

## Department of Industries & Commerce, Haryana

### Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

### Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [20] day [Jan] month [2017] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code	District Code			Year Of Registration				Registration Number					
H	R	6	5	5	2	0	1	7	0	1	4	1	2
Name Of the Society				Registered Office Address									
Gaytri Vidya Mandir Sksha Samiti				Village Rundhi, Palwa									

Issued under my hand at [Palwal] this [20] day of (month) [Jan] (Year) [2017] having Unique Identification Number - 2000116817



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

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of registration, Annual Return, a 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.
- ~~Joint Apartment~~ 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

## MEMORANDUM OF ASSOCIATION OF A SOCIETY

1. Name of the Society : **GAYTRI VIDYA MANDIR SKSHA SAMITI**

2. Registered Office of the Society : **Vill. Rundhi, P.O. Deeghot, Tehsil & Distt. Palwal, Haryana.**

3. Jurisdiction : **The Society shall work in entire Haryana State.**

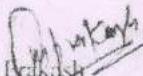
4. Aims and Objects of the Society :

- a) Promotion of charity or any philanthropic activity.
- b) Promotion of Arts, Education, Computer Education, Health & Paramedical Education, Higher Education, Technical Education, Science, Literature, Philosophy, Religion, Industries, Skill Development, Fine Arts, Cultural Activities, Sports, Physical Education, Adult Education etc.
- c) Instruction and diffusion of any useful knowledge.
- d) To work for the cause of enforcement of prohibition and initiate people's movement against smoking alcoholism and drug abuse.
- e) 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.
- f) Establishment or maintenance of libraries or reading rooms.
- g) 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 Nationalized Banks / Semi – Government Banks / Private Banks/ Other 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 purpose or objects of the society as stated above and also for all other similar activities in furtherance for ideal of truth and non-violence.
- h) The income and property of the Society shall be applied solely towards the promotion of the objects of the society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or distribution of any assets, income or profits to its members or their dependent or legal heirs.

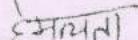
Contd...2.



Raj Kumar  
President



Om Prakash  
General Secretary



Hem Lata  
Treasurer

5. The names of the Founder members of the Society to which the rules and bye-laws of the management affairs is entrusted are as under :-

S. No.	Name & Father's / Husband's Name	Age	Permanent & Communication Address	Occupation & Contact No.	Designation	Signature
1	Raj Kumar S/o Sh. Jagdish Chand	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930652121	President	Raj Kumar
2	Manoj Kumar S/o Sh. Jagdish	28	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8744009055	Vice-President	Manoj
3	Om Prakash S/o Sh. Mohan Lal	27	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8527406464	General Secretary	Om Prakash
4	Hem Lata W/o Sh. Gurudutt	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 8930632121	Treasurer	Hem Lata
5	Kishan Chand S/o Sh. Gopi Chand	70	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930335606	Joint Secretary	Kishan
6	Ram Gopal S/o Sh. Mukhram	35	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Business	Executive Member	Ram Gopal
7	Gaytri W/o Sh. Jagdish	56	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 9050652121	Executive Member	Gaytri

The above named persons have signed in our presence:

Witness No. 1

Signature Raj Kumar

Name and address Naresh

Raj Kumar 110 Rundhi

Teh. Palwal Distt. Palwal

Occupation Type writer

Date :

Place :

Raj Kumar

Raj Kumar  
President

Witness No. 2

Signature Hem Chand

Name and address

Vill. Rundhi Tel. Palwal

Distt. Palwal

Occupation Servant



Contd...3..

Om Prakash

Om Prakash  
General Secretary

Hem Lata

Hem Lata  
Treasurer

LIST OF MEMBERS OF GOVERNING BODY OF  
GAYTRI VIDYA MANDIR SKSHA SAMITI

S. N	Name & Father's / Husband's Name	Age	Permanent & Communication Address	Occupation & Contact No.	Designation	Signature
1	Raj Kumar S/o Sh. Jagdish Chand	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930652121	President	Raj Kumar
2	Manoj Kumar S/o Sh. Jagdish	28	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8744009055	Vice-President	Manoj
3	Om Prakash S/o Sh. Mohan Lal	27	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8527406464	General Secretary	Om Prakash
4	Hem Lata W/o Sh. Gurudutt	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 8930632121	Treasurer	Hem Lata
5	Kishan Chand S/o Sh. Gopi Chand	70	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930335606	Joint Secretary	Kishan Chand
6	Ram Gopal S/o Sh. Mukhram	35	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Business	Executive Member	Ram Gopal
7	Gaytri W/o Sh. Jagdish	56	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 9050652121	Executive Member	Gaytri

Raj Kumar  
President

Om Prakash  
General Secretary



Contd...4..

Bye - Laws of Society

1. Name of the Society : **GAYTRI VIDYA MANDIR SKSHA SAMITI**  
(Name has been approved by District Registrar vide letter/Memo No. 2016-12-011229 dated 27-12-2016)

2. Registered Office of the Society : Vill. Rundhi, P.O. Deeghot, Tehsil & Distt. Palwal, Haryana.

3. Membership of Society :-

(a) Eligibility :-

A person shall be eligible to become a member of Society, if he :

- i) is 21 years of age on the date of admission.
- ii) subscribes to the aims and objects of the society.
- iii) has deposited the membership fee.
- iv) is not an insolvent and of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.

(b) Type of Members :-

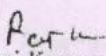
Founder Member :

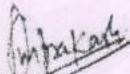
A Member who has been admitted as a founder member at the time of registration of the society and has paid the requisite membership fee to the society. The number of founder members & ordinary members shall not exceed 250. The founder members & ordinary members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members of the society exceeds 300.

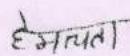
4. Admission Procedure (for members other than the subscribers) :

- 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 General Secretary duly filled in and signed and recommended by a regular member of the society.
- iii) The General 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 found to give any reason for its decision.
- v) The approval of the Governing Body shall be intimated to the member, his name shall be entered.

Contd...5..

  
Raj Kumar  
President

  
Om Prakash  
General Secretary

  
Hem Lata  
Treasurer

5. **Membership Fee & Annual Subscription :**

- i) Admission fee Rs. 500/-
- ii) Annual Subscription Rs. 100/-
- iii) The payment of membership fee shall be made by the applicant through a Bank Instrument (Demand Draft/ Pay Order/ Cheque).
- iv) The payment of annual subscription of a member shall become due as on the 1st April of every year, which may be paid latest by the 30<sup>th</sup> of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30<sup>th</sup> June) and such member shall not be entitled to cast his vote during the elections of the society held after 1<sup>st</sup> July of the said year.

6. **Procedure for Withdrawal from Membership :**

If a person willing to be a member of the Society submit the application in prescribed form along with supporting documents to the General Secretary duly filled in and signed and recommended by a regular member of the society can withdraw his/her membership application before placing the same in Governing Body.

7. **Identity Card for every member :**

Every person admitted as a member will be issued an identity card containing his photograph, brief particulars and membership category, duly signed by the individual member and the General Secretary of the society.

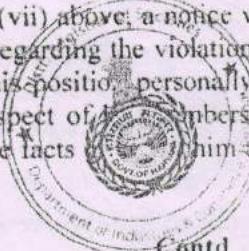
8. **Cessation of Membership :**

(a) **Reasons for cessation :**

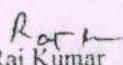
- i) upon submission and acceptance of his/her resignation ; or
- ii) if he ceases to fulfill the eligibility condition for being admitted as a member ;
- iii) upon his failure to pay annual subscription fee for a period of that financial year.
- iv) upon the death of a member ;
- v) upon his/her acting contrary to the aims and objectives of the society ;
- vi) upon such member being found guilty of a financial misappropriation of the funds of the society.
- vii) Upon indictment and directions for removal by the District Registrar, Registrar, Registrar General of Societies.

(b) **Procedure for Termination from Membership :**

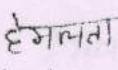
If a regular member violate Clause 5 sub clause (i) to (vii) above, a notice will be served by registered post by the General Secretary regarding the violation of rules. Thus providing him an opportunity to explain his position personally in the Governing Body meeting and final decision in respect of his membership will be taken by the Governing Body of the basis of the facts presented by him and decision of the Governing Body will be final.



Contd...6..

  
Raj Kumar  
President

  
Om Prakash  
General Secretary

  
Hem Lata  
Treasurer

In case the Governing Body is not satisfied, his membership will be terminated immediately and the decision will be ratified by the General Body later on. After approval of the General Body meeting, his name will be struck off from the Register of Membership and he will not be entitled to enjoy the rights of the membership.

9. Re-admission of expelled/suspended members :

The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default along with 18% interest on the amount payable with the majority decision of the Governing Body. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

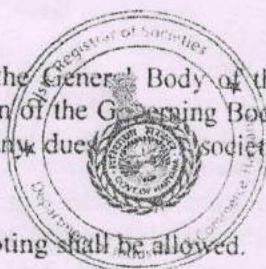
However, if District Registrar, Registrar, Registrar General give directions in writing to society for removal of a member, who has been either convicted of an offence amounting to moral turpitude or any misconduct, may be removed from membership.

10. Rights & Duties of members :

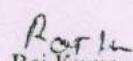
- (i) Every member shall subscribe to and be bound by the Bye-laws as amended, from time to time and registered with the District Registrar.
- (ii) Every member shall have a right to cast his vote at the elections of the society provided such member is not a defaulter in payment of any dues of the society 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 in writing, 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.

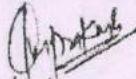
11. Composition of General Body :

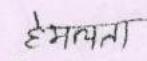
- (a) Every person admitted as a member shall be a member of the General Body of the society and shall be entitled to cast his/her vote for the election of the Governing Body of the society unless he/she is in arrears of payment of any dues of the society, including the annual subscription.
- (b) Every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



Contd....7..

  
Raj Kumar  
President

  
Om Prakash  
General Secretary

  
Hem Lata  
Treasurer

12. Meetings, Notice and Quorum of the General Body :

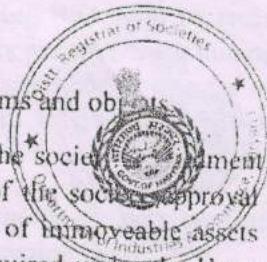
- i) A meeting of the general body of the society will be held as and when required. However, at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption 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, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least five of the members of the general body.
- iii) For any meeting of the general body, a clear notice at least 14 days alongwith 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. In emergency the general body meeting can be called at any time through phone call or personally call by the president or General Secretary.
- vi) 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 minimum of four members (if there are maximum ten members in general body). In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 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 three-fifth 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 General Secretary and such minutes will be signed by the President of the meeting and the General Secretary of the society.

13. Powers, Functions & Duties of the General Body :

- i) To guide the society in determining and fulfilling its aims and objects.
- ii) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Bye laws of the society, approval of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules 2012.

*Raj Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary



*Hem Lata*  
Contd....8..  
Hem Lata  
Treasurer

- iii) To elect the members of the Governing Body.
- vi) To remove any member from the governing body and according approval to the continuation of a person appointed as a member of the governing body against a casual vacancy.

14. Composition of Governing Body :

The governing body of the society shall consist a minimum five office bearers and two executive members as under :

- i) President
- ii) Vice President
- iii) General Secretary
- iv) Treasurer
- v) Joint Secretary
- vi) Two Executive Member

15. Meetings, Notice and Quorum of the Governing Body :

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet atleast 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 General 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 atleast 50% of its members.
- (iii) The quorum for the Governing Body meetings is adjourned for want of the quorum, the quorum for an adjourned meeting shall not be less than twenty-five percent of the members entitled to vote and present in person subject to a minimum of four. Provided further that in case such meeting is adjourned for a second time for want to the reduced quorum of twenty - five percent, the quorum for such adjourned meeting shall be fifteen percent of the members entitled to vote and present in person subject to a minimum of four.
- (iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be the President or the General Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting may be authorized by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

Contd....9..

*Raj Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary

*Hem Lata*  
Hem Lata  
Treasurer

16. Powers, Functions & Duties of the Governing Body :

- i) The Governing Body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives.
- ii) The Governing Body will be competent to raise funds and purchase property movable and immovable, on free-hold or lease basis in its name, as decided by it.
- iii) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the Society.
- viii) The governing body will be is the custodian of the assets of the society.

17. Term and mode of Election of Governing Body :

- (i) The term of the Governing Body shall be three years.
- (ii) The Governing Body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 day prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & manner. The information in respect to holding of elections for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

Contd....10..

Raj Kumar  
President

Om Prakash  
General Secretary

Hem Lata  
Treasurer

- (iii) Any objections quo 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 elections of the office bearers and the executive members of the Governing Body.
- (iv) The Returning Officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- (v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within thirty (30) days, who shall accord his approval of the same upon his satisfaction.
- (vi) The office bearers of the society shall not be entitled to any remuneration for rendering services to the society.

**18. Cessation of members of the Governing Body :**

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

- (a) Upon submission & acceptance of his resignation ;
- (b) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these bye-laws ;
- (c) If he is removed by a resolution passed in the meeting of the General Body.

**19. Filling of any Casual Vacancy on the Governing Body :**

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on ad hoc basis till the holding of next Annual General Meeting of the Society. Such ad hoc 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.

Contd....11..

*R. Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary

*Hem Lata*  
Hem Lata  
Treasurer

:: 12 ::

- (e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval to place the same before the General Body in the Annual General Meeting.
- (f) To keep and preserve the records of the Society/ Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (h) To ensure timely filling 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 seal 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.
- (l) The responsibility for convening the meetings of a society will be vest in the 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 General 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.
- (m) Act as the overall in-charge of the administration and execution of all the programmes of the Society / including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc. make appointments / engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

Contd....13.

Raj Kumar  
President

Om Prakash  
General Secretary

मंत्री  
Hem Lata  
Treasurer

20. Powers, Functions & Duties of the Office – Bearers :-

(i) President :-

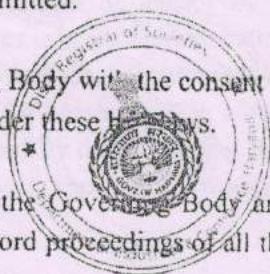
- (a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- (b) To do all such acts, deeds and things as may be authorized by the General Body and or the Governing Body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda.
- (d) To ensure proper & 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) Vice – President :-

- (a) To assist the president in carrying out his duties.
- (b) In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the President.
- (c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

(iii) General Secretary :-

- (a) To conduct, organize, supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President / Governing Body.
- (b) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (c) To convene meetings of the General Body / Governing Body with the consent of the President and serve proper notices as prescribed under these by-laws.
- (d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.



Contd...12..

*Raj Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary

*Hem Lata*  
Hem Lata  
Treasurer

:: 13 ::

(iv) Treasurer :-

- (a) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters and of assets, credits and liabilities.
- (b) To get the accounts of the Society audited by the chartered account appointed by the Governing Body at the close of the financial year, every year.
- (c) To submit to the Governing Body through General 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 statutory records and cheque books of all bank accounts, FDRs, etc. of the society, financial statements, receipt books, expenses vouchers, bank pass books & cheque books, cash etc.

21. Exclusions from the Employment of a Society :-

- (a) No member of the Society shall be in full-time or part-time employment of the Society.
- (b) No dependent or family member or close relative of the office - bearers and members of the Governing Body shall be engaged as an employee of the society during its term.
- (c) Every office - bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.
- (d) Any member or office bearers of the society who want to work in institution or society, he will be allowed but not paid in this regard.

22. Management of Assets and Funds of the Society :-

- (i) The source of income of the society will include receipts on accounts of membership fee, annual subscription, rent from property / assets, interests, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest free short term loan from its members, private firms, private person, N.G.O. or from scheduled bank's on interest. Loan from the scheduled banks on interest will be taken only for purpose of creation of capital assets, improve or open any new institution or purchase of land or patta of land or for construction of building in favour of institution/society and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for formation.

Contd.....14..

*Raj Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary

*Hem Lata*  
Hem Lata  
Treasurer

- (iii) All assets and funds will belong to the Society and vest in the society.
- (iv) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD / Pay Order / Cheque / 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.

23. Accounts of the Society :-

- (i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and / or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received, expended by the Society and the assets and liabilities of the Society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by an member of the Society.
- (iii) The annual accounts of the society will be signed by any two authorized office bearers of the Society.
- (iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

24. Investments of Funds :-

The society shall invest or deposit any portion of its funds in following manners :-

- i) in improvement of institution/society or to open any new institution.
- ii) in immovable properties or
- iii) in securities of the Government or in National Saving Certificates or other securities of the Government of India.
- iv) in the Post Office Savings / Banks Account or
- v) in a special account opened by the Society for the purpose in a -
  - a. Scheduled Bank as authorized or notified by the Reserve Bank of India or
  - b. Co-operative Bank situated in the State, or in such other manner of investment as may be prescribed.



Contd....15..

*R. Kumar*  
Raj Kumar  
President

*Om Prakash*  
Om Prakash  
General Secretary

*हेमलता*  
Hem Lata  
Treasurer

25. Source of Funds :-

- i) Membership fee
- ii) Annual subscription
- iii) Donations
- iv) Rent from property, assets
- v) Interest
- vi) Gifts, etc.
- vii) Loan from Nationalized Banks/Semi – Government Banks / Private Banks/ Other Public and Private Financial Institutions.

26. Application of funds :-

- i) The society have the powers to spend such sums out of its funds, as it thinks fit, for the purposes.
- ii) No payment shall be made out of the funds to the President, Vice President, General Secretary, Treasurer or any other bearer by way of honorarium or remuneration :  
Provided that incurring of any expenditure on the Boarding / Lodging and TA/DA of the office bearers while on tour in connection with the affairs of the society shall be permissible following the prudent financial norms.
- iii) Notwithstanding the restrictions prescribed above, a Society may pay such remuneration, salary or honorarium to the persons in its full time or part time employment as it may determine :

27. Operation of Bank Accounts :-

An account having cheque facility will be opened in any scheduled bank, post office or any other private financial institution in the name of the Society. All the transactions will be made under the joint signatures of any two i.e. President, General Secretary, Treasurer.

28. Provisions relating to Audit of the Society's Accounts :-

The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the Institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.

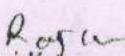
29. Amendments in the Memorandum, Bye-laws, Name of the Society, etc. :-

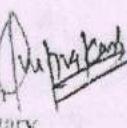
Any amendment in the Memorandum of Association and Byelaws or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, alongwith attested copy of the requisite documents shall be filed in the office of the District Registrar by the General Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act 2012 and rules made there under.

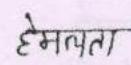
30. Common Seal :-

The Society will have a common seal which shall 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.

Contd....16...

  
Raj Kumar  
President

  
Om Prakash  
General Secretary

  
Hem Lata  
Treasurer

**31. Amalgamation of the Society :-**

The society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

**32. Dissolution of the Society :-**

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules thereunder in case it becomes difficult to carry on with the operations of the Society or it becomes insolvent or for any other pressing and unavoidable reasons ;
- (ii) In the event of dissolution of the Society no assets of the society shall devolve or distributed amongst the members of the Society ;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left over properties / assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for the thereof in the general public interest.

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

S. N.	Name & Father's / Husband's Name	Age	Permanent & Communication Address	Occupation & Contact No.	Designation	Signature
1	Raj Kumar S/o Sh. Jagdish Chand	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930652121	President	Raj k
2	Manoj Kumar S/o Sh. Jagdish	28	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8744009055	Vice-President	Manoj
3	Om Prakash S/o Sh. Mohan Lal	27	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Pvt. Service 8527406464	General Secretary	Om Prakash
4	Hem Lata W/o Sh. Gurudutt	30	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 8930632121	Treasurer	Hem Lata
5	Kishan Chand S/o Sh. Gopi Chand	70	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Agriculture 8930335606	Joint Secretary	Kishan Chand
6	Ram Gopal S/o Sh. Mukhram	35	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	Business	Executive Member	Ram Gopal
7	Gaytri W/o Sh. Jagdish	56	Vill. Rundhi, P.O. Deeghot Tehsil and Distt. Palwal	House Wife 9050652121	Executive Member	Gaytri

**CERTIFICATE**

It is certified that all provisions (Rules and Regulations of Haryana Registration and Regulation of Society Act, 2012 (Haryana Act No. 1 of 2012), if not mentioned herein will be duly complied with by the "GAYTRI VIDYA MANDIR SKSHA SAMITI" in letter and spirit.

Raj Kumar  
President

Om Prakash  
General Secretary

Hem Lata  
Treasurer