

RULES AND REGULATIONS

These rules shall be called rules of (Name of Youth Club)

For these rules, unless there is something repugnant to the context of meaning thereof shall mean and include all the rules of the

That may be framed from time to time or altered by special resolution of General Body.

1. Definition

| | |
|----|--------------------------------|
| a. | 'Youth Club' means |
| b. | 'President' means |
| c. | 'Secretary' means |
| d. | 'Office bearers' shall include |

2. Membership

Any person male or female in the age group of 13-35 and agree to abide by and strive for attainment of the aims and objectives of the could be admitted to the membership of Youth Club.

3. Cessation and Removal of Membership

Any person shall cannot be member of the

- a) On his death
- b) On his resignation in writing and acceptance of the same by the Executive committee of the

- c) On his being mentally disabled or incapacitated into contractual obligation.
- d) On his failure to pay the subscription with in the due period
- e) Any person whose activities are considered detrimental to the interests of the Youth Club can be removed from the membership of the by a decision of the majority of members present and voting at the meeting of the General Body of the Youth Club. The quorum of a meeting shall be two thirds of the total numbers of members. Those members whose names appear on the list of members of the on 31st January, of the calendar year shall be entitled to vote in the General Body Meeting.\
- f) A separate register for the members shall be maintained.

4. Funds

The shall raise its funds :

- a) by membership fees
- b) by entrance fees
- c) by grant, donations and contributions from members or public
- d) by raising loans for such period and any such rate of interest as may be desired by the Executive Committee of the Youth Club.

5. General Body

The General Body shall comprise of all members as aforesaid and shall meet at least once in a year to transact business and lay down guidelines for conducting the affairs of the

6. Quorum for General Body

Two fifth of the total member of the members on the rolls of the on 31st January of the calendar year shall form the quorum of the General Body Meeting.

The following among others are functions of the General Body

- a) To select Executive Committee
- b) To appoint person to audit account of the
- c) To consider the audit report and any other communications received from the financial agencies in respect of the matters concerning the functions of the youth club.
- d) Consider amendments to rules and regulation
- e) To lay own policies
- f) To consider applications for admission to membership
- g) To consider any other business brought forward.

The annual meeting of the General Body shall be called within three months from closing of the financial year and shall transact the business as per Memorandum of Association and Rules and Regulations of the

.....

- a) In case of the Annual General Body Meeting 14 days' notice shall be given by publication of notice which shall specify the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the meeting.
- b) The notice of a General Body Meeting shall be given

- i. By circulation of the notice or copies thereof among all the members of and getting signature of members thereon as a token of having received such notice or intimation.
- ii. By sending a notice by post under certificate of posting.

7. Executive Committee

The Executive Committee (EC) shall consist of not less than 9 and not more than 15 elected members. Two third members of the Executive Committee shall form the quorum. The President of the shall preside over all meeting of the EC. When s/he is present and in her/his absence the Vice President and in her/his absence the member presents shall elect a Chairman from amongst themselves. Every member of the EC shall have one vote but the President shall have a casting vote in addition, if there is tie.

8. The functions of the Executive Committee shall be as under

- a) to frame rules and regulations for the conduct of the business of the institution not in consistent with the object, rules and regulations
- b) to consider and recommend the applications for membership as per rules of the
- c) to decide on the day to day affairs of the organization.
- d) to arrange for proper maintenance of accounts and preparation of balance sheets, statements etc. and submission of progress report and other obligatory returns to concerned authority.
- e) to see that stock taking of all goods belonging to the institution is done every year at least.
- f) to insure properties of the institution
- g) to do all such acts and things that are necessary for the proper conduct of the business of the institution in furtherance of its object.

9. Subject to the rules and regulations and resolution passed by the at General Body Meeting the Executive Committee shall have full authority to carry on the business as provided for in the Memorandum of Association of the Youth Club.
10. If there is a vacancy on the Executive Committee on account of death, resignation etc., of an elected member it shall be filled by the remaining member of the Executive Committee by co-option and such member shall hold office till the next General Body Meeting.
11. In case any vacancy arises in the Executive Committee for any reason whatsoever, the remaining members shall be competent to function the normal course provided that there are at least as many members as are requested to form the quorum for the meeting
12. In case the number of members in the Executive Committee at any time is less than the minimum number required to form the quorum, a special General Body Meeting shall be called within a month for filling up the vacancies by election

13. Duties and Responsibilities

President

- To preside over the meetings of the Youth Club
- To issue instructions and directions and directions for the effective functioning of the youth club
- To advise the Youth Club about its activities.

Vice President

- To assist the President to execute his functions effectively
- To execute the functions of the President in his absence

Secretary

- To keep and maintain the records, registers, accounts, and files of the Youth Club
- The custodian of the assets of the Youth Club
- To convene the meetings of the Youth Club in consultation with the President

- To look after the day to day functioning of the Youth Club
- To receive and send letters and other communications on behalf of the Youth Club.
- Chief Executive Officer of the Youth Club.

Joint Secretary

- To assist secretary to execute his/her duties and to act as secretary in his/her absence.

Treasurer

- To operate joint accounts of Youth Club with Nationalized bank and transaction of money with the concurrence of the executive committee.

Auditor

- To audit the accounts of Youth Club annually and submit the report to the President and executive committee.

Income sources

- Membership fee
- To accept donations, grants, etc.
- To accept programme funds from government and non-government agencies

Amendments

- Amendments to the byelaw shall be made only with the prior approval of the General Body

Records

- Membership register, minutes book, cash register, bank book, bills and vouchers, receipt book, files, audit reports, letter pad, seal, etc.

Reservation

The club should be inclusive representing all sections of the society.

Dissolution

For any reason whatsoever if the activities of Youth Club come to a standstill or to be wound up the Executive Committee by a resolution shall recommend this to the General Body, which in turn at a meeting specially convened for the purpose receive by not less than 3/4th majority to dissolve the Youth Club after giving 30 days written notice of the meeting with specific instructions of the purpose thereof. The assets of the Youth Club will be vested with Gram Panchayat or can be assigned to an organization of similar objectives.