

EDUCATIONAL SOCIETY
MEMORANDUM OF ASSOCIATION

OF

1. NAME

The name of the Society is '-----.'

2. REGISTERED OFFICE

The Regd. office of the Society shall be situated at -----.

3. AREA OF OPERATION

The Area of operation of the Society shall be carried on whole of -----.

4. THE OBJECTS OF THE SOCIETY ARE:

- (a) To arrange and manage the training institutions in Vocational, Technical & Industrial, Engineering, Social and Research Centers and Institutions & conducting Secondary & Senior Secondary examinations through any medium and of any State Language and to carry out any other similar objects of public utility.
- (b) To establish, takeover and run authorized study centre from various recognized Universities of India and Abroad with an object to provide sound higher education to candidates by seeking recognition/authorization.
- (c) To provide medical aid, stationery, transportation, libraries, laboratories reading rooms, hostels, play grounds and other facilities to the candidates and also to the members of the Society.
- (d) To arrange and organize various kinds of students welfare programmes and activities.
- (e) To train & promote the Students and to facilitate them so that they can make their career as a good Professional.

(President)

(Secretary)

(Cashier)

(f) To establish and promote establishment of or to render aid to school, colleges, Educational institutions, technical Educational institutions and training institutions in one or all fields of Educational .

(g) To promote Educational (vocational, technical and otherwise), the diffusion of useful knowledge, medical relief and social welfare projects, irrespective of race, caste, community or creed.

(h) To engage in social welfare and rural reconstruction activities aimed at improving living conditions of the poor irrespective of race, caste, community or creed.

(i) The Society shall undertake all sorts of eco friendly activities/ projects aimed at improvement of the environmental health of the region.

(j) To appoint / arrange staff for the different schools and institutions of the Society.

(k) To establish buildings such as libraries, reading rooms and equip them with the necessary supply of books, papers, periodicals, furniture and audio visual aids.

(l) To receive any gifts or money or other properties, both movable and immovable or any bequests for any one or more objects of the Society.

(m) To alienate by way of sale, lease, mortgage, pledge, exchange, gift or otherwise the properties or funds of the Society .or any portions there of including the giving of subscriptions, contributions, assistance, pecuniary or otherwise to charitable institutions, bodies or persons as from time to time seem necessary or appropriate.

(n) To invest, lay aside, deposit in banks or post offices or otherwise deal with money or funds of the Society not immediately required for the objects of the Society.

(o) To borrow and raise funds from banks, other financial institutions or private parties for the purpose and objects of the Society with or without security in any manner as the Society may think fit and repay the same.

(President)

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(p) To use all income (from students by way of fees , Counciling and lodging and from other institutions and from property movable and immovable or from the works of the Society or from rent of building wherever derived) for the pursuit of the objects of the Society as set forth in the Memorandum provided that no portion thereof be distributed among its members by way of profits or dividend or bonus except where payment or usage is allowed to employees, members, office bearers or any other person in lieu of services rendered or agreed to be rendered to the Society / Institutions set by the Society.

(q) To collect donation, membership fees and other contribution from members and others.

(r) To open, maintain bank account or accounts and the same shall be operated under the signatures of President or Cashier or as may mutually decided by them.

(s) To frame bye laws, rules and regulations for the smooth working of institutions & to alter or amend or re substitute new rules & regulations as the Society may deem fit.

(t) To provide means for the promotion and advancement of the above mentioned objects.

(u) To affiliate and manage and support the like minded institutions having similar objects as those of the Society.

(President)

(Secretary)

(Cashier)

RULES AND REGULATIONS

OF

1. NAME

The name of the Society is '-----.'

2. REGISTERED OFFICE

The Regd. office of the Society shall be situated at -----.

3. AREA OF OPERATION

The Area of operation of the Society shall be carried on whole of -----.

4. OBJECTS

The objects of the Society are mentioned in the memorandum of Society.

5. MEMBERSHIP:

The membership of the Society is open to any person who has attained the age of majority and is of sound mind and fulfills the terms and conditions of the Society but subject to the approval of the Governing Body of the Society. The Governing Body has the right to reject the application without assigning any reason.

(President)

(Secretary)

(Cashier)

6. TERMINATION OR CESSATION OF MEMBERSHIP:

The Governing Body of the Society shall have the power to expel / terminate a member or / and members, from the membership of the above Society, on the following grounds:

- (a) on death,
- (b) on written resignation,
- (c) if found to be involved in any anti-social activities,
- (d) if adjudged by any court of law to be a criminal offender,
- (e) if adjudged by any court of law to be a person of unsound mind,
- (f) if found guilty by means of anti propaganda of the Aims and Objectives of the Society,
- (g) if disregards Rules and Regulations or disobeys the decisions of the Governing Body,
- (h) If fails to attend three consecutive meetings of the Society.

The decision of the Governing Body regarding the termination from the membership of the Society shall be communicated to the member concerned.

7. Composition: The Society shall consist of:

- (a) The General Body comprising of all members of the Society.
- (b) The Governing Body to carry on the functions to achieve the objectives and purpose of the Society.
- (c) Such other Society (s) as the Society may constitute from time to time.

8. GENERAL BODY MEETING:

- (a) Notice: - Minimum 07 days notice shall be given to the members, before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
- (b) Meeting: - General Body Meeting shall be held once in every quarter subject to minimum of four General Meetings.
- (c) Quorum: - The quorum of the General Body Meeting shall be 2/3th (two - three) of the total strength of the General Body Members of the Society.

(President)

(Secretary)

(Cashier)

9. RIGHTS & PRIVILIGES OF MEMBERS:

All and every member of the Society:

- (a) shall be entitled to participate in meetings, cultural / educational / sports functions and other lawful gatherings, called / arranged by the Society,
- (b) have right to collect the Identity Card after depositing the required / prescribed fee (fixed by the Governing Body of the Society from time to time).

10. DUTIES OF MEMBERS:

All and every member of the Society shall:

- (a) elect the Governing Body of the Society,
- (b) attend the General Body meetings regularly,
- (c) give the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society,
- (d) not indulge in any activities which are prejudicial to the Aims and Objectives and / or the Rules & Regulations of the Society.

11. GOVERNING BODY:

- (a) *Strength*: - The strength of the Governing Body (including office bearers and Executive members) shall not be less than 7 (Seven).
- (b) *Term*: - Term of every Governing Body shall be One-year. After One year selection of Governing Body shall be made unanimously and in case there is dispute over the selection of any person than election should be under taken either by secret ballot paper or by show of hands. The candidate with majority of votes should be declared elected.
- (c) *Notice*: - Minimum 07 days notice shall be required for every Governing Body Meeting of the Society but urgent Governing Body Meeting can be called by 24 hours notice.

(President)

(Secretary)

(Cashier)

- (d) *Quorum*: - The quorum of the meeting shall be 2/3rd.
- (e) *Meeting*: - Governing Body Meeting shall be held once in Three Months regularly (or as and when the Governing Body of the Society decides from time to time).
- (f) *Urgent Meeting*: - The urgent Governing Body Meeting may be called by 24 hours notice but quorum for the same shall be 2/3th (two -three) of the total strength of the Governing Body of the Society.

12. FUNCTIONS & POWERS OF GOVERNING BODY:

- (a) Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorised to appoint any office bearer / executive member to look after particular activity.
- (b) All the decisions shall be taken by majority votes.
- (c) The Governing Body shall have the power as are the powers of the Society, mentioned in the Memorandum of the Society and in these Rules and Regulations. The Governing Body shall also have the following powers:
 - (1) To prepare plans, projects and programs.
 - (2) To appoint Election Officer and his / her powers.

13. COMPOSITION OF THE GOVERNING BODY:

The composition of the Governing Body shall be as under:

President	One
Vice President	One
Secretary	One
Cashier	One
Adviser	One
Members	Eleven

(President)

(Secretary)

(Cashier)

14. POWERS AND DUTIES OF OFFICE BEARERS:

➤ **PRESIDENT**

- President shall sign all the papers / letters, on behalf of the Society, to conduct its correspondences.
- President will look after the general administration and affairs of the Society.
- President will be the custodian of the property and interests of the Society.
- **VICE PRESIDENT**

In the absence of the President the vice President will act as the President of the Society and will act accordingly.

➤ **SECRETARY**

- The Secretary shall attend to the day to day management of the affairs of the Society like correspondence etc. subject to the approval of the President.
- In case of emergency, it shall be competent to the Secretary to take decisions by circulating the papers among them with the prior approval of the President .
- To call meetings of Governing Body and members of the Society and to issue agenda for the same.

➤ **CASHIER**

All funds of the Society shall remain under the care and management of the Cashier.

- Cashier shall maintain the accounts of all money, which is received and / or paid by him on behalf of the Society.
- Cashier shall make disbursement in accordance with the directions of the Governing Body.
- Cashier shall assist and perform all or any of the duties of the Secretary which are specifically authorized /entrusted by the Society /Secretary.

➤ **ADVISOR/MEMBER:**

They will perform such duties and functions as may be entrusted to them by the Governing Body from time to time.

(President)

(Secretary)

(Cashier)

15. APPEALS:

All the appeals shall be preferred to the Governing Body of the Society and the decision of the Governing Body shall be final.

16. FILLING UP CASUAL VACANCIES:

Any casual vacancy amongst the Governing Body shall be filled by the resolution passed by the Governing Body. The General Body in its coming General Body Meeting shall confirm such appointment(s).

17. FINANCIAL YEAR:

Financial year of the Society shall start from the 1st of April every year and ends up on the 31st March of the following year.

18. BANK ACCOUNT AND ITS OPERATION:

The Society should open a bank account with any Bank. The Bank Accounts Shall be operated by the members of the Governing Body as the Society may deem fit.

19. ANNUAL LIST OF GOVERNING BODY:

Once in every year a list of the Office-Bearers and the Executive Members of the Governing Body shall be filled in the office of ----- as it is required under the Societies Registration Act, 1860.

20. LEGAL PROCEEDINGS:

Society may sue and / or be sued in the name of the Society as per provisions laid down under Societies Registration Act, 1860, as applicable to the State of Punjab.

21. AMENDMENT:

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with the Societies Registration Act, 1860, as applicable to the State of Punjab.

(President)

(Secretary)

(Cashier)

22. APPLICATION OF THE ACT:

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the State of Punjab, shall be applicable to this Society.

23. EXTRA-ORDINARY MEETING OF GOVERNING BODY:

(a) In the event of any emergency, an Extra Ordinary Meeting of Governing Body may be called within 1 day after the service of the notice in writing to the members. The notice would state the type of emergency.

(b) Minimum ----- members of the Governing Body shall be entitled to call an Extra Ordinary Meeting of the Governing Body.

24. AUDIT OF ACCOUNTS:

(a) The account of the Society shall be audited every year after the close of financial year, by the Auditor appointed for this purpose.

(b) The books of account shall be kept at the Registered office of the Society or at such other place as the Governing Body of the Society may deem fit.

(c) The account of the Society shall be presented by General Secretary before the Governing Body.

25. AMENDMENTS

The Governing Body shall have power to alter, change, amend or modify the above said rules and regulations or by laws by a resolution passed by 2/3rd majority of votes of the total members.

26. DISSOLUTION CLAUSE:

In the Event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Society / members of the managing Society / Governing body. The Assets remaining on the date of dissolution can only be distributed/donated or handed over to such Society whose objects are similar to those of this Society.

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(Cashier)

27. ARBITRATOR:

In the event of any dispute, the matter of the Society shall be referred to arbitrator consisting a panel of members as the Society may deem fit.

28. INVESTMENT CLAUSE:

The funds of the Society shall be invested in the modes specified under the provisions of the Income tax Act, 1961 as amended from time to time.

29. ACCOUNTS CLAUSE:

All accounts of the Society shall be maintained regularly. The accounts shall be duly audited by a chartered accountant every year. The Accounts shall be closed by 31st March every year.

30. To borrow and raise funds from banks, other financial institutions or private parties for the purpose and objects of the Society with or without security in any manner as the Society may think fit and repay the same and Authorized Cashier and Manager for this purpose as the case may be.

31. The Benefits of the Society shall be open to all irrespective of caste, creed or religion.

32. The funds and the income of the Society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the Society/members by way of profit, Interest, Dividends etc. The members can draw salary for their work through any designation as per their qualification. The Salary shall be fair as payable to other of the same designations.

(President)

(Secretary)

(Cashier)