

Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [03] day [Jun] month [2017] 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	1	3		2	0	1	7	0	2	2	0	7
Name Of the Society								Registered Office Address					
ANNIE EDUCATION SOCIETY								ANAJ MANDI TO RAILWAY ROAD, SIWANI MANDI, BHIWANI					

Issued under my hand at [Bhiwani] this [03] day of (month)[Jun] (Year)[2017] having Unique Identification Number - 2000120221



SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/120221/reg/06-013-2017-02207>

MEMORANDUM OF SOCIETY

NAME OF THE SOCIETY : ANNIE EDUCATION SOCIETY,

PLACE OF REGD. OFFICE : WARD NO 02, SIWANI MANDI, DISTT. BHIWANI.

AREA OF OPERATION : The society shall carry out its major activities in the Bhiwani District within the territory of the state of Haryana.

AIMS AND OBJECTIVES : The aims and objects the society are:-

- (a) To Work for welfare of all type of Students of the area.
- (b) To Work for awareness among students about small scale industries or other small capital industries and about government schemes about financial help etc.
- (c) To establish and run Educational institutions from Play studies, Primary to postgraduate & research level to provide means for imparting literacy, commercial scientific, vocational arts and craft, cultural and moral & mass communication Medical Dental, Info-Tech, Biotech, Management, Technical Education. Also special educational facilities for physically & mentally challenged person.
- (d) To Work for development of our country.
- (e) Society can run play school or other educational institutions under the name of Annie education Society at different Names with resolution of society.
- (f) To work against unemployment system of the society.
- (g) To work against social evils of the society.
- (h) To create student bodies in every village or in every educational institutions around us.
- (i) To encourage the students society will appoint the students for social welfare works.
- (j) Work for environment balancing in our society.
- (k) To Manage the Educational Institution run above society.
- (l) To aware the society for save the girl child.
- (m) To arrange the camps regarding unemployed students.
- (n) To work for programs related to saheed jayanties or freedom fighters.
- (o) To work for gau sewa or specially handicap cows.
- (p) To arrange facilities for good quality of basic and higher education for the rural and poor students in particulars.
- (q) To promote the sawdeshi culture through good education system.
- (r) To pursue studies of any kind.
- (s) To develop a Branch name for the education imparted through the institutes of the society and develop a network of the society's institutes.
- (t) To work for the detoxification and rehabilitation of the drug addicts.
- (u) To provide free legal aid to drug addicts and mentally disturb patients who have legal problems because of their mental behavior.



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- (v) To develop Branches to educate families of drug addicts about the role they can play in treatment of their wards. To establish Gaushalas/shelters for Handicaps and Injured and helpless cows and other pet animals.
- (w) To receive donations, grants, subscriptions, loan from banks and also to receive money from individuals institutions on deposit of loan upon such terms as the society may approve.
- (x) To start, Establish, run take over or manage and maintain the schools, with and object to provide sound Nursery, Pre-Primary, Primary, Middle, Secondary, Senior Secondary, Technical, Professional, Medical and Higher Education to Children Students by seeking recognition and affiliation from the Education department etc.
- (y) To do best efforts for the promotion of research & education in medical science including surgery.
- (z) To open centers/institutes for diagnostic curative and research of cancer aids and other deadly diseases.
- (aa) To receive financial and non-financial assistance from Govt./Non-Govt. organization International Agencies, Banks any other legal entity or individual.
- (bb) To accept donation, grants presents, gift and other offering in the shape of moveable or immoveable properties or in cash, cheque and draft for furtherance to the cause of Society's objectives.
- (cc) To publish books, charts illustrations, journals, magazines, periodicals, News letters/papers & other publications.
- (dd) To organize seminar on social justice educational and economical uplifting to raise legal demands and fundamental rights provide by constitutions of India.
- (ee) To open find, establish, promote, set-up, run, maintain, assist, support and/or help the various community development programme/activities and also construct and develop the Community, Hall, Marriage Homes, Pio, Dharamshala, Night Shelters, Old Age Homes, Orphanage, Health Care Centers, Creches, Charitable Dispensaries, Hospital, Shochalay, Libraries, Reading Rooms, Play ground, Stadium(both open and indoor), Yoga training Centers, Gymnasiums, Music and Dance training and Centers, Anganwari, Balwari, Mahila Ashrams and other buildings, Institutions for use of General Public and for welfare of the general public.
- (ff) To take up effective but reasonable and lawful steps for the eradication of social evils Dowry System, Marriage (Ball Vivah) Child Labour, wastage of money in the various and use of intoxicated drugs wine smoking etc.



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adequate arrangement and start the rehabilitation centers for destitute widow. Old men and women poor beggars, handicapped, blinds, deaf, dumb, mentally retarded.

(hh) To help and treatment of those peoples who are ill because of alchohal or other addicks and indigent persons in marriages of their sons and daughter by way of cash donation or otherwise and to distribute clothes, food and other necessities of daily life amongst the poor, orphan and indigent persons.

(ii) To provide food, clothes, shelter(temporary and permanent), medicines and other required facilities to the people who have faced the Natural Calamity and or the disaster.

(ij) To provide information and education/useful knowledge and the medical advice , to general public regarding the vices of the society like Smoking, Use of Alcohol , Wine, Aids etc. through holding awareness camps for de-addiction and also organize the lectures by expert tem of doctors, journalist, lawyers, professional and other learned persons. To promote the interest of people in Environment, sense of national Integration , Self Employment Family Planning Sanitation etc. by making Audio Visual Tele Films, TV Serial and Documentaries and other awareness programme for such cause.

(kk) Conditions:

(a) The income and property of the shall be applied solely towards the promotion of the object of the society as set forth in the Memorandum of Association & no portion there of shall be paid or transferred directly or indirectly to the members of the society.

(b) No member of the Governing body of the society shall be appointed to any salaried office of the society , or any office of the society paid by fees that no remunerations shall be given by the society of any member of such Governing Body except repayment of out of pocket expenses and interest of money lent or rent for premises/demises to the society or traveling expenses including of abroad incurred for the promotion of aims and objects of the society.

(c) The society by its constitution is required to apply its profits if any or other income towards promoting in its objects.



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Official signature

NAME OF THE SOCIETY : ANNIE EDUCATION SOCIETY,
 PLACE OF REGD. OFFICE : WARD NO 02, SIWANI MANDI, DISTT. BHIWANI,
 LIST OF GOVERNING BODY

	<u>Name & Father</u>	<u>Address</u>	<u>Occupation</u>	<u>Designation</u>	<u>HISAR</u> <u>D.O.B.</u>	<u>Signature</u>
1	AMIT KUMAR S/O JAI SINGH	H.NO. 109 WARD NO 1 VPO GARWA DISTT. BHIWANI	TEACHING	President	22.06.1991	✓ Amit
2	SONIA W/O SANDEEP KUMAR	VILL BHAMASI P.O. MUNDI TAL DISTT. CHURU	TEACHING	v. President	01-01-1988	✓ Sonia
3	SURKSHA DEVI D/O RAM SINGH	H.NO. 06 VILL OBERA DISTT. BHIWANI	TEACHING	Secretary	04-01-1987	✓ Surksha
4	SUNITA W/O RAM SINGH	VILL OBERA P.O. OBERA DISTT. BHIWANI	HOUSE WIFE	JT. Secretary	24-11-1962	✓ Sunita
5	JAI SINGH S/O AMILAL	WARD NO 01 VILL GARWA P.O. PATWAN DISTT. BHIWANI	BUSINESS	TREASURER	03.01.1961	✓ Jai Singh
6	MANSINGH S/O MAMAN RAM	MAMAN RAM VPO OBERA DISTT. BHIWANI	SOCIAL WORKER	MEMBER	01-01-1973	✓ Man Singh
7	RAJBALA W/O MANSINGH	VILL OBERA DISTT BHIWANI DISTT BHIWANI	HOUSE WIFE	MEMBER	01-01-1981	✓ Rajbala

I know above all persons personally and they have signed in my presence

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 कृष्णा स्वोराज पार्सद
 चार्ज नं. 12
 गणपतिपुरा, सिवनी

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NAME OF THE SOCIETY : ANNIE EDUCATION SOCIETY,
PLACE OF REGD. OFFICE : WARD NO 02, SIWANI MANDI, DISTT. BHIWANI.
LIST OF GENERAL BODY

	Name & Father	Address	Occupation	Designation	HISAR D.O.B.	Signature
1	AMIT KUMAR S/O JAI SINGH	H.NO. 109 WARD NO 1 VPO GARWA DISTT. BHIWANI	TEACHING	President	22.06.1991	Amit
2	SONIA W/O SANDEEP KUMAR	VILL BHAMASI P.O. MUNDI TAL DISTT. CHURU	TEACHING	v.President	01-01-1988	Sonia
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I know above all persons personally and they have signed in my presence

कृष्णा शिवराज पार्षद
वार्ड नं. 12
नगरपालिका, सिवनी

म.स. II
अभिषेक
वार्ड नं. 12



RULES & REGULATIONS OF THE SOCIETY

NAME OF THE SOCIETY : ANNIE EDUCATION SOCIETY,

PLACE OF REGD. OFFICE : WARD NO 02, SIWANI MANDI, DISTT. BHIWANI.

Society shall carry out its center at Bhiwani District within the territory of state of Haryana.

1. Eligibility :

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

- i. Society shall have a minimum of 7 member including the founder members/subscribers.
- ii. Society in order to be admitted as member of the society, a person :
 - (a). Must be 21 years of age on the date of admission.
 - (b). Must have deposited the admission fee and annual subscription fee and must not be arrears of payment of such fee as on the date of annual general meeting for continuing as a member.
 - (c). Must not be insolvent and of unsound mind ; and.
 - (d). Must not have been convicted of an offence involving imprisonment of one year or more.

2. Type/categories of members ; Society shall consisting of four different categories of members as :-

- i. **Founder Member** : A member who has been admitted as a founder 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 07. The founder member shall also be deemed to have become life members of the society and shall have the privilege of being members of the collegiums without election , in case the total number of members of the society exceeds 300.
- ii. **Life members** : A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life . The total number of life members shall not exceed 20.
- iii. **Ordinary Member** : The society shall have a total of 250 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. As ordinary member may be admitted as a tenure member, say for a period of two to five (s) as the case may be , and he will cease to be a member of the society on completion of his tenure, unless it is renewed by their Governing body for tenure.



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- iv. **Honorary member :** The Governing Body may admit individuals of distinguished talent and merit or whose association is deemed to be beneficial to the society or who has rendered service of out standing merit to the society or who is a distinguished citizen of India or any other country of Honorary Member of the society , after obtaining consent of the individual , without payment of any membership or subscription fees. The number of such honorary member shall not exceed 10. The Honorary Members shall be entitled to attend the meeting and contribute to the deliberations but shall have no right to vote.

3. Membership fee and annual subscription :

- i. The rates for membership of the society and the annual subscription shall be as under:

As may be decided by the society in its by laws:			
Sr. No.	Type of Member	Admission Fee	Annual Subscription
1.	Fonder Member	Rs.50	Nil
2.	Life Member	Rs.1100	Nil
3.	Ordinary Member	Rs.100	Rs.100
4.	Honorary Member	Nil	Nil

- ii. The payment of annual subscription of a member shall become due as on the 1st of April of every year which paid may be latest by the 30th of June of such year. The Membership of a defaulting member shall not be deemed to be under suspension after due date 30th June and such member shall not be entitled to cast his vote during the election of the society held after 1st July of the said year.
- iii. The suspension of the membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable . However he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

4. Admission procedure (for member other than the subscriber) :

- I. The Admission of a person as a member of the society shall be decided by its Governing Body from time to time.
- II. An individual willing to be a member of the society has to submit an application in prescribed form and along with supporting documents to the secretary duly filled in and signed and recommended by a regular member of the society.
- III. The secretary shall examine the application and place the same before the Governing Body for a decision.
- IV. The Governing Body may accept or reject the application and the decision of the Governing Body in regard shall be final. It shall not be bound to assign any reason for its decision.
- V. The approval of the Governing Body shall be intimated to the member , his name shall be entered in the register of members , to be maintained in such manner and form as prescribed by the Haryana Societies Registration and Regulation Rules 2012 and He / She will be issued an identity card of the society.



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5. Identity Card for every members :

Every person admitted as a member will be issued an identity card containing his / her photograph, brief particulars and membership category , duly signed by the individual Member and the General Secretary of the society.

6. Right and Obligation of Members :

- I. All the members of the society shall be bound by the rules & regulation of the society as contain in its by laws and amended from time to time.
- II. Every member, except an Honorary member ,shall have 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 annual subscription for a period of three months beyond the due date.
- III. Every member of the society shall have right to inspect the books of accounts , books containing the minutes of proceedings of the general meetings, meeting of the Governing Body and register of member of the society on any working day by giving a notice of seven days.
- IV. Every member shall inform the society about any change in his address . Which shall be duly recorded in the register of member of the society and uiibn which he society shall issue a fresh identity card to such member.

7. Cessation of Membership:

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

- I. Attracts the provision contained in section 22 of the Act.
- II. Upon his / her acting contrary to the aims and objectives of the society.
- III. Upon such member being found guilty of a financial misappropriation of the funds of the society .
- IV. Upon indictment and direction for removal by the District Registrar/Register / Register General of the society .
- V. An honorary member shall cease to be a member of the society , if the Governing Body , decide so by passing a resolution in this behalf.

8. General Body:

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

9. Meeting of the General Body:

- I. 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 will 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 as may be required.



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- II. The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving notice as prescribed hereunder, either of its own or within 45 days of receipt of a return requisition along with reasons for convening such meeting from at least 1/10th of the member of the General Body.
- III. For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the member of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- IV. A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- V. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the society are present.
- VI. The proceeding 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 secretary and such minutes will be signed by the Chairmen of the meeting and the Secretary of the society.

10. Powers, Functions, & Duties of the General Body

- I. To guide the Society in determining and fulfilling its aims and objects.
- II. To decide policy matters such as change of name of the Society, amendment in the Memorandum of Association and by-laws of the society, approval of annual accounts of the society. Approval for disposal of immovable assets of the society etc. and all such other acts as may be required under Haryana Registration and Regulation of Societies Act and Rules, 2012.
- III. To elect the member of the Governing Body.
- IV. To elect the member from the Governing Body according to the approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

11. Governing Body :

- I. **Composition :** The body of the society shall consist of a total 7 office bearers and Members as under:
 - a) President
 - b) Vice-President
 - c) General Secretary / Secretary
 - d) Joint Secretary,
 - e) Treasurer
 - f) Two Members, including co-option of any Honorary Member by the Governing Body



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- II. The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving notice as prescribed hereunder, either of its own or within 45 days of receipt of a return requisition along with reasons for convening such meeting from at least 1/10th of the member of the General Body.
- III. For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the member of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- IV. A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- V. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the society are present.
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- III. To elect the member of the Governing Body.
- IV. To elect the member from the Governing Body according to the approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

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 - f) Two Members, including co-option of any Honorary Member by the Governing Body



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II. Election of the Governing Body:

- a) The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.
- b) The Governing Body will declare the Schedule of Election and appoint the Returning Officer for conduct of election and also notify / display a list of members of the General Body and entitled to vote at least 45 days prior to the holding of the General meeting for conduct of the election. The Governing Body shall also send notice of holding elections of the Governing Body to all members conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint an observer if he so desires.
- c) Any objection qua 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 nomination to be filled within the period prescribed in the schedule of election, scrutiny and withdrawal of nominations, if any for election of the office bearers and the executive members of the Governing Body.
- d) The returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- e) After closing hours on the date of the poll, the returning officer will declare the result and constitute the Governing Body of the society. A list of the elected officer – bearers and executive members of the Governing Body, duly signed by the Returning Officer, will be filled with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- f) The office bearers of the society shall not be entitled to any remuneration for rendering service to the society.

III. **Filling of any Casual Vacancy on the Governing Body:-** Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled – up by the Governing Body, if required from amongst the member of the General Body on adhoc basis till the holding 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 next annual General Meeting if his appointment is not approved in the AGM by a majority vote for the balance term of the Governing Body.

IV. Meeting of the Governing Body :

- a) The meeting 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.



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- b) A clear notice of three days of every such meeting will be given by the secretary of the Governing Body to the office bearers and members before the date appointment 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 meetings of the Governing Body shall be at least 40% of the total members of the Governing Body subject to minimum of 5 members in case of 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 , subject to 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 books separately maintained for this purpose . Shall minute shall be signed by the chairmen of the meeting and the Secretary of the society . In case the Chairmen or the Secretary are not available to sign a minute , there will be signed by any 2 members present in the meeting as may be authorized by the Governing Body.
- e) The minutes of every meeting of the Governing Body will placed for confirmation in the succeeding meeting of the Governing Body.

V. Powers , Function & Duties of the Governing Body:-

- a) Governing Body will 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.
- b) The Governing Body will be competent to raise funds and purchase property , moveable and immoveable , on free-hold or lease basis in its name as decided by its.
- c) The Governing Body shall have full charge of immoveable properties and moveable assets belonging to or vested in the society and these will be manage in such a manner as it belonging to or as it consider appropriate subject to the overall control and dissection of the General Body of the society.
- d) The Governing Body shall be competent to invest the funds in the manner it considered appropriate in the best interest 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 .
- e) To constitute various standing or adhoc committees for looking after such functions as may be assigned form time to time.
- f) To trate 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.
- g) To outsource certain functions e.g. cleaning security and similar other maintenance activi of the premises of the society.



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VI. Powers, Function and Duties of individual members of the Governing Body.

a) President

- To preside over all the meeting of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- To do all such acts, deeds and thing as may be authorized by the General Body and/or the Governing Body from time to time.
- To allow or disallow discussion on any matter which is not included in the agenda.
- To ensure proper & transparent functioning of the society /Governing Body.
- The ensure strict compliance of the provision of the Haryana Registration and Regulation of the societies Act, 2012 & the rules made there under
- To supervise and guide the overall activities /achievement of aims and objectives to the society .

b) Vice President

- To assist the president in carrying out his duties.
- In absence of the president to act on his behalf and perform all duties and exercise all the powers of the president.
- To do all such acts , deeds and things, as may be authorized by the Governing Body.

c) General Secretary /Secretary

- To conduct, organize supervise and manage all the affaires 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.
- To receive scrutinize and place application for membership of the society before the Governing Body and to enter the name of the members it approved in the register of the member under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- To convene meeting of the Governing Body /General Body will the consent of the president and serve proper notice as prescribed under these bylaws.
- To attend all meetings of General Body and Governing Body and assist the president in conducting the meetings and record proceedings of all the meetings.
- To prepare annual report of the society and the 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.
- To keep and preserve the records of the society / Governing Body.
- To help and assist the president in looking after the complete affairs of the society and attaining aims & object of the society.



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- The ensure timely filling 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 society Act, 2012 and the rules made there under.
- To be custodian for the safe custody of common seal of the society and affix the same, wherever required as per the authorization of the Governing Body.
- To conduct correspondence on behalf of the society /Governing Body and to sign to letter and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- To prepare before announcing of the date of election and Annual General Meeting the list of all the members eligible to vote duly updated and to place it before Governing Body.
- Act as the overall in charge of administration and execution of all the programmes of the society /including financial affairs on behalf of the Governing Body including caution of post, fixation of salaries /allowance etc., make appointments, engagements of staff, make purchase and do all other such things as may be necessary on the furtherance of 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 present of the society.

d) Joint Secretary :

- To assist the General Secretary /Secretary of the society carrying out his functions and duties.
- To discharge the functions and duties of the General Secretary /Secretary of the society in his absence to the extent authorized by the Governing Body.
- 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.

e) Treasurer:

- To keep accounts of all financial transactions of the society and all the sums of money receipt and spent by the society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liability.
- To get the accounts of the society attested by the chartered accountant appointed by the Governing Body at the close of financial year, every year.
- To submit to the Governing Body through General Secretary /Secretary, the audited annual accounts of the society at least one month prior to the date of annual General Meeting.

To act as the overall custodian of all the books of accounts of the society financial statement, receipts books, expense voucher, bank pass books and check book, cash etc.



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- f) **Sensation of member of the Governing Body-** An official bearer/executive member of the Governing Body shall cease to be an office-bearer or executive member:
- Upon submission and acceptance of his resignation;
 - If he ceases to be a member in accordance with sub-clause (iv) of clause 8 of these byelaws;
 - If he is removed by a resolution passed in the meeting of the General Body.
- g) **Exclusive from the Employment of a society:**
- No member of the society shall be in full-time or part-time employment of the society;
 - No dependent or family member or close relative of the office-bearer and members of the Governing Body shall be engaged as an employee of the society during its term;
 - Every office bearer and member of the Governing Body shall make a declaration in case any person in the employment of the society is his close relative.

12. Amendment in Memorandum of Association, Byelaws, Name of the society etc.

Any amendment in the Memorandum of Association and byelaws, or change of name amalgamation or division or the society will be done only with the approval 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 document shall be filled in the office the District Registrar by the General Secretary /Secretary with in such time as may be prescribed under the Haryana Registration of society Act, 2012 and the rules made there under.

13. Management of Assets and Funds of the Society;

- The source of income of the society will include receipts on account of membership fee, annual subscription, rent from property, assets, interest, consultation fees, donation, gifts grants etc. The society can also raise funds through interest-free short term loans from its members or from scheduled banks on interest loan from scheduled banks on interest will be only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstance.
- The Governing Body will prepare and approve an annual budget of the society on the basis of its estimated income and the capital and revenue expenditure during the first quarter of the financial year shall also place a copy there of before the General Body in its annual general meeting for information
- The bank account of the society will be jointly operated by such members/office bearers as may be decided by the Governing Body from time To time.
- All assets and fund will belong to the society and vest in the society.
- All receipts and payments of the society shall be made through Bank Instrument (DD, Pay order/cheques/bank transfer/ RTGS) including all receipts toward the Governing Body may determine the limits of financial transaction which may be conducted in cash in certain other cases.



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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 Institution of Chartered Accountants of India, at its Registered office with respect to all sums of money received and expended by the society and the assets and liabilities of the society.
- ii. The books of accounts of the society shall be open to inspection during the business hours by the Registrar, General Registrar, District Registrar or any officer authorized by them and by any member of the Society.
- iii. The annual accounts of the society will be signed by two authorized office-bearer of the society.
- iv. The Governing Body will appoint a chartered accountant, who shall not be a man of the Governing Body or family member of any member of the Governing Body, auditing the accounts and filling of income tax return of society for each financial year, at such remuneration as may determine by the Governing body.

15. Common seal:

The society will have a common seal which shall be kept in safe custody of the General Secretary/ Secretary and shall be affixed wherever it is required in accordance with the authorized by Governing Body.

16. 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 by this behalf in accordance with the provision contained in Section 51 of the Act and rules 25 made there under

17 Dissolution of the Society:

- i) The society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons.
- ii) In the event of dissolution of the society no assets of the society shall devolve on or distribute amongst the members of the society.



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- iii) Its assets and properties shall be used first to liquidate any liabilities and the left over properties assets if any shall be considered for transfer to other society established with identical aims and objects or to the district Collector to any other society established with identical aims and objects or to the district Collector for use thereof in the General public interest.

Any clause or rule which is in consistent with the societies Registration Act, 2012 will be inoperative automatically.

The memorandum and bylaws of the society as being presented before the distt registrar of societies conform to the provisions of the act and the model by laws.

"Certified that the rules & regulations of the society are the same which were approved in the meeting held on Dt.

Situation Landing to Winding Up: IF upon the winding up or dissolution of all is 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 above sais society to be determined by the members of the society at or before the time of dissolution.

President

P
Anish

Secretary

S
Sulkesha.

Treasurer

T
Gurpreet





शपथ पत्र

मैं, अमित कुमार, पुत्र जय सिंह, आयु 35 वर्ष, निवासी वार्ड नं. 1, ग्राम व डाकघर गरवा, तहसील बहल, जिला भिवानी (हरियाणा), वर्तमान में अध्यक्ष (President), एनी एजुकेशन सोसायटी (Annie Education Society), सत्यनिष्ठा से यह शपथ लेता हूँ एवं घोषणा करता हूँ कि:

1. यह कि एनी एजुकेशन सोसायटी एक विधिवत पंजीकृत सोसायटी है, जो सोसायटी पंजीकरण अधिनियम, 1860 के अंतर्गत पंजीकृत है तथा हरियाणा सरकार/हरियाणा शिक्षा विभाग के नियमों, शर्तों एवं दिशा-निर्देशों के अनुसार संचालित की जा रही है।
2. यह कि पिछले पाँच (05) वर्षों के दौरान सोसायटी की शासी निकाय/प्रबंध समिति (Governing Body/Managing Committee) के सदस्यों में किसी भी प्रकार का कोई परिवर्तन नहीं किया गया है।
3. यह कि उक्त अवधि में किसी भी सदस्य का त्यागपत्र, हटाया जाना, नई नियुक्ति अथवा प्रतिस्थापन नहीं किया गया है।
4. यह कि शैक्षणिक सत्र 2025-2026 के लिए सोसायटी की शासी निकाय निम्नलिखित है:

अमित कुमार – अध्यक्ष

सोनिया – उपाध्यक्ष

सुरक्षा देवी – सचिव

सुनीता – संयुक्त सचिव

जय सिंह – कोषाध्यक्ष

मान सिंह – सदस्य

राजबाला – सदस्य

5. यह कि उपरोक्त शासी निकाय ही विगत पाँच वर्षों से निरंतर कार्यरत है।
6. यह कि यह शपथ पत्र हरियाणा शिक्षा विभाग/जिला शिक्षा अधिकारी/संबंधित सक्षम प्राधिकारी को मान्यता, निरीक्षण अथवा अभिलेखीय प्रयोजनों हेतु प्रस्तुत किया जा रहा है।
7. यह कि उपरोक्त सभी तथ्य मेरी व्यक्तिगत जानकारी एवं विश्वास के अनुसार पूर्णतः सत्य एवं सही हैं तथा इसमें कोई भी तथ्य असत्य अथवा छुपाया नहीं गया है।

शपथकर्ता:

हस्ताक्षर: Amit

अमित कुमार

अध्यक्ष

एनी एजुकेशन सोसायटी

सत्यापन:

मैं, उपरोक्त शपथकर्ता, यह सत्यापित करता हूँ कि इस शपथ पत्र में उल्लिखित समस्त विवरण मेरे ज्ञान एवं विश्वास के अनुसार सत्य एवं सही हैं।

शपथकर्ता:

हस्ताक्षर: Amit



ATTESTED
[Signature]
NOTARY DIST. BHIVANI
28.01.2026