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MAY 2007 739
7/8/07

RULES AND REGULATIONS

[Signature]
MUMBAI OF
"MUMBAI COIN SOCIETY" (PROPOSED)

सहायक सस्था निबंधक,
वहमपुनई विभाग, मुंबई.

1. DEFINITION OF WORDS IN THE RULES AND REGULATIONS OF THE "MUMBAI COIN SOCIETY" unless otherwise specified, the words used in the context mean as under -

- a) "Society" means "^{MUMBAI}MUMBAI COIN SOCIETY". *[Signature]*
- b) "MEMBER" means the member of Society for the time being.
- c) The "President", "Chairperson", "Hon. Secretary", "Joint Hon. Secretary", "Treasurer", means those respective office bearers of the Society for the time being.
- d) "Meeting" means all meetings including Annual General Meeting, General Body Meeting, special general body meeting and Managing Committee meeting of the Society, which are held under the present rules, regulations of the Society..
- e) "Resolution" means a Resolution of the Society passed in its General Body Meeting or Managing Committee Meeting by requisite majority;
- f) "Seal" means the common Seal of the Society.
- g) "Year" means the Financial Year of the Society as may be determined by the Council of Management of the Society from time to time under the Act.
- h) "Assets" of the Society means all moveable and immovable property of the Society excluding the present office premises where the Society's activities are carried on or for the time being, till Society establishes its own office and thereafter such office as may be established or acquired by the Society.
- i) "Managing Committee" means the Governing Body of the Society. All the members of the Managing Committee shall be elected in Annual General Meeting of the Society as per rules relating to elections.
- j) Act means Society Registration Act, 1860.

2. AREA OF OPERATION

The area of operation of the Society shall be the area of whole of Maharashtra & Goa.

3. ACCOUNTING YEAR

The Accounting year of the Society shall be that commencing on the 1st April and ending on 31st March the following year.

7

4. PROCEDURE FOR ACQUIRING MEMBERSHIP OF THE SOCIETY

- a. The Society shall consist of persons who have been enrolled as members and whose names are set out in the Schedule annexed hereto and who may be enrolled as such members hereafter and who shall continue to be members for the time being in accordance with these Rules.
- b. Subject to the provisions of these Rules, every person having attained the age of 18 and of sound mind and otherwise sui juris shall be eligible for membership of the Society.
- c. Subject to the provisions of these Rules, juridical persons like corporate bodies, partnership firms, societies registered under the Society Registration Act 1860, co-operative societies and companies duly incorporated as such under the laws of the time being in force shall also be eligible for membership of the Society.
- d. No person whether real or juridical shall be entitled to be taken as a member of the Society merely because he or she possesses the requisite qualification for being eligible as a member of the Society unless he has been so enrolled by the Society and Society reserves right to refuse membership to any person subject to reasons to be recorded in writing.
- e. Every person intending to be member of the Society shall make an application in writing in the prescribed form accompanied by the prescribed membership fee, duly proposed by one existing member of the Society.
- f. The Managing Committee shall be the sole authority to accept or reject any application for membership. The membership fee received along with the application shall be refunded in full if the application is rejected against a valid receipt.
- g. No person shall be eligible to become a member of the Society if he is not residing within India or in case of a body corporate or a firm having registered office outside the State of Maharashtra or if any member is declared to be insolvent by competent court, upon such declaration he shall cease to be member of the Society automatically.
- h. Every member who is in arrears of subscription for more than two months will be liable to be removed from membership, but until so removed he shall be liable to pay to the Society the arrears of membership fees. On death of such member the membership will come to an end. In case of body corporate, upon winding up of any company who is member of the Society, membership will automatically come to an end.
- i. Only such corporate bodies including partnership firms shall be entitled to become members of the Society whose registered office is situated within State of Maharashtra. Such corporate bodies and firms shall appoint from time to time a representative authorising him to participate on their behalf in the affairs of Society.



- j. The Managing committee may invite meritorious persons or experts in certain related fields to become honorary members of the Society for such period as decided by the Managing Committee and without any obligation to pay any subscription.

Such an honorary member may also be removed from honorary membership at the discretion of the Managing Committee which shall be final.

- k. The membership fee shall be fixed from time to time by the Managing Committee. Yearly membership fee shall expire at the end of each financial year irrespective of the time of its payment.

The membership fee fixed by the Managing Committee shall not be changed during the same financial year.

- l. No member shall be entitled to vote, propose or second if he is in arrears of membership fee of the society.
- m. No member shall be entitled to contest an election as a candidate for membership of the Managing Committee if he is in arrears of his membership fees, which shall be payable in advance for every financial year.
- n. A corporate member including a firm shall be entitled to cast only one vote and shall be entitled to have only one authorized person appointed by it to act on the Managing Committee in case of its being a successful candidate at an election.

5. KINDS OF MEMBERSHIP

There are four types of membership of the Society and subject to the decision of the Managing Committee, fees for which will be non-refundable.

- 1) **ORDINARY MEMBERSHIP (For individuals only)**
Any person who will subscribe Rs.225/- (Entrance Fee Rs.25/- plus Rs.200/-) per annum shall be ordinary members of the Society.
- 2) **LIFE MEMBERSHIP (For individuals only)**
Any person who will subscribe Rs.1,125/- (Rs.1,100/- plus Rs.25/- Entrance Fee) to Society shall become life member of the Society.
- 3) **CORPORATE MEMBERS**
Any corporate body or a firm represented by its agent can be a member by paying Rs.5,025/- (Rs.5,000/- plus Rs.25/- Entrance Fee) and membership will be valid for the period of five years.
- 4) **PATRON MEMBERS**
Any person can be a Patron Member (subject to the decision of the Managing Committee) by paying a one time payment of Rs.15,000/- towards Corpus of the Society.

6. DISCONTINUATION OF MEMBERSHIP & EXPULSION OF MEMBERSHIP:

- i) It is provided that if any member violates the rules prescribed by the Society at any time or has willfully deceived the Society by giving false information, his name will be removed from the membership of the Society by the majority vote of the Managing Committee, after affording reasonable opportunity to him.
- ii) If any member has not paid his membership fees, annual subscription within 2 months of the new year, his name will be struck off from the membership of the Society, after giving him fifteen days notice in that behalf but upon payment of all arrears at any time, thereafter such members may rejoin society, however, subject to resolution to that effect by the Managing Committee.
- iii) The Membership shall cease on his death, resignation, expulsion from society and on being adjudged as insolvent or legally disabled from continuing as member.
- iv) If member has not attended three consecutive meetings without giving valid reasons and notice for his/her absence.
- v) If any member has been convicted under any law involving moral turpitude or otherwise under any law.
- vi) A member once disqualified for membership or debarred shall not be eligible for membership for a period of five years.

7. GENERAL BODY MEETING ITS RIGHT AND FUNCTIONS

A General Body Meeting shall be held on or before 14 August of each year by giving 14 days clear notice whereas a Special General Body Meeting may be held as and when required by giving notice to all the members at least 7 days clear in advance.

The General Body shall have following rights.

- a) To consider admission and expulsion etc. of any member of the Society.
- b) To elect the Managing Committee of the Society.
- c) To receive and approve the statements of account as prepared by Managing Committee of the Society.
- d) To appoint office staff of the Society such as Officer, Clerk, Peon etc. and fix their salary.
- e) To appoint an Advocate as legal advisor of the Society and fix up his/her remuneration;
- f) To look after and check the activities of the Society.

(10)

- g) To appoint an Accountant and Auditor for accounting and auditing the accounts of the Society and fix their remuneration;
- h) To consider any other matter to be brought before the meeting with Agenda and with the permission of the President or Chairperson after serving proper notice.
- i) To consider any amendment to the present rules and regulations and implement such amended rules and regulations.

If there is no quorum for any meeting duly requisite by giving due notice the meeting shall be adjourned by half an hour at the same venue on the same day. If there is no requisite quorum even after half an hour the business on the Agenda shall be discussed and decided, which shall be binding on all members irrespective whether present or not.

If all the business on the Agenda of the General Body Meeting of the Society can not be transacted on the day on which the General Body Meeting is held, the meeting shall be postponed to any subsequent date but not later than 30 days as may decided by the members present at the meeting.

8. NOTICE OF GENERAL BODY MEETING AND ITS QUORUM

In order to hold a General Body Meeting 14 days clear notice is required to be given to its members in advance. 14 days clear notice means the number of calendar days intervening, between the day of posting the notice and the day of the meeting.

The quorum for every General Body Meeting of the Society shall be $\frac{2}{3}$ rd of total numbers of members of the Society

No resolution can be brought at a General Body Meeting of the Society, canceling its previous resolution unless six clear months have expired after passing of the previous resolution.

9. SPECIAL GENERAL BODY MEETING AND ITS FUNCTIONS

A Special General Body Meeting of the Society may be called at any time at the instance of the President or on requisition signed by at least $\frac{1}{5}$ th members of the Society by giving 7 days clear notice. The special general body meeting so convened shall not transact any business other than that mentioned in notice of the meeting;

The quorum for Special General Body Meeting of the Society shall be $\frac{2}{3}$ rd of the total members of the Society.

10. SOCIETY'S MANAGING COMMITTEE, OFFICE BEARERS AND ITS GOVERNING BODY

The Managing Committee of the Society is the Governing Body of the Society. All the members of the Managing Committee shall be elected in Annual General Meeting of the Society.



The Managing Committee shall consist of

1) President	1
2) Hon. Secretary	1
3) Joint Hon. Secretary	1
4) Hon. Treasurer	1
5) Members	9
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TOTAL	13

The Managing Committee of the Society shall consist of at least thirteen members. The Managing Committee shall manage the affairs of the Society, financial or otherwise.

11. RIGHTS AND DUTIES OF THE PRESIDENT

The President is the head of Society and shall be elected from among the members in the Annual General Meeting of the Society. The following powers vest in President;

- a) To preside over Annual General Body Meeting and Special General Body Meeting and to participate in all other activities of the Society.
- b) To preside over Managing Committee and to guide and advise the Managing Committee as well as the Secretary of the Society in day to day administration so as to achieve the aims and the objects of the Society.
- c) The decisions of the Managing Committee shall be by majority vote and the ruling of the Managing Committee shall be final and binding on all questions raised. In case of a tie, the President shall have right to cast additional vote.
- d) To be the spokesperson of the Society to press and public.
- e) The President shall have right to call for meeting and upon so directed the Hon. Secretary shall cause a meeting to be called either on requisition or otherwise.

12. RIGHTS AND DUTIES OF THE HON. SECRETARY

- a) To report to the members regarding progress made by the society during the year, activities conducted and future plans of the society.
- b) To attend all work entrusted by General Body.
- c) To call upon the General Body Meeting and call upon the Managing Committee and attend the routine official matters;
- d) To operate Bank Account/Accounts along with the authorised members of the Managing Committee;

- e) The Hon. Secretary shall convey to the Managing Committee Meeting of the Society, write minutes of the proceeding of such meeting, deal with all correspondence in respect of the affairs of the Society. He shall prepare a balance sheet, annually showing clearly every item of a receipt and expenditure. He shall be responsible to submit to the Registrar of Societies all the necessary documents that should be sent under the Act and the laws for the time being in force. The Hon. Secretary shall be at liberty to expend for the purpose of the Society any sum of upto Rs.3,000/- without sanction of the Managing Committee. However, such expenditure shall be ratified by the Managing Committee in the immediate next meeting.
- f) To maintain minutes of all the meetings and place them before the next meeting for confirmation.
- g) To maintain various records of the Society.
- h) To issue notices of various natures which are required to be issued for the routine functioning of the Society.

13. RIGHTS AND DUTIES OF THE JOINT HON. SECRETARY

- a) Joint Hon. Secretary shall exercise powers of Hon. Secretary in his absence and assist him and shall look after the affairs of the Society.
- b) The Joint Hon. Secretary shall be at liberty to expend for the purpose of Society any sum upto Rs.1,000/- without previous sanction of the Managing Committee of the Society. However, in the next Managing Committee Meeting this expenditure shall be ratified.

14. RIGHTS AND DUTIES OF THE TREASURER

- a) It is the responsibility of the Treasurer to collect any money received by the Society and deposit the same in Bank Account of the Society;
- b) The Treasurer shall act under the directions of the Managing Committee. He shall receive the Membership subscription and other contributions from the public and issue receipts for the same. He shall hold and discharge the funds of the Society and shall be authorized to sign cheques jointly with the Hon. Secretary. He shall keep in his hands a sum of Rs.1,000/- for current expenses.
- c) He shall be responsible to give statement of account to the managing committee as and when called upon to do so.
- d) To receive the subscription and other contribution received in the name of the Society and to issue a receipt for the same.
- e) To operate Bank Account/Accounts along with the authorised members of the Managing Committee.

13

- f) To submit all the books of account and statement of accounts provided by Bank to the Managing Committee for its verification as and when required.
- g) To get the accounts of the society audited from the auditor appointed for the said purpose.

15. RIGHTS AND DUTIES OF THE MEMBERS

- a) All the members of the Society shall have right to one vote at General Body and Special General Body Meeting of the Society.
- b) All the members shall have right to inspect the books of accounts, minutes books i.e. the proceeding of General Body Meeting and Managing Committee Meeting of the Society and Membership register of the Society on any working day in normal course of the business of society and also to obtain Xerox copies of documents, minutes of the meetings etc. by giving prior notice and payment of charges.
- c) All the members of the Society shall be bound by the rules and regulations of the Society which may be framed from time to time;

16. MANAGING COMMITTEE MEETING & REQUISITION MEETING

- (a) Managing Committee shall consist of at least thirteen members elected from society members. Managing Committee Meetings shall be presided over by the President. Managing Committee Meetings of the Society shall be held at least once every month (i.e. twelve meetings excluding Annual General Meeting) during the financial year of the Society. Minutes of each meeting will be recorded by the Hon. Secretary of the Society properly.
- (b) In addition to the limit prescribed in Rule 18 herein, the Managing Committee shall have the power to co-opt not more than 5 members of its choice, in cases where the number of members of the Managing Committee at a given point of time falls below the minimum number prescribed in the foregoing rule. Every co-opted member shall have same rights and privileges as an elected member. The Managing Committee shall have the authority to fill up any casual vacancies as and when they fall vacant by such co-option.

17. PERIOD OF MANAGING COMMITTEE AND PROCEDURE FOR ELECTION OF MANAGING COMMITTEE

The duration of the Managing Committee is for three years from the date of election. If election of the Managing Committee is not held for choosing new managing committee, for any reason whatsoever, under any circumstances the elections of Managing Committee shall not be postponed for more than three months.

The Managing Committee of the Society shall be elected in the General Body Meeting of the Society by ballot paper, as may be decided by the President.

19

18. NOTICE OF MANAGING COMMITTEE MEETING AND ITS QUORUM

In order to hold the meeting of the Managing Committee 7 days' clear notice is required to be given to its members in advance by the office bearers of the Society. 7 days' clear notice means the number of calendar days intervening between the day of posting the notice and day of meeting.

The quorum for every Managing Committee meeting shall be 3/5th of total number of members of the Managing Committee.

19. RULES OF ELECTION OF MANAGING COMMITTEE

The Managing Committee of the Society will be elected in the General Body Meeting of the Society called for that purpose and the elected members of the Managing Committee will elect their office bearer i.e. President, Chairperson, Hon. Secretary, Joint Hon. Secretary or Ex-Officio Secretary, Treasurer, members etc. Nominations for such election shall be filed at least one month before the scheduled date of General Body Meeting to be held for the purposes of election. The Secretary shall scrutinise all nominations received by him within 7 days and shall publish the list of members contesting the said election 15 days in advance of the meeting scheduled for election. Such list shall be published at the office of the Society.

20. PROCEDURE OF FILLING THE VACANCY OF MANAGING COMMITTEE

Any vacancy of the Managing Committee will be filled up with the consent of all the Members of Managing Committee. In case if there is difference of opinion among the Members of the Managing Committee in such case, decision, of the majority of members of Managing Committee will be final decision. In case of any tie, the President shall have right to cast another vote which shall be decisive.

21. RIGHTS AND DUTIES OF THE MANAGING COMMITTEE

The Managing Committee shall have full powers and authority to do all acts, matters things and deed which may be necessary for the proper functioning of the Society activities, aims for which the Society is formed i.e. established.

- a) To look after, manage and supervise the activities of Society and to spend the money required for the purposes of Society;
- b) To read & and adopt the minutes of the last meeting and confirm thereof.
- c) To prepare and submit at the time of Annual General Meeting and audited statement of account and report of the previous year.
- d) To pay all rents, taxes, salaries and remunerations of the employees engaged by the Society.

(15)

- e) To fill up vacancies, to make appointments and fix/reduce salaries and to take action against the members for their default, or to do such other general work in connection with the staff of the Society as may be necessary.
- f) To organise various seminars, functions, exhibitions and lectures for furthering the objects of Society.
- g) To initiate action for safeguarding properties of the Society;
- h) To invite contributions and public participation in furthering objectives of the Society.
- i) To appoint any committee or sub-committee as and when necessary and confer such powers as the Managing Committee may deem fit and proper during the course of activities of the Society.
- j) To acquire in the name of the Society by Gift, purchase, lease or otherwise any land, building, premises for the purpose of functioning of office of the Society;
- k) To accept admission form for membership and to decide upon the acceptance or rejection of the membership.
- l) To raise money which may be required for the purpose of the Society subject to sanction of the General Body.
- m) To decide the questions relating to disqualification of membership.
- n) To expand the functions of the Society in such a manner as the Managing Committee shall consider for betterment of the Society.
- o) To do all such acts and deeds which are beneficial in the interest of the Society as per the objects specified in Memorandum of Society.

22. SOURCES OF FUNDS i.e. INCOME AND ITS INVESTMENT

The Society can raise the funds by the following sources

- 1) Membership fees;
- 2) Contributions and Gifts.

The funds of the Society besides being invested in the investment authorised by law for time being in force relating to the investment of the Society, Fund may also be invested in fixed deposit account with a Nationalised Bank as directed by the Managing Committee. The funds will be utilised as per the objects of the Society.

23. PROVISIONS FOR THE USE OF FUNDS AS PER OBJECT

The funds of the Society shall be used for the fulfillment of the object of the Society as specified in the Memorandum of the Society of the Society.

24. PROVISIONS FOR RAISING FUNDS AND DEPOSITS

The Society can raise funds as decided by the Managing Committee for raising the capital of the Society and in pursuit of the objects of the Society as specified in the Memorandum of Association.

The Society can deposit surplus funds in fixed deposit in any Nationalised Bank as decided by Managing Committee.

25. PROVISION REGARDING PURCHASE OF IMMOVEABLE PROPERTY

The Society presently operating from a rental premises can purchase any property in the name of the Society as decided by Managing Committee so as to establish a permanent Registered Office for smooth functioning of the affairs of the Society.

26. BANK ACCOUNT

The Bank Account of the Society shall be opened in any Nationalised Bank and shall be operated upon jointly by any two of the following;

1. Secretary and
2. Joint Hon. Secretary or Treasurer.

27. MAINTENANCE OF LIST OF MEMBERS

Society shall maintain a list of its members as per the Societies Registration Act in the prescribed form as per the rule 15 of the Societies Registration Maharashtra Rules, 1860 (a list of members within the Section 15 of the Societies Registration Act, 1860 in the form Schedule IV.)

28. PROCEDURE OF AMENDMENT OF RULES AND REGULATIONS

The Rules and Regulations shall be amended altered or replaced and added at any time by the majority of 3/5th of the total members present at the General Body Meeting provided at least 15 days previous intimation in writing of such amendments shall have been given to the members as per provisions of Societies Registration Act, 1860 under Section 12.

29. PROCEDURE OF AMENDMENT OF NAME AND OBJECTS

The name and object of the Society shall be amended, altered and added at any time by majority of 3/5th of the total members present at the General Body Meeting provided at least 15 days clear previous intimation in writing of such amendment of the name and object shall have been given to the members of the Society as per provisions of Societies Registration Act, 1860 under Section 12 & 12(A).

30. WINDING UP (DISSOLUTION) OF THE SOCIETY

The Society may wind up and dissolve at any time decided at General Body Meeting of the Society. The Society is bound to give 15 days clear previous intimation to its member of the said intention of the Society to wind up or dissolve the Society forthwith or at any future date then agreed upon as per Sections 13 & 14 of the Societies Registration Act, 1860.

CERTIFIED TRUE COPY OF RULES AND REGULATION OF "MUMBAI COIN SOCIETY" (PROPOSED)

Mumbai Datta
Datta

F.S. Todywalla

Abdul Razak Shaikh

(Farokh Shavaksha Todywalla)
President

(Abdul Razak Shaikh)
Secretary

Sudeep Kheria
(Sudeep Biswanath Kheria)
Jt. Secretary

Suhas Narayan Kadam
(Suhas Narayan Kadam)
Treasurer.

GANESH J. NENE
Member

(DINESH N. HEGDE)
Member

Identified by me



Advocate

ASHOK S. LAD
YOGI NAGAR, A35, 005,
BORIVALI (W), MUM 92.
19/7/07