



**HELP**

## Memorandum of Association

Administration Office

2nd lane - Sujatha nagar, Lawyer pet Ext.

**ONGOLE- 523 002. AP**

Phone : 08592 - 221209/270664 E-mail : [helpap2002@yahoo.com](mailto:helpap2002@yahoo.com)

Regd. Office

Sankara Agraharam,

**Nellore, Nellore District AP**

SOCIETY FOR HELP ENTIRE LOWER & RURAL PEOPLE ( **HELP** )

MEMORANDUM OF ASSOCIATION

I. **NAME OF THE ASSOCIATION :**

The name of the association shall be Society for **Help Entire Lower & rural People (HELP)**.

II. **SITUATION OF THE REGISTERED OFFICE:-**

The Registered Office of this Society for **Help Entire Lower & rural People (HELP)** Shall for the time being be located at D. No : 16/11/742, Sankara Agraharam, Opp:Vijayasri Lodge, Nellore, Nellore District, in South India, and **Administrative Office** at Ongole, Prakasam Dist, Andhra Pradesh. India

III. **AIMS AND OBJECTS :**

The Aims and Objects of this Society are as furnished hereunder :-

1. To Promote Children and Women welfare activities.
2. To Take care of Health and Nutrition needs of children in and around the operation area of operation.
3. To take care of children of age group of Six months to fourteen years.
4. To Undertake Oldage service schemes to deserving people.
5. To Give trainings the Harijans types of women in the field of Cottage Industries, for the Rural Development.
6. To establish Day Care Centres for children in various places according to the needs.
7. To Start functioning of the Adult Literacy Programmes for eradication of illiteracy and to uplift the standard in general education.
8. To Start (i) Orphanage (ii) Leprosy Asylums for the needy people, (iii) Libraries and Reading Rooms and (iv) for the upliftment the centres for the Physically handicapped and (v) To establish and maintain Social Organisation centres for the services of our country men and also to propagate Sanskrit Education.
9. To Promote modern techniques of Agricultural in the Rural Areas and to plan, implement and evaluate action programmes meant for the improvement of Rural Community.
10. To encourage and assist self-starter groups for voluntary action in the field of rural development and also to function as an action centres, as a research body, training and extension centres in all Rural Development in the entire area of operation.
11. To Serve the needs of men and irrespective of caste, colour or creed to lead a life with peace and plenty and thus attain perfection.

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12. To provide a form for the rural development scholars for undertaking systematic and Scientific studies and field experimentation in the various multisectoral action projects to improve the literacy of women, livelihood, health and Leadership development in the entire area of operation.
13. To promote or contribute to any enterprise whether conducted by individuals or associations, present or future, which shall have for its objects the making or doing of any works or things conducive directly or indirectly to the objects of the Association.
14. To enter into any arrangement with any Government or with authorities supreme, Local Municipal or otherwise in pursuance of the objects of the Association to obtain from any such Government or authority all rights concessions and privileges that may seem conducive to the objects or any of them of the Association.
15. To Publish books and Journals pertaining to the above and distribute to the people in the rural areas either free of cost or on no-profit, no loss basis.
16. To affiliate with any other association or associations and or to federate with any central Association having kindred aims and objects and subject to the condition that this association or shall be governed by its own constitution in respect of the activities affecting its members and the central of its funds:
17. To establish Children village for the children of arrack deceased.
18. To establish welfare centre for the families of arrack deceased.
19. To do or any of the above things either as a principals, agents or otherwise and by or through in conjunction with orders and to carry on any other work, which may seem to the association capable of being conveniently carried on in connection with and calculated directly or indirectly, or promote any of the aforesaid objects and
20. To do all such other lawful things as are incidental or conduct to the attainment of the objects of the Association.

#### IV. **The Board of Management**

The Management of the affairs of the Association under the Rules and Regulations of this Association filed herewith vested in the executive committee or the Governing Body, consisting of the following types of persons and they are also called the first members of the governing body to this association. The total strength of the committee members in eight (8) and they are as follows :-

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Members in eight (8) and they are as follows:-

Sl. No.	Name of the member of the Governing Body and his Father's Name etc.	Designation in this Organisation.	Occupation and the Residential Address of the members of the Body.
1	K.Narayana Moorthy. S/o. Venkata Chalapathi Rao	President.	Social Worker, 964-B-NGO Colony, Vanasthali Puram, HYDERABAD.
2.	N.D .Prasad	Vice-President	Social Worker, Nagajuna Nagar, CUDDAPAH
3.	N.V.S Rama Mohan S/o. Venkata Koteswara Rao	Secretary	Social Worker 7-4-44, Lawerpet, ONGOLE-523002
4.	K.Prabhakara Rao S/o. Venkata Subba Rao	Treasurer	Social Worker Near.Veeramma Hospital , VETAPALEM
5.	Ms. Y.V.N. Ayushmathi. D/o. V.G.K. Murthy.	Member	Social Worker, Lawer peta , ONGOLE.
6.	R.Venkateswarlu S/o. Ramalinga Swami,	Member	Social Worker Near Corn Building, ADDANKI.
7.	A. Pardha Saradhi S/o Venkateswarlu.	Member	Social Worker, Lambadi Street, ONGOLE.
8.	Ms. M. Girija Kumari W/o.Murali Krishna	Member	Social Worker, Srinagar Colony, Kurnool Road , ONGOLE.

V. Certificates:-

- i) Certified that the Association is formed with no profit motive and no commercial activity involved in its working.
- ii) Certified that the Association would not engage in agitational activities to ventilate grievances.

1. President : Sd\ K.N. Murthy
2. Vice President : Sd\ N.D.Prasad
3. Secretary : Sd\ N.V.S. Rama Mohan
4. Treasurer : Sd\ K.Prabhakara Rao
5. Member : Sd\ Ms.V.Y.N. Ayushmathi
6. Member : Sd\ R.Venkateswarlu
7. Member : Sd\ A.Pardha Saradhi
8. Member : Sd\ Ms.M. Girija Kumari.

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VI. **DECLARATION :**

We, the Several persons whose signatures are subscribed hereunder are desirous of promising ourselves into an Association .Called :-

**Society for Help Entire Lower & rural People (HELP)**

With its registered office for the time being be located at Nellore District in the State of Andhra Pradesh in South India, with to get this Association, under provisions of the Societies Registration Act, 1960- Central Act no. XXI of 1860.

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|-----------------------------|---|
| 1. (sd/- S.V.ANJANI KUMAR)  | 1. Mr.S.V.Anjani Kumar. S\o. S.G. Naidu,<br>Contractor,<br>Lakshmi Puram,<br>NELLORE.   |
| 2. (Sd\ - M. NARASIMHA RAO) | 2. Mr. M. Narasimha Rao,<br>Journlist,<br>S/o Pandu Ranga Rao<br>Balaji Nagar, NELLORE. |

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## RULES AND REGULATIONS

### 1. Name of the Association

The name of the Association Shall be :- Society for Help Entire Lower & Rural People, Simply called as "HELP".

### II. Situation of the Registered Office :-

The Registered Office of this "Society for Help Entire Lower & Rural People, 16/II/742 Sankara Agraharam, Opp: Vijayasri Lodge, Nellore, Nellore Dist in the State of Andhra Pradesh in South India, and its Administration office at ONGOLE, Andhra Pradesh. Subsequent change or Changes in the Situation of the Registered office of this Association, will be intimated to the concerned authorities as and when decided to do so by the Executive Body of Governing Body this Association.

### III. AIMS AND OBJECTS:-

The Aims and objects of the Association are more fully set or described in the memorandum of Association. This Association is purely a non-secretarian, a non-communal and also non-political body.

### IV. ORIGIN, AIM AND FUNCTIONS OF THE ASSOCIATION

1. At a meeting of this association which was held in 5th March, 1993 at Nellore, Nellore Dist, Andhra Pradesh it was unanimously decided that the members should for themselves into Association under the same and style noted above and to attend to the welfare of the women and children. It was also impressed on the minds of the members present that the an association of this type is quite necessary for helping the people of the different and differing aptitudes and attitudes to come together know each other, understand also respect each other points of view and get their regularities rounded. This will help the members of an Organisation to put together with mutual trust, faith and friendship and render faithful service to the women folk of the area.
2. It was also impressed on the minds of the members present by the president of the meeting that an association worth its name should kindly all the instincts of life and enable them to develop. It should also necessarily foster the ideals of unity, fraternity, compassion and also humility to that one can prove his supremacy among the God's creations and thus make the world a proper place to live in with peace and plenty, at the same time to render service to the down trodden and economically weak people in and around them.
3. It was also finally decided by the members in voice that the Association which they are now forming should be registered under the provisions of the societies Registration Act 1860- Central of Act No. XXXI of 1860 by the District Registration of Assurances Nellore. There upon the members elected the executive

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committee and they in their turn elected the office bearers including the President and the Secretary. The President and the Secretary were authorised to go ahead with the registration of the Association and then Start functioning according to the programmes chalkout by the Executive Committee members.

V. RULES AND REGULATIONS:-

The following shall be the rules and regulations of this Association for the Present and as and when the necessity arises the Rules and Regulations will be framed. They have to be modified or amended as the case may be after following the detailed procedure laid down in the Societies Registration Act, 1860 Central Act No. XXI of 1860. The modifications so effected will have to be sent to the concerned officers for record in their offices and a copy of the same shall also be published on the notice board of the Association for ready reference to the members who are interested to know the details.

Rule-No. 1 JURISDICTION OF THE AREA OF OPERATION:-

1. The Association shall be a district organisation for the present and its operations shall be confined to the entire Andhra Pradesh State, South India.
2. The Association shall have the powers to extend its activities to the adjoining areas on a request from a fairly good number of residents of those areas and also by a resolution of the General body. All the branches so opened shall have to be affiliated with the Regd. Office.
3. If any members of group want to operate themselves from the Association he/she will not be entitled to any share in the assets of the Association.

Rule No.2 MEMBERSHIP:-

1. Any men or women over 21 (Twenty one) years of age and in sound in health is only eligible to be members subject to the following qualifications:-
  - a. Must be votary in non-violence.
  - b. Annual subscription is payable only after the enrolment of the membership is approved by the committee for the subsequent years.
  - c. Membership of the Association is lost when he/she indulges in activities contrary to the objects of the Association.
2. The following shall be the main classes of members of this Association:-
  - a) Persons above the age 21 years who pay the prescribed fee of Rs.25/- annually and an admission fee of Rs.1/- are called "Ordinary Members".
  - b) Those who pay a lumpsum contribution Rs.116/- (Rupees one Hundred Sixteen only) are called "Life Members".
  - c) Those who pay a sum of Rs.250/- and those who pay Rs.500/- or above are called "Poshakulu" and "Maharaja Poshakulu" respectively. They shall also be the life members of the Association.

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d) Persons also are nominated by the Executive Committee, on account of any meritorious service rendered by them who shall be called "Honorary Members". The total strength of this type of persons shall be five (5) only.

(ii) Honorary members need not pay any kind of annual subscription whatsoever to the funds of the Association. Provided that such meetings of the members shall not have any voting rights through entitled to attend the meetings of the Executive Committee, General or special meetings of the Association.

3. The Association shall maintain a register of all its members with their addresses and other necessary particulars as are desired and decided by the Executive committee from time to time.
4. All members of the Association shall have to sign a declaration along with application form here under and submit the same to the Secretary.

#### **“ FORM OF DECLARATION ”**

“I have fully sympathy with and understanding of all the Aims and Objects of this Society for Help Entire Lower&Rural People (HELP) as set forth in the memorandum of Association and I shall following the said aims and objects and actively cooperate with the activities of this Association”.

5. Membership of this association shall cease by registration death, removal or suspension etc.,.
6. Any member failing to pay the annual subscription for one year shall cease to be a member but the Executive committee may in its discretion re-admit such member on payment of all arrears, together with a re-admission fee of Rs.1/
7. On a requisition signed by 50 (Fifty) members of the Association, The Executive committee may remove a member from the Association, if the continuance of such member be deemed to be detrimental to the interests of the Association and giving opportunity to him of being heard in person or an explanation in writing.
8. If, in the opinion of the Executive committee, the conduct and behaviour of any member has been such as to be detrimental to the objects and activities of the Association, the Executive committee may, after due notice to such member and enquire, suspend him for a period of one year.
9. All applications for membership shall be considered by the Executive committee at its meeting, the acceptance or too otherwise as any such application shall be entirely at discretion of the committee for the non acceptance or for non consideration of any such application.

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10. Those persons, whose applications have been duly accepted by the committee shall become members of the association with full rights and privileges of membership from the date of the meeting in which those applications have been accepted. The subscriptions deposited by those applications have not been accepted will be returned to them as soon as possible after the meeting.

RULE NO. 3 RIGHTS AND PRIVILEGES OF THE MEMBERS :-

1. Save as otherwise provided for these presents all members shall be entitled to be elected the Executive Committee of the Association and to vote. Every member of the Association shall have one vote only vote.
2. Save as otherwise provided for in there presents no right or privilege of any member of the Association shall be in any way transferable or but all such rights and privileges shall cease upon the member of the Association ceasing to be such whether by death, retirement, dissolution winding up or otherwise under these rule.
3. Any member desiring to retire from the members if this Association shall submit a resignation will be considered by the Executive committee the member will cease to be a member of the Association from the date of the meeting.
4. Every member shall be entitled to (a) received the publications of the association and, (b) use of the Association Library at free of cost.

RULE NO-4 DEFAULTING MEMBERS:-

- (1) If a member makes a default for a period of 3 months or more in the payment of the Annual subscription or in the payment of any other amount due to the Association, he may be declared as a defaulting member by passing a resolution to that effect by the Executive Committee.
- (2) A member who is declared as defaulting member shall not exercise any of the rights and privileges conferred upon and shall also not be exercise his rights of vote in any meeting of the association or in any meeting of the committee.

RULE NO.5 CEASE OF MEMBERSHIP:-

A member shall cease to be such if so fact upon the happening of one or more of the following:-

- a) Registration as when accepted by the committee of the association at its next meeting.
- b) Death of member.
- c) Declared as an involvement by a comptentent court of law with proper Jurisdiction.
- d) Dissolution of Firm or Company.

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- e) Winding up of the business.
- f) Amalgamation with any firm or company.
- g) Shifting of place services outside the area of operation of this association.

RULE NO.6:- EXPULSION OF MEMBERS - PROCEDURE :-

If any member deceives in any manner whatsoever the association or its members, or does acts in any way prejudicial to the interests of the association or its members or if the conduct or behaviour of any member such that it will adversely affect the interests of the Association that the committee may expel him from the membership of the association by passing resolution of the Executive committee carried on by a majority of at least three fourth of the members present at the meeting and also entitled to vote. Provided the member concerned must be given a reasonable opportunity to submit his explanation if any, to the committee, which explanation shall be considered by the committee may think fit.

RULE NO.7:- REGISTER OF MEMBERS (MAINTENCE)

- a) A Register of members shall be maintained in which shall be entered particulars such as name, address, nature of membership or such other particulars as may be decided upon by the committee from time to time, which the requirements of the Act for the time being in force.
- b) The Register of members shall in the case of firm or any body corporate shall contain in addition to the particular specification in Rule (7) (a) supra, name of the person authorised by such firm or body corporate to represent and vote for in any meeting of the Association, any change in this regard shall be notified to secretary of the Association.

RULE NO.8:- EXECUTIVE COMMITTEE:

- a) The Executive committee shall consist of not more than Eight (8) members, excluding the honorary members, if any and they are :-
  - 1) The President
  - 2) The Vice-President
  - 3) The Secretary
  - 4) The Treasurer
  - 5) Four Executive Committee members

And they shall be elected by the General body at its annual meeting held in the month of May on the 15th.

- b) The Members of the Executive Committee shall hold Office ordinarily for a period of five years or until their successors are elected and assume office on the

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1st day June. But the first member of the Executive committee shall hold the office for a period of seven registration of this Association years commencing from the 1st day of June following the date of registration of this Association by a District Registration of Assurances, Nellore under the provisions of the Societies Registration Act.1860 Central Act XXXI of 1860-to overcome the teething troubles in the organisation of the association on sound and efficient lines. There after the second committee will have remain in the office only for a period of five years only, as decided and provided for in rule no(8) and (b) supra.

MEMBERS OF THE EXECUTIVE COMMITTEE :-

The committee shall have the following powers, viz.,:-

- a) To appoint and dismiss the staff and servants engaged for the Association and to fix their remuneration.
- b) To appoint sub-committees of the association, such sub-committees may be permanent or temporary as the committee may determine.
- c). To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of the Articles and Memorandum of Association.
- d) To invest the funds of the Association in schedule Bank or Bank when no timmedicately required for use, in confirmic with the provisions of section 11 (5) of the Income Tax Act.
- e) To provide for the maintence of and also safe custody of the account books, stationary , proceedings and books.
- f) To collect subscriptions and any other sum or sums of money dues to payable to the Association.
- g) The committee members shall lose committee membership if they fail to attend three conse-cutive meetings of the committee. But such members are eligible for the re-election.
- h) The committee is entitled to fill casual vacancies in the committee in the middle of the year without reference to the general body.
- i). To do all other things necessary and expendient for the properly carrying on the affairs and objects of the sangham of Association.
- j). The funds of the institutional shall not used for the personal benifit of the members of the Executive committee or any other persons connected with them, except to the extend of resalaries for their services, if any rendered.

RULE NO.10:- SPECIAL POSTERS OF THE FIRST MEMBERS OF THE COMMITTEE:-

With pre-judice to the general powers conferred by the last proceedings cause and the other powers conferred by these presents it is hereby expressly declared that the Executive Committee shall have the following powers also that is to say, power:-

- a) To pay the costs, changes and expenses preliminary and incidental to the promotion, formation, establishment and registration of the association.
- b) To make due arrangements for the collection of the subscriptions from members and its proper accounting and remittance into the bank.
- c) To accept donations for the proposes of carrying put the aims and objects of the Association unconditionally on such terms and conditions as the executive committe may think fit and proper from time to time.
- d) To provide for the receipt custody, investment, remittance management and expenditure of the money and funds the Association in their hands to carried out the aims and objects of this association.
- e) To take proper care of and/or to look after the properties of the Association and take necessary steps for their proper maintenance, alterations, repairs and such purposes.
- f). To purchase or otherwise require for the association any property, rights or privilage which the Association is authorised to acquire and to let lease or rent out on or all the properties of this Association such terms and conditions and the Executive committee thinks fit for the purpose of carrying out the aims and objects of the Association.
- g) To provide for the management of this affairs of the Assocition in different parts of the entire area of operation in such manner as the executive committee thinks fit, and in particular to establish branch offices or camp offices for completing the particular work undertaken, and to appoint any association with such power (including power to delegate) and upon such terms as may be thought it and expendent.
- h) In order to facilitate the working of the institution or institutions managed by the Association the Committee may invest such powers of the interanal management of such institutions as may be deemed to be power to the superintendent of superintendent's honorary or otherwise of such institutions of bodies.
- i). To appoint person or persons to sign cheques receipts and/or other documents on behalf of the Association.

**RULE NO.11:- POWERS AND DUTIES OF THE OFFICE BEARERS:-**

- I. The President : The following are the functions of the President :
  - a) Shall preside over all the metings are functions of the Committee and general and special metings of the General Body.

When office of the secretary is vacant and until and vacancy is filled up, the president shall posses and exercise the powers of such vacant office of the secretary.

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- c) The president shall be responsible for the conduct of the Association and for their safe-custody.
- d) The president shall be responsible for the conduct of the Association and to achieve the objects mentioned in the memorandum of Association.

II. Vice-President : The Vice president as in the absence of the president shall have the powers and perform such of his duties of the president.

III. SECRETARY : The following are the main functions of the Secretary:

- a) Subject to the control, direction and supervision of the committees and the president and consistent with the powers, authorities and privileges conferred on him by the committee and the present, the Secretary shall carry on the day to day administrative activities of the Association and shall have charge of all the correspondence.
- b) The Secretary shall maintain accounts with the help of the president and other directors or committee members.
- c) Shall sign in the cheques in joint account allowing with other members of the committee as per resolution.

IV. TREASURER : The following are the main functions of the Treasurer:

- a) To collect bills.
- b) To collect subscriptions and other amounts due to the Association.
- c) To prepare the annual statements of accounts, and place before the general body for approval and
- d) To maintain regular accounts.

V. THE EXECUTIVE COMMITTEE MEMBERS:-

The Executive committee members shall have to assist the Secretary in the day to day administration and also to carry out the direction of the president from time to time.

RULE NO. 12:- ANNUAL GENERAL BODY MEETING:-

1. The Annual General Body meeting will have to be covered in the month of May 15th every Year and the said meeting shall have to consider the following subjects:-
  - a) To receive the annual reports of the committee and audited statements of accounts of the association and to pass the same.
  - b) To elect the office-bearers and others according to the rules of this Association.

To approve the budget estimates for ensuing year of account



- d) To discuss resolutions on matters of general interest to the Association.
  - e) To appoint and to fix up his remuneration for the same.
  - f) The decision of the general body is the final in all matters relating to the
2. The quorum for the General Body shall be more than one half of the total number on the rolls exactly prior to the date of the meeting of the presence of 50 (fifty) persons personally and also entitled to vote, whichever is less;
3. No business shall be transacted unless the required number of quorum is present in a meeting. If no quorum is present within half an hour from the appointed time for the General Body meeting that meeting shall stand adjourned to the same hour and the place in the next weeks and in the case of a meeting covered upon the requisition of the members such a meeting shall be dissolved for want of quorum.

**RULE NO.13:- QUORUM FOR THE MEETING:-**

- a) Committee meeting :

The quorum for the meetings of the committee shall be five (5) members present personally at the time of meetings and also entitled to vote.

- b) Quorum for the General Body Meeting :

The quorum for the General body meeting shall be more than fifty percent of the total number of members present personally and also entitled to vote or the presence of fifty(50) persons entitled to vote whichever is less.

**RULE NO.14:- MINUTES:-**

The Secretary shall cause minutes to be duly entered in the books provided for the purpose:-

- i) of all appointments of offices, staff etc.;
- ii) of the names of the members of the Association and the Executive and any sub-committee present in their respective meetings.
- iii) of all orders made by the Executive committee and any sub - committee
- iv) of all resolutions and proceedings of the General Body meetings and the meetings of the Executive committee and sub-committee and any such minutes of any general body meetings, the meetings of the Executive committee or any sub-committee if purporting to be signed by the president of such meeting or by the president of the next succeeding meeting, shall be receivable as prima facie evidence of the matters stated in such minutes.

**RULE NO.15:- AUDITORS:-**

- i) An auditor may be appointed on such remuneration as may be decided in a General Body Meeting and the auditor so appointed shall hold the office until the next general body meeting, the 1st Auditor may be appointed by the Executive Committee.

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- ii) An casual vacancy may be filled up by the committee.
- iii) A copy of the duly audited and certified final accounts may be sent to each and every members together with the notice convening the Annual General Body meeting, accompanied by an audited Balance sheet of the Association.

**RULE NO.16:- UTILISATION OF FUNDS :-**

- i) Every member of the Executive Committee shall be a prompt payer of the General Funds of the Association subscription. The primary responsibility of running the Association efficiently with the Executive committee which is also responsible to the General Body.
- ii) No office-bearer can draw any kind of salary oor remunerations can be said to the employees of this Association. The bearers can be given the actual expenses, fares etc; including by them in discharge of their duties as office-bearers namely, where they lead deputation to the Authority or authorities in pursuance of the resolutions passed by the Executive Committee of the General Body of the Association.
- iii). Income/Funds of the Society/Association will be utilised only for the attainment of the objects of the Society/Association and no portion there be paid or transferred directly or indirectly to any of this members through any means.
  - 1) To Purchase, take, on lease or in exchange, here or otherwise acquire property, movable or immovable and any rights,privileges, which may be deemed necessary or convenient, for the purposes of the Association and to improve, develop, manage, sell, lease, mortgage, turn to account or otherwise deal with all or any part of the property of the Association and to construct maintain or alter any house, buildings or works, necessary or convenient for the prupose of the Association.
  - 2) To accept any gift property, subject or not to any special trusts or conditions, in favour of the furtherance of any objects of the Association.;
  - 3) To take such steps, by personal or written appeals, public meetings or otherwise, as may from time to time, be deemed expedient, for the purpose of procuring contributions to the funds of the Association in the shape of donations, subscriptions or otherwise.
  - 4) To borrow and to raise money, in such manner as the Association may think fit from time to time for the purpose of the Association.
  - 5) To invest the funds of the Society/Association not imediately required, upon such securities and in such manner as may from time to time be detetermined by the association and to make accept, endore and executive promissory notes bills of exchange, huindies and other negotiable instructments for the purposes of the Association.

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**RULE NO.17:- ACCOUNTS:-**

- 1) The Executive Committee shall cause true accounts to be kept:-
  - a) of the sums of money received as spent by the Association and the matter which such receipt and expenditure takes place.
  - b) of the several assets and liabilities of the Association acquired from time to time.
- 2) All books of the accounts and documents shall be open to the members of the Association for inspection subject to the reasonable restrictions as to time and place as the Executive Committee may from time to time impose.
- 3) a) Accounts of the Society/Association will be maintained regularly and accounts will be audited by a qualified Auditor every year.  
b) Income and Expenditure accounts for the period from the 1st April of these 31 March and Balance sheet as on the 31st March of Auditor shall be submitted and laid before the annual General meeting and a copy of the same shall be hung upon the notice board at the registered office of the information shall have been incorporated in the notice of the Annual General body meeting.
- 4) Account shall be opened in the name of the Association in the scheduled bank approved by the Committee from time to time.
- 5) A maximum sum of Rs.100/-(Rupees one hundred only) shall always remain with the treasurer for the purpose of current expenses and all cash in the excess thereof shall be deposited into the Bank without delay.
- 6) All correspondence to and with the bank and all cheques and other negotiable instruments shall be signed by any two of the following or any one of the below which authorised by the committee:-
  - A) The President
  - B) The Secretary
  - C) The Treasurer
- 7) **BOOKS TO BE MAINTAINED BY THE ASSOCIATION:-**  
The Governing Body shall maintain the following registers and Accounts.
  - a) A Register of Members of various Kinds.
  - b) A receipt book for various Kinds of collections.
  - c) A Cash book.
  - d) A voucher file and all the vouchers duly accounted quarter wise for facility of

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checking at time of the audit of the Account.

- e) A General ledger.
- f) A minute's book for recording all the proceedings of the meeting of the Executive committee and the General Body etc;
- g) A visitors Book.
- h) A Register of progress showing in the proper form all the works done by the committee of the Association from its inception. Such other varieties of record and as designed and direction by the General Body or the Governing Body to maintain from time to time for the sake of convenience and effective check and ready reference to the members.

**RULE NO.18:- ANNUAL LIST OF MANAGING BODY TO BE FILED:-**

Once in every year on or before the fourteenth day of Succeeding the day on which according to the rules of the society the annual general body meeting of the society is held or if the rules do not provide for an annual general body meeting in the assurances, Nellore the name, address and occupations of the Committee or other governing body the entrusted with the management of the affairs of the society.

( Rule no 4 of the Societies Registration Act, 1860).

**RULE NO. 19:- AMENDMENTS OR ALTERATIONS etc**

No amendment or alteration shall be made in the purposes of the Association unless it is voted by 3/5th (Three fifths) of the members present at a meeting specifically convened for the purpose and confirmed by 3/5ths (Three-fifths) of the members present at a second special meeting as provided for the societies Registration Act, 1860 Central Act no.XXI of 1860, subject however to the conditions that no such amendment shall be carried out without prior approval of the commissioner of Income Tax and concerned.

**RULE NO. 20:- WINDING UP PROCEDURE:**

In case the Association decides to wind up its activities then the properties and the funds of the Association that will remain after the full satisfaction of the liabilities of the Association will be transferred or paid to over any other institution or institution with similar aims and object only and which is/or recognised by the income tax dept. under section 12 a of the income tax act.

This will determined by the votes of 3/5ths (Three-fifths) of these members of the Association of present personally or by proxy at the time of the Dissolution of this association.

The detailed instructions of the subject contained in the relevant sections of the societies Registration Act, 1860 - Central Act No.XXI of 1860 - will be scrupulously followed.

*ans Nellore*

*K. N. S.*

RULE NO. 21 A: GENERAL :-

For all things not specifically provided for under these rules and regulations the provision of the Societies Registration Act, 1860- Central Act. no. XXI of 1860 will apply.

1. President : (Sd/- K.N. MURTHY)
2. Vice-President : (Sd/- N.D.PRASAD)
3. Secretary : (Sd/- N.V.S. RAMAMOCHAN)
4. Treasurer : (Sd/- K. PRABHAKARA RAO)

**WITNESSES**

1. (Sd/- S.V ANJANI KUMAR): S.V. ANJANI KUMAR,  
Contractor  
Lakshmi puram, NELLORE.
2. (Sd/- M. NARASIMHA RAO): M. NARASIMHA RAO  
Journalist  
S/o. Panduranga Rao  
H.no 31/225, Balaji Nagar,  
NELLORE .

Dated this the day of 10th may, 1993 Nellore, Nellore Dist.

*M. Narasimha Rao*

*K.N. Murthy*

## AMENDMENT

is Registered in Societies of Registration Act XXI of 1860 filed on 6/9/99. Minutes of the meeting of the special meeting of Executive Body of Society for Help Entire Lower & rural people (HELP) at Admn. office ongole on 3rd Sept, 1999, at 12.00 noon.

### AGENDA:-

1. Amendments incorporate in the BYE-Laws which was suggested by the commissioner of income Tax, Vijayawada for Registration of U/s 12A of IT Act.
2. Any other items with the permission of the chair.

#### 1. Chairman of the meeting:-

Mr. K.N Moorthy president was unanimously elected as chairman of the meeting.

#### 2. Confirmation of the minutes of the previous meeting:-

The minutes of the previous meeting held on 28th July 1999, was read and approved as correct recorded.

#### 3. AMENDMENTS Incorporating in the Bye-Laws:-

It is unanimously Resolved, that the below amendments incorporate in the By-Laws, which was suggested by the Commissioner of Income Tax, Vijayawada for registration U/s. 12-A of Income Tax.

Regd. Bye-laws page no	Sl. no.	Regd. Bye-Laws major heard/Sub-heard	New Adding	Proposed & Resolved Amendments
5	I	Rules & Regulations	Add	The Society for HELP Entire lower & Rural People the title Registered shall be irrevocable
5	III	Aims & Objectives	Add	The society will renders its service to the people who are irrespective of caste, religion. and community.
6	V	Rule no.1 subclause -I Jurisdiction of the Area of Operation.	Add	The society will renders its service/activities confines within the India only . No activities of Society shall be carried out any out side India.

#### Conclusion:-

As there is no other point for discussion the meeting was concluded with the vote of thanks to the chairman of the meeting.

*ows*

*K. Moorthy*

Sd/-  
Chairman.

## AMENDMENT : 2

is Registered in Societies of Registration Act XXI of 1860 filed on 10/8/02 Minutes of the meeting of the General Body meeting of Society for Help Entire Lower & rural People (HELP) at Admn. office ongole on 28th July,2002, at 10.00 a.m.

### AGENDA:-

1. Amendments incorporate in the BYE-Laws
  - Elected member insted of Mr.N.Durga prasad Vice-president , who is expired.
  - Elected new members insted of Mr.A.Pardha saradhi & Ms.Y.V.N.Ayushmathi who was resigned .
2. Any other items with the permission of the chair.

#### 1. Chairman of the meeting:-

Mr. K.N Moorthy president was unanimously elected as chairman of the meeting.

#### 2. Confirmation of the minutes of the previous meeting:-

The minutes of the previous meeting held on 07th July, 2002, was read and approved as correct recorded.

#### 3. AMENDMENTS Incorporating in the Bye-Laws:-

It is unanimously Resolved, that the below members are unanimously elected in executive body from 28th July, 2002 onwards. this amendment incorporate in the By-Laws,

- Mr.Durgaprasad , Vice president expired in 3rd October 2001 Mr. M.Nageswarao elected as vice-president instead of Durgaprasad.
- Executive body members Smt. Y.V.N.Ayushmathi & Mr.A.Parthasarathi were resigned due to thier personal problems & shifted thier interests to some other businesses. in their place Mr. Dr.B.V.S.Kumar & P.V.S.Ramachandra Murthy elected as Executive members

#### EXECUTIVE BODY FROM 28th July -2002

Sl.no.	Designation.	Names of Board Members
1.	President	Mr. K.Narayana murthy
2.	Secretary	Mr.N.V.S.Ramamohan
3.	Vice-president	Mr. M.Nageswara Rao
4.	Treaserer	Mr. K.Prabhakara Rao
5.	Member	Mr.R.Venkateswaralu
6.	Member	Mr. Dr.B.V.S.Kumar
7.	Member	Mr. P.V.S.Ramachandra Murthy
8.	Member	Smt. M.Girija Kumari

Conclusion : As there are no other points for discussion the meeting was concluded with the vote of thanks to the chairman of the meeting.

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*K. Narayana murthy*

sd/- x x x x x  
(K.Narayana murthy)  
Chairperson of the meeting