

नई रजिस्ट्रीकरण संख्या के बाद हरियाणा सोसायटी रजिस्ट्रीकरण तथा विनियमन अधिनियम, 2012 की धारा (4) के अधीन जारी रजिस्ट्रीकरण का संशोधित-पत्र)

सोसायटी के रजिस्ट्रीकरण का संशोधित प्रमाण-पत्र

मैं इसके द्वारा प्रमाणित करता हूँ कि जिला रजिस्ट्रार फर्मज एण्ड सोसायटीज, पानीपत के पास दिनांक 18 अक्टूबर, 2010 को रजिस्ट्रीकृत/रजिस्ट्रीकरण संख्या 100 द्वारा रजिस्ट्रीकृत उक्त टेकचन्द एजुकेशनल सोसायटी, गांव नगला पार, पानीपत को हरियाणा सोसायटी रजिस्ट्रीकरण तथा विनियमन अधिनियम, 2012 (2012 का हरियाणा अधिनियम संख्या 1) के अधीन 29 जनवरी, 2014 को नीचे यथा वर्णित अनुसार रजिस्ट्रीकृत संख्या आबंटित की गई है।

राज्य कोड		जिला कोड		रजिस्ट्रेशन का वर्ष					रजिस्ट्रीकरण संख्या				
एच0	आर	पी0	एन0	पी0	2	0	1	3	0	0	3	5	4
सोसायटी का नाम					रजिस्ट्रीकृत कार्यालय का पता								
टेकचन्द एजुकेशनल सोसायटी,				गांव नगला पार, पानीपत									

यह प्रमाण-पत्र 29-01-2014 को मेरे हस्ताक्षर से जारी किया गया।

दिनांक 29-01-2014

स्टेशन- पानीपत



एस0एन0 सिंह
जिला रजिस्ट्रार फर्मज एण्ड सोसायटीज,
पानीपत।

MODEL

"MEMORANDUM OF ASSOCIATION"

OF A SOCIETY

Annexure-1

Sr. No.	Subject	Description
1.	Name of Society	Tek Chand Educational Society
2.	The registered office of the society shall be at:	Vill Nangla-Par, P.O. Babail , Tehsil Bapoli, Distt. Panipat (Haryana) 132103
3.	Date Registration	
4.	Registration Number	
5.	Jurisdiction	The Society shall work with in state of Haryana



Kaminder

President

Tek Chand Educational Society
Nangla-Par (Panipat)

Sanjita

Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam

Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

Aims and objectives of the society

- I) Promotion of National Unity and international Peace and Amity
- II) Promotion of communal and Social harmony and brotherhood
- III) To work for the cause of Enforcement of prohibition and initiate people's movement against smoking, alcoholism and drug abuse.
- IV) 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 in decision making etc. and to put in efforts for physical vestal spiritual and religious improvement.
- V) Promotion and progress of agriculture and animal husbandry
- VI) To take up programmes for accelerating the pace of rural development with application of science and technology (techniques and technologies for cost reduction, improving productivity, etc.) especially in the field of water conservation, sanitation, low-cost housing, agriculture and animal husbandry and engineering sources
- VII) To take up programmes for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects.
- VIII) Promotion and extension of appropriate technology including system having renewable sources of energy.
- IX) Promotion of cottage and small scale industries by taking up action research work.
- X) To take up programmes in which science and technology may have major role in improving life, working conditions and opportunities for gainful employment of women.
- XI) To engage in delivery of citizen services in a transparent manner with use of information and communication of Technology.
- XII) To undertake impact evaluation of economic and social projects.
- XIII) To undertake programmes which ensure raising of income levels and expanding employment opportunities of the weaker sections of the society, particularly of those living below the poverty line and women by involving participants in the planning, implementation and maintenance of activities taken up.
- XIV) To organize disadvantaged section of society and take steps for increasing their level of awareness in regard to the programme contents and facilities therein under Government/non-government programmes, legal provisions, etc. and also for increasing their bargaining power by promoting co-operative and group action.
- XV) To take up all formal and non-formal educational programme as per directives contained in the National Policy of Education, 1986.
- XVI) To work for promotion of sports and health care activities.


President

Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

- XVII) To raise or acquire funds or property from Central Government, State Government, Non-government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the Society shall be utilized for any or all the purposes or objects of the Society as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
- XVIII) Collection of natural history, mechanical and philosophical inventions instruments and designs etc.
- XIX) Implementation and promotion of any Government sponsored schemes in the state.



Kagga
President

Tek Chand Educational Society
Nangla-Par (Panipat)

Savit
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

Member of Governing Body:-

The name of the member of the society to which the rules and byelaws of the management affairs is entrusted are as under:-

Sr. No	Name	Father's Name	Address	Age	Type of Membership	Designation	Member's photo & Signature
1.	Sh. Karan Singh	Sh. Tekchand	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	56	Founder Member	Chairman	 <i>Karan Singh</i>
2.	Sh. Pardeep Kumar	Sh. Mange Ram	V.P.O.-Shera, Tehsil Madlauda (Panipat)	52	Founder Member	Vice Chairman	 <i>Pardeep</i>
3.	Smt. Sarita Devi	W/O Sh. Jitender	V.P.O.-Shera, Tehsil, Madlauda (Panipat)	27	Life Member	Secretary	 <i>Sarita</i>
4.	Smt. Poonam	W/O/ Sh. Amit Kumar	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	28	Life Member	Cashier	 <i>Poonam</i>
5.	Sh. Rambir	Sh. Tekchand	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	50	Ordinary Member	Member	 <i>Rambir</i>

Karan Singh
President



Tek Chand Educational Society
Nangla-Par (Panipat)

Sarita
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

6.	Smt. Santosh	W/o Sh. Karan Singh	Village- Nangla-Par P.O.Babail Tehsil Bapoli (Panipat)	53	Life Member	Member	 सन्तोष
7.	Smt. Dharshna Devi	W/o Sh. Pardeep Kumar	V.P.O.- Shera, Tehsil Madlauda (Panipat)	49	Ordinary Member	Member	 दर्शना देवी

Annexure-2

Explanatory notes for the Contents of the Society:-

I know & identified the deponent personally & he/she has signed in my Presence.

S. P. SHARMA
Advocate
Distt. Court, PANIPAT

8 JAN 2014

Sr. No	Subject	Description
1.	Name of the Society:-	Tek Chand Educational Society
2.	Membership of the Society:-	Sections 14 to 23 of the Act may be carefully read while framing the byelaws in this behalf. It has been observed that the maximum number of disputes in a Society pertain to memberships. The byelaws must address the issues of the maximum number of members it would like to fix for the Society types of membership, the fees for each type of membership, the manner and the process of admitting a person as a member, cessation of membership etc. Further, all particulars of a person admitted as a member, such as Name, Father's name, address (both correspondence and permanent address), contact details (such as telephone number, email ID), caste or community (if the byelaws of a Society so restrict), may be obtained for ease of establishment of identity as well as timely communications.
3.	Re-admission of expelled/suspended members	The society may also lay down in its byelaws the procedure for re-admission of member of the society in terms of the provisions contained in section 22 of the Act, or suspension and reinstatement of a member, if deemed necessary. However, it may also keep in view that no such member, who has been either convicted of an offence amounting to moral turpitude or who has been removed from membership on the directions of the District Registrar/Registrar/Registrar General for any misconduct, should be re-admitted.

K. Singh
President

Tek Chand Educational Society
Nangla-Par (Panipat)

Sarita
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

4.	Members Rights/ Privileges and duties	The byelaws of a society should clearly define the rights/privileges and duties of its members. Section 20 of the Act may be carefully read while framing the byelaws in the behalf.
5.	Size of the Governing Body	The size of the governing body, which can vary between 7 to 21 but not less than 3 (three) minimum in terms of Section 33 of the Act, designations of its office- bearers and their powers & duties should be clearly defined in the bye-laws of the society.
6.	Terms of Governing Body	The tenure of the Governing Body of a Society shall not be more than three years. The bye-laws of the society should also contain a provision for filling-up of vacancy of any of the office-bearers or members of the Governing body, caused due to any reason whatsoever, during its tenure or till the election of new Governing Body.
7.	Requirement of Notice of meeting of the Governing	The notice periods for convening meetings of the Governing Body and the General meeting should be prescribed in the byelaws subject to the provisions of the Act and the rules there under body.
8.	Governing Body and Urgent Meetings	The byelaws may also contain a provision for convening urgent meetings of the Governing Body at shorter notice or without any formal notice with written consent of at least 50% of the total strength of the Governing body.
9.	Power of Governing Body	The laws of the society should clearly define the power that may be exercised by the Governing body and its office bearers for management of affairs of the society. The Governing body is the custodian of the assets of the society.
10.	Office-bearer of Society and their powers	The byelaws of the society should also contain provisions pertaining to each of the office-bearers, their designations and their powers & duties. The office- bearers would be entitled to exercise such powers as are mentioned in the byelaws of the society. It may be useful to specify the operation of accounts singly or jointly by the office-bearers in order to have proper internal checks on financial transactions.
11.	Secretary	The responsibility for convening the meetings of a society should generally vest in the Secretary/General Secretary of the society who will also be the custodian of all records, documents, title deeds etc. of the society. Unless otherwise provided in the byelaws, the Secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types' of statutory compliances under the Act.
12.	Management of Funds by Treasurer	One of the members of the governing body should be designated as a Treasurer who should be responsible for proper management of funds and assets of accounts according to the byelaws/rules of the society. He should be the custodian of all books of accounts/statutory records and cheque-books of all bank accounts, FDRs, etc. The Byelaws should also specify the officer responsible for filing of all the documents in the office of the District Registrar as required under the Act.
13.	Provision for filling-up	Procedure with regard to filling-up of any vacancy of an office bearer of

Kudang
President

Tek Chand Educational Society
Nangla-Par (Panipat)

Savitri
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

	casual Vacancies	the society caused due to death, resignations, cessation of membership etc. should be defined in the byelaws of the society. Ideally, such a person should continue to hold the office & perform functions only till the next Annual General Meeting of the Governing Body, unless his appointment is further ratified in such Annual General Meeting.
14.	Sources of Income of a society	Every society should clearly define the sources of its income such as membership fee, annual subscription, donations, rent form property/ assets, interest, gifts, etc. in its byelaws so as to maintain probity in its financial transactions
15.	Provisions Relating t Audit of the Society's Accounts	The byelaws of a society should provide for audit of annual accounts of the society from an auditor who is member of the Institute of Chartered Accountants of India and such auditor should not be a member of the Governing Body of the society.
16.	Operation of Bank Accounts	The byelaws of a society should define the persons who are authorized to operated its bank accounts as well as its institutes accounts which may include its members/employees and the office-bearers. The limits of cash-in-hand to meet the day-to-day expenses, the limits up to which the authorized person could sign the cheques individually and joint signatories beyond such limits should be clearly defined.



Kerant
President

Tek Chand Educational Society
Nangla-Par (Panipat)

Savit
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

Annexure-3

Model Byelaws of the Society:-

1. Name of the Society **Tek Chand Educational Society**
2. The Registered office of the Society shall be at **Vill. Nangla-Par, P.O. Babail, Tehsil -Bapoli, Distt. Panipat.**
3. The Society shall carry out its major activities in the State of Haryana.

4. **Membership:-**

- I) The Society shall have a minimum 7(Seven) or maximum of 21 members including the founder members/original subscribers.
- II) Eligibility: In order to be admitted as a member of the Society, a person:-
 - a) Must be 21 years of age on the date of admission
 - b) Should subscribe to the aims and objects of the Society
 - c) Must have deposited the admission fee and annual subscription fee must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
 - d) Must not be an insolvent and or of unsound mind and
 - e) Must not have convicted of an offence involving moral turpitude involving imprisonment of one year or more.



III) **Categories of Members:-**

The Society shall consist of four different categories of members as under:-

- a) **Founder Members:** - A member who has been admitted as a founder member at the time of registration of the Society has paid the requisite one time payable membership fee to the society. The number of founder members shall not exceed 3 (Three). The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election.
- b) **Life Members:** - A person may be admitted as a life member on payment of one time payable 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 5(Five).
- c) **Ordinary Member:** - The Society shall have a total of 6 (Six) ordinary members, who have paid their one time payable admission fees and annually payable subscription fee they shall continue to enjoy their membership only so long as they are not in arrears of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of **two to five year(s)**, as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for tenure. A donation shall not create a right in the donor to be admitted as a member of the society.

President

Tek Chand Educational Society
Nangla-Par (Panipat)

Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

- d) **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 nay membership or subscription fees. The number of such honorary members shall not exceed 7 (Seven). The Honorary member shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

IV) **Membership Fee & Annual Subscription:-**

- a) The rates membership of the society and the annual subscription shall be as under:-

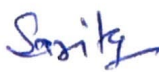
Sr. No	Type of Member	Admission Fee	Annual Subscription
1.	Founder Members	Rs. 100000/-	None
2.	Life Members	Rs. 81000/-	None
3.	Ordinary Members	Rs. 51000/-	Rs. 5100/-
4.	Honorary Members	None	None

- b) The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.
- c) The suspension of membership on account of default in payment of the annual subscription may be revoked after he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

V) **Admission Procedure (For members other than the subscribers:-**

- A) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time
- B) An individual willing to be a member of the Society has to submit an application in Prescribed form and along with supporting duly filled in and signed and recommended by a regular of the Society.
- C) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- D) The Governing body may accept or reject the application and the decision of the governing body in this regards shall be final. It shall not be bound to assign nay reason for its decision.


President
Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)

- E) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of member, to be maintained in such manner & from as prescribed under the Haryana Society Registration and Regulation Rules, 2012 and he/she will be issued an Identity card of the Society.
- F) Where any member claims to have been admitted as a member but not included in the register of member or any member is aggrieved with his removal from the membership of the society such person may submit a petition to District Registrar alongwith prescribed fee.

VI) 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.

VII) Rights & obligations of Members:-

- a) All the member 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.
- b) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.
- c) 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.
- d) 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.
- e) The office bearers and members of the society shall not be entitled to any remuneration for rendering services to the society.

VIII) Cessation of Membership:- Any person admitted as a member shall cease to be a member of the Society in the following events:-

(a), (b),(c),(d) as per Para 22 Page 9.

- e) Upon his/her acting contrary to the aims and objectives of the Society.
- f) Upon such member being found guilty of a financial misappropriation of the funds of the society.
- g) Upon indictment and directions for removal by the District Registrar/Registrar/Registrar General of Societies.
- h) 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.


President
Tek Chand Educational Society
Nangla-Far (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Far (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Far (Panipat)

5. **Governing Body :-**

- a) **Composition:-** The Governing Body of the society shall consist of a total of Seven office-bearers and members as under:

- 1) Chairman
- 2) Secretary
- 3) Treasurer

- 1) Four executive members, including co-option of any honorary members by the governing body.

b) **Election of the Governing Body:-**

- 2) The Term of the Governing Body shall be three years from the date of appoint the Retiring officer fir 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 Governing Body to all the members, conveying the date, time & the manner. The information w.r.t holing of election for the Governing Body shall also be went to District Registrar to appoint an observer, if he so desires.
- 3) Any objections regarding 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.
- 4) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of identity card issued by the society.
- 5) 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.

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, form 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.


President
Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)

d) Meetings of the Governing Body:-


- 1) The meeting 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.
- 2) A clear notice of 14 (fourteen) 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 a least fifty percent of its members.
- 3) The quorum of the meetings of the Governing Body shall be at least 40% if the total members of the governing body, subject to a minimum of 5(five) members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three (3) members, shall form the quorum for the adjourned meeting.
- 4) The proceeding 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 chairman of the meeting and Secretary of the Society. In case the Chairman 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.
- 5) Para 5 Page 13, (6) & (7) Para 6 & 7 of Page 13
- 8) The minutes of every meeting of the Governing body will be placed for confirmation in the succeeding meeting of the Governing body.

e) Powers, Functions & Duties of the Governing Body:-

- 1) 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;
- 2) 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.
- 3) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the governing body of the Society.
- 4) 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.
- 5) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time.
- 6) 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.
- 7) To out source certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.


President

Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

f) Powers, Functions & duties of individual members of Governing Body:-

I) Chairman:

- a) To preside over all the meeting 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 Governing body for time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society/Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.

II) 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 Chairman/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, it 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 Governing Body with the consent of the Chairman and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the Governing Body and assist the Chairman in conducting the meeting and record proceeding of all the meeting.
- 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 in the Annual General Meeting.
- f) To keep and preserve the records of the Society/Governing body.
- g) To help and assist the Chairman 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 there under.
- i) To be the custodian for safe custody of common seals of the society and affix the same wherever required, as per the authorization of the Governing Body.
- j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.

Kewal
President

Tek Chand Educational Society
Nangla-Far (Panipat)

Sanita
Secretary

Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

- i) 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 Governing Body from time to time where no such delegation is specifically made, in consultation with the Chairman of the Society.

III) **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 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.

e) **Cessation of members of the Governing Body:-**

An office-bearer/executive member of the Governing Body shall cease to be an office-bearer of executive member:

- i) Upon submission & acceptance of his resignation.
- ii) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws.
- iii) If he is removed by a resolution passed in the meeting of the Governing Body.

f) **Amendments in the Memorandum of Association, Byelaws, Name of Society, etc.,:-**

Any amendment in the Memorandum of Association and Byelaws, of 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 within such time as may be prescribed under the Haryana registration of Societies Act, 2012 and the rules made there under.




President
Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)

g) Management of Assets and Fund of the Society:-

- a) 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 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.
- b) 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 there of before the General Body in its Annual General Meeting for information.
- c) The Bank accounts of the Society will be individually or jointly operated by such members/office bearers/ employees as may be decided by the Governing body from time to time.
- d) All assets and funds will belong to the Society and vest in the Society.
- e) 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.

h) Accounts of the Society:-

- a) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash books, 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.
- b) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- c) The annual accounts of the society will be signed by any two authorized office-bearers of the Society.
- d) 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.

i) Common Seal:-

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


President
Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)

J) **Amalgamation of the Society:-**

- a) 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

K) **Dissolution of the Society:-**

- a) 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.
- b) In the event of dissolution of the Society, the assets of the society shall devolve on or distributed amongst the members of the Society.

L) **Other Matters:-**

The other matters that couldn't be described above, they all will be committed to observe the society according to **HARYANA REGISTRATION & REGULATIONS OF SOCIETIES ACT 2012**

Chairman


President
Tek Chand Educational Society
Nangla-Far (Panipat)


Secretary


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)

Treasurer


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)

Evidence: - 1.  Distt. Panipat

2.  Distt. Panipat






ATTESTED
(S.P. Sharma)
Notary, PANIPAT


Distt. Registrar of Firms & Societies
PANIPAT

8 JAN 2014

Member of Governing Body:-

The name of the member of the society to which the rules and byelaws of the management affairs is entrusted are as under:-

Sr. No	Name	Father's Name	Address	Age	Type of Membership	Designation	Member's photo & Signature
1.	Sh. Karan Singh	Sh. Tekchand	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	56	Founder Member	Chairman	 <i>Karan Singh</i>
2.	Sh. Pardeep Kumar	Sh. Mange Ram	V.P.O.-Shera, Tehsil Madlauda (Panipat)	52	Founder Member	Vice Chairman	 <i>Pardeep Kumar</i>
3.	Smt. Sarita Devi	W/O Sh. Jitender	V.P.O.-Shera, Tehsil, Madlauda (Panipat)	27	Life Member	Secretary	 <i>Sarita</i>
4.	Smt. Poonam	W/O/ Sh. Amit Kumar	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	28	Life Member	Cashier	 <i>Poonam</i>
5.	Sh. Rambir	Sh. Tekchand	Village-Nangla-Par, P.O. Babail Tehsil Bapoli (Panipat)	50	Ordinary Member	Member	 <i>Rambir</i>

Karan Singh
President



Tek Chand Educational Society
Nangla-Par (Panipat)

Sarita
Secretary


Tek Chand Educational Society
Nangla-Par (Panipat)

Poonam
Treasurer

Tek Chand Educational Society
Nangla-Par (Panipat)

6.	Smt. Santosh	W/o Sh. Karan Singh	Village- Nangla-Par P.O. Babail Tehsil Bapoli (Panipat)	53	Life Member	Member	 रमन्तोष
7.	Smt. Dharshna Devi	W/o Sh. Pardeep Kumar	V.P.O.- Shera, Tehsil Madlauda (Panipat)	49	Ordinary Member	Member	 दर्शना देवी

I know & identified the deponent personally & he/she has signed in my Presence.


S. P. SHARMA
Advocate
Distt. Court. PANIPAT

28 JAN 2014




Distt. Registrar of Firms & Societies
PANIPAT


President
Tek Chand Educational Society
Nangla-Par (Panipat)


Secretary
Tek Chand Educational Society
Nangla-Par (Panipat)


Treasurer
Tek Chand Educational Society
Nangla-Par (Panipat)