

**AMENDED BYE-LAWS, RULES AND REGULATION  
OF THE  
SAGAR EDUCATIONAL SOCIETY**

**1. Name :**

The society will be called the SAGAR EDUCATIONAL SOCIETY

**2. REGISTERED OFFICE:**

The registered office of the society will be situated at Opposite Kotwall, Falzabac Road, Barabanki.

**3. PLACE OF OPERATION:**

The society will work within India.

**4. MEMBERSHIP:**

Any individual above the age of 21 years, who is in agreement with the aims and object of the society, will be eligible for membership subject to approval of Board of Directors.

Members of the society will be following categories:



(a) Chief Patrons - Who for the present is Smt. Shanti Devi Jhunjhunwala subject to Rule 5 of these rules and regulations.

(b) Founders - Who for the present are Ms. Madhu Agrawal, Sri Anil Kumar Jhunjhunwala, Sri Sunil Kumar Jhunjhunwala, Smt. Nirmala Jhunjhunwala and Smt. Bharati Jhunjhunwala subject to rule 5 of these rules and regulations.

Ordinary Member- Rest will be ordinary member.

**5. CESSATION OF MEMBERSHIP:**

Any member will lose his/her membership on following grounds & reasons as the Board of Directors is empowered to take such decision.

(a) On his/her death

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- (b) On his/her resignation from the membership of the society and approval of the same by the Board of Directors.
- (c) He/she who is hindrance to the achievements of the aims and objects of the society.
- (d) He/she who has been declared insolvent.
- (e) He/she who becomes of unsound mind.
- (f) On his/her absence without permission of the Chairperson in 4 successive meetings.

6. BODIES OF THE SOCIETY:

The society will have two bodies:

- (I) General Body
- (II) Board of Directors

7. General Body:

(a) Formation:

The general Body will consist of not less than eleven members.

(b) Chairperson:

President of the society will be the Chairperson of the General Body.

(c) Meeting:

The general Body will meet at least once in a year but in special case it may be called with the permission of the Chairperson whenever necessary.

(d) Notice:

A fortnight's notice to all members will be essential for General Body meeting. Under emergent circumstances meeting may be called by the Secretary with the approval of the President on a week's notice.

Quorum:

One third of the total membership will be quorum.

Annual Meeting:

Annual meeting will be held within 6 months from the end of the relevant financial year.

(e) Functions/Duties:

- i. To guide the society in fulfilling its objectives.
- ii. To decide policy matters, as the case may be i.e. to add, amend, later delete any of the articles of the memorandum, Bye-Laws etc.
- iii. To consider annual report and accounts of the society.
- iv. To appoint auditor for the term, and
- v. With the permission of the Chairperson may, lay before it.



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b. Board of Directors:

(a) Formation:

The Board of Directors will consist of three members:

President

Secretary

Treasurer

(b) Chairperson:

President of the society will be the Chairperson of the Board of Directors.

(c) Term:

The term of different officers of the Board will continue till 5 years of Election.

(d) Meeting:

The Board of Directors will meet at least once in every six months, provided that the chairperson may where he/she thinks necessary or on written request of any member of the Board may call a special meeting of the Board of Directors.

(e) Notice:

A three day notice will be essential for Board meeting. Under emergent circumstance meeting may be called by the secretary with the approval of the President on a shorter notice.

(f) Quorum:

Two members will form quorum of the meeting. In case of the adjourned. Present members will form the quorum.

(g) Functions/Duties:

The Board of directors will have complete control over day to day affairs of the society. Its function will be:

The Board of directors will be competent to raise funds and purchase property (Movable and Immovable) as and when necessary.

The Board of directors will have full charge of all Immovable property (s) belonging to or vested in the society in such a manner as it think fit and these will be handled.

iii. The Board of Directors will be competent to invest the funds in the manner it thinks fit. Board will be competent to borrow and hypothecate the property (s) on behalf of the society and these too shall be handled through the President or Secretary or as decided by the Board from time to time.



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- iv. To manage control (financially and generally) and supervise every activity of the Society either directly or through a sub-committee. To frame rules and regulations for the proper and efficient working of the society and various activities of the society.
- v. The Board of Directors will appoint convener of such sub-committee (s) which will be open to the board of Directors to remove any member of sub-committee (s) and to set aside, modify or alter any act proceedings or resolutions by such sub committee (s).
- vi. To prepare & pass the budget for the society to appoint internal auditor (Chartered Accountant) to examine the accounts & other document to pass the annual accounts and sanction such other unforeseen & essential expenditure as may be deemed Necessary by the Board.
- vii. To appoint punish suspend dismiss or discharge any of the employees of the society and to hear appeals. This will include creation of posts fixation of salaries/remuneration/allowance etc.
- viii. The Board of Directory may delegate all or any of its power to any member of the society except the power to make rules and pass the budget and statement of accounts.

2. Rights Duties and responsibilities of the President:

- I. To be the Chairperson of the General Body and Board of Directors.
- II. To preside over all the meeting and ensure that the meeting is conducted properly.
- III. To be responsible for the working of the society Board with all member of the board.

The President may direct the Secretary to call special meetings of the General Body or Board of the Society.

The President shall have the right to call for or examine any document, file or account book of the society or any of its branches departments or institutions and pass orders there on in consultation with the Secretary.

He/she will have the right to correspond with the Government or any other person on all matters connected on a with the society.

The President will function on a suitable honorarium to be decided by the Board of Directors from time to time.

To perform such duties as may be assigned by the chief patron and/or Board of Directors.



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Right Duties and Responsibilities of the Secretary:

To call meetings of the General Body/Board of Directors with the consent of the President.

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- ii. To prepare annual report and present it before General Body for approval.
- iii. To keep minutes of all the meetings of General Body/Board of Directors.
- iv. To keep and preserve the records of the Society and Board of Directors.
- v. To submit to the Board of Directors annual accounts and budgets of the society.
- vi. To Correspond on behalf of the Society/Board of Directors.
- vii. He/she will be overall in charge of the Administration and executions of all the programs of the Society on behalf of the Board of Directors. This will include appointments, engagements of staff on work charge on daily basis, make purchase and do all other such things as may be necessary in the furtherance of the objects of the Society.
- viii. To maintain the list of members. To work in collaboration with other office bearers of the Society.
- ix. The Secretary will function on a suitable honorarium to be decided by the Board of Directors from time to time.
- x. To perform such duties as may be assigned by the President, Chief Patron and/or Board of Directors.

11. Rights, Duties and responsibilities of the Treasurer:

- i. The Treasurer will be responsible for safe custody of all money, securities and valuable documents of the Society.
- ii. To keep Accounts of all financial transaction of the society and of all money received and spent by the society and maintains records of receipt, expense assets, credits, liabilities etc. Provided that account shall be kept separately of all foreign donation/grants/contributions if any.
- iii. To get accounts audited by the Chartered Accountant appointed by the general body every year.
- iv. To keep an imprest to meet the day-to-day petty expenses.
- v. The Treasurer will function on a suitable honorarium to be decided by the Board of Directors from time to time.
- vi. To perform such duties as may be assigned by the President, Secretary, Chief patron and/or Board of Directors.



12. Change and Amendments in the Memorandum, rules and Byelaws:

Any change of amendment in the memorandum, Rules and Byelaws may be made by the General Body in its meeting approved by more than two third of the total strength of the meeting. This information belong with attested

copy of Memorandum, Rules and Byelaws should be submitted to registrar of societies for incorporation/confirmation within a month.

13. **Assets and Funds:**

- (a) All the funds shall be kept in a nationalized bank will be jointly operated by Treasurer With President or Secretary. The Board of Directors may however, authorize any member of the Board of Directors to operate the accounts in place of Treasurer With President or Secretary.
- (b) All assets and funds will belong to the society and not to any individual member/office bearer.
- (c) All purchase and sales of the society will be made as per direction of Board of Directors.

**Accounts:**

- A) Financial year of the society shall be the year ending on 31<sup>st</sup> march.
- B) The account shall be maintained on Double entry book keeping system on day to day basis.
- C) The Society will maintain record of all receipts, payment, bank deposits & withdrawal, assets, liabilities and sales & purchase.

15. **Audit:**

The accounts of the society will be audited every year. The general body shall appoint a chartered accountant for auditing of final statement as may be needed for submission with financing agencies and to the registrar of societies.

16. **Records to be kept by the society:**

Records like proceeding register of the meetings, Stock register, Cashbook, Ledger etc. shall be maintained by the society:

**Legal Proceeding:**

The person appointed by the President of the society shall do all legal proceeding.

**Civil Suits:**

- 1. The society shall be used in the name of the secretary.
- 2. All properties movable, immovable or any kind shall vest in the Board of Directors. The President jointly with the Secretary or Treasurer will execute and sign all the documents which are necessary for securing the loans taken from banks, financial institutions and other for the fulfillment of aims and objects of the society against all the properties whether movable, immovable or any kinds. The President jointly with the Secretary or Treasurer are authorized to mortgage immovable



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Properties of the society to secure the loans and advances raised by the society subject to compliance of section 5A of the society's registration act applicable of U.P.

3. The Board of Directors shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or the furtherance of the aims and object of the society.

19. Dissolutions of the society:

The society shall be dissolved as per section 13 & 14 of societies Registration Act, 1860.



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