

# CONSTITUTION/MEMORUNDUM

## Bye-Laws

Mob:- 09419071108



**Registered Under Societies Registration Act VI OF 1998(1941 A.D)**

**By**

**Registrar of Societies: - Govt of Jammu & Kashmir.**

**Under No: - 3629 –s of 2001**

**Philanthropic, Non-Profitable, Dedicated to Social Upliftment of  
the B.P.L, Downtrodden Women & Child and Welfare of Common  
Masses.**

**OFFICE:- MUSTAFA COLONY, RAMBAGH SRINAGAR, KASHMIR  
J&K.**

**POST OFFICE:- NATIPORA 190015 SRINAGAR.**

**EMAIL:-jkpeoplewelfare@gmail.com**

**MEMORUNDUM AND ARTICLES OF ASSOCIATION OF  
PEOPLES WELFARE FORUM, WAGOORA BUDGAM**

**1. Name of the Society/Forum shall be:- PEOPLES WELFARE FORUM**

**(Mob: - 09419071108)**

**2. Registered address of the Society/Forum:- WAGOORA  
Shall be.**

**a) Mohalla:- AGHER**

**b) Block:- B.K.PORA**

**c) Tehsil:- Chadoora**

**d) Functional Office:- H.No C-27 Mustafa Colony Rambagh Srinagar J&K**

**Post Office, Natipora 190015 Srinagar J&K**

Note:- If there will be any change in the address of the Society/Forum same shall be intimated to the Registering / Certifying Authorities within 15 Days from the date of Change has been made.

**3.Area of operation of the Society/Forum/ Area of operation of the Society/Forum/**

**Institution Shall be:-Institution Shall be J&K In particular and  
India in General.**

**4.Year :- The Financial year of the Society shall  
Be from me of April to 31st of March  
succeeding year.**

**5. Aims &Objectives:-**

The aims and objectives for which the society/institution/forum is established shall be as follows:-

**a) To improve the economic, moral and social standards of the inhabitants particularly of those who are living below poverty line in the area of operation of the society/ institution/ forum.**

- b) To alleviate poverty and bring about better living condition, mutual co-operation, unity and rural development among the inhabitants particularly those living below poverty line in the areas of operation of the society/institution/forum by implementing Handicrafts, KVI, Handlooms and other development programmes and schemes.
- c. To manufacture Handicraft, Handlooms and KVI products and set up common facility centres for improving quality and design, colour combination and setting up of raw materials banks, tools, equipments and machinery for handicrafts, handlooms and KVI and other products.
- d. To arrange live demonstration (Artisans at Work) participation in seminars, send delegations inside/outside the country for over all development of handicrafts, KVI, Handlooms and other sectors.
- e. To review Jammu& Kashmir arts and crafts and culture & language make the efforts for bringing them on map of export orientation arts and crafts besides introducing other crafts in these areas/regions.
- f. To set up empires, branches, sales outlet/shopping complexes inside/ outside country for overall development of KVI, Handicrafts/Handlooms sectors besides providing consultancy services preparation of projects, profiles, reports for these activities and motivate new folk to adopt these activities
- g. To help guide, assist finance, feed handicapped, widows, orphans, destitute, depressed, needy, inhabitants ,living below poverty line in the areas of operation of the society/institution/forum
- h. To provide medical, educational facilities to those living below poverty line and set up technical, educational, professional centres in the areas of operation of the society/institution/forum.
- i. To construct roads buildings and undertake travel/tour, transport, activities in the area of operation of the society/institution/forum.
- j. To undertake desert development, wasteland development, programme sanitation, drainage and arrest tendency of population and encourage sanitation, water supply, plantation in the the areas of operation of the society /institution/forum.
- k. To supply tools, equipments/machinery, raw material etc to Govt Semi-Government Agencies so that new jobs avenues are created for semi-skilled educated un-educated youths and also for orphans widows ,destitute, needy persons, living below poverty line in the area of operation of society/institution/forum.
- l. To take up public problems with the state/centre govt. for early settlement.
- m. To assist, encourage and carry on such other activities which are incidental for implementing handicrafts, handlooms, KVI and other Developmental programmes in the areas of operation of the society/institution/forum.
- n. For Furtherance of all or any other aforesaid aims and objects of society/institution/forum. It shall have authority to:-

- i. To solicit, obtain or accept subscription, donation ,fees, grants, Bequests from Trusts, Person, Bank/Banks, Local/Domestic, Foreign agencies, corporate bodies, like KVIC, State Board of KVIC, Office of the Development Commissioner(GOI), Office of the Development Commissioner Handloom(GOI), Deptt. Of Women and child development, Human Resource Development, Rural Development, Family and Welfare Deptt. and other state/centre government agencies to meet legal and Lawful Aims and Objectives of the Society/Institution/Forum.
- ii. To built construct and maintain houses structures or building alter, extend improve, repair enlarge or modify the same including any existing building/buildings and to provide and equip the same with light, water drainage, furniture, fixture, fittings, instrument, apparatus & appliances, other necessities for use to which such building/buildings are put held.
- iii. To manage, sell transfer exchange mortgage, lease, let out disposed demise or other wised deal with the properties/property what so ever moveable/immoveable belongings to the society/institution/forum.
- iv. To Barrow or raise loans with or without interest/security, mortgage, charge, hypothecate or pledge all or any of the forum/ society/institution in any, manner what so ever required for the furtherance of aims and objectives of the forum/institution/society.
- v. To open and operate accounts in the Bank/Banks or Deal With Bank/Banks, Financial Institutions in any manner what so ever required for the furtherance of aims and objectives of the society/institution/forum.
- vi. To open and conduct the branch/branches and undertake such other activities for furtherance of all or any of the aims and objectives of the society/institution/forum which are legal and lawful.
- vii. To do all other lawful activities incidental or conducive to the attainment of the aims and objectives of the society/institution/forum.
6. Management:- The management of the affairs of the society/forum/institution shall be entrusted to the duly constituted Managing body as provided in the rules and regulation of the institution/society/forum from time to time and shall have tenure of years. After expiry of the tenure/term fresh managing Body Shall be constituted in accordance with the rules and regulation.
- viii. To built construct and maintain houses structures or building alter, extend improve, repair enlarge or modify the same including any existing building/buildings and to provide and equip the same with light, water drainage, furniture, fixture, fittings, instrument, apparatus & appliances, other niceties for use to which such building/buildings are put held.
- ix. To manage, sell transfer exchange mortgage, lease, let out disposed demise or other wised deal with the properties/property what so ever moveable/immoveable belongings to the society/institution/forum.
- x. To Barrow or raise loans with or without interest/security, mortgage, charge, hypothecate or pledge all or any of the forum/ society/institution any, manner what so ever required for the furtherance of aims and objectives of the forum/institution/society.

- xi. To open and operate accounts in the Bank/Banks or Deal With Bank/Banks, Financial Institutions in any manner what so ever required for the furtherance of aims and objectives of the society/institution/forum.
- xii. To open and conduct the branch/s and undertake such other activities for furtherance of all or any of the aims and objectives of the society/institution/forum which are legal and lawful.
- xiii. To do all other lawful activities incidental or conducive to the attainment of the aims and objectives of the society/institution/forum.
7. **Management:-** The management of the affairs of the society/forum/institution shall be entrusted to the duly constituted Managing body as provided in the rules and regulation of the institution/society/forum from time to time and shall have tenure of years. After expiry of the tenure/term fresh managing Body Shall be constituted in accordance with the rules and regulation
8. **Managing Body:-** The following persons shall constitute the first managing Committee to administer the society/institution/forum.

S.No	Name	Address	Designation	Occupation
1.	Muzaffar Kareem Bhat	Rambagh Srinagar	Chairman	Business & Social Worker
2.	Wahida	Chattabal Srinagar	Secretary	Trade & Social Worker
3.	Gulam Hassan Bhat	Munwarabad Srinagar	Treasurer	-do-
4.	Arifa	Wagoora Budgam	Member	-do-
5.	Farooq Ahmed Bhat	Chanapora Srinagar	Member	-do-

**9. General Body Members:-** We the several persons whose signatures are affixed hereunder for organizing this society/institution/forum namely People's Welfare Forum having faith in the aims & objectives, rules, regulations of the society/institution/forum in pursuance of the Memorandum and articles of Association and desirous to get this society/institution/forum Registered under Societies Registration Act No VI of 1998 (1941 A.D) or any other Act in Force for the time being with the Registrar societies, J&K Govt Srinagar/Jammu.

S.No	Name With Parentage With & Home Address	Designation	Occupation outside forum/society/institution
1.	Muzaffar Kareem S/o Ab Kareem Bhat R/o Rambagh Srinagar.	Chairman	Social Worker and Business
2.	Wahida W/o Kaiser Hussain R/o Chattabal Srinagar.	Secretary	----do-----
3.	Gh.Hassan Bhat S/O Mohd Sidiq Bhat R/O Munwarabad Srinagar	Treasurer	----do-----

4.	Arifa D/o Gh. Hassan R/o Wagoora Budgam	Member	----do-----
5.	Farooq Ahmed S/o Ab. Karim R/o Chanapora Srinagar	---do---	----do-----
6.	Naseema Akhtar D/o Mohd Sidiq Sheikh R/O Wathora Budgam	----do-----	Spinner
7.	Zaigam Muzaffar S/O Nazir Ahmed R/O Wathora Budgam.	----do-----	Weaver
8.	Ab. Majid Bhat S/o Gh. Nabi Bhat R/o Nagam Budgam	----do-----	----do-----
9.	Saleema Bano W/o Mohd. Ismail Bhat. R/o Nagam Budgam	----do-----	Spinner
10.	Ab. Razzaq Ganaie S/o Mohammad Shaban Ganie R/o Nagam Budgam	----do-----	Weaver
11.	Zuhaib Yousuf S/o Mohd Yousuf R/O Wathora Budgam	----do-----	----do-----

1. Rules and Regulation:- These rules shall be called the rules of Peoples Welfare Forum for these rules unless there is something repugnant to the context of meaning there of all shall mean and include all the rules of People's Welfare Forum that may be framed or altered from time to time by a special resolution of the general body of the forum.

2. Defination:-

- I) Institution/Society/Forum shall mean:- People's Welfare Forum
- II) KVIC Means:- Khadi & Village Industries Established under KVIC Act 1956
- III) State Board Means:- State Khadi & Village Industries Board, established KVIC act 1956
- IV) By law/ rule means:-By law rule means of peoples welfare Forum
- V) Khadi means:-Any cloth woven and hand looms using cotton, silk, wool yarn, spun, by hand in India or from mixtures of the two or all the above.
- VI) Village industries means:-A village industries as defined under section 2 of KVIC act of 1956
- VII) Office bearer means:-Chairman Secretary Treasurer a member of the managing body
- VIII) Handicraft means:-Ally or any of the Handicraft articles as defined in the list of the handicrafts devised by the commissioner. H.C (G.O.I)
- IX) Hand loom articles:-All or any of the handloom articles as defined in the list of the handloom defined by the o/o the D.C (H.L) G.O.I.
- X) Year means:-The Financial commencing from first of April and ending on 31<sup>st</sup> of March of the next year.
- XI) Person shell mean:-Shall mean and include individual firm/firms/society banks/banks, clubs and cooperate bodies
- XII) (Word importing the masculine gender and sign singular number shall respective include famine gender and plural number and vice-versa.)

3. Member. Any people male or female fully qualified to the membership and agree to abide

For attainment of aims and objectives of people welfare forum could be admitted to the membership of the forum. There shall be three types of membership forums

1. Patron member
2. Life member
3. Ordinary member

4. Qualification for the membership

1. Patron member. Any member dedicated to the constructive works any who having belief in the aims and objectives of forum and willing to serve in the field of the future and contribute Rs 2000.00 or more in cash or kind to the forum shall be qualified as patron member for the forum.
2. Life member. Any member dedicated to the constructive works any who having belief in the aims and objectives of forum and willing to serve in the field of the future and contribute Rs 1000.00 or more in cash or donate property worth Rs 1000.00 or more within a period of one year can be admitted as life member of the forum.
3. Ordinary member. Artisans or individuals who are engaged in the field of handicrafts , handlooms and Kvi activities and and faith in the aims and objectives of the forum may be admitted as ordinary member of the forum payment of Rs 200.00 or more or less to be decided in the General body meeting from time to time.

Admission fee /enrolment fee for all types of the members shall be Rs200.00 excluding the contribution as above for patrons/life members in cash or kind.

- a) Should be above 18 years of age
- b) Should not be one incapacitate to enter into contractual obligations
- c) Should be wearer of khadi or agreeable to become wearer of khadi cloth on admission to the membership of the forum
- d) Should be one willing to work for attainment of the aims and objectives of the forum
- e) Person desirous of becoming members of the forum shall have to sign an application on The prescribed form for the purpose and pay amount as prescribed for the category of the membership applied for as specified in rule 4 (1,2,3) and submit the same to the Secretary of the Forum. The secretary shall place the same before the Managing Body of the Forum whose decision shall be final for the recommendations to the General Body for Approval/ or otherwise.

5. Cessation and removal of the members, from as membership.

- a. A person shall cease to be member of the forum on his/her resignation in writing and acceptance of the same by the managing committee of the forum.
- b. On his/her death.
- c. On his/her being disabled or incapacitate to enter into contractual obligations.
- d. On his/her to pay the subscription fee within yes due period.
- e. Any person whose activities are considered detrimental to the interested of the forum can be removed from the membership of the forum by a decision of the majority the general body present and voting done in the meeting convened for the purpose. The forum for the such meetings shall be 2/3<sup>rd</sup> of the G.B. or 20 whichever is less.
- f. Those members whose names appears on the list of the members of the forum on 31<sup>st</sup> of the January of the calendar year shall be entitled to vote in the general body meeting
- g. A separate register shall be maintained for the classes of the forum members.

6. Funds. The forum shall raise its funds by:-

- a) Membership fee.
  - b) Entrance Fee.
  - c) Donation/Contributions from members/public.
  - d) Grants/Subsidies from person, corporate bodies, KVIC, KVIB, D.C(H.L) G.O.I, Department of Human Resource, Family & Welfare and Health, Rural Development, Women & Child Development, Social Welfare and others of Govt. of India, and J&K State, financial assistance under various schemes/programmes for overall development of Handicrafts, Handlooms, KVI and other programmes of legal and lawful nature.
  - e) To raise loans from the bank/banks/financial institutions at the rate of interest or with but in the meeting of the Managing Committee of the forum.
7. General Body:- A general body of forum shall comprise of all the three types of the members and shall meet at least once in a year to transact the business of the forum /society/institution and lay down the guide lines of the conducting of affairs of the forum/society/institutions.
8. Quorum for the general body meetings:-  
 Quorum for the general body meeting is shall be  $2/3^{\text{rd}}$  of the total members on the roll of the society/forum/institutions. To select the Managing committee members, approve/disapprove the recommendations of the managing committee members for admission of new members.
- a) To appoint the secretary, Treasurer.
    - a) To appoint persons audit the accounts of the society/institutions/forums.
    - b) To receive from the managing committee the report of the report of the working society.
    - c) To consider the audit reports and any other communications received from KVIC, KVIB and other adding agencies in respect of the matter concerning the society /institutions/forum.
    - d) To consider the amendments to the rules and regulations to laid down the policies .
    - e) To consider any other business to brought forward.
9. Annual general body meetings:-
- a) Annual general body meetings shall be called within three months from the closing of the financial year and shall transact the business as per memorandum of association and rules and regulations of the society/institutions/forum.
  - b) In case of the general body meetings 14 days notice shall be given by the publication of the notices which shall specify the date, hour and place of the meetings fixed for holding the meeting and shall state the business to be transact at the meeting.
  - c) The notice of the general body meeting shall be given:-
    - I. By circulation of the notice in the leading local daily.
    - II. By sending a notice by post under certificate of posting  $2/3^{\text{rd}}$
    - III. The total members on the roll as on date of issue of the notice shall form the quorum and in the absence of the quorum the meeting shall be adjourned and in the adjourned meeting if there is no quorum the business shall be disposed of without the quorum.
    - IV. If the chairman considered that the secretary of the forum has failed to call the general body meeting, without valid reason, as required under rules he shall call the meetings himself.
    - V. On a request on writing made by  $3/5^{\text{th}}$  of the members of the forum, the secretary or the chairman shall call the meeting. in the event of secretary or chairman of thr forum fails to call the general



body meeting, for the specific purpose then the members can call themselves the meeting by designating one of the members as the chairman for the purpose.

- VI. At all general body meeting the chairman of the forum shall preside over the meeting. in absence of the chairman, the meeting shall be presided by some other members nominated by the members present in the meeting & transact the business of the forum .
  - VII. In all meetings every member shall have one vote besides the chairman in case of the Chairman of the meeting shall have casting vote.
10. Managing Committee:The managing committee shall consist not less than five or more than seventeen members elected by the general body of the society/forum /institution. 2/3<sup>rd</sup> of the members of the managing committee members shall form the quorum .nominated by the members present. All members shall have one vote including the Chairman and in case of tie the Chairman shall have casting vote.

#### Functions of the Managing Committee

- i) The function of the managing committee shall be as under to frame rules and regulations for conducting the business of the institution/society/forum.
- ii) To consider and recommend the applications for membership as per rules for the forum.
- iii) To appoint /promote/punish/suspend/dismiss employee/employees frame rules and regulations of the services for the employees of the forum.
- iv) To raise loans /deposits with or without security and decide the terms and conditions on which these should be accepted and offer necessary security thereon.
- v) To sanction loans/advances to the members of the forum.
- vi) To purchase raw-material/tools/equipments and to make necessary arrangements for storing the same.
- vii) To sell and supply or give on hire purchase bases implements/equipments/tools etc to the members of the forum.
- viii) To organize and conduct production and processing of the products in conformity with the rules and regulations of the society/institution/forum.
- ix) To organize the production and repairs of the implements and trainings of the existing members and others and to improve the methods of the production of the society/institution/forum.
- x) To arrange for systematic maintenance of the accounts and preparation of the Balance Sheet/Statements etc & submission of the progress report and other obligatory returns to the concerned authorities.
- xi) To see that the stock taking of all the goods belonging to forum is every year at least.
- x) To insure the property/properties of the forum.
- xi) To do all such things and acts that are necessary for conduct of the business of the society/institution/forum, in the furtherance of its aims and objectives.
- xii) The managing committee shall be competent to delegate any of its power to Chairman/Secretary or subcommittee constituted by it or any specific purpose.
- xiii) Subject to the rules and regulations passed by the forum at the General Body Meeting, committee shall have full authority to carry on the business as provided in the memorandum of the association of the forum.

- xiv) Normally the Managing Committee shall meet once in a month or in two to three months for the transaction of the business of the forum.
- xv) Business of the urgent nature may be disposed of by circulation of the relevant papers amongst the members of M.C provided that the resolution is passed by 3/4<sup>th</sup> majority of the members of the M.C to ratify the action. All resolutions passed accordingly by circulation will be ratified in the subsequent meeting of the M.C.
- xvi) If there is a vacancy in the Managing committee on account of death or resignation of any elected member it shall be filled by the remaining members of the managing Committee by co-opting and such member shall hold office till the next general body meeting is held and selection made, the co-opting member shall from the class of the member to which the member in whose place she/he has been substituted/co-opted belonged to, and shall have power to vote.
- xvii) In case any vacancy arises in the MC for many reason what so ever, the remaining members shall competent to function in the normal course, provided that there are at least as many members as are required for the forum , special General body Meeting shall be called with for filling of the vacancy by the election.

11. Duties of the Secretary :

The duties of the Secretary shall be as under:

- i) To convene the meetings of the General Body/ Managing Body and to attend and record all the proceedings of the meetings in the minute book of the forum.
- ii) To carry on the correspondence pertaining to general administration of the forum and to maintain or cause to maintain all its books of the accounts, registers in the required manner .
- iii) To receive and disburse money on behalf of the forum under the order of the Chairman /Managing Committee and to attend all business entrusted him/her by the MC.

12. Miscellaneous:

The financing agencies shall have powers to give the directions to the M.C or to the forum in respect of financial policies and other matters of the forum and M.C of the forum abide by the directions of the financing agencies.

No demand alteration in the rules of the forum or enactment or new rules shall be made except as passed in the general body meetings, for the purpose and passed by the majority required under rules, and voting done.

The forum shall be used through its chairman/secretary or both.

The proceedings of the general body, managing body any committee constituted as per rules of the forum shall be entered in the separate register kept for the purpose and signed for the chairman and other members who will be present in the meetings.

No member of the forum or society shall be eligible for any claim over the profits of the forum or society at any time

Nobody who is not habitual wearer or full time wearer of khadi or nobody who has dealings in the ,mill yarn/ mill cloth or any other uncertified khadi can be elected as an chairman/secretary, office bearer or a member of managing committee nor be appointed as an employee of the forum/society.

The forum/society shall deal in or use as raw material at any stage mill yarn or cloth in the production of khadi.

The excess margin shall be utilised for the benefit of the workman as directed by the KVIC or certification committee of KVIC.

The rules laid down by the certification committee of the KVIC in the matter of the payment of standards and the fixation of prices shall be carried out by the institutions/society of certification committee rules with the approval of central certification committee of Luck now.

14. Operation of the bank account:-

1. The bank account shall be operated jointly by the chairman and secretary of the forum/society.

13. Dissolution of the forum/society:-

- a) For any reason what so ever if the activities of the forum shall come to stand still or to be wind up. The engaging committee by a special resolution shall

Recommend this to the general body, which in its turn.

b) On the dissolution of the society/forum if after satisfaction of its debts/liabilities where remains any property movable/immovable what so ever not impressed any trust agreed between the society and the donors same shall not be paid among the members of the society, but shall be given to some other similar society/forum with similar aims and objectives as those of the societies /forum with prior permissions of the certificate committee KVIC to be determined by the special meetings of the general body votes not less than  $\frac{3}{4}$  of the member present in the meeting, or in default thereof by the principal court of original jurisdiction of the district in which the registered office of the institution is situated.

Certificate that the below is true and correct copy of the bye-laws.

Sd/-  
Chairman



