

MEMORANDUM OF ASSOCIATION OF
MAA SARASWATI EDUCATIONAL SOCIETY

1. Name of the Society:

The name of the Society shall be the 'MAA SARASWATI EDUCATIONAL SOCIETY'

2. Location of the Registered Office:

The registered office of the Society shall be situated at C/o M/s. Shiv Bholey Roller Flour Mills Private Limited, 5th K. M. Stone, Dabra Road, Hisar (Haryana) 125 005 in the State of Haryana. The society may open as many branch offices at such places as may be decided in the meetings of the Society.

3. Scope:

The activities of the society shall be extended throughout India and, if necessary, throughout the world.



4. Aims & Objectives:

The following are the objectives of the Society:

- (i) To render services to the nation in all fields.
- (ii) To provide education to the general public, irrespective of their caste, colour, sex and creed.
- (iii) To start, establish, run, takeover, manage and maintain institutions for technical education and other institutions throughout India.
- (iv) To establish and maintain libraries, recreation centres, dispensaries etc.
- (v) To publish journals, monographs, audio-visual aids, newsletters, etc.
- (vi) To organise seminars, public lectures, workshops, training programmes and discourses on social, spiritual and other subjects either directly or in collaboration with local, national and international organisations.
- (vii) To establish, maintain and support whether directly or in collaboration/ association or with the assistance of any other individual or corporate or Public/Private charitable trust, etc., institutions for the benefit of the general public irrespective of caste, creed, sex and religion.

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- (viii) To set up and/or run hostels with or without charge.
- (ix) To institute and award scholarships, fellowships, endowments, monetary assistance, student loans and prizes.
- (x) To give co-operation and assistance to the District Administration, Local Authorities, Municipalities, Improvement Trusts, Market Committees, Electricity Boards and other Government, Semi Government and other bodies so far as their public dealings are concerned.
- (xi) To do all the acts for the all round progress and development of the general public.
- (xii) To grant, give and provide relief to the people affected by any natural calamities such as earthquakes, floods, fire, famine, storms, cyclones etc. and to provide and construct shelter or house etc. for the affected persons.
- (xiii) To run hostels for education of rural children and for mentally handicapped children.
- (xiv) To seek legal remedies by filing civil suits, appeals, writ petitions, complaints etc. in public interest before various Courts, Forums and tribunals upto highest level and upto the High Court and the Supreme Court.
- (xv) To make representations before the financial institutions in public interest.
- (xvi) To take any action for the welfare and interest of the general public according to law.
- (xvii) To do all such things and acts whether incidental to the aforesaid objectives or not, as may be conducive to the furtherance of the objectives of the society.
- (xviii) To establish, maintain and run hospitals and dispensaries of allopathic, ayurvedic, homeopathic and other branches of medical science.
- (xix) To make, vary, alter or modify any scheme, rule and regulations for carrying out the objects of the society.



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- (xx) To receive grants, donations and receipts from any person(s) or bodies or individuals for achieving the aims and objects of the society.
- (xxi) To donate or otherwise assist or collaborate with in any manner, any public/private charitable or other institutions having objects similar to the society.
- (xxii) To organise free health camps, health services like eye camps, drug awareness camps and consulting centres in rural and urban areas.
- (xxiii) To accept donations, contributions either in cash or in kind from any person, firm, company, institution, or Government, from within and outside India.
- (xxiv) To take on hire, lease, purchase or otherwise acquire for the use of the society suitable land, building or buildings, to construct, fit and furnish the land, building or buildings properly fitted and furnished.
- (xxv) To take any action necessary or conducive to the accomplishment of any of the above objectives.
- (xxvi) Generally to do all things necessary or incidental to achieving any of the objectives of the Society.



5. Conditions:

- (a) All income and property of the Society shall be applied solely towards the promotion of the aims and objectives of the Society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever by virtue of its membership.
- (b) No member of the Executive Committee shall be appointed to any salaried post of the society or any other office of the Society paid fees.
- (c) That no remuneration shall be given by the Society to any member of Executive Committee except repayment of expenses out of the pocket expenses and interest of money loaned or rent of premises/demised to the Society.

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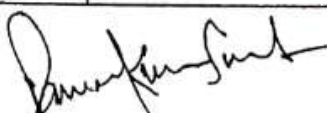
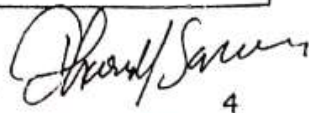
(d) If upon winding up by Resolution of the Society there remains after satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other institution having objects similar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

6. The management of the affairs of the Society is entrusted in accordance with the rules and regulations of the society to a Executive Committee of which the first members are:-

Sr. No.	Name & Address	Occupation	Age	Designation
1.	Pawan Sardana son of Sh. Parma Nand Sardana, resident of 656, Moti Nagar, Hisar	Business	38 years	President
2.	Shiv Dhall son of Sh. Baldev Dhall, resident of 36-S, Model Town, Hisar	Business	25 years	Senior Vice-President
3.	Dharam Pal Sardana son of Sh. Parma Nand Sardana, resident of 656, Moti Nagar, Hisar	Business	50 years	Vice-President
4.	Vikas Dhall son of Sh. Vijay Kumar Dhall, resident of 37-N, Model Town, Hisar	Business	28 years	General Secretary
5.	Deepak Dhall son of Sh. Vijay Kumar Dhall, resident of 37-N, Model Town, Hisar	Student	21 years	Joint Secretary
6.	Chirag Sardana Son Of Sh. Dharam Pal Sardana, resident of 656, Moti Nagar, Hisar	Student	19 years	Member
7.	Ram Dev son of Sh. Ganga Ram, resident of 1142, Urban Estate II, Hisar	Retired	60 years	Member

We, the several persons, whose names, addresses and designations are given below do hereby subscribe to form a society under the Societies Registration Act, 1860 as per this Memorandum of Association:

Sr. No.	Name & Address	Designation	Signatures
1.	Pawan Sardana son of Sh. Parma Nand Sardana, 656, Moti Nagar, Hisar	President	
2.	Shiv Dhall son of Sh. Baldev Dhall, 36-S, Model Town, Hisar	Senior Vice-President	

3.	Dharam Pal Sardana son of Sh. Parma Nand Sardana, 656, Moti Nagar, Hisar	Vice-President	<i>Dharam Sardana</i>
4.	Vikas Dhall son of Sh. Vijay Kumar Dhall, 37-N, Model Town, Hisar	General Secretary	<i>Vikas Dhall</i>
5.	Deepak Dhall son of Sh. Vijay Kumar Dhall, 37-N, Model Town, Hisar	Joint Secretary	<i>Deepak Dhall</i>
6.	Chirag Sardana Son Of Sh. Dharam Pal Sardana, 656, Moti Nagar, Hisar	Member	<i>Chirag</i>
7.	Ram Dev son of Sh. Ganga Ram, 1142, Urban Estate II, Hisar	Member	<i>Ram Dev</i>

Hisar

Dated:

Vikas Dhall



Witness

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

Ram Dev *Dharam Sardana*

I know the above person and they have signed in my presence

Raj Singh
Adv. Hisar

Certified to be a true copy

[Signature]
Distt. Registrar of Societies
21/10/05 HISAR *[Initials]*

Rules and Regulations

1. In these rules and regulations, unless otherwise provided for or unless the context otherwise requires, the following shall hold:

- (a) "Society" means the 'MAA SARASWATI EDUCATIONAL SOCIETY'.
- (b) "Member" means any person having been admitted as a member of the Society according to its rules and regulations.
- (c) "Office bearers" mean the President, Senior Vice President, Vice President, General Secretary & Joint Secretary.
- (d) "Executive Members" mean the member of the Executive Committee.
- (e) "General Body" shall be comprised of all the members.

2. Membership

Any person who is of the age of majority and who is in agreement with the aims and objects of the Society, may be admitted by the unanimous approval of the Executive Committee, as a member of the Society, upon making an application in writing, in accordance with the duly prescribed procedure, addressed to the President/Secretary of the Executive Committee and after deposit of the membership fees of Rs. 2,100 in ~~lump~~ sum. Membership fees shall not be refundable in any circumstance.

Co-opted members: Not more than three members who are renowned and/or have attained eminence as distinguished personalities for their service in the field of social work or officers/officials interested in the working of the society, may be co-opted as Members of the Society but such members shall not have a right to cast a vote in the meetings.

3. Cessation of Membership

- (i) **Resignation & vacation of the Office:** Any member of the General Body or of the Executive Committee or any office bearer, can vacate his office by submitting his/her resignation in writing to the President. The office shall also be deemed vacant in case of death, unsoundness of mind, physical incapability or in any other circumstance in which in the opinion of the Executive Committee a member or office bearer should not continue as a member or office bearer of the Society. In case a member/office bearer fails to attend three consecutive

Unofficial

Pranab Kumar *Shri/Sarvesh*

meetings, the Executive Committee may decide for the cessation of membership of such member or officer bearer, as the case may be.

(ii) **Removal from office:** Any member can be removed by the Executive Committee by a simple majority present and voting, if he/she:

(a) violates the rules and regulations of the Society;

(b) acts against the aims and objects of the Society;

(c) has been found to have been of unsound mind or convicted for an offence involving moral turpitude or for any other offence by any court of law;

(d) has been declared insolvent.

No refund of membership fees shall be allowed in case of removal of such members.

4. Executive Committee

Subject to the overall and over-riding control and supervision of the General Body, the day to day affairs of the Society shall be managed by the Executive Committee, which shall comprise of:

- (i) President
- (ii) Senior Vice-President
- (iii) Vice-President
- (iv) General Secretary
- (v) Joint Secretary
- (vi) Members

Unless otherwise determined by the members in the General Body Meeting, the total number of members of the Executive Committee shall not be less than 7 and more than 11, inclusive of the office bearers of the Society.

The first term of the Executive Committee shall be for a period of three years and thereafter each term will be for a period of three years.

5. Powers and functions of the Officer bearers:

President:

The President shall have the following powers:

- (a) The President, when present, shall preside over the meetings of the general body and of the Executive Committee.



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- (b) The President shall have the power, in an emergency which in his opinion requires immediate action, to take such action as he may deem necessary. He shall report the action so taken to the Executive Committee and have ratified it in its next meeting.
- (c) The President may fill the vacancy by nominating another member of the Executive Committee in case of a vacancy of an office bearer during the term, till a new office bearer is elected by the Executive Committee for the remaining period of the term of such office.
- (d) To call urgent meetings at the request of members as per rules.

Senior Vice-President:

The Senior Vice-President will assist the President in carrying out his duties and functions and shall act on behalf of the President in his absence and in so doing, he shall enjoy all the powers and privileges of the President.

Vice-President:

The Vice-President will assist the President in carrying out his duties and functions and shall act on behalf of the President in case of absence of the President and the Senior Vice President and in so doing, he shall enjoy all the powers and privileges of the President.

General Secretary:

The General Secretary shall have the following powers and duties:

- (a) To call and arrange and hold all meetings of the General Body and the Executive Committee and shall have general and day to day control over the affairs of the Society.
- (b) To make all efforts to attain the aims and objects of the Society and shall receive authority to do all acts, deeds and things for the furtherance of the same.
- (c) To maintain and cause to be maintained all records of the Society and do correspondence for and on behalf of the Society.
- (d) To sign records and documents for execution of works, programmes and plans as may be decided by the Executive Committee.

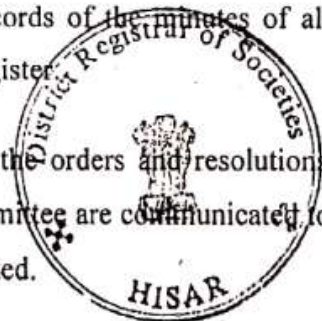
Vishal

Ramkrishna

Prakash

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- (e) To sue for and on behalf of the Society and empower and appoint any attorney or advocate(s) for the purpose and sign documents for the purpose.
- (f) To keep a register of General Body Members with their complete addresses.
- (g) To keep a register of all the office bearers and members of the Executive Committee with complete addresses.
- (h) To convey and issue notices for all meetings.
- (i) Framing of agenda items of the meeting and convene meetings in consultation with the President.
- (j) To keep the records of the minutes of all the meetings and to preserve minute book/register.
- (k) To see that all the orders and resolutions of the General Body and the Executive Committee are communicated to the persons concerned and get them implemented.



Joint Secretary:

The Joint Secretary shall exercise all the powers of the General Secretary in his absence and shall also perform the following duties:

- (a) To keep and maintain regular accounts of the Society.
- (b) To keep proper accounts of the Society in the banks as per resolutions of the Executive Committee.
- (c) To maintain complete record of income and expenditures with vouchers and receipts.
- (d) To get the accounts audited by the Chartered Accountant and to present the audited accounts to the Executive Committee/General Body.
- (e) To examine and scrutinise the financial estimates of the institutions to be presented to the Executive Committee and to make recommendations thereon to the Executive Committee.

Nishant Shukla

Ramkrishna Singh *Harsh Saini*

- (f) To review the finances from time to time and to give advice and to make recommendations to the Executive Committee /General Body on any financial question.

6. Election of Office Bearers

The office bearers shall be elected from amongst the members of the Executive Committee. The vacancy of any member of the Executive Committee by the death/resignation/physical inability or removal etc. from the Executive Committee shall be filled in by the Executive Committee from amongst its members by a consensus. If consensus does not favour any member, the appointment shall be made by election from the General Body Members on the basis of a single majority vote by the Executive Committee. All members shall have one vote. However, the President shall have a casting vote in case of a tie.

7. Meetings of the Executive Committee:

- (a) A meeting of the Executive Committee shall be summoned by the President or the General Secretary. If the office of the President is vacant, the meeting can also be summoned by the Senior Vice President. The General Secretary shall also summon a meeting on a written requisition of at least three members of the Executive Committee.
- (b) At least one meeting of the Executive Committee shall be held every three months.
- (c) Ordinarily at least one week's notice of the meeting shall be given to each office bearer and member of the Executive Committee. An emergent meeting may, however, be convened by a shorter but effective notice at the discretion of the President to discuss matters of urgent importance. The agenda for the meeting shall generally be circulated along with the notice.
- (d) At every meeting of the Executive Committee at least, half of the total members shall form a quorum. No quorum will be required for adjourned meeting.
- (e) Ordinarily, all the decisions of the Executive Committee shall be according to the opinion of the majority of the members eligible to vote by show of hands, but on demand of at least three members, the matter

Signature

Signature

under discussions shall be decided by secret ballot. The President shall have a casting vote in case of equal number of votes on the both sides.

- (f) Any resolution required to be passed in the meeting of the Executive Committee shall be deemed to have been passed if on circulation of the said resolution, the consent of 2/3rd of the total members of the Executive Committee has been duly obtained in writing.
- (g) No matter other than the one mentioned on the agenda of the meeting shall be brought before the meeting of the Executive Committee except with the permission of the Chairman and when at least 1/2 of the total members are present.

8. Powers and duties of the Executive Committee:

Subject to control and supervision of the General Body, the Executive Committee shall be responsible for the management and administration of the affairs of the Society in terms of the Rules and Regulations of the Society and for furtherance of the aims and objects of the Society. The Executive Committee shall have all the powers which may be necessary and expedient for the purpose, and shall have the following powers in particular:

- (a) To take decision on membership applications.
- (b) To manage, improvise and execute the activities of the Society.
- (c) To receive, to have custody of and to manage the funds of the Society and to manage the properties, movable and immovable, and make payments and to do all acts, deeds and things necessary for maintaining and promoting the interests of the Society.
- (d) To acquire and manage properties.
- (e) To appoint, retrench and control such staff as may be required for the purpose of efficient management of the affairs of the Society and to regulate their recruitment and service conditions and to take action against them.
- (f) To enter into agreements for and on behalf of the Society and to authorise any member of the Executive Committee or such other person as the

Vikas Shah

Ram Kumar Singh
Rajesh Sanyal

Executive Committee thinks fit to enter into agreements for and on behalf of the Society.

- (g) To institute and to defend all legal actions and proceedings on behalf of the Society and to authorise the General Secretary and/pr other persons in this behalf.
- (h) To appoint committees for disposal of any business or for any other purpose which may be in furtherance of the aims and objects of the Society and to fix the terms and the modes of functioning of such appointed committees.
- (i) To frame rules and regulations for the efficient working of the society and its branches.
- (j) To arrange for the maintenance and audit of the accounts.
- (k) To do all lawful acts, deeds and things for efficient, just and proper management of the affairs of the Society in furtherance of its aims and objects.



9. Casual Vacancies

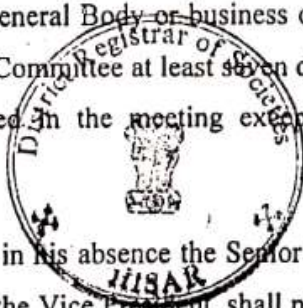
- (a) Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, removal or otherwise may be filled in by the President by nomination for the unexpired period of the term of office.
- (b) The Executive Committee will function notwithstanding any vacancy therein and notwithstanding any defect in the constitution and no act or proceedings of the Executive Committee shall be invalid by reason only of the existence of any vacancy amongst the members of the Executive Committee or for any defect in construction.
- (c) In case of absence of the General Secretary, the President will nominate any member of the Executive Committee to act as General Secretary.
- (d) In case of vacancy in the office of the President, the Senior Vice-President and in the absence of both of them, the Vice-President shall function as the President for the unexpired period of the term of the office.

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10. Meetings of the General Body

- (a) In addition to any other meeting(s) of the General Body, an Annual General Body meeting of the Society shall be held in each calendar year, to transact the following business:
- (i) Consideration of the progress of the Society and the plans and programmes,
 - (ii) Consideration of the Annual Report, Balance Sheet and accounts for the outgoing year,
 - (iii) Elections for the effective offices of the Society,
 - (iv) To appoint auditor of the Society.
- (b) No business other than the business included in the notice convening the meeting of the General Body or business of which notice has been given to the Executive Committee at least seven days before the date of meeting, shall be discussed in the meeting except with the permission of the President.
- (c) The President or in his absence the Senior Vice President and in absence of both of them, the Vice President, shall preside over the meetings of the General Body.
- (d) A General Body meeting may be called by the President or the General Secretary on their own initiative or on a written requisition of at least 1/3rd of the members of the Society.
- (e) At every General Body meeting of the Society, at least one half of the total members shall form a quorum. If the quorum is not formed within 30 minutes of the time announced for it, the meeting shall stand adjourned for the same day, or the following week for which fresh notice will be given but for such adjourned meeting no quorum shall be necessary.
- (f) For a meeting of the General Body, at least 15 days clear notice shall be given. A special meeting may, however, be convened at a shorter notice with the consent of at least 2/3rd of the members of the Society. The place, date, time and agenda of the meeting shall be circulated along with such



Vijayendra

Sanjay Kumar *Shankar*

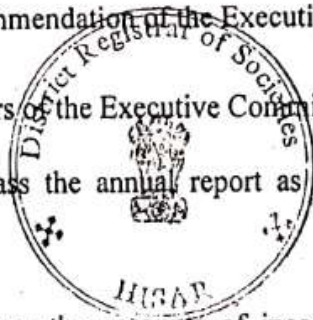
notice. When a special meeting is convened the reason for the same shall also be set out fully in such notice.

- (g) The procedure prescribed for the Executive Committee meeting shall also be followed, as far as applicable, in the General Body meetings in respect of matters for which no specific procedure has been provided under these rules.

11. Powers and duties/functions of the General Body

The general body shall consist of all the members of the Society. The General Body shall have overall and plenary control of the affairs of the Society. It shall, inter alia, exercise the following powers:

- (a) To pass any Rules and Regulations for the efficient conduct of the society.
- (b) To alter, modify, amend or change any rule in the constitution of the Society on the recommendation of the Executive Committee.
- (c) To elect the members of the Executive Committee.
- (d) To consider and pass the annual report as proposed by the Executive Committee.
- (e) To consider and pass the accounts of income and expenditure of the previous year and the budget for the next year.



12. Funds of the Society

The funds of the society shall be the membership fees, subscriptions, donations etc. raised by the Society. The funds shall be utilised solely for the purpose of attainment and promotion of the aims and objects of the Society.

Funds of the Society shall be deposited in a commercial Bank duly approved by the Executive Committee, in the name of the Society. The Bank account shall be operated upon as per resolution of the Executive Committee.

13. Financial year

The Financial year of the Society shall be from the first day of April to the 31st day of March each year.

V. Marshall

Sanjiv Kumar

14. Audit of Accounts

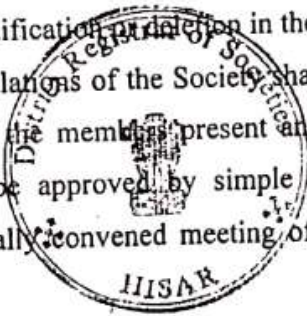
The accounts of the Society shall be audited every year by the auditors appointed by the Executive Committee in consultation with Joint Secretary. The audited accounts shall be presented by in every Annual General Meeting before the General Body meeting of the Society for its approval and adoption.

15. Legal Proceedings

The Society may sue in the name of the General Secretary as per provisions laid down in section 6 of the Societies Registration Act, 1860.

16. Amendment in Rules

Any addition, alteration, modification or deletion in the existing Memorandum of Association, Rules and Regulations of the Society shall be made by a resolution passed by 2/3rd majority of the members present and voting in the Executive Committee and thereafter be approved by simple majority of the members present and voting in specially convened meeting of the General Body of the Society for the purpose.



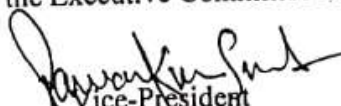
17. Records of the Society

The minutes book, account books, membership register and stock register would be kept at the registered office of the Society.

18. All the provisions and sections of the Societies Registration Act, 1860 as applicable to the State of Haryana shall apply to the Society.

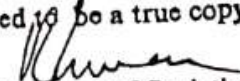
Issued under the authority of the Executive Committee of the Society.


General Secretary


Vice-President


President

Certified to be a true copy


Distt. Registrar of Societies
21/7/05 HISAR





