



FROM VII

Revised certificate of Registration issued under Section 9(4) of the Haryana
Registration and Regulation of Societies Act, 2012 upon allotment of a new
Registration Number
(See sub-rule (2) of rule 8)

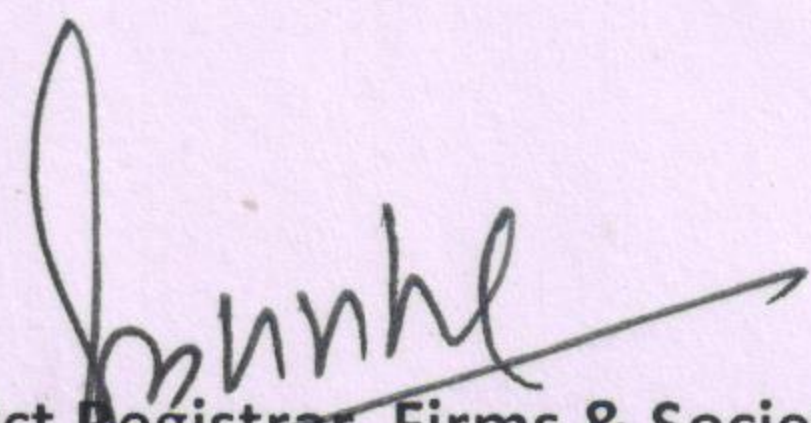
Revised Certificate of Registration of Society

I hereby certify that "The Sanatan Dharma College Society, Palwal" registered
vide Registration number 15 on 30th day of May, 1955 registered with Registrar of Joint
Stock Companies Punjab at Jullundur has been allotted a new Registration Number as
under mentioned on this 11th day of Feb.2014 under the Haryana Registration and
Regulation of Societies Act, 2012 (Haryana Act.No1of 2012)

State Code		District Code			Year of Registration				Registration Number				
H	R	0	2	1	2	0	1	4	0	0	4	2	1
Name of the society								Registered Office Address					
The Sanatan Dharma College Society, Palwal								C/o G.G.D.S.D.College,Palwal 121102 District Palwal,Haryana					

Issued under my hand at Palwal this 11th day of Feb.2014

SEAL;
Station; Palwal


District Registrar, Firms & Societies
Palwal
District Registrar, Firms & Societies
Palwal (Haryana)

'Memorandum of Association' of the Society

1. **Name of the Society** : **The Sanatan Dharma College Society, Palwal**
2. **Registered office of the Society** : C/o. G.G.D.S.D. College,
PALWAL-121102,
Distt. Palwal (Hr.)
3. **Jurisdiction** : Within Palwal District.

4. **Organisation :**

The society is being organised under the aegis of "Shri Sanatan Dharm Pritinidhi Sabha (Punjab), New Delhi" which body will be regarded as parent body and shall have the residual powers.

5. **Aims and Objectives of the Society :**

- a) To run and maintain a college namely Goswami Ganesh Dutt Sanatan Dharm College, Palwal, establish new institutions and to take over any existing institution working at Palwal for male and female students for imparting education.
- b) The institutions will impart education related to :
- i) Sanatan Dharm as taught by Sruti, Smiriti and Puranas.
- ii) Indian Philosophy, Theology, Science, Art and Literature.
- iii) Western Philosophy, Science, Art and Literature.
- c) To create admosphere of patriotism among the people and promotion of arts, education, science, literature, philosophy, skill developent, fine arts, etc.,
- d) To make necessary arrangements for imparting instructions in Sanatan Dharm.
- e) To establishment and maintenance of hostels and libraries or reading rooms for students reading in the institutions.
- f) To found scholarships for students, to enable them :
- i) to pursue advance study.
- ii) to acquire technical, commercial training in India or abroad also.
- g) To make proper arrangements for the physical development of students and maintain well equipped playgrounds for the students.
- h) To co-operate with or to act co-jointly with any society or educational institution whose aims and objects are in conformity with this society.
- i) To take up all formal and non-formal educational programmes as per directives contained in the National Policy of Education, 1986.
- j) To create awareness and addressing on various social evils.
- k) To organise Blood Donation Camps or other such type of camps to aware the students.

Contd.2.

Mahender Kalra

Ashok Mangla

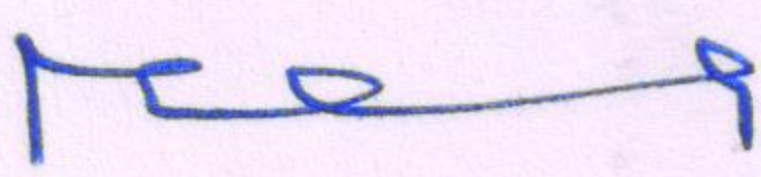
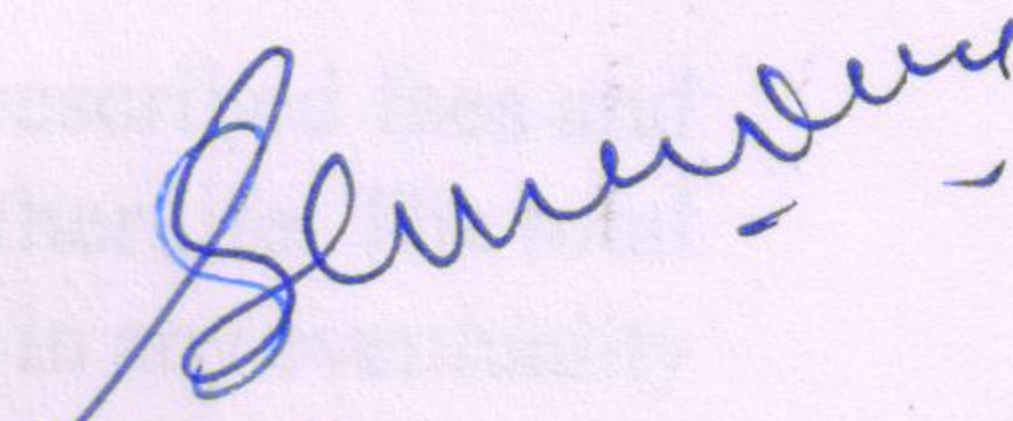
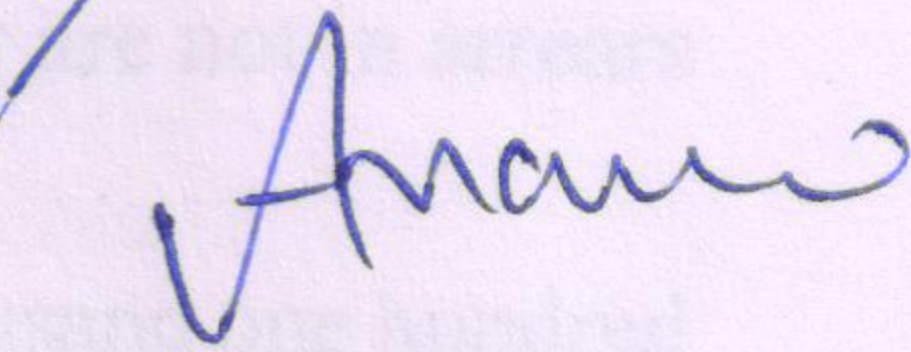

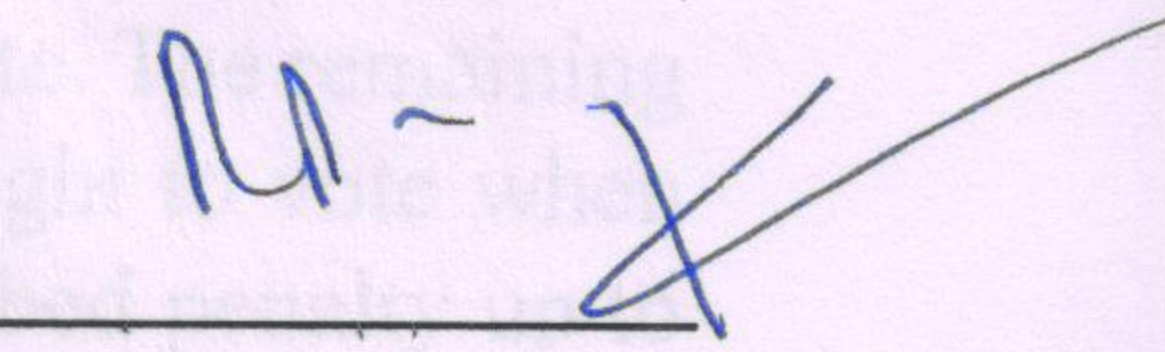
Sanjay Mangla

Banshidhar Makhija

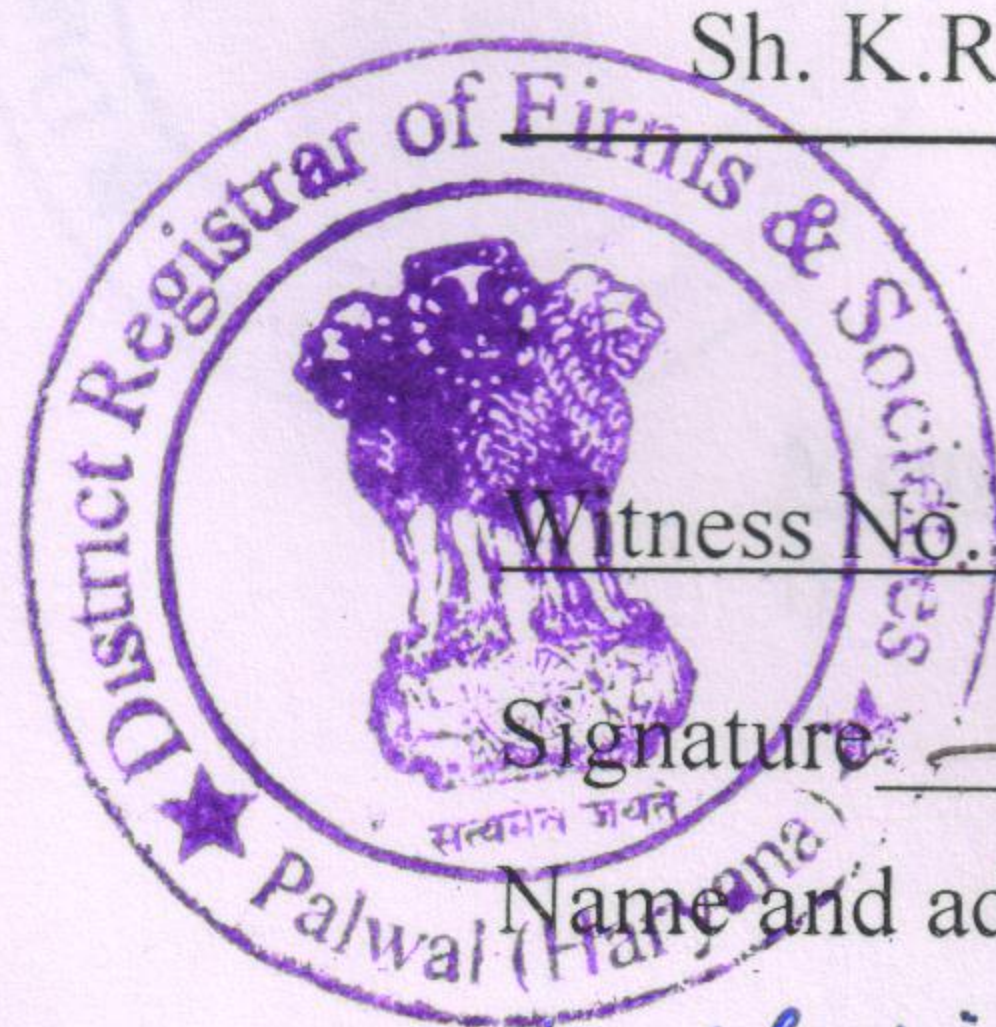
Dr. R.P. Vij



- l) To raise or acquire funds or property from Central Government, State Government, Non-government agencies, charitable trusts by way of donations or grants or contribution or by taking loan from public and private financial institutions. The funds, properties, assets and all other resources, present and future of the society shall be utilized for any or all the purposes or objects of the society as stated above and also for all other similar activities in furtherance for ideals of truth and non-violence.
- m) The income and property of the Society shall be applied solely towards the promotion of the objectives 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 dependents or legal heirs.
6. The names of the members of the Society to which the rules and bye-laws of the management affairs is entrusted are as under :

Sr. No.	Name and Father's Name	Address	Occupation	Designation	Signature
1.	Mahender Kalra S/o. Sh. Permanand Kalra	Kalra Niwas, G.T.Road, Palwal	Advocate	President	
2.	Sanjay Mangla S/o. Sh. Khem Chand	New Anaj Mandi, Palwal-121102	Business	Vice President	
3.	Ashok Mangla S/o. Sh. Moti Ram	New Anaj Mandi, Palwal-121102	Business	General Secretary	
4.	Banshidhar Makhija S/o. Sh. Kishan Chand	Main Bazar, Palwal Distt. Palwal	Business	Treasurer	
5.	Dr. R.P. Vij S/o. Sh. K.R. Vij	H.No. C/597, Sarita Vihar, New Delhi	Retired Principal	Executive Member	

The above named persons have signed in our presence :



Witness No. 1

Signature

Name and address

Sushil Kumar
Kathuria St. Sh. Roop Lal
Kalra colony, PALWAL

Occupation Business

Date :

Place : Palwal

Witness No. 2

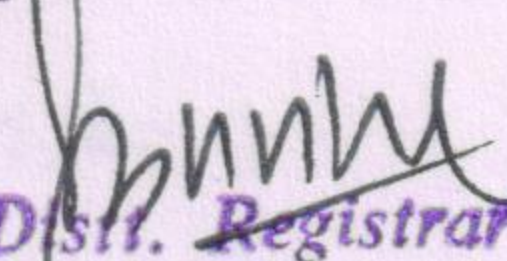
Signature

Name and address

Dr. Satya Dev
Aggarwal, old Sohna Road
PALWAL - 121102

Occupation Fingerprints & Handwriting
Expert

Certified to be true Copy


Dist. Registrar
Firms & Societies
Palwal (Haryana)

ALLOWED AND CERTIFIED ONLY AIMS
AND OBJECTIVES COVERED UNDER
THE HARYANA REGISTRATION AND
REGULATION OF SOCIETIES ACT, 2012
HARYANA No.-1 OF 2012 CHAPTER-III
SECTION 6 AND SUB-SECTION-I TO XII

'BYELAWS' OF THE SOCIETY

1. **Name of the Society** : **The Sanatan Dharma College Society, Palwal**

2. **Registered office of the Society** : C/o. G.G.D.S.D. College,
PALWAL-121102, Distt. Palwal (Hr.)

3. **Membership of Society :**

(a) **Eligibility :**

A person shall be eligible to become a member of Society, if he / she :

- i) is 21 years of age on the date of admission ;
- ii) subscribes to the aims and objects of the society ;
- iii) has deposited the membership fee as prescribed in the Bye-laws ;
- iv) is not be an insolvent and of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.

(b) **Life Member :**

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/her life. The total number of life members shall not exceed one thousand two hundred in any eventuality who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee.

As per the membership register of the society, there are total one thousand one hundred seventy six existing members including the nominated members, as per decision of the Collegium that nominated members will also be the life members. Seven hundred seventy eight members have paid / cleared their annual subscription fee till 15th April 2013. Thus, these members have their right to vote. The remaining three hundred ninety eight life members shall only enjoy their right to vote when they pay their annual outstanding subscription along with prescribed penalty up to 31st March, 2014. There will be no nomination of members in future.

4. **Membership Fee & Annual Subscription :**

- i) The admission fee for a life member shall be Rs. 5,100/- (Rupees Five Thousand One Hundred only) w.e.f. 1st April, 2014, meaning thereby any person who wants to be enrolled as life member after 1st April, 2014 (after due procedure as per Clause 5 of the byelaws of the society) shall have to pay this amount to the society. However, every life member (existing and new) shall have to pay Rs. 100/- (Rupees One Hundred only) per annum from the date of registration as annual subscription fees which shall be paid between 1st January to 31st March of every year.

Contd.4.

Mahender Kalra

Sanjay Mangla

Ashok Mangla

Banshidhar Makhija

Dr. R.P. Vij



- ii) The membership of a defaulting member shall be deemed to be under suspension after the due date i.e. 31st March and such member shall not be entitled to cast his her vote during the elections of the Society held after 1st April of the said year.
- iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he/she has cleared the default amount along with fifty per cent penalty amount on the annual subscription fees up to 15th of April of such year and in this case he/she shall have to right to vote.
- iv) If the membership remain suspended for two consecutive years. In that case, the governing body of the society shall have a right to terminate his/her life membership.
- v) Once in January 2014 only, the governing body of the society shall send information by registered post to every existing member demanding the annual subscription and shall also publish such intimation in two daily news papers.
- vi) Further, there shall be no seperate intimation for depositing of annual subscription. However, a notice to this effect shall be pasted on the notice board of the society / college.
- vii) No member of the Society shall be entitled to vote unless he/she has been enrolled as a life member for at least three months before the date of election.
- viii) The payment of membership fee and annual subscription shall be made by the applicant from his/her bank account through a Bank Instrument i.e. Demand Draft / Pay Order / Cheque and Cash amount shall not be acceptable at all.

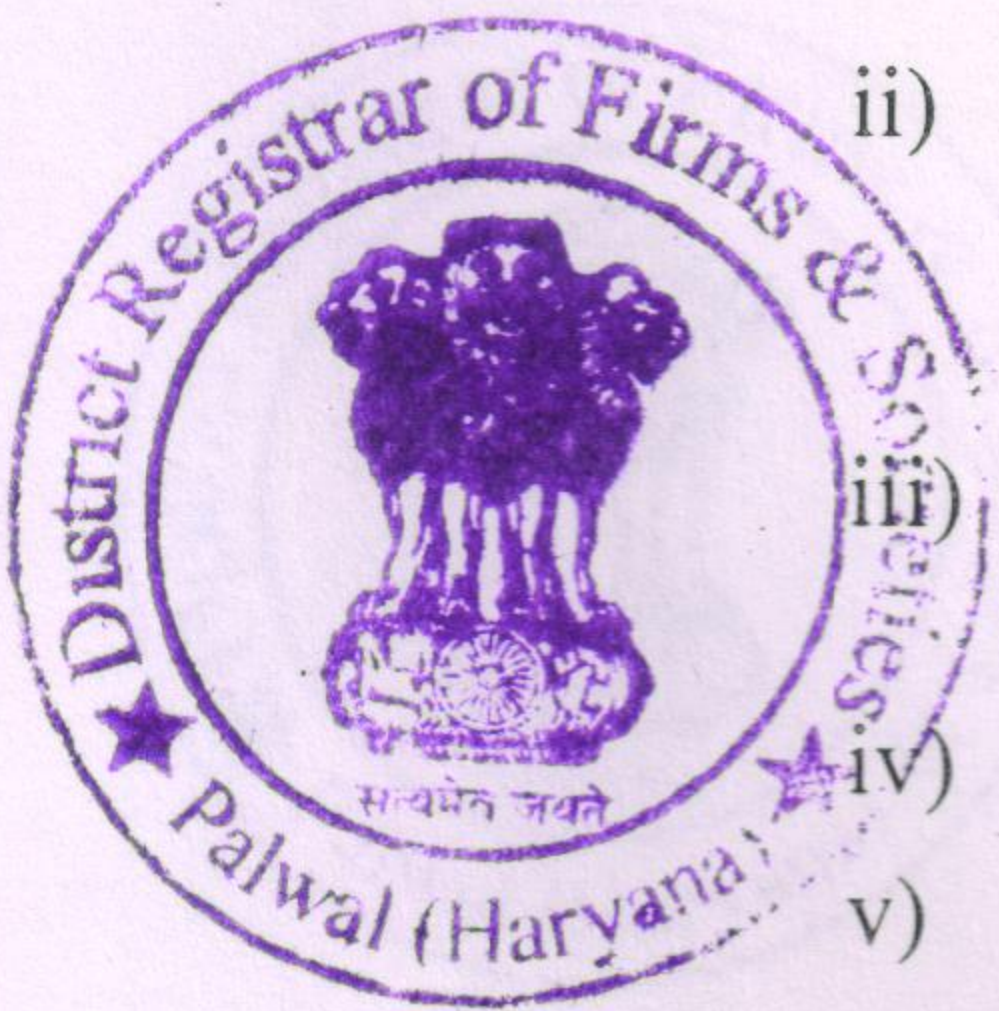
5. **Admission Procedure for Enrolling a Person as Life Member of Society :**

- i) The admission of a person as a life 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 on prescribed form, and along with supporting documents to the society duly filled in and signed and recommended by a Collegium Member of the Society.
- iii) The General Secretary shall examine the application and place the same before the Governing Body for its decision.
- iv) The Governing Body of the society may accept or reject the application.
- v) After the acceptance of the application and decision to enrol as a life member by the governing body, the governing body shall demand the life membership fees from such member. On payment of life membership fees, the Governing Body of the society shall entered his/her name in the register of members.

6. **Identity Card for every member of the society :**

Every person admitted as a member shall be issued an identity card containing his/her photograph along with brief particulars duly signed by the individual member and the General Secretary of the society.

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7. **Cessation of Membership :**

(a) **Reasons for cessation :**

- i) upon submission and acceptance of his/her resignation ; or
- ii) if he/she ceases to fulfil the eligibility condition for being admitted as a member as mentioned under clause 3(a) of Bye-Laws of the society or ;
- iii) upon the death of a member ; or
- iv) upon his/her acting contrary to the aims and objectives of the society and doing anti-society activities and doing acts or omissions contrary to the interest of the society ; or
- v) upon such member being found guilty of a financial misappropriation of the funds of the society ; or
- vi) upon indictment and directions for removal by the District Registrar / Registrar General of Societies or by any court of law; or
- vii) If he/she fails to pay yearly subscription for two consecutive years and the governing body of the society take decision to terminating his/her membership.
- viii) If he/she takes no interest in the affairs of the society and fails to take part in the meetings or other functions of the society.

(b) **Procedure for Termination from Membership :**

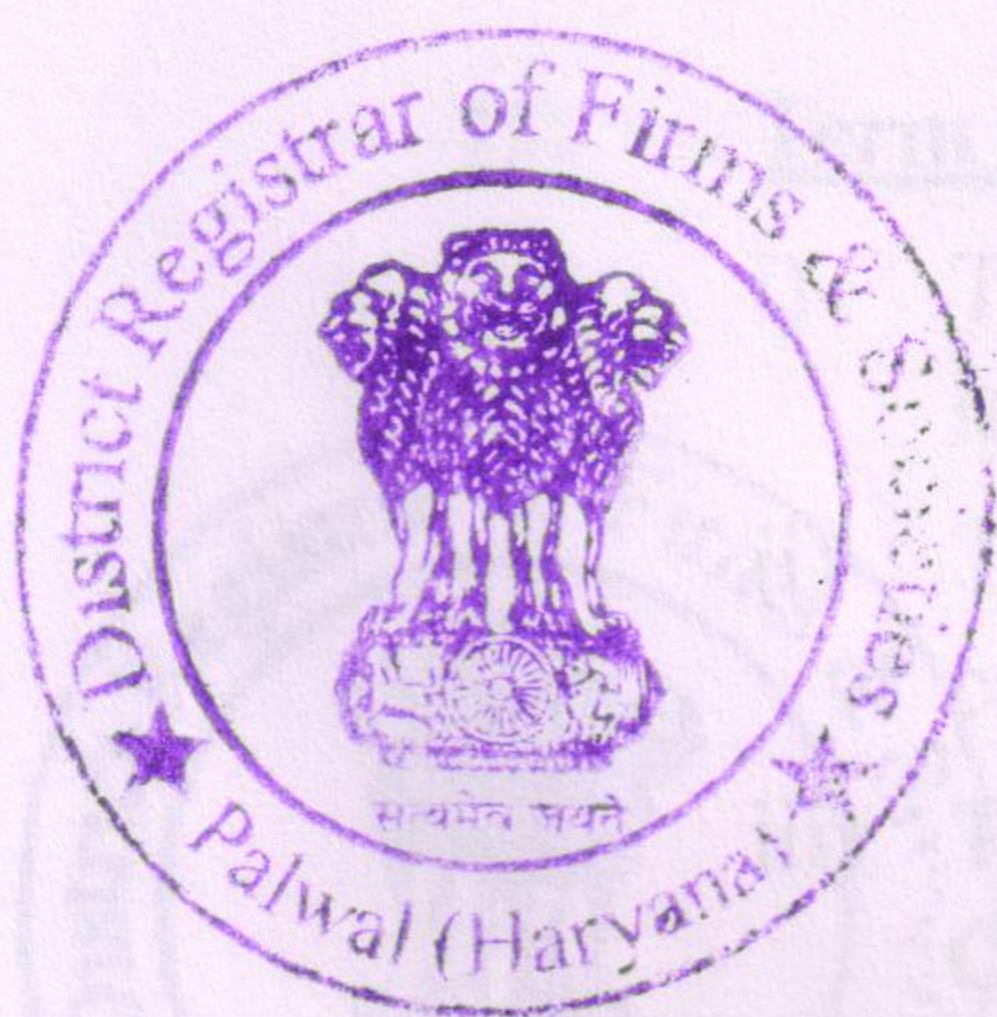
If a member violates Clause 7 sub clause (iv) & (v) above, a notice shall be served upon such member by registered post by the General Secretary regarding the violation of rules indicating his/her deficiencies. Thus providing him/her an opportunity to explain his/her position personally in the meeting of Governing Body of the society and that will decide his/her case. After approval of the Collegium meeting, his/her name shall be struck off from the Register of Membership and he/she shall not further be entitled to enjoy the rights of the membership subject to the approval by the Collegium.

However, the membership shall automatically come to an end in accordance with Clause 7 sub clause (i) to (iii) & (vi) to (viii).

8. **Rights & Duties of members :**

- i) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its bye-laws and amended from time to time.
- ii) Every member, shall have a right to cast his/her 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.

Contd.6.



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- iii) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meetings, meetings of the Governing Body and register of members of the society.
- iv) Every member shall inform the Society about any change in his/her 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.

9. **Composition of General Body :**

- i) Every person admitted as a life 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 members of the Collegium unless he/she is not in arrears of payment of any dues of the Society, including the annual subscription.
- ii) Every member shall cast his/her vote in person and no proxy voting shall be allowed.

10. **Collegium of the Society :**

- i) The Collegium shall be as per the act depending upon the number of life members. However, at present there are thirty one electoral colleges which shall constitute its Collegium ;
- ii) Each electoral colleges as far as possible shall be consisting of equal number of members.
- iii) The Collegium of the Society shall act as the General Body for all intents and purposes and the members of the Collegium shall in turn elect the Office-bearers and the members of the Governing Body.

11. **Term and Procedure for Election of the Collegium and Governing Body :**

- i) The term of the Collegium and Governing Body will be three years from the date of the last election.
- ii) The number of members of Collegium shall be elected as per the number of electoral colleges. The elected Collegium members shall elect the governing body of the society.
- iii) The Governing Body of the Society shall declare the Schedule of Elections of the Collegium as well as Governing Body and appoint the Returning Officer for conduct of elections and also notify/display a list of members of each electoral colleges entitled to vote. The Governing Body of the society shall inform to all the members of the general body for holding elections of the Collegium and Governing Body by public notice/pumphlets, conveying the date, time and venue etc. The information of the election for the Collegium and Governing Body shall also be sent to all concerned authorities as per law.

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- iv) Any objections qua the list of members of the Society/Collegium entitled to vote shall be decided by the Returning Officer in consultation with the governing body 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 elections, scrutiny and withdrawal of nominations, if any, for election of the members of the Collegium and office bearers of Governing Body and will make correspondence thereof.
- v) The Returning Officer shall display a list of the contesting candidates on the notice board of the society. The returning officer shall conduct the election on the notified date. The members eligible to vote shall be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- vi) After closing of the polling, the votes shall be counted and after counting, the returning officer shall declare the results in the presence of observers of the university concerned/ Higher Education Department Haryana / District Registrar as per rules and constitute the Collegium.
- vii) A list of the elected members of the collegium shall be displayed at the notice board of the society.
- viii) The elected members of the collegium shall elect the office bearers of the Governing Body among the Collegium members. Only a member of Collegium shall be entitled to vote or contest the election of office bearers of Governing Body.
- ix) The Returning Officer shall, thereafter, invite nominations to be filed within the period declared earlier the Schedule of elections, scrutiny and withdrawal of nominations for election of the office bearers of the Governing Body.
- The Returning Officer shall display a list of the contesting candidates for the different posts on the notice board. The returning officer shall conduct the election on the notified date.
- x) After closing of the poll, the votes shall be counted and after counting, the returning officer shall declare the results in the presence of observers of the departments concerned and constitute the office bearers of the Governing Body.
- xii) A list of the elected members of the Collegium and Office Bearers of the Governing Body, duly signed by the Returning Officer, shall be sent to all concerned.



12. Meetings. Notice and Quorum of Collegium of the Society :

- i) A meeting of the Collegium of the society shall be held as and when required. However, atleast one meeting of the Collegium shall be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.

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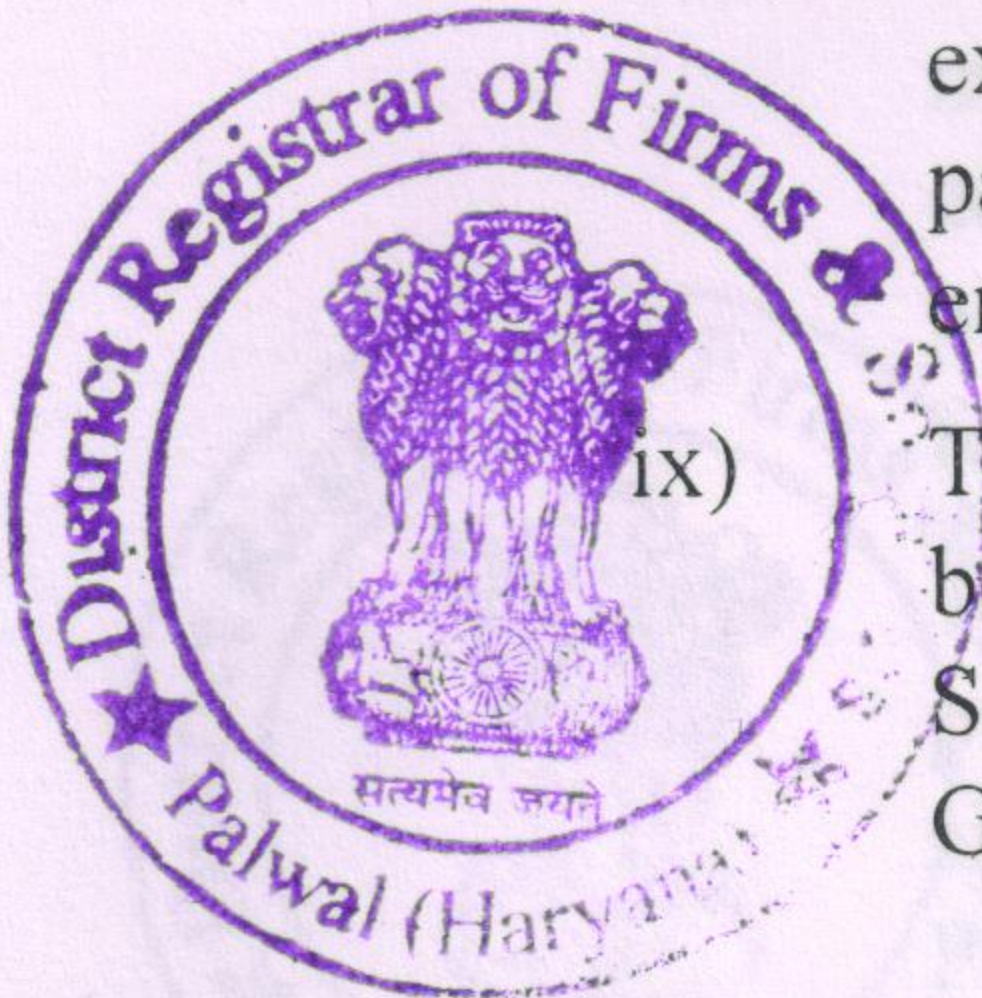
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- ii) A clear notice of atleast fourteen days of every meeting shall be given to the members of the Collegium, before the date appointed for the meeting.
- iii) The notice shall specify the date, time, place and the object of the meeting and in case any agenda item requiring a special resolution is proposed to be considered in such meeting, the notice shall contain a copy each of such agenda.
- iv) In addition to the annual general meeting, an extra-ordinary meeting of the Collegium, shall be convened at any time, after giving due notice to all the members of Collegium.
- v) The governing body of the society shall convene a meeting of the Collegium within forty five days of receipt of a written requisition at least one-third of the members of the Collegium, for convening such a meeting.
- vi) An emergent meeting of the Collegium may also be convened at a shorter notice, if agreed to, by one third of the members of the Collegium.
- vii) Quorum for the meeting of the Collegium shall be minimum forty percent of the members entitled to vote and present in person. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than a minimum of twenty five percent of the members entitled to vote and present in person. In case such meeting is adjourned for a second time for want of the reduced quorum of twenty five percent, the quorum for such adjourned meeting shall be fifteen percent of the members entitled to vote and present in person.
- viii) The Collegium 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 twenty five percent of the members entitled to vote and present in person.
- ix) The proceedings of all meetings of the Collegium shall be recorded in the minutes book (bound or in loose leaves) maintained separately for the purpose by the General Secretary and such minutes shall be signed by the President of the meeting and the General Secretary of the society.



13. Powers, Functions & Duties of the Collegium :

- 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 the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal 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.
- 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.

Contd.9.

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14. **Composition of Governing Body of the Society :**

The President, Vice President, General Secretary and Treasurer to be elected by the Collegium members and the president shall nominate One Executive Member among the Collegium members in consultation with the other office bearers mentioned above.

15. **Composition of Governing Body of the College :**

The President, Vice President, General Secretary and Treasurer, so elected for the society shall be the office bearers of the governing body of the college. For the constitution of the governing body of the college, the rules mentioned in the university calendar and the govt. act shall be applicable.

16. **Meetings, Notice and Quorum of the Governing Body of the Society :**

- i) The meetings of the Governing Body shall be held as and when required. However, the Governing Body shall meet at least once in every quarter and there shall be minimum four meetings of the Governing Body in a financial year.
- ii) A clear notice of three days of every such meeting shall 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.
- iii) The quorum of the meetings 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 present in the adjourned meeting, a minimum of three members, shall form the quorum for the adjourned meeting.
- iv) The proceedings of every meeting of the Governing Body shall be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the President of the meeting and the Secretary of the society. In case the President or the General Secretary are not available to sign the minutes, these shall be signed by any two members present in the meeting as may be authorised by the Governing Body.
- v) The minutes of every meeting of the Governing Body shall be placed for confirmation in the succeeding meeting of the Governing Body.
- vi) An urgent meeting of the governing body at shorter notice or without any formal notice with written consent of minimum three members of the governing body may be called.

Contd.10.

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Ashok Mangla

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17. **Powers, Functions & Duties of the Governing Body of the Society :**

- i) The Governing Body shall 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 shall 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 Collegium 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 secretarial, 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.
- viii) The governing body shall be is the custodian of the assets of the society.

18. **Cessation of members of the Governing Body of the Society :**

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/her resignation ;
- (b) if he ceases to be a member in accordance with bye-laws ;
- (c) if he/she is removed by a resolution passed in the meeting of the Collegium.

19. **Filling of any Vacancy in the Collegium :**

Any vacancy arising on account of resignation or death of any member of the Collegium or for any other reason. The President will be authorised to fill-up by nominating from amongst the members of that electoral college in the next meeting of the Collegium of the Society for the remaining term of the Collegium.

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Mahender Kalra

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Sanjay Mangla

Banshidhar Makhija

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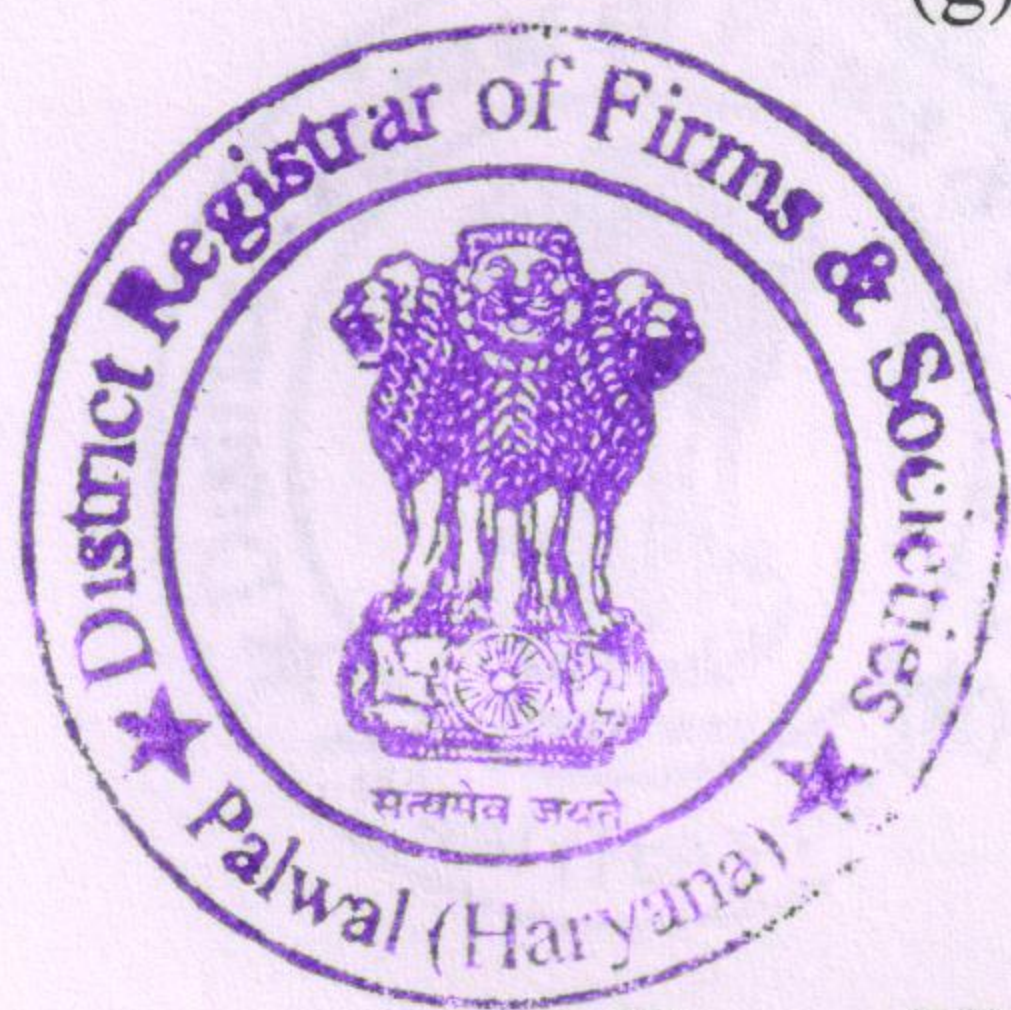
20. **Filling of any Casual Vacancy in the Governing Body of the Society :**

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 Collegium on adhoc basis till the holding of next meeting of the Collegium 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 meeting of the Collegium, if his/her appointment is not approved in the Collegium meeting by a majority vote for the remaining term of the Governing Body.

21. **Powers, Functions & Duties of the Office-Bearers of the Society :**

i) **President :**

- (a) To preside over all the meetings of the Collegium and Governing Body and regulate the proceedings of such meetings.
- (b) To do all such acts, deeds and things as may be authorized by the Collegium and / or the Governing Body from time to time.
- (c) To allow or disallow discussion on any matter which is not included in the agenda.
- (d) To ensure proper & transparent functioning of the Society / Governing Body.
- (e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- (f) To supervise and guide the overall activities / achievement of aims & objectives of the Society.
- (g) In any case in which the President is of the opinion that immediate action is necessary in the interest of any of the institution running by the society or society itself and in which it may not be practicable to obtain the previous sanction of the governing body or the sub committee concerned, he/she shall have power to do any act or acts necessary for the purpose and to incur any necessary expenditure provided that he/she shall as soon as may be practicable but not later than the next meeting of the body concerned, submit to the committee concerned a detailed report of action taken for necessary sanction.



ii) **Vice-President :**

- (a) To assist the President in carrying out his/her duties.
- (b) In absence of the President, to act on his/her 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.

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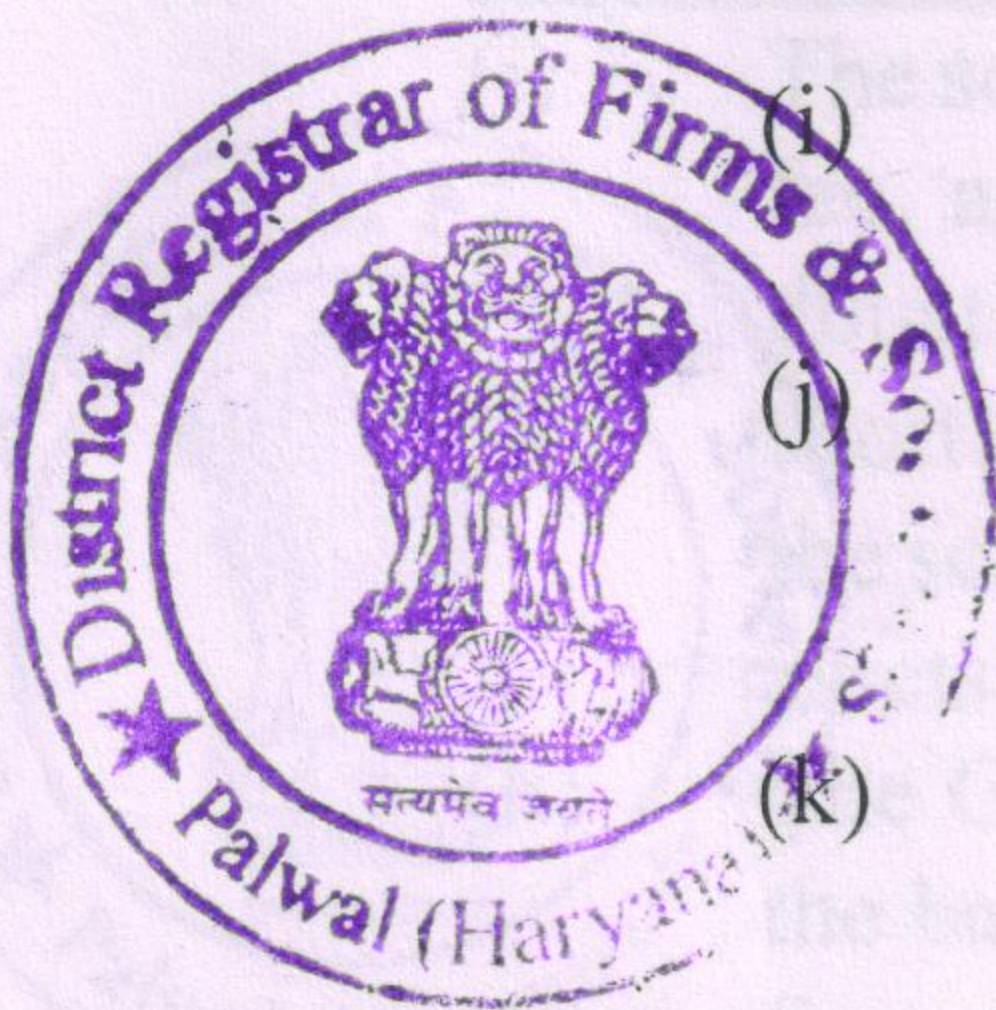
Banshidhar Makhija

Dr. R.P. Vij

iii) General 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 or 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/her initials and to intimate the members about the same and issue identity cards to the members so admitted ;
- (c) To convene meetings of the Collegium or Governing Body with the consent of the President and serve proper notices as prescribed under these bye-laws.
- (d) To attend all the meetings of the Collegium 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 Body alongwith audited annual accounts of the Society, for approval to place the same before the Collegium in the Annual General Meeting.
- (f) To keep and preserve the records of the Society / Governing Body.
- (g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- (h) 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 Regulation of Societies Act, 2012 and the rules made thereunder.
- (i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- (j) To conduct correspondence on behalf of the Society / Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- (k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- (l) The responsibility for convening the meetings of a society shall 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.

Contd.13.



Mahender Kalra

Ashok Mangla

Sanjay Mangla

Banshidhar Makhija

Dr. R.P. Vij

- (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 & 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) **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 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.
- (d) To act as the overall custodian of all the books of accounts statutory records and cheque books of all bank accounts, FDRs, etc. of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

22. **Management of Assets and Funds of the Society :**

- (i) The sources of income of the society will include receipts on account 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 loans from its members or from scheduled bank's on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the Collegium in its Annual General Meeting for formation.
- (iii) All assets and funds will belong to the Society and vest in the society.
- (iv) All receipts and payments of the Society shall be made through Bank Instruments i.e. DD / Pay Order / Cheques / Bank Transfers / RTGS including all receipts towards the Membership 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.

Contd.14.

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Banshidhar Makhija

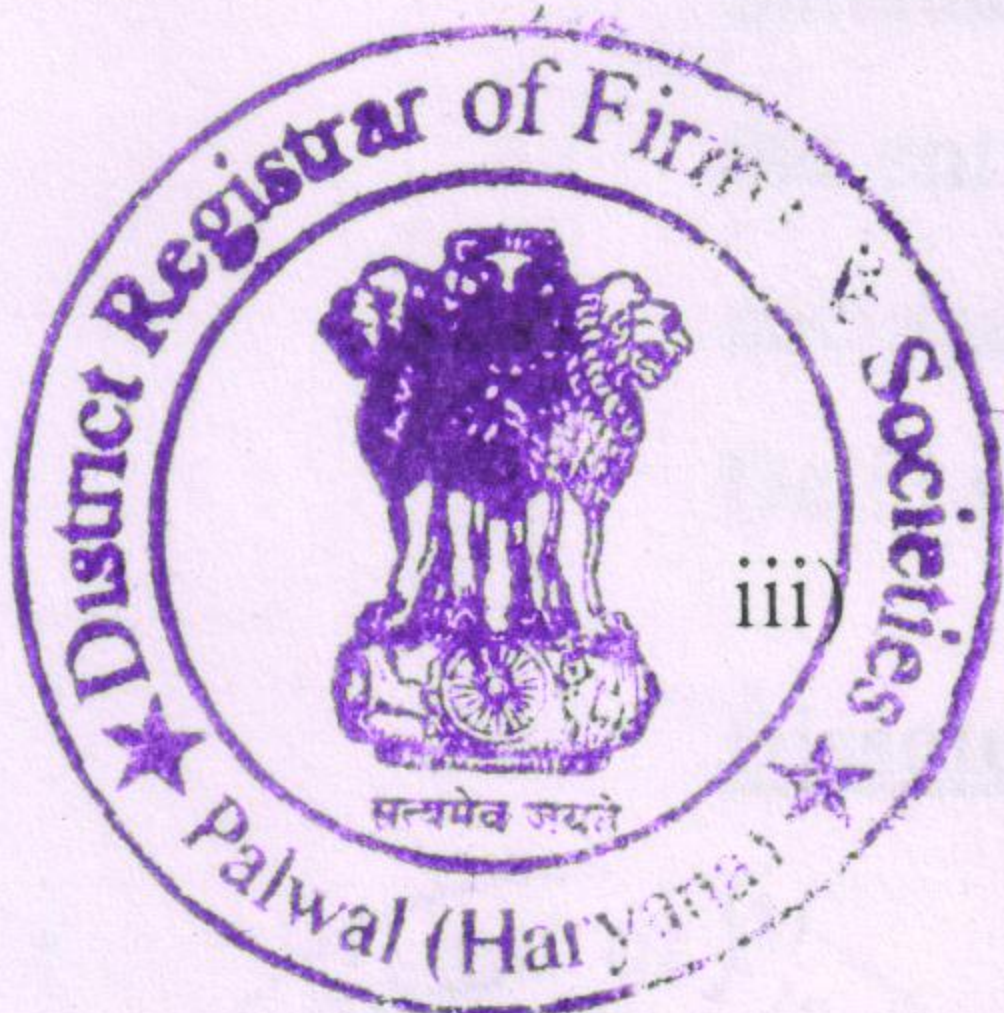
Dr. R.P. Vij

23. 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, 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 authorised by them and by any member of the Society.
- (iii) The annual accounts of the society will be signed by any two authorised office bearers of the Society.
- (iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

24. Application of funds :

- i) The society have the powers to spend such sums out of its funds, as it thinks fit, for the purposes.
- ii) 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:



Provided that incurring of any expenditure on the Boarding / Lodging and TA/DA of the office bearers while on tour in connection with the affairs of the Society, shall be permissible following the prudent financial norms.

- iii) 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 :

25. Operation of Bank Accounts :

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. All the transactions will be made under the joint signatures of any two i.e. President, General Secretary, Treasurer. The treasurer will be mandatory.

26. Provisions relating to Audit of the Society's Accounts :

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.

Contd.15.

Mahender Kalra

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Banshidhar Makhija

Dr. R.P. Vij

27. **Amendments in the Memorandum , Bye-laws, Name of the Society, etc. :**

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

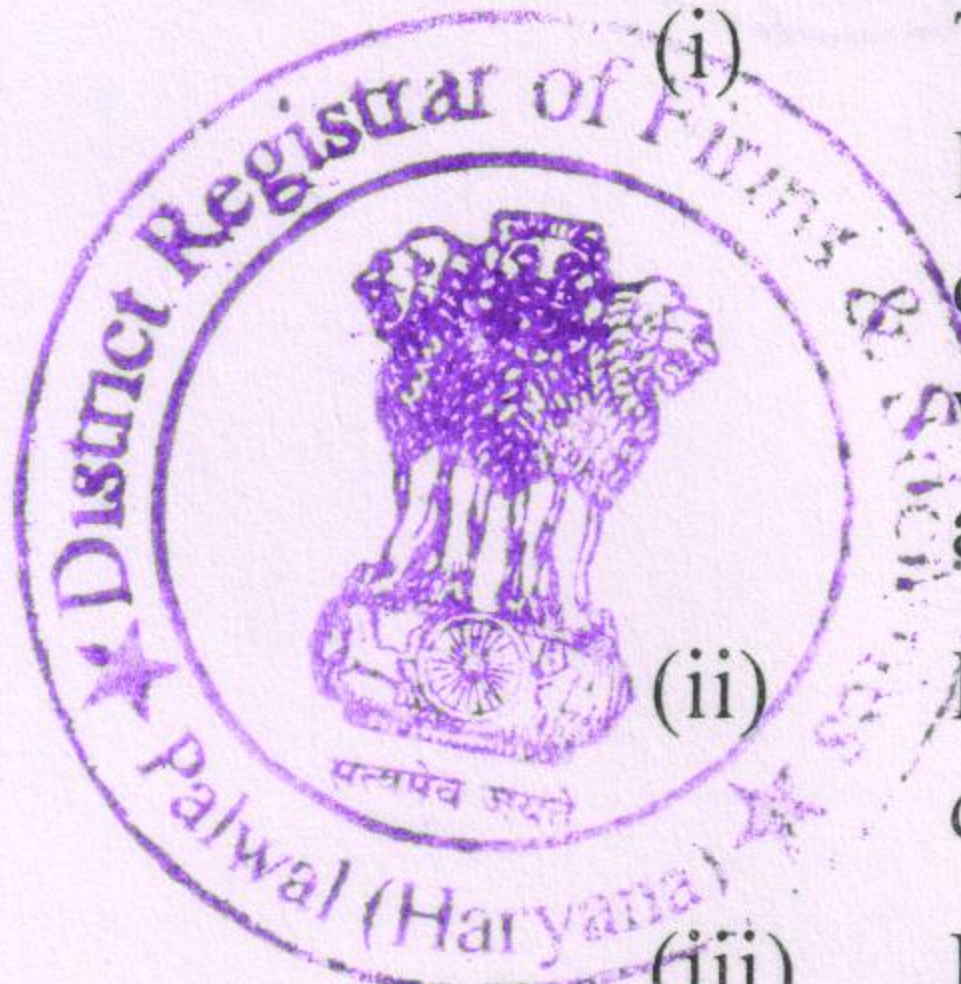
28. **Amalgamation of the Society :**

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.

29. **Miscellaneous :**

In case of serious differences which are likely to harm the society and institution, Shri Sanatan Dharam Pratinidhi Sabha (Punjab), New Delhi shall have the powers to take over the entire control of the Society and all its institutions, for such periods as it may deem necessary. The working committee of Shri Sanatan Dharam Pritinidhi Sabha (Punjab), New Delhi shall be the sole judge of such a situation.

30. **Dissolution of the Society :**

- 
- (i) The Society may resolve to dissolve itself subject to approval from Shri Sanatan Dharam Pritinidhi Sabha (Punjab), New Delhi 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 or parent body of the society.

Contd.16.

Mahender Kalra

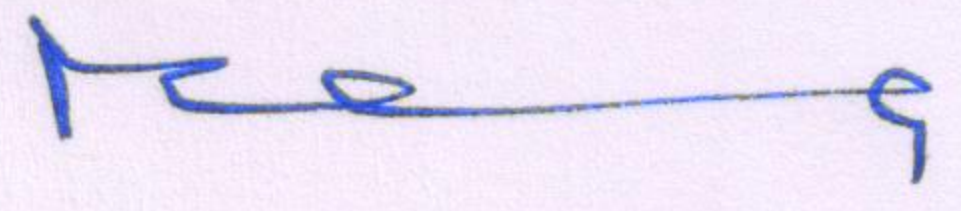
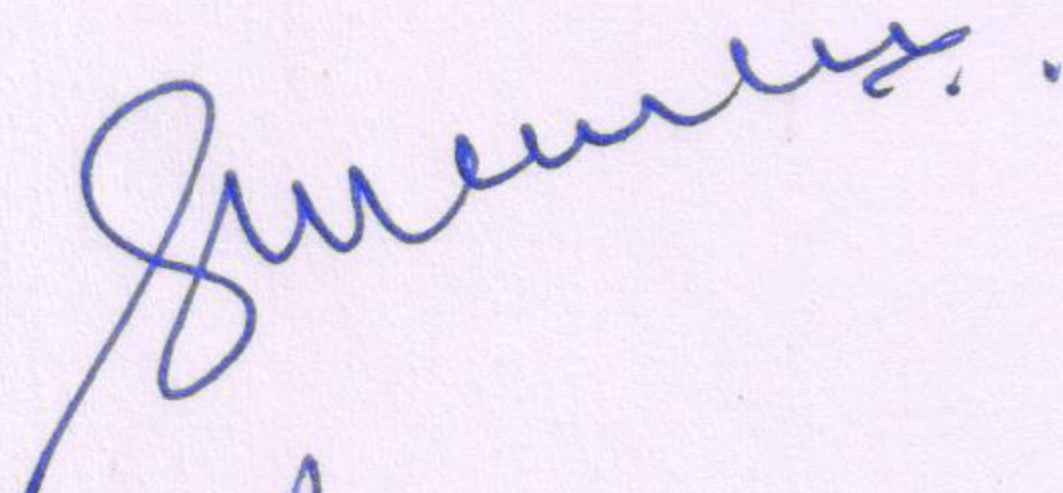
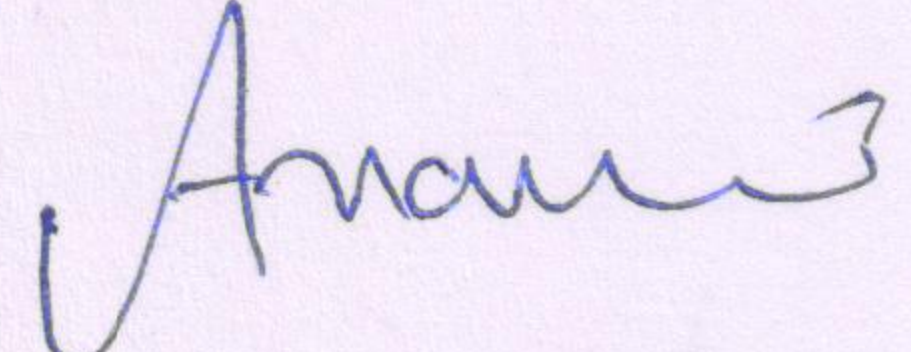


Sanjay Mangla

Ashok Mangla

Banshidhar Makhija

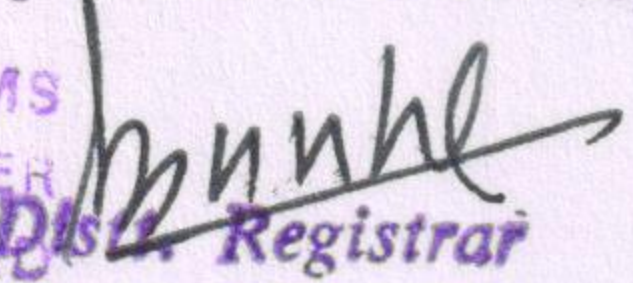
Dr. R.P. Vij

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

Sr. No.	Name and Father's Name	Address	Occupation	Designation	Signature
1.	Mahender Kalra S/o. Sh. Permanand Kalra	Kalra Niwas, G.T.Road, Palwal	Advocate	President	
2.	Sanjay Mangla S/o. Sh. Khem Chand	New Anaj Mandi, Palwal-121102	Business	Vice President	
3.	Ashok Mangla S/o. Sh. Moti Ram	New Anaj Mandi, Palwal-121102	Business	General Secretary	
4.	Banshidhar Makhija S/o. Sh. Kishan Chand	Main Bazar, Palwal Distt. Palwal	Business	Treasurer	
5.	Dr. R.P. Vij S/o. Sh. K.R. Vij	H.No. C/597, Sarita Vihar, New Delhi	Retired Principal	Executive Member	



Certified to be true Copy
ALLOWED AND CERTIFIED ONLY AIMS
AND OBJECTIVES COVERED UNDER
THE HARYANA REGISTRATION AND
REGULATION OF SOCIETIES ACT, 2012
HARYANA No.-1 OF 2012 CHAPTER
SECTION 6 AND SUB-SECTION I TO XII


District Registrar
Firms & Societies
Palwal (Haryana)

Form – XVI-A
Certificate of amendment in Memorandum/ By-laws of the Society under Subsection
(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

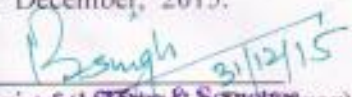
I hereby certify that "The Sanatan Dharma College Society, Palwal" which was originally registered on dated 30-05-1955 vide registration number 15 of 1955-56 and allotted new registration No. HR/021/2014/00421 on dated 11-02-2014 under section 9(4) of the Haryana Registration and Regulation of Societies 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 :-

Sr. No.	Clauses deleted	Clauses amended	Clauses added
3(b).	N.A.	<p>Clause No. 3(b) has been amended as :</p> <p>"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/her life. The total number of life members shall not exceed eight hundred in any eventuality who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee.</p> <p>As per the membership register of the society, there are total six hundred and ninety nine existing members who have paid/cleared their annual subscription fee till March 2016. Thus these members have their right to vote. There are 45 suspended members who have not paid their annual subscription for the year 2015-16 only. These Life Members shall enjoy their right to vote when they pay their annual outstanding subscription alongwith prescribed penalty upto 31st March, 2016. There will be no nomination of members in future."</p>	N.A.
4(iii)	N.A.	<p>Clause No. 4(iii) has been amended as :</p> <p>"The suspension of membership on account of default in payment of the annual subscription may be revoked after he/she cleared the default amount along with fifty percent penalty amount on the annual subscription fees upto 31st of March of such year and in this case he/she shall have the right to vote."</p>	N.A.
4(iv)	N.A.	<p>Clause No. 4(iv) has been amended as:</p> <p>"If the membership remain suspended for two consecutive years, in that case, the life membership shall be terminated</p>	N.A.

		automatically."	
4(v)	N.A.	Clause No. 4(v) has been amended as : "The governing body of the society demanding the annual subscription shall publish such information in two daily newspapers. Alternatively, SMS/Email may be sent in lieu of publishing in newspapers, in future."	N.A.
7(a) vii)	N.A.	Clause 7(a) vii) has been amended as: "If he/she fails to pay yearly subscription for two consecutive years, his/her membership shall be terminated automatically."	N.A.
10(i)	N.A.	Clause No. 10(i) has been amended as : "The Collegium shall be as per act depending upon the number of life members. However, at present there shall be thirty five electoral colleges which shall constitute its Collegium;"	N.A.
14.	N.A.	Clause 14: Composition of Governing Body of the Society: "The President, Vice President, General Secretary, Treasurer, Joint Secretary and two executive members to be elected by the Collegium members."	N.A.
16(iii)	N.A.	Clause No. 16(iii) has been amended as : "The quorum of the meetings of the Governing Body shall be at least five 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 present in the adjourned meeting, a minimum of four members shall form the quorum for the adjourned meeting."	N.A.
16(iv)	N.A.	Clause No. 16(iv) has been amended as : "The proceedings of every meeting of the Governing Body shall 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 minutes, these shall be signed by two members present in the meeting as may be authorized by the Governing Body."	N.A.
21(iii) (b)	N.A.	Clause No. 21(iii)(b) has been amended as : "To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his/her initials and to intimate the members about the same and issue identity cards to the members so admitted."	N.A.

21(v).	N.A.	N.A.	<p>Clause No. 21(v) added as:</p> <p><u>Joint Secretary:</u></p> <p>a) To assist the General Secretary of the society in carrying out his functions and duties;</p> <p>b) To discharge the functions and duties of General Secretary of the society in his absence to the extent authorized by the Governing body.</p> <p>c) To look after such functions and duties and exercise such powers as may be assigned and delegated by the Governing Body of the Society from time to time</p>
23(i)	N.A.	<p>Clause No. 23(i) has been amended as :</p> <p>" 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, expenditure incurred by the Society and the assets and liabilities of the Society."</p>	N.A.
26.	N.A.	<p>Clause No. 26 has been amended as :</p> <p><u>"Provisions relating to Audit of the Society's Accounts:</u></p> <p>The bye laws of the 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."</p>	N.A.

Given under my hand at Palwal this 31st day of December, 2015.


 (Signature of the Registrar)
 Palwal (Haryana)

Place: Palwal