



## Revised Certificate of Registration of Society

I hereby certify **BIHARI LAL MEMORIAL EDUCATIONAL SOCIETY,**  
**Bilaspur Chowk, Bilaspur, Tehsil-Manesar, Distt-Gurgaon Haryana** registered  
vide Registration Number 791 Year 2000-2001 with District Registrar/Registrar,  
**Firm & Societies Haryana, Chandigarh** has been allotted a new Registration  
Number as under mentioned on this **18<sup>th</sup> day of June (month), 2013** 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	8	2	0	1	3	0	0	7	5	1
Name of the society							Registered Office Address						
BIHARI LAL MEMORIAL EDUCATIONAL SOCIETY							Bilaspur Chowk, Bilaspur, Tehsil- Manesar, Distt-Gurgaon						

Issued under my hand at Gurgaon this 18<sup>th</sup> day of (month) June, Year, 2013



Station: Gurgaon

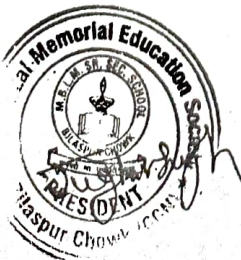
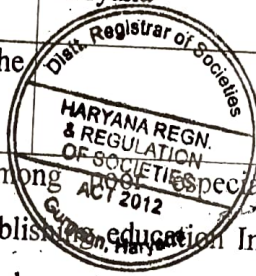
District Registrar  
Firms & Societies  
Gurgaon

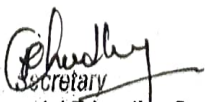

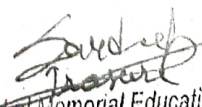
Principal  
Major Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

**Annexure - 1**

**'Memorandum' of Association' of**  
**BIHARI LAL MEMORIAL EDUCATION SOCIETY**

Sr. No.	Subject	Description
1.	Name of the Society.	<b>BIHARI LAL MEMORIAL EDUCATION SOCIETY</b>
2.	The registered office of the Society shall be at	<b>BILASPUR CHOWK, BILASPUR, TEHSIL-MANESAR, DISTT- GURGAON-123413</b>
3.	Jurisdiction	The Society shall work within State of Haryana
4.	Aims and objects of the Society	
(i)	To promote education among unprivileged section by establishing education Institutions. Promotion of national unity and international peace and amity.	especially (child) and other
(ii)	Promotion of common and social harmony and brotherhood.	
(iii)	To work for the cause of enforcement of prohibition and initial people's movement against smoking, alcoholism and drug abuse.	
(iv)	To create awareness and address some of the social evils, such as female, feticide, dowry, extravagant expenditure on social function like marriages, empowerment of women in decision making etc.	
(v)	To open and run educational institution like primary, Middle, secondary, high secondary school, colleges and technical Institution to promote education among poor, unprivileged, backward / other Backward, Schedule Castes / Tribes and minority communities.	
(vi)	To take up programmes for accelerating the pace of rural development with application of science and technology (technologies for cost reduction, improving productivity, etc.) especially in the field of water conservation, sanitation, low-cost housing, agriculture and animal	



  
 Secretary  
  
 Principal  
  
 In-charge  
 Bihar Lal Memorial Education Society  
 Bilaspur Chowk, Gurgaon  
 Major Bihar Lal Memorial  
 Sr. Sec. School  
 Bilaspur Chowk (Gurgaon)

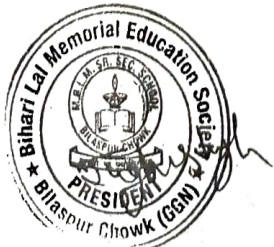



	husbandry and engineering sources.
(vii)	To impart the education to the person with disability in different field/respect at school as well as college level according to PWD Act 1995 (Persons with Disability Act 1995).
(viii)	Promotion and extension of appropriate technology including system having renewable sources of energy.
(ix)	Promotion of cottage and small scale industries by taking up action research work.
(x)	To take up programmes in which science and technology may have major role in improving life working conditions and opportunities for employment of women.
(xi)	To give every possible help to poor, needy, deserving and homeless children and run charitable educational institutions & To do all other activities related to education & welfare which are for the benefit of general public.




**11. CONDITIONS: -**

- xxv) The income and property of the society shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the society.
- xxvi) No member of the Governing body of the society shall be appointed to any salaried office of the society member of the such governing body except repayment of out of pocket expenses and interest on money lent or rent for premises/demises to the society.
- xxvii) The society, by its constitution is required to apply its profits, if any or other income in promoting its objects.
- xxviii) If up on the winding up or dissolution of the society there remains after satisfaction of all 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 institution having objects similar to the objects of the society to be determined by the members the society at or before the time of dissolution.





  
 Principal  
 Major Bihari Lal Memorial  
 Sec. School, Bilaspur Chowk (Gurgaon)

  
 Secretary  
 Bihari Lal Memorial Education Society  
 Bilaspur Chowk, Gurgaon

**Annexure - 2**

S. N.	Subject	Description
1.	Name of Society	This should contain the name of the society as approved by the District Registrar, given reference no. and date of the letter vide which such name has been approved.
2.	Membership of Society	Section 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 of admitting a person as a member, cessation of membership etc. Further, all particulars for a person admitted as a member, such as Name, Father's Name, Address (both correspondence and permanent Address), Contract 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 members	The society may also lay down in its byelaws the procedure for re-admission of a person as a member who caused 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	<b>"General Body"</b> 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 50 in order to constitute the collegium of the Society. The Constitution of collegium and election of the representatives of the collegium should be



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 Major Bihari Lal Memorial Education Society  
 Sr. Sec. School, Bilaspur Chowk, Gurgaon  
 Bilaspur Chowk, Gurgaon



		decided by the Society / its management as deemed appropriate and clearly defined in the byelaws of the society
6.	Size of the governing body and the collegiums	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 – bearer and their powers and duties should be clearly defined in the byelaws of the society. Where a Society decided to keep its membership at more than 50, it will be required to constitute electoral colleges (not exceeding 50) and the Collegiums so formed shall act as the General Body for all intents and purposes. In fact the case, the size of the Governing Body cannot exceed 1/5 <sup>th</sup> the size of the Collegiums.
7.	Creation / constitution of the electoral colleges	In case of Societies with more than 50 members, these are required to carve out a scheme of creation of Electoral Colleges in its byelaws and election of members of the Collegiums. Provisions contained in Rule 16 read with the illustrations in appendix 2 may be referred for the purpose clarity.
8.	Elections of the Collegium / Governing Body	Keeping in view that membership and elections of Societies constitute a major part of the problems in smooth management of the affairs of a society, it is advisable that the procedure with regards to the elections of the Collegium / Governing Body are clearly defined in the byelaws of the Society subject to the provisions of the act and the rules framed there under.
9.	Terms of Governing Body	The tenure of the Governing Body of a Society shall not be more than three years. The byelaws of the society should also contain a provision for filling up of vacancy of any of the office-bearer or 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 meeting of the Governing Body and the General Body should be prescribed in the byelaws subject to the provision of the Act and the rules there under.



Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

Principal  
Bihari Lal Memorial Education Society  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

11.	Quorum of Meetings	The byelaws of a Society should provide for a 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 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.	Power of Governing Body	The byelaws of the society should clearly define the power that may be exercised by the Governing Body and its office bearer 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 Power	The byelaws of the society should also contain provisions pertaining to each of the office bearers, their designation and their powers and duties. The office bearer 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 bearer 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 deed 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



*[Signature]*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*[Signature]*  
Principal  
Bihari Lal Memorial  
Sr. Sec. School  
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		byelaws / rules of the society. He should be the custodian of the bank accounts/ statutory records and cheques books of all banks 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 and perform functions only till 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 received 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 account 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 account, which may include its employees and the office bearer. The limits of cash-in-hand to meet the day-to-day expenses, the limits up to which the authorized person could be sign the cheque individually and joint signatories beyond such limits should be clearly defined.



*Rudhby*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon



*Rudhby*  
Principal  
Major Bihari Lal Memorial  
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Bilaspur Chowk (Gurgaon)

*Sanjeev*  
Bilaspur Chowk (Gurgaon)

Annexure - 3

Byelaws for a Society (without a Collegium)

01.	<b>Name of the Society</b>	<b>BIHARI LAL MEMORIAL EDUCATION SOCIETY</b>
02.	<b>The Registered Office of the Society shall be at Distt.-GURGAON</b>	<b>BILASPUR CHOWK, BILASPUR, TEHSIL - MANESAR, DISTT-GURGAON-123413</b>

3. The Society shall carry out its major activities in the Gurgaon District within the territory of State of Haryana.

**4. Membership:**

(1) The Society shall have a maximum of 50 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 the 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 as 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. **Kind / Type / 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 02. The founder members shall also be deemed to have been become life member of the Society and shall have the privilege of being member of the collegium without election, in case the total number of members of the society exceeds 50.

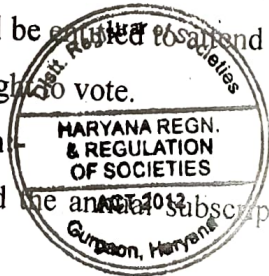


*Rhudy*  
Secretary  
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*Rhudy*  
Principal  
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Sr. Sec. School  
Bilaspur Chowk (Gurgaon)



- (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 05.
- (iii) **Ordinary Member** :- The Society shall have a total of 30 ordinary members who shall continue to enjoy their membership only so long as they are not defaulters of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two or 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 individual 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 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 13. The Honorary members shall be entitled to attend the meeting and contribute to the deliberations but shall not have the right to vote.
- (4) **Membership Fee and Annual Subscription** -
- (i) The rate for membership of the Society and the annual subscription shall be as under:-



As may be decided by the Society in its byelaws

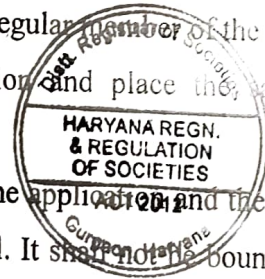
Sr. No.	Type of Members	Admission fee	Annual Subscription
(i)	Founder Members	Rs. 5,01,000/-	Nil
(ii)	Life Member	Rs. 2,11,000/-	Nil
(iii)	Ordinary Member	Rs. 11,000/-	Rs. 5000/-
(iv)	Honorary Member	Nil	Nil



*Secretary*  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*Principal*  
Major Bihari Lal Memorial  
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- (ii) The payment of annual subscription of a member shall become due as on the 1<sup>st</sup> April of every year, which may be paid latest by the 30<sup>th</sup> of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30<sup>th</sup> June) and such members shall not be entitled to cast his vote during the elections of the Society held after 1<sup>st</sup> July of the said year.
- (iii) The suspension of membership on account of default in payment of the 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 procedure as a member of the society shall be decided by the Governing body 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 and 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 photographs, brief particulars of membership category, duly signed by the individual Member and the general secretary of the Society.



*[Signature]*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*[Signature]*  
Principal  
Bihari Lal Memorial  
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*[Signature]*  
Bilaspur Chowk, Gurgaon



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

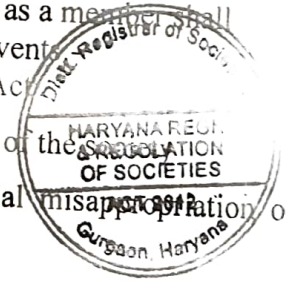
- (i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time.
- (ii) Every member, except an honorary member, shall have a right to cast his vote at the elections of the Society provided such member is not a default in payment of any dues of the Society and the annual subscription for a period of three months beyond the due date.
- (iii) Every member of the Society shall have the right to inspect the book 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 days by giving a notice of seven days.
- (iv) Every member shall inform the Society about any change in his address. Such change shall be recorded in the register of members of the society and upon which the society shall issue a fresh identity card to such a manner.

(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 aim 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 General of Society.
- (v) An Honorary member shall cease to be a member of the Society, If the Governing Body, decided so by passing a resolution in this behalf.

5. **General Body:-**

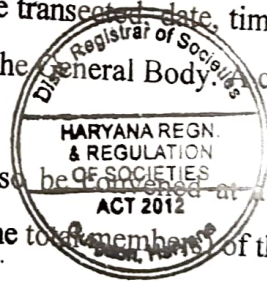
- (1) Every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his vote for the election of the members of the Body of the Society unless he is in arrears of payment of any dues of the Society.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.



*[Signature]*  
Principal  
Major Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)  
Bilaspur Chowk, Gurgaon

6. Meeting 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 the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- (ii) The Governing Body of the Society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written request along with reason for convening such meeting from at least 1/10<sup>th</sup> 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 transacted, date, time and venue of the meeting will be given to the members of the General Body. A copy of such notice will be endorsed to the District Registrar.
- (iv) A meeting of the General Body may also be convened at a shorter notice agreed to, by a majority (at least 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.



*Rhuchy*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*Rhuchy*  
Principal  
Major Bihari Lal Memorial  
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(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. The Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.


**7. Powers, Functions and Duties of the General Body:-**


- (i) To guide the Society in determining and fulfilling its aims and objects
- (ii) To decided 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 account of the society, approval for disposal of immovable assets of the society etc. and such other acts may be required under the Haryana Registration and Regulation of Societies Act & Rules. 2012.
- (iii) To elect the members of the Governing Body.
- (iv) To remove any member from the Governing body and according approval to the continuation of a person appointed as a member of Governing Body against casual vacancy.

**8. Governing Body:-**

- (1) **Composition: -** The Governing Body of the Society shall consist of a total of 07 Office – bearer and members as under:-
- (a) President
  - (b) Vice – President
  - (c) General Secretary / Secretary
  - (d) Joint Secretary
  - (e) Treasurer
  - (f) Two Executive Members, including co-option of any Honorary Members by the Governing Body.

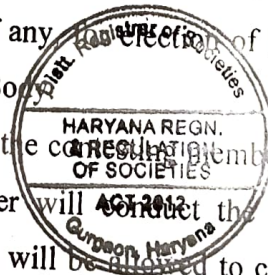


  
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(2) **Election of the Governing Body :-**

- (i) The Terms 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 a returning officer for conduct of elections and also notify/display a notice 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 and the manner. The Information w.r.t. holding 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 bearer of the society. However, the decision of the returning officer shall be final in case of any difference of opinion. The returning officer shall, thereafter, invite nominations to file within the prior prescribed in the schedule of elections, scrutiny and withdrawal of nominations, if any. The returning officer shall and the executive members of the General Body shall be present at the election.
- (iv) The Returning Officer will display a list of the eligible members on the 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 result and constitute the Governing Body of the society. A list of the elected office bearer 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.



*[Signature]*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*[Signature]*  
Principal  
Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

*[Signature]*  
Researcher



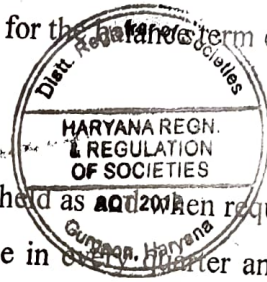
- (vi) The office bearer of the Society shall not be entitled to any remuneration for rendering services to the society.


(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 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 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) **Meeting of the Governing Body**

- (i) The meeting of the Governing Body will be held as and when required. However, the Governing Body shall meet at least once in a year and there will be minimum for 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 of the office bearers and members before the meeting 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.
- (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 at which a proper notice shall be issued. The member 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 a proceeding 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 is not available to sign the minutes, these will be



  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

  
Principal  
Major Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

signed by any two members present in the meeting as may be authorized by the Governing Body.

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

**(5) Powers, Functions and 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 and assets of the society for the stated objectives.
- (ii) The Governing Body will be competent to raise funds and purchase any 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 properties in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- (vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.



*[Signature]*  
Principal  
Major Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

*[Signature]*  
Secretary  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon

*[Signature]*  
Treasurer  
Bihari Lal Memorial Education Society  
Bilaspur Chowk, Gurgaon



(6) **Power, 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 proceeding 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 Regulation of Societies Act, 2012 and the rules made there under.
- (f) To supervise and guide the overall activities / achievement of aims & objectives of the Society.

(ii) **Vice – president**

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

(iii) **General Secretary /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 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 card to the members so admitted.



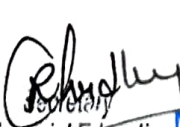

*[Signature]*  
Secretary  
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Bilaspur Chowk, Gurgaon

*[Signature]*  
Bilaspur Chowk, Gurgaon

- (c) To convene meeting of the General Body / Governing Body with the content of the President and serve proper notice 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 meeting and record proceedings of all the meetings.
- (e) To prepare annual report of the Society and place it before the Governing Body along with audited annual accounts of the Society, for approval of place the same before the General Body in the Annual General Meeting.
- (f) To keep and preserve the records of the Society / Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (h) To ensure timely filing of all statutory returns/documents in the office of District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- (i) To be the custodian for safe custody of common seal of the Society and affix the same, wherever required, as per the authorization of the Governing Body.
- (j) To conduct correspondence on behalf of the Society / Governing Body and to sign letter and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the Annual General Meeting the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (l) Act as the overall in-charge of administration and execution of all the programmes of the Society including financial affairs on behalf of the Governing Body including certain of posts, fixation of salaries / remuneration / allowances etc., make appointments/engagement of staff, make purchases and do all other



  
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such things as may be necessary in the furtherance of the aims and 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.

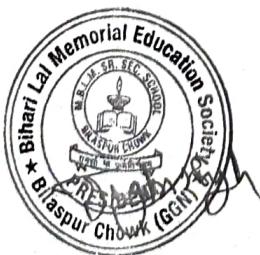
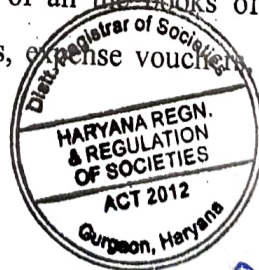
- (m) To act as overall in-charge of all cash/cheque/DD/PO deposits & withdrawals & acting as an authorised signatory on behalf of society in banks & other financial institutions.

(iv) **Joint-Secretary**

- (a) To assist the General Secretary / Secretary of the Society in carrying out his functions and duties.
- (b) 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.
- (c) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of Society from time to time.

(v) **Treasurer:-**

- (a) To keep accounts of the financial transactions of the Society and of the sums of money received and spent by the Society and maintain record 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 Finance year, every year.
- (c) To submit to the Governing Body through General Secretary / Secretary audited annual accounts of the Society at least one month prior to the annual general meeting.
- (d) To act as the overall custodian of all the books of accounts of the Society, financial statement, receipt books, expense vouchers, banks and cheque books, cash etc.



*Rudhny*  
Principal  
Major Bihari Lal Memorial  
Sr. Sec. School  
Bilaspur Chowk (Gurgaon)

*Sandeep*  
President

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Bilaspur Chowk, Gurgaon

(7) **Cessation of members of the Governing Body:-** An office bearer / executive member of the Governing Body shall cease to be office bearer or executive member:

- (a) Upon submission & Acceptance of his resignation.
- (b) If he cease 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) **Exclusion from the Employment of a Society:-**

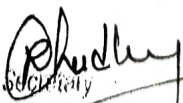
- (a) No member of the Society shall be in full-time or part-time employment of the Society.
- (b) No dependant or family member or close relative of the office bearers and members of the Governing Body shall be engaged as employee of the Society during its terms.
- (c) Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.


(9) **Amendments in the Memorandum of Association, Bylaws, Name of the Society, etc.** Any amendment in the MoA and Bylaws, 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 document, 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.

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

(xxx) The sources of income of the society will include receipts on account of membership fee, annual subscription , rent from property/ assets interest, consultation fees, donation, gifts, grants, fee, other receipts/mode governed by objects of the society etc. The society can also raise funds through interest-fees



  
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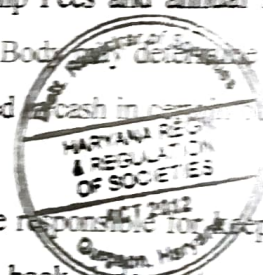


short term loans from its members/others or from scheduled banks or other institutions on interest. Loan from the scheduled banks or interest free loans taken only for purchase/creation of capital/fixed assets, vehicles and not for meeting any recurring revenue expenditure under any circumstances.

- (xxxii) The Governing Body will prepare and approve an annual budget for the Society on the basis of its estimated income and the capital expenditure during the first quarter of the financial year and a copy thereof before the General Body in its Annual Meeting for information.
- (xxxiii) The Bank account of the Society will be jointly operated by such members office bearers as may be decided by the Governing body from time to time.
- (xxxiv) All assets and funds will belong to the Society and vest in the society.
- (xxxv) All receipts and payments of the Society shall be made through Instruments (i.e. DD/Pay Order /Cheques/ Bank Transfers/ RTGS) involving all receipts towards the Membership Fees and annual subscription from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in respect of other matters.

**(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 and /or any other authority including the Institute of Chartered Accountants of India, at its Registered Office and to maintain a record 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 business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- (xv) The annual accounts of the society will be signed by any two authorized office-bearers of the Society.



*[Signature]*  
Principal  
Major Bihari Lal Memorial  
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*[Signature]*  
Bilaspur Chowk, Gurgaon

(xvi) 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:**

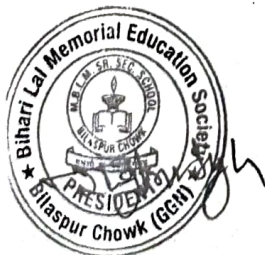
The Society may amalgamate itself with any other Society established with identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rules made there under.

**(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 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 be divided or distributed amongst the members of the Society.
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.



ALLOWED IN ACCORDANCE WITH SECTION 6 AND SUB SECTION 1 AND 2 OF THE HARYANA REGULATION OF SOCIETIES ACT 2012. THE DISTRICT REGISTRAR OF SOCIETIES, HARYANA, GURGAON.



*[Signature]*  
 District Registrar of Societies  
 Gurgaon, Haryana

*[Signature]*  
 Secretary  
 Bihari Lal Memorial Education Soc.  
 Bilaspur Chowk, Gurgaon

Certified to be True Copy *[Signature]*

*[Signature]*  
 District Registrar of Societies  
 Gurgaon, Haryana

*[Signature]*  
 Principal  
 Major Bihari Lal Memorial  
 Sr. Sec. School  
 Bilaspur Chowk (Gurgaon)