



SECRETARY / ASSCOD  
KARUNGUZH  
27.5.2002 11083

S.V. A. G. J. J. J.  
D. 13889/71  
L.No: 13889/71 D: 48.71  
Kancheepuram.

## ASSCOD

### Memorandum of Association:

1. The name of the Society shall be "ASSOCIATION FOR SUSTAINABLE COMMUNITY DEVELOPMENT (ASSCOD)"
2. The registered office of the society shall be at Karunguzhi Village & Post, Madurantakam Taluk of Kancheepuram District. in Tamil Nadu.
3. The administrative office of the Society shall be for the present at No.15, West Pillaiyar Koil street, Karunguzhi Post, Madurantakam Taluk, Kancheepuram District, Tamil Nadu.
4. The area of operation of the society shall confine to Thiruvannamalai, Thiruvallur and kancheepuram Districts.
5. The object of the society shall be as detailed hereunder.

### Objects:

- 1) To form various forums like youth forums, mahila mandals (Women self-help Groups) Community based organizations so as to stress on suitable Rural Development through the above forums.
- 2) To open, Fund, Establish, Promote, Set-up, Maintain, assist, Finance, support and or help the various Community Development Programmes / activities and also construct and develop the Community Halls, Charitable dispensaries, Libraries and other buildings/institutions for use and welfare of Rural people.

1st Page correction: NIL





செயலாளர்  
 செயலாளர் ..... SECRETARY / ASSCOO  
 பெயர் ..... KARUNGIKAZHI  
 தேதி 29.7.2002 ..... 17843  
 கையெழுத்து ..... *[Signature]*

S. V. *[Signature]*  
 ச. வி. சுவாமிநாதன்  
 சேலம் கிண்டி  
 L.No: 13089/71 Dt 4.8.71  
 உறுதிப்படுத்தல்

- 3) To accept donations, grants, presents, gifts and other offering in the shape of movable and / or immovable Properties for the attainment of the Aims and objects of the Society.
- 4) To start, establish, run, take over or manage and maintain Schools, with an object to Provide sound Pre-Primary, Middle Schools, Senior Secondary and Higher Education to Children / Students by seeking recognition / Approval.
- 5) To arrange and manage the training institution in typing Shorthand, Computer, Sewing, Driving, Physical Education, Crafts and in other Professional training subject.
- 6) To promote literacy, Culural and other Social activities by awareness Programmes, non-formal education Centres, Adults education Centre and Cultural Programmes.
- 7) To provide food, clothes, Medical aid, Stationary, Transportation, Libraries, laboratories, Reading rooms, Hostels, Play ground and other Possible facilities to the students and also to the mebers of the society.
- 8) To arrange and Organise various kinds of Child Welfare Programmes / Activities.

2nd Page correction: - NIL *[Signature]*



- 9) To purchase / acquire / Take lease the land and / or the building in the Name of the Society for the upliftment and fulfillment of the Aims and Objects of the Society.
- 10) To engage, employ or hire appropriate Staff, Worker, Consultants, legal Experts and other Professionals, attorneys, managers and agents for the work and furtherance of the aims and objects of the Society and pay and revise their wages, Salaries, Stipends or Fees.
- 11) To open, found, establish, maintain and assist leper, mentally retarded, physically handicapped asylums, and orphans for helping the poor, destitute, widows and orphans of all faiths of Community.
- 12) To arrange and provide such medical aid and such other assistance necessary for living to the needy persons who are otherwise incapable or handicapped or mentally or physically retarded and financially uplift any person of poor class.
- 13) To establish any institution or society for the welfare of victims of natural calamities and / or to provide food and shelter to any needy person or persons from time to time.
- 14) To start, maintain and assist in relief measures in those parts, which are or become subject to natural calamities like famine, fire, flood, earthquake, etc...
- 15) To provide for all activities for improving to moral standards of the people promoting respect for all religions of tolerance and cordial feeling between man and man irrespective of difference of Caste, Colours, Creed or religion.
- 16) To provide marketing support for rural farm and non-farms products by the way of establishing shops, outlets, Godowns so as to enable the rural producers to get reasonable prices for the products.
- 17) To arrange for grants / loans from the Government / Financial institutions / Nationalised Banks and Govt. Departments financial institutions / Co-operative Banks.
- 18) To arrange for grants / loans from the Governments or any other assistance from financial institutions / co-operative Banks / Nationalised Banks and Govt. Departments financial institutions like RASHTRIYA MAHILA KOSH, women's development corporation for the economic development of rural poor particularly rural women. If the loans are sanctioned on the guarantee of the society, the society will take the full responsibility of proper repayment.
- 19) All the incomes, earnings, movable / Immovable properties of the society shall be solely utilized and applied towards the promotion of its aims, objects only as set parts in the memorandum of the society and no profit there of shall be paid or transferred directly or indirectly.
- 20) To do such other things / acts / activities which are necessary and which may be incidental or conducive to the attainment of any of the object of the society.



- 21) Any amendment to his instrument would be carried out only with the approval of the Director of Income Tax (E) Chennai.
- 22) The activities of the Society would be of purely charitable / religious nature and not motivated for profit.
- 23) The funds of the institutions would be utilised only towards the objects and no portion of it would be distributed in any manner to the trustees or persons defined in section 13 (1) (C) of the Income Tax Act, 1961.
- 24) The funds of the institutions would be invested as per Section 11 (5) of the Income Tax Act, 1961.
- 25) Not more than 5% of the income of the trust/institution would be applied for any religious purposes or given to religious institutions.
- 26) Any alienation of immovable property shall be done only with the prior approval of the Director of Income Tax (Exemptions) Chennai.

/ 2000 நகல் /

NUMBER OF SOCIETY	111 OF 200 94.
NAME OF THE SOCIETY	Association For Sustainable Community Development (ASSCOD)
NATURE OF DOCT.	சுநிபாண
SL. NO.	7021
DATE OF REGISTRATION	7.200 94
(அ) துரைத்தாசார் Dist. REGISTRAR. 16.6.94.	

கடைபிடிக்க தகைதல்: ஆனாசு கி  
 உறுத்தபக்க தகைதல்: (ஆனாசு மட்டு) கி  
 நகல் தயாரித்த குயர்: சிவசாமி  
 சிறிய வல் படித்தல்: க...  
 ஆர்: சிவசாமி

**மாவட்டப்பதிவகம்**  
 செங்கல்பட்டு.  
 நம்: 7.02

**மாவட்டப் பதிவாளர்**  
 செங்கல்பட்டு







SECRETARY / ASSCOD  
 KARUNGUZH  
 3-2-2002  
 1276

S.V. A. [Signature]  
 A. [Signature]  
 [Signature]  
 L.No: 13829/71 D: 42.71  
 1994/3/20.

## ASSCOD

### Rules and Regulations:-

1. Name of the Association : Association for Sustainable Community Development (ASSCOD)
2. Office of the Association : No, 14, West Pillayar Koil Street, Karunguzhi Post - 603 303, Madurantakam T.K.
3. Date of Formation : 16.04.1994
4. Jurisdiction : Kabcncheepuram, Thiruvannamalai, and Thiruvallure Districts.
5. Working Hours : 9.30 a.m. to 5.30 p.m.

### 6. Objects:

- 1) To form various forums like youth forums, mahila mandals (Women self-help Groups) Community based organizations so as to stress on suitable Rural Development through the above forums.

1st Page Correction: - (உலீலா) f





SECRETARY / ASSCOB  
 KARUNGURHI  
 29.7.2002 17844

S. V. A. [Signature]  
 A. [Signature]  
 L.No: 13689/71 Dt: 4.8.71

- 2) To open, Fund, Establish, Promote, Set-up, Maintain assist, Finance support and or help the various Community Development Programmes / activities and also construct and develop the Community Halls, Charitable dispensaries, Libraries and other buildings institutions for use and welfare of Rural people.
- 3) To accept donations, grants, presents, gifts and other offering in the shape of movable and / or immovable Properties for the attainment of the Aims and objects of the Society.
- 4) To start, establish, run, take over or manage and maintain Schools, with an object to Provide sound Pre-Primary, Middle Schools, Senior Secondary and Higher Education to Children / Students by seeking recognition / Approval.
- 5) To arrange and manage the training institution in typing, Shorthand, Computer, Sewing, Driving, Physical Education, Crafts and in other Professional training subject.
- 6) To promote literacy, Cultural and other Social activities by awareness Programmes, non-formal education Centres, Adults education Centre and Cultural Programmes.
- 7) To provide food, clothes, Medical aid, Stationary, Transportation, Libraries, Laboratories, Reading rooms, Hostels, Play ground and other Possible facilities to the students and also to the members of the society.
- 8) To arrange and Organise various kinds of Child Welfare Programmes/Activities.
- 9) To purchase / acquire / Take lease the land and / or the building in the Name of the Society for the upliftment and fulfillment of the Aims and Objects of the Society.

2nd Page correction: NIL



- 10) To engage, employ or hire appropriate Staff, Worker, Consultants, legal Experts and other Professionals, attorneys, managers and agents for the work and furtherance of the aims and objects of the Society and pay and revise their wages, Salaries, Stipends or Fees.
- 11) To open, found, establish, maintain and assist leper, mentally retarded, physically handicapped asylums, and orphans for helping the poor, destitute, widows and orphans of all faiths of Community.
- 12) To arrange and provide such medical aid and such other assistance necessary for living to the needy persons who are otherwise incapable or handicapped or mentally or physically retarded and financially uplift any person of poor class.
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- 14) To start, maintain and assist in relief measures in those parts, which are or become subject to natural calamities like famine, fire, flood, earthquake, etc.,.
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- 19) All the incomes, earnings, movable / Immovable properties of the society shall be solely utilized and applied towards the promotion of its aims, objects only as set parts in the memorandum of the society and no profit there of shall be paid or transferred directly or indirectly.
- 20) To do such other things / acts / activities which are necessary and which may be incidental or conducive to the attainment of any of the object of the society.

3rd Page Correction :- NIL







## 10. FUNCTIONS & POWERS OF EXECUTIVE BODY:

a. Executive committee shall be responsible for the management and administration of all affairs of the society, and it also authorized to appoint any office bearer / Executive member to look after any particular activity.

b. Composition of the Executive Committee:

The Composition of the Executive committee shall be as under:

a. President : One

b. Secretary : One

c. Treasurer : One

d. Executive Committee Members : Five

c. All decisions shall be taken by the majority votes

d. The Executive Committee shall have the Powers, as are the powers of the society mentioned in the memorandum of the society and in these rules and regulations. The Executive Committee shall also have the following Powers.

1) To prepare plans, projects and Programmes

2) To appoint Election Officer and decide his/her Powers.

e. Shall carryout General Policy laid down by the General body.

f. Shall consider and recommend reports, statements of audited accounts and budget estimate of the society for adoption and approval of the General body.

g. Shall take decision on all-important matters subject to the approval of the General body.

h. Shall borrow funds from Nationalized banks, Government Department financial institutions like RASHTRIYA MAHILAKOSH, WOMEN'S Development Corporation, NABARD, Co-operative Banks, and other financial institutions/agencies for and on behalf of the society authorizing and of its office bearers to execute necessary documents so as to attain the aims and objects of the society.

i. Shall frame rules and regulations not in consistent to the byelaw of the society for running the society smoothly, efficiently and in a disciplined manner.

## 11. POWERS AND FUNCTIONS OF THE OFFICE BEARERS:

### A. PRESIDENT

a) The President shall preside over all the meetings of the society.

b) At the time of voting on any matter/subject (Except Election) if the total Votes of the groups of members happen to be equal in number, the president has the power to cast on extra vote to decide the matter/subject.

c) The President shall have the power allow inclusion of any subject/ matter in agenda for the discussion in the course of proceeding / meeting.



**B. SECRETARY**

- a) The Secretary shall carry on all correspondence on behalf on behalf of the society.
- b) The Secretary carryout shall issue notice of meeting and maintain records of minutes of all such meetings.
- c) He shall carryout the other duties which re entrusted by the executive committee.
- d) The secretary shall be the person who will sue and to be sued for and on behalf of the society.
- e) Operate the bank account jointly with the treasurer.
- f) Do the expenses according to the budget and will produce proper accounts to the Executive Committee and General body.
- g) The secretary will act as chief Executive of all Projects and programmes being taken up by the society.
- h) All legal agreements / Documents are to be executed in the name of the secretary.

**C. TREASURER**

- a) He will operate the bank account with the secretary of the society.
- b) He will maintain account books, vouchers, Receipt books and other connected records.
- c) He shall issue receipts for all sums received.
- d) He shall prepare statements of annual income and expenditure for the approval of Executive Committee / General body meeting.

**12. PREPARTION AND FILING OF RETURNS:**

The necessary returns, register, records and statements, communication, required to be filled with Register and other official concerned shall be prepared and filed by the secretary.

**13. ACCOUNTS AND AUDITS:**

The accounts of society shall be audited by the qualified auditor ( chartered Accountant) every year.

**14. SUPPLY OF COPIES OF BYE- LAWS:**

The copies of Bye-laws, income and expenditure statements and balance sheets will be supplied to members or requisition at the cost of Rs. 1/- per copy of each document.

**15. FUNDS EARMARKED SPECIALLY FOR THE DEPENDANTS OF THE SOCIETY:**

Funds will be earmarked for the dependants of the decreased or the disabled members of the society.

On Page corrections: NIL



**16. FINE/ACTION TO BE TAKEN ON MEMBERS WHO VIOLATE BYE LAWS OR RULES:**

Members found guilty of violation of all or any of the Bye laws of the society (or) rules framed by the executive committee will be removed from the society by a resolution passed by the majority of the executive committee members.

**17. DAY TO DAY TRANSACTION OF THE SOCIETY SHALL BE DONE BY THE COMMITTEE**

- a. The executive committee has the power to appoint staff for the Executive work of the society and also frame job assignment, terms and conditions to such staff.
- b. The Treasurer is authorised to have a sum of not exceeding Rs. 1000/- for day to day transactions.

**18. TERMINATION OR CESSATION AND RE-ADMISSION OF MEMBERSHIP**

The Executive Committee of the society shall have the powers to expel / terminate a member of / and members from the membership of the above society on the following grounds.

- a. On death
- b. On written resignation.
- c. If found to be involved in any anti-social activities.
- d. If adjudged by any court of law to be a criminal offender.
- e. If found guilty by means of anti-propaganda activities of the aims and objects of the society
- f. If any member is in arrears of subscription for more than three months shall automatically cease to be a member of the society.
- g. If has not attended three consecutive meetings.
- h. If disregards rule, regulations of disobey the decisions the decisions of the executive committee.

Note: The decision of the executive committee regarding the termination from membership of the society shall be communicated to the member concerned.

**19. GENERAL BODY**

- A. **NOTICE:** Minimum 21 days notice shall be given to the member, before the date of General body meeting, enclosing agenda specifying date, time, place and issues to be discussed.
- B. The date of General Body meeting is to be intimated by local delivery or by post or by circulation among the members or by publication through press.
- C. The notice shall be affixed in the notice board of the society.

7th Page corrections: NIL



**D. MEETING:**

General body meeting shall be held once in every year regularly, with in a period of six months after the expiry of the financial year.

**E. QUORUM:**

The Quorum of General body meeting shall be 2/3rd ( Two-Third ) of the total strength of General body members of the society.

**EXTRAORDINARY GENERAL BODY MEETING**

The Executive Committee may at any time call and extraordinary General body meeting of the society with 21 days notice and shall call on such a meeting with in one month from the date of receipt of the requisition from 1/4th of the members to call such a meeting, duly complying with all the requirements.

**20 SPECIAL RESOLUTION :**

A) Special Resolution is resolution passed by a majority of not less than three fourth of the members of the society to vote as are present in person at a General body meeting of which a notice of not less than 21 days specifying the intention to propose the resolution as a special resolution has to be duly given provided that if all the members entitled to vote at any given such as a meeting to agree a resolution may be passed as a special resolution by giving a notice not less than the period prescribed under this rule has been duly given.

B) Special resolution is required for following subjects.

- 1) To amend the bye law of society.
- 2) To amend the objects relating to the memorandum of Association for the objects mentioned in Sec. 12 of the Act.
- 3) To change the name of the society.
- 4) To amalgamate the society.
- 5) To divide the society into two or more societies.
- 6) To dissolve the society.

**21. EXHIBITION OF REGISTERS**

The members Register, minute and Books of Accounts shall be kept at the Registered office of the society for inspection by its members and at during the business hours . Inspection of records by the members at the prescribed time shall be free of charge.

- 1) The following Transaction will be transacted in the above meeting.
  - I. To elect Members of the Executive Committee for 3 years.
  - II. To appoint auditor / auditors for the ensuring financial year.
  - III. To adopt and consider the audit statements of the proceeding year.
  - IV. To pass budget of the society for the ensuring year submitted by the Executive committee.
  - V. Any other resolutions (ordinary) received from the member's three weeks before the meeting.

8th Page Corrections: NLL



## II. APPEALS

All the appeals shall be preferred to the General body of the society and the decision of the General body shall be final.

## III. ELECTION

General body in its Annual Meeting will elect its president and all the office bearers and also the Executive Members of the Executive Committee, after every three years by secret ballot papers or by show of hands as the election officer may decide.

## IV. RIGHTS AND PRIVILEGES IF MEMBERS

- 1) All and every member of the society shall be entitled to participate in meeting cultural/ educational functions and other lawful gathering called / arranged by the society.
- 2) Members are eligible to contest for the executive committee.

## V. DUTIES OF MEMBERS

1. All and every member of the Society shall *be*.
2. Elect the executive committee of the Society.
3. Attend the General body meeting regularly.
4. Shall give necessary information to the society, pertaining to any matter, which is necessary to be known, by the society.
5. Not indulge in any activities, which are prejudicial to the aims and objects and / or rules and regulations of the society.

## 22. SOURCES OF INCOME

All the income of the society shall be utilized only for the promotion and upliftment of the aims and objects of the society.

### SOURCE OF INCOME OF THE SOCIETY ARE AS UNDER:-

- a. Admission Fee & Subscription from the members of the society.
- b. Donations and Special contributions.
- c. Grants from various departments of central and State Governments.
- d. Grants from Donor agencies / funding agencies of National and International level.

## 23. FINANCIAL YEAR

Financial year of society shall start from 1st April to 31st March every year.

## 24. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION

Bank accounts shall be operated by joint signatories of secretary and Treasurer.

## 25. THE FUNDS OF THE SOCIETY

The funds of the society shall be invested in a National Banks / RBI approved financial institutions / Govt. Securities / Co-operative Banks as decided by the executive committee and such accounts shall be operated jointly by the secretary and president or Treasurer.

## 26. ANNUAL LIST OF EXECUTIVE COMMITTEE

Once in every year a list of the office bearers and the members of the Executive Committee shall be filed in the office of the regular of society concerned.

*9th Page Corrections: NIL*



27. ADJOURNMENT OF MEETING:

If required Quorum is not present at the notified hour, the meeting shall stand adjourned to the next fifteen minutes. No Quorum is required for the adjourned Meeting whose as the meeting if called on requisition from the members shall stand dissolved, if Quorum is not present at the appointed time.

If any of the committee members or office bearers does not attend three consecutive meetings without any written request he or she will automatically cease to be a member.

For matters not mentioned or specially mentioned in this bylaws, the provision of the Tamilnadu societies Registration Act, 1975 and Rules made there under will apply.

28. DISSOLUTION

If the society needs to be dissolved, it shall be dissolved as per, provisions laid down under the sec.13 & 14 of societies Registration Act, 1860

**CERTIFICATE**

1. Certified that the copy is a correct by laws rules and regulations book of the society "ASSOCIATION FOR SUSTAINABLE COMMUNITY DEVELOPMENT".
2. For all things not specially provided herein, those rules and regulations as per to provisions of the Tamil Nadu societies Registration Act 1975, and the Tamil Nadu Societies Registraion Rules made there under will apply.

/ உணர்வு நகல் /

(Sd) K. LOGANATHAN  
(Secretary)

NUMBER OF SOCIETY 111 OF 200 94.  
 NAME OF THE SOCIETY Association For Sustainable Community Development [ASSCOD]  
 NATURE OF DOCT சுணர்வுக்கள்  
 SL, NO 1/02  
 REGISTRATION  
 DATE OF 200 94  
15 16 94  
16 16 94  
 REGISTRAR.

கடைசிபக்கத்தினுத்தல்:- அனீஷா  
 வெத்த பக்கத்தினுத்தல்:- அனீஷா  
 நகல் தயாரித்தல்:- அனீஷா  
 சீயிஷா படித்தல்  
 தோர்.  
 ஆய்வாளர்:- அனீஷா



மாவட்டப்பதிவுகல்  
செய்கல்பட்டு

மாவட்டப் பதிவுகல்  
செய்கல்பட்டு  
21/7/02