

डी० आई० 210



# समिति पंजीकरण प्रमाण-पत्र

(वर्ष 1860 का इक्कीसवाँ अधिनियम)

क्रमांक 3231 वर्ष 2001-2002.

मैं एतद्वारा प्रमाणित करता हूँ कि J.D. Memorial Education Society,

New Kabirpur, Sonipat,

नामक समिति को समिति पंजीकरण अधिनियम इक्कीस आफ 1860 (तथा पंजाब संशोधन अधिनियम 1957 द्वारा यथा संशोधित) के अन्तर्गत पंजीकृत किया गया है।

यह प्रमाण-पत्र मेरे हस्ताक्षर से आज दिनांक 21 मास 2 वर्ष 2002 को चण्डीगढ़ में जारी किया गया।

*Pranav Singh*

*कुलपति*  
रजिस्ट्रार समितियाँ, हरियाणा

*Principal*  
**J.D. MEMORIAL SCHOOL**

Form VII

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)

Certificate of Registration of Society

I hereby certify that J.D. Memorial Education Society..... (Name of the Society) registered vide registration number 3231... on 21-02-2002... registered with District Registrar/Registrar Sonapat has been allotted a new registration Number as under mentioned on this 23rd day Feb.. month 2015 year under the Haryana Registration and Regulation of Societies Act 2012 ( Haryana Act No. 1 of 2012).

Table with 4 columns: State code, District code, Year of Registration, Registration Number. Row 1: 06008, 2015, 00868. Row 2: Name of the society (J.D. Memorial Education Society), Registered Office Address (New Kabirpur, Sonapat).

Issued under my hand at Sonapat this 23rd day of (month) Feb. (Year) 2015

Seal: Station



District Registrar of Firms & Societies Sonapat (Haryana) District Registrar of Societies Sonapat

Handwritten signatures and stamps: 'Attested', 'Recd 16/2/15', and a pink stamp from the District Registrar's office.

President J.D. Memorial School New Kabirpur Sonapat

# AMENDED CONSTITUTION

## J.D. MEMORIAL EDUCATION SOCIETY


*old.* REGN. NO. 3231 OF 2001-2002

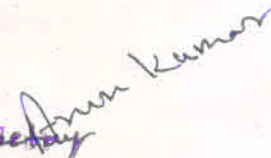
### MEMORANDUM


1. Name of the Society : J.D. Memorial Education Society,
2. Location of its Regd. Office : New Kabirpur, Sonapat
3. Area of operation : All over Haryana
4. Aims and objects of the Society:

The aims and objects of the society shall be purely for Charitable Purposes i.e. to serve the people by providing education and upliftment of poor & needy people of the society and advancement of any other objects of general public utility. Presently the Society is running a School in the Name & Style of J.D. Memorial School at New Kabirpur, District Sonapat.

1. To spread education according to the need of present era and scientific method.
2. To open public schools, colleges, Para-medical colleges, Ayurvedic and Medical Colleges.
3. To open Crèche and Play Schools.
4. To work for promotion of sports and health care activities.
5. To raise or acquire funds or property from Central Government, State Government, Non-Government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future, of the Society shall be utilized for any or all the purposes or objects of the Society as stated above and also for all other similar activities in furtherance of ideals of truth and non-violence.
6. To avail loans from the financial institutions/banks to construct the building of the society and transportation.
7. To work for the rehabilitation of orphan children and poor children of the society.


President   
J. D Memorial School  
New Kabirpur (Sonapat)

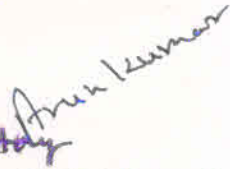
Secretary   
J. D. Memorial School  
New Kabirpur (Sonapat)

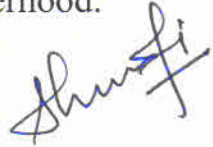
President   
J. D Memorial School  
New Kabirpur (Sonapat)



8. To work for the rehabilitation of handicapped and mentally retarded Children of the society.
9. To conduct various cultural, academic programme and sports for the development of youth in rural area as well as in urban area.
10. To accept the donation/ grants from the government/ semi- government and to start the projects on public welfares like old age home, awareness on aids, awareness against addiction etc.
11. To create awareness and addressing some of the social evils, such as female feticide, dowry extravagant expenditure on social functions like marriages, empowerment of women in decision making etc. etc.
12. To work for the cause of enforcement of prohibition and initiate people's movement against smoking, alcoholism and drug abuse.
13. To undertake programme which ensure raising of income levels and expanding employment opportunities of the weaker sections of the Society, particularly of those living below the poverty line and women by involving participants in the planning, implementation and maintenance of activities taken up.
14. To organize disadvantageous section of Society and take steps for increasing their level of awareness in regards to the programme contents and facilities therein under Government/ non-Government Programme, legal provisions etc. and also for increasing their bargaining power by promoting co-operative and group action.
15. To maintain library and reading room.
16. To organize camps and motivate the people against child labour and also motivate such children for education.
17. To organize camps on environment, pollution control.
18. Society can have any property anywhere in its operational area for the purpose of the Society on lease or purchase in the name of Society.
19. The society shall not be used for the political purpose or any other anti-national activities.
20. The society by its constitution is required to apply its surplus if any or other income for charitable purposes only.
21. To give fees scholarship, stipends and aids to the deserving and brilliant students regardless of their caste, creed and sex.
22. To take up all formal and non-formal educational programme as per directives contained in the National Policy of Education, 1986.
23. Promotion of national unity and international peace and amity.
24. Promotion of communal land social harmony and brotherhood.

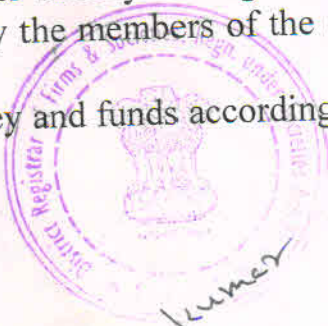
President   
 J. D. Memorial School  
 New Kabirpur (Sonepat)


Secretary   
 J. D. Memorial School  
 New Kabirpur (Sonepat)

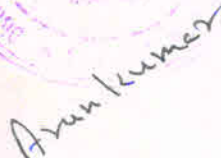
Cashier   
 J. D. Memorial School  
 New Kabirpur (Sonepat)

## 5. Conditions:-

1. The income and the property of the society shall be applied solely towards the promotion of the objectives of the societies as set forth in Memorandum of Society and no portion thereof shall be paid or transferred directly to the members of the society.
2. No member of the Governing Body of the Society, shall be appointed to any salaried officer of the society, no remuneration shall be given by the society to any member of such Governing Body except repayment of out of pocket expenses and interest on money lent or rent for premises/demises of the society.
3. The Society by its constitution is required to apply its profit, if any, or other income in promoting its objectives.
4. If upon the winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the society, but shall be given or transferred to other society having similar aims and objectives of the society to be determined by the members of the society at or before the time of dissolution.
5. Society will invest its money and funds according to Section 11(5) of the income Tax Act 1961.



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Secretary   
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 New Kabarpur (Sonapat)

Cashier   
 J. D. Memorial School  
 New Kabarpur (Sonapat)

6. Governing Body of **J.D. Memorial Education Society, New kabirpur, Sonapat**, constituted in the General Body meeting held on **19-12-2014** for 3 years i.e. **2014 to 2017**.











Sr. No	Name & Address	Age	Occupation	Designation
1.	Ms. Poonam Roy D/o Dr. R.C. Roy H.No. 142, New Kabirpur, Sonapat.	47	Pvt. Service	President
2.	Dr. R.C. Roy S/o Sh. Thakur Roy H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur,	72	Retired	Vice - President
3.	Dr. Arun Kumar Roy S/o Sh. Ram Charitra Roy H.No. 142, New Kabirpur, Sonapat, Sonapat.	42	Doctor	General - Secretary
4.	Sh. Shekhar Govind Jha S/o Sh. Krishan Govind Jha H.No. 578, Sector-14, Sonapat.	54	Pvt. Job	Joint- Secretary
5.	Ms. Shristi D/o Sh. Sanjeev Kumar Roy H.No. 802, Phase-I, Sector-12, Sonapat.	21	Pvt. Job	Treasurer/ Cashier
6.	Sh. Narendra Sharma S/o Sh. M.L. Sharma H.No. B-15, ECE. Colony, Sonapat.	50	Pvt. Service	Executive Member
7.	Smt. . Amita Roy W/o Sh. Arun Kumar Roy H.No. 142, New Kabirpur, Sonapat	37	House wife	Executive Member

President  
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New Kabirpur (Sonapat)

Secretary  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
J. D. Memorial School  
New Kabirpur (Sonapat)





7. We the several persons whose names & address are subscribed here under are desirous to amend the society under the name and style of **J.D. Memorial Education Society, New kabirpur, Sonapat,**

S. No	Name and Address	Age	Occupation	Signature	photo
1.	Ms. Poonam Roy D/o Dr. R.C. Roy H.No. 142, New Kabirpur, Sonapat.	47	Pvt. Service		
2.	Dr. R.C. Roy S/o Sh. Thakur Roy H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur,	72	Retired		
3.	Dr. Arun Kumar Roy S/o Sh. Ram Charitra Roy H.No. 142, New Kabirpur, Sonapat, Sonapat.	42	Doctor		
4.	Sh. Shekhar Govind Jha S/o Sh. Krishan Govind Jha H.No. 578, Sector-14, Sonapat.	54	Pvt. Job		
5.	Ms. Shristi D/o Sh. Sanjeev Kumar Roy H.No. 802, Phase-I, Sector-12, Sonapat.	21	Pvt. Job		

President  
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New kabirpur (Sonapat)

Secretary  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
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6.	Sh. Narendra Sharma S/o Sh. M.L. Sharma H.No. B-15, ECE. Colony, Sonepat.	50	Pvt. Service		
7.	Smt. . Amita Roy W/o Sh. Arun Kumar Roy H.No. 142, New Kabirpur, Sonepat	37	House wife		



I Know all the persons and they have signed in my presence.



1.

*Roanam choudhary*  
Signature of Witness  
Name *Roanam choudhary*  
Address *New Kabirpur, Sonapat*

*RJ/1996/688*

2.

*Nilabri Das*  
Signature of Witness,  
Name *Nilabri Das*  
Address *H.No. 115, Sec-13  
Sonapat*

*[Signature]*  
President  
J. D Memorial School  
New Kabirpur (Sonapat)

*Arun Kumar*  
Secretary  
J. D. Memorial School  
New Kabirpur (Sonapat)

*[Signature]*  
Cashier  
J. D Memorial School  
New Kabirpur (Sonapat)

Certified to be a True Copy  
District Registrar of Firms & Societies  
Sonapat (Haryana) *kh*  
*29/2/2015*

**AMENDED CONSTITUTION**  
**J.D. MEMORIAL EDUCATION SOCIETY**  
**REGN. NO. 3231 OF 2001-2002**  
**RULES AND REGULATIONS**

1. **Name of the Society** : **J.D. Memorial Education Society,**
2. **Location of its Regd. Office** : **New Kabirpur, Sonapat**
3. **Area of operation** : **All over Haryana**

**4. Membership:**

- 1) The Society shall have a maximum of **25** members including the founder member/original subscriber.
- 2) **Eligibility:** In order to be admitted as a member of the society, a person:
- I. Must be 21 years of age on the date of admission.
  - II. Should subscribe to the aims and objectives of the society.
  - III. Must have deposited the admission fee and annual subscription fee must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
  - IV. Must not be an insolvent and of unsound mind; and
  - V. Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
- 3) **Kinds/Types/Categories of Members:** The Society shall consist of four different categories of members as under:
- I. Founder Members: 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 numbers of founder members shall not exceed **05**. The founder member shall also be deemed to have become life member of the society and shall have the privilege of being member of collegiums without election, in case the total number of members of the Society exceed 300. **Presently Smt. Poonam Roi is the Old Founder Member in the Society. In future any member who will deposit the**

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Cashier  
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requisite Founder membership fee Rs. 11,000 vide Cheque/ Draft in the account of the Society, Shall be the Founder Member with the consent of the Governing Body.

- II. **Life members:** A person may be admitted as a life member on payment of 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 10. Presently there are 06 Old Life Members in the Society. In future any member who shall deposit the requisite Life Membership fee Rs. 5,100 vide Cheque/ Draft in the account of the Society, Shall be the Life Member with the consent of the Governing Body.
- III. **Ordinary member:** The society shall have a total 10 ordinary member 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 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 Governing Body for another tenure. Presently there is no any Ordinary Member in the Society. In future any person who shall deposit the requisite ordinary membership fee Rs.1100 vide Cheque/ Draft in the account of the society, shall be the Ordinary Member of the Society with the consent of Governing Body.

IV. **Honorary Member:-** The Governing Body may admit individuals of distinguished talent and merit or whose Society is deemed to be beneficial to the Society or who has rendered services of outstanding merit to the society or who is distinguished citizen of India or any other country as Honorary Member of the Society, after obtaining consent of the individual, without payment of any membership of subscription fees. The number of such honorary members shall be entitled to attend the meeting and contribute to deliberations but shall have no right to vote.

4) **Membership Fees & Annual Subscription:**

I. The rates for membership of the society and the annual subscription shall be as under :-

AS may be decided by the Society in its By-laws:			
S.No.	Type of Member	Admission Fee	Annual Subscription
1.	Founder Member	11,000	Nil
2.	Life Member	Rs.5,100/-	Nil
3.	Ordinary Member	Rs. 1,100/-	Rs. 500/-
4.	Honorary Member	Nil	Nil

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New Kabirpur (Sonapat)

- II. The payment of 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 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 election of the society held after 1<sup>st</sup> July of the said year.
- III. The suspension of the membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However he shall not be eligible to cast his vote in any election held during the remaining of the financial year.

**5) Admission procedure(for members other than subscriber):-**

- I. The admission of a person as a member of the society shall be decided by its Governing Body time to time.
- II. An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the Society.
- III. The secretary shall examine the application and place the same before the Governing Body for a decision.
- IV. The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- V. The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.

- 6) Identity card for every members:-** 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 members and General Secretary of the Society.

**7) Rights and Obligations of Members:-**

- i. All the members of the society shall be bound by the rules and regulations of the society as contained in its byelaws and amended from time to time.
- ii. Every member, except an honorary member, shall have a right to cast his vote at the elections of the society provided such member is not a defaulter in payment

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New Kabirpur (Sonapat)

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New Kabirpur (Sonapat)

of any due of the society and the annual subscription for a period of three beyond the due date.

- iii. Every member of the society shall have the right to inspect the book of the accounts, book containing the minute of proceeding of the General Meeting, Meeting of the Governing Body and register of the Members of the society on any working day by giving a notice of seven days.
- iv. Every Member shall inform the society about any change in his address which shall duly recorded in the register of members of the society and upon which the society shall issue a fresh identity card to such member.

#### 8) Cessation of Membership:

- i. Attracts the provisions contained in section 22 of the Act.
- ii. Upon his/her acting contrary to the aims and objectives of the society.
- iii. Upon such member being found guilty of financial misappropriation of the funds of the society.
- iv. Upon indictment a direction for removal by the District Registrar/Registrar/Registrar General of Societies.
- v. An Honorary members shall cease to be a member of the society, if the Governing Body, decide so by passing a resolution in this behalf.

#### 5. General Body:

- i. Every person admitted as a member shall be a member of the general body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society unless he is in the arrears of payment of any dues of the Society, including the annual subscription.
- ii. Every member shall cast his vote in person and no proxy voting shall be allowed.

#### 6. Meeting of the General Body:

- i. A meeting of the General Body of the society will be held as and when required however, at least one meeting of the General Body of the Society, called as the Annual General Meeting (AGM) will be held in one year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- ii. The Governing Body of the society may convene as an extra-ordinary meeting of the General Body of the Society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reason for convening such meeting, from at least 1/10<sup>th</sup> of the members of the General Body.

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New Kabilpur (Sonepat)

Secretary  
Anur Kumar  
J. D. Memorial School  
New Kabilpur (Sonepat)

Cashier  
J. D. Memorial School  
New Kabilpur (Sonepat)

- 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 and venue of the meeting will be given to the member 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 short 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 be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the society are present.
- vi. The proceeding 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 any such minutes will be signed by the Chairman of the meeting and the Secretary of the Society.

#### 7. Power, function & Duties of the General Body:-

- i. To guide the Society in determining and fulfilling its aims and Objectives.
- ii. To describe policy matters such as change of name of the society, amendment in the Memorandum of Society and the By-Laws of the society, approval of annual accounts of the society, approval of annual accounts of the society etc. and such other acts as may be required under the Haryana Registration and Regulation of the Societies Act and Rules, 2012.
- iii. To elect the members of the Governing Body.
- iv. To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a causal vacancy.

#### 8. Governing Body:

1) **Composition** : The Governing Body of the Society shall consist of a total of **05 office-bearers** and **02 Members** as under :-

- a. President
- b. Vice President
- c. General Secretary/Secretary
- d. Joint Secretary
- e. Treasurer
- f. **Two** Executive Member

President  
J. D. Memorial School  
New Kabirpur (Sonapat)

Secretary  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
J. D. Memorial School  
New Kabirpur (Sonapat)

## 2) 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 for conduct of election and also notify/display a list of members of General body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of elections. The Governing Body shall also send notices for holding elections of Governing Body to all the members, conveying the date, time & the manner. The information w.r.t holding of Election for Governing Body shall also be sent to the District Registrar to appoint an observer, if he is so desired.
- 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 Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filled within the period prescribed in the schedule of elections, scrutiny a withdrawal of nominations, if any, for election of the office-bearers and the Executives members of the Governing 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 of the notified date. The member eligible to vote will be allowed to cast their vote in person, and whenever 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 Executives 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 satisfaction.
- VI. The office-bearers of the society shall not be entitled to any remuneration for rendering services to the society.

## 3) Filling of any casual Vacancy on the Governing Body:-

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any reason, may be filled-up by the Governing Body, if Required, from amongst the members of the General Body on adhoc basis till the holding of next annual General Meeting of the Society. Such adhoc member of the Governing Body shall ceases to be members of the Governing

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Secretary  
Anur Kumar  
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New Kabirpur (Sonapat)

Body on the date of the next Annual Meeting by a majority vote for balance term of the Governing Body.

#### 4) Meeting of the Governing Body:

- I. The meetings of the Governing Body will be held as when required. However, if the Governing body shall meet at least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- II. A clear notice of three days of every such meeting will be given by the Secretary to the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at the shorter notice wherever required, with the consent of at least fifty percent of its members.
- III. The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in adjourned meeting to a minimum of three members, shall form the quorum for the adjourned meeting.
- IV. The proceeding of every meeting of the Governing Body will be recorded in the proceeding book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the Meeting and the Secretary of the Society. In case the Chairman of the meeting or the Secretary of the Society 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.

#### 5) Powers, Functions and Duties of the Governing Body :

- I. The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the Society for the state 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 movable assets belong to or vested in the society and these will be

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Secretary  
Anam Kumar  
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New Kabitpur (Sonepat)

Cashier  
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New Kabitpur (Sonepat)

- managed in such a manner as it considers appropriate subject to the overall control and directions of the Governing Body of the society.
- IV. The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
  - V. To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time.
  - VI. To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other function in a seamless manner.
  - VII. To outsource certain functions e.g cleaning, security and similar other maintenance activities of the premises of the Society.

## 6) Powers, Functions & Duties of individual members of the governing body:

### I. President:

- a. Preside over all meetings of the General Body and Governing Body and regulate the proceeding of such meetings.
- b. To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- c. To allow or disallow discussion on any matter which is not included in the agenda.
- d. To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- e. To supervise and guide the overall activities/ achievements 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 power 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 name of the members, if approved, in the register of the members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.

President  
J. D. Memorial School  
New Kabirpur (Sonapat)

Secretary  
Anur Kumar  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
J. D. Memorial School  
New Kabirpur (Sonapat)

- c. To convene meetings of the General Body/Governing Body with the consent of the president and serve proper notices as prescribed under these byelaws.
- d. To attend all the meetings of the General Body and Governing Body and assist the President in conducting the meetings and record proceeding 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 & objectives of the society.
- h. To ensure timely filing of all statutory return/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of the Societies Act, 2012 and the rule made thereunder.
- i. To be in the custodian for the safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- j. To conduct correspondence on behalf of the Society/Governing Body and to sign 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 lists of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l. Act as the overall in-charge of the administration and execution of all the program 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 & objectives of the Society in accordance with the delegation by the governing body from time to time and where no such delegation is specifically made, in consultation with the President of the Society.

#### IV. Joint Secretary:

- a) To assist the General Secretary/Secretary of the Society in carrying out his functions and duties.
- b) To discharge function and duties of General Secretary / Secretary of the Society in his absence to the extent authorized by the Governing Body.

President  
J. D. Memorial School  
New Kabirpur (Sonapat)

Secretary  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
J. D. Memorial School  
New Kabirpur (Sonapat)

- c) To look after such function and duties and exercise such power as may be assigned and delegation by the Governing Body of the Society from time to time.

**V. Treasurer :**

- a) To keep accounts of all financial transaction 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 financial year, every year.
- c) To submit to the Governing Body through General Secretary / Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual General Meeting.
- d) To act as over all custodian of all the books of the accounts of the society, financial statements, receipt books, expense vouchers, bank pass book & cheque books, cash etc.

**7) Cessation of Members of the Governing Body:**

As office-bearers/executive member of the Governing Body shall cease to be in an office or executive member:

- a) Upon submission & acceptance of his resignation.
- b) If he ceases to be a member in accordance with sub-clause (8) of clause 4 of these byelaws.
- c) If he is removed by resolution passed in meeting of the General Body.

**8) Exclusion from the Employment of a Society :**

- a. No member of the Society Shall in full-time or part time be employed in the Society.
- b. Every office bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

**9. Amendments in the Memorandum of Society , Bye-laws of the Society etc.**

Any amendment in the Memorandum of Society and Bye-laws, or change of Name, amalgamation or division of the Society will be done only with approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office of the District Registrar by the General Secretary/Secretary within such time as may be prescribed

President  
J. D. M. Memorial School  
New Kabinpur (Sonapat)

Secretary  
J. D. M. Memorial School  
New Kabinpur (Sonapat)

Cashier  
J. D. M. Memorial School  
New Kabinpur (Sonapat)

under the Haryana Registration and Regulation of the Societies Act 2012 and the rules made there under.

### 10. Management of Assets and Funds of the Society :

- i. The Source of income of the Society will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, donation, gifts, grants etc. the Society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from 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. 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 the Annual General Meeting for information.
- iii. **The bank accounts of the Society will be jointly operated by the signatures of any two i.e. President, General Secretary or Cashier. The signature of President shall be essential.**
- 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/Cheques/Bank Transfers/RTGS) including all receipts towards the Membership fee and the annual subscription from the members. However, the Governing Body may determine the limits of financial transaction which may be conducted in cash in certain other cases.

### 11. Accounts of the Society :

- I. The Treasurer of the Society will be responsible for keeping and maintain 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 the accounts of the Society shall be open to inspection during the Business hours by the Registrar General, Registrar,

President  
J. D. Memorial School  
New Kabirpur (Sonapat)

Secretary  
Anur Kumar  
J. D. Memorial School  
New Kabirpur (Sonapat)

Cashier  
J. D. Memorial School  
New Kabirpur (Sonapat)

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.

#### 12. Common Seal :

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

#### 13. Amalgamation of the Society :

The Society may amalgamate itself with any other Society established with the identical aims and objectives or allow any other Society amalgamate with itself by a special Resolution passed in this behalf in accordance with the provision contained in section 51 of the Act and rule 25 made thereunder.

#### 14. Dissolution of the Society :

- I. The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it become difficult to carry on with the operations of the Society or it become insolvent or for any other pressing and unavoidable reasons.
- II. In the event of Dissolution of the Society, no assets of any of the Society shall devolve on or distributed among the member of the Society.
- III. Its assets and properties shall be first used to liquidate and liabilities and the left over properties/assets, if any shall be considered for transfer to any other Society established with identical aims and objectives or to the District Collector for use thereof in the General Public Interest.

President  
J. D. Memorial School  
New Kabirpur (Souepat)




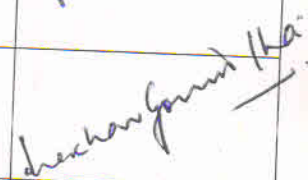

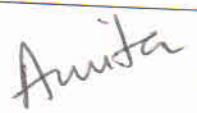
Secretary  
J. D. Memorial School  
New Kabirpur (Souepat)

Cashier  
J. D. Memorial School  
New Kabirpur (Souepat)


## 15. Annual Report


The Society shall file the annual return under section 50, sub-section I of the Haryana Registration and Regulation of Societies Act-2012 with in 30 days of holding the General Meeting or with in 60 days of close of the financial year, whichever is earlier.

1. We the several persons whose names & address are subscribed here under, certify the above to be the true copy of the Bye-laws of the Society.

S. No	Name & Address	Age	Occupation	Signature
1.	Ms. Poonam Roy D/o Dr. R.C. Roy H.No. 142, New Kabirpur, Sonapat.	47	Pvt. Service	
2.	Dr. R.C. Roy S/o Sh. Thakur Roy H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur,	72	Retired	
3.	Dr. Arun Kumar Roy S/o Sh. Ram Charitra Roy H.No. 142, New Kabirpur, Sonapat, Sonapat.	42	Doctor	
4.	Sh. Shekhar Govind Jha S/o Sh. Krishan Govind Jha H.No. 578, Sector-14, Sonapat.	54	Pvt. Job	
5.	Ms. Shristi D/o Sh. Sanjeev Kumar Roy H.No. 802, Phase-I, Sector-12, Sonapat.	21	Pvt. Job	
6.	Sh. Narendra Sharma S/o Sh. M.L. Sharma H.No. B-15, ECE. Colony, Sonapat.	50	Pvt. Service	
7.	Smt. Amita Roy W/o Sh. Arun Kumar Roy H.No. 142, New Kabirpur, Sonapat	37	House wife	

President  
J. D Memorial School  
New Kabirpur (Sonapat)

  
Secretary  
J. D Memorial School  
New Kabirpur (Sonapat)

  
Cashier  
J. D Memorial School  
New Kabirpur (Sonapat)



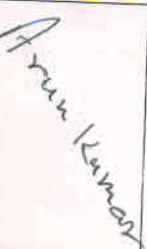
FORM XII

Register of Members to be maintained under Section 18 of the Haryana Registration and Regulation of Societies Act, 2012


(See rule 12)

1. Name of the Society: J.D. Memorial Education Society
2. Regd. Office Address: New Kabirpur, Sonapat.
3. Date of registration: 21-2-2002
4. Registration number: 3231

Register of Members of the Society

Sr. No	Name of the member	Father's/ Husband's Name	Membership No.	Type of Membership	Full address of the member	Occupation	Date of enrolment	Caste	Date of resignation or removal	Remark/ Signature & date of authorized signatory
1.	Ms. Poonam Roy	Dr. R.C. Roy	1.	Founder	H.No. 142, New Kabirpur, Sonapat	Pvt. Service	15-02-2002	Gen.		
2.	Dr. R.C. Roy	Sh. Thakur Roy	2.	Life Member	H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur	Retired	15-02-2002	Gen.		
3.	Dr. Arun Kumar Roy	Sh. Ram Charitra Roy	3.	Life Member	H.No. 142, New Kabirpur, Sonapat, Sonapat.	Doctor	15-02-2002	Gen.		

4.	Sh. Narendra Sharma	S/o Sh. M.L. Sharma	4.	Life Member	H.No. B-15, ECE. Colony, Sonapat	Pvt. Service	15-02-2002	Gen.	
5.	Smt. . Amrita Roy	Sh. Arun Kumar Roy	5.	Life Member	H.No. 142, New Kabirpur, Sonapat	House wife	15-02-2002	Gen.	
6.	Sh. Shekhar Govind Jha	Sh. Krishan Govind Jha	6.	Life Member	H.No. 578, Sector-14, Sonapat.	Pvt. Job	01-04-2010	Gen.	
7.	Ms. Shristi	Sh. Sanjeev Kumar Roy	7.	Life Member	H.No. 802, Phase-1, Sector-12, Sonapat.	Pvt. Job	01-04-2010	Gen.	

  
 President of President  
 J. D. M. V. School  
 New Kailashpur (Sonapat)

## Form XV

List of Members of the Society along with Changes therein to be filed with District Registrar under Section 18(3) of the Haryana Registration and Regulation of Societies Act, 2012.

{See rule 13 and 24(2)}

List of members and changes therein during the year 2013-14

1. Name of the Society : J.D. Memorial Education Society

2. Registered office Address : New Kabirpur, Sonapat

3. Registration number : 3231 Dated 21-2-2002

3. Maximum Limit of the number of Members of the Society in its Bye-laws is 25.

A List of members as submitted for the previous year ending March, 2013					
Sr. No.	Name of the Member	Member ship No.	Full address of the member	Date of enrollment	Occupation
1	Ms. Poonam Roy	1	H.No. 142, New Kabirpur, Sonapat	15-02-2002	Pvt. Service
2	Dr. R.C. Roy	2	H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur	15-02-2002	Retired
3	Dr. Arun Kumar Roy	3	H.No. 142, New Kabirpur, Sonapat, Sonapat.	15-02-2002	Doctor
4	Sh. Narendra Sharma	4	H.No. B-15, ECE. Colony, Sonapat	15-02-2002	Pvt. Service
5	Smt. . Amita Roy	5	H.No. 142, New Kabirpur, Sonapat	15-02-2002	House wife
6.	Sh. Shekhar Govind Jha	6.	H.No. 578, Sector-14, Sonapat.	01-04-2010	Pvt. Job
7	Ms. Shristi	7	H.No. 802, Phase-I, Sector-12, Sonapat.	01-04-2010	Pvt. Job

B List of members who ceased to be members during the year						
Sr. No.	Name of the Member	Membership No.	Date of Cessation of membership	Reasons for cessation (Death/ Resignation/ Removal)	Remarks, If removed (for non-payment of fees or any other reason)	
1						
2						
3						
C List of persons admitted as new members during the year after the last filing :						
Sr. No.	Name of the Member	Membership No.	Date of Birth	Date of Admission	Occupation	Full address of the member
1						
2						
3						

5 This is to certified that :

- (i) The members who have been included and /or the members whose name (s) has been deleted in the register of members during the year **2013-14** are as per the provisions of the Byelaws of the Society and the Haryana Registration and Regulation of Societies Act, 2012 and the rules made these under;
- (ii) The total number of members is with in the limit specified in the byelaws of the Society.
- (iii) There are no other changes in the register of members during the year **2013-14** and the above list is as per the Register of Members maintained by the society under section 18 of the Act.

Filed by :		
Sign. <i>Anu Kumar</i>	Sign. <i>[Signature]</i>	Date
Name of Secretary <i>Secretary Anu Kumar</i>	Name of President	Place
<i>Secretary</i> J. D. Memorial School New Kabirpur (Sonepat)	President J. D. Memorial School New Kabirpur (Sonepat)	

FORM XVII-B

Office bearers and members of the Governing Body and changes therein to be filed along with Annual Return under section 33(4)(iii) of the Haryana Registration and Regulation of the Societies Act, 2012  
(See sub- Rule(3) of rule19)

1.	Filling for the year	2013-14			
2.	Name and Address of the Society	J.D. Memorial Education Society			
3.	Registered Office address of the Society	New Kabirpur, Sonapat			
4.	Registration No. and Date	3231 Dated 21-2-2002			
A.	Details of the Office-bearers and members of the Society as on 31 <sup>st</sup> March of the previous year: 2014				
Sr No	Name of the office Bearer/member of the Governing Body	Member - ship No.	Designation (office Bearer/member)	Full Address of the member	Remarks if any-
1.	Ms. Poonam Roy D/o Dr. R.C. Roy	1	President	H.No. 142, New Kabirpur, Sonapat	
2.	Dr. R.C. Roy S/o Sh. Thakur Roy	2	Vice President	H.No. 83, Village Mushahari, P.O. Nabgachhiya, District Bhagalpur	
3.	Dr. Arun Kumar Roy S/o Sh. Ram Charitra Roy	3	General Secretary	H.No. 142, New Kabirpur, Sonapat , Sonapat	
4	Sh. Shekhar Govind Jha S/o Sh. Krishan Govind Jha	6	Joint Secretary	H.No. 578, Sector-14, Sonapat.	
5	Ms. Shristi D/o Sh. Sanjeev Kumar Roy	7	Treasurer	H.No. 802, Phase-I, Sector-12, Sonapat	

6	Sh. Shreendra S. M.L. Sharma	4	Executive Member	H.No. B-15, ECE. Colony, Sonapat
7	Smt. . Amita Roy W/o Sh. Arun Kumar Roy	5	Executive Member	H.No. 142, New Kabirpur, Sonapat

Appointments to the Governing Body during the year for which report is being submitted.

Sr No	Name of the office Bearer/member of the Governing Body	Membership No.	Designation (office Bearer/member)	Full Address of the member	Remarks if any-
1.					
2.					
3.					

C. Removals from the Governing Body during the year for which report is being submitted.

Sr No	Membership No.	Designation (office Bearer/member)	Full Address of the member	Remarks if any-
1.				
2.				
3.				

The above particulars are certified to be correct as per the records of the Society

Sign <i>Arun Kumar</i>	Sign <i>[Signature]</i>	Date:
Name of the Secretary <i>Arun Kumar</i>	Name of President	Place:
<b>Secretary</b> J. D. Memorial School New Kabirpur (Sonapat)	<b>President</b> J. D. Memorial School New Kabirpur (Sonapat)	