

RULES & REGULATIONS

(Under Provision of Manipur Societies Registration Act, 1989)

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

- a) "ACT" means the Manipur Societies Registration Act 1989.
- b) "Association/Organization means" :- **"People Empowerment And Development Association"(PEDA)**
- c) Words imparting the masculine gender shall include the female 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,
- f) "COMMITTEE" means the "Managing Committee of the association/society".
- g) "BOARD" means the Governing Board. GENERAL BODY means the association/society as a whole.
- h) "STATE GOVERNMENT" means the Government of Manipur.
- i) "SUB-COMMITTEE" means the Committee appointed by the association/society.
- j) REGISTRAR" means Registrar of Societies appointed under Manipur Societies Registration Act, 1989.

2. Name of the Association/Organization : **People's Empowerment And Development Association (PEDA)**

The **People's Empowerment And Development Association** is a non-profit, charitable women and youth-led-based developmental organization for and support policies and programs by developmental implementing projects. Its objectives include training and production, employment generation, promoting culture, human rights, health, education and recreational activities. And to prevent conflicts, HIV/AIDS and Drug Abuses.

3. The Address of the Registered Office of the Association shall be at:

Thangmeiband Yumnam Leikai, Watham Leirak Machin, Imphal West, Manipur, India. PIN: 795001.

4. Date of Commencement/Establishment of the Association/Society is:

5. Membership:

Any person male or female who is fully qualified for membership and agrees to abide by the Rules & Regulations of the organization/society and who is desirous for striving for the attainment of the organization objectives may be admitted as a member on payment of membership fees and subscriptions.

6. Qualification For Membership:

Any person for his/her eligibility to be a member of the organization/society:-

- a) Should be 15 years or above.
- b) Should not be one who is incompetent according to the law to enter into contractual obligations
- c) Should be one willing to work for the attainment of the aims and objects of the organization/society.

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7. Admission & Classification of Membership :

Every person who pays one time Membership Fee of Rs.1,000/- only shall be a member of the Organization/Society. There will be no classification or category (Gender) of membership so that all members have the same status.

8. Mode of Admission for Membership:

- a) Persons desirous of becoming members of the organization/society shall sign the application form prescribed for the purpose or may apply in their own handwriting and pay the amount prescribed for membership. (Payable in two installments).
- b) The application shall be submitted to the Secretary.
- c) The Secretary shall place the application before the Governing Board or Managing Committee whose decision on the admission of members shall be final.

9. (i) CESSATION AND REMOVAL OF MEMBERSHIP:

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

- a) On his death;
 - b) On his being mentally disabled or incompetent to enter into contractual obligations;
 - c) On his resignation in writing and accepted by the same by the Governing Board/Managing Committee;
 - d) On his failure to pay three consecutive annual subscriptions.
 - e) Any person whose activities are considered detrimental to the interests of the organization/society can be removed from the membership of the society by the decision of a simple majority of the members present and voting at the meeting of the General Body of the association/society specially convened for the purpose, after giving him an opportunity of being heard by the Committee which will recommend the removal.
- (ii) Cessation of membership and admission of new members of the organization/society will have effect only when it is acknowledged by the Registrar.
- (iii) Any member or staff found guilty of corruption or practicing corruption and unfair means within the organization or in any part of its project and activities shall submit resignation letter to the President, if not done within one week, the President on behalf of the Board shall terminate him/her. Any benefits and salaries pending shall be forfeit.

10. Resignation for Membership :

Any member who is resigning from the membership shall apply in writing to the President. The application shall be discussed in a Managing Committee Meeting. The effect of Resignation shall be from the date of acceptance of the Managing Committee or Board.

11. Maintenance of Membership Register :

The organization/society shall maintain at its registered office the lists of its member and shall enter therein, the following:

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

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12. Composition of the General Body:

The General Body of the Organization/Society shall consist of the categories of the members mentioned in Chapter 7 of the Rules and Regulations.

13. Powers and Function of the General Body :

The ultimate authority in all matters shall lie with the Governing Board & Managing Committee; the General Body shall not however interfere with the day to day administration of the Managing Committee done in accordance with the Act, Rules and Regulation of the Organization/Society. Among others, the powers of the General Body/Community shall be the following:-

- a) Election of the Managing Committee & Board Members.
- b) Consideration and adoption of the Annual Report and Audited Annual statement of Account and Balance sheet of the society.
- c) Amendments of the Memorandum and Regulations,
- d) Such other reports and statements as may be required from time to time or as may prescribed by the Registrar of Societies or as may prescribed in the Acts and Rules.
- e) Annual budget,
- f) Transaction of any business concerning the organization/society for which due notice has been given within the prescribed time.



14. Annual General Body Meeting:

The annual General Body shall be called within one month from the closing of the financial year and the following 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) To elect new members of the Governing Board & Managing Committee, if necessary.
- d) To Adopt and approve the annual budget.
- e) To appoint an internal auditor for the ensuing year.
- f) To transact such other business as may be brought up by the managing committee.

15. Quorum of the Annual General Body Meeting:

Two third 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. If the business or the agenda cannot be complete on the date of the meeting, it shall be postponed to another date, which however should not be later than 15 days of the date of such meeting.

16. Special General Body Meeting:

- a) A special General Body meeting maybe called for any purpose mentioned in Para 13 by the managing Committee or by the Registrar in his own motion or by a person authorized by him for the purpose,
- 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 or 15 members whichever is less.
- c) For a special general body meeting in (b) above on receipt of resolution the managing committee shall forthwith precede to convent the special body meeting

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- d) within a fortnight.
- e) If the Secretary or the President refuse to convene the special General Body meeting, the requisitionist themselves or any of them who are authorized shall convene the said meeting.

17. Quorum of Special General Body Meeting :

For special General Body meetings, Two third of the members entitled to vote in the up-to date members Register list shall form the quorum. In case of special meeting called on requisition, two third of the requisition letter signatories shall form a quorum. In either case, the meeting shall be adjourned if the quorum is not formed. If not all the business of the agenda of the special meeting is discussed, it may be postponed to a date not later than 15 days of the date of such meeting

18. Service of the Notice of General Body and Special General Body Meeting;

A clear fifteen days notice in writing shall be given to all the members specifying the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the Meeting. The Notice shall be given by using both or either of the following means;

- a) By circulation among the members and getting signature of the members thereon as token of having received the notice.
- b) By sending the notice by post under certificate of posting.

19. Composition of the Managing Committee and Election

The management of the organization shall vest in a Managing Committee to be elected by the General Body/Community. The following shall be the Composition of the Managing Committee:



- a) The Managing Committee shall consist of 5 (Five) members.
- b) The members of the Managing Committee shall elect from among themselves The Governing Board; one President, two Vice-presidents, one Secretary, One Assistant Secretary, one Finance Secretary and one Treasurer.
- c) The election of the Managing Committee members and the Board may be done by either secret ballot or raise of hands according to the convenience of the Organization/Society unless otherwise provided in the Act & Rules.
- d) Any bonafide members of the Organization/Society who was admitted 3 months prior to the date of election may be elected to be the members of the Managing Committee and Board.
- e) Casual vacancies may be filled in by co-option by the Managing Committee from amongst the bonafide members of the Organization/Society admitted before 3 months from the date co-option
- f) Any person co-opted by the Managing Committee to fill a casual vacancy of the Committee or Board shall hold office only for the period of the person in whose place he/she is elected.
- g) The function of Managing Committee will have effect, only when it has been acknowledged by the Registrar and shall have a term of 5 years.
- h) After expiry of the term, the Managing Committee will have no right to function, however such the Managing Committee is allowed to arrange for election of new Managing Committee.

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- i) No member of the organization/society shall be elected as Managing Committee member, who is in default payment of any annual subscription to the association/society and involved in misappropriation of organization/society's fund.

20. Resignation and Removal of The Managing Committee and Governing Board :

The mode of resignation, removal of the members of the Managing Committee and the Governing Board shall be as follows:-

- a) Any member of the Managing Committee & Governing Board other than the President who is willing to resign from being a member should submit his/her resignation in writing to the President.
- b) In the case of the President, the resignation letter should be tendered to the Vice-President
- c) The application for resignation shall be place before the Managing Committee and the effect of the resignation shall take from the date the date of acceptance by the Managing Committee.
- d) Any Board or Managing Committee members whose activities are considered detrimental to the interest of the Organization/Society can be removed from the Board or Managing Committee by a decision of majority, of being heard.
- e) Any Board member(s) of the Organization/Society other than the President who is desirous of resigning from his office shall submit an application to the President.

21. Powers and functions of the Managing Committee :

All the powers except those reserved for the Administration Management of the Organization/Society by the Governing Board, shall rest in the Managing Committee. The Managing Committee shall exercise all such powers and take such proceeding and do such acts as are necessary for the proper management of the Organization/Society Programs subjected to the provision of the Acts and Rules and Regulations of the Organization/Society framed there under. In other words, the Managing Committee shall have full power and authority to do all acts, matters, things and deeds as may be necessary for the purpose of the Organization / Society and more particularly' the followings:

- a) To look after the Program Management of the Organization/Society and its properties and to supervise the transactions of the organization.
- b) To prepare and submit audited Statement of Account of the previous year to the General Body Meeting.
- c) To give and accept donations and subscriptions with or without conditions.
- d) To form Sub-Committees.
- e) To do all such acts and things which as are incidental or conducive to the attainment of the objectives specified in the Memorandum of the Association.
- (f) To frame rules of business & Programs in conformity with the Acts and Rules & Regulations.
- (g) To pay rents, taxes, salaries and remunerations of the employees and volunteers of the association.

22. Governing Board & Managing Committee Meeting :

The Governing Board & Managing. Committee of the Organization/Society shall meet at least once a month or often if necessary. Two-third of the members of the Governing Board or Managing Committee shall form a Quorum. The Meeting shall be adjourned for


T. B. Shivanath
Secretary
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want of quorum for an adjourned meeting no quorum is necessary. If the agenda of the day cannot be completed it may be postponed on a date which should not be later than 7 (seven) days.

If still cannot be completed, in case of voting, the President shall have the right to vote in his favor.

23. Service of Notice of Managing Committee Meeting :

A clear seven days notice in writing shall be given to all the members of the Board or Managing Committee specifying the date, hour and place fixed for holding the meeting and shall state the business to be transacted in the meeting.

The mode of service notice of the Board & Managing Committee meeting shall be in the same manner of serving notice of the General Body meeting mentioned in rule 19.

24. Powers and Functions of the President:

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

- a) The President shall exercise all the powers of general supervision of the affairs of the Organization.
- b) He/She shall preside over the Meetings of the General Body, Governing Board and Managing Committee. He shall also preside over the Meetings of the Committees and Sub Committee constituted under his Chairmanship.
- (c) He shall sign the proceeding of all the meetings presided by him/her.
- (d) The President shall have casting vote in the event of equal votes cast over resolutions passed in the Managing Committee, Governing Board and the General Body Meeting.
- (e) He/she may delegate any of his/her powers to the Vice-President.
- (f) He/she may sue or be sued on behalf of the organization/society.



25. Powers and Function of the Vice-President:

The Vice-President can exercise all the Powers and Function of the President during the absence of the latter. He can exercise the following powers

- a) He/she shall assist the President for the smooth discharge of the latter's powers and Functions.
- b) He/she shall discharge powers delegated to him by the President from time to time,

26. Powers and Functions of the Secretary :

The Secretary shall be the overall Officer-in- Charge of the Organization in its day to day affairs and shall be responsible to the Managing Committee. The powers and functions of the Secretary shall be as under:

- a) To take action on the resolutions/decisions taken by General Body, Managing Committee, Governing Board and any other Committees/Sub-committees.
- b) To convene the Meetings of the General Body and Managing Committee for which he is a member.
- c) To conduct correspondence on behalf of the Organization.
- d) To receive application for Membership of the organization and place before the Managing Committee with his report and recommendation.
- e) To ensure proper maintenance the account of the organization.

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- f) To submit reports to the Managing Committee and Board from time to time.
- g) To arrange for the safe custody of all records, properties and other securities of the organization.
- h) To execute deed/agreements/documents etc., for or on behalf of the organization.
- i) To control expenditures within approved budget estimate.
- j) To sanction day-to-day payments and expenditures.
- k) To make expenses up to the extent of power delegated to him by the Managing Committee in accordance with Rules and Regulations of the organization.
- l) To countersign the entries of the Cashbook.
- m) To prepare annual reports and statements.
- n) To cause timely audit of the accounts of the organization and submit the balance sheets, auditors report et al., all concerned.
- o) To appoint, suspend, dismiss, terminate or punish the employees subject to and with proper approval of the Managing Committee. He shall have general control over the staff and volunteers.

27. Powers and function of the Assistant Secretary:

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



28. Election of the Managing Committee Members:

The election of the members of the Managing Committee shall be done at least one month ahead of the expiry of the term. So that the succeeding Managing Committee shall resume charges on the last of the expired term

29. Power and Function of the Treasurer:

The Treasurer shall be responsible for all the financial affairs of the Organization/Society. He/she shall not keep any amount of fund (Petty Cash) beyond the extent fixed at in the regulation of the Society. He/she shall prepare statement, returns, etc., connected with the account of the Society. He/she shall be signatory for withdrawal of fund from the organization bank account, along with the President.

30. Minutes:

The Minutes of the meetings of the Organization/Society shall be recorded in the minute books and files, pages of which are serially numbered. The Secretary shall record the minutes. In his absence, the Assistant Secretary shall record the minutes. During the absence of both the President can request any one of the member of Board or Managing Committee to record the minutes. If the business of the meeting is likely to affect the interest of the Secretary and the Assistant Secretary, the Managing Committee may authorize anyone of the members to record the proceeding.

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31: Funds:

The Funds of the organization may be raised by the ways of:-

- a) Subscriptions from members, individual contributions.
- (b) Loan and advances from government institutions, corporate bodies.
- (c) Miscellaneous receipts such as donations, gift, grant etc., from government institutions, charitable foundations, Trust etc.

32. Non-Re-fundability of Subscriptions and Fees :-

Subscriptions once contributed and fees once paid to the society shall not be refund.

33. (I) Safe Custody, System and Investment of the Organization Funds:-

(a) All the fund will be keep at the Central Account/Current Account or the FCRA Account to be operated jointly by any two of the President, Secretary or Treasurer of which the President shall be one of the two.

(b) The account shall be open in a scheduled/nationalized bank, cooperative bank or any other banking company, including the registered Post Office.

(c) The Treasurer shall not keep more than Rs. 50,000/- or with her/him. However, in special cases the Board or President in consultation with the Board can authorized the Treasurer to keep according to the Cash requirements of projects/program. The Accountant can keep up to Rs. 10,000/- cash for day - to-day expenses. Amount above Rs. 1 Lakh shall be draw with organizational procedures.

(d) All expenditures/disbursement shall be sanctioned by the President on behalf of the Organization. Project/program expenditures will be prepared by the Accountant and verified and countersigned by the Treasurer and approved by the President/MD or Program Manager of the specific project.

(e) No expenditure/investment shall be made unless the program is approved by the Governing Board or Managing Committee.

33. Registers and Books of Accounts/Cash Book:-

Proper Book of accounts, register and other documents shall be maintained as may be prescribed by the Manipur Societies Registration Acts, 1989 and the Rules and Regulations or by the Registrar of the Society and the Home Ministry. In case there is no such prescription, the Association/ Society shall maintain the following books of accounts:-

- a) Cash Book 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 Association/Society and the other to serve as counterfoil,
- c) Voucher file containing all vouchers for contingent and other expenditures incurred by the Society, numbered serially and filled in chronologically.
- d) Ledgers showing consolidated and separate accounts for all items or receipts and expenditures
- e) Registers of receipts and disbursement.

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f) Any other books of accounts if required.

34. AUDIT:


The Organization shall cause its account to be audited at least once a year by a Charter Account or other qualified Auditor or an Auditor of Department of Cooperative, Govt. of Manipur. The organization shall pay such amount as audit fee in the manner and at rate fixed by the appropriate authority of the audit. The Board or Managing Committee shall arrange for proper internal audit and supervision, including annual return filling with the Home Ministry for its foreign account. The President and Treasurer are entrusted for the audit of accounts; FCRA and General Account.

35. Filling of the Documents of the Returns:

Documents, statements and return touching on the affairs of the organization shall be submitted to the Registrar of Societies and other authorities within the time prescribed in the Acts and Rules in compliances of the provision therein or any directive from the Registers of Societies or in case the managing committee think that the documents and information may be required by the Registrar of societies or other authorities. Proceedings of the meeting of the General Body, Managing Committee, Governing Board and other Committees shall be submitted to the Registrar of Societies for his information, approval etc

36. Inspection of Books and Supply of Copies:

Subject to the provisions of the *Acts and Rules*, the society shall keep open to inspection free of charge of its office.

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- a) A copy of the *Manipur Society Registration Act, 1989* (No. 1 of 1990) and its amendments.
 - b) A copy of the Manipur Societies Registration Rules
 - c) A copy of the Bye Laws, R & R, Organization Manual, Training Manuals.
 - d) The register of members/membership list.
 - e) Books containing the meeting minutes and resolutions adopted.
 - f) A copy of the latest audited balance sheet, narrative report, monthly/quarterly/annual
 - g) The register of the Managing Committee members and the Governing Board.
 - h) The receipt and expenditure accounts, product lists, sales and income registers, catalogue
 - i) Certified copies of documents which a member of a society or a member of the public has a right to inspect shall be supplied on application.
 - j) The fees for supply of such copies shall be calculated at the rate of Rs.50 for every 100 words or fraction thereof.

37. Suits by or Against the Society:

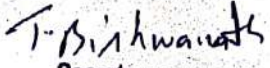
Suits by or against the organization shall be in the name of the President,

38. Settlement of Disputes :

All disputes pertaining to the Management, working and financial position of the organization shall be settled by the Registrar and if not satisfied with such decision of the registrar, it may be appealed to the State government.

39. 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 organization is otherwise to be wound up, the Governing Board and the Managing Committee by a resolution shall be recommended this to this General Body, which in turn at meeting specially convened for the purpose


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resolve by vote of 2/3rd of the total number of the members of the Organization to dissolve the Organization, after giving 15 days notice of the meeting with specified justifications for the purpose thereof

40. Disposal of Properties :

Subject to the Act and Rules on dissolution of the Organization/Society, if after satisfaction of all its debts and liabilities there remain any property or properties, movable or immovable, the same shall not be paid or distributed among the member of the organization/society, but shall be given to some other similar association(s)/organizations/society to be determined in a special General Body meeting not less than by 2/3rd of the members present.

41. Amendments:

Subject to the provision of the act and rules, an alternation, addition, omission etc. in the regulation and memorandum of the society shall be affected by votes of at least 2/3rd of the total number of members of the Organization/Society at a General Body meeting duly convened for the purpose. The regulation or memorandum so amended shall take effect from the date of receipt of the communication of the recording of the amendment from the Registrar of Societies. For the amendment in the memorandum of the Organization/Society, prior permission of the Registrar of Societies is necessary.

42. Doubts:

Should any doubt arises as to the meaning or scope of the provisions of the Regulations, the Managing Committee may refer the matter to the Registrar of Societies and his decision shall be final.

43. Matters not Covered in the Regulations :

Any matter not specifically mentioned in these Regulations shall be dealt with according to the Provisions of the Manipur Societies Registration Act, 1989 and the Rules framed there under and the words and phrases used therein shall carry the same importance as those in the Act and the Rules.

Certified to be true copy

W. Lokendra
President

President
People Empowerment
Development Assn.

T. Bishwanath
Secretary

Secretary
People Empowerment And
Development Association

U. Joyalakshi
Treasurer

Treasurer
People Empowerment And
Development Association

T. Bishwanath
Secretary
People Empowerment And
Development Association