

Memorandum of Association

1. NAME OF THE SOCIETY

The name of the Society shall be **Amrapali Verona Heights Flat Buyers Welfare Association.**

2. REGISTERED OFFICE

The registered office of the Society shall be situated in the National Capital Territory of Delhi and at present is at **15A/9, SF, Block-E, Khanpur Extension Delhi - 110062.** The Head Office & other Regional offices, if needed, shall be established at any place within the boundary of India as per decision of Society.

3. AREA OF OPERATION

All over India

4. AIM AND OBJECTIVES

The aim and objects for which the Society is established are as under:-

- (a) To protect the collective interest of the registered members of the association relating to or/and in connection with commercial/non-


President


General Secretary


Treasurer

commercial flat/shops/Units in any form purchased by them in the Project.

- (b) To protect interest of the members by representing the association at various relevant forums , appropriate government ,quasi government , judicial , statutory and other relevant bodies,including local municipal bodies , authorities builders , developers , association of builders and developers and other organization which may impact the members monetarily or otherwise and take all such steps as may be necessary in this regards.
- (c) To perform such other legal and lawful acts that may be necessary in the interest of members of the association.
- (d) To work for the wellbeing and safety of the members of the association, who are owners/alottee of residential/commercial flat/shops/Units in any form.
- (e) To project, protect and pursue all matters relating to collective interests of members with the society including timely delivery and possession of flats/plots.
- (f) To coordinate among members to work towards greater unity amongst members and strive to solve present and future problems of the members.


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General Secretary


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- (g) All the income, earning, moveable, immovable properties of the societies shall be solely utilized and applied towards the promotion of its aim and objects only 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 and past member of the society or to any person claiming through any or more of the present or past member.

No member of society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of his membership.

**RULES & REGULATIONS OF BUSINESS OF THE:
AMRAPALI VERONA HEIGHTS FLATS BUYERS WELFARE
ASSOCIATION**

1. NAME AND HEADQUARTERS: The Society shall be called
"Amrapali Verona Heights Flat Buyers Welfare Association"
 (In short AVHFBWA). The registered office of the Society shall be
 situated in the National Capital Territory of Delhi. At present it is at
15A/9, SF, Block-E Khanpur Extension Delhi – 110062.

2. Area of working shall all over India.

3. SUBSCRIPTION

One time Registration fee amount would be Rs.200/- for
 induction as primary member of the General Body and Annual
 Membership fee would be Rs. 300. The amount of Registration and
 Annual Membership fees may vary as decided by Governing Body
 from time to time.

4. MEMBERSHIP

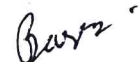
The membership of the society is open to any person of repute
 & good conduct who has attained the age of maturity and having a
 commercial/non-commercial flat/shops/Units in any form in his/her
 name or his/her spouse name in the project **Amrapali Verona
 Heights** & fulfils the terms & conditions of the society without
 discrimination of religion, caste, colour or creed but subject to the
 approval of the Governing Body.



President



General Secretary



Treasurer

5. REFUSAL

The Governing Body may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned in writing.

6. TERMINATION

The Governing Body may terminate or expel any member from the Society on the following grounds:-

- a. On death or insanity.
- b. If any member works against the aims and objects of the Society.
- c. If any member of Society does not pay the Annual Membership Fee for any reasons for three consecutive years, his membership would be kept in suspended animation without voting rights for a period as decided by the Governing Body. However, on payment of arrears and late fee, as prescribed, the Governing Body may restore his/her right to be active member of the Society.
- d. Conviction by court of law.
- e. If any member not attend three consecutive meetings of the General Body without any intimation.
- f. Written resignation by members.

7. APPEALS

Every such expelled member shall have right to submit a review petition the Governing Body of the Society, and decision taken by the Body on such review petitions shall be final. However, reasons of rejection shall be communicated to the person concerned.


President
General Secretary
Treasurer

8. RE-ADMISSION

Any expelled/terminated member shall be re-admitted by the Governing Body, only on payment of all pending dues up to date and on abiding by the decision of the Governing Body, which would be final.

9. RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBERS

- 9.1 Each member shall have one vote at every meeting and no proxy voting shall be allowed (If agreed upon the means of communication for voting through e-mails/electronic means may be accepted).
- 9.2 For soliciting views on certain issues, electronic means may be allowed in discretion of the Governing Body before going for voting. However, for election of the Governing Body presence of the members for voting shall be required.
- 9.3 All members shall have right to inspect the book of the accounts, book containing minutes of proceedings of General Body meetings as well as other meetings and a list of members on any working day during business hours by giving prior notice of three working days.
- 9.4 Rules and Regulations and/or byelaws and decisions taken in the General body or by the elected members of the Governing Body shall be binding on all the members.
- 9.5 Each member shall strive towards betterment and improvement in the functioning of the Society and shall not create problems with any uncivilised behaviour or unsavoury remarks or uncalled



President



General Secretary



Treasurer

for provocation / communications as that would be construed an act against the basic objectives of the Society. All the Members of the Governing Body, being honorary and having volunteered for the betterment of the members, all the communications within the limitations of official etiquette shall be acceptable. Agreement or disagreement on certain issue shall be arrived at with the consensus of majority with the above objective that the Society shall function within its limitations striving towards betterment of the members of the Society in holistic manner.

- 9.6 The past issues i.e. prior to constitution of the Society as well as the issues which are limited to some interest group(s) or which would create disturbance in the functioning of the Society or which are sub-judice, shall not be raked up by the Society. All the members shall be duty bound to help the Society to work in a concerted manner concentrating upon the larger interest of the members of the Society.

10. GENERAL BODY OF THE SOCIETY

There shall be a General Body of the Society consisting of all the members who are members as on 1st January of every year after payment of due fees. The quorum of all the General Body meeting shall be 2/3rd of the total membership. If agenda note is circulated through e-mails in advance, the quorum can also be calculated by the number of responses received through e-mails.



President



General Secretary



Treasurer

The Annual Meeting of the General Body shall be held once in every year on date decided by the President, preferably in first fortnight of April. The General Body in its annual meeting will elect its President and all the office bearers & members for a term of Two years.

No quorum shall be required in the adjourned meeting. An emergent meeting of the general body may also be summoned on the written request of 3/4th members, with 7 days or even shorter period prior notice for such meetings. The notice period of the general body meeting shall be of 15 days. The following business may be transacted in these meetings:

- i. to prepare annual programs and policies;
- ii. to discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the Society;
- iii. To consider and approve Annual Report and Annual Budget of the Society.
- iv. to appoint an auditor for conducting annual audit of the Society and
- v. to consider any other business brought by the Governing Body

11. GOVERNING BODY:

- 11.1 The business of the the Society shall be conducted by the Governing Body consisting of President, Vice-President, General Secretary, Joint Secretary and other members. All the business would be conducted in the name of the President of the Society and may be convened by General Secretary or other member so authorised by the President. The elected or nominated members may be


President


General Secretary


Treasurer

entrusted with the specific work by the General Secretary with the consent of the President or the Governing Body. The members of the Governing Body shall hold office for two years.

11.2 The meetings of the Governing Body shall be held on need basis however there should be at least one meeting in every three-months' period with 2/3rd quorum of the elected members. The notice period of the Governing Body meeting shall be 15 days. The on-line presence may also be acceded to on request of the members. The following business in addition to the issues decided may be transacted in these meetings:-

- (a) To take necessary steps for the implementation of the all the programmes and policies drawn up by the General Body;
- (b) To approve the necessary expenditure to meet the day to day requirements of the Society as also the emergent expenditure incurred, if any;
- (c) To take decisions on application for membership, cancellation of membership, etc.
- (d) To appoint Committees for disposal of any business of the Society or for advice on any matter pertaining to the Society;
- (e) To arrange finance, if required from members for certain cause;
- (f) To appoint, terminate and fix duties of any member;
- (g) To receive, to have custody of and to expand the funds of the Society and manage the properties of the Society;
- (h) To sue and defend all legal proceedings on behalf of the Society;



President



General Secretary



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- (i) To take decision on legal steps, which may appear beneficial for the smooth and better management of the Society and its members;
- (j) To consider and take appropriate action on issues affecting the interest of members and promoting the objectives of the Society;
- (k) To arrange for collection of subscription from members, to incur expenditure in pursuance of the objectives of the Society and to maintain proper accounts of the funds of the Society; and
- (l) To prepare every year a Report of the activities of the Society and a statement of audited accounts, for consideration in the Annual General Body Meeting.

11.3 The following would be strength and structure of the Governing Body:

S. No.	Name of the Post	Number	By way of
1.	President	One	Election
2.	Vice President	One	Election
3.	General Secretary	One	Election
4.	Joint Secretary	Two	Election
5.	Treasurer	One	Election
6.	Media Advisor	One	Nomination
7.	Governing Members	5	Nomination by Governing Body
8.	Auditor	One	Election/nomination by General Body

11.4 Inclusion in the Governing Body by Nomination may be considered by the Governing Body.



President



General Secretary



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- 11.5 At the time of formation of the Society, the members of the Governing Body would be inducted by unanimous choice of all the primary members and the tenure of the Governing Body so formed would be two years.
- 11.6 The Governing Body may form Sub-Committees for specific purpose(s) out of the members of the Governing Body and associating other members of the Society on need basis from time to time.

12. POWERS & DUTIES OF THE OFFICE BEARERS:

- 12.1 **President:** He/she shall preside over all the meetings of General Body and Governing Body. In case of equality of votes in any meetings, he/she shall tender his/her casting vote. He/she shall supervise the work of office bearers from time to time. All the business would be conducted in the name of the President of the Society and meetings shall be convened by General Secretary or other member so authorised by the President in all matters of the Society.
- 12.2 **Vice Presidents:** In the absence of the President, Vice-President shall enjoy all powers and duties which are entrusted to the President. He/she shall also assist the President from time to time.
- 12.3 **General Secretary:** The General Secretary shall:

- (i) convene the meetings of the Governing Body and General Body,



President



General Secretary



Treasurer

(ii) Prepare the agenda and circulate the same to the members and

(iii) Keep minutes of the meetings of the General Body and the Governing Body. The General Secretary may be authorized to sign all letters on behalf of the Society and receive all letters and communications addressed to the Society. He will be assisted in his duties by the Secretaries and other members. In his absence, the President may sign any other member so authorised to sign and issue the communications on behalf of the Association.

12.4 **Joint Secretary:** In the absence of the General Secretary, Joint Secretary shall enjoy all powers and duties which are entrusted to the General Secretary. He/she shall also assist the General Secretary from time to time.

12.5 **Treasure:** He/she shall maintain records of subscription, gifts, grants-in-aid and donations from the members and prepare statement of accounts of the Society and budget etc., which would be put up to Auditor and thereafter passed by General Body. He may withdraw money from the bank account under joint signatures of the General Secretary for the work as decided by the Governing Body from time to time.

12.6 **Media Advisor:** He/she would be in-charge of the communication and on need basis there may be some members so nominated to assist him in communications through e-mails, Social media, SMSs



President



General Secretary



Treasurer

or other modes among the members of the Society and with other entries i.e. press etc. whenever required.

- 12.7 **Governing Members:** They will assist in discharging various work entrusted to them from time to time.
- 12.8 **Auditor:** yearly accounts of the Society would be scrutinized by him.
- 12.9 **Convener and Advisers:** A senior and experienced person of repute may be nominated in the Governing Body meeting by the elected members of the Governing Body. He/She would play a role of guide to the Governing Body and participate in the meetings.

13. ELECTION OF THE OFFICE BEARERS:-

- 13.1 Only members of the Society shall be eligible for holding such posts who have been regular members for the last one year.
- 13.2 The term for all office bearers shall be two years. Year for this purpose will be the financial year (1st April -31st March)
- 13.3 Election of the office bearers shall be done through nominations and Circulation of the names as office bearers for next term through e-mails. If there is opposition by any of the members of the Society of a person for particular post or otherwise, the name(s) of other



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General Secretary



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eligible person may be considered by the General Body again by circulation through e-mails. If there is lack of agreement, there shall be election of the office bearers.

- 13.4 The members of the Society who have paid annual subscription for one year in which elections are to be held shall constitute electorate. The Electorate list would be as on 15th April, 2016 and then on 1st January of the year of the Election.
- 13.5 A returning officer would be nominated by the Governing Body and Treasure would submit the list of the members as on 2nd January of the year of the election.
- 13.6 The office bearers shall be elected through a secret ballot or as decided in a meeting of General Body of the Society.
- 13.7 The elections of the new Office Bearers may normally be completed before the expiry of the term of the office bearers in position to enable the office bearers elected to assume office following the elections.
- 13.8 Vacancies arising during the currency of the term of the team of the office bearers shall be filled up by nomination by the Governing Body with simple majority. However, if more than 50% of the members of the elected Governing Body resigns or leaves the responsibility entrusted upon, there would be a fresh election of the



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General Secretary



Treasurer

Governing Body. However term of such nominated office bearers should be co-terminus with the term of other office bearers elected.

14. MEANS OF COMMUNICATIONS:-

The Communication to the members of the General Body, electronic means of Communication would be adopted which may include website, emails and sms etc. Activities of the Society would be detailed from time to time. Views/comments of the members and decisions or activities or developments would be solicited and communicated to the members through e-mails so as to save time and energy to call General Body meetings to apprise the same. In place of person to person contact, the meeting notice would be sent through e-mails and SMSs from time to time. It is therefore always expected of all the members of the General Body to visit the website of the Society. For large gatherings other means also could be used, which may include posters and pamphlets etc.

15. SOURCE OF INCOME, OPERATION OF BANK ACCOUNT and AUDIT OF ACCOUNTS:

15.1 Subscriptions, donations, grant-in-aid and gifts from the members and the well-wishers of the Society shall be the source of income, which will be utilized towards the aims and objects of the Society.

15.2 The Treasurer shall receive all money under proper receipt and make all payments including emergent expenditure on behalf of the


President


General Secretary


Treasurer

Society. Treasurer will be empowered to incur expenditure on behalf of the Society up to a maximum of Rs 5000/- (five thousand) on each occasion/account with the prior permission of the President/ General Secretary, except in emergent situation in which case he shall seek post-facto approval explaining the circumstances with sufficient reasons.

- 15.3 Other expenditure i.e. more than Rs. 5000/- shall be authorized by the Governing Body.
- 15.4 The funds of the Society shall be deposited in a scheduled bank and be operated upon under the joint signatures of any two President, the General Secretary, the Treasurer, the Governing Members nominated for the purpose of operating the account.
- 15.5 For the purpose of the accounting, the accounting year of the Society will be the financial year i.e. 1st April to 31st March of every year.
- 15.6 The accounts of the Society shall be audited every year and the auditor will be appointed by the Governing Body.
- 15.7 The Society shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party.

**President****General Secretary****Treasurer**

16. LEGAL PROCEEDINGS:

The Society may sue or be sued in the name of the President/General Secretary.

17. ACCOUNTING YEAR:

The Accounting Year of the Society shall be from 1st April to 31st March of the following year.

18. TENURE:

The Tenure of the Governing Body shall be two years.

19. AMENDMENT OF RULES


19.1 Any amendment shall be made if it has been approved by the General Body by a majority of 3/4th of the members present and meeting.

19.2 The Governing Body shall have full rights and powers to make further bye laws, guidelines, issue instructions etc. for specific purposes.

19.3 The Governing Body shall have full rights and powers in interpreting the provisions contained herein. It shall have full powers also to frame by-laws for carrying out objects / aims of the Society.

20. ANNUAL LIST OF GOVERNING BODY

Once in every year a list of the office bearers and members of the Governing Body shall be filed with the Registrar of the Societies, Delhi as required Section 4 of the Societies Registration Act -1860 as applicable to National Capital Territory of Delhi.

**President****General Secretary****Treasurer**

21. DISSOLUTION AND ADJUSTMENT OF AFFAIRS:

If upon the winding up or dissolution of the Society, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution or institutions having objects similar in the objects of the Society.

22. APPLICATION OF THE ACT

All the provisions of under all the sections of the Societies Registration Act -1860 as applicable to National Capital Territory of Delhi, shall apply to this Society.

23. ESSENTIAL CERTIFICATE

It is certified that this is the correct and true copy of the Rules and Regulations of the instant Society.

**President****General Secretary****Treasurer**