

Governing Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation	Mobile Number
1	AJAY CHAUDHARY	P/1776-1-A/1999	H.No-129/WW Malibu Town, Gurgaon.	1999-09-29	President	
2	RAJESH KUMAR	3382	VPO-Bewal, distt- Mahinder Garh At (P)- 1158/5, Street No-14, Patal Nagar,Gurgaon	2012-08-20	Vice President	
3	HEMANT KUMAR SHARMA	2216	H.No-1215/1, Daya Nand Colony, New Rly Road, Gurgaon.	2008-08-20	General Secretary	
4	RAM MEHAR TANWAR	2879	VPO- Gawal Pahari, Teh-Sohna, Distt-Gurgaon	2010-08-20	Joint Secretary	

Members of the Society

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1	AJAY CHAUDHARY	P/1776-1-A/1999	H.No-129/WW Malibu Town, Gurgaon	1999-09-29		9899567308
2	RAJESH KUMAR	3382	VPO-Bewal, distt- Mahinder Garh At (P)- 1158/5, Street No-14, Patal Nagar,Gurgaon	2012-08-20		9468315875
3	HEMANT KUMAR SHARMA	2216	H.No-1215/1, Daya Nand Colony, New Rly Road, Gurgaon.	2008-08-20		9873184646
4	RAM MEHAR TANWAR	2879	VPO- Gawal Pahari, Teh-Sohna, Distt-Gurgaon	2010-08-20		9958317085
5	KULBHUSAN BHARDWAJ	486/2003	H.No-B-46, Old DLF, Ground Floor, Sec-14, Gurgaon	2003-08-30		9818371083

6	GAJENDER SINGH	2310/2008	H.No.-57/D, Gali No-6, Rajiv Nagar, Gurgaon	2010-08-20		9899902824
7	VINOD KUMAR DAHIYA	1295	H.No-257/20, Shanti Nagar, Gurgaon	1998-10-20		9810158401
8	ARVIND DUHAN	111	H.No-121, Hope Apartment, Sec-15 Part-II, Jharsa, Gurgaon	1993-08-20		9811184700
9	KIRAN KUMAR	469	Resi-V-Jharsa, Chopra Patti, Gurgaon	2000-10-30		9899012909
10	PARDEEP SINGH	1390	H.No-973/5, Patel Nagar, Gurgaon	2003-10-20		8130773377
11	NARESH KUMAR	2060	H.No-1243/5, Patel Nagar, Gurgaon	2007-08-20		9811542401



Memorandum of Association

1. **Name:** The name of the association shall be **District Bar Association Gurugram.**
2. **Registered Office:** District Court Complex, Near Gate No. 6, District Court Gurugram
3. **Jurisdiction: Gurugram (Haryana).**
4. **Aims & Objects:**

District Bar Association Gurugram is primarily a Legal organization. Main Objective of the Association is to improve quality of life of the lawyers in social, political and economic spheres through public policy initiatives, interventions and programmes. Other aims and objects of the Society, for which the same is established, are as under:

1. To identify issues that need improvement in matters of public policy and suggest measures to the public authorities for their improvement for the benefit of the citizens particularly for advocates;
2. To organize the legal literacy camps in the area.
3. To provide benefits, programs and services which promote members' professional growth and quality of life.
4. To provide a platform for networking and professional development opportunities for individual law students and lawyers.
5. Promote the highest quality legal education.
6. Promote competence, ethical conduct and professionalism.
7. Promote pro bono and public service by the legal profession.
8. Promote full and equal participation in the association, our profession, and the justice system by all persons.
9. Eliminate bias in the legal profession and the justice system.
10. Increase public understanding of, and respect for, the rule of law, the legal process and the role of the legal profession at home and throughout the world.
11. Hold governments accountable under law.
12. Work for just laws, including human rights, and a fair legal process.
13. Assure meaningful access to justice for all persons.
14. Preserve the independence of the legal profession and the judiciary.
15. Provide access to a network of pro bono services.
16. To undertake any other function to promote the welfare of the society in any manner;
17. To help and assist other charitable causes of similar nature as aforesaid as the

(Signature)



- governing body may from time to time decide;
18. To interact with various Govt. Agencies and their officers in furtherance of the objects of the society;
 19. To receive voluntary donations/funds/gifts subscriptions from general public or government in furtherance of the objects of the society;
 20. To invest and deal with funds and moneys of the society and to vary, alter or to transpose such investments from time to time.
 21. To purchase or otherwise take on lease or hire, temporarily or permanently, any moveable or immoveable property necessary or convenient for the furtherance of the objects of the society.
 22. To sell, mortgage, lease, exchange and otherwise transfer or dispose of or deal with all or any property moveable or immoveable of the society as the Governing body may deem fit so as to enable them to fulfill the society's purpose, effectively;
 23. To construct, maintain, alter, improve or develop any building or works necessary or convenient for the purpose of the society.
 24. To do or get done all such other lawful things as are conducive or incidental to the attainment of the above objects.
 25. All society initiatives shall be carried out without any discrimination on the basis of caste, creed, religion, colour or sex;
 26. The society will invest its money and funds according to the Section-11(5) of the Income Tax Act, 1961.

Conditions:

1. The income and property of the Association shall be applied solely towards promotions of the objects of the Association as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Association.
2. No member of the Governing Body of the Association shall be appointed in any salaried office of the Association or any office of the Association paid in fee, and no remuneration shall be given by the Association to any member of such Governing Body except repayment of out-of-pocket expenses and interest on money lent to the association or rent for premises to the Association.

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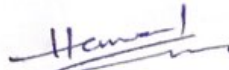


3. The Association, by its constitution, is required to apply its profits, if any, or other income, only to promoting its objects.

4. If upon winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association but shall be given or transferred to some other institution having objects similar to the objects of the Association at to be determined by the members of the Association at or before the time of dissolution.



**President
District Bar Association
Gurugram**



**Secretary
District Bar Association
Gurugram**



5. The names of the Life members of the Association to which the rules and by-laws of the management affairs is entrusted are as under:-

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation	Designation	Signature
1.	Ajay Chaudhary	45	129, WW Road/ Malibu Town Gurugram	Advocate	PRESIDENT	<i>Ajay Chaudhary</i>
2.	Rajesh Kumar	27	VPO Bewal Mehendargarh, Haryana	Advocate	VICE PRESIDENT	<i>Rajesh</i>
3.	Hemant Sharma	38	H.no. 1215/1 Dayanand Colony, Gurgaon	Advocate	GENERAL SECRETARY	<i>Hemant</i>
4.	Ram Mehar Tanwar	32	VPO Gwal Pahari, Gurgaon	Advocate	JOINT SECRETARY	<i>Ram Mehar</i>
5.	Kulbhusan Bhardwaj		H. No. Old DLF, Sector-14, Gurugram	Advocate	Member	<i>Kulbhusan</i>
6.	Gajender Singh		H. No. 57 D Gali No. 6 Rajiv Nagar, Gurgaon	Advocate	Member	<i>Gajender</i>
7.	Vinod Dahiya		H. No. 257/20 Shanti Nagar, Gurugram	Advocate	Member	<i>V. Dahiya</i>
8.	Arvind Duhan		F. No. 121, HOPE Apartment, Sector-15 II, Gurgaon	Advocate	Member	<i>Arvind</i>
9.	Pardeep Singh		H. No. 973, Patel Nagar, Gurugram	Advocate	Member	<i>Pardeep</i>
10.	Kiran Chopra		VPO Jharsa, Patti Chpora, Gurugram	Advocate	Member	<i>Kiran</i>
11.	Naresh Kumar		H. NO. 1243/5 Patel Nagar, Gurgaon	Advocate	Member	<i>Naresh</i>

Ajay Chaudhary
President
District Bar Association
Gurugram

Hemant
Secretary
District Bar Association
Gurugram



The above named persons have signed in our presence

Witness No.1

Signature:-

Anuj Sherawat

Name and Address:- Anuj Sherawat Adv
Ch. No. 76, District Court Gurgaon

Occupation:- Advocate

Dated:-

8.4.2018

Place: - Gurgaon

Witness No.2

Signature:-

Anurag

Name and Address:- Anurag Yadav Adv
Ch. No. 114, Gate no. 8, District Court
Gurgaon

Occupation:- Advocate



LIST OF MEMBERS OF GOVERNING BODY OF DISTRICT BAR ASSOCIATION
GURUGRAM

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Ajay Chaudhary
President
District Bar Association
Gurugram

Hemant
Secretary
District Bar Association
Gurugram



BYE LAWS

1. **Name:** The name of the Association shall be **District Bar Association, Gurugram**
2. **Registered Office:** District Court Complex, Near Gate No. 6, District Court Gurugram
3. **Jurisdiction: Gurugram (Haryana).**
4. **Membership of Society:**

- a) The Society shall have a maximum of number of members as decide by the Governing body of the Foundation as per the Rules prescribed by the HRRS act 2012 including the founder members/ original subscribers.

Eligibility: In order to be admitted as a member of the Society, a person:

- Must be an advocate enrolled as per the provision of the Bar Council of India.
- should subscribe to the aims and objects of the Society;
- must have deposited the admission fee and Monthly subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;
- must not be an insolvent and of unsound mind; and
- must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

Voting Rights of Members:

In order to be get voting rights a member of the Society, must be:

- Must be enrolled in Bar Council of Punjab and Haryana Chandigarh or ;
- If enrolled through other Bar Council then, the member must be a permanent resident of Gurugram and will follow the **ONE BAR ONE VOTE** rule as explained by the High Court of Punjab and Haryana, Chandigarh or Bar council of Punjab and Haryana.
- must have deposited the admission fee and Monthly subscription fee and must not be in arrears of payment of such fee as on the date of election;

b) Type of Members:

- a. **Founder Members** – A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed eleven. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election.

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- b. **Life Members** – A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall be decided by the General body.
- c. **Ordinary Member** – The Society shall have maximum members as decided by the governing body from time to time as per the Haryana Societies Registration and Regulation Rules, 2012. Ordinary members shall continue to enjoy their membership only so long as they are not in arrears of payment of their Monthly subscription fee.
- d. **Honorary Member** – The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall be decided by the General Body. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.
5. **Admission Procedure (for members other than the subscribers):**
- a. The admission of a person as a member of the society shall be decided by its governing body from time to time.
- b. An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the General Secretary duly filled in and signed and recommended by two regular member of the society.
- c. The General Secretary shall examine the application and place the same before the Governing Body for a decision.
- d. The Governing Body any accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- e. The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & prescribed under the Haryana Societies Registration and Regulation Rules, 2012.
6. **Membership Fee & Monthly subscription:**
- a. Admission Fee and Subscription shall be as under unless otherwise revised by the Governing Body of the Society:
- Life Member - 50/- INR Per Month

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➤ Honorary Member - NIL

- b. The payment of membership fee shall be made by the applicant from his bank account through a bank Instrument (Demand draft/pay order/cheque) and in no case be accepted in cash.
 - c. The payment monthly subscription of a member shall become due as on the 1st Week of every Month, which may be paid latest by the 7th day of such month .The membership of a defaulting member shall be deemed to be under suspension after the due date and such member shall not be entitled to cast his vote during the elections of the society held after 1st July of the said year.
7. **procedure for withdrawal from Membership:**
1. If a person not willing to be member of the society submit the application in prescribed form along with supporting documents to the General secretary duly filled in and signed **and recommended by a regular member** of the society can withdraw his/her membership application before placing the same in governing body.
 2. Cessation of membership:

Reasons for cessation:

 - a. Upon submission and acceptance of his/her resignation.
 - b. If he/she ceases to fulfill the eligibility condition for being admitted as a member.
 - c. Upon his failure to pay Monthly subscription fee for a period of that financial year;
 - d. Upon the death of a member;
 - e. upon his/her acting contrary to the aims and objectives of the society;
 - f. Upon such member being found guilty of a financial misappropriation of the funds of the society;
 - g. Upon indictment and directions for removal by the District Registrar /Registrar General of Societies.
8. **Procedure for termination from Membership:**
1. If a regular member violate Clause 7 sub clause 2 (a.) to (g) above, a notice will be served by registered post by the General Secretary regarding the violation of clause 7. Thus providing him an opportunity to explain his position personally in the governing body meeting and final decision in respect of his membership will be taken by the governing body on the basis of the facts given by him and decision of the governing body will be final.

Jayshankar



2. In case the governing body is not satisfied, his/her membership will be terminated immediately and the decision will be ratified by the general body later on. After approval of the General Body meeting his name will be struck off from the Register of membership and he will not be entitled to enjoy the rights of the membership.

9. Re-admission of expelled /suspended member:

1. In case of termination of membership on account of default in payment of the Monthly subscription for a period of one year by the governing body, the terminated/expelled member can only be re admitted with a fresh registration/enrollment number after clearing all his/her dues towards society/association and after paying fresh admission fees that is too after approval from governing body.
2. however if District Registrar, Registrar General give directions in writing to society for removal of a member ,who has been either convicted of an offence amounting to moral turpitude or any misconduct, may be removed from membership.

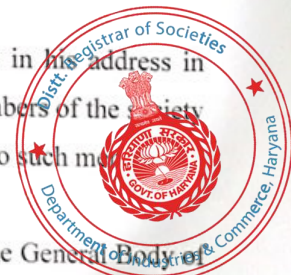
10. Rights & Duties of members:

- a. Every member shall subscribe to and be bound by the bylaws as amended from time to time and registered with the District Registrar.
- b. Every member shall have a right to cast his vote at the elections of the society provided such member is not a defaulter in payment of any dues of the society and the Monthly subscription for a period of three months beyond the due date.
- c. Every member of the society shall have the right to inspect the books of accounts books containing the minutes of proceedings of the general meeting, meeting of the governing body and register of member of the society on any working day giving a notice of seven days.
- d. Every member shall inform the society about any change in his address in writing. Which shall be duly recorded in the register of members of the society and upon which the society shall issue a fresh identity card to such member.

11. Composition of General Body:

- a. every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his/her vote for the election of the Governing Body of the society unless he/she is in arrears of payment of any dues of the society including the monthly subscription.

Ajay Kumar

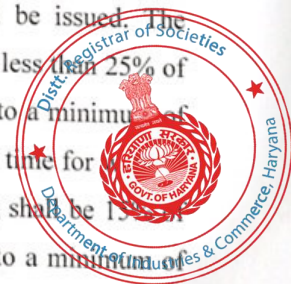


- b. Every member shall cast his/her vote in person and no proxy voting shall be allowed.

12. **Meetings. Notice and Quorum of the General Body :**

- a. A meeting of the general body of the society will be held as and when required. However at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year consideration and adoption of the duly audited Annual accounts of the society in addition to transaction of any other business of the society as may be required.
- b. The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least five of the members of the general body.
- c. For any meeting of the general body a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted date, time & venue of the meeting will be given to the members of the general body .A copy of such notice will also be endorsed to the District Registrar.
- d. A meeting of the general body may also be convened at a shorter notice if agreed to, by a majority (at least above 50% of the total members) of the members of the general body.
- e. Quorum for meeting of the General Body to be not less than 40% of the total members of the Society. In case the minimum stipulated quorum is not present in the meeting of the General Body so convened, the meeting shall be adjourned to another date of which a proper notice shall be issued. The quorum for a meeting adjourned on this account shall be not less than 25% of the members entitled to vote and present in person, subject to a minimum of four. Further, in case such meeting is adjourned for a second time for the quorum of 25%, the quorum for such adjourned meeting shall be 15% of the members entitled to vote and present in person subject to a minimum of four.
- f. The proceedings of all meeting of the general body will be recorded in the minutes -book (bound or in loose leaves) maintained separately for the

Prakash Chandra



purpose by the General Secretary and such minutes will be signed by the president of the meeting and the General secretary of the society.

13. **Powers, Functions & Duties of the General Body :**

- a. To guide the society in determining and fulfilling its aims and objects.
- b. To decide policy matters such as changer of name of the society amendment in the memorandum of association and the bye laws of the society approval of Annual accounts of the society approval for disposal of immoveable assets of the society.
- c. To elect members of Governing Body.
- d. To remove any member from the governing body and according approval to the continuation of a person appointed as a member of the governing body against a casual vacancy.

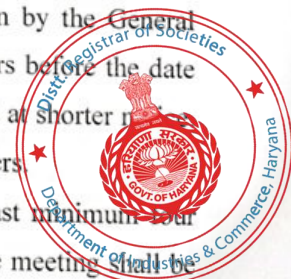
14. **Composition of Governing body**

- a. The governing body of the society shall consist a minimum five office bearers as under
 - i. President
 - ii. Vice President
 - iii. General Secretary
 - iv. Joint Secretary
 - v. Treasurer

15. **Meeting, Notice and Quorum of the governing;**

- a. The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- b. A clear notice of three days of every such meeting will be given by the General Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However the Governing Body may meet at shorter notice wherever so required. With the consent of at least 50% of its members.
- c. The quorum of the meeting of the governing body shall be at least minimum four members of the governing body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members presenting the adjourned meeting a minimum of three members shall form the quorum for the adjourned meeting.

Spandan Chauray



- d. The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the president of the meeting and the General secretary of the society .In case the president or the General secretary are not available to sign the minutes , these will be signed by any two members present in the meeting as may be authorized by the governing body.
- e. The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.
- f. An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum four member of the governing body called.

16. **Power, Functions & Duties of the Governing Body :**

1. The governing body will be responsible for achieving the aims & objects of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objects.
2. The governing body will be competent to raise funds and purchase property movable and immovable on free –hold or lease basis in its name as decided by it.
3. The governing body shall have full charge of all immovable properties and moveable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the general body of the society
4. The governing body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the society in the manner decided.
5. To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time
6. To creates provision for engagement to regular or part-time employees of the society to look after the secretarial accounting and other functions in a seamless manner
7. To outsource certain functions e.g. cleaning security and similar other maintenance activities of the premises of the society
8. The governing body will be is the custodian of the assets of the society.

17. **Term and Mode or Election of Governing Body :**

Ajay Chaudhary



1. The term of the governing body shall be one year, which may be extended with the approval of GBM
 2. The governing body will declare the schedule of elections and appoint the Returning officer conduct of elections and also notify/display a list of members of the general body entitled to vote at least 45 days prior to the holding of the general meeting for conduct of the elections. The governing body shall also send notices for holding election of the governing body to all the members conveying the date time & the manner .The information with respect to holding of election for the governing body shall also be sent to District Registrar to appoint an observer if he desires.
 3. Any objection quo the list of members of the society entitled to vote shall be decided by the Returning officer in consultation with the office –bearers of the society .However the decision of the Returning officer shall be final in the event of any difference of opinion. The Returning officer shall thereafter invite nominations to be filed within the period prescribed in the schedule of election scrutiny and withdrawal of nomination. If any, for election of the office bearers and the executive members of the general body.
 4. The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date .The members eligible to vote will be allowed to cast their vote in person and wherever disputed on production of the identity card issued by the society.
 5. After closing hours on the date of the poll, the returning officer will declare the Results and constitutes the governing body of the society. A list of the elected Office bearers and the executive members of the governing body, duly signed by the returning officers will be fixed with District Registrar within thirty days, who shall accord his approval of the same upon his satisfaction.
 6. The office bearers of the society shall not be entitled to any remuneration for Rendering services of the society.
18. **Cessation of members of the governing body :**
An office-bearer executive member of the governing body shall cease to be an office bearer or executive member:
1. upon submission & acceptance of the resignation;
 2. If he is removed by resolution passed in the meeting of the general body.

19. **Filling of any casual vacancy of the governing body :**

S. P. Singh



1. Any vacancy arising on the account of the resignation or death of any member of the governing body or for any other reason, may be filled up by the governing body, if required, from amongst the member of the general body on the adhoc basis till the holding of the next Annual General meeting of the society. Such adhoc member of the Governing body shall cease to be a member of the governing body on the date of the next Annual general meeting .if his appointment is not approved in the Annual general meeting by a majority vote for the balance term of the governing body.

20. **Powers, functions& duties of the office- bearers:**

1. **President:**

- i. To preside over all the meeting of the general body and of the governing body and regulate the proceedings of such meetings.
- ii. To do all such acts. Deeds and things as may be authorized by the general body and or the governing body from time to time.
- iii. To allow or disallow discussion on any matter which is not included in the agenda.
- iv. To ensure strict compliance of the society governing body.
- v. To ensure strict compliance of the provisions of the HRRS Act, 2012 there under.
- vi. To supervise and guide the overall actives achievement of aims & objectives of the society.

2. **Vice- President**

- i. To assist the president in carrying out his duties.
- ii. In absence of the president to act on his behalf and perform all duties and exercise all the powers of the president.
- iii. To do all such acts. Deeds and things as may be authorized by the governing body.

3. **General Secretary:**

- i. To conduct. Organize supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the president governing body.
- ii. To receive. Securitize and place applications for membership of the society before the governing body and to enter the name of the members it approved in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.

Apurva Chauhan



- iii. To convene meetings of the general body governing body with the consent of the president and serve proper notices as prescribed under these bye- laws
- iv. To attend all the meetings of the general body and the governing body and assist the president in conducting the meeting and record proceedings of the meetings.
- v. To prepare Annual report of the society and place it before the governing body along with audited Annual accounts of the society for approval to place the same before the general body in the Annual general meeting
- vi. To keep and preserve the records of the society governing body.
- vii. To help and assist the president in looking after the complete affairs of the society and in attaining aims& objects of the society.
- viii. To ensure timely filing of all statutory returns / documents in the office of under the Haryana registration and registration of societies Act, 2012 and the rules made there under:
 - ix. To be the custodian for safe custody of common seals of the society and affix the same wherever required as per the authorization of the governing body.
 - x. To conduct correspondence on behalf of the society governing body and to sign letters and papers on its behalf to ensure that all statutory registers and records are properly kept and maintained.
 - xi. To prepare before announcing of the date of election and the Annual general meeting the list of all the members eligible to vote, duly updated and to place it place it before the governing body.
 - xii. The responsibility for convening the meetings of a society will be vest in the General Secretary of the society who will also be the custodian of all records documents title deeds etc. of the society unless otherwise provided in the byelaws. The General Secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types of statutory compliances under the act.
 - xiii. Act as the overall in- charge of the administration and execution of programs of the society including financial affairs on behalf of the governing body including creation of posts. Fixation of salaries remuneration allowances etc. make appointments engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the society in accordance with the delegations by the governing body from time to time and

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where on such delegation is specifically made in consultation with the president of the society.

4. Treasurer

- i. To keep accounts of all financial transactions of the society and of all the sums of money received and spent by the society and maintain records of receipts and expenses relating to such matters and of assets credits and liabilities
- ii. To get the accounts of the society audited by the chartered accountant appointed by the governing body at the close of the financially year every year.
- iii. To submit to the governing body through General secretary the audited Annual accounts of the society at least one month prior to the date of Annual general meeting
- iv. To act as the overall custodian of all the books of accounts statutory records and cheque books of all bank accounts FD Rs. Etc of the society financial statements receipt books expense vouchers bank pass books & cheque books cash etc.

21. Exclusions from the employment of a society

1. No member of the society shall be in full time or part time employment of the society
2. No dependant or family member or close relative of the office bearers and members of the governing body shall be engaged as an employment of the society during its term.
3. Every office bearer and member of the governing body shall make a declaration in cash any person in the employment of the society is his close relative.

22. Management of assets and funds of the society

1. The sources of income of the society will include receipts on accounts of membership fee Monthly subscription rent from property assets interest consultation fees. Donations gifts grants etc the society can also raise funds through interest free short term loan from its members or from scheduled banks on interest loan from the scheduled bank on interest will be taken purchase of creation of capital assets and not for meeting any recurring expenditure under any circumstances.
2. The governing body will prepare and an annual budget of the society on the basis of its estimated income and the capital & revenue expenditure during the first

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quarter of the financial year and shall also place a copy thereof before the general body in its annual general meeting for formation.

3. All assets and funds will belong to the society and vest in the society
4. all receipts and payments of the society shall be made through bank Instruments (i.e./Pay Order/cheques/bank transfers/ RTGS) including all receipts towards the membership fees and the Monthly subscriptions from the members however the governing body may determine the limits of financial transactions which may then be conducted in certain other cases.

23. **Accounts of the society**

1. The treasurer of the society will be responsible proper books of accounts i.e. cash book ledger etc as required under the income tax laws and or any other authority including the institute of chartered accountants of India at its registered office with respect to all sums of money received expended by the and the assets and liabilities of the society
2. The books of accounts of the society shall be open to inspection during the business hours by the registrar general registrar district registrar of any officer authorized by them and by any members of the society
3. The annual accounts of the society will be signed by any two authorized office bearers of the society
4. The governing body will appoint a chartered accountant who shall not be a member of the governing body of family member of any member of the governing body for auditing the accounts and filing of income tax return of the society for each financial year at such remuneration as may be determined by the governing body.

24. **Investments of Funds**

1. The society shall invest or deposit any portion of its funds not immediately required
2. in immoveable properties or
3. In securities of the Government or in National savings certificate or securities of the government of India.
4. In the post office saving / Banks Accounts. or
5. In a special account opened by the society for the purpose in a
6. scheduled bank as authorized or notified by the Reserve bank of India or



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7. Co-Operative Bank situated in the State or in such other mode of investment as may be prescribed.

25. **Sources of Income.**

1. Membership fee.
2. Monthly subscription.
3. Donations
4. Rent from property assets
5. Interest
6. Gifts, etc

26. **Application of funds;**

1. The Society has the powers to spend such sums out of its funds, as it thinks fit for the purposes.
2. No payment shall be made out of the funds to the president, Vice president, General Secretary, Treasurer or any other office bearer by way of honorarium or remuneration.
3. Notwithstanding the restrictions prescribed above a society may pay such remuneration salary or honorarium to the persons in its full time or part time employment as it may determine
4. Provided that no member shall be in the employment of the society.

27. **Operation of Bank Accounts;**

1. An account having cheque facility will be opened in any scheduled bank post office or any other private financial institution in the name of the society. Bank Accounts shall be operated by joint signatures of President and General Secretary.

28. **Provisions relating to Audit of the society's accounts**

1. The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.

29. **Amendments in the Memorandum, Bye-Laws, Name of the Society, etc.**

1. Any amendment in the memorandum of Association and bye laws or change of name amalgamation or division of the society will be done only with the approved of the general body by way of a special resolution .The intimation of any such amendment or change along with attested copy of the requisite documents shall be

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filed in the office of the District Registrar by the General secretary within such time as may be prescribed under the Haryana Registration Regulation of Societies Act 2012 and the rules made there under.

30. Common Seal;

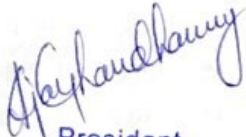
1. The Society will have a common seal which shall be kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the governing body

31. Amalgamation of the society

1. The society may amalgamate itself with any other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in Haryana Registration Regulation of Societies Act 2012 and the rules made there under.

32. Dissolution of the Society;

1. The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rule there under in case it becomes difficult to carry on with the operations of the society or it becomes insolvent or for any other pressing and unavoidable reasons.
2. In the event of dissolution of the society no assets of the society shall devolve on or distributed amongst the members of the society;
3. Its assets and properties shall be first used to liquidate any liabilities and the left over properties assets. If any shall be considered for transfer to any other society established with identical aims and objects or to the District collector for the thereof in the general public interest.


President
District Bar Association
Gurugram


Secretary
District Bar Association
Gurugram



We the several persons whose name & Address are subscribed hereunder certify the above to be the true copy of the bye-laws of the Association –

S.N	Name & Father's Name	Age	Permanent & communication Address	Occupation	Designation	Signature
1.	Ajay Chaudhary	45	129, WW Road/ Malibu Town Gurugram	Advocate	PRESIDENT	<i>Ajay Chaudhary</i>
2.	Rajesh Kumar	27	VPO Bewal Mehendargarh, Haryana	Advocate	VICE PRESIDENT	<i>Rajesh</i>
3.	Hemant Sharma	38	H.no. 1215/1 Dayanand Colony, Gurgaon	Advocate	GENERAL SECRETARY	<i>Hemant</i>
4.	Ram Mehar Tanwar	32	VPO Gwal Pahari, Gurgaon	Advocate	JOINT SECRETARY	<i>Ram Mehar</i>
5.	Kulbhusan Bhardwaj		H. No. Old DLF, Sector-14, Gurugram	Advocate	Member	<i>Kulbhusan</i>
6.	Gajender Singh		H. No. 57 D Gali No. 6 Rajiv Nagar, Gurgaon	Advocate	Member	<i>Gajender</i>
7.	Vinod Dahiya		H. No. 257/20 Shanti Nagar, Gurugram	Advocate	Member	<i>V.K. Dahiya</i>
8.	Arvind Duhan		F. No. 121, HOPE Apartment, Sectro-15 II, Gurgaon	Advocate	Member	<i>Arvind</i>
9.	Pardeep Singh		H. No. 973, Patel Nagar, Gurugram	Advocate	Member	<i>Pardeep</i>
10.	Kiran Chopra		VPO Jharsa, Patti Chpora, Gurugram	Advocate	Member	<i>Kiran</i>
11.	Naresh Kumar		H. NO. 1243/5 Patel Nagar, Gurgaon	Advocate	Member	<i>Naresh</i>

Ajay Chaudhary
President
District Bar Association
Gurugram

Naresh Kumar
Secretary
District Bar Association
Gurugram



CERTIFICATE

1. It is certified that all the provisions (Rule and Regulation of Haryana Registration and Regulation of society Act.2012 (Haryana Act. No 1 of 2012) if not mentioned herein will be duly complied with by the "DISTRICT BAR ASSOCIATION GURUGRAM" in letter spirit.



President
District Bar Association
Gurugram



Secretary
District Bar Association
Gurugram

