

MEMORANDUM OF SOCIETY

01. Name of the Society : Avvai Mahalir Kuzhukalin Sangamam

02. Address of the Society : No. 1/84, Sivankoil Street,
Kolakkanatham,
Perambalur-621106,
Tamil Nadu, India

03. Aims and Objects shall be:

- i. To carryout the plans and the aims of the State and Central Governmental programmes which is sponsored by the concerned authorities.
- ii. To undertake social and economic development activities to assist the children, women, elders and disaster affected in coordination with Government and likeminded institutions.
- iii. To start, establish, equip and run Industrial Training Institutes, Swadhar greh, Short Stay Homes, Children Homes, Child Adoption Unit, Vocational Training Centres, Old Age Homes, Information and Knowledge Resource centres, De addiction centres, Hostels for children, programme for scheduled caste & Tribes for the benefit of all irrespective of race, caste, community, religion or social status.
- iv. To promote the welfare of the orphan, special children, widows, deserted & neglected elders, disaster victims and downtrodden by executing welfare and right based programmes with the support of the Government, International donors and likeminded institutions.
- v. To promote and develop agricultural oriented rural programmes, dairy, poultry and other farm activities.
- vi. To impart non-formal education, adult education and to promote educational facilities for children of poor and needy people through running creche, schools, colleges, hospitals, laboratories and libraries for promoting education.
- vii. To create assets such as land, building and the structures for the promotion of the society and also to use the same for the purpose of the business and welfare activities of the society and for the benefits of the public general.
- viii. To render social services to poor and needy people during the natural calamities such as flood, fire, famine, droughts and other epidemics.
- ix. To subscribe or give donations to and financially or otherwise to aid any other societies/institutions having charity, education or social services as its primary objects.
- x. To carryout activities related to climate change, environment, mangrove cultivation and plantation with the support of national and international institutions.

- xi. To create awareness among people about various social evils such as addiction, child marriage, child labour, and do such activities that will eradicate such habits in collaboration with such Authorities of State, Central and other Non-Governmental Organizations.

Particulars of Governing Body Members

Sl. No.	Name	Designation	Occupation	Address
1	K. AKALYA	CHAIRMAN	Social worker	35, First floor, 5th cross, Jawahar Nagar, Nelithoppu post, Puducherry -605 005
2	S. NAVANEETHAM	SECRETARY	Teacher	No 689,Pallivasal street, Palavanakudi,Thiruvarur.
3	P.RAJATHI	TRESURER	Social worker	No. 20, Nagaththoppu, Railadi Street, Velippalayam, Nagapattinam
4	K. AMSAVALLI	EXCUTIVE MEMBER	Social worker	4/236. Govt. Hospital Street, Keelakudikadu, Pennakonam (North), Labbaikudikadu, Perambalur-621 108
5	R. PATTUROJA	EXCUTIVE MEMBER	Social worker	2/167, Melatheru Kolakkanatham Perambalur- 621 106

Rules and Regulations

01. Name of the Society : Avvai Mahalir Kuzhukalin Sangamam

02. Place of Registration : Nagapattinam

03. Address of the Society : No. 1/84, Sivankoil Street,
Kolakkanatham, Perambalur-621106,
Tamil Nadu, India

04. Working Area :All over India

05. Members:

a). The Membership of the Society shall be open to all above 18 years of Age residing within the limits of Society.

b). The Managing Committee shall have the powers to admit members.

06. Subscription:

a. Admission fee for each member is Rs.100/-

b. Each member should pay Rs.500/- as annual subscription.

07. Governing Body:

The management and control of the society shall be vested in a governing body consisting of one Chairman, one Secretary and Treasurer and four Executive members and the term of their office shall be one year. The General Body shall elect the Governing Body members once in every year by majority of vote. The retiring members are eligible to be re-appointed.

The General Body shall fill any vacancy in the Governing Body by majority of votes. However the Governing Body shall be entitled to function not with standing any vacancy and no act or proceedings of the Governing Body shall be deemed to be invalid merely by reason of the existence of a vacancy or vacancies among its members.

08. Functions of the Governing Body:

The Governing Body shall have entire control and management of the business and affairs of the society, the administration of all properties movable or immovable, and to do all things generally to carryout the objects of the society, as are by the Act, not required be exercising or doing by the Society, in General Meeting. The Governing Body shall maintain every year a correct or amended (a) list and addresses (b) List of members of the Governing Body brought up to date, (c) List of properties and assets of the Society and (d) registers of accounts relating to the various institutions and activities of the society annually audited, and shall forward such copies if so required by any enactment in force to such persons and at such times.

09. Managing Committee:

Sl. No.	Name	Designation	Occupation	Address
1	K. AKALYA	CHAIRMAN	Social worker	35, First floor, 5th cross, Jawahar Nagar, Nelithoppu post, Puducherry -605 005
2	S. NAVANEETHAM	SECRETARY	Teacher	No 689,Pallivasal street, Palavanakudi,Thiruvarur.
3	P.RAJATHI	TRESURER	Social worker	No. 20, Nagaththoppu, Railadi Street, Velippalayam, Nagapattinam
4	K. AMSAVALLI	EXCUTIVE MEMBER	Social worker	4/236. Govt. Hospital Street, Keelakudikadu, Pennakonam (North), Labbaikudikadu, Perambalur-621 108
5	R. PATTUROJA	EXCUTIVE MEMBER	Social worker	2/167, Melatheru Kolakkanatham Perambalur- 621 106

10. Duties of Members of the Executive Committee:

a. Chairman:

The Chairman shall preside over all the meetings of the Governing Body and general body meetings and lead all deputation. Shall sign all documents, contracts, and agreements on behalf of the society. Ordinarily the president shall have one vote but shall be entitled to a casting vote case of equality of votes. The Chairman is the Chief Executive of the Society.

b. Secretary:

- a. Secretary shall convene all meetings of the Society including the meeting of the sub-committee if any, constituted by the governing body and shall give due notice of these meetings to the members concerned and
- b. Shall be in charge of all the records & properties of the society.
- c. Shall directly control all the employees of the society.
- d. Shall keep accurate minutes of all the meetings of the society and the Governing Body, which shall be confirmed at the next meeting.
- e. Shall prepare the Agenda of the various meetings and circulate the same.
- f. Shall see that the resolution of the society and those of the various committees are put into execution.
- g. Shall carry on all correspondence in the name and on behalf of the society and shall promptly carry out the orders and Resolutions of the Governing Body. All Communications meant for the society shall ordinarily be addressed to secretary.
- h. The secretary on Receipt of requisition signed by any member of the society asking permission to inspect the proceedings or the minute's books or other records of the society. Permit the member to do so after obtaining the order of the president thereon, if the requisition is received at least seven days in advance of the proposed inspection. He shall not however allow any member to take records out of the registered office of the Society under any circumstances what so ever or to take copies thereof.

c. Treasurer:

- a. The Treasurer shall maintain all account books, Vouchers and receipts of various forms of Income & Expenditure of the society.

b. For each institution or branch of the society, he / she is authorized, to keep with him / her in Cash, a sum not exceeding Rupees fifty thousand or such higher sum if permitted in writing either by the Secretary or the President of Society for the day to day expenditure of the society.

c. The Treasurer shall submit to the Governing Body if so required a detailed account of receipts and disbursements of the Society duly checked and signed and he / she shall also place before the Annual General Body. A Balance Sheet and Income and Expenditure Account for each year, signed by any two members of the Governing Body and duly certified by the Auditor.

d. Members:

a. Every member shall have the right to receive notice of the meeting of general body, to take part in the General meeting and shall exercise one vote at such meeting.

b. All the members are eligible to be elected as members of the governing body.

c. Every member shall abide by the duly Society and decision made or taken by the society in the General Body or Governing Body Meeting.

11. Removal of Members either from General Body or Executive Committee :

a. Automatically on the death of a member.

b. Voluntarily by resignation of the membership and

c. Involuntarily on the termination of membership by the governing body by a resolution duly passed by a majority of votes should such a course in the absolute discretion of the governing body be deemed necessary and expedient in the interest of the Society after such a member has been given an opportunity of being heard in the matter.

d. A member will lose his membership if he fails to pay his subscription for the months continuously.

12. Funds:

The governing body shall invest the money and funds of the society not immediately required in any one of the methods prescribed in Section 13 (1) (d) read with section 11 (5) of the Income Tax Act 1961 as amended from time to time.

13. Control of Funds:

Funds earmarked specifically for the fulfillment of the object of the society shall be applied for the purpose for which they are earmarked. The funds and the income of the society shall be solely utilized towards the achievement of the objects and no portion of it shall be utilized for payment shall be made from the funds of the society to any dependent of a deceased or disable member.

14. Audit of Accounts:

The Accounts shall be maintained by the Treasurer in such manner as required under the Indian societies Registration Act 1860. The Financial year of the society shall be from 1st April to 31st March. The Accounts of the Society shall be audited by a Chartered Accountant or by a firm of Chartered Accountants.

15. Properties and Records:

All below records should be kept with the president

The President has powers to delegate any members on behalf of Society of any transaction/correspondence.

- Register of Members
- Cash Books
- Receipt Books
- Vouchers File
- Ledger
- Account books of monthly receipts & disbursements
- Minutes Book and
- Registration Certificate, Copy of Memorandum of Society, Rules and Regulations of the Society

16. Amendment:

The Memorandum of Society and the Rules & Regulations of the Society may from time to time varied, added to or revoked, re-enacted by a majority of not less than three fourth members of the society present at a general meeting called for such purpose. However, no amendment shall be made which may prove to be repugnant to the provisions of Section 2 (15) 11,12,13 and 80 (G) of the Income Tax Act 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the commissioner of Income Tax.

17. Maintenance of Registers:

The register of memorandum of members, books of accounts, minute books and other records of the society shall be kept at the registered office of the society for exhibition to the members of the society during business hours free of charge.

18. Legal Proceedings:

The legal advisor of the Society shall carry out all legal proceedings v.z

- a. To file the suit in the court on behalf of the Society
- b. To defend the case for the Society which may be filed by the outsiders
- c. To act as legal advisor of the Society

The above rules and regulations are true and correct

S. Navaneetham
Authroised Signature & Seal
AVVAI MAHALIR KUZHUKALIN SANGAMA
No 1/84, SIVAN KOIL STREET
KOLAKKANATHAM
PERAMBALUR - 621 106
Cell 86438 2