

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 **B.R. Education Society** registered vide registration number **NNL/35** on **2009 – 2010** registered with District Registrar/Registrar **Narnaul** has been allotted a new Registration Number as under mentioned on this 14th March, 2014 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	2	2	0	1	4	0	0	B	3	1
Name of the Society								Registered Office Address					
B.R. Education Society								Village Mirjapur Teh. Narnaul Distt. Mohindergarh (Hry.)					

Issued under my hand at 14th March, 2014 at Narnaul.



Seal :
Station : Narnaul


(Aril Kumar Choudhary)
District Registrar
Firms & Societies, Narnaul

ANNEXURE -1
'Memorandum of Association' of a Society

Sr. No.	Subject	Description
1.	Name of the Society	B.R. Education Society
2.	The registered office of the Society shall be at:	Village & P.O. Mirjapur – Bachhod Tehsil Narnaul, Distt. Mohindergarh (Haryana)
3.	Jurisdiction	The Society shall work within all District of the territory of State of Haryana
4.	Aims and Objects of the Society	The objectives which are specific to a society, shall be enumerated below. <i>Some of the indicative objectives could be as under:</i>
1)	Promotion of national unity and international peace and amity;	
2)	Promotion of communal and social harmony and brotherhood;	
3)	To work for the cause of enforcement of prohibition and initiate people's movement against smoking, alcoholism and drug abuse;	
4)	To create awareness and addressing some of the social evils, such as, female foeticide, dowry, extravagant expenditure on social function like marriages, empowerment of women in decision making etc. etc.	
5)	Promotion and progress of agriculture and animal husbandry;	
6)	To take up programmes for accelerating the pace of rural development with application of science and technology (techniques and technologies for cost reduction, improving productivity, etc.) especially and engineering sources;	
7)	To take up programmes for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects;	
8)	Promotion and extension of appropriate technology including systems having renewable sources of energy;	
9)	Promotion of cottage and small scale industries by taking up action research work;	
10)	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.	
11)	To engage in delivery of citizen in a transparent manner with use of Information and Communication Technology.	
12)	To undertake impact evaluation of economic and social projects.	

K. Singh
Chairman
B.R. Education Society
Mirzapur Bachhod (M/Garh)

Munesh
Secretary
B.R. Education Society
Mirzapur Bachhod (M/Garh)

M. Mahipal
Treasurer
B.R. Education Society
Mirzapur Bachhod (M/Garh)

13)	To undertake programmes which ensure raising of income levels and expanding employment opportunities of the weaker sections of the Society, particularly of those living below the poverty line and women by involving participants in the planning, implementation and maintenance of activities taken up.				
14)	To organize disadvantaged section of Society and take steps for increasing their level of awareness in regards to the programme contents and facilities therein under Government/non-Government programmes, legal provisions, etc. and also for increasing their bargaining power by promoting co-operative and group action.				
15)	To take up all formal and non-formal educational programme as per directives contained in the National policy of Education, 1986.				
16)	To work for promotion of sports and health care activities.				
17)	To raise or acquire funds or property from Central Government, State Government, Non-government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the Society shall be utilized for any or all the purposes or objects of the Society as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.				
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:				
Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signatures
1)	Kartar Singh	Sura Bhan	Vill. & P.O. Mirjapur – Bachhod, M'Garh	Business	K. Singh
2)					
3)					
4)					


 Chairman
 B.R. Education Society
 Mirzapur Bachhod (M/Garh)


 B. R. Education Society
 Mirzapur Bachhod (M/Garh)


 Treasurer
 B.R. Education Society
 Mirzapur Bachhod (M/Garh),

ANNEXURE – 2

Explanatory notes for the Contents of the 'Byelaws' of a Society		
Sr. No.	Subject	Description
1.	Name of Society	B.R. Education Society
2.	Membership of Society	Sections 14 to 23 of the Act may be carefully read while framing the byelaws in this behalf. It has been observed that the maximum number of disputes in a Society pertain to memberships. The byelaws must address the issues of the maximum number of members it would like to fix for the Society, types of membership, the fees for each type of membership, the manner and the process or admitting a person as a member, cessation of membership etc. Further, all particulars of a person admitted as a member, such as Name, Father's name, address (both correspondence and permanent address), contact details (such as telephone number, email ID), caste or community (if the byelaws of a Society so restrict), may be obtained for ease of establishment of identity as well as timely communications.
3.	Re-admission of expelled/ suspended	The society may also lay down in its byelaws the procedure for re-admission of a person as a member who ceased to be a member of the society in terms of the provisions contained in section 22 of the Act, or suspension and reinstatement of a member, if deemed necessary. However, it may also keep in view that no such member, who has been either convicted of an offence amounting to moral turpitude or who has been removed from membership on the directions of the District Registrar/ Registrar/ Registrar General for any misconduct, should be re-admitted.
4.	Members' Rights/ Privileges and duties	The byelaws of a society should clearly define the rights/privileges and duties of its members. Section 20 of the Act may be carefully read while framing the byelaws in this behalf.
5.	Definition of General Body	"General Body" means and refers to the body of 'members' of a Society, and which may be divided into electoral colleges where the membership is more than 300 in order to constitute the Collegium of the Society. The constitution of collegium and election of the representatives of the collegium should be decided by the Society/ its management as deemed appropriate and clearly defined in the byelaws of the society.

Explanatory notes for the Contents of the 'Byelaws' of a Society		
Sr. No.	Subject	Description
6.	Size of the Governing Body and the Collegium	The size of the Governing body, which can vary between 3 to 21 in terms of Section 33 of the Act, designations of its office-bearers and their powers & duties should be clearly defined in the bye-laws of the Society. Where a Society decides to keep its membership at more than 300, it will be required to constitute electoral colleges (not exceeding 300) and the Collegium so formed shall act as the General Body for all intents and purposes. In that case, the size of the Governing Body cannot exceed 1/5 th size of the Collegium. *

Khyat
 B.R. Education Society
 Mirzapur Bachhod (M/Garh)

Munish
Secretary
 B. R. Education Society
 Mirzapur Bachhod (M/Garh)

Malipal
 Treasurer
 B.R. Education Society
 Mirzapur Bachhod (M/Garh)

7.	Creation/ constitution of the electoral colleges	In case of Societies with more than 300 members, these are required to carve out a scheme of creation of Electoral Colleges in its byelaws and election of members of the Collegium. Provisions contained in Rule 16 read with the illustrations in Appendix-2 may be referred for the purposes of clarity.
8.	Elections of the Collegium/ Governing Body.	Keeping in view that memberships and elections of Societies constitute a major part of the problems in smooth management of the affairs of society, it is advisable that the procedures with regard to the elections of the collegium and the Governing Body are clearly defined in the bye-laws of the society subject to the provisions of the Act and the rules framed there under.
9.	Term of Governing Body	The tenure of the Governing Body of a Society shall not be more than three years. The bye-laws of the society should also contain a provision for filling-up of vacancy of any of the office-bearers of members of the Governing body, caused due to any reason whatsoever, during its tenure or till the election of new Governing Body.
10.	Requirement of Notice of meeting of the Governing Body	The notice periods for convening meetings of the Governing Body and the General Body should be prescribed in the byelaws subject to the provisions of the Act and the rules there under.
11.	Quorum of Meetings	The byelaws of a Society should provide for the quorum of any meeting. The Act specifies the quorum of a General Body/Collegium meeting as 40%. The provisions contained in rule 16 may be kept in mind while specifying in the byelaws as to what should be quorum for

Explanatory notes for the Contents of the 'Byelaws' of a Society

Sr. No.	Subject	Description
		A meeting adjourned on account of want of the quorum in the meeting convened in the first instance and adjourned.
12.	Governing Body and urgent Meetings	The byelaws may also contain a provision for convening urgent meetings of the Governing Body at shorter notice or without any formal notice with written consent of at least 50% of the total strength of the Governing body.
13.	Powers of Governing Body	The bye laws of the society should clearly define the powers that may be exercised by the Governing body and its office bearers for management of affairs of the society. The Governing body is the custodian of the assets of the society.
14.	Office-bearer of Society and their Powers	The byelaws of the society should also contain provisions pertaining to each of the office-bearers, their designations and their powers & duties. The office-bearers would be entitled to exercise such powers as are mentioned in the byelaws of the society. It may be useful to specify the operation of accounts singly or jointly by the office-bearers in order to have proper internal checks on financial transactions
15.	General Secretary/ Secretary	The responsibility for convening the meetings of a Society should generally vest in the Secretary/ General Secretary of the society who will also be the custodian of all records, documents, title deeds etc. of the society. Unless otherwise provided in the Byelaws, the Secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types of statutory compliances under the Act.

16.	Management of funds by Treasurer	One of the members of the governing body should be designated as a Treasurer who should be responsible for proper management of funds and assets of the society as well as proper maintenance of the books of accounts according to the byelaws/rules of the society. He should be the custodian of all books of accounts/ statutory records and cheque-books of all bank accounts, FDRs, etc. The Byelaws should also specify the officer responsible for filing of all the documents in the office of the District Registrar as required under the Act.
17.	Provision for filling-up casual vacancies	Procedure with regard to filling- up of any vacancy of an office bearer of the society caused due to death, resignation, cessation of membership etc. should be defined in the byelaws of the society. Ideally, such a person should continue to hold the office & perform

Explanatory notes for the Contents of the 'Byelaws' of a Society

Sr. No.	Subject	Description
		Functions only till the next Annual General Meeting of the General Body, unless his appointment is further ratified in such Annual General Meeting.
18.	Sources of Income of a Society	Every Society should clearly define the sources of its income such as membership fee, annual subscription, donations, rent from property/assets, interest, gifts, etc. in its byelaws so as to maintain probity in its financial transactions.
19.	Provisions relating to Audit of the Society's Accounts	The byelaws of a society should provide for audit of annual accounts of the society from an auditor who is 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.
20.	Operation of Bank Accounts	The byelaws of a society should define the persons who are authorized to operate its bank accounts, which may include its employees and the office-bearers. The limits of cash-in-hand to meet the day-to-day expenses, the limits up to which the authorized person could sign the cheques individually and joint signatories beyond such limits should be clearly defined.

Koyel
Chairman

B.R. Education Society
Mirzapur Bachhod (M/Garh)

Munesh
Secretary

B. R. Education Society
Mirzapur Bachhod (M/Garh)

Mahipal
Treasurer

B.R. Education Soc.
Mirzapur Bachhod (M/Garh)

**Byelaws for a Society (Multi-purpose)
Without a Collegiums**

1. Name of the Society **B.R. Education Society**
2. The Registered Office of the Society shall be at (complete postal address):
B.R. Education Society, Vill. & P.O. Mirzapur – Bachhod, Tehsil Narnaul, Distt. Mohindergarh.
3. The Society shall carry out its major activities in the **Mohindergarh** District within the territory of State of **Haryana**.
4. Membership:
 - 1) The Society shall have a maximum of 250 members including the founder members/ original subscribers.
 - 2) **Eligibility:** In order to be admitted as a member of the Society, a person:
 - Must be 21 years of age on the date of admission;
 - Should subscribe to the aims and objects of the Society;
 - 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;
 - Must not be an insolvent and of unsound mind; and
 - 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:
 - **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 **01**. 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 collegium without election, in case the total number of members of the society exceeds 300.
 - **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 members shall continue to be the member of the society for his life. The total number of life members shall not exceed **01**.
 - **Ordinary Member** – The Society shall have a total of **05** 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 may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.
 - **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 Nil . The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.
 - 4) **Membership Fee & Annual Subscription:**
 - The rates for membership of the Society and the annual subscription shall be as under:




Chairman
B.R. Education Society
Mirzapur Bachhod (M/Garh)


Secretary
B. R. Education Society
Mirzapur Bachhod (M/Garh)


Treasurer
B.R. Education Society
Mirzapur Bachhod (M/Garh)

As may be decided by the Society in the Byelaws:			
Sr. No.	Type of Member	Admission Fee	Annual Subscription
(1)	Founder Members	Rs. 21,000/-	Nil
(2)	Life Member	Rs. 11,000/-	Nil
(3)	Ordinary Member	Rs. 1100/-	Rs. 500/-
(4)	Honorary Member	Nil	Nil

- 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.
- 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 of the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.



5) Admission Procedure (for members other than the subscribers):

- The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;
- 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.
- The Secretary shall examine the application and place the same before the Governing Body for a decision.
- 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.
- The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and He/she will be issued an Identity Card of the Society.
- Identity Card for every member: Every person admitted as a member will be issued as identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.
- **Rights & Obligations of Members:**
 - 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;

King
Chairman
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Treasurer
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- 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 Governing and the annual subscription for a period of three months beyond the due date;
- 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;
- 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 the Society shall issue a fresh Identity Card to such member.

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

- Attracts the provisions contained in Section 22 of the Act;
- Upon his/ her acting contrary to the aims and objectives of the Society;
- Upon such member being found guilty of a financial misappropriation of the funds of the society;
- Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies;
- 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.

• **General Body:**

• 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. Every member shall cast his vote in person and no proxy voting shall be allowed.

• **Meetings of the General Body:**

- 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.
- 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.
- For and meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

K. K. K.
Chairman
B.R. Education Society
Mirzapur Bachhod (M/Garh)

M. M.
Secretary
B.R. Education Society
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M. M.
Treasurer
B.R. Education Society
Mirzapur Bachhod (M/Garh)

- 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.
- Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 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.
- 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.

• **Powers, Functions & Duties of the General Body –**

- To guide the Society in determining and fulfilling its aims and objects.
- To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of 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.
- To elect the members of the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

• **Governing Body:**

- **Composition:** The Governing Body of the society shall consist of a total of 11 Office-bearers and Members as under:
 - President
 - Vice-President
 - General Secretary /Secretary
 - Joint Secretary
 - Treasurer
 - Six Executive Members, including co-option of any Honorary Member by the Governing Body.
- **Election of the Governing Body:**

- The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;
- 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 Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.

Kojel
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- Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.
- 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.
- After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the Society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.
- **Filling of any Casual Vacancy on the Governing Body –**

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the general Body on adhoc bases till the holding of next Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by a majority vote for the balance term of the Governing Body.

- **Meetings of the Governing Body –**
 - The Meeting of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
 - A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
 - The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 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 meeting.
 - 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 signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman of the Secretary are not available to sign the minutes, theses will be signed by any two members present in the meeting as may be authorized by the Governing Body.

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- The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.
- **Powers, Functions & Duties of the Governing Body-**
 - 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;
 - 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.
 - 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.
 - 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.
 - To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
 - 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.
 - To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the society.

• **Powers, Functions & Duties of individual members of Governing Body-**

(i) President:

- To preside over all the meetings of General Body and of the Governing Body and regulate the proceedings of such meetings.
- 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.
- To allow or disallow discussion on any matter which is not included in the agenda.
- To ensure proper & transparent functioning of the Society/ Governing Body.
- To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- To supervise and guide the overall activities/ achievement of aims & objectives of the Society.

(ii) Vice-president:

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

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M. Singh
Treasurer
B.R. Education Society
Mirzapur Bachhod (M/Garh)

(iii) General Secretary/Secretary:

- 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;
- To receive. Scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the member, it approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;
- To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- 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.
- 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.
- To keep and preserve the records of the Society/ Governing Body.
- To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- 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.
- 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.
- 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.
- 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.

(iv) Joint Secretary:

- To assist the General Secretary/ Secretary of the Society in carrying out his functions and duties;
- To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorized by the Governing Body;
- To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Society from time to time.

(v) Treasurer:

- 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.


Chairman
B.R. Education Society
Mirzapur Bachhod (M/Garh)


Secretary
B. R. Education Society
Mirzapur Bachhod (M/Garh)


Treasurer
B.R. Education Society
Mirzapur Bachhod (M/Garh)

- To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the Financial year, every year.
- To submit to the Governing Body through General Secretary/Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting.
- To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.
- Cessation of members of the Governing Body- An office-bearer/ executive member of the Governing Body shall cease to be an office-bearer of executive member:
 - Upon submission & acceptance of his resignation;
 - If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws;
 - If he is removed by a resolution passed in the meeting of the General Body.
 - Exclusions from the Employment of a Society:
- No member of the Society shall be in full-time employment of the Society;
- No dependant 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;
- Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is close relative.
- Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc. Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary/ Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- **Management of Assets and Funds of the Society**
 - The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
 - The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy there of before the General Body in its Annual General Meeting for information.
 - The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
 - All assets and funds will belong to the Society and vest in the society.
 - 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,

K. Singh
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M. Singh
Treasurer
B. R. Education Society
Mirzapur Bachhod (M/Garh)

the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

• **Accounts of the Society:**

- The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/or any other authority including the Institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and Liabilities of the Society.
- The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- The annual accounts of the society will be signed by any two authorized office-bearers of the Society.
- 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.

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 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.

14) Dissolution of the Society:

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

K. R. Singh
Chairman

B. R. Education Society
Mirzapur Bachhod (M/Garh)

Munesh
Secretary

B. R. Education Society
Mirzapur Bachhod (M/Garh)

Mahipal
Treasurer
B. R. Education Society
Mirzapur Bachhod (M/Garh)