

RULES AND REGULATIONS OF VIDYA KENDRA, GHAZIABAD

1. Vesting, and Management of the Rules and property of THE Kendra

The funds and other assets of the Kendra shall vest in the Executive Committee of the Kendra as described in paragraph No. 4 below. The funds shall be deposited in the name of the Kendra in such Bank as may be decided upon by the Executive Committee and shall be operated upon by the Honorary Secretary of the Kendra or any other person as may be authorised by the Executive Committee to do so. The funds of the Kendra shall be expended solely for the purpose of the aims and objects for which the Kendra has been established and in the manner approved by the Executive Committee.

2. MEMBERSHIP :

Membership of the Kendra shall be open to any adult person resident of Bharat, i.e. India having a sound mind and also to any Corporate Body in India who (a) shall be in agreement with the objects of the Kendra and be prepared to work for their furtherance (b) apply in writing (c) shall pay an annual subscription as stipulated hereinafter and (d) approved by the Executive Committee. The Membership will be of the following classes :-

(a) ORIGINAL MEMBERS :

All those persons named in the Memorandum of Association in the beginning and continue to pay at least Rs.100/- per annum shall be the Original Member.

(b) LIFE MEMBERS :

Any person may become Life Member by paying Rs.1,000/- and in case of Corporate Body by paying Rs.5,000/-. They shall also subscribe Rs.50/- (Rs. Fifty only) per annum. In case one fails to pay the annual subscription continuously for 3 years, shall cease to be Member.

(c) PATRONS :

Any person may become a Patron by paying Rs.10,000/- in case of an individual and Rs.10,000/- in case of Corporate Body.

(d) ORDINARY MEMBERS :

Any person may become Ordinary Member by paying Rs.100/- per annum in case of individual only and Rs.500/- per annum in case of Corporate Body.

(e) HONORARY MEMBERS :

Any person who is of high repute or on high post or has high academic record or educationist or social worker and approved by the Executive Committee will be the Honorary Member. The duration of such member shall be three years at a time; such member will not be required to pay any subscription of membership.

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3. **GENERAL MEETINGS :**

(1). There shall be one Annual General meeting of the Kendra at the time and place decided by the Executive Committee. The First Annual General Meeting must be held within 3 months of the Registration and subsequent meeting must be held not later than 15 Months from the date of the preceeding annual General Meeting.

(2). 15 days Notice shall be given for such meetings.

(3). The Annual General Meeting (a) shall consider the Annual Report submitted by the Executive Committee together with the audited accounts of the Kendra for the preceeding year (b) shall pass the budget for the coming year; (c) shall appoint auditors and legal Advisors for the ensuing year (d) shall elect office bearers and Members of the Executive Committee, if election is due and transact any other business placed before it by the Executive Committee.

Extraordinary General Meeting can also be called by 15 days Notice by the Executive Committee, if there is some urgent business that cannot wait for decision till the Annual General Meeting.

4. **EXECUTIVE COMMITTEE :**

(i). The management, property and funds of the Kendra shall vest, in the Executive Committee, hereinafter called the 'Committee'. The Executive Committee will be elected at the Annual General Body Meeting by the members of the Kendra on the basis of single transferable vote and will consist of (a) Six Patrons to be elected out of patron members (b) eleven members to be elected out of all the other members (c) above members of the Executive Committee shall elect from among themselves the Five office-bearers as per the Memorandum of Association.

(ii). The elected Members and office-bearers shall hold office for three years. In case any member of the Executive Committee fails to attend its 3 meetings consequitively, he/she shall cease to be its Member.

If any casual vacancy occurs or arises, the same shall be filled by the Executive Committee for the remaining period of Executive Committee amongst the members of the Kendra.

(iii). All Heads of the Institutions run by the Kendra will be Ex-Officio members of the Committee but shall have no right to vote.

(iv). Only members of the Kendra with no arrears of subscription shall be eligible for election to the Committee.

5. Every members of the Committee of the Kendra shall have one vote to be exercised in person expect in the case of the President who shall have second or the casting vote in the case of tie amongst the members.

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(d). To construct any building or buildings which may be necessary for the purpose of Kendra and Institutions under its control and make any additions or alterations to any building or buildings held by the Kendra and Institutions under its control.

(e). To sell, exchange or otherwise dispose off any properties of the Kendra and Institutions under its control moveable or immoveable, on such terms and conditions as they may think proper.

(f). To lease or let any properties of the Kendra and Institutions under its control on such terms and conditions as they may think fit and proper.

(g). To enter into any arrangements with the Government or any other person or persons for receiving grants for the Kendra and Institutions under its control.

(h). To raise and borrow money on bonds, promissory notes securities or funds, based upon all or any of the properties or assets of the Kendra and Institutions under its control without any security or upon such terms and conditions as the Managing Committee may think fit.

(i). To invest the funds of the Kendra and Institutions under its control as they may deem fit from time to time.

(j). To make such grants as they may think fit for the benefit of any employee or employees of the Kendra and Institutions under its control.

(k). To make such rules and bye-laws as they may from time to time consider necessary for regulating the management of the Institutions.

(l). To decide the nomenclature of any Institution and other places in the name of the donor or any other person of repute and status by 3/4th strength of the Executive Committee.

(m). To control, administer and manage all the affairs of the Kendra and the Institutions under its control.

(n). To make rules for the management of any Institutions under its control necessary for implementing the Government requirements and to constitute the Management Body accordingly.

(o). To appoint, constituted Attorneys or Agents and to delegate to such Attorneys or Agents all or any of the powers vested in them under these presents from time to time and remove such Attorneys or Agents and to appoint other or others in his or their places.

(p). To authorise any office-bearers to operate Bank accounts for and on behalf of Kendra and Institutions under its control.

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(q). To do or to perform all such necessary acts in the interest of and for the good of the Kendra and Institutions under its control.

11. The change in the Constitution can be effected by the 2/3rd Members of the General Body present, specially convened for the purpose or fifty percent strength of the General Body whichever is higher.

12. The Society may sue or be sued in the name of the Hon'ble Secretary.

13. A Member will cease to be a member of the Society or the Managing Committee for the following considerations:-

(i). Death, insolvency or insanity ;

(ii). Acceptance of the resignation ;

(iii). Conviction by a competent Court of Law for any offence involving moral turpitude;


(iv). Exclusion by majority of 2/3rd of all the members of the Society.


(v). Non-payment of any due subscription for a period of one year in case of ordinary members and three years in case of life Members.

14. That in the case of dissolution of the Kendra, the property, if any, after satisfaction of all its debts, and liabilities shall be given to some other charitable Society as determined by the Members of the Society at that time. No such profit of the dissolution of the Society shall be given to the members of the Society.

This is to certify that the above is a true copy of the Rules & Regulations of Vidya Kendra, Ghaziabad.


President


Secretary


Treasurer

Provided that a member whose subscription has not been fully paid shall not be entitled either to vote or be elected to the committee or any office. In the case of Corporate Bodies, a person who has been duly authorised by such Body to represent it shall be entitled to vote or represent the Corporate Body.

6. The Committee can appoint any Sub-Committee with a power to co-opt any person in the Sub-Committee for a specific purpose.

7. The Committee shall meet at least once in every quarter of the year.

8. The Committee shall frame, from time to time, such bye-laws as may be necessary and consistent with the purposes and objects of the Kendra.

The quorum of the Meetings, will be one fourth of the Members of the Kendra or Committee, as the case may be, In every meeting of Executive Committee, one office-bearer out of President, Vice President, Secretary and Assistant Secretary should be present, otherwise the meeting will be adjourned by the same time, place and day in the next week.

9. **OFFICE-BEARERS :**

The Kendra will have the following office-bearers whose duties and powers shall be as given below :

(a). **President:** To preside over all the meetings of the Kendra and Committee.

(b). **Vice-President:** One to discharge the duties of the President in his absence.

(c). **Hon. Secretary:** To convene meetings, keep records and to carry on the routine administration of the Kendra and Committee.

(d). **Assistant Secretary:** One to discharge duties of the Secretary in his absence.

(e). **Treasurer:** One to keep the accounts of receipts and payments.

10. **POWER OF THE MANAGING COMMITTEE :**

(a). To carry on the management of the Kendra and Institutions under its control, if any.

(b). To appoint the staff, officers and employees of the Kendra and Institutions, under its control and to approve their terms and conditions of service.

(c). To purchase, take on lease or accept as a gift any land or building which may be necessary or convenient for the purpose of the Kendra and Institutions under its control and on such terms and conditions as they may think fit and proper.

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