

Memorandum and Bye-Laws
Of
Vaish Education Society, (Regd.)
Rohtak

(Registered under Act No. 21 of 1860)



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Deputy Commissioner-cum-Administrator
Vaish Education Society, Rohtak

**Memorandum and Bye-Laws
of
Vaish Education Society, Rohtak**

As amended as per "The Haryana Registration and Regulation of Societies Act and Rules 2012".

Note:

- In these Memorandum and Bye-Laws the word "Society" Shall mean the Vaish Education Society, Rohtak.
- In these Memorandum and Bye-Laws the word "Act and Rules" Shall mean the 'The Haryana Registration and Regulation of Societies Act, 2012' and the Rules framed there under.

1. Name and Address of the Society:

- The name of the Society shall be '**Vaish Education Society, Rohtak.**'
- The registered office of the Society shall be located at Vaish Education Society Campus, behind Railway Station, Rohtak.
- The Society shall carry out its major activities in Rohtak District with in the territory of State of Haryana.
- At present the following institutions are being managed and run by the Society at Rohtak:-
 - i) Vaish Sr. Sec. School
 - ii) Vaish Girls Sr. Sec. School
 - iii) Vaish College (PG)
 - iv) Vaish Technical Institute
 - v) Vaish College of Education
 - vi) Vaish Mahila Mahavidyalya
 - vii) Vaish Public School
 - viii) Vaish Public School, Sector-3
 - ix) Vaish College of Engineering
 - x) Vaish Institute of Pharmaceutical Education & Research
 - xi) Vaish Institute of Management & Technology
 - xii) Mahatma Gandhi Memorial Hospital and Physio Centre
 - xiii) Vaish College of Law



2. Aims and Objects of the Society:

- a) To Provide means for imparting literacy, Industrial, commercial, technical, scientific, professional, moral, religious, cultural and military education and to establish institutions

such as schools, colleges, boarding houses, ashrams, libraries, workshops, hospitals and such other institutions as may be approved by Vaish Education Society from time to time to carry out the above aims objects.

- b) To provide stipends, scholarships and other facilities for students to enable them:-
- To pursue studies of any kind and
 - To acquire technical, commercial, industrial or specialized training of any kind in India or abroad.
- c) To make proper arrangements for the physical development of the Vaish community in general and students of the institutions run by the Society in particular.
- d) To establish an information bureau for the help of Vaish community in general and Vaish students in particular.
- e) To collect funds for the above objects and to control their investment and expenditure.
- f) To do all such other things as may be incidental and conducive to the attainment of any one or all of the above objects.
- g) To purchase, take on lease, exchange, hire or otherwise acquire an interest in lands, buildings, easements, privileges, concessions of movable and immovable property of any kind or tenure necessary or convenient for carrying out the objects of the Society and to sell, lease out/ mortgage, dispose off, turn to account, or otherwise deal with the whole or any kind of the property and rights of the Society.
- h) Promotion of charity or any philanthropic activity.
- i) Promotion of sports (excluding games of chance); promotion of folk arts.
- j) Implementation and promotion of any Government sponsored schemes in the State.



Clarification

It is never intended that the Society will exclusively cater to Vaish community. It is clarified and affirmed that the Society is exclusively meant for carrying out above mentioned aims and objects for public in general including Vaish community."

Bye-Laws

3. Membership (As per section 16 of the Act):

- i) Maximum number of life members of the Society shall not exceed 25000, including existing eligible members, but in case of any vacancy, new member may be enrolled on first come first served basis. For this purpose a waiting list shall be prepared separately (which shall be kept in Society office) in Serial order, out of which members will be enrolled.

- ii) Any Vaish Aggarwal who has attained the age 21 years and desires to become a life member of the Vaish Education Society, can apply on a prescribed Performa along with Demand draft/Pay order/cheque for Rs.11000/- as life membership fee from his/her bank account and in no case it will be accepted in cash. (Rule 11 of the HR&RS Rules 2012).
- iii) Any Vaish Aggarwal who donates any amount in excess of membership fee at any occasion or function of the Society or its institutions shall be entitled to apply for his or her own single membership of the society against such donation, if he/she is already not member of the Society.
- iv) He/ She shall subscribe to the aims and objects of the Society.
- v) He/ She is not an insolvent or of unsound mind.
- vi) He/ She have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.
- vii) No employee of the Vaish Education Society and the institutions run by it shall be entitled to become life member of Society. However such existing members shall continue to be life members, but they shall have no right to vote or contest any election. Also they are debarred from attending any meeting of the society/collegium/Governing Body.

4. Kinds/ Types / Categories of Members:

There will be only one kind of membership i.e. Life Member.



5. Admission Procedure:

- (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 its decision.
- (iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. However no application shall be rejected arbitrarily without assigning any proper reason and without giving any opportunity to the applicant.
- (v) The approval of the Governing Body shall be intimated to the member. His/her 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.

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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, on prescribed Performa.

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 shall have a right to cast his vote at the elections of the Society provided such Member is not declared as a defaulter by the Governing Body, in payment of any dues of the Society, after giving a proper opportunity.
- (iii) The Member of the Society who is enrolled upto 31st of March of the year, in which the elections are to be held, shall be entitled to vote.
- (iv) 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.
- (v) Every member shall inform the Society about any change in his/her address, with supporting documents, 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 on payment of Rs.100/- .

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 which are as under:-
 - a) Upon submission and acceptance of his resignation,
 - b) If he ceases to fulfill the eligibility condition for being admitted as a member as mentioned under section 16 of the act,
 - c) Upon the death of a member.
- 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.



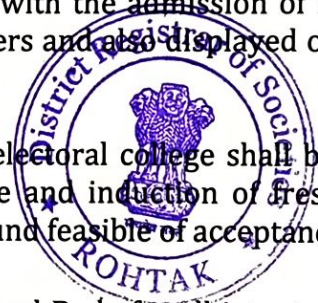
- iv) Upon indictment and directions for removal by the District Registrar/Registrar/ Registrar General of Societies.

9. General Body:

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

10. Determination of Electoral Colleges and Collegium of the Society:

- i) The Society shall have a total number of 105 electoral colleges which will elect its Collegium as under :-
- (a) Up to 84 i.e. 25000/ 300 or five times of the strength of the Governing body i.e. $21 \times 5 = 105$, whichever is higher. (Rule 18 of The Haryana Registration and Regulation of Societies Rules, 2012). However the maximum number of voters of an electoral shall not exceed 300 in any case.
- (b) Each Electoral College shall elect in turn one member to the collegium.
- ii) Further constitution of electoral colleges and allocation of members to each Electoral College shall be decided by the Governing Body with the admission of new members and such details shall be communicated to the members and also displayed on the notice board of the Society in its office.
- iii) Any change in the allocation of members of an electoral college shall be made only upon cessation of the members of an electoral college and induction of fresh members or on consideration of the request of any member, if found feasible of acceptance.
- iv) The Collegium of the Society shall act as the General Body for all intents and purposes and the members of the Collegium shall in turn elect the Office-bearers and the members of the Governing Body.



11. Procedure for Election of the Collegium:

- i) Members of the Collegium shall be elected directly from amongst the eligible life members of the society. One member shall be elected from each Electoral College. Each member shall be representing his house/ Electoral College.
- ii) The Governing body will declare the schedule of election and appoint a returning officer (Preferably General Secretary of the Society) for conduct of election and also notify/ display the details of members of each electoral college entitled to vote at least 90 days prior to holding the General Meeting. Further, individual notices for holding elections of the

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collegium shall also be conveyed by the Governing Body. The information of holding the election of the collegium shall also be sent to the District Registrar so as to appoint an observer, if he so desires.

- iii) The term of the collegium shall be three years from the date of its constitution.
- iv) On the day the elections are notified, the General Secretary/Returning Officer or the adhoc body or the Administrator, as the case may be, shall publish the list of members entitled to vote. Such list of members shall be made available to a member on demand, on payment of fee of Rs.1000/- (Hard copy/CD). The list shall also be made available on the website of the society.
- v) 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. The Returning officer shall also notify the date of scrutiny and withdrawal of nominations, if any, for election of the members of the Collegium.
- vi) A life member of the Society can contest election of the member of the Collegium from any one electoral college. In case a member files nominations for more than one Electoral College, he/she shall have to withdraw his/her nomination except one Electoral College, of his/her choice, failing which all his/her nominations will be rejected.
- vii) The candidate should not be convicted by any court of law for the offence of moral turpitude.
- viii) The candidate must not be an employee of the Society or any of institutions run by the Society.
- ix) A candidate must not be in arrears of any dues of the Society or its institutions.
- x) Every candidate shall have to deposit a nomination fee of Rs.11,000/- in cash/ demand draft with nomination form and relevant documents. The nomination fee will be non-refundable. However the candidates, who withdraw their nominations within the stipulated period, shall be entitled for refund.
- xi) 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, on production of the identity card issued by the society.



- xii) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Collegium of the society. A list of the elected members of the collegium, duly signed by the Returning Officer, will be filed with District Registrar within 30 days.
- xiii) Any dispute in respect of the above shall be settled by the District Registrar of the Societies in terms of section 39 and 40 of the Act.

12. Meetings of the Collegium of the Society:

- (i) At least two meetings of the Collegium of the society will be held during a year as and when required. However, at least one meeting of the Collegium 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, including the following:-
- The report of working during the preceding year of the collegium and the Governing Body.
 - List of life members of the Society enrolled during the previous year to be submitted for information.
 - Audit reports for the preceding year and appointment of auditor for the next year, Society shall get its annual accounts audited from an auditor who is a member of the Institute of Chartered Accountants of India, constituted under the Chartered Accountants Act, 1949 (Central Act 38 of 1949). The auditor shall not be a member of the Governing Body or family member of any of the office bearer or member of the Governing Body.
 - Any Other matter with the permission of the president of the meeting.
- (ii) The Governing Body of the society may convene an extra-ordinary meeting of the Collegium of the society at any time after giving due notice, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/5th of the members of the Collegium.
- (iii) For any meeting of the Collegium, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the Collegium. A copy of such notice will also be endorsed to the District Registrar.
- (iv) A meeting of the Collegium 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 Collegium.
- (v) Quorum for the meeting of the Collegium will be 40% of the total members subject to a minimum of twenty one 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 fifteen. The Collegium 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 60% of the total members of the Collegium are present.

- (vi) The proceedings of all meetings of the Collegium will be recorded in the bounded minutes-book maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary.

13. Special Meeting of the Collegium:

If an emergency arises, a special meeting of the Collegium should be called by the General Secretary, or the President, or in his absence by the Vice-president. Such meeting should be called whenever requested to do so by at least 1100 members of the General Body (Society) through a Joint written requisition stating the objects for which a special meeting is desired to be called. Having regard to the circumstances of each case, the secretary or the president shall call a meeting as soon as possible but not later than one month.

14. Business to be Transacted at a Special Meeting:

Only that and no other business shall be transacted in a special meeting which was notified to the members and for which that meeting has been specially called, except any other matter with unanimous consent of the President of the meeting and members present.

- (i) The notices for the meetings of the Colligium will be sent through Speed-Post/Peon Book.
- (ii) The information for holding the Annual General Meeting (AGM) shall also be sent to the District Registrar of Societies so as to appoint an observer, if he so desires.



15. Powers, Functions & Duties of the Collegium:

- i) To guide the Governing Body in determining and fulfilling its aims and objects of the Society.
- 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 for disposal of immoveable assets of the society etc subject to final approval of General Body in a special meeting convened for the purpose.
- iii) To elect the members of the Governing Body and its Office Bearers.
- iv) To approve the annual accounts of the society and its institutions.
- v) To approve or deny the continuation of a person appointed as a member of the Governing Body against a casual vacancy by a majority vote. For holding such meeting an intimation

will be sent to the District Registrar of Societies to enable him to appoint an observer, if he so desires.

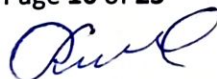
16. Governing Body:

Composition: The Governing Body of the society shall consist of a total of 21 members including the following Office-bearers:-

- i) President
- ii) Vice-President
- iii) General Secretary
- iv) Joint Secretary
- v) Treasurer
- vi) Sixteen Executive Members of Governing Body .

17. 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 (preferably General Secretary of the society) for conduct of elections. The Returning officer shall notify/display a list of members of the Collegium entitled to vote within reasonable time prior to the holding of the General Meeting for conduct of the elections. The Returning officer 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.
- iv) The nomination fees for the post of office bearer of the Governing Body shall be Rs.11000/- (Eleven thousand) and for member of the Governing Body shall be Rs.5100/- . The nomination fees shall be non-refundable. However the candidates, who withdraw their nominations within the stipulated period, shall be entitled for refund.
- v) Every eligible life member will be entitled to contest for one office only, Hence his /her nomination will be entertained for one office only. He/she should not be less than 25 years of age and should be a life member of the Society for a minimum period of 03 years.
- vi) If a member files nomination for more than one office, he shall have to withdraw his nomination in excess of one office by the date of withdrawal; otherwise all his nominations will be rejected.



- vii) 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, on production of the identity card issued by the society.
- (x) 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.
- (xi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.
- (xii) Any life member of the Society, who has any substantial interest in any capacity, in any other educational institution, shall not be entitled to contest, election for any office of the Governing Body.

18. Meetings of the Governing Body:

There will be two kinds of meetings of the Governing body:

- i) General Meeting
- ii) Special Meeting

19. General Meetings:

- (a) There will be ordinarily one general meeting of the Governing body in every two months. The general secretary in consultation with the President or in his absence, the President can call the General Meeting. Agenda for the meeting must be sent to all the members at least three days before the proposed meeting.
- (b) The special meeting of the Governing Body shall be called by the general Secretary or in his absence by the President under the following circumstances:-
- i) Required by the President and General Secretary to do so.
 - ii) Required by at least eleven members of the Governing body on their written requisition.
 - iii) Only that and no other business shall be transacted in a special meeting for which that meeting has been called. Agenda of the meeting must be sent to all the members.

20. Notice

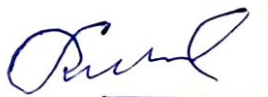
- i) In case of General meeting at least five days notice and in case of special meeting three days notice shall be given by the Secretary of the Governing Body to the Office-Bearers and members of the Governing Body before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members. In case of urgency, the special meeting can be called by giving two day notice. In case of outside members/Office bearer the information of the meeting must be sent telephonically as well as by Email service. The notice shall contain the

date, the time and the place of the meeting together with a list of the business to be transacted in that meeting. The Agenda of the meeting must be sent to all the members.

- ii) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every two months and there will be minimum four meetings of the Governing Body in a financial year.
- iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body. In case quorum is not complete, 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 7 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 is not available to sign the minutes, these will be 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.

21. 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 Collegium 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 institutions.
- v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned to them 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 i.e. cleaning, security and similar other maintenance activities of the premises of the society.
- viii) To make appointment of teaching and clerical staff where no selection committee is constituted under the rules of the University, Director Higher Education, Director Technical Education, CBSE, DSE etc. Any appointment made otherwise shall be treated as non-est as laid down in the Haryana Registration and regulation Act 2012. Appointment of class-IV employees of the institutions and the Society Office can only be made after approval of the Governing Body regarding their requirement. Thereafter the same can be made by the Principal/ Incharge of the concerned institutions in consultation with the President. In case of Society Office the same will be made by the Secretary in consultation with the President.
- ix) It shall also decide cases of Confirmation, Promotion, suspension and termination of teaching and non teaching staff including physical instructor and Library staff, unless it is provided otherwise by the above mentioned authority in sub clause (viii) supra.
- x) No new post under any designation can be created by any office holder or by any of the institutions unless specifically decided by the Governing Body in its meeting.
- xi) To consider changes in scheme of studies, introduction of new subjects, faculty and new courses as well as their closure as per requirement from time to time, subject to guidelines of the relevant Affiliating Bodies.
- xii) To make proper arrangements for the Physical and mental development of the students and staff by providing facilities for Medical aid, sports, hobbies etc. in the institutions.
- xiii) To consider and approve the annual budget of the institutions as submitted by the Principals of the different institutions through Treasurer.
- xiv) To consider and decide all matters relating to the discipline, efficiency, improvement and welfare of all the institutions and office run by the Society.
- xv) To carry out all necessary repairs, additions, alterations and renovations of buildings etc. of the institutions under its control, as per sanctioned budget.
- xvi) To look after the arrangement of each institution and to fix salaries and grades of the employees and to determine the conditions of their services as per rules.
- xvii) To fix and Charge development charges from all the institutions under its control and use the funds for the welfare of the Society and its institutions.
- xviii) The governing body will form various Bodies such as Governing Bodies, Board of Governors, Managing Committees etc. of all the institutions, wherever it is so prescribed by the affiliating bodies/ grant releasing bodies.



- xix) To accord permission for opening any new account with bank or bank's and permission to close existing bank accounts with bank or bank's of the society and its institution.

22. Vacancy of an Officer bearer:

The office of an office bearer will be rendered vacant in the following circumstances:-

- a) If he ceases to be a member of the Society due to any reason started in clause 8 of these bye-laws.
- b) If he is employed or accepts a post bearing salary or allowance under the Society or in any institution managed and controlled by the Society.

23. Procedure of Submission & Acceptance of Resignation:

- a) The Resignation of any office bearer of Governing, any member of the Governing Body, any member of the collegiums or any life member of the society shall be accepted by the Governing body in its immediate next meeting.
- b) The President of the Governing submits his resignation to the vice-president of the governing body. All other resignations will be submitted to the President of the Governing body.

24. Filling of any Vacancy of 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 Collegium on adhoc basis till the holding of next Meeting of the collegium. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Meeting, if his appointment is not approved in the next Meeting by a majority vote for the balance term of the Governing Body.



25. Under the following circumstances, seat of a member of Governing Body shall be rendered vacant.

Any member, who does not attend four continuous regular meetings of the Governing Body, without informing the President or the General Secretary, may be debarred from the membership of the Governing Body for the remaining period of that term, after giving him/her a reasonable opportunity of being heard.

26. Powers, Functions and Duties of Office Bearers of the Governing Body :

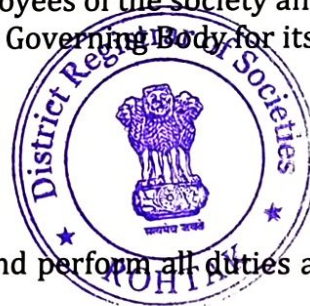
(i) President:

- a) To preside over all the meetings of the General Body, Collegium and of the Governing Body and regulate the proceedings of such meetings, to take votes, to declare the result of voting, to determine the order in which the several proposals should be laid before the meeting and generally to supervise the conduct of business at a meeting.

- b) To do all such acts, deeds and things as may be authorized by the General Body, Collegium 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/Collegium/ Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules framed there under.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- g) To superintend all the institutions and establishments controlled and managed by the Society.
- h) To call for any record from any office bearer and from the heads of the Institutions under him for his inspection.
- i) To call special meeting of the Collegium/Governing Body in case the General Secretary is unable to call such meeting without any valid reason.
- j) To take disciplinary action against the erring employees of the society and its institutions, in case of emergency, and put up the same before the Governing Body for its ratification.

(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 names 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.

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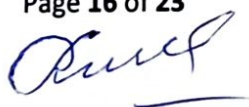
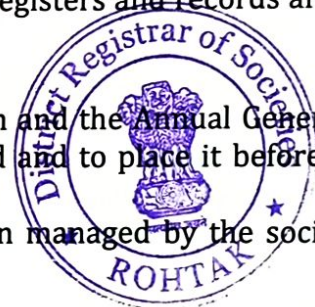
- c) To convene meetings of the General Body/Collegium and Governing Body with the consent of the President and serve proper notices as prescribed under these bye-laws.
- d) To attend all the meetings of the General Body/Collegium and the Governing Body and assist the President in conducting the meetings 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 to place the same before the General Body in the Annual General Meeting.
- f) To keep and preserve the records of the Society/ Governing Body.
- g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- h) To ensure timely 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 framed there under.
- i) To be the custodian for safe custody of common seals of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- j) To conduct correspondence on behalf of the Society/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) To call for any information regarding any institution managed by the society through its Principal/Incharge.
- m) Act as the overall in-charge of the administration and execution of all the programmes of the Society/ including financial affairs on behalf of the Governing Body and due 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.
- n) To submit Action Taken Report in each meeting of the Governing Body regarding decisions taken/resolutions passed during the earlier meetings.

(iv) Joint Secretary:

- a) To assist the General 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 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 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) Submit to the Governing Body through General Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual general meeting.
- d) To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.
- e) To supervise the accounts of all the institutions, run by the society, to ensure that the same are being maintained regularly, properly as per accounting norms and standard. He shall also ensure that the expenditure is incurred by them as per sanctioned budget of the concerned institution.
- f) To ensure that the annual Income-Tax Returns of the Society are filed in time.

Note: In terms of section 34 (2) of the Haryana Registration and Regulation of Societies Act 2012 the office-bearers shall exercise their powers strictly in accordance with the provisions contained in the Bye-laws and any powers exercised in excess of the authorization under the Bye-laws shall render such decisions non-est.



27. **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 of Clause 8 of these byelaws.
- c) If he is removed by a resolution passed in the meeting of the Collegium.

28. **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.

29. **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, will be done only with the approval of the Collegium 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 of the District Registrar by the General Secretary within such time as may be prescribed under the 'The Haryana Registration and Regulation Act, 2012.

30. **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, development charges, 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) All the immovable properties including all the institutions run by it shall vest in Society. The rental income of all the immovable properties of the Society, including canteens/shops/banks shall be deposited in account of Vaish Education Society in any bank. The electricity bills of the canteens shall be borne by the canteen owners/contractors and shall be deposited with the institution concerned.
- (iii) 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.
- (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/ Cheque/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees/Donations. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.
- (vi) The Bank account of the Society and its institutions will be operated as under :-

Society:

Cheque up to Rs.2500/-

Cheque Rs.2501 to 50,000/-

Cheque Rs.50,001 to onwards

By the Office Superintendent VES

By the Office Superintendent and General Secretary jointly

By the Office Superintendent General Secretary and President jointly

Institutions

Cheque up to Rs.5000/-
Cheque Rs.5001 to 50,000/-
Cheque Rs.50,001 to onwards

By the head of the institution
By the head of the institution and Treasurer jointly
Head of institution, Treasurer and President jointly

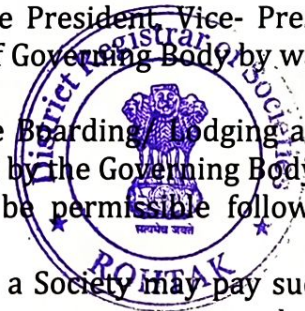
31. Investment of Funds:

The Society shall, to such extent, and under such conditions, as may be permitted under its Bye-laws, from time to time, invest or deposit any portion of its funds not immediately required:-

- (i) In immoveable properties; or
- (ii) In securities of the Government or in National Savings Certificates or other securities of the Government of India; or
- (iii) In the Post Office Savings Banks Account; or
- (iv) In an account opened by the Society for the purpose in a Scheduled Bank as authorized or notified by the Reserve Bank of India.

32. Application of funds

- (i) The Society shall have the powers to spend such sums out of its funds, as it thinks fit, for the purposes authorized under its Bye-laws or by the Act.
- (ii) No payment shall be made out of the funds to the President, Vice-President, Secretary, Treasurer or any other office bearer and member of Governing Body by way of honorarium or remuneration.
Provided that incurring of any expenditure on the Boarding, Lodging and TA/DA of the office bearers and such other member as authorized by the Governing Body while on tour in connection with the affairs of the Society, shall be permissible following the prudent financial norms.
- (iii) Notwithstanding the restrictions prescribed above, a Society may pay such remuneration, salary or honorarium to the persons in its full-time or part-time employment, as it may determine:
Provided that, no member shall be in the employment of the Society. (Sec.46 of the Act)



33. Accounts of the Society:

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

34. Common Seal:

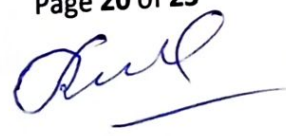
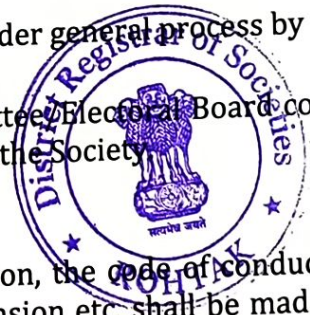
The Society will have a common seal which shall be kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

35. Powers and duties of the Returning Officer:

- (i) The Returning Officer shall intimate the time schedule for calling nomination, scrutiny and the date of election. He will conduct the election in accordance with the provisions of "The Haryana Registration and Regulation of Societies Act and Rules 2012 and bye-laws of the Society.
- (ii) The Returning Officer shall conduct the elections under general process by secret ballot.
- (iii) The Returning officer may constitute a sub-committee/Electoral Board consisting of not more than 5 members from amongst the Life Members of the Society.
- (iv) That from the date of the declaration of the election, the code of conduct shall apply and no fresh appointment, promotion, termination, suspension etc. shall be made by any authority of the society and its institutions except with the approval of the Returning Officer. All the heads of the institutions shall be responsible to provide all sorts of assistance including staff and equipment etc. required for smooth holding of the elections.
- (v) The Returning officer may take disciplinary action against any staff member who fails to comply with the directions of the Returning Officer.

36. Election Fund Account and its Operation:

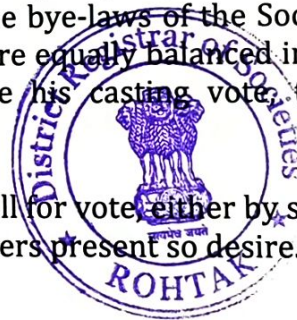
To meet the expenditures for conducting the election, an account under the heading of 'Election Fund, Vaish Education Society' shall be created in the books of the society. A separate bank account shall be opened and maintained in any scheduled bank, which shall be operated jointly by the Returning Officer and the Office Superintendent of the Society. Initially an amount of Rs.5 lacs shall be transferred by the Society in this account. There after all

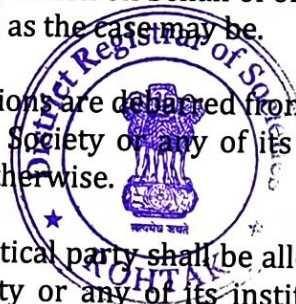
nomination fees will be deposited in this account from which all the election expenditure will be met.

General Rules:

1. In all notices of meetings whether special or ordinary, the date, the time and place of the meeting together with agenda of the business to be transacted at the meeting shall be stated. Such notices shall be sent at the last known address of member concerned.
2. Service of notices of the meetings to the members shall be effected through peon book or the notice- book by securing their signatures on them. A copy of the agenda must be supplied to each member separately. In case of budget, a copy of the proposed budget should also be supplied.
3. Notice for a meeting of Society, Collegium, governing body or any sub-committee, shall be issued by the secretary concerned who will frame the agenda in consultation with the president or in his absence the vice-president.
4. The president of the meeting will control its proceedings; determine the manner in which the business of the meeting will be conducted, and settle the order in which members may address the meeting.
5. Proceedings of a meeting will be conducted by the secretary. If the, secretary is not present; the chairman will conduct the proceedings of the meeting.
6. All matters brought before a meeting, shall be decided by majority of votes, including the vote of the chairman, unless otherwise provided for, in the bye-laws of the Society. The chairman shall have the power to use his casting vote if votes are equally balanced including the vote of chairman. If the chairman is unwilling, to exercise his casting vote, the matter will be postponed for decision to the next meeting.
7. On putting any question to vote, the chairman shall call for vote either by show of hands, or by ballot if he thinks proper or the majority of the members present so desire. The chairman after counting the votes shall declare the result.
8. No member shall address the meeting on a particular subject after the chairman has called for votes on that subject.
9. Motions or amendments can be withdrawn at any time before they are actually put before the house. After they are put before the house, they can be withdrawn only with the permission of the chair.
10. The chairman may, unless the house desires otherwise, postpone consideration of a portion of the agenda for a meeting due to lack of time or any other reason. Such portion of the agenda shall be included in the agenda for the next meeting. It will not be necessary to call a special meeting to dispose of the portion of the agenda, consideration of which has been postponed in the above meeting.



11. Any matter which has been decided in any meeting, cannot be re-opened within six months except on the written requisition of at least 60% of the total strength of the collegiums and 12 members in case of Governing Body or if the president and general secretary jointly want to put it on the agenda for valid reasons.
12. In every election of office-bearers of the society every member eligible to vote will have only one vote. Member will vote in person and not by proxy.
13. Sums donated by donors for specified purpose or for a particular institution shall be utilized only for that purpose or for that institution which sums will be kept in view at the time of the preparation of the annual and supplementary budgets.
14. The Governing Body shall have the power to alter or modify the budget at any time and to grant supplementary budget. The same will be placed before the next meeting of the collegiums for its consideration.
15. If any member wants any information regarding any institution he shall get it from the General Secretary and not from the head of that institution or any member of the staff.
16. If any member wants to see the record of the Society, governing body he can do so, with the prior permission of the secretary during working hours in the office of the society. No record should be sent to the house of any office bearer/ member.
17. The general secretary is empowered to file any action on behalf of or defend any action against the Society / governing body or its institutions as the case may be.
18. All office-bearers of the Society and its institutions are debarred from entering into any kind of business or commercial transaction with the Society or any of its institution or supply any goods unless special circumstances Warrant otherwise.
19. No social, religious organizations, body or political party shall be allowed to hold any meeting or function etc in any premises of the society or any of its institutions without the prior permission of the Governing Body and consent of the Principal/Incharge of the concerned institute. Further the use of the building and premises of the Society and its institutions is strictly forbidden for marriage function.
20. Any member of the Society, against whom any amount of donation so declared by him / her or if any kind of debt stands against him/ her three months prior of holding of Vaish Education Society meeting, then that member will not be entitled to become office-bearer of the Society, nor shall become member of managing Committee/Governing body but he/she will have a right to vote in the meeting of the Society.
21. The minutes of every meeting of the Governing Body or the General Body or Collegium, as the case may be, shall be placed for confirmation in the succeeding meeting of such body.
22. The minutes of the meetings of the Collegium/Governing Body shall be signed by the President and the Secretary.



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23. Any resolution passed by the Governing Body or Collegium, as the case may be, during any of its meetings, which is not consistent with the provisions of the Act or the rules framed there under or the Byelaws of the society, shall be invalid.
24. The Governing Bodies/Board of Governors or any other such body of the concerned institutions will be constituted by the Governing Body as per guidelines of the Affiliating Bodies.
25. The office-bearers shall exercise their powers strictly in accordance with the provisions contained in the Bye-laws and any powers exercised in excess of the authorization under the Bye-laws shall render such decisions non-est. (Section 34(2) of the Act).
26. Every member of a Society may, be sued or prosecuted by the Society, for any loss or damage caused to it or its property or for any detrimental act done by him against the interest of the Society. (Section 78 of the Act).
27. A Society may employ officers and officials for day-to-day conduct of its management or operations: Provided that no member of the Society shall be in the employment of the Society. (Section 90 of the Act).
28. This being the first election after the framing of Bye-laws of the society, the provisions for giving time under the Act and Rules shall not be applicable.



Drafted by:


 (Ramant Gupta, Adv.)
 Convener


 (Ram Babu Bansal, Adv.)
 Member


 (Lajpat Rai Goel, Adv.)
 Member

Published By:

Vaish Education Society (Regd.),
 Rohtak-124001








~~Stamp~~ to be a true copy


 District Registrar of Firms &
 Societies, Rohtak, Haryana

14-5-14  14/5/14

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 Vaish Education Society, Rohtak registered vide Registration Number — on dt. 14.7.1919 registered with Registrar of Societies, Haryana has been allotted a new Registration Number as under mentioned on this 20th day January month year under 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	R	T	K	2	0	1	4	0	0	5	7	8
Name of the Society							Registered Office Address						
Vaish Education Society,							Rohtak						

Issued under my hand at Rohtak this 20th day of (month) Januaryr Year 2014

Seal
Station



Adhi
District Registrar
 (Signature of the District Registrar
 of Societies, Rohtak)
 20-1-14