

MEMORANDUM OF ASSOCIATION OF SIR CHHOTU RAM EDUCATIONAL
AND CULTURAL SOCIETY, GURGAON.

1. Name of the Society : Sir Chhotu Ram Educational & Cultural Society, Gurgaon.
2. Registered Office of the Society. : 90, Civil Lines, Gurgaon.
3. Area of Operation : State of Haryana.
4. Aims & Objectives of the Society. : The aims and objectives of the Society are enumerated below :-

- a) To create an awareness towards the need of improving the General Education Standard of the Rural and Worker Sections of the Society for their social, cultural and economic up-liftment with a special emphasis on the education and vocational training of women to become self-reliant.
- b) The Society shall endeavour to establish job-oriented vocational training centres for girls and boys and coaching facilities for academic education to enable them pursue higher studies and thus seek better jobs or self-employment opportunities.
- c) To provide monetary help to needy and brilliant students and guidance for admission in professional colleges/institutes in accordance with their aptitudes.
- d) To establish economical hostel facility for girl students so that they can pursue higher studies in the town.
- e) To hold seminars, declamation contests, cultural programmes and circulate periodical publication to propagate social consciousness, brotherhood and overall development of personality.
- f) To protect the cultural heritage and help in

Shridhar J.P. Kalra - *Prakash* (S. Singh)

eradicating social evils, out dated customs, blind beliefs and superstitious, and initiate reforms for social enlightenment and economic betterment of the people.

- c) To encourage research work on the lives of social reformers such as Sir Chhotu Ram and other Heroes of masses, neglected and distorted by historians to serve vested interests of political powers.
- d) The Society will remain a Voluntary Organisation and retain its non-political character. However, it may choose to take up any activity or cause connected with the objects which have not been enumerated here-in-before in its Aims & Objects.

5. Conditions.

- a) The income and property of the society shall be applied solely towards the promotion of the aims and objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly, to the members of the Society.
- b) No member of the Society shall be appointed to any salaried office of the Society, or any office of the Society paid by fees. That no remuneration shall be given by the Society to any member except repayment of out-of-pocket expenses and interest on money lent or rent for premises/tenues to the Society.
- c) The Society by its Constitution is required to

promoting its aims and objects.

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

6. The Management and affairs of the Society shall be strictly construed in accordance with the Rules and Regulations of the Society applicable to the Managing Committee of which the first members are:

<u>Sl. No.</u>	<u>Name & Address.</u>	<u>Occupation</u>	<u>Designation.</u>
1.	K.S. Kataria. H. No. 134, Sector 17, Gurgaon.	Retired Brigadier.	President.
2.	P.B. Thakran, 90, Civil Lines, Gurgaon.	Professional	Senior Vice-President.
3.	O.P. Sharma, H. No. 331, Sector 17, Gurgaon.	Retd. Colonel.	Vice-president.
4.	Om Parkash Kataria, H. No. 839, Sector 4, Gurgaon.	Pvt. Service	General Secretary.
5.	S.S. Dahiya, village Dahanpur, Gurgaon.	Retd. Teacher.	Secretary-I.
6.	Kartar Singh, Village Gauroli, Gurgaon.	Agriculturist.	Secretary-II

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8. Ishwar Singh Joon, Business. Member Committee.
152, Sector 17, Gurgaon.
9. K.S. Dheka, Pvt. Service. Member Committee.
157, Housing Board Colony,
Jharsa Road, Gurgaon.
10. Ishwar Singh, Retd. J.D. Member Committee.
Sector 4, Gurgaon. Education.
11. Sahaj Ram, Retd. Member Committee.
8, Biswa, Gurgaon. Head Master.
12. Jagdish Kadian, Pvt. Service. Member Committee.
536/31, Dayahand
Colony, Gurgaon.
13. Nukam Singh Kataria, Agriculturist. Member Committee.
256, Sector 14, Gurgaon.
14. Gori Chadd, Social Worker. Member Committee.
197, Housing Board
Colony, Jharsa Road,
Gurgaon.
15. Raj Dahiya, Social Worker, Member Committee.
Sarpanch, Dhokpur,
Gurgaon.
16. Divan Singh, Professional Member Committee.
village Sukhrali.

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7. We, the several persons, whose names and addresses are given below, do hereby subscribe to form a society under the Societies Registration Act, 1960 as per the Memorandum of the Association:

Sl. No.	Name and address.	Designation	Signatures.
1.	K.S. Kataria, H. No. 134, Sector 17, Gurgaon.	President.	<i>[Signature]</i>
2.	P.S. Thakral, 90, Civil Lines, Gurgaon.	Joint Senior Vice-president.	<i>[Signature]</i>
3.	P.S. Thakral,	Vice-President	<i>[Signature]</i>

Mr. in The

[Signature]

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|---|--|---------------------------------------|
| 4. Om Parkash Kataria,
H. No. 839, Sector 4,
Gurgaon. | General
Secretary. | <i>OP Kataria</i> |
| 5. S. S. Dahiya,
Village Dhadwapur,
Gurgaon. | Secretary I. | <i>S. S. Dahiya</i> |
| 6. Kartar Singh,
Village Gauroli,
Gurgaon. | Secretary II. | <i>Kartar Singh</i> |
| 7. Shyam Singh,
537/2/1, Dayaland
Colony, Gurgaon. | Treasurer. | <i>Shyam Singh</i> |
| 8. Ishwar Singh Joch,
152, Sector 17,
Gurgaon. | Member
Committee. | <i>Ishwar Singh</i> |
| 9. K. S. Dhaka,
157, Housing Board
Colony, Jharsa Road,
Gurgaon. | Member
Committee. | <i>K. S. Dhaka</i> |
| 10. Ishwar Singh,
Sector 4, Gurgaon. | Member
Committee. | <i>Ishwar Singh</i> |
| 11. Sahaj Ram,
8, Biswa, Gurgaon. | Member
Committee. | <i>S. R. Kataria</i> |
| 12. Jeevish Kadian,
536/2/1, Dayaland
Colony, Gurgaon. | Member
Committee. | <i>J. S. Kadian</i> |
| 13. Haran Singh Kataria,
256, Sector 14,
Gurgaon. | Resident Welfare
Member
Committee. | <i>Haran Singh</i> |
| 14. Gopi Chand,
192, Housing Board
Colony, Jharsa Road,
Gurgaon. | Member
Committee. | <i>Gopi Chand</i> |
| 15. B. Raj Dahiya,
Sarpanch, Dhadwapur,
Gurgaon. | Member
Committee. | <i>B. Raj</i> |
| 16. Divan Singh,
Village Sukhrali. | Member
Committee. | <i>Divan Singh</i>
<i>Advocate</i> |

Advocate

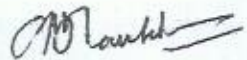
Place: GURGAON

Date: 10.5.93

Witness

I know the above persons
and they have signed in my
presence.

Signature:



Name

: DR. D.P. DHANKAR

Address

Sr. Coordinator
Gurgaon Agril. Universit
Kirti Gyan Kendra
GURGAON.

Designation:

ARTICLES OF ASSOCIATION, RULES & REGULATIONS OF
SIR CHHOTU RAM EDUCATIONAL AND CULTURAL SOCIETY, GURGAON.

1. Interpretations

In the interpretation of the Rules & Regulations, unless there is anything inconsistent with the subject or context :-

- a) Institution means "SIR CHHOTU RAM EDUCATIONAL AND CULTURAL SOCIETY".
- b) Managing Committee means "The Governing Body of the Society at Gurgaon."
- c) Registered Institution means "The Society Registered under The Societies Registration Act, 1860" or under any other law for the time being in force.
- d) Year means "Commencing from 1st April and ending with 31st March of every year".

2. Composition

The composition of "Sir Chhotu Ram Educational & Cultural Society" shall be as under:-

- a) General Body.
- b) Managing Committee.

3. Membership

There will be three types of membership:

- a) Life Member - Any person who volunteers to pay a membership fee of Rs. 1100/- (one thousand one hundred only) can become life member of the Society subject to the approval of Managing Committee.

member upto April 30, 1993.

- c) Honorary Members - Any eminent person from the field of education, judiciary, public services, science and technology or a social activist may be chosen as Honorary member by the Managing Committee with or without paying membership fee.
- d) Patron - The Patron shall be selected by the Society to provide general guidance and help in fulfilling its aims and objectives.

4. Disqualification of the members:

The Managing Committee will be empowered to disqualify any member on following grounds:

- a) Unsound mind.
- b) Insolvency.
- c) Conviction in a criminal or anti-social act amounting to moral turpitude.
- d) Any undesirable conduct against the objectives and interests of the Society.

5. Filling up Vacancy

The Managing Committee shall be empowered to fill up the vacancy for the remaining period of any office caused due to the following reasons: -

- a) In the event of death of any office-bearer.
- b) In the event of his disqualification by the Managing Committee in view of rule - 4 above, and
- c) In the event of his resignation from his/her office.

5.2. General Body:

cultural Society Surgeon" shall consist of all life members, honorary members and patron whose names are on the Roll of the Society.

6. The meeting of the General Body will be held yearly and for which a prior Notice of one month shall be sent to the members by citing the date, time and place therein. The service of the Notice to all members shall be through post/messenger.
7. An emergency meeting of the General Body can be convened with an advance notice of one week through telegram, or messenger.
8. The quorum for general body meeting shall be one third of the total number of its member. If within one hour of the time fixed for general body meeting the quorum is not forthcoming, the Chairman of the meeting shall postpone the meeting to further date. A fresh notice for subsequent Managing Committee meeting shall be given to its members. The business at subsequent Managing Committee meeting shall be transacted with the members present in the meeting. The condition of quorum will not be applicable to the subsequent meeting.
9. Meeting of the Society.
The President or in his absence the Senior Vice-President shall preside over the meeting of the General Body. When both of them are away, the Vice-President shall be the Chairman of the meeting.
10. Every life member in the Managing Committee meeting shall have right of one Vote. Voting by proxy shall

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voting right. Unless otherwise provided in these rules and regulations, all decisions shall be taken by a majority of votes of the member present. When the votes are equal, the Chairman of the General body meeting/Managing Committee Meeting shall have a casting vote.

11. Unless otherwise provided in these rules and regulations, the ultimate authority in all matters relating to the administration of the Society referred for consideration by the Managing Committee shall vest in the Managing Committee.
12. Without prejudice to the general provisions of the preceding Rules & Regulations, the General Body shall have the following powers and duties:-
 - a) Consideration of Annual Report, the Audit Statement, Balance Sheet and Profit & Loss Account.
 - b) Amendment of Rules & Regulations.
 - c) Election of 10 Executive members for the governing body i.e. Managing Committee.

13. Managing Committee :

The Managing Committee of the Society will consist of 21 members, constituted by 11 from the Founder Members and 10 executive members elected by the General Body.

14. The Managing Committee will elect by consensus or through secret ballot, if necessary, the following office bearers:

- 1) President
- 2) Senior Vice-President

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- 4 General Secretary
- 5) Secretary -I
- 6 Secretary -II
- 7) Treasurer.

15. The tenure of Managing Committee will be for a period of two years.
16. Only the members of Managing Committee shall be eligible for election of office bearers.
17. Upon expiry of the term of the Managing Committee, the General Body will elect only 10 Executive Members failing which the old Managing Committee will continue to a maximum of one year and its decision will be legally valid and binding.
18. The Managing Committee of the Society shall have the following powers and duties:-
 - a) To generally administer the affairs of the Society.
 - b) To grant admission to new members.
 - c) To institute, conduct, defend, compromise, refer to arbitration or abandon legal proceedings and claims by or against the Society.
 - d) To ensure compliance and implementation of such suggestions and instructions contained in inspection or audit notes relating to the Society.
 - e) To delegate any of its powers and duties to any of the members of the Managing Committee for carrying out the duties for fulfilling the

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[Signature]

- f) To get/ acquire lands and buildings by way of lease, purchase, sale or gifts, mortgage, transfer exchange and mortgage, dispose off or otherwise deal with any property (movable/ immovable) belonging to the Society. For such decisions it may seek the approval of the General Body, if necessary.
- g) To receive donations in cash or in kind from individuals or corporate bodies in the country or from outside for the purpose of carrying out the aims and objects of the Society.
- h) To appoint, suspend or remove the employee of the society unless otherwise provided in these Rules and Regulations.
- i) To perform any other duties or exercise, any other powers which may be assigned to it by the Managing Committee.
- j) To incur contingent expenses.
- k) To open accounts with any Nationalised Bank.
- l) To appoint Chartered Accountant to meet the audit requirements.
- m) To select the patrons for the Society.
- n) To nominate Returning Officer for conducting elections, if necessary.
- o) To appoint a sub-committee for specific duties/ assignments.
- p) In the event of death of a Founder/Life Member, offer suitable help and assistance to the

19. The Quorum for Managing Committee Meeting shall be 1/3 of the total number of its members. If within one hour of the time fixed for Managing Committee Meeting the quorum is not forthcoming, the Chairman of the meeting shall postpone the meeting to further date. A fresh notice for subsequent Managing Committee meeting shall be given to its members. The business at subsequent Managing Committee Meeting shall be transacted with the members present in the meeting. The condition of quorum will not be applicable to the subsequent meeting.
20. No decision of the Managing Committee shall be valid unless it is assented to at least by majority of members, present in the meeting.
21. Conducting the Elections:
Any member of the Managing Committee will be deemed eligible to contest the election for 10 seats of Managing Committee.
22. The Managing Committee shall nominate the Returning Officer for conducting the election as per the Rules & Regulations.
23. Powers and Duties of the President:
The President will be considered as Chief Executive of the Society and his powers and duties will be as follows:-

- a) He will preside over all the meetings of the Managing Committee.

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General Secretary under the directions of the President.

- d) For all round developments of the Society, he put forth achievement, future plan, annual budget before the Managing Committee for approval.
- e) He will present audited account of the Society before the Managing Committee for its approval.
- f) The President is empowered to sanction an expenditure not exceeding Rs. 100/- and in case, the amount exceeds Rs. 100/- in that case he has to seek the approval of Managing Committee.
- g) In case of omission or commission on the part of the office bearers elected or selected to any body of the Society, his removal from office can be effected by the Managing Committee for which the meeting can be convened by the General Secretary.
- h) In case, due to inevitable circumstances, the President intends to resign, he has to send his resignation letter to the General Secretary of the Society, 15 days in advance. The resignation shall be effective on the approval of the Managing Committee/General Body.

24. Powers & Duties of Senior Vice-President/Vice-President:

In the absence of the President, Senior Vice-President/Vice-President shall preside over the meetings.

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The powers and duties of the General Secretary will be as under:-

- a) He will convene the meeting of the General Body and Managing Committee as well in consultation with the President.
- b) He will take down the proceedings of every meeting in the minute book and shall get the approval and signed by the President.
- c) He will apprise the short-coming of the Society to the President and suggest the ways and means for improvement.
- d) He will maintain all the records of the Society and will enroll the new members as per the constitution of the society.
- e) He will pay heed to the all existing problems of the Society and put best efforts to sort them out in consultation with the President.
- f) He will extend full co-operation to the President for miscellaneous works and he can also seek help from any members of the Society or any office bearers of the Society as and when he deems fit.

26. Powers and Duties of the Secretary-I/Secretary-II.

In general they will assist the General Secretary for the work of the Society and in his absence carry the duties of General Secretary.

27. Powers and Duties of the Treasurer:

The powers and duties of the Treasurer of the Society

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- a) The income and expenditure accounts will be maintained under the supervision of the President and the suggestions given by the auditors, if any, will be complied with by the Treasurer.
- b) The income of the Society will be deposited in the Nationalised Bank and the amount for expenditure will be withdrawn from the Bank after getting it duly sanctioned.
- c) He cannot keep the income of the Society with him for more than 24 hours.
- d) He will be held answerable for all wasteful acts

28. Operation of Accounts:

The accounts of the Society will be maintained in any Nationalised Bank at Gurgaon.

29. The accounts of the Society will be operated jointly under the signatures of the President/General Secretary and Treasurer. The signature of the Treasurer will be compulsory. Second signatory shall be President or General Secretary. Thus every withdrawal will require signatures of two persons.

30. Auditing of Accounts:

The Managing Committee shall appoint and remove auditor/s for auditing the accounts of the Society.

31. Speciality.

The Society shall seek services of the qualified experts in various fields for pursuance of the

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seminars on remuneration for fulfilling the aims and objects of the Society.

32. Alterations in the Constitution.

In case, it is deemed expedient to alter or amend the Memorandum of Association and these Rules & Regulations of the Society, then this can be done in the General Body Meeting of the Society, and by 75% of the Majority of the Members present and voting in favour of the resolution requiring change, then such alterations shall be considered final provided these are not ultra-vires.

33. Responsibility of Managing Committee Members.

No member of the Managing Committee shall be personally responsible or liable for any loss arising from the administration, and application of the funds or other sums of money of the Society or its Institution for any damages, deterioration of any property belonging to the Society or its Institution or assets of any other person, unless such loss or deterioration happens by the willful neglect of such member or wilful default.

We the undersigned verify that the above is a True copy of the Rules and Regulations of the "Sir Chhotu Ram Educational & Cultural Society, Gurgaon".

Place: Gurgaon.

Dated: 10/5-1993

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"We the undersigned verify that the above is a True copy of the Rules and Regulations of the "Sir Chhotu Ram Educational & Cultural Society, Gurgaon".

Place: Gurgaon.

Dated: 10.5.1993

Certified to be a True Copy
Registrar of Firms & Societies
Haryana. 21/5/93