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Ballabgarh
(Fb d)

Rules and Regulations

Rule No. 1. Introduction:-

- a. Association - means Ballabgarh Bar Association, Tehsil Ballabgarh, Distt. Faridabad, Haryana 121004.
- b. Governing Body - means all the office bearers and members of the executive if any other than the office bearers.
- c. Registered Association - means association registered under the Society Registration Act 1860 and having the like objects.
- d. Member - means person obtained the membership of the Ballabgarh Bar Association, Tehsil Ballabgarh on payment of fee as fixed by the association for the membership.
- e. Financial year - means period from first April to thirty first March of the following year.
- f. National - means National of India.

Rule No. 2. Collection of Funds:-

The funds may collected by the following sources :-

- a. Loans, b. fixed deposits, c. Donations, d. Gifts, e. Subsidy, f. Subscription, g. Canteen and Photostat copies & computers etc.

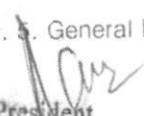
Rule No. 3. Membership:-


Membership can be obtained on payment of the prescribed fee by any advocate enrolled under Advocate Act. The membership shall come to an end on non-payment of the prescribed fee continuously for two years or on the death of the member or surrendering the enrolment to the State Bar Council from where the member obtained the enrolment certificate.

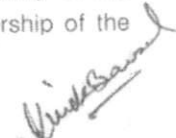
Rule No. 4. Resignation and expulsion:-

If any member office bearer of the association resign or found guilty of the misconduct of the profession he shall be expelled from the membership of the Ballabgarh Bar Association.

Rule No. 5. General Body:-


President
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)


Gen. Secretary
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)


Treasurer
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

The present general body has been given the same rights and powers, which have been given to general body to start any work. The general body shall include all the members of the association and all the office bearers.

Rule No. 6. Function of the General Body:-

- a. to appoint any chartered accountant to audit annually the account of the association.
- b. to inquire the details of the functioning, report, income, expenses, loss and profit as prepared by the executive.
- c. to consider and reply to the correspondence made to the association.
- d. to amend the rules and regulations if needed.
- e. To hold the annual meeting of the general body at the end of the financial year within the last three months of which the intimation be given with the time and venue, *all the functions to be exercised with consultation of advisors.*

Rule No. 7. Quorum:-

No proceeding shall take place without the presence of the simple majority of the members of the association. If the quorum is not complete the meeting shall be postponed to some other day. If on the second date the quorum is not complete then the meeting will be postponed to some third date and on the third date decision to be taken by the members of the association without the requisite quorum. The decision taken by the members of the association as per the rules of the association shall be final. The decision taken by the members of the association shall be subject to the consistency of the rules of the association and statute.

- I. All the decisions shall be taken by the two third majorities of the present members at the meeting and voting in favour of the resolution.
- II. The secretary shall call the meeting of the General Body. If the president is of the opinion that the secretary arbitrarily avoided the meeting and he is convinced by logic, he himself can call the meeting of the General Body.

Rule No. 8. Governing Body:-

The governing body shall comprise of minimum seven members including the office bearers and the tenure of the governing shall be for one year. The quorum of the governing body shall be simple majority.

Rule No. 9. Functions of the Governing Body:-

- a. to frame rules and regulations to achieve the object of the association.
- b. to appoint employees, give increments to them, To protect the movables and immovable of the association.
- c. To do all acts which are beneficial in the progress and prosperity of the association.

[Signature]
President
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[Signature]
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- d. To frame the rules and regulation for the election of the office bearers of the association.
- e. To collect funds for the purchase of the equipments, articles & books required for the association and frame the rules and regulations for the same.
- f. To appoint and terminate the employees for the good functioning of the association.
- g. To prepare the balance sheet of the income and expenditure of the association for the each and every financial year.
- h. To inspect the all material of the association in every quarter of the year.
- i. To retain the movable and immovable property of the association.
- j. To do all acts which are beneficial in the progress and prosperity of the association.
- k. To frame the rules and regulation for the election of the office bearers of the association.

Rule No. 10. Delegation of Powers:-

The Governing Body can delegate its powers to the president, secretary or any sub-committee to act on its behalf. The delegation shall be for a particular purpose of the association.

Rule No. 11. Meeting of the Governing Body:-

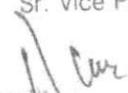
A meeting of the governing body shall be held at the end of every quarter on 31st March, 30th June, 30th September and 31st December due to certain reasons to be recorded it can be held on any other date. But a meeting can be held before the quarter if there is urgency for the same, the procedure for the holding of the meeting shall be the same as of the other meetings.

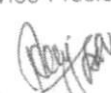
Rule No. 12. Vacancies:-

If due to certain reasons any office of the association falls vacant till the meeting of the general body the Governing Body shall elect out of its members with two third majority votes to the vacant office.

Rule No. 13. Duties of the President:-

- a. to preside over every meeting and sign its proceedings and pronounce the decision of the meeting.
- b. To control the proceedings of the meeting and to inspect the functioning of the employees of the association.
- c. To represent the association in the functions and in the elections of the association where the association itself is a member.
- d. In the absence of the president all the duties and rights shall be exercised by the Sr. Vice President and Jr. Vice President respectively.


 President
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Rule No. 14. Duties of Secretary:-

- a. to call the meeting of the governing body and the general body and to note the minutes of the proceeding in the minutes book and to keep the same in the safe custody.
- b. To correspond on behalf of the association.
- c. To receive and deliver, accept and deposit the money on behalf of the association.
- d. To display on the notice board of the association the annual report of the functions/achievements of the association.
- e. To intimate the financier & banker of the association the change of the office bearers of the association.
- f. In the absence of the treasurer to act on behalf of the treasurer with the prior permission of the governing body.
- g. To manage the business of the association and do other functions as provided by the association.
- h. In the absence of the secretary all the rights and duties shall be exercised by the joint secretary.

Rule No. 15. Duties of Treasurer:-

- a. to receive money, to give receipts, to give money and receive receipts on behalf of the association, But the give and take of the money on behalf of the association shall not be arbitrarily.
- b. to open an account in any nationalized bank with the help of the President or the Secretary means the treasurer and President or Secretary shall sign the cheques for the withdrawal of money. The one signatures of the treasurer shall not be sufficient to withdraw the amount from the bank.
- c. To withdraw the amount from the Bank with the permission of the Governing Body.
- d. To write the cash book and keep the account books and to produce the same before the auditor or any other officer of the association and member for the inspection by the permission of the association.
- e. To keep cash in hand to the extent of Rupees 2,000/-. If the amount is received after the working hours of the bank the amount shall be deposited on the following day within the working hours of the bank.

Rule No. 16. Registers:-

The following registers shall be maintained for the business of the association:

- | | |
|---------------------------------|-------------------------------|
| a. Membership Register | b. Cash Book |
| c. Minutes Book | d. Stock Register |
| e. Cash receipts with duplicate | f. other as per the necessity |

Rule No. 17. Inspection of the registers and receiving the certified copies:-

[Signature]
President
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Sub Division, Ballabgarh (HR)

[Signature]
Gen. Secretary
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

[Signature]
Treasurer
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

- a. any member of the association for his satisfaction can inspect the registers of the association subject to the written permission from the president on the application.
- b. A member can get the copies of the balance Sheet, minutes book, rules and regulations etc. on payment of the fee as decided by the governing body.

Rule No. 18. Amendment of the rules and regulations:-

- a. can be amended in the presence and voting of the two third majority in the meeting of the general body in favour of the amendment.
- b. no amendment shall take place contrary to the Act of the State of Haryana as well as of Central Act or any notification of the Govt. or ordinance of the Govt.

Rule No. 19. Miscellaneous:-

- a. The auditor shall be given a fixed fee as decided in the meeting of the general body.
- b. The members of the association shall get no wages, allowances or any other benefits monetary from the association funds. The duties and rights of the members of the association shall be in the welfare of the association and selflessness. However by the permission of the governing body the travelling allowances can be given to the members to the extent of Deluxe bus fare or first class railway fare.
- c. If there is doubt about the rules and regulations at any serial to remove the doubts and for the explanation the matter shall be sent to the arbitrator by the governing body.
- d. The CHAIRMAN OF STATE BAR COUNCIL OF PUNJAB AND HARYANA shall be the arbitrator and his decision shall not be challenged further except under the provisions of the Arbitration Act & Arbitration and Conciliation Act. If there is any dispute among the members touching the business, constitution, transaction, embazement or of such type, the same shall be sent to the arbitrator by the governing body for its disposal.
- e. The award shall be got made the rule of the court as per law and shall be executed.
- f. The expenses for the proceedings of the arbitration shall be born by the involved parties.
- g. No person shall be appointed employee without producing the proper surety. The proper surety is one who shall indemnify the association for the loss incurred due to the act and conduct of the so appointed employee.
- h. The governing body of the association shall maintain the account as per necessity.
- i. If there are circumstances to wind up the association all the material, property and money of the association shall be handed over to any registered association of the like nature means the association running the same business.

[Signature]
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- j. The association can sue and can be sued through the president of the association.
- k. All the proceeding of the association shall be written in a minutes book of the association and be signed by the president who presided over the meeting.
- l. Except the fixed meetings the secretary shall call the meetings of the general body on the requisition of the members not lesser than twenty percent.
- m. No member of the association shall get any share out of the funds of the association.
- n. The association cannot be wind up without the two third majority votes present and voting in favour of the resolution but the association cannot be wind up without the prior permission of the financier if any and the association is bankrupt and has not returned the amount of loan. If any,
- o. That the remaining property if any shall be handed over to the registered association of the like nature, at the time of winding up of the association after the discharging the liability of the association towards any financier or bank by a resolution of the simple majority in the general-body.
- p. At the end of the every financial year a chartered accountant shall audit the accounts of the association.
- q. At the particular occasions the accounts of the association can be inspected at the registered address of the association.

All the rules and regulations were framed and recommended unanimously by executive and the general body.

Certified that the above detailed rules and regulations were framed in the meeting of the General Body on 15th day of Jan. adopted and affirmed.

2015

Certified Copy

President
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

General Secretary
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

Treasurer
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)

Member Governing Body

Member Governing Body

Witnesses:- Rajendra Sharma

RAJENDRA SHARMA
Advocate
Chamber-13, District Courts
Seat No.-12, Faridabad
Off. Shop No.-23/24, HUDA Market,
Sector-8, Faridabad

President
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)


Memorandum


1. Name : Bar Association, Ballabgarh, Distt. Faridabad
2. Location of the registered office: Bar Room, Panchayat Bhawan,
Tehsil Compound, Ballabgarh.
3. Area of Operation : Tehsil Ballabgarh, Faridabad.

4. Aims and Objects

Aims and objects of the association are as below:-

- I. Welfare of the advocates as well as public at large.
- II. To provide the legal help free of costs to the economically poor people.
- III. To arrange for the workshops for awareness of law in the people and for the advocates to plead the cases in the court and to behave in the court.
- IV. To resolve the disputes between the advocates members and members and the public if any complaint is given to the Bar Association.
- V. To tackle the difficulties of the advocates.
- VI. To Help the judicial and Civil administration to impart the justice.
- VII. To do any other act to achieve the object of the association.
- VIII. To achieve the object to collect the money through subsidy, donation, gift, loans from the Nationalised Bank or registered financier, subscription from the members.
- IX. The income of the association shall be applied solely towards the promotion of the objects of the association; no portion of the income thereof shall be paid or transferred directly or indirectly, to the member of the association.
- X. No member of the Governing Body of the Association shall be appointed to the salaried office of the association. 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.
- XI. The association shall apply its profit if any or other income in promoting its objects.
- XII. Upon the winding up or dissolution of the association if there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the association, but shall be given to the other institution of the like objects.

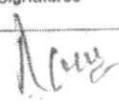
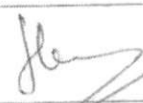


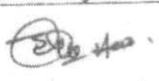
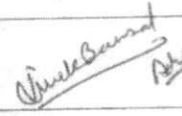

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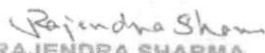
3. The management of the affairs of the association is entrusted in accordance with rules and Regulations of the association to a Governing Body of which the present members are:-

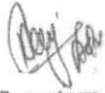
All members of the association:-


Sr. No.	Name/Father's Name	Address	Occupation	Age	Designation	Signatures
1.	Ram Avtar Sardhana	H.No. 1683, Sector-3, Ballabgarh	Advocate	47	President	
2.	Smt. Hemlata Sharma	H.No. 29, Nathu Colony, Ballabgarh	Advocate	43	Sr. Vice President	
3.	Ravinder Adhawa	VPO Tigaon	Advocate	37	Jr. Vice President	
4.	Purshottam Bhardwaj	H.No.98/E/5, Adarsh Nagar, Blb.	Advocate	48	Gen. Secretary	
5.	Kr. Sanjeev Singh	H.No. C-463, Chawla Colony, Blb.	Advocate	45	Jt. Secretary	
6.	Vivek Bansal	H.No. 562/1, Kumharwara, Ballabgarh	Advocate	35	Treasurer	


7. S.S. Bisla
55A 1st road chawla colony
Ballabgarh

Witnesses:-


RAJENDRA SHARMA
Advocate
Chamber-13 District Courts
Seat No.-12 Faridabad
Off. Shop No.-23/24, HUDA Market,
Sector-8, Faridabad


Gen. Secretary
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)


President
BAR ASSOCIATION
Sub Division, Ballabgarh (HR)


Treasurer
BAR ASSOCIATION
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