



MEMORANDUM OF ASSOCIATION

Fees Rs.2500.00

[REGISTRATION UNDER SOCIETIES REGISTRATION ACT XXI OF 1860]

1. Name of the Society : **JIBANJYOTI HUMAN SOCIETY**

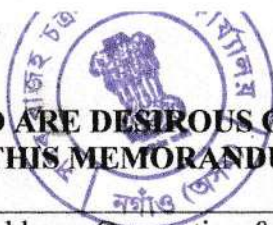
2. Office of the Society : Islampatty, P.O- Haibargaon
P.S- Nagaon Sadar
Dist. – Nagaon (Assam)
Pin- 782002


3. Object (The objects shown below should be written elaborately)
 1. Social Economic Development
 2. Health & Educational Awareness
 3. Sports & Youth Welfare
 4. Art & Culture promotion
 5. Rural Development

Sumi Begum.
President / Secretary
JIBANJYOTI HUMAN SOCIETY

I. Kram Ah.
President / Secretary
JIBANJYOTI HUMAN SOCIETY

**WE THE UNDERSIGNED ARE DESIROUS OF FORMING A SOCIETY IN
PURSUANCE OF THIS MEMORANDUM OF ASSOCIATION**



S.I. No	Signature in full	Address, Occupation & Designation of present Executive Committee	Full Name with Seal and Signature of witness
1	Sumi Begum <i>Sumi Begum</i>	Vill :- Katanigaon, P.O. :- Pathari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, President	 Circle Officer Nagaon Sadar Revenue Circle Nagaon
2	Sanjib Bordoloi <i>Sanjib Bordoloi</i>	Vill :- Phukhuripar, P.O. :- Bebejia P.S. :- Bebejia Dist. :- Nagaon (Assam) Business, Vice- President	
3	Ikram Ali <i>Ikram Ali</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Secretary	
4	Ritamoni Deka <i>Ritamoni Deka</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Asstt. Secretary	
5	Md Izazul <i>Md. Izazul</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Treasurer	
6	Pranab Hazarika <i>Pranab Hazarika</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
7	Rita Devi <i>ৰীতা দেৱী</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
8	Saiful Islam <i>সাইফুল ইসলাম</i>	Vill :- Borbheti, P.O. :- Kachamari P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
9	Bhusan Sahani <i>বুসন সাহা</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	
10	Sunita Singh <i>সুনীতা সিং</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) House-wife, Member	
11	Nibash Mandal <i>Nibash Mandal</i>	Vill :- Islampatty, P.O. :- Haibargaon P.S. :- Nagaon Sadar Dist. :- Nagaon (Assam) Business, Member	

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Ikram Ali.
President / Secretary
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RULES AND REGULATION

1. Name of the Society : **JIBANJYOTI HUMAN SOCIETY**
2. Address of the main Office : Islampatty, P.O- Haibargaon
of the Society P.S- Nagaon Sadar
Dist.- Nagaon (Assam)
Pin- 782002
3. Area of Operation : Through out India
4. **Object (The objects shown below should be written elaborately)**

I. **Socio Economic Development :-**

To promote socio economic development activities at rural & urban area. To work for socio economic empowerment of the women by ensuring participation of women in all level. To take steps for agriculture, horticulture, animal husbandry, fishery, medical herbal plants etc. for the development of rural poor people and hereby encourage them to take up livelihood independently.

II. **Health & Educational Awareness :-**

To facilitate marginalized community in accessing formal, non formal, vocational, technical, non technical education through different modes targeting the most deprived vulnerable children & women. To organise various awareness programs, medical camp, workshop, seminar among all level/community to be aware related to good health, safe drinking water, hygiene sanitation in the remote rural area. To organize awareness program for various epidemic in the rural/urban area. To support to emergency medical aid to poor/needy people. To encourage all level/community to keep environment clean & green.

III. **Sports & Youth Welfare :-**

To facilitate human resource development at all level, provide all sorts of service for needy people among all communities. To generate the self employment opportunities. To organise entrepreneurship training to educated youth (by Resource Person) among all communities. To organise various competition for different sports for encouraging youth for their upliftment in the field of sports as much as possible.

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1

Hiran Ali.
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IV. **Art & Culture Promotion :-**

To take steps for cultural enrichment of the region and to give a global view, organise workshop, seminar on development of various Art & Culture. To organize various competition for Art & Culture to promote ethnic Art & Culture of North East. To promote local folk song, dance and culture among different communities in the rural area.

V. **Rural Development :-**

To organize various awareness program (Legal, Social, Vocational education, health, sports, culture, self employment etc.) among all level/community. To take steps for agriculture, horticulture, animal husbandry, forestry, fishery, herbs, plantation etc. for the development of rural poor people and hereby encourage them to take up livelihood independently. To organise awareness camp for drinking water, sanitation, mental/physical good health among BPL family. To develop village road, cremation ground, road side plantation, clean & swachh public area etc. To assist the shelter less/old age people.

- VI. To work with mentally ill persons providing facilities with treatment and rehabilitation.
- VII. The organization will work for the welfare of all types of disabled Persons, beggars and transgenders.
- VIII. The organization will sorts of welfare and services to all communities irrespective of castes, creed and community.
- IX. To establish Drug De-addiction centre and observed awareness generation programme to improve our society from evils of drug addiction and prevention of Alcoholism.
- X. The organization will try to set up Old Age Home (Senior Citizen Home) and other service centre for the welfare of older person.
- XI. To create Environmental consciousness among the people and to encourage them for Gardening, Kitchen Garden and Plantation at Schools, Colleges, Offices and open fields.
- XII. To provide protection to woman who are victims of violence of any kind occurring within the family (physical abuse, sexual abuse, verbal abuse, emotional abuse & economic abuse etc. harassment to meet any unlawful dowry demand.

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- XIII. The organization will try to set up Pre- Examination Coaching Centre to prepare the candidate for Civil Service examination, Entrance examination for professional Courses, Subordinates services examination and other lower services examination. The Coaching Centre would act as counselling & guidance units for candidates belong to the weaker sections SC/ST/OBC/MOBC groups.
- XIV. To eradicate Beggary, Prostitution, under-age-Marriage, Dowry, Illiteracy etc. social evils and conduct programmes based on these evils.
- XV. The organization will work for the empowerment of women specially in the field of economic empowerment, social field by organizing seminar, workshop, conference and training for women in general.
- XVI. To prevent poverty of the poor, downtrodden and neglected classes of man & women by establishing Handicraft Industries and weaving, cutting, knitting, embrodiery, printing, fruit preservation and other like traders.
- XVII. To open training on Art & Culture, Decorative Handicrafts, Modern Art etc and to spread the modern society by implementing modern technology.
- XVIII. The organization will maintain a common agricultural farm, Dairy farm, Milk Processing unit, Goatting farm, Spice processing unit, Mustard oil processing unit, Poultry farm, Piggery farm and Fishery development farm and others allied productivity firm will be set up by our Society.
- XIX. The organization will work for supply goods, transportation of goods, hiring rented procuring goods/materials marketing etc for the benefit of the society on no profit no loss basis.
- XX. The organization will try to open YUGA CENTRE to develop mental, physical and spiritual health of the community.
- XXI. To popularize Science and Technology and to stimulate temper among people, students, weaker communities, scheduled caste/tribes people etc and development of technology for improving the quality of life through multi sectoral approaches & to provide and encourage for primary education among Rural and Tea Tribes without any distinguish of caste, creed, religion and gender.

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- XXII. The organization will try to set up Swadhar Greh, Day care centre/Multi service centre, Mobile Medicare units (MMU), Physiotherapy clinic, Ujala Home, Working women hostel, Short Stay home, National Creche Centre, institutional service centre and such like other allied scheme.
- XXIII. Adopt need base welfare programme for SC/ST/OBC/MOBC to improve the economic, culture, health & environment education etc & to provide free Medical Treatment and aid and poor people living in rural area through Girls & Boys Hostel/School etc.

5. Membership:

There will be four kinds of membership of the society.

- a) Lifelong member.
 - b) Periodic member.
 - c) Primary member.
 - d) Association member.
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- (i) Every eagerness, polite, honest person may be a member of Human Welfare Development Society.
 - (ii) Four person from the lifelong member can take part in executive committee and this member nominated by the Secretary of the Executive Committee.
 - (iii) Periodic member can be form from the united area of the village and may be nominated in Executive Body by taking resolution in general meeting.
 - (iv) Any willful person from the operation area of this society can be a primary member. Nobody can be a lifelong member without being a primary member of the Society.
 - (v) Only in case of lifelong member, members must take signature in admission registered book and also must open an accounts for increase the funds to develop the social welfare.
 - (vi) Qualification for become a member one must have mental and physical sound and the age must more than 18th years and above. Any person in its locality can be a member by showing their residential and photo identity proof.
 - (vii) There will be provision of preference for the female member as 30% reservation.
 - (viii) There will be no restriction to be member for a Government or private employee.

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4

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6. SUBSCRIPTION FOR ADMISSION OF A MEMBER:-

- | | |
|--------------------------------|-------------|
| 1. Fees for lifelong member | Rs. 1001.00 |
| 2. Fees for periodic member | Rs. 501.00 |
| 3. Fees for primary member | Rs. 101.00 |
| 4. Fees for association member | Rs. 51.00 |

7. COLLECTION & MAINTENANCE OF FUND:

- i. The Executive Committee will print receipt books for collection of money, subscription, donation gifts, contribution from individual and other agencies, societies Govt. Dept. etc and all such amounts shall be deposited into the Organization's fund .
- ii. All donation fee, contribution, grant etc receive either from Govt. or any other agencies, local or foreign or permanent or temporary one time basis shall deposited in the Organization's fund.
- iii. A joint account operated by the President and the Secretary or any Executive Member of the Organization in any of the Nationalized Bank including the Central Bank of India will be opened in the name of the Organization and all amounts belonging to the Organization shall be deposited into such accounts as soon as it is received.
- iv. Both the President and the Secretary are authorized to keep Rs. 50/- (Rupees Fifty) and Rs. 100/- (Rupees One hundred) only respectively at a time of daily transection of the organizational affairs.
- v. The president may direct the Secy. to collect money from any agent on fits, loans and contribution and the president shall obtain approval for such action from the Executive Committee. Similarly for all contingent expenditure, the president shall have to obtain approval of the Executive Committee.
- vi. The Secretary will maintain the account of the cash and receipt expenditure and enterall receipts and expenditure into the cash book and obtain signature of the president into the cash book on daily transaction. The cash book shall have to be presented to the Executive Committee meeting in each sitting, or a up to date statement of expenditure in lieu of the same.
- vii. Under direction of the Executive Committee the president and the Secretary will prepare the annual budget before the closing of the financial year and present it to the general meeting after approval by the Executive Committee. The Annual General Meeting, affairs will discuss in every item of the budget expenditures and approve the budget which will then be regarded as final.

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5

Shanab.
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viii. The Executive Committee can get approval of the supplementary budget demand from a General Meeting.

8. CREASSION OF MEMBERSHIP:

Whenever a member desires to resign from the membership of the society, he/she shall must submit his/her resignation letter to secretary and that will take effect only on its acceptance by the chief functionary (Secretary) of the society. Any member can cease on offence in connection with the formation, promotion, management or any other offence involving moral attitude. All of these should done by the acceptance of 60% of the members of the executive body.

9. REGISTER OF MEMBERS:

The society shall maintain a Register book for entry names, address, Occupations of the members. The date of admission and the date of cession of members in the Society on requisition. All members Should submit their records to the secretary for entry their membership within a period of 15 days.

10. RIGHTS AND OBLIGATIONS OF MEMBERS:

Any ordinary member has not any voting power. The all other members of the society has

- (a) To elect and to be elected in any elections of the Society.
- (b) To submit suggestion for discussion to the Governing Body and Sub Committee on any matter related to the society.
- (c) To inspect the accounts and the proceedings of the society on appointment with the secretary.
- (d) To pay his subscription within the prescribed time, defaulting members shall not be allowed to take part or vote in a meeting to take any decision for the organization.

11. PROCEDURE OF THE GENERAL MEETING:

- a) Any enlisted member of the organization shall have right to vote on the affairs of the organization.
- b) Normally, the general meeting of the organization shall be held twice a year. If necessary, emergent general meeting may be called by the President and the Secretary on the recommendation of the Executive Committee.
- c) If the general registered members feel it expedient to call for a general meeting two third of total members may also call for an emergent sitting of the general body.

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Ibrahim Ali.
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12. QUORUM OF THE GENERAL MEETING:

In the presence of 2/3rd members of the total members of the organization, the quorum of the General Meeting will be formed, but to form quorum adjourned meeting is required so far.

13. ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE:

The Executive Committee will be constituted according to the democratic procedure in the General Meeting amongst the members of the organization.

14. SHORT DESCRIPTION OF THE EXECUTIVE BODY:

Primarily the Executive Committee is consisting of 11 (Eleven) members on the basis of 30% female members, which includes One President, One Vice-President, One Secretary, One Asstt. Secretary, One Treasurer, and other 6 (Six) Executive Members, subject to increase or decrease of the members will be depend on the decision of Executive Committee.

15. THE TENURE OF THE EXECUTIVE COMMITTEE :

The tenure of the Executive Body shall be 3 (three) years. The Executive Committee shall adopt its procedure for conducting the business of the committee.

- i) The financial year of the organization will coun from the first of April of one calendar year to the 31st March of the next calendar year.
- ii) The Executive Committee shall appoint one treasurer amongst be committee members. The committee will be also appointed all other office bearers and staff. The president of the executive committee will be the president of the whole organization whose heart shall lie all responsibility of the organization.
- iii) The executive committee shall appoint sub committee to take charge of certain schemes or area of development within the area of operation of the organization.

16. POWER AND FUNCTION OF THE OFFICE- BEARERS :

a) President :

- i) Shall preside over the meeting of the managing committee and General Meeting of the organization/ society.
- ii) Shall nominate one Vice-President to assist him/her
- iii) Shall supervise all the activities of the society/organization

b) Vice- President :

- i) Shall assist the president whenever he/she is absent
- ii) Shall act as a president in cash he/she vacates the office or resign or natural death or accidents etc

c) Secretary :

- i) Shall be responsible for maintenance and correspondences in all activities of the society/organization

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- ii) Shall convene meeting of the Managing Committee and General Meeting of the organization in consultation with President and Managing Committee members.
- iii) Shall communicate and correspondent in all matters on behalf of the organization.

d) Asstt. Secretary :

- i) Shall assist the Secretary while discharging his duties in normal days.
- ii) Shall give to assist the Secretary in all matters of maintenance and correspondences of the organization when the Secretary requests him/her so.
- iii) Shall act as Secretary during the temporary absence of Secretary.
- iv) Shall act as Secretary in case the Secretary vacates the office or death or any occurrences.

e) Treasurer :

- i) Shall receive all the money of the society/organization and issue receipt for the same.
- ii) Shall make all payments to all vouchers duly authorized by the secretary, the amount not exceeding the Rs. 500/- (Rupees five hundred) unless the sanction of the Managing Committee is obtained first.

17. Donation:

Any member should have to pay a monthly membership fee of Rs. 500/- (Five Hundred) only and a yearly donation of Rs. 1000/- (One Thousand) only.

18. SAFE CUSTODY OF PROPERTIES:

- (a) The Executive Body of the society shall be responsible for the safe custody of the funds, properties and assets of the society.
- (b) The fund of the society shall be kept in some nationalized banks and invested in any securities specified under section 20 of the Indian Trust Act.1982.

19. BOOK OF ACCOUNT & INSPECTION:

The Books of accounts and other statutory books shall be kept at the Registered Office and shall be opened to inspection of the members at such time and place as the Executive Body directs on a written request made by a member.

20. ACCOUNTING YEAR:

The Accounting year of the society shall be from 1st day of April to 31st day of March of each year.

21. PROCEDURE OF RE-ELECTION OF THE MEMBERS OF THE EXECUTIVE BODY:

- a) When a vacancy of the membership of the Executive Body occurs, the President of the organization shall be call for a general meeting and elect one member to fill up the vacancy.

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President / Secretary
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Arundh
President / Secretary
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- b) For all malpractices, detrimental to the interest of the organization, a member may be replaced by the procedure mentioned at (a) above.
- c) In case of death or resignation of the President, the Vice- President, or the Secy. or the next of the Vice-President, immediately junior to him shall hold charges of office of the vacant post of President for a period of one month only and thereafter this should be regularized by the General meeting.
- d) The President can be remove dismissed or warned the general meeting or he is involved in corrupt practice which are harmful to the executive body but also to the entire organization. Two third majority of enlisted members to take appropriate action by calling for a general meeting.
- e) The president can call general meeting at any time.

22. PROCEDURE FOR THE MEETING OF THE EXECUTIVE COMMITTEE

- a) Any agenda or proposal shall be passed by a majority of votes of the members of the Executive Committee.
- b) The Executive Committee meeting shall be held four times in a year, emergent sitting of the body also can be held at the instance of the President.
- c) The President and the Secretary shall prepare agenda of each proposed meeting and shall notify to the members one week ahead of the probable sitting.
- d) For a meeting Secy. shall issue notice to the members one week ahead and obtain signature of each members for confirmation of service of notice.

23. QUORUM OF THE MEETING OF THE EXECUTIVE COMMITTEE:

- a) One –third of total members of the Executive Body shall form the quorum of the Executive Committee meeting.
- b) The president may call for explanation of any fault on the part of a member, specially in the cases of continuous absence of a member in attending executive meeting.
- c) The Secy. would write the resolution of the committee with signing of the president and the member present and a report of the Executive proceeding of the previous meeting shall be read out before the members in the subsequent meeting for their knowledge and information.
- d) The secy. there after execute all functions in accordance with the resolution passed in the Executive Committee meeting under instructions and guidance of the president.

24. EXPULSION OF UNDESIRABLE MEMBERS :

- a) An active executive member should be a good conduct, non-temperate, amiable and non-criminal. He must be free from corruption and malpractices. In case a

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S. K. Mahanta.
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member is found to be evil character detrimental to the society, the general body is expelled him by passing a resolution for expulsion of such members from the organization.

- b) A general member of the whole organization must be obey the rules and regulations of the organization and behave as a good citizen, free from corruption and bad practices. In case a person found to be involve in corruption and bad practices detrimental to the interest of the organization and also to the country, through the general meeting by taking a resolution shall expel such person or persons from the membership of the organization.
- c) When an Executive Committee member is found to be undesirable to continue in the executive body, he may be removed by a resolution in the general meeting of the organization.
- d) All subscription deposited amount of such expelled members shall remain forfeited to the organization .

25. SYMBOL :

The Symbol of Society is to be made with resolution of Managing Committee and also approved by the general committee.

26. ALTERNATION OF MEMORANDUM:

The Memorandum, Rules and Regulations may be altered, modified redesigned or may be added by special resolution passed by the members in a general meeting called for the purpose by 1/3(one/third) from the majority of the members. The Governing Body shall have power to make after modify or recent such By-Laws & Rules as may be considered necessary in the interest of smooth functioning of the society.

27. AUDITOR:

The Executive Committee will appoint a qualified auditor and the auditor shall report its audited statement at least minimum two times in a year. It will be presented to the annual general meeting for approval before accepting it by the executive committee. The terms of the auditor is two years.

28. LEGAL PROCEDURE:

According to the provision laid down in the section 6 of the Societies Registration Act XXI of 1860, the organization may take legal procedure in the name of the President or Secretary of the organization.

29. DISSOLUTION:

If necessary, the organization may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the section 13 and 14 of the Societies Registration Act - XXI of 1860.

Sumi Begum,
President / Secretary
JIBANJYOTI HUMAN SOCIETY

Sk. Anwarul Haque,
President / Secretary
JIBANJYOTI HUMAN SOCIETY



30. AMENDMENT OF RULES OR BY LAW :

The rules may be amended by 2/3rd majority of the general members in the general meeting. The amended rules will be prepared by the managing committee and published for general opinion.

Certified to be a true copy of the Rules & Regulation of the **JIBANJYOTI HUMAN SOCIETY**, Islampatty, P.O- Haibargaon, Dist.- Nagaon (Assam) .

Signature of three Executive Member :

Gumi Begum.
President
President / Secretary
JIBANJYOTI HUMAN SOCIETY

Jyoti Ahi.
Secretary
President / Secretary
JIBANJYOTI HUMAN SOCIETY

Treasurer