

कार्यालय पंजीयक सभायें,
जिला शिमला-हि० प्र०

सभायें पंजीकरण अधिनियम XXI, 1860
के अन्तर्गत पंजीकरण प्रमाण-पत्र

संख्या 39/1994

मैं प्रमाणित करता हूँ कि CHAPSLEE
EDUCATIONAL Society Chapslee,
Shimla-1.

सभायें पंजीकरण अधिनियम XXI, 1860 के अन्तर्गत
इस दिन पंजीकृत की गई है। आज दिनांक

एक हजार नौ सौ

को मेरे हस्ताक्षर द्वारा शिमला में जारी किया गया।

मु. 50/- रुपये पंजीकरण
शुल्क चालान संख्या... 45/94.....
दिनांक 11.3.94.....
द्वारा जमा किया गया।



Registrar of Societies
Distt. Shimla, H.P.
हिमाचल प्रदेश।

FOUNDER MEMBERS

The Names, addresses, occupations and designations of the Promoters/Founder Members are shown hereunder as required under Section 2 of the Societies Registration Act, 1860 Amended, 1957 as extended to the state of Himachal Pradesh, are as follows :

NAME	ADDRESS	OCCUPATION	DESIGNATION
1. Brig H.H. Maharaja Sukhjit Singh of Kapurthala, MVC	The Villa Kapurthala	Landlord	Patron
2. Sh. Ratanjit Singh	Chapslee Shimla	Landlord	President
3. Smt. Mandira Lall	E/286 G.K. II New Delhi	Housewife Services	Member
4. Km Rena Singh	76 Sunder Nagar New Delhi	Interior Designer	Vice President
5. Chandrajit Singh, IAS Asstt. Commissioner of Income Tax, Ahmedabad	E/7-24, Outab Enclave Phase I Gurgaon	Landlord Govt. Service	Member
6. Zahid Abbas Izidi	No.2, Dazi Khail Shahjahanpur UP	Landlord Agriculturist	Treasurer
7. Smt. Pranoti Singh	Northwood Shimla	Principal Chapslee Garden School	General Secretary
8. Shri Rakeshwar Lal Sood	42, The Mall Shimla	Advocate	Member

Pranoti Singh
General Secretary

H. W. Singh
President

Zahid Abbas

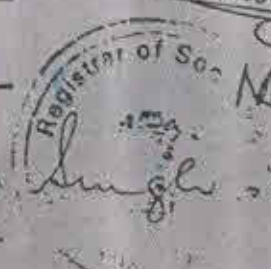
Pranoti Singh
Pranoti Singh
Sukhjit Singh



H. W. Singh

Chandrajit Singh Attested

Rena Rishjit Singh



Mall

[Signature]

MEMORANDUM OF ASSOCIATION
CHAPSLEE EDUCATIONAL SOCIETY

NAME

The name of the Society shall be CHAPSLEE EDUCATIONAL SOCIETY.

REGISTERED OFFICE

The Registered Office of the Society shall be in the ^{distt} State of ^{Shimla} Himachal Pradesh and at present at Chapslee, Shimla and such other branches at place or places where the Society will decide.
A in Shimla District

AIMS & OBJECTIVES

- (i) To take over the management and moveable assets and liabilities of CHAPSLEE GARDEN SCHOOL, presently being run as a partnership concern.
- (ii) To run Schools and other Educational & Cultural institutions including Nurseries, Colleges and Libraries for the general good and benefit of the masses and to impart education throughout India and more particularly in Himachal Pradesh.
- (iii) To promote education including technical, social, cultural and moral uplift of the masses.
- (iv) To acquire suitable land and build accommodation as per the needs of the society.
- (v) To defuse useful knowledge all round for the benefit of the public at large.
- (vi) To do all such other things which may be incidental or conducive to the attainment of the above objects of the Society.
- (vii) The Society is empowered to raise loans ~~and grants~~ for the development of Chapslee Garden School/Chapslee Educational Society from any financial institution/organisation.



CONSTITUTION AND BY-LAWS

RULES AND REGULATIONS

In these Rules and Regulations, unless there is anything repugnant to the context or subjects,

- (a) 'Rules' means rules framed under Societies Registration Act, 1860.
- (b) 'Act' means the Societies Registration Act, 1860.
- (c) 'Society' means Chapslee Educational Society.
- (d) 'Committee' means Managing Committee/Governing Body/ Executive Committee.

words and expressions used in these regulations shall have the meaning assigned to them in the Act and the Rules.

1. NAME OF THE SOCIETY: CHAPSLER EDUCATIONAL SOCIETY.

2. MEMBERSHIP

(1) There shall be the following classes of members of the society:-

- (a) Patron
- (b) Founder Members
- (c) Life Members
- (d) Ordinary Members

(a) Signatories to the Memorandum of Association shall be the Patron and other Founder Members. They shall be required to pay Rs.51/- only as annual subscription, and shall serve for life.

(b) Every person who shall pay to the society a subscription of Rs.10,000/- or more shall be a Life Member of the Society.

(c) The Patron shall be the senior most member amongst the founders and as such shall act as an observer to offer suggestions and advice.

(d) Every person who shall pay to the society a subscription of Rs.3,000/- shall be an ordinary member of the society, whose term shall last three years only.

(e) Every application for membership to the society shall be proposed and seconded by an existing member, and shall be put before the Executive Committee for final acceptance, and unless so accepted, such person shall not be entitled to the privileges or liabilities of membership.



(f) Membership is terminated on account of the following:-

- (i) On death
- (ii) By resignation
- (iii) By expulsion, after enquiry into the grounds of misconduct, detrimental to the prestige and interest of the Society.

GENERAL BODY

All members of the Society shall constitute the General Body of the Society.

GENERAL BODY MEETING

- i) Meeting of the General Body shall be convened by the General Secretary and an extraordinary meeting by the President if the circumstances so warrant.
- (ii) The Society shall hold General Body Meeting to transact the business detailed below, atleast once a year and not more than 15 months shall elapse between the two Annual General Meetings. A clear notice of 21 days shall be given to all the members and 75% of the Members will form a Quorum. In case the General Body Meeting cannot be held for want of quorum, it shall automatically adjourn to the next week for same day, time and place. Members present at the adjourned meeting shall then form a quorum and transact the business.
 - (a) Confirmation of the minutes of the Annual General Meeting or extra-ordinary General Meeting, if any.
 - (b) Adoption of the report on the working of the Society for the previous year.
 - (c) Passing of the audited accounts of the Society for the previous year.
 - (d) Additions and alterations of the existing rules and regulations of the Society, if any for which due notice of 2 months has been given by two third majority of the members to the General Secretary, subject to the approval of the Registrar, Society, under the rules.
 - (e) Election of the requisite number of members of the Managing Committee every five years.
 - (f) Consideration of any other matter that may have been forwarded by the Managing Committee or duly brought forward with the permission of the President.

7. MANAGING COMMITTEE

The Management of the affairs of the Society shall vest in the Managing Committee with minimum three and maximum five members.

Registrar of Soc.



(a) The first Executive Committee shall consist of five members as under:

- (a) 3 from amongst founder members, and
- (b) 2 from amongst the general house, or out of the employees of Chapslee Garden School, duly nominated for the purpose.

(b) The President, Vice-President and the General Secretary of the Society shall also be the President, Vice President and General Secretary cum Treasurer of the Executive Committee. The President of the Society and its Vice-President shall also be the Chairperson and Vice-Chairperson of Chapslee Garden School respectively. The remaining member/s of the Executive Committee shall be on the Board of Directors of this School and the principal of the school shall be the ex-officio member secretary of the committee. After the expiry of the term of the first Executive Committee, the founder members or surviving members shall elect amongst themselves 3 members of the Executive, and the General House shall elect 2 members amongst themselves or in lieu thereof 2 employees of Chapslee Garden School to be members of the Executive Committee. The term of the Committee shall be five years though the same members may continue in office in case membership of the Society does not increase and if the general body so desires.

(c) STAFF SUB-COMMITTEE:- A sub-committee consisting of the President of the Executive, the Principal of Chapslee Garden School, and one more member of the Executive so nominated, shall be constituted and be known as the staff sub-committee. The said sub-committee shall work as per directions of the Executive Committee, which shall have the powers to amend, rescind, delete or add to the decisions of the said sub-committee. The functions of the sub-committee shall be to :

1. To appoint teaching and non-teaching staff, except for the Principal.
2. To determine conditions of service.
3. To suspend, remove or discharge from service member of teaching or non-teaching staff.
4. To take urgent decisions in respect of the administration of Chapslee Garden School.

(d) The Management Committee shall appoint the Principal of the school and determine the terms of service.

Registered

R.S.S.



8. MEETINGS OF THE MANAGING COMMITTEE

The meetings of the Managing Committee shall be convened by the General Secretary and in extra ordinary circumstances by the President with atleast clear notice for 4 days, to all the members. Three members present in person shall form the quorum of Managing Committee meeting. The Committee shall meet atleast once in six months.

9. POWERS OF MANAGING COMMITTEE

- (a) The Managing Committee shall conduct all the affairs of the Society, receive or remit money, issue receipts, discharge liabilities, acquire and hold properties and if necessary shall lease, transfer, takeover, exchange or borrow with or without security, to acquire, maintain, manage, mortgage and/or sell movable or immovable assets, maintain offices and establishments, subject to approval of the General Body at its next meeting.
- (c) Any vacancy arising in the Managing Committee shall be filled by co-option. The term of the office of the person so co-opted shall become terminal with that of the Managing Committee.
- (d) The Managing Committee may nominate persons from among the Society Members to form Sub-Committees to carry out specific assignments at various places from time to time.
- (e) The Managing Committee may decide to open branches of the Society, in any part of the country and such branches shall function under the direction of the Managing Committee.
- (f) The Managing Committee may make, alter, amend or rescind written guide lines for the transaction of its own business and for management of its branches, subject to the Rules and Regulations of the Society.

10. FUNCTIONS OF THE OFFICE BEARERS

a. PRESIDENT

The President shall have the following powers and functions:-

- (i) He shall be the Chief Executive of the Society, preside over the meeting of the general house, and the governing body/executive committee.
- (ii) He shall conduct proceedings and give ruling on any point of order.
- (iii) When a resolution is put to vote and the votes equal, he shall have a casting vote.



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(iv) He shall have powers of general supervision of the affairs of the Society.

(v) The President may nominate any member, including a founder member, as a member of the Executive Committee, including the office bearers, as and when any casual vacancy occurs in the Executive Committee, including his successor in office.

b VICE PRESIDENT

In the absence of the President, the Vice-President will carry out the duties of the President.

c General Secretary/ Joint Secretary

The duties of the Secretary among other things shall be :-

- (i) To act on behalf of the Society.
- (ii) To convene the meeting and record the proceedings of such meetings.
- (iii) To prepare the annual statement and other returns that are or may be prescribed by the Registrar of Societies and to frame the program and the budget for the coming year to be placed before the Managing Committee for its consideration.
- (iv) To execute, to sue or to be sued on behalf of the Society. All bonds, Leases and deeds will be in the name of the General Secretary. The Secretary shall be entitled to sign all correspondence, documents, Deeds or other local instruments including signing of vakalatnamas for legal proceedings for and in the name of the Society. the Registers and records in the name of the society shall be under her custody. This is under section 6 of the Societies Act, 1860.
- (v) In Consultation with the President, see to the implementation of the resolutions passed by the Managing Committee or organise funds, collections, drives to open branches of the Society, to have overall supervision of the execution of the programs and generally to do all such things as may be necessary or desirable for further the objects of the society but subject to the supervision and directions of the Managing Committee.
- (vi) General Secretary, subject to ratification by Managing Committee is further empowered to appoint or engage one or more persons on payment of remuneration or otherwise to carry out assigned jobs or works.



d. Treasurer/Co-Treasurer

The Treasurer shall be responsible for receipts and payments of money. He shall issue receipts for all payments received for the Society. The Treasurer shall obtain receipts and vouchers for payments or disturbances made by and/or on behalf of the Society and shall maintain proper accounts. He shall not hold cash more than Rs. 500/- (Five hundred) for any unforeseen expenditure at any time.

11. RESOLUTION BY CIRCULATION.

A decision on any resolution can be taken by circulation among all the members of the Managing Committee and the resolution passed in such a manner shall be deemed passed on the receipt of consent by a majority of its members.

12. ACCOUNTS AND AUDIT

The Governing Body shall cause proper books of the assets, liabilities of the Society and books of accounts to be kept with respect to all sums of money received and expended by the Society.

The accounts of the Society shall be audited annually by a qualified auditor. The auditor appointed shall be a member of the Institute of Chartered Accountants of India. Provided that a firm whereof all the partners practicing in India are qualified for appointments as aforesaid, the name of the firm may be appointed as the auditor of the Society, in which case any partner so practicing may act in the name of the firm.

13. FINANCIAL YEAR

The financial year of the Society will be from 1st April to 31st March every year.

14. OPERATION OF BANK ACCOUNTS/ INVESTMENTS

The society will have account in any approved bank and the account will be operated jointly by any two office bearers i.e. President, General Secretary, Treasurer and member/s so co-opted to the Executive Committee.

15. FUNDS

The source of income of the Society will be:-

(a) Membership fees

(b) Donations and other contribution from members and any sympathisers.

R. A. S.



(c) The Society will ensure payment of interest at reasonable rate on money borrowed and ensure its payment expeditiously.

(d) The income of the Society, howsoever derived, shall be applied solely to the objects of the Society and matter incidental thereto.

(e) However, nothing herein contained shall prevent the paying in good faith of remunerations to any officer or servant of the Society in return for services actually rendered including the running of Chapslee Garden School.

x16. PROPERTY

Chapslee Garden School shall be established by the Society at Chapslee, Shimla or at any other place, as the Managing Committee deems fit.

17. INTERPRETATION

The Governing Body shall be the sole authority for the interpretation of these presents, and the decisions of the Governing Body on any question of interpretation or upon any matter affecting the Society and not provided by these presents shall be final and binding on the Members.

x18. SEAL

The Governing Body shall provide a common seal for the Society and the Seal of the Society shall not be affixed to any instrument except by the authority of a resolution of the Governing Body.

19. LIABILITY

No member shall be personally liable for any liability of the Society, financial or otherwise.

20. INDEMNITY

Every Member of the Governing Body or other officer of the Society shall be indemnified out of the funds of the Society against all liabilities, losses and expenses incurred by him in or about the discharge of his duties in defending any proceeding, civil, or criminal, in which judgement is given in his favour, or in which he is acquitted or discharged, in any manner except such as happen from his own willful default. No member of the Governing Body or other officer of the Society shall be liable for any other Member of the Governing Body or officer, or for joining in any act or receipt, or for act of conformity, or for loss occurring to the Society unless it shall be due to his/her own willful default.



JURISDICTION CONCERNING ANY DISPUTE OF THE SOCIETY.

Any disputes on any account shall be subject to the jurisdiction of the competent courts at Shimla H.P.

22. AMENDMENTS

Any amendment to the Memorandum of Association and/or the Rules and Regulations may be made by the Members at the Annual General Meeting or in the Extra Ordinary General Meeting in accordance of the Societies Registration Act, 1860.)

23. SUBMISSION OF THE ANNUAL LIST.

Of Managing Committee members, as per Section 4 of Societies Registration Act once in every year, shall be filed with the Registrar of Societies.

24. APPLICABILITY CLAUSE

All the provisions of the Societies Registration Act of 1860 will apply to this Society.

25. DISSOLUTION OR WINDING UP OF THE SOCIETY.

In case the Society has to be dissolved or wound up, if there remains after satisfaction of all the debts and liabilities any property what so-ever, the same shall not be paid or distributed amongst the members of the Society but shall be given or transferred to some other institution having objects similar or identical to the members of the Society at or before the time of dissolution.

26. ESSENTIAL CERTIFICATE.

Certified that this is the correct copy of the Rules and Regulations of the Society.

Zahid Abbas
TREASURER

Praveen Singh
GENERAL SECRETARY

H. K. Singh
PRESIDENT

Attested

