



OFFICE OF THE REGISTRAR, CO-OPERATIVE SOCIETIES, HARYANA  
SAHKARITA BHAWAN. BAYS NO. 27-30. SECTOR-2. PANCHKULA

Phone : 0172-2585023, 2583438, Email : [resharyanaa@yahoo.com](mailto:resharyanaa@yahoo.com) , [cooperatives@hry.nic.in](mailto:cooperatives@hry.nic.in)  
Website: [www.resharyana.gov.in](http://www.resharyana.gov.in)



To

1. All Deputy Registrar  
Cooperative Societies  
(in the State)
2. Principal,  
Centre of Cooperative Management,  
Rohtak
3. All Assistant Registrar  
Cooperative Societies  
(in the State)
4. All Audit Officers  
Cooperative Societies  
(in the State)

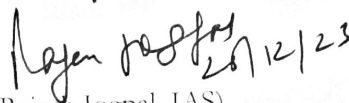
Memo No. PA/RCS/225-275  
Dated 25.12.2023

**Subject: Formation of Comprehensive Multi-Purpose Activities Cooperative Society- (CM-PACS).**

In a continuous endeavour of the State Government to transform the cooperative sector in Haryana into a vibrant and exemplary one while making itself-sufficient, self-sustaining, transparent as well as accountable, it has been decided to encourage the formation of new kinds of cooperative societies as business entrepreneurs, to be known as *Comprehensive Multi-Purpose Activities Cooperative Society* (CM-PACS) and the model bye-laws of such societies have been launched by Hon'ble Chief Minister on the 25<sup>th</sup> December 2023 at 'State Level Good Governance Day Function' at Panchkula. These distinctive societies would not only give impetus to the Good Governance mission of the Haryana Government but also further encourage people's faith, involvement and participation in cooperative movement while working on the principle of "All for one, One for all".

The objective of CM-PACS is to move beyond traditional agriculture cooperatives and to work as Cooperative Enterprises at the grass-root level broadly to provide various services to the community, including promotion and development of backward linkages such as demonstration plots, irrigation facilities, manure, fertilisers, improved seeds/seed production, custom hiring centre, farm machinery or implements, insecticides, other inputs etc. and forward linkages such as collection, grading, cleaning, packaging, branding and marketing, storage, processing, value chain. They may also carry out industrial activities, e.g. tailoring, handicraft, handloom, power-loom, auto & taxi services, parking services, brick-kiln, contractors in construction works for Panchayat, man-power services, security services, placement services, food processing units, catering, tiffin services and event management. The options of activities to be chosen further allow CM-PACS to work as Jan Ausadhi Kendras, Harhit Stores, and Common Service Centres and participate in Government Schemes.

Subsequent to the approval of the concept and Model Bye-laws of CM-PACS by the State Government, the Model bye-laws of CM-PACS are annexed herewith for wide circulation in the State for information and necessary action. All the field offices are directed to carry out IEC (Information, Education and Communication) activity for the same and facilitate the formation of CM-PACS.

  
(Rajesh Jogpal, IAS)

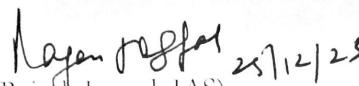
Registrar  
Cooperative Societies, Haryana,  
Panchkula

Endst. No. PA/RCS/276-299

Dated 25.12.2023

Copy of the above is sent to –

1. Additional Chief Secretary to Government, Haryana, Cooperation Department, Chandigarh for information please.
2. All Managing Directors of Apex Federations with the request to circulate it in their respective field offices for information and necessary action.
3. Managing Director, Harcofed with the request to organize seminars or conferences for popularizing or publicizing the concept of CM-PACS.
4. All Branch Officers in Head Office for information and necessary action.
5. Project Incharge, IT Cell for uploading it on official website.

  
(Rajesh Jogpal, IAS)

Registrar  
Cooperative Societies, Haryana,  
Panchkula

# **MODEL BYE-LAWS**

## **CM-PACS**

**(Comprehensive Multi-Purpose Activities Cooperative Society)**

**CHAPTER - I**  
**INTRODUCTION OF COOPERATIVE SOCIETY**

1. **NAME** : .....  
Comprehensive Multi-Purpose Activities  
Cooperative Society (CM-PACS) Ltd.
2. **ADDRESS** : a) Registered address of the society-----  
b) E-mail id .....
3. **AREA OF OPERATION** : Cluster of villages/ Panchayat (s)/ Revenue  
village (s) falling in the area of operation of the  
society:-  
i) \_\_\_\_\_  
ii) \_\_\_\_\_

**4. DEFINITIONS:**

- (1) **“Act”** means the Haryana Cooperative Societies Act, 1984;
- (2) **“Area of operation”** means an area from which the persons are admitted as member;
- (3) **“Associate Member”** means any person admitted to the membership of the society for a specific purpose as provided in the Act, Rules and Byelaws and shall have no voting right;
- (4) **“Bye-laws”** means the registered bye-laws of the Society for the time being in force;
- (5) **“Committee”** means the board of directors or the governing body of a cooperative society, by whatever name called, upon which the power of direction and control of the management of the affairs of the society is entrusted to;
- (6) **“Director”** means a member of the Committee or by whatever name called duly elected or nominated or co-opted as per the Act, Rules and Bye-laws;
- (7) **“Financing Bank/Institution/Agency/Department”** means the Bank/ Institution/Agency/Department by which the society is substantially financed;
- (8) **"Financial Year"** means the period commencing from the 1<sup>st</sup> day of April of any year and ending with the 31<sup>st</sup> day of March of succeeding year;

- (9) **“General Body”** means a body consisting of all the members (except associate members) of the society;
- (10) **“Government”** means the Government of the State of Haryana;
- (11) **“Manager”** means a member, who has been assigned the task of executive head of the society to manage its affairs and day to day operations/activities;
- (12) **“Member”** means any individual admitted as members in the society in accordance with the Act, Rules and Bye-laws and includes an associate member as well as the Government/Board/ Corporation/Institution/Agency/ Authority when it subscribes to the share capital of the society;
- (13) **“Office-bearer”** means a member elected as President, Vice President by the committee of the society in accordance with Act, Rules and Bye-laws;
- (14) **“Professional Director”** means a person co-opted as Director (without voting right) in the committee of the society by virtue of his/her being an expert in the field of accounting, finance, management, banking, Information Technology, law, agriculture, cooperation, cooperative management or any other specialized field relating to the activities of the society, who is willing to guide and advise in the affairs or business activities of the society;
- (15) **“Registrar”** means a person appointed to perform the function of the Registrar of Cooperative Societies under the Act and includes any person appointed to assist the Registrar when exercising any of the powers of the Registrar;
- (16) **“Rules”** means the Haryana Cooperative Societies Rules, 1989;
- (17) **“Seal”** means the general seal of the society bearing its name and registration number with date.
- (18) **“Sub-Committee”** means the sub-committee constituted by the committee as per bye-laws for the purpose of special/particular assignment and for a specific period by whatever name is called.

**CHAPTER - II**  
**OBJECTIVES AND SERVICES**

**5. The objectives and services of this primary society shall be:**

**A PRIMARY ACTIVITIES :**

- (1) To promote and develop –
  - (a) Backward linkages such as demonstration plots, irrigation facilities, manure, fertilizers, improved seeds, seed production, custom hiring centre, farm machineries, implements, insecticides, other inputs etc.
  - (b) Forward linkages such as collection, grading, cleaning, packaging, branding and marketing, storage, processing, value chain (transport, logistics, refrigerated van, etc.) for the produce & its products (such as field crops, fruits & vegetables, floriculture, pottery, dairy activities, fisheries, shrimp farming, poultry, bee- keeping, sericulture, plantation, sheep, goat, rabbits, piggery and any other land, sea based agriculture related activities and their processing) by way of technical and financial support to its members;
- (2) To engage in service or business operations (like infrastructure development, procurement of food grains, fair price shop, restaurants/shops serving food, juices etc. or any Government scheme, dealership, agency, distributorship or supply of LPG, Petrol, Diesel, Green energy, insurance, Atal Sewa Kendras, consumables for purpose of farm, animals, household and durables, farm machineries, training of members for skill improvement) which may enhance the facilities and income of the society or its members;
- (3) To participate in Government schemes for providing various services to beneficiaries.
- (4) To act as a Common Service Centre for facilitating on-line/digital services in the area of operation;
- (5) To act as Jan Aushadhi Kendra, Haryana Agro Harhit Store;
- (6) To demonstrate, promote and develop the latest technologies or extension activities related to objectives and services of the society;
- (7) To act as an agency for implementation of social security schemes for its members and to provide micro insurance/insurance;
- (8) To purchase, acquire or take on rental basis the land, buildings, godowns, processing units and other such necessary assets;

- (9) To collect electricity, water, telephone, DTH bills etc. and to deposit the amount in the office/agency concerned;
- (10) To carry out industrial activities e.g. tailoring, handicraft, handloom/power-loom, auto & taxi services, Transport for students, parking services, brick-kiln, contractorship in construction works for Panchayat, man-power services, security services, placement services, food processing units, catering, tiffin services and event management;
- (11) To facilitate or make arrangements or to collaborate with any local bodies/ Governments/ Departments/ Universities/ Societies/ Companies for achieving its objectives for the benefit of society and its members;

**B SECONDARY ACTIVITIES :**

- (1) To undertake such other activities as are conducive and incidental to the attainment of the above objects and as approved by the general body for the benefit of the members and society with the permission of Registrar, Cooperative Societies, Haryana.

**NOTE:-** *The society shall be solely responsible for seeking permission/ approval/license etc. from Department/Authority concerned (as and wherever required) for fulfillment of its objectives & services.*

## **CHAPTER - III**

### **MEMBERSHIP**

#### **6. MEMBERSHIP:**

##### **a. Eligibility for membership:**

- a) An Individual/(s) who,
  - i) is/are competent to contract under the provision of Section 11 of the Indian Contract Act 1872 (above 18 years of age, having a sound mind and not debarred by any Law) and
  - ii) is/are resident/(s) of area of operation of the society;
  - iii) possess/(es) educational qualification of 10+2 or above from recognized educational institution/Board.
  - iv) who do/(es) not own more than 5 acres of land.
  - v) is/are not a member of any other CM-PACS.
- b) State Government;
- c) Board/Corporation/Institution/Agency/Authority.
- d) A person who desires to have a business relationship with Society shall be admitted as associate member by payment of admission fee of Rs.500/- which is non-refundable.
  - i) Associate member shall have no right to attend any meeting of the society or contest the election for member of the committee in the Society.
  - ii) Associate member who is indebted to the society either in his personal capacity or as surety or guarantor shall continue to be such member so long as the liability to the society has not been fully discharged.
  - iii) No share certificate shall be issued to associate member but separate register shall be maintained as proof of his/her membership in the society, which shall contain his/her signature and full address.

##### **b. Ineligibility or disqualification of members:**

A person shall not be eligible for admission or continuing as member of the society and shall cease to be member as per procedure prescribed in bye-law No. 6 (g), if he/she:

- a) has been sentenced for an offence involving dishonesty or moral turpitude;
- b) has been convicted for any other offence by a Court of Law and sentenced to imprisonment for three months or more unless a period of 5 years has elapsed since his/her release;
- c) is adjudicated as bankrupt or insolvent;



- d) has been expelled by the society or by any other cooperative society within a period of 2 years from the date of such expulsion;
- e) continues to be in default in respect of any sum due from him/her to any cooperative society for a period of three months;
- f) is of unsound mind;
- g) is a member of another CM-PACS;
- h) non-renewal of membership.
- i) possesses any other disqualification as per the provisions of the Act/Rules.

**c. Procedure for membership:**

- a) Any person who is desirous of becoming a member of the society and is eligible as per the bye-laws, may obtain an application form at a prescribed fee and may submit the duly filled application form along with necessary documents as specified by the committee like identity/residence/land holding proof to the Manager of the society;
- b) KYC including Parivar Pehchan Patra (PPP) and CIBIL. In addition, MFMB registration for farmers is mandatory for becoming member in the Society;
- c) The Manager shall place the application form before the committee for final decision who shall decide the same within a maximum period of 03 months from date of receipt of such application.
- d) The Manager shall inform the applicant regarding decision of the committee within 15 days of such decision and if the decision is affirmative, ask him/her to deposit the admission fee amounting to Rs. 1000/- (non-refundable) and share money amounting to Rs. 20,000/- (one share), on submission of which the applicant shall be admitted as member of the society and will be issued share certificate accordingly.
- e) Appeal against denial of membership can be filed before the Registrar.
- f) The admitted members shall be educated by the Society about cooperative values, principles, their rights and philosophy and the services/facilities and benefits available in the Society.

**d. Share subscription by the members:**

- a) Every member shall subscribe at least one share of Rs. 20,000/- whose validity/tenure will be 3 years and each member must renew his/her membership @ Rs. 5000/- per year after completion of such 3 years of his admission. This amount will be credited to his/her share capital account.
- b) Every share certificate shall be signed by the President and Manager of the society.

- c) The society shall maintain a register of shares showing record of shares issued to its members from time to time and amount of share capital available of each member with the society.
- d) The society shall have the absolute right to set off the share amount and the dividend earned on it towards the respective loans or any other dues recoverable from the member. This doctrine shall also apply to past members and the deceased members.
- e) The society shall have the absolute right to utilize the dividend earned for strengthening its capital base as per uniform policy to be designed by the society.
- f) The rate of dividend, to be declared by the society, shall be decided in the General Body Meeting.

**e. Rights of member:**

Every member (except associate member) shall have the following rights:

- a) to attend, participate and vote in General Body Meeting of the society;
- b) to inspect own accounts in the society free of cost and to obtain a copy of the same by payment of a fee of Rs 2/- per page;
- c) to inspect annual reports, audited statements of accounts, Audit report, Inspection report and compliance report in the premises of the society during its business hours;
- d) to read the copy of Act, Rules and up-to-date Bye-laws of the society in the premises of the Society during its business hours.

**f. Withdrawal of membership:**

- a) Membership can be withdrawn only after completion of 3 years of his membership through adoption of resolution in a meeting of the committee. All such resolutions will be placed before the general body for information. Further, the loss incurred by the society shall also be considered/taken into account at the time of refund of share capital of a member and such refund shall not exceed 90% of the amount of share capital of the outgoing member.
- b) If the member has paid all the dues to the society and cleared liability as sureties, if any, in full, he/she can withdraw his membership, provided that a member is required to give three months' notice to the committee and give a written request, explaining his/her reasons for withdrawal.
- c) The Manager shall inform the member regarding decision of the committee within 15 days of such decision and if decision is negative, appeal against denial of withdrawal can be filed before the Registrar within 60 days.

- d) Withdrawal/Cessation of membership does not absolve the member from any financial or other liabilities he/she has as a member.

**g. Expulsion of member:**

A member of the society may be expelled by a resolution in the general body with a minimum quorum of 50% and passed by 2/3<sup>rd</sup> majority present and voting if he/she:

- a) has acted against the interest of the society; or
- b) his/her continuance as a member is detrimental or prejudicial to the functioning of the society; or
- c) does not –
  - i) use any services or products of the society; or
  - ii) attend General Body Meeting for three consecutive years;
- d) incurs any other disqualification as mentioned in clause no. 6(b) of bye-laws.

Provided that the member concerned shall not be expelled unless he/she has been given a reasonable opportunity of being heard in the matter. Appeal against the expulsion can be filed as per the provisions of the Act.

**h. Nomination by member:**

A member shall nominate a person as nominee in whose favour the society shall dispose of the share or interest of such member on his/her death as per provisions of the Act. In case no nominee is designated, nominee will be as per extant succession law.

## **CHAPTER - IV**

### **CAPITAL AND FUNDS**

#### **7. FUNDS AND RESOURCES:**

The society shall ordinarily obtain funds from the following sources:

**a. Income from business activities:**

The society shall receive income from the business activities being carried out by it.

**b. Admission Fee:**

The society shall collect admission fee of Rs. 1000/- from members and Rs. 500/- from associate member, which will be non-refundable.

**c. Share Capital:**

- a) The authorized share capital of the society shall be fixed by the generalbody from time to time.
- b) Each share shall be valued at Rs. 20,000/-. The total value of shares shall be paid in lump sum on its allotment to the members.
- c) The dividend on share capital held by the members (except associate member) shall be distributed to them as decided in the general body subject to maximum ceiling prescribed in the Act and Rules.
- d) A member may withdraw his/her share capital only after three years of his membership in the society. Further, the loss incurred by the society shall also be considered/taken into account at the time of refund of share capital of a member and such refund shall not exceed 90% of the amount of share capital of the outgoing member. On his/her death, the share capital amount shall be given to his/her nominee after settling dues to the society, if any, provided that where the nominee applies for membership, such amount shall be transferred to the share capital account of the nominee in accordance with procedure laid down by the committee in this regard.

**d. Borrowings:**

The society may borrow funds from any Financial Institution/Bank/Agency/ Department.

**e. Grants and Subsidies:**

The Society can receive grants and subsidies from Govt. of India/Govt. of Haryana and their agencies/Banks/Financial Institutions.

**CHAPTER - V**  
**MANAGEMENT OF SOCIETY**

**8. GENERAL BODY:**

- (1) The final authority in the society shall vest in the general body which shall consist of its members (except associate members).
- (2) Without prejudice to the other provisions of the bye-laws, the general body shall have the following powers and duties: -
  - a) Review of the performance of the preceding year, approval of the programme of activities of the society for the ensuing year and its annual budget;
  - b) Consideration of the annual report of the society;
  - c) Appropriation of net profits, creation of specific reserve and other funds & utilization thereof;
  - d) Consideration of list of defaulters (including directors and their relatives) along with amount of default and action to be taken for recovery thereof;
  - e) Election of the committee in accordance with the procedures laid down in the Act, Rules, Bye-laws and guidelines/instructions issued by Registrar from time to time;
  - f) Amendment of Byelaws;
  - g) Expulsion of member.
- (3) **Convening of General Body Meeting:**
  - (a) The general body shall meet at least once a year (within a period of six month of closure of the financial year).
  - (b) The General Body Meeting may be called by the Manager of the Society under the direction of the committee.
  - (c) A requisitioned General Body Meeting shall be convened by the committee within 30 days after receipt of a requisition in writing from the Registrar or request by atleast 1/5<sup>th</sup> of total members (except associate members) of the society. Such requisition shall be addressed to the Manager and shall state the need for the meeting and the proposed agenda.
  - (d) If on receipt of the requisition, the committee fails to call the General Body Meeting within a reasonable time, the signatories to the requisition may refer the matter to the Registrar who may, if he thinks fit, convene the General Body Meeting or authorise a person to call such meeting.

- (e) At least 15 days’ clear notice, specifying the date, place, time and agenda of General Body Meeting, shall be given to all members. The notice of a General Body Meeting may be given in one or more of the following modes:
- i) by affixing a copy of the notice at the society's office and at Panchayat Ghar in the area of operation of the society;
  - ii) by way of circulation of the notice through and getting signatures of members on the notice/dispatch register;
  - iii) by registered post;
  - iv) through email;
  - v) by way of beat of drum in the area of operation.

**NOTE:-** *It is mandatory to inform members by atleast one mode out of (ii), (iii) & (iv).*

**(4) Quorum:**

The quorum for the General Body Meeting shall be :-

Sr. No.	Total No. of Members	Quorum
1.	Upto 100	1/2 of total number of members or 40, whichever is less.
2.	101 to 200	70
3.	201 to 300	100
4.	301 to 400	140
5.	401 to 500	180
6.	More than 500	2/5 <sup>th</sup> of total number of members or 250, whichever is more.

If the meeting has been called on the requisition of the members and the quorum is not complete, the meeting shall be adjourned and no further General Body Meeting shall be convened on the strength of that requisition.

- (5) The President or in his absence the Vice-President shall preside over meeting of the general body. When both of them are absent, the members present shall elect a Chairman amongst them for the meeting.
- (6) Every member of the general body shall have one vote and voting by proxies shall not be allowed. All questions shall be decided by the majority of votes of the members present and voting. When the votes are equal, the Chairman of the general body shall have second or casting vote.
- (7) Every General Body Meeting shall be livestreamed on a social media

platform. It shall be recorded there and then archived in a searchable mode on the Department's website. All business discussed and decided at a General Body Meeting shall also be recorded in the minute book at the time of such meeting and shall be signed by all the participating members of the society.

## **9. COMMITTEE:**

- a. There shall be a committee of the society to manage its affairs and it shall be constituted by election from amongst its members (except associate members) as laid down in the Act and Rules. There shall be minimum 07 (elected) and maximum total 21 members in the committee, which may include representative/(s) from Government/Financing Institution/Bank/Agency/Department. It may also further include representatives from the organization/(s) with which the society enters into contract/agreement for carrying out its business activities.
- b. No person shall be eligible for election as a member of the committee of the society if he/she:
  - i. is below 21 years of age; or
  - ii. has incurred any disqualification for being or continuing as a member of the Society as specified in the Act, Rules and Bye-laws;
- c. The society shall conduct elections for the committee in accordance with the provisions of the Act and Rules.
- d. Representation of Scheduled Castes, Women and Backward Classes shall be made as per Section 28 of the Act.
- e. The members of the committee shall elect from amongst themselves the President and Vice President.
- f. The committee shall, unless superseded earlier by the Registrar; hold office for a period of five years from the date of election and the term of office-bearers shall be coterminous with the term of the committee.
- g. The committee may decide to co-opt maximum up to 2 Professional Directors having experience and expertise in the field of accounting, finance, management, banking, Information Technology, law, agriculture, cooperation, cooperative management or any other specialized field relating to the activities of the society in the committee for proper guidance and advice. The

Professional Directors shall be members of the committee, however, such members shall be excluded for the purpose of counting the total number of Directors specified in the Act and shall have no voting right.

- h. Government may prescribe a list of Trainers for providing guidance and advice to these societies. The Committee of the society may choose to take the services of a Trainer who would be paid by the Government.
- i. The Trainer shall not be considered a Government nominee. He/she shall have neither any voting right nor shall be part of the decision making or affairs of the society. His/her guidance and advice shall be suggestive in nature and shall not be binding on the Committee or the society.
- j. The Trainer shall not claim any kind of remuneration, facility (including office space, vehicle facility etc.) or allowance from the Society. His/her services shall be at the pleasure of the Committee.
- k. In addition to disqualification as per the provisions of the Acts and Rules, a member of the committee shall be disqualified or cease to hold office as per procedure laid down in the Act/Rules if he/she absents himself/herself three consecutive meetings of the committee without permission of the committee.
- l. If a director resigns from committee of the Society, it shall be placed before the next meeting of the committee for decision.
- m. The Committee shall meet at least once in three months for running the affairs of the Society.
- n. At least 15 days' clear notice is required for convening the meeting of committee.
- o. A committee meeting shall also be convened on the requisition of a majority of directors within 7 days of the receipt of such a requisition. The requisition shall be addressed to the Manager and shall state the need for the meeting and the proposed agenda.
- p. All committee meetings shall be livestreamed on a social media platform. It shall be recorded there and then archived in a searchable mode on the Department's website. All business discussed and decided at a meeting of the committee shall also be recorded in a minute book at the time of such



meeting and shall be signed by all the participating members of the committee.

- q. The quorum of the committee meeting shall be maintained by attendance of minimum one-third of total number of members of the committee or 5 members, whichever is more. President or Vice-President or in his/her absence, a member elected by those present in meeting shall preside over the committee meeting. Unless otherwise provided by these bye-laws, all matters shall be decided by a majority of votes in the committee meeting. Each member shall have one vote and in case of equality of votes, the President shall have second or casting vote.
- r. The committee shall exercise all the powers and discharge all the duties of the society except those specifically reserved for general body. In particular, the committee shall have the following powers and duties:-
- i) to act, in all their transactions as per the relevant provisions under the Act/ Rules/ Byelaws;
  - ii) to maintain accurate accounts in respect of all money received and expenditure made and all stock bought and sold by the society;
  - iii) to prepare and maintain accurate account of the assets and liabilities of the society;
  - iv) to prepare an annual report on working of the society, an annual statement of accounts including Balance Sheet, profit and loss account and trading account for submission to the Annual General Body Meeting;
  - v) to prepare statement of accounts required for Audit and to place those along with relevant vouchers and other related papers before the Auditor;
  - vi) to examine the accounts, sanction contingent expenditure and ensure maintenance of the prescribed registers;
  - vii) to consider the Inspection Report of the Registrar/Financing Bank/Institution/Agency/Department and take necessary action and ensure submission of compliance report to the concerned Authority;
  - viii) to admit new members and allot shares;
  - ix) to finalize the agenda to be placed before General Body Meeting and issuance of direction to the Manager to convene such meetings in accordance with the bye-laws;
  - x) to contract agreements subject to any restriction imposed by the general body;

- xi) to decide the terms of the purchase and sale connected with activities of the society as per the requirements and to arrange marketing, storage, transportation of produce of the society and its members;
- xii) to monitor the utilization of loan;
- xiii) to assist in the inspection and audit of the books and accounts, by any person authorised to do so;
- xiv) to assign the various works of society amongst its members on the basis of qualification or hire skilled manpower on contractual basis, who shall work on honorary basis till the societies earn profit. The honorarium or salary, as the case may be, would be paid out of the profit of the society by fixation of the maximum limit by the Committee as per the policy approved by the General Body, provided this limit shall not exceed 5% of the net profit of the society for the preceding financial year.
- xv) to frame subsidiary rules for the conduct of the business of the society consistent with the bye-laws;
- xvi) to authorize any member of the society or any other person specially authorized to institute, conduct, defend, compromise, refer to legal proceeding by or against the society or committee or its members concerning the affairs of the society;
- xvii) to acquire on behalf of the society, shares in other Cooperative societies;
- xviii) to arrange for the safe custody of books and record, cash, equipment, goods and stocks of the society and to fix specific responsibilities of the members in this behalf;
- xix) to accept or reject the resignation of a Director;
- xx) to invest the surplus funds of the Society in accordance with the Act and Rules;
- xxi) to purchase, sell, hire or otherwise acquire or dispose of property on behalf of the society in accordance with the Act & Rules;
- xxii) to nominate member/(s) to represent the society in other forums and organizations as per the procedure laid down in the Act & Rules;
- xxiii) to carry on the business of the society as decided and entrusted by the general body of the society.

s. The committee may constitute sub-committees such as Village Committee, Business/Trade Promotion and Entrepreneurship Committee/Industrialization Committee or any other sub-committee as per the business activities and

requirements of the society and also determine their duties and functions. All the decisions/resolutions taken in the sub-committee would stand suggestive/recommendatory in nature and will only be acted upon after approval in the committee meeting.

- t. In the conduct of the affairs of the society, the committee shall exercise prudence and due diligence and shall be responsible for any loss sustained through acts contrary to the Act/Rules/Bye-laws and the stated objectives of the society.
- u. The services of the committee shall be gratuitous.

#### **10. MANAGER – DUTIES AND RESPONSIBILITIES:**

- a. The Manager shall be chosen by the committee amongst its members, to look after day-to-day affairs and administration of the society as per the Act/Rules/ Bye-laws.
- b. The Manager shall discharge the following duties and responsibilities:
  - a) To call the meetings of the committee, sub-committee, general body (as per directions of the committee), to remain present therein and produce all relevant documents required at such meetings;
  - b) To record the proceedings in the minute book and get it signed from all participating members/directors;
  - c) To make payment and receive all money on behalf of the society and issue receipt as per the direction of the committee;
  - d) To maintain and keep all books of accounts and registers in accordance with Rules;
  - e) To operate bank account alongwith other member signatory/(ies) authorized by the committee;
  - f) To prepare statement of demand, collection, balance (DCB) regarding loans and advances;
  - g) To prepare receipts, vouchers etc. for the financial transactions of the society;
  - h) To correspond on behalf of the society and supply necessary information to members;
  - i) To sign the contract agreements/documents along with President in accordance with directions of the committee;
  - j) To incur the expenses on account of affairs/functioning of the society

within the limits fixed by the committee;

- k) To ensure that the cash balance is kept in the safe custody;
- l) To ensure proper records of movable goods for trading, implements, and products under his/her custody or other members' custody as decided by the committee;
- m) To perform all such duties assigned by the committee for running day to day operations in the interest of the society;
- n) To reconcile all bank accounts and debtors account on quarterly basis.

## **CHAPTER - VI**

### **INTERNAL CONTROL**

#### **11. MAINTENANCE OF BOOKS, ACCOUNTS AND REGISTERS:**

- a. Government may provide a Common Accounting and Common Human Resource System/Platform to the society for carrying out the transaction/ business/in-flow/out-flow etc. which will be followed by the society.
- b. The following registers and books shall be maintained by the Society:
  - (a) Books related to financial statements -
    - i) Cash book
    - ii) Bank book
    - iii) Day book
    - iv) General ledger
    - v) Subsidiary ledger
    - vi) Share capital ledger
    - vii) Borrowing ledger
    - viii) Member loan ledger
    - ix) Sundry creditors ledger
    - x) Sundry debtors ledger
    - xi) Furniture, fixture and office equipment register
    - xii) Land and building register
    - xiii) Depreciation chart register
    - xiv) Stock register
    - xv) Purchase register
    - xvi) Sales register
    - xvii) Safe deposit locker operation register
    - xviii) Suspense asset ledger
    - xix) Suspense liability ledger
    - xx) Dividend register
  - (b) Books not related to Financial Statement -
    - i) Copy of the Bye-laws
    - ii) Act and Rules with up-to-date amendments incorporated
    - iii) Copies of other laws and regulations of the business undertaken by society
    - iv) Membership register
    - v) Up-to-date register and list of all members with voting right for the current year prepared within 30 days of closure of financial year

- vi) Register showing member wise patronage of various services provided by the society
  - vii) Minute book
  - viii) Account opened and closed register
  - ix) Monthly interest payment register
  - x) Insurance policy and renewal register
  - xi) Register for acknowledgement of debt
  - xii) Balancing register
  - xiii) Borrowing due date register
  - xiv) Investment and maturity register
  - xv) Pledged stock register
  - xvi) Suits filed register
  - xvii) Demand, Collection & Balance Register
  - xviii) Overdue/NPA register
  - xix) Copies of the audit report, inquiry report or inspection report and compliance thereon
  - xx) Members' Land record register
  - xxi) Attendance register
  - xxii) Dispatch Register
  - xxiii) Receipt Register
  - xxiv) Creation & maintenance of website of the society.
- (c) Such registers as may be necessary for the working of the Society or as prescribed by the Registrar.
- c. The books, records and registers of the Society shall be kept in the custody of the manager or such other member authorized by the committee.
- d. The society shall provide access to its books/information to its members as per clause 6(e) of the bye-laws.

**CHAPTER - VII**  
**MISCELLANEOUS**

12. The accounts of the society shall be audited at least once a year by the person appointed by competent authority under the Act and the society shall pay such audit fee as may be assessed from time to time by the authority competent to do so.
13. The reserve fund of the society shall be indivisible and no member shall be entitled to claim a specified share in it. It shall be invested and utilized by the society in such manner as prescribed in Act & Rules.
14. The society may, in the event of conditions mentioned in the Act, be wound up and cancelled by the order of Registrar by following due procedure.
15. In case of any conflict or inconsistency between the Act & Rules and Bye-laws of this society, the provisions of the Act & Rules shall have overriding effect.
16. In these bye-laws, unless there is anything repugnant to the context, the Registrar shall include an officer subordinate to him and authorized by him in this behalf.
17. Should any doubt arise with regard to the interpretation of these bye-laws, the matter shall be referred to the Registrar whose decision shall be final.

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