

CERTIFICATE OF REGISTRATION

SOCIETIES ACT, XXI OF 1960

No. S/18940

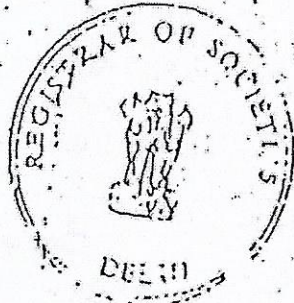
OF 1988

I hereby certify that SAIN'T ANDREWS
SCOTS EDUCATION SOCIETY

has been registered under the SOCIETIES REGISTRATION
ACT, XXI OF 1960.

GIVEN UNDER MY HAND AT DELHI on this 12th day of
MAY, One thousand nine hundred and
eighty-eight.

Registration fee of
Rs 50/- received.



[Signature]
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION
DELHI

SEAL
REGISTRAR OF SOCIETIES
DELHI

[Signature]
Principal
St. Andrews Scots Sr. Sec. School
LP. Extn. (Patparganj), Delhi-92

MEMORANDUM OF SAINT ANDREWS SCOTS EDUCATION SOCIETY

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1. NAME : The name of the society shall be 'Saint Andrews Scots Education Society'
2. REGISTERED OFFICE : The registered office of the society shall remain in Union Territory of Delhi presently it is at W/B-68, Jagatpuri, Shabdara Delhi-110051.

3. AIMS & OBJECTS
1. To work for the educational upliftment of the community irrespective of Caste, Colour and Creed.
 2. To establish and to manage academic institutions in for providing education to the school going children.
 3. To start and to manage adult education centres in different part of Union Territory of Delhi.
 4. To work for the eradication of illiteracy between the poor and depressed class of community.
 5. To establish organise and maintain educational institutions.
 6. To arrange to develop the students personality in every direction i.e. moral, social, physical and mental.
 7. To impart religious education to develop moral character of the students.
 8. To establish organise and run Reading Rooms and Schools and Library.
 9. To take up the matter with the authorities for the allotment of suitable land for the construction of education centres.
 10. To co-operate with other organisations having similar objectives.
 11. To function as a non-political and Secular body.
 12. All the income of the society shall be utilised only for the achievements of above aims and objects of the society.



The names, address, occupations and designations of the present members of the governing body to whom the affairs and management of society have been entrusted as required u/s 2 of S.R. Act 1860 (Punjab Amendment Act of 1957) as extended to Union Territory of Delhi, are here as under.

S.No.	Name	Address	Occupation	Designation
1.	Mrs. Prem Rana	11/56, West Azad Nagar, Delhi-51	Teacher	President
2.	Shri Jagdish Kumar	P-25, Shankar Nagar, Delhi-51	Businessman	Secretary
3.	Shri Gobind Lal	C-12, West Azad Nagar, Delhi-51	Businessman	Asstt. Secretary

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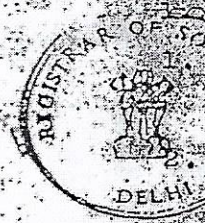
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| 4. | Miss Prabha Arora
137, Copal Park | Teacher | Treasurer |
| 5. | Neelam Kumari
110/1-D, West Azad
Nagar, Delhi-51. | Headmistress | Member |
| 6. | Rupa Rani
J-3/4, Krishan
Nagar, Delhi-51. | Asstt.
Teacher | Member |
| 7. | Mahinder Singh
112/2-B, West Azad
Nagar, Delhi-51. | Business | Member |

5. Desirous Persons :

We the undersigned are desirous of forming a Society named Saint Andrews L.H. Society under the Societies Registration Act (XXI) of 1860 (Punjab Amendment Act of 1957) as extended to the Union Territory of Delhi in pursuance of this memorandum of Society.

S. No.	Name & Address	Designations	Signatures	Attested
1.	Mrs. Prem Rania 11/56, West Azad Nagar, Delhi-51.	President	<i>[Signature]</i>	<i>[Stamp]</i>
2.	Shri Jagdish Kumar, P-25, Shankar Nagar, Delhi-51.	Secretary	<i>[Signature]</i>	<i>[Stamp]</i>
3.	Shri Gobind Lal C-12, West Azad Nagar, Delhi-51.	Asstt. Secretary	<i>[Signature]</i>	<i>[Stamp]</i>
4.	Miss Prabha Arora 137, Copal Park, Delhi-51.	Treasurer	<i>[Signature]</i>	<i>[Stamp]</i>
5.	Neelam Kumari 110/1-D, West Azad Nagar, Delhi-51.	Headmistress	<i>[Signature]</i>	<i>[Stamp]</i>
6.	Rupa Rani J-3/4, Krishan Nagar, Delhi-51.	Asstt. Teacher	<i>[Signature]</i>	<i>[Stamp]</i>
7.	Mahinder Singh 112/2-B, West Azad Nagar, Delhi-51.	Member	<i>[Signature]</i>	<i>[Stamp]</i>



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DEPT:-

Contd... 3/-

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RULES & REGULATION OF 'SAINT ANDREWS SCOTS EDUCATION SOCIETY'

1. Name The name of the society shall be 'Saint Andrews Scots Education Society'

2. MEMBERSHIP Subject to the approval of governing body any person may become a member of the society provide he/she believes in the aims and objects of the society may become a member.

3. SUBSCRIPTION 1. Admission fee will be Rs.100/-
2. Annual subscription will be 51/-

4. REFUSAL The governing body of the society may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned.

5. EXPULSION The governing body of the society may expel any member from the society on the following grounds:-

1. If the member fails to pay the timely subscription continuously for three months from the due date of paying the subscription.
2. If the member works against the aims and objects of the society.
3. If the member tenders his/her resignation.
4. If the member fails to attend three meetings of general body and governing body.

The reasons of expulsion shall be communicated to every member. Every such expelled member shall have right to appeal before the general body which may or may not be accepted.

6. GENERAL BODY: There shall be a general body of the society consisting of all the members. The meetings of the general body shall be held after every one year with 1/3 quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the general body may also be summoned on the written request of 3/5 members. Following business shall be transacted in these meetings:

1. To prepare annual programmes and policies.
2. To pass annual budget of the society.
3. To discuss and to decide all such other matters and issues which are directly or indirectly relates to the affairs of these society.
4. To appoint an auditor who will annually inspect the accounts of the society funds.
5. To appoint necessary staff and determine their service conditions.



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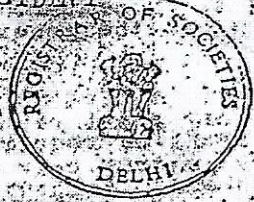
and to manage the day to day affairs of the society. It shall consist of minimum 7 maximum 15 members of including the office bearers. The meetings of the governing body shall be held after every one month with 1/3 quorum. No quorum shall be required in the adjourned meeting. A emergent meeting of the governing body may also be summoned on the written request of 3/5 members. The following business shall be transacted in these meetings:-

1. To take necessary steps for the implementation of all the programmes and policies drawn by the general body.
2. To pass the necessary expenditure to meet the day to day requirements of the society.
3. To take all such other legal steps which may appear beneficial for the smooth and better management of the society.
4. The following is the present structure of the governing body:-

1. President 2. Secretary 3. Asstt. Secretary
4. Treasure 5. Members not more than 15

8. OFFICE BEARERS & THEIR DUTIES:

1. PRESIDENT



- a) He/She shall preside over all the meetings of general body and governing body.
- b) In case of equality of votes in any meeting, he/she shall tender his casting vote.
- c) He/She shall supervise work of other office bearers from time to time.
- d) In the absence of the President, the Secretary will preside over the meeting of the society.
- e) He/she shall represent the society in all public and private offices.
- f) He shall keep all types of record of the society including the register of members containing there in the names, addresses and other brief particulars.
- g) He shall undertake all types of correspondences of behalf of the society.
- h) He shall convene the meetings of general body, governing body and shall also inform every member regarding time, date and place of the meeting 15 days through a ten days earlier written notice by 15 days.

2. SECRETARY

3. ASS'TT. SECRETARY

He shall assist the secretary from time to time.

Secretary

President

Twenty

TREASURER

He shall collect subscriptions gifts, grants in aid and donations from the members and general public and he shall also be responsible for keeping and maintenance of a true and correct accounts of the society's funds.

9. FINANCIAL YEAR

The financial year of the society shall be from first April to 31st March every year.

10. SOURCE OF INCOME

Subscriptions, donations, grants-in-aid and gifts from the members and the general public shall be the source of income of the society.

11. BANK A/C OPERATION

The funds of the society shall be kept in a scheduled Bank. The bank account shall be operated by the Secretary, President and Treasurer with their Jt. Signatures.

12. ELECTION

The governing body of the society shall be elected for a term of two years in the general body meeting. The secret ballot system shall be the mode of election.

13. ANNUAL LIST

Every year a list of governing body office bearers and members shall be filed in the office of Registrar of Societies Delhi as required u/s 4 of S.R. Act of 1860.

14. LEGAL PROCEEDINGS

The society may sue or sued in the name of its Secretary as required u/s 6 of S.R. Act of 1860.

15. AMENDMENT

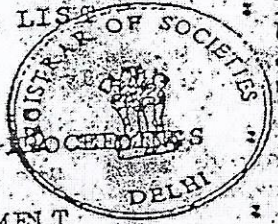
Any amendment in the memorandum or rules of this society shall be carried out in accordance with procedure laid down u/s 12 a of S.R. Act 1860.

16. DISOLUTION

This society may be dissolved in accordance with procedure laid down u/s 13 and 14 of S.R. Act 1860.

All the provisions of S.R. Act of 1860 (Punjab Amendment Act of 1957) extended to Union Territory of Delhi shall apply to this society.

Certified that above is the true and correct copy of the Saint Andrews Scots Education Society.



Rang
PRESIDENT

Abou
SECRETARY

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TREASURER

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Rang

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