

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 **Surendra Educational Society** (name of the society) registered vide registration number **450** on **0000-00-00 00 00 00** Registered with District Registrar has been allotted a new Registration Number as undermentioned on this **26** day **Apr** month **2017** 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	0	0	3	2	0	1	7	0	0	7	7	5
Name Of the Society					Registered Office Address								
Surendra Educational Society					Ranjit Colony, Near Surendra Senior Secondary School, Camp, District Yamuna Nagar								

Issued under my hand at [Yamunanagar] this [26] day of (month)[Apr] (Year)[2017] having Unique Identification Number - 2001117986



Issuing Authority
District Registrar,
Yamunanagar
(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

Governing Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation	Mobile Number
1	Satvir kaur	1	Ranjit Colony, Near Surendra Senior Secondary School, Camp, District Yamuna Nagar	1994-07-01	President	
2	Prabhjit Singh	2	#382, Sector 45, Burali, Chandigarh	2006-04-02	Treasurer	
3	Navdeep Singh	5	Maluka Patti, Golewala Faridkot, Punjab	2014-04-03	Vice President	
4	Gurvinder Kaur	6	#54, Sector 68, Kumbra, SAS Mohali, Punjab	2014-04-03	General Secretary	

Members of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Aadhar Number	Mobile Number
1	Satvir kaur	1	Ranjit Colony, Near Surendra Senior Secondary School, Camp, District Yamuna Nagar	1994-07-01	355832530497	9354445554
2	Prabhjit Singh	2	#382, Sector 45, Burali, Chandigarh	2006-04-02	773941579581	8569008850
3	Mohit Baliyan	3	VPO Harnaul, District Yamuna Nagar	2006-04-02		9671500046
4	Naresh	4	Main Bazaar Camp, Near Sanatan Dharm Mandir, District Yamuna Nagar	2006-04-02		946636186
5	Navdeep Singh	5	Maluka Patti, Golewala Faridkot, Punjab	2014-04-03	938562687476	9017445533

	Gurvinder Kaur	6	#54, Sector 68, Kumbra, SAS Mohali, Punjab	2014-04-03	529944354716	8968816050
7	Gopal Dass	7	Village Nagal, Post Office, Charori, District Yamuna Nagar	2016-08-01		9466213171

MEMORANDUM OF ASSOCIATION OF SURENDRA EDUCATIONAL SOCIETY

RANJIT COLONY, NEAR SURENDRA SENIOR SECONDARY SCHOOL,
CAMP, DISTRICT YAMUNA NAGAR (HARYANA) 135001

1. Name of the Society: SURENDRA EDUCATIONAL SOCIETY
2. The Registered Office of the Society shall be at: RANJIT COLONY, NEAR SURENDRA SENIOR SECONDARY SCHOOL, CAMP, DISTRICT YAMUNA NAGAR (HARYANA) 135001;
3. The Society shall carry out its activities in whole of India. However, its major working will be in Yamuna Nagar District within the territory of State of Haryana.

4. **AIMS & OBJECTIVES OF THE SOCIETY:**

The aims & objectives of the Society are as under:

- a) To run and manage the Schools and Institutions established by the society;
- b) To open new Schools, Colleges, Sports Academies etc;
- c) To establish educational, professional, vocational institutions and colleges that would strengthen the developmental process. To promote education, Sport & cultural activities and related activities at all levels for the benefits of all sections of the society;
- d) To establish institutions for education & promotion of Fine-Arts, performing Arts and Scientific knowledge in all fields of learning.
- e) To establish libraries of printed books, journals, magazines, audio & visual-aids, publishing facilities, E-Libraries etc. for promotion of educational knowledge.
- f) To award scholarships for study, research and apprenticeship for all or any education purposes;
- g) To encourage the development of healthy and critical attitude towards mental, physical and moral faculties of the students and those connected with the Society so as to make them good and useful citizens of the Country;
- h) To adopt any running educational institution(s) already working and give education to the society at large for uplifting its standard and to help the management financially as well as academically;
- i) To carry on community development programs for the upliftment of educationally and economically weaker sections of the society irrespective of caste, color or creed.
- j) To establish, maintain and run hostels, Boarding houses, residential institutions, recreation centres, gymnasiums, health clinics and outdoor games facilities etc. for the students and other connected with the Society;



Surendra Educational Society
 CAMP, Yamuna Nagar-135001

Savir Kaur
 Navdeep Singh
 P. Kaur
 Anshu Singh

Mohit Bhatnagar
 Navneet
 JIYATE GIRA

- k) To construct, maintain, alter, improve and develop any building or works necessary or convenient for the purpose of the Society.
- l) To invest and deal with the funds or money of the Society, however derived keeping in conformity with applicable laws and statutes in force;
- m) To apply to the Central and State Governments for allotment of land or building required for the furtherance of the objects of the Society and also to issue appeals and applications for money and funds for the furtherance of the objects of the Society and to receive donations and grants/aids in cash or kind, movable or immovable or freehold/leasehold properties, to accept gifts, donations, subscriptions etc. from the public and/or Central/State Governments and any other institution or organization for the purpose of the Society;
- n) To undertake and accept the management of any endowments or donations.
- o) To generally carry on all such activities, education/charitable, as many be decided by the Managing Committee from time to time keeping in conformity with the applicable laws and statutes in force.
- p) To promote National Unity and International Peace and Amity;
- q) To promote communal and social harmony and brotherhood;
- r) To implement and promote all Central and State Government sponsored schemes;
- s) To take up programmes for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects;
- t) To ensure that the funds accruing from the institutions are spent for their benefits and expansion;
- u) To create awareness and addressing some of the social evils such as female foeticide, dowry, extravagant expenditure on social functions like marriages, empowerment of women of decision making etc;
- v) To organize blood donation camps and provide medical facilities to poor people;
- w) To provide free education to poor children and provide them educational materials like bags, books, note books etc;
- x) To take up programmes for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects;
- y) To help the victims of natural disasters and provide every help for their rehabilitation;
- z) To do such other acts which are necessary and conducive for the attainment of any of the object of the society;

Surindra Educational Society
CAMP, Yamuna Nagar-135 001

Satvir Kaur
Hardeep Singh
Arun
Prabjit Singh

Mahit Bhatiyar
Narinder
DILITE GIFT

vii)	Gopal Dass	Shri Nihal Chand	Agriculture	Village Nagal, Post Office, Charari, District Yamuna Nagar	पुस्तिका GTR
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Witness:

(1) Signature:

Name:

Occupation:

Address:

Shawana
Sunesh Kumar
Service
VILL Nagal P.O Charari
Distt Yamuna Nagar

President
Suryindra Educational Society
CAMP, Yamuna Nagar

(2) Signature:

Name:

Occupation:

Address:

Ranjadh S
Ranjadh Singh
Business
V.P.O Hsinand Distt Yamuna Nagar

ATTESTED
Monika Rani 7/3/17
MONIKA RANI
Advocate & Notary
Distt. Courts, Jagadhri (Y.N.R.)



1

BYE LAWS OF SURENDRA EDUCATIONAL SOCIETY

**RANJIT COLONY, NEAR SURENDRA SENIOR SECONDARY SCHOOL,
CAMP, DISTRICT YAMUNA NAGAR (HARYANA) 135001**

1. Name of the Society: SURENDRA EDUCATIONAL SOCIETY
2. The Registered Office of the Society shall be at: RANJIT COLONY, NEAR SURENDRA SENIOR SECONDARY SCHOOL, CAMP, DISTRICT YAMUNA NAGAR (HARYANA) 135001;
3. The Society shall carry out its activities in whole of India. However, its major working will be in Yamuna Nagar District within the territory of State of Haryana.
4. **MEMBERSHIP:**
 - (a) The Society shall have a maximum of 15 members including the founder members/ original subscribers.
 - (b) **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 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.
 - (c) **The Society shall consist of Three different categories of members as under:**
 - (i) **Ordinary Members:**

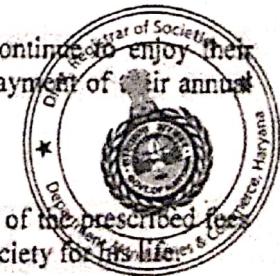
The Society shall have ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee.
 - (ii) **Life Members:**

A person may be admitted as a life member on payment of the prescribed fee and such person shall continue to be the member of the society for his life.
 - (iii) **Honorary Members:**

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

Satish Kumar
Nandeep Singh
Ajay
Rohit Singh

Manjit Bahyar
Narish
Diljit Singh



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 Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(d) **Membership Fee & Annual Subscription:**

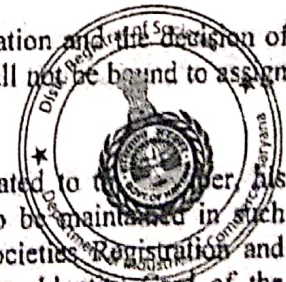
(i) The rates for membership of the Society and the annual subscription shall be as under:

Sr. No.	Type of Member	Admission Fee	Annual Subscription
(i)	Ordinary Member	₹ 3,000/-	₹ 2,000/-
(ii)	Life Member	₹ 5,000/-	Nil
(iii)	Honorary Member	Nil	Nil

(ii) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid by the 30th of June of such year. The membership of the defaulting member shall be ceased in case payment of annual subscription is not paid till last date.

(e) **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, 2012 and he/she will be issued an Identity Card of the Society.



Satvir Kaur

Hardeep Singh
 [Signature]
 Prabhjit Singh

Mahesh Bhatnagar

Nasir
 [Signature]
 SUNITA GILL

(f) **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.

(g) **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 cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society;
- (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, 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.

(h) **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/ 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:**

- (i) 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.
- (ii) Every member shall cast his vote in person and no proxy voting shall be allowed.

Burindru Educational Society
CAMP, YATOLINA Nagar-130 000

Sudvir Kaur
Mandeep Singh
Chairman

Mohit Bhatnagar
Nakash
Secretary

- (iii) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Byelaws 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.
- (iv) To elect the members of the Governing Body.
- (v) 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:

(a) Composition:

The Governing Body of the society shall consist of a total of Four (4) Office-bearers as under:

- (i) President,
- (ii) Vice President
- (ii) General Secretary/Secretary,
- (iii) Treasurer,

(b) Election of the Governing Body:

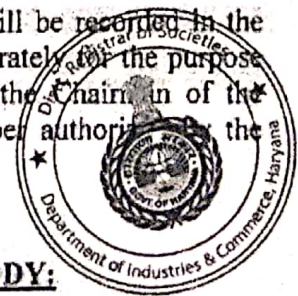
- (i) The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;
- (ii) The Governing Body will declare the schedule of elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General 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 & the manner. The information with 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 also be invited to 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 conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote

Surindra Educational Society
 CAMP Yamuna Nagar-135 002

Sudhir Kaur
 Anoop Singh
 Anand
 Anand Singh
 Anand Singh
 Anand Singh

6. MEETINGS 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 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 25% of the total members, subject to a minimum of four. Provided further that in case such meeting is adjourned for a second time for want of the reduced quorum of twenty-five percent, the quorum for such adjourned meeting shall be fifteen percent of the members entitled to vote and present in person subject to a minimum of four. 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 25% 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 or any member authorized by the governing body.



7. POWERS, FUNCTIONS & DUTIES OF THE GENERAL BODY:

- (i) To guide the Society in determining and fulfilling its aims and objects.
- (ii) To consider and approve the annual statement of accounts and the auditors report.

President
Savitri Educational Society
CAMP, Yamuna Nagar-135 002

Sadvir Kaur
Navdeep Singh
Prashant
Mohan Balyan
Nashu
GKET

in person, and wherever disputed, 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 30 days, who shall accord his approval of the same upon his satisfaction.
- (vi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

(c) 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.

(d) 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 40% of the total members of the Governing Body, subject to a minimum of 2 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 2 members, shall form the quorum for the adjourned meeting.
- (iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book maintained for this purpose. Such minutes shall be signed by the Chairman / President of the meeting and the Secretary of the Society. In case the Chairman / President or the 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.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

Surinere Educational Society
CAMP, Varanasi, U.P.

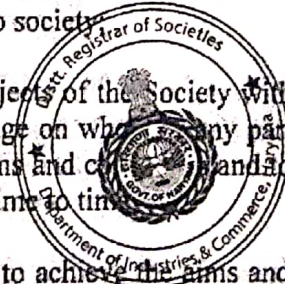
Solvi Kaul
Navdeep Singh
Gaur

Mohd. Baizer
Narish
Shilpa Gaur

(c) Powers, functions & duties of the Governing Body:

The Governing Body shall exercise the following powers, functions to achieve the aims & objects of the society:

- (i) To 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 and for running the existing school and opening new schools and institutions;
- (ii) To delegate powers of governing body to president as and when required for the smooth functioning of the society;
- (iii) To raise funds and purchase property (movable and immovable) in its name and to take property (movable and immovable) on free-hold or lease or rental basis from members or from any person. To collect and/or accept funds for the Society by way of subscriptions, donations, grants, gifts, etc. by cash and through negotiable instruments like cheque, drafts, pay order etc.;
- (iv) To 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) 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;
- (vi) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time;
- (vii) 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 seamless manner;
- (viii) To outsource certain functions e.g. cleaning, maintenance, transportation, training of staff, construction, security and similar other activities of the premises of the society and other institutions attached to society;
- (ix) To borrow or raise money for the fulfillment of the objects of the Society with or without security by creating a charge lien or mortgage on whole or any part of its properties, assets rights or privileges on such terms and conditions and to such extent as may be determined by the Society from time to time;
- (x) To create a post, and appoint employees in the society to achieve the aims and objects of the society. The Governing Body is also authorized to appoint Head of the Institutions, teachers and non-teaching and technical staff and any other officer in the institutions established by the society. The rules for appointment, working and removal of the employees shall be framed by the Governing Body;



President
Surindia Educational Society
CAMP, Yamuna Nagar-135 004

Surindia Educational Society
Narasimha

Sadvi Kaur

Nardeep Singh

Gaur

Mohit Bhatnagar

Prabhat

- (xi) To suspend or terminate any employee of society including Head of the Institutions, teachers and non-teaching and technical staff and any other officer of the institutions established by the society. To take any disciplinary action as deems fit and necessary for achieving the aims and objects of the society;
- (xii) To exercise financial powers beyond those delegated to the Principal, manager within the budgetary provision of the institutions;
- (xiii) To take stock of academic programmes and progress of the institutions;
- (xiv) To guide the Head of the Institutions established by the society to maintain tone and discipline;
- (xv) To ensure that the norms given in the Central and State Act, Boards and Universities regarding terms and conditions of service and other rules governing recognition/affiliation of the school and other Institutions and its Governing Body/managing committee are strictly adhered to;
- (xvi) To ensure that the Institutions get Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time;
- (xvii) To sanction leave to the Head of the various Institutions including casual leave;
- (xviii) To ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted;
- (xix) To propose to the Society, the rates of salary, tuition fees and other annual charges and also review the budget of various Institutions presented by the Head of the Institutions for forwarding the same to Society for approval. To institute medals, prizes, scholarships, etc.;
- (xx) To keep a true account of assets and liabilities, to acquire, sell, mortgage, change, or otherwise dispose or deal with any property of the Society for promoting the aims and objectives of the Society with prior permission of the General body;
- (xxi) To institute, conduct, defend any legal proceedings by or against the society and also to compound any claims or demand by or against the society and to take all steps as required and deemed fit and necessary;
- (xxii) To enter into, carryout, rescind, modify or cancel any contract or agreement on behalf of the society. To authorize any member of Governing Body any contract or agreement on behalf of society;
- (xxiii) To do all such other lawful acts, deeds or things, either alone or in conjunction with other organizations, as are incidental and conducive for the attainment of the objects of the society;
- (xxiv) To open bank accounts with such scheduled banks and to operate such bank account;



Sunanda Educational Society
CAMP, Yamuna Nagar-135

President

SHRUTI GITA

Nandh

Sudvir Kaur

Navdeep Singh

Prabhat Singh

Mohit Badhyar

- (xxv) To establish liaison with such other Societies/NGOs and other bodies as is considered in the interest of the Society and to decide upon the representation of the Society on such bodies;

(f) 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/or the Governing Body from time to time.
- c) To ensure proper & transparent functioning of the Society/ Governing Body.
- d) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- e) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- f) To approve the expenditure and also sign the vouchers and scrutinize the accounts;
- g) To appoint or dismiss any employee on the report of secretary;
- h) To delegate the duty to any member (including office bearer) for the purpose of legal consultation and other proceedings;
- i) To be *Ex-Officio* chairman of all the committees and sub committees formed by the governing body;

(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.

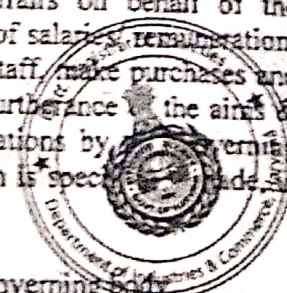


Sanskrit Educational Society
CAMP, Yamuna Nagar

श्रीमती गीता
नाम

Satvir Kaur
Nandarp Singh
Mabit Badiya
Rabhat

- 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 and act as custodian of all the records of the society. To keep proper records of Minutes Book(s), notice book, correspondences register etc;
 - 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 Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
 - i) 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.
 - 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) To 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 specified, in consultation with the President of the Society.
 - m) To look after the legal work with the approval of the governing body.



Surindra Educational Society
CAMP, Yamuna Nagar-134 001

Mohit Babbar
DIPATE GILL
NARULL

Sadvir Kaur
Hardeep Singh
Akan
Rohit Singh

(iv) 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.

(g) 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 (h) of Clause 4 of these byelaws;
- c) If he is removed by a resolution passed in the meeting of the General Body.

(9) Exclusions from the Employment of a Society:

- (i) No member of the Society shall be in full-time or part-time employment of the Society;

Provided that there is no bar to any family member or close relative of the office bearers and members of the Governing Body or society for employment in the society and Schools or any other related institutions established by the society as per their qualification and experience;

10. 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 consent of the General Body by way of a special resolution. The intimation of any such amendment for change, along with attested copy of the requisite documents, shall be filed in the office of 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.

President
Surinder Educational Society
CAMP, Yamuna Nagar-135 001

Mohit Badgayan
Dhruv GITA
Narain

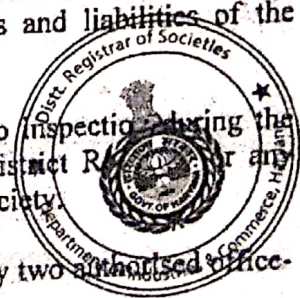
Sadvir Kaur
Nardeep Singh
Amit
Rishyit Singh

11. 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, fund raising activities, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through loans from its members or from scheduled banks/Financial Institutions on interest.
- (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 can be operated individually or jointly by such member(s), office bearer(s) 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 towards the Membership Fees and the annual subscriptions from the members shall be made through Bank Instruments (i.e. DD/Pay Order/Cheques/Bank Transfers/RTGS etc). However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.
- (vi) No payment shall be made out of funds to the office bearers or members of society by way of honorarium or remuneration. They shall however be entitled to TA/DA and other allowances and perks as determined by the Governing Body and the reimbursement of expenses incurred in the performance of their duties. The volunteers and experts who render their services to the Society may be entitled to honorarium as determined by the Governing Body.

12. 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 an Auditor, who is a member of the Institute of Chartered Accountants of India, constituted under the Chartered Accountants Act (1949) (Central Act 38 of 1949) and shall not be a member of the



Sarindra Educational Society
CAMP, Yamuna Nagar-136 001

Mohit Ballyan
DISTRICT REGISTRAR
HARYANA

Satvir Kaur
Nivedita Singh
OFFICER
District Registrar

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.

13. No Profit Motive:

The Society will have neither profit motive nor its profit shall be distributed among its members. All the income, earnings, donations, moveable and immovable properties of the Society shall be solely utilised towards the promotion of the Objects of the Society as set forth in the Memorandum of Association. No profit shall be paid or transferred directly or indirectly by way of dividends, bonus, or in any manner whatsoever to the members of the Society.

14. 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.

15. 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.

16. 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;
- (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.

17. Verification of accounts, returns and registers:

The accounts, returns and registers of the Society specified in the Act and rules shall be verified and signed by at least two office-bearers of the Governing Body of the Society and in each such account, return and register, the following declaration shall be endorsed in token of such verification, namely:

"We declare that the particulars furnished above are true and correct to the best of my knowledge and belief."

President
Surindia Educational Society
CAMP, Yamuna Nagar-135001

Mahesh Bhatnagar
DILITA GITA
Narinder

Satvir Kaur
Navdeep Singh
Chikans
Prabhjit



18. Residual Matters:

In all matters not specifically covered under the above Bye-Laws, the jurisdiction and the decision shall rest with the Governing Body, subject to the approval of the General Body and as per the Haryana Registration and Regulation of Societies Act, 2012 and the Haryana Registration and Regulation of Societies Rules, 2012.

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.

Serial No	Name of the Person/ Applicant	Father's/ Husband's Name	Occupation	Address	Signatures
i)	Satvir kaur	Shri Randhir Singh	Housewife	Ranjit Colony, Near Surendra Senior Secondary School, Camp, District Yamuna Nagar	Satvir Kaur
ii)	Navdeep Singh	Shri Nirmal Singh	Agriculture	Maluka Patti, Golewala Faridkot, Punjab	Navdeep Singh
iii)	Gurvinder Kaur	Shri Manpreet Singh	Student	#54, Sector 68, Kumbra, SAS Mohali, Punjab	GKaur
iv)	Prabhjit Singh	Shri Mohan Singh	Business	#382, Sector 45, Burali, Chandigarh	Prabhjit Singh
v)	Mohit Baliyan	Shri Shripal,	Agriculture	VPO Hamraul, District Yamuna Nagar	Mohit Baliyan
vi)	Naresh	Shri Harbans Lal Bathla	Professional	Main Bazaar Camp, Near Sanatan Dharm Mandir, District Yamuna Nagar	Naresh

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