

RULES AND REGULATIONS

(Under provisions of Manipur Societies Registration Act, 1989)

NAME OF THE SOCIETY : **WIDE ANGLE.**
ADDRESS : **Sagolband Moirang Hanuba Leirak,
Imphal, Manipur.**

1. In the interpretation of these articles unless there is anything repugnant in the subject of context:

- a) "ACT" means the "Manipur Registration of Societies Act, 1989"
- b) "Society" means an Association of persons united by a common aim, interest and principle and registered or deemed to have been registered under the Act.
- c) Words imparting the masculine gender shall include the feminine gender.
- d) "Words in the singular" shall include the plural and vice versa.
- e) "Year" means the period commencing from the 1st April and ending on the 31st of March of the year.
- f) "Committee" means the "Managing Committee" of the Society.
- g) "Sub-Committee" means the committee appointed by the Society.

2. MEMBERSHIP:

Any person male or female who is fully qualified for membership and agrees to abide by the Regulations of the Society and who is desirous for striving for the attainment of the objectives of the Society may be admitted as members.

3. QUALIFICATION FOR MEMBERSHIP :

Any person for his/her illegibility to be a member of the Society--

- a) Should be above 18 years of age.
- b) Should not be one who is incompetent to law to enter into contractual obligations.
- c) Should be one willing to work for the attainment of the aims and the objects of the association.

4. CLASSIFICATION OF MEMBERSHIPS:

Every person who shall pay to the society a subscription of Rs. 500 (Rupees Five hundred) only in one year should be a member of the association. There will be no classification or category of membership so that all members shall have the same status.

5. MODE OF ADMISSION FOR MEMBERSHIP:

- a) Person desirous of becoming member of the Society shall sign the application form prescribed for the purpose or may apply in their own handwriting and pay the amount prescribed for membership.
- b) The application shall be submitted to the Secretary of the Society.
- c) The Secretary shall place the application before the Managing Committee whose decision on the admission of the member shall be final.

6. CEASATION AND REMOVAL OF MEMBERSHIP:

A person shall cease to be member of the society:-

- a) On his/her death.
- b) On his/her being mentally disable or incompetent to enter into contractual obligations.
- c) On his/her resignation in writing and acceptance of the same by the Managing Committee.
- d) On his/her failure to pay the subscription within the due date.
- e) Any person whose activities are considered detrimental to the interest of the society can be removed from the membership of society by the decision of a simple majority of the members present and voting at the meeting of the General Body of the Society specially convened for the purpose, after giving him/her an opportunity of being heard by the Committee which will recommend the removal.

7. RESIGNATION FROM THE MEMBERSHIP:

Any member who is resigning from the membership shall apply in writing to the Chairman. The application shall be discussed in a Managing Committee. The effects of resignation shall take from the date of acceptance by the Managing Committee.

8. MAINTENANCE OF MEMBERS' REGISTER:

The Society shall maintain at its registered office a register of each member and shall enter there in, the following, among others:

- a) The full name and address of each members.
- b) The date on which the member was admitted.
- c) The date on which the member ceases to such a member.

9. COMPOSITION OF THE GENERAL BODY:

The General Body of the Society shall consist of all the categories of members mentioned in Rule 4 of the Rules and Regulations.

10. POWERS & FUNCTIONS OF THE GENERAL BODY:

The ultimate authority in all matters shall lie with the General Body. The General Body shall not, however, interfere with the actions taken by the Managing Committee in accordance with the Act, the Rules and Regulations of the Society. Among others, the powers of the General Body shall be the following:

- a) Election of the Managing Committee members.
- b) Consideration and adoption of the Annual report and audited annual statement of accounts and balance sheet of the society.
- c) Amendment of the memorandum and the regulations.
- d) Such other reports and statements as may be required from time to time or as may be prescribed in the Act and Rules.
- e) Annual budget.
- f) Transaction of any business concerning the Society fro which due notice has been given within the prescribed time.

11. ANNUAL GENERAL BODY MEETING:

The annual general meeting of the General Body shall be called within one month from the closing of the financial year and the following business items shall be transacted in such a meeting:

- a) To discuss the annual report of the Managing Committee.
- b) To receive and adopt the audited statement of accounts, balance sheet and auditor's report.
- c) Election of the new members of the Managing Committee.
- d) To adopt and approve the annual budget.
- e) To appoint an internal auditor for the ensuing year.

12. QUORUM OF THE ANNUAL GENERAL BODY MEETING:

Two thirds of the members entitled to vote in the up-to-date members Register shall form the Quorum of such a meeting. In case quorum is not formed, the meeting shall be adjourned. For such an adjourned meeting quorum is not necessary. If the business in the agenda cannot be completed on the date of meeting, it may be postponed to another date which however should not be later than 15 days of the date of such meeting.

13. SPECIAL GENERAL BODY MEETING:

- a) The Managing Committee at its own motion or in compliance of a directive from the Registrar of Society may call a special General Body Meeting any time.
- b) A special General Body Meeting may also be called on receipt of a requisition made in writing addressed to the President by one third of the members of 15 members whichever is less.
- c) For a Special General Body Meeting (b) above on receipt of the resolution, the Managing Committee shall forthwith proceed to convene the General Body Meeting within a fortnight. On the refusal of the Secretary to call the meeting, the President shall call the meeting. If the President also refuses to call the meeting, the requisition themselves shall convene the meeting.

14. COMPOSITION OF THE MANAGING COMMITTEE AND ELECTION OF MEMBERS:

The management of the Society shall vest to the Managing Committee to be elected by the General Body. The following shall be the composition of the Managing Committee:

- a) The Managing Committee shall consist of members of the Society.
- b) The members of the Managing Committee shall elect from among themselves one Chairman, one Vice-Chairman, one Member Secretary, one Treasurer and one Executive Member.
- c) The election of the Managing Committee members and the office bearers may be done either by secret ballot or show of hands according to the convenience of the Society unless otherwise provided in the Act and Rules.
- d) Casual vacancies of the committee to filled up by co-option from the members by the Committee.
- e) Any person elected by the committee to fill a casual vacancy on the committee shall hold office only when the charge is handed over.
- f) Any retired member of committee shall be eligible fro re-election.
- g) The service of the members of the Managing Committee shall be gratuitous.

15. POWER & FUNCTION OF THE MANAGING COMMITTEE:

- a) The Managing Committee shall exercise all the powers except those reserved for the General Body to which the committee is answerable. The entire Administration and management of the Society shall vest in the Managing Committee. The Managing Committee shall exercise all such powers and take such proceedings and do such acts as are necessary for the proper management of the affairs of the Society and for carrying out the objectives subject to the Society framed there under. In this word, the Managing Committee shall have full power and authority to do all acts, matters, things and deeds which may be necessary or expenditure for the purpose of the Society and more particularly the followings:
- To look after management and supervise the management of the Society, its properties and to extend money required for the purpose.
 - To prepare and submit to the annual General Meeting an audited statement of account and report of the previous year.
 - To pay all rates, rents, taxes, salaries and remuneration of employees of the Society.
 - To invite and accept donations and subscriptions with or without any conditions.
 - To do all such acts and things as are incidental or conducive to the attainment of the objects specified in the memorandum or Association.
 - To frame bye-laws and Rules of business in conformity with the Act, Rules and Regulations fro the conduct of the Society.
- b) The Managing Committee may appoint Sub-Committee (consisting of wholly or partly) of members of their own body as they may think fit and may delegate their powers to them and prescribe their function and the procedures to be followed.
- c) Two thirds of the members of the Managing Committee shall form a quorum. The Chairman or the Member Secretary shall, upon the request of five members of the committee summon a meeting of the committee.

16. THE POWERS AND FUNCTION OF THE PRESIDENT:

The following shall be the powers and functions of the President:

- a) The President shall exercise powers of general supervision of the affairs of the Society.
- b) He/she shall preside over meeting of the General Body and the Managing Committee.
- c) He/she also preside over the meetings of other committee or sub-committee constituted under his/her President Ship.
- d) He/she shall sign the proceedings of all meeting preside over by him/her.
- e) In case of tie on any resolution, the President shall have a casting vote.
- f) He/she may delegate any of his/her powers to the Vice-President.
- g) He/she may sue or be sued on behalf of the Organisation.

17. THE VICE-PRESIDENT

The Vice-President can exercise all the powers and functions of the President during the absence of the latter. He/she can exercise the following powers also:

- a) He/she shall assist the President for the smooth discharge of the latter's power and functions.
- b) He/she shall discharge powers delegated to him/her by the President.

18. THE SECRETARY

The Secretary shall be the overall officer-in-charge of the Organisation in the day to day affairs and shall be responsible to the Managing Committee. The powers and functions of the Member Secretary shall be as under:

- a) To look after the affairs of the Society under the direction of Managing Committee and shall convene whichever necessary meeting of the Society.
- b) To keep proper minutes of the proceedings of the General Meetings and the Managing Committee meetings. He/she shall execute every necessary action to implement the resolution passed in the meetings.
- c) To ensure proper maintenance of the account of the Organisation.
- d) To sanction day to day payments and expenditures.
- e) To countersign the entries in the case book.
- f) To cause timely audit of accounts of the Organisation and submit the balance sheets, auditor's report etc. to all concerned.
- g) To appoint, suspend, dismiss, terminate or punish the employees subject to the proper approval of the Managing Committee. He/she shall have general control over the staff.

19. THE JOINT SECRETARY

The Joint Secretary shall exercise the powers of the Secretary during the latter's absence. The secretary may also delegate his/her powers to the Joint Secretary. The Joint Secretary may assist the Secretary in discharging the latter's duties and functions.

20. THE TREASURER

- a) The Treasurer shall be responsible for all the financial affairs of the Society.
- b) He/she shall not keep more than Rs.500/- (Rupees Five hundred) only with him/her, the excess is to be deposited with such bank as may be approved by the committee.
- c) He/she shall prepare statements, returns, etc. connected with the accounts of the Society.

21. REGISTERS AND BOOK OF ACCOUNTS

Proper books of accounts, registers and other documents shall be maintained as may be prescribed by the Manipur Societies Registration Act, 1989 and rules or by the Registrar of Societies. In case there is no such prescription the Society shall maintain the following books of accounts:

- a) Cash books showing daily receipts and expenditures and the balance at the end of each day.
- b) Receipt books in duplicate forms one of which is to be issued with details of money received by the Society and the other to serve as counterfoil.
- c) Voucher file containing all vouchers for contingency and other expenditure incurred by the Society and numbered serially.

- d) Ledgers showing consolidated and separate accounts of all items of receipt and expenditure.
- e) Registers of receipts and disbursements.
- f) Any other books of accounts if, required.

23. AUDIT

The Society shall close its accounts to be audited at least once a year by a chartered accountant or any other qualified auditor or an auditor of the Department of Cooperative, Govt. of Manipur. The Society shall pay such amount as audit fee in the manner and at the rate fixed by the appropriate authority of the audit. The Managing Committee shall arrange for proper internal audit and supervision.

24. DISSOLUTION

Subject to the provisions of the Act and Rules for any reason whatever if the activities of the Society come to a standstill or if the Society is otherwise to be wound up, the Managing Committee by a resolution shall recommend this to the General Body, which in turn at a meeting specially convened for the purpose resolve by vote of at least 1/5th of the members present may determine that the Society shall be dissolved after giving 15 days notice of the meeting with specified justification for the purpose thereof.

25. DISPOSAL OF PROPERTIES

In case of the dissolution of the Society, property whatsoever shall not be distributed among the members but shall be given to some other Societies or Institutions having similar objectives as those of the Society.

26. FUNDS

The funds of the Society may be raised by receiving donation, grant, subscription, etc. from public or private, Government, VOs, NGOs and any other National & International funding agencies.

27. AMENDMENTS

Any alternation, addition, omission in the rules and regulations of the Society shall be effected by a resolution of two thirds of the members present entitled to vote at a General Meeting to be held after interval of one month of the former meeting.

We, the undersigned being three of the members of the General Body of the Wide Angle Social Development Organisation, certified that the above is a correct copy of the Rules and Regulations of the said Society.

Certified to be true copy.

President

Secretary

Treasurer

We the several persons whose Name, Address, Age, Occupation are subscribe below and desire of forming a society in Society in pursuance of the aforesaid memorandum of the Association and have the Memorandum in the presence of the witness shown below:

Sl. No.	Name	Father's/Mother's Name	Address	Age	Occupation	Signature
1.	Haobam Lembi Devi	Haobam Yaima	Singjamei Parking	56	Social Worker	
2.	Arambam Surjakumar	A. Arunkumar	Tera, Lukram Leirak	34	Social Worker	
3.	Montu Ahanthem	A. Hemchand	Keisamthong Ahanthem Leikai	27	Social Worker	
4.	Haobam Baby Devi	H. Sanatombi	Uripok, Haobam Dewan Leikai	26	Social Worker	
5.	Ch. Jiten Singh	Ch.Tomba	Singjamei Thokchom Leikai	34	Social Worker	
6.	Haobam Agu	Haobam Ibohal	Uripok	24	Social Worker	
7.	Bikramjit Elangbam	E.Sukumar	Elangbam Leikai, Keisamthong	26	Social Worker	
8.	Mary Hemchand	A.Hemchand	Keisamthong Ahanthem Leikai	35	Social Worker	
9.	Mairembam Sangeeta	M. Mani	Moirang, Mairembam Leikai	25	Social Worker	
10.	M.Indrakumar	M.Ibobi	Moirang Pural	27	Social Worker	
11.	L.Somojit	(L) L.Mani	Lourembam Leikai	28	Social Worker	
12.	Haobam Manileima	H. Sanatombi	Tera, Lukram Leirak	34	Social Worker	
13.	Aribam Mukesh	A.Mamudor	Keisamthong Ahanthem Leikai	25	Social Worker	
14.	W.Basanta	W.Meghachandra	Hiyanglam, Awang Leikai	27	Social Worker	
15.	L.Somochandra	L.Brojen	Kwakeithel Laishram Leikai	29	Social Worker	
16.	S.Kumar	S.Ibotombi	Khagempalli Panthak	29	Social Worker	
17.	L.Jayanta	L.Ningthou	Babupara	33	Social Worker	
18.	Yambem Pramila Devi	Y.Yaima	Yairipok	24	Social Worker	
19.	A.Vikramjit	A.Hemchand	Keisamthong Ahanthem Leikai	32	Social Worker	
20.	Ch.Toibi Devi	Ch.Sanatombi	Thokchom Leikai	31	Social Worker	

The above signatures are obtain in the presence and are all genuine.

Signature of the Witness