



APPROACH

THE BYE-LAWS OF "Approach Autism" SOCIETY

1. **Short Title:** These rules may be called the Bye-Laws of APPROACH AUTISM Society.
2. **Interpretation/Definitions:** The society shall follow the provisions laid down in the Rajasthan Societies Registration Act, 1958 (No 20 of 1958) hereinafter called as "Act" and the rules framed there-under called the Rajasthan Societies Registration Rules, 1958. Unless there is anything repugnant in the subject or context:
 1. "Bye-law" means a bye-law registered or deemed to have been registered under this 'Act' and includes a registered amendment of the bye-law.
 2. "Society" means "APPROACH AUTISM" society registered under the Rajasthan Societies Registration Act 1958.
 3. "Member" of the Society means a person who has been admitted in the Society according to the Regulations thereof, continues for the time being to be a member of the Society.
 4. "The General Body" means all the member of the Society.
 5. "The Governing Body" means the persons duly elected by the General Body of the Society under Section 20 of the Rajasthan Societies Registration Act, 1958 and entrusted for the time being with the management of the Society under its regulation.
 6. "The financial year" means the period commencing from the 1st April and ending with the 31st March of the next calendar year.
3. **The Name of the Society:** The Name of the Society shall be the "Approach Autism" (hereinafter referred to as the Society).
4. **The Registered Office of the Society:** The registered office of the society shall be located in Jaipur and until otherwise determined shall be situated at C/o Mr. P.K. Choudhary 60/44, F-15B, Pratap Nagar, Sanganer, Jaipur 302029.
5. **Vision Statement:** Inclusion of differently abled persons in the main stream global society
6. **Mission:** To establish infrastructure for persons with autism and multiple disability which offers equitable, barrier free and dignified services and offers them opportunity for lively



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hood with support of resourceful, skilled members/ stakeholders of the community/ society.

7. **Aims and Objects:** The aims and objects for which the Society is established are the following:

1. **Education:**

- i. To organise training and refresher programmes for the parents/ guardians/Care Giver/ Siblings (of persons with the disability)/ volunteers and officials of different Non Government Organisations to strengthen the development skills of trainees which they can use for the betterment of the group and home.
- ii. To disseminate information and knowledge, to edit, publish, and print literature and documents, maintain libraries, and to organise seminars/ conference/ meetings etc related to the disability sector for the betterment of person with the disability and their families.

2. **Health:**

- i. To work in the field of providing healthy hygienic and safe environment.
- ii. To identify early intervention need by creating awareness programme.
- iii. To meet individual therapeutic and medicinal needs of person with the disability

3. Ensuring provision of social security for the complete life time for person with the disability

4. To interface other similar group around the world for knowledge sharing and building expertise.

5. To create nodes around the world to provide the expertise & support to the person with the disability



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6. To develop special strengths of person with the disability & showcase those skills on various platform.
7. To create awareness among people about functions and powers of educational and employment rights.
8. Policy formulation and implementation:
 - i. To work with the government and other NGOs at the policy formulation level.
 - ii. To affirmatively coordinate with the State and Central Government in implementation of developmental schemes.

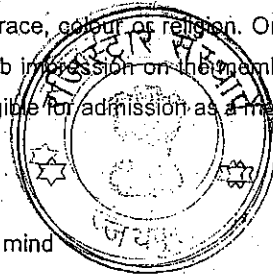
8. Membership:

~~1. The founder members of society are parents/ siblings/ care taker of children with autism spectrum disorder.~~

~~2. Any person having dependent person with the disability is entitled to become member of the society.~~

3. **Eligibility:** Any person who is of sound mind, has faith and commitment to the Objects of the Society and is desirous of the betterment of the society may apply through application for a membership to the Society and the Governing Body may admit such person as one of its ordinary members, subject to the approval in the General Body by at least two-third of its members present. No person shall be denied admission to this Society on the basis of her or his caste, creed, sex, race, colour or religion. On admission a member shall sign and mark his thumb impression on the membership register. Provided that no person shall be eligible for admission as a member of the Society, if she/he:

- i. is a minor.
- ii. is of unsound mind
- iii. has been convicted of a cognizable offence and sentenced to a term exceeding 3 months.





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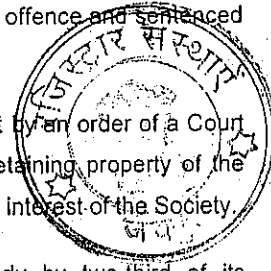
4. **Admission Fee and Subscriptions:** The admission fee and annual subscription to the Society shall be fixed by the Society with a provision to alter the same if and when necessary. The current fees are:

i. Admission Fee: Rs. 1000

ii. Annual Subscription Fee: Rs. 2400

iii. Life Membership Fee: Rs. 10000

5. **Cessation of membership:** If the member is in arrears of prescribed subscription fee and a period of 45 days is over after delivering notice to such member to such effect, the member shall cease to be a member of the Society after the Governing Body resolves to that effect. Any person who ceases to be a member for any reason, shall nevertheless remain liable for and pay to the Society all dues.
6. **Re-admission to the Society:** Any person who ceases to be a member of the Society, may be re-admitted to the membership as the Governing Body may determine.
7. **Resignation:** Any member who withdraws from the Society by giving notice in writing to the Secretary of his intention to do so and thereupon he shall cease to be a member provided all his dues to the Society are paid.
8. **Disqualification:** A member may be disqualified/expelled from the Governing Body/ General Body of the Society for one or more of the following reasons:
- If the member becomes of unsound mind.
 - If the member has been convicted of a cognizable offence and sentenced to a term exceeding 3 months.
 - If the member is disqualified for such appointment by an order of a Court or Registrar for causing loss to the Society or retaining property of the Society or for any other reasons detrimental to the interest of the Society.
9. **Expulsion:** Subject to the approval of General body by two-third of its members present and voting, a member may be expelled by the Governing



Secretary

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body after first being given an opportunity to explain her/his conduct, in writing, to the Governing Body if:

- i. The member acts contrary to the interest, reputation and stated objects of the Society.
- ii. The member ceases to fulfil such other conditions as specified in these Bye-Laws of the Society and for other reasons as may be specified in the Bye-Laws.

9. Membership Register:

1. The Society shall maintain at its head office a Membership Register of its members and shall enter therein, the following particulars, namely:

- i. name, address, occupation, and signature with date of each member
- ii. the date on which the members are admitted
- iii. the date on which the member ceased to be members.

2. If any member changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, the address in the roll of members shall be deemed to be his address.

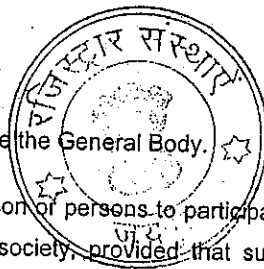
10. Governance: The Society shall be controlled by constituting governance bodies as:

1. General Body
2. Governing Body

11. General Body:

1. Composition of General Body:

- i. All members on a given date shall constitute the General Body.
- ii. The President has the right to invite a person or persons to participate in the deliberations of the meetings of the society, provided that such a person(s) shall not have the right to vote.



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2. Rights, Privileges and Duties of Members:

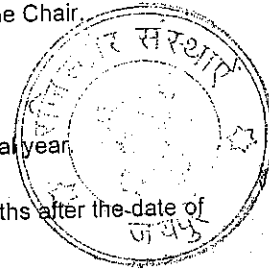
- i. The members of the General Body shall elect the office-bearers and other members of the Governing Body of the Society
- ii. Every member of the Society shall have the right to participate in public meetings, cultural/educational functions and other lawful gatherings called and/or arranged by the Society.
- iii. Every member shall have the duty to actively contribute their talent and expertise towards promoting the Mission and Objects of the Society.
- iv. It shall be the duty of every member of the Society to provide all the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society.

3. Functions and Powers of General Body:

- i. General Body is the supreme decision making body of the Society and it may amend or change or overrule any decision of the Governing Body.
- ii. The General Body shall consider, frame and adopt the general policy and the programme of activities of the Society to be followed during the ensuing year.
- iii. The General Body may consider any subject/matter as may be specified in the agenda of the meeting or referred by the Governing Body or raised by any member of the Society with the permission of the Chair.

4. Meetings:

- i. The General Body shall meet at least once in a financial year.
- ii. Such meeting shall be held not more than fifteen months after the date of the last preceding meeting.
- iii. The meeting shall be convened, as directed by the President, under the signature of the Secretary, who will also be the Member-Secretary of the General Body.



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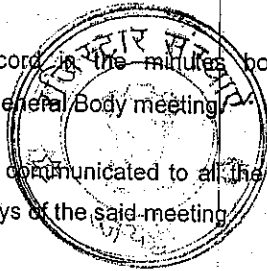
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- iv. The President of the Society shall also be the President of the General Body and shall preside over its meetings. In his absence, the Vice-President shall preside over that meeting.
- v. "The annual statement of accounts" and "the annual report" on the activities of the Society shall be placed in the Annual General Meeting for the approval of the General Body.
5. **Notice:** Except in case of emergent meetings, 7 days notice of every meeting, together with the agenda shall be given to each member.
6. **Special Meetings:** The President may convene a special meeting of the Society if she/he thinks fit or if such a meeting is requisitioned by at least one-third members, in writing.
7. **Quorum:** The quorum for General Body meeting shall be one-half of the total members.
8. **Procedure:**
 - i. All questions in the meetings shall be determined by a majority of votes of the members of the Society present. Every member of the Society shall have one vote each and no proxy shall be allowed in any manner. In case of a tie, the President/ Chairperson shall have the right to an additional/casting vote.
 - ii. Each member shall have the right to dissent.
 - iii. No member whose subscription for the time being is in arrear shall be entitled to vote in any proceedings of the Society.
9. **Minutes:**
 - i. The Society shall record in the minutes book, the minutes of all proceedings of every General Body meeting.
 - ii. Such minutes shall be communicated to all the members invited for the meeting within thirty days of the said meeting.



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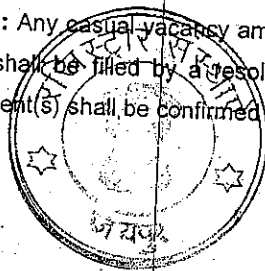
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10. **Committees:** The Governing Body subject to the approval of the General Body may elect/nominate various Standing or Adhoc Committees/ Sub-Committees for any specified purpose as they think fit and may delegate any of the powers to them and prescribe their functions and proceedings to be followed.
11. **The Advisory Board:** The Governing Body subject to the approval of the General Body may appoint an Advisory Board on such terms and conditions as it deems fit which may have persons other than the members of the Society. They may be permitted to attend meetings of the Society by the Governing Body however they shall not have a right to vote.
12. **Governing Body:**
 1. **Election:** The Society shall elect a Governing Body by resolution passed by a majority of the members present and entitled to vote at a General Body meeting of the Society. A member of the Governing Body of the Society shall be eligible for re-election. The strength of the Governing Body (including office bearers and executive members) shall not be less than 7 and not more than 11.
 2. **Term:** The term of Governing Body and its members so elected shall be three years.
 3. **Removal:** A member of the Governing Body may be removed by the General Body in a meeting specifically convened for such purpose by simple majority of votes of the members present after affording such member an opportunity of being heard.
 4. **Filling up of casual vacancies:** Any casual vacancy amongst the Governing Body for its remaining period shall be filled by a resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body at its next meeting.
 5. **Meetings:**
 - i. **Frequency:** The Governing Body shall hold meetings as and when required but it shall meet at least once in every three months.



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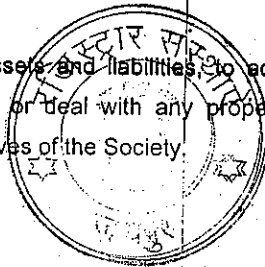
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- ii. **Notice:** Except in case of emergent meetings, 7 days notice of every meeting, together with the agenda shall be given to each member. Modern communication means may also be used for the purpose.
 - iii. **Quorum:** The quorum of the meeting shall be one half of the membership.
 - iv. **Voting:** Each member shall have one vote. In case of a tie, the President/Chairperson shall have the right to an additional/casting vote.
 - v. **Minutes:** The Society shall record in the minutes book, the minutes of all proceedings of every Governing Body meeting. Such minutes shall be communicated to all the members invited for the meeting within thirty days of the said meeting.
13. **Duties and Powers of the Governing Body:** In general, the Governing Body shall exercise all the powers and duties except reserved by the General Body or restricted in these Bye-Laws, to manage the affairs of the Society and to enable it to function smoothly and effectively. It shall, however, exercise these powers within the context of the Vision, the Mission and the Objects of the Society and the advice it receives from the General Body. In particular, the Governing Body shall have the following powers and duties:
1. To initiate and supervise activities of the Society for performing its functions specified in the Memorandum.
 2. To interpret the memorandum and notified Rules & Regulations and the Bye-Laws of the Society.
 3. To collect and/or accept funds for the Society by way of subscriptions, donations, grants, gifts, etc.
 4. To make the budget and incur expenditure for conducting the business of the Society.
 5. To keep a true account of assets and liabilities, to acquire, sell, mortgage, change, or otherwise dispose or deal with any property of the Society for promoting the aims and objectives of the Society.



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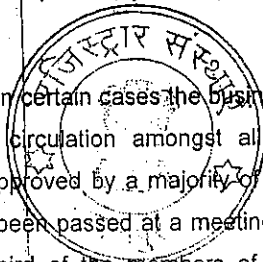
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6. To prepare the "annual statement of accounts" and "annual report" on the activities of the Society.
7. To appoint or remove the staff as and when necessary.
8. To establish liaison with such other Societies/NGOs and other bodies as is considered in the interest of the Society and to decide upon the representation of the Society on such bodies.
9. To institute medals, prizes, scholarships, etc.

14. Duties and Powers of the Office Bearers:

1. **President:** The President shall preside over all the meetings of the Society, General Body and the Governing Body. Whenever it is necessary President may delegate his powers to the Vice-President.
2. **Secretary:** The Secretary shall be in charge of all correspondence and records of the Society and keep the minutes of all the meetings. The Secretary shall exercise general supervision over the staff and affairs of the Society.
3. **The Treasurer:** The Treasurer shall receive all the sums of money due to the Society and issue receipts thereof. She/he shall keep all accounts of the Society and prepare annual statement of accounts for submitting to the General Body. He shall prepare list of defaulting members.
4. **Interim Committee:** The President and the Secretary shall act as an Interim Committee of the Council for disposing of minor matters, which in their judgement, do not call for submission to the entire Governing Body, subject to approval of the Governing Body at its next meeting.
5. The Governing Body may assign any specific responsibility to any of its members.

15. **Conduct of Business by Circulation and the Use of ICT:** In certain cases the business of the General/Governing Body may be carried out by circulation amongst all its respective members and the resolution so circulated and approved by a majority of the members signing shall be binding as if such resolution has been passed at a meeting of the General/Governing Body, provided that at least two-third of the members of the



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respective body have recorded their views on the resolution so circulated. The use of modern means of communication, the Information & Communication Technology, including e-mail, sms, etc. shall also be valid and acceptable for recording the views and approval of the member on any issue and resolution etc.

16. **Suits by and against the Society:** The Society may sue or be sued in the name of the Secretary or the President of the Society and within the territorial jurisdiction nearest to its Head Quarters.

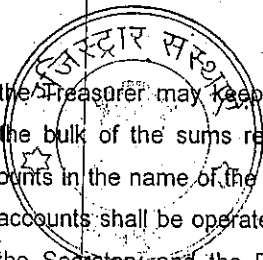
17. **Contracts and Agreements:** All contracts and agreements for and on behalf of the Society shall be signed by the Secretary of the Society with the consent of the President and subject to post-facto approval from the Governing Body.

18. **Financial Management:**

1: **Funds:** Sources of income of the Society are as under:

- i. Admission fees and subscription from the members of the Society.
- ii. Gifts, donations, special contributions or grants by individuals, the Government, public sector undertakings, private enterprises, associations, institutions and organisations.
- iii. Fund raising activities.
- iv. Income from investments.
- v. Receipts of the Society from other sources.
- vi. The Society may also borrow or raise any money that may be required by the Society upon such terms and conditions as may be deemed necessary and expedient.

2. To meet the day to day expenditure the Treasurer may keep a reasonably small amount with him as cash, but the bulk of the sums received by the Society shall be deposited in bank accounts in the name of the Society in any of the commercial banks. These bank accounts shall be operated jointly by at least any two out of the Treasurer, the Secretary and the President. The Governing Body may, however, from time to time authorise one or more



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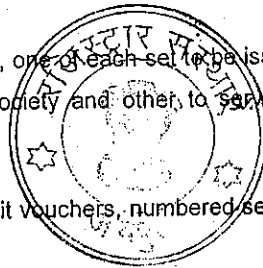
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members of the Society to singly or jointly operate subsidiary accounts of the Society for specific purposes. Whenever necessary the Governing Body may delegate the disbursing power to any member of the Society, subject to approval of the General Body in its next meeting. Sincere effort should be made to ensure that all the transactions of the Society are made through proper banking channels, vide cheques ("account payee only" wherever possible), drafts, online transfers etc. so that all the monetary transactions are easily traceable and transparent.

19: Books of account:

1. The Society shall keep at its head office proper books of accounts in which shall be entered accurately:
 - i. All sums of money received with source thereof, and all sums of money expended by the Society and the objects or purpose for which such sums are expended.
 - ii. The assets and liabilities of the Society.
 - iii. The details of immovable property acquired by the Society.
2. The Society shall maintain the following procedure/ books of accounts:
 - i. The Society shall follow Double Entry Book-Keeping system and shall maintain all books/registers of accounts required.
 - ii. The computerised system of accounts and audit may be followed.
 - iii. Cash book showing daily receipt and expenditure, and the balance at the end of each day.
 - iv. Receipt book, containing forms in duplicate, one of each set to be issued with details for money received by the Society and other to serve as counterfoil.
 - v. Voucher's file, containing all debit and credit vouchers, numbered serially and filed chronologically.



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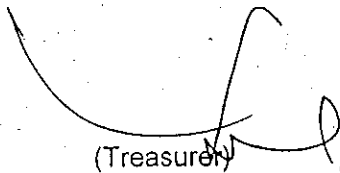
- vi. Stock register for keeping the record of all the consumable and permanent articles of the society.
3. The books of account shall be open to inspection by the office-bearer or member of the Society or the Registrar or the person authorised by the Registrar during the office hours. Any other person shall have access as specified under the Right to Information Act, 2005.
20. **Verification of accounts, returns and registers:** The accounts, returns and registers of the Society specified in the Act and the rules, shall be verified by the President and the Secretary of the Society and in each such account, return and register, the following declaration shall be endorsed in token of such verification, namely: "I declare that the particulars furnished above are true and correct to the best of my knowledge and belief."
21. **Audit:** The account of the Society shall be audited by Chartered Accountant annually to be appointed by the Governing Body for the purpose. The accounts can also be audited by any government agency if instructed by the government to that effect.
22. **Staff Members:** The Governing Body may employ the persons for the purpose of the Society and give salaries, wages and other emoluments to them. The staff may be employed on full time and/or part-time basis. The rules for appointment, working and removal of the staff members shall be framed by the Governing Body. The staff will be directly under the supervision and control of the Secretary and the President. No paid official of the Society is entitled to become a member of the General Body or seek election to the Governing Body.
23. **No Profit Motive:** The Society will have neither profit motive nor its profit shall be distributed among its members. All the income, earnings, donations, moveable and immovable properties of the Society shall be solely utilised towards the promotion of the Objects of the Society as set forth in the Memorandum of Association. No profit shall be paid or transferred directly or indirectly by way of dividends, bonus, or in any manner whatsoever to the members of the Society. No salary shall be paid to the members. They shall however be entitled to TA/DA and other allowances and perks as determined by the Governing Body and the reimbursement of expenses incurred in the performance of their duties. The volunteers and experts who render their services to the Society may be entitled to honorarium as determined by the Governing Body.

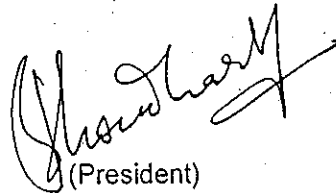


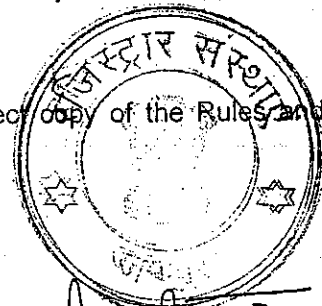
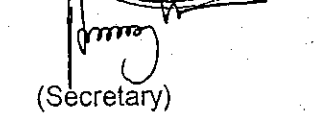
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24. **Right to Information:** All the records and documents of the Society and any information related to the Society shall be accessible to any person under the provisions of the Right to Information Act, 2005 after paying the requisite fees. The President shall be the Public Information Officer and the Secretary, the Assistant Public Information Officer.
25. **Weeding out of record:** The registers, documents and papers shall be weeded out, as and when decided by the Governing Body with the approval of the General Body, as per State Government instructions issued from time to time and in compliance with the relevant Acts and Rules such as the Right to Information Act, 2005 etc.
26. **Amendments:** The constitution/ rules & regulations/ bye-laws may be amended if such a proposal has been approved by a majority of three-fifth members present and voting in the General Body meeting called for such purpose.
27. **Dissolution of the Society:** The Society may, by passing a special resolution, determine that it shall be dissolved of and thereupon, with prior intimation to the Registrar, it shall be dissolved at the time specified in the resolution and all necessary steps shall be taken for the disposal and settlement of the property of the Society, and its claims and liabilities according to the Rajasthan Societies Registration Act 1958.
28. **Residual Matters:** In all matters not specifically covered under the above Bye-Laws, the jurisdiction and the decision shall rest with the Governing Body, subject to the approval of the General Body.
29. **Essential Certificate:** Certified that this is the true and correct copy of the Rules and Regulations of the Society.


(Treasurer)


(President)



(Secretary)

1. संस्था का पंजीकरण क्रमांक	525
2. संस्था का नाम	Approach Autism Society
3. निवास स्थान	भुल
4. दस्तावेज की संख्या	16
5. दिनांक प्रमाण	16/9/11
6. हस्ताक्षर रजिस्ट्रार	