

D. 1-210

# CERTIFICATE OF REGISTRATION OF SOCIETIES

( ACT XXI OF 1860 )

No. ASR/ ..... OF YEAR 2004-2005

I Hereby certify that KANWALJIT KAUR MEMORIAL EDUCATIONAL SOCIETY,

VILL. NAUHEHGA PANNAN CHOLDHAI WALA, T.H. TOWN JALAN, DISTT. AMRITSAR.

has this day been registered under the Societies Registration Act XXI of 1860 and as amended by Punjab Amended Act. 1957.

Given under my hand at Amritsar this 26th day of Oct. two thousand & Four.

*[Signature]*

Kanwaljit Kaur Memorial  
Educational Society



Principal,  
National Public School,

*[Signature]*

Additional Registrar of Societies-cum  
General Manager, District Industries Centre,  
T-26/H-100, AMRITSAR.

# Kanwaljit Kaur Memorial Educational Society (Reg.)

Reg. No. ASR/ 290

Naushehra Pannuan, Choudhary Wala - 143409, Tehsil: Tarn Taran, District Amritsar. Phone: 01852-299842

Ref. \_\_\_\_\_

Date \_\_\_\_\_

## Memorandum Of Association

1. Name of Society : "Kanwaljit Kaur Memorial Educational Society"
2. Location of Regd. Office : Naushehra Pannuan, Choudhary Wala, Tehsil, Tarn Taran. Distt. Tarn Taran.

### 3. Mission of the Society:

*To inspire a proactive spirit within the society by fostering avenues for selfless service, human resource development to combat social ills including illiteracy, inequality and oppression through education.*

### 4. Aims and Objects of Society. Association:


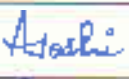

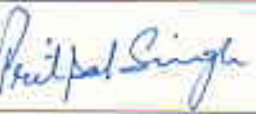

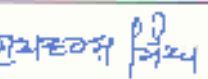


- To impart best education by establishing, managing, financing and running educational institutions, schools, colleges and vocational institutions to the students of rural area.
- To erect, construct, purchase/ take or give land on lease, building or other infrastructure for the purpose of setting up and running educational institutions to fulfill the mission of the society.
- To respond to the needs of the students through educational, physical, mental, spiritual development and social upliftment without distinction of caste, creed, gender, or religion in the interest of the society.
- To spread and promote effective and healthy education system in the rural area.
- To develop the leadership qualities, brotherhood, moral values, discipline amongst the students to make them responsible citizens of India.
- To prepare students for various career-oriented courses and impart specialized training, modern technology/ techniques/ crash courses for all walks of life.
- To raise funds and subscription, to get grants and loans, acquire or sell movable & immovable properties, to open accounts with the nationalized banks, post office and to enter into contracts, invest in Government Securities other valuable securities, Take & Receive donations and spend all the incomes from these activities in the best interest of the institution and to promote the mission and objectives of the society.
- To obtain Recognition, Affiliation for the educational institution to be set up by the society.
- To formulate and implement projects for the advancement of student individuals.
- To act as consultants, information sources, evaluators and volunteers to respond to the needs of students.
- To take any other such steps which are necessary to achieve the above aims and objectives of the society.

### 5. Income And Assets:

All the incomes and assets, both moveable and immovable of the society shall be utilized by the society only for the promotion and achievements of its mission, aims and objectives as set out in the memorandum of Association and no portion thereof shall be transferred directly or indirectly by way of dividend, bonus, profit or in any other manner to any present or past member(s) of the society or to any person claiming through anyone or more of them provided that a member of the society may be allowed a remuneration for services rendered as may be considered reasonable by the governing Body.

#### 6. Governing Body:

The following shall be the members of first governing body of the Society:

Sr. No.	Name and Addresses of members	Occupation	Designation	Signature
1.	Parshotam Singh S/o S. Surjit Singh R/o V&PO Naushehra Pannuan, Tehsil & Distt. Tarn Taran	Businessman	President	
2.	Anil Joshi S/o Kishori Lal Gali Chhappar Wali, Tarn Taran	Commission Agent	Vice-President	
3.	Pankaj Joshi S/o sh. Satish Kumar Joshi Gali Mai Bhagan Wali, Garad Bazaar, Tarn Taran.	Advocate	Secretary	
4.	S. Prīpal Singh S/o Sh. Jangjit Singh H.No. 4659, Guru Nank Wara, PO Khalsa College, Amritsar	Businessman	Treasurer	
5.	Mrs. Amandeep Kaur D/o Sukhdev Singh Chhina H. No. C-17, Guru Nanak Dev University, Residential Area, Amritsar	Educationist	Member	
6.	S. Sukhwarsh Singh S/o Mahinder Singh V&P.O. Choudhri Wala, Tehsil & District Tarn Taran.	Agriculturist	Member	
7.	S. Harinder Singh S/o S. Daljit Singh H. No. 35, Shastri Nagar, Amritsar	Businessman	Member	
8.	S. Joga Singh S/o Sh. Gurdial Singh Village Chamba Kalan, Tehsil & District Tarn Taran.	Advocate	Member	

7. We the undersigned are desirous of forming a society naming "Kanwaljit Kaur Memorial Educational Society" under Societies Registration Act, 1860 in pursuance of this Memorandum Of Association.

Sr. No.	Name and Addresses of members	Occupation	Designation	Signature
1.	Parshotam Singh S/o S. Surjit Singh R/o V&PO Naushehra Pannuan, Tehsil & Distt. Tarn Taran	Businessman	President	
2.	Anil Joshi S/o Kishori Lal Gali Chhappar Wali, Tarn Taran	Commission Agent	Vice-President	
3.	Pankaj Joshi S/o sh. Satish Kumar Joshi	Advocate	Secretary	



	Gali Mai Bhogan Wali, Garad Bazaar, Tam Taran.			Pankaj Toker
4.	S. Pritpal Singh S/o Sh. Jangjit Singh H.No. 4659, Guru Nank Wara, PO Khalsa College, Amritsar	Businessman	Treasurer	Pritpal Singh
5.	Mrs. Amandeep Kaur D/o Sukhdev Singh Chhina H. No. C-17, Guru Nanak Dev University, Residential Area, Amritsar	Educationist	Member	Anam
6.	S. Sukhwarsh Singh S/o Mohinder Singh V&P.O. Choudhri Wala, Tehsil & District Tam Taran.	Agriculturist	Member	Sukhwarsh Singh
7.	S. Harinder Singh S/o S. Daljit Singh H. No. 35, Shastri Nagar, Amritsar	Businessman	Member	Harinder Singh
8.	S. Joga Singh S/o Sh. Gurdial Singh Village Chamba Kalan, Tehsil & District Tam Taran.	Advocate	Member	Joga Singh

Pritpal Singh

**Treasurer**  
**Kanwaljit Kaur Memorial**  
**Educational Society**

Pankaj Toker

**Secretary**  
**Kanwaljit Kaur Memorial**  
**Educational Society**

Joga Singh

**President,**  
**Kanwaljit Kaur Memorial**  
**Educational Society**

# **Kanwaljit Kaur Memorial Educational Society (Reg.)**

**Reg. No. ASR/ 290**

**Naushehra Panmuan, Chaoudhary Wala - 143409, Tehsil: Tarn Taran, District Amritsar. Phone: 01852-299842**

Ref. \_\_\_\_\_

Date 8/10/2009

## **CONSTITUTION OF THE SOCIETY**

### **Rules & Regulations of Kanwaljit Kaur Memorial Educational Society:**

#### **1. Interpretation:**

In the interpretation of these rules unless there is something inconsistent with the subject or context:

- a) The Society means **Kanwaljit Kaur Memorial Educational Society.**
- b) Governing Body means the **Managing Committee of Kanwaljit Kaur Memorial Educational Society.**
- c) Years means the period commencing from the 1<sup>st</sup> April and ending with the 31<sup>st</sup> of March next year.
- d) Office-bearers means and include the President, Vice President, Secretary and Treasurer for the time being of the society.

#### **Membership**

#### **2. Founder Members:**

The subscriber to Memorandum of Association of the Society shall on registration of the society under The Societies Registration Act, 1860 be enrolled in the Register of members as the founder members of the society.

#### **3. Admission:**

- a) Membership of the society shall be open to any adult Indian citizen who subscribes to the objectives of the society.
- b) Any person who subscribe in writing to the objectives of the society and submit an application for membership may be considered for admission to the membership of the society.
- c) The application for the membership shall have to be approved by the Governing Body which reserves the right to admit or reject any application without assigning any reason whatsoever and whose decision shall be final.
- d) Membership of the society shall not be less than seven.

#### **4. Subscription:**

- a) Each member will have to pay an admission fee of Rs. 100/- only.
- b) No other subscription fee is payable to the society by a member either periodically or otherwise.

## **5. Tenure:**

Membership shall not be fixed for any fixed tenure.

## **6. Termination:**

Person shall be ceased to a member of the society:

- a) On attaining 80 years of age; or
- b) On tendering his resignation in writing to the President of the society; or
- c) On his death; or
- d) If he is found to be of unsound mind; or
- e) If he has applied to be adjudicated insolvent or is an undischarged insolvent; or
- f) If he absents himself from three consecutive Annual General Meetings of the society without obtaining proper leave of absence from the President of the society; or
- g) If he is found to conduct himself in a manner unbecoming a member of the society by two-third of other members present and voting at meeting of the society called for the purpose of considering the conduct of the said member.

## **7. General Body:**

- a) The General Body shall comprise all the members of the society.
- b) The General Body shall elect from among the members a President to preside over the meetings of the society and the first President of the society shall be S. Parshotam Singh Maini s/o S. Surjit Singh Maini, Resident of V&PO Naushehra Pannuan, Tehsil & Distt. Tam Taran.
- c) The General Body shall also elect from among its members Sh. Pankaj Joshi as Secretary, Sh. Anil Joshi as Vice-President and S. Pritpal Singh as Treasurer.
- d) The terms of aforementioned functionaries shall be five years at a time. However, after expiry of five years they shall be eligible for re-election to the same or any other office as may be found suitable by the General Body.

## **Meetings**

### **8. Annual General Meetings:**

An Annual General Meeting (herein after referred to as AGM) of the General Body shall be held within the six months of the close of each financial year to transact the following business, namely:

- a) To adopt the audited Balance Sheet and Income & Expenditure Account of the society
- b) To appoint Auditor(s) to hold office until the next AGM and to fix their remuneration.
- c) To elect a Governing Body.
- d) To consider amendments to the rules of the society.
- e) To consider any other matter that may be given notice of by any member or brought forward at the meeting with the permission of the chair.

### **9. Extraordinary General Meeting:**

- a) All meetings of the General Body other than AGM shall be called Ordinary General Meetings.
- b) An Extraordinary General Meeting shall be convened on submission of a written requisition in this regard by not less than five members to consider specific issues.
- c) An Extraordinary General Meeting may also be convened by the President to consider specific matters of urgency and importance.



## **10. Circulations of Papers:**

Election of the office-bearers of the society referred to at clauses (b) and (c) of rule 7 supra, and transaction of any other matter requiring consideration of General Body may be done by circulation of papers to members through post or otherwise.

## **11. Notice of Meeting:**

- a) A notice of any meeting of the society shall be issued to all members of the society. Such notice shall normally be issued by Secretary. However, in the event of unavailability or for any other good and sufficient reason, the notice may be issued by the President.
- b) A meeting of General Body may be called only after giving not less than 10 days notice in writing to all members of the society.
- c) Every notice of meeting of the society shall specify the time and place of the meeting and contain an agenda of the meeting to be transacted there.
- d) Any inadvertent omission to give notice or non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

## **12. Procedure of Meetings:**

- a) No business shall be transacted at any meeting unless the requisite quorum of members is present.
- b) Five members shall constitute the quorum.
- c) If, Within half an hour from the time appointed for holding the meeting a quorum is not present:
  - i. The meeting, if called by requisition of members shall stand dissolved; and
  - ii. In any other case, the meeting shall stand adjourned for two hours at same place or to such other day and at such other time and place as the members present may determine.
- d) The President of the society shall preside over every meeting of the society. In his absence the Vice-President shall preside over the meeting. If both the President and Vice-President are not present within half an hour of the time appointed for holding the meeting, or if for any reasons they are unwilling to preside over the meeting, the members present shall elect one of their member to be chairman of the meeting.
- e) Every member shall have one vote.
- f) Any member shall entitled to appoint another member as his proxy to attend a meeting of the society and speak and vote instead of him/her.
- g) In case there is difference of opinion among members in respect of any matter under consideration at a meeting of the society, it shall be put to vote and the majority view shall prevail. In case of equality of votes, the chairman of the meeting shall have a casting vote.
- h) The Secretary shall record the minutes of the meetings of the society in a minute book to be maintained for the purpose and obtain the signatures of Chairman in token of its correctness as early as possible after meeting, and in any case, within one month of meeting.

## **13. Management:**

- a) The management of the affairs of the society shall vest in a Governing Body comprising not less than five persons, including the office-bearers specified in clauses (b) and (c) of rule 7 supra, and not more than 10 persons.

- b) Without prejudice to the generality of foregoing clause, the executive management of the affairs of the society in respect to the policy, property, relationship with Government, finance and staff shall vest in the President & Secretary of the society.
- c) The Governing Body of the society shall have the power to appoint any person as its member in addition to or in place vacated by any member.
- d) The Governing Body shall meet at least once every quarter. Four members shall constitute the quorum. A Minute Book recording the names of present members, business transacted at the meeting and decisions taken shall be maintained by the secretary.
- e) The President of the society shall preside over the meeting.
- f) Any questions which arises at a meeting of the Governing Body shall be decided by consensus. Failing which by majority of votes, each member having one vote with two affirmative votes of President and Secretary for the time being of the society.
- g) The Governing Body shall formulate guidelines for induction and retirement of its members.
- h) Removal of members from Governing Body shall by two-third vote in favor of such removal by other members of the Governing Body.
- i) Each member of the Governing Body shall be answerable only for its own acts, neglects or defaults and not for those of others.
- j) The President shall be chief controlling officer of the society. He shall supervise, coordinate, guide, regulate and control the work of other office-bearers and members. In the absence of the President, the Vice-President shall act on his behalf.
- k) The Secretary shall be the Chief Executive Officer of the society. He shall be responsible for having the decisions of the Governing Body implemented and ensuring that all statutory provisions and executive orders issued by the central, state and local authority are complied with in time.
- l) The Treasurer shall be responsible for proper maintenance of accounts, collection of funds, issue of receipt and control of expenditure of the society. He shall present audited statements of accounts to the Governing Body as well as at the AGM.
- m) In respect of matters not provided for in this rule and provided for in rules 14, 15 and 16 supra, the provisions of these rules shall apply mutatis mutandis to the Governing Body as they apply to the society.

#### **14. Other Matters:**

**Financial Year:** The Financial Year of the Society shall be from 1<sup>st</sup> day of April to 31<sup>st</sup> March of the following year.

#### **15. Sources & Income:**

The sources of incomes of the society shall contributions, Gifts, Donations and returns on investments. Loans in movable and immovable assets and other centers which are run by the society for attainment of objectives of the society.

#### **16. Utilization of Income And Assets:**

- a) All the Income and moveable and immoveable assets of the society shall be utilized and applied solely for the promotion and achievement of its objectives as set forth in Memorandum Of Association.
- b) No portion of the income or assets of the society shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or to any person claiming through any one or more of them.



- c) No member of the society may take any profit or derive any pecuniary benefit by virtue of membership of society. However, a member may be reimbursed any out-of-pocket expenses incurred by him in connection with the work of society.
- d) Notwithstanding what has been stated in clauses (a), (b) and (c) supra of this rule, a member of the society may be allowed a remuneration for services rendered by him to the society as may be considered reasonable in the circumstances of the case, by two-third of the remaining members of the society.

**17. Audit of Accounts:**

The accounts of the society shall be audited annually by Chartered Accountant or a firm of Chartered Accountants appointed by the AGM.

**18. Bank Accounts:**

The bank account of the society shall be operated jointly by any two officials out of President, Secretary and Treasurer for the time being of the society.

**19. Submission of Annual List:**

The Secretary shall ensure that within fourteen days of AGM, a list of members of the Governing Body is filed with the Registrar of Societies as required by section 4 of the Societies Registration Act 1860 (Hereinafter referred to as the Act).

**20. Legal Proceedings:**

The society may sue or be sued in the name of the President/ Secretary or as per provisions of the sections 6 of the Act.

**21. Amendment:**

Any amendment of Memorandum Of Association of the society shall be made in accordance with the provisions of the sections 12 and 12A of the Act.

**22. Dissolution :**

The Society may be dissolved only in accordance with the provisions of sections 13 and 14 of the Act.

**23. Application of the Act:**

All the provisions of the Act (Punjab Amendment Act 1957) will apply to the society.

Certified that this is correct copy of Rules and Regulations of the Society.

  
Treasurer

Kanwaljit Kaur Memorial  
Educational Society

  
Secretary

Kanwaljit Kaur Memorial  
Educational Society

  
President

Kanwaljit Kaur Memorial  
Educational Society