

Memorandum

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1. Name of the Society The Name of the Society will be Radha Govind Education Welfare society.
2. Address of the Society Gali No. 17, Subhsh Nagar, Gandhi Colony, Muzaffarnagar (U.P.)
3. Field of Action of Society All over U.P.
4. Objective of the Society

- a. ~~To Establish educational institute at different places of U.P.~~
- b. To educate the schedule caste and back ward class of society and make them socially aware and independent.
- c. To open baby care centers fro Orphan Children and educate them and to make them socially aware and independent.
- d. To educate men and women of villagers and make them aware and independent.
- e. To present cultural programme in educational institution of country from the dissemination of India Culture.
- f. To develop interest in Indian boy's and girl about sports to organise sport competitions and to honour tem by prize distribution etc.

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Pr
Smith
Arvind Kumar
Ram
Anshika choudhary
शक्ति-कुमार

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मान शर्मा

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Ramesh

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कल्प प्रतिलिपि

कल्प
कल्प, सीटायटीय एवं विद्या
कल्पपुर कल्प महाकल्प

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Rules & Regulations

- 1. Name of the Society
- 2. Address of the Society
- 3. Field of action of Society
- 4. Objectives of the Society
- 5. The membership & Classes of membership of society

The name of the society will be Radha-Govind Education welfare society, Gali No. 17, Subhash Nagar, Gandhi Colony, Muzaffarnagar (U.P.)

~~As per memorandum~~ *AM u.s.*

1. Charter Members :

- a. Any one who signs on the papers for the registration of the society will be charter member of this society.
- b. After the death of a Charter Member his / her their will be the member of this society. A charter member can leave the membership at will.
- c. A charter member will not be dissolved from the membership of this society.
- d. A charter member will utilise all the rights and perfer duties of this society.
- e. A charter member will pay Rs. 21000/- cash or Bank Draft this society.

2. Ordinary Members :

- a. Any Indian citizen who is proposed by the management committee of this society and has obtained the vote of 2/3 of total number of members of this society may be the ordinary member of this society.
- b. He will pay Rs. 10000 at the time of membership and have to pay Rs. 5000 every year as a membership fee.
- c. He work in the aims and purposes of this society and obey the rules and regulation of this society and managing committee.
- d. Any ordinary member who will not pay his yearly contribution upto annual meeting of the society will lost his voting right.
- e. Any ordinary member will have the right to come in managing committee to vote and discuss all the matters of this society.

3. Honourable Members :

- a. On the advice of the managing committee general meeting can give the membership of any honourable person for a fixed period.
- b. An Honourable member will have no right to vote in any matter and will have no right for any part in this society.

4. Life Member :

Any one who gives Rs. 51000 in cash or in form of bank draft to society and has obtained the vote of 2/3 of total number of ordinary members and charter member, will be life member of this society. The maximum number of Life Member of this society is 15.

- a. The membership will be terminated on being declared 'Mad', bankrupt or on being punished by court.
- b. The man can be punished or terminated if he is not obeying his duties on being the member of authority of managing committee of he is involved in activities against society or he has not deposited membership fee.

1. General House :

- a. **Formation :** All members of the society will be the member of the general house except Hon'ble member.
- b. **Meeting :** The meeting of the General House will be called once in a year.
- c. **Information Period :** The information of the meeting is necessary to be conveyed at least 15 days before the meeting.
- d. **Quorum :** Presence of 2/3 of the total number of members is necessary for general house meeting.

Arun Kumar

Singh

21/11/2017



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Singh's

6. Termination of membership

Ram

7. Parts of Society :

Pratibha Choudhary

Dr. Anil

Radha-Govind Education Welfare Society, Muzaffarnagar, U.P.

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- e. **Date of Annual Meeting :** The Management Committee will decide the date of annual meeting from the advice of president which will be any convenient date of Decemeber every year.
 - f. **Duties of General House :** The members of general house of society will elect the management committee by open voting system. Two third of total number of general house can dissolve the whole management committee on the occasion of annual meeting.
- 2. Managing Committee :**
Although the managing committee will be elected by members of general house through open voting system, but controllers will be there also, every member can give single vote.
- a. **Meetings :** The meeting of managing committee is necessary to be called quarterly. Also secretary can convene additional meetings.
 - b. **Period of Information :** Every member of managing committee is to be informed at least 72 hours before the meeting.
 - c. **Quorum :** The Presence of more than half members is necessary for meeting of managing committee.
 - d. **Filling of Vacant Post :** If there becomes any post vacant in between time period of managing committee than it must be filled within four months from the date of post being (vacated) by calling the special meeting of general house.
- 3. Duties of Managing Committee :**
- a. To apoint and terminate the employee and to approve the annual increment of salary.
 - b. To aprove income-expenditure and to send annual report to general house.
 - c. To fill up the temporary posts in managing committee
 - d. To pass the resolutions in meeting of managing committee and justify the last meeting.
 - e. The managing committee will have the right to make the rules labour provident fund, appointments, rules & regulations of service, rules related to holidays for the employees of the institutions being run by this society.
 - f. The Managing Committee can make the rules about the accounting, budget, financial and accounts auditing of the institutions run by this society.
 - g. Managing Committee can appoint the clerks and other staff from time to time for the help in the rights and duties of the Manging Committee Members.
- 4. Time Period :**
The time period of Management Committee will be five year from the date of formation.
- 5. Right and Duties of Authorities of Managing Committee :**
- Presider :** *Prakibha Chaudhary*
- a. To preside the meetings
 - b. To amend the agenda and to fix the dates of meeting, to change them or to postpone the meetings.
 - c. To sign as a president jointly on all the agreements concerning the society and all transfer documents of fixed assets of society and all other concerning papers.
 - d. To use similar other rights and other duties which are given or imposed on them under these bylaws.

Arvind Kumar

Sudat

राजेश कुमार

Ram



Prakibha Chaudhary

सत्य प्रतिष्ठिति
Prakibha Chaudhary
उन्हें, सौजन्यपूर्ण एवं निष्पक्ष
व्यवहार प्रदान करेगा

- e. To spend maximum Rs. 500/- per month in hope of getting approval of Management Committee.
- f. To take care that the administrative planning should be carried out honestly by each of the concerned people.
- 6. **Vice President / Vice Chairman**
 - a. To work as a president in absence of president or on being unable in fulfilling his duties due to major illness or being president's post vacant.
 - b. To use all such rights and duties which are granted to him in written by president.

7. Manager :

- a. To accept all the donations, grant and other money for society and to give proper receipt.
- b. To control the finance of society under the arrangements made in budget and according to rules and conditions.
- c. To operate all the accounts of society with president jointly and severally to arrange for their annual audit.
- d. To accept the salary increments and due amounts of salaries by passing the resolutions in managing committee about the employees of society. Also to accept the payment for other services and material from expenditure, authorised by committee on approval of Treasurer.
- e. To prepare annual budget report and to handover them to president to present before managing committee.
- f. To sign all the contracts of land or building to any other thing which is taken for the society on rent.
- g. To prepare annual report of society.
- h. To represent the management committee society and general house in all the legal formalities and to sign the pleadings from their side and attest them.
- i. To convene meetings with the acceptance of president and to grant the leave according to the rules of society and administration.
- j. To spend upto Rs. 1000/- per week in expectation of acceptance of committee.
- k. To suspend any Teacher, Clerk, Librarian, Peon or any other employee of the society upto the completion of investigation of final decision of committee and to inform committee.
- l. To work as main representative to implement the decisions of committee to implement the decisions of committee and society.
- m. To use similar other rights and duties which are given to him by society bylaws or by Government policies regarding Society Act.

8. Deputy Manger :

- a. To assist the manager in fulfilling his duties and to work in those matters which are given to him in written by Manager.
- b. To work as a manager in case of being manager incapable due to major illness or being manager's post vacant.

9. Treasurer :

- a. To present all the account books, register, vouchers, receipts or any other required paper before the authorised auditor.
- b. To prepare annual income expenditure and balance sheet and to present it before manager with audit report.

10. Joint Treasurer :

- a. To assist the treasurer in fulfilling his duties and to work in those

Arvind Kumar
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Prabha Chaudhary



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संस्थापक अध्यक्ष
संस्थापक अध्यक्ष एवं निदेशक
संस्थापक अध्यक्ष

matters which are given to him to written by treasurer in fulfilling his duties.

b. To work as a treasurer in case of being treasurer incapable due to major illness or being treasurer's post vacant.

11. Director : To give the directions of all society members

12. Auditor : To Audit the account of the society & schools.

One half of the total number of genral house can make any change in these rules and bylaws after presenting it to registrar of society, on the occasion of annual meeting.

The accout of committee will be any nationalised bank and it will be operted by manager or jointly by manager and president.

Annual audit by auditor of the management committee is necessary to be made of income expenditure of committee.

It will be full responsibility of manager.

8. Amendment procedure of society rules and bylaws :

9. Funds and Accounts arrangements of committee

10. Audit of income & expenditure of committee

11. The responsibility of legal formalities against of by the committee

12. Documents of committee :

All the documents such as membership register, stock register, cash book and preceedings register of committee should be completed by manager at every time and other documents.

13. The dissolution of society and dsiposa!

The proceedings of dissolution and disposal of dissolved assets will be made according to society registration act 13 and 14.

- 14. The registered society of school will under go renewal time to time.
- 15. In the school managing committee a member will be reserved nominated by "Education Director"
- 16. At least 10 percent seats will be reserved in school for the banafide student of schedule caste/Schedule tribes and from them the tution fee charged will not exceed more than that will be charged in U.P. recognise:d Intermediate Educational Board/Basic Education Board conducted schools.
- 17. No demands for grant will be sought from the state Govt. by the institution. In case the school is affiliated to the U.P. Intermediate Education Board and there after get affiliated from central board of secondary education the recognition council for the Indian Certificate examination the recognition on grant from state government board will be deemed dead.
- 18. No lesser emolument incentives and salary will be offered to the employee of the insitution then that granted to the employees of government aided educational institutions.
- 19. Service terms and conditions of the employees will be fixed and they will be provided/ faillited with pensjon and the achievements as granted to aided semi Government Higher Secondary School employees.
- 20. The institution will carry out every instruction released by the state Government from time to time.
- 21. The record of school would be kept in particuar registration files.
- 22. No amendment will be made in the after mentioned condition without the concierce of State Government.
- 23. No. any proposal existed.
- 24. The president adjouned/declared the meeting as over.

Res-tion - 25/9/2013
 254910 (2013)
 Arvind kumar



Handwritten signatures and notes in black ink, including 'Rantibha Chaudhary' and other illegible names. There are also some purple ink marks and stamps at the bottom of the page.