



# MEMORANDUM & BYE-LAW

# ASHA

(Association for Social & Humanitarian Action)

At/Po-Kharia (Lal Saheb Pada), W.No-7  
Dist-Nuapada (Odisha) - 766107



**ANNEXURE FORM OF**  
**APPLICATION FOR REGISTRATION OF SOCIETIES MEMORANDUM**  
**OF ASHA**

1. Name of the society :- **ASHA**  
(Association for Social & Humanitarian Action)
2. Location of the office of the society :- **At-Khariar (Lal Saheb Pada) W. No.-7**  
**Dist-Nuapada (Odisha) - 766107**

**3. AIMS AND OBJECTIVES OF THE ASSOCIATION/ SOCIETY:**

- a) It is a voluntary, non political, non religious non profitable and social organization. It will work for the all round development of the people and the society at large.
- b) The services towards the weaker, have-nots, down to eradicate homeless, incapable, patients, poor, child, women etc. shall be its main aim.
- c) To promote social awareness among people to eradicate superstitions. It includes health programme, family welfare, population control, eradication of drugs, leprosy, environmental protection and women education etc.
- d) To explore the power and functions of the people in the rural setting for economic and social development.
- e) To set up action group working for the poor and down trodden.
- f) To meet the challenges of the time, such as environmental awareness and protection, National Integration, Control of population. Adult education and full literacy, social forestry etc.
- g) To organize seminar/ workshop and imparting training among the people for social development and to inspire the people.
- h) To encourage the farmers and help them in the field of modern agricultural process.
- i) To take up projects for the upliftment of the Scheduled Caste. Scheduled Tribes, Children, Women and rural poor.
- j) To develop the area in all fields and provide employment generation activities to the people.
- k) To propagate and promote co-operative spirit among the people.
- l) To help the orphans, the poor children, women, widow, youth, destitute and affected people in the community and to check child labour.
- m) To appeal for raising necessary funds by gift, donation, and grant in aid or loan whether secured or unsecured in such manner as the society may think fit. Also to have the received grant in aid donation, funds, other financial assistance from Government (Both Central & State) and donor agencies to take-up the development activities.
- n) To recruit employ volunteers and paid workers for the fulfillment of the objectives of the society.
- o) To start branch offices in different places according to the need and convenience of the situation.



- p) To receive grant in aid and loan from financial institutions, Khadi and village Industries, NABARD and other different type of agencies as required for the purpose of the association and develop cottage Industries, rural artisans, and weavers to promote their skills, Bandha, Kala, village craft and cultural movement.
- q) To encourage and assist the people and Govt. administration to implements the Govt. schemes to fulfill their need.
- r) To organize community works for developing national integration, fellow feeling, promoting brother-hood sociability.
- s) Help and sympathy to the people in trouble in the times of natural calamities, like flood, famine, cyclone.
- t) To maintain relationship with the government, non government, voluntary agencies Indian and Foreign.
- u) To take contracts and sub-contracts.

4. We the undersigned are desirous of forming a society namely ASHA, At/Po-Khariar (Lal Saheb Pada) W.No.-7, Dist-Nuapada (Odisha) in pursuance of this memorandum of Association and we believe that the facts stated above are true to the best of our knowledge. **(GENERAL BODY)**

Sl. No.	Name	Address	Designation	Occupation	Signature
1	2	3	4	5	6
1.	Smt. Truptirani Singh Lal	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	Trupti Singh Lal
2.	Sri Purusottam Sa	At/Po-Bargaon Dist-Nuapada (Odisha),	Member	Social Worker	Purusottam Sa
3.	Sri Laxmi Narayan Singh Lal	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	L. S.
4.	Sri Dinabandhu Behera	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	Dinabandhu Behera
5.	Smt. Santanubala Behera	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	Santanubala Behera
6.	Sri Kedar Gouri Prasad Mund	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	K. Mund
7.	Smt. Snehalata Bag	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	Snehalata Bag

#### Witness

- Basanta Kumar Behera,  
At/Po-Khariar, Dist-Nuapada.
- Pramila Thakur,  
At/Po-Khariar, Dist-Nuapada.

5. The name, address occupation, designation and signature of the members of the  
**GOVERNING BODY:**

Sl. No.	Name	Address	Designation	Occupation	Signature
1	2	3	4	5	6
1.	Smt. Truptirani Singh Lal	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	President	Social Worker	<i>Trupti Rani Singh Lal</i> President ASHA
2.	Sri Purusottam Sa	At/Po-Bargaon Dist-Nuapada (Odisha),	Vice-President	Social Worker	<i>Purusottam Sa</i>
3.	Sri Laxmi Narayan Singh Lal	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Secretary	Social Worker	<i>[Signature]</i> Secretary ASHA
4.	Sri Dinabandhu Behera	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Jt. Secretary	Social Worker	<i>Dinabandhu Behera</i>
5.	Smt. Santanubala Behera	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Cashier	Social Worker	<i>Santanubala Behera</i> Treasurer ASHA
6.	Sri Kedar Gouri Prasad Mund	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	<i>K. Mund</i>
7.	Smt. Snehalata Bag	At/Po-Khariar, Dist-Nuapada (Odisha), Pin-766107	Member	Social Worker	<i>[Signature]</i>



## **ACTS AND REGULATION (BYE-LAW) OF** **ASHA**

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(Association for Social & Humanitarian Action)
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**Dist-Nuapada (Odisha) - 766107**

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- u) To take contracts and sub-contracts.

#### **4. AREA OF OPERATION:-**

The Organisation shall operate in the Nuapada district & all other district of Orissa state. It may be extended to other specific area within the state & other states as approved by the Executive Committee of the Organisation and due approved of A.R.S. Nuapada.

#### **5. MEMBERSHIP:-**

The membership of the society shall be open to all the bonafied residents of this block and bonafied residents of Nuapada & other districts of Odisha irrespective of caste, creed and religion who have attained the age of 18 or above. The person who desires to be a member of the society should not be insane, must not be convicted in criminal offence and be of sound mind and good character.

- a. An ordinary member of the society will have to pay a sum of Rs. 10/- as admission fee and Rs.15/ as monthly fee to continue as a member.
- b. Any person of the village who will contribute a sum of Rs. 101/- (Rupees One Hundred) only shall be treated as a "Life Member" and who will contribute a sum of Rs. 1001/- (One Thousand One )Only or a piece of land to the society shall be treated as a "Patron" of the society.

#### **6. CEASATION OF MEMBERSHIP:-**

The membership of a person shall be terminated in the case of:-

- i. Of his own accord tender his resignation. The resignation should be addressed to the President and can be accepted only after the approval of the Governing body.
- ii. A member who dies, becomes mentally unfit, becomes bankrupt, gets convicted by the court of law or who fails to attend three consecutive meetings shall be ceased to be a member of the society.



- iii. The membership will be ceased if a member does not observe the rules of the society or his/her activities are found to be harmful for the society. The decision of the Governing body in this respect is final.

**7. GENERAL BODY:-**

The General body of the society shall comprise of all the members and office bearers of the society. The general body, as most powerful, shall perform the following.

- a. To review and discuss the activities of the society.
- b. To provide Guidelines for future activities.
- c. To elect member for the Governing Body as and when necessary.
- d. To discuss and give guideline in regard to the research activities of the society.
- e. To get news letter and other non-price publication of the society.
- f. All other most important activities of the society shall be conducted by the General body. It can also appoint sub-committee for the execution of any of its project.

**8. EXECUTIVE BODY / GOVERNING BODY:-**

There shall be an Executive Body/ Governing Body of the society consisting of 7 (Seven) members including the office bearers. Such as President, Vice-President, Secretary, Joint-secretary, Treasurer and other members.

The Executive Body/ Governing body shall perform the following functions and shall enjoy the following powers of it.

- a. It shall be the function of the Governing body to carryout the objectives of the society as set forth in the memorandum.
- b. It shall ordinarily meet once in a month and shall with three day to day affairs of the society and transact their business as per rule.
- c. The Governing Body shall approve the audited receipt and expenditure statements. It shall adopt the annual report and also approve the budget estimate.
- d. To appoint sub-committee for disposal of any business of the society.
- e. Any change in the Governing body shall be duly intimated to the registering Authority within three weeks of such change.

**9. ELECTION:-**

All members of the Governing Body shall be elected from amongst the members of the General Body at meeting every three years and shall be eligible for re-election. But for any reason election has not be held at such annual.

**10. DUTIES OF THE OFFICE BEARERS:-**

The duties of the office bearers shall be as follows:-

- A. PRESIDENT:** - The President shall preside over all the meetings of the Governing Body and the General body according to the parliamentary procedure and shall maintain discipline in all the meetings. The other function shall be:



- i. He shall sign all the resolution passed.
- ii. Follow up the activities of the society for the successful implementation of its objectives as the chief functionary of the society.
- iii. He shall cast his vote only when there arises a tie on certain motion.
- iv. He shall direct the secretary to call the meetings of the society.

**B. VICE-PRESIDENT:** - The Vice-President shall assist the President in all matters relating to the society. He shall act as the President in the absence of the President and shall remain in charge of the committee work in general.

**C. SECRETARY:** - The Secretary is the Chief Executive of the society and shall be subject to the General control of the General body, Governing body and the President in all. He shall be the custodian of all movable and immovable properties of the society. He shall act under the guidance of the Executive Committee for the fulfillment of the objectives of the society.

The secretary shall keep the accounts and stock register and attend the audit work. He shall be in charge of all correspondence and records and documents of the society. He shall keep the minutes of the meeting of the General Body & Executive Body also maintain the minute book and keep it for future reference. He shall discharge any indisciplinary members and staff in any moment and he also directly recruits the staff and invites membership from general public to fulfill the objective of the society & the money of society will be jointly operated by the Secretary & Cashier or President.

**D. JOINT SECRETARY:** - The Joint –Secretary shall assist the Secretary in all matters and shall act as the secretary in the absence of the secretary.

**E. TREASURER/ CASHIER:** - The Treasurer/ Cashier shall remain in-charge of all the funds and accounts of the society and prepare the annual budget in consultation with the secretary and President.

He shall collect the dues of the society and maintain records there of. All cash should be deposited in the account of the society maintained in the Bank.

#### **11. MEETING:-**

The General Body shall meet once in a year in the month of November. The Governing body shall meet as many times as required but at-least 10times within a year. The date & time of the meeting shall be notified by the secretary to all members with the direction of the President.

#### **12. NOTICE:-**

All notice of the society shall be notified by the secretary before two weeks of the commencement of the meeting or may be called by the President by giving 48 hours notice.

#### **13. QUORUM:-**

The presence of  $\frac{2}{3}^{\text{rd}}$  of the members shall form a quorum in all the meetings. In case of quorum is not being present within one hour of the time appointed for, the meeting can not be held. However, the adjourned meeting shall form the quorum.



**14. VOTE:-**

Every member has a right to cast his vote. Decision shall be taken on the basis of majority of vote. The President shall cast his vote only when there arises a tie on any motion.

**15. FUNDS:-**

The funds of society shall be raised through:-

- a. Membership fee
- b. Public donation
- c. Grant-in-aid from the different department of the Govt. State/National/Corporate sector.
- d. Others Donor agency from different country/company/corporate sector/income tax payee & training and consultancy & the NGO shall be registered with FCRA, Income Tax Act, and 35AC. The funds shall be utilized for the specific purpose for which it is raised. All the funds of the society shall be deposited in the nearby bank/ post office in the joint signature of Secretary/Cashier & President. Specially the account opened in any nationalize bank in the name of society and money should be withdrawn by the joint signature of Secretary & Treasurer or President.
- e. All the Grant-in-Aid/Donation/Membership/Contribution should be deposited in the bank & withdrawn by the Secretary & Cashier of the society.

**16. AUDIT:-**

All the accounts of the society shall be audited, either by the Government auditor or by a qualified auditor. All the books of accounts of the society shall be presented before the auditor. The Secretary and Treasurer shall attend the auditor. The audited books of accounts and other statutory books shall be kept at the registered office and all detailed retail be open for inspection by the members of the Government body.

**17. AMENDMENTS OF BYE LAW:-**

The memorandum and Bye-law of the society and part there of may be amended by a majority of vote of two-third of the general body meeting. The notice for such proposal has to be intimated in writing to the members at least 15days before the date of such meeting. A copy of the amended Bye-law when accepted by the General body shall forthwith submit to the registering authority within 3 weeks of such alternation.

**18. DISSOLUTION:-**

If the two-third members of the General body decided for the dissolution of the society. It shall be dissolved forth with at the time that agreed to.

Upon dissolution of the society. Its assets shall be handed over to a similar society with the similar aims and objectives or to the Government after clearing up its debts and liabilities under intimation to the registering authority.

### CERTIFICATES

Certified that this is the true copy of the rules and regulations (Bye-law) of the **ASHA, At/Po-Khariar (Lal Saheb Pada), W.No-7, Dist-Nuapada (Odisha)**.

*Tilakpati Rami Singh dal*

President  
President  
ASHA

*Pranab Kumar Singh*

Vice-President

*[Signature]*  
Secretary  
Secretary

### CERTIFICATES

Certified that the society **ASHA, At/Po-Khariar (Lal Saheb Pada), W.No-7, Dist-Nuapada (Odisha)**. There is no other society in the same name in the same place.

*Tilakpati Rami Singh dal*

President  
President  
ASHA

*Pranab Kumar Singh*

Vice-President

*[Signature]*  
Secretary  
Secretary  
ASHA

### DECLARATION

It is hereby declared that the societies **ASHA, At/Po-Khariar (Lal Saheb Pada), W.No-7, Dist-Nuapada (Odisha)** shall function strictly as per the aims and objectives of the society as laid down in the above paras. In case of infringement of the rules and regulations spelt out the organization shall be liable for cancellation of its registration.

*Tilakpati Rami Singh dal*

President  
President  
ASHA

*Pranab Kumar Singh*

Vice-President

*[Signature]*  
Secretary  
Secretary

Secretary  
Secretary  
ASHA

Approved  
Addl. Registrar of Society  
NUAPADA  
29/7/2012