



Revised Certificate of Registration of Society.

I here by certify that J.P.MEMORIAL EDUCATIONAL SOCIETY,VILL & PO . PACHGAON DISTT.GURGAON registered vide Registration Number 765 Year 1997-98 with District Registrar/ Registrar, Firm & Societies Haryana, Gurgaon has been allotted a new Registration Number as under mentioned on this 19th day of September (month), 2013 Year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year of Registration			Registration Number					
H	R	0	1	8	2	0	1	3	0	0	9	5	2
Name of the society								Registered Office Address					
J.P.MEMORIAL EDUCATIONAL SOCIETY.								VILL & PO . PACHGAON DISTT.GURGAON					

Issued under my hand at Gurgaon this 19th day of September month, Year 2013

District Registrar
Firms & Societies
Gurgaon.



Station: Gurgaon

Chairman
J.P. Memorial Educational Society
Pachdani (GURGAON)



[Signature]

Form-XVI-A

"Certificate of amendment in Memorandum/By-laws of the Society under Sub-section (3) of Section 26 of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 17(3))

Certificate of amendment in the Memorandum/By-laws of the Society

I hereby certify that [J.P.Memorial educational Society.] (name of the society), which was registered on [2013-09-19 00:00:00] vide registration number [951] under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 and having duly passed a special resolution in terms of section 26(1) of the Act, the approval to the amendment in memorandum/by-laws of the Society is hereby granted as under:-

Clauses deleted	Clauses Amended	Clauses Added
All	All	All

Given under my hand at [Gurgaon] this [] day of (month) [] (Year) []



Bhagmal
Place Gurgaon
(Signature of the District Registrar)



Verification Link: <https://haryanaindustries.gov.in/msme/verify/verifyamendmentcertificate/d/1845/ref/2016-12-01/0238>



Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

- h) The income and property of the society shall be applied solely towards the promotion of the subjects of the society as detailed in the memorandum of association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise by the society.
- i) To promote institutions to impart technical, medical education and physical training and yoga training.
- j) The society, by its constitution is required to apply its profile if any, or other income in promoting its objects.
- k) If upon winding up or dissolution of the society there remains after settlement of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the society, but shall be given or transferred to other institution/society having objects similar to the objects of the society to be determined by the Members of the society at or before the time of dissolution.

Conditions:

- a. The income and property of the Association shall be applied solely towards promotions of the objects of the Association as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Association.
- b. No member of the Governing Body of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fee, and no remuneration shall be given by the Association to any member of such Governing Body except repayment of out-of-pocket expenses and interest on money lent to the association or rent for premises to the Association.
- c. The Association, by its constitution, is required to apply its profits, if any, or other income, only to promoting its objects.

President
Chairman

J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer

J. P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner

MEMORANDUM OF ASSOCIATION
J.P.MEMORIAL EDUCATIONAL SOCIETY, PANCHGAON,
DISTT. GURUGRAM (HR)
REGD NO.HR/018/2013/ 00952 DATED 19-09-2013

1. Name: J.P. Memorial Education Society.
2. Head Office: V.& P.O. Pachgaon (Gurgaon)
3. Jurisdiction: The Society shall work within all District of the Territory of State of Haryana
4. Aim & Objects: The aims and objects of the Association shall be:-

- a) To manage the educational institution run by J.P Memorial Educational Society, Pachgaon, Distt. Gurgaon(Haryana).
- b) To arrange the facilities for good quality basics and higher education for the youth in general and poor students particulars.
- c) To promote the swadeshi culture through education with special emphasis on mutual cooperation and brotherhood.
- d) To work for the removal of society evils such as untouchability, illiteracy and inferiority complex among the students from their childhood.
- e) To work for the betterment and Welfare of staff and students of the educational institution(s) run by J.P MEMORIAL EDUCATIONAL SOCIETY PACHGAON,GURGAON (HARYANA) and to manage the scholarship educational schme.
- f) To provide suitable accomodation to the educational institution through nessasy adujeustments, and/or construction etc in the society.
- g) To produce funds for the sole pupose of the fullfilment of the aims and obejects of the society.



President
Chairman

J.P. Memorial Educational Society
Pachgaon (GURGAON)


Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)


Treasurer


Chairman
J.P. Memorial Educational Society
Pachgaon (GURGAON)



d. If upon winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association but shall be given or transferred to some other institution/society, having objects similar to the objects of the Association to be determined by the members of the Association on or before the time of dissolution.

5. The names of the Founder members of the J.P. Memorial Education Society to which the rules and bye-laws of the management affairs is entrusted are as under-

S. No.	Name	Address	Occupation	Designation
1	Sh. Dayanand	Vill. & P.O. Pachgaon	Army Retired	Chairman
2	Sh. Dharmender Kumar	841 Sector 9 Gurgaon	Business	Secretary
3	Smt. Anju Sharma	841, FF Sector 9, Gurgaon	Teacher	Cashier
4	Sh. Jagdish Chand	841, GF, Sector 9, Gurgaon	Retired (GOBT)	Advisor
5	Smt. Gayatri Devi	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
6	Smt Sunita Sharma	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
7	Sh. Bhupen Sharma	841, GF, Sector 9, Gurgaon	Self Employed	Ex. Member

President
Chairman

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer

J.P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner

The above named persons have signed in our presence

Witness No.1

Witness No.2

Signature:-



Signature:-

Sweety

Name and Address:-

Dolly Rawhile
8301 841, Sector-9,
Gurgaon, Haryana

Name and Address:-

Sweety
Sec-9, GSN


Occupation:-

Private
Sector

Occupation:-


Private
Sector




President

Chairman,

J.P. Memorial Educational Society
Pachgaon (GURGAON)


Secretary

Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)




J.P. Memorial Educational Society
Pachgaon (GURGAON)

Scanned with CamScanner

**LIST OF MEMBERS OF GOVERNING BODY OF J.P. MEMORIAL
EDUCATION SOCIETY**

S. No.	Name	Address	Occupation	Designation
1	Sh. Dayanand	Vill. & P.O. Pachgaon	Army Retired	Chairman
2	Sh. Dharmender Kumar	841 Sector 9 Gurgaon	Business	Secretary
3	Smt. Anju Sharma	841, FF Sector 9, Gurgaon	Teacher	Cashier
4	Sh. Jagdish Chand	841, GF, Sector 9, Gurgaon	Retired(GOBT	Advisor
5	Smt. Gayatri Devi	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
6	Smt Sunita Sharma	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
7	Sh.Bhupen Sharma	841, GF, Sector 9, Gurgaon	Self Employed	Ex. Member




President

Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)


Secretary

Secretary
J.P. Memorial Educational Society
Pachgaon (GURGAON)


Treasurer


Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner

Bye Laws of the Association
J.P.MEMORIAL EDUCATIONAL SOCIETY, PANCHGAON,
DISTT. GURUGRAM (HR)
REGD NO.HR/018/2013/ 00952 DATED 19-09-2013

1. Name: J.P. Memorial Education Society.
2. Head Office: V.& P.O. Pachgaon (Gurgaon)
3. Jurisdiction: The Society shall work within all District of
the Territory of State of Haryana
4. Membership of Society:

- a) The Society shall have a maximum of number of members as decide by the Governing body of the Foundation as per the Rules prescribed by the HRRS act 2012 including the founder members/ original subscribers.

Eligibility: In order to be admitted as a member of the Society, a person:

- must be 18 years of age on the date of admission;
- should subscribe to the aims and objects of the Society;
- must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as the date of annual general meeting for continuing as a member;
- must not be an insolvent and of unsound mind; and
- must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

b) Type of Members:

- a. **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 Eight. The founder members

President


Chairman

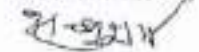
J.P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary



Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer






Chairman
J.P. Memorial Educational Society
Pachgaon (GURGAON)

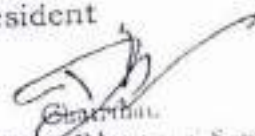
shall also be deemed to have become Life Members of the society and shall have the privilege of being members of the collegiums without election.

- b. **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 be decided by the General body.
- c. **Ordinary Member** - The Society shall have maximum members as decided by the governing body from time to time as per the Haryana Societies Registration and Regulation Rules, 2012. Ordinary members shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee.
- d. **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 fees. The number of such Honorary members shall be decided by the General Body. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.


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

- a. The admission of a person as a member of the society shall be decided by its governing body from time to time.
- b. 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 General Secretary duly filled in and signed and recommended by two regular member of the society.

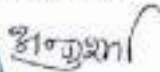
President


J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


J. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer




Chairman

J. P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner

- c. The General Secretary shall examine the application and place the same before the Governing Body for a decision.
- d. 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.
- e. 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.

6. Membership Fee & Annual subscription:

- a. Admission Fee and Subscription shall be as under unless otherwise revised by the Governing Body of the Society:
 - Founder Members - ...5000.00/- INR
 - Life Member - 5000.00/- INR + will pay 1200/- INR yearly as Annual Subscription.
 - Ordinary Member - ...NIL/- INR Per Year
 - Honorary Member - NIL
- b. The payment of membership fee shall be made by the applicant from his bank account through a bank Instrument (Demand draft/pay order/cheque) and in no case be accepted in cash.
- c. The payment of annual subscription of a member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the society held after 1st July of the said year.

7. procedure for withdrawal from Membership;

1. If a person not willing to be member of the society submit the application in prescribed form along with supporting documents to the General secretary duly filled in and signed and

President

[Signature]
Chairman
I.P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

[Signature]
Secretary
I.P. Memorial Educational Society
Pachgaon (GURGAON)



Auditor

[Signature]

recommended by a regular member of the society can withdraw his/her membership application before placing the same in governing body.

2. Cessation of membership:

Reasons for cessation:

- a. Upon submission and acceptance of his/her resignation.
- b. If the ceases to fulfill the eligibility condition for being admitted as a member.
- c. upon his failure to pay annual subscription fee for a person of that financial year
- d. Upon the death of a member
- e. upon his/her acting contrary to the aims and objectives of the society
- f. Upon such member being found guilty of a financial misappropriation of the funds of the society.
- g. Upon indictment and directions for removal by the District Registrar / Registrar General of Societies

8. **Procedure for termination from Membership:**

1. If a regular member violate Clause 7 sub clause 2 (a.) to (g) above, a notice will be served by registered post or electronic media by the General secretary regarding the violation of rules. Thus providing him an opportunity to explain his position personally in the governing body meeting and final decision in respect of his membership will be taken by the governing body on the basis of the facts given by him and decision of the governing body will be final.
2. In case the governing body is not satisfied, his membership will be terminated immediately and the decision will be ratified by the general body later on. After approval of the General Body.

President


Chairman

J. P. Memorial Educational Society
Pachloun (GURGAON)

Secretary


Secretary

J.P. Memorial Educational Society
Pachloun (GURGAON)




Chairman

J. P. Memorial Educational Society
Pachloun (GURGAON)

his name will be struck off from the Register of membership and he will not be entitled to enjoy the rights of the membership.

9. Re-admission of expelled /suspended member:

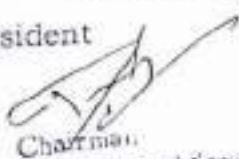
1. The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default along with 18% interest on the amount payable with the majority decision of the Governing body. However, he shall not be eligible to cast his vote in any election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

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


10. Rights & Duties of members:

1. Every member shall subscribe to and be bound by the bylaws as amended from time to time and registered with the District Registrar.
2. Every 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.
3. Every member of the society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meeting, meeting of the governing body and register of members of the society on any working day giving a notice of seven days.
4. Every member shall inform the society about any change in his address in writing which shall be duly recorded in the register of members of the society and upon which the society shall issue a fresh identity card to such member.

President


Chairman
J. P. Memorial Educational Society
Pachdaon (GURUGRAM)

Secretary


Secretary
J. P. Memorial Educational Society
Pachdaon (GURUGRAM)

Treasurer



Scanned with CamScanner


11. Composition of General Body:

- a. every person admitted as a member shall be a member of the General Body of the Society and shall be entitled to cast his/her vote for the election of the Governing Body of the society unless he/she is in arrears of payment of any dues of the society including the annual subscription.
- b. Every member shall cast his/her vote in person and no proxy voting shall be allowed.

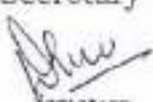
12. Meetings, Notice and Quorum of the General Body :

- a. A meeting of the general body of the society will be held as and when required. However at least one meeting of the general body of the society, called as the Annual General Meeting (AGM) will be held in a year within six months of the close of the financial year consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- b. The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least five of the members of the general body.
- c. 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.
- d. 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.

President


Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer




Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

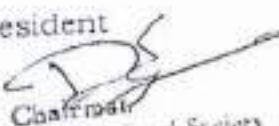
Scanned with CamScanner

- e. Quorum for meeting of the General Body to be not less than 40% of the total members of the Society. In case the minimum stipulated quorum is not present in the meeting of the General Body so convened, the meeting shall be adjourned to another date of which a proper notice shall be issued. The quorum for a meeting adjourned on this account shall be not less than 25% of the members entitled to vote and present in person, subject to a minimum of four. Further, in case such meeting is adjourned for a second time for want of the quorum of 25%, the quorum for such adjourned meeting shall be 15% of the members entitled to vote and present in person subject to a minimum of four.
- f. The proceedings of all meeting of the general body will be recorded in the minutes -book (bound or in loose leaves) maintained separately for the purpose by the General Secretary and such minutes will be signed by the president of the meeting and the General secretary of the society.

13. Powers, Functions & Duties of the General Body :

1. To guide the society in determining and fulfilling its aims and objects.
2. To decide policy matters such as changer of name of the society amendment in the memorandum of association and the bye laws of the society approval of annual accounts of the society approval for disposal of immoveable assets of the society.
3. To elect members of Governing Body.
4. 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.

President


Chairman

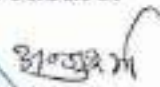
J. P. Memorial Educational Society
Pachgaon (GURGAON)

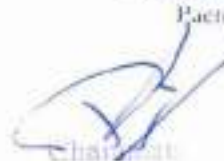
Secretary


Secretary

J. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer




Chairman

J. P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner

14. **Composition of Governing body**

The governing body of the society shall consist a minimum of three office bearers and maximum 21 office bearers as per the HRRS Act 2012, the office bearers are as under -

1. Chairman
2. Secretary
3. Cashier
4. Advisor
5. 3 Executive Members

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

- a. 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.
- b. 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 50% of its members.
- c. The quorum of the meeting of the governing body shall be at least minimum four members of the governing body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members presenting the adjourned meeting a minimum of three members shall form the quorum for the adjourned meeting.
- d. The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the president of the meeting and the General secretary of the society. In case the president or the General secretary are not available to sign the

President

Chairman

I. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

Secretary

I. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer



I. P. Memorial Educational Society
Pachgaon (GURGAON)

Scanned with CamScanner

minutes, these will be signed by any two members present in the meeting as may be authorized by the governing body.

- e. The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.
- f. An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum four member of the governing body called.

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


1. The governing body will be responsible for achieving the aims & objects of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objects.
2. 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.
3. 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
4. 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.
5. To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time
6. To create provision for engagement to regular or part-time employees of the society to look after the secretarial, accounting and other functions in a seamless manner.

President


Chairman

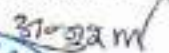
J.P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer


31-02-2021




J.P. Memorial Educational Society
Pachgaon (GURGAON)

Scanned with CamScanner

7. To outsource certain functions e.g. cleaning security and similar other maintenance activates of the premises of the society
8. The governing body will be is the custodian of the assets of the society.

17. Term and Mode or Election of Governing Body :

1. The term of the governing body shall be three years.
2. The governing body will declare the schedule of elections and appoint the Returning officer to conduct elections and also notify/display a list of members of the general body entitled to vote at least 45 days prior to the holding of the general meeting for conduct of the elections. The governing body shall also send notices for holding election of the governing body to all the members conveying the date time & the manner .The information with respect to holding of election for the governing body shall also be sent to District Registrar to appoint an observer if he desires.
3. Any objection on 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 the Returning officer shall be final in the event of any difference of opinion. The Returning officer shall thereafter invite nominations to be filed within the period prescribed in the schedule of election scrutiny and withdrawal of nomination, If any, for election of the office bearers and the executive members of the general body.
4. 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 disabed on production of the identity card issued by the society.

President
Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary
J. P. Memorial Educational Society
Pachgaon (GURGAON)



Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

5. After closing hours on the date of the poll, the returning officer will declare the Results and constitutes the governing body of the society. A list of the elected Office bearers and the executive members of the governing body, duly signed by the returning officers will be filled with District Registrar within thirty days, who shall accord his approval of the same upon his satisfaction.
6. The office bearers of the society shall not be entitled to any remuneration for the rendering services of the society.
18. **Cessation of members of the governing body :**
An office-bearer executive member of the governing body shall cease to be an Office-bearer or executive member:
1. upon submission & acceptance of the resignation;
 2. If he is removed by resolution passed in the meeting of the general body.
19. **Filling of any casual vacancy of the governing body :**
1. Any vacancy arising on the account of the resignation or death of any member of the governing body or for any other reason, may be filled up by the governing body, if required, from amongst the member of the general body on the adhoc basis till the holding of the next annual General meeting of the society. Such adhoc member of the Governing body shall cease to be a member of the governing body on the date of the next Annual general meeting if his appointment is not approved in the annual general meeting by a majority vote for the balance term of the governing body.
20. **Powers, functions & duties of the office- bearers:**
1. **President:**
 1. To preside over all the meeting of the general body and of the governing body and regulate the proceedings of such meetings.
 2. 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.

President


Chairman

J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary

J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer


Treasurer




Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Scanned with CamScanner

3. To allow or disallow discussion on any matter which is not included in the agenda.
4. To ensure strict compliance of the society governing body.
5. To ensure strict compliance of the provisions of the Haryana there under.
6. To supervise and guide the overall actives achievement of aims & objectives of the society.

2. Secretary:

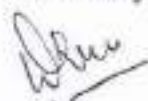
- i. To conduct, Organize supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the president governing body.
- ii. To receive, Securitize and place applications for membership of the society before the governing body and to enter the name of the members it approved in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- iii. To convene meetings of the general body governing body with the consent of the president and serve proper notices as prescribed under these bye- laws
- iv. To attend all the meetings of the general body and the governing body and assist the president in conducting the meeting and record proceedings of the meetings.
- v. 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
- vi. To keep and preserve the records of the society governing body.
- vii. To help and assist the president in looking after the complete affairs of the society and in attaining aims& objects of the society.

President



J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary




J. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer






J. P. Memorial Educational Society
Pachgaon (GURGAON)

Scanned with CamScanner

- viii. To ensure timely filing of all statutory returns / documents in the office of under the Haryana registration and registration of societies Act, 2012 and the rules made there under:
- ix. To be the custodian for safe custody of common seals of the society and affix the same wherever required as per the authorization of the governing body.
- x. To conduct correspondence on behalf of the society governing body and to sign letters and papers on its behalf to ensure that all statutory registers and records are properly kept and maintained.
- xi. To prepare before announcing of the date of election and the annual general meeting the list of all the members eligible to vote, duly updated and to place it place it before the governing body.
- xii. The responsibility for convening the meetings of a society will be vest in the General Secretary of the society who will also be the custodian of all records documents title deeds etc. of the society unless otherwise provided in the byelaws. The General Secretary will be responsible for implementing the decisions of the governing body and act as the compliance officer of the society for various types of statutory compliances under the act.
- xiii. Act as the overall in- charge of the administration and execution of all the programs of the society including financial affairs on behalf of the governing body including creation of posts. Fixation of salaries remuneration allowances etc. make appointments engagement of staff make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the society in accordance with the delegations by the governing body from time to time and where on such delegation is specifically made in consultation with the president of the society.

President

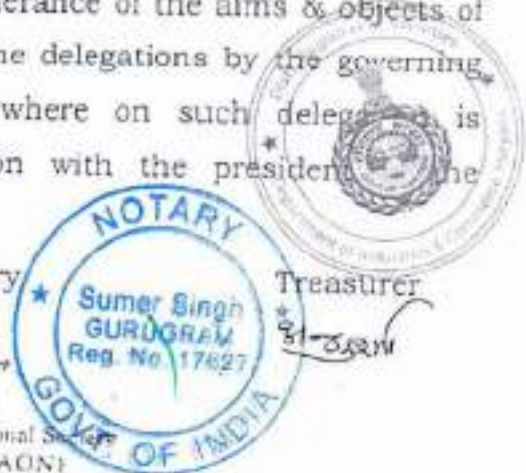

Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary
J.P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer


Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)



3. Cashier

- i. 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
- ii. To get the accounts of the society audited by the chartered accountant appointed by the governing body at the close of the financially year every year.
- iii. To submit to the governing body through General secretary the audited annual accounts of the society at least one month prior to the date of annual general meeting
- iv. To act as the overall custodian of all the books of accounts statutory records and cheque books of all bank accounts FD Rs. Etc of the society financial statements receipt books expense vouchers bank pass books & cheque books cash etc.

21. Exclusions from the employment of a society

1. No member of the society shall be in full time or part time employment of the society
2. No dependant or family member or close relative of the office bearers and members of the governing body shall be engaged as an employment of the society during its term.
3. Every office bearer and member of the governing body shall make a declaration in cash any person in the employment of the society is his close relative.

22. Management of assets and funds of the society

1. The sources of income of the society will include receipts on accounts of membership fee annual subscription rent from property assets interest consultation fees. Donations gifts grants etc the society can also raise funds through interest free short term loan from its members or from scheduled bank's or interest loan from

President


Chairman

J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary

J. P. Memorial Educational Society
Pachgaon (GURGAON)

Treasurer


Sumer Singh
GURGAON
Reg. No. 17627
GOVT. OF INDIA


Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)


the scheduled bank on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenues expenditure under any circumstances.

2. The governing body will prepare and an annual budget of the society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the general body in its annual general meeting for formation.
3. All assets and funds will belong to the society and vest in the society
4. all receipts and payments of the society shall be made through bank Instruments (i.e./Pay Order/cheques/bank transfers/ RTGS) including all receipts towards the membership fees and the annual subscriptions from the members however the governing body may determine the limits of financial transactions which may then be conducted in certain other cases.

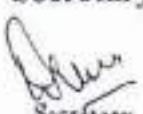
23. Accounts of the society

1. The treasurer of the society will be responsible for proper books of accounts i.e. cash book ledger etc as required under the income tax laws and or any other authority including the institute of chartered accountants of India at its registered office with respect to all sums of money received expended by the and the assets and liabilities of the society
2. The books of accounts of the society shall be open to inspection during the business hours by the registrar general registrar district registrar of any officer authorized by them and by any members of the society
3. The annual accounts of the society will be signed by any two authorized office bearers of the society
4. The governing body will appoint a chartered accountant shall not be a member of the governing body of family member of any

President


Chairman
I. P. Memorial Educational Society
Pachkora (GURUGRAM)

Secretary


Secretary
I. P. Memorial Educational Society
Pachkora (GURUGRAM)




Treasurer
I. P. Memorial Educational Society
Pachkora (GURUGRAM)

member of the governing body for auditing the accounts and filing of income tax return of the society for each financial year at such remuneration as may be determined by the governing body.

24. Investments of Funds

1. The society shall invest or deposit any portion of its funds not immediately required
2. in immoveable properties or
3. In securities of the Government or in National savings certificate or other securities of the government of India.
4. In the post office saving / Banks Accounts, or
5. In a special account opened by the society for the purpose in a
6. scheduled bank as authorized or notified by the Reserve bank of India or
7. Co-Operative Bank situated in the State or in such other mode of investment as may be prescribed.


25. Sources of Income.

1. Membership fee.
2. Annual subscription.
3. Donations
4. Rent from property assets
5. Interest
6. Gifts, etc


26. Application of funds;

1. The Society has the powers to spend such sums out of its funds, as it thinks fit for the purposes.
2. No payment shall be made out of the funds to the president, Vice president, General Secretary, Treasurer or any other office bearer by way of honorarium or remuneration.


President


Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary


Secretary
J. P. Memorial Educational Society
Pachgaon (GURGAON)




Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

3. Notwithstanding the restrictions prescribed above a society may pay such remuneration salary or honorarium to the persons in its full time or part time employment as it may determine
4. Provided that no member shall be in the employment of the society.

27. Operation of Bank Accounts;

1. An account having cheque facility will be opened in any scheduled bank post office or any other private financial institution in the name of the society. Bank Accounts shall be operated by joint signatures of President, Secretary and Cashier (any Two).

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

1. The bye laws of a society should provide for audit of annual accounts of the society from an auditor who is a member of the institute of Chartered Accountants of India and such auditor should not be a member of the governing body of the society.

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

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

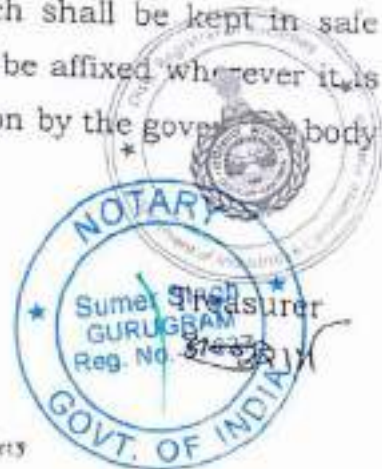
30. Common Seal

1. 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

President
Chairman
I.P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary
I.P. Memorial Educational Society
Pachgaon (GURGAON)

Chairman
I.P. Memorial Educational Society
Pachgaon (GURGAON)



31. Amalgamation of the society

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

32. Dissolution of the Society;

1. The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rule there under in case it becomes difficult to carry on with the operations of the society or it becomes insolvent or for any other pressing and unavoidable reasons.
2. In the event of dissolution of the society no assets of the society shall devolve on or distributed amongst the members of the society;
3. Its assets and properties shall be first used to liquidate any liabilities and the left over properties assets, If any shall be considered for transfer to any other society established with identical aims and objects or to the District collector thereof in the general public interest.

President-
Chairman,
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

Secretary
J.P. Memorial Educational Society
Pachgaon (GURGAON)



J. P. Memorial Educational Society
Pachgaon (GURGAON)

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

S. No.	Name	Address	Occupation	Designation
1	Sh. Dayanand	Vill. & P.O. Pachgaon	Army Retired	Chairman
2	Sh. Dharmender Kumar	841 Sector 9 Gurgaon	Business	Secretary
3	Smt. Anju Sharma	841, FF Sector 9, Gurgaon	Teacher	Cashier
4	Sh. Jagdish Chand	841, GF, Sector 9, Gurgaon	Retired(GOBT)	Advisor
5	Smt. Gayatri Devi	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
6	Smt Sunita Sharma	841, GF, Sector 9, Gurgaon	Housewife	Ex. Member
7	Sh. Bhupen Sharma	841, GF, Sector 9, Gurgaon	Self Employed	Ex. Member

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 "J.P. MEMORIAL EDUCATIONAL SOCIETY, PANCHGAON, DISTT. GURUGRAM (HR)" with better spirit.

President
Chairman
J. P. Memorial Educational Society
Pachgaon (GURGAON)

Secretary

Secretary
J.P. Memorial Educational Society
Pachgaon (GURGAON)



Scanned with CamScanner