

**MEMORANDUM OF ASSOCIATION OF
ANIMALS HOME SOCIETY, JODHPUR**

1. Name of the Society:

The name of the Society shall be “ANIMALS HOME SOCIETY”

2. Registered office:

ANIMALS HOME SOCIETY, “Prem-Vila”, Ganesh Gali, Khanda Falsa, Jodhpur-342001

Area of Operation: The Society shall carry out its activities in Jodhpur District Only.

3. Aims and objects:

The aims and objects for which the Society is established are as under:

1. For the welfare of animals including stray and sick animals.
2. To advance literacy and general education of animal welfare, among the public.
3. For treating terminally ill animals and animals abandoned on the streets.
4. For controlling the population of stray dogs.
5. To foster a spirit of peaceful existence between the humans and stray animals
6. To provide immediate medical attention to animals wounded by vehicles, abuse by humans or other pet animals.
7. To construct adequate infrastructure for taking care of sick and stray animals.
8. To initiate adoption programmes and encourage people to adopt stray animals.
9. To vaccinate dogs against rabies.
10. To adopt working animals who have become incapable of working like elephants, horses, oxen, camels, donkeys etc and take care of them.
11. To work in coordination with the Animal Welfare Board of India and Society for Prevention of Cruelty to Animals.
12. To cooperate with Institutions and societies having similar aims and objects.
13. To publish books, periodicals and other literature for promoting the cause of stopping cruelty upon animals.
14. To help other Societies with similar objectives, professionally and financially.
15. To receive donations for the above-mentioned objectives.
16. To engage in any other lawful activity, which may be conducive to the promotion of any or all the objects of the Society, mentioned above on no profit motive.

All the incomes, earnings, movable and immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present or past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of his membership.

4. Governing body:

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the Society is entrusted as required are as follows—

S. No.	Name	Occupation	Designation	Address	Signature
1.	Mr. Ganpat Sand S/o Ummed Raj Sand	Business	President	A-35, Shastri Nagar, Jodhpur Cell No. 98290-22957	
2.	Mr. S. R. Mehta S/o Mr. Sampat Raj Mehta	Business	Vice-President	D-76, Shastri Nagar, Jodhpur, Cell No. 98280 -31371	
3.	Mr. Rajendra Golecha S/o Mr. Gulab Chand Golecha	Business	Vice-President	E-64, Bhagat Ki Kothi (Ext.), New Pali Road, Jodhpur-342005 Ph. 0291-2720407	
4.	Maj. (Dr.) R. S. Bansal S/o Late Shri R. K. Bansal	Veterinary Surgeon	Technical Director	17/1 Lal Maidan, Paota 'C' Road, Jodhpur Ph. 0291-2545215	
5.	Mr. Sudhir Sharda S/o Prem Chand Sharda	Business	Hon. Treasurer	"Prem-Vila", Ganesh Gali, Khanda Falsa, Jodhpur-342001 Ph. 0291-2627406	
6.	Mr. Manmeet Singh Rai S/o Col. B. S. Rai (SM)	Student	Hon. Secretary	13-14 Narpat Niwas, Air Force, Jodhpur-342001 Ph. 0291-2648259	
7.	Mr. M. M. Soni S/o Ram Sukh Soni	Business	Hon. Joint Secretary	Behind Maha Lakshmi School, Inside Jalori Gate, Jodhpur-342001 Ph. 0291-2430800	
8.	Mr. Ratan Lal Dhariwal S/o Mohan Lal Dhariwal	Social Worker	Member	Dhariwalon Ka Baas, Maha Mandir, Jodhpur-342001 Ph. 0291-2546027	

5. Desirous persons:

We the undersigned are desirous of forming a Society namely "ANIMALS HOME", in pursuance of this Memorandum of Society of the Society.

S. No.	Name	Occupation	Address	Signature
1.	Mr. Ganpat Sand S/o Ummad Raj Sand	Business	A-35, Shastri Nagar, Jodhpur Mobile No. 98290-22957	
2.	Mr. S. R. Mehta S/o Sampatraj Mehta	Business	D-76, Shastri Nagar, Jodhpur Mobile No. 98280-31371	
3.	Mr. Rajendra Golecha S/o Gulab Chand Golecha	Business	E-64, Bhagat Ki Kothi (Ext.), New Pali Road, Jodhpur-342005 Ph. 0291-2720407	
4.	Maj. (Dr.) R. S. Bansal S/o Late shri R. K. Bansal	Veterinary Surgeon	17/1 Lal Maidan, Paota 'C' Road, Jodhpur Ph. 0291-2545215	
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6.	Mr. Manmeet Singh Rai S/o Col. B. S. Rai (SM)	Law Student	13-14 Narpat Niwas, Air Force, Jodhpur-342001 Ph. 0291-2648259	
7.	Mr. M. M. Soni S/o Ram Sukh Soni	Business	Behind Maha Lakshmi School, Inside Jalori Gate, Jodhpur-342001 Ph. 0291-2430800	

8.	Mr. Ratan Lal Dhariwal S/o Mohan Lal Dhariwal	Social Worker	Dhariwalon Ka Baas, Mahamandir, Jodhpur-342001 Ph. 0291-2546027	
9.	Mrs. Kamla Surana W/o Sh. Himmat Mal Surana	Social Worker	30, Tripolia Bazar, Jodhpur Ph. 0291-2624840	
10.	Mr. Dinesh Gehlot S/o Gopal Singh Gehlot	Business	Ram Chowk, Jaloriyon Ka Baas, Inside Nagori Gate, Jodhpur-342001 Ph. 0291-2541860	
11.	Mr. Jay Prakash Mundra S/o Nand Kishore Mundra	Business	Sukha Nand Ki Bagechi, New Chandpole Road, Jodhpur Ph. 0291-3207185	

We Verify that the above mentioned Members have signed against their Names and Addresses before us and that we are not the members of Animals Home Society.

Witness 1

Name

Address

Witness 2

Name

Address

Rules and Regulations of ANIMALS HOME SOCIETY, JODHPUR

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- n. To help other Societies with similar objectives, professionally and financially.
- o. To receive donations for the above-mentioned objectives.
- p. To engage in any other lawful activity, which may be conducive to the promotion of any or all the objects of the Society, mentioned above on no profit motive.

ACCOUNTING YEAR

4. The official year of the Society for the purpose of accounts will commence from 1st April to 31st March of each Christian Calendar year.

MEMBERSHIP

5. The membership of the Society will open to any person who has completed 18 years of age and who is not of unsound mind, irrespective of caste, religion or creed, race or class, but subject to what is in these rules provided.
6. A person, desirous of becoming a member of the society shall apply to the Hon. Secretary in the form of application prescribed by the Managing Committee. The application will be signed by the applicant and his signature will be attested by at least three members of the Society whose name is standing on the roll of members and who is a member at least for a year on the date of such application.

7. The Managing Committee after approval of the application for membership will induct the new member in the Society and would not be liable to assign any reasons for the same.
8. The person whose application for membership is accepted will be deemed to be a member from the date the application is lodged in the office of the Society and money payable along with it are paid and such person will be bound by these rules and regulations as may be amended from time to time.
9. The membership of the Society is of four categories
 - a) **Ordinary member:** Any person associated with animal welfare or having interest in the same is eligible to apply for membership after paying Rs. 500/- or such fees as decided by the managing committee from time to time. He shall become a Member of the Society after being approved by the managing committee. The Managing Committee may waive requirements of the fee in special deserving cases. Any person who is residing outside India and who is otherwise eligible to become a Member can be enrolled as an Ordinary Member after paying requisite amount of fee.
 - b) **Life member:** Any person eligible to apply for membership may choose to apply for being a life Member after paying Rs. 11000/- or such fees as decided by the managing committee from time to time. If approved by the Managing Committee, he shall become a life Member of the Society. Any person who is residing outside India and who is otherwise eligible to become a Life Member can be enrolled as a life Member after paying requisite amount of fee.
 - c) **Institutional member:** Any Institution having interest in animal welfare is eligible to apply for membership after paying Rs. 21000/- or such fees as decided by the managing committee from time to time. The Institution shall become a Member of the Society after being approved by the managing committee.
 - d) **Patron member:** Shri D. R. Mehta and Shri Prem Bhandari would be the patron members of the society. The managing committee may appoint more patron members who have special interest in animal welfare and specially support the cause. The patron members shall have the same rights as life members. All members at the initiation of the Society would be deemed to be Patron Members.
 - e) **Honorary member:** A person eminent in the field of Animal welfare may, after duly nominated by the Managing Committee, become an Honorary Member of the Society.
10. The Managing Committee will have power to admit, without any application, any person as Honorary member if it is in the Interest of the Society. Such Members will not be liable to pay any subscription.
11. Any member desirous of resigning from the Society shall give notice in writing to this effect at least one week before the close of the official quarter.
12. **EXPULSION:** A member accused or suspected of misconduct or conduct subversive of the objects of the Society or detrimental to its interests or repute shall be given by the Managing Committee an opportunity to explain his conduct and if after an enquiry by the Managing Committee he is found guilty, then upon a resolution being so passed by the Managing Committee, he shall be removed from the Membership Register. Managing Committee shall also have the power to suspend a member from exercising his rights and privileges. Further the members would cease to be members because of death, physical incapacity or insolvency.
13. **NOTICES:** Each member shall communicate from time to time to the Hon. Secretary the address to which notices to him may be sent, and all notices sent to such address will be considered as duly delivered.

GENERAL BODY

14. **ADMINISTRATION:** The General Body of the Society will consist of all the members on the roll i.e. Ordinary, life, Institutional, Honorary and Patron members.
15. **RIGHTS & DUTIES:** The General Body shall hold a Annual General Meeting of the Society within 3 months of the end of the official year of the Society which and shall have the following rights and duties:
 - a) provide overall guidance to the Managing Committee;
 - b) review the work of the society;
 - c) adoption of minutes of the proceedings of the previous meeting;
 - d) consideration and adoption of the Statement of the audited accounts for the preceding year;
 - e) Elect the President and the members of the Managing Committee, if due.
 - f) Appoint the statutory auditor and review the annual accounts & Balance Sheet.
 - g) Any other business specified in the agenda of the Meeting of which notice has been received from any member not later than 7 days before the date of the Meeting.
16. Ten day's notice shall be given in writing by the Hon. Secretary to members before holding the Annual General Meeting. Such notice shall be accompanied by an agenda of the business to be transacted. Non-receipt of any notice by any member shall not invalidate a meeting so long as such notice is served by the Society upon any member either personally or by post addressed to his/her latest address recorded in the Society's Register.
17. A Special Meeting of the General Body shall be convened by the Hon. Secretary:
 - a) On a resolution to that effect by the Managing Committee, or
 - b) On a requisition signed by at least seven of the total number of members on the roll of the Society and delivered to the Hon. Secretary, whereupon such meeting shall be held within 6 weeks of the date of receipt of such requisition.
18. At any General Meeting, whether Annual or Special, the President or in his absence the senior most Vice-President present or in the absence of any Vice-President a Chairman elected at the meeting from among those present, shall preside and shall have a casting or second vote. The person who takes the chair at such meetings shall continue to preside till the end of the meeting despite the election of a new President for the ensuing period.
19. **QUORUM:** The quorum for a General Meeting annual or special will be $2/3^{\text{rd}}$ of the total number of the General Body.
20. If within fifteen minutes of the time specified for any ordinary meeting of the General Body no quorum is formed, the business of the meeting shall be transacted at the adjourned meeting which may be held at the same place and on the same date after a quarter of an hour. Any adjourned meeting can transact business for which it was called without the necessary quorum.
21. In case of a Special Meeting of the General Body convened on a requisition the meeting shall be considered dissolved if no quorum is formed within 30 minutes from the scheduled hour of the meeting.

MANAGING COMMITTEE

22. The Managing Committee of the Society will consist of :-

- a) A President, and Two Vice-President
- b) One Hon. Secretary
- c) One Joint Secretary
- d) One Hon-Treasurer, and
- e) One Hon Technical Director
- f) And two ordinary Members.

23. **ELECTION:**

- a) All the Members of the Managing Committee will be elected General Body at the General Meeting after every three years.
- b) Election for the Managing Committee will be either by unanimous nomination or by holding an election for all posts.
- c) The General Body will appoint an election Officer for the purpose of holding elections for different posts of the Managing Committee

POWERS & DUTIES OF THE MANAGING COMMITTEE

24. Without prejudice to the generality of the powers of the Managing Committee above mentioned the Managing Committee shall have the following powers and authorities.

- a) To manage the activities of the society for carrying out the objects of the society.
- b) To do all acts and things as are thought fit and proper by the Managing Committee to carry out the objects of the Society.
- c) To authorize the execution of any documents to be executed by or in favour of the Society.
- d) To take any legal proceedings required to be taken in the interest of the Society or to defend any legal proceedings taken against the Society and for that purpose to authorize any member of the Managing Committee to sign and file plaints, written statements, affidavits, petitions and other papers or documents as may be required to be signed and filed in any court of law or other judicial or other authority.
- e) To ensure the maintenance of regular accounts and prepare Balance Sheet and Income and Expenditure Account of each year and to get the accounts audited by auditors of the Society.
- f) To engage any manager, clerks or other employees and to fix and pay their salaries and other emoluments and to remove them as and when required as per law.
- g) To ensure the control and manage all the funds and properties of the Society and create Reserve funds, Sinking fund and such other funds as the Managing Committee may think fit and proper.
- h) To represent the Society in all matters and generally to do all acts and take all steps and proceedings as will be necessary for the proper management of the Society and carrying out its aims and objects.

- i) The Managing Committee shall be entitled to exercise all such powers and to do all such acts and things as the Society is authorized to exercise or to do provided that, the Managing Committee shall not exercise any power or do any act or thing which is contrary to the specific directions or resolutions of the General body of the Society or contrary to or inconsistent with the objects and the Rules and Regulations of the Society.
 - j) Every question before the Managing Committee will be decided by a majority of the votes of the members present and voting on the question, the member presiding having a second or casting vote in all cases of an equality of votes.
 - k) All the members of the Managing Committee will be elected by the General Body at the biennial General Meeting.
 - l) Nomination for election to the Committee which should be duly proposed and seconded by two members of the Society and which should be signed by the member proposed in token of his willingness to serve on the Committee, if elected, should reach the Hon. Secretary at least 5 days before the date of the Annual General Meeting.
 - m) It will be the duty of outgoing Hon. Secretaries to convene the first meeting of the Managing Committee within 14 days of the date of the General Meeting electing the said Committee.
 - n) The Committee so elected shall hold office for two years or such period or till another Committee has been duly elected by the General Body.
 - o) The Managing Committee may co-opt, as associate members to the Committee, not more than 10 persons, whether members of the Institute or not, who will be entitled to attend the meetings of the Managing Committee. Any person so co-opted shall cease to be an associate member at the time of the next Annual General Meeting but will be eligible for co-option again.
 - p) All vacancies in the Managing Committee up to a maximum of five, caused by physical incapacity, death, resignation, or cessation of membership of the Society for any reason whatsoever during the period of office may similarly be filled by co-option by the Managing Committee.
 - q) The Managing Committee shall have the power to appoint one or more sub-committees from among its own members and/or from among other members of the Society for the purpose of facilitating the working and to assign all or some of its duties and powers to such sub-committees.
25. **MEETING:** The Managing Committee will meet at least once in three months, or often, if necessary, on being summoned by the Chairman or by the Hon. Secretaries or on a requisition to the Secretaries.
- a) Four days' previous notice of a meeting shall be given in writing to all members of the Managing Committee. In urgent cases the Chairman shall have the power to convene a meeting at shorter notice.
 - b) The President will preside at meetings of the Managing Committee. Should the President be absent, the Vice-President or in his absence any other member elected by the members present will preside over the meetings.
 - c) The business of the Managing Committee may also be transacted by circulation of papers. Any decision obtained on a circular will be placed before the next meeting of the Managing Committee.
 - d) If a member of the Managing Committee remains absent for three consecutive ordinary meetings of the Committee without the permission of the Managing Committee, his seat may be declared vacant and the Managing Committee may in such a case fill the vacancy by co-opting any other eligible member.

26. **QUORUM:** The quorum of the Managing Committee will be 5.
27. All books, files, etc. maintained by the Hon. Secretaries and the Hon. Treasurer will be the property of the Society and will be kept as a record.

28. POWER & DUTIES OF THE PRESIDENT

The President shall have the following powers:

- a) To ensure that the object of the society are pursued and implemented.
- b) Preside over the meetings of Managing Committee and General Body.
- c) Exercise such powers as delegated by the Managing Committee.
- d) Appoint clerical staff for which he shall take approval of the managing committee.
- e) Be one of the signatories of the cheques with at least one more person as decided by the managing committee.

29. POWER & DUTIES OF THE VICE-PRESIDENTS

There shall be two Vice-Presidents of the Society and they shall have the following powers and duties:

- a) To ensure that the object of the society are pursued and implemented.
- b) To exercise such powers as delegated by the managing committee from time to time.
- c) In the absence of the President, the senior most Vice-President will be entitled to preside over any general meeting of the Society.

30. POWER & DUTIES OF THE SECRETARY

The Secretary shall have the following powers and duties:

- a) To ensure that the object of the society are pursued and implemented.
- b) To exercise such powers as delegated by the managing committee from time to time.
- c) To check and be responsible for the day to day working of the society.
- d) Whenever necessary take disciplinary action and if necessary punish the employees for any misconduct by way of suspension and deduction of pay.
- e) Be one of the signatories of the cheques with at least one more person as decided by the managing committee.
- f) To keep a correct and up to date list of members of the Society.
- g) To make and preserve minutes of every general meeting and of every meeting of the Managing Committee and of its sub-committees in separate books.
- h) To issue all notices and to conduct the correspondence etc.
- i) Be responsible for the care and custody of the Society's assets.

31. POWER & DUTIES OF THE TREASURER

The Treasurer shall have the following powers and duties:

- a) To ensure that the object of the society are pursued and implemented.
- b) To exercise such powers as delegated by the managing committee from time to time.
- c) To Prepare and maintain the accounts of the society.
- d) To sign balance sheets and other financial documents.
- e) Be one of the signatories of the cheques with at least one more person as decided by the managing committee.
- f) To keep accounts of all receipts and disbursements up to date,
- g) To collect the dues of the Society and duly to account for all monies received and to pay in the same to the credit of the Society's account in such bank or banks as the Managing Committee may direct.
- h) To cause to be prepared and to lay before the Managing Committee at its meeting the accounts of receipts and disbursements during the previous months.

32. POWER & DUTIES OF THE JOINT SECRETARY

The powers and duties of the Joint Secretary shall be as follows:

- a) To ensure that the object of the society are pursued and implemented.
- b) To exercise such powers as delegated by the managing committee from time to time.
- c) To assist the secretary.

33. POWER & DUTIES OF THE TECHNICAL DIRECTOR

The powers and duties of the Technical Director shall be as follows:

- a) To ensure that the object of the society are pursued and implement.
- b) To exercise such powers as delegated by the managing committee from time to time.
- c) To advise the Managing Committee on the technical aspects i.e. medicines, equipments etc to be purchased.
- d) No medicines or equipment would be purchased without the prior approval of the Technical Director
- e) To assist the secretary.

34. FUND OF THE SOCIETY: The society shall collect funds from the following sources:

- a) Donations
- b) Fees
- c) Government Aid

35. BANK ACCOUNT: The banking account or accounts of the Society will stand in the name of the Society or in such name as the Society may hereafter bear.

36. All cheques drawn on behalf of the Society will be signed by any two of the following: the President, the one Hon. Secretary and the Hon. Treasurer or if two office-bearers are not available to sign the cheques, by any one of the above and by one of the two members of the Managing Committee duly appointed by the Committee in that behalf.

37. SPECIAL PRIVILEGES IN REGARD TO THE FUNDS:

In the interest of the Society the following would have the right to sanction funds upto the following limits:

- a) **PRESIDENT:** To authorize an expenditure upto Rs. 2 lac for carrying out the activities of the society.
- b) **SECRETARY:** To authorize an expenditure upto Rs. 25000/- for carrying out the activities of the society.
- c) **TREASURER:** To authorize an expenditure upto Rs. 50,000/- for carrying out the activities of the society.
- d) **TECHNICAL DIRECTOR:** To authorize an expenditure upto Rs. 25,000/- for carrying out the functions assigned to the Technical Director.

38. **AUDITING OF ACCOUNTS:** The accounts of the Society shall be audited every year by an Auditor appointed by the General Body at the Annual General Meeting. The auditor's report, together with the remarks, if any of the Managing Committee thereon shall be placed before the next Annual General Meeting. Any vacancy in the office of Auditor occurring during the year will be filled in by the Managing Committee.

39. **ALTERATION OF RULES:** No new Rule or alteration in the Rules of the Society shall be made unless notice thereof has been given to the members at least 10 days before the meeting and unless it has been carried by a majority of not less than two thirds of the members present at any meeting of the General Body.

40. The Managing Committee shall have power, from time to time, to make and alter bye-laws not inconsistent with these Rules. Such bye-laws must be immediately entered into the official copy of the Rules of the Society which should be open for inspection on request by any member.

41. **INDEMNITY :** Every officer for the time being of the Society shall be indemnified out of the funds of the Society against all losses and expenses incurred in the discharge of his duties, except such as shall happen through his own willful negligence or default and each one shall be chargeable only for such money as he shall himself actually receive in the discharge of the business of the Society and each one shall be answerable only for his own acts, negligence or defaults and not for those of any other person nor for the insufficiency of any security or other money payable to the Society nor for any loss or damage which may happen in the discharge of his duties unless the same shall happen through his own willful neglect or default.

42. **DISSOLUTION :** At any time, if it is found that the affairs of the Society cannot be carried on, either because it has survived its usefulness, or because sufficient support is not forthcoming or for any other reason, the Managing Committee may by a majority of three-fourths of its members, recommend the winding up of the Society at its General Meeting specifically called for that purpose. The Society shall not be wound up save by a clear majority of two-thirds of its members present and voting at the Special General Meeting. Should it be decided to wind up as aforesaid, its property shall not be paid to or distributed among its members, but shall be given to some other Society having similar objects or to any charitable Society to be determined by the votes of not less than three-fifths of the members of the Society present at a meeting called for that purpose.

43. These Rules shall come into force and operation with effect from that date of the Annual General Meeting at which they are considered and passed.