

RULES AND REGULATIONS
OF
PAWAN GANGA EDUCATIONAL SOCIETY

1. Name of the Society

The name of the Society shall be Pawan Ganga Educational Society.

2. Membership and Subscription

The membership of the Society shall be open to all those persons who have attained the age of eighteen years and have been invited by the Chairman or the Secretary of the Society in writing to become a member of the Society, regardless of caste, creed, sect or religion, subject to the approval of the Governing Body by at least a three-fourth majority and the consent of the Chairman of the Society.

3. Categories of Members and Membership Fee

The Society will have the following categories of members:-

a) Members

i) Members shall be those who apply on invitation to the Secretary of the Society in writing for membership and who are admitted as Members by a minimum of three-fourth majority of the Governing Body with the consent of the Chairman.

ii) Each Member shall pay a life-time membership fee of Rs. 2,50,000.00 (rupees two lakh and fifty thousand only).

b) Ordinary Members

The Governing Body may admit, by at least a three-fourth majority, any person found suitable by it who fulfills the eligibility criteria laid down in clause 2 above and who is interested in the objects of the Society, as an ordinary member. However, no person shall be admitted as an ordinary member of the Society without the consent of the Chairman and no ordinary member shall retain his or her ordinary membership of the Society for more than one year.

Ordinary members shall not be required to pay any admission fee or membership fee.

Ordinary members shall be entitled to attend the meetings of the General Body and participate therein subject to the rules and regulations of the Society framed from time to time, but shall neither have a right to vote nor to elect the office bearers and nor shall they be eligible to hold any office of the Society

c) Patrons

Persons of eminence and integrity in public life and persons having special interest in the activities of the Society, may be admitted as Patrons by the Governing Body for a specified period not exceeding three years on such terms and conditions as the Governing Body may decide in each particular case.

Ranjit
CHAIRMAN

Ganga International School Bahadurgarh
Lowa Khurd, Bahadurgarh, Distt. Jhajjar
Haryana-124507

- b) Patrons will not be required to pay any admission fee or membership fee.
- c) Patrons shall be entitled to attend and participate in all the General Body meetings of the Society subject to the rules and regulations of the Society framed from time to time but shall neither have a right to vote nor to elect the office bearers and nor shall they be eligible to hold any office of the Society.

5. Enrollment

All the applications for membership and ordinary membership of the Society except in the case of Patrons, will be addressed to the Secretary of the Society who, after satisfying himself that the applications are in order, shall place the same before the Governing Body for its consideration. The decision of the Governing Body, taken by at least a three-fourth majority with the consent of the Chairman regarding such applications, shall be final.

6. Cessation of Membership

- a) Any Member or ordinary member can withdraw his/her membership through a written resignation duly signed by him/her and submitted to the Secretary of the Society. The resignation shall take effect from the date of its acceptance by the Governing Body with a simple majority with the consent of the Chairman.
- b) The Governing Body may expel any Member or ordinary member from the Society by at least a three fourth majority of the total membership of the Governing Body with the consent of the Chairman, if
 - (i) it is satisfied that the Member or the ordinary member concerned is acting against, or that the continuance of his/her membership is detrimental to, the best interests of the Society or the objects of the Society;
 - (ii) he or she is adjudicated an insolvent by any competent court of law; or
 - (iii) he or she has been found guilty of an offence which, in the opinion of the Governing Body, involves moral turpitude or dishonesty.
- c) However, before a Member or ordinary member is expelled, he or she shall be given in writing the grounds of expulsion and also given an opportunity to explain or clarify his or her position.

7. Re-Admission

The Governing Body, by at least a three fourth majority and with the consent of the Chairman, may employ its discretion to re-admit such Members or ordinary members as are willing to be readmitted to the Society.

8. Register of Members

The Society shall maintain a membership register in which names, addresses and occupations of the Members and the ordinary members shall be recorded.

Ravi G
CHAIRMAN

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9. Rights and Privileges of Members

Amended on 20.12.2011
10/11/11
of Society

Every Member shall have the following rights and privileges:-

- a) To participate in all or any of the activities of the Society and avail of the facilities of the Society, subject to such rules as are prescribed by the Governing Body from time to time;
- b) To obtain from the Society a copy of the annual audited statement of accounts, balance sheet and audit report.
- c) To participate and personally vote in the General Body meetings;
- d) To offer himself/herself for election to one of the elective offices of the Society and/or to propose or second other members offering themselves for election to any of the elective offices of the Society, subject to such rules as may be framed by the Governing Body from time to time;
- e) To freely contact and communicate with any office bearer of the Society on any matter affecting any of the activities of the Society; and
- f) To resign at any time his/her membership of the Society.

10. General Body

- a) The General Body shall consist of only the Members of the Society and shall have the following powers and functions:-
 - (i) To elect members of the Governing Body and office bearers of the Society at a meeting called specifically for this purpose;
 - (ii) To approve the annual report, auditor's report and audited accounts of the Society drawn up by the Governing Body;
 - (iii) To appoint the auditors of the Society;
 - (iv) To approve any amendment in the Memorandum of Association and the Rules and Regulations of the Society recommended by the Governing Body, with a three fourth majority and the consent of the Chairman; and
 - (v) To draw the attention of the Governing Body to any matter considered appropriate by it and issue suitable directions and advice to the Governing Body.
- b) Meetings

- i) The Annual General Meeting (A.G.M.) of the General Body shall be held at least once in a financial year. Other meetings of the General Body may be held as and when required and shall be called Extraordinary General Meetings (E.G.M.).
- ii) When the total membership of the General Body (excluding Patrons and ordinary members) is twelve or less and all the Members of the General Body are the members

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of the Governing Body, a meeting of the General Body shall constitute a joint meeting of the General Body and the Governing Body and shall be called a "meeting of the Society."

e) Notice

i) The Annual General Meeting of the Society may be called by giving a notice of not less than seven days.

ii) A General Body meeting may also be called at any time after giving a short notice of at least twenty-four hours when desired by the Chairman or when requested by a minimum of 75% of the total membership of the General Body.

iii) Every notice of the meeting of the General Body shall specify the place, date and hour of the meeting and shall contain the agenda to be transacted thereat.

iv) Notice of every meeting of the General Body of the Society shall be given to

a) every Member of the Society;

b) every ordinary member of the Society, and

c) the Patrons

v) Inadvertent omission to give notice to, or non receipt of notice by, anyone to whom it should have been given, shall not invalidate the proceedings of the meeting.

d) Quorum

A minimum of three fourth of the total number of the Members of the Society shall constitute the quorum for a General Body meeting of the Society. The meeting shall not take place if the quorum is not present.

c) Chairman of the Meeting

i) Ordinarily, the Chairman of the Society shall be the chairman of the meeting.

ii) In the absence of the Chairman, the Vice Chairman of the Society shall be the chairman of the meeting.

iii) In the absence of both the Chairman and the Vice Chairman, the members personally present at the meeting shall elect a member as chairman for that particular meeting from amongst themselves.

d) Voting

At any General Body meeting, a resolution put to vote shall, unless a poll is demanded, be decided by a show of hands. The declaration by the Chairman that, on a show of hands, a resolution has or has not been carried, either unanimously or by a particular majority and an entry to that effect in the books containing the minutes of the proceedings of the Society, shall be conclusive evidence of the fact without proof of the number or proportion of the votes cast in favour of or against such resolution.

ii. Governing Body

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Membership

- i) The Governing Body shall consist of not less than five ^{amended as per...} and not more than twelve ^{members} members who shall be elected by the General Body of the Society.
- ii) When the Governing Body consists of all the members of the General Body of the Society, a meeting of the Governing Body shall be considered to be a joint meeting of the General Body and the Governing Body and shall be termed a "meeting of the Society".

Registrar of Societies

Term of Governing Body Members

The members of the Governing Body shall hold office for a term of five years and shall be eligible for re-election. Unless otherwise decided by the Governing Body, a member of the Governing Body shall continue to be in office after the expiry of his term until his successor has been elected/nominated.

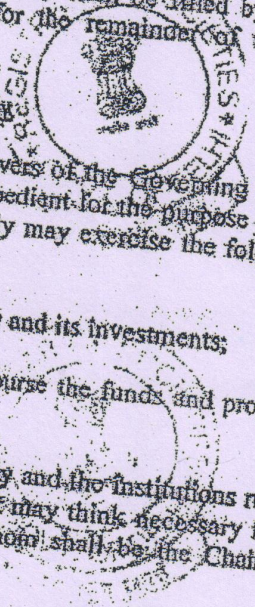
Vacancy of Governing Body Members

In case, a member of the Governing Body resigns, dies, ceases to be a member, is expelled or vacates office otherwise, the vacancy shall be filled by the Governing Body by nomination of another Member for the remainder of the term of the Governing Body.

Powers and Functions of the Governing Body

Without prejudice to the generality of the powers of the Governing Body to do all such things as it may consider necessary or expedient for the purpose of carrying out the objects of the Society, the Governing Body may exercise the following powers and perform the following functions:-

- i) To manage and regulate the affairs of the Society and its investments;
- ii) To manage, regulate, deploy, allot, pay and disburse the funds and properties of the Society.
- iii) To open bank accounts in the name of the Society and the institutions run by it with such bank(s) or other financial institution(s) as it may think necessary from time to time and authorise any two persons, one of whom shall be the Chairman of the Society, to operate such account(s);
- iv) To defray the expenses of the Society activities and make contribution from the funds and properties of the Society to any other trust or society or association, having objects similar to those of the Society and the institutions run by it;
- v) To invest/deposit such funds of the Society as are not immediately required, in such manner as may be determined by the Governing Body from time to time subject to any statutory restrictions, and realize or vary such investments;
- vi) To borrow money for the purposes of the Society and, if necessary, create lien on the Society assets for the purpose;



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CHAIRMAN

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Registrar of Societies
- vii) To appoint and, at its discretion, suspend and remove employees of the Society of all categories and, from time to time, determine their powers, functions and duties and fix their remuneration and terms of employment;
 - viii) To delegate any of its powers (including the power to sub-delegate) to such committees or sub-committees, as it may constitute consisting of its members or others, and to any member of the Governing Body or office bearer of the Society;
 - ix) To sell, lease out, improve, manage, regulate, alter and develop all or any part of the property and rights of the Society;
 - x) To prepare the accounts, budget and annual report of the activities of the Society for the consideration of the General Body;
 - xi) To nominate the representatives of the Society on the managing committees of the institutions run by it and to withdraw or replace them;
 - xii) To comply with the orders and carry out the directions issued to it by the General Body;
 - xiii) To admit Members and ordinary members and appoint Patrons with the consent of the Chairman, to accept their resignations and to take action against them as per the relevant rules;
 - xiv) To set up rules and procedures, not inconsistent with the Memorandum of Association and these Rules and Regulations, to be followed by the Members, ordinary members and Patrons;
 - xv) To call the Annual General Meeting (A.G.M.) or an Extraordinary General Meeting (E.G.M.) of the General Body; and
 - xvi) To generally do all such things, consistent with the Memorandum of Association and the Rules and Regulations, as it may consider necessary or expedient for the purposes of carrying out the objects of the Society.

Meetings of the Governing Body

The Governing Body shall meet as and when a meeting is convened by the Chairman or is requisitioned by at least half of the total membership of the Governing Body provided that it shall meet at least once in three calendar months.

Notice for Meeting

At least three days notice shall be given for a meeting of the Governing Body but a meeting may be called by the Chairman without any formal notice in case of exigency.

Quorum for Meeting

One third of the total members of the Governing Body, personally present, shall form the quorum for a meeting of the Governing Body.

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Ravi G J
CHAIRMAN

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11) Decisions

The Governing Body shall take decisions by at least a simple majority. Every member shall have one vote and, in case of a tie, the chairman of the meeting shall also have a casting vote.

Amended as on...

12) Resolution by Circulation

A resolution passed by a majority of the members of the Governing Body after circulation amongst all the members for the time being in India, shall be as valid, effective and legally binding as a resolution passed at a meeting of the Governing Body.

12) Office Bearers

(1) The Society shall have the following office bearers:-

1. Chairman
2. Vice Chairman
3. Secretary
4. Joint Secretary
5. Treasurer
6. Members of the Governing Body (maximum no. seven)

(2) The Chairman of the Society shall be the Chairman of the Governing Body. All the office bearers of the Society shall be elected in the General Body meeting by a simple majority.

(3) The office bearers as specified in sub-clause (1) above, shall have the following powers and functions:-

(a) Chairman

- i) To ordinarily preside over and conduct the meetings of the General Body and the Governing Body and endorse their proceedings;
- ii) To approve the agenda for the meetings of the General Body and the Governing Body and to adjourn or postpone the meetings in accordance with the Rules and Regulations, as well as to permit the holding of extraordinary meetings;
- iii) To exercise the casting vote, if required;
- iv) To sign all agreements, including all deeds of transfer, contract and other documents relating to the movable and immovable property/properties of the Society, either alone or jointly with the Secretary or with any other Member;
- v) To operate the bank accounts of the Society along with another person, to be nominated by the Governing Body;
- vi) To finally approve all the statements of accounts, balance sheets, annual reports, budgets etc. with the concurrence of the Governing Body; and

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vi) To exercise all such powers and perform all such duties as may be conferred or entrusted on or vested in him/her by the Governing Body from time to time.

b) Vice Chairman

During the absence of the Chairman, he/she shall take the chair. When the Chairman is present, he/she shall, if required by the Chairman, assist him/her in the performance of his/her duties.

Registrar of Society

c) Secretary

i) He/she shall represent the Society before the Government, the courts and other official bodies. He/she shall prepare and maintain all records including the register of members, annual report, minute books etc. He/she shall undertake all correspondence on behalf of the Society. He/she shall convene the meetings of the General Body and the Governing Body in consultation with the Chairman and shall also inform every member regarding the time, date, place and agenda of the meeting. He/she shall sue and be sued in the name of the Society.

ii) He/she shall also perform all other functions and duties as may be assigned to him/her by the Governing Body or the Chairman.

d) Treasurer

He/she shall collect subscriptions, contributions, gifts, grants, aid, donations etc. from the members and the general public and issue proper official receipts thereof. He/she shall also be responsible for keeping and maintaining a due and correct record of the finances of the Society. He/she shall ensure that the annual accounts of the Society are audited by the auditor of the Society well in time and put up before the Governing Body.

e) Joint Secretary

During the absence of the Secretary, he/she shall perform the functions and exercise the powers of the Secretary. In his/her presence, the Joint Secretary will assist him/her in the discharge of his/her duties.

13. Financial Year

The accounts of the Society shall be prepared and maintained year-wise from 1st April of the current year to 31st March of the following year.

14. Audit

The annual accounts of the Society shall be got audited by a chartered accountant appointed as the auditor of the Society in its General Body meeting.

15. Extraordinary General Meetings (E.G.M.)

An Extra-ordinary General Meeting of the General Body may be called as and when required by the Governing Body or requisitioned by at least a three fourth of the total membership of the General Body.

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