

**ASSOCIATION OF NABET ACCREDITED
CONSULTANT ORGANIZATIONS
(ANAC)**

MEMORANDUM OF ASSOCIATION

AND

BYE LAWS OF ASSOCIATION

NEW DELHI, INDIA – JULY, 2018



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MEMORANDUM OF ASSOCIATION
ASSOCIATION OF NABET ACCREDITED CONSULTANT
ORGANIZATIONS (ANAC)

1. NAME OF THE ASSOCIATION: ASSOCIATION OF NABET ACCREDITED CONSULTANT ORGANIZATIONS (ANAC)

2. THE REGISTERED OFFICE OF THE ASSOCIATION SHALL BE AT (complete postal address): D – 1000, New Friends Colony, New Delhi - 110025

Working state : Delhi

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3. AIMS AND OBJECTS: The Aims & objects for which the Association is established are as under:-

- I. To represent the interest of consultant Organisations with NABET, MOEF&CC, State Government Environment Departments and all other related National & International organizations.
- II. To protect the interest of members appropriately from any action by any regulatory authority including MOEF&CC and State Authorities.
- III. To give suggestions to NABET, MOEF&CC, CPCB & State Pollution Control Board, etc for policy formation and improvement in procedures relating to Nabet Accredited Consultant Organisations.
- IV. To provide training and development activity to achieve the capacity and capability of member organizations.
- V. To help develop relationships on behalf of members with World Bank, ADB, African Development Bank, UNDP, etc for promoting business development of members.



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VI. To take the support and patronage of CEAI (Consulting Engineers Association of India) since many consultants are members of CEAI.

VII. To undertake any activity in the interest of NABET Accredited Consultant Organisations.

VIII. To receive financial and non-financial assistance from Government / non-Government organizations, International agencies, Banks and any other legal entity or individual.

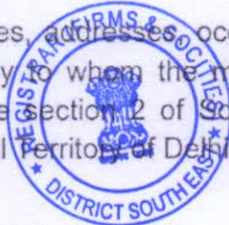
IX. To accept donations, grants, presents, gifts, and to collect the funds from the members to fulfill the objects of the association.

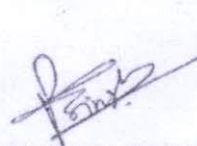
X. To do such other things / acts / activities, which are, necessary and which may be incidental or conducive to the attainment of any of the objectives of the association.

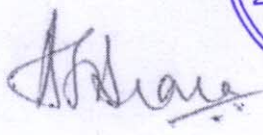
All the incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the association or to any person claiming through any one or more of the present or the past members. No member of the association shall have any personal claim on any movable or immovable properties of the association or make any profits whatsoever by virtue of his / her membership.

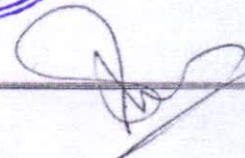
4. **GOVERNING BODY:** The names, addresses, occupations and designations of the members of the governing body to whom the management of the Association is entrusted as required under the section 12 of Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi area as follows.


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THE NAMES, ADDRESSES, OCCUPATIONS AND DESIGNATIONS OF THE MEMBERS OF THE FIRST GOVERNING BODY:

S.NO.	NAME (IN CAPITAL)	ADDRESS	OCCUPATION	DESIGNATION IN THE ASSOCIATION
1.	MR. ARVINDER SINGH BRARA	MANTEC CONSULTANTS PVT. LTD. D - 1000, NEW FRIENDS COLONY, NEW DELHI - 110025	BUSINESS	PRESIDENT
2.	DR. K.L. SATAPATHY	3/303, New Malhar Sahara Estate, Jankipuram LUCKNOW - 226021	CONSULTANT	VICE PRESIDENT
3.	DR. R K SINGH	104, SAIL, CGHS Ltd Green Heavens Sec-4 Plot No 35 NSIT, South West Delhi Delhi - 110073	CONSULTANT	SECRETARY
4	DR. SHALINI GUPTA	ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS (AEP) C-104, LAJPAT NAGAR IIND NEW DELHI-110024	ENV. PROFESSIONAL	TREASURER
5	MR. PURUSHOTTAM SHARMA	CME-3401 4th Floor Supertech Cyber Town Sector 74, NOIDA 201301	CONSULTANT	MEMBER
6	MR. SANJEEV SATYANARAYAN	D-126, Rohit Apt Plot No. 30, Sector 10 Dwarka Sec 6, DELHI 110075	CONSULTANT	MEMBER



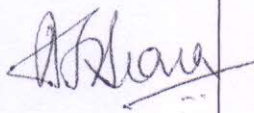
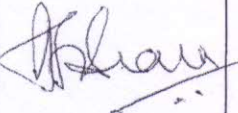


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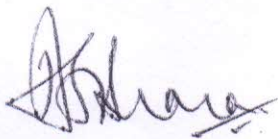
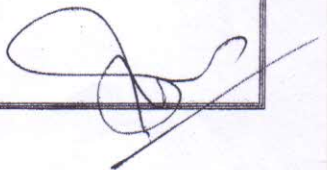
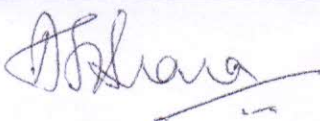
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7	MR. SUSHANT GRIDHAR	M/s Sunder Dass Ram Nath, Old Busstand Pundri, Kailthal, Pundri - 136026, Haryana	CONSULTANT 	MEMBER
8	DR. U KASHARMA	Flat no. 5, Shantikunj Apt. College Road, D'Souza Colony, Nashik HPT College, NASHIK-422005	CONSULTANT 	MEMBER
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5. DESIROUS PERSONS: We the undersigned are desirous of forming a Association namely ASSOCIATION OF NABET ACCREDITED CONSULTANT ORGANIZATIONS (ANAC) under Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi in the Pursuance of the memorandum of Association of the Association:

S.NO.	NAME	FATHER/ HUSBAND NAME	ADDRESS	OCCUPATION	SIGNATURE
1	Mr Arvind Singh Borara	Late Brig. Navinder Singh Borara	D-1000 New Friends Colony New Delhi	CMD Manteo Consultants Pvt Ltd.	<i>Arvind</i>
2	Dr R.K. Singh	Mr V. P. Singh	104 SAIL, CGHS Ltd, Green Heavens Sec 4, Plot No. 35 NSIT, Delhi	Consultant	<i>R.K. Singh</i>
3	Dr. Shalini Gupta	Mr J. P. Gupta	C-104, Rajpat Nagar II NA New Delhi	Env. Professional	<i>Shalini</i>
4	Mr. Proushottam Sharma	Mr R.P. Sharma	CMC - 3/401 4th Floor Supertech Cape town, Sec 74 NDIDA	Consultant	<i>Proushottam</i>
5	Dr. K.L. Satapathy	Mr N.C. Satapathy	3/303, New Mehra Sahara Estate, Janakipuram Lucknow 226021	Consultant	<i>K.L. Satapathy</i>
6	Sanjay Satyanarayan	G. C. Satyanarayan	D-126, Rohit Apt, Plot No 30 Sector 10, Dwarka Sec 6, DELHI 110025	Consultant	<i>Sanjay</i>
7	Sushant Girelhar	Mr. Bharat Bhushan Girelhar	M/s Sunder Das Ram Nath old Bus Stand Pundri, Kaitkal, Pundri 136026	Consultant	<i>Sushant</i>
8	V.K. Sharma	Late N.R. Sharma	05 Shantikunj Appt 146D Seva Colony, Vellore Road Nashik-5	Consultant	<i>V.K. Sharma</i>
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Signature of one to seven received

Arvind
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RULES & REGULATIONS

ASSOCIATION OF NABET ACCREDITED CONSULTANT ORGANIZATIONS (ANAC)

NAME OF THE ASSOCIATION: The name of the Association shall be ASSOCIATION OF NABET ACCREDITED CONSULTANT ORGANIZATIONS (ANAC)

1. PROVISION REGULATING THE MEMBERSHIP OF THE ASSOCIATION:

MEMBER: Any Consulting Organisation registered in India is eligible to become a member of the Association. The member can represent in the Association himself / herself or through one of his / her authorized persons in writing.

ELIGIBILITY: In order to be admitted as a member of the Association, a Consulting Organisation:

- (i) Must be registered in India;
- (ii) Believe in the aims and objectives of the Association
- (iii) Is desirous for promotion of the same
- (iv) Assures to abide by the rules and regulations of the Association.
- (v) Must have deposited the fees as on the date of Annual General Meeting for continuing as member;
- (vi) Must not be insolvent and of unsound mind; and
- (vii) Must not have been convicted of an offence involving moral turpitude involving imprisonment/ black listing of one year or more.
- (viii) Also assures to pay all subscriptions of the Association well in time
- (ix) Is approved by the President and Secretary in the prescribed membership application form
- (x) Must have been accredited by NABET



ADMISSION AND QUALIFICATION FOR MEMBERSHIP: The association shall have members including the Founder/ Life/ Regular/ Associate and Honorary members.

(1) Admission Procedure (for members other than the subscribers):

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(i) The admission of a Consulting Organisation as a member of the association shall be decided by its Governing body from time to time by majority vote subject to final approval by the President of the Association.

(ii) An individual willing to be a member of the Association has to submit an application in prescribed form and along with support documents to the Secretary duly filled, signed and recommended by a founder member of the Association.

(iii) The Secretary shall examine the application and place the same before the Governing body for a decision.

(iv) The approval of the Governing body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Societies Registration Act 1860 and he/ she will be issued a registration number of the Association.

(v) For Admission to Regular member the member should have registered consulting organization. Only Founder/ Regular member are eligible to stand for election of Office bearer/Member Governing body.

(2) **Kinds/ Types/ Categories of Members:** The Association shall consist of four different categories of members as under:

(i) **Life Member** – Any Consulting Organisation can become Life member subject to approval of the Governing Body. Other members can also become Life Member if Governing body approves your membership as Life Member on payment of Life membership fee of Rs. 10,000/- one time. The 'Life' members will be eligible to seek office as an Office bearer/ Governing Body member. The life member has to meet the following requirements.

- (i) To give time to association for its activities.
- (ii) Believes in the aims and objectives of the Association.
- (iii) Is desirous for promotion of the same.
- (iv) Assures to abide by the rules and regulations of the Association.
- (v) Also assures to pay all subscriptions of the Association well in time.
- (vi) Is approved by the President and Secretary in the prescribed membership application form.

(ii) **Regular Members** – Any Consulting Organisation accredited by NABET can become a Regular member subject to the approval of the Governing Body. The 'Regular' members will be eligible to seek office of the Office bearer/ Governing Committee. The Regular member has to meet the following requirements.



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- (i) To give time to association for its activities.
- (ii) Believes in the aims and objectives of the Association
- (iii) Is desirous for promotion of the same
- (iv) Assures to abide by the rules and regulations of the Association
- (v) Also assures to pay all subscriptions of the Association well in time
- (vi) Is approved by the President and Secretary in the prescribed membership application form.

(iii) **Associate Member** – Any individual Consultant not accredited by NABET can become an Associate member on payment of entry fee of Rs. 1000/- and annual subscription of Rs. 1000/- per annum. But all, the members can attend General Body meeting. Associate member shall not be eligible to seek office of the Office bearer/ Governing Body or vote.

(iv) **Honorary Member** – The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Association or who has rendered services of outstanding merit to the Association or who is a distinguished citizen of India or any other Country as Honorary Member of the Association, after obtaining consent of the individual, without payment of any membership or subscription fees. The Honorary member shall be entitled to attend the meeting and contribute to the deliberations but shall have no right to vote.

(3) **SUBSCRIPTIONS:** The subscription of the Association shall be fixed by the Governing Body / Managing Committee of the Association and can be increased / decreased after the approval of the General Assembly. The subscription as fixed shall be paid by the member in advance.

(i) **Membership Fee & Annual Subscription:** The Entrance Fee for member of the Association and the annual subscription shall be as under:

Sr. No.	Type of Membership	Admission Fee	Annual Subscription
1	Life Member	Rs. 10000/-	NIL
2	Regular Member	Rs. 1000/-	Rs. 1000/-
3	Associate Member	Rs. 1000/-	Rs. 1000/-
4	Honorary Member	NIL	NIL

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(ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Association held after 1st July of the said year.

(iii) The suspension of membership on account of default in payment of the annual subscription will be revoked after he has cleared the default along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year. (Governing body can exempt previous dues/ interest of member on case to case basis).

(4) RIGHTS & OBLIGATIONS OF MEMBERS:

(i) All the members of the Association shall be bound by the rules and regulation of the Association as contained in its byelaws and amended from time to time.

(ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Association provided such member is not a defaulter in payment of any dues of the Association and the annual subscription for a period of three months beyond the due date.

(iii) Every member of the Association shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing body and register of members of any working day by giving a notice of seven days.

(iv) Every member shall inform the Association about any change in his address, which shall be duly recorded in the register of members of the Association and upon which the Association shall issue a fresh Identify Card to such member on payment of Rs. 100 per card.

(v) Members of the Association shall be entitled to all the privileges, amenities and facilities available and provided by the Association. A member is entitled to attend all the functions organized by the Association.

(vi) A member who has paid his / her dues to the Association shall be eligible to contest as an office bearer and member of the Governing Body and can cast his / her vote as per his/ her membership category.

(vii) In addition to the subscription, the members may also be required to pay maintenance charges to be decided by the Governing Body from time to time for maintaining the common facilities including watch and ward.

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(5) **MEMBERSHIP NUMBER:** Every member will be issued a membership number brief particulars and membership category, duly signed by the Secretary / President of the Association.

(6) **REGISTER OF THE MEMBERS:** A register will be maintained at its registered office and shall enter therein the particulars of admission or removal of members within fifteen days of the admission or removal or the cessation of any membership as the case may be in the prescribed manner.

2. **CESSATION /TERMINATION OF MEMBERSHIP:** Any consulting organization admitted as member shall cease to be a member of the Association in the following events.

- (i) A member shall cease to be a member upon submission and acceptance of his resignation; or
- (ii) On death
- (iii) On specific disability or lunacy or of moral turpitude or if
- (iv) He / she has defaulted persistently in paying his / her dues to the Association for three months or
- (v) On expulsion in General Assembly due to any act against the rules and regulations of the Association or for unruly conduct or on doing any such act which is not in the knowledge of the Association but due to which the Association has to face any social, criminal, legal, economical problem. Reasons regarding the termination shall be communicated to the member concerned at his / her last known address as per the record of the Association.
- (vi) Upon his/ her acting contrary to the aims and objectives of the Association.
- (vii) Upon such member being found guilty of a financial misappropriation of the funds of the Association.
- (viii) Upon indictment and directions for removal by District Registrar/ Registrar/ Registrar General of Societies.
- (ix) An honorary member shall cease to be a member of Association, if the Governing body decides so by passing a resolution in this behalf.



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3. **APPEAL AND RE-ADMISSION OF MEMBER:**

A member whose membership has been terminated by the Association can file an appeal with the President of the Association giving full clarification for the

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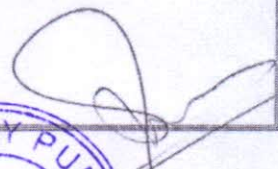
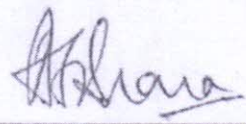
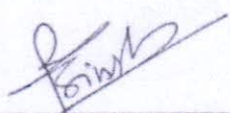
reason for which his / her membership has been terminated. The matter shall be put before the Governing body and if the Governing body is satisfied with the clarification given by the member, he /she can be readmitted as a member of the Association. Provided that at the time of the re-admission of the member, he / she has to clear his / her entire dues from the date he / she defaulted including the period during which his / her membership is terminated.

4. **GENERAL BODY:** Any meeting of all members of the Association shall mean the General Body of the Association.

a. **Definition:** Every Consulting Organisation admitted as a member shall be a member of the General Body of the Association and shall be entitled to cast his vote for the election of the Office Bearer/ Governing body of the Association (Except Honorary Member) unless he is in arrears of payment of any dues of the Association, including the annual subscription.

b. **Powers, Duties & Functions of the General Body:** The General Body of the Association shall have the following powers:-

- I. To elect office bearers and other members of the Governing body and issue such directives to them as it may be considered necessary in the interest of the welfare of the Association or to fulfill the objectives of the Association laid down in the Memorandum of the Association and rules and regulations of the Association.
- II. To appoint an auditor to audit the accounts of the Association.
- III. To lay down or revise the rate of subscription to be paid by the members of the Association.
- IV. To propose and pass the amendments of these byelaws, as when necessary.
- V. To expel a member if he / she is responsible of doing any act which is against the rules and regulations of the Association or for unruly behavior or on doing such act which is not in the knowledge of the Association but due to which the Association has to face any social, criminal, legal or economic problems.
- VI. Every member shall cast his vote in person or can nominate one family member in writing i.e. Spouse/ Husband/ Father/ Mother/ Son/ Daughter/ Brother/ Sister, etc with full rights of membership to represent the plot owner. (There can be more than one member for a particular farm, but will have only one voting right. Preference will be given to owner but in his/ her absence other one member will be allowed to vote in person with proper authorization.)



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- VII. To guide the Association in determining and fulfilling its aims and objects.
- VIII. To decide policy matters such as change of name of the Association, approval of annual accounts of the Association, approval for disposal of immovable assets of the Association etc. And all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- IX. To remove any member from the Governing body and according approval to the continuation of a person appointed as a member of the Governing body as casual vacancy and to co-op additional Governing body members.
- X. Final authority to decide if show cause notice/ termination of membership is General Body. It will decide what action has to be taken regarding termination of membership. (Member who sells the farm house/ plot will automatically lose membership for this no approval is required). The office bearers will provide the latest detail of member at every meeting.

Provided that the Annual General Body meeting shall be held within 6 months of closing of each financial year of the Association and in case the Governing body feels necessary, an extra General Body Meeting can be convened at any time during the year.

c. Meetings of The General Body:

- (i) A meeting of the General Body of the Association will be held as when required. However, at least one meeting of the General Body of the Association, called as the Annual General meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the Association in addition to transaction of any other business of the Association as may be required.
- (ii) The Governing body of the Association may convene an extraordinary meeting of the General Body of the Association at any time after giving due notice as prescribed hereunder, either of its own or within 15 days of receipt of a written requisition along with reasons for convening such meeting from at least 1/10th of the members of the General Body.
- (iii) For any meeting of the General Body, a clear notice of at least 15 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General body. A copy of such notice will also be endorsed to the District Registrar.
- (iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the Governing Body.

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(v) The Quorum for the meeting of the General body will be 40% of the total members entitled to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Association are present.

(vi) The proceedings of the meetings of the General Body will be recorded in the minutes- book (bound or loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the President/ Secretary of the Association.

5. GOVERNING BODY:



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- I. **DEFINITION:** The Governing body shall constitute of the office bearers and other executive members of the Governing body.
- II. **STRENGTH:** There will be minimum 7 and maximum 18 as approved by the General Body members.
- III. **COMPOSITION:** All the office bearers and executive members of the Association shall constitute the Governing body.
- IV. **ELECTION AND ITS MODE:** The President, Vice President, Secretary, Treasurer and other members of the Governing body shall be elected in the General Body Meeting by show of hands or Secret Ballot after the founding office bearers complete their 3 years period.
- V. **TERMS OF THE GOVERNING BODY AND OFFICE BEARERS:** The term of the Governing body and Office Bearers shall be three years or till other successors are duly elected, whichever is later.
- VI. **ANNUAL LIST OF GOVERNING BODY:** Once in every three years a list of the office bearers and Members of the Governing body of the Association shall be filed with the Registrar of the Association, as required.

(1) **Composition:** The Governing body of the Association shall consist of at least 11 office bearer and members:

- (i) President .
- (ii) Vice President

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(iii) General Secretary

(iv) Treasurer

(v) Three Executive members, including co-option of any Member by the General body to increase this to 18 Executive members.

(2) Election of the Governing body and Office Bearers:

(i) The term of the Governing body and Office Bearers shall be three years from the date of election or till successors are duly elected whichever is later.

(ii) The Governing body will declare the Schedule of the Election and Appoint the Returning Officer for conduct of the election and also notify/ display a list of member of General body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing body shall also send notices for holding elections of the Governing body and Office bearers to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing body and Office bearers shall also be sent to District Registrar to appoint an observer, if he so desires.

(iii) Any objection qua the list of members of the Association entitles to vote shall be decided by the Returning officer in consultation with the office-bearers of the Association. However, the decision of the Returning officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period of nomination, if any, for election of the office – bearers and the executive members of Governing Body.

(iv) The office bearers of the Association shall not be entitled to any remuneration for rendering service to the Association.

(v) The office bearers and Governing Body members can be elected for subsequent terms as per the Societies Registration Act, 1860.

(3) Filling of any Casual Vacancy in the Governing body: –

Any vacancy arising on account of resignation or death of any member of the Governing body or for any other reason, may be filled – up by the Governing body, if required, from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of the Association. Such adhoc member of the Governing body shall cease to be a member of the Governing body on the date of next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by majority vote for the balance term of the Governing body.



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(4) Meeting of the Governing body:-

(i) The meetings of the Governing body will be held as and when required. However the Governing body shall meet at least once in every quarter and there will be minimum four meetings of Governing body in a Financial Year.

(ii) A clear notice of three days of every such meeting will be given by the General Secretary or President to the office bearers and members before the date appointed for the meeting. However, the Governing body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

(iii) The quorum of the meetings of the Governing body shall be at least 40% of the total members of the Governing body, subject to a minimum of 6 members. In case quorum is not present, the meeting shall be adjourned to another date of which a proper notice shall be issued. The members present in the adjourned meeting, such to a minimum of three members, shall form the quorum for the adjourned meeting. Since the members are from all over India. The meeting should also be allowed to be held through tele/ video conferencing or other electronic modes available.

(iv) The Proceedings of every meeting of the Governing body will be recorded in the proceeding book separately maintained for the purpose. Such minute shall be signed by the Chairman (President) of the meeting and the General Secretary. If they are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing body and approved by the President.

(v) The minutes of every meeting of the Governing body will be placed for confirmation in the succeeding meeting of the Governing body.

(5) Powers, Function & Duties of the Governing body:-

(i) The Governing body will be responsible for achieving the aims & objectives the Association and shall work in the best interest of the Association, for which it shall be empowered to deploy the funds & assets of the Association for the stated objective.

(ii) The Governing body will be competent to raise funds and purchase property movable and immovable, on free-hold or lease basis in its name as decided by it.



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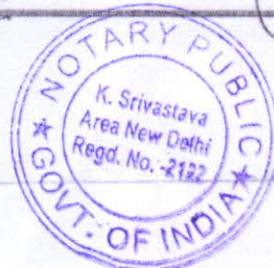
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(iii) The Governing body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Association and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Association.

(iv) The Governing body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the Association and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Association in the manner decided.

(v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.

(vi) To create provision for engagement of regular or part-time employees of the Association to look after the secretarial, accounting and other functions in a seamless manner.

(vii) To outsource certain functions i.e. cleaning, security and similar other maintenance activities of the colony and premises of the Association.

(6) Power, Functions & duties of individual members of Governing body Members:

(i)

PRESIDENT



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(a) To preside over all the meetings of the Governing body and of the Association and regulate the proceedings of such meetings.

(b) To do all such acts, deeds and things as may be authorized by the General Body and or the Governing body from time to time.

(c) To allow or disallow discussion on any matter which is not included in the agenda.

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(d) To ensure proper & transparent functioning of the Association/ Governing body.

(e) To ensure strict compliance of the provisions of the Societies Registration Act, 1860 and the rules made there under.

(f) To supervise and guide the overall activities/achievement of aims & objectives of the Association.

(ii) VICE PRESIDENT:

(a) To assist the President in carrying out his duties.

(b) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.

(c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(iii) GENERAL SECRETARY:

(a) To conduct, organize, supervise and manage all the affairs of the Association and do all such acts and perform all such duties for the working of the Association as may be assigned by the President Governing body.

(b) To receive, scrutinize and place applications for membership of the Association before the Governing body and to enter the name of the member, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.

(c) To convene meetings of the General Body/ Governing body with the consent of the President and serve proper notices as prescribed under these bye laws.



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(d) - To attend all the meeting of the General Body and Governing body and assist the President in conducting the meetings and record proceedings of all the meetings.

(e) To prepare annual report of the Association and place it before the Governing body along with audited annual accounts of the Association, for approval to place the same before the General body in the Annual General Meeting.

(f) To keep and preserve the records of the Association/ Governing body.

(g) To help and assist the President in looking after the complete affairs of the Association and in attaining aims & objects of the Association.

(h) To ensure timely filing of all statutory returns/documents in the office of the District Registrar and such other authorities as may be prescribed under the Societies Registration Act, 1860 and rules made there under.

(i) To be the custodian for safe custody of common seal of the Association and affix the same, wherever required, and per the authorization of the Governing body.

(j) To conduct correspondence on behalf of the Association/ Governing body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.

(k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing body.

(l) Act as the overall in charge of the administration and execution of all programs of the Association/including financial affairs on behalf of the Governing body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointment/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims &



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objects of the Association in accordance with the delegations by the Governing body from time to time and where no such delegation is specifically made, in consultation with the President of the Association.

(iv) **TREASURER:**

(a) To keep accounts of all financial transactions of the Association and of all the sums of money received and spent by the Association and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.

(b) To get the accounts of the Association audited by the chartered accountant appointed by the Governing body at the close of the financial year, every year.

(a) To submit to the Governing body through General Secretary, the audited annual accounts of the Association, at least one month prior to the date of annual general meeting.

(b) To act as the overall custodian of all the books of accounts of the Association financial statements, receipt books, expense vouchers, bank pass books & Cheque books, cash etc.

(v) **SIX EXECUTIVE MEMBERS:**

Three Executive members, including co-option of any Members by the General body which can be increased to 18 with the approval of the Governing body.

(7) **CESSATION OF MEMBERS OF THE GOVERNING BODY:** - An office bearer/executive member of the Governing body shall cease to be an office bearer or executive member:

- a) Upon submission & acceptance of his/ her resignation
- b) If he/she ceases to be a member in accordance with these Bye Laws.
- c) If He/ She is removed by a resolution passed in the meeting of the General Body by majority vote.

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(8) EXCLUSIONS FROM THE EMPLOYMENT OF A ASSOCIATION:

- (a) No member of the Association shall be full-time or part-time employment of the Association.
- (b) No dependant or family member or close relative of the office bearers and members of the Governing body shall be engaged as an employee of the Association during its term.
- (c) Every office bearer and member of the Governing body shall make a declaration in case any person in the employment of the Association is his close relative.

6. AMENDMENTS IN THE MEMORANDUM OF ASSOCIATION, BYELAWS, NAME OF THE ASSOCIATION ETC. AN AMENDMENT IN THE MEMORANDUM OF ASSOCIATION AND BYELAWS, OR CHANGE OF NAME OR AMALGAMATION OR DIVISION OF THE ASSOCIATION WILL BE DONE ONLY WITH THE APPROVAL OF THE GOVERNING BODY BY WAY OF A SPECIAL RESOLUTION. THE INTIMATION OF ANY SUCH AMENDMENT TO CHANGE, ALONG WITH ATTESTED COPY OF THE REQUISITE DOCUMENTS, SHALL BE FILED IN THE OFFICE OF THE DISTRICT REGISTRAR BY THE GENERAL SECRETARY WITHIN SUCH TIME AS MAY BE PRESCRIBED UNDER THE SOCIETIES REGISTRATION ACT, 1860 AND THE RULE MADE THERE UNDER.

7. MANAGEMENT OF ASSETS AND FUNDS OF THE ASSOCIATION:

- (i) The Sources of income of the Association will include receipts on account of member joining fees, annual subscriptions, rent from property/assets, interest, consultation fee, donations, gifts, grants etc. The Association can also raise funds through interest free short term loans from members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Governing body will prepare and approve an annual budget of the Association on the basis of its estimated income and capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof in the General Body in its Annual General Meeting for information.



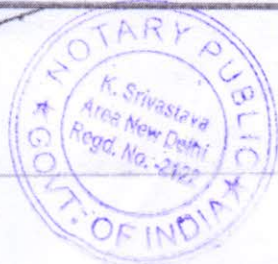
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- (iii) The Bank account of the Association will be jointly operated by any two signatures from amongst the President, Secretary and Treasurer.
- (iv) All assets and funds will belong to the Association and vest in the Association.
- (v) All receipt and payments of the Association shall be made through Bank instrument (i.e. DD/Pay Order/Cheque/Bank Transfer/RTGS) including all receipts towards the membership fees and the Annual Subscriptions from members. However the Governing body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

8. ACCOUNTS OF THE ASSOCIATION:

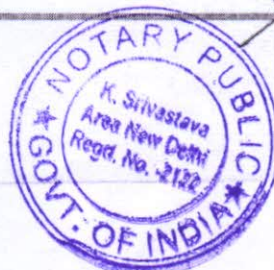
- (i) The Treasurer of the Association will be responsible for keeping and maintaining proper books of accounts i.e. Cash book, ledger etc as required under the Income-Tax law or any other authority including the institute of Chartered Accountants of India at its Registered Office with respect to all sums of money received and expended by the Association and the assets and liabilities of the Association.
- (ii) The books of accounts of the Association shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Association.
- (iii) The annual accounts of the Association will be signed by any two authorized office bearers of the Association.
- (iv) The Governing body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing body, auditing the accounts and filling of income tax return of the Association for each financial year, at such remuneration as may be determined by the Governing body.



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- (v) The Association will have a common seal which shall be kept in safe custody of General Secretary and shall be affixed wherever it is required in accordance with authorization by the Governing body.

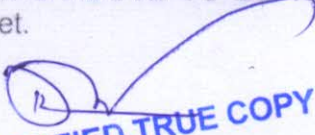
9. AMALGAMATION OF THE ASSOCIATION:

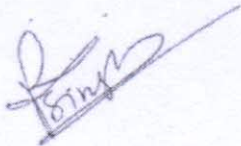
The Association may Amalgamate itself with any other Association established with the identical aims and objects or allow any other Association to amalgamate with itself by special Resolution passed in this behalf in accordance with the provision contained in Sec 51 of this Act and rule 25 made there under.

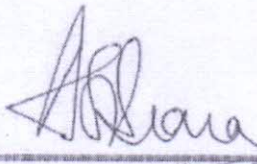
10. DISSOLUTION OF THE ASSOCIATION:

- (i) The Association may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it become difficult to carry on with the operations of the Association.
- (ii) In the event of dissolution of the Association, no asset of the Association shall be distributed amongst the members of the Association.
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left properties/assets, if any, shall be considered for transfer to any other Association established with same and objectives similar to the Association or to the District Collector for use of the assets in the general public interest.

WE THE SEVERAL PERSONS, WHOSE NAMES & ADDRESSES ARE SUBSCRIBED HEREUNDER, CERTIFY THE ABOVE TO BE TRUE COPY OF THE BYE - LAWS: Attached as a separate sheet.


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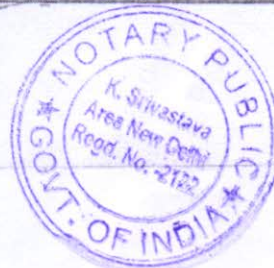






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S.NO.	NAME	FATHER/ HUSBAND NAME	ADDRESS	OCCUPATION	SIGNATURE
1	Mr. Arvinder Singh Brara	Late Arjuna Narinder Singh Brara	D-1000, New Friends Colony New Delhi	CMD Manteo Consultants Pvt Ltd.	
2	Dr. R.K. Singh	Mr V.P. Singh	104, SATIL, CANS LTD, Circut House, Sec 4 Plot NO 35 NSIT New Delhi	Consultant	
3	Dr. Shalini Gupta	Mr. J. P. Gupta	C-104, Dajpat Nagar, Ind New Delhi	Env. Professional	
4	Mr. Purnashottam Sharma	Sri R. P. Sharma	CMC-3/401 4th Floor, Super Tech, Cape Town, Sec 70 NOIDA	Consultant	
5	Dr. K.L. Satpathy	Mr. N.C. Satpathy	3/303, New Malhar Sahara Estate, Jayakipuram, Lucknow - 226021	Consultant	
6	Sanjeev Satyanarayana	G. C. Satyanarayana	GC-10 211, Highway 1, Sector 62, NOIDA	Consultant	
7	Sushant Chirdehar	Sh. Bharat Bhushan Chirdehar	I-1302, JM Orchid Sec-6 Noida	Consultant	
8	U. K. Sharma	Late - N. R. Sharma	05, Shantikrupa Aptt, 146 Durga Colony, Village Rd. Nashik - 5	Consultant (IND) many years experience	
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