

MEMORANDUM OF ASSOCIATION OF A SOCIETY

1. Name of the Society : SEHRAWAT EDUCATION SOCIETY
2. Registered Office of the Society : C/o Pawan Kumar S/o Sh. Lekhraj V.P.O. Hahla, Tehsil Hahla, Dist. Patiala, Haryana
3. Jurisdiction : The Society shall work in entire Haryana & U.P. State.


4. Aims and Objects of the Society :

- a) To promote, advance, establish, run and maintain primary, secondary and higher education including technical and medical educational/vocational institutions, School, Colleges for the promotion of education.
- b) To open, found, establish, promote, set-up, run, maintain, assist, finance, support and/or aid or help in the setting up and/or maintaining and/or running schools, colleges, lecture halls and other establishments and institutions for advancement of education, and knowledge of arts, science, literature, language, medicine, humanities and all other useful subjects in all their manifestations.
- c) To establish, run and maintain hospitals and medical colleges for the purpose of medical relief.
- d) To give, provide and/or render food, medicine and other help and assistance in cash or in kind to poor, destitute people, widows, deserving and needy persons etc. so as to provide relief to the poor.
- e) To promote prescription of environment, monuments or places or objects of artistic or historic interest and the advancement of any other object of general public utility.
- f) To do all such other things as may be necessary for or incidental or conducive to the aims and objectives of the trust or allied thereto.
- g) To raise or acquire funds or property from Central Government, State Government, Non-Governmental agencies, Charitable Trusts by way of donations or grants or contribution or by taking loan from Nationalized Banks, Semi - Government Banks, Private Banks, Other Public and Private Financial Institutions, The Affairs, Properties, assets and all other resources, present and future of the society shall be utilized for any or all the purpose or objects of the society as stated above and also for all other welfare activities in furtherance for ideal of truth and non-violence.
- h) The income and property of the Society shall be applied solely for the objects of the society and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or distribution of any assets, income or profits to its members or their dependant or legal heirs.

Contd...2


Pawan Kumar
President


Kishan
General Secretary


Sachin Dhillon
Treasurer

5. The names of the founder members of the Society to which the rules and by-laws of the management affairs is entrusted are as under :-

No	Name of member	Age	Residence & Communication Address	Occupation & Contact No	Designation	Signature
1	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Vice President	<i>S. S. Srinivasan</i>
2	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	General Secretary	<i>S. S. Srinivasan</i>
3	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Treasurer	<i>S. S. Srinivasan</i>
4	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Joint Secretary	<i>S. S. Srinivasan</i>
5	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>
6	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>
7	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>
8	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>
9	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>
10	Mr. S. S. Srinivasan Sr. Pawan Behlwan	32	V.P.O. Haldia, Tehsil Haldia, Dist. Purnea	Agrovet 9466678558	Executive Member	<i>S. S. Srinivasan</i>

The above named persons have signed in our presence:

Witness No. 1
Signature *[Signature]*
Name and address *[Address]*

Witness No. 2
Signature *[Signature]*
Name and address *[Address]*

Occupation *[Occupation]*

Occupation *[Occupation]*



Contd... 3.

[Signature]
President

[Signature]
General Secretary

[Signature]
Treasurer

LIST OF MEMBERS OF GOVERNING BODY OF

SEIRAWAT EDUCATION SOCIETY

No	Name & Address	Age	Profession	Occupation	Designation	Signature
1	Mr. Yusuf, Engineer Pondok Kelapa No. 1 No. 1, Jember	24	V.P.O. - Education Hudik, Duri, Pabelan	As. Operator, Jil Pvt. Teacher 08115232526	President	<i>[Signature]</i>
2	Hercepriyanti Kompi No. 10, Kertosari	27	V.P.O. - Education Hudik, Duri, Pabelan	Apprentice 0466007016	Vice President	<i>[Signature]</i>
3	Endang Anis No. 1, Peken Selaras	23	V.P.O. - Education Hudik, Duri, Pabelan	Pvt. Teacher 0466007016	General Secretary	<i>[Signature]</i>
4	Suhadi Damar Anis No. 1, Kertosari	25	V.P.O. - Education Teb. Hudik, Duri, Pabelan	Adviser 0811142824	Treasurer	<i>[Signature]</i>
5	Harjo W. W. No. 1, Pabelan	28	V.P.O. - Education Teb. Hudik, Duri, Pabelan	Housewife 0812091829	Joint Secretary	<i>[Signature]</i>
6	Endang Anis No. 1, Pabelan	27	V.P.O. - Education Hudik, Duri, Pabelan	Pvt. Teacher 0116042206	Executive Member	<i>[Signature]</i>
7	Endang Anis No. 1, Pabelan	25	V.P.O. - Education Teb. Hudik, Duri, Pabelan	Social Work 01622011562	Executive Member	<i>[Signature]</i>
8	Endang Anis No. 1, Pabelan	26	V.P.O. - Education Hudik, Duri, Pabelan	Social Work 0802641081	Executive Member	<i>[Signature]</i>
9	Endang Anis No. 1, Pabelan	26	V.P.O. - Education Hudik, Duri, Pabelan	Housewife 0466007016	Executive Member	<i>[Signature]</i>

[Signature]
Pawati Kusumawati
President

[Signature]
Khusnudin
General Secretary



Bye - Laws of Society

1. Name of the Society : SEHRAWAT EDUCATION SOCIETY

2. Registered Office of the Society : C/o Pawan Kumar S/o Sh. Lekhraj
V.P.O. Hathin, Tehsil Hathin, Dist.
Patwal, Haryana

3. Membership of Society :-

(a) Eligibility :-

- A person shall be eligible to become a member of Society if he :
 - i) is 21 years of age on the date of admission.
 - ii) subscribes to the aims and objects of the society.
 - iii) has deposited the membership fee.
 - iv) is not an insolvent and of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.

(b) Type of Members :-

Kind: Types / Categories of Members: The Society shall consist of four different categories of members as under.

(i) **Founder Members** - A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed 10. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members of the society exceeds 1000.

(ii) **Life Members** - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall not exceed 300.

(iii) **Ordinary Member** - The Society shall have a total of 300 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member say, for a period of two to five year(s) as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing Body for another tenure.

(iv) **Honorary Member** - The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who have rendered services of outstanding merit to the Society or who is a distinguished person in his or any other country as Honorary Member of the Society, after obtaining the approval of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed 300. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

Contd....5.



Pawan Kumar
President

Kishanbho
General Secretary

S. Duggar
Sachin Duggar
Treasurer

4. Membership Fee & Annual Subscription:

(i) The rates for membership of the Society and the annual subscription shall be as under:

As may be decided by the Society in its byelaws:

Sr. No	Type of Member	Admission Fee	Annual Subscription
1	Founder Members	Rs. 1100/-	Nil
2	Life Member	Rs. 5000/-	Nil
3	Ordinary Member	Rs. 2500/-	Rs. 1000/-
4	Honorary Member	Nil	Nil

(ii) The payment of annual subscription of a member shall become due as on the 1st April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the society held after 1st July of the said year.

(iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default, with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

5. Admission Procedure (for members other than the subscribers):

(i) The admission of a person as a member of the society shall be decided by its governing body from time to time.

(ii) An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the General Secretary duly filled in and signed and recommended by a regular member of the society.

(iii) The General Secretary shall examine the application and place the same before the Governing Body for a decision.

(iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be liable to any revision for its decision.

(v) The approval of the Governing Body shall be intimated to the member, who shall be entered in the register of members, to be maintained in such manner as may be prescribed under the Karnataka Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.

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[Signature]
Pavan Kumar
President

[Signature]
Karthikeyan
General Secretary

[Signature]
S. D. Srinivas
Saritha Durgar
Treasurer

6.

Procedure for Withdrawal from Membership:

If a person willing to be a member of the Society submit the application in prescribed form along with supporting documents to the General Secretary duly filled in and signed and recommended by a regular member of the society can withdraw his/her membership application before placing the same in Governing Body.

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7.

Identity Card for every member:

Every person admitted as a member will be issued an identity card containing his photograph, brief particulars and membership category. duly signed by the individual member and the General Secretary of the society.

8.

Cessation of Membership:

(a) Reasons for cessation:

- i) upon admission and acceptance of his/her resignation; or
- ii) If he ceases to fulfill the eligibility condition for being admitted as a member;
- iii) upon his failure to pay annual subscription fee for a period of that financial year;
- iv) upon the death of a member;
- v) upon his her acting contrary to the aims and objectives of the society;
- vi) upon such member being found guilty of a financial misappropriation of the funds of the society;
- vii) upon indictment and directions for removal be the District Registrar, Registrar, Registrar General of Societies.

(b) Procedure for Termination from Membership:

If a regular member violate Clause 5 sub-clause (i) to (vii) above, a notice will be served by registered post by the General Secretary regarding the violation of rules. Thus providing him an opportunity to explain his position personally in the Governing Body meeting and final decision in respect of his membership will be taken by the Governing Body of the basis of the facts given by him and decision of the Governing Body will be final.

10) In case the Governing Body is not satisfied, his membership will be terminated immediately and the decision will be ratified by the General Body later on. After approval of the General Body meeting, his name will be struck off from the Register of Membership and he will not be entitled to enjoy the rights of the membership.

9.

Re-admission of expelled/suspended members:

The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default along with deposit on the amount payable with the majority decision of the Governing Body. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

However, If District Registrar, Registrar, Registrar General of Societies in writing to society for removal of a member, who has been either convicted of an offence amounting to moral turpitude or any misconduct, may be removed from membership.



Pavan Kumar
President

Khaushoo
General Secretary

S. D. S. R.
Sushil Duggal
Treasurer

Contd.....

10. Rights & Duties of members :

- (i) All the member shall subscribe to and be bound by the rules and regulations of the society as contained in its by laws and amended from time to time.
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society, provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.
- (iii) Every member of the society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the governing body and register of members of the society on any working day by giving a notice of seven days.
- (iv) Every member shall inform the society about any change in his address in writing, which shall be duly recorded in the register of members of the society.
- (v) Upon which the society shall issue a fresh Identity Card to such member.

11. Composition of General Body :

- (a) Every person admitted as a member shall be a member of the General Body of the society and shall be entitled to cast his/her vote for the election of the governing Body of the society unless he/she is in arrears of payment of any dues of the society, including the annual subscription.
- (b) Every member shall cast his/her vote in person and no proxy voting shall be allowed.

12. Meetings, Notice and Quorum of the General Body :

- (i) A meeting of the general body of the society will be held as and when required. However, at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- (ii) The governing body of the society may convene and extra-ordinary meeting of the general body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the general body.
- (iii) For any meeting of the general body, a clear notice at least 10 days, along with a copy of the agenda of the business to be transacted, due time & venue of the meeting will be given to the members of the general body. Such notice shall also be endorsed to the District Registrar.
- (iv) A meeting of the general body may also be convened and a special meeting if agreed to, by a majority (at least above 50% of the total members) of the members of the general body.



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[Signature]
Pravin Kumar
President

[Signature]
Kishor
General Secretary

[Signature]
S. D. Singh
Treasurer

v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 75% of the total members of the Society are present. In case of a meeting adjourned again for want of quorum, for the adjourned meeting shall not be less than 15% of the total members, subject to a minimum of four.

vi) The proceedings of all meetings of the general body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the General Secretary and such minutes will be signed by the President of the meeting and the General Secretary of the society.

13. **Powers, Functions & Duties of the General Body :**

- i) To guide the society in determining and fulfilling its aims and objects.
- ii) To decide policy matters such as change of name of the society, amendment to the Memorandum of Association and the Bye laws of the society, approval of annual accounts of the society, approval for disposal of immovable assets of the society, etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2017.
- iii) To elect the members of the Governing Body.
- iv) To remove any member from the governing body and according approval to the continuation of a person appointed as a member of the governing body against a casual vacancy.

14. **Composition of Governing Body :**

The governing body of the society shall consist a minimum five office bearers and four executive members as under:-

- i) President
- ii) Vice President
- iii) General Secretary
- iv) Treasurer
- v) Joint Secretary
- vi) Four Executive Member

15. **Meetings, Notice and Quorum of the Governing Body :**

(i) The meetings of the Governing Body will be held as and when necessary. In every year, the Governing Body shall meet atleast once in every quarter and the quorum for minimum four meetings of the Governing Body in a financial year.



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Pawan Kumar
President

Kunalshor
General Secretary

S. Duggal
Saritha Duggal
Treasurer

(18) A clear notice of three days of every such meeting will be given by the General Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of atleast 50% of its members.

(19) The quorum of the meetings of the Governing Body shall be at least 47% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

(20) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be the President or the General Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.

(21) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

16. Powers, Functions & Duties of the Governing Body:

i) The Governing Body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives.

ii) The Governing Body will be competent to raise funds and purchase property movable and immovable, on free-hold or lease basis in its name, as decided by it.

iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.

(v) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be empowered to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.

v) To constitute various standing or adhoc Committees for looking after kind functions as may be assigned from time to time.

(vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a systematic manner.

Contd...10.



[Signature]
Pravin Kishore
President

[Signature]
Kishobho
General Secretary

[Signature]
Sahib Deyal
Treasurer

(vii) To undertake certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the Society;

(viii) The governing body will be in the custodian of the assets of the society.

17. Term and mode of Election of Governing Body :

(i) The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;

(ii) The Governing Body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & manner. The information with respect to holding of elections for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

(iii) Any objections quo the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for elections of the office-bearers and the executive members of the Governing Body.

(iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever dispensed, on production of the identity card issued by the society.

(v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within three (3) days, who shall accord his approval of the same upon his signature.

(vi) The office-bearers of the society shall not be entitled to avail central government for rendering services to the society.



Pooja
Pravin Kumar
President

Harsh
Khandhoo
General Secretary

S. B. G. J.
Satish Dargal
Treasurer

18. Cessation of members of the Governing Body :

An officer/bearer/ executive member of the Governing Body shall cease to be and office/bearer or executive member.

- (a) Upon submission & acceptance of his resignation ;
- (b) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these by-laws ;
- (c) If he is removed by a resolution passed in the meeting of the General Body.

19. Filling of any Casual Vacancy on the Governing Body :

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting. If his appointment is not approved in the Annual General Meeting by a majority vote for the balance term of the Governing Body.

20. Powers, Functions & Duties of the Officer - Bearers :

- (i) President :-
 - (a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
 - (b) To do all such acts, deeds and things as may be authorized by the General Body and or the Governing Body from time to time.
 - (c) To allow or disallow discussion on any matter which is not included in the agenda.
 - (d) To ensure proper & transparent functioning of the Society / Governing Body.
 - (e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
 - (f) To supervise and guide the overall activities / achieve aim of aims & objectives of the Society.

(ii) Vice - President :-

- (a) To assist the president in carrying out his duties.
- (b) In absence of the President, to act on his behalf and perform all the powers which are exercised by the President.
- (c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

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[Signature]
Pravin Kumar
President

[Signature]
Kishor
General Secretary

[Signature]
S. P. Singh
Sachin Dargah
Treasurer

(10)

General Secretary :-

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- (a) To conduct, organize, supervise and manage all the affairs of the society and to all such acts and perform all such duties for the working of the Society as may be assigned by the President / Governing Body.
- (b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (c) To convene meetings of the General Body / Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- (d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- (e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- (f) To keep and preserve the records of the Society/ Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (h) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Mysuran Registration and Regulation of Societies Act, 2012 and the rules made there under.
- (i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- (j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (l) The responsibility for convening the meetings of a society will lie upon in the General Secretary of the society who will also be the custodian of the society's documents, title deeds etc. of the society. Unless otherwise provided in the byelaws, the General Secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types of statutory compliances under the Act.



[Signature]
Parvati Kumar
President

[Signature]
Kishor
General Secretary

[Signature]
S. D. S. S. S.
Secretary

Contd.....13

of the administration and execution of all the including financial affairs on behalf of the of posts, fixation of salaries, remuneration engagement of staff, make purchases and necessary in the furtherance of the aims & the delegations by the Governing Body delegation is specifically made in

and of all the same
books of receipts and
and

as appointed by
of the audited annual
date of annual general

accounts statutory records and
etc. of the society, financial
bank pass books & cheque books.

in carrying out his function and duties
of the General Secretary of the society in his
the Governing Body
and duties and exercise such powers as may be assigned
Governing Body of the Society from time to time.

Appointment of a Secretary:
of the Society shall be in full-time or part-time employment of the
advent or family member or close relative of the office, books and
of the Governing Body shall be engaged as an employee of the society
ing in term
ery office - treasurer and member of the Governing Body
declaration in case any person in the employment of the Society
relative.
Any member or office bearers of the society who want to work in the organization
society, he will be allowed but not paid in this regard.



Condit H.

President
President

Minister
General Secretary

Treasurer
Treasurer

(m) Act as the overall in-charge of the administration and execution of all the programmes of the Society / including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries / remuneration allowances etc. make appointments / engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

(v) Treasurer :-

- (a) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters and of assets, credits and liabilities.
- (b) To get the accounts of the Society audited by the chartered account appointed by the Governing Body at the close of the financial year, every year.
- (c) To submit to the Governing Body through General Secretary the audited annual accounts of the Society at least one month prior to the date of annual general meeting.
- (d) To act as the overall custodian of all the books of accounts, statutory records and cheque books of all bank accounts, FDRs, etc of the society, financial statements, receipt books, expenses vouchers, bank pass books & cheque books, cash etc.

Joint Secretary :-

- (a) To assist the General Secretary of the society in carrying out his function and duties.
- (b) To discharge the functions and duties of the General Secretary of the society in his absence in the extent authorized by the Governing Body.
- (c) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Society from time to time.

21. Exclusions from the Employment of a Society :-

- (a) No member of the Society shall be in full-time or part-time employment of the Society.
- (b) No dependent or family member or close relative of the office bearers and members of the Governing Body shall be engaged as an employee of the society during its term.
- (c) Every office - bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society whose relative.
- (d) Any member or office bearers of the society who want to work in industries or society, he will be allowed but not paid in this regard.



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[Signature]
Pran Kumar
President

[Signature]
Kishore
General Secretary

[Signature]
Sandeep
Secretary

22. Management of Assets and Funds of the Society :-


- (i) The source of income of the society will include receipts on accounts of membership fee, annual subscription, rent from property / assets, interest, contribution fees, donations, gifts, grants, etc. The society can also raise funds through interest free short term loan from its members, private firms, private persons, N.G.O. or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purpose of creation of capital assets, improve or open any new institution or purchase of land or for construction of building in favour of institution/society and not for meeting any recurring (excess) expenditure under any circumstances.
- (ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for formation.
- (iii) All assets and funds will belong to the Society and vest in the society.
- (iv) All receipts and payments of the Society shall be made through bank instrument (i.e. DD / Pay Order / Cheque / Bank Transfers / RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.


23. Accounts of the Society :-


- (i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and / or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received, expended by the Society and the assets and liabilities of the Society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by an member of the Society.
- (iii) The annual accounts of the society will be signed by any two authorized persons members of the Society.
- (iv) The Governing Body will appoint a chartered accountant (who is a member of the Governing body or family member of any / of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be agreed upon by the Governing Body.



Contd....15.

 Pawan Kumar
 President

 Kinshook
 General Secretary

 S. D. Suresh
 Sarath Dugal
 Treasurer

24. Investments of Funds :-

- The society shall invest or deposit any portion of its funds in following manner :-
- (i) in improvement of institution/society or to open any new institution.
 - (ii) in immovable properties or
 - (iii) in securities of the Government or in National Saving Certificates or other securities of the Government of India.
 - (iv) in the Post Office Savings / Banks Account or
 - (v) in a special account opened by the Society for the purpose in a
 - a) Scheduled Bank as authorized or notified by the Reserve Bank of India or
 - b) Co-operative Bank situated in the State or in such other mode of investment as may be prescribed.

25. Source of Funds :-

- (i) Membership fee
- (ii) Annual subscription
- (iii) Donations
- (iv) Rent from property, assets
- (v) Interest
- (vi) Gifts, etc.
- (vii) Loan from Nationalized Banks/Semi - Government Banks / Private Banks
- (viii) Other Public and Private Financial Institutions.

26. Operation of Bank Accounts :-

An account having cheque facility will be opened in any scheduled bank, post office or any other private financial institution in the name of the Society. All the transactions will be made under the joint signatures of any two i.e. President, General Secretary, Treasurer.

27. Provisions relating to Audit of the Society's Accounts :-

The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the Institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.

28. Amendments in the Memorandum, By-laws, Name of the Society, etc. :-

Any amendment in the Memorandum of Association and By-laws or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, alongwith attested copy of the requisite documents shall be filed in the office of the District Registrar by the General Secretary within such time as may be prescribed under the Ministry Registration and Regulation of Societies Act 2012 and rules made there under.

29. Common Seal :-

The Society will have a common seal which shall kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.



[Signature]
Prasan Kumar
President

[Signature]
Kinulhoor
General Secretary

[Signature]
Satish Rajguru
Treasurer

Contd....to...

The society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

31. Dissolution of the Society :

(i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules thereunder in case it becomes difficult to carry on with the operations of the Society or it becomes insolvent or for any other pressing and unavoidable reasons.

(ii) In the event of dissolution of the Society no assets of the society shall devolve or distributed amongst the members of the Society.

(iii) Its assets and properties shall be first used to liquidate any liabilities and the net over properties assets if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for the thereof in the general public interest.

We, the several persons whose names & address are subscribed hereunder, certify the above to be the true copy of the By-laws of the society.

Sr	Name & Father's (Full name)	Age	Permanent & Communication Address	Occupation & Contact No.	Description	Signature
1	Povana Kumar S/o Sh. Lakshmi	24	V.P.O. Hulin, Tehsil Hahna, Dist. Patnaol	Pvt. Teacher 9813523230	President	<i>[Signature]</i>
2	Harender Kumar S/o Sh. Lakshmi	33	V.P.O. Hulin, Tehsil Hahna, Dist. Patnaol	Agriculture 9466687658	Vice President	<i>[Signature]</i>
3	Kamathi W/o Sh. Pasari Subram	22	V.P.O. Hulin, Tehsil Hahna, Dist. Patnaol	Pvt. Teacher 9466687068	General Secretary	<i>[Signature]</i>
4	Savitri Dagar S/o Sh. Kamal Dagar	23	V.P.O. Mandana, 1st. Station Dist. Patnaol	Advocate 9813142421	Treasurer	<i>[Signature]</i>
5	Prash W/o Sh. Kanchan	34	V.P.O. - Baranvill, Ton. Bahadurganj, Dist. Ftd	Housewife 9872991820	Joint Secretary	<i>[Signature]</i>
6	Govinder S/o Sh. Poon Mall	27	V.P.O. - Pochal, Dist. Patnaol	Pvt. Teacher 9416942860	Executive Member	<i>[Signature]</i>
7	Rajeev S/o Sh. Mohanlal	27	V.P.O. - Deep, 1st. Bahadurganj, Dist. Patnaol	Social Work 9467791461	Member	<i>[Signature]</i>
8	Devender S/o Sh. Giraj Singh	30	V.P.O. - Panchol, Dist. Patnaol	Social Work 9802641088	Executive Member	<i>[Signature]</i>
9	Prabha W/o Sh. Govindar	26	V.P.O. - Panchol, Dist. Patnaol	Housewife 9466687068	Executive Member	<i>[Signature]</i>

CERTIFICATE

It is certified that all provisions (Rules and Regulations of the said Society) are in accordance with the provisions of the Regulation of Society Act, 2012 (Haryana Act No. 1 of 2012). If not mentioned therein, shall be duly certified with by the "SEHRAWATI EDUCATION SOCIETY" in letter and spirit.

[Signature]
Pravin Kumar
President

[Signature]
Kishore
General Secretary

[Signature]
S. D. Singh
Treasurer

