

Department of Industries & Commerce, Haryana

Form-VII

“Revised Certificate of Registration issued under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotment of a new registration number”

(See sub-rule (2) of rule 8)

Revised Certificate of Registration of Society

I hereby certify that **SARASWATI SHIKHSA SABHA**(name of the society) registered vide registration number **198** on 0000-00-00 00:00:00 Registered with District Registrar has been allotted a new Registration Number as undermentioned on this 28 day Aug month 2018 year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code		Year Of Registration				Registration Number				
H	R	4		2	0	1	8	0	1	8	5	1
Name Of the Society							Registered Office Address					
SARASWATI SHIKHSA SABHA							MANDI LUKHI THANESAR KURUKSHETRA					

Issued under my hand at [Kurukshetra] this [28] day of (month)[Aug] (Year)[2018] having Unique Identification Number - 2001130575




Issuing Authority
District Registrar,
Kurukshetra
(Signature of District Registrar)

SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Videography of each meeting/ election of society is mandatory.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15%
(see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyexistingregistration/id/130575>

Governing Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation	Mobile Number
1	Mahabir Singh Tanwar	1	Village Bhusthala, District Kurukshetra	2003-05-16	President	
2	Ashok Kumar	2	Village Bhusthala, District Kurukshetra	2003-05-16	Vice President	
3	Anuj Tanwar	3	Village Bhusthala, District Kurukshetra	2015-04-11	General Secretary	
4	Shiv Kumar	4	Village Bhusthala, District Kurukshetra	2015-04-11	Joint Secretary	
5	Harpal Singh	13	Village Bhusthala, District Kurukshetra	2003-05-16	Executive Member	
6	Smt. Kamlesh Tanwar	14	Zirakpur	2015-04-11	Executive Member	
7	Smt. Poonam Devi	15	Village Bhusthala, District Kurukshetra	2015-04-11	Treasurer	

Members of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Aadhar Number	Mobile Number
1	Mahabir Singh Tanwar	1	Village Bhusthala, District Kurukshetra	2003-05-16	00	9034601200
2	Ashok Kumar	2	Village Bhusthala, District Kurukshetra	2003-05-16	00	9034601200
3	Anuj Tanwar	3	Village Bhusthala, District Kurukshetra	2015-04-11	00	9034601200

4	Shiv Kumar	4	Village Bhusthala, District Kurukshetra	2015-04-11	00	9034601200
5	Harpal Singh	13	Village Bhusthala, District Kurukshetra	2003-05-16	00	9034601200
6	Smt. Kamlesh Tanwar	14	Zirakpur	2015-04-11	00	9034601200
7	Smt. Poonam Devi	15	Village Bhusthala, District Kurukshetra	2015-04-11	00	9034601200



Memorandum of Association for Registration of the Society

1. Name of the Society:

The Name of the Society shall be "Saraswati Shiksha Sabha".

2. Registered office of the society:

The registered office of the society shall be at Village Mandi, P. O. Lukhi, Kurukshetra

3. Area of operation:

The area of operation of the Society shall be the territory of the State of Haryana.

4. Vision of Society:

- Establishment of Saraswati Vidya Mandir and Hostel.
- To provide scholarships to students and to provide other Facilities
- To make an arrangement for regular health checkup of children
- To start Information Bureau in order to help the students

5. Objectives of the society:

- Establishment of Saraswati Vidya Mandir and Hostel.
- To provide scholarships to students and to provide other Facilities
- To make an arrangement for regular health checkup of children
- To start Information Bureau in order to help the students

6. Functions:

In pursuance of the Vision and Objectives referred above, the functions of the Society shall be as follows:

- To undertake all activities that may be necessary for achievement of the objects referred to an Article 5 above.
- To provide guidance and support for efficient planning and implementation, monitoring, evaluation of professional, technical, vocational education and skill development and its up-gradation in the State.
- To promote and facilitate public-private partnerships in the accomplishment of its objects
- To promote and undertake analytical work to continuously improve the immovable and construct, alter and maintain any building or buildings necessary for carrying out the objectives of the Society.
- To get funds, grants, subsidies, loans or financial assistance from State Government, Central Government or any Person, Company or Association or Organization having similar objectives



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Member
Saraswati Shiksha Sabha
MANDI (KKR.)

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President
Saraswati Shiksha Sabha
MANDI (KKR.)

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Secretary
Saraswati Shiksha Sabha
MANDI (KKR.)

(f) To give grant, subsidies or financial assistance to any Person or Association or Organization to carry out any specific task/(s) entrusted to it by the Society or in return for the services rendered to the Society.

(g) To enter into any arrangement/agreement with any person, company or association having similar objectives.

(h) To take all such other actions as may deem necessary or incidental or ancillary or conducive to the achievement of the objects of the Society.

7. Management of the Society:-

The management of the affairs of the Society shall be vested with the Executive committee as enshrined in the Bye laws.

8. Authority to correspond:

The President, Sh. Mahabir Singh Tanwar, of the Society shall be the authority to correspond for and on behalf of the Society.

9. Property and Assets: -

The income and property of the Society, howsoever derived, shall be applied towards promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless, in respect of the expenditure of funds allocated or grants made by the State Government or Central Government, to such limitations as these Governments may, from time to time, impose.

No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, howsoever, by way of profit, to the persons who at any time have been members of the Society or to any of them or to any person claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society for travelling allowance, halting, or other similar charges.

10. Dissolution:-

If, on winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any assets and property what so ever the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the State Government may determine.

11. The names and addresses and occupations of the first members of the Governing Body of the Society to whom, by the rules and regulations of the Society, the management of its affairs is entrusted are as Mentioned in Bye-laws.

12. A copy of the rules of the Society certified to be a correct copy by the members of the Governing Council of the Society is filed along with the Memorandum of Association.



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Member
Saraswati Shiksha Sabha
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President
Saraswati Shiksha Sabha
MANDI (KKR.)

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Secretary
Saraswati Shiksha Sabha
MANDI (KKR.)

13. Founding Members & Formation of the Society:

The undersigned members associating themselves for the purpose described in this Memorandum of Association and desirous of forming themselves into a Society are the founder members of the Society.

The founder members by designation and their successors shall be treated as founder members in their place.

We undersigned, whose names, occupation & address as given below, do hereby subscribe our names to this Memorandum of Association & form ourselves into a society namely "Saraswati Shiksha Sabha" under the Societies Registration Act, 2012:

No. Sr.	Name of Officers	Designation	Occupation	Address	Signature
1	Sh Mahabir Singh Tanwar	President	Agriculturist	Vill. Bhustala	
2	Sh. Ashok kumar	Vice-President	Agriculturist	Vill. Bhustala	
3	Sh Anuj Tanwar	Secretary	Agriculturist	Vill. Bhustala	
4	Sh Shiv Kumar	Joint Secretary	Agriculturist	Vill. Bhustala	
5	Sh Harpal singh rana	Member	Agriculturist	Vill. Bhustala	
6	Smt Kamlesh Tanwar	Member	Home Maker	Zirakhpur	
7	Smt Poonam Devi	Treasurer	Home Maker	Vill. Bhustala	

14. RULES AND REGULATIONS OF 'HARYANA SKILL DEVELOPMENT MISSION'

1. Short Title: - These Rules may be called the 'Rules of the Saraswati Shiksha Sabha'

2. Office: - The registered office of the Society shall be located in Village Mandi P.O. Lakhn Kurukshehra

3. Scope and application: - The area of operation of the Society would be all districts in Haryana State

4. These Rules shall come into force from the date on which the Saraswati Shiksha Sabha is registered as society under Haryana Registration and Regulation of Societies Act, 2012

5. Members of the Governing Council shall cease to be such members, if they resign, are of unsound mind, are insolvent or are convicted of a criminal offence involving moral turpitude

6. Where a member of the Governing Council becomes a member by appointment, his membership of the Council shall terminate when he ceases to hold that office or appointment



Member
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 MANDI (KKR.)

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any other vacancy in its body whether by non-appointment or otherwise, and no act of the Council shall be invalidated merely by reason of the happening of any of the above event or any defect in the appointment of any of the members of the Council.

15. Power and Functions of the Council:-

The council shall have the following powers and functions:-

- a To frame policies, guidelines, regulations and rules for the mission
- b To approve guidelines for functioning of HSDM like engaging private partners, recruitment rules, purchase rules etc.
- c To approve delegation of administrative and financial powers at various levels.
- d To approve Annual Action Plan of the state.
- e To approve budgets of HSDM.
- f To approve communication and social mobilization strategy.
- g To approve the recruitments for the mission as prescribed in the rules.
- h To facilitate inter-departmental coordination.
- i To appoint sub-committees for addressing specific issues.
- j To periodically review the progress of HSDM.
- k Any other matter referred by the State Executive Committee.
- l To consider the balance sheet and audited accounts for the previous year.

16. The meetings of the Council shall be held at such time, date and place as may be determined by its President.

17. Except as otherwise provided in these Rules, all meetings of the Council shall be called by notice issued by the President.

18. At least 7 Members or One-third of the members of the Council, whichever is higher, present in person shall form a quorum at every meeting of the Council, provided that no quorum shall be necessary in respect of an adjourned meeting.

19. All issues at meetings of the Council shall be decided by consensus or if votes in favour is atleast 3/4 of total votes.

20. Not less than Fourteen clear days' notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that:

- a. The Chairman may call an emergency meeting at the notice of 3 days, and
- b. Any inadvertent omission to give notice of the meeting or its non- receipt by any member shall not invalidate the proceedings of the meeting.

21. Functions of Executive Committee

The executive committee shall perform the following functions:

- a. To review the district action plans and finalizes Annual Action Plan for the society.
- b. To consider and approve the recommendations of the Course and Training Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
- c. Any other work assigned by the Governing Council.



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Member
Saraswati Shiksha Sabha
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President
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MANDI (KKR.)

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Secretary
Saraswati Shiksha Sabha
MANDI (KKR.)

22. Powers and Duties of the Executive Committee:-

The executive committee shall discharge such duties and exercise such powers and undertake to carry out such activities as are considered essential in general and particular reference to the following -

- a. To give overall guidelines for professional courses and skill development modalities in Haryana
- b. Give suggestion on convergence between professional and vocational training programmes and various schemes of the State and Central Government.
- c. Suggest replicable and feasible Public-Private Partnership models to augment the coverage of professional and skill development initiatives by society
- d. Plan and review the progress of Procedures adopted by society.
- e. Exercise oversight on the administration and management of the Mission.
- f. To enter into agreements with the similar organizations for the furtherance of professional and skill development initiatives in the State.
- g. To appoint committee or committees for disposal of any business of the Mission or advice in any other matter.
- h. To delegate to such extent as it may deem necessary any of its powers to any officers or committee of the Governing council.
- i. In the events of any matter not being provided for herein, the Governing Council shall have the power to make regulations and by-laws as it deems necessary.
- j. The Executive Committee shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its rulings shall be final and binding.
- k. The Executive Committee shall have powers to appoint financial and other committees/sub committees for carrying out the objective of the mission.

23. Accounts and Audit:-

- a. The Mission shall maintain proper accounts and other relevant records and prepare annual statement of accounts comprising of the Receipts and Payments Account, statement of assets and liabilities in such form as may be prescribed by the Registrar of Societies of the State Government in keeping with the Rules in force under the Haryana Registration and Regulation of Societies Act, 2012 subject to the conditions in that respect of grants from the Central Government directions of the Government of India shall be adhered to.
- b. The statutory audit of the annual statement of accounts of the Mission shall be carried out annually by a Chartered Accountant, in accordance with the provisions of Haryana Registration and Regulation of Societies Act, 2012.



Member
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Secretary
Saraswati Shiksha Sabha
MANDI (KKR.)

President
Saraswati Shiksha Sabha
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c. The audited accounts shall be finalized by the Executive Committee and approved by the Governing Council. A copy of approved Audit Report along with the observations of the Auditors would be submitted to the State Government.

24. Annual Report:-

Annual Report on the working of the Mission and the work undertaken by it during the year together with Balance Sheet and Audited Accounts shall be prepared by the Executive Committee for information of the State Government. A draft of the Annual Report along with the audited accounts and the Auditor's report thereon shall be placed before the Governing Council in its Annual General Meeting for approval and would be submitted to the State Government after obtaining the approval of the Governing Council.



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MANDI (KKR.)



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MANDI (KKR.)



Byelaws for a Society

1. Name of the Society: SARASWATI SHIKSHA SABHA

2. The Registered Office of the Society shall be at (complete postal address): Mandi, P.O. Lukhi, Kurukshetra

3. The Society shall carry out its major activities in the Kurukshetra District within the territory of State of Haryana.

4. Membership:

(1) The Society shall have a maximum of 250 members including the founder members/ original subscribers.

(2) Eligibility: In order to be admitted as a member of the Society, a person:

(i) must be 21 years of age on the date of admission;

(ii) should subscribe to the aims and objects of the Society;

(iii) must have deposited the admission fee and annual subscription fee and

must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;

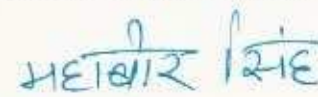
(iv) must not be an insolvent and of unsound mind; and

(v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

(3) Kinds/ 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 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 _____. The founder members shall also be eligible to become Life Members of the society and shall have the privilege of being members of the collegium without election, in case the total number of members of the society exceeds 300.


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- (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 _____.
- (iii) **Ordinary Member** - The Society shall have a total of _____ 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 years), 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 has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed _____. The honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(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
(i)	Founder Members	Rs. 21,000/-	Nil
(ii)	Life Member	Rs. 501/-	Nil
(iii)	Ordinary Member	Rs. 1000/-	Rs. 500/-
(iv)	Honorary Member	Nil	Nil

- (ii) The payment of annual subscription of a member shall be made by the 1st of April of every year, which may be paid latest by _____ of June of such year. The membership of a defaulting member shall be deemed to be terminated.

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Secretary
Saraswati Shiksha Sabha
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President
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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.

- (ii) 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 interval 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 Secretary duly filled in and signed and recommended by a regular member of the society.
- (iii) The 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 bound to assign any reason for its decision.
- (v) The approval of the Governing Body shall be intimated to the member. His name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2017 and he/she will be issued an Identity Card of the Society.
- (6) Identity Card for every member: Every person admitted as a member will be issued an identity card containing his/ her photograph, brief particulars, and membership category, duly signed by the individual Member and the General Secretary of the Society.
- (7) Rights & Obligations of Members:
- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time.
- (ii) Every member, except an Honorary member, shall have a right to vote at the elections of the Society provided such member is not a

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Secretary
Saraswati Shiksha Sabha
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President
Saraswati Shiksha Sabha
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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 in any working day by giving a notice of seven days.
- (iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

(8) **Cessation of Membership.** Any person admitted as a member shall cease to be a member of the Society in the following events:

- (i) Attracts the provisions contained in Section 22 of the Act;
- (ii) Upon his/ her acting contrary to the aims and objectives of the Society;
- (iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;
- (iv) Upon indictment and directions for removal by the District Registrar/ Registrar General of Societies;
- (v) An honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

5. **General Body:**

- (1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society including the annual subscription.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.

6. **Meetings of the General Body:**

- (1) 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.

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Secretary
Saraswati Shiksha Sabha
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President
Saraswati Shiksha Sabha
MANDI (K.R.)



- (ii) The Governing Body of the society may convene an 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 of at least 14 days, along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- (iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50%) of the total members of the members of the General Body.
- (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.
- (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 Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

7. 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 in the Memorandum of Association and the Bylaws 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, 2012.
- (iii) To elect the members of the Governing Body.

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Secretary
Saraswati Shiksha Sabha
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President
Saraswati Shiksha Sabha
MANDI (KKR.)



- (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.

8. Governing Body:

(1) Composition: The Governing Body of the society shall consist of a total of **07** Office bearers and members as under:

- a) President
- b) Vice President
- c) General Secretary (Secretary)
- d) Joint Secretary
- e) Treasurer
- f) **02** Executive Members, including co-option of any Honorary Member by the Governing Body.

(2) Election of the 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/despatch a list of members of the General Body entitled to vote at least 15 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 & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.
- (iii) Any objections qua 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 election 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 also



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Secretary
Saraswati Shiksha Sabha
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President
Saraswati Shiksha Sabha
(KKR.)

on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.

- (ii) 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 30 days, who shall accord his approval of the same upon his satisfaction.
- (iii) The office bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

(3) **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.

(4) **Meetings of the Governing Body**

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- (ii) A clear notice of three days of every such meeting will be given by the 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 at least fifty percent of its members.
- (iii) The quorum of the meetings of the Governing Body shall be at least 50% 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 held on another date for which a proper notice shall be issued.

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present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

- (iii) 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 signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any six members present in the meeting as may be authorised by the Governing Body.
- (iv) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

(5) **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 movable 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.
- (iv) 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 competent 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 such 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 business manner.
- (vii) To outsource certain functions e.g- cleaning, security and similar other maintenance activities of the premises of the society.

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(6) Powers, Functions & Duties of individual members of Governing Body

(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 of 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 thereunder.
- f) To supervise and guide the overall activities/ achievement 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 duties and exercise all the powers of the President.
- c) To do all such acts, deeds and things as may be authorized by the Governing Body.

(iii) General Secretary/Secretary:

- a) To conduct, organize, supervise and manage all the affairs of the Society and do 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 may be required.

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- 20) 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.
- 21) 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.
- 22) To keep and preserve the records of the Society / Governing Body.
- 23) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- 24) 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 Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- 25) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- 26) To conduct correspondence on behalf of the Society / Governing Body and to send letters and papers on its behalf and to ensure that all statutory returns and records are properly kept and maintained.
- 27) To prepare notice 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.
- 28) 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.

(vi) Joint Secretary:

- a) To assist the General Secretary / Secretary of the Society in performing functions and duties;

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 Secretary
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 President
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- b) To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorised 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.

(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 accountant appointed by the Governing Body at the close of the Financial year, every year.
- c) To submit to the Governing Body through General Secretary/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 of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

(7) **Cessation of members of the Governing Body-** An office-bearer/ executive member of the Governing Body shall cease to be an 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 byelaws;
- c) if he is removed by a resolution passed in the meeting of the General Body.

(8) **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 dependant 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;


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- c) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.
- (9) **Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc.** - Any amendment in the Memorandum of Association and Byelaws, 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, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary/ Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (10) **Management of Assets and Funds of the Society**

- (i) The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue 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 information.
- (iii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
- (iv) All assets and funds will belong to the Society and vest in the society.
- (v) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ 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.


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(11) **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 and 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 authorised by them and by any member of the Society.
- (iii) The annual accounts of the society will be signed by any two authorised office-bearers of the Society.
- (iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member 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 determined by the Governing Body.

(12) **Common Seal:-**

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

(13) **Amalgamation of the Society :-**

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.

(14) **Dissolution of the Society:**

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under 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;

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President
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(ii) In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;

(iii) Its assets and properties shall be first used to liquidate any liabilities and the left 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 use thereof in the general public interest.

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

Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signatures
1	Sh Mahabir singh	S/o Ishpal singh	Vill. Bhusthala	Agriculturist	हेतारि रते
2	Ashok kumar	S/o Ishpal singh	Vill. Bhusthala	Agriculturist	Ashok
3	Anuj Tanwar	S/o Mahabir Singh Tanwar	Vill. Bhusthala	Agriculturist	Anuj
4	Shiv Kumar	S/o Ishpal singh	Vill. Bhusthala	Agriculturist	Shiv Kumar
5	Poonam Devi	W/o Anuj Tanwar	Vill. Bhusthala	Homemaker	Poonam
6	Smt Kamlesh Tanwar	W/o Mahabir Singh	Vill. Bhusthala	Homemaker	कमलेश
7	Harpal singh rana	S/o Sadhu singh	Vill. Bhusthala	Agriculturist	Harpal


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President
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1.	Name of the Society	SARASWATI SHIKSHA SABHA
2.	Registration No. & Date	198, 16/05/2003
3.	Registered Office Address of the Society	Village Mandi, P.O Lukhi, Kurukshetra, Haryana

Members of the Governing Body

Sr No	Name Of the office bearer/ Member of the Governing body	Member ship No.	Designation	Date of appointment	Full address of Member	Remarks
1.	Sh Mahabir Singh Tanwar	00001	President	16/05/2003	Vill Bhustala	
2.	Sh Ashok kumar	00002	Vice-President	16/05/2003	Vill Bhustala	
3.	Sh Anuj Tanwar	00003	Secretary	11/04/2015	Vill Bhustala	
4.	Sh Shiv Kumar	00004	Joint Secretary	11/04/2015	Vill Bhustala	
5.	Sh Harpal Singh rana	00013	Member	16/05/2003	Vill Bhustala	
6.	Smt Kamlesh Tanwar	00014	Member	11/04/2015	Zirakhpur	
7.	Smt Poonam Devi	00015	Treasurer	11/04/2015	Vill Bhustala	

Witness:
Sanyam
V.P.O - Bhustala
Kurukshetra



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