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 **ST. SOPHIA EDUCATION SOCIETY** (Name of the society) registered vide registration number **174** Dated **23-06-1986** District Registrar/Registrar, Chandigarh has been allotted a new Registration Number as under mentioned on this- **4th day AUGUST, 2014** year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year of Registration				Registration Number				
H	R	0	1	2	2	0	1	4	0	0	8	3	8

Name of the Society	Registered Office Address
ST. SOPHIA EDUCATION SOCIETY	**SECTOR 15-A, HISAR.**

Issued under my hand at Hisar, this **4th day of AUGUST, 2014**

District Registrar of Societies
HISAR
(Signature of the District Registrar)
Firms & Societies, Hisar.

District Registrar of Societies ★ HISAR ★
Seal
Station:- Hisar

Principal
St. Sophia Sr. Sec. School
(CBSE Affiliation No. 530339)
Sector 15-A, HISAR

MEMORANDUM OF ST. SOPHIA EDUCATION SOCIETY, HISAR

1	Name of the Society	:	St. Sophia Education Society, Hisar
2	Location of Registered Office	:	Sector-15A, Hisar
3	Jurisdiction	:	Hisar District within the territory of State of Haryana

AIMS AND OBJECTS:-

a) To manage the Educational Institutions run by the above Society.

b) To arrange facilities for good quality, basic and higher Education for the youths in general and for the poor students in particulars.

c) To promote the Indian Culture through Education with special emphasis on mutual cooperation and brotherhood.

d) To work for the removal of social evils such as untouchability, illiteracy and inferiority complex among the students from their childhood.

e) To promote Institutions to impart education in **Physical Training, Yoga Training, Computer, Technical, Medical, Engineering, Management and regarding the latest technologies.**

f) To work for the betterment and welfare of students of the educational institutions run by the above educational Society and to manage the scholarships and Educational Schemes.

g) To provide suitable accommodation for student in Educational Institution and make necessary constructions, alterations and maintenance etc. in the building.

h) To provide funds for the sole purpose of fulfillment of the aims and objects of the Society.

i) To provide sound education to children of all communities irrespective of their race, religion, cast or creed in general and to prepare them to become mature and responsible citizen of the country through all round physical, intellectual, academic, moral and spiritual development based on valued derived from the life.

j) To start, establish, run, take over or manage and maintain school & Colleges with an object to provide sound pre-primary, primary, Middle, Secondary, Senior Secondary and higher education to children by seeking recognition and affiliation from the education department and concerned Govt. Authorities.

k) To conduct research in education and other discipline on the different subjects relating to education.

l) To provide education for going abroad for study, business & job etc.

m) To provide a better way of education to children for making them professional.

n) To provide education for Art, Communication Skills, Personality Development, Group Discussion, Interview preparation & any Language improvement in written, speaking, reading & listening.

o) To open, found, establish, promote, set up, run, maintain, assist, finance, support and/or aid and help in the setting up the setting up three different kinds of technical/non-technical schools, engineering college, medical colleges and other establishments or institutions for advancement of all kinds of education and knowledge and also get permission from the competent authority/department, if required.

p) To appoint Managing Committee including its Chairman, Manager and Members of School.

q) To organize any camp, educational trip any other program which help in children in their routine life.

r) To arrange and manage the vocational training institutions in the Typing, Short Hand, Computer, Fine Art; Craft, Music, Painting, Dancing, Yoga, Physical Education and in other professional training subject/courses.

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s) To open, found establish, promote, set up, run, maintain, assist, finance support and/or help the various charitable, educational, technical/non-technical, industrial, vocational and agricultural institution.

t) To do best efforts for the promotion of medical education and the running various school, colleges and other medical research centers, after getting the approval from the competent authority.

u) To promote literacy, cultural and other social activities by awareness programs, Adult Education Classes, SarvShikshaAbhiyan, Lectures, Essay Competition, Exhibitions, Symposiums, Cultural Programs, Press Conferences and seminars.

v) To provide food, cloths, medical aid, stationary, libraries, laboratories, reading rooms, hostels, playground, swimming pool and other possible facilities to the needy students.

w) To establish, support, finance, manage and develop such out of school activities for the children where they could have the benefits and joy of participating in sports, games and other activities like painting, music, dance, wood & clay work and also arrange the education trips.

x) To provide scholarship and help to deserving student and to institute and award prizes for their excellence academic performance.

y) To provide fee/concessional education to helpless poor and needy children especially to the handicapped children.

z) To borrow or receive money (with interest or without interest) and upon such terms and conditions as are approved by the Governing Body of the Society.

aa) To engage, employ or hire appropriate staff, workers, legal experts and other professionals, attorneys, managers and agents for the works and furtherance of the aims and objects of the society and to pay their wages, salaries, stipends or fees.

bb) To organize seminars, Meeting, press Conferences and other lawful gathering from time to time.

cc) To receive financial and non-financial assistance from Govt. Non-Govt. Organization, International Agencies, Banks and any other legal entity or individual.

dd) To accept donations, grants, presents, gifts and other offerings in the shape of moveable and/or immovable properties for the attainment of the aims and objects of the society.

ee) To invest the money of the society not immediately required, in Mutual Funds, UTI, Securities or Deposits as are permitted by the law for the time being in force.

ff) To purchase/acquire lands and/or the buildings in the name of the society for the upliftmentand fulfillment of the Aims of the society.

gg) To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve develop, manage and control all or any part of the property of the building of the above society, necessary or convenient for the purpose of the attainment of the Aims and Objects of the Society.

hh) To publish Souvenir and other literature in the different language and on the different subjects, this may be useful for the welfare of the general public.

ii) To do such other things/acts/activities, which are, necessary and which may be incidental or conducive to the attainment of any of the object of the society.

jj) All the acts/activities/programs shall be Non-profitable and shall be done on 'No Profit-No Loss' bases.

kk) Society will invest its money and funds according to Sec.-11(5) of Income Tax Act, 1960.

ll) All the incomes, earning, movable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the society and no profit there of shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim or any

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movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

mm) **If upon the winding up of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the member of the society but shall be given or transferred to some other institution 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.**

We the several persons, whose names and addresses are subscribed hereunder, certify the above Society namely **St. Sophia Education Society, Hisar** to be the true copy of the ~~bye-laws~~ Memorandum of the management society.

Governing Body

Sr.No	Name & Address	Age	Occupation	Designation	Signature
1	Dr. Dilbagh Singh Rana S/o Sh. Hoshiar Singh Rana R/O 447-A, Sector 15A, Hisar	59	Retired	President	
2	Miss. Shilpi Rana D/o Sh. Dilbagh Singh Rana R/O 447-A, Sector 15A, Hisar	31	Pvt. Service	Vice-President	
3	Mrs. Divya Batra W/o Sh. Tarun Batra R/O 118, P.L.A. Hisar	28	Pvt. Service	Secretary	
4	Mrs. Madhu Rose W/o Sh. Mahaveer Rose R/O 282,Sector 15-A, Hisar	61	Business	Joint Secretary	
5	Prashant Kumar S/o Sh. Ashok Kumar R/O 12/135, C.C.S, H.A.U, New Campus, Hisar	21	Student	Treasurer	
6	Mrs. Gomti Godara W/o Sh. A.D. Godara R/O 118, P.L.A. Hisar	52	Housewife	Member	
7	Miss. Gunjan Rana D/o Sh. Ravinder Singh Rana R/O 285 Amar Enclave, Rajgarh Road, Hisar	32	Pvt. Service	Member	

District Registrar of Societies HISAR

WITNESS:-

I know very well all the above named persons and they have signed in my presence.

1. _____ Hari Singh Mehta Adwocate Hisar

2. _____ (P.D. Chawla) Advocate

TREASURER SECRETARY PRESIDENT

Certified to be a true Copy

Distt. Registrar of Societies HISAR

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BYE-LAWS OF ST. SOPHIA EDUCATION SOCIETY, HISAR

1. Name of the Society : **St. Sophia Education Society, Hisar**

2. The Registered Office of the Society shall be at (complete postal address) :
Sector-15A, Hisar

3. The Society shall carry out its major activities in the **Hisar** 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:

(i) must be 21 years of age on the date of admission;

(ii) should subscribe to the aims and objects of the Society;

(iii) must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;

(iv) must not be an insolvent and of unsound mind; and

(v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

(3) **Kinds/ Types / Categories of Members:** The Society shall consist of four different categories of members as under:

(i) **Founder Members** – A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed __X__. 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.

(ii) **Life Members** – A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall not exceed X

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(iii) **Ordinary Member** – The Society shall have a total of __7__ 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.

(iv) **Honorary Member** – The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the Society or who is a distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership or subscription fees. The number of such honorary members shall not exceed ___X___. 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:**

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

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

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

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

(i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;

(ii) An individual willing to be a member of the Society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.

(iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.

(iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.

(v) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained 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.

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

(7) **Rights & Obligations of Members:**

(i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time;

(ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a defaulter in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date;

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(iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society on any working day by giving a notice of seven days;

(iv) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

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

(i) Attracts the provisions contained in Section 22 of the Act;
(ii) Upon his/ her acting contrary to the aims and objectives of the Society;
(iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;
(iv) Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies;
(v) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

5. **General Body:**

(1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in arrears of payment of any dues of the Society, including the annual subscription.

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

6. **Meetings of the General Body:**

(i) A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.

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(ii) The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.

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

(iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.

(v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall 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.

(vi) The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

7. **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 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.

(iii) To elect the members of the Governing Body.

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(iv) 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.

8. **Governing Body:**

(1) **Composition:** The Governing Body of the society shall consist of a total of 11 Office-bearers and Members as under:

a) President

b) Vice-President

c) General Secretary /Secretary

d) Joint Secretary

e) Treasurer

f) Six Executive Members, including co-option of any Honorary Member by the Governing Body.

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

(i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.

(ii) The Governing body will declare the Schedule of 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 days 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 & 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.

(iii) 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.

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(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 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.

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(3) **Filling of any Casual Vacancy on the Governing Body -**

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis 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.

(4) **Meetings of the Governing Body -**

(i) The meetings 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.

(ii) 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.

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(iii) 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.

(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 signed by the Chairman of the meeting and the Secretary of the Society. In case the Chairman or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorised by the Governing Body.

(v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing body.

(5) **Powers, Functions & Duties of the Governing Body-**

(i) The Governing Body will be responsible for achieving the aims & 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 outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

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(5) **Powers, Functions & Duties of individual members of Governing Body-**

(i) **President:**

a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.

b) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.

c) To allow or disallow discussion on any matter which is not included in the agenda.

d) To ensure proper & 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.

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(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/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, 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;

c) To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.

d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.

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d) 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.

e) To keep and preserve the records of the Society/ Governing Body.

f) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.

g) 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 thereunder.

h) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.

i) 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.

j) 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.

k) 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:**

a) To assist the General Secretary/ Secretary of the Society in carrying out his functions and duties;

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b) To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorised by the Governing Body;

c) 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:**

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 accountant appointed by the Governing Body at the close of the Financial year, every year.

c) 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.

d) 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.

(7) **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 byelaws;

c) if he is removed by a resolution passed in the meeting of the General Body.

(8) **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 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;

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.

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(9) **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 thereunder.

(10) **Management of Assets and Funds of the Society**

(i) 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.

(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 information.

(iii) 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.

(iv) All assets and funds will belong to the Society and vest in the society.

(v) All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

(11) **Accounts of the Society:**

(i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws

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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.

(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 authorised by them and by any member of the Society.

(iii) The annual accounts of the society will be signed by any two authorised 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.

(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 authorisation by the Governing Body.

District Registrar of Societies HISAR

(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:

(i) 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;

(ii) In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;

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(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 use thereof in the general public interest.

Certified to be true copy of the constitution of the Society as approved.

The Memorandum and Bye-Laws of the Society as being presented before the District Registrar Societies, conform to the provisions of the Act and the Model Bye-Laws.

Any clause or rule which is inconsistent with the Societies Registration Act 2012 will be inoperative automatically.

"Certified that the rules and regulations of the Society are the same which were approved in the meeting held on dt.09.03.2013."

District Registrar Societies HISAR

TREASURER SECRETARY PRESIDENT

Principal
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LIST OF MEMBERS OF ST. SOPHIA EDUCATION SOCIETY, HISAR

Sr. No.	Name of the Member	Membership No.	Full address of the member	Occupation	Date of enrollment
1	DILBAGH SINGH RANA	3	H. NO.447, SECTOR-15A, HISAR	RETIRED	13.03.1986
2	MISS SHILPI	20	H. NO.447, SECTOR-15A, HISAR	PVT. SERVICE	05.09.2011
3	MRS. DIVYA BATRA	21	D-45/A, EAST OF KAILASH, DELHI	PVT. SERVICE	05.09.2011
4	MRS. GOMTI DEVI	5	137-B, HANUMAN NAGAR, JAIPUR	HOUSEWIFE	13.03.1986
5	MRS. MADHU ROSE	23	H. NO.447, SECTOR-15A, HISAR	BUSINESS	H. NO.447, SECTOR-15A, HISAR
6	PRASHANT KUMAR	24	A-1,NEW CAMPUS, CCS HAU, HISAR	STUDENT	A-1,NEW CAMPUS, CCS HAU, HISAR
7	MS. GUNJAN RANA	25	H.NO.285, AMAR ENCLAVE COLONY, RAJGARH ROAD, HISAR	PVT. SERVICE	H.NO.285, AMAR ENCLAVE COLONY, RAJGARH ROAD, HISAR

Registrar of Societies

President
St. Sophia Education S...
Sector 15-A, Hisar

Secretary
Saint Sophia Educ...
Sector 15-..., Hisar

Certified to be a true Copy
RL
Distt. Registrar of Societies
HISAR

Principal
St. Sophia Sr. Sec. School
(CBSE Affiliation No. 530339)
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