

RULE & REGULATION
OF
THE BAR ASSOCIATION
BARARA

(As amended up to date)

1. The name of the Association shall be "The Bar Association Barara"
2. The registration office of the Association shall be at Barara.
3. Membership of this Association shall be of two kinds. Ordinary and Honorary. All lawyers practising in the Ambala District shall be eligible for its ordinary membership on payment of the admission fee and the monthly subscription which may from time to time, be fixed by the Association any member of this Association who has retired from practice and gives intimation in writing to this office to this effect, shall be deemed to be an honorary member of the Association. But He shall not be eligible for any office nor shall he have any right of vote at any meeting or be counted as a member.

3-A. The members can be enrolled during the period of nomination, withdrawal Election but the members enrolled during this period, but after the date of nomination and before ensuing election shall not have any voting right.
4. Bar Association of five or more lawyers practicing in any mufasil towns in the Ambala District may be affiliated to this association on proof of a proper organization and undertaking to observe the rules, which may from time to time be passed by this Association and on payment of an subscription of Rs. 50/-.

Provided any such Association shall cease to be so affiliated if their annual subscription remains in arrears for more then two years.
5. Any practicing lawyer, who is a member of the association affiliated with the Bar Association, may become a member of the Bar library on payment of a security deposit of Rs. 50/-.

MANAGEMENT

6. The management of the Association, shall vest in Governing Body consisting of the office the bearers, namely:

- (a) The President,
- (b) The Vice-President,
- (c) The Secretary,
- (d) Joint secretary,
- (e) The Treasurer,
- (f) Two other elected members.

The members of the Governing Body shall honorary workers elected from amongst the members at an annual meeting to be called for the purpose and shall hold office till the next election. Every office bearer is eligible for re-election but no office holder shall retain the same office for more than two consecutive years.

FUNCTION OF THE GOVERNING BODY

7. The Governing body shall subject to the controls of the members in General meeting assembled, in addition to all other powers conferred upon them by any of the rules, have power to:

(a) Maintain such establishment of clerk and servants for the Association as to them may deem fit.

(b) Appoint and suspend or dismiss from their appointment any clerk or servant.

(c) Determine and regulate the remuneration and duties and conditions of services of all such clerk and servant.

(d) Expend within budget provision such moneys for the purpose of association as to them may seem fit. The Governing body may from time to time as occasion may require appoint sub committee for the disposal of any work or kind of business and may regulate the manner in which any such sub committee shall discharge its functions. An appeal may be made to the Governing body from any decision of a sub committee.

(e) To act as a Governing body of Privileges and disputes between the members of the Bar and allied matters.

(f) Purchase of furniture, Repairs and such other necessities as may be ordinarily required for the Association.

(g) Admission of members and affiliation of Mufasil Bars to the Bar Association.

(h) Eradication of tourism in particular and other malpractices, pertaining to the professions, in general.

(i) To deal effectively with the day to day difficulties of the members of the Bar.

(j) To help the litigant public in redress of their grievances against Bar and Bench.

(k) The committee shall meet not less than once a month for the disposal of business.

8. The President shall be the head of the association and control all its activities. In his absence, the Vice-President shall act for him.

9. SECRETARY

(a) The secretary shall be the custodian of the furniture, book, stationery and all other property other than money and securities of the Association.

It shall be the duty of the secretary to conduct under the direction of the president and the control of the Governing body the correspondence of the Association.

(c) The Secretary shall be responsible that the following registers and books of account are duly maintained in such form as the Governing Body may from time to time prescribe and that the same are correctly and regular kept.

(1). A register of the book in the Library showing the value of the each book, the amount annually written off from the value of the old books, the additions made, the books, rose, destroyed or sold and the price, and the register to be placed before the Governing body once every year at least.

- (2) A similar register of the furniture and other property of the Association.
- (3) A register of books in the library showing the classification and arrangement of the books in the Library in a convenient form.
- (4) Register of books issued from or returned to the library.
- (5) A minute book of the proceedings of the Governing body and of all sub committee thereof.
- (6) Minute books of the proceeding at the General meeting.
- (7) A letter books containing copies of the letters.
- (8) A subscription book.
- (9) A cash Book of income and expenditure.
- (10) Ledger.
- (11) Counterfoil Receipt book.
- (12) Suggestion book and complaint book.
- (13) Attendance and leave register of servants.

10. The Joint secretary shall generally help the secretary and carry on the work during his absence.

II. TREASURER

- (1) The Treasurer shall have the custody of moneys and securities of the Association. All sums due to the Association shall be payable to and recoverable by the Treasurer. Any sums realized or received by the security shall forthwith be made over by him to the Treasurer.
- (2) The Treasurer shall kept the money of the Association in such Bank and in such manner as the Governing Body may from time to time direct and shall bring all moneys received into account immediately on the receipt thereof.

(3) The treasurer shall grant receipt for all payments and shall be responsible that books nos. 9 to 11 maintained above are properly kept up. All receipts of whatsoever description shall forthwith be paid into Bank and only drawn by means of cheques and all payment except those for petty expenditure shall be made by cheques drawn by the Treasurer.

(4) Receipts for all payment made and signed by the payee be obtained and placed on record.

(5) A monthly statement of income and expenditure should be submitted of the Governing Body instead of bills which need not be produced unless specially called for the Secretary will pass all bills.

(6) No expenditure shall be met from current receipts. The clerk or the Librarian shall prepare and place on the notice board every month an account showing the amounts due from the members of Association, such account to be countersigned by Treasurer.

(7) Once a year in the month of April the Treasurer and Secretary shall submit a Revenue Account and Balance Sheet of the affairs of the Association as on the 31st March to the previous year duly passed by Auditor.

(8) The audited Revenue Account and Balance sheet shall be laid before the annual meeting of the member for approval.

Account of Bar Association and Balance the member to before the house at least one week earlier to the annual body.

ELECTION AND REMOVAL OF MEMBER

(12) Every member of the Governing body, who does not attend three meeting regularly, shall cease to be the member of the Governing body. In case of such vacancy the general house will elect the successor in the special meeting.

(13) Every application for ordinary membership shall be signed by the candidate and shall be sponsored and seconded by two members of the Association. It shall be accompanied by an admission fee of Rs. 50/- which shall be refundable if the application is rejected or withdrawn.

(14) An old member who ceases to be member other wise than by removal under rule 15 may be readmitted on payment of arrears if any, without payment of fresh admission fee.

(15) The name of any member shall be liable to be removed from the membership of the Association after he has been given an adequate opportunity provided at least 2/3rd member on the rolls of the Association, vote for such removal, specially called for this purpose. One weeks' notice of the holding of such a meeting shall be given.

(16) A member, whose name has removed from the rolls of the Bar Association under Rule 15, shall not be re-admitted unless 2/3rd of the member on the rolls of the Association votes in his favor and on such terms, as may be enforced by Association. The application for re-admission by such member shall not be entertained unless it is accompanied by the usually admission fee and arrears, if any and is supported by at least 15 members.

PAYMENT OF SUBSCRIPTION

17. (a) Monthly subscription of this Association shall be Rs. 50/- for which it is due from the member concerned on account of subscription or admission fee.

(b) The-monthly subscription shall be payable in advance.

(c) Any member whose monthly subscription is in arrear for more than Three months shall not be entitled to speak or vote at any General Meeting of the Association.

(d) The supply of the library books will be discontinued to the member who is in arrears for more than 3 months.

18. A member from whom subscription is due for 2 months shall be served with a notice to pay up the dues within 7 days of the receipt of the same.

19. If payment is not made by any member inside of a notice under the last foregoing rules, his name shall be pasted on the notice board inside the Bar room as Defaulter .

20. A member, who is in arrears of subscription for more than 2 months, including the current month, shall lose his right to use the library, till such time, he pays his dues.

21. Any member, who allows subscription for four months to accumulate against his name shall cease to be a member of the Association provided a week's notice is given to him to pay up the arrears, provided the Governing body may, however, in special suitable case, relax this rule.

22. Audit :

- (a) The account of the association shall be audited at least once a year by an auditor. The auditor shall ordinarily be elected or appointed at the annual general Meeting (any casual vacancy in the office of Auditor may be filled up by the Governing Body)
- (b) The auditor shall examine the entire account of the Association and shall have access to account and vouchers at all reasonable times throughout the year.
- (c) The auditor shall check the revenue account and Balance Sheet and shall after making each correction therein as he may deem proper countersign the same. The Auditor shall submit annually in the month of January to the G.B. a brief report on the state of the accounts the auditors shall be laid before the annual General Meeting with the revenue account and Balance Sheet.

MEETINGS

23. An ordinary meeting of the association may be called at any time by the Secretary for the disposal of any business.

24. An extra-ordinary meeting of the Association shall be called by the Secretary on the requisition of the President or the vice President. Such a meeting shall also be called by the Secretary if he receives a requisition to that effect, signed by at least 35 members of the association within 48 hours of the receipt of such requisition.

25. An annual meeting of the association shall be held within the first week of April every year for:

- (i) The passing of the accounts, balance sheets and budget estimate.

- (ii) Election of the Office bearers of the association Members of the Governing body and of the library committee and of an Auditor.

Provided that in case, the annual meeting is not held as provided above, the said annual meeting shall take place on the 30th April at 4-30 P.M. in the Bar Room without any further notice.

26. An emergent meeting of the Association may be called by the Secretary at any time, on the orders of the President to that effect in writing.
27. In the case of meeting under Rules 23 and 26 a notice issued from the office at least 24 hours before the proposed time of the meeting is necessary.
28. For the annual meeting to be held in the first week of April, a notice of at least 7 days shall be issued by the office, a copy of the same shall be affixed on the notice board of the Association and this shall be deemed to be a valid notice to all the members.
29. The quorum for all meetings shall be 50 and that for adjourned meeting 25.
30. Any meeting called except the annual meeting may be postponed from time to time provided no meeting shall be postponed more than twice or beyond a period of one month.
31. The President and in his absence the vice president of the Association shall preside at the meeting. If neither of these be present at any meeting, the members present shall elect their chairmen from amongst those present. The vice president or the elected chairmen shall vacate the chair for the president or the vice president on his arrival as the case may be.
32. The chairmen of the meeting shall be the sole authority for the proper guidance and regulation of the meeting and all present must concede unquestioned obedience to his orders and direction.

33. All matters except those provided for elsewhere in these rules shall be decided by a majority of votes of the members present and in case of equality of votes the President or chairman of the meeting shall also have a casting or a second vote.

ELECTION OF OFFICE BEARERS

34. Persons seeking election to any office of the Association as provided in rule 6 shall file their nomination papers duly proposed and second on or before the 25th of March with the Secretary who shall circulate their names along with the notice of the meeting.

No nomination paper received after the 31st of March shall be considered in the annual meeting.

The period of nomination shall be from 25th of March to 31st of March, Persons who want to withdraw their nomination papers, can do so if they give it in writing from 1st to 3rd April.

- (a) Candidates for president ship should have at least ten years standing at this bar and the candidates for secretary ship should have 5 year standing at this bar.

Only those members will have voting right, who are enrolled before 31st December

- (b) Non refundable security for the following posts shall be as Under:

President	Rs. 2000/-
Vice president	Rs. 1000/-
Secretary	Rs. 500/-
Joint Secretary	Rs. 250/-
Member Governing Body	Rs. 250/-
Treasurer	Rs. 250/-

Persons seeking election or re-election to any office of the association shall not be entitled to preside over the annual meeting. In case of the President or the vice-president seeking re-election shall be elected the annual meeting.

In the annual election, the voting shall be by ballot and in all other meeting by show of hands.

35. As soon as possible after the close of poll on the day on which polling is to take place, the chairman of the meeting, in the presence of the candidate or their agent, if any, may be, in attendance shall open the ballot box and count the valid votes recorded for each candidate, rejecting as invalid any ballot paper which:

- (a) Has not on it official mark, or
- (b) Has not vote recorded on it means of across or
- (c) Is so marked that it is uncertain how the voter intended to vote, or
- (d) Bears any mark, by which the voter can be identified.

36. The candidate who is found to have secured the greatest number of valid votes, shall be declared to have been elected provided that if it is impossible to determine which candidates has or have obtained the greatest number of votes owing to two or more candidate having obtained an equal number of votes, the chairmen shall decide by lot which of such candidates shall deemed to have been elected and shall declare him or them elected accordingly.

43. No member shall give or extend, take or receive any professional help or assistance, directly or indirectly, inside or out side, the courts, or give or take legal advice hold professional consolation with, or in any manner accommodate in professional work any person whose name has been struck off the rules of the Association. This treatment shall also apply to the case of a non member who does not take the earliest opportunity of applying for membership of the Association
 44. Every member shall inform the Secretary in writing of the names, parent age and full address of his clerks and shall also give information of any change in his staff, within one week of such change.
 45. No member shall employ in any manner any person who has been declared undesirable by the association.
 46. No member shall employ more than two persons as clerks without the special previous permission of association.
 47. No member shall allow his clerk to visit the Railway premises, sarais, Tandoor or Dhabas. Shop and police stations with the object of securing professional work.
 48. No person shall employ any person as a clerk who is not Matric in education.
 49. No members shall conduct a case before any court at any place other then usual court hours except then the court is on tour or is inspecting a spot or in cases of application for bails, injections, in case of the violation of this rule member concerned shall forfeit to the Association the entire fee of the case charged by him in addition to any other penalty, if imposed by the association.
 50. No member shall conduct or commence any processing in any civil criminal or revenue case in any court at Brara, after the court hours prescribed by the high court or the financial commissioner. It shall be the duty of the President to see that the member of the Bar observe this rule rigidly and members of the bench do not hold courts after the prescribed hours.
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51. No member shall receive any brief or otherwise take any case from or through any of the following persons namely:-
- (i) Any person whom he knows or has reason to be a tout;
 - (ii) Any person whose name is entered on the list of any Court as being a tout or on the list of reputed touts kept by the G.B.
 - (iii) Any practicing petition-writer
 - (iv) Court officials
52. No member shall remunerated any person employed by him for the purpose of his profession by commission percentage or share in the employer's profession income or any part thereof, of otherwise than by a monthly salary.
53. No member shall allow any person or other than his clerk to visit court or his clients on his behalf directly or indirectly for any purpose whatsoever.
54. No member shall be able to withdraw any journal from the library. He will; however be able to get the Photostat copy of ruling or journal concerned.
55. No member shall accept any case previously being conducted by any other Lawyer unless he obtains a No objection certificate from the previous lawyer.
56. Text books may be issued to clerk or member themselves for getting relevant portion photographed which shall be returned by the said person after getting it photographed. The members can take textbooks only in library room and them there. They may however take a photo copy of any portion of it.
57. Any repetition or an infringement of those rule may be dealt with by the G.B. in the manner hereinafter provide:
- (a) Any member who shall without the permission of the secretary take from the library any book periodical or newspaper include in the list mentioned in rule 54 shall be liable to a sum not exceeding the price that Association has to pay for its replacement within 15 days and in default of
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payment of such sum; or in any case on a repetition of the same breach may also in the discretion of the G.B. be debarred from the use of the Library for such period as the G.B. may determine.

- (b) Any member who may lose, destroy, write upon or otherwise deface any book or periodical belonging to the Association shall be liable to pay a sum to the extent of its cost of replacing the same.
- (c) If the penalty imposed upon a member under rule 57 (a) is not paid within seven days of the information to him of the imposition of penalty the member concerned shall be debarred from using any book, volume, periodical or paper of the library either in or out of it until the penalty is full paid.
- (d) Member may make any suggestion or complaint in the prescribed book kept for the purpose in the library and the secretary shall take necessary action upon all such suggestion and complaints.

Maintenance of order in the library and other rooms of the Association.

58. No publicity shall be given outside to any statements, expression of opinion or conversation of member in the premises at any time occupied by the Association. Any member infringing this rule shall on proof thereon be liable to have his name removed from membership:
- (a) No member shall make any noise in the Library.
 - (b) No person who is not a member shall be admitted to the library unless after the request or on the introduction of a member and then only for a short time for business purposes.
 - (c) Member shall not have papers read out of them in the library.
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- (d) If any member at any time act in a manner which may be open to objection in any room occupied by the Association, he may be called to order by any member of the G.B. who may be present or may be reported by any member of the association to the G.B. who may take such action in regard to the same as they may think proper in the circumstances.
59. There shall be constituted a library committee consisting of 3 members of the Bar besides the President and the Secretary, who will be entrusted with the purchase of library book.
60. 25% of the subscription shall be placed at the disposal of library committee.
61. In every serious trial any senior lawyer will have to engage a junior lawyer along with him a certificate of payment from him, such junior lawyer will have at least 10 years standing at least.

GENERAL

62. The servant of the Bar Room shall not be sent out of the District Court premises by member for their private work.
63. There shall be at least two counsels engaged in the following cases:
- (a) All First class civil cases
 - (b) All session trials.
64. No member shall entertain or render free private service at his cost except on social function such as marriages, to any officer or official before when he generally appears in connection with his professional work.
65. All speeches made in meeting of the Association shall be treated as strictly confidential. All private and confidential conversations or discussion held in the Bar room shall also be confidential and not communicated any where.

66. All proceedings taken, order passed, acts done under these rules shall be in written.
67. All suits and proceedings on behalf of the Association shall be filed by and in the name of the Secretary for the time being and he shall be entitled to defend all legal proceedings brought against the Association unless the "Association appoints some other person for a particular case."
68. The Association may make bye laws consistent with these rules or make any change in the above rules at a meeting specially convened for the purpose and by a majority of 3/5th that of the member present.

PENALTIES

69. In case of violation of any of the foregoing rules the members concerned shall pay Rs. 16/- in case of first infringement and Rs.32/- for any subsequent infringement to the Bar-Association as a penalty recoverable as arrears of subscription except as otherwise provided.

OFFICE BEARERS

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|--------------------|-----------------------|
| 1. President | Sh. Kanwar Pal Singh |
| 2. Vice president | Sh. Navneet Malhotra |
| 3. Secretary | Sh. Gurmeet Ahluwalia |
| 4. Joint Secretary | Sh. Surinder Singh |
| 5. Treasurer | Sh. Param Pal Chauhan |

Memorandum

MEMORANDUM OF ASSOCIATION
OF

THE BAR ASSOCIATION
BARARA

Barara

The name of the society is the Bar Association Barara having its registration office at Barara.

The objects for which the society is established are:

1. Promotion of literature, diffusion of legal knowledge and maintenance of library and reading room for general use among the members.
2. To take over charge of books, furniture, moneys and all other articles belonging to the Bar Association, Ambala City
3. To acquire property, raise, control and realize funds of the Bar Association and dispose off whenever necessary, the property and generally to use and spend the funds in furtherance of objects of the Society.
4. To collect dues from members of the Association and other persons including past members and if necessary, to take legal proceedings in connection therewith.
5. To help the litigants in getting justice from different courts and offices or otherwise, and to help generally in the administration of justice.
6. To protect and promote the interest of the members of the Association.
7. To maintain a register of clerks for the members of the Association, to specify their qualification for admission and to deal to control and effectively to deal with the clerks whenever and whatever necessary, and
8. To do everything which the Bar Association thinks necessary to maintain the dignity of the legal profession.

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21. Any member, who allows subscription for four months to accumulate against his name shall cease to be a member of the Association provided a week's notice is given to him to pay up the arrears, provided the Governing body may, however, in special suitable case, relax this rule.

22. Audit :

(a) The account of the association shall be audited at least once a year by an auditor. The auditor shall ordinarily be elected or appointed at the annual general Meeting (any casual vacancy in the office of Auditor may be filled up by the Governing Body)

(b) The auditor shall examine the entire account of the Association and shall have access to account and vouchers at all reasonable times throughout the year.

(c) The auditor shall check the revenue account and Balance Sheet and shall after making each correction therein as he may deem proper countersign the same. The Auditor shall submit annually in the month of January to the G.B. a brief report on the state of the accounts the auditors shall be laid before the annual General Meeting with the revenue account and Balance Sheet.

MEETINGS

23. An ordinary meeting of the association may be called at any time by the Secretary for the disposal of any business.

24. An extra-ordinary meeting of the Association shall be called by the Secretary on the requisition of the President or the vice President. Such a meeting shall also be called by the Secretary if he receives a requisition to that effect, signed by at least 35 members of the association within 48 hours of the receipt of such requisition.

25. An annual meeting of the association shall be held within the first week of April every year for:

(i) The passing of the accounts, balance sheets and budget estimate.

- (ii) Election of the Office bearers of the association Members of the Governing body and of the library committee and of an Auditor.

Provided that in case, the annual meeting is not held as provided above, the said annual meeting shall take place on the 30th April at 4-30 P.M. in the Bar Room without any further notice.

26. An emergent meeting of the Association may be called by the Secretary at any time, on the orders of the President to that effect in writing.
27. In the case of meeting under Rules 23 and 26 a notice issued from the office at least 24 hours before the proposed time of the meeting is necessary.
28. For the annual meeting to be held in the first week of April, a notice of at least 7 days shall be issued by the office, a copy of the same shall be affixed on the notice board of the Association and this shall be deemed to be a valid notice to all the members.
29. The quorum for all meetings shall be 50 and that for adjourned meeting 25.
30. Any meeting called except the annual meeting may be postponed from time to time provided no meeting shall be postponed more than twice or beyond a period of one month.
31. The President and in his absence the vice president of the Association shall preside at the meeting. If neither of these be present at any meeting, the members present shall elect their chairmen from amongst those present. The vice president or the elected chairmen shall vacate the chair for the president or the vice president on his arrival as the case may be.
32. The chairmen of the meeting shall be the sole authority for the proper guidance and regulation of the meeting and all present must concede unquestioned obedience to his orders and direction.

33. All matters except those provided for all else where in these rules shall be decided by a majority of votes of the members present and in case of equality of votes the President or chairman of the meeting shall also have a casting or a second vote.

ELECTION OF OFFICE BEARERS

34. Persons seeking election to any office of the Association as provided in rule 6 shall file their nomination papers duly proposed and second on or before the 25th of March with the Secretary who shall circulate their names along with the notice of the meeting.

No nomination paper received after the 31st of March shall be considered in the annual meeting.

The period of nomination shall be from 25th of March to 31st of March, Persons who want to withdraw their nomination papers, can do so if they give it in writing from 1st to 3rd April.

- (a) Candidates for president ship should have at least ten years standing at this bar and the candidates for secretary ship should have 5 year standing at this bar.

Only those members will have voting right, who are enrolled before 31st December

- (b) Non refundable security for the following posts shall be as Under:

President	Rs. 2000/-
Vice president	Rs. 1000/-
Secretary	Rs. 500/-
Joint Secretary	Rs. 250/-
Member Governing Body	Rs. 250/-
Treasurer	Rs. 250/-

Persons seeking election or re-election to any office of the association shall not be entitled to preside over the annual meeting. In case of the President or the vice-president seeking re-election shall be elected the annual meeting.

In the annual election, the voting shall be by ballot and in all other meeting by show of hands.

35. As soon as possible after the close of poll on the day on which polling is to take place, the chairman of the meeting, in the presence of the candidate or their agent, if any, may be, in attendance shall open the ballot box and count the valid votes recorded for each candidate, rejecting as invalid any ballot paper which:

- (a) Has not on it official mark, or
- (b) Has not vote recorded on it means of across or
- (c) Is so marked that it is uncertain how the voter intended to vote, or
- (d) Bears any mark, by which the voter can be identified.

36. The candidate who is found to have secured the greatest number of valid votes, shall be declared to have been elected provided that if it is impossible to determine which candidates has or have obtained the greatest number of votes owing to two or more candidate having obtained an equal number of votes, the chairmen shall decide by lot which of such candidates shall deemed to have been elected and shall declare him or them elected accordingly.

METHOD OF RECORDING VOTE

36. When an elector has received a ballot paper he shall forthwith proceed to the place set a part for the making of ballot-paper and shall mark across (x)..... in the square opposite to the name of the candidate for whom votes.

APPEALS OR REVIEW

37. All appeals against the order of the secretary shall lie to the Governing Body and to the Association against the orders of the Governing Body.
39. An application for the review of a decision of the Association shall be Maintainable. If it is presented with in thirty days of such decision Provided that such application is signed by at least ten member of The Association
40. An application for the review, shall be put up in an extra ordinary meeting and a previous order shall be reversed or modified only if two-third of the member present vote for such a reversal or modification, provided that the two-third are not less in number than those who originally voted in favor of the decision under review

RIGHTS AND LIABILITIES OF THE MEMBERS

41. Member are entitled to the use of the Bar-Room furniture and the Services or the servants of the Association on court days and during court hours. They are also entitled to the use of the Bar-Library unless disabled under the rule-20 or any other rule or resolution of the Association
 42. All member are bound to implicitly obey the rules and resolution of the Association, an if infringement of which if brought to the notice of the secretary, shall be put by him in a meeting of the Governing Body, and the member concerned shall be liable to pay any penalty which may be imposed upon him in such a meeting.
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43. No member shall give or extend, take or receive any professional help or assistance, directly or indirectly. Inside or out side, the courts, or give or take legal advice hold professional consolation with, or in any manner accommodate in professional work any person whose name has been struck off the rules of the Association. This treatment shall also apply to the case of a non member who does not take the earliest opportunity of applying for membership of the Association.
44. Every member shall inform the Secretary in writing of the names, parent age and full address of his clerks and shall also give information of any change in his staff, within one week of such change.
45. No member shall employ in any manner any person who has been declared undesirable by the association.
46. No member shall employ more than two persons as clerks without the special previous permission of association.
47. No member shall allow his clerk to visit the Railway premises, sarais, Tandoor or Dhabas. Shop and police stations with the object of securing professional work.
48. No person shall employ any person as a clerk who is not Matric in education.
49. No members shall conduct a case before any court at any place other then usual court hours except then the court is on tour or is inspecting a spot or in cases of application for bails, injections, in case of the violation of this rule member concerned shall forfeit to the Association the entire fee of the case charged by him in addition to any other penalty, if imposed by the association.
50. No member shall conduct or commence any processing in any civil criminal or revenue case in any court at Brara, after the court hours prescribed by the high court or the financial commissioner. It shall be the duty of the President to see that the member of the Bar observe this rule rigidly and members of the bench do not hold courts after the prescribed hours.

51. No members shall receive any brief or otherwise take any case from or through any of the following persons namely:-
- (i) Any person whom he knows or has reason to be a tout;
 - (ii) Any person whose name is entered on the list of any Court as being a tout or on the list of reputed touts kept by the G.B.
 - (iii) Any practicing petition-writer
 - (iv) Court officials
52. No member shall remunerated any person employed by him for the purpose of his profession by commission percentage or share in the employer's profession income or any part thereof, of otherwise than by a monthly salary.
53. No member shall allow any person or other than his clerk to visit court or his clients on his behalf directly or indirectly for any purpose whatsoever.
54. No member shall be able to withdraw any journal from the library. He will; however be able to get the Photostat copy of ruling or journal concerned.
55. No member shall accept any case previously being conducted by any other Lawyer unless he obtains a No objection certificate from the previous lawyer.
56. Text books may be issued to clerk or member themselves for getting relevant portion photographed which shall be returned by the said person after getting it photographed. The members can take textbooks only in library room and them there. They may however take a photo copy of any portion of it.
57. Any repetition or an infringement of those rule may be dealt with by the G.B. in the manner hereinafter provide:
- (a) Any member who shall without the permission of the secretary take from the library any book periodical or newspaper include in the list mentioned in rule 54 shall be liable to a sum not exceeding the price that Association has to pay for its replacement within 15 days and in default of

payment of such sum or in any case on a repetition of the same breach may also in the discretion of the G.B. be debarred from the use of the Library for such period as the G.B. may determine.

- (b) Any member who may lose, destroy, write upon or otherwise deface any book or periodical belonging to the Association shall be liable to pay a sum to the extent of its cost of replacing the same.
- (c) If the penalty imposed upon a member under rule 57 (a) is not paid within seven days of the information to him of the imposition of penalty the member concerned shall be debarred from using any book, volume, periodical or paper of the library either in or out of it until the penalty is full paid.
- (d) Member may make any suggestion or complaint in the prescribed book kept for the purpose in the library and the secretary shall take necessary action upon all such suggestion and complaints.

Maintenance of order in the library and other rooms of the Association.

58. No publicity shall be given outside to any statements, expression of opinion or conversation of member in the premises at any time occupied by the Association. Any member infringing this rule shall on proof thereon be liable to have his name removed from membership:
- (a) No member shall make any noise in the Library.
 - (b) No person who is not a member shall be admitted to the library unless after the request or on the introduction of a member and then only for a short time for business purposes.
 - (c) Member shall not have papers read out of them in the library.
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- (d) If any member at any time acts in a manner which may be open to objection in any room occupied by the Association, he may be called to order by any member of the G.B. who may be present or may be reported by any member of the association to the G.B. who may take such action in regard to the same as they may think proper in the circumstances.
59. There shall be constituted a library committee consisting of 3 members of the Bar besides the President and the Secretary, who will be entrusted with the purchase of library book.
60. 25% of the subscription shall be placed at the disposal of library committee.
61. In every serious trial any senior lawyer will have to engage a junior lawyer along with him a certificate of payment from him, such junior lawyer will have at least 10 years standing at least.

GENERAL

62. The servant of the Bar Room shall not be sent out of the District Court premises by member for their private work.
63. There shall be at least two counsels engaged in the following cases:
- (a) All First class civil cases
 - (b) All session trials.
64. No member shall entertain or render free private service at his cost except on social function such as marriages, to any officer or official before when he generally appears in connection with his professional work.
65. All speeches made in meeting of the Association shall be treated as strictly confidential. All private and confidential conversations or discussion held in the Bar room shall also be confidential and not communicated any where.
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66. All proceedings taken, orders passed, acts done under these rules shall be in written.
67. All suits and proceedings on behalf of the Association shall be filed by and in the name of the Secretary for the time being and he shall be entitled to defend all legal proceedings brought against the Association unless the "Association appoints some other person for a particular case."
68. The Association may make bye laws consistent with these rules or make any change in the above rules at a meeting specially convened for the purpose and by a majority of 3/5 that of the member present.

PENALITIES

69. In case of violation of any of the foregoing rules the members concerned shall pay Rs. 16/- in case of first infringement and Rs.32/- for any subsequent infringement to the Bar-Association as a penalty recoverable as arrears of subscription except as otherwise provided.

OFFICE BEARERS

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|--------------------|-----------------------|
| 1. President | Sh. Kanwar Pal Singh |
| 2. Vice president | Sh. Navneet Malhotra |
| 3. Secretary | Sh. Gurmeet Ahluwalia |
| 4. Joint Secretary | Sh. Surinder Singh |
| 5. Treasurer | Sh. Param Pal Chauhan |