

SCHEDULE - C

Rules and Regulations of the Society

Association of MAHAISG.

Plot No.20, Tilak Nagar, Tq. Dist. Chh.Sambhajinagar, Maharashtra State.

1. DEFINITIONS :

Society shall mean

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

President shall mean President of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Vice-President shall mean Vic-President of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Secretary shall mean Secretary of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Joint- Secretary shall mean Joint- Secretary of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Treasurer shall mean Treasurer of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Members shall mean Members of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

Executive Committee Members shall mean Executive Committee Members of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

General Members shall mean General Members of the Society

Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.

2. AREA OF WORK & JURISDICTION:

Area of work will be Maharashtra and Goa. Jurisdiction of Society will be Chh.Sambhajinagar.

3. FINANCIAL YEAR :

Financial year of the Society shall be 1st April to 31st March.

4. BENEFICIARIES OF THE TRUST

- a. The trust shall be for the benefit of all Indian nationals belonging to whatever community irrespective of cast, creed or religion.
- b. The objects of the trust will not include objects involving the carrying on of any activity for profit within the meaning of Maharashtra Public Trust Act 1950 & Income Tax Act 1961.

5. MEMBERSHIP & ENROLLMENT OF MEMBERS:

- A. Any Indian national who has completed 18 yr's of age shall be eligible to become a member of the Society. He / She Shall fulfill criteria mentioned in the type of membership.
- B. Such person should submit his written application for membership to the secretary of society in detail.
- C. All the applications for enrollment of membership shall be put forth before the Meeting of Executive Committee for making decisions. A decisions regarding enrollment of a person of the Executive Committee shall be communicated to the applicant in writing.
- D. A person, who has been granted membership of the Society, shall remit the membership fees to the Society within 15 days of receiving the membership allotment letter.
- E. After the receiving fees mention in point 6, entry of the name of the concerned person shall be taken in the membership register. Sample of membership Register is attached herewith at annexure.

President

Vice-President

Secretary

6. KINDS OF MEMBERS:

There shall be two kinds of Members of the trust, as mentioned below

A. LIFE MEMBERS:

- i. The Fees of life member will be **3000/-**
- ii. The person who is already a life member of Indian Society of Gastroenterology (ISG) Irrespective of qualification. OR Person who holds DM / DNB Gastroenterology shall only be eligible to become life member of this society.
- iii. The Person Paying fees of Rs **3000/-** after the resolution passed by majority of executive committee are Life Member. Such person can participate in trust for life time till his willingness or removal.
- iv. Such life member can participate in all the programs of trust and such member can file his nomination for election. Such member has the right of one vote in each election.
- v. Life member can eligible to become member or office bearer of Executive Committee.

B. ASSOCIATE MEMBERS:

- i. The Fees of Associate member will be **3000/-** One time.
- ii. The person holding M.S. Surgery / M.C.H. Surgery / MD Med. / MD pathology / MD Radiology or A qualified RMP with interest in Gastroenterology will be eligible to become associate member.
- iii. The Person Paying fees of Rs **3000/-** after the resolution passed by majority of executive committee are Associate Member. Such person can participate in trust for lifetime or till Cancellation of his membership by executive committee.
- iv. Such member can participate in all the programs arranged by trust but such member cannot file his nomination for election, he will not get right of vote and cannot become member or office bearer of Executive Committee.

7. CANCELLATION OF MEMBERSHIP:

The membership of member of trust will be cancelled for the following reasons.

- A. If he moves out of the jurisdiction of Act.
- B. If found default in paying yearly membership for more than 3 month after each new financial year.
- C. If found guilty in the crime related to Ethical Delegation.
- D. If found working against interest of the Society.

Membership shall be cancelled by majority in sanctioned resolution under Executive Committee by giving prior notice and giving chance of explanation.

8. GENERAL BODY MEETING, ITS POWERS AND FUNCTIONS :

- A. General Body consist of Members registered as per above rule no **5 & 6**. All types of members may participate in the General Body Meeting.
- B. Rights and working rules of general body should be as given below
 1. To pass the annual report of previous year presented by Executive Committee.
 2. To pass the annual audit reports, pass the New Year annual budget presented by Executive Committee.
 3. To appoint the authorized Chartered Accountant / Authorized Auditor for the Account of trust.
 4. To amend Rules and Regulations of trust.
 5. To elect the Executive Committee.
 6. To convey and control the executive committee for the programs, meetings and working of trust.

9. NOTICE AND QUORUM OF THE GENERAL BODY MEETING :

- A. General body meeting should be taken any time once in every year.
- B. Notice of the General Body shall be issue to all the members at least before 10 days proper to the proposed date of meeting.
- C. Date, Time, Place and Subjects of the meeting shall be mentioned in the notice of the Meeting.
- D. Notice of the General Body shall be issue to all members in writing by registered post or by Giving in person & taking signature on notice book, by message on mobile or e-mail at least before ten days proper to the propose date of meeting. Quorum of the general Body Meeting is 2/3 of total members
- E. In case of there is no quorum formed at the general body meeting, General Body Meeting shall be taken after 30 Minute, but it should be mentioned compulsory in notice, such meeting not require any quorum but shall not take any policy decisions.

10. SPECIAL GENERAL BODY MEETING AND IT'S FUNCTIONS :

- A. This Type of Meeting can be arranged at any time. It has all rights to do all types of work which held by General Body Meeting.
- B. The powers regarding to special General body meeting are same as General body meeting.
- C. Notice of SGB meeting shall be issued before 7 days & it contains Date, Time, Place and Subjects of the meeting shall be mentioned in the notice of the Meeting.
- D. Notice of the Special General Body shall be issue in writing by registered post or by Giving in person & taking signature on notice book or by E-mail at least before Seven days proper to the propose date of meeting. Quorum of the general Body Meeting is 2/3 of total members

11. EXECUTIVE COMMITTEE AND OFFICE BEARERS OF THE SOCIETY :

- A. Executive Committee shall consist of not less than Seven (07) and not more than (13) Thirteen members. Executive Committee shall consist of following office bearers.
- B. President-1, Vice-President-1, Secretary-1, Joint-Secretary-1, Treasure-1 and all others shall be the members of the Executive Committee.

12. TENURE AND ELECTION OF THE EXECUTIVE COMMITTEE :

- A. Period / Tenure of Executive Committee shall be **Three (3) years**.
- B. Members of the Executive Committee & office bearers shall be elected after every **Three (3) years** in the general body meeting as per given rules in point no 16.

13. FUNCTIONS OF OFFICE BEARERS OF THE EXECUTIVE COMMITTEE :

A. PRESIDENT:

- 1. Accept the President post of Executive Committee do all works and give orders in favor of Society.
- 2. To control on working of Society and their branches.
- 3. Arrange meetings by instructing Secretary to issue notice.
- 4. To preside each meeting as president.
- 5. Do all types of transactions for trust.
- 6. Run the work of trust as decided in meetings resolutions.
- 7. To direct the other members to work in the interest of trust.

- B. VICE-PRESIDENT:** In absence of the president, Vice-President shall perform all the functions of the President or shall help to President in societies work.

C. SECRETARY:

1. Arrange meetings by issuing notice.
2. Do Society's all type of communications work. Solve the complaints.
3. To pay attention to the societies office bearers. To make general rules.
4. Appear in litigation in various courts on behalf of the Society.
5. Make annual Audit reports and put in front of General Body Meeting.
6. Give signature on daily audits.
7. Approve the bills of expenses.
8. To carryout day to day transaction on behalf of the Society.
9. To take care of Societies property.
10. Apply sanctioned resolution.
11. To do all types of work in favor of Society.

D. JOINT-SECRETARY :

1. In absence of the Secretary, Joint-Secretary performs all the functions of the Secretary.
2. He shall assist the Secretary in performing his duties.

E. TREASURES :

1. To control the financial affairs of the Society, Write Audits or write by anyone,
2. Put Audit in front of Executive Committee after completion, Make annual reports by Audit Books.
3. Take cash transactions, complete any query drawn by Chartered Accountant remaining in the Audit.

F. MEMBERS OF THE EXECUTIVE COMMITTEE:

1. To remain present in the Executive Committee Meeting and General Body Meeting.
2. Vote at the time of election and assist in the Function of the Society.
3. Work in the interest of trust on the time-to-time instructions of president.

14. MEETING OF THE EXECUTIVE COMMITTEE AND DEMAND MEETING:

- A. Meeting of the Executive Committee shall be conveyed at least three times in a year.
- B. On demand of 2/3rd members of the Executive Committee, President or Secretary shall convene meeting within fifteen days from the date of the demand.
- C. Notice of demand meeting of the Executive Committee of 15 days must be called and it contains detail agenda of the meeting.
- D. Demand meeting shall enjoy all the powers of the Executive Committee meeting.

15. NOTICE AND QUORUM OF THE EXECUTIVE COMMITTEE MEETING :

- A. All the members of the Executive Committee should get the notice of the meeting at least Seven days prior to the date of meeting.
- B. Date, Time, Place and Subjects of the meeting shall be mentioned in the notice of the meeting.
- C. Notice of the meeting shall be issued by Post diary, hand receipt or by registered post or by Email.
- D. 2/3rd members of the Executive Committee shall form quorum of the meeting.
- E. Due to quorum meeting can be postponed for 30 Minute & should be mentioned in notice. Such meeting has no right to take policy decisions.

16. ELECTION RULES OF THE EXECUTIVE COMMITTEE :

- A. Election of executive committee should be taken after every Three years in the General Body Meeting.
- B. Election will be held as per the rules and regulation of the trust, all the Executive Committee shall be elected either by majority, either by the secret voting, or by appointing an election officer if necessary.
- C. Election office will complete all the due procedure like, declaring membership, filing up forms, nomination. If required the secrete voting system will be applied.
- D. Election officer will be declaring the names of new elected Executive Committee. All the rule of General Body Meeting is applicable to this meeting.

17. FILLING OF VACANCIES IN EXECUTIVE COMMITTEE (Mode of Succession):

- A. Due to death, resignation, of member of executive committee or due to any other reasons mention in Rule if the post gets vacant, then on that post of Executive Committee new member is elected.
- B. The Executive Committee shall do filling of such vacancies arising by any reasons by majority votes of executive Committee. The elected person will work for remaining tenure.
- C. All the resolutions passed by executive committee will be binding for all members of the trust.

18. AUTHORITIES & DUTIES OF EXECUTIVE COMMITTEE IS GIVEN BELOW :

- A. Executive Committee shall observe the all administration of the Society.
- B. They shall fulfill the resolution sanctioned by General Body Meeting.
- C. To make general rules for Society working properly.
- D. A sub-Committee will be appointed for any project and take Audits & information from them and dismissed sub-Committee after completion.
- E. To grant permission for sub branches of the Society, revoke the permission; complete the all legal process of Society, to control the work of society, Complete the Audits of the society.
- F. To take notice of any complaint, fill vacancies of Executive Committee.
- G. Appoint office bearers, dismiss them and do all types of necessary work.
- H. Bring into reality, to sanctioned resolution by majority.

19. FUNDS, INCOME AND EXPENDITURE OF THE SOCIETY :

- A. Membership fee, donations, national & international grants etc. shall source of income of the Society.
- B. Collect funds for completion of objects of the Society and funds of the Society may be invested in immovable property. As Per Income Tax Act 1961.
- C. Entry of such property shall be made in the Public Trust Register by submitting a change report.

20. PROVISION FOR OBJECTIWISE EXPENDITURE (IN PERCENTAGE) :

- A. 20% of total amount shall be reserved for Emergency.
- B. From the remaining 80% Remaining Amount should be used for the objects of trust as per the resolution passed by majority.
- C. Trust can utilize amount to pay local taxes and loans and hand loans. Also for the small maintenance of the trust property by passing resolution or circular.

21. PROVISION FOR LOAN AND DEPOSITS :

- A. If required, the Society may borrow and accept deposits, hand loan, any kind of loan from any individual or banks with prior permission from the Hon'ble Joint Charity Commissioner.

22. PROVISION FOR SALE OR PURCHASE OF IMMOVABLE PROPERTY :

- A. Society shall have the right of sale and purchase of any immovable property.
- B. For that purpose take majority permission of Executive Committee.
- C. If Society shall have to sell immovable property of the Society, the prior permission from the Hon'ble Joint Charity Commissioner U/s 36 of MPTA 1950 is must.

23. BANK ACCOUNTS :

- A. Trust can open the account in nationalized, Schedule or any other bank recognized by MPTA 1950.
- B. Bank accounts of its unit or institutions or colleges can be opened in nationalized, Scheduled or any other Bank and may be operated as par the resolution of the trust. The surplus funds or any other amount of the Society may deposit in any such as banks in the name of the Society.
- C. Bank operations may be made with joint signatures of President & Secretary or Treasurer.
- D. Account must be audited by appointing authorized auditor every year and shall submit in Charity Commissioner Office before 30st September of every year.

24. DECLARING INFORMATION OF TRUST STAFF.

- A. As per section 4 of the Societies Registration Act 1860 and Maharashtra rule 8 of the Societies Registration Rules, 1971 a list of staff appointed in trust shall be maintained in annexure- II and the same shall be submitted before the Assistant Registrar of Societies.

25. SYSTEM OF LIST OF MEMBERS.

- A. As per section 4 of the Societies Registration Act 1860 and Maharashtra rule 7 of the Societies Registration Rules, 1971 a list of Executive Committee shall be maintained in annexure-I and the same shall be submitted before the Assistant Registrar of Societies.
- B. As per section 4-A of the Societies Registration Act 1860 and Maharashtra rule 8 of the Societies Registration Rules, 1971 a list of employees with terms and conditions of employment shall be submitted in annexure-II before the Assistant Registrar office of Societies every year.

26. PROVISION FOR AMENDMENT IN THE RULES AND REGULATIONS OF THE SOCIETY :

- A. If required, amendment in the rules and regulations of the Society may be carried out by a resolution passed in General Body Meeting with 3/5th majority.
- B. Procedure laid down in section 12 of the Societies Registration Act 1860 shall be followed. Also the procedure be taken place of MPT act 1950 U/s 50-A-1 or 50-A-3

27. PROVISION FOR CHANGE IN NOMENCLATURE AND OBJECTS OF THE SOCIETY :

- A. If required, name and or objects of the Society may be changed by following procedure lay down in section 12 to 12-A of the Societies Registration Act 1860.
- B. If required, name and or objects of the Trust may be changed by following procedure lay down in section 22 of MPT Act 1950.

28. ACCOUNTS TO BE KEPT :

- A. The trustees a shall keep and maintain regular accounts of the trust properties and income & shall get the accounts audited by authorized Chartered Accountant (C.A.) & filed with the authorities in accordance with the provisions of Maharashtra Public Trust Act 1950 & Income Tax Act 1961.

29. REVOCATION OF THE TRUST

In the event of Revocation of the Trust, no part of the assets or properties shall be paid to or distributed among the Trustees but shall be handed over to some other Trust having objects wholly or partially similar to those of the Trust, to be determined by the Trustees present at the time of dissolution. All the provisions of the Bombay Public Trust Act, 1950 & Income Tax Act 1961 shall apply to the Trust if it may decide to revoke.

30. DISSOLUTION :

- A. If required, the Society may be dissolved by way of passing a resolution in the General Body Meeting with 3/5th of the majority of votes. The account of the Society shall be settled. Provisions of Income Tax Act 1961 shall apply to the Trust if it may decide to dissolve.
- B. Surplus funds and property of the Society shall be donated to other societies. Procedure laid down under section 13 and 14 for dissolution of the society shall be followed.

:: DECLARATION::

Certified that, this is a true copy of Rules and Regulations of the Society **Association of MAHAISG, Tq. Dist.Chhtrapati Sambhajinagar, Maharashtra State.**

Sr. No.	Full Name of Members	Designation	Signature
	Dr.Ramesh Prabhakar Satarkar.	President	
	Dr.Harshal Prabhakar Gadhikar.	Vice-President.	
	Dr.Anirudha Madhukarrao Gopanpallikar.	Secretary	

Place - Chh.Sambhaji Nagar.

Date - / / 2024.

President

Vice-President

Secretary