treasurer
  - i. Adviser
  - j. 10 Members
- iii. Minimum and Maximum strength including office bearers: The minimum strength of Governing Body shall be 9 (nine).

- iv. Election and its mode: The Governing Body within 45 days of its closure of term (2 years) shall call a GBM to elect Governing Body members for which a Presiding Officer will be nominated by the President of outgoing Governing Body. In case of election of Governing Body members, the same shall be conducted by raising hands.
- v. Terms of the Office of the Governing Body: The terms of the office of the Governing Body shall be 2 (two) years.
- vi. Powers and duties of office bearers:
- a. The President will chair the Governing Body meeting. In absence of President, the Vice President will preside over the Governing Body meeting.
  - b. The Secretary in consultation with the President fix the date, time and venue of the Governing Body meeting and inform the members at least 7 (seven) days in advance.
  - c. The Secretary will record the minutes of the meeting and shall be ratified in the subsequent meeting.
  - d. In absence of Secretary, the Jt. Secretary will function as Secretary.
  - e. The Treasurer of the Association will be responsible for maintenance of accounts of the Association. The Treasurer will present the financial position of the Association in every meeting of the Governing Body and audited statement of accounts to the General Body in the annual General Body Meeting.
- vii. Powers/Duties/Functions of the Governing Body:
- a. To decide plans, activities, programmes of the Association and arrange their execution.
  - b. To prepare budget and sanction expenditure for plans and programmes of the Association.

- c. To frame rules/ ammend rules whenever considered necessary for the better functioning of the Association and get the same ratified by the General Body in due course.
  - d. To enrol new members and co-opt any person/ persons as Honorary members, Advisers, Patrons or any other Special Catagory members as they may deem necessary for the betterment of the Association. However, such co-opt members will have no voting powers.
  - e. To receive subscriptions/ donations/ gifts in cash and kind for the Association from any source it deems fit.
  - f. To deal with any other activity with general consensus of all the members of the Governing Body.
- viii. Quorum and notice of the Governing Body meeting:
- a. Quorum of the Governing Body meeting shall be 50% of total strength of Governing Body.
  - b. All Governing Body members shall be informed at least 7 (seven) days in advance for Governing Body meeting.
- ix. Filling up of casual vacancies: In case of casual vacancies in the Governing Body due to resignation or any other reason, the President is empowered to nominate any member of the Association to fill the vacancy for the remaining term of the Governing Body.
9. Source of Income and utilisation of Funds: The fund of the Association shall comprise of the annual membership fees, collections, donations, gifts etc. The fund shall be solely utilised for the promotion of the aims and objectives of the Association only as set forth in the Memorandum of the Association.

10. Financial Year: The financial year of the Association will be from the 1st. of April to the 31st. March every year.
11. Audit of Accounts: The accounts of the Association shall be audited by two auditors appointed by the Governing Body annually from the members of the Association.
12. Operation of Bank Account: A Bank Account will be opened in the local branch of a nationalised Bank in the name of the Association. The Account will be operated jointly by two members comprising of Treasurer and Secretary.
  - a. The Treasurer can maintain an imprest amount not exceeding Rs.1000/-(Rupees one thousand) only for miscellaneous expenditure and sundry procurement. Imprest cash transaction statements shall be presented to the Governing Body each time of its meeting. Imprest replacement can be authorised by the President only.
  - b. All expenditure except sundry and miscellaneous expenditure made from the imprest account shall have prior approval of the Governing Body.
13. Annual list of Governing Body: Once in every year a list of the office bearers and members of the Association will be filed with the Registrar of Societies, Delhi as required under Sec.4 of the Societies Registration Act,1860.
14. Legal Proceedings (Section 6 of the Act): The Association may sue or be sued in name of the President/ Secretary as per provisions laid down under Section 6 of the Societies Registration Act,1860 as applicable to the Union Territory of Delhi.
15. Any amendment in the Memorandum or Rules will be carried out in accordance with procedure laid down under Sec.12 & 12A of Societies Registration Act,1860.

16. Dissolution and Adjustment of Affairs: Upon dissolution of the Association, the property that remains after meeting the debts and liabilities will be handed over to a similar registered Society or to the Government.
17. Application of the Act: All the provisions under all Sections of the Societies Registration Act, 1860 as applicable to the Union Territory Delhi shall apply to the Association.
18. General: In matter not specified above, the Governing Body will have the powers to decide and take suitable action keeping the overall objectives of the Association in view.
19. Essential Certificates:

Certified that this is the correct copy of the Rules and Regulations of Delhi Bodo Association.

*N. C. Mandal*  
(N. C. MANDAL)  
President

*A. B. 2*  
Secretary

*B. B. 3*  
Treasurer