

RULES AND REGULATIONS (BY-LAWS)

1. MEMBERSHIP

The society shall constitute of persons interested in promotion of Education & Welfare. Persons seeking membership shall agree to abide by Rules and Regulations of the Society, should be of the age 18 years or more, caste, color, creed, sex, education, property or social status are no bar to seek membership.

2. MEMBERSHIP FEE AND SUBSCRIPTION FEE

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

Sr.No	Type of member	Admission Fee	Annual Subscription
(i)	Founder Member	Rs. 11,00/-	-
(ii)	Life Member	Rs. 500/-	-
(iii)	Ordinary Member	Rs.100/-	-
(iv)	Honorary Member	Nil	Nil

- ii. The payment of annual Subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such Year. The membership of 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 of said year.

3. CONSEQUENCES OF NON-PAYMENT OF SUBSCRIPTION FEE

In case a member does not pay his subscription fee for three months, he shall be expelled from the membership of the society.

4. FINES AND FORFEITURES

In case a member does not pay his subscription fee on time, a fine of Rs.10/- shall be payed every day of delay. In case a member does not pay his subscription fee for three months, he shall not only be expelled from membership but whatever subscription fee has been payed by him shall stand forfeited.

5. CATEGORIES OF MEMBERS

There should be following categories of members of the society.

- i. **Ordinary Members:**
All members who pay Rs.100/- as membership fee, annually, shall be designated as ordinary members of the society.
- ii. **Life Members:**
All members who pay Rs.500/- as membership fee only once, shall be designated as Life Members of the society. All present members will be treated as Life Members of the society.

D.V.M. PUBLIC SCHOOL,
Managing Committee


Auth. Signatory

iii.) **Patron Members:**

National Leaders, Prominent educationists and such other persons who render outstanding service to the society may be requested to become patron members of the society. No membership fee shall be charged from these members.

(iv) **Honorary Members:**

Honorary members shall include the Principal of the School, nominees of the Education Department, nominee of the Parent –Teacher Association of the school, nominees of the staff of the Institution and Educationists nominated by the Society. No membership fee shall be charged from these members.

6. **RESIGNATION/EXPULSION/VACANCY OF MEMBERS**

A member may be expelled from membership of the society by 3/5th majority of members voting for the resolution, if he is found not abiding by the Rules and Regulations of the society or is found engaged in activities against the aims and objects of the society. A member also loses his membership if he resigns, becomes of unsound mind or convicted of a criminal offence by a Court of Law in India. A person ceases to be a member in case of non-payment of membership fee or fine thereon. A person ceases to be a member in case of non-payment of membership fee or the fine thereon. A person also loses his membership if he does not attend three successive meetings of the society.

The membership of a person comes to an end in case any member dies. Such a vacancy or vacancy created by aforesaid reasons shall be filled by 3/5th majority of members voting. The membership in case of death of a member is not hereditary.

7. **RE-ADMISSION**

If any member of the society is expelled by the Governing body on the reason of non- payment of subscription fee, he can be re-admitted, providing the member concerned pays all up-to-date dues and fines with the permission of the Governing body.

8. **GENERAL BODY**

Formation :

The supreme authority of the society shall vest in the General Body, which will consist of 8 all the members of the society.

Powers & Functions

- i) The General Body shall elect office bearers of the Governing Body from amongst its members by secret ballot.
- ii) The General Body shall receive and adopt the Audited Statements of Account and the Annual Report of the society by 3/5th majority of the members present and voting.



D.V.M. PUBLIC SCHOOL,
Managing Committee

Auth. Signatory

- iii) The General Body shall have the power to erect new Rules, and amend and rescind any of its existing Rules and Regulations by 3/5th majority of the members present and voting.
- iv) The General Body shall have the power to dissolve the society by 3/5th majority of the members present and voting.
- v) The General Body shall have the power to transact such other business which may be brought up at its meeting.

Meetings

- i) General Body shall meet at least once every year at a time and place fixed by the President of the Society.
- ii) A special meeting of General Body shall be convened by President of the Society as and when it shall become necessary.

Quorum

Minimum of 3/5th members at any meeting shall constitute the quorum of the General Body meeting.

9. GOVERNING BODY

Formation

There shall be a Governing Body of the members to assure and fulfill the aims and objects and carry out its business and other affairs. The Governing body would be formed/elected from amongst the members of the General Body.

Powers and Functions

- i) The Governing body shall be responsible for the management and administration of all the affairs of the society.
- ii) The Governing Body shall work for the achievement of its aims and objects as stated in its Memorandum of Association.
- iii) The Governing Body shall take all decisions by majority votes.
- iv) The Governing body shall comply with the statutory provisions of the Societies Registration Act, 1860 as well as other laws applicable from time to time.
- v) The Governing Body shall have the powers as are the powers of the society mentioned in its Rules and Regulations.
- vi) The Governing Body shall :
 - a) Prepare plans, projects and programmes.
 - b) Appoint Election Officers mentioning his/her powers.
 - c) Maintain and file annual lists.
 - d) File balance sheet
 - e) Submit audited accounts
 - f) Submit any other information required by the Registrar of Societies.
 - g) Maintain quorum in its meetings



- h) Issue relevant notices including elections and dissolution and pass resolutions.
- i) Collect admission, subscription and other fee as well as donations and special contributions.
- j) Hold urgent monthly meetings and give notices for annual meeting of the General Body.
- k) Pursue legal proceedings, if any for and against the society.
- l) Purchase and sell immovable and moveable property in the name of the society, mortgage and lease out the same to raise necessary funds for achieving its object.
- m) To construct and erect, demolish and renovate buildings as required in the interest of the society.
- n) To do all other jobs as are incidental and in the interest of the society.

Meetings

Meetings of Governing Body shall be convened at least once year. It may even meet more than once if it deems necessary to carry out the business of the society. Under normal circumstances a notice of 3 Days shall be given to convene a meeting of the Governing Body. However, in case of emergency a short notice of 24 hours can also be issued.

Quorum:

A minimum of 3/5th members present in a meeting would be enough to constitute the quorum of the meeting of the Governing Body.

Strength:

The society shall have the following members as the governing body deemed in accordance with the Rules & Regulations of the Society.

1. President	1
2. vice President	1
3. Secretary	1
4. Cashier	1
5. Executive member	4

Mode of Election/Tenure of Office Bearers

The members of the Governing Body shall be elected out of the General Body by secret ballot. Each Office bearer shall be elected for a term of 3 years. On the expiry of 3 years the new body shall be elected within the framework of the Rules and Regulations of the Society till such time a new body is formed. As soon as the new body is elected the old shall cease to function and would hand over charge to the new body without delay. In case of death of an office bearer his office would be fulfilled by electing another member by 3/5th majority of the members voting. The post of office bearer is not hereditary.



D.V.M. PUBLIC SCHOOL
Management Committee

Auth. Signature

POWERS OF OFFICE BEARERS

PRESIDENT

- i) He can use his discretionary powers for the betterment of the society's activities.
- ii) He can convene the emergency meetings of the society.
- iii) He will chair the meetings of the Governing Body of the Society.
- iv) He shall have the power to allow inclusion of any subject/matter in the agenda for discussion in the course of meetings/proceedings.

VICE PRESIDENT

- i) The society shall have a Vice President
- ii) The Vice President shall exercise all the powers of President during his absence.
- iii) The Vice President shall exercise all such functions as are delegated to him by the President.

SECRETARY

- i) He shall announce the programmes of the society
- ii) He shall convene meetings.
- iii) He shall receive and welcome VIP's and guests
- iv) He shall issue notices after passing of resolutions
- v) He shall maintain liaison with all other similar societies Govt. and Semi Govt. bodies in this regard.

CASHIER

- i) He shall help maintain accounts of the society.
- ii) He shall help maintain Stock Register of the society of the entire inventory of items of the assets of the society.

JOINT SECRETARY/PRESS SECRETARY /EXECUTIVE MEMBERS

- i) The society shall have 4 Executive members.
- ii) They shall exercise all such powers as are delegated to them by the President from time to time.

10. FINANCE/INCOME/EXPENSES AUDIT OF ACCOUNTS

Finance

- i) All receipts and expenditures will be maintained under heads as required under the Income Tax Act.
- ii) The financial year of the society would be 1st April to 31st March every year.
- iii) The Annual Audited Balance Sheet and Accounts of Profit and Loss along with Auditors Report shall be presented by the Secretary to the General Body for its approval.
- iv) The accounts in the name of the society shall be maintained with any scheduled bank of India. The funds shall be withdrawn under the signatures of Chairman.



D.V.M. PUBLIC SCHOOL
Managing Committee

Auth. Signatory

- v) Assets of the Society at the time of dissolution will be transferred to some other society having objects similar to the objects of the society to be determined by the members of the society and as decided by the Governing Body subject to the approval of the Chairman who is the final authority.

Income

The ways and means of the Income of the society will be from

- i) Admission, subscription and category fee of each member and
- ii) Donations, special and emergency contributions.

Expenses

- i) The income and property of the society shall be applied solely towards the promotion of the aims and objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly in any way.
- ii) The society of its constitution is required to apply its surplus in promotion of its aims and objects.

Audit of Accounts

- i) The accounts of the society shall be audited by a qualified Chartered Accountant.

11. AMENDMENTS IN MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

i) any amendment in the Memorandum of Association and the Rules & regulations of the society shall be as per provisions of Sections 12 And 12-A of the Societies Registration Act, 1860. Whenever it appears to the Governing Body of the Society that it is advisable to alter extend or abridge any of its particular purpose or purposes or to amalgamate such society, either wholly or partially with any other society the governing Body shall submit the proposition to the members of the society in a written or printed report and may convene a special meeting for the consideration thereof according to the regulations of the society. However no such report shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society 10 days prior to the special meeting convened by the Governing Body for consideration there of unless such provisions shall have been agreed to buy the votes of 3/5th of the members delivered in person or by proxy and confirmed by the votes of 3/5th of the members present at a second special meeting convened by the Governing Body at an interval of one month after the former meeting.

ii) Where a proposition for change of name has been agreed to and confirmed as above a copy of proposition so agreed to and confirmed shall be forwarded to the Registrar of Societies for registering the change of name. If the proposed name is identical with that by which any other existing society has been registered or in the opinion of the Registrar so nearly resembles such name as to be likely to deceived the public or the members of the either society the Registrar shall refuse to register the change of name. However save as provided above the Registrar, if he is satisfied that the provisions of the societies registration Act,



D.V.M. PUBLIC SCHOOL
Management Committee

Auth. Signatory

1860 in respect of the change of name have been complied with, shall register the change of name and shall issue a certificate of Registration. The Registrar shall charge the fee applicable.

12. APPEALS

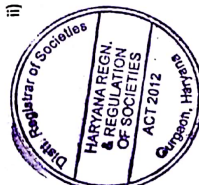
All appeals shall be preferred to the General Body whose decision shall be final.

13. DISSOLUTION

The society shall be dissolved in the manner as laid down in the provisions of The Haryana Society Registration & Regulation Act, No. 1 of 2012.

i) Any member not less than 3/5th of the members of the society shall determine that it shall be dissolved and there upon it shall be dissolved forthwith or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the society, its claim and liabilities according to the rules of the society applicable thereto. If, any, and if not, then Governing Body shall find expedient provided that in the event of any dispute arising among the said governing body or the members of the society the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of the district in which the office of the society is situated. The society shall however be dissolved only when 3/5th of its members expressed a wish for such dissolution by their votes delivered in person or by proxy at a General meeting convened for the purpose. In case any government happens to become a member or a contributor to or becomes otherwise interested in the society, the society shall be dissolved only with the consent of such government.

ii) If upon the winding up or dissolution of the Society there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the society, but shall be given or transferred to some other society having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution, otherwise the Assets and Liabilities of the society will be passed on to the government, to be determined by the votes of not less than 3/5th of the members present personally or by proxy at the time of dissolution, or in default thereof by such court as aforesaid.



14. MAINTENANCE OF REGISTERS

- i) The Secretary of the society shall maintain the following registers for keeping up to date information of the respective areas of the working of the society
- ii) Register carrying the names and addresses of all the members of the society
- iii) Minutes book for keeping records of all the meeting of the society.
- iv) Account books that are Cash book and ledger shall be maintained by the Secretary of the society.
- v) Stock register shall be maintained by the secretary of the society to maintain a record of the entire inventory of items of the assets of the society.

D.V.M. PUNJIC SINGH
Manager, Haryana Regn.


Auth. Signatory

15. ANNUAL LIST OF GOVERNING BODY

Once in every year a list of the Office Bearers and the Executive Members of the Governing Body of the society entrusted with the management of its affairs shall be filed in the office of Registrar of Societies as required under Section 4 of the societies Registration Act, 1860 & Haryana Society No. 1 of the 2012 on or before the 14th day succeeding the day of Annual General Meeting of the Society. In case of delay in filing this list, the Registrar of Society shall charge the prescribed fine not exceeding Rs.50/-.

16. APPLICATION OF THE ACT

The society shall be governed by the provisions of The Haryana Society Registration & Regulation Act, No. 1 of 2012.

17. LEGAL PROCEEDINGS

The society may sue and / or be sued in the name of the Secretary or any other authorized person by the governing Body for the purpose as per provisions lay down under of the Haryana Society Rule & Regulation Act No.1 of 2012.



ALLOWED AND CERTIFIED ONLY AIMS AND OBJECTIVES COVERED UNDER THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT. 2012, HARYANA ACT No.-I OF 2012, CHAPTER-III, SECTION 6 AND SUB-SECTION I TO XII

Certified to be True Copy

District Registrar of Films & Societies
Gurgaon, Haryana

D.V.M. PUBLIC SCHOOL
Managing Committee

Ambedkar
Secretary