

# **BYE-LAWS**

## **PRIVATE UNAIDED SCHOOLS ASSOCIATION**

### **{PUSA}**

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#### **I. NAME OF THE ASSOCIATION**

The Name and style: Private Unaided Schools Association (CBSE/ICSE)

#### **II. REGISTERED OFFICE**

Opp. Teacher's Home , Mahavir Dal Market , Bathinda – 151001 (Pb.) India

#### **III. AIMS & OBJECTIVES OF THE BYE-LAWS**

- i. To promote and recognize activities/achievements in the field of arts, education, science, literary, philosophy, sports, music, culture & skill development etc.
- ii. To create awareness about issues and problems (legal, administrative, academic, human resource development etc.) facing the unaided private schools of Punjab and to create a common vision, strategy, organizational structure, systems and processes for solving the issues and problems.
- iii. The Association will work to create positive & healthy co-ordination, co-operation and trust among member schools by following transparent, democratic and fair working.
- iv. To engage with parents and leaders in the community to build partnerships and network for a larger cause of improving educational environment and excellence.
- v. To create cooperative relationships with other non-member organizations and individuals in the region pursuing the same objectives.
- vi. To represent, the cause of/and on behalf of its member(s) before the authorities and the public in proper perspective and defend them administratively and legally;
- vii. To inculcate the spirit of 'caring & sharing' and to facilitate closer networking and collaboration among the Unaided Recognized Private Schools aimed at excellence in education.
- viii. To promote and organize training programs for managements, heads of institutions and in service training for teachers and recognize their achievements;
- ix. To create a collectively organized, financed and managed institution with the following objectives:

- a. To work for creating collective vision, capabilities, skills and positive attitudes among the parents, educators, teachers and educational leaders and Govt. authorities at the state and the national level.
- b. To work for creating co-ordination, communication and synergy among the society, the government, the media and educational institutions of the state of Punjab to ensure development and growth of the quality education in our state.
- c. To work for research, development, innovation and collective learning and de-learning in the field of education at the state and the national level.
- x. To work for creating an environment for better facilities, salaries, job security and empowerment of staff members working in the member schools and the state.
- xi. To collect funds by aid, subscription, donation, corpus from public, assistance from the government, non-government organizations and other organizations, and to control the investments and expenditure of the funds so collected.
- xii. To do all such other lawful acts, deeds, things that will be incidental and conducive to the attainment of the objectives.

#### **IV. MEMBERSHIP :**

- i. There will be a minimum of seven members of the association.
- ii. **Eligibility :**
  - a) The membership of association is open to any member of the society / trust authorized by (as provided hereafter) of Society/Trust or a Body incorporated for the purpose as permissible by laws to establish, maintain & run the institutions imparting education upto the level of Senior Secondary and running unaided private schools affiliated with board of education like CBSE, ICSE and shall be known as a institution member.
- iii. Every person wishing to be a member of the association shall make an application and fill a form issued by association.
  - a) Should be minimum 21 years of age on the date of admission;
  - b) Should subscribe to the aims and objects of the Association;
  - c) Should deposit the membership fee as prescribed in the Bye-laws of the Association; and
  - d) Should not be an insolvent or of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.

iv. **Types of Members :**

- a) **Founder Members** : All the persons who have subscribed to MOA of the Association at the time of its registration are its Founder Members. All Founder Members will pay Rs.1000/- as membership fee and Rs.5000/- as annual subscription at the time of subscribing for the registration of the Association.
- b) **Regular Member** : A person can become a Regular Member of the Association by subscribing to its MOA and by paying Rs.1000/- as membership fee and an annual subscription of Rs.5000/- (or as decided by the governing body from time to time) provided that his request for admission is accepted & approved in the Governing Body meeting by a majority vote.
- c) **Patrons** : A majority of members of the General Body through a resolution in its General meeting can nominate a person as a Patron of the Association. Such persons should be well known for their association & contribution in the field of education, sports, charity and philanthropy. The Patrons may be invited to attend the meetings & contribute to the deliberations but shall have no right to vote. The term of the Patrons will expire with the term of office bearers but is further renewable by the general house.
- d) **Honorary Members** : A majority of members of the General Body through a resolution in its General meeting can nominate a person as an Honorary Member of the Association. Such persons should be well known for their association & contribution in the field of education, sports. The honorary members may be invited to attend the meetings & contribute to the deliberation but shall have no right to vote. The Honorary members may also be co-opted for looking after the regular work of committees. The term of honorary members shall be one year.
- e) **Guest Members** : A person who has applied for or wishes to be a member of the association can be allowed to attend the meetings of the Governing Body as a Guest Member by the President till his application is decided by the General Body. Such person will be known as Guest Member and will have no voting right.

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

- a) Every Founder Member or Regular Member will pay Rs.1000/- (one time) as membership fee and Rs.5000/- as annual subscription fee to the association through bank/cash.
- b) Founder member will pay the fee at the time of subscribing to MOA & the constitution for the registration of the Association and regular member with their application for membership.
- c) After the first payment every Founder Member, Regular Member will pay their annual subscription within three months i.e. upto 30 June of the next financial year which can be extended for 30 days only with notice by the secretary.

vi. **Admission Procedure (For members other than the subscribers/founder members):**

- a) The admission of a person other than Founder Members as a member of the Society shall be decided by its Governing Body from time to time.
- b) 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 two regular members of the Society.
- c) The Secretary shall examine the application and place the same before the Governing Body for a decision.

- d) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- e) The member institution, shall nominate one delegate and one alternate as its representative in the society. Such nomination has to be notified to the society at the time of payment of annual subscription. However, the member society will be at liberty to change its delegate/alternate delegate at any time but not during the period from publication of final list of voters to elections.

**vii. Identity Card**

The association shall issue an identity card to every person admitted as a member containing the particulars given in the application form.

**viii. Rights & Obligations of the Members :**

- a) All the members of the Society shall be bound by the rules and regulations of the Society as contained in its Bye-Laws and amended from time to time.
- b) Every member, except an Honorary member, Patron or Guest member, shall have a 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 the annual subscription for a period of three months beyond the due date.
- c) Every member of the Society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the General meetings, meetings of the Governing Body and register of members of the Society on any working day by giving a notice of three months.
- d) Every member shall inform the Society about any change in his address, which shall be duly recorded in the register of members of the Society and upon which the Society shall issue a fresh Identity Card to such member.

**ix. Cessation of Membership :**

A member of the association will cease to be its member :

- a) Upon submission and acceptance of his resignation; or
- b) Upon his failure to pay membership fee or annual subscription fee continuously for a period, as may be prescribed; or
- c) Upon the death of a member.

**x. Expulsion of the Members :**

If any member/office bearer of the association willfully misuses the name or funds of the association or his social behaviour tarnishes the image of the association then he may be expelled from the membership of the association by majority votes in the General Body meeting.

**V. GENERAL BODY**

**i.**

- a) There shall be a General Body which shall be the policy making and Governing Authority of the association. General Body shall consist of all the Founder members and the Regular Members of the association.
- b) The General Body shall administer the association through a Governing Body formed by it from amongst its members only.
- c) The body shall have the power to expel members through majority vote in the presence of at least 50% members in the General meeting.
- d) The accounts of the Association and the institutions run by it shall be finally passed /approved by the General Body every year in the month of November.
- e) The General Body shall have the power to pass a vote of no confidence against its office bearers in case of offence or breach of faith by a majority vote in the presence of at least  $3/4^{\text{th}}$  of its total members.
- f) The proceedings of all meetings 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 President of the meeting and the Secretary of the Society.

**ii. Meetings, Notices and Quorum of the General Body :**

- a) General Body meeting of the Association shall be held once every year, in the month of November and would be convened by the Secretary in consultation with the President of the Governing Body.
- b) A special/extra ordinary meeting of the General Body would be convened by the Secretary at the request of at least 1/10 of the total members of the General Body within 45 days of such written request. The notice requisitioning the General Meeting shall contain the reasons for such meeting along with the proposed agenda.
- c) A clear notice of 7 days shall be given for the extra ordinary meeting of the General Body to all the members specifying therein the date, time, place and the business to be transacted at such meeting.

- d) Quorum of general body shall be 40% of all the members in case the minimum stipulated quorum are not present in the meeting of the General Body so convened, the meeting shall be adjourned to another date of which a proper notice shall be issued. The quorum of the adjourned meeting shall be no less than 10% of the all members for transaction of the normal business and no less than 25% of the members for consideration of any “Special Resolution”.
- e) Provided that in case the above prescribed quorum is also not present in the second adjourned meeting of the General body / Collegiums, the members present shall constitute the quorum for the second adjourned meeting for transaction of the normal business.
- f) Further provided that no Special Resolution shall be considered in any adjourned meetings in which 25% of the members are not present and voting.
- g) A representative or nominee of the District Registrar shall be present in any adjourned General Meetings of the Association convened for consideration of a “Special Resolution” in order to supervise the proceedings.

**iii. Powers, Functions & Duties of the General Body :**

- a) To guide the Society in determining and fulfilling its aims and objectives.
- b) To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Bye-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 the Registration and Regulation of Societies Act & Rules.
- c) To elect the members of the Governing Body.
- d) To remove any member from the Governing Body and according approval to the continuous of a person appointed as a member of the Governing Body against a casual vacancy.

## **VI. GOVERNING BODY :**

i.

- a) The day-to-day affairs of the association will be administered by the Governing Body. This Governing Body shall have powers over all matters, connected with the association and institutions (s) run by the Association which must not be against the objects of the Association. The members of the General Body for the collegiums, as the case may, shall elect the Governing Body, consisting of not less than eleven (11) and not exceeding 101 members. The office bearers shall comprise of the President, General Secretary and Treasurer as a minimum, and other office bearers can be namely Senior Vice President ,Vice-President, Joint Secretary & Organizing Secretary etc.
- b) The Tenure of the Governing Body shall be three years.
- c) The constitution of the Governing Body appointed or elected for the first time or thereafter shall be valid only upon the approval thereof by the District Registrar and its tenure shall commence from the date of its approval.
- d) A person shall be disqualified from continuing as an office bearer as soon as he ceases to be a member of the Association.
- e) The Governing Body shall meet as and when required. However the Governing body shall meet once every quarter and hold at least four meetings in a financial year.
- f) A clear notice of three days of every such meeting shall be given by the secretary of the Governing Body to the office bearers before the date appointed for the meeting.
- g) However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.

### **ii. The Strength of the Governing Body including details of Officer Bearers :**

The Governing Body shall consist of not less than 11 life members office bearers, and not more than 101 members as under :

President	One
Senior Vice President	One
Vice-Presidents	All Presidents of all the District Units (details about District Units given in point no.VII)
General Secretary	One
Secretary	One
Organizing Secretary	All Secretaries of the District Units
Treasurer	One
Press Secretary	One to six

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**iii. Mode of election of the Governing Body and its tenure :**

Only those who are members of the general body shall be entitled to be elected to the Governing Body. The President, will be elected by the majority vote of members of General Body. The rest of the governing body members namely the Secretary, the Treasurer, the Voice-Presidents, the Organizing Secretaries and the executive members will be nominated by the President. All the office bearers shall retire after 3 years unless they are removed as per rules or they resign earlier or cease to be members of the Association. Any office bearers can be reelected again after retirement.

**iv. Meetings, Quorum, Notices and Agenda of the Meeting of the Governing Body :**

Quorum of the Governing Body shall be of ½ of its members or minimum three (3). A notice for holding meeting of Governing Body by the secretary shall be given to all its members three (3) days in advance of such meeting. The proceeding of every meeting shall be duly recorded in the register under the signatures of the Secretary and the President. Meetings of the Governing Body of the Association shall be convened by the Secretary in consultation with the president. But the Governing Body must meet at least once in 3 months and at least 4 times in a financial year.

**v. Filling of any Casual Vacancy of the Governing Body :**

Any vacancy arising on account of resignation or death or any other reason of any member of the Governing Body who was elected by the Governing Body, (the President) may be filled up by the Governing Body, if required, from amongst the members of the General Body on adhoc basis till the holding of next General Body Meeting of the Society. Such adhoc members of the Governing Body shall cease to be member of the Governing Body on the date of the next General Meeting, if his appointment is not approved in the General Meeting by a majority vote for the balance term of the Governing Body.

**vi. Meetings of the Governing Body :**

- a) The meetings 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.
- 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 appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
- c) The quorum, of the meeting of the Governing Body shall be at least 40% of the total members of the Governing Body. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The

members present in the adjourned meetings, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

- d) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the President of the meeting and the Secretary of the Society. In case the President or the Secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- e) The minutes of every meetings of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

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

- a) The Governing Body will be responsible for achieving the aims & objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to develop the funds & assets of the society for the stated objectives.
- b) The Governing Body has the power to admit/readmit new members by a majority vote.
- c) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free hold or lease basis in its name, as decided by it.
- d) The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Society.
- e) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Society in the manner decided.
- f) The Governing Body may constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- g) To create provision for engagement of regular or part-time employees of the Society to look after the secretarial, accounting and other functions in a seamless manner.
- h) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.

**viii. Powers, Functions & Duties of Individual members of Governing Body :**

**a) President :**

- 1) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.

- 2) To do all such acts, deeds and things as may be authorized by the General Body and/or the Governing Body from time to time.
- 3) To allow or disallow discussion on any matter which is not included in the agenda.
- 4) To ensure proper & transparent functioning of the Governing Body.
- 5) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- 6) To supervise and guide the overall activities / achievement of aims & objectives of the Society.
- 7) To ensure timely filing of all statutory returns / documents in the office of the District Registrar and such authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- 8) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- 9) To conduct correspondence on behalf of the Society/Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- 10) To prepare before announcing of the date of election and the Annual General Meetings, the list of all the members, eligible to vote, duly updated and to place it before the Governing Body.
- 11) Act as the overall in-charge of the administration and execution of all the programmes of the Society including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc. make appointments /engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Society in accordance with the delegations by the Governing Body from time to time.

**b) Vice-President :**

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

**c) General Secretary / Secretary :**

- 1) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President / Governing Body.
- 2) To receive, scrutinize and place applications for membership of the Society before the Governing Body and to enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.
- 3) To convene meetings of the General Body/ Governing Body with the consent of the President and serve proper notices as prescribed under these Bye-Laws.
- 4) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- 5) To prepare annual report of the Society and 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.
- 6) To keep and preserve the records of the Society/ Governing Body.
- 7) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.

**d) Organizing Secretary :**

- 1) To assist the General Secretary / Secretary of the Society in carrying out his functions and duties.
- 2) To discharge the functions and duties of the General Secretary of the Society in his absence to the extent authorized by the Governing Body.
- 3) 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 :**

- 1) To keep accounts of all financial transactions of the Society and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- 2) To get the accounts of the Society audited by the chartered accountant appointed by the Governing Body at the close of the financial year, every year.

- 3) 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.
- 4) To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

**ix. Cessation/Removal of members of the Governing Body :**

A member of the Governing Body shall cease to be an office-bearer or executive member :

- a) Upon submission & acceptance of his resignation.
- b) If he ceases to be a member in accordance with sub-clause (8) of clause 4 of these byelaws.
- c) If he is removed by a resolution passed in the meetings of the General Body.
- d) A member of the Governing Body who fails to attend three consecutive meetings of the Governing Body may be removed by the Governing Body.

**VII. DISTRICT UNITS**

- a) The governing body may form District Units on the basis of Revenue Districts of Punjab and appoint President, Secretary, Treasurer in consultation with the members of the respective districts.
- b) The association will not reimburse any expenditure incurred by District Units for the district level meetings or any other expenditure incurred on any purpose related to that specific district.
- c) The District Units will be affiliated to the association and association will issue affiliation letter to the District Units.
- d) Association has the right to dissolve the District Units at any time.

**VIII. DIVISIONAL / ZONAL UNITS**

To facilitate the administration, the Governing body if required may appoint President, Secretary or any other office bearer on the basis of Revenue Divisions of the state of Punjab.

**IX. ELECTIONS**

- i. The members enrolled and /or having paid their annual subscription of the current year at least 15 days, prior to the election shall be eligible to be the voter in the election.

- ii. The executive committee shall as soon as possible after the first day of June every third year, appoint the Election Committee of 3 persons out of whom one will be appointed the Convenor of the election committee to conduct the next elections. The quorum for the meetings of this election committee shall be two and the members of the election committee shall not be eligible to contest the elections. The word “Convenor” wherever occurring will mean Convenor, Election Committee.
- iii. The secretary shall get the list of voters prepared and shall keep it open for the voters for inspection in the office. He shall invite objections against the Voters’ list through notice stating the last date and the timings by which the objections should reach him so as the list is finalized by the Executive Committee and supplied to the Convenor.
- iv. After the receipt of the list of voters, the Convenor shall get it printed or cyclostyled. One copy of the list of voters shall be kept open in the Election Office for the convenience of the voters and the voters list will be available to any member on payment of fee prescribed by the executive committee.
- v. The election committee shall fix & notify the following dates :
  - a) Last date for filing the Nomination papers.
  - b) Last date for withdrawal of names by the candidates.

A copy of the notice shall also be put up the Notice Board of the Election Office and the above information shall be send by registered post / courier / e-mail.

- vi. Nomination of the candidates will be accepted only in the prescribed form made available by the convenor, duly proposed and seconded by the voters and also accepted by the candidate proposed. A proposer would not propose and the seconder would be second more than the number of candidates to be elected.
- vii. The nomination received shall be scrutinized by the election committee in its meeting to be held on the same day and the list of nomination found in order shall be put up on the Notice Board of the Election Office, the very same day.
- viii. The withdrawal by a candidate shall be received in the prescribed form made available by the election office, duly signed by the candidate withdrawing.
- ix. In case of the election is required then the election will be conducted by the election committee in the annual general meeting at the time fixed by the President. The election will be conducted by the election committee by secret ballot system.
- x. The counting of the votes shall be done by the election committee in the presence of the candidates present. The candidates securing the highest number of votes shall be declared elected as the members of the next executive committee.
- xi. The election committee shall be the final authority to decide the validity of vote and no appeal shall lie against its decision.
- xii. In case of a tie arising in the aforesaid elections due to equal number of votes, the decision will be taken by a draw of lots.
- xiii. In all matters not covered by the above, the decision of the election committee shall be final.

## **X. EXCLUSIONS FROM THE EMPLOYMENT OF A SOCIETY**

- i. No member of the Society shall be in full-time or part-time employment of the society.
- ii. No dependent or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its team.
- iii. 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.

## **X. AMENDMENTS IN THE MEMORANDUM OF ASSOCIATION, BYE-LAWS, NAME OF THE SOCIETY, ETC. :**

Any amendment in the Memorandum of Association and Bye-Laws or change of Name, amalgamation or division of 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 documents, shall be filed in the office



of the District Registrar by the General Secretary / Secretary.

## **XI. MANAGEMENT OF ASSETS AND FUNDS OF THE SOCIETY**

- i. The sources of income of the society will include receipts on account of membership fee, annual subscription, rent from property / assets, interest, consultation fees, donations, gifts, grants, etc. The society can also raise funds through interest-free short terms loans from its members or from scheduled bank on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- ii. The Governing Body will prepare and approve an annual budget of the Society on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- iii. The Bank accounts of the Society will be jointly operated by such members/office bearers as may be decided by the Governing Body from time to time.
- iv. All assets and funds will belong to the Society and vest in the society.
- v. All receipts and payments of the Society shall made through Bank Instruments (i.e. DD/Pay Order/Cheques/Bank Transfers/RTGS)/Cash including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases

## **XII. ACCOUNTS OF THE SOCIETY :**

- i. The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and /or any other authority including the Institute of Chartered Accountants of India, and its Registered Office with respect of 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 any two authorized office-bearers of the Society.
- iv. The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing Body or family member of any member of the Governing Body, for auditing the accounts and filing of Income Tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

### **XIII. 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 the Governing Body.

### **XIV. AMALGAMATION OF THE SOCIETY**

The society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in the Society's Registration Act.

### **XV. DISSOLUTION OF THE SOCIETY**

- i. This Society may resolve 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 distributed amongst the members of the society.
- iii. Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.