

## **RULES AND REGULATIONS FOR SELF HELP GROUPS**

***NOTE: This is a collection from many SHGs and is used as a guideline for making rules and regulation for self help groups to follow.***

\* Name & Address of the SHG: \_\_\_\_\_

### **AIMS OF THE SELF HELP GROUP :**

To develop all round sustainable development of the members families, village and environment.

#### **A.Objectives:-**

- 1.To create appropriate awareness among the members for their all round development in the society.
- 2.To promote co-operation and self help attitude good habit among the members and voluntary collective working.
- 3.To promote savings attitude & habit among the members for their good future and to encourage the members to commit themselves to a regular savings system
- 4.To meet the credit needs of the members in time for consumption, income generation, asset creation and other appropriate purposes.
- 5.To help members in acquiring and use of appropriate technical knowledge and managerial skills in relation to their occupations in order to increase the productivity.
- 5.To provide appropriate skill training for the members on need base and to help members for subsidiary income generation occupations.
- 6.To raise funds for the Group from appropriate sources and well through group income generation activities.
- 7.To mobilize financial assistance, programmes & other resources from banks, Govt., Voluntary Organizations & other sources and to take up various activities for the welfare of member families and the village.

- 8.To create awareness & work for human health development.
- 9.To improve the basic facilities for the village viz. drinking water, sanitation etc.,
- 10.To promote sericulture forestry and encourage other environment improvement activities.
- 11.To encourage and help families for possession of alternate energy sources such as Bio-gas, solar system etc., and also to help families to construct fuel efficient smokeless.
- 12.To run night class for literacy, numeracy and to improve the knowledge for all round development of people.
- 13.To mobilize and make available Animal Husbandry and Veterinary services in the village.
- 14.To give special emphasis for women and child development.
- 15.To arrange for the availability of improved agricultural equipments, implements etc. for the villagers and to run a service center for the benefit of the members.
- 16.To give special attention for population control.
- 17.To held sort out the disputes among the members or villagers
- 18.To promote and encourage cultural, sports and other appropriate activities.

## **B.RULES AND REGULATIONS:**

### **(a) Members Admission Related:**

1. Only one responsible person from a poor family aged around in 60 years can become member in the group by paying the membership fee. Rs..... Or what ever fixed by the Group in consensus.
2. The members have to pay the membership fee only in their life at the time of enrolment to the Group and the amount is not returnable under any circumstances as well it will not be transferable to any of the legal heiress.

3. Persons who are involved in any party politics activities or involved in any type of anti-social activities or the willful defaulters to any credit institutions or total dependents are not eligible for membership in the group.
4. The size of the Group shall be around 15 to 20 members.

**(b) Group Meeting Related:**

1. The group meetings should be held once a week regularly on a Convenient day, place and time as decided by the Group.
2. The members should attend all the meetings in time without fail.
3. The member who unable to attend the meeting for genuine reasons the same has to be intimated to the Group in person or through a messenger in advance or at least informed at the same meeting. If fails the member is liable to pay fine for the absence as decided by the group.
4. The latecomers for the meeting and those who walk out in the middle without intimating the chairperson are liable to pay fine as decided by the Group.
5. If a member was absent for three consecutive meetings without genuine reasons such person's membership shall be suspended or cancelled with or without notice.
6. Unrelated issues/points should not be brought for discussion in the Group meetings.
7. The members should not use vulgar words or physical force against any member during the meeting and the violators or miss behaviors have to pay fine as decided by the Group or their membership shall be cancelled.
8. The members should not sleep or stay separate from the Group during the meeting.
9. All members should have to sign in the minute's book at the end of the meeting after the recorded proceedings of each meeting are readout and confirmed.

**D. MEMBERS PARTICIPATION IN THE GROUP:**

1. All the members should participate in the discussions and decision making process orally and mentally in the Group meetings.
2. Equal opportunity and encouragement should be given to all the members for their full participation in the meeting and in all the activities of the Group.
3. All the members should attend the related trainings/workshops/seminars/exposures etc., within and outside the village without fail. The violators are liable to pay fine except for the genuine reasons.
4. The members should co-operate and participate in all the developmental activities related to the member's families, village, the Group environment etc. Appropriate actions against non-co-operators/non participators shall be taken by the Group.
5. The members should participate in researching/learning dissemination and adoption of appropriate technologies for development.
6. The illiterate members should show interest and put efforts to become literates. The Group shall run a learning center at the convenient time for this purpose.
7. All the members should involve in regular savings and credit management activities with a special focus.
8. All the members should work with concern towards creating/building socio-economical safety society and stress on population control.

**E. DUTIES AND RESPONSIBILITIES OF THE MEMBERS:**

1. All the members should promote and protect the co-operation and unity in the Group.
2. The members should create equal opportunities and give encouragement to all the members in the Group.
3. The members should mobilize, use and manage the needy resources properly/judicially.
4. It is the responsibility of all the members to take necessary collective action against the willful defaulters and recover the loan amount.

5. The members should take responsibility carefully for their around development and should also take leadership responsibility in the Group with service motive.
6. All the members should involve in planning, implementing, monitoring and evaluate the development programmes of the family, village and environment time to time and to give attention for the results of evaluations with proper actions.
7. The members should promote and protect the unity and integrity of he group and the village.

**F. EXECUTIVE COMMITTEE:**

1. An executive Committee consisting of three representatives selected unanimously in the Group should take overall responsibility of the smooth functioning of the Group.
2. The period of the executive committee shall be six months or one year as Group decides and the new committee should be selected three months in advance and trained to take over the position of their responsibilities.
3. The above three positions of the representatives shall be called as  
 (1)..... (2).....  
 (3)..... Two out of the above three shall jointly operate the Group's Bank Account. This committee is responsible for the Group's cash at hand, cash at Bank or Post office.
4. The executive committee members should ensure remitting the cash at hand immediately to the Group's Bank Account. The cash at hand should not be kept more than two days, if kept, the concern member should pay fine plus interest as decides by the Group.
5. The executive committee members should ensure, p roper maintenance of books of Accounts of the Group on day-to-day basis regularly up to date. They are also responsible for getting the Accounts inspected once a month and audited once in six months and to submit the accounts Statements and reports to the group meeting for appraisal.
6. The executive committee should facilitate the programme planning, timely implementation, monitoring, evaluation and actions.

7. The executive committee should facilitate the regular Group meetings and smooth functioning of the Group.
8. The executive committee members should have good contacts with the Govt. Departments, credit institutions, voluntary organizations and other related institutions and to mobilize resources for the improvement of Group and village.
9. The executive committee members can execute any agreement /deeds/contract on behalf of the Group with prior discussions and resolutions in the Group each time for each subject.

**G. MEMBERS SAVINGS IN THE GROUP RELATED:**

1. Each and every member should save atleast Rs. .... per week or Rs..... per month in the Group which should be maintained in each individual members name.
2. Savings amount may be withdrawn by the members only at critical circumstances with prior approval of the Group. However the members should maintain a minimum balance of Rs. 1000/- in their savings account.
3. No interest will be paid for the members savings with the group But 12% interest shall be paid for the amount kept in the Group as fixed deposit for a minimum period of six months.
4. The members should save from the family income earned only, but not the borrowed money for interest.
5. The members will not be encouraged to adjust their savings amount against their loan due to the Group. Only at extreme circumstances the Group shall consider to adjust.

**H. THE CREDIT MANAGEMENT RELATED:**

1. The credit can be given to the needy members of the Group for the purposes such as consumption, income generation asset creation, clearing the old burden loans, socio-religious and any other appropriate purposes.
2. The credit shall be given to the needy members of the group only after a careful study, through discussion and unanimous decision on the quantum of credit, rate of interest and the repayment schedule for each loan.

3. The loaner should give a written agreement to the Group for the loan account as per the official procedures in the presence of the witness to the Group at the time of taking credit. The loaner should give a guarantor within the group if necessary.
4. The loan amount should be utilized for the agreed purpose only. In case of any change of purpose it should be approved by the Group in advance. The violators are liable to pay fine/penal rate of service charge.
5. The loaner should repay the credit/loan amount with service charge as per the repayment schedule agreed upon, if failed such member is liable to pay fine or penal rate of service charge @ Rs. 12% annum in addition to the normal rate of service charge from the date of overdue or as decides by the Group.
6. The members those who are irregular for the SHG meetings or irregular in savings are not eligible for credit/loan from the Group.
7. All the members shall have equal opportunity for loan from the Group on eligibility/priority basis.
8. The funds of the Group should be revolved to the optimum extent for the benefit of all the members.
9. The Group can avail loan from the Bank and other credit institutions, NGO's, other Groups and any other available sources for its activities and the same has to repay in time as per the terms and conditions agreed upon.
10. As well the Group can receive donations, grants, subsidy, and charity from Government NGO's other Organizations, individuals and any other available proper sources for the betterment of the group members' family, village and environment.

#### **I. OTHERS**

1. The members of the Group should maintain good discipline.
2. The members should bring along with them the members passbook for all the meetings of the Group.
3. All the members should abide by the rules and regulations existing and that may be formed from time to time.
4. All the members should refrain from all the bad habits.