

**Navkiran Education Foundation,
Dhuri (Sangrur)**
Head Office: Shivpuri Mohalla, DHURI (Sangrur).

BYE-LAWS

RULES & REGULATIONS

- a The name of the Foundation shall be: Navkiran Education Foundation, Dhuri Head Office : Shivpuri Mohalla, DHURI (Sangrur).
- b Head Office means the Central & Administrative office of the Foundation from where the day to day administration of the Foundation shall be carried out in accordance with the provisions of the byelaws.
- c Byelaws means the rules & regulations framed, adopted, amended or alter therein by the General Body of the Foundation.
- d Amendment means to correct, reform or alters the provisions of the Bye-laws in order to facilitate the Foundation to obtain its aims and objective. This power solely lies with the Executive body of the Foundation.
- e Act means " The Punjab Firms and Societies Registration Act 1860.
- f Memorandum stands for the Memorandum of Foundation under Section 20 of the Societies Registration Act. 1860.
- g Executive body stands for the administrative Wing/ Organization of the Foundation duly nominated by the members of the General Body in accordance with the provisions contained therein the Bye-laws of the Foundation.

Attest by

Jai Singh
President

Members of the General Body in accordance with the provisions contained therein the Bye-laws of the Foundation.

Certified to be a true copy
of the Bye-laws
Registered at
Registrar of Societies

Jurisdiction means the constitutionally defined and demarked boundaries of the District Sangrur i.e. the jurisdiction of the operation and working of the Foundation.

Deepak Singla - *Deepak Singla*

Deepak Singla
General Secretary

Treasurer

Navkiran Education Foundation,
Dhuri (Sangrur)

Head Office; Shivpuri Mohalla, DHURI (Sangrur).

ELIGIBILITY FOR THE MEMBERSHIP :-

- He/she is a bonafide citizen of India.
- He/she is an adult as per the law.
- Any person, who is interested and abide by the rules and regulations of the Foundation, can apply alongwith two coloured fresh photographs.
- The life membership fee will be Rs. 100/- (applicable to be change with the consent of the executive of the Foundation.
- He/she is of sound mind.
- He/she is interested in the social welfare of the Foundation.
- He/she must have full faith in the constitution of India.
- He/she is not a convict pertaining to the offences of Moral turpitude.
- He/she is not an insolvent.

CHARACTOR OF THE FOUNDATION

The Foundation is purely a social welfare charitable body. It has got no political ambitions or affiliations or any Sympathy. Shortly speaking, it is purely an independent body.

VESTING OF ASSETS AND MANAGEMENT

The administration and control of the Foundation and its entire assets and properties moveable and immovable shall vest in the Foundation. The Foundation shall administer all the affairs of the Foundation efficiently, manage and run the Foundation to perform all the functions and discharge its duties as laid down in the Memorandum but subject to the restrictions specified therein.

Certified to be a true copy

Registrar of Firms & Societies
Punjab

Attested By

Deepak Singla

President

Navkiran Education F

(Regu., Punj)

Deepak Singla
President

Deepak Singla
General Secretary

Radhika
Radhika
Secretary

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

POWERS AND FUNCTIONS OF THE FOUNDATION

- The Foundation shall be autonomous body registered under the Societies Registration Act. 1860 and acting under the Memorandum and its rules and regulations. The Foundation shall not however, act in a manner prejudicial to any of the aims, objects and purpose for which the Foundation has been established.
- All funds contributed for the establishment of the Foundation donated to the Foundation shall vest in the Foundation and the Foundation shall administer and manage the same in accordance with the provisions of the memorandum and its rules and regulations and solely for the purpose of the Foundation.
- The service and conduct rules of the Foundation will be applicable to all members of the Foundation.
- For failure to abide by the rules & regulations of the Foundation a member is liable to be removed from the membership provided to that effect a resolution is passed by the Executive Foundation quorum would be $\frac{1}{2}$ of the members.
- Only those members of the Executive body shall be eligible to collect funds, donations and charity for the benefit of the body who will be duly authorized by the Executive body in a resolution.
- So far as dissolution of the Executive body is concerned the matter would only be decided in a General body meeting by majority of members present.

If the Foundation needs to be dissolved it shall be dissolved as per provision laid down in the Societies Registration Act. 1860. The Foundation may be dissolved by a resolution to the effect passed by 3/4 of

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Registrar of Firms & Societies
Punjab

Attested by

J. Singh
President

Navkiran Education F

(Regd.)

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Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

- the total members of the Foundation and the funds and assets and other properties, as left shall be handed over to some other Foundation having the similar objects. No portion or properties shall be distributed between the members of the Foundation .
- h. The decision of the Executive body on all matters pertaining to the Foundation shall be final.
 - i. The Executive body shall have the power to appoint/ create other sub Foundation for better management of the affairs of the Foundation.
 - j. Any member who fails to abide by the rules and regulations, policies and general instructions of the Foundation may after giving opportunity.
 - k. The rules of the Foundation may be amended varied or recline by majority at a meeting of Executive body. The proposed amendment shall be circulated to the executive members atleast 3 days before such meeting.
 - l. The members of the executive body and other office bearers will be appointed/removed as per circumstances, the matter will be discussed in executive body meeting.
 - m. Any member may inspect the accounts books of the Foundation during working hours after giving seven days notice in writing to the President or General Secretary.
 - n. If any executive body member resigns, he has to submit his resignation with the General Secretary, which will be discussed in Executive Foundation meeting.

Executive body will take strict action against any member who found conveying false statements, which will hurt the status of the Foundation or its members.

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Registrar of Public Societies
Punjab

Attested by
[Signature]
President
Navkiran Education Foundation
(Regd.) Dhuri

[Signature]
President

[Signature]
Deepak Singh
General Secretary

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

RIGHTS & PRIVILEGES FOR THE GENERAL BODY

All general body members have the right to pass their views in general body meeting for the welfare of the Foundation. Members can also contact the President/ Secy. In case of any kind of problem at their office. Only written complaints, suggestions and disputes will be entertained. They can also visit the executive body meeting with the prior consent of the President/General Secretary in written if they think the matter of discussion is genuine.

ELECTION

The tenure of the executive of the Foundation will start from January (according to English Calendar). Election of the Foundation will be held every two years subjects to minimum of Five years in case it appears necessary for the post of President and General Secretary. After the election of President and General Secretary, they will appoint/nominate the other executive members of the Foundation. Chairman will be returning officer of the election. He can take help of any general body independent member for his assistance. All general body members are eligible to vote in single. In case of equal votes polled to the contesting candidates, Chairman shall make the use of his/her casting vote. There is no scope for voting by proxy.

QUORUM

The quorum of general body and executive of the Foundation will be 2/3rd. If proper circulation has taken place regarding meeting to all members, the present members in the meeting whether general or executive can take decision, it will be applicable to all concerned members.

Registered in the Registrar of Companies
Sangrur District
By
President
"on Foundn"
(Regd.) DHURI


President

Deepak Singh
Deepak Singh
General Secretary

Radhika
Radhika
Treasurer

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

CESSATION OF MEMBERSHIP

- In the event of death of a member.
- In the event of his/her tendering resignation.
- In the event of non-payment of annual and monthly subscriptions.
- In the event of non-following of rules & regulations of the Foundation.
- In the event of conviction in any criminal case or involvement in any criminal case.

MEETINGS

- The general body meeting of the Foundation shall be held at least once in four months to discuss the agenda, given by the General Secretary.
- The executive body meeting of the Foundation shall be held every month of the year to discuss the agenda given by the General Secretary or any agenda with the permission of the President.

REQUISITION OF MEETING

- An emergency meeting of the Foundation may be called at any time with a circular issued by the General Secretary.

ACCOUNTS OF THE FOUNDATION

The Foundation will open Bank Account in any nationalized bank at its local branch under the name of the Foundation, which will be operated by two out of three authorities i.e. President, General Secretary or Cashier. Signatures of the President will be compulsory. Proper receipts will be issued for any kind of subscriptions, donations, grants and other moneys.

IN CASE OF DISSOLUTION

NOTE: If the Foundation needs to be dissolved it shall be dissolved as per provisions laid down in the Societies Registration Act, 1860.

Deepak Singh
General Secretary

Radhika
Treasurer

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Punjab

Attested by
President

Navkiran Education Foundn
(Regd.)

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

Act. 1860. The Foundation may be dissolved by a resolution to the effect passed by 3/4th of the total members of the Foundation and the funds, assets and other properties, as left shall be handed over to some other Foundation having the similar objects. No portion or properties shall be distributed between the members of the Foundation and no member can claim the right on the properties in the Foundation.

VACANCIES

Any vacancy in membership of the Foundation caused by any of the reasons: - in case of death, resignation, insanity, continued absence from three successive meetings without sufficient cause (in case of executive body), Conviction in any court case or involvement in any criminal case shall be filled up by the Executive bod and the person appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.

AMENDMENTS

The executive of the Foundation has the right to amend any byelaws i.e. rules & regulations of the Foundation.

LEGAL SUITS AND INTERNAL CONFLICTS

Chairman, President and General Secretary of the Foundation are empowered to deal with all the law suits (Civil and Criminal) against or on behalf of the Foundation. In case an internal conflict arised the Chairman, President and General Secretary are empowered jointly to seek the legal remedy in the course of whose jurisdiction the Foundation falls.

SOURCE OF INCOME

All members of the Foundation will pay Rs. 100/- per month to the Foundation it will be collected on half yearly basis in advance by Debak Singh General Secretary. Radhika Radhika

Certified to be a true copy
Registered Public
Secretary

Attest ed by

Debak Singh

President

Navkiran Education Foundation
(Regd.) DHURI

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Head Office: Shivpuri Mohalla, DHURI (Sangrur).

the Treasurer. The amount of funds may be changed at any time by the executive of the Foundation.

LEGAL PROCEEDINGS

The Foundation may sue or to be sued in the name of the General Secretary as per provisions of Section 6 of the Act.

SEAL AND VOTE

- The Foundation shall be corporate body shall be a perpetual seal.
- a. Seal and shall be used in its corporate name by its General Secretary and keep it in safe custody.
 - b. Any disputes arises in the Governing Body shall be settled by the Arbitrator appointed by the President. The decision of the Arbitrator shall be binding on all the members.

IN ABSENCE OF EXPRESS GUIDELINES:

- a) Majority will decide all matters. Any matter involving purchase of property and any borrowing/introduction of new member /expulsion of existing member and these transactions/ acts shall be approved by General body.
- b) All the members if the Foundation is less than five and in other case $2/3^{rd}$ of the present strength shall form a quorum for meeting of the members.
- c) Resolution passed without any meeting of the members but by circulation thereof and evidenced in writing under the hands of $2/3^{rd}$ of the present members shall be as valid and effectual as a Resolution duly passed at a meeting of the members subject to consented and approved by members.

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Punjab

AUDIT

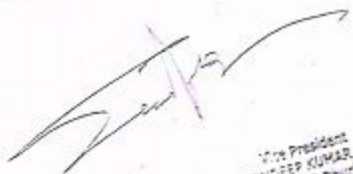
1. An Auditor shall be appointed annually as per the direction of the Governing Body and his duties regulated in accordance with the requirement of the Association as determined by the Governing Body.

President
Navkiran Education Foundation
(Regd.) DHURI

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office; Shivpuri Mohalla, DHURI (Sangrur).

2. The financial year of the Association shall be financial year of the Government i.e. from 1st April to 31st March of the next calendar year.
3. Once at least in every year *pf* the Accounts of the Association shall be examined and the correctness of the Balance Sheet ascertained by a qualified Auditor/Govt. Auditor or a Chartered Accountants annually.
4. The audit of all the incomes & expenditures of the Foundation shall be done every year from the Professional Chartered Accountant and audit report will be retained in the record.



The President
SANDEEP KUMAR
Municipal Council, Dhuri

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ASHWARI KUMAR DHURI
M.C. DHURI


Certificate
Society - 10/11/2020

Attested by


President
Navkiran Education Foundation
(Regd.) DHURI

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Head Office; Shivpuri Mohalla, DHURI (Sangrur).

POWERS & DUTIES OF THE OFFICE BEARERS

PRESIDENT

- i. He will approve the date for holding meeting and he can postpone or adjourn it.
- ii. He will settle all the affairs of the Foundation.
- iii. He will act as the attorney of the Foundation in all the matters.
- iv. He is authorized to make payments upto Rs. 25000/- at his own discretion without prior permission of the executive body.
- v. He will perform other duties Foundation to him by the executive the Foundation.
- vi. He can audit the accounts with the cashier and inspect the records of the General Secretary or any office bearer without any notice.
- vii. He will administer and control the finance of the Foundation within the provisions of the Budget sanctioned.
- viii. He will operate jointly with the treasure all bank accounts of the Foundation and to arrange funds as and when required.
- ix. He shall make appointments, carry out confirmation alter or cancel contracts, agreements.

VICE PRESIDENT

In the absence of the President, the Vice-President shall enjoy all powers and duties, which are entrusted to the President. He will also help and assist the President in his work. He will preside over the all the meetings of Executive Body and General Body only in the absence of the President. While acting as president he will enjoy all the powers and authority vested in the President.

Deepak Singla
Debak Singla

Radhika

Be a true copy
Recd. of Societies

Attested by

[Signature]
President

Navkiran Education Foundr
(Regd.) Dhuri

Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

GENERAL SECRETARY

- i. General Secretary will do all the office works and will arrange the stationary or any other necessary items.
- ii. He will inform all the concerned persons about the meetings and he will obey the directions given by the President and keep all the records properly.
- iii. He will exercise, execute, control and general Superintendence over affairs of the Foundation.
- iv. He will carry on Correspondence on behalf of the Foundation.
- v. He will call meeting, keep minutes, record proceedings, maintain all records and perform all the acts as Foundation may direct.
- vi. He will prepare the annual budget of the Foundation with the help of Cashier.
- vii. He will keep fresh list of all members of Foundation with details regarding address, contact number etc.

TREASURER

- i. He will keep proper accounts of all funds and money of the Foundation.
- ii. He will prepare jointly with the Secretary all accounts registers, vouchers, receipts and other papers necessary for audit work as required by the President/ Auditor.
- iii. He will submit for audit to the authorized auditors all Accounts Registers, Vouchers, and operate all accounts of the Foundation jointly with President/ General Secretary.
- iv. He will prepare statement of receipts & payments and will present the same in every executive body meeting and general body meeting.

Deepak Singh

Deepak Singh
General Treasurer

Navkiran Education Foundation
(Regd.)

Attested By
Treasurer

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Navkiran Education Foundation, Dhuri (Sangrur)

Head Office: Shivpuri Mohalla, DHURI (Sangrur).

ADVISOR


- i. He shall render suitable and timely advice on all matters to the Foundation, which is in the best interest of the Foundation.
- ii. He will assist and help the Chief Advisor in rendering suitable and timely advice on all matters to the Executive Committee & in his absence he will discharge all the functions of the Chief Advisor.
- iii. He shall render timely appropriate legal advice to the Foundation on all the matters having legal implication. He will also advise in finding ways and means for redressal of the grievances. He will also undertake correspondence on legal issues promptly.

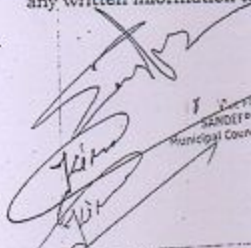
EXECUTIVE MEMBER

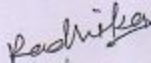
Executive Member of the Foundation will work for the welfare of the Foundation. Executive members are bones of the Foundation and they will work for the welfare of the Foundation.

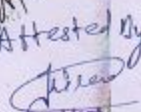
The member of the Governing Body shall be called as Executive Member or the Governing Body Meeting as will the Meeting of General Body regularly. He/she is bound to inform the Foundation in writing if he/she is not able to attend any particular meeting or the meeting of the Governing Body. He/she will be terminated if he/she has not attended three consecutive meeting of the Governing Body without any written information to the Foundation.

ATTESTED


ASHWANI KUMAR DHIR
M.C. DHURI


Deepak Singla
Deepak Singla

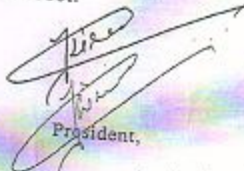

Radhika
Radhika

Attested by

President
Navkiran Education Foundation
(Regd.) DHURI

Navkiran Education Foundation,
Dhuri (Sangrur)
Head Office; Shivpuri Mohalla, DHURI (Sangrur).

CERTIFICATE OF CORRECTNESS

It is certified that the Memorandum of the Foundation is correct to the best of my knowledge and it is also certified that the Rules & Regulations are also correct.


President,

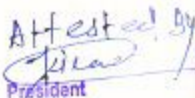
Deepak Singh

Deepak Singh
General Secretary

Radhika
Radhika
Treasurer

Certified

Dhuri

Attested By

President

Navkiran Education Foundation
(Regd.) DHURI



Deepak Singh
Dhuri

Radhika
Radhika