

## CHAPTER-XIX

### BYE - LAWS OF

#### The District Cooperative Milk Producers Unions Limited

#### Contents

Bye-law No.	Particulars	Page
1.	Name, address and area of operation.	169
2.	Definitions.	169
3.	Objects.	170
4.	Funds.	171
5.	Maximum Borrowing Limit.	171
6.	Liability.	171
7.	Membership.	171
8.	Right of Vote.	173
9.	Expulsion from membership.	173
10.	Cessation from Membership.	173
11.	Obligation of members.	174
12.	Organisation and Management.	174
13.	General Body.	175
14.	Powers of General Body.	175
15.	Meeting of the General Body.	175
16.	Board of Directors.	177
17.	Disqualification for membership of the Board.	178
18.	Cessation from membership of the Board.	179
19.	Board of Meetings.	180
20.	Powers, responsibilities and functions of the Board.	180
21.	Subsidiary rules and delegation of powers.	182
22.	Common Seal.	182
23.	Personnel Committee.	182
24.	Powers and functions of Personnel Committee.	182
25.	Chairman.	183
26.	Chief Executive Officers.	183
27.	Distribution of net profits.	185
28.	Reserve Fund.	185
29.	Accounts and Record.	185
30.	Application of Act and Rules.	185
31.	Amendments.	185
32.	Service of Notice.	186
33.	Miscellaneous.	186
	Annexure—A.	187

## **Bye-Laws of District Cooperative Milk Producers Union Limited.**

### **1. Name, Address and Area of Operation.**

- 1.1 The name of the Union shall be.....District Cooperative Milk Producers Union Ltd. (hereinafter referred as the Union). Its short name shall be Milk Union.....
- 1.2 Its registered address shall be at.....Post Office.....District..... Any change in this address shall be notified to the Registrar, Cooperative Societies within 30 days.
- 1.3 The area of operation of the Union shall extend to the whole of the District.

### **2. Definitions.**

In these Bye-laws unless there is anything repugnant in the subject or context :—

- a) "Chairman" means a member of the Board who has been elected/nominated as Chairman of the Union as per provisions of the Act, Rules and Bye-laws.
- b) "Act" means the Haryana Cooperative Societies Act, 1984.
- c) "Rules" means the rules framed under the Haryana Cooperative Societies Act, 1984.
- d) "Federation" means the Haryana Dairy Development Cooperative Federation Limited to which Union is affiliated.
- e) "Union" means a District Cooperative Milk Producers Union Limited, registered as such under the Act, in the Haryana State.
- f) "Society" means a Primary Milk Producers Cooperative Society registered under the Act which is affiliated to the Union.
- g) "Board" means the Board of Directors of the Union constituted as per provision of these Bye-laws.
- h) "Chief Executive Officer" means Principal Executive Officer of the Union by whatever designation called and shall include a Managing Director if so designated.
- i) "Registrar" means a person appointed to perform the functions of the Registrar Cooperative Societies under the Haryana Cooperative Societies Act, 1984 and shall include any person appointed to assist him when exercising all or any of the powers of Registrar.
- j) "Member" means the member of the Union enrolled as prescribed in these Bye-laws.
- k) "Commodities" means milk products, cattle feed, raw or processed agriculture produce, dairy and food packaging material, equipment and machinery required for procurement and manufacture of milk products.



- l) "General Meeting" includes annual and special general meetings.
- m) "Personnel Committee" means the committee constituted under the provisions of these bye-laws.
- n) "Government" means Government of Haryana State.
- o) "Cooperative Year" means the accounting year ending with 31st day of March.

### **3.0 Objects.**

3.1 The objectives of the Union shall be to carry out activities conducive to the economic & socio economic development of milk producers by production, procurement, processing and marketing of commodities.

3.2 To achieve the above objectives the Union may :—

- a) Purchase, pool, process, manufacture, distribute and market commodities of the members and others without affecting the interest of the members.
- b) To organise new societies and develop affiliated societies.
- c) Exercise supervision over affiliated societies.
- d) Provide veterinary and Artificial Insemination Services and other Technical Inputs for milk production enhancement and medicines for prophylactic and preventive purposes.
- e) Promote production of milk and fodder crops.
- f) Own herd of cattle for breeding purposes.
- g) Undertake or assist in the marketing of cattle.
- h) Arrange training of employees and members of the Union.
- i) Own or hold on lease or otherwise, movable or immovable properties and dispose off the same.
- j) Purchase and/or erect buildings, plants and machinery and/or ancillary equipments.
- k) Insure movable and immovable properties of the Union as may be found necessary.
- l) Undertake cattle insurance and general insurance related to the Union and members on agency basis.
- m) Guide, assist and advise members with a view to promote their activities and settle matters of common interest.
- n) Carry on cooperative propaganda and impart amongst the members cooperative knowledge and its application to business method.
- o) Undertake housing scheme for the employees of the Union with or without Government aid.



- p) Create trusts and raise funds for the benefits of the employees of the Union and its members and to assist the same.
- q) Establish Research and Development Associations having independent existence, contribute to their funds and raise funds for the same.
- r) Organise and encourage saving schemes.
- s) Generally carry on such other activities as would promote the above objectives and to do all such things as are incidental or conducive to the attainment of the above mentioned objectives.

#### **4. Funds.**

4.1 The Union may raise funds from one or more of the following sources :—

- a) Admission fees.
- b) Shares.
- c) Debentures.
- d) Deposits.
- e) Loans.
- f) Grants, aids, subsidies and donations.

4.2 The Union May raise funds by accepting loans, advances etc. from a development agency or any financial institution as per the terms and conditions mutually agreed upon between the Union and the lending agency.

4.3 The authorised share Capital of the Union shall be ten crores divided into ten lakhs shares of one hundred each.

#### **5.0 Maximum Borrowing Limit.**

5.1 The funds of the kind specified in 4.1, c, d and e above, shall not exceed twelve times the owned capital of the Union.. Owned capital shall mean paid up share capital, Reserve and other funds, undistributed profits minus losses.

#### **6. Liability.**

6.1 The liability for meeting and deficit in the assets of the society, in the event of its being wound up shall not exceed the value of the shares paid by it.

#### **7.0 Membership.**

7.1 Membership of the Union shall be open to :—

- a) Primary Milk Producers Cooperative Societies.
- b) State Government.

7.2 Each member seeking admission as a member shall apply in writing and shall deposit admission fee of Rs. five only and a value of atleast one share; provided that Government may not pay any amount by way of admission fee.



Provided further that the Bye-laws of a Society seeking admission as a member of the Union, must be in conformity with the Model Bye-laws, recommended for adoption by the Union.

Provided further that the entire amount of subscribed share capital shall be paid in full at the time of allotment of shares.

- 7.3 The person having financial dealings with the Union such as suppliers, contractors, selling agents and their sureties etc. may be admitted as associate members of the Union. Such associate members shall not be required to hold any share, but shall have to pay a fee of Rs. 100/- each. They shall have no right to vote or to participate in the management of the Union, or in the distribution of profits. They shall continue as members so long as they have business relations with the Union. They shall incur no liability towards any deficit in the assets of the Union in the event of winding up of the Union.
- 7.4 The Registered Primary Milk Producer's Cooperative Societies in the area of operation of the Union shall apply in writing through a copy of the resolution of their Managing Committee seeking admission as a member of the Union. Such application shall be disposed off by the Board of the Union. A member must hold at least one share of Rs. 100/-. Provided that the Societies having signed the application for registration of the Union, shall be deemed to have been enrolled as members.
- 7.5 The Board of Director of the Union shall have the right to call upon members other than Government to subscribe to share capital and/or debentures in proportion to the Business transacted through the Union.
- 7.6 Where the amount of share and/or debenture detained under Bye-law 7.5 remains unpaid for more than six months from the due date, the Board may take suitable action against the defaulter members as it may deem fit.
- 7.7 A share certificate with distinctive number shall be issued every time when the share is paid by a member.
- 7.8 A duplicate Share Certificate(s) shall be issued in the event of the share certificate(s) by a member with the approval of Board of Directors on payment of Rs. 1/- per shares against an indemnity bond to be furnished by the member.
- 7.9 A member may withdraw from the Union at any time by submitting its resignation to the Board of Directors and getting it approved but such approval shall not be given if it is indebted to the Union or is surety to an unpaid debit.
- 7.10 A member may transfer its share(s) after holding the same for at least one year to other member or to any other non-Member eligible for membership and enrolled as such with the approval of the Board of Directors.



7.11 No transfer shall be considered complete, until the name of the transferee has been entered into share transfer register and a fee of Rs. 1/- for transfer of share has been paid by it.

## **8.0 Right to Vote.**

8.1 Each member shall have one vote in the affairs of the Union. No member shall be permitted to vote by proxy :  
Provided that :—

- a) in the case of equality of votes, the Chairman shall a second or casting vote.
- b) an associate member shall not have the right of vote.
- c) where the Government is a member of the Union, each person nominated by the Government on the Board shall have one vote.
- d) a society under winding up process or in liquidation shall not be eligible to exercise its right to vote.

8.2 A member ceases the right of vote if :—

- a) it is a defaulter of any sum due to the Union.
- b) it ceases to have any of the qualifications for membership.
- c) it has not supplied on an average atleast ten thousand kilograms of Milk during last three cooperative years.

## **9.0 Expulsion of Members.**

9.1 Subject to provision of the Act, a member may be expelled after providing an opportunity of being heard, by a resolution passed by 3/4th majority of the members present and voting in a general body meeting for the following reasons :—

- a) It is a persistent defaulter and/or habitually fails to carry out its obligations to the Unions ;
- b) If it does any act likely to injure reputation of the Union;
- c) It is wilfully deceives the Union.

## **10.0 Cessation From Membership.**

10.1 A member of the Union shall cease to be member if :—

- a) its registration is cancelled, or
- b) its registration is accepted by the Board of Directors, or
- c) it transfers all its shares to some other Society, or
- d) it is expelled by the General Body.



e) it fails to pay shares and/or debentures as called upon by the Board of Directors.

f) it fails to fulfil the obligations for members mentioned in Bye-law No. 11.

10.2 Board of Directors shall be competent to cease a member from membership of the union after providing an opportunity of being heard.

10.3 A Society ceasing to be a member, shall be entitled to receive back the amount of share capital paid by it to the Union, by way of transfer of its shares to any other member within a period of one year from the date of ceasing.

#### **11.0 Obligation of Members.**

11.1 Every member other than Government shall :

a) Supply commodities procured or pooled by it with the exception of what is retailed for local consumption only to the Union and will not supply directly to any other agency.

Provided that a minimum of ten thousand kilograms of milk must be supplied over a period of one cooperative year except in case of natural calamities when the milk production has been adversely affected.

b) Shall invest the whole or any specified part of its share capital, reserve fund and other funds in the shares of the Union and/or deposited with the Union as decided by the Union.

c) Follow directions issued by the Union for delivering commodities such as place of delivery, time of delivery, transport and the like.

d) Collect milk or other commodities in pure and unadulterated conditions.

e) Follow such directions as the Union may otherwise issue and provide whatever information the Union finds necessary for the promotion of the objectives of the Union.

11.2 Failure on the part of members to fulfil the above obligations shall make them liable for consequential losses to the Union, as may be decided by the Board of the Union.

#### **12.0 Organisation and Management.**

12.1 The management of the Union shall comprise of :

a) General Body.

b) Board of Directors.

c) Personnel Committee.

d) Chairman.

e) Chief Executive Officer.



### **13.0 General Body.**

13.1 There shall be a general body consisting of :—

- a) Chairman of each Society affiliated to the Union as on 30th of June.
- b) Government nominees, if any.

13.2 Members of the Union, having right of vote as per Bye-law 8 as on 30th June last shall be entitled to participate in the meetings of the General Body. Provided that Board of Directors or Administrators on job, on the day of meeting shall be entitled to participate in the meeting.

### **14.0 Powers of General Body.**

14.1 The supreme authority of the Union shall be vested with the General Body subject to powers and functions assigned in the Act, Rules or bye-laws.

14.2 The following among other matters shall be dealt with by the General Body :

- a) Confirmation of the proceedings of the last General Body Meeting.
- b) Consideration and adoption of Annual Report, statements of accounts of last year, review of activities of current year and approval of programme of activities for ensuing year presented by the Board.
- c) Consideration of audit report.
- d) Distribution of profits.
- e) Approval of budget estimates for the ensuing year.
- f) Expulsion of members.
- g) Amendment and repeal of any existing bye-law or the enactment of new bye-laws provided that all such amendments shall require the registration by the Registrar Cooperative Societies, Haryana.
- h) Approval of expenditure incurred over and above the sanctioned budget of the Federation.
- i) Allowances to be paid to the members of the Board for attending Board or other meetings within the ceilings fixed by the Federation.
- j) Fixation of maximum borrowing limit of the Union.
- k) Any other matter laid before it by the Board.

### **15. Meetings of the General Body.**

15.1 Meetings of the General Body of the Union shall be held atleast once in every accounting year under a resolution of the Board but within one month after the receipt of the Audit Report.



- 15.2 A special meeting of the General Body shall be called by the Chief Executive Officer of the Union within one month of the written requisition from atleast one third of the members constituting the General Body or from the majority of the members of the Board or from Registrar, Cooperative Societies, Haryana. The requisition shall be sent to the Chief Executive Officer of the Union and shall state the subject for which special meeting of the General Body is to be called.
- 15.3 Atleast 15 days clear notice shall be given for the meeting of the General Body to all members who constitute the General Body. The notice shall be placed on the notice board of the Union and shall also be published in atleast one local news paper. Any ommission to give notice on non-receipt of notice by any member to whom it should have been given, shall not invalidate the proceedings of the General Meeting.
- 15.4 The quorum for the meeting of the General Body shall be one-third of the strength of the General Body or 30 whichever is less. If there is no quorum for a meeting, it shall be adjourned to such date and time as the chairman of the meeting may decide. If there is no quorum at the adjourned meeting, the business of the meeting shall be proceeded with or without a quorum but no other business than that specified in the notice shall be transacted in the meeting.
- 15.5 The Chairman of the Board shall preside over the meetings of the General Body. In the absence of the Chairman, the members present in the meeting shall elect a Chairman for the meeting from amongst themselves.
- 15.6 All matters of the meeting of the General Body other than amendment in the Bye-laws shall be decided by majority of votes. In case of equality of votes, the Chairman of the meeting shall have a casting or second vote. For amendment of bye-laws procedure prescribed in the Rules shall be followed.
- 15.7 Every member shall have one vote. Proxies shall not be allowed.
- 15.8 It shall not be necessary for a member participating in the General Body meeting to give prior notice in case of the following :—
- a) Any request for a change in the order of the business of the agenda.
  - b) Any request for adjournment of desolution of the meeting.
  - c) Any request that a particular agenda be postponed for the next meeting.
  - d) Any request to refer particular agenda for consideration of Board and for report to the General Body in the next meeting.
- 15.9 No resolution passed in the General Body shall be put up for change or cancellation. However, where two thrid members of the board of the Union or the Board of

Directors of the Federation are of the opinion that a particular resolution is required to be changed or altered in the interest of the Union, Chief Executive Officer may call a special General Body meeting for reconsideration of the resolution passed by it earlier. The decision taken in the meeting shall be final.

## **16. Board of Directors.**

16.1 The Board of Directors of the Union shall consist of :—

- a) Nine elected Chairman of the affiliated Societies.
- b) One nominee of the National Dairy Development Board so long as loan or interest of the above Board is not fully repaid
- c) One nominee of the Federation.
- d) Chief Executive Officers of the Milk Union.
- e) Other members to be nominated/coopted as per provisions of the Act.

16.2 Election of the members of Board of Directors shall be conducted in a manner given in Election Rules contained in Annexure A of these Bye-laws.

16.3 The elected members of the Board shall hold office for a period of three years and, 1/3rd members shall retire by rotation every year. The elected members shall retire either by mutual consent or by drawing lots for the first two years and thereafter the elected members shall retire on their turn. Subject to the provisions of Act and Rules, the retiring members shall be eligible for re-election.

16.4 Elected Director shall hold office till their successor are elected. Provided that the term of membership shall not exceed beyond 3 months of the date of retirement.

16.5 Vacancies of the elected members on the Board occurring during their term of office on account of death or any other cause shall be filled by cooption. Such coopted members shall hold office for the remaining period of the term of the member in whose place he is coopted subject to fulfilment of eligibility conditions,

16.6 In case the Chairman of the society is placed under suspension pending action for his removal from membership of the Managing Committee of the Society. he shall not be competent to represent the Society on the Board of the Union, till the orders placing him under suspension are withdrawn or modified.

16.7 The term of the members of the Board who are nominee of the Government, institution shall be as indicated from time to time by the Government or the concerned institutions.

16.8 A person coopted against the vacancy meant for a member belonging to weaker



sections or scheduled castes, shall hold office till such person is available on the Board out of representatives of the Societies or three years whichever is earlier.

16.9 All members of the Board including the Chairman of the Union shall be honorary and shall not draw any honorarium from the Union.

16.10 There shall be no post of Vice-Chairman on the Board of the Union.

16.11 No member of the Board shall be present in a meeting where any matter in which he has personal interest, is being discussed, nor shall he vote on such matter.

16.12 Each member of the Board shall have one vote.

16.13 Decisions at the meeting of the Board shall be arrived at by majority votes of the members present. In case of tie, the Chairman of the meeting shall have a casting vote in addition to his vote but no such vote shall be exercised in case of election of office bearers of the Union.

16.14 A member of the Board may at any time, resign from his office by sending his resignation to the Chief Executive Officer of the Union. Such resignation shall take effect from the day it is accepted by the Board.

#### **17. Disqualifications for the Membership of the Board.**

17.1 A Chairman of a Society shall not be eligible of being elected as a member of the Board of Directors of the Union if :—

- a) The Milk Society is in default in respect of any sum due from it to the Union.
- b) The Milk Society has remained closed for more than 90 days and has not supplied on an average a minimum of 15000 kilograms of milk per annum or any other quantity fixed by the General Body of the Union during the last three cooperative years.
- c) The Society has remained in-active and has failed to fulfil the obligations for members as laid down in these bye-laws.
- d) The Society is brought under winding up process or is classified as D by Audit.
- e) The Society has sold or supplied milk to any other agency other than the Union during the previous cooperative year except in cases where the Union failed to collect the milk from the Society.
- f) The Society has not been a member of the Union for a minimum period of twelve months as on 30th June last.

17.2 A Chairman shall not be eligible for membership of the Board if :—

- a) He is personally in default to any cooperative society in respect of any sum due to the Society.

- b) He has directly or indirectly any interest in any contract to which the Union is a party.
- c) He or his family member is engaged in any private business, trade or profession of any description which is carried on by the Union.
- d) He has himself committed any offence involving dishonesty or moral turpitude or has been convicted of an offence under Haryana Cooperative Societies Act, 1984 during a period of four years as on 30th June last.
- e) He has personally been adjudged by a competent court to be insolvent or unsound mind
- f) He is himself a paid or dismissed employee of the Union or any other Cooperative Society in Haryana State or is related to any employee of the Union.
- g) He is himself retained and employed as a legal practitioner on behalf of or against the Union.
- h) He has himself any interest directly or indirectly in the lease, sale or purchase of any property of the Union during a period of four years as on 30th June.

#### **18. Cessation from Membership of the Board.**

18.1 A member of the Board shall cease to hold office as such if :—

- a) The Society he represents is in default in respect of any sum due from the Society to the Union.
- b) The Society he represents is brought under winding up process or is classified as D Class by Audit.
- c) The Society he represents ceases to be member of the Union.
- d) The Society he represents is declared insolvent.
- e) The Society he represents has failed to procure on an average a minimum of fifteen thousand kilograms of milk per annum during the last three years or a quantity fixed by the General Body of the Union except where milk production has gone down due to natural calamities.
- f) He becomes of unsound mind.
- g) He is convicted of an offence involving moral turpitude or an offence under Haryana Cooperative Societies Act, 1984.
- h) He is absent at more than three consecutive meetings of the Board without leave of absence.
- i) He ceases to be a Chairman of the Society he represents.



- j) He become subject to any disqualification which would have prevented him from membership of the Board, had he incurred this disqualification before attaining membership.
- 18.2 Vacancies arising in the Board due to cessation or any other reasons shall be filled by cooption by the Board, out of persons eligible for membership of the Board from the respective zone.
- 19.0 **Board Meetings.**
- 19.1 The meeting of the Board shall be called by the Managing Director with 15 days notice but can be called on a short notice if so required with the prior permission of Registrar. The presence of 50% of the members of the Board shall quorum for the Board meeting.
- 19.2 The Board may meet as often as it considers necessary but it shall meet once in every quarter.
- 19.3 The Chairman of the Board shall preside over the meetings of the Board, In the absence of the Chairman, the members present in the meeting shall elect a Chairman for the meeting from amongst themselves.
- 20.0 **Powers, Responsibilities and Functions of the Board.**
- 20.1 The Board shall decide the policies of the Union It shall have and exercise all such powers and enter into all such agreement, make all such agreements, take all such proceedings, and do all acts and things, as may be necessary or proper for the management of the Union and for carrying out the objectives for which the Union is established and for securing and furthering the interest subject to the provisions of the Act or such Act as shall hereafter take place, and to any rules which may be passed by the State Government in pursuance of the said Rules and subject to these bye laws and/or any bye-laws which may be duly made by the Union. Without prejudice to the general powers conferred by these bye-laws, the following powers and authorities are given to or conferred upon the Board.
- a) To confirm the proceedings of the previous meeting.
  - b) To purchase or take on lease or otherwise acquired land and/or buildings and/or construct building(s) with the prior approval of the Registrar.
  - c) To borrow funds required from time to time to carry on the business of the Union in accordance with the subject to provisions of these bye-laws.
  - d) To apply to Government for exemption from holding the licence required for undertaking processing of dairy product, to generate electricity for plants etc.
  - e) To apply for the licence required under the rules of the State.



- f) To apply for outright purchase or otherwise by way of the licence or otherwise, any patent rights, inventions, trade rights, copy rights of secret process of technical aid or know-how which may be useful to achieve the objectives of the Union and to grant licence to use the same.
- g) To approve the administrative set up which shall also include staff requirements, pay scales etc. on the recommendation of the Personnel Committee.
- h) To create funds for ex-employees of the Federation or dependants of such persons.
- i) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Union or its officers or otherwise concerning the affairs of the Union and also to allow time for payment or satisfaction of any debts due and to settle any claims and/or demands by/or against the Union by arbitration or otherwise.
- j) To recommend to the General Body, expulsion of any member, as per the provisions of Bye-law No. 9.
- k) To admit members and allot shares and/or debentures.
- l) To call upon the members to subscribe to share capital and/or debentures as prescribed in these bye-laws in proportion to their dealings in terms of business conducted with the Union.
- m) To consider Audit Memo and approve its rectification Report for placing before the next General Meeting.
- n) To approve the Annual Accounts, Annual Reports and to recommend distribution of profits earned by the Union.
- o) To arrange for adequate security against embezzlement, stealing, misappropriation for damage by employees handling cash, goods and securities.
- p) To arrange for insurance against loss of property and take up agency for insurance work.
- q) To sell land and other movable or immovable property if not required for the business of the Union.
- r) To authorise the Managing Director to sell commodities on credit.
- s) To decide the taking over of management of the member society whenever asked by the Registrar with or without financial liabilities.
- t) To consider the monthly income and expenditure of the Union.
- u) To endorse, sell, transfer and otherwise deal with securities and to delegate powers in this respect to any two or more members of the Board.



**21.0 Subsidiary Rules and Delegation of Powers.**

- 21.1 In order to keep uniformity in service conditions and to maintain intimate relationship between the Federation and Milk Union, the Board may frame staff service Rules regulating the service conditions of its employees or may frame common Rules regulating the service conditions of its employees and those of the Federation and/or of employees of other Unions. Provided that where common rules have been adopted by the Federation and Milk Unions, the Board of Federation may make amendment, deletions and additions where atleast two-third of the concerned Milk Unions have also approved the proposed amendment.
- 21.2 The Board may frame Business Rules, Election Rules or any other Rules, consistant with the provisions of the Act, Rules and Bye-laws for the proper conduct of the business of the Union.
- 21.3 The Board may delegate any of its powers to the Chief Executive Officer or a smaller Committee constituted for a specific purpose.
- 21.4 There shall be no standing sub-committee from within or outside the Board except the Personnel Committee constituted under Bye-law 23.

**22.0 Common Seal.**

- 22.1 The Board shall have power to issue a common seal for the business of the Union and it shall not be used except by the authority of the Board or the Chief Executive Officer. Every deed or documents to which the seal is affixed, shall be counter-signed by the Chief Executive Officer and/or the Chairman as may be decided by the Board.

**23.0 Personnel Committee.**

- 23.1 There shall be a Personnel Committee comprised as under :—
- a) Chairman of the Board.
  - b) One non-official elected Director nominated by the Board of Directors.
  - c) One Director representing Federation.
  - d) One Director representing National Dairy Development Board.
  - e) Chief Executive Officer of the Union.

- 23.2 Presence of three members shall form quorum for the meetings of the Personnel Committee.

**24.0 Powers and Functions of Personnel Committee.**

- 24.1 The Personnel Committee shall perform functions and exercise powers as under :—
- a) To exercise and perform functions as per Staff Service Rules framed for the employees of the Union.



- b) To suggest arrangements for in-service training with a view to further improving the effectiveness and capabilities of employees of the Union.
- c) To suggest administrative set up which shall also include the staff requirements, pay scales etc.
- d) To perform such other functions as are entrusted to it by the Board.

## **25.0 Chairman.**

25.1 A Chairman shall be elected from amongst the elected members in the Board meeting every year in the month of September. The retiring Chairman shall be eligible for re-election as per provision of the Act and Rules.

25.2 Chairman elected by the Board shall hold office at the pleasure of the Board.

25.3 The powers, duties and responsibilities of the Chairman shall be as under :—

- a) To preside over the meetings of the General Body, Board of Directors and Personnel Committee.
- b) To ensure implementation of policy decisions of Board.
- c) To undertake such other functions as are specially entrusted to him by the Personnel Committee or Board.

## **26.0 Chief Executive Officer.**

26.1 The Chief Executive Officer by whatever designation called shall be Principal Executive Officer of the Union and all employees of the Union shall perform their duties under his superintendence and control. He shall exercise such powers as are assigned to him under the bye-laws, Staff Service Rules, or delegated to him by the Board.

26.2 The powers, duties and responsibilities of the Chief Executive Officer shall be as under :—

- a) He shall have general control over the Administration, Management, Finance and business of the Union.
- b) He shall be the officer to sue or be sued on behalf of the Union and all bonds and agreements made in favour of the Union shall be in his name.
- c) He shall have powers for and on behalf of the Union to endorse, sign, negotiate, cheques and other negotiable instruments. He shall also sign all deposit receipts and operate on the accounts of the Union with any bank.
- d) He shall sign all orders and letters including appointment and promotion of employees as per decision of the Personnel Committee/Board for and on behalf of the Union.



- e) He shall allow credit to buyers within limits fixed by the Board from time to time.
- f) He shall undertake import and export business for/on behalf of the Union.
- g) He shall carry out negotiations with the Government and other organisations.
- h) He shall make necessary arrangements for transportation, freight, forwarding and storage of milk and other commodities.
- i) He shall arrange to insure all properties of the Union against risks of all kind.
- j) He shall arrange to import training to the employees of Union and Societies.
- k) In pursuance of the decisions of competent authority, he shall enter into agreements or contracts for purchase, sale, lease of land, buildings required for the working of the Union and to execute documents on behalf of the Union and to represent it in all legal actions initiated by or on behalf of the Union.
- l) He shall arrange to maintain proper accounts of the Union.
- m) He shall arrange to prepare the Annual Report, the balance sheet of the preceding financial year and the budget of the Union for the ensuing year for placing before the Board of Directors.
- n) He shall convene the meeting of the Board of Directors as required under these bye-laws and General Meeting as and when directed by the Board of Directors necessary on receipt of requisition from the requisite number of members or requisition from Registrar.
- o) He shall arrange to supervise the affiliated societies.
- p) He shall conduct correspondence for and on behalf of the Union.
- q) He shall disburse pay, allowances, including medical and travelling allowance claims as are admissible to employees.
- r) He shall sanction dearness allowance and other allowances as are allowed by the Government to its employees.
- s) He shall disburse bonus to employees as per provisions of Bonus Act.
- t) He shall arrange to keep in custody all documents, promissory notes, loan bonds etc.
- u) He shall disburse all expenses approved by the competent authority.
- v) He shall determine powers, duties, and responsibilities of the employees of the Union.
- w) He shall determine jurisdiction function and territorial and Headquarter of the employees of the Union.
- x) Subject to the provisions of the Bye-laws and directions, conveyed in the resolution of the Board and of general meeting the Chief Executive Officer shall have full authority to carry out the Business of the Union.

26.3 The Chief Executive Officer shall be authorised to delegate any of his powers,



authorities and discretions vested in him by these bye-laws to any employee subject to ultimate control and authority retained by him.

26.4 In the absence of the Chief Executive Officer, work of the Chief Executive Officer shall be discharged by the next senior officer with the approval of the Chairman.

## **27.0 Distribution of Profits.**

27.1 Subject to the provision of Haryana Cooperative Societies Act, 1984 and Rules framed thereunder, the net profits of the Union shall be distributed by the General Body as follows:—

- a) Not less than 25% shall be carried to Reserve Funds.
- b) Not less than 10% shall be carried to bad and doubtful debt fund.
- c) Not exceeding 5% of the profits to be carried to Cooperative Education Fund of the Union, out of which contribution as decided by Registrar may be given to the State Cooperative Development Federation.
- d) Not exceeding 10% per annum shall be distributed as dividend on the paid up share capital.
- e) The balance amount of profit after above mentioned statutory deductions shall be taken to Reserve Fund and/or will be disbursed as Bonus to affiliated Societies in proportion to their business through Union and/or may be taken to Development Fund to be utilised for Research and Development work.

## **28.0 Reserve Fund.**

28.1 Notwithstanding anything contained in bye-laws, 27, all admission fees, donations, other than those for specific purposes and receipt on account of forfeited shares and fines other than those collected from employees shall be carried to the reserve fund.

## **29.0 Accounts and Records.**

29.1 The accounting year of the Union shall be from 1st April to 31st March. Books of Accounts and other record shall be maintained as prescribed in the rules and also as directed by the Registrar with such additions as the Board may consider necessary.

## **30.0 Application of Act and Rules.**

30.1 In the event of a conflict between these bye-laws and the Act and Rules, the provisions of Act and Rules shall prevail.

## **31.0 Amendments.**

31.1 An amendment in the bye-laws shall be made as per provisions in the Act and Rules framed thereunder.



### **32.0 Service of Notice.**

32.1 When the Act, Rules and Bye-laws or in the Subsidiary Rules including Staff Service Rules, it is obligatory that a written notice shall be given to a member of the Union or of the Board or to an employee, the service of such notice or any person may be affected in any of the following ways.

- a) by giving or tendering it to such person; or
- b) if such person is not found by leaving it on his last known place of abode or business or giving or tendering it to some adult member of the family; or
- c) if the address of such person is known to the Union by sending it to him by Registered post;
- d) by affixing it at some conspicuous part of his last place of abode or business; or
- e) by publishing in a daily news-paper having circulation in the area.

32.2 A receipt of a person whom the notice is delivered or tendered personally shall be taken, in token of having delivered or tendered the notice. The receipt shall be endorsed by the person delivering the notice.

32.3 Where the person receiving the notice refuse to acknowledge in writing or the service of notice is done as at b and d above, a statement of two responsible person having witnessed the same shall be recorded by the person delivering the notice and shall also be endorsed by him.

### **33.0 Miscellaneous.**

33.1 No Act of the General Body, the Board, the Personnel Committee or any other Sub-Committee of the Board shall be deemed as invalid by reason of any defect in the election of a member thereof or by reason of any vacancy therein not having been filled in.

33.2 The accounting year of the Union shall be from 1st April to 31st March. The books of Accounts and other records shall be maintained as prescribed by the Registrar from time to time.

33.3 Any member of the Union may inspect any of the register or accounts during office hours so far as they relate to his own business transactions.

33.4 The statements showing assets, liabilities and profits and loss accounts for the previous cooperative year will be drawn up to 31st May. Any of these statements shall be supplied to the Chief Auditor, Cooperative Societies, Haryana/Registrar Cooperative Societies, Haryana on or before 31st May each year.

## **ANNEXURE—A**

### **Rules for Election**

See Bye-Law 16.2

#### **1.0 Application.**

- 1.1 This procedure shall apply to the election of the Board and that of Chairman of the Union :—

Provided that these rules shall not apply to the election of first Board of Directors done by promotor members of a newly registered society at the time of making application for registration.

#### **2.0 Definition.**

- 2.1 In this annexure, unless the context otherwise requires :—

- a) "Candidates" means a voter who files his nomination papers to seek election.
- b) "Election" means election to the Board of Directors.
- c) "Zonal Committee" means a Committee consisting of the Chairman of the Union, Chief Executive Officer of the Union and a representative of the Federation on the Board of the Union. Presence of two members shall form quorum of the Zonal Committee.
- d) "Polling Station" means a place specified for holding the poll.
- e) "Presiding Officer" means a person appointed by the Returning Officer to be incharge of the Polling Station for the purpose of Poll.
- f) "Returning Officer" means the Chief Executive Officer of the Union or in his absence an officer appointed as such by the Board of Directors of the Union.
- g) "Voter" means a person who is Chairman of a member Society as on 30th June last qualified to participate and vote as per bye-laws in the election of the Board of Directors of the Union.

- 2.1 The terms defined in Act, Rules and Bye-laws shall also apply to these Rules.

#### **3.0 Tentative List of Zones and Voters.**

- 3.1 The Chairman of the member Societies as on 30th June last who continue to be such till the date of poll, shall elect the Board of Directors of the Union. One third of the elected members of the Board of Directors shall retire each year.

- 3.2 The Zonal Committee shall notify the number of seats to be filled by election. The Zonal Committee shall fix a suitable date in the month of August each year for holding election of the Board of Directors against notified vacant seats. The



Chief Executive Officer shall prepare a tentative list of Zones and voters in the first week of July each year.

#### 4.0 Final List of Zones and Voters.

- 4.1 The Chief Executive Officer shall exhibit the tentative list of zones and voters for a period of 5 days at the Head and Branch Offices of the Union and at Milk Plant of the Federation nearest to the registered office of the Union.
- 4.2 Any member of the Union may during the period of exhibition of the list, submit his objections to the tentative list of zones and voters to the Zonal Committee on or before the date and time fixed for hearing of objections. Provided that such objections may also be filed with the Chief Executive Officer of the Union.
- 4.3 The Chief Executive Officer shall submit all the objections before the Zonal Committee on or before the date and time fixed for hearing the objections. In case during the consideration of the objections it is found that the name of any voter has been included in the tentative list of zones and voters and where zones formed are not contiguous or the voter is not the Chairman of the member Society or the Society is disqualified to vote, the zonal committee may modify the tentative list of Zones and voters. The zonal committee shall prepare a final list of zones and voters, after considering the objections.
- 4.4 The final list of zones and voters shall be finalised by the middle of July each year.

#### 5.0 Election Programme.

- 5.1 The Returning Officer shall, within a period of three days of the finalisation of list of zones and voters frame notice for election and an election programme, providing a maximum of 30 days between date of exhibition of election programme, and date of poll.
- 5.2 The election programme shall be framed in such a manner that a minimum of 7 days is also given between the date of exhibition of election programme and filing of nomination papers and also a minimum of 15 days are allowed between the date of display of list of contesting candidates and the date of poll. The election programme should state as under:—

Sr. No.	Programme	Date	Time	Place
a)	Date of exhibition of election programme			
b)	Filing of nomination papers.			
c)	Scrutiny of nomination papers.			
d)	Withdrawal of nomination papers.			
e)	Display of the list of candidates.			

- f) Allocation of symbols.
  - g) Display of the list of contesting candidates; and
  - h) Taking of poll, if necessary
- 5.3 The notice for election, the election programme, final list of Zones and voters shall be exhibited till the date of poll at :—
- a) The registered office and the branch office, if any, of the Union.
  - b) The Milk Plant of the Federation nearest to the registered Office of the Union.
- 5.4 The Chief Executive Officer shall sent copies of notice for election, election programme and final list of zones and voters to all members of the Union under postal certificate at their address as recorded in the register of the Union
- 6.0 Nomination of Candidates.**
- 6.1 On or before the date, time and place fixed for filing of nomination papers, the candidate qualifying for membership of the Board as per bye-laws 17 shall deliver his nomination papers complete in Form A as appended, in person or through an authorised representative to the returning officer, against proper receipt.
- 6.2 The nomination of each candidate shall be made on a separate nomination paper indicating the zone.
- 6.3 The Returning Officer shall maintain a list of nomination papers received by him in Form 'B' as appended.
- 6.4 The Returning Officer shall display the list of candidates in the Office of the Union.
- 7.0 Scrutiny of the nomination papers.**
- 7.1 The Returning Officer shall scrutinize the nomination papers at the place, date and time specified in this behalf in the election programme, hear the objections regarding eligibility of any candidate and dispose of the objections after such enquiry as he may consider necessary. The decision of rejecting or accepting the nomination papers and a brief statement of reasons shall be recorded on the nomination papers and signed by the Returning Officer. While scrutinizing the nomination papers, the Returning Officer may :—
- a) permit any clerical error in the nomination papers in regard to names of members to be corrected in order to bring them in conformity with the corresponding entries in the zonal list of voters; and
  - b) Where necessary, ignore any clerical or printing errors in the said entries.
- 7.2 The person objecting under sub-rule 7.1 must be a voter of the same zone.



## **8.0 Withdrawal of the Nomination Papers.**

8.1 Any candidate may withdraw his nomination papers by a notice in writing which shall be subscribed by him and delivered to the Returning Officer before the expiry of the period of forty-eight hours after the scrutiny of nomination papers is finalised.

8.2 No candidate who has given a notice of withdrawal under sub-rule 8.1 shall be to cancel the withdrawal or be renominated as candidate for the same election.

## **9.0 Allocation of election symbols to the candidate.**

9.1 The Returning Officer shall on the expiry of the period fixed for withdrawal of nomination papers, allotted to each validly nominated candidate, symbol from the list of symbols given below :—

- a) A Cart.
- b) A tubewell with flowing water.
- c) A pitcher
- d) A bicycle.
- e) A Gun.
- f) A Tree.
- g) A Goat.
- h) A Horse.
- i) An umbrella.
- j) A table.

9.2 The Returning Officer may add to or vary the list given in Sub-Rule 9.1 above provided that the symbol so added or varied for allocation to the candidates shall have no political or religious character.

## **10.0 List of Candidates.**

10.1 The Returning Officer shall immediately after the symbols have been allotted to each candidate prepare a list in alphabetical order of the contesting candidates showing against each candidates the symbol allotted, and display the same outside the office, of the Union.

## **11.0 Poll not to be taken.**

11.1 The Returning Officer shall declare the validly nominated candidate elected if, after the scrutiny or withdrawal, there happens to be only one validly nominated candidate in the Zone.

## **12.0 Poll to be taken.**

12.1 If there are more than one validly nominated candidates, in a zone, a poll shall be

taken on the date, time and place fixed for the conduct of the election.

**13.0 Death of candidate before poll.**

13.1 If a candidate who has been validly nominated, dies and a death certificate duly signed by the Revenue Patwari of the village or by the Secretary of the municipality, as the same may be received by the Returning Officer or the Presiding Officer before the commencement of the poll, the Returning Officer shall countermand the poll and all proceedings of the election shall be commenced de novo in that particular zone.

**14.0 Appointment of Presiding Officer.**

14.1 The Returning Officer shall appoint a Presiding Officer for each zone for conducting the poll.

14.2 The Returning Officer shall also appoint polling Officers to assist the Presiding Officer, and if, before or at the time of poll, the Presiding Officer, or the Polling Officer refuses to act or becomes incapable of acting as such, the Returning Officer shall appoint another person to act as Presiding Officer or Polling Officer as the case may be.

14.3 The Presiding Officer shall, in addition to performing any other duties imposed on him, be in general charge of all arrangements at the polling station and may issue orders as to the manner in which the voters be admitted to the polling station and generally for the preservation of peace and order at or in the vicinity of the Polling Station.

**15.0 Official Mark.**

15.1 The Presiding Officer may direct that before any ballot paper is delivered to a voter at the polling station, it shall be marked with such official mark as may be specified by him in this behalf and the official mark so specified shall be kept secret.

**16.0 Material to be supplied at Polling Station.**

16.1 The Presiding Officer shall provide at each Polling Station :—

- a) the necessary number of ballot boxes.
- b) a sufficient number of ballot papers bearing the names (written in Hindi on the left side and the symbols on the right side) of the contesting candidates in alphabetical order.
- c) Presiding Officer seal, one brass and one rubber seal.
- d) Ink-pad and ink bottle one each.
- e) three rubber seals of cross mark for the purpose of marking ballot papers by voters.



- f) sealing wax, candle, match box, gum bottle, thread, ball and a piece of cloth for the purpose of covering and sealing the locks of the ballot boxes.
- g) one medium size bag of cloth, capable of being sealed for keeping the counted ballot papers;
- h) two final lists of voters of the concerned zone.
- i) two final lists of contesting candidates; and
- j) other necessary election material.

#### **17.0 Entry in Polling Station.**

- 17.1 The Presiding officer shall allow the candidate or his agents to enter the polling station during polling except the polling compartment.

#### **18.0 Commencement of Poll.**

- 18.1 Immediately before the commencement of the poll, the Presiding Officer shall show the ballot box to such of the candidates or their agents as may be present at the polling station so that they may also see that the ballot box is empty. He shall thereafter lock it up and fix his seal as well as the seal of the candidates or their agents, if they so desire, upon the box in such a manner as to prevent it being opened without breaking such seals.
- 18.2 The ballot box shall be kept in front of the officer so as to remain visible to the candidates, or their agents.

#### **19.0 Voting.**

- 19.1 The election shall be held by secret ballot and a voter shall exercise his vote in the zone in which he has been enlisted as a voter. Every voter wishing to record his vote shall do so in person by means of a ballot paper to be supplied which shall bear the names and symbols of the candidates, the stamp of the Union and the signatures of the Presiding Officer on the back side, and such official mark, if any, as may be specified in the Rule 15.

#### **20.0 Commencement and close of Poll.**

- 20.1 The poll shall commence and close at the time fixed for the purpose in the election programmes all the voters present in the polling station before the closing time, shall however, be entitled to have their votes recorded.

#### **21.0 Procedure before recording votes.**

- 21.1 Before a ballot paper is delivered, the voter shall call his name and other particulars to the polling officer who shall compare the same with those in the zonal list of voters. The polling officer shall tick mark the copy of the zonal list of votes against the serial number of voter to denote that he has received the ballot



paper, and the serial number of the ballot paper issued to the voter shall also be noted against the entry pertaining to the concerned voter in the zonal list of voters.

**22.0 Question to be put up to a Voter.**

22.1 At any time before the ballot paper is delivered to a voter, the Presiding Officer may of his own accord if he has reason to doubt the identification of a voter, and shall if so required by a candidate or his agent, put a question to the voter by recording whole entry in the list of voters, whether he is a person enrolled as above. If the voter answer the questions in the affirmative he shall be allowed to vote.

**23.0 Procedure for recording the votes.**

23.1 The voter having been issued ballot paper shall be required to proceed to the polling compartment and shall be required to affix the rubber seal of cross mark on the election symbol of a candidate in whose favour he wishes to cast the vote. He shall insert the ballot paper duly folded in the ballot box.

**24.0 Tendered Votes.**

24.1 If a person representing himself to be a particular voter named in the zonal list of voters applies for a ballot paper after another person has voted as such voter, he shall after duly answering such question as the Presiding Officer may ask, be entitled to vote but his ballot paper, hereinafter referred to as the "Tendered Ballot Paper" prescribed in Form 'C' as appended, instead of being given for inserting in the ballot box shall be handed over to Presiding Officer who shall ask the voter to write the name of the candidate for whom he wishes to vote, or if the voter is literate write the name himself on the reverse of the ballot paper and then endorse the name of the voter, his serial number of the zonal list of voters and shall place the ballot in a separate packet.

24.2 The name of the voter, his serial number in the zonal list of voters and the name of the polling station to which the list relates shall be entered in a list bearing the heading "Tendered Votes List". The person tendering such ballot paper shall sign his name and address thereon or affix his thumb impression against the entry in that list.

24.3 Tendered votes list shall be prepared by the Presiding Officer in Form 'D' as appended to these rules.

**25.0 Challenged Votes.**

If any candidate or polling agent declares and undertakes to prove that any person applying for a ballot paper has committed the offence of impersonation, the Presiding Officer may require such person to enter in the list of challenged votes his name and address or if he is unable to write, to affix his thumb impression



thereto and may further require such person to produce evidence for identification. If the Presiding Officer is satisfied about his identity as a voter he shall be allowed to vote. The Presiding Officer shall in every case whether or not person challenged is allowed to vote make a note of the circumstances in the list of challenged votes in Form E as appended.

#### **26.0 Return of Ballot Paper.**

26.1 If a voter after obtaining the ballot paper for the purpose of recording his vote decides not to use the same, he shall return the ballot paper to the Presiding Officer and the ballot paper so returned shall then be marked as "Returned Cancelled" and kept in separate envelope set apart for the purpose and record shall be kept by the presiding Officer of all such ballot papers.

26.2 If any ballot paper which has been issued to any voter for the purpose of recording his vote has not been put in the ballot box but it has been found to have been left by the voter at the polling station. it shall be presumed as cancelled and dealt with in accordance with the provisions of Rule 26.1 as it has been returned to the Presiding Officer.

#### **27.0 Fresh Poll.**

27.1 If at an election any ballot box is unlawfully taken out of the custody of the Presiding Officer or is in any way tampered with or is accidentally destroyed or lost, the matter shall be reported by the Presiding Officer immediately.

27.2 It shall be within the competence of the Presiding Officer to adjourn the polling at any polling station if breach of law and order is apprehended or any natural calamity overtakes the area. The Presiding Officer, as soon as may be practical, report the matter to the Returning Officer.

27.3 On receipt of a report under sub-rule 27.1, the Returning Officer shall hold enquiries and if satisfied about the report, the Returning Officer shall declare such poll to be void and shall fix another date, time and place for taking a fresh poll.

27.4 On receipt of a report of Presiding Officer under Sub-rule 27.2 the Returning Officer shall fix another date, time and place for poll or fresh poll as the case may be.

#### **28.0 Counting of Votes.**

28.1 The Presiding Officer shall, as soon as practicable, after the close of the poll and in the presence of any candidate or polling agents, who may be present:—

a) Inspect and also allow an opportunity to candidates or their polling agents to inspect the ballot boxes and their seals to satisfy themselves that they are in order.

b) Open the ballot boxes, take out the ballot papers and arrange them in convenient bundles, separating the ballot papers which he deems valid from those, he rejects.

c) allow the candidates and their agents, who may be present, reasonable opportunity to inspect all ballot papers which in the opinion of Presiding Officer are liable to be rejected but shall not allow them to handle those or any other ballot paper.



The Presiding Officer shall on every ballot paper which is rejected, endorse the word "rejected". If any candidate or his agent question the correctness of the rejection of any ballot paper, the Presiding Officer shall also record the grounds of rejection on such ballot paper.

- d) Count the valid votes given to each candidate with the aid of person appointed to assist in the counting of votes and declare the election of the candidate who is found to have obtained the largest number of valid votes; and
- e) After the counting of ballot paper, contained in the ballot boxes, has been completed, the Presiding Officer shall prepare a statement showing the total number of votes polled by each candidate.

#### **29.0 Rejection of the Ballot Papers.**

29.1 Ballot paper contained in the ballot box shall be rejected if :—

- a) It bears any mark or writing by which the voter can be identified, or
- b) In case, where a direction has been issued under Rule 15 that the ballot paper shall contain an official mark, it does not contain any official mark; or
- c) It does not bear the seal of the society.
- d) The Presiding Officer is satisfied that the ballot paper is spurious or that it has been so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or
- e) From the rubber seal of cross mark affixed on the ballot paper, it is not clear in whose favour the vote has been cast.

#### **30.0 Procedure in case of tie.**

30.1 If on completion of the counting of votes, an equality of votes is found to exist and the addition of one vote entitles any of these candidates to be declared elected, the Presiding Officer shall decide between those candidates by drawing a lot, and proceed as if the candidate on whom the lot falls has received an additional vote.

#### **31.0 Preparation of returns.**

31.1 When the counting of votes has been completed and the result has been declared under Rule 28 and Rule 30, the Presiding Officer shall forthwith prepare a return showing :—

- i) the names of the contesting candidates;
- ii) the number of valid votes cast in favour of each candidate; and
- iii) the name of the candidate declared to have been elected and shall forthwith forward a copy of the return together with the name of candidate declared to have been elected to the Returning Officer.

#### **32.0 Election papers.**

32.1 The Presiding Officer shall put in separate packages, on the outside of which shall be endorsed the description of their contents and after sealing them in separate



packets, hand over against a regular receipt to the Chief Executive Officer of the Union.

- a) The ballot papers counted as valid;
- b) The ballot papers rejected as invalid;
- c) The un-used ballot papers;
- d) The issued tendered ballot papers;
- e) The un-used tendered ballot papers;
- f) The cancelled and returned ballot papers;
- g) The list of challenged votes;
- h) The tendered votes list;
- i) Account of the ballot papers and
- j) The marked copy of the zonal list of voters of the cooperative society.

### **33.0 Custody of election papers**

33.1 The Chief Executive Officer shall retain the packets handed over to him under the preceding Rule in his custody till the next election

### **34.0 Procedure for filling casual vacancies.**

34.1 Whenever a vacancy occurs due to death, resignation or removal of a member of the Managing Committee, the same shall be filled by cooption out of members eligible for participation and voting in a General Body meeting as on 30th June last, by the B.O.D. of the Union.

34.2 The coopted member shall hold office for the unexpired term of the member in whose place, he has been coopted.

34.3 The qualifications and disqualifications for an elected member of the B.O.D. shall also apply to coopted members of the Managing Committee.

### **35.0 Election Dispute.**

35.1 Any dispute relating to election, may be referred to for arbitration under Section 101 of the Act, to the Managing Director, Haryana Dairy Development Cooperative Federation Ltd., who by virtue of powers of Registrar, Cooperative Societies vested in him may decide the dispute himself or may appoint an arbitrator for decision in the matter within 60 days from the date of General Body meeting holding the election.

### **36.0 Election of the Chairman.**

36.1 Within 30 days of the date of declaration of result the members of the B.O.D. including those nominated by the Government under Section 26 of the Act and coopted by the B.O.D. if any, shall elect a Chairman out of the elected members of the B.O.D. of the Union.

36.2 Chairman elected shall hold office till a new Chairman is elected but not exceeding 15 months from the date of his election as Chairman.



**FORM 'A'**

(See Para 6 (3))

**Nomination Form**

1. Name and number of the zone to which the candidate belongs and seeks election.
2. Particulars of the candidates;
  - (a) Name in block letters.
  - (b) Father's name
  - (c) Age
  - (d) Occupation (whether Agriculturist or not)
  - (e) Whether Scheduled Caste or not.
  - (f) Full address
  - (g) Serial number of his name in the voters list of the concerned zone.
  - (h) Address of the Cooperative Society, if any represented by him.
3. Quantity of milk supplied by the society to the Union during the last 3 co-operative Years (1st April to 31st March) in K. Gms. (Yearwise).
4. Declaration by the candidate :

I hereby solemnly declare that :

  - (1) I agree to the above nomination.
  - (2) I do not suffer from any of the disqualifications mentioned in the Haryana Coop. Societies Act, 1984, the Rules framed thereunder and the bye-laws of the Union.
  - (3) The particulars given above are correct to the best of my knowledge and belief.

Place.....

Signature/thumb mark of the Candidate.

Date.....



(To be certified by any Gazetted Officer of the Haryana Government, Rotary Public or Oath Commissioner or Sarpanch of the village where the candidate resides)

I certify that the candidate is known to me personally and he signed/put his thumb mark in my presence.

Place.....

Signature with Name.

Date.....

Designation and address.

(to be used by the Returning Officer)

1. Date and time of receipt of the nomination papers.
2. Whether nomination papers accepted or rejected.
3. Symbol allotted.

Signature of the Returning Officer with his official address.

Place.....

Date.....

**FORM 'B'**

(See para 6 (3))

**List of Nomination papers**

Number and name of the zone	Name and full address of the candidate and name of the represented by him.	Date of receipt of the nomination papers.	Time of the receipt of the nomi- nation paper.	Signature of the Returning Officer
1	2	3	4	5



**FORM 'C'**

(See page 26 (I))

**TENDERED BALLOT PAPER**

1. Name of the Cooperative Society and the Zone.
2. Polling Station.
3. Name of voter.
4. Number in zonal list of the voter.
5. Name of candidate to whom this is tendered.

Date :

Signature or the thumb impression  
of the voter.

- (1) Name of the candidate.....
- (2) Name of the voter.....
- (3) Sr. No. of the voter in zonal list.....

Signature of the Presiding Officer.

**FORM 'D'**

[ See page 26 (3) ]

**TENDERED VOTES LIST**

1. Name of the Union and the Zone.....
2. Polling Station.....

Sr. No.	Name of Voter	Number of the zonal list of	Signature of voter if literate or thumb impression if illiterate with his address
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Dated :

Signature of the Presiding Officer



**FORM 'E'**

[ See para 27 ]

**CHALLENGED VOTERS LIST**

1. Polling Station.....

2. Signature Sheet No.....

Name of the Cooperative Society	Number as in the zonal list of share voters	Name and address	Signature of voter if literate or thumb impression of voters if illiterate.
1	2	3	4

Name of identifier if any	Name of Challenger	Order of Presiding Officer in each case.
5	6	7

Dated :

Signature of the Presiding Officer.