

**Resident Welfare Association
D-Block (D-61 to D-135) Saket, New Delhi-110017**

Rules & regulation of the Association

1. **Name of the Association:** The Name of the Association shall be "Resident Welfare Association D Block (D-61 to D-135), Saket, New Delhi-110017".

2. **Membership:**

(a) "The welfare objectives of the RWA are intended to benefit all residents from D-61 to D-135, Saket, New Delhi-110017. Some of these activities will have cost implications which need to be funded by all owners/occupants of houses/ apartments/ floors, from D-61 to D-135. Hence, all owners/occupants of apartments/ floors from D-61 to D-135, of the Resident Welfare Association, will automatically qualify to be members and will be liable to pay monthly subscription as determined by the General Body after taking into account the total costs and total residential floors in D61 To135".

(b) Membership of Governing Body: will be subject to:

(c) Filling Nomination Form and selection through Election process during RWA elections.

(d) Continuous payment of monthly and other fees to RWA.

(e) Attendance of the meetings of the Governing Body with absenteeism not exceeding 3 consecutive meetings.

(f) Iv. Discharge of duties mutually agreed with the Governing Body.

3. **Subscription and Admission fee:**

(a) "Effective from October 1, 2017, the monthly subscription for residents/members shall be Rs. 500/- for a single residential unit, Rs. 700/- for a Duplex unit and Rs. 1,500/- for a residential unit being used as Business/ commercial space (as per MCD by-Laws). The concessional monthly subscription of Rs. 700/- for a joint family is being withdrawn w.e.f. October 1, 2017.

(b) In addition the onetime non-refundable admission fee of Rs. 1,000/- will be payable by new owners.

(c) The ultimate liability for paying all subscription and admission fee rests with the owner of the property".

4. **Continuity of Membership on Death of Owner:**

In the event of death of an owner, his / her legal heir shall become the member of the Association and would be liable for subscription and dues if any.

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5. **Refusal:** The governing body of the Association may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned in writing with reasons thereof.

6. **Termination:** The governing body of the Association may terminate any member from the Association on the following grounds:-

(i) If the member of the Association tenders his/her resignation to the Association, it is subject to acceptance by the governing body of the RWA only.

(ii) Continuity of the Patrons/ Advisors will be subject to condition that: (a) he/she will pay RWA subscription and needs to attend GBM, AGM regularly and (b) support to RWA.

7. **Appeals:** Every such expelled member shall have right to appeal to the general body of the Association which may or may not be accepted. All the appeals shall be referred to the general body of the Association; the decision of the general body shall be final. The reason of rejection shall be communicated to the concerned member.

8. **Re-Admission:** In case an expelled / terminated member is Re-admitted by the general body the same person / member shall have to pay all dues upto date. The decision of the general body shall be final.

9. **Rights & Privileges of the members:** Every member shall have right to participate in the general body meeting. Besides this, he/she shall have also right to vote in the meeting of the Association. Every member shall be entitled to participate in the meetings, functions and get-together programmes of the Association.

10. **Quorum & Notice of the meetings:-**

A. General Body: There shall be a general body of the Association consisting of all the members. The meeting of the general body shall be held once every year with 2/3rd quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the general body may also be summoned on the written request of 3/4th members, with minimum 7 Days days prior notice for such meetings. The notice period of the general meeting of the general body shall be 30 days. The following business shall be transacted in these meetings:-

(i) To elect the managing committee, including office bearers and members in every block of two years.

(ii) To remove any office bearer/member of the managing/executive committee/member of the association.

(iii) To adopt the model constitution (as amended from time to time)

(iv) To pass the accounts the previous year and consider the auditors report and annual report.

(v) To approve the programs of activities of association for the ensuing year.

(vi) To consider and decide about the winding up the association and disposal of its assets and liabilities (in case of dissolution of society)



- (vii) To discuss any other item with the permission of the chair.
- (viii) To discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the Association.

B. Governing Body: There shall be a governing body of the Association to look after and to manage the day to day affairs of the Association. It shall consist of minimum 8 and maximum 10 members including the office bearers.

The meetings of the governing body shall be held once every month with 2/3rd quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the governing body may also be summoned on the written request of 3/4th members by 3 working days notice of the meeting.

The notice period of the governing body shall be 7 days.

The following business shall be transacted in these meetings:-

- a) To take necessary steps for the implementation of all the programmes and policies drawn by the general body.
- b) To approve the necessary expenditure to meet the day to day requirements of the Association.
- c) To take decisions on application for membership.
- d) To appoint committee for disposal of any business of the Association or for advice on any matter pertaining to the Association.
- e) To appoint, terminate and fix duties of any staff.
- f) To receive to have custody of and to expand the funds of the Association and manage the properties of the Association.
- g) To sue and defend all legal proceedings on behalf of the Association.
- h) To take all such other legal steps which may appear beneficial for the smooth and better management of Association.
- i) To appoint committee for disposal of any business of the society for advise on any matter pertaining to the society.
- k) The following is the present structure / strength of the governing body:-
 1. President: One
 2. Vice-President: One
 3. General Secretary: One
 4. Secretary: One
 5. Treasurer: One
 6. Jt. Treasurer: One
 7. Executive Members: minimum (2) Maximum (4)

11. Powers & Duties of the office bearers:

President:

- a) He/She shall preside all the meetings of general body and governing body and exercise general supervision over the activity of the association.
- b) In case of equality of votes in any meetings, he/she shall tender his/her casting vote.
- c) He/She shall supervise work of other office bearers from time to time.
- (d) He/she may dispose off such important and urgent matter which for want of time cannot be put to the Managing Committee and report the same in the next meeting of the Managing Committee.

Vice President

He/she shall carry out such duties as may be assigned to him/her from time to time by the president. In the absence of the President the Vice-President shall enjoy all powers and duties which are entrusted to the President. He/She will also assist to the President in his/her duties from time to time.

General Secretary

- a) He/She shall represent the Association in public and private offices.
- b) He/She shall keep all types of records of the Association including the register of members containing their names, addresses and other brief particulars.
- c) He/She shall undertake all types of correspondence on behalf of the Association.
- d) He/She shall convene the meetings of general body, governing body and inform every member regarding time, date and venue of the meeting through a prior written notice as follows: Governing Body (7 Days) General Body/AGM (30 Days).
- (e) He/She shall submit a report on the working of association for the preceding year at the AGM.
- (f) He/She can execute contracts on behalf of the association as and when authorized to do so by the managing committee.

Secretary

In the absence of the General Secretary, the Secretary shall enjoy all powers and duties which are entrusted to the General Secretary. He/She will also assist to the General Secretary in his/her duties from time to time.

Treasurer

He/She shall collect subscription, gifts, grants-in-aid and donations from the members and the general public and shall be responsible for keeping and maintenance of true and correct accounts of the Association's fund. He/She shall work as financial adviser to the president/general secretary. He/She shall prepare an annual statement of account at the end of the financial year and after approval of the managing committee, submitted to the annual general meeting, duly audited (along with the auditor's report and replies their too, if any).



Joint Treasurer

In the absence of the treasurer, the Joint Treasurer shall enjoy all powers and duties which are entrusted to the Treasurer. He/She will also assist to the Treasurer in his/her duties from time to time.

Executive Members

They will assist in the day to day work of the Association as directed by the President and General Secretary.

12. Financial year

The financial year of the Association shall be from 1st April to 31st March, of every year.

13. Source of Income and Utilization of Funds

Subscriptions and fees as laid down in the constitution and/or funds raised from time to time on specified counts. Grant-in-aid from the Govt. and donation from private institutions, companies, the members and the general public etc. shall be the source of income of the Association. All the income of the Association shall be utilized towards the aims and objects of the Association. Additional Income from advertising agencies putting up Bill Boards within RWA, as per civic Body guidelines will also be utilized towards activities of the association's aims and objectives only

14. Operation of Bank Account

The funds of the Association shall be kept in a scheduled bank other than an imprest amount of Rs. 25,000/-. The bank account of the Association shall be operated by any two of : The President, General Secretary or Treasurer. The mode of operation can be changed by the Governing Body as and when required.

The outgoing governing body will not make any withdrawal from the Bank Account after the date of election.

15. Audit of Accounts

The qualified auditor shall be appointed by the Governing Body before the end of March every year for audit of accounts of that financial year.

16. Filling up Casual Vacancies

The Casual vacancies may be filled up by the resolution passed by majority of votes by both the governing body and general body up to the next election.

17. Election

The governing body of the Association shall be elected for a term of two years in general body meeting. The raising hands or secret ballots shall be the mode of

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election. The newly elected governing body list should be attested by three outgoing office bearers and it will be filed with Registrar of the Societies, Delhi. No office bearers i.e. President, Vice President, Gen. Secretary, Secretary and Treasurer shall hold any of these offices for more than two terms continuously (block years) i.e. for a period of 4 (Four) years. He/she may continue in the managing committee in any other capacity. A member of the managing committee may, however, seek office after a lapse of one term (two years) to any of the above mentioned five posts. The contestants for treasurer post should preferably have the knowledge of accounting procedures.

18. Annual list of Managing / Governing Body (Section 4 of the Act)

Once in the month of April every year a list of the office bearers and members of the governing body of the Association shall be filed with the Registrar of Societies, Delhi as required under section 4 of the Societies Registration Act, 1860.

19. Legal Proceedings (Section 6 of the Act):

(a) The Association may sue or be sued in the name of the President / General Secretary as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

(b) **Recovery of Dues by Legal Proceedings:** Governing Body is authorized to seek court proceedings for recovery of outstanding dues from Resident Members. The incumbent President, Vice President and General Secretary are authorized to proceed against defaulters for recovery of arrears through court proceedings

20. Amendment (Section 12 & 12A of the Act)

Any amendment in the Memorandum of Association or rules will be carried out in accordance with procedure laid down under section 12 and 12A of the Societies Registration Act, 1860.

21. Dissolution and Adjustment of Affairs (Section 13 & 14 of the Act)

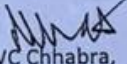
If the Association needs to be dissolved it shall be dissolved as per provision laid down under section 13 & 14 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

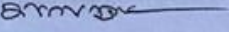
22. Application of the Act


All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi shall apply.

23. Essential Certificate

Certified that this is the correct and true copy of Rules and Regulations of the Association:-

(1) President 
WC Chhabra,
D-106 Saket (M) 98110-53113

(2) General Secretary 
R.N. Khatri
D-73 FFloor Saket (M) 989192223

(3) Treasurer 
S.K. Gupta
D-109 Saket (M), 9873424248



Date: Sep 3, 2017

Patrons: Sh. NP Thareja-D-94 Sh. YD Sardana D-118, Sh. Kanwal Krishan D-93, Saket

W.C.Chhabra-President, D-106 Saket, (M) 9811053113; wchhabra1@gmail.com; Anantmala Potdar- Vice President, D-116 Saket, (M) 9718506683, anantmala.potdar@gmail.com; R.N. Khatri- Gen. Secretary, D-73 FF, (M) 989192223, rnkhatri@hotmail.co.uk; Mr. Sujoy Choudhury-Secretary, D-133 SF, (M) 9811334352, sujoy.choudhuri@outlook.com; S.K. Gupta-Treasurer, D-109 (M), 9873424248, skgupta1100@yahoo.co.in; S. K. Aggarwal-Jt. Treasurer, D-119 SF, (M) 9818017771, caskaggarwal@gmail.com; Col. (Retd.) Ravi Ramaswamy-Executive Member, D-107, (M) 9871896831, raviramaswamy@gmail.com; Nidhi Madan-Executive Member, D-86 FF, (M) 9810278300, dotline.creators@gmail.com; Mrs. Shashi Gulati-Executive Member, D-102, (M) 9818258816 sgulati101@gmail.com; Mr. Anil Tandon-Executive Member,D-77, (M) 9350148882, anil.tandon@yahoo.co.in

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