

# GURSIKH HOUSING CO- OPERATIVE SOCIETY LTD.,

No.409, 7<sup>th</sup> Cross, Domluru Layout, Bengaluru-560 071

## BYE-LAWS

### Chapter I

#### **1. Name and Address:**

- a) The name of the society is "Gursikh Housing Co- Operative Society Ltd.,"
- b) The registered address of the Society is at 409, 7th Cross, Domluru Layout, Bangalore 560071.
- c) If any change in the address of the Society, it has to be informed to the Registrar and other related people within 30 days of the change of address.
- d) The board containing the Society name, Registered number and Registered address, Working Hours and Weekly Holiday will be displayed that can be easily accessible to the public.

### Chapter II

#### **2. Interpretation:**

The bye-laws containing the below mentioned words and expressions, the meaning given in the said bye-law is having the meaning unless otherwise mentioned in the said bye-law:

- a) "Act" means Karnataka Co-operative Society Act 1959 and "Section" means the section of this act.
- b) "Rules" means Karnataka Co-operative Society Act 1960.
- c) "Government" means Karnataka State Government.

- d) “Co-operative Society” means the “Gursikh Housing Co- Operative Society Ltd.,” society registered under the above act.
- e) “Bye-laws” means registered or supposed to be registered under this act or bye-laws means that are temporarily in force and the bye-laws that are registered it includes amendment also.
- f) “Chief Executive Officer” means any officer of the society who will carryout his duties as per the Act, Rules and Bye-laws.
- g) “Year” means every year starting from April 1 and ending on March 31.
- h) “Board” means carrying out the business transactions of the society, the Society’s administration Board can be called by any name.
- i) “Society Year or Year” means year starting from April 1 and ending on March 31.
- j) “Member” means any person who is joining as stated in the Co-operative Society registration application and any member got the entry registered as per the Act, Regulations and Bye-laws.
- k) “Office Bearers” means a elected Chairman/Vice Chairman/President/Vice-President/Secretary or Treasurer, Liquidator, Administrative Officer, Special Officer and liquidator, administrative officer, Special officer and he can excersise this right for any of the business of the Co-operative Society and he is one of the member of the Board will direct the any policy that will affect the business of the Co-operative Society.
- l) “Registrar” means registrar as described in the above mentioned act of the Co-operative Society.
- m) “Backward Community” means citizens who are seeking the reservations in the administrative board of the Co-operative Society and any circular issued by the Government regarding the “A” and “B” category from time to time.
- n) “Co-operative Election Authority” means a Co-operative Election Authority constituted under section 39AA.

- o) “Representative” means a member of the Co-operative Society who has been appointed to represent the society in any other Co-operative Society.
- p) “Chairman” means any person elected by the elected directors as per the bye-laws.
- q) “Vice Chairman” means any person elected by the elected directors as per the bye-laws.
- r) “Director” means a person elected by the members of the society or any member of the board who has co-opted.
- s) “Sub-Committee” means any committee appointed by the board for the specific time and for the specific period as per the bye-laws.
- t) He includes “She” and “that”.
- u) “Nominated” means any member of the board or any employee of the society has been nominated to represent the society in any other Co-operative Society.

### **3. Jurisdiction:**

This jurisdiction of the Co-operative Society extends to whole of Karnataka except the district of Chik Mangalore.

## **Chapter III**

### **4. Objectives**

- a) Promoting the financial interest of the members of the society and to encourage economical spending, savings and self-help attitude.
- b) To increase and to collect the necessary capital of the funds to achieve the objectives of the Co-operative society.
- c) To purchase or acquire the land, and to construct the residential layouts in the acquired or purchased land and for the said purposes as per the regulations framed by the government the sites in the said layout to be distributed to members of the society.

- d) For construction of any sites/flats/apartments for the members of the society should be done as per the approval of the competent authority.
- e) The society jointly construct the apartments with the developer and the same will be distributed.
- f) Loan will be given to the members of the society for constructing the new house or to extend or repair the present house or to purchase the build house.
- g) To construct a new building for use of the society members and for financial growth of the society or undertake works for the same.
- h) To take up the responsibility of the society, and safegaurd and maintain the same.
- i) To distribute the sites and apartments for members approved by Development Authority/City Improvement Trust Board/Housing Board.
- j) To take up the required and fair activities for fulfillment of objectives of the society as specified in the bye laws.

## Chapter IV

### Members – Rights and Responsibility

#### **5. Membership:**

The group of society members include the below mentioned:

- a) Members
- b) Co-members
- c) Nominal Members

#### **6. Qualification for Membership:**

Any person who is permanent resident in the field of the society and who is interested in getting the services of the society and more than 18 years of age and eligible u/s 11 of the Indian Contract Act 1872 (Central Legislation 2 of 1872) those person are eligible for membership.

**7. Application for becoming the member of the society:**

- a) All applications submitted for the membership of the society should be in writing, it has to be in the prescribed format and it has to be addressed to Chief Executive Officer of the Society.
- b) It has to be submitted with a One share fully paid value of Rs. 2,000/- (Rupees Two Thousand) only, Rs. 200/- (Rupees Two Hundred) only for every share and Entry fees of Rs 100/- (Rupees One Hundred) only and application fee of Rs. 50/- (Rupees Fifty) only.

**8. How to get an entry as member of the Society:**

- a) To file an application to become member of a society in accordance with the eligible standards and Chief Executive Officer has to examine the details of the application after that it has to be submitted to the board for the approval.
- b) If the board believes that the Applicant is eligible for society member board will take the decision to approve the membership of the society and the applicant has got the membership the same has to be documented in the minutes of meeting.
- c) Within 7 days of such decision the Chief Executive Officer has to enter the member's name, minutes of meeting number and the share has to be entered in the register.
- d) When an applicant has submitted an application for membership of the society within 2 months the society has to give a membership of the society or it has to be accepted and for the term that applicant has given the membership that has to be informed in writing. It has to be believed that before the end of the tenure if the applicant has not received any communication regarding the membership of the society as per the Section 105A Karnataka Co-operative Society Act 1959.

- e) If the society rejects your application any person can go for an appeal before the Registrar of the Co-operative Society u/s 105A of the Act. Registrar of the Co-operative Society has to give notice to the Co-operative Society and the person who is seeking the membership give an opportunity to hear from both the parties and pass the order accordingly. Within 15 days of passing of the order Co-operative Society has to execute the order.

**9. Voting rights of the members:**

- a) Society's common member, representative or assigned member having one vote in relation to the business transactions of the society and they have to cast their votes personally. The members who have got their membership on the date of election or meeting if they haven't completed 12 months they don't have the right to vote.
- b) Society's common member, representative or assigned member have been absent from 3 out of 5 members meeting and if he hasn't used the minimum services provided by the society, they are ineligible to vote in members meeting or in the board for a period of 3 years.

**10. Rights of the members**

it is included that if the below mentioned regulations have been carried out then only the members are eligible for distribution of the flats/apartments/site, as per bye-law 4 all members of the society are eligible to get the services of the society as per the objectives.

- a) The members and family members of the members of the society should not possess any site/house/flat/apartment in jurisdiction of the City Corporation/Development Authority/Municipality where the society is situated.  
(Explanation: "Family" means Husband, Wife, Son don't have their income, unmarried daughters and persons dependent on the financial income of the family members).

- b) The members of the society should be the resident of the Karnataka for the past 10 years (independently or with family members).
- 11. Ineligibilities of the family members:**
- a) Any person;
- i. Has filed an application to adjudicate him as insolvent or discharged insolvent
  - ii. Any offence that are not in the political nature or he is sentenced for the offence of moral turpitude and the sentence has not been revoked or that offence has not been pardoned and that sentence is more than 5 years from the date completion
  - iii. If he is carrying out the business similarly as the Co-operative Society
  - iv. If he is a member or will become a member of any society carrying out the similar business activity as this Co-operative Society – he will not be eligible to become the member of the society.
  - v. He is ineligible to become a member as per the Section 16 of the Karnataka Co-operative Society Act.
  - vi. He is salaried employee of a society or an employee of bank which is providing the financial assistance to the society.
- 12. Losing the membership:**
- All members of the society can lose the membership for the below mentioned reasons:
- a) In case death
  - b) In case resignation
  - c) Has been suspended or expulse as per the bye-laws of the society or
  - d) Any person who has been ineligible as specified the same has to be recorded in the minutes of the meeting of the co-operative society

and the Chief Executive Officer of the Society has to inform the related person regarding his suspension as a member.

**13. Resignation of the membership:**

No permission has to be granted any members of the society to resign from his membership until unless he has fulfilled the below mentioned conditions:

- a) He has to hold the society's share for a minimum period of 1 year and he has to give 3 months prior notice regarding resignation
- b) He has to completely fulfill his liability
- c) The board has to approve that kind of resignation

**14. Transfer of Shares:**

No permission has to be granted any members of the society to transfer the shares or interest of the society until unless he has fulfilled the below mentioned conditions:

- a) He has to hold the society's share or interest for a minimum period of 1 year
- b) Transfer has been made to the member of the society
- c) Such kind of transfer has been approved by the board

**15. Procedure for transfer of shares:**

- a) If any member of the society wants transfer his share or interest, has to file an application as per the form specified by the society by giving proper reasons for transfer. It has to be submitted with Rs. 10/- as transfer fee, Member's Share Certificate and in case the proposed transferor is not a member of the society duly signed application requesting for a membership.
- b) The society's board after the appropriate examination approves the proposed transferor as a member and after that the shares can be transferred. It should be informed for the people concerned within 30 days of such transfer.



**16. Transfer of shares or interest after the death of the member of the society:**

- a) In case of death of the any member of the society, the society can transfer the deceased person shares or interest for the following people
- i. Any person has been nominated by the deceased and in case of nomination is in force for those person or persons or
  - ii. No person has been nominated or nomination is not in force
    1. If the deceased person's share and interest is not more than one lakh, if the committee thinks the person heirs or legal representative of the deceased it can be transferred that person - after writing the indemnity bond as per the proper securities provided by the committee
    2. If the deceased person's share and interest is more than one lakh, the transfer has to be made to the person who shows the legal heir certificate issued by the competent court or documents showing his rights. On such situations that nomine or legal heir or legal representative has to be made a member of the society. Further, for taking the shares and interest of the member of the society through heir or otherwise minor or mentally unsound people are not be prevented
- b) As per point of this sub-section as per the circumstances any person who has been nominated, legal heir or legal representative as per the condition he can request the society to give the amount of the deceased share holder to him.
- c) All amounts that have to be deceased member the society has to pay all the dues to nomine or legal heir or legal representative as the case may be.

- d) As per the bye-laws of the society all transfer and amount paid, any person making demand against the society as to be legally it has to be valid and effective.

**17. Members share value:**

Members of the society lose their membership, the amount of the share or interest has to be paid to the nominee or his legal representative. The value of the share or interest will be determined as under:

- a) The total calculated as per the last Balance Sheet of the society and it has to be calculated on the basis of the status of the society
- b) Such calculated amount should not be more than the share or interest's actual amount.
- c) If society has incurred a Nett Loss, that is equivalent or more than the society's share capital, it has considered as 'no' share value.
- d) The deceased nominee or his legal representative any dispute arise between society regarding share value and interest the decision of the Registrar will be final.

**18. Voting rights of the members:**

Society's common member, representative or assigned member having one vote in relation to the business transactions of the society and they have to cast their votes personally. The members who have got their membership on the date of election or meeting if they haven't completed 12 months they don't have the right to vote.

**19. Giving membership before the Annual General Meeting:**

No person will be given a membership within 30 days of Annual General Meeting is fixed.

**20. List of Members:**

At the end of the Society Year lar date the members has to be made and 45 days before the election the members temporary list and 15 days

before the election the members final list has to be announced on the Notice Board.

**21. Co-Members:**

Co-members can also have shares of the Society and they also get sites in accordance with seniority, they have the same rights as normal members and they are eligible for every rights except voting rights. Of the total memebtrs only 15% of the membership should be given to Co-members and in the site distribution also only 15% should be distributed to Co-members. The below mentioned should not be allowed to be as Co-members.

- a) Any person who is in the business or resident of Co-operative sector or any person who is 18 years of age mentally sound and not an insolvent.

Note: As per the Section 11 of the Indian Contract Act, 1872 any person who is eligible to enter into Contract.

- b) Persons interested become Co-members they have to pay full amount of one share, Specified Share and Entre fee has to be paid and the application has to be submitted in writing.
- c) Board of Directors will have the right to Approve or Reject any application seeking for Co-members. If membership is rejected full amount paid by the applicant has to be returned back. Within 3 months of taking this decision the same has to be informed to the applicnat.
- d) Co-members can obtain all services that are provided by the Society.
- e) Co-members are eligible to get the profit that are declared by the Society.
- f) Co-members are not eligible to get the notices of Genral Meeting or Special meeting of the Society, Annual Reports or Accounts of the Society.
- g) Co-members are not eligible to vote or they are not eligible to stand for any election of the Society.

- h) Co-members can convert their Co-membership to Permanent Membership as decided in General Meeting.
- i) The relative of the employees who are working the society can become members.

**22. Nominal Members:**

- a) Any eligible person or Institution can become a nominal member by paying a fee of Rs 2000 as membership fees.
- b) Nominal membership to be limited to contractors who are working on construction of Society building or any person who has having any interest in the society or any person who has dealing financially with society.
- c) They are not eligible for any kind Shares, Society's Property or profit or to become a officer of the society.
- d) Nominal members will not have any rights that are available for Shareholders of the Society.

## **Chapter V**

### **Funds of the Society**

**23. Working Capital:**

The working capital of the society will include the following:

- a) Share Capital
- b) Members Deposits
- c) Loans
- d) Government Grants and Subsidy
- e) Share Fees, Entry Fees, Application Fee, Office Management Fee
- f) Contributions by the members and other people.

**24. Collection and Investment of Funds:**

- a) Society funds can collected one or more below mentioned ways:
  - i. Entry Fees

- ii. Giving Shares
  - iii. Loans and Contributions
  - iv. Members of the deposit
  - v. Contributions from members for expenditure on Land/Site/Flat/Apartment
  - vi. Fees on transfer of Shares
  - vii. Amount from auctioning of Corner Sites/Site/Flat/Apartment
- b) Funds can be as per the decision of the General Meeting and can be invested under section 58 of the Karnataka Co-operative Society Act 1959. This decision holds well till the next General Meeting.

**25. Share Capital:**

Face value of each share will be Rs 1000/- (Rupees One Thousand Only) share capital can be collected as specified the General Meeting.

**26. Deposits:**

Society can accept the deposits only from the members and to utilize the funds for fulfillment of the objectives and it can be invested as per decision of the General Meeting. This decision holds well till the next General Meeting.

**27. Loans:**

Society for fulfillment of the objectives it can take loans from the below mentioned source under section 59 of the Karnataka Co-operative Society Act 1959 as per the decision of the General Meeting. This decision holds well till the next General Meeting.

- a) Government
- b) Life Insurance Corporation Of India
- c) Karnataka State Co-operative Housing Board
- d) Housing Board
- e) National Housing Bank
- f) Housing Development Financial Corporation

- g) Any institution that are approved by Government of Karnataka or Registrar of Co-operative Society
- h) Co-operative Banks
- i) Scheduled Banks

**28. Ability of the Society to obtain loan:**

Society has to get prior approval from the State Government for Working Capital, Cumulative Reserve Fund and Building Fund if any cumulative loss happened the remaining amount is not more than 30% society can obtain loan the institutions mentioned in the bye-law 27.

**29. Utilization of Funds:**

- a) The funds of the society can be utilized for the below mentioned purpose
  - i. For purchase of lands
  - ii. Purchase and Acquisition of lands for the purposes of construction of layouts/Sites/ Flats /Apartments and distribute among the members
  - iii. Society can give loans to it members of the below mentioned purposes:
    - 1. For construction of New House
    - 2. For repair or the extension of the present house
    - 3. For purchase of constructed house
  - iv. With regard to the objectives of the Society it can be utilized of any other purpose
- b) Formation of subsidiary Rules
  - i. Society can frame regulations and subsidiary rules for giving loans. Those regulations has to contains sub-rules for minimum and maximum amount of loan, interest rates, time for repayment etc. and the documents and conditions for every above situations.

- ii. The approved loan should be utilized for the purpose it has been sanctioned and not for any other purpose. If the amount utilized for any other purpose the whole loan with interest will be taken back and the society has a right to take suitable legal action for recovery of loan.
- iii. The loan given to the members should not be more than 20% of the share value of the said member.

## **Chapter VI**

### **Meetings**

#### **30. Society Meetings:**

Society General Meeting and all other meetings to be held at the registered office, if there is no space in the registered office that can hold at any other registered office in other city.

#### **31. First General Meeting:**

- a) Promoters of the Society and the members who paid the complete Share value to the society the first general meeting should hold by the Chief Promoter within 1 month of registration of the society.
- b) It is the responsibility of the Chief Promoter to organize the first general meeting of the society.
- c) The 15 days notice has to be sent by the Chief Promoter regarding the first general meeting of the society should be sent to the promoters and all the persons who have paid the full value of the shares.
- d) The first general meeting Chief Promoter or any person elected in the meeting will conduct the meeting as president.

#### **32. Proceedings of the First General Meeting:**

The Proceedings of the First General Meeting include as follows:

- a) Approval of the decision regarding entering the details of the Society registration and bye-laws.
- b) Approval of the decision regarding promoters of the Society and the person who have signed in the registration application and entering the details of the proposed members.
- c) Electing the first Administrative Board of the Society.
- d) Taking the accounts prepared by the Chief Promoter and approve the same.
- e) Till the elected Administrative Board takes charge, prepare a budget for the expenses and approve the same.
- f) Consider any other matters that can come for the approval of the president in the meeting except for the matters sending notices are required.

**33. Chief Promoter to entrust the charge for the Administrative Board:**

Chief Promoter immediately after the election the office bearers the Chief Promoter has to submit all documents relating to registration, Registration Certificate from the registrar, Society's registered bye-laws, Challan for amount deposited in the bank, unused cheques, Bank pass books, agreements entered in different people, details of the accounts prepared, membership application, detailed information of the promoters, voucher for expenses, any balance in cash and any documents relating the property that has to produced before the president in first general meeting.

**34. Annual General Meeting:**

The annual general meeting has to be conducted before September 25 of every year for the following purposes:

- a) Brief description of the proceedings of the General meeting or special general meeting if any and note on any decision taken in the meeting.



- b) Yearly report and available audit report of the, if there are any deficiency in the audit report that should put before the board for correction and approval of any decision taken by the board.
- c) Approval of the programmes for the next year prepared by the Society's board.
- d) Examination of the yearly Balance Sheet of the society, sanction of next year's budget.
- e) Examination of Nett Profit distribution.
- f) Examination any matters as per bye-laws.
- g) Any shortages in operation, to arrange any other programme make good the shortage.
- h) To establish fixed fund and other funds
- i) Approval for Society getting a membership in other society
- j) Examination regarding the relatives of Appointed Society worker, administrative board members and office bearers.
- k) Amendment of bye-laws of the society
- l) To create the code of honor for Appointed Society worker, administrative board members and office bearers.
- m) Note on registering the members and removal of members
- n) Review the utilization of services provided by the society by Directors and members
- o) Report on any examination, correction of any deficiency in the said report, examination the decision of the administrative board. No decision has to be taken that has been banned in the examination report.
- p) Appoint the auditors, decision unrecovered loans
- q) Review the salary, travel allowance, pension and other allowance for directors and office bearers according to their designation
- r) Any other matter presented in the meeting

**35. Special General Meeting:** Special General Meeting of the society can be called at any time and that meeting has to be called within one

month of the 1/5<sup>th</sup> of members sign the same or approval of the registrar. No other matter has to be discussed in the said meeting except the subject mentioned in the notice.

**36. Notice for Annual General Meeting and Special General Meeting:**

- a) 15 days and 10 days of clear notice have to be given to members for Annual General Meeting and Special General Meeting respectively.
- b) The notice of the Annual General Meeting and Special General Meeting has to be published in notice board of the society and the branch offices of the society's notice board.
- c) The notice of the Annual General Meeting and Special General Meeting can be sent to members through bulk posting or
- d) Can be sent through e-mail and SMS or
- e) Sent through General Post and published in vernacular daily newspaper having high circulation and in one daily English newspaper.

**37. Quorum for Annual General Meeting and Special General Meeting:**

- a) For every Annual General Meeting and Special General Meeting 10% of the members of the who are eligible for vote or 1000 whichever is lower is quorum for the meeting
- b) From the time specified for the meeting if the quorum is not there for one hour, if the meeting has been called on the demand of the members it should be dissolved. That should be adjourned for a date not more than 7 days. Such adjourned meeting place, date should be clearly mentioned. For the adjourned meeting quorum is required. The annual general meeting if adjourned it should be hold with in September 25.

**38. Chairman of the General Meeting:** In case of Chairman is absent for the meeting the vice-chairman should preside over the meeting or any member who is elected can preside over the general meeting.

- 39. Voting in the General Meeting:** All members who are present in the meeting have one vote. All matters will be decided on the majority votes casted by the eligible members. If the votes are same the Chairman of the meeting will have deciding vote.
- 40. Adjournment of General Meeting:** If all the matters cannot be conducted in the General Meeting for some valid reasons the same can be adjourned to a future date which not more than 7 days and the same should be recorded. The adjourned meeting date, place and time should be mentioned clearly and it has to be decided in general meeting. Information need not be given for such adjourned meeting. For the adjourned meeting quorum is required. The annual general meeting if adjourned it should be hold with in September 25.
- 41. Cancellation of decisions:** Any decision that is approved in previous general meeting that decision cannot be cancelled before the 6 months of such decision in general meeting.
- 42. Election of Administrative Board:**
- a) The first administrative board of the society should elected as per Section 14B(1) of the Karnataka Co-operative Society Rules, 1960. The election of administrative board should be done by Co-operative Election Authority.
  - b) Before finishing the term of the administrative board of the society should be informed to Co-operative Election Authority before 6 months.
  - c) All documents, books and time table of election should be provided to Co-operative Election Authority.
  - d) For carrying out the election in peaceful manner society should proved all types of help and co-operation. Before the term ending of the present Administrative Board as per the Section 39A, 39AA, 39B

to 39K of the Karnataka Co-operative Society Act, 1959 and the election should be held once in 5 years.

## Chapter VII

### **Management of Society's Transactions**

- 43. Rights of the General Meetings:** As per the Karnataka Co-operative Society Act, Rules and Registered bye-laws of the society and the final decision of the society are and all rights as per the bye-laws are inherited by the general meeting.
- 44. Administrative Board:**
- a) All administrative management of society's transaction is as per Karnataka Co-operative Society Act, Rules and Registered bye-laws of the society and it is inherited by the constituted committee.
  - b) As per Section 28A of the Karnataka Co-operative Society Act 1959 11 (Eleven) members should be in Administrative Board. Among those 1 should be from Schedule Caste/Schedule Tribe members, 2 for Women's and 2 members should be from State Panchayat Raj Department of the state that are classified as "A" and "B" category, 2 members for backward community should be reserved.
  - c) The board of the society is for term of 2 years from the date of election. Election should be held before the completion of the term. The new administrative board can take the office immediately after the old administrative board exits.
  - d) If there are seats that are accidentally formed that formed seats if the society fails to fill the seats within 3 months of the election, those seats will be filled as per the nominations by Registrar.
- 45. Ineligibility to become a member of the Committee:**
- a) Any members have entered into a contract with the society or any purchase had been made by that person in the society's auction and if

he has any interest in financials of the society or if he has any interest directly or indirectly in the transaction of the society.

- b) The person carrying out the similar business of that of society business as Co-operative Society.
- c) He has been assigned as Legal Practitioner on behalf of the Society or He has been appointed as Legal Practitioner as against the society.
- d) If he has salaried employee of the bank that is providing loan for the Society.
- e) He is a relative of such salaried employee.
- f) He is ineligible as per the Karnataka Co-operative Society Act, Rules and Registered bye-laws of the society, if he is defaulter of the society, if he is loan defaulter of the society, if he has to repay any amounts to Government those members are ineligible to become members of the Committee.

**46. Election of Office Bearers:**

- a) The term of the elected Administrative Board is for five years among those one as Chairman and One Vice-Chairman should be elected. The term of these will be in force till the administrative Board.
- b) Co-operative Election Authority should conduct the Office Bearers election as per Rules and Regulations.
- c) Office Bearers election to be held within 15 days after the Administrative Board comes to office.
- d) Office Bearers election should be conducted in secret ballot.

**47. Occasional Vacancy of the Committee Member place has to be**

**filled:** Vacancy created by any of the member of the administrative board is given resignation, removed or deceased, if the term of the office of the administrative board is more than  $\frac{1}{2}$  that vacancies should be filled through Co-operative Election Authority. if the term of the office of the administrative board is less than  $\frac{1}{2}$  those vacancies should be filled by the administrative board through Co-opt. Accidentally formed seats vacancy

should be filled with in 3 months if the board fails to do so those vacancies should be filled by nomination through Registrar of the Co-operative Society.

**48. Power, Duty and Responsibility of the Administrative Board:**

The administrative carrying out the duties as per Karnataka Co-operative Society Act, Rules and bye-laws of the society, for the purpose of carrying out the duties has to required powers has to be exercised and they have the right to carry out their duties. The said rights that they possess should not affect the General Powers, this include the following rights and responsibilities.

- a) To include new members
- b) Consider the request for shares
- c) Examine submitted resignation application
- d) Examine the application for transfer of shares or refund of the shares
- e) As per the regulations framed by Board to appoint salaried employees and take security deposit from them, suspended, punish and remove them.
- f) As per the bye-laws land can be purchased, acquired and construct layouts/Sites/Flats/Apartments that will be distributed to members as per regulations.
- g) For conducting the General Meeting in the specified time Yearly Report and Balance Sheet and other details have to prepared simultaneously and suitable action to be taken for the approval.
- h) Supervise the daily administrative matters of the society, direct regarding it and control the same.
- i) If the decision has been taken in the General Meeting, to collect the working capital for the same.
- j) To give rights for conduct legal transaction and protect it.
- k) To make arrangements for examining the building that is mortgaged to society.

- l) To manage all accounts as assigned by the Registrar of Co-operative Society
- m) Any matter relating to Karnataka Co-operative Society Act, Rules and bye-laws of the society examine and decide.
- n) Before the construction of the new layout the said matter has to be presented in all members meeting, that has to be discussed and take approval for the same, agreement has to be made with the contractor after such approval only. The agreement has to be made only after following the transparency act. Before entering into a agreement all the terms and conditions has to be discussed in the Administrative Board meeting, agreement has to be made after the approval. All the agreement/Contract has to be registered by competent authority.
- o) For making proper stage payment for land lords, Contractors and other agencies that has to be discussed with administrative board after the decision that amount has to be paid through DD/Cheque only.
- p) Stage wise management and development of layout suitable and proper and effective scrutiny work done has to be taken and the amount has to be paid as per schedule of payment.
- q) Proper security has to be taken for amount paid for Contractors.
- r) Development works has to be discussed in monthly administrative board meeting compulsorily and it has to be documented in the minutes of the meeting.
- s) If there is an increase in the amount to be paid to the contractor such amount has to be fixed after taking the balance in the developmental works in the layout and it has to be fixed accordingly.
- t) The layout development taken up by society the Objective Development Report has to be presented in Yearly in annual general meeting. For making the inspection of the developmental works the sector expert in the subject has to be appointed.
- u) As per section 29G of the Karnataka Co-operative Society Act Chief Executive Officer and other staffs has to be appointed.

- v) For discipline and conduct of the staffs bye-laws has to be made, disciplinary action has to be taken against the accused staff, if required enquiry has to be made, and considering the seriousness of the offence he has to be punished.
- w) For meeting the objective of the society specific goals has to be set.
- x) Approve the expenses as per the Budget of the society.
- y) Within the specified time all the books of accounts has to be audited.
- z) If any deficiency occurred in audit the same has to be corrected and anupalane report has to be submitted and it has to be presented in the all members meeting.
- aa) If there is any deficiency occurred in trial or inspection report that has to be corrected immediately and the same has to be submitted and presented in the all members meeting.
- bb) Annual Report, Annual Profit and Loss accounts, Annual programmes and Budget list has to be presented for approval in all members meeting.
- cc) To file legal suit, immunization or settle the matters. Any person misusing the money and making loss to the society if he responsible for civil and criminal charges, suitable civil and criminal actions has to be taken against him.
- dd) Annual General Meeting has to be called as specified and request as signed by the registrar or as per the request of the members or special general meeting has to be called if necessary.
- ee) The regulations have to be framed for better working and benefit to the society.
- ff) As per rules and regulations or as per the decision of the general meeting suitable action has to be taken.
- gg) Debate the submitted resignation application
- hh) Examine the application for transfer of shares or refund of the shares
- ii) To make arrangements for examining the building that is mortgaged to society.



- jj) As per the Section 27B of the Karnataka Co-operative Society Act 1959 after the finishing of the Society Year all the Balance Sheet/documents has to be submitted to Registrar within 6 (six) months.
- i. Annual report regarding the activities of the society
  - ii. Statements regarding the audited report of accounts
  - iii. Distribution of profit report as decided in the General Meeting
  - iv. Amendment of bye-laws as approved in the General Meeting
  - v. Regarding conducting general meeting and conducting election for administrative board.
  - vi. If any person misusing the money and causing the loss to the society, civil and criminal action has taken against such persons
  - vii. Any documents required by the Registrar as per Karnataka Co-operative Society Act
  - viii.

#### **49. Meetings of Administrative Board**

- a) For management of business of Administrative Board meeting has to be convened at-least once in a month. Chief Promoter has to discuss with Chairman and has to be convened. Notice has to be given to members at-least 7 days prior notice with the agenda of the meeting. Chairman has to preside over the meeting. In case Chairman is absent Vice-Chairman has to preside over the meeting. General majority decisions can be taken. In case of same number of vote Chairman has to vote his deciding vote.
- b) If there is a shortage of time for convening the meeting, in case of emergency the matter has to be informed to Director and circular has to be passed and decision can be taken.
- c) For approval of decision taken in such meeting that has to be presented in the next meeting of the Board. If there is a difference of

opinion regarding the circular, that issue will be decided in circular action. That has to be presented before the board and decision will be taken.

- d) For administrative board meeting 6 (six) members quorum is required and no quorum is there after one hour of the specified time, the meeting has to be adjourned.
- 50. Attendance of Administrative Board Members:** the members of the administrative board have to attend the meeting without fail. In case of inevitable circumstances without approval he has absent for 3 meetings of Administrative Board, proposal has to be sent to Registrar for taking suitable action against them as per the Section 29-C(P) of the Karnataka Co-operative Society Act.
- 51. Proceedings Book:** The proceedings book has to be maintained by the Chief Executive Officer and all proceedings including the members present and approval of accounts has to be mentioned in the same and Chairman and Chief Executive Officer and members who are present in the meeting have to sign.
- 52. Allowances for Committee Members:** Free services of the Board members are respected. They have to take allowances as specified as per Karnataka Co-operative Society Rules they cannot take more than specified. Considering the financial condition of the Society allowances for members as decided in General Meeting.
- 53. Chairman:** Chairman has to preside all meetings of the Society. In case of his absence Vice-Chairman has to preside the meeting. He has to carry-out the session and it has to be documented in proceedings book.
- 54. Vice-Chairman:** In the absence of Chairman he can exercise all the powers of a Chairman.

**55. Chief Executive Officer:**

- a) The secretary appointed as per the Section 29G of the Karnataka Co-operative Society Act 1959 will be the Chief Executive Officer.
- b) Chief Executive Officer is a salaried officer. He or she can be permanent or temporary employee.
- c) If the society is failed appoint Chief Executive Officer within 3 months, Registrar can appoint Chief Executive Officer.

**56. Duties of the Chief Executive Officer:** Chief Executive Officer is Chief Administrative Officer of the Society and he has to supervise and Control the works of Chairman and Administrative Board. As to be specified in the bye-laws of the society and as per the following terms and conditions he has to manage the daily duties:

- a) He is responsible for General supervision of all employees of the Society and will be responsible for daily administration and management.
- b) Has to carry-out the Authorized and General business of the Society
- c) As per the registered bye-laws he is responsible to maintain the bank accounts and for safety of the cash he has to find methods of saving it.
- d) He has to sign all the documents on behalf of the society and he has to certify the same.
- e) He is the custodian all the documents of the society and books accounts of the society and documents and all detail letters that are sent to Registrar has to be managed as per the Act, Rules and bye-laws and if is needed that has to arrange all the documents for timely submission.
- f) He is responsible for convening the General Meeting, Committee Meeting and Sub-Committee Meeting and the same has to be discussed with the Chairman and he is responsible for documenting and managing the minutes of meeting.

- g) Chief Executive Officer has to give 15 days prior notice and convene the General Meeting and in case of urgency has to give 10 days prior notice for convening the meeting.
- h) Chief Executive Officer has to specifically document all the proceedings of the meeting and the matters that are discussed in the meeting in the minutes of meeting and the same has to be signed by Chairman and Chief Executive Officer. The documented minutes of meeting will be the decisive documentary evidence.
- i) Chief Executive Officer has to sent certified copy of the minutes of meeting to Registrar, Bank or Institution that are providing financial help within 15 days of the meeting and the same has to put up on the notice board of the Society.
- j) Any decision has been done after discussion the same with the Director if any member shows dissent to the same that has to be documented specifically by Chief Executive Officer.
- k) As mentioned in the Section 29G (6) of the act periodical reports has to be submitted Registrar, Financial Institution or Credit Agency. The certified copy of the minutes of the meeting has to be sent to submitted Registrar, Financial Institution or Credit Agency within 15 days.
- l) If any error or deficiency in the audited results or any errors in management the details of the same have to be submitted to the Registrar within 6 months of the audit and the same has to be presented and corrected in the General Meeting.
- m) Has to help the committee to structuring the Policy and Objectives and Schedule.
- n) Has to provide necessary information on programmes and policy of the society.
- o) Has to file suit on behalf of Society and any suit files against the Society he has to conduct such cases.
- p) Any work imposed by the Act, Rules and bye-laws or any other works imposed or exercise his duties.

- q) Chief Executive Officer can all meeting of the society and committees and he not have right to vote in any of the matter
- r) Chief Executive Officer has to issued identity card having members name, address, photo, age, membership no. and they have to give recent passport size photograph and it has to pasted on the ID card it has to sealed and signed by Chief Executive Officer.
- s) If board has taken a decision that against the act, law and the bye-laws of the society, those decisions should not be executed. CEO has to report the decision taken in the meeting to the Registrar who has jurisdiction of the Society
- t) All responsibilities that are as per Section 29 G (4) of the Karnataka Co-operative Society Act 1959.

## **Chapter VIII**

### **Appointment of Staff and Service Conditions**

#### **57. Society Staff Appointment:**

- a) As approved in the General Meeting the committee professionalism and rules of transparency appointment has to be undertaken. This committee includes the following
  - i. 3 committee members including Chairman
  - ii. Minimum 2 External experts
  - iii. CEO as Secretary or any officer working in that position
- b) No person will be appointed without the majority of the Appointment committee and approval of the minimum 1 external expert.
- c) Every employee of the Society has to have the minimum qualification that has been directed by the Society.

#### **58. Number of Staff Group and Salary Scale of the Employee:**

- a) As per the approval of the General Meeting it has to be decided from time to time to pay salary, Pension and other allowances for the members of the Committees of the Society.
- b) The rise in the salary of the any employees should not be more than 3% of the previous year.

**Explanation: For the purpose of this condition.**

- i. “Staff Costs” means all salary, pension, travel allowance and other allowance, holiday, gratuity, provident fund, contributions etc., an all other expenses given to the members of the society.
- ii. “Working Capital” means excluding the cost incurred on Building and other fixed assets, all paid amount from shares, reserve fund, other funds, deposits, loan and other undistributed profits.
- iii. “Turnover” means all retail sales and commission sales that are made in the year including all sales that are 50 % of the total turnover that are under the control of the Government Public Distribution system of goods.

**59. Human Resource Development Policy:** Society has to keep in mind its business and to form a suitable and transparent Human Resource Development Policy and the same has to be approved in the General Meeting.

**60. Direct Recruitment:** Society’s committee has to publish the application in the newspaper that is having good circulation from the eligible candidate and it has to be conducted in a transparent manner and can be appointed directly.

**61. Age limit for Direct Recruitment:** For any post in the Society every person applying should be of 18 years as per the date of submission of

application or any maximum age that is prescribed by the appointment authority or recruitment committee.

**62. Holiday Facilities:**

- a) Holiday cannot be claimed as right, any person extends his holiday or with absent without the prior approval, he will be responsible for disciplinary action.
- b) In a calendar year every employee will be given 15 days of casual leave. Casual Leaves cannot be taken forward or combined from year to year. At any point of time casual leave including other public holidays should not be more than 7 days and it cannot be approved.
- c)
  - i. Every employee has a right to 30 day of “Paid Leave”. If any employee has been appointed in middle of the year he can deposit 2 and a half leaves for every month. Paid leave can be collected for a maximum of 300 days. If any employee has a paid leave right he can be approved 60 days of paid leave at once.
  - ii. If any employee who is retiring or has given a resignation, he can deposit 2 and a half leaves for every month till the date of retirement or resignation.
  - iii. If any employee who expires when he is in service or is removed from his service he can deposit 2 and a half leaves for every month till the previous month of his death or removal.
  - iv. 2 years in a block period employee can be allowed to withdraw 30 days of paid leave. The withdrawal month cannot be counted, the salary for the withdrawal can be calculated at the rate of 1/30 and it has to done as per the same salary. This will not be applicable for the people who are under daily wages, temporary basis or under contract.
- d) If any employee has holidays in his account he can be approved a maximum of 240 days of fully paid leave. In the interest of the

business of the society any employee has given his job, including maximum of 240 days, he will be allowed to withdraw his leaves he has right to do so and will be allowed.

- e) If a married women employee is working in the society, can be approved 180 days of maternity leave. That leave can be approved with the will of the employee not more than 30 days before the date of delivery.

However, No maternity leave will be approved for the married women employee who is having 2 or more children.

- f) For the married male employee in a society can get 15 days paid leave for paternity.
- g) Approval of leaves under this condition all leaves in a year employee will get maximum of one year “unpaid leave”.
- h) A competent authority can cancel the leaves that are approved.

**63. Gratuity:**

- a) Any employee has retired or resigned from his job or he is expired, Society’s Committee has to pay his nominees or legal representative with the below mentioned conditions gratuity can be approved:
- i. Any employee from the job within 5 years of his permanency, he will not have any claim this facility.
  - ii. Any employee who resigns or retired from his service or expired during his service after serving for 5 to 10 years, for every year of his service as per the circumstances, the gratuity will not exceed the half of his salary as on the date of resignation or retirement of his service or expired.
  - iii. Any employee who resigns or retired from his service or expired during his service after serving for 10 years, for every year of his service as per the circumstances, the gratuity will not exceed the full salary as on the date of resignation or retirement of his service or expired.



- b) Any circumstances, any gratuity payable for any employee should be for an amount not exceeding a total amount not exceeding the salary of 16 and a half months of salary or ten lakhs whichever is less.

Note: Salary means, last month salary taken by the employee.

**64. Transfer and Promotion:**

- a) For direct appointment of any position the applicant should have minimum qualification and having an experience of 5 years in the said field and as per the appointment conditions he will be eligible for high post or promotion.
- b) Chief Executive Officer and other Competent Authority one employee will be transferred from one post to another post.

**65. Service Book:** Chief Executive Officer has to manage every employee's Service Book including his earned and used holidays. He has to document every difference in his salary, transfers and other services related matters from time to time. In the said book the entry made in by the CEO Chairman and CEO has to certify.

**66. Use of Official Information:** Any employee, without any General or Special power or without permission, any piece of information or document he has received from any official source while managing his official duties should not share directly or indirectly to any person or institution or paper or electronic media.

**67. Financial Relations:** Any employee, while he is managing his official duties any person who is in contact with him or institution he cannot have financial relations or in his official ability to do business any person, any contribution or prize or any person on his behalf directly or indirectly receive the same.

However, any employee his deposits, savings, insurance policies or any other documents as security for taking the loan this condition will not apply.

**68. Prohibition for having interest in the Agreement etc.:**

- a) Any employee of the Society, he has to be employee directly or indirectly:
  - i. Any agreement made with the Co-workers; or
  - ii. Any property society has purchased or sold; or
  - iii. Investment in the Society or loan taken from the Co-worker or any facility that are given by the society from salaried employee, any other business of the society – Should not have any interest
- b) Any person of the society, asset any member directly or indirectly for the sale of the recovery of the Society.

**69. Participation in the Politics and Election:**

Any person of the Society

- a) He is not allowed to become a member of the political party or institution that is dealing the political party. He is not allowed to participate in any of the political movement or activity or not allowed to give subscriptions for the political movement or activity or not allowed to help in any ways.
- b) He is not allowed to compete in any parliament election or state election or for any authority or for any Panchayat raj institution or for any other committee.
- c) He is not allowed to compete in any parliament election or state election or for any authority or for any Panchayat raj institution or for any other committee or he cannot ask for vote in those kind of elections or he cannot create any kind of influence in those kind of elections.

However, in those kinds of elections if he has a right to cast a vote as a member he can exercise his right.

**70. Punishments:**

- a) Any person who violates the sub-rules 57 to 60 he will responsible for the punishment as decided by the committee.
- b) Any person can be punished for correct and sustainable reason. Committee or chairman, or CEO has competent authority to punish, fine, to stop salary hike or suspend or to demote or to remove from his job.
- c) Any complaint being made I writing against any employee for bad character, he has to be given a fair opportunity for proving himself, without conductions enquiry as per regulations he cannot be punished.

**71. Appeal:** competent authority of the society has passed any order against the employee and he is affected by such order, he file an appeal against such society or authority with the higher authority within sixty days of the punishment.

**72. Service Conditions:**

- a) Every employee has to follow Service Rules, Rights and Liabilities as per the terms and conditions of the society and as approved in the General Meeting. The general conditions contain the following:
  - i. Salaries and Securities as per Section 31 of the Act,
  - ii. Transfer and Training
  - iii. Employees performance and Discipline
  - iv. Leaves and other benefits
  - v. Resignation and Retirement
  - vi. Disciplinary action and punishment for disorderly conduct
  - vii. Promotion, Salary increment and end of service
  - viii. Special benefits that can be given in case of ill health etc,

Any law that is time being in force overrides the General Conditions. Special experts have appointed as per the agreement. These appointments are subjected to approval in the General Meeting.

## **Chapter IX**

### **Land Acquisition and Layout Development**

#### **73. Purchase or Acquisition of Land**

- a) As per Section 109 of Karnataka Land Reforms Act with the permission of the Government of Karnataka/Urban Development Authority, by taking necessary permission from the competent authority land has to be acquired or purchased in the name of the Society, and for development of layout land has to be acquired or land required for the layout development can be taken from the competent authority and develop the same in turn-key basis and the sites can be distributed for competitive rates.
- b) For development of the layout an experienced a developer has to be appointed on the turn-key basis.

#### **74. Distribution of Sites/Houses/Flats/Apartments:**

- a) For distribution of Sites/Houses/Flats/Apartments for the members of the society it has to on the seniority and eligibility rules has to be followed.
- b) In case of Legal representative of the deceased member have submitted an application, his seniority and date of issue of shares will be applicable. In other cases the seniority will be applicable from the date of transfer of shares.
- c) The eligible members as per the bye-law no.13 and no.7 co-members have to be distributed the Sites/Houses/Flats/Apartments. In distribution of Sites/Houses/Flats/Apartments the priority will be given to those members who have eligibility under bye-law 13.

- d) The seniority will be considered for those members who have paid the timely installments and the eligible members have to produce living certificate from the competent authority for living in the place for 10 years.
- e) In case of SC/ST/ the caste certificate has to be presented. 15% of the approved sites should be given to SC members who are eligible and 3% the approved sites should be given to ST members who are eligible. If those kind members are not available that can be given to the members as decided by the administrative board.
- f) In this kind of distribution the administrative board has 5% of discretion quota.
- g) All instruments relating to sale and transfer has to be registered and can ask for a rebate for distribution of Sites/Houses/Flats/Apartments as the society is registered and it will not be applicable for fixed assets instruments.
- h) Distributed Sites/Houses/Flats/Apartments for members has to take as per the Registration act 1908 and Karnataka Registration Rules 1965.
- i) Society has to transfer the Sites/Houses/Flats/Apartments through registration only as per Registration Act.
- j) Society should distribute Sites/Houses/Flats/Apartments for its members through registration only and not from transfer of shares or by any other means
- k) Distributed Sites/Houses/Flats/Apartments by the society has to give possession only after registration under Stamp and Registration Act.
- l) Once the Sites/Houses/Flats/Apartments have been distributed and registered for the members, the society cannot cancel the registration ex-parte. If the approval in writing has taken from the members the administrative board has to examine the same and cancel it.
- m) The membership has to be restricted on the basis of the sites available in the layout. This condition will not be applicable for the

members for Construction of House, Purchase of House and House Repairs etc.

- n) Distributed Sites/Houses/Flats/Apartments by the society cannot be alienated for a period of 5 years. In case it is necessary for the members to do so he has to take the prior approval from the society. If the member has got the site by misrepresenting or for the profit motive in the said site he has not developed he is bound by the decision taken by the Society and he has to pay the specified fee and get the prior approval to do so.
- o) The officer appointed by the Registrar of the Co-operative Society has to examine the seniority of the members and the same has to approved by the Registrar then only distribution can be taken up.
- p) The development of layout and distribution system that are followed by Bangalore Development Authority and other Development Authority by approval map and plan, the Society has to follow the same procedure regarding the approval of the map and plan.

**75. Appointment of Consultant:**

- a) The society cannot appoint any agent/mediator for carrying out its business.
- b) Society can appoint eligible Architect/ Architects.
- c) Society has to call a tender for Layout Development/Operation/ Providing Infrastructure Facilities/ Construction of Building taking the approval from the Administrative Committee and approve the eligible tenders and suitable security has to be taken from the Registered Contractor (Certified from the Public Works Department) can be appointed.

**Chapter X**

**76. Maintenance of accounts and Audit:**

- a) As per the Section 63 of the Karnataka Co-operative Society Act a Auditor and a Auditing firm has to be appointed for auditing the accounts of the society in the General Meeting for a period of one year.
- b) The Administrative Board has to prepare Balance Sheet, Profit and Loss, Income and Expenditure, Assets and Liabilities of the statements and the Schedule concerned and the same has to be submitted Auditor or Auditing firm within 30 days of the completion of Society Year.
- c) The Society has to manage the Books of accounts, Documents and Registers:
  - i. Member Register
  - ii. Share Register
  - iii. Nomination Register
  - iv. Receipt Book
  - v. Voucher Book
  - vi. Cash Book
  - vii. General Book
  - viii. Site Deposit Book
  - ix. List of members seniority
  - x. Site distribution Register
  - xi. Property Register
  - xii. Investment Register
  - xiii. Loan Register
  - xiv. Mortgage Register
  - xv. Furniture and Fixtures and Performance Equipments Register
  - xvi. Library Register
  - xvii. Minutes of Meeting book the General Meeting
  - xviii. Books of Meeting Circulars
  - xix. Minutes of Meeting book the Board of Directors Meeting
  - xx. Correction of the Audit Register

- 77. Documents:** The society has to maintain the following documents:
- i. Membership Application
  - ii. Resignation letter of the members
  - iii. Application relating to transfer of shares interest on the Investment
  - iv. Letters from Registration Authority
  - v. Transfer letters of Properties
  - vi. Agreements papers
  - vii. All application relating to sites and other related documents
  - viii. Approved map of the layout
  - ix. Copy of the registered Bye-law till the present amendment
  - x. Registration Certificate
  - xi. Loan application approval and documents of the every member
  - xii. Periodical details list
  - xiii. Audit reports
  - xiv. Notice of Administrative Board Meeting and agenda
  - xv. Notice of the General Meeting and agenda
  - xvi. The copies of the Karnataka Co-operative Society Act 1959 and Rules 1960
- 78. Structural Audit:** If the building of the Society has ability to has the endurance for the Tornado, Earthquake, Fire, etc, for that the structural audit (Building Design Examination) has to be done form the structural engineer for every 5 years for the building that are 15 years old for the buildings that are 30 years old this has to be done once in 3 years. If the building comes under the limits of the Corporation, it has to be done by the Panel of Architects of the Corporation or any architect that has been accredited by Government. The result of this examination is serious then the building has to be vacated.

## Chapter XI



**79. Distribution of Nett Profit:** Nett Profit has to be distributed as per the Section 22 of the Karnataka Co-operative Society Act 1960 in the manner provided. as per the Section 57 of the Karnataka Co-operative Society Act 1959 society has to distribute the profits in the General Meeting:

- a) As per the 57 (2) of the Act, the Society has not less than 25% of the profit has to be transferred to reserve fund.
- b) As per the 57 (2-A) of the Act, the Society the balance of the Nett Profit 2% of it has to be given to Education Fund managed by Karnataka State Co-operative Board.
- c) If the society fails to contribute to the Education fund as per the 57 (2-A) of the Act, it cannot distribute the profits to its members.
- d) the balance of the Nett Profit as per the 57 (3) of the Act can be utilized for any or all of the following purposes:
  - i. 10% for the Building Fund
  - ii. 5% for Furniture and Fixtures
  - iii. 10% for Members Welfare Development Fund
  - iv. 5% for promotion fund
  - v. 10% for Layout Development Fund
  - vi. 10% for charities
  - vii. 10% for Staff Welfare Development Fund
- e) For the employees of the Society bonus has to paid not more than 2 months salary.
- f) fund as per the 57 (4) of the Act after the distribution of the above mentioned items the balance available of the Nett Profit they can pay not more than 25% dividend on the Share amount paid by the members.
- g) Remaining amount can be transferred to reserved fund of the Society

## Chapter XI

### Others

- 80. Method of amendment of Bye-laws:** Any amendment to the Bye-laws of the society it is not valid unless until it has been registered before the competent authority. Every proposal of the said amendment has to be suitable submitted to the Registrar for the registration. Such amendment has to be discussed in the General/Special meeting of the society and it has to be approved with the 2/3 majority. For discussion of the proposed meeting in the General/Special meeting, all the amemdemnts has to properly detailed for discussions and with clear notice of the same and that should contain date, place and time of the meeting. After the approval propsed amendements that has to submitted to the registrar for the registration within sixty days.
- 81. Rights of the Members to get the details of their own account:**
- a) As per section 19 A of the Act, every member of the Society the books that are maintained of their respective accounts can be asked for information and examination.
  - b) Member has a right to examine their personal accounts and the documents relating the society in the working hours of the society. Those members who are asking the documents have to pay some specified fee for doing so.
- 82. Membership in other Co-operative Society**  
Society can have membership in the following societies:
- a) Karnataka State Co-operative Apex Bank Limited, Bangalore
  - b) Karnataka State Housing Board Limited, Bangalore
  - c) District Co-operative Union
  - d) Any other institution that is having a benfitable objectives
- 83. Seal:** Society has to have the seal in the name and it has to be with CEO of the Society.

84. **Declaration:** Any dispute regarding the bye-laws the order of the Registrar will be final and binding.

85. **Building: Any matter that is not mentioned in the bye-law the same has to be decided as per conditions of the Karnataka Co-operative Society Act 1959 and Karnataka Co-operative Society Rules 1960 and opinion has to be taken from Registrar of the Co-operative Society.**

Sl. No.	Name of the Promoters		Signature of the Promoters
1.	Sri. Mahendra Pal Singh	Chief Promoter	
2.	Sri. Chiranjeevi Singh	Promoter	
3.	Sri. R.S. Bhatia	Promoter	
4.	Sri. Harminder Singh Dua	Promoter	
5.	Sri. Jainrail Singh	Promoter	
6.	Sri. Charan Pal Singh	Promoter	
7.	Sri. Kuldeep Singh	Promoter	
8.	Sri. Aman Preet Singh Arora	Promoter	
9.	Sri. Gurmeet Singh Modi	Promoter	
10.	Sri. Hardeep Singh Chandok	Promoter	
11.	Sri. Baljeet Singh	Promoter	
12.	Sri. Kamaldeep Singh	Promoter	
13.	Sri. Deepak Singh Aneja	Promoter	
14.	Sri. Kanwaljeet Singh	Promoter	