

Name of Society : - **“PARAGLIDING FEDERATION OF INDIA”**

Address of Society : -

B-7, CHASHMESHABI SOCIETY, NORTH
MAIN ROAD, KOREGAON PARK,
PUNE- 411 001.

RULES AND REGULATIONS

1] Definitions: In the constitutions, following expressions shall have the following meaning.

1] The Society means “PARAGLIDING FEDERATION OF INDIA”.

2] The Trustees means the Trustees who are named in the Memorandum of association.

3] Member means any person who is approved by the governing body of the Society as member of the Society and who pays the annual subscription of Rs. 500/-.

4] General Body means the body which shall consist of members enrolled on the register of the member, of the Society.

5] Jurisdiction: The area of operation of the Society shall be UNION OF INDIA.

6] Accounting Year: The Accounting Year of the Society shall be from the first day of the month of April ending with the 31st day of the month of March of next year.

7] Membership and its enrollment;

i] Any person who has attained the age of majority and who desired to become the member of the Society shall apply to the Governing Body by making an application in the form prescribed for that purpose by the Governing Body (which shall be available for sale at Rs. 10/- per form at the office of the Society).

ii] Upon making the application in the prescribed form by the said person the Governing Body shall decide whether to accept him/ her as the member of the Society and in case it accepts the said person to be member, he/she shall be required to pay the annual subscription of Rs. 500/- of within seven days from the date of communication of acceptance to him/her and upon payment of the said subscription, the said person shall be treated to be enrolled as the member of the Society.

8] **Categories of Members:** There shall be two categories of the member i.e. (i) Ordinary Members & (ii) Trustee Members.

- (i) **ORDINARY MEMBERS** : The Ordinary Members are those, who are admitted to be so, by the Governing body and whose names are enrolled on the register of the members there shall be one categories of ordinary members
- A) Ordinary Members who pays the subscription fees of Rs. 500/- for a year in advance.

(ii) **TRUSTEE MEMBERS**

That the trustees shall also be treated to be members of Society and shall be termed as trustee members. Clause 9 shall not apply to trustee members.

9] **Cancellation of membership / Disqualification for membership.**

For following reasons the membership shall be treated to be disqualified to remain as member and shall cease to be a member.

- (i) Any member who is convicted of any criminal offence involving moral turpitude:
- (ii) Any member who fails to pay annual subscription, prior to 31st January of every year.
- (iii) The Governing Body may with the majority of not less than 3/5 of its total members, decide to disqualify any member as the member of the Society if the activities of the said member are found to be adverse and prejudicial to the interest of the Society.

10] **General Body:- rights and duties.**

General Body of the Society shall consist of the members of the Society whose names appear on the register of the member or as the trustee member. Further, the trustees as mentioned shall have the right to remain present for the general body meeting and place their opinion about any activity of the society. Further, the trustee shall automatically be deemed to be member of the said society and shall possess all the rights as the member of the said society including the right to vote and contest the elections for the Governing Body.

Rights and Duties:

The Annual Meeting of the General Body shall be held in the month of December every year.

- (a) To consider the Administrative Reports of the Society and all its institutions and to pass resolutions to adopt the Annual Reports and Annual Accounts of the Society.
- (b) To appoint the Auditors of the Society for the next financial year and to fix their remuneration.
- (c) To elect every fifth year the Governing Body members of the Society (The first Governing Body period will begin from the date of registration of present Society)

Notice of General Body Meeting:

- (i) The Secretary of the Society upon the direction of the Chairman or requisition of the 3/5 member of the trustee board shall convene all the members of the Society, about the meeting of the General Body Meeting with seven clear days notice.
- (ii) The notice of the General Body Meeting shall be served upon the members by personal delivery or through Under Certificate Of Posting or by publishing in daily newspaper.
- (iii) The Annual Meeting of the General Body shall ordinarily be held in the month of December every year.

Quorum:

- i] 3/5 members of the total general body members shall form the Quorum of the meeting of the General Body.
- ii] If the members actually present at the appointed time fell short to form the quorum the meeting of the General Body shall be adjourned as such adjourned meeting shall be held after ½ hour at the same place. Members then present shall constitute the quorum. The adjourned meeting shall have the same agenda as the said meeting.
- iii] All questions before the general body shall be decided by majority of votes by show of hands or by ballot, if demanded by the members present.
- iv) In case of equality of the votes, the person presiding, however, shall have the casting vote in addition to his vote.
- v) The meeting of the General Body shall be presided over by the Chairman of the Society.

II) special General Body Meetings and its functions:

- i] If ten or more members apply to the Governing Body of the Society for requisition, the Special General Body Meeting, by preferring an application to that effect through the Society or through Chairman, the Governing Body may decide to convene a Special General Body Meeting and the Secretary shall be accordingly be given the direction to convene the meeting.
- ii] In that case, the Secretary shall convene the meeting and as such, the meeting shall be conveyed with minimum seven clear days notice, be served on the members of the Society either personally or by "Under Certificate of Posting".
- iii] The Agenda for the Special General Body Meeting shall be restricted to the requisition preferred by the members and as may be directed in this regard by the Governing Body.

12) **BOARD OF TRUSTEE:** Their Powers, functions and Duties

- i) The person who are shown as trustees under the Memorandum of Association shall form the Board Of Trustees and shall hold the office as trustees, during their life time.
- ii) The Trustees shall the custodian of the property of the Society and shall have the authority to ratify and/or change the decision of the Governing Council if the same is adversely effecting the property, administration and well being of the society. The decision of the Board Of Trustees taken by majority shall be final and conclusive and cannot be challenged or overruled by the Governing Body.
- iii) Ordinarily the trustees will not interface in the administration and function of the Governing Body and will exercise their upper hand and authority only in the case, where the administration, properly and well being of the Society is in danger.
- iv) The Trustees shall meet atleast once a year.

v] In case of death or resignation by any of the trustee, other trustees shall fill in the said vacancy by appointing eligible Legal Representative of the died or resigned trustee and the decision of the appointment of the board of trustees taken by the majority shall be final and conclusive.

vi] The first board of trustees shall also be the first Governing Body.

13] **The Governing Body of Society and the Constitution of its Authorities.**

- i] There shall be Governing Body, which shall be the management of the Society, consisting of seven members elected by the members of the Society from amongst themselves.

ii] The Governing Body in its first meeting after the election of seven members in the manner mentioned above shall elect its Chairman, Vice Chairman, Secretary, Joint Secretary and its Treasurer.

iii] The Vice-Chairman shall enjoy all the powers of the Chairman in his absence.

iv] **The Governing Body shall be the Final Authority in the general activities and control of the Society and for execution and implementation of the objects of the Society under the supervision of General Body.** It is only with respect to the matters affecting the properties of the society that, the Governing Body shall inform its decision to the Board of Trustees in writing and upon any objection from the Board of Trustees, shall correct the same accordingly and shall abide by the directions of Board of Trustees in that behalf.

14] **The Tenure of the Governing Body and manner of election:-**

i] The life of every Governing Body shall be five years.

ii] Members of the Governing Body shall be elected by General Body members from amongst themselves.

iii] The elections of the members of the Governing Body shall be taken in the General Body Meeting held after every five years and the said election shall be held by show of hands or by ballot.

15] **Functions and responsibilities of the Governing Body:-**

Besides general administration and control of the activities of the Society, the Governing Body shall have the following functions:

i] To frame regulations (a) for discharge of its functions (b) for the conduct of its meetings, (c) for determining the manner of the election of its elected members.

ii] To accept donations, endowments and other gifts recommend for acceptance by Board Of Trustees and to sanction the return to the donor of any donation. Endowment or gift previously accepted, if such return is recommended by the General Body and the Board Of Trustees as being in the best interest of the Society.

iii] Subject to the control, supervision and directions of the Board of Trustees, to administer the funds and properties of the Society.

(a) To purchase, take on lease or in exchange, hire or otherwise acquire on the recommendation of the Board Life Members, any movable property and to sell or otherwise deal with the same.

- (a) To purchase, to take on lease or in exchange, hire or otherwise acquire, on the recommendation of the Board of Trustees, any immovable property and to build thereon, sell or otherwise deal with the same.
- (c) To mortgage any movable or immovable property of the Society for raising the funds for the fulfilling the aims and objects of the society, on the recommendation of the Board of Trustees.
- iv] To sanction proposal for expenditure on furniture, equipment, buildings and other works recommended by the General Body.
- (v) To consider and to sanction with or without modification on the annual accounts and budgets of the Society and its institutions prepared by the authorities concerned.
- vi) To enter into, vary, carry out or cancel contracts on behalf of the Society for the construction of Buildings and the supply of materials.
- vii) To consider and, if thought fit, to sanction proposals for (a) the appointment of Heads of institutions, teachers and members of the establishment in each institutions (b) leave, promotion and extension of service retirement and transfers, (c) Punishment to members and other employees of the Society (d) institute departmental inquiry against member and / or employee of the society.
- viii) To consider and adopt the Annual Reports and the Audited Annual Accounts of the Society and its Institutional and arrange for their publications.
- (ix) To take all necessary legal steps in the interest of the Society.
- (x) To be responsible for maintaining discipline in the Institutions of the Society.
- (xi) To consider and, if thought fit, to sanction, subject to confirmation by the General Body, amendments of the Society's Constitution.
- (xii) To appoint committees as and when necessary.
- (xiii) Generally to do all such other acts and things as may be necessary or desirable to further the aims and objects of the Society.
- 16] Special meeting of the Governing Body:
 - i] The Governing Body shall meet atleast once in Three months and in the said meeting the items and subjects kept before it by the Secretary in consultation with the Chairman shall be discussed and the decision will be taken on the same by majority.

- ii] Any three members of the Governing Body or by requisition call for the Special Meeting of the Governing Body.
- iii] The said requisition must be give atleast two days in advance to the Secretary who shall upon the receipt of the receipt and requisition convene the special Meeting of the Governing Body. In case of the Chairman and / or Secretary fails to convene the said meeting in spite or requisition, the said three members who have give the requisition may themselves call for the meeting and conduct the said meeting.

17] Notice of the Meeting of the Governing Body and Quorum:

- (A) Notice of the Meeting of the Governing Body. The notice of convening the meeting of the Governing Body shall be issued by the Secretary under the direction of the Chairman by giving two days time and such notice shall be given to the members by issuing circular to them and the quorum for such meeting shall be 3/5 of the Governing body members.

18] Rules of the Election of the members of the Governing Body:

- (i) The members of the Governing Body shall be elected by the General Body in its General Body Meeting and the election shall be by show of hands or by ballot. The members who wants to contest the election for being elected as the members of the Governing Body shall be proposed by one member and recommended by the another member.
- ii] The nomination for the purpose of elections shall be submitted to the Secretary five days in advance prior to the date of General Body Meeting, fixed for election.

19] Manner of temporary filling the post of the member of Governing Body:

If for any reason the post of any member of the Governing Body becomes vacant before the term the office of the Governing Body expire, such post shall be filled in by remaining members of the Governing Body by majority for the remain term office of such Governing Body.

20] Office bearers of the Governing Body and their duties:

following shall be the office bearers of the Governing Body and their functions.

(A) **President:**

- i] The Chairman shall preside over the meetings of the Governing Body and the General Body and shall have the right of casting vote.
- ii] The Chairman shall conduct the meetings of the General Body and the

- iii] All questions shall be decided by show of hand by majority of votes, and in case of equality, the Chairman of the meeting shall have the casting vote.
- iv] The chairman shall direct the Secretary to convene the meeting of the Governing Body and General Body, from time to time, as per the rules and regulations or as per the requisitions of the members.
- v] The proceedings of the General Body as well as the Governing Body meeting shall be signed by the Chairman and the Secretary.
- vi] In the absence of Chairman from Pune, the Vice-Chairman shall work as Chairman.

(B) **Vice – President:-**

In the absence of the Chairman all the powers of the Chairman shall be enjoyed by the Vice-Chairman.

(C) **Secretary:**

As laid down in the Constitution, the Secretary shall perform the following duties:

- i] The Secretary shall be primarily responsible for maintaining proper accounts of the Society and shall also be responsible for the movable and immovable property of the Society and to be the custodian of cash, investment scripts and all records of the Society and to arrange for their safe custody.
- ii] To attend all meetings of the Governing Body and the General Body and to keep the minutes thereof.
- iii] To conduct in consultation with the Chairman, when necessary official correspondence of the Society.
- iv] To convene in consultation with the Chairman, meetings of the General Body.
- v] To keep accounts of the funds including permanent, current and other funds and properties of the Society.
- vi] To be in charges of the Society's office and all the things connected therewith
- vii] To represent the Society in respect of all contracts made by the Governing Body on behalf of the Society and represent the Society in all legal proceedings instituted by or against the Society.
- viii] As sanctioned by the Governing Body, from time to time, (a) to invest Society's

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- ix] To Operate Bank accounts jointly, for and on behalf of the Society, and to issue cheques with the counter signature of the Treasurer authorized in that behalf.
- x] To maintain Co-ordination in the society's institutions,
- xi] To call for inspection, at least once in a year and oftener, if required, service books, leave accounts dead stock registers, account books, vouchers, general and other register and accounts all the society institution.
- xii] To see that, the resolutions of the Governing Body are duly implemented.
- xiii] To look to the upkeep of the Society's building and grounds and other properties.
- xiv] To insure buildings and the properties of the Society against risk of fire and lightening.
- xv] To maintain list of all ordinary members of the Society with their addresses.
- xvi] To perform such other duties as may, from time to time, be assigned to him by the Governing Body;

(D) Treasurer:

The accounts of the Society in the bank shall be operated jointly by the Secretary and Treasurer.

(E) Joint Treasurer:

That Joint Treasurer shall work and enjoy all the powers and duties of the Treasurer in the absence of the Treasures.

21] Funds of the Society and its utilization: -

- (A) The funds and properties of the Society shall be dealt with under two heads, namely, Permanent Fund and Properties of the Society and current funds of the Society's Institutional and the Board of Trustees shall be the custodian of the same and the secretary and treasurer shall administer the same.

(a) The Permanent Funds and Properties of the Society shall include:

- i] All donations and gifts not made for specific purposes pertaining to the Current Funds of the Society's Institutions.
- ii] All lands and building of the several institutions and all other lands and building not used for any particular institution.

- iii] All endowments made for founding scholarships and prizes in the Society's Institutions.

- iv] All dead stocks such as furniture and equipment coming under capital expenditure in the institution of the Society.

- v] All books in the libraries and all apparatus in the laboratories of institutions of the Society.

- b) The Current Funds of an Institution of the Society shall include:
 - i) Fees and fines received from the students.
 - ii) Grant-in-aid, if and when received, from Government of Local Bodies.
 - iii) Money grants made for specific purposes pertaining to the current funds of the Society's Institutions.
 - iv) Interest received from endowments made for the particular benefit of that Institution.

- (B) The Permanent Funds of the Society shall be invested at interest not when year-marked for a specific purpose, or when not required for building, dead stock, library books or apparatus of any institution.
Unapplied interest from time to time shall be reinvested. A donation year marked for a particular purposes by the donor thereof shall be utilized for that purpose only.

- (C) The Current Funds of each institution shall be used exclusively for the benefit of that institution.

- 22) **Percentage of expenditure:** Out of the income of the Society, at least 80% of the income shall be incurred on carrying out the objects of the Society.

- 23) **Loan:** The Society may raise loans for carrying out the objects of the Society with the consent of requisite authorities of the Charity Organization.

- 24) **Purchase and Sale of immovable property:-**
If any immovable property is acquired by the Society or trust, the necessary change report shall be filed by the Governing Body of the Society under Sec. 22A of the Bombay Public Trust Act, 1950 within the period limit prescribed by law in any immovable property is required to be sold, mortgaged, then the consent the Charity Commissioner as laid down under Sec. 36 of Bombay Public Trust Act, 1950 shall be obtained and for all these purposes the prior consent of the Board of Trustees in writing shall be required.

25) **Bank Account:** The bank account may be opened in the name of the Society by the Secretary of the Society and the same shall be jointly operated by any two of Chairman, Secretary and Treasurer.

26) **List of Members of the Society:**

The list of the members of the Society shall be maintained as prescribed by the rules framed under the societies registration act namely the Societies Registration (MAH) Rule, 1971.

27) **Amendment of Rules and Regulation:**

Any amendment or alterations in the rules and regulations framed above shall be carried in the meeting of the General Body and for carrying out such amendment or alterations 3/5 or the total members shall be necessary.

28) **Alterations or Amendment in the name or object of the Society:-**

Any change in the name or object of the Society shall be carried out in consonance with the provisions of Sec.12 and 12 A of the Societies Registration Act, 1860.

29) **Provision for disqualification of the Society and adjustment of its affairs:**

Any member not less than 3/5 of the members of the Society may determine that of shall be dissolved and thereof it shall dissolved forthwith or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Society, its claims and liabilities according to rules of the Society as the governing body shall find expedient, provided that, in the event of any dispute arising among the said governing body or the members of the Society, the adjustment of its affairs shall be returned to principal court, original civil jurisdiction by the Pune District in which the chief building of the Society is situate and the court shall make such order as deemed it.