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**LITTLE ANGEL PUBLIC SCHOOL EDUCATIONAL SOCIETY**  
**VPO PANNIWALA FATTA, DISTT.MUKTSAR**

**RULES AND REGULATIONS OF THE SOCIETY.**

**1. NAME OF THE SOCIETY**

The name of the Society shall be "LITTLE ANGEL PUBLIC SCHOOL EDUCATIONAL SOCIETY, ABOHAR".

**2. MEMBERSHIP**

The membership of the Society is open to any person who has attained the age of Majority and fulfils the terms and conditions of the Society but subject to the approval of the Governing Body of the Society.

**3. ADMISSION FEES & SUBSCRIPTION**

The admission fees and the subscription shall be as under otherwise revised by the Governing Body of the Society:

- a) Admission fees Rs.100/- at the time of admission
- b) Subscription Rs.50/- per month.

**4. TERMINATION OR CESSATION OF MEMBERSHIP**

The Governing Body of the Society shall have the powers to expel/terminate a member(s), from the membership of the above society, on the following ground:

- a) On Death.
- b) On written resignation.
- c) If found to be involved in any anti social activities.
- d) If adjudged by any court of law to be a criminal offender.
- e) If found guilty by means of anti social propaganda of the aims and objects of the Society.
- f) If fails to pay the subscription of contribution continuously for three months.
- g) If has not attended three consecutive meetings.
- h) If disregards the rules and regulations or disobey the decisions of the Governing Body.

**5. GENERAL BODY DEFINED**

All the members of the Society, who have subscribed the memorandum, will constitute the General Body of the Society.

**6. GENERAL BODY**

- a) **NOTICE** – Minimum 15 days notice shall be given to the members, before the date of General Body meeting, enclosing agenda specifying date, time, place and issues to be discussed.
- b) **MEETING** – General Body meeting shall be held once in every year regularly.
- c) **QOOURUM** – The quorum of General Body meeting shall be  $\frac{2}{3}^{rd}$  of the total strength of the General Body members of the Society.

## **7. RIGHTS & PRIVILEGES OF MEMBERS**

All and every member of the Society:

- a) shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Society.
- b) Have the right to collect the Identity Card after depositing required/prescribed fee (fixed by the General Body of the Society from time to time).

## **8. DUTIES OF THE MEMBERS**

All and every member of the Society shall:

- a) elect the Governing body of the Society
- b) attend the General body meetings regularly.
- c) Give the necessary information to the Society, pertaining to any matters which is necessary to be known by the Society.
- d) Not indulge in activities which are prejudicial to the aims and objects and/or the rules and regulations of the Society.

## **9. GOVERNING BODY**

- a) **STRENGTH** – The strength of governing body (including office bearers and executive members) shall not be less than 08 and more than 12.
- b) **TERM** – Term of every governing body shall be two years, but the same may be dissolved mutual consent.
- c) **NOTICE** – Minimum 07 days notice shall be required for every governing body meeting of the Society but urgent governing body meeting can be called by 24 hours notice.
- d) **QUORUM** – Quorum for every governing body meeting shall be  $\frac{2}{3}$ <sup>rd</sup> of the total strength of the governing body (including office bearers and executive members).
- e) **MEETING** – Governing Body meeting shall be held once in every three months regularly (or as and when the governing body of the Society may decide from time to time).
- f) **URGENT MEETING** – The urgent governing body meeting may be called by the 24 hours notice but quorum for the same urgent governing body meeting shall be  $\frac{2}{3}$ <sup>rd</sup> of the total strength of the governing body of the Society.

## **10. FUNCTIONS & POWERS OF THE GOVERNING BODY**

- a) Governing Body shall be responsible for the management and administration of all the affairs of the Society, and is also authorized to appoint any office bearer/executive member to look after any particular activity.
- b) All the decisions shall be taken by the majority votes.
- c) The governing body shall have the powers as are the powers of the Society, mentioned in the Memorandum of the Society and in these rules and regulations.

The Governing Body shall have also the following powers:

- a) To prepare plans, projects and programs.
- b) To appoint election officer and his/her powers.



## 11. COMPOSITION OF THE GOVERNING BODY

The composition of the governing body shall be as follows:

SL.NO	DESIGNATIONS	
1.	PRESIDENT	1
2.	VICE-PRESIDENT	1
3.	GEN.SECRETARY	1
4.	CASHIER	1
5.	JT SECRETARY	1
6.	EXEC.MEMBERS	3

## 12. POWERS AND DUTIES OF OFFICE BEARERS

### A. PRESIDENT

- PRESIDENT shall preside over all the meetings of the Society.
- At the time of voting on any matter/subject (except election), if the total votes of the group of members happen to be equal in number, the PRESIDENT has the power to cast extra vote to decide the matter/subject.
- PRESIDENT shall have the powers to allow inclusion of any subject/matter in agenda for the discussion in the course of proceedings/meetings.
- PRESIDENT/GEN.SECRETARY will sign all the papers/letters, on behalf of the Society, to conduct its correspondence.

### B) VICE PRESIDENT

The VICE PRESIDENT of the Society shall enjoy all the powers of the PRESIDENT in his/her absence.

### C) GEN.SECRETARY

- The Gen.Secretary will summon and attend the meetings of the Governing Body and General Body.
- The Gen.Secretary will prepare the membership register as well as the proceeding register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and have them duly signed by the members who attend the meetings.
- GEN.SECRETARY/CHAIRMAN will sign all the papers/letters, on behalf of the Society, to conduct its correspondence.

### D) TREASURER

- All funds of the Society shall remain under the care and management of Treasurer.
- The treasurer shall maintain the accounts of all monies which are received and/or paid by him/her on behalf of the Society.
- The treasurer shall make disbursement in accordance with the directions of the Governing Body.

## 13. RE ADMISSION

In case, any member of the Society is expelled by the Governing Body on the reasons of non payment of the subscription, he can be re-admitted, provided the member concerned pays all upto date dues with the permission of the Governing Body.

#### 4. GOVERNING BODY

The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the Society is entrusted as required under sec.2 of the Societies Registration Act, 1860, are as follows:

SL. NO.	NAMES	ADDRESSES	OCCUPATIONS	DESIGNATIONS
1.	SMT DARSHNA D/O SH KHAN CHAND	2229, CITY ROAD, ABOHAR.	HOUSEWIFE	PRESIDENT
2.	SH SATNAM RAI S/O SH CHANDI RAM	LAKKAR MANDI, ABOHAR.	BUSINESSMAN	VICE-PRESIDENT
3.	SH RAJIV CHUGH S/O SH S R CHUGH	VPO PANNIWALA FATTA	TEACHER	GEN.SECY. CUM MANAGER
4.	MS ASHIMA D/O SH SHER SINGH	VPO PANNIWALA FATTA	PRINCIPAL	CASHIER
5.	MS JYOTI KALRA W/O SH VINOD KALRA	VPO RUKANBADLA	HOUSEWIFE	JT.SECRETARY
6.	MS EVA D/O SH R K GABA	3386, MEHNA CHOWK, BHATINDA	HOUSEWIFE	EXEC.MEMBER
7.	MS SHANTA DEVI W/O SH SHER SINGH	RAJA CINEMA ROAD, FAZILKA	RETD TEACHER	EXEC.MEMBER
8.	MR DEEPAK S/O SH SATNAM RAI	LAKKAR MANDI, ABOHAR	BUSINESSMAN	EXEC.MEMBER

ਦਰਸ਼ਨਾ ਦੇਵੀ

Smt Darshna

ਸ਼ਤਨਾਮ ਰਾਏ

Sh Satnam Rai

ਰਾਜੀਵ ਚੁੱਗ

Sh Rajiv Chugh

ਅਸ਼ਿਮਾ

Ms Ashima

ਜਯੋਤੀ ਕਾਲਰਾ

Ms Jyoti Kalra

ਦੀਪਾ

Ms Eva

ਸ਼ਾਂਤਾ ਦੇਵੀ

Ms Shanta Devi

ਦੀਪਾਕ

Mr Deepak



## 5. DESIROUS PERSONS

We, the undersigned are desirous of forming a Society namely "LITTLE ANGEL PUBLIC SCHOOL EDUCATIONAL SOCIETY" under the Societies Registration Act, 1860, in pursuance of this Memorandum of Association of the Society.

NO.	NAMES	AGE	ADDRESSES	OCCUPATIONS	DESIGNATION
1.	SMT DARSHNA D/O SH KHAN CHAND	55	2229, CITY ROAD, ABOHAR.	HOUSEWIFE	PRESIDENT
2.	SH SATNAM RAI S/O SH CHANDI RAM	63	LAKKAR MANDI, ABOHAR.	BUSINESSMAN	VICE-PRESIDENT
3.	SH RAJIV CHUGH S/O SH S R CHUGH	34	VPO PANNIWALA FATTA	TEACHER	GEN. SECY. CL
4.	SMT ASHIMA D/O SH SHER SINGH	33	VPO PANNIWALA FATTA	PRINCIPAL	CASHIER
5.	MS JYOTI KALRA W/O SH VINOD KALRA	31	VPO RUKANBADLA	HOUSEWIFE	JT. SECRETARY
6.	MS SHIVANI D/O SH SHER SINGH	27	RAJA CINEMA ROAD, FAZILKA	DOCTOR	EXEC. MEMBER
7.	MS SHANTA DEVI W/O SH SHER SINGH	59	RAJA CINEMA ROAD, FAZILKA	RETD TEACHER	EXEC. MEMBER
8.	DEEPAK KR S/O SH SATNAM RAI	25	LAKKAR MANDI, ABOHAR	BUSINESSMAN	EXEC. MEMBER
9.	MS EVA D/O SH R K GABA	26	3386, MEHNA CHOWK, BHATINDA	HOUSEWIFE	CASHIER
10.	MS SHASHI D/O NAND LAL	55	MAIN BAZAAR, FAUJI CHOWK, BHATINDA	HOUSEWIFE	MEMBER
11.	MR RADHA KISHAN S/O SH SEWA RAM	60	C/O SANDEEP & CO, CLOTH MERCHANT BHATINDA	BUSINESSMAN	MEMBER
12.	MR KASHISH S/O SH RADHA KISHAN	25	SHIV MANDIR, FAUJI CHOWK, BHATINDA	PVT JOB	MEMBER
13.	MR MOHAN LAL S/O ISSAR DASS	62	VPO PANJEY KE UTTAR	BUSINESSMAN	MEMBER
14.	MS MONA D/O SH SHER SINGH	38	I-DAN STREET, FAZILKA	TEACHER	MEMBER
15.	MR SHER SINGH S/O SH GOKAL CHAND	62	OPP THAKRAL COPY HOUSE, FAZILKA.	BUSINESSMAN	MEMBER
16.	MR VINOD KALRA S/O SH MOHAN LAL KALRA	35	VPO RUKNA BADLA	PVT JOB	MEMBER

62/101 20/11/11  
 Smt Darshna  
 Sh Satnam Rai  
 Sh Rajiv Chugh  
 Smt Ashima  
 Ms Jyoti Kalra  
 Ms Shivani  
 Ms Shanta Devi  
 Mr Radha Kishan  
 Mr Kashish  
 Mr Mohan Lal  
 Ms Mona  
 Mr Sher Singh  
 Mr Vinod Kalra  
 Kamal  
 21/10/11 4/11  
 Kamal  
 Shashi  
 Deepak  
 Shashi



**Rules & Regulations of Little Angle Public School Educational Society, VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar**

1. The name of the society is Little Angle Public School Educational Society, VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar
2. The objects of society are set forth in para no. 3 of the Memorandum of the Society.
3. The persons approved by the General Body will be eligible to be enrolled as a member of the society.
4. **Governing Body:** The Governing Body shall consist of seven persons. President, Vice-President, General Secy. Cum Manager, Cashier, Advisor, Auditor, PRO, Educational Advisor shall be elected every year amongst the members. All funds, property, assets belonging or vested in the society shall be under the control of governing body who shall exercise in relation to all powers and authority as if this name where in the society or the trustee whereof.
5. **The Power of Governing Body:** The Governing Body of the society is along constituted shall have powers subject to the rules of the society and to do all such things as are necessary of expedite for the management of the affairs of the society which may be conducting to the objects of the society.
  - a) It may sell, exchange, mortgage or otherwise alienate in any manner the property of the society or reinvest for the purpose of the society.
  - b) Borrower or raise funds by any manner which so ever find suitable including levy of periodically or recurring free for the member of the society.
  - c) Disqualify or debar any person or member for being elected office bearer of the society expel or otherwise curtail rights of the member of the society.
6. **Bank Account:** The Bank Account may be opened in any naitonalised bank and operated upon by any two of the President, General Secy. cum Manager and Cashier.
7. **Elections:** Election of the Society will be held on every year in month of March.
8. **Quorum:** The quorum of the annual general meeting shall be six members or one third of the members enrolled.
9. **Notice for Meeting:** At least 15 days notice shall be necessary but so quorum shall be required for any other meeting.
10. **Property of the Society**

All property of the Society, movable immovable whether existing at the time of registration or required at the time of registration or required later on shall vests in governing body. And all the documents relating to or effecting shall in the same name of the society shall executed for and on behalf of the society by the Governing body or in the absence of any member of the governing body.
11. **Inviting or Permitting Non-Members to participate in the meeting:** The President may invite expert educationists or experienced persons in an advisory capacity if needs, he shall not be entitled to vote.



**Memorandum of the society named Little Angle Public School Educational Society,  
VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar**

1. **Memorandum of Little Angle Public School Educational Society, VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar**

Name of the Society: The Society is known as Little Angle Public School Educational Society, VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar

2. **Registered Office:** The registered office of the society is situated at VPO: Panniwala Fatta, Tehsil: Malout, Distt. Muktsar

3. **Aims & Objectives:** The aims & objectives of the society are as under:-

- a) To impart education in Arts, Science and Technology and to promote and induce education values
- b) To give free medical aid to poor and serving students.
- c) Boys and Girls will be eligible to join the institution for education.
- d) To sanction scholarship annually/ monthly or lumpsum to the brilliant & shining students.
- e) To develop the children mentality physically and to make them good citizens.
- f) To give donation or help in anyway to the educational and religious institutions.
- g) To conduct social activities.
- h) To encourage the growth of friendly, feelings amongst the members and with general public and to promote communal harmony.
- i) To obtain sanction, privileges, relief, co-operation from the authorities in the interest of members and institutions.
- j) To maintain money for the object of society in the law full manner and to apply or deal the same in such a manner as may be considered and the most desirable for giving affect to such objects.
- k) To borrow or raise any money required for the purpose of society upon such terms and conditions on such security as may be determined from time to time.
- l) To do other law full act for the welfare and betterment of the man kind in general public and students in special.
- m) To do all such other things as are incidental and conducive to the attainment of the above objects are one of them of the society.

ਪ੍ਰਸਤਿਤ ਕੀਤਾ ਗਿਆ  
ਮੁਕਤਸਰ  
ਮੁਕਤਸਰ  
21/12

## 12. Powers of General Secretary

- a) The General Secy. will look after with internal organization of the institution including classes.
- b) Promotion of teachers, time table and arrangements of works discipline, boys and girls funds etc. by the General Secy. cum Manager of the society

## 13. Establishment

- a) The Governing Body may appoint Principal such member of the Teacher, Masters or other servants as it may deem fit and shall pay to such persons in accordance with instructions issued from time to time by the Punjab School Education Department and subject to the financial position of the institution.
- b) The Governing body may remove, discharge, dismiss any of the its employees on the basis of misconduct and in the event of loss due the institution or disobedience.

## 14. Delegation of Powers

All the appointments on behalf of the Governing Body shall be made by the President and who shall get the appointments approved in the next meeting of the Governing Body. The General Secy. cum Manager shall be appointing authority in respect of all the employees of the institution.

## 15. Power to amend very of the Repeal

The governing body shall have power to amend very of the repeal, rules or framed new rules if deem necessary.

## 16. Suit by or Against the Society

All suits, complaints and application by or against the society in any office/ Court whatsoever shall be instituted or filed in the name of the society under the signature of the General Secretary cum Manager or in any case to be unable to so on account of physical absence or otherwise by any other member of the governing body.

दर्शना देवी

President

Rajeev Chugh

General Secretary cum Manager

Ashima

Cashier

Member

Ashima

Deepak Chugh

Member

Melha

Member

Member



#### **14. APPEALS**

All the appeals shall be preferred to the General Body of the Society and the decision of the Body shall be final.

#### **15. FILLING OF THE CASUAL VACANCY**

Any casual vacancy amongst the Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body

#### **16. ELECTION**

General Body in its annual meeting will elect its PRESIDENT and all the office bearers and also the executive members of the Governing Body, after every TWO years

#### **17. SOURCES OF INCOME**

All the incomes of the Society shall be utilised only for the promotion and upliftment of the aims and objects of the Society.

#### **18. FINANCIAL YEAR**

Financial year of the Society shall be start from the 1<sup>st</sup> April to 31<sup>st</sup>

#### **19. AUDIT**

The accounts of the Society shall be audited by a Qualified Auditor i.e. Chartered Accountant, on yearly basis unless the Governing Body desires the same at a shorter span of time.

#### **20. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION**

Bank accounts shall be operated by joint signatures of PRESIDENT/VICE PRESIDENT and Gen.Secretary/Treasurer.

#### **21. ANNUAL LIST OF GOVERNING BODY**

Once in every year a list of the office bearers and the executive members (of the Governing Body) shall be filed in the office of the Registrar of Societies, as it is required under sec.04 of the Societies Registration Act, 1860.

#### **22. DISSOLUTION**

If the Society needs to be dissolved, it shall be dissolved as per the provisions laid down under the sec.13/14 of The Societies Registration Act, 1860.

#### **23. LEGAL PROCEEDINGS**

The Society may sue and/or be sued in the name of PRESIDENT as per the provisions laid down under sec.06 of the Societies Registration Act, 1860, as applicable to the state of Punjab.

#### **24. OTHERS**

All matters on which the Memorandum/Regulations of the society is silent, the Societies Registration Act, 1860, shall apply.