

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 **Bhoop Singh Education Society**(name of the society) registered vide registration number on 2016-06-09 21:28:45 Registered with District Registrar has been allotted a new Registration Number as undermentioned on this 09 day Jun month 2016 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 | 1 | 5 | 2 | 0 | 1 | 6 | 0 | 0 | 1 | 2 | 3 |
| Name Of the Society | | | | | | | | | Registered Office Address | | | | |
| Bhoop Singh Education Society | | | | | | | | | Vill. Sarai Aurangabad | | | | |

Issued under my hand at [Jhajjar] this [09] day of (month)[Jun] (Year)[2016] having Unique Identification Number 2001111889



Issuing Authority
District Registrar,
Jhajjar
(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 300.
- 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/111889>

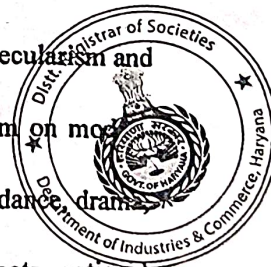
ANNEXURE-1

Model Memorandum of Association's of a society.

| Sr. No. | Subject | Description |
|---------|--|--|
| 1. | Name of the society | Bhoop Singh Education Society |
| 2. | The registered office of the society shall be at | Bhoop Singh Education Society Vill. Sarai Aurangabad, P.O. Kassar Teh. Bahadurgarh. Distt. Jhajjar. Haryana |
| 3. | Jurisdiction | Haryana |

Aims & Objects of the Society

1. To open and operate Engineering, Colleges, technical, Institution, Poly techniques, Education Colleges/Institution, study centres for professional studies and competitive/entrance examinations to provide and or establish the educational systems for adults education, for the physically handicaps/sent ally retards, for vocational training in music, fine arts, martial arts, painting, modelling, dancing physical training for sports education, tour conduction for peoples etc.
2. To adopt ways and means to promote human welfare and happiness and alleviate human suffering and misery irrespective of caste creed, colour and ideology.
3. To device and work out schemes of removing illiteracy, propagating the importance and necessity of family planning, health education and universal brotherhood.
4. To Run and manage the control of society and all its Institutions including schools, colleges, institutes and academic Institutions, professional courses Institution, Para Medical science college, and management courses Institutions in Haryana and other parts of India
5. To inculcate in young minds the great need and value of international understanding and encourage their participation in children's international cultural exchange programme and also to arrange educational tours both in India and abroad.
6. To provide better and quality education based on principles o secularism and social justice for children of the country.
7. To inpast education through Hindi as well as English Medium on mod lines.
8. To provide education through cultural activities such as music, dance, drama, painting among the students.
9. To educate and develop young minds in order to promote national consciousness and dedication to uphold the unity, interity and honour of the country.



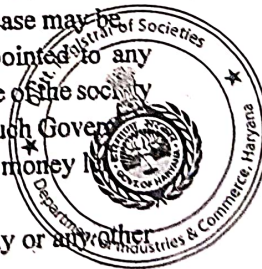
10. To purchase, take on lease or exchange hire accept as a gift or otherwise acquire or deal in any moveable or immoveable property or take over any existing school/schools with its properties or rights there in or privileges there to attaching, which may be necessary or convenient for its. Educational object
11. To lend or otherwise employ monies belonging to it to borrow or raise loans from co-operative/nationalised/.non-nationalised banks or any other reliable agency with or without security by mortgaging the whole or any part of its property, assets or rights and on such terms and conditions as may be determined from time to time for the attainment of educational objects.
12. Shall have power to build in school premises, its staff houses, boarding houses, games pavilions, gymnasiums, swimming pools, skating halls, shops for stationary, and books, tailoring shops canteens, tuck shops etc. All income of the society shall be utilised towards the promotic promotion of the educational aims and objects of the society.
13. And generally to do all such other acts, deeds and things which may be helpful and lawful for the promotion of the educational aims and objects.
14. The society shall not associate itself with any political party or any political activities or with any objects which is or are other than educational.
15. To print and publish and to sell or distribute Journals, Periodicals, Books, Newspaper, circulations of Leaf Lets that the society may think desirable for the promotion of its objects.
16. To take adequate arrangements and start the rehabilitation centres for destitute, widows, old men and women, poor beggars handicapped blinds, deaf and dump, mentally retarded and for other needy people.
17. To help people in the pre-retirement stage to prepare them for life after retirement from service.
18. To render services, to the women, children and youths of the country for their actual Moral, Social and Legal rights.
19. To encourage games, sports yoga, Judo, Hockey, football, Cricket and other games for the improvement of health amongst youth and children.
20. Society will work Provide Technical Training Centre for all types of Technical/Non- technical Courses.
21. To promote Education Facilities and bring them to the Poor and backward classes and needy student.
22. To organised and seminar and social justice, education and economical upliftment, to raise demand for legal rights and privileges for the schedule castes, schedule tribes, minority community and other backward classes.(socio-economically)
23. Promotion and progress of agriculture and animal husbandry.
24. To take up programmes for accelerating the piece of rural development application of science and technology (technique and technology for reduction improving productivity etc.). Especially in the field of water conservation sanitation low cost housing, agriculture and animal husbandry and engineering sources.



25. To take up programmes for ensuring protection of environment and for degeneration of natural resources degraded due past neglect.
26. Promotion and extension of appropriate technology including systems having renewable sources of energy.
27. Promotion of cottage and small scale industries by taking up action research work.
28. 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.
29. To engage in delivery of citizen services in transparent manner with use of information and communication technology.
30. To undertake impact evaluation of economic and social projects.
31. To undertake programmes which ensure raising of income levels and expanding employment opportunities of weaker sections of the society, particularly of Ex-services men and women by involving participants in the planning implication and maintenance of activities taken up.
32. To organize disadvantages section of society and take steps for increasing their level of awareness in regards to the programmes contents and facilities thereon under Govt./non-Govt. programmes, legal provisions, etc. and also for increasing their bargaining power by promoting cooperation and group action.
33. To take up all formal and non formal educational programme as per directive contained in the national policy of education, 1986.
34. To work for promotion of sports and health care activities.
35. To raise or acquire funds or property from Central Govt., State Govt., non-Govt. agencies, Charitable trusts by way of donations or grants or contribution or by taking loan from Public and private financial institutions. The funds, property, assets and all other resources, present and future, of the society shall be utilized for any or all the purpose or objects of them society as stated above and also for all other similar activity in furtherance of ideals of truth and non-violence.

4. CONDITIONS

- A. The income of profit and assets of the Association shall be applied solely towards the promotion of the objects of the society as set forth in the memorandum of association, and no portion thereof shall be paid or transferred, directly or indirectly to the members or their dependents or legal heirs as the case may be.
- B. No member of the Governing Body of the society shall be appointed to any salaried office of the society or any office of the society or any office of the society paid by fees, that no remuneration shall be given by the society to such Governing Body except repayment of out of pocket expenses and interest on money lent for premises to the society.
- C. The society by its constitution is required to apply its profits, if any or any other income in promoting its objects.
- D. If upon the winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid



to or distributed among the members of the society, but shall be given or transferred to some other institutions having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

- E. Either of the membership fee once acknowledges shall not be refunded to the members on his voluntary surrender of membership.
- F. The society can raise fund/loan from any bank and financial institution. This can be resolved in the meeting of the society.

| The name of the last founder/lifetime members of the society to which the rule and bye-laws of the management affairs is entrusted as under: | | | | | |
|--|--------------------|--|---|---------------|----------------|
| Sr. No. | Name (Sh/Smt/Miss) | Father's/ Husband's Name (Sh/Smt/Miss) | Address | Occupation | Signature |
| 1 | Kusumlata | Jitender Singh | 1122, Sec - 6, Bahadurgarh - 124507 | Service | Kusumlata |
| 2 | Mahender Singh | Ram Singh | VPO. Rewara, Distt. Sonipat | Agriculture | Mahender Singh |
| 3 | Manju | Ramesh Kumar | Mohan Nagar, Bahadurgarh | Social Worker | Manju |
| 4 | Harish | Surjeet Singh | VPO. Bharthal, New Delhi | Social Worker | Harish |
| 5 | Davinder Singh | Rajendra Singh | Vill. Sarai Aurangabad. P.O. Kassar. | Business | Davinder Singh |
| 6 | Rajbir | Bhoop Singh | Vill. Sarai Aurangabad. P.O. Kassar. | Business | Rajbir |
| 7 | Rekha Gupta | Shalinder Kumar Gupta | Dayanand Nagar, Gali No. 1, Bahadurgarh | Social Worker | Rekha Gupta |
| 8 | Satbir | Zile Singh | Gali No. 2, Shakti Nagar, Jhajjar Road, Bahadurgarh | Business | Satbir |
| 9 | Manjeet | Ranbir Singh | 1617, Sector. 6, Bahadurgarh - 124507 | Business | Manjeet |

Kusumlata
President

Manju
Secretary

Rekha
Treasurer



ATTESTED
Rajinder Singh
Associate
NOTARY PUBLIC
Bahadurgarh (Jhajjar)

| Names of the Governing Body of the society to which the rules and byelaws of the managements affairs and elected in last general body meeting is entrusted are as under: | | | | | |
|--|----------------|-------------------------|---|-----------------|--------------|
| Sr. No. | Name | Father's Husband's name | Address | Designation | Signature |
| 1 | Kusumlata | Jitender Singh | 1122, Sec - 6, Bahadurgarh - 124507 | President | Kusumlata |
| 2 | Mahender Singh | Ram Singh | VPO. Rewara, Distt. Sonipat | Vice-President | महेंद्र सिंह |
| 3 | Manju | Ramesh Kumar | Mohan Nagar, Bahadurgarh | Secretary | मानु |
| 4 | Rekha Gupta | Shailinder Kumar Gupta | Dayanand Nagar, Gali No. 1, Bahadurgarh | Treasurer | Rekha |
| 5 | Rajbir | Bhoop Singh | Vill. Sarai Aurangabad, P.O. Kassar | Joint Secretary | Rajbir |

Kusumlata
President

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Secretary

Rekha
Treasurer



ANNEXURE- 3

**Byelaws of a Society (Multi-purpose)
Without a Collegium**

1. Name of the Society:- **Bhoop Singh Education Society.**
2. The Registered Office of the Society shall be at (Complete postal address):
**Bhoop Singh Education Society, Vill. Sarai Aurangabad, P.O. Kassar
Teh. Bahadurgarh, Distt. Jhajjar, Haryana**
3. The Society shall carry out its major activities in territory of State of Haryana.

4. Membership:

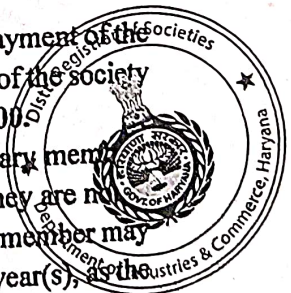
- (1) At Present Society have 09 founder/life time members by adopting old bye laws & rules of the society and in future the new members will be accepted with the following condition as per model bye laws of the Society Act, 2012.

- (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 founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members, shall not exceed 09. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members of the society exceeds 300.
- (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 member shall not exceed 1000.
- (iii) **Ordinary Member-** the Society shall have a total of 100 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case tenure, unless it is renewed by the Governing body for another tenure.



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- (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 2. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have not right to vote.

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

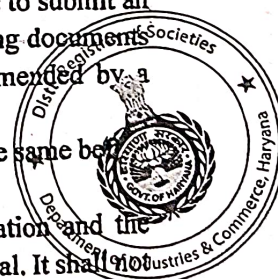
- (i) The rates for membership of the Society and the annual subscription shall be as under:

| As may be decided by the Society in its Byelaws: | | | |
|--|-----------------|---------------|---------------------|
| Sr. No. | Type of Member | Admission fee | Annual subscription |
| (i) | Founder members | Rs. 21,00/- | Nil |
| (ii) | Life member | Rs. 11,00/- | Nil |
| (iii) | Ordinary member | Rs. 500/- | Rs. 100/- |
| (iv) | Honorary member | Rs. 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 latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1st July of the said year.
- (iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

1. **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



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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.

2. **Identity Card for every member:** every person admitted as member will be issued an identity card containing is/her photograph, brief particulars and membership category, duly signed by the individual member and the General Secretary of the Society.

3. **Rights & Obligations of Members:**

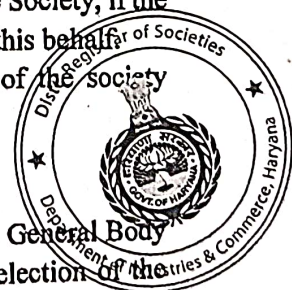
- (i) All the members of the society shall be bound by the rules and regulations of the society as contained in its byelaws and amended from time to time;
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the society provided such member is not a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

4. **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;
- (vi) If He/She fails to attend three consecutive meeting of the society without prior intimation.

1. **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.



Handwritten signatures and initials:
1. *[Signature]*
2. *Chanya*
3. *[Signature]*

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

2. 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 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 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 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.

3. Powers, functions & duties of the General Body:

- (i) To guide the societies in determining and fulfilling its aims and objects.
- (ii) To decide policy matters such as change of name of society, amendment of the memorandum of association and byelaws of the societies, approval of annual account of society, approval for disposal of immovable assets of society etc. and all such other acts as may be required and the Haryana Registration and Regulation Rule, 2012.
- (iii) To elect the members of the Governing body.



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- (iv) To remove any members 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.

4. Governing Body:

- (1) **Composition:** the Governing body of the society shall consist of a total of 5 office bearers as under:

- (a) President
- (b) Vice- President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer

(2) **Election of Governing Body:**

- (i) The term of 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 election and appoint the Returning Officer for conduct of election and also notify/display a list of members of General Body entitled to vote at least 45 days prior to holding of general meeting for conduct of election. The Governing body shall also send notice for holding election of the Governing body to all the members, conveying the date, time and the manners. The information w.r.t. holding of election for Governing body shall also be sent to District Registrar to appoint an Observer if he so desires.
- (iii) Any objection qua the list of members of the society entitled to vote shall be decided by the Returning Officer in consultation with the officer bearers of the society. However, the decision of Returning in the event of any differences of opinion. The Returning Officer shall thereafter invite nominations to be filed with the period prescribed in the schedule of election, scrutiny and withdrawal of nominations, if any, for election of the office bearer and the executive members of the Governing body.
- (iv) The Returning Officer will display a list of contesting members on the notice board of the society the Returning Officer will conduct the election on the notified date. The members of eligible to vote will allowed to cast their vote in person, and whenever disputed, on production of the identity card issued by society.
- (v) After closing hour on the date of the poll, the Returning Officer will declare the result and constitute the Governing body of the society. A list of elected bearer and the executive members of the Governing body duly signed by the Returning Officer will file with the District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- (vi) The officer bears of the society shall not be entitled to any remuneration for rendering services to the society.



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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 any other reason may be filled up by the Governing body, if required from amongst members of the General body on adhoc basis till the holding of next annual general meeting of the society. Such adhoc members of the general body shall cease to be members of the Governing body on the date of next annual general meeting, if his appointment is not approved in the annual general meeting by majority vote for the balance term of the Governing Body.

4. Meetings of the Governing Body:

- (i) The meeting of 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 officer 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 50% of its members.
- (iii) The quorum of the meeting of the Governing body shall be at least 40% of the total members of the Governing body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meetings.
- (iv) The proceeding of every meeting of the Governing body will be recorded in the proceedings books 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 minute, these will be signed by any two members present in the meeting as may be authorised 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.

5. Powers, Functions & Duties of the Governing body.

- (i) The Governing body will be responsible for achieving the aims and objects of the society and shall work in the best interest of the society for which it shall be empowered to deploy the funds and assets of the society for the stated objectives.
- (ii) The Governing body will be competent to raise funds and purchase property, moveable and immovable, on free hold over lease basis in its name, as decided by it.



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- (iii) The Governing body shall have full charge of all immoveable 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 over all control and directions of the General Body of the society .
- (iv) The Governing body shall be competent to invest the funds in the manners it consider appropriate in the best interest of the society and it shall be competent to borrow of mortgage or hypothecate the properties on behalf of the society in the manner decided.
- (v) To constitute various standings or adhoc committee or looking after such functions as may be assigned from time to time.
- (vi) To create provisions for engagement of regular or part time employees of the society to look after the secretarial, accounting and other functions in a seamless manners.
- (vii) To outsource certain functions e.g. cleaning, security and similar other maintenance of the properties of the society.

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/ or the Governing body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda.
- (d) To ensure proper and transparent function of the society/ Governing body.
- (e) To ensure strict compliance of the provision of the Haryana Registration and Regulation Act, 2012 and the rules made there under.
- (f) To supervise and guide the overall activities/achievement 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) Secretary:

- (a) To conduct, organise, 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.



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- (b) To receive, scrutinize and place application 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 card to the members so admitted.
- (c) To convey meeting 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 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 account of the society, for approval to place the same before the General body in the annual general meeting.
- (f) To keep and preserve the record of the society/ Governing body.
- (g) To help and assist the President in looking after the complete affairs of the society and in attaining aim & object 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 Society Act, 2012 and the Rules made there under.
- (i) To be the custodian for safe custody of common seal of the society and affix the same where, 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 record are properly kept and maintained.
- (k) To prepare before announcing of the date of election and annual general meeting, the list of all members eligible to vote, duly updated and to place it before the Governing body.
- (l) Act as the overall incharge of the Administration and the execution of all the programmes of the society including financial affairs on behalf of the Governing Body including certain of post, fixation of salary/remuneration/ allowance etc., make appointment /engagement of staff, make purchase and do all other things as may be necessary in the furtherance of aims & objects of the society in accordance with the delegations with the General body from time to time and where no such delegations is specifically made, in consultation with the president of the society.



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(iv) Joint Secretary:

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

(v) Treasurer:

- (a) To keep account of all financial transactions of the society and of all the sums of money received and spent by the society and maintain record of receipts and expenses relating to such matter 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 close of the financial year every year.
- (c) To submit to the Governing body through General Secretary/Secretary, the audited annual account of the society at least one month prior to date of annual general meeting.
- (d) To act as the overall custodian all the books of accounts of the society, financial statements, receipts books, expenses vouchers, bank pass books and cheque books, cash etc.

7. Cessation of members of the Governing body:

Any officer bearer/executive member of the Governing body shall cease to be an office bearer or executive member:

- (a) Upon submission and acceptance of his resignation.
- (b) If he cease to be 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. Exclusion from the employment of the society:

- i) No member of society shall be in full time or part time employment of the society.
- ii) No dependent or family members or close relative of the office bearer and members of Governing body shall be engaged as an employee of the society during its term.
- iii) 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.



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9. Amendment 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 special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office of District Registrar by the concerned General Secretary/Secretary within such time as may be prescribed under the Haryana Registration and Regulation society Act, 2012 and the rules made there under.

10. Management of assets and fund of the society:

- (i) Society may borrow loan from any Commercial/Govt. Bank/ Non. Govt. Organisation for upliftment and to achieve the object of Society.
- (ii) The sources of income of the society will include receipts on account of membership fees, annual subscription, rent from property/ assets interest, constitutional fees, donations, gifts, grants etc. the society can also raise funds also through interest free short term loan from its members or from scheduled bank on interest. Loans from the scheduled bank on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (iii) The Governing body will prepare and approve an annual budget of the society on the basis its estimated income and the capital and 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.
- (iv) The bank account of the society will be jointly operated by such members/officer bearer as may be decided by the Governing body from time to time.
- (v) All assets and funds will belong to the society and vest in the society.
- (vi) 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 limit of financial transaction which may be conducted in cash in certain other cases.

11. Accounts of the society:

- (i) The treasurer of the society will be responsible for keeping and maintaining proper books of account i.e. cash books, ledger etc. as required under the income tax laws and / or any other Act including the Institute of Chartered Accountant of India registered office with respect all sums of money received and expended by the society and assets and liability of the society.
- (ii) The book of accounts of the society shall be opened to inspection during the business hours by the Registrar General/Registrar, District



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- Registrar or any officer authored by them and by any member of the society.
- (iii) The annual account of the society will be signed by any two authorized office bearers.
- (iv) The Governing body will appoint a Chartered Accountant, who shall not be member of the Governing body or family member of any member of the Governing body for auditing the account and filing of income tax returns 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 authorization 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 buy a Special Resolution passed this behalf in accordance the provisions contained in Section 51 of the Act and rule 25 made there under:

14. Dissolution of the Society:

- i) 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 the dissolution of the society, no assets of the society shall devolve on or distributed among the members of the society.
- iii) Its assets and property shall be first use 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 interest.

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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 (Sh/Smt/Miss) | Father's/ Husband's Name (Sh/Smt/Miss) | Address | Occupation | Signature |
|---------|--------------------|--|---|---------------|----------------|
| 1 | Kusumlata | Jitender Singh | 1122, Sec - 6, Bahadurgarh - 124507 | Service | Kusumlata |
| 2 | Mahender Singh | Ram Singh | VPO. Rawara, Distt. Sonipat | Agriculture | Mahender Singh |
| 3 | Manju | Ramesh Kumar | Mohan Nagar, Bahadurgarh | Social Worker | Manju |
| 4 | Harish | Surjeet Singh | VPO. Bharghal, New Delhi | Social Worker | Harish |
| 5 | Davinder Singh | Rajendra Singh | Vill. Sarai Aurangabad. P.O. Kassar. | Business | Davinder Singh |
| 6 | Rajbir | Bhoop Singh | Vill. Sarai Aurangabad. P.O. Kassar. | Business | Rajbir |
| 7 | Rekha Gupta | Shalinder Kumar Gupta | Dayanand Nagar, Gali No. 1, Bahadurgarh | Social Worker | Rekha Gupta |
| 8 | Satbir | Zile Singh | Gali No. 2, Shakti Nagar, Jhajjar Road, Bahadurgarh | Business | Satbir Singh |
| 9 | Manjeet | Ranbir Singh | 1617, Sector. 6, Bahadurgarh - 124507 | Business | Manjeet |

Kusumlata

President

Manju

Secretary

Rekha Gupta

Treasurer/Cashier

ATTESTED

Ramesh Kumar
NOTARY
Bahadurgarh (Haryana)

