

# Rules & Regulations of UNITED EDUCATIONAL SOCIETY (Regd.)

1. NAME : The name of the society shall be "UNITED EDUCATIONAL SOCIETY"
2. REGISTERED OFFICE : The Registered Office of the society shall be situated at NIMT, G.T. Road, Ghaziabad.
3. AREA OF OPERATION : The area of operation of the society shall be all over India and abroad.
4. MEMBERSHIP : The society shall have the following categories of members :-

a) **Founder Members :-**

The following shall be the founder members of the society :-

- |                          |                          |
|--------------------------|--------------------------|
| i) Dr. K.P. Singh        | ii) T.S.S. Bedi          |
| iii) Mrs. Ravinder Singh | iv) Ishita Singh         |
| v) Sh. Satvir Singh      | vi) Sh. Barjander Singh  |
| vii) Dr. V.P. Saxena     | viii) Mr. Rajender Singh |

The above founder members will be subscribing to the memorandum of the society.

Founder Members will have a permanent right to vote at all the meetings of the society.

In case of death of any of the Founder Member, the Managing committee will co-opt the spouse or son, of the deceased member or any other person nominated by him as the founder member of the society and such co-opted founder member shall have the same right as that of the deceased founder member.

**(b) LIFE MEMBER :**

Any person donating Rs. 15,000/- or more can become life member of the society subject to the approval of the Managing Committee without any further liability to annual Membership Fee.

**(c) ORDINARY MEMBER :**

Any person donating Rs. 1000/- or more per annum can become the ordinary member of the society subject to the approval of the Managing Committee.

**(d) HONORARY MEMBER :**

Such persons who are eminent citizens, Intellectuals, educationist, or other elite persons of the societies, who in the opinion of the managing committee shall be helpful in the furtherance of the aims and objects of the society can be co-opted by the Managing Committee as honorary members. They shall not be required to contribute any amount and shall also not have any voting right in the meeting of the society. The duration of membership of such honorary member shall be one year at a time.

**5. CESSATION OF MEMBERSHIP :**

A member shall cease to be a member in the following circumstances :-

- i) Death, insolvency or insanity.
- ii) Resignation.
- iii) Expiry of the term if any.
- iv) On conviction of any criminal offence involving moral turpitude which in opinion of the members of the society or Managing Committee render him/her unfit to be its members.
- v) **ON DISCIPLINARY GROUNDS**  
Provided that in case of disability on account of the grounds mentioned in (iv) and (v) above, no member shall be removed unless it is agreed upon by three fourth strength of the members of Managing Committee. There shall be no member who has not attained the age of majority.

**6. MANAGING COMMITTEE :**

- i) The Managing Committee shall constitute of the following office bearers :-
  - a) Chairman
  - b) Vice Chairman
  - c) Secretary
  - d) Joint Secretary
  - e) Treasurer
  - f) Three other members

Dr. K.P. Singh shall be the first chair-person and Smt. Ravinder Singh shall be the first secretary of the Society.

All heads of the Institution run by the society shall be Ex-officio-Members of the Managing Committee but shall have no right to vote.

**II) Election :**

- i) The Chairman, Vice-Chairman, Secretary, Joint Secretary, Treasurer and three members of the Managing Committee shall be appointed amongst the founder members of the society and they shall be appointed for a term of one year. Other six members of the Managing Committee, no shall also be elected every year amongst the other members of the society. Only members with no arrears or subscription shall be eligible for election. Every member of the Managing Committee shall have one vote to be exercised in person in the case of the chairman who shall have second or the casting vote in the case of a tie amongst the members.
- ii) Duties and powers of the office bearers :-
  - a) Chairman :
    - i) The chairman of the society shall preside over all the meetings of the Managing Committee and General Body of the society.
    - ii) All decisions of the Managing Committee will be deemed to have been taken in the name of the chairman.
    - iii) All contracts, suits and documents requiring the signature of any person in order to bind the society shall be done the chairman or such other persons as he may nominate.
    - iv) The chairman will do everything in the best interest for the furtherance of the society.
  - b) **VICE-CHAIRMAN :**  
The Vice chairman shall perform the duties of the chairman in his absence.
  - c) **SECRETARY :**  
The duties of the secretary will be as under :-
    - i) To keep all the correspondence on behalf of the society.

- ii) To call and keep record of the proceedings of the society's meetings.
- iii) To maintain a general supervision over the employees of the society and institutions under its control.
- iv) To manage the affairs of society and other institutions under its control in accordance with the directions of the Managing committee of the society.
- v) To realise, to receive and disburse money with the permission of the Managing Committee.

**d) JOINT SECRETARY :**

The Joint-Secretary shall perform the functions of secretary in his absence.

**e) TREASURER :**

The treasurer of the society shall be responsible for keeping the accounts and getting them audited every year by any Chartered Accountant as appointed by the Managing Committee. The Audit report shall be presented in the Annual Meeting of the General Body by the Treasurer.

**iv) CASUAL VACANCY :**

If during the currency of any year, there happens any vacancy in the Managing Committee, by reason of any provisions of rule 5 above, the Managing Committee shall have power to fill up such vacancy for the remaining term amongst the members of the general body. Such vacancy shall be filled up by the Managing Committee by its decision with three fourth majority.

**v) Meeting of the Managing Committee :**

- a) At least 7 days notice in writing shall be necessary for convening the meeting of the Managing Committee. A shorter notice may be given if agreed by the Chairman and secretary of the Managing Committee for consideration of any matter of utmost urgency.
- b) The quorum for the meeting of the Managing Committee shall be one third of its total strength.
- c) The managing committee shall meet once in every three calendar months, However, at least four such meetings shall be held in a year.

**7. POWER AND DUTIES OF THE MANAGING COMMITTEE :**

The Managing Committee shall have full power and authority to do all acts, matters, deeds and things which may be necessary or expedient for the functioning of the society. Without prejudice to the generality of this power it shall have right to exercise the following powers either by themselves or authorising one of the member of the Managing Committee.

- i) To purchase, acquire, get allotted, take over any land/or Building on lease or otherwise and to hold, manage superwise and control all such institutions or other properties for the furtherance of the aims and object of the society.
- ii) To determine all questions relating to the policy and all matters pertaining to the functioning of the society.
- iii) To exercise various means and devices for realising the subscription and donations.
- iv) To open various funds for the progress of the society and educational institutions, and other institutions under its control and management.
- v) To select Bankers for the society and other institutions under their control and management from amongst the scheduled banks of India.
- vi) To invest and keep invested the society's properties in the best way possible to get the maximum return of that for the furtherance of objects of the society.
- vii) To dispose of, exchange or otherwise transfer any moveable or immovable property of the society, if it be in the interest of and beneficial to the society or other institutions by three fourth strength of the Managing Committee.

- viii) To let out, demolish any immovable property comprised in the society and fund for such period and such rent, on the basis of such terms and conditions as the Managing Committee in their absolute discretion shall think fit.
- x) To adjust, settle, compromise, compound, refer to the arbitration allocation of suits, claims, demands and proceedings regarding the society's properties of affairs.
- x) To engage, remove suspend any teacher and other servants of the society and institution under its control.
- xi) To appoint and fix the duties, power and remuneration for the teachers, including their incontinence and other employees and to make rules for their leaves etc.
- xii) In deserving cases to allow freeship and scholarship to deserving students.
- xiii) To prepare annual accounts.
- xiv) To control, administer and manage all the affairs of the society its property and funds.
- xv) To make rules for the management of any institution, under its control necessary for implementing the Government requirements and to constitute management body accordingly.
- xvi) To prepare curriculum the studies.
- xvii) To decide the nomenclature of any institution and places under the control and supervision of the society in the name of the donor or any other person by three fourth strength of the Managing Committee.
- xviii) To do or to perform all such acts and things that may be necessary in the interest of and for the good of the society.
- xix) To appoint, constitute attorneys or agents and to delegate to such attorneys or agents all or any of the powers vested in them under those present from time to time and remove such attorneys or agents and to appoint other or others in his or their place(s)
- xx) To frame sub-rules, regulations and bye-laws for itself and for itself and for the institutions under its control and management within the framework or rules.
- xxi) All documents required to be executed by the Managing Committee in exercise of the power conferred above, may, after the matter has been passed by the Managing Committee, be executed under the signatures of the secretary and chairman for and on behalf of the society both for internal or external purposes, including those of courts.

#### **8. GENERAL MEETINGS :**

- i) All the members of the society shall form the General Body. Every year, the General Body Meeting shall be held which will be called the Annual General Meeting of the society. The time and place shall be decided by the Managing Committee. The first Annual General Meeting must be held within 15 months of the registration of the society, subsequently such meeting shall be held every year but not later than 15 months from the preceding Annual General Meeting and within six months of the close of accounting year.
- ii) The powers and duties of the General Body are :
  - a) To elect the members of the Managing Committee.
  - b) To consider the Annual Report submitted before it by the Managing Committee together with the Annual Audited Accounts and Audit Report for the preceding accounting year.
  - c) To transact any other matter placed before it by the managing committee.
- iii) At least 15 days notice in writing shall be necessary for convening the Annual General Meeting. A shorter notice may be given if agreed by the chairman and secretary of the Managing Committee for holding Extra-ordinary General Meeting, such extra-ordinary General Meeting can be called on

requisition of four members for consideration of any matter of utmost importance.

- iv) The quorum for the General Body Meeting shall be 50% of the total strength.

**9. FUNDS OF THE SOCIETY :**

The funds and other assets of the society shall vest in the Managing Committee of the society. The funds shall be kept in such scheduled bank as may be decided by the Managing Committee. The account shall be operated jointly by the chairman or secretary alongwith Treasurer of the society. The funds of the society shall be utilised solely for the purpose of attainment of aims and objects of the society and in the Banner approved by the Managing Committee.

**10. MAINTENANCE OF ACCOUNTS AND AUDIT :**

- i) The treasurer shall generally be responsible for proper maintenance of accounts of society. The Balance Sheet and Profit and Loss Account of the society shall be prepared from 1st April to 31 March every year. The account of the society shall be audited by a Chartered Accountants appointed by the Managing Committee.
- ii) The treasurer shall be responsible for proper and safe custody of all the accounts, papers and documents including vouchers, receipt books, member register etc.
- iii) The following registerers and books shall be kept in the office :
- |  |                        |
|--|------------------------|
| a) Proceeding Register                       | b) Membership Register |
| c) Account Books e.g. Cash Book, Ledger etc. | d) Stock Register      |

**11. POWER TO SUE AND TO BE SUED UPON :**

The chairman of the society shall be the legal representative of the society for the courts of law. The society may sue and be sued in the name of its chairman.

12. Unless otherwise provided herein above all the matters shall be decided by majority of votes in a meeting.

**13. AMENDMENT IN CONSTITUTION :**

Any amendment in constitution of the society shall be made according to section 12 of the societies Registration Act XXI of 1860.

**14. DISSOLUTION OF SOCIETY :**

The society shall be dissolved according to section 13 and 14 of the societies Registration Act, XXI of 1860.

This is to certify that above is the true copy of the Rules and Regulation of UNITED EDUCATIONAL SOCIETY.

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|------------------------|--------|
| 1. K.P. Singh          | - sd - |
| 2. T.S.S. Bedi         | - sd - |
| 3. Smt. Ravinder Singh | - sd - |

Place : GHAZIABAD

Dated :