

# Department of Industries & Commerce, Haryana

## Form-III

**“Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012”**

(See rule 5 and rule 6)

### Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [11] day [Jul] month [2019] 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	0	2	2	0	1	9	0	1	2	9	0
Name Of the Society							Registered Office Address						
CAREER INSTITUTE EDUCATIONAL SOCIETY							1-C, BC BAZAR, OPP ARYA GIRLS COLLEGE, AMBALA CANTT						

Issued under my hand at [Ambala] this [11] day of (month)[Jul] (Year)[2019] having Unique Identification Number - 2000138521



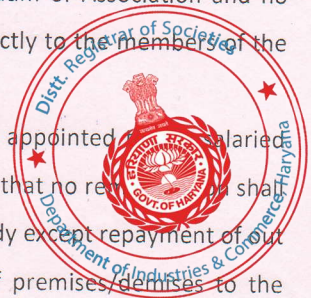
#### SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/138521/reg/06-002-2019-01290>

## MEMORANDUM OF ASSOCIATION

1. **Name of the Society** : CAREER INSTITUTE EDUCATIONAL SOCIETY
2. **Location of the Regd. Office** : 1-C, B C BAZAR, OPP. ARYA GIRLS COLLEGE,  
AMBALA CANTT
3. **Area of Operation** : HARYANA
4. **Aims and Objectives** :
  1. To run & maintain school and educational institution.
  2. To impart education according to the Haryana Education Board curriculum.
  3. To preserve and promote the cause of Indian culture.
  4. To impart liberal, moral and religious education to the students of the institution.
  5. To build/maintain the building of institution.
  6. To establish libraries and study centers to promote the culture.
  7. To establish and run charitable dispensaries for serving sick and poor.
  8. To do all necessary acts for the purpose of running the institution and promoting the interests thereof.
  9. To uplift the physical, educational social spiritual side of the youth particularly the students of the school.
  10. To do all such other things as are conducive and are incidental to the attainment of the above aims, objectives and functions of the society.
  11. To carry such activities as are incidental and conducive to the object above specified and such other as may be specified from time to time.
  12. To accept, receive purchase, take on lease hire or otherwise acquire moveable or immoveable property on such terms and conditions as may be thought fit or expedient.
  13. To construct, maintain, alter or develop any building required or used by or for the society.
  14. To invest money of the society, not immediately required in such a manner as may be determined by the Executive committee.
  15. To draw, make, accept, discount, execute or issue bills of exchange, promissory notes, and other negotiable instruments.
  16. To accept donations, grants, presents and other offering and to deal with the same for the purpose of the society.
  17. The income and property of the society shall be applied solely to wards 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 to the members of the society.
  18. No members of the Governing body of the society shall be appointed salaried office of the Society or any office of the society paid by fees, that no remuneration shall be given by the society to any member or such Governing Body except repayment of out of pocket expenses and interest on money lent or rent of premises, demises to the society.



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(Signature)

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(Signature) Anjali

19. The society by its constitution is required to apply its profits if any or other income in promoting its objective.
20. If upon the winding up or dissolution of the society these 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 object similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

**5. Conditions:**

- A. The income and property of the sabha will 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 to the members of the society.
- B. No member of the society shall be appointed to any salaried office of the society, or any office paid by fees, that no remuneration shall be given by the society to any member except repayment of out of pocket expenses and interest on money lent or rent for premise to the society.
- C. The society by its constitution is required to apply its profit if any, or other income in promoting its objects.
- D. If upon the winding up or dissolution of the society of 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 given objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.



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6. The management of the affairs of the society is entrusted in accordance with the rules and regulations of the society to a governing body of which the first members are:-

SR. NO.	NAME	ADDRESS	ADHAR CARD	DOB	CONTACT NO.	QUALIFICATION	OCCUPATION	DESIGNATION	SIGNATURE
1	VINAY KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	682139968045	07/05/1992	7497899240	GRADUATE	BUSINESS	PRESIDENT	<i>Vinay</i>
2	AAINA ARORA D/O ISH KUMAR ARORA	2038, SECTOR-21, PANCHKULA, SECTOR-20 PANCHKULA	836876726201	20-02-1992	9780775512	GRADUATE	BUSINESS	GENERAL SECRETARY	<i>Aaina</i>
3	OM PRAKASH RAI S/O RAMDEV RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	795367485531	09/09/1967	7015109534	GRADUATE	EX-SERVICEMAN	VICE PRESIDENT	<i>Om</i>
4	MANJU DEVI W/O OM PRAKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	360203439754	01-07-1969	8950390997	8TH	BUSINESS	CASHIER	<i>M. J. Devi</i>
5	ANJALI RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	611788299238	26/02/1989	7206582406	POST GRADUATE	PRIVATE JOB	EXECUTIVE MEMBER	<i>Anjali</i>
6	PRIYA RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	596889352653	08/09/1996	8307090640	POST GRADUATE	SELF EMPLOYED	EXECUTIVE MEMBER	<i>Priya</i>
7	ASHUTOSH KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	857076883226	03/03/1998	7206166510	GRADUATE	STUDENT	EXECUTIVE MEMBER	<i>Ashu</i>

The above named persons have signed in our presence

Witness No.1

Signature:-

Name and Address:- Naraingarh Sugar Mill (Banonde) Shahzadpur, Naraingarh, Ambala (H.R.) 134202

Occupation:- Private Job

Dated:- 26/09/19

Witness No.2

Signature:-

Name and Address:- # 2169, SECTOR-9 AMBALA CITY HARAYANA

Occupation:- PRIVATE JOB



7. We the several persons whose name and address are given below are desirous of being formed into a society namely CAREER INSTITUTE EDUCATIONAL SOCIETY in pursuance of this memorandum of associations.

SR. NO.	NAME	ADDRESS	ADHAR CARD	DOB	CONTACT NO.	QUALIFICATION	OCCUPATION	DESIGNATION	SIGNATURE
1	VINAY KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	682139968045	07/05/1992	7497899240	GRADUATE	BUSINESS	PRESIDENT	<i>Vinay</i>
2	AINA ARORA D/O ISH KUMAR ARORA	2038, SECTOR-21, PANCHKULA, SECTOR-20 PANCHKULA	836876726201	20-02-1992	9780775512	GRADUATE	BUSINESS	GENERAL SECRETARY	<i>Aina</i>
3	OM PRAKASH RAI S/O RAMDEV RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	795367485531	09/09/1967	7015109534	GRADUATE	EX-SERVICEMAN	VICE PRESIDENT	<i>Om</i>
4	MANJU DEVI W/O OM PRAKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	360203439754	01-07-1969	8950390997	8TH	BUSINESS	CASHIER	<i>M-Ju Devi</i>
5	ANJALI RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	611788299238	26/02/1989	7206582406	POST GRADUATE	PRIVATE JOB	EXECUTIVE MEMBER	<i>Anjali</i>
6	PRIYA RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	596889352653	08/09/1996	8307090640	POST GRADUATE	SELF EMPLOYED	EXECUTIVE MEMBER	<i>Priya Rai</i>
7	ASHUTOSH KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	857076883226	03/03/1998	7206166510	GRADUATE	STUDENT	EXECUTIVE MEMBER	<i>Ashu</i>



## BYE-LAWS' OF THE SOCIETY

1. Name of the Society : CAREER INSTITUTE EDUCATIONAL SOCIETY
2. Location of the Regd. Office : 1-C, B C BAZAR, OPP. ARYA GIRLS COLLEGE,  
AMBALA CANTT
3. Area of Operation : HARYANA

a) **Eligibility :** A person shall be eligible to become a member of Society, if he:

- i) Is 21 year of age on the date of admission?
- ii) Subscribes to the aims and objects of the society.
- iii) Has deposited the membership fee.
- iv) Is not be and insolvent and of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.

b) **Type of Members:**

(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 9. The founder members shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegium without election, in case the total number of members of the society exceeds 300.

(ii) **Life Members** – A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall not exceed 50 including founder members.

(iii) **Ordinary Member** – The Society shall have a total of 250 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Government for another tenure.

(iv) **Honorary Member** - Honorary Membership may be granted by the Board, in their sole discretion, to any person whom the Board considers has made an exceptional contribution to the development of the of the Association, or who the Board considers is otherwise



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deserving of this class of membership and all or any fees and subscriptions otherwise payable shall be waived for as long as such person remains an honorary member. Honorary Membership shall carry the same rights as provided by the Articles of Association for Individual membership.

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

- i) The admission of a person as a member of the society shall be decided by its governing body from time to time.
- ii) An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the society.
- iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- vi) The Governing Body accepts or rejects 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.
  - a) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012

5. **Membership Fee & Annual subscription;**

- i) Admission fee Rs 1100/-
- ii) Annual Subscription Rs 1100/-
- iii) The payment of membership fee shall be made by the applicant from his bank account through a bank Instrument (Demand draft/pay order/cheque) and in no case be accepted in cash.
- iv) The payment annual subscription of a member shall become due as on the 1<sup>st</sup> of 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 member 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.

6. **procedure for withdrawal from Membership;**

If a person willing to be member of the society submit the application in prescribed form along with supporting documents to the secretary duly filled in and signed and recommended by a member of the society can withdraw his/her membership application before placing the same in the governing body.

7 **Identity Card for every member:**

Every person admitted as a member will be issued an identity card containing his photograph, brief particulars and membership category, duly signed by the individual member and the secretary of the society



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## 8 Cessation of membership:

### Reasons for cessation:

Upon submission and acceptance of his/her resignation: or

If the ceases to fulfill the eligibility condition for being admitted as a member

Upon his failure to pay annual subscription fee for a person of that financial year

Upon the death of a member

Upon his/her acting contrary to the aims and objectives of the society

Upon such member being found guilty of a financial misappropriation of the funds of the society.

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

## 9 Procedure for termination from Membership:

If a regular member violate Clause 5 sub clause (i) to (vii) above, a notice will be served by registered post by the secretary regarding the violation of rules .Thus providing him an opportunity to explain his position personally in the governing body meeting and final decision in respect of his membership will be taken by the governing body on the basis of the facts given by him and decision of the governing body will be final.

In case the governing body is not satisfied, his membership will be terminated immediately and the decision will be ratified by the general body later on. After approval of the General Body meeting his name will be struck off from the Register of membership and he will not be entitled to enjoy the rights of the membership.

## 10 Re-admission of expelled /suspended member:

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

However if District Registrar, Registrar General give directions in writing to society for removal of a member ,who has been either convicted of an offence amounting to moral turpitude or any misconduct, may be removed from membership.

## 11

### Rights & Duties of members:

- (i) Every member shall subscribe to and be bound by the bylaws as amended from time to time and registered with the District Registrar.
- (ii) Every member shall have a right to cast his vote at the election of the society provided such member is not a defaulter in payment of any dues of the society and the annual subscription for a period of three months before the date of the election.
- (iii) Every member of the society shall have the right to inspect the books of accounts books containing the minutes of proceedings of the general meeting,



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meeting of the governing body and register of member of the society on any working day giving a notice of seven days.

(iv) Every member shall inform the society about any change in his address in writing. 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.

(v) **Composition of General Body:**

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

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

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**Meetings. Notice and Quorum of the General Body:**

i) A meeting of the general body of the society will be held as and when required. However at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year 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 either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least five 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 & venue of the meeting will be given to the members of the general body .A copy of such notice will also be endorsed to the District Registrar.

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

v) Quorum for the meeting of the general body will not be less than 25% of the total members of the Society. In case of a meeting adjourned for want quorum, the quorum for the adjourned meeting shall not be less than a minimum of three. The general body shall be competent to



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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 three –fifth of the total members of the society are present.

- vi) The proceedings of all meeting of the general body will be recorded in the minutes –book (bound or in loose leaves) maintained separately for the purpose by the secretary and such minutes will be signed by the president of the meeting and the secretary of the society.

13

**Powers, Functions & Duties of the General Body:**

- i) To guide the society in determining and fulfilling its aims and objects  
ii) To decide policy matters such as changer of name of the society amendment in the memorandum of association and the bye laws of the society approval of annual accounts of the society approval for disposal of immoveable assets of the society  
iii) To elect members of 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 the governing body against a casual vacancy.

14. **Composition of Governing body**

The governing body of the society shall consist a minimum seven office bearers and the executive members as under

- i) President  
ii) Vice President  
iii) General Secretary  
iv) Cashier  
v) Three Executive Members

15. **Meeting, Notice and Quorum of the governing;**

- i) The meeting of the governing body will be held as and when required. How ever. The Governing Body shall meet at least once in every quarter and there will be minimum four meeting of the Governing Body in a financial year.
- ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However the Governing Body may meet at any place Wherever so required. With the consent of at least 50% of its members.
- iii) The quorum of the meeting of the governing body shall be at least minimum six members of the governing body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members presenting the adjourned meeting a minimum of five members shall form the quorum for the adjourned meeting.



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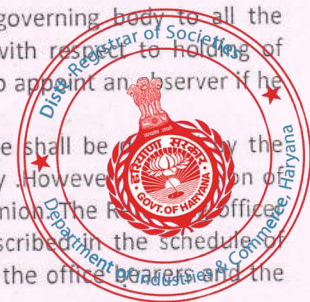
- iv) The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the president of the meeting and the secretary of the society .In case the president or the secretary are not available to sign the minutes , these will be signed by any two members present in the meeting as may be 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.
- vi) An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum four member of the governing body called.

**16 Power, Functions & Duties of the Governing Body :**

- (i) The governing body will be responsible for achieving the aims & objects 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 objects.
- (ii) The governing body will be competent to raise funds and purchase property movable and immovable on free -hold or lease basis in its name as decided by it.
- (iii) The governing body shall have full charge of all immovable properties and moveable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the general body of the society
- (iv) The governing body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the society in the manner decided.
- (v) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time
- (vi) To create provision for engagement to 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
- (viii) The governing body will be is the custodian of the assets of the society.

**17 Term and Mode or Election of Governing Body :**

- (i) The term of the governing body shall be three years.
- (ii) The governing body will declare the schedule of elections and appoint the Returning officer conduct of elections and also notify/display a list of members of the general body entitled to vote at least 45 days prior to the holding of the general meeting for conduct of the elections. The governing body shall also send notices for holding election of the governing body to all the members conveying the date time & the manner .The information with respect to holding of election for the governing body shall also be sent to District Registrar to appoint an observer if he desires.
- (iii) Any objection quo the list of members of the society entitled to vote shall be referred to 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 election scrutiny and withdrawal of nomination. If any, for election of the office bearers and the executive members of the general body.
- (iv) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date .The members eligible



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- to vote will be allowed to cast their vote in person and wherever disputed on production of the identity card issued by the society.
- (v) After closing hours on the date of the poll, the returning officer will declare the Results and constitutes 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 officers will be fixed with District Registrar within thirty days, who shall accord his approval of the same upon his satisfaction.
- (vi) The office bearers of the society shall not be entitled to any remuneration for the Rendering services of the society.

**18. 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 the resignation;
- (b) if he cease to be a members in accordance with sub clause (8) of the clause 4 of these Bye-laws;
- (c) if he is removed by resolution passed in the meeting of the general body.

**19. Filling of any casual vacancy of the governing body :**

Any vacancy arising on the account of the 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 member of the general body on the adhoc basis till the holding of the next annual General meeting of the society. Such adhoc member of the Governing body shall cease to be a member of the governing body on the date of the next Annual general meeting .if his appointment is not approved in the annual general meeting by a majority vote for the balance term of the governing body.

**20. Powers, functions & duties of the office- bearers:**

**(i) President:**

- (a) To preside over all the meeting of the general body and of the governing body and regulate the proceedings of such meetings.
- (b) To do all such acts. Deeds and things as may be authorized by the general body and or the governing body from time to time
- (c) To ensure strict compliance of the society governing body.
- (d) To ensure strict compliance of the provisions of the Haryana there under.
- (e) To supervise and guide the overall active 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:**

- (a) To conduct. Organize supervise and manage all the affairs of the society and perform all such duties for the working of the society as may be the president/ governing body.
- (b) To receive. Securitize and place applications for membership of the society before the governing body and to enter the name of the members it approved in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- (c) To convene meetings of the general body governing body with the consent of the president and serve proper notices as prescribed under these bye- laws



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- (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 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 under the Haryana registration and registration of societies Act, 2012 and the rules made 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 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 place it before the governing body.
- (l) The responsibility for convening the meetings of a society will be vest in the secretary of the society who will also be the custodian of all records documents title deeds 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.
- (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 including creation of posts. Fixation of salaries remuneration allowances etc. make appointments engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the society in accordance with the delegations by the governing body from time to time and where on such delegation is specifically made in consultation with the president of the society.
- (v) **Cashier**
- (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 financially year every year.
- (c) To submit to the governing body through 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 statutory records and cheque books of all bank accounts FD Rs. Etc of the society financial statements receipt books expense vouchers bank pass books & cheque books cash etc.

## 21. Exclusions from the employment of a society

- (a) No member of the society shall be in full time or part time employment of the governing body
- (b) No dependant or family member or close relative of the office bearers and members of the governing body shall be engaged as an employment of the society during its existence
- (c) Every office bearer and member of the governing body shall make a declaration in cash or in writing that no person in the employment of the society is his close relative.

## 22. Management of assets and funds of the society

- (l) The sources of income of the society will include receipts on accounts of membership fee annual subscription, rent from property assets, interest, consultation fees. Donations gifts



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grants etc. The society can also raise funds through interest free short term loan from its members or from scheduled bank's on interest loan from the scheduled bank on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenues expenditure under any circumstances

- (ii) The governing body will prepare and 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 formation
- (iii) All assets and funds will belong to the society and vest in the society
- (iv) all receipts and payments of the society shall be made through bank Instruments ( i.e./Pay Order/cheques/bank transfers/ RTGS) including all receipts towards the membership fees and the annual subscriptions from the members however the governing body may determine the limits of financial transactions which may the be conducted in certain other cases.

### 23. Accounts of the society

- (i) The treasurer of the society will be responsible 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 expended by the 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 members of the society
- The annual accounts of the society will be signed by any two authorized office bearers of the society
- (iii) The governing body will appoint a chartered accountant who shall not be a member of the governing body of 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

### 24. Investments of Funds

- The society shall 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 certificate or other securities of the government of India.
- (iii) In the post office saving / Banks Accounts. or
- (iv) In a special account opened by the society for the purpose in a
- (a) scheduled bank as authorized or notified by the Reserve bank of India .or
- (b) Co-Operative Bank situated in the State or in such other mode of investment as may be prescribed.

### 25. Sources of Income.

- i) Membership fee.
- ii) Annual subscription.
- iii) Donations
- iv) Rent from property assets
- v) Interest
- vi) Gifts, etc

### 26. Application of funds;

- i) The Society have the powers to spend such sums out of its funds, as it thinks fit for the purposes.



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- ii) No payment shall be made out of the funds to the president, Vice president, General Secretary, joint Secretary, Treasurer or any other office bearer by way of honorarium or remuneration.
- (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.

**27 Operation of Bank Accounts;**

An account having cheque facility will be opened in any scheduled bank post office or any other private financial institution in the name of the society .All the transaction will be made under the Joint Signatures of any two i.e. president and any one from Secretary and Treasurer.

**28 Provisions relating to Audit of the society's accounts**

The bye laws of a society should provide for audit of annual accounts 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.

**29 Amendments in the Memorandum, Bye-Laws, Name of the Society, etc.**

Any amendment in the memorandum of Association and bye laws or change of name amalgamation or division of the society will be done only with the approved of the general body by way of a special resolution .The intimation of any such amendment or change along with attested copy of the requisite documents shall be filed in the office of the District Registrar by the secretary within such time as may be prescribed under the Haryana Registration Regulation of Societies Act 2012 and the rules made there under.

**30 Common Seal;**

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

**31 Amalgamation of the society**

The society may amalgamate itself with another society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the Act and rule 25 made there under

**32 Dissolution of the Society;**

- i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rule there under in case it becomes difficult to carry on with the operations of the society or it becomes insolvent or for any other pressing and unavoidable reasons.
- ii) In the event of dissolution of the society no assets of the society shall devolve on or distributed amongst the members of the society;
- 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 the thereof in the general public interest.



*Anjali*

मन्जू शर्मा  
*Manju Sharma*

*Seema*

We the several persons whose name & Address are subscribed hereunder certify the above to be the true copy of the bye-laws of the society:

SR. NO.	NAME	ADDRESS	ADHAR CARD	DOB	CONTACT NO.	QUALIFICATION	OCCUPATION	DESIGNATION	SIGNATURE
1	VINAY KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	682139968045	07/05/1992	7497899240	GRADUATE	BUSINESS	PRESIDENT	<i>Vinay</i>
2	AINA ARORA D/O ISH KUMAR ARORA	2038, SECTOR-21, PANCHKULA, SECTOR-20 PANCHKULA	836876726201	20-02-1992	9780775512	GRADUATE	BUSINESS	GENERAL SECRETARY	<i>Aina</i>
3	OM PRAKASH RAI S/O RAMDEV RAJ	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	795367485531	09/09/1967	7015109534	GRADUATE	EX-SERVICEMAN	VICE PRESIDENT	<i>Om</i>
4	MANJU DEVI W/O OM PRAKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	360203439754	01-07-1969	8950390997	8TH	BUSINESS	CASHIER	<i>मन्जू देवी</i>
5	ANJALI RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	611788299238	26/02/1989	7206582406	POST GRADUATE	PRIVATE JOB	EXECUTIVE MEMBER	<i>Anjali</i>
6	PRIYA RAI D/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	596889352653	08/09/1996	8307090640	POST GRADUATE	SELF EMPLOYED	EXECUTIVE MEMBER	<i>Priya Rai</i>
7	ASHUTOSH KUMAR RAI S/O OM PARKASH RAI	MAGRAWA, GAURA, GAURABADSH AHPUR, JAUNPUR, UP	857076883226	03/03/1998	7206166510	GRADUATE	STUDENT	EXECUTIVE MEMBER	<i>Ashu</i>

#### CERTIFICATE

It is certified that all the provisions (Rule and Regulation of Haryana Registration and Regulation of society Act, 2012 (Haryana Act, No 1 of 2012) if not mentioned herein will be duly complied with by the "CAREER INSTITUTE EDUCATIONAL SOCIETY" in letter spirit.



*Anjali*

*मन्जू देवी*

*Priya Rai*

*Vinay*

*Aina*

*Om*