

## **Rules & Regulations:**

- 1) **Name of the Association** : STUDENT HELP LINE ASSOCIATION  
KADAPA, ANDHRA PRADESH, INDIA
- 2) **Address** : 20/1076, Co-operative Colony, Near Nehru Park,  
Kadapa, A.P State - 516001.
- 3) **Jurisdiction** : Entire Kadapa District
- 4) **Membership** :

a) Any student who are resident of any District Male or Female attained the age of 18 Years above are eligible and who is desirous to become a member of the association, shall abide by the rules and regulations of the Association, on payment of Rs. 50/- (This amount is used for preparing the ID cards) as Admission Fee and Rs. 30/- as Subscription Per Month i.e., Rs. 360/- per annum.

b) **Termination of Membership:**

\* By the Death or Resignation, By coming of Unsound Mind, By not receiving the Membership by paying the request fee within the three months from the end of the each official year. However, Executive Committee may condone any member and readmit him / her to membership provided such members pay all the arrears due to the Association.

\* By not attending three meetings consecutively of the Association the irrespective Officers. But the Executive Committee of the Association may restore the Membership upon a requisition made writing addressed to it but such facilities will be available for three occasions only. ( This is not applicable to those who are in far away places).

5) **Meetings** :

a) **General Body** :- The Association shall convey a General Body Meetings once in a year preferably in a month of APRIL. All the Matters connected with the affairs of the Association shall be discussed and decided in the meeting. The Election of the Office Bearers shall also be conducted in the meeting. The quorum of this meeting shall be more than half of the members on Roll.

b) **Executive Committee** :- The Executive Committee Meeting shall be convened once in every two months or six times in a year giving at least 3 days advance notice to members of the Executive Committee. For any emergency purpose 24 hours prior written notice shall be given for convening the Executive Committee Meeting. The Executive Committee Meeting shall be convened by the 2/3rd Members of the Executive by themselves may convene the Meetings.

c) **Special / Extra-Ordinary Meeting** :- On special cause being shown, the Association or 3/4th Members of the total members can call for special or Extra-Ordinary

General Body Meeting by a written notice 10 days in advance all such notices shall be served to all the members as far as possible mentioning the purposes for which the meeting is called for. Only the business specified in the notice shall be conducted in the meeting subject to the provisions of section 12 of the Association Registration Act. The quorum of the meeting shall be 3/5th of the members on the Roll.

**6) Executive Committee (or) Governing Body :**

The Executive Committee shall consist of a President, Vice President, Secretary, Joint Secretary, Treasurer and 12 Executive Members in total (17). The period of the committee will hold office for a period of TWO YEARS.

**7) Powers of the Governing Body :**

a) **President** : The President shall preside over all the meetings and review. The president shall be the Chief Executive of the Association. The President organize the activities of the Association in proper manner. The President shall conduct both General Body / Executive Body Meetings regularly. He shall keep all valuable records in his custody. He shall be custodian of all the properties of the Association. He signed and executed any documents by or in favor of the receipt shall be in the name of the Association. He shall be the person to sue or to be used on behalf of the association. The President has the casting vote, if the quorum is not achieved in any of the meeting the President will use casting vote and get the resolution passed.

b) **Vice President**: In the absence of the President the Vice President shall act as President and performed all its activities.

c) **Secretary**: To convene the meeting of the Governing Body and General Body prepare the Agenda in consultation with the president. He shall correspond all relating matters relating to Establishment of Educational Institutions as well as Association. He shall be responsible for the efficient running of the Association subject to over all control of the Association. He shall also keep all Valuable Records in his custody.

d) **Joint Secretary**: In the absence of the Secretary the Joint Secretary shall act as Secretary and performed all its activities.

e) **Treasurer** : The Treasurer shall be the custodian of the cash and accounts and shall be responsible for placing the accounts be before the General Body Meeting. The Treasurer shall collect Membership Fee, Subscriptions, Donations of the Members and Public and give proper receipt to them. He/She shall be the custodian of all the properties of the Association. The Treasurer Sign and Executed any receipt in the name of the Association. The Treasurer shall also powers for on behalf of the Association and to operate the same jointly in any Nationalized/Scheduled Bank (s) along with the President.

f) **Executive Members** : The remaining Executive Members shall assist the President in smooth running of the welfare activities of the Association.

**8) Audit of Accounts :**

The accounts for the year commencing from April every year and place

the audited accounts in the Annual Meetings and audited by a Chartered Accountant appointed by the General Body of the Association.

**9) Quorum :**

The Quorum of General Body Meeting shall be 3/5th of the Members on roll. If within half an hour after the Schedule Time there is no Quorum the meeting shall be stand adjourned.

**10) Funds :**

The Funds of the Association shall be utilized for welfare activities of the Association. Funds shall raise by the way of Donations and Public both State and Central Government and Abroad Agencies. The joint Account should be opened in any Nationalized / Schedule Bank (s) in the name of Association and same shall operated by the President and Secretary Jointly, who are empowered to do Bank Transactions i.e., deposits and withdrawal on behalf of the Association.

**11) Legal Matters :**

The Association may sue or be sued in the name of the Chairman only. The Executive Committee shall appoint Legal Adviser (s) from time to time and their Remuneration fixed.

**12) Enforcement of Judgment :**

The Enforcement of Judgment against the property of the Association shall be in accordance with the provisions of Section 27 of A.P. Societies Registration Act, 35 of 2001 is followed.

**13) Dissolution :**

In the event of the Association is dissolved the provisions of section 24 of A.P. Societies Registration Act, 35 of 2001 is followed.

**14) Income Tax Act 1961 :**

\* The funds of the Association would be invested as per section 11 (5) of the I.T. Act, 1961.

\* The Association is irrevocable.

\* The accounts would be maintained regularly and would be audited by a Chartered Accountant.

\* The funds of the Association would be utilized only towards the objects and to no portion of it would be distributed in any manner to the Trustees or Persons defined in Section 13 (1) (c) of the I.T. Act, 1961.

\* In the case of Winding - up / Dissolution the net funds would be

transferred to other institution having similar objects and enjoying exemption U / S. 12A and 80G of the I.T. Act, 1961.

\* The benefits of the objects would be available to the General Public irrespective of Caste, Creed, Religion or Sex etc..

\* The Association will not make any Amendments to the clause of the Memorandum of Article of Association / Deed without the Written Permission of the Commissioner of Income Tax.

\* The Charitable activities would be confined to the territory of India.

\* The activities would be purely charitable / non - religious in nature not motivated for profit.

**15) Amendments :**

If the Association wishes to alter, amended, additions, deletions with either to the Memorandum of Association or Copy of Rules the Provisions of Section (8) of the A.P. Societies Registration Act, 35 of 2001 is followed.

**16) Suits :**

The Association may sue or to be sued in the name of the President as determined by the Rules and Regulations of the Registered Association as per the Provisions laid down in Section (19) of the A.P. Societies Act, 35 of 2001.

**17) Others :**

If any other things done or any action taken under the said Acts in the exercise of any power conferred by or under the said Acts shall be deemed to have been done or taken in the exercise of the powers conferred by or under this Act 35 of 2001 of A.P. Societies Registration Act will be force and action taken.

Thus I am the undersigned certify that this is the Correct and True Copy of Memorandum and Rules and Regulations of **STUDENT HELP LINE ASSOCIATION, KADAPA-516001, A.P. State.**

Shaik Zaheer Ahmed

PRESIDENT