

SKAVNS

SAMUGA KALVI VALARCHI NALA SANGAM

By Law

Shanthi Bhavan,
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Bye - Laws

NAME OF THE SOCIETY	: SAMUGA KALVI VALARCHI NALA SANGAM -SKAVNS (Social Welfare and Educational Development Society)
Address of the Society	: Shanthi Bhavan, Kadavasal & Post, Sirkali Taluk, Nagapattinam District. 609 104.
Date of Establishment	: 01- 08- 1988 (and 1992)
Jurisdiction in which the SocietyRegistered	: Registered with the District Registrar of palani District and transfered to the Sub- Registrar of Mayiladuthurai Division of Nagapatinam District.
Area of operation of the society	:Tamil Nadu, India.
Working Hours of the Society	:10.00AM To 1.00PM and 3.00PM To 8.00 PM

OBJECTIVES OF THE SOCIETY:

- Initiative to be taken to popularise Development schemes of the Government.
- Initiatives to be taken to Associate Rural People in promoting Social Forests.
- Initiatives to be taken to promote Co-Operation with the officials to implement Government Schemes.
- Initiatives to be taken to promote Enterpreuners among the people of Physically and Mentelly Challenged through Technical and skill Training.
- To promote Entrepreneurs of Educated Youths form Rural Villages through Technical and Skill Trainings.
- To provide Orphanages to Accomodate Orphans and Street Vagbond Children.
- To Rehabilitate the victims of Flood and Natural Calamities.
- To Educate the people of Illiterate through Non-Formal and Awareness Education.
- To Associate to Fulfill the Basic aminitie.
- To Amalgamate Rural people for Joint and Partnership Ventures of their own.

- To Emphasis ideas to Safeguard National Treasures and Properties .
- To Conduct Legal Workshops ,Seminors to understand Fundamental Rights and Duties.
- To Conduct Counselling Camps to Eradicate Problems of Grossroot Level.
- To Strengthen Grossroot Milk Structure through Co-operative Dairy Units and help the poor Children through Free supply of Excess produce.
- To Officiate awareness programmes to practice of Gardening and Kitchen Garden.
- To Officiate by providing Libraries,working women Hostels in Rural areas to Educate knowledge on scien and Technology and National Integration.
- To Create awareness on health and Hygine .
- To Promote Hospitals for free Treatment to the rural poor .
- To Create awareness on Government Schemes of 20 Points and Five Points Programmes.
- To Conduct Free Tuitions to enhance Higher score and Standards in Education to the poor students.
- To Creat awareness on Thrift system in Electricity and Irrigation in the Agriculture.
- To reate awareness among Farmers about the usage of Modern Irrigation.
- To Create awareness among Farmers to indulge in intensive Cultivation and Farming.
- To Conduct Spcial Medical Camps for Special people.
- To Conduct awareness onThrift and Small Savings of money and Grains.
- To Propagate new Educational Policy to Rural People.
- To Promote Small and Cottage industries in Rural areas to create Mass Employment to the Rural skilled people.
- To Create awareness about the Roles of Patriotic and National Freedom Fighters and Leaders.
- To Create aware about Road and Traffic Safty Measures.
- To Conduct Orientation Classes to approach officials.
- To Begin with Schools of Convent System to help poor people who aspire to educate their Children in the same at free of cost.

- To Create Trainings like Goat Rearing/Poultry/Cattle Rearing/Seri Culture /Fish Culture and Pig Rearing to enhance Income Stability.
 - To Help physically challenged in getting Vehicles like Tricycle and so on
 - It is primarily aimed at Officiating Programmes to all sections of people without any discrimination.
 - To help the people of widows/ Destitutes and Old People in getting or enjoying Government pension schemes.
- The Excess of Funds of the Society shall be invested only in accordance with the provisions of section 11 (5) Read with section 13 (1) (d) of the Income Tax Act.
 - The Society formed shall be Irrevocable.
 - The Properties and other Assets created from the Society shall be Transferable only to the same Objective oriented organisation.
 - The General Body members shall have the powers to pass amendments in the bye laws of the society but shall not have the same to change the basic Clauses of the society.
 - Any addition/deletion of Clauses\Sub-Clauses of Amendments in the prevailing Bye-Laws related to the Income-Tax shall be carried out only with prior approval of the Commissioner of Income Tax.
 - No activities of the Society shall be carried out other than India.
 - The Benefits /Enjoyments and usages of the Society shall be carried over by Irrespective of sex /Caste/Creed/Religion.
 - The Society's Income/ Fund shall be Utilised for fulfilling of the Objectives of the Society and no portion of the fund or Income shall be spent for payment to the members or office bearers by way of profit/dividend/ interest and what so ever.
 - The Society shall have no proposal to run any Business of Profit Motive other than Rural Development activities. And the Society shall not Carry out any activities with the intention of earning profit.
 - The Existing President shall be Responsible to act on behalf of the Society and take Decision of any litigation of the Society or against the Society.
 - The General Body of the Society shall be taking decisions to advise when critical problems emerging during the time of enactment of Objectives.

- The Grants/Funds shall be spent of the Purpose of fulfilling the Objectives of the Society only through the Resolutions of the General Body of the Society.
- The Funds shall be deposited in the Name of Existing Secretary and Treasures on behalf of the Society in any Nationalised Banks and it shall be Utilised for the Society.

MEMBERSHIP OF THE SOCIETY:

- ❖ Any person who has attained the age of 18 years shall be eligible to become an ordinary member of the society, provided He/She shall have to submit a written application requesting for a membership.
- ❖ A Person desirous to become a member of the Society shall have to pay an Entrance Fee and a Membership of monthly subscription. And it shall be paid on or before 10 th of every month and obtain cash Receipt.
- ❖ The default in payment of monthly subscriptions for Three months continuously He/She shall be liable for removal from the membership from the Records.
- ❖ No penalty is been decided.
- ❖ **Termination of Membership:** Any Member of Office bearer of the Society found dworking against the objectives of the Society shallbe removed from the Records of the membership without perior information.
- ❖ The Terminated members shall appeal to the exizting President and Secretary and they shall consider according to the grievences.
- ❖ The terminated members shall even appeal to the Executive Board also to be considered.
- ❖ **Duties and Resposibilities of the Members:** The members shall have to follow the Rules and Regulations of the Society. Every member shall have the voting Rights and shall contest in the Societies Election of the Executive Board.

FUNCTIONING OF EXECUTIVE BOARD:

- ❖ The Executive Committee headed by a President and a Secretary along with Administrative Board shall be responsible to Implement the Objectives of the Society and when an urgent need the Executive Committee shall appoint professionals to deal with on their need.

- ❖ The Executive Board comprises of 9 members with a president , one vice-president , a secretary and a Treasurer shall be assisted with 5 Executive members shall Execute the Functions of the Society.

Eligibility to be a Executive member of the Society.

- ❖ The Members who have attained the age of 22 years shall be eligible to become an Executive member of the Society.
- ❖ The Executive members shall hold the Office for three years of continuous period and the General body shall call for general Election to nominate new deligation to the society. And the General Body shall be responsible to resolve when there are any vacant place liable during the period.
- ❖ General Body members shall be called for and favorable Resolution shall be passed.
- ❖ Documents, Records and Books of Accounts to be produced before the District Registrar of the Society at the end of every financial year.
- ❖ The Societies functional Records of work Reports ,The list particulars of changes if any in the Executive or Administrative Committee. And the list particulars of Remaining members in the General Body of the society.
- ❖ The General body shall have the powers to appoint Two Graduates from the members of the Society. And shall also appoint a chartered Accountant to prepare and Audit its financial activities of the society.
- ❖ The members of the society shall have the privilege to visit and verify the records of the society and audited accounts and get copies of the same with a payment of Rs 1/- to the Society.
- ❖ The General Body shall be powered to safeguard the properties of the Society and shall decide to Deposit and Terms and conditions of the Deposits for the Society.
- ❖ According to Section 28 of the Society Bye – Law the General Body shall be called for its meeting on the 10th May of every year.
- ❖ According to the Sub – Section 25 of the Society's Bye – Law the General Body shall be Resolving to help financial Assistance to those who affected by Health ailments.

- ❖ The Books of Accounts ,Records of the Society shall be maintained daily according to the Tamil Nadu Society's Registration Act. The membership Registration section 24 (1) and Form No.6 .

MINUTES BOOKS:

The minutes Book of Resolutions of the Meetings held in; the Society shall be kept with an upto date activities.

CASH BOOK:

The Cash Book of the Society shall be neatly written and completed every day, and the closing balance shall be carried over daily. Excess of funds other than closing balance shall be deposited in the Banks daily.

RECEIPT BOOK:

The Receipt Books shall be issued with serial No. and counterfoil. The details of Receipt shall be mentioned in the counterfoil after Issuing Receipts.

PAYMENT VOUCHER:

The Payment Voucher shall be numbered and kept in voucher file in an order.

LEDGER:

The Ledger File shall be maintained with headwise Accounts shall be written in the Ledger.

MONTHLY LEDGER:

The Receipt and Payment Accounts shall be maintained in separate on Monthly Ledger.

STOCK REGISTER:

The Society shall maintain a Stock Register to be accountable to the Board.

DISSOLUTION OF THE SOCIETY.

- The Society shall be Dissolved when the functions were not properly carried out and the properties or assets if any it shall be Transferred to a Society which has similar objectives. The Assets / Properties shall not be permitted to be shared by the members of the Society. This shall be carried on by section 41 of the Bye - Laws.

- The Society Members shall have the privilege of seeing the Resolutions of General Body and Executive Board meetings, Membership Registers and Accounts of the society with the permission of the president during the office hours. No fees are required to see the Records. The Members shall not be permitted to take copies of the same.
- According to the Sub-Section 28 of the Bye-Law Special General Board meeting shall be called by 3/4 of the members demanded by writing as its Quorum to be held.
- The Society shall keep a Name Board outside of its Office, and a Name Seal and Letter Pad for Office purpose.
- The Society shall display a Board of its functional timings and the financial year from First April to 31st March of every year.

THE PRESIDENT:

- The President shall Lead the Executive and General Board meetings and supervising the activities of the Society.
- The President shall cast the special voting power when there be a voting in a particular matter of competitive situation to be finalised.
- The President shall perform all the activities of the Society within the frame work of Society's Bye - laws.

VICE PRESIDENT:

The vice president shall Assist all the activities of the Society along with the President and He shall hold the office when the President is absent.

SECRETARY:

- The Secretary shall be the sole Responsible for all the activities of the Society. He/She shall Execute the Following General Supervision of the Society.
- He/She shall conduct all correspondences on behalf of the Society.

- Implement the Resolutions passed by the Executive Board and Conduct special General Body meeting in consultation with the President of the Society.
- The Secretary shall be Responsible to collect Donations /Contributions /Funds /Grants for the Society and Issue proper Receipts on time and the same shall be Handed over to the Treasurer of the Society.
- The Secretary shall keep a sum of Rupees 500/- in hand for any incidental expenses.
- The Secretary shall do all the arrangements to conduct meetings and communicate them to all the members of 21 days in advance of the meeting date to the members.

TREASURER:

- The Treasurer shall be the sole Responsible to issue Receipts for the Subscription/Funds /Grants/Donations/ Contributions received from the members of the Society.
- The Treasurer shall be responsible to pay the amount for the expenses incurred on the Objectives and get the cash Receipts for the same .
- And shall keep writing of proper accounts for the Income and Expenditure of the Society with Receipts and Vouchers for the expenses and it shall be produced before the General Board.
- The Treasurer shall make Joint operation of the Bank accounts with the Secretary of the Society.
- The Treasurer shall keep a sum of Rupees 500/- cash in to incur incidental expenses. The Treasurer shall be responsible for the maintenance of Day Book, Cash Book, Receipt Book Cash Bills and Vouchers, Ledger Book and Monthly Statements as per the Society Registration Act.
- The Treasurer shall have to obtain approval of the monthly statement of accounts by the Executive board every month.

EXECUTIVE BOARD:

The Executive Board members shall be Responsible to cooperate with other members to fulfill the objectives of the Society.