

RULES AND REGULATIONS OF ROTARY CLUB OF BHUBANESWAR HERITAGE (RCBH) SOCIAL SERVICE SOCIETY (RCBHSSS)

1. SHORT TITLE:

These rules and regulations shall be called the rules and regulations of Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society (RCBHSSS).

2. OFFICE OF THE SOCIETY:

The Registered Office of the society shall be situated at Royal College of Science & Technology, Ground floor, A-125, Mancheswar IE Rd, near Level Crossing, Sector A, Rasulgarh, Bhubaneswar, Odisha 751010.

3. INTERPRETATION:

Under these rules:

- (i) The "Society" means the Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society (RCBHSSS).
- (ii) The "President" means the Chairperson of the Governing Body.
- (iii) The "General Body" means the General Body of the Ordinary members of the Society.
- (iv) The "Secretary" means the Secretary of the Governing Body.
- (v) The "Office Secretary" means the Office Secretary of the Society appointed by the Governing Body.
- (vi) The society shall be followed as per the rules provided in the Society Registration Act XXI of 1860.

4. SYMBOL:

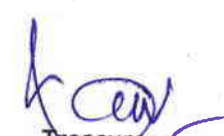
Its symbol approved by the Governing Body shall be used in all official transactions.

5. AREA OF OPERATION:

The jurisdiction of the society shall be the State of Odisha.


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RCBH Social Service Society


Treasurer
RCBH Social Service Society

6. DECLARATION:

This Society is open to all citizens of the India without any distinction of religion, caste, creed, race and lingual groups etc.

7. MEMBERSHIP:

a. Eligibility

- (i) All members of the Rotary Club of Bhubaneswar Heritage shall be members of the RCBH Social Service Society.
- (ii) He / She must pay the prescribed annual fees as decided by the general body of the society from time to time.
- (iii) Must not be involved in any political or criminal activities.

8. ROLL OF MEMBERS:

The Society shall maintain a roll of members and every member shall sign the roll and shall state therein his occupation and address. But if he/she fails to notify such address as recorded on the roll of members shall deemed his/her address.

9. TERM OF OFFICE AND DISMISSAL OF MEMBERSHIP:

- (i) A person will continue to be member of the RCBH Social Service Society till he/she continues as Member of Rotary Club of Bhubaneswar Heritage.
- (ii) The membership shall cease for the following reasons with due approval of the General Body having 2/3rd majority and sufficient proof thereof which will be recorded in the resolution book.
 - i. Who does not attend three consecutive meetings.
 - ii. If the work of a member is found anti-social (against the aims and objectives of the society).
 - iii. If the member dies, becomes unsound in mind, insolvent or convicted of a criminal offence or offences.

(iii) Membership Rules (Admission, Withdrawal, Expulsion)

i. Admission Procedure

- a) **Application:** Any individual eligible under the ByeLaws may apply for membership in the prescribed written form, accompanied by

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proof of identity, address proof (PAN / Aadhaar card / Passport), and an undertaking to abide by the Memorandum of Association and Rules of the Society.

- b) **KYC & Statutory Verification:** Applications shall be verified to ensure compliance with Section 13(1)(c) of the Income Tax Act, 1961 (avoiding conflict of interest) and FCRA regulations.
 - c) **Approval Authority:** The Governing Body holds the sole authority to accept or reject any application for membership. The Governing Body shall communicate its decision within 30 days of receiving the application. The Governing Body is not obligated to assign reasons for rejection.
 - d) **Membership Fee Structure:** Membership fee, subscription fee, or any other fee shall be payable by the members. However, the Governing Body may, if deemed necessary in the future, introduce such fees and determine the applicable amount, subject to approval by the Governing Body.
- ii. **Withdrawal / Resignation Notice**
- a) Any member may resign from the membership of the Society by giving 30 days' prior written notice addressed to the Secretary.
 - b) The resignation shall take effect only upon written acceptance by the Governing Body and settlement of all outstanding dues, liabilities, or society properties held by the member.
- iii. **Expulsion / Termination Process**
- a) **Grounds for Expulsion:** A member may be removed or expelled for acting against the aims and objectives of the Society, nonpayment of annual subscription for over 6 months, financial default, non-attending the activities or meetings or committing acts of gross misconduct involving moral turpitude.
 - b) **Due Process:** Expulsion / Termination will follow the following steps-
 - i. **Show-Cause Notice:** The Secretary shall issue a formal written Show Cause Notice stating the charges and providing the member **15 days** to submit a written explanation.
 - ii. **Personal Hearing:** The member shall be granted an opportunity of a personal hearing before the Governing Body or a subcommittee appointed for this purpose.


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- iii. **Voting Threshold:** If the explanation is found unsatisfactory, the member may be expelled by a resolution passed by a **two-thirds (2/3rd) majority** of the members present and voting at a meeting of the Governing Body or General Body.

10. GENERAL BODY (GB):

(i) **Composition of the General Body:** The General Body of the society shall be composed of all the members of the society.

(ii) **Quorum of the General Body:** One third of its members

(iii) **Power of the General Body:**

- a. The General Body members alone shall have the right to vote and elect/select members of the Governing Body.
- b. To formulate policies to implement the objectives of the society.
- c. To Pass the Annual Reports, Annual Budget(s) and Audit Report(s) of the Society
- d. To appoint Auditor.

(iv) **Meetings of General Body:**

- a. The Annual General Body meeting of the Society shall be held as soon as expiry of each calendar year at such date, time and place may be determined by the President.
- b. The business of the Annual General Meeting shall be:
 - i. Election of member of the governing body.
 - ii. Consider the budget estimates prepared by the Governing Body.
 - iii. Receive, review and adopt the audit statements of accounts and annual reports of the Society.
 - iv. To transport such other business which may be brought before the meeting by the Governing Body.
 - v. Except as otherwise proved in these rules all meetings of the society shall be called by notice under the hand of the Secretary and Direction of the President.
- c. The President will convey special meetings of General Body meeting and Advisory Governing Body or Society whenever he thinks fit.
- d. Every notice calling a meeting of the Society shall state the idea time and place at which such meeting will be held and shall be served upon every member of the Society not less than 7 days before the day appointed for the meeting the accidental commission to give or non-receipt of the such

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notice by any member shall not be inevitable the proceeding of any such meeting.

- e. Every meeting of the society shall be presided over by the President and in his absence the members of the Society shall choose one of the members present to be the President of the Meeting.
- f. One third of the members of the Society present in person shall form a quorum at every meeting of the Society. A fraction contained that in that one third shall be round off as one. In case there is no quorum at the appointed time the meeting shall stand adjourned. The meeting may however begin after half hour or the adjournment at the same place. In the case of such adjournment at the same place. In the case of such adjournment meeting no quorum will be required.
- g. All disputed questions at the meeting of the Society shall be determined by the majority vote. Each member shall have one vote. The President of the meeting shall have a second or casting vote.

11. EX-OFFICIO MEMBERS:

Governing Body may invite representatives of Central and State Government or any other Government Authorities and staff of Society as Ex-Officio Member on such terms and conditions as may be determined by it.

12. EX-OFFICIO GOVERNING BODY MEMBERS:

Governing Body may invite staff of the Society as Ex-Officio, Governing Body members on such terms and conditions as may be determined by it.

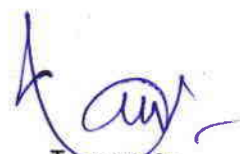
13. GOVERNING BODY:

- a. **Composition of the Governing Body:** The Governing Body shall be composed of not more than 9 members (excluding Office Secretary, Ex-Officio members). The President, Vice-President, Secretary, Additional Secretary, Treasurer and four (4) members shall be selected/elected by the Governing Body.

- i. If General Body thinks proper, they may increase the number of members of the Governing Body.


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- ii. Members shall elect, to select amongst themselves the Governing Body of the Society.
- iii. Governing Body may appoint Advisory Committee/Board to aid and advice to the Governing Body. The number of members to be appointed for the advisory committee/board may be determine by the Governing Body. The President of the Society may call the meeting of the Advisory Committee at any time when he thinks fit, for the welfare of the Society.
- iv. The tenure of the governing body would be for a period of three years.
- v. If election cannot be held in time due to unavoidable circumstances, the Governing Body may remain in Office for a maximum period of three months after expiry of its term.

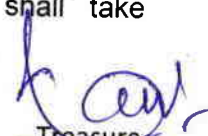
b. Functions of office bearers:

i. President:

1. There shall be a President of the Society selected/elected by the members.
2. He/she shall be the chief executive of the society.
3. Functions and Power of the President:
 - a. He/she shall preside over the meeting of the Governing Body, General Body and Advisory Body.
 - b. The President shall convene the annual general body meeting, special general body meeting, Governing body meeting and such other meetings as may be required from time to time
 - c. All the activities of the Society will run after his/her name (Designation).
 - d. He/she shall coordinate and supervise the working of the sub-committee of the Governing Body for efficient of the Society.
 - e. On all such matters as the President thinks are of sufficient importance and urgency and cannot wait being placed before the next meeting of the Governing Body and which he/she anticipates would be approval of the Governing Body, the President shall take


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decision and place the same before the Governing Body of its next meeting.

- f. In case at the meeting of the Governing Body the votes for and against a particular issue are equal the President shall exercise his/her casting vote.
- g. The President may enquiry directly or through a committee in any matter, relating to anti-social activities/loss of property/misappropriation of funds may any members of the Society.
- h. The President shall be entitled to invite any other person, any member of Advisory Committee staff of the Society or any member of General Body to attend the meeting of Governing Body but such person shall have no power of voting.
- i. The President may in writing delegate some of his/her powers as he/she may consider to the Secretary or the Additional Secretary or any member of the Governing Body.
- j. The President may direct the Secretary to call a special meeting at the short notice in case of emergency.

ii. Vice President:

1. The Vice President shall exercise the powers and functions of the President in the absence of the latter if the President so desires.

iii. Secretary:

1. There shall be a Secretary of the Society selected/elected by the members.
2. The Secretary shall be principal officer and Accounts Officer of the Society.
3. Functions and powers of the Secretary:
 - a. It shall be the duty of the Secretary to coordinate and keep general supervision over all the day to day management of the Society.
 - b. He/she shall prescribe the duties of the all officers and staff of the Society give them appropriate instructions and shall exercise such supervisions and disciplinary control as may be necessary.

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- c. The Secretary shall exercise his/her powers under the direction superintendence and control of the President of the Governing Body.
- d. He/she shall in concurrence with the appropriate authority convey the meeting of the Governing Body, Annual and General meeting and extraordinary general meeting, prepare minutes and circulates them among concerned members and authorities.
- e. He/she shall sign all deeds and documents on behalf of the Society.
- f. He/she shall be responsible for coordination with other societies having same aims and objectives.
- g. In case of litigation the Society shall use in the name of the Secretary.
- h. Any document or proceedings requiring authentication by the Society shall be signed by the Secretary.
- i. The Secretary will report to the Governing Body on Policy matters for day to day working and he/she can delegate his/her responsibilities to other officers with the approval of the President.
- j. The Secretary shall be responsible for the execution of all policies and laid down by the Governing Body and shall attend to all statutory requirements imposed on the Society.

iv. Additional Secretary:

- 1. There shall be aAdditional Secretary of the Society selected/elected by the members.
- 2. Additional Secretary will officiate as Secretary or library.
- 3. The Additional Secretary shall exercise all powers and privilege and discharge such duties and responsibilities as may assigned to him/her by the Secretary with the approval of President.

v. Treasurer:

- 1. He/she shall be responsible for all money receipts and payments made by the Society. He/she shall keep on over all control of the funds of the Society and manage them properly


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keeping in view of the rules and regulations and the policies laid down by the Governing Body.

2. He/she shall take care of the bank account of the Society which will be operated jointly by Secretary and President or Additional Secretary or Treasurer.
3. He/she shall prepare the annual statements of accounts and get them audited for presentation before the Governing Body.

c. Office Bearers & Governing Body (Removal & Elections)

i. Removal / Recall Mechanism

1. **Initiation:** An office bearer or member of the Governing Body may be recalled/removed prior to the expiry of their 3-year term on grounds of misfeasance, breach of trust, failure to attend three consecutive Governing Body meetings without leave, or acting against statutory laws (including IT Act and FCRA norms).
2. **Requisition:** A written requisition for removal, signed by at least **one-third (1/3rd)** of the total voting members of the General Body, to be submitted before the Member Secretary or President.
3. **Special General Body Meeting (SGM):** The President shall convene an SGM within 30 days of receiving the requisition, giving 15 clear days' notice to all members.
4. **Passing Resolution:** The removal resolution shall be effective only if passed by a **two-thirds (2/3rd) majority** of the members present and voting at the SGM.

ii. Election Procedure

1. **Election Schedule:** Elections for the Governing Body shall be held every 3 years prior to the expiry of the incumbent Governing Body's term.
2. **Returning Officer:** The Governing Body shall appoint an independent Returning Officer (who is not a candidate) at least 30 days prior to the election date to conduct the election process.

iii. Timelines:

1. **Notice of Election & Voters' List:** Issued 21 days prior to the election date.


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2. **Nomination Period:** Open for 7 days following the notice.
 3. **Scrutiny & Withdrawal of Nominations:** 3 days after the close of nominations.
 4. **Final List of Candidates:** Published at least 7 days before voting.
- iv. **Voting & Results:** Voting shall be conducted by secret ballot or show of hands (as determined by the Returning Officer). Results shall be declared immediately on the date of the AGM/election meeting.

d. Power and Functions of the Governing Body

- i. The General superintendence direction and control of the officers and funds of the Society shall be vested in Governing Body which may exercise all powers and do all acts and things which may be exercised or done by the Society.
- ii. Without prejudice to the generality of the power the Governing Body shall determine.
 1. The terms and conditions applicable to the admission of different categories of members.
 2. The proceeding for elect/select the members of the Governing Body who are liable to retire.
 3. The fees and allowances these may be paid to the non-official individuals.
 4. The preparation and sanction of budget estimate and delegation of power in regard to sanction of expenditure entering into contracts and investments of the funds of the Society.
 5. The duties and conduct, salaries and allowances and other conditions of the services of officers and other employees of the society.
 6. To provide or purchase land, building premises, furniture equipment's and other means needed for carrying on the work of the society.
 7. To administer all properties and funds placed at the disposal of the society for specified purposes.
 8. To raise funds and shall determine and provide ways and means for raising funds from the members as well as public.


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9. To raise/receive funds in foreign currencies from foreign agencies as per FCRA provisions.
10. To accept endowments, requests, donations, and transfer of any movable and immovable property of the society on its behalf
11. To approve any new schemes of the society.
12. To incur loan for the benefit of the society.
13. The Governing body will ensure minute book to be kept of the proceedings of the meetings of the General body and Governing Body.
14. The establishment and maintenance of provident or other funds for officers and other employees of the Society.
15. The nature of courses of action study, training research are to be taken over and the standards for admission candidate to the various courses of study.
16. Any other matters which to be or may provide the General Body shall have the power to wake adopt, amend or rescind the bye-laws as it may find necessary for the management of the affairs the Society.

14. TERMS OF OFFICE AND MEETING OF GOVERNING BODY:

- a. The President, Secretary, Vice-President and Treasurer and other members of the Governing Body shall hold the office till they command the confidence of the General Governing Body. Any members of the Governing Body can be impeached when a resolution to that extent passed by the Governing Body by two-third majority present and voting and same approved by the General Body.
- b. The Governing Body shall normally meet 4 times a year and emergency meeting may be convened by the President at any time. The Governing Body shall meet at such time and such place as may be determined by the President.
- c. One-third of the strength of the Governing Body present person shall constitute the quorum at any meeting of the Governing Body.


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15. STAFF FOR THE SOCIETY:

- a. The staff required for looking after the day to day working of the Society including finalization of projects, programmes and implementation will be appointed by the Governing Body.
- b. There shall be an Office Secretary of the Society who shall be appointed by the Governing Body.
- c. In this event of there being vacancy in the office of the Secretary if the Office Secretary is unable to discharge his/her function owing to illness or any other causes, the Secretary may otherwise appoint any person to officiate as Office Secretary by the approval of President during the absence of the Secretary and for exercise such powers and functions and duties and the Office Secretary as the Secretary may deem fit.
- d. Separate rules and regulations shall be prescribed by the Governing Body as to staff appoint, sanction and creation of post, sanction of salary and other facilities from time to time.

16. DAILY NEWS PAPER, LENDING LIBRARY BOOKS:

- a. There shall be facilities for supply of library books, periodicals magazines, daily newspapers, lending library books to the members, office staff, public, students of middle and high schools and colleges.
- b. There shall be separate rules in order to supply above mentioned articles.

17. FACILITIES FOR SUPPLY OF SOCIETY'S BELONGING TO HIRE BASIS:

- a. The Society's belongings can be supplied to public members and staffs on hire basis in their festivals.
- b. For this purpose, Secretary may appoint one care taker to take charge of all these belongings.
- c. Separate rules shall be prepared by the Governing Body from time to time.

18. ASSET REGISTER OF SOCIETY

- a. There shall be Asset register of institution belongings.
- b. Secretary shall see that all belongings are registering into Asset register properly.
- c. Waste belongings shall be called for public auction and separate rules shall be prepared for this.


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- d. No acts or proceedings of the Society or its Governing Body shall be deemed to be invalid by reason merely of any vacancy in or any defect in constitution of the Society or the Governing Body the case may be.

19. FUNDS OF THE SOCIETY:

- a. Grant made by the State Government, Government of India or any other Government.
- b. Contribution from other sources.
- c. Fees from members.
- d. Donation from public.
- e. Library development.
- f. Income from investment.
- g. Agricultural sources.

20. COLLECTION AND UTILIZATION OF FUNDS:

- a. Utilize properly Government grants and other funds of the Society.
- b. To raise funds and accept donations (in cash or kind) subscription, grants of money, securities, property of any kind and undertake and accept the management of any endowment trusts fund or donation not inconsistent with the objects of the society, subjects to the condition that such acceptance from foreign agencies. Institutions and Governments with the prior approval of the Government of India and that any specific purposes falling within the objects mentioned in these presents shall be used for such specific purposes.
- c. To accept donations, assistance and funds on behalf of the implementing agencies from the Government or Foreign donors and to obtain necessary accounts and information regarding the physical and financial progress of the schemes.
- d. To impose and recover fees and charges for the services rendered by the Society.
- e. To acquire by gift, purchase, exchange, lease or hire or otherwise however any lands, buildings and any other property movable /immovable and or any estate or interest for the furtherance of all or any of the objects of the Society.
- f. To create any reserve fund, sinking fund, insurance fund, provident fund or any other special fund whether for depreciation or for repairs, improving extending or maintaining any of the properties or right of the Society and/or for benefits of the employees and for any other purpose for which the Society deems it expedient or proper to create or to maintain any such fund for funds.

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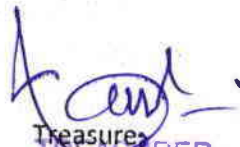
- g. To sell, manage, transfer, exchange, mortgage lease, dispose of for otherwise deal with any property whatever belonging to the Society.
- h. To draw, make accept, endorse and discount cheques, notes or their negotiable instruments for the purpose of the Society.
- i. To raise funds as and when necessary, by means of borrowing from the banks, Govt., or any other approved agency for the objects of the Society.
- j. To pay all expenses preliminary or incidental to the formation of the Society and its registration and for management and administration.
- k. To control, manage and supervise the various activities and programmes of the Society.
- l. To negotiate and enter into contracts on behalf of the Society and very and rescind such contracts.
- m. To do all such other lawful act, deeds or things either, alone or conjunction with other organizations as are incidental or conducive to the attainment of any of the above objects.
- n. To provide for the welfare of employees of the Society.
- o. To make rules and regulations for the conduct of the affairs of the society and add, amend, vary, or rescind them from time to time.
- p. All activities financed from the funds shall be conducted in accordance with the ideas and objects as stated herein and no discrimination shall be permitted on grounds or religion, caste, creed, sex, or political affiliation of the implementing agency.
- q. Income and property of the Society how-so-ever derived shall be applied towards the promotion of the objects as se forth in its memorandum of association. No part of the income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise how so ever by way of profit to the persons who at any time are or have been member of the Society or to any of them, provide that nothing therein contained shall prevent the payment in good faith or remuneration of any person in return of for travelling allowance, halting or other similar changes.

21. FINANCIAL MANAGEMENT, AUDIT & DEBT LIABILITIES

- a. The Society shall cause to be maintained such books of accounts and other books in connection of its accounts in such manner as may in consultation with the auditors of the Society be prescribed.


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- b. The financial year of the Society shall be from the 1st April of each year to the 31st March of the next year.
- c. The Society shall as soon as may after closing the Annual Accounts prepare a statement of accounts in such form as the Governing Body may consult with the auditors of the society appointed by the General body of may appoint.
- d. The accounts of the Society shall be audited by the qualified auditors as the General Body may appoint.
- e. A copy of the annual account of the Society together with the audit report thereon and a report of the proceeding on all works under taken during the year shall be circulated to the ordinary members of the Society.
- f. Charitable Utilization: All funds raised through loans, grants, or investments shall be applied exclusively towards the charitable objects of the Society in compliance with Sections 11 and 12 of the Income Tax Act, 1961.
- g. Auditor Appointment, Tenure & Statutory Compliance
 - i. **Appointment:** A qualified Chartered Accountant (within the meaning of the Chartered Accountants Act, 1949) shall be appointed or reappointed as Statutory Auditor of the Society at each Annual General Meeting (AGM). Any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
 - ii. **Tenure:** The Auditor shall hold office from the conclusion of the AGM in which they are appointed until the conclusion of the next AGM.
 - iii. **Income Tax Compliance:** The Auditor shall audit the annual financial statements and issue the Audit Report in Form 10B / Form 10BB as prescribed under Section 12A(1)(b) of the Income Tax Act, 1961, within the statutory deadline.
- h. **FCRA Compliance:** The Auditor shall conduct a separate audit of Foreign Contribution receipts and utilization, certify the financial statements and issue the certificate required for filing the Annual Return in **Form FC-4 under Rule 17** of the Foreign Contribution (Regulation) Rules, 2011.
 - i. The Audited statement of accounts together with the audit report will be placed before the Governing Body for consideration and approval and there after the same shall be put up before the General Body.
 - ii. The Controller and Auditor General of India shall however have the right to demand the production of books of accounts, connected

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vouchers and other documents and papers in respect of grants, loans made by the Government of India to the Society.

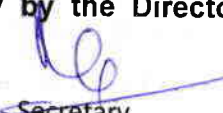
i. Bank Account Operations & FCRA / Income Tax Governance

- i. Joint Operation Mandate for All Bank Accounts (Including Projects)**
- ii. Mandatory Joint Operation:** Notwithstanding any specific rule, project operational guidelines, or unit level management structures hospitals, field branches, or specialized project wings), All bank accounts of the Society whether main, regional, projectbased, institutional, or peripheral shall strictly be operated Jointly by the Secretary and one authorized signatory (such as the Treasurer or President) as designated by resolution of the Governing Body.
- iii. Prohibition of Single Signatory Accounts:** No regional office, unit head, or project director, shall open or operate any independent or single signatory bank account. All regional hospital accounts shall function as operational subaccounts authorized and governed directly by central Governing Body resolutions.
- iv.** The accounts shall be maintained for the financial year in accordance with the applicable laws of the land, with the financial year running from April to March.

j. Foreign Contribution (FCRA 2010 & FCRA Amendment Act 2020) Regulations-

- i. Designated "FCRA Account" (Section 17(1)):** All foreign contributions, grants, or donations received from foreign sources shall be deposited exclusively into the designated FCRA Account maintained with the State Bank of India, Main Branch, New Delhi (11, Sansad Marg, New Delhi - 110001), or with any other bank as may be directed or permitted by the Ministry of Home Affairs.
- ii. Prohibition of Mixed Funds:** No foreign contribution shall be deposited or received in any bank account other than the designated SBI New Delhi FCRA Account. No domestic funds, local donations, or non-FC funds shall be deposited into this designated FCRA Account.
- iii. FCRA Utilization Accounts:** The Society may open separate secondary "FCRA Utilization Account(s)" in any scheduled bank solely for utilizing foreign contributions. These accounts shall also be operated jointly by the Director / Member Secretary and the


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authorized signatory, and shall be utilized strictly for the approved programs of the Society.

- iv. **Prohibition on Transfer / Sub-Granting (Section 7):** Foreign contributions received by the Society shall **NOT** be transferred, sub granted, assigned, or shared with any other NGO, association, institution, or individual, regardless of whether the recipient entity holds FCRA registration.
- v. **Administrative Expense Cap:** Utilization of foreign contributions for administrative expenses shall strictly remain within the statutory limit prescribed under by the FCRA.
- k. **Income Tax Permitted Investments & Non-Diversion (Section 11(5) & Section 13)**
 - i. **Permissible Investment Modes:** All accumulated funds, corpus funds, general funds, and reserves of the Society shall be deposited or invested strictly in the modes specified under **Section 11(5) of the Income Tax Act, 1961** (e.g., Scheduled Banks, Fixed Deposits, Post Office Savings, Government Securities).
 - ii. **Prohibition of Direct/Indirect Benefits (Section 13(1)(c)):** No part of the income, funds, or property of the Society shall be used, applied, or diverted directly or indirectly for the benefit of any founder, trustee, office bearer, Governing Body member, major contributor, or any relative of such specified persons.

22. Internal Dispute Settlement Mechanism

- a. **Arbitration Panel:** In the event of any internal dispute, controversy, or claim arising between members, office bearers, or the Governing Body regarding the administration or interpretation of the Bye-Laws, the matter shall first be referred to an internal **Arbitration Panel**.
- b. **Panel Composition:** The Panel shall consist of three persons: one nominee chosen by each party and a neutral President appointed by the Governing Body.

23. Discharge of Debts & Limited Liability

- a. **Corporate Asset Liability:** All debts, loans, contracts, and financial liabilities incurred by the Society shall be discharged solely out of the assets, property, and general funds of the Society.


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Secretary
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Treasurer
TREASURER
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- b. **Limitation of Personal Liability:** No member, office bearer, or Governing Body member shall be personally liable for any debt, loss, or contract incurred by the Society, except in cases arising from proven personal fraud, willful default, or gross negligence.
- c. **Binding Decision:** The decision of the Arbitration Panel shall be final and binding on all parties. No member shall approach a Civil Court without exhausting this internal dispute resolution mechanism.

24. Transfer of Assets upon Dissolution (IT Act & SR Act Compliance)

- a. **Dissolution Process:** The Society may be dissolved in accordance with Sections 13 and 14 of the Societies Registration Act, 1860, pursuant to a resolution passed by three-fourths (3/4th) of the members present at a General Body meeting convened for that purpose.
- b. **Prohibition on Member Distribution:** Under no circumstances shall any surplus funds, properties, or assets (movable or immovable) remaining after the satisfaction of all debts and liabilities be paid to, distributed among, or transferred to any member or office bearer of the Society.
- c. **Statutory Asset Transfer:** All remaining net assets and funds shall be transferred to another registered Society, Trust, or Institution having similar charitable objectives, which is registered under **Sections 12A / 12AB and 80G of the Income Tax Act, 1961**, or to the State/Central Government, as decided by the General Body and approved by the Registrar of Societies / Income Tax Authorities.

25. ANNUAL REPORT:

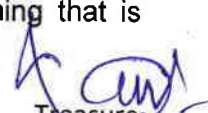
Annual report and the yearly accounts of the Society shall be prepared by the Governing Body Secretary for the consideration and approval copies thereof as finally approved of the Society shall be supplied to the members of the Society. The proceedings of the Society together with the Annual Report shall be sent to the concerned authorities and to the members of the society for information.

26. SERVICES OF NOTICE:

- a. A notice may be served upon any member of the Society either personally or through the post in an envelope addressed to such members of the address mentioned in the roll no. of members.
- b. Any notice so served by the post shall be deemed to have been served on the day following that on which the letter envelopes or paper containing that is


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posted and in providing such services it shall be subjects to prove that the cover containing such notice was properly addressed and put in to the post office.

27. AMENDMENTS OF THE RULES AND MEMORANDUM OF THE SOCIETY:

The rules of the Society may be amended at any time by resolution passed by 2/3 majority of members of the Society presented at any meeting of the Society which shall have been clearly mentioned for the purpose as per section 12 and 12(a) of the Societies Registration Act. 1860 and the copy of that approval at within one month from the date of passing such resolution. Section 4 at Society Registration Act. 1860. A list of Governing Body shall be filled in office of the register.

28. ALTERNATION OR EXTENSION OF THE PURPOSE OF THE SOCIETY:

The Society may after, extend or abridge the purpose for which it is established.

29. LEGAL ACTION:

The Secretary may sue or the sued-on behalf of the Society for movable and immovable properties of the Society.

30. DISSOLUTION:

The Society may be dissolved by 3/5 of members present. Upon dissolution of the Society the assets will be handed over to be a similar registered society or to Government after clearing up all its debts and liabilities.

CERTIFICATE

- a) Certified that there is no other Society in the same name of the same place.
- b) Certified that this is the true and correct copy of the rules and regulation of Rotary Club of Bhubaneswar Heritage (RCBH) Social Service Society (RCBHSSS).


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