

SCHEDULE-C

RULES AND REGULATIONS OF “Education Promoter’s Society”

1. DEFINITIONS :

Society shall mean Education Promoters Society.

President shall mean President of the Society.

Vice-President shall mean Vice-President of the Society.

Secretary shall mean Secretary of the Society.

Joint Secretary shall mean Joint Secretary of the Society.

Treasurer shall mean Treasurer of the Society.

Joint Treasurer shall mean Joint Treasurer of the Society.

Executive Committee Member shall mean Executive Committee Member of the Society.

Life Member shall mean Life Member of the Society.

Annual Member shall mean Annual Member of the Society.

2. Jurisdiction:

Jurisdiction of the Society shall limited to the whole of Maharashtra.

3. **Membership & Enrollment of Members:**

Any person residing in Maharashtra who has completed 18 years of age shall be eligible to become a member of the Society. Such person shall make an application to the President along with Membership fees in the prescribed form through Branch President if applicable or directly .His name has to be Proposed & seconded by Members of the Society. All applications for enrollment of Membership shall be put forth before the Meeting of Executive Committee’s decision about enrolment of the applicant is communicated to him & to the concerned Branch President if applicable. Once granted membership of the Society, entry of the name of the concerned person shall be taken in the membership Register. If application is rejected the Membership Fees will be returned to the person.

4. **Kinds of Members**

There shall be two kinds of members.

Life members: Life Membership shall be awarded to a person whose application has been accepted by the Executive Committee & who pays life Membership Fees of Rs.3000/-.

Annual Members: Annual Membership shall be awarded to a person whose application has been accepted by the Executive Committee & who pays Annual Membership Fees of Rs.500/- every year.

5. **Cancellation of Membership**

- a) Death of Member.
- b) Resignation of Member.
- c) Insanity of Member.
- d) Continuous absence of Member for three consecutive Meetings.
- e) Working against interest of the Society.
- f) Fraudulent activities in the Society.
- g) Default in paying yearly Membership Fees; however membership can be continued after paying Membership Fees.
- h) After conviction & fine in a criminal case.

- i) Change of residence beyond jurisdiction of the Society, however membership may be continued after moving back in the jurisdiction of the Society.

6. Privileges of Members

The rights that can be exercised only by Life Members are –

- 1) To vote on election of office bearers & Executive Committee Members.
- 2) To vote on amendments to the rules & Bylaws.
- 3) To be nominated for any Office or Executive Committee Membership.

The rights that can be exercised by all Members are –

- a) To attend the GBM of the Society & to vote on issues raised at that time.
- b) To receive a copy of the statement of Accounts, reports & newsletters of the Society.
- c) To use the Society's Library & room if any set apart for the purpose.
- d) To attend & take part in meetings, lectures & demonstrations of the Society.
- e) To enjoy such other privileges as may from time to time be confirmed on members by Rules & Bylaws of the Society.
- f) No member shall serve as employee or professional consultant of the society.

Responsibilities of Members

Every member of the Society shall be bound by the provisions of the Memorandum of Association of the Society and the Rules and Regulations made by the Society in Annual General Meeting and by decisions from time to time made or taken in the meeting of the Executive Committee.

7. General Body Meeting, its powers & functions:

All the members mentioned above may participate in General Body Meeting. Powers & Functions of General Body Meeting are as follows.

- a) To pass the Annual Report submitted by the Secretary.
- b) To pass the Audit Report & Annual Budget submitted by the Treasurer.
- c) To give guidelines for policies & programs of the Society.
- d) To decide about applications rejected the Executive Committee.
- e) All the resolutions passed in GBM shall be binding to all the members & Executive Committee of the Society.
- f) To consider any motion by a Member.
- g) To consider any motion by a Member.
- h) To transact any other business of a general interest with the permission of the chair.
- i) To confirm the minutes.

8. Notice and Quorum of the General Body Meeting:

- a) Meeting of General Body shall be convened once in a year.
- b) Notice of the General Body Meeting shall be issued in writing by tapal diary, by speed post or by e-mail(if applicable) at least 2 weeks prior to the proposed date of meeting.
- c) Date, time & place shall be mentioned in the notice of General Body meeting.
- d) The Quorum of the General Body Meeting shall be 2/3rd of the total number of members.
- e) in case of no Quorum being formed at the time specified for the General Body Meeting, it shall stand adjourned for half an hour. Adjourned Meeting shall be held at the same place after half an hour and such meeting shall not require quorum.

9. Special General Body Meeting and its functions:

Apart from the General Body Meeting, Special General Body Meeting shall be convened for

- a) Urgent & necessary work
- b) Amendments in the Rules & Regulations of the Society
- c) Elections of the Executive Committee.

Provisions regarding notice & quorum of Special General Body Meeting shall be same as General Body Meeting.

Executive Committee can convene a Special General Meeting for urgent & necessary work upon a requisition received in writing signed by minimum 1/3rd number of Life members of total Life membership of the Society or 100 whichever is less specifying the business to be transacted at such meeting and purpose of requisitioning such meeting, The requisition shall be handed over to the Secretary.

10. Executive Committee and Office Bearers of the Society:

The Executive Committee shall consist of not less than seven members. The Executive Committee shall consist of office bearers. President, Vice-President, Secretary, Joint Secretary, Treasurer & Joint Treasurer and others shall be Members of Executive Committee. No Office Bearer or Executive Committee Member shall be given any honorarium for any other work of the Society the expenditure incurred may be reimbursed on producing relevant receipts & vouchers.

11. Tenure & Election of Executive Committee:

- a) Office Bearers & Members of Executive Committee shall be elected every four years in Special General Body Meeting by majority of votes. Annual Members shall have no right to nominate to be nominated or to vote.
- b) Tenure of Executive Committee shall be of four years; however previous Executive Committee shall remain in office until the new Executive Committee takes charge.

12. Functions of Office Bearers of the Executive Committee:

President:

- a) The president shall preside over General Body Meetings & Special General Body Meeting of Society.
- b) He shall preside over meeting of Executive Committee.
- c) He shall preside over meetings of the Society.
- d) He shall instruct the Secretary of the Society to convene all kinds of Meetings of the Society.
- e) He shall have casting vote if members are equally divided on any of the issues.
- f) He shall guide the overall policy & implement activities of the Society within broad framework of the objectives outlined in the constitution of the Society & directions given by the Executive Committee.
- g) He shall appear in litigation in various courts on behalf of the Society or instruct any other Office Bearer or Executive Committee Member to do so.
- h) Any other functions as per the Bye-laws of the Society.

Vice President:

In the absence of the President, the Vice President shall perform all the functions of the President. He shall assist the President in discharging his duties.

Secretary:

- a) The Secretary shall convene a meeting as per instructions of the President.
- b) He shall maintain or cause to maintain the minutes of the meetings & shall obtain signature of the President & all those attending the meeting.
- c) He shall see official correspondence of the Society. In order to maintain account of the Society he shall provide all necessary information to the Treasurer. He shall see that accounts of the Society are maintained properly.
- d) He shall update Membership & other Registers.
- e) He shall issue appointment letters, suspension & termination letters to the employees as per the resolution passed in the Executive Committee Meeting.
- f) He shall prepare Annual Report of the Society. He shall submit the same before the General Body Meeting or Executive Committee Meeting as the case may be.

- g) He shall supervise the functions of the Society. Moreover he shall look after the assets of the Society.
- h) He shall look after day-to-day work of the Society.
- i) He shall approve the bills on behalf of the Society.

Joint Secretary:

In the absence of the Secretary, Jt-Secretary shall perform all the functions of the Secretary. He shall assist the Secretary in discharging his duties.

Treasurer:

- a) The Treasurer shall look after and control the financial affairs of the Society. He shall accept & pay money on behalf of the Society.
- b) He shall maintain the accounts of the Society.
- c) He shall get the accounts of the Society Audited.
- d) He shall prepare the Audit Report & Annual Budget of the Society.
- e) He shall submit the same before the General Body Meeting or Executive Committee Meeting as the case may be.

Joint Treasurer:

In the absence of the Treasurer, Jt-Treasurer shall perform all the functions of the Treasurer. He shall assist the Treasurer in discharging his duties.

Members of the Executive Committee:

To remain present in of the Executive Committee Meetings and General Body Meetings, Special General Body Meetings & to assist in the functions of the Society.

13. Meeting of the Executive Committee and Demand Meetings:

- a) Meeting of the Executive Committee shall be convened at least once in a month.
- b) On demand in writing by 2/3rd members of Executive Committee, Demand Meeting shall be convened within fifteen days from date of demand. Notice of Demand Meeting of the Executive Committee shall contain agenda of the meeting. Demand Meeting shall enjoy all the powers of the Executive Committee Meeting.
- c) In case Demand Meeting is not convened within fifteen days from date of demand as provided in case 12(b) mentioned above, any of the member demanding meeting may convene a Meeting and a person attending the meeting shall be nominated to chair the Meeting. All the resolutions passed in such Meeting shall be binding to all members.

14. Notices and Quorum of the Executive Committee Meeting:

- a) All the members of the Executive Committee shall get the notice of the meeting at least 7 days prior to the meeting.
- b) Notice of the Meeting shall be issued in writing by tapal diary or by speed post or by E-mail.
- c) 2/3rd members of the Executive Committee shall form The Quorum of the Meeting.
- d) In case of there is no Quorum formed at the Executive Committee Meeting, the Executive Committee Meeting shall stand adjourned for half an hour. Adjourned Meeting shall be held at the same place after half an hour and such meeting shall not require quorum.

15. Provisions for Method of Election to the Executive Committee:

Members of the Executive Committee shall be elected after every four years in the Special General Body Meeting by majority of votes. Election officer (A Senior Life Member and not interested in being nominated for any office or Executive Committee Membership) may be appointed in the Meeting of Executive Committee. Thereafter the Election Officer shall declare the list of valid members, accept the nomination forms, scrutinize them & perform functions related to election. If required election may be conducted by way of secret ballot paper. (By in person or by postal voting). Only a Life Member can be nominated for an Office or Executive Committee Membership. Only a Life Members can propose and

second a nominee. No person shall be nominated for the Office he was holding in the outgoing Executive Committee. If applicable there shall be one Executive Committee Member in the Executive Committee from each Subcommittee elected by the Life Members of that Subcommittee.

If elections are to be held then ballot papers will be sent to president of each Subcommittee (if applicable) equal to number of valid voters of that Subcommittee. President of each Subcommittee shall call election meeting of that Subcommittee on a day not less than 7 days before the day of Special General Body Meeting for Elections & distribute ballots to those present.

Thereafter the members have to deposit the ballot papers into the ballot box. The Executive Committee of Subcommittee shall take charge of the ballot box and shall send the ballots to election officer in a sealed envelope on the same day or next working day. It shall bear signatures of President EC members & nominees' observers if any. The ballots of Members not present in this meet will be sent by Tapal Diary or Speed Post. They can send ballots either by Speed Post or Cast in person in Special General Body Meeting for Elections. Election Officer shall hold counting of ballots in presence of nominees & their observers & thereafter declare the results of an election.

16. Filling of Vacancies:

The Executive Committee shall do filling of vacancies arising out of death or resignation or due to reasons mentioned in Rule 5 of this Rules & Regulations through co-option by majority votes. The tenure of members so co-opted shall come to an end with the tenure of the Executive Committee.

17. Authorities and Duties of Executive Committee:

Resolutions passed in the Meeting of the Executive Committee shall be binding on all the members of the Society. The Authorities and Duties of Executive Committee are described as under.

- a) To implement the Resolutions passed in the Meeting of the General Body.
- b) To control the affairs of the Subcommittees of the Society.
- c) To appoint employees on the Society. To supervise, promote and terminate the employees.
- d) To endeavor to achieve the objects of the Society in the framework of the Rules & Regulations. To frame Rules for day-to-day affairs of the Society.
- e) To provide information required by the Government and semi Government offices from time to time.
- f) To appoint sub-Committees for discharging specific work. To cancel the sub-Committees when work of such sub-Committees is finished.
- g) To control the accounts of the Society and if needed to appoint an auditor. To pass the Audit Reports of the Society and submit the same before the General Body for its approval.
- h) To take cognizance of the complaints received and discharge all the necessary work.
- a) To seek the services of Professionals e.g. Lawyers, Doctors, Educationists etc as and when needed. When required Executive Committee can decide & grant honorariums for such services.

18. Financial Year

The financial year of the society shall be from 1st day of April of a year to 31st day of March of next year.

19. Funds, Income and Expenditure of the Society:

Society

___ will always be a non-profit making organization, and will be bound by value base ethics in all the transactions of the society. The society will raise funds for its day-to-day expenses by the appropriate means viz:

___ will collect membership fees from the members of the society, applicable time to time.

___ will collect, cash donations, movable and immovable properties,

other valuable assets to meet the cause of the society from the members of the society, from the philanthropists, and from other similar and likeminded organization (by obtaining required necessary

permissions and following all the rules and regulations of the Government and other appropriate authorities and government departments.)

__ will accept Government Grants & Benefits related to societies aims and objects without compromising its duties towards protecting Educational Rights.

Property and Income of the Society shall be applied solely towards the promotion of the objects of the Society as set out in the Memorandum of Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise howsoever to the Members of the society. Entry of immovable property of the Society shall be made in the Public Trust Register by submitting a change Report.

20. Provision for Object-wise Expenditure:

First of all, all the local tax imposed on the property of the Society shall be paid and provisions for repairs and maintenances of the Society shall be made. Expenditure may be made on some or all objects of the Society as per the given situation. Provision for incurring expenditure on objects of the Society shall be made in Annual budget of the Society.

21. Provision for Loan and Deposits:

If required the Society may borrow and accept deposits from any individuals or banks with prior permission of Hon'ble Joint Charity Commissioner.

22. Provision for Alienation and Purchase of Immovable Property

- a) In order to achieve the objects of the Society, the trust fund may be invested in purchasing Immovable Property, with prior permission from the Hon'ble Joint Charity Commissioner.
- b) The General Body shall have the powers to sell, gift, donate or exchange immovable property of the Society, with prior permission from the Hon'ble Joint Charity Commissioner.

23. Bank Accounts:

- a) The surplus funds of society may be deposited in any nationalized or scheduled banks in the name of the society.
- b) Bank operations may be made with joint signatures of President or Secretary and Treasurer.

24. List of Members:

List of Members of the Society shall be maintained as per Section 15 of the Societies Registration Act, 1860 in the scheduled provided in Rule 15, Annexure VI of the Societies Registration Rules, 1971.

25. To Inform about the Executive Committee Members:

As per Section 4 of the Societies Registration Act 1860 and Rule 7 of the Societies Registration Rules 1971, a list of Executive Committee Members shall be maintained in Annexure-I and the same shall be submitted before the Assistant Registrar of the Societies within 14 days from the date of Annual General Body Meeting.

26. To Inform about the employees of the Society:

As per Section 4-A of the Societies Registration Act 1860 and Rule 8 of the Societies Registration Rules 1971, a list of Employees with terms & conditions of employment shall be submitted in Annexure-II before the Assistant Registrar of the Societies every year.

27. Provisions for Amendments in the Rules & Regulations of the Society

If required Amendments in the Rules & Regulations of the Society may be carried out by a resolution passed in Special General Body Meeting with 2/3rd majority of votes. Procedure laid down in Section 12 of the Societies Registration Act, shall be followed.

28. Provisions for Change in Nomenclature and Objects of the Society:

If required Name and or Objects of the Society may be changed or amalgamation or partial amalgamation of the Society may be made by submitting the proposal in Special General Body Meeting by careful consideration & passing the same by 2/3rd majority of votes. Special General Body Meeting

shall be convened at least one month from the date of General Body Meeting. (Refer Rule 12(A) & 12(B) of the Societies Registration Act, 1860.)

29. Dissolution:

If required the Society may be dissolved by way of passing a resolution in the Special General Body Meeting with 2/3rd majority of votes. The accounts of the Society shall be settled.

Surplus funds & property of Society shall be donated to Societies having similar objects. Procedure laid down under Sections 13 and 14 for the dissolution of the Society shall be followed.