

## Governing Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation	Mobile Number
1	Brijesh Kapil	1	617, VPO Dhanaura\ndist t Ambala	1995-08-24	President	
2	Satnam Kaur	2	VPO Dhanaura\ndist t Ambala	2009-06-28	Vice President	
3	Yash Kumar	3	VPO Dhanaura\ndist t Ambala	2009-06-28	General Secretary	
4	Kailash	4	616, VPO Dhanaura\ndist t Ambala	2019-03-06	Joint Secretary	
5	Renu Bala	5	VPO Dhanaura\ndist t Ambala	2019-03-06	Treasurer	
6	Uma	6	618, VPO Dhanaura\ndist t Ambala	2019-03-06	Executive Member	
7	Gurvinder Kaur	7	VPO Dhanaura\ndist t Ambala	2019-03-06	Executive Member	

## Members of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Aadhar Number	Mobile Number
1	Brijesh Kapil	1	617, VPO Dhanaura Dist Ambala	1995-08-24	572677528624	9812029982
2	Satnam Kaur	2	VPO Dhanaura\ndist t Ambala	2009-06-28	438230815818	9355957007
3	Yash Kumar	3	VPO Dhanaura\ndist t Yamuna Nagar	2009-06-28	526334207399	9813357007
4	Kailash	4	616, VPO Dhanaura\ndist t Ambala	2019-03-06	853300393933	9315635383
5	Renu Bala	5	VPO Dhanaura\ndist t Ambala	2019-03-06	827372371987	9355036548

6	Uma	6	618, VPO Dhanaura\nDist t Ambala	2019-03-06	379713345208	7015690771
7	Gurvinder Kaur	7	VPO Dhanaura\nDist t Ambala	2019-03-06	963480391076	8607357007



## MEMORANDUM OF THE SOCIETY

1. Name of the Society : **Smt. Mayawati Memorial Educational Society**
2. Registered office of the Society : # 786, Luxmi Garden, ITI, Yamuna Nagar
3. Jurisdiction : The society shall work within the Jurisdiction of Distt. Yamuna Nagar.

### 4. Aims and objects of the Society :

- (a) To take over running institutions and to establish Educational Institutions and health care institutions under the names approved by the society.
- (b) To promote educational, mental, physical and social well- being of the children.
- (c) To produce physically fit, mentally alert, healthy and Socially well-adjusted children, the nation builders of tomorrow.
- (d) To manipulate the cultural, literary, artistic, scientific, social and religious activities and functions.
- (e) To endeavor for the expansion and publicity of liberal views among all types of people in order to achieve broad based national feelings.
- (f) To run libraries, child, women and senior citizen welfare centres. To publish tracts, books, magazines and periodicals.
- (g) To work for establishment of Institutions for Elementary, Secondary higher education, Technical, Medical and health education, Management, Human resources development institutions and Social Sciences institutions etc. and also to establish institutions of Health care, scientific educational research and training institutions.
- (h) To run Hobby & Job-Oriented Courses like Cutting, Tailoring, Computer Education, Paramedical courses etc.
- (i) To establish Sports Coaching Centers, Medical centers, hospitals and dispensaries etc.
- (j) To advise all other constitutional activities which are appropriate to promote the causes given above.

*Yankun*  
*Kaibarty*  
*Rohit*

*Vijay*  
*Soldan*  
*A. K. Singh*



*Arjun Khandelwal*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

- (k) To raise or acquire funds or property from Central Government, State Government, Non-Government agencies, charitable trusts or individuals 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.
- (l) The income and property of the society shall be applied solely towards promotion of the objects of the society and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or distribution of any assets, income or profits to its members or their dependent or legal heirs. 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 premises / demises to the society.
- (m) To achieve the aims and objectives of the society as stated above, the office bearers of the society duly authorized through resolution may approach any nationalized bank, private bank, financial institutions government sector or private sector to raise loan / credit facilities, to execute all necessary documents as desired by the bank or financial authorities, to mortgage/create charge on the properties/assets of the society, to confirm correctness of the balances from time to time the loan account (s) of the society.
- (n) That the society will invest its money and funds according to the Section 11(5) of the Income Tax Act, 1961 or according to Income Tax Section applicable at that time.

Yamuna  
Kawla  
Rajkumar  
Kopil  
S. D. S.  
G. K. S.



*Pragya Kaur*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Colony, I.I.I.  
Yamuna Nagar

We the several persons whose names and addresses are here under subscribed are desirous of being formed into "SOCIETY" in pursuance of this Memorandum of Association.

S r.	Name, Father's Name DOB	Qualification	Permanent Address & Comm. Address	Occupation & contact No.	Designation	Signature
1	Brijesh Kapil S/o Sh. Naresh Kapil DOB: 03.11.1974 Adhar : 5726 7752 8624	BA, B.Ed	#617 Vill & PO Dhanaura Distt Ambala	Business 9812029982	President	<i>Brijesh Kapil</i>
2	Satnam Kaur W/o Sh. Dilbag Ray Kumar DOB: 26.01.1954 Adhar : 4382 3081 5818	Matric	Vill & PO Dhanaura Distt Ambala	Homemaker 9355957007	Vice- President	<i>Satnam</i>
3	Yash Kumar S/o Sh. Dilbag Ray Kumar DOB: 02.08.1983 Dhar : 5263 3420 7399	BA	Vill & PO Dhanaura Distt Ambala	Business 9813357007	Secretary	<i>Yash Kumar</i>
4	Smt. Kailash W/o Sh. Naresh Chand DOB: 23.02.1944 Adhar : 8533 0039 3933	BA, Prabhakar	#616 Vill & PO Dhanaura Distt Ambala	Housewife 9315635383	Joint Secretary	<i>Kailash</i>
5	Renu Bala W/o Sh Brijesh Kapil DOB: 01.10.1983 Adhar : 8273 7237 1987	B.Com	Vill & PO Dhanaura Distt Ambala	Business 9355036548	Treasurer	<i>Rkapil</i>
6	Smt. Uma W/o Sh. Jagdeep Singh Kapil DOB: 02.03.1980 Adhar : 3797 1334 5208	BA	#618, Vill & PO Dhanaura Distt Ambala	Business 7015690771	Executive Member	<i>Ukapil</i>
7	Gurvinder Kaur W/o Sh. Yash Kumar DOB: 08.07.1984 Adhar : 9634 8039 1076	MA, B.Ed	Vill & PO Dhanaura Distt Ambala	Social Worker 8607357007	Executive Member	<i>G.Kaur</i>

The above named persons have signed in our presence

Witness No. 1

*[Signature]*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

Witness No. 2

*[Signatures: Yash Kumar, Ukapil, Kailash, Rkapil, G.Kaur]*



*[Signature]*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

## BYE LAWS OF THE SOCIETY

1. Name of the Society : **Smt. Mayawati Memorial Educational Society**
2. Registered office of the Society : #786, Luxmi Garden, ITI, Yamuna Nagar
3. The society shall carry out its activities in the District Yamuna Nagar with in the territory of State of Haryana.

### 4. MEMBERSHIP

- (1) The society shall have a maximum of 250 members including the founder members/ original subscribers.
- (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 objects of the Society
  - (iii) must have deposited the admission fee and annual subscription fee and 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** : 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 7. 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 collegiums without election, in case the total number of members of the society exceeds 250.
- (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



*Yashwanth Kapil*  
*Kailash*  
*Rajiv*  
*Solanki*  
*Akshay*

*Prayesh Kapoor*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Yamuna Nagar**

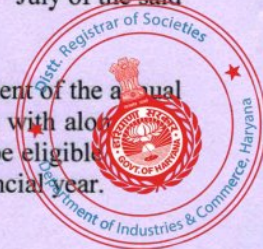
- (iii) **Ordinary Member . :** The society shall have maximum total of 100 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as tenure member, say, for a period of two to five years, 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.
- (iv) **Honorary Member –** The Governing body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the society or who has rendered services of outstanding merit to the society or who is a 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 or subscription fee. The number of such honorary members shall not exceed 50. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

**(4) Membership Fee & 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 Byelaws :			
S.No.	Type of Member	Admission Fees	Annual Subscription
(i)	Founder Members	Rs. 21000/-	Nil
(ii)	Life Member	Rs. 11000/-	Nil
(iii)	Ordinary Member	Rs. 1100/-	Rs. 500/-
(iv)	Honorary Member	Nil	Nil

- (ii) The payment of annual subscription of a member shall become due as on the 1<sup>st</sup> 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.
- (iii) The suspension of 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 remainder of the financial year.



*Yashwanth Kabit*  
*Kenilash Rbkit*  
*Solanki*  
*Abhis*

*Arjunesh Kapoor*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Yamuna Nagar**

**(5) 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.
- (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 registrar 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 member :**

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 member and the General Secretary of the Society.

**(7) Rights & 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 of any dues of the Society and the annual subscription for a period of three months beyond the due date ;
- (iii) Every member of the Society shall have the right to inspect the books and accounts, books containing the minutes of proceedings of the



Yashwanth  
Kailash  
Rajesh  
Kopit  
Sole  
Gaur

Krishna Kumar  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
786, Luxmi Garden, I.I.I.  
Vamuna Nagar



meetings, meetings of the Governing Body and register of 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 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.

**(8) Cessation & Removal of Membership :**

Any person admitted as a member shall cease to be a member of the Society in the following events:

- (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 a financial misappropriation of the funds of the society.
- (iv) If any member or office Bearer is found to have defied the norms of the society or acts against the interest of the society, he shall be removed from his post and membership of the society by a resolution passed by 2/3<sup>rd</sup> majority of the governing body.
- (v) Upon indictment and directions for removal by the District Registrar/Registrar/Registrar General of Societies.
- (vi) An Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

**5. General Body :**

- (1) 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 arrears of payment of any dues of the Society, including the annual subscription.
- (2) Every member shall cast his vote in person and no proxy voting shall be allowed.

**6. Meetings of the General Body :**

- (i) An 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 the six months of the close of the financial year for consideration and adoption of the accounts and other matters.



*Yanku*  
*Kavilam*  
*Rokil*

*Ukabil*  
*Solhu*  
*G. Kaur*

*Mayawati Memorial*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Yamuna Nagar.**

- 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 as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10<sup>th</sup> 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 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. 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 proceedings of all meetings of the General Body will be recoded 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.

#### 7. 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 change of name of the society, amendment in Memorandum of Association and the Byelaws of the society, approval of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- (iii) To elect the members of the Governing Body.

Yashwanth  
Kailash  
Rajesh  
Umesh  
Sudha  
G. Kaur



Praveen Kumar  
President,  
Smt. Mayawati Memorial  
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786, Luxmi Garden, I.T.I.  
Yamuna Nagar

- (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.

**8. Governing Body :**

**(1) Composition :** The Governing Body of the society shall consist of 5 office – bearers and 2 members as under:

- a) President
- b) Vice-President
- c) Secretary
- d) Joint Secretary
- e) Treasurer
- f) Two Executive Members

**(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 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 elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer, if he so desires.
- (iii) Any objections to 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 filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the officer- bearers and the executive 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 on the notified date. The members eligible 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 list the results and constitute the Governing Body of the society.



Yankar  
Kavilash  
Rohit  
Kopil  
S. L. Dhar  
G. Kaur

Brijesh Kumar  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

elected office-bearers and the executive 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 his 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 other 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 cease to be a member of the Governing Body on 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.

**(4) Meeting of the Governing Body-**

- (i) The meetings of the Governing Body will be held as and when required. However, 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 General 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 shorter notice, wherever so 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 resent in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- (iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such proceedings shall be signed by the President of the meeting and the General Secretary of the Society. In case the President or the Secretary are not available to sign



Yashwanth  
Kailash  
Rajiv

Rajiv  
S. J. Singh  
A. K. Singh

Praveen Kaur  
President,  
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786, Luxmi Colony, I.T.I.  
Yamuna Nagar

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) Power, Functions & 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 stated 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 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 of regular or part-time employees of the Society to look after the secretariat, 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.

**(6) Power, Functions & Duties of individual members of Governing Body**

**(i) President :**

- a) To preside over all the meetings 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 Body and /or the Governing Body from time to time.



*Yandev*  
*Kailash*  
*Rakhi*

*Kabil*  
*Solanki*  
*Gaur*

*Prayesh Kapoor*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.-I,**  
**Yamuna Nagar**

- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society / Governing Body.
- e) To ensure strict compliance of the provision of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.
- f) To supervise and guide the overall activities/ 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) 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, 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 byelaws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- e) To prepare annual report of the Society and place it before the Governing along with audited annual accounts of the Society, for approval to place the before the General Body in the Annual General Meeting.



Yanku  
Kailash  
Rajit

S. S. / S. S.

G. K. / G. K.

*Prayesh Laksh*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

- f) To work as a Manager of the school also
- g) To keep and preserve the records of the Society/ Governing Body.
- h) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- i) To ensure timely filing of all statutory returns/documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Registration of Society Act, 2012 and the rules made thereunder.
- j) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- k) 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.
- l) 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 before the Governing Body.
- 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 and objects of the Society in accordance with the delegations 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 Secretary in carrying out his duties.
- (b) In absence of the Secretary, to act on his behalf and perform all routine duties.
- (c) To do all such acts, deeds and things, as may be authorized by the Governing Body.

Yashwanth  
Kapil  
Kailash  
Rajesh  
S. S. S.  
A. Kaur



**Praveesh Kaur**  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Vasuna Nagar**

(v) **Treasurer :**

- 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 Financial year, every year.
  - c) To get 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 acts as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.
- (7) **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 his resignation
  - b) if he is ceased to be a member in accordance with sub-clause (8) of clause 4 of these byelaws
  - c) if he is removed by a resolution passed by the 2/3<sup>rd</sup> majority of the members of the governing body.

**8. Exclusions from the Employment of a Society :**

- a) No member of the Society shall be in full-time or part-time employment of the Society.
  - b) No dependant or family member or close relative of the office-bearers and members of governing body shall be engaged as an employee of the society during the term.
  - c) 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 Association, Byelaws, Name of the Society, etc. –**

*Yankun*  
*Kailash*  
*Rajesh*

*Ukapil*  
*Solanki*  
*Akshay*



*Brijesh Kumar*

**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Vaduna Nagar**



Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the society will be done only with the approval of the General Body by way of a special resolution passed by 2/3<sup>rd</sup> majority of the general body. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there-under.

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

1.(a) The sources of income of the society will include receipt on account of membership fee, annual subscription, rent from property/ assets, interest, consultation fee, donations, gifts, grants, etc. The society can also raise funds through interest – free short term loans from its members or form 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. The income and property of the society shall be applied solely towards promotion of the objects of the society and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or distribution of any assets, income or profits to its members or their dependent or legal heirs. 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 premises / demises to the society.

1. (b) The amount collected and received will be deposited in the nationalized bank accounts, private banks or will be invested in the specified securities according to the Section 11(5) of the Income Tax Act, 1961 or according to Income Tax Section applicable at that time.

1. (c) Whenever there would be any need of raising of funds, the funds would be raised from the banks (Nationalized as well as private banks), Financial Institutions and even unsecured loans from individuals also after getting the approval from the Governing Body.

2. 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 its Annual General Meeting for information.

3. The bank accounts of the Society will be jointly operated by such members/office bearers as may be decided by the Governing Body from time to time.

4. All assets and funds will belong to the Society and vest in the society.

*Yashwanth*  
*Kaushik*  
*Rajesh*

*Rajesh*  
*Solanki*  
*G. Kaur*



*Arjunesh Kumar*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

5. All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay order/Cheques/ Bank Transfer/ 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 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 maintaining 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 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 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 filling 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 kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

**13. Amalgamation of the Society :**

The society may amalgamate itself with any other 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.

*Yashwanth*  
*Kaishash*  
*Rajit*

*Rajit*  
*S. J. Singh*  
*G. Kaur*



*Harjeesh Kaur*

**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Colony, I.T.I.**  
**Yamuna Nagar**

**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 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.

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the Society.

S r.	Name, Father's Name DOB, Adhar No.	Qualification	Permanent Address & Comm. Address	Occupation & contact No.	Designation	Signature
1	Brijesh Kapil S/o Sh. Naresh Kapil DOB: 03.11.1974 Adhar : 5726 7752 8624	BA, B.Ed	#617 Vill & PO Dhanaura Distt Ambala	Business 9812029982	President	<i>Brijesh Kapil</i>
2	Satnam Kaur W/o Sh. Dilbag Ray Kumar DOB: 26.01.1954 Adhar : 4382 3081 5818	Matric	Vill & PO Dhanaura Distt Ambala	Homemaker 9355957007	Vice- President	<i>Satnam</i>
3	Yash Kumar S/o Sh. Dilbag Ray Kumar DOB: 02.08.1983 Dhar : 5263 3420 7399	BA	Vill & PO Dhanaura Distt Ambala	Business 9813357007	Secretary	<i>Yash</i>
4	Smt. Kailash W/o Sh. Naresh Chand DOB: 23.02.1944 Adhar : 8533 0039 3933	BA, Prabhakar	#616 Vill & PO Dhanaura Distt Ambala	Housewife 9315635383	Joint Secretary	<i>Kailash</i>
5.	Renu Bala W/o Sh Brijesh Kapil DOB: 01.10.1983 Adhar : 8273 7237 1987	B.Com	Vill & PO Dhanaura Distt Ambala	Business 9355036548	Treasurer	<i>Renu</i>

*Yash*  
*Kailash*  
*R Kapil*  
*Satnam*  
*G. Kaur*

*Brijesh Kapil*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society,**  
**786, Luxmi Garden, I.T.I.**  
**Yamuna Nagar**



6	Smt. Uma W/o Sh. Jagdeep Singh Kapil DOB: 02.03.1980 Adhar : 3797 1334 5208	BA	#618, Vill & PO Dhanaura Distt Ambala	Business 7015690771	Executive Member	<i>Ukapil</i>
7	Gurvinder Kaur W/o Sh. Yash Kumar DOB: 08.07.1984 Adhar : 9634 8039 1076	MA, B.Ed	Vill & PO Dhanaura Distt Ambala	Social Worker 8607357007	Executive Member	<i>G.Kaur</i>

Witness No. 1

*Suresh*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

*Yashu*  
*Kailash*  
*Ukapil*  
*Rikapil*  
*Solam*  
*G.Kaur*

Witness No. 2

*[Signature]*  
Sarpanch  
Gram Panchayat  
Dhanaura (Ambala)

*Arjun Kaur*

President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar



## Smt. Mayawati Memorial Educational Society

786, Luxmi Garden, ITI  
Yamuna Nagar

### LIST OF GOVERNING BODY

S r.	Name, Father's Name DOB	Qualification	Permanent Address & Comm. Address	Occupation & contact No.	Designation	Signature
1	Brijesh Kapil S/o Sh. Naresh Kapil DOB: 03.11.1974 Adhar : 5726 7752 8624	BA, B.Ed	#617 Vill & PO Dhanaura Distt Ambala	Business 9812029982	President	<i>Brijesh Kapil</i>
2	Satnam Kaur W/o Sh. Dilbag Ray Kumar DOB: 26.01.1954 Adhar : 4382 3081 5818	Matric	Vill & PO Dhanaura Distt Ambala	Homemaker 9355957007	Vice- President	<i>S. / Dil</i>
3	Yash Kumar S/o Sh. Dilbag Ray Kumar DOB: 02.08.1983 Dhar : 5263 3420 7399	BA	Vill & PO Dhanaura Distt Ambala	Business 9813357007	Secretary	<i>Yash Kumar</i>
4	Smt. Kailash W/o Sh. Naresh Chand DOB: 23.02.1944 Adhar : 8533 0039 3933	BA, Prabhakar	#616 Vill & PO Dhanaura Distt Ambala	Housewife 9315635383	Joint Secretary	<i>Kailash</i>
5	Renu Bala W/o Sh Brijesh Kapil DOB: 01.10.1983 Adhar : 8273 7237 1987	B.Com	Vill & PO Dhanaura Distt Ambala	Business 9355036548	Treasurer	<i>Rkapil</i>
6	Smt. Uma W/o Sh. Jagdeep Singh Kapil DOB: 02.03.1980 Adhar : 3797 1334 5208	BA	#618, Vill & PO Dhanaura Distt Ambala	Business 7015690771	Executive Member	<i>Ukapil</i>
7	Gurvinder Kaur W/o Sh. Yash Kumar DOB: 08.07.1984 Adhar : 9634 8039 1076	MA, B.Ed	Vill & PO Dhanaura Distt Ambala	Social Worker 8607357007	Executive Member	<i>G. Kaur</i>

Witness No. 1

*Principal*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

Witness No. 2



*Brijesh Kapil*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

## Smt. Mayawati Memorial Educational Society

786, Luxmi Garden, ITI  
Yamuna Nagar

### LIST OF MEMBERS

S r.	Name, Father's Name DOB	Qualification	Permanent Address & Comm. Address	Occupation & contact No.	Designation	Signature
1	Brijesh Kapil S/o Sh. Naresh Kapil DOB: 03.11.1974 Adhar : 5726 7752 8624	BA, B.Ed	#617 Vill & PO Dhanaura Distt Ambala	Business 9812029982	President	<i>Brijesh Kapil</i>
2	Satnam Kaur W/o Sh. Dilbag Ray Kumar DOB: 26.01.1954 Adhar : 4382 3081 5818	Matric	Vill & PO Dhanaura Distt Ambala	Homemaker 9355957007	Vice- President	<i>Satnam</i>
3	Yash Kumar S/o Sh. Dilbag Ray Kumar DOB: 02.08.1983 Dhar : 5263 3420 7399	BA	Vill & PO Dhanaura Distt Ambala	Business 9813357007	Secretary	<i>Yash</i>
4	Smt. Kailash W/o Sh. Naresh Chand DOB: 23.02.1944 Adhar : 8533 0039 3933	BA, Prabhakar	#616 Vill & PO Dhanaura Distt Ambala	Housewife 9315635383	Joint Secretary	<i>Kailash</i>
5.	Renu Bala W/o Sh Brijesh Kapil DOB: 01.10.1983 Adhar : 8273 7237 1987	B.Com	Vill & PO Dhanaura Distt Ambala	Business 9355036548	Treasurer	<i>Rkapil</i>
6	Smt. Uma W/o Sh. Jagdeep Singh Kapil DOB: 02.03.1980 Adhar : 3797 1334 5208	BA	#618, Vill & PO Dhanaura Distt Ambala	Business 7015690771	Executive Member	<i>Ukapil</i>
7	Gurvinder Kaur W/o Sh. Yash Kumar DOB: 08.07.1984 Adhar : 9634 8039 1076	MA, B.Ed	Vill & PO Dhanaura Distt Ambala	Social Worker 8607357007	Executive Member	<i>G.Kaur</i>

Witness No. 1

*Sundar*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

Witness No. 2



*Brijesh Kapil*





President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

## Smt. Mayawati Memorial Educational Society

786, Luxmi Garden, ITI

Yamuna Nagar

### MEMBER'S PHOTOGRAPH

Sr.	Name, Father's Name DOB	Permanent Address & Comm. Address	Occupation & contact No.	Designation	Photo	Signature
1	Brijesh Kapil S/o Sh. Naresh Kapil DOB: 03.11.1974 Adhar : 5726 7752 8624	#617 Vill & PO Dhanaura Distt Ambala	Business 9812029982	President		<i>Brijesh Kapil</i>
2	Satnam Kaur W/o Sh. Dilbag Ray Kumar DOB: 26.01.1954 Adhar : 4382 3081 5818	Vill & PO Dhanaura Distt Ambala	Homemaker 9355957007	Vice- President		<i>S. I. Kaur</i>
3	Yash Kumar S/o Sh. Dilbag Ray Kumar DOB: 02.08.1983 Dhar : 5263 3420 7399	Vill & PO Dhanaura Distt Ambala	Business 9813357007	Secretary		<i>Yash Kumar</i>
4	Smt. Kailash W/o Sh. Naresh Chand DOB: 23.02.1944 Adhar : 8533 0039 3933	#616 Vill & PO Dhanaura Distt Ambala	Housewife 9315635383	Joint Secretary		<i>Kailash</i>
5	Renu Bala W/o Sh Brijesh Kapil DOB: 01.10.1983 Adhar : 8273 7237 1987	Vill & PO Dhanaura Distt Ambala	Business 9355036548	Treasurer		<i>Rkapil</i>
6	Smt. Uma W/o Sh. Jagdeep Singh Kapil DOB: 02.03.1980 Adhar : 3797 1334 5208	#618, Vill & PO Dhanaura Distt Ambala	Business 7015690771	Executive Member		<i>Ukapil</i>
7	Gurvinder Kaur W/o Sh. Yash Kumar DOB: 08.07.1984 Adhar : 9634 8039 1076	Vill & PO Dhanaura Distt Ambala	Social Worker 8607357007	Executive Member		<i>G. Kaur</i>

Witness No. 1

*Sr. Sec. School*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

Witness No. 2

*Sarpanch*  
Sarpanch  
Department of Industries & Commerce,  
Gram Panchayat  
Dhanaura (Ambala)

President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

**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 "Smt. Mayawati Memorial Educational Society, 786, Luxmi Garden, ITI, Yamuna Nagar" in letter spirit.

*Yashwanth*  
*Keilash*  
*Rajiv*

*Ukesh*  
*Solanki*  
*Akash*

**PRESIDENT**  
*Brijesh Babbar*  
**President,**  
**Smt. Mayawati Memorial**  
**Educational Society**  
786, Luxmi Garden, ITI,  
Yamuna Nagar



*Brijesh Babbar*  
**President**  
**Smt. Mayawati Memorial**  
**Educational Society**  
786, Luxmi Garden, ITI,  
Yamuna Nagar



**NO OBJECTION CERTIFICATE**

Certified that I have no objection to open the office of the society namely

**Smt. Mayawati Memorial Educational Society, 786, Luxmi Garden, ITI, Yamuna  
Nagar**

witness 1

*[Signature]*  
Principal  
M.L.N. Sr. Sec. School  
YAMUNA NAGAR

Name & Address of Land/Building Owner

*[Signature]*  
President,  
Smt. Mayawati Memorial  
Educational Society,  
786, Luxmi Garden, I.T.I.  
Yamuna Nagar

witness 2

*[Signature]*  
Sarpanch  
Gram Panchayat  
Dhanaura (Ambala)

*[Signature]*  
Kailash  
*[Signature]*  
Rajpal

*[Signature]*  
S. S. / *[Signature]*  
G. Kaur

