

DOCUMENT NO. II

RULES AND REGULATIONS

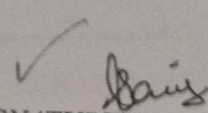
1. NAME OF THE SOCIETY : SERVICE TO MANKIND
2. LOCATION OF THE OFFICE & ADDRESS : Ft no: 25/24, Bowrampet, 500043
3. (i) MEMBERSHIP :

(ii) CATEGORY OF MEMBERS :

(iii) ADMISSION FEE AND THE ANNUAL SUBSCRIPTION OR MONTHLY SUBSCRIPTION :

4. GENERAL BODY :

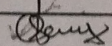
(i) Annual General Body will meet once if a year i.e., in the month of April
(ii) FUNCTIONS :
 - a) To pass the budget for the ensuring year and approve the expenditure statement of previous year.
 - b) To approve the reports of the activities of the Society.
 - c) To elect the Executive Committee etc.,
 - d) To appoint Auditor.
5. (i) **Executive Committee** : Shall consist of Seven () Members and out of them, the following office bearers shall be elected by the E.C. Viz, President, Vice-President, General Secretary, Joint Secretary and Treasurer and the remaining persons all the Executive Committee Members.
(ii) The members of the Executive Committee (Governing Body) shall be duly bound to attest the signatures of all the members of newly elected Executive Committee and to see that the said signatures of the outgoing Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days the succeeding month in which elections were held.


SIGNATURE OF THE PRESIDENT / SECRETARY

Name of the Office Bearers & S/o., D/o., W/o.	Age	Designation	Occupation	Residential Address	Signature
1. Maddam Venkata Sai Revanth Kumar S/o M. Azarathiah	22	PRESIDENT	Student	5-160/101, S R Naidu Nagar, Teedimetla, Quthbullapur, Medchal-Malkajgiri 500055	
2. BOREDHA NISHANTH VARMA S/o B Durgender Varma	23	VICE PRESIDENT	Student	13-2-60, Rahimpur, Kogeziguda, Asifnagar Hyderabad, 500006	B. Nishanth
3. Potla Pranay Kumar S/o Potla Chinni	21	GENERAL SECRETARY	Student	7-763/1/5, IDO, Teedimetla, Subash nagar, 500055	P. Pranay
4. Bandaru Karthik S/o Bandaru Bhonu Prakash	21	JOINT SECRETARY	Student	3-414, Chukkaiyalla, Kolapur, Nagar Kurnool	B. Karthik
5. Yerramsetti Jwala Sai S/o Yerramsetti NagaBushanam	21	TREASURER	Student	4-32-382, Shapur Nagar, IDA - Teedimetla, Hyderabad - 500055	Y. Jwala
6. A. Geetha Sri Lakshmi Santoshini D/o A. Srinivas Rao		EXC. MEMBER	Student	8-72, Ramalayam Street, Thotada Post, Munagapaka Mandal, Angkapalle, Vishakhapatnam Andhra Pradesh - 531002	A. Geetha
7. P. Akshaya D/o P. Srinivas		EXC. MEMBER	Student	HNO:-3-72 Shubash road Gandhari Nizamabad	Akshaya

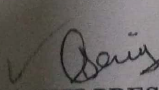
WITNESSES :

Name in Block letter & S/o., D/o., W/o.	Age	Residential Address	Occupation	Signature
1. BONTAPALLI NARESH	21	HNO: 4-4-43/4, Ram Mandir Road, Old Street, Sadashipet Dist: Sangareddy, Telangana 502291	Student	
2. BULLIKISHAN	21	Katkoor, Bachanna- pet, Dist:-Tangraon HNO:- 1-119	Student	B. Kishan

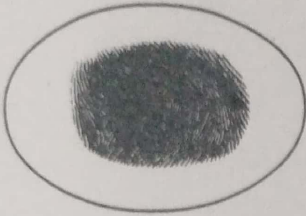
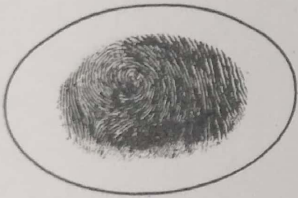
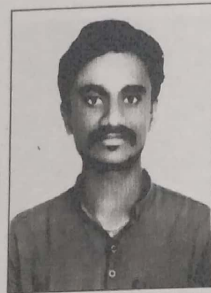
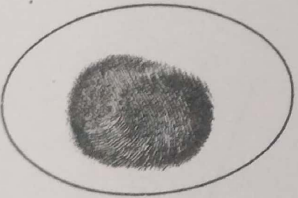
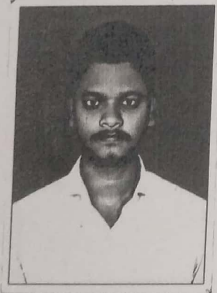

SIGNATURE OF THE PRESIDENT / SECRETARY

FUNCTIONS OF THE EXECUTIVE BODY AND OFFICE BEARERS :

1. **PRESIDENT :** He presides over all the meetings of the General Body and Executive Committee. He can cast his vote in the case of tie in decision making. He can supervise all branches of the society.
2. **VICE PRESIDENT :** He shall assist the president in discharge his functions. In the absence of the president he will perform the duty of the president as entrusted by the President.
3. **GENERAL SECRETARY :** He is the Chief Executive Officer of the society and custodian of all records relating to the society and correspondent on behalf of the society. He has to take on record all minutes of the society. He would convene both the Executive Committee and General body of the society with the permission of the President. He guides the Treasurer in preparing the budget and expenditure statement to place before the general body for its approval.
4. **JOINT SECRETARY :** He has to do the work entrusted by the Executive Committee. He has to assist the General Secretary in discharging his duties. In the absence of the General Secretary he can perform the duties of the General Secretary.
5. **TREASURER :** He has to maintain accounts properly along with the vouchers. He has to prepare the accounts of the society jointly with the General Secretary or President.
6. **OFFICE BEARERS :** They are the responsible persons to attend to such activities of the society which the Executive Committee entrusts to them.
7. **QUORUM :** Half of the total members for General Body meeting and 1/4 for Executive Committee meeting.
8. **FUNDS :** The funds shall spent only for the attainment of the objects of the society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means. Any surplus funds available with the Society shall be invested in such modes as may be specified Under Section 11(5) of Income Tax Act from time to time.
 - a) **Bank Account :** Bank Account or Accounts shall be opened in the name of the society and the same shall be operated by such of those Office Bearers as may be specified by the board from time to time.
 - b) **The Society shall be eligible to borrow the funds** from any individual Firm/Company/Bank or any other Financial Institutions for the purposes of meeting its financial requirements.
 - c) **The funds of the society** shall constitute from the General Public, Institutions, grants from the Central & State Governments.
9. **AMENDMENT :** No amendment or alteration shall be made in the purpose of the society unless it is voted by 2/3 of its members present at a special meeting convened for the purpose and confirmed by 2/3 of the members present at a second special meeting and without the prior written approval of the Director of exemptions specified for this purpose Under I.T. Act 1961.
10. **WINDING UP :** In case of the society has to be wound up the property and funds of the society that remain after discharge the liabilities if any shall be transferred or paid to some other institutions with similar Aims and Objects which is registered under section 12A of Income Tax Act 1961.
11. **The Accounts of Society** shall be maintained or caused to be maintained by the Executive Committee member of the society for recording all the in-flows and out-flows of the Society. Annual Accounts shall be drawings and got Audited by a Chartered Accountant before presenting the same before the General Body for their adoption or approval.
12. **None of the Office Bearers of the society** shall be allowed to use the funds or the assets of the society or allowed to derive any benefit either directly or indirectly from the society as stipulated u/s. 13(1) (c) of I.T. Act.


SIGNATURE OF THE PRESIDENT / GENERAL SECRETARY

PHOTOGRAPHS AND FINGERPRINTS AS PER SECTION 32-A OF REGISTRATION ACT. 1908

Sl. No	Finger Print in Black Ink (Left Thumb)	Pass Port Size Photograph (Black & White)	Name & Permanent Postal Address of Presentant / Seller / Buyer
			<u>Maddam Venkata Sai Revanth</u> <u>Kumar</u> <u>5-160/101, S R Nair Nagar,</u> <u>Jeedimetla, Duttibulapur,</u> <u>Medchal-malkajgiri, 500055</u>
			<u>BOREDA NISHANTH VARMA</u> <u>13-2-601, Rahimpur, Kogaziguda,</u> <u>Asifnagar, Hyderabad. 500006</u>
			<u>Potla Pranay Kumar</u> <u>7-963/4/5, Ida Jeedimetla,</u> <u>Subhash Nagar, 500055</u>
			<u>Bouda Karthik</u> <u>3-14-chukkoipalle, Kollapur,</u> <u>Nagarkurnool dist.</u>

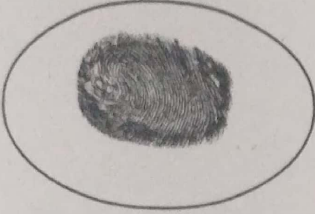
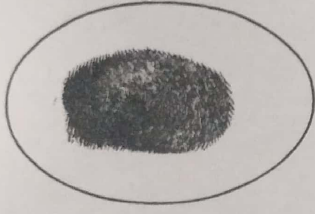
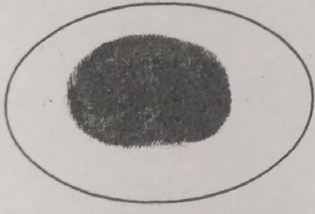
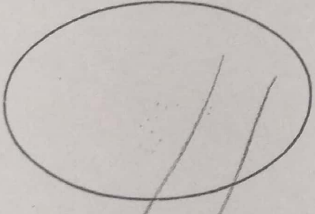
SIGNATURE OF WITNESSES:

1. B. Karthik
2. B. Vishan

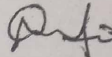
① B. Karthik
② B. Vishan
③ B. Karthik
④ B. Karthik

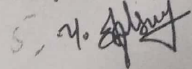
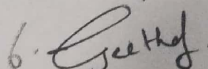
SIGNATURE OF THE EXECUTANT/S

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			Y. Juxala Sri H-32-382, HMT Society, Chapur Nagari, TDA-Jeedametta, Hyderabad-500
			A. Geetha Sri Lakshmi Santoshini H.No: 8-72, Ramakrishna Street, Thobda Post, Munagapaka Mandal, Andhra Pradesh - 531002
			P. Akshaya HNO: 3-72, Shubash Road Gandhari, Nizamabad.
			

SIGNATURE OF WITNESSES:

1. 
2. B. Kishan

5. 
6. 
7. Akshaya
SIGNATURE OF THE EXECUTANT/S