

S/12/16199

30.9.03

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Regn. No. S/14/16199

inv applied on 30.9.03
31.12.03
Delivered on 17.3.04

কোম্পানীর গর একটি নতুন ডি...
সহ। নগর...
কার্যকর রাখা...
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Tiljala Human Resource
Development Center
Memorandum of Association
Registered on 16/7/03

sd/...
Registrar of Firms, Societies &
Co-op Trading Corps. West Bengal



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সংস্থানের পর প্রতি বছর
বহু সংখ্যক বিধান করা দেয়া
সাইন করা বাধ্যতামূলক।

WEST BENGAL SOCIETIES REGISTRATION ACT
MEMORANDUM OF ASSOCIATION

OF

Md. S. Alam
9/07/2003

46

1. Name of the Society shall be *Tiljala* : HUMAN RESOURCE DEVELOPMENT CENTER
2. The Registered Office of : 52, Tiljala Road, P.O. Gobinda *Khatik Road*
the Society shall be *Khatik Road*
situated at P.S. Topsia, Calcutta-700046. *Resd.*
3. The objects for which society is established are :-
 - a) To acquire, establish, start, aid, run, maintain or manage *the purpose*
Primary schools, colleges, libraries, hospitals for the benefit of
the public.
 - b) To arrange and organise lectures, debates, discussions, seminars
and Excussions for the diffusion of knowledge.
 - c) To publish or cause to be published useful literatures, papers,
magazines, books etc. *prior permission of the competent authority
and without business motive*
 - d) To study, cultivate and demonstrate the art of music and dan-
cing.
 - e) To promote and encourage, advancement of literary, cultural,
political, religious, scientific and technical education.
 - f) To help the needy students of all communities for the prose-
cution of studies.
 - g) To collect and preserve manuscripts, painting sculptures,
works of art, antiquities, natural history specimens, mechanical
and scientific instruments and designs.
 - h) To help the aged, sick, helpless and indigent persons.
 - i) To alleviate the sufferings of animals, or other living
creatures as may be deemed appropriate.
 - j) To engage and assist in such other philanthropic activities
as may be deemed appropriate by the Governing Body of the
Society.
 - k) To collect donation and sbscriptions for the purpose of
the Society.
 - l) To construct, maintain, improve, develop and alter any buildings
houses or other works necessary or convenient for the ~~purpose~~ use
of society.

Md. S. Alam
9/07/2003

Md. S. Alam
Secretary
9/07/2003

5/12/16/99

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REGISTERED/RECORDED/FILED
on 16-7-2003
Registrar of Firms, Societies &
Non-Trading Corpus West Bengal



- m) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects.

The income and properties of the Society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to be paid to or divided amongst any of its members by way of profits.

4. The names, and designations of the members of the Governing Body:-

<u>Sl. No.</u>	<u>N a m e s</u>	<u>Designation.</u>
1.	Dr. Sudhendu Mukherjee 11/B, Rammohan Bera Lane, Cal-46.	P r e s i d e n t
2.	Mr. Md. Alamgir 52, Tiljala Road, Cal-46.	Vice- President
3.	Mr. Md. Shaikat Alam 4K, Tiljala Road, Cal-46.	Jt. Secretary
4.	Mr. Vishnu Dev Tewari 44E, Tiljala Road, Cal-46.	Jt. S e cretary
5.	Mr. Sk. Nizamuddin 11/3/E, Shikatala Topsia Lane, Cal-46.	Treasurer
6.	Mrs. Anwara Begum 18/S, Topsia Road, Cal-39.	Member
7.	Ms. Tamanna Alam 4K, Tiljala Road, Cal-46.	Member

5. We, the several persons whose names, and occupations, address hereinto subscribed are desirous of being formed into an association in pursuance of this memorandum of associations:-

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Sl.No.	Signature	Address	Occupation
1)	<i>Indira Mukherjee</i>	11/B, Ram Mohan Bera Lane, Calcutta-46	Anthropologist and Ex-Deputy Director CMDA
2)	<i>Md. Choudhury</i>	52, Tiljala Road Calcutta-700046.	Social-Worker
3)	<i>Md. S. Alam</i>	4K, Tiljala Road Calcutta-700046	Social-Worker
4)	<i>Mr. S. Das</i>	44E, Tiljala Road Calcutta-700046	Business
5)	<i>Mr. Nazim</i>	11/3/E, Shibtala Topsia Lane, Calcutta-39	Business
6)	<i>Amam Bera</i>	18/S, Topsia Road Calcutta - 700039	Business
7)	<i>Namanna Alam</i>	4K, Tiljala Road Calcutta-700046.	Student - Cum - Social Worker

Witness to the above signatures :-

Signature : *[Signature]* 25

Address : 25 A, Sham sul Huda Road
Calcutta - 700017

Occupation : Software Professional

Dated the _____ day of _____ 2003



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Tiljala Human Resource
Development Center
Regulation of Association

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self 
Registrar of Firms, Societies &
Non-Trading Corps West Bengal



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THE WEST BENGAL SOCIETIES REGISTRATION ACT 1951

REGULATIONS OF

Tiljala HUMAN RESOURCE DEVELOPMENT CENTER

52, TILJALA ROAD, CALCUTTA-700046

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Unless the context otherwise requires words and expressions contained in these regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1951 or any statutory modification thereof.

MEMBERSHIP

1. Admission

- 116199
- a) The signatories to the Memorandum of Association & the Office bearers of the Governing Body of the society shall be first members of the Society.
 - b) The Governing Body may admit to membership any person of any caste, creed, or sex who has attained the age of 18 years and agree in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.

It is noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefore.

2. Types of Members :-

1. Honorary Members : Any person whose connection with the Society is deemed to be useful, may with the consent of such person be elected as Honorary member of the Society. Such members shall not however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.
2. Ordinary member : Any person, qualified to be a member and paying prescribed Rs.2/- per month and Rs.5/- for admission for ordinary membership fee may be admitted as ordinary members of the Society.

3. Cesation of Membership :-

Any member shall cease to be a member (a) on the acceptance of his resignation from membership, (b) on his becoming insane or insolvent (c) on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

Register of Members :-

The society shall maintain a Register of members containing the names, address and their occupations, the date of admission.

5. Rights and obligations of Members:-

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society (b) to submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to Society (c) to inspect the accounts and the proceedings of the meetings 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. Members shall have one vote each.

6. Expulsion & Removal:

Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the Society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

GOVERNING BODY.

1. Composition, election/appointment, resignation/removal, terms of office:-

There shall be a Governing Body consisting of not less than 7 members. The office bearers of G.B. shall comprise of President, Vice-President, Secretary, ~~Asst. Secretary~~, Treasurer and other Committee members. The office bearers & other Committee members shall be elected at the A.G.M.

The resignation and removal of the G.B. members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The term of office of the G.B. shall ordinarily be one year, unless it is dissolved/terminated early under unforeseen circumstances. After election the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

2. Meeting:

A meeting of Governing Body shall be held at least once in three months at such place, date and time, as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President on the requisitionists may do so provided no business other than specified in the notice shall be transacted at such meeting.



3. Notice and quorum:

7 days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. 1/3rd members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time members present shall adjourn the meeting.

4. Procedure of the meeting:

The President or in his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

5. Power and Duties of the Governing Body:

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient. (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks (v) To co-opt not more than two members to the Governing Body, (vi) To appoint a person or persons or payment to the assist the Secy/Treasurer in the maintenance of account, etc. (vii) To conduct any other business not specified herein for the attainment of the object of the Society provided such business is not repugnant to such object.

SAFE CUSTODY OF PROPERTIES:

1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in banks/post office/ Mutual funds and be invested in any securities specified under Sec.20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNT & INSPECTION.

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR.

The accounting year of the Society shall be from 1st day of April of each year to 31st day of March of following year.



GENERAL MEETINGS

Annual General Meeting:

Notice: The Secretary shall annually call the Annual General Meeting within two months from the end of the last financial year giving at least 14 days' notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda: The business to be transacted at the A.G.M. shall be (a) to confirm the minutes of the last A.G.M. and of special general meeting if any, (b) to adopt with or without modification the report of the working of the Society for the previous year (c) to pass audited accounts of the Society for the previous year ended; (d) to appoint qualified Auditor or Auditors (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member (g) to conduct general election.

Quorum of Meeting: 1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

Manner and Method of Voting: The Chairman of the meeting shall decide the manner and method of voting the outset of the meeting.

Special General Meeting: A special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Members may request the Governing Body for special General meeting by placing a requisition signed by 2/3rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Extra-ordinary general meeting:

The Governing Body may direct to convene an Extra ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the Society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out if accepted by the three fourths of the members present at the meeting.

Duties of the Office Bearers.

PRESIDENT: He shall (a) preside over all meetings of the Society; (b) take all disciplinary actions such as removals, dismissal etc. in consultation with the Governing Body; (c) Advise the Secretary in any matter requiring urgent attention (d) call emergent meeting.

VICE PRESIDENT: In the absence of the President, the Vice-President shall perform all the duties of the President.

SECRETARY. He shall (a) Convene all meetings of the Society (b) maintain books of all meetings (c) issue general circular and notices, (d) receive all applications for membership which shall be placed before the Governing Body (e) Sign on behalf of the Society all receipts for all sums received as payments (f) get the accounts of the Society audited by a Chartered Accountant (g) ensure compliance with statutory requirements (h) transact all other business subject to direction of the Governing Body.

Treasurer : He/She shall a) collect and receive all spts of subscriptions, donations and deposit of money and grant receipts thereof ; b) maintain and keep cash book and such others accounts as are necessary c) operate bank account jointly either with the Secretary or the President ; (d) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

Bank Account : A bank account shall be opened in the name of the Society, in any Nationalised Bank and should be operated by any of the Jt. Secretary (must) along with either President or Treasurer.

Maintenance and Audit of Accounts : The Society shall maintain books of accounts as required under Sec. 15(1) (a), (b) of the Act . The accounts shall be audited by a duly qualified auditor as stated in sec. 15(2) of the Act.

Suit & Legal Proceedings : All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Committee.

Alteration of Memorandum & Regulations: The Memorandum and Regulation may be altered, modified, rescinded or added to by special resolutions passed by the $\frac{3}{4}$ th members in general meeting called for the purpose.

The Governing Body shall have powers to make, alter modify or rescind such bye-laws, and rules as may be considered necessary in the interest of smooth functioning of the society.

Dissolution of Society : Subject to the Provisions of section 24 and 27 of the West Bengal Societies Registration Act 1961 or any Satutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by $\frac{3}{4}$ th members of the Society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Rules and Regulations of Society.

Signature of three members of the Governing Body.

- 1) Md. S. Alam
- 2) Md. Akbar
- 3) Anwar Hossain

Dated 12 the day of March 2003



TRUE COPY

Registrar of Firms, Societies & Non-Trading Corporations West Bengal