



सत्यमेव जयते

CERTIFICATE OF REGISTRATION OF SOCIETIES:
ACT. XXI of 1860.

No. S/ 7734 of 19 75

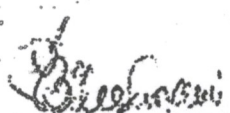
I hereby certify that SRI GURU TEG BAHADUR
3rd CENTENARY EDUCATIONAL SOCIETY, DELHI.

has this day been registered under the Societies Registration
Act, XXI of 1860.

Given under my hand at New Delhi
this 8th day of July

One thousand nine hundred and SEVENTY FIVE.

Registration Fee of Rs. 50/- paid.


REGISTRAR OF SOCIETIES:
DELHI ADMINISTRATION
NEW DELHI



SHRI GURU TEG BAHADUR 3RD. CENTENARY EDUCATIONAL SOCIETY, DELHI

MEMORANDUM OF ASSOCIATION.

'Registered under the Societies Registration Act XXI of 1960.

The name of the Society is Sri Guru Teg Bahadur 3rd Centenary Educational Society, Delhi

2. The registered office of the Society is situated at 66 A/1, Guru Gobind Singh Marg, New Delhi-5

3. The objects for which the Society is established are:-

- To open, start and to organise Sri Guru Teg Bahadur 3rd Centenary Public School in order to train the children to become good citizens and to give them moral and spiritual instructions irrespective of their ~~own~~ religion, caste or creed.
- To open and organise libraries and reading rooms and to start such other academic and technical institutions in any part of the country.
- To open and to start the dispensary for the benefit of the people.
- To secure land for the above institutions.

4. The name, address and occupation of the present members of the Executive Committee are:-

S.No.	Name	Address	Occupation	Designation
1.	S. Mohan Singh	66-A/1, Guru Gobind Singh Marg, New Delhi	Business	President.
2.	S. Rajinder Singh Gulshan	24/2, West Patel Nagar, New Delhi	Business	Vice-President.
3.	S. Harek Singh Chadha	7/22B, Tilak Nagar, New Delhi.	General Secretary-cum-Manager.	
4.	S. Jagat Singh Chadha	J-6/123, Rajori Garden, New Delhi	Service	Treasurer.
5.	S. Gajinder Pal Singh	7/22B, Tilak Nagar, New Delhi	Business	Member.
6.	Mrs. Avinash Kaur	66-A/1, Guru Gobind Singh Marg, New Delhi	Housewife	Member
7.	Mrs. Kulwant Kaur	-Do-	-Do-	Member
8.	Mrs. Kushalya Rani	24/2, West Patel Nagar New Delhi	-Do-	Member
9.	Mrs. Davinder Kaur	J-6/123, Rajori Garden, New Delhi	-Do-	Member.

5. We the undersigned are desirous of forming a Society under the Societies Registration Act, XXI of 1960 in pursuance of this Memorandum of Association.

Name	Signature	Address	Occupation	Name and address and description of the witness.
1. S. Mohan Singh	<i>[Signature]</i>	66-A/1, Guru Gobind Singh Marg, New Delhi	Business	
2. Mrs. Avinash Kaur	<i>[Signature]</i>	-Do-	Housewife	
3. Mrs. Kulwant Kaur	<i>[Signature]</i>	-Do-	-Do-	
4. S. Harek Singh Chadha	<i>[Signature]</i>	7/22, Tilak Nagar, New Delhi	Service	
5. S. Gajinder Pal Singh	<i>[Signature]</i>	-Do-	Business	
6. S. Rajinder Singh Gulshan	<i>[Signature]</i>	24/2, West Patel Nagar, New Delhi.	Business	
7. S. Jagat Singh Chadha	<i>[Signature]</i>	J-6/123, Rajori Garden, New Delhi.	Business	
8. Mrs. Davinder Kaur	<i>[Signature]</i>	-Do-	Housewife.	
9. Mrs. Kushalya Rani	<i>[Signature]</i>	24/2, West Patel Nagar, New Delhi.	Housewife.	

Delhi.

Dated: 14.5.75.



RULES AND REGULATIONS OF SRI GURU TEG BAHADUR 3rd CENTENARY EDUCATIONAL SOCIETY.

"Registered under the Societies Registration Act XXI of 1860" 1860

1 Name :- The name of the Society shall be "Sri Guru Teg Bahadur 3rd centenary Educational Society" hereinafter referred to as Society.

2 OFFICE: The Registered Office of the Society shall be situated at 66-4/1, Gurd Gobind Singh Marg, New Delhi-5.

MEMBERSHIP : The membership of the society will be as under :-

3 Life Member - The following promoters of the society shall be its life members and they shall continue as such throughout their lives:

<u>S.NO.</u>	<u>NAME</u>	<u>ADDRESS</u>
1.	S. Mahesh Singh	66-4/1, Gurd Gobind Singh Marg, New Delhi-5
2.	Mrs. Avinash Kaur,	- do -
3.	Mrs. Kulwant Kaur	- do -
4.	S. Harek Singh Chadha	7/22-B, Tilak Nagar New Delhi.
5.	S. Gajinder Pal Singh	- do -
6.	S. Rajinder Singh Gulshan	24/2, West Patel Nagar, New Delhi-8.
7.	Mrs. Kishoriya Rani	- do -
8.	S. Jagat Singh Chadha	J-6/123, Rajouri Garden New Delhi-27.
9.	Mrs. Davinder Kaur	- do -

10.

b. Any person who donates Rs. 10,000/- or above and subscribe to the aims and objects of the society can also be a patron of the Society.

c. Any other person above 21 years of age & donates Rs. 501/- or above and subscribe to the aims and objects of the Society can also be its member subject to the consent of 2 majority of its life members.

TERMINATION OF MEMBERSHIP

11 The membership of a member may be terminated by the Executive Committee of the Society in the under mentioned cases :-

1. Death
2. Resignation
3. Insanity
4. Insolvency
5. Conviction by a Criminal Court for an offence involving moral turpitude
6. If any life member ceases to be a member due to the any said reasons his/her vacancy will be filled by his/her blood relations.

The office bearers of the Society shall be :-

- A. President
- B. Vice President
- C. General Secretary-cum- Manager
- D. Treasurer

The office bearer shall be elected out of the above mentioned members of the Executive Committee of Sri Guru Teg Bahadur 3rd Centenary educational Society.

GENERAL MEETING : All the aforesaid members shall form the General Body of the Society. A general meeting of the Society shall be held at least once years. A fortnight notice shall be given for the general meeting to the The quorum of the General meeting will be 1/3 of its strength. All decisions will be taken by majority of votes. In case of equal strength, the president



may exercise his casting vote.

EXTRA ORDINARY GENERAL MEETING :

An extra ordinary general meeting of the society may be called for on a three days notice to transact business of urgent nature. It can be called for either at the instance of the executive committee or on the written requisition by at least $\frac{1}{3}$ rd members of the society addressed to the President of the society.

EXECUTIVE COMMITTEE:

The executive committee will be elected by the general body of the society in its yearly general meeting. The present executive committee consists of the above mentioned 9 members including office bearers. The executive committee of the society will meet as often as necessary on two days notice, unless there is some urgency. The quorum of the executive committee meetings shall be 4. All decisions will be taken by majority of votes, but in case of any vacancy in the executive committee the same will be filled by $\frac{2}{3}$ rd majority of its members.

The said 9 members including the office bearers of the executive committee of the society shall be the members and office bearers of the Managing Committee of the D. J. Govt. High School, 3rd century Public School, Nam Sarover Garden, Nam Delhionline, like this unless they come to be members of the society. The meetings of the Managing Committee of the school will be held at least once a month called by the Manager of the school with the approval of the President or on the requisition of 4 members to the present as urgent meeting at any time. The notice of two days for regular monthly meeting will be given, but in urgent meeting can be shortened on one days notice. Agenda will accompany the notice of such meetings. The quorum of the meetings will be 4. In case the meeting is adjourned due to want of quorum, then in the next adjourned meeting the agenda of the meeting will be gone through irrespective of quorum, but a proper notice of the meeting will be given to the members. The other official and non-official members of the school managing committee will be included as per rules of the Education Department.

NOTES :

Ordinarily the president will preside over the meetings of General body, Executive Committee and the Managing Committee of the schools or any other institutions run by the society. In his absence the Vice President will function as such.

In case both President and Vice-President happen to be absent in a certain meeting, then the members present can elect any member to preside over such meeting, but in the course of the proceeding if any of them turns up, then he will be offered chair of president as a mark of respect.

GENERAL BODY :- The General body will exercise the following :

- a) To elect the Executive Committee and Office bearers of the Society in its annual general meeting.
- b) To approve the accounts of the society for the previous year and to pass budget for the next year.
- c) To approve the annual report of the Executive Committee and Managing Committee of the Schools.
- d) To appoint auditors to audit the accounts of the society.
- e) To elect members of the Executive Committee whenever any vacancy occurs.

.....3/..



FUNCTION OF EXECUTIVE COMMITTEE :

- a) To collect funds for the society and to sanction expenditure incurred in collecting funds.
- b) To allocate funds.
- c) To supervise and control the affairs of the society.
- d) To have complete control over the assets (moveable or immovable) and finances of the society and utilise the same to the best interests of the society.
- e) To incur and approve the expenses of the society.
- f) To make frame and amend rules and regulations now and then according to occasions unless they are against the constitution and aims of the society.

FUNCTIONS OF THE MANAGING COMMITTEE OF THE SCHOOL :

- a) It shall be responsible for the external and internal affairs of the school.
- b) To manage and carry on the work of the school according to aim of the society and rules laid down by the Education department.
- c) To control over all the properties and finances of the institutions and to sanction all the expenses of the school.
- d) To appoint auditors for the audit of the school accounts.

DUTIES OF OFFICE BEARERSPRESIDENT

- a) To preside over meetings of General Body, Executive Committee and Managing Committee of the Schools etc. and to conduct the proceedings. To summon emergent meetings in case of emergency or on the requisition by the members.
- b) To supervise all the affairs of the society and its management and to guide the society in all matters.
- c) To sanction an expenditure upto Rupees 500/-
- d) To sign the Minute Books, Audit Annual Balance Sheets and statement of accounts of the society and other institutions.

VICE PRESIDENT :

The Vice President shall discharge all the functions of duties of the President in the latter's absence or those that may be delegated to him by the President. *As if the member of the Executive Committee.*

GENERAL SECRETARY CUM MANAGER : *The Society will be just authority.*

It shall the duty of the General Secretary.

- a) To conduct the correspondence of the society.
- b) To summon all the meetings of the society with approval of the President and to record the proceedings in the Minute Books.
- c) To maintain account books and various other records and registers of the society.
- d) To exercise general supervision over the affairs of the society under the guidance of the president.
- e) To attend to all civil, criminal and other legal proceedings for and against the society and to engage lawyers etc. for the purpose.
- f) To sanction an expenditure to the extent of Rs. 250/-
- g) To keep a general supervision and control of the affairs of the Sr. Gurv Teg Bahadur 3rd Centenary Public School and other institution of the society.



(4)

correspond with the Education Department for and on behalf of the Managing Committee of the School.

- i) To carry into practice or act upon the decisions passed by the Managing Committee of the School from time to time.
- j) To appoint members of the teaching staff and other employees permanent or temporarily in leave vacancies or otherwise subject to the by laws of the Education Department and also with the approval of the Managing Committee of the School.
- k) To sanction contingent expenditure to the extent of Rs. 250/- and to sanction leave application of the staff upto 10 days on the recommendations of the Head of Institution who can sanction leave upto 3 days.
- l) To receive Grant in aids from the Govt. or any other agencies and to responsible for their proper utilisation.
- m) To suspend or dismiss any member of the teaching staff or any other employee of the institution for indiscipline, insubordination, bad character, non compliance of the orders of the Managing Committee or some other matters of moral turpitude according to the by laws of the Education Department and subject to the approval of the Managing Committee of the School.
- n) To deposit into and withdraw money from the bankers of the institutions. The bank account shall be operated upon jointly by the President and the Manager.

To maintain, keep and run office of the Managing Committee of the school and to keep the Minute books and other records of the meetings. To summon meetings of the Managing Committee of the school with the approval of the president and to record its proceedings in the Minute Book.

TREASURER :

The treasurer shall receive all income of the society and to deposit the same in the Banks. He will keep true and correct account of the income and expenditure of the society.

ACCOUNTS AND FUNDS : All the funds of the society shall be deposited in the name of the society to a scheduled bank as decided by the Executive Committee. The bank accounts of the society shall be operated upon by two of the following office bearers:
~~President and General Secretary-Cum-Manager~~ the following two office bearers.

President, General Secretary-Cum-Manager

AMENDMENT OF THE RULES AND REGULATIONS OF THE SOCIETY:

A proposal of amendment passed by the Executive Committee by 3/4th majority will be placed before the General Body. It shall not be effective unless approved by 2/3rd members present in the meeting of the General Body. No amendment shall be considered unless one week's notice to members of the Executive Committee and two week's notice to the members of the General Body with proposed amendment is given.

DISCIPLINARY

The Society shall sue or be sued through its President or General Secretary cum Manager. The decision to sue or take action against any person or body shall be taken by the Executive Committee of the Society.

PROVISION FOR THE DISSOLUTION OF THE SOCIETY AND ADJUSTMENT OF AFFAIRS

The society shall be dissolved when 3/4th of the members of the society in a general body meeting convened for this purpose to wish by their votes delivered in person or by a proxy and their decision is approved by 3/4 members of the executive committee. It shall be dissolved forthwith or at any time then agreed upon. On dissolution the assets of the society if any after settlement of its affairs and accounts shall vest according to the decision of the General Body.

ALL THE PROVISIONS OF THE SOCIETIES REGISTRATION ACT 1860 SHALL BE APPLIED TO THE SOCIETY.

Certified to be true copy of the Rules and Regulations of the Sri G. Behadur 3rd Centenary Educational Society 66-4/1, Gurm Gobind Singh Marg.

PRESIDENT

VICE-PRESIDENT

GENERAL SECRETARY CUM M

