

Certified that this is the correct copy of Rules and Regulation of the Society.


Certified true copy of the Regulation passed in the meeting held on 1st February, 2012 at Vill Usman Shahid P.O. Dasuya Tahsil Dasuya, Distt. Hoshiarpur (Pb).

The meeting of the society named "SRI GURU NANAK DEV EDUCATIONAL SOCIETY" held on dated 1st February, 2012 at Vill Usman Shahid P.O. Dasuya Tahsil Dasuya, Distt. Hoshiarpur (Pb). Under the Chairman of S. Ravinderpal Singh in which all the members have participated.

It is unanimously resolved in the meeting that the above said Society should be registered with the Additional Registrar of Societies, Hoshiarpur, under the Societies Registration Act, 1880 with memorandum and rules & regulations separately annexed.

The Chairman S. Ravinderpal Singh fully authorised to get the above said institute registered & sign all relevant papers required for its registration.


CHAIRMAN
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USMAN SHAHID, (HOSHIARPUR)


Principal
Jagat Jyoti Public School
Usman Shahid (Dasuya) Hsp
Code-1630950

Rules & regulations of the society

Articles of Association

Rules & regulations governing the managing committee "Sri Guru Nanak Dev Educational Society" Vill. Usman Shahid P.O. Dasuya Tehsil. Dasuya Distt. Hoshiarpur (Pb).

1. Name of the society :-

The name of the society shall be "Sri Guru Nanak Dev Educational Society" at Vill. Usman Shahid P.O. Dasuya Tehsil. Dasuya Distt. Hoshiarpur (Pb).

2. Registered office :-

Vill. Usman Shahid P.O. Dasuya Tehsil. Dasuya Distt. Hoshiarpur (Pb).

3. Membership:-

The membership of the society is open to any person who has attained the age of maturity and fulfils the terms & conditions of the society but subject to approval of the governing body of the society. If the membership is not approved by Governing Body of the Society, the reason of the refusal shall be communicated to the person/applicant concerned.

Admission Fee & Subscription.

The Admission Fee & Subscription fee shall be as under unless otherwise revised by the Governing Body of the Society:

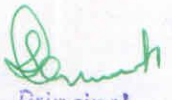
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|---------------------|---|-----------------------------------|
| 1. Admission Fee | : | Rs.100/-at the time of admission. |
| 2. Subscription Fee | : | Rs.50/-per month. |

4. Termination or cessation of membership:-

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

- On death
- On written resignation
- If found to be involved in any anti society activities.
- If adjudged by any court to law to be a criminal offender
- If found guilty by means of anti propaganda of the Aims & Objects of the Society.


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- (f) If fail to pay subscription for three months.
- (g) If has not attended three consecutive meeting
- (h) If disregards rules & regulations or disobey the decisions of the governing body.

The decision of the governing body regarding the termination from the membership of the society shall be final and is to be communicated to the member concerned.

5. **General Body Defined:-**

All the members of society will constitute the general body of the society

6. **General Body:-**

- (a) Notice:- Minimum 15 days notice shall be given to the members before the date of general body meeting, enclosing agenda specifying date, time, place & issues to be discussed.
- (b) Meeting:- General body Meeting shall be held once in every year regularly.
- (c) Quorum:- The Quorum of General body Meeting shall be $2/3^{rd}$ of the total strength of general body members of the society.

7. **Rights & Privileges of Members:-**


All & every Members of the society.


- (a) Shall be entitled to participate in meetings, cultural/educational functions & other lawful gatherings called/arranged by the society.
- (b) Have right to collect the Identity Card after depositing the required functions prescribed fee (fixed by governing body of the society for time to time).

8. **Duties of the members:-**

All and every member of the society:

- (a) Elect the governing body of the society
- (b) Attend the governing body meeting regularly
- (c) Give the necessary information to the society, pertaining to any matter which is necessary to be known by the society
- (d) Not to indulge in activities which are pertaining to the Aims & Objects &/or the rules & regulations of the society.


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Powers of the General Committee:-


- (a) It shall consider and approve the balance sheet and shall vote on the budget for the year presented by the managing committee.
- (b) It shall advise on the annual of the working of the managing committee during the previous year.
- (c) It shall consider and vote on new proposals made by the managing committee.
- (d) It shall advise the administrative decisions taken by the managing committee on the appeal by 25% of the members of the general committee.


10. Governing Body:-

- (a) Strength:- The strength of the Governing Body including (office bearers & executive member) shall not be less than 7 & not more than 21.
- (b) Term of every Governing Body shall be five years.
- (c) Notice:- Minimum 7 days notice shall be required for every Governing Body meeting of the society but Urgent Governing Body meeting can be called 24 hours notice through circulation.
- (d) Quorum:- Quorum of every Governing Body meeting shall be 2/3rd of the total strength of the Governing Body (including office bearers & executive members).
- (e) Meeting:- Governing Body meeting shall be held once in every three months regularly (or as and when the Governing Body of the society decided from time to time).
- (f) Urgent Meeting:- Urgent Body meeting may be called by the 24 hour notice but quorum for the same Urgent Governing Body meeting shall be 2/3rd of the total strength of the Governing Body of the society.

11. Function & Powers of Governing Body:-

- (a) Governing body shall be responsible for the management & administration of all affairs of the society, and is also authorized to appoint any office bearer executive member to look after any particular activity.
- (b) All the decisions shall be taken by majority votes.
- (c) The Governing Body shall have the powers, as are the powers of the society mentioned in the Memorandum of the society and in these rules & regulations.
- (d) Governing Body shall have also the following powers:-
 - 1. To prepare plans, projects & program.
 - 2. To appoint Election officer and his/her powers.
 - 3. Governing Body shall have full authority and control over the property of the school and its finances.


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4. It shall have the periodical report of the Headmaster/Principal.

Governing Body will comprise of the following parts:-

1. Chairman
2. Vice Chairman
3. Secretary
4. Manager
5. Cashier
6. Executive Member
7. Executive Member

13. Power & Duties of the office bearers:-

(A) The Chairman


1. He shall preside over the meetings of the General Committee and Governing Body.
2. At the time of voting on any matter/subject(except election) if the total votes of the groups of members happen to be equal in number, the vote Chairman shall be the deciding vote.
3. Chairman shall approve agenda for the meeting prepared by manager and confirm the proceedings recorded.
4. Chairman shall sign all the papers/letters on behalf of the society, to conduct its correspondence.
5. The Chairman reserves the right to purchase and sale of any movable/immovable property with prior consent of 2/3rd majority of Governing Body.
6. To exercise on over all supervision of the administrative work of the Governing Body.
7. Suspension powers rest with the Chairman/any other office-bearers of the Governing Body.
8. To call an urgent meeting and also ordinary meeting to deal with important business.


(B) The Vice Chairman

In the absence, of the Chairman, the Vice Chairman shall exercise the powers of the Chairman.

(C) Secretary

- (1) General Secretary will summon & attend the meeting of the Governing Body and General Body.


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eral Secretary will prepare the membership register as well as proceeding register to record the proceedings of the Governing Body Meetings & General Body Meeting & have them duly signed by member who attends the meeting.

Secretary will prepare account registers of the surcharge received from the Headmaster/Principal, prepare acquaintance Roll of the staff, prepare agenda for all meetings and issue notice of the meeting of the Governing Body and General Body members, receive all applications for membership of General Body and hand over subscriptions received from them to the cashier and maintain all over miscellaneous record pertaining to the administration.

(D) **Manager**

- (1) To carry on all correspondence with the Deptt. On behalf of the school management.
- (2) To execute all decisions and orders of the Governing Body.
- (3) To appoint all staff for the Institution subject to approval of the Governing Body and Deptt.
- (4) To grant leave to the employees of the Governing Body and General Body exceeding 7 days. The Headmaster/Principal will grant casual leave up to 7 days at a time.
5. To supervise the work of the Secretary, cashier and their proper expenditure.

(E) **Cashier**

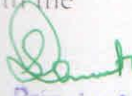
1. All funds of Society shall remain under the care & management of Cashier.
2. Cashier shall maintain all the accounts of the money, which is received and paid by him/her on behalf of the Society.
3. Cashier shall make disbursement in accordance with direction of Governing Body.
4. To receive all subscription, donations and fees and surcharge accounts from the Secretary and maintain the cash book properly.
5. To keep proper all expenditure.
6. To deposit and withdraw the amounts under order of the chairman received through Society.

Re-Admission

In case any member of the society is expelled by the General Body on the reason of non-payment of the subscription, he can be re-admitted, provided the member concerned pays all up to date dues and with the prior permission of the Governing Body.

Appeals


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All the appeals shall be referred to the Governing Body of the Institute and the decision of the Governing Body shall be final.

Filling Up of Casual Vacancies

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

Election

General Body in its Annual General meeting will elect its Chairman and all the office bearers and also the executive members of the Governing Body, after every Five Year by secret ballot papers or by show of hands, as the election officer may decide.

Sources of Income

All the income of the society shall be utilized only for the promotion and uplifting of the Aims and Objects of the society. Sources of income of the Institute are as under:

Admission Fee & Subscription from the members of the Institute.

Donation and Special Contributions.

Surplus Funds generated from running of Educational or any other Institution or Institutions.

Financial Year:-

Financial Year of the Society shall be from 1st April to 31st March every year.

Audit:-

The accounts of the society shall be audited by the qualified auditor (Chartered Accountant) every year.

Management of Funds & Accounts Operation:-


Banks Accounts shall be operated by joint Signatures of Cashier and Chairman.

Annual List of Governing Body:-

Once in every year a list of the Office-Bearers and the Member of the Governing Body shall be filled in the office of the Register of the Societies, Punjab as it is required under Section 4 of Societies Act, 1860.

Dissolution:-

If the society needs to be dissolved, it shall be dissolved as per provision laid down under the Sec-13 & 14 of Societies Registration Act, 1860 as applicable.


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Proceedings:-

Institute may sue and/ or be sued in the name of Chairman as per provision laid down under Sec.6 of Societies Registration Act, 1860 as applicable.

General Rule:-

The school fees and other income shall be deposited with the bank immediately on realization.

Any member of the General body including the Principal can perform the functions and duties of any office bearers of the Governing Body if is not available in meeting. The president of the Governing Body enjoy all discretionary powers for the promotions of second master, Headmaster, Vice Principal and Principal subject to the approval of Governing Body as well as the department.

Amendment of the Constitution:

_____ The Chairman can make any amendment in any clause of the constitution with the 2/3rd majority of the Governing Body.

Addition of the Constitution:-

_____ The Chairman can make any addition in the constitution when he feel necessary that the required clause is not mentioned, when he feels necessary to call any emergency meeting.

Assets of the Society:-

Furniture of the school

Building of the school

Dissolution of the Society:-


The society can dissolved by the 2/3rd majority of the General members of the Society and in the case of the dissolution of the society all the assets of the society will be handed over to the Society exist that time whose aims and objects will be similar to the Society.

Application of the Act:-

All the provision under all the sections of "Societies Registration Act, 1860", as applicable shall be applicable to the society.

Essential Certificate:-

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