

BYELAWS OF

"RSK GLOBAL EDUCATIONAL SOCIETY"

1. **Name of the Society:** The name of the Society shall be "RSK GLOBAL EDUCATIONAL SOCIETY"
2. **Registered Office:** The registered Office of the society shall be in the state Haryana and at present it is at 384P, Sector-40, Gurgaon-122003, Haryana.
3. **I. Membership:-**

A member of the Society shall be persons who has been admitted to the Society according to its Rules and Regulations and has paid the subscription as provided in the Rules:

(a) **Founder Members:** The members who had subscribed to the Memorandum originally at the time of Registration of the Society shall be the founder members of the society. In addition to above members, the Founder Member shall be one who has been approved as Founder Member by the Governing Body from time to time. The subscription fees of Founder member shall be such amount as decided by the Governing Body time to time.

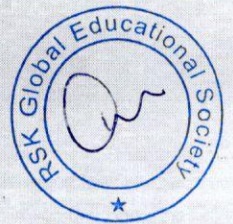
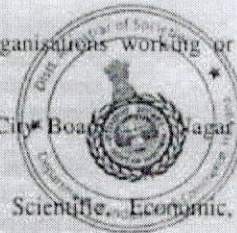
(b) **Primary Members:** Any person who has attained 21 years of age can become member of the society by paying Rs. 1,000/- towards membership and also Rs. 500/- towards Annual Subscription or as decided by the Governing Body from time to time towards Annual Subscription and Membership fees, provided such membership is approved by the Governing Body. The applicant shall be designated by the Governing Body as Members at its meeting at the time of acceptance of his/her membership.

(c) **Life Membership:** Any Primary Member of the Society can become Life Member by on payment of the prescribed fees of Rs. Rs. 10,000/- or as decided by the Governing Body provided such membership is approved by the Governing Body.

(d) **Special Category Organizational Members:** Civic bodies, population control Boards/Productivity Organisations, research bodies and similar authorities who render direct or indirect services and exercise authority in the field of clean Human environment are eligible to be given special category membership status as mentioned below:

- Educational Institution/Enterprises (State and Central )
- Urban Development authorities.
- Government Organisations, Semi Government Organisations working or concerning to the object of the Society
- Municipal Corporations, Municipal Committees, City Boards, Nagar Palika.
- Productivity Councils, Research Institutions in Scientific, Economic, Management Social and Related areas.
- Hospitals and Health Clinics.

(e) **Honorary Members:** Persons who have distinguished themselves as scholars, executives, administrators or otherwise attained eminence in public life, and are interested in furtherance of the objects and activities of the Society and who are admitted by the Governing Body, shall be enrolled as Honorary Members for such period as may be decided by the Board time to time.



President

Joint Secretary

For RSK Global Educational Society

Treasurer

Treasurer



- (f) **Professional Members:** Individuals scholars, academicians, environmentalist consultants, researchers, executive doctors and other persons who have demonstrated significant skills or interests in the fields and pursuits compatible with the objects and activities of the society, and are acceptable as such to the Governing Body, may be registered as Professional Members of the society.

## II. Membership Rule:

- (1) The Society shall have a maximum of 250 members including the founder members/ original subscribers.

- (2) **Eligibility:** In order to be admitted as a member of the Society, a person:

- must be 21 years of age on the date of admission;
- should subscribe to the aims and objects of the Society;
- must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;
- must not be an insolvent and of unsound mind; and
- must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

- (3) **Admission of Members:**

The admission of a person as a member of the Society shall be decided by its Governing Body from time to time:

- 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 Governing Body of the Society duly filled in and signed and recommended by the regular member of the society.
- The Secretary of the Society shall examine the application in consultation with the General Secretary and place the same before the Governing Body for a decision.
- 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 rejection of membership.
- The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she may be issued an Identity Card of the society.

- (4) **Identity Card for every member:** Every person admitted as a member will be issued an identity card containing his/ her photograph, brief particulars and membership category, duly signed by the individual Member and the General Secretary of the Society.

- (5) **Cessation of Membership:** The membership shall terminate if he/she fails to renew his/her membership before the end of the financial year or in case of resignation, indiscipline, death, unsoundness of mind, bankruptcy, etc. as decided and determined by the Governing Body. All matters pertaining to admission or continuation of membership, complaint against member shall be decided by the Governing Body. The list of members issued by the Governing Body shall be the only valid and final.

Any person admitted as a member shall cease to be a member of the Society in the following events:

- attracts the provisions contained in Section 22 of the Act;
- upon his/ her acting contrary to the aims and objectives of the Society.

President

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- c. upon such member being found guilty of a financial misappropriation of the funds of the society;
- d. upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies;
- e. an Honorary member shall cease to be a member of the Society, if the Governing Body, decides so by passing a resolution in this behalf.

(6) **Re-admission of members:** After termination of membership any person can reapply for membership. The decision of the Governing Body shall be final and binding.

### III. Rights & Obligations of Members:

- a. All the members of the Society shall be bound by the rules and regulations of the Society as contained in its byelaws and amended from time to time;
- b. Founder member of the Society shall have right to contest election in the Society to become Governing Body Member of Society and cast his/her 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, except an Honorary 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.
- d. 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 seven days;
- e. 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.
- f. The election of Governing Body members shall be made by the members through voting either by show of hands or poll. No other Members of the Foundation shall be eligible to contest the governing body election or vote therein unless he gets designated as founder members of the Society.

### 4. General Body:

- a. All members of the society shall constitute a General Body.
- b. The General Body shall elect Governing Body. General Body shall review and consent to the working of the Governing Body.
- c. The affairs of working of the Governing Body shall be placed before the General Body who will approve the same and the General Body shall be responsible to its member and object of the society.

### I. Meetings of the General Body:

- a. A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.
- b. The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10<sup>th</sup> of the members of the General Body.
- c. The President or Sr. Vice President shall preside over all the General Body Meeting of the Society and in his or her absence, Vice President will preside over the Meeting. In absence of both of above said, any one duly elected at meeting will preside over the meeting.



President

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For RSK Global Educational Society

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- d. **Notice:** For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- e. **Shorter Notice:** A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- f. **Quorum** for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.
- g. **Minutes:** 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 Chairman of the meeting and the Secretary of the Society.

## II. Powers, Functions & Duties of the General Body:

- a. The affairs of working of the Governing Body shall be placed before the General Body who will approve the same and the General Body shall be responsible to its member and object of the society.
- b. To guide the Society in determining and fulfilling its aims and objects.
- c. To decide policy matters such as change of name of the society, amendment in the Memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of immoveable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- d. To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.
- e. **Proxy:** Every member shall cast his vote in person and no proxy voting shall be allowed.

## 5. Governing Body:

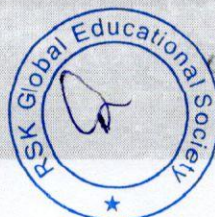
- a. **Governing Body:** Governing body shall be known be as the Apex Body and it shall be responsible for day to day affairs of the Society.
  - b. The Governing Body shall form and constitute National, Regional, District and Local Committees and Sub Committees for any purposes to run the management of the affairs of the Society smoothly and efficiently involving people and members at large. The Member of the Committees and Sub Committees may not be member of the Society provided its written approval has been obtained from President of Society.
  - c. The Committee or Sub-Committee duly formed, will report to the Governing Body and be responsible to the Governing Body in respect of its functioning and working. The power to ratify any action or act of any said Committee or sub-Committee shall be with the Governing Body or President only.
  - d. The Governing Body shall time to time authorize any member of the Governing Body to execute and perform the work as per the requirement of the Society and Act.
- I. Composition:** The Governing Body of the society shall be as under and shall consist the total no. of Office-bearers and Members as may be required from time to time:

- a. President - 1
- b. Vice-President - 2
- c. General Secretary/Secretary - 5

For RSK Global Educational Society

President

Joint Secretary



Treasurer

Treasurer



- d. Joint Secretary - 2
- e. Treasurer - 5
- f. Executive Members, including co-option of any Honorary Member by the Governing Body - 25

## II. Election of the Governing Body:

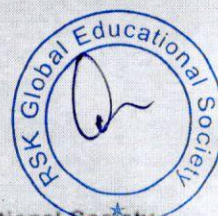
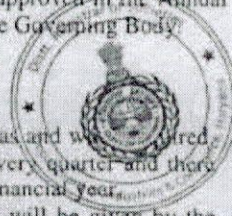
- a. The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;
- b. The election shall be held preferably in Calendar month of September within the expiry of term of the existing Governing Body so that just after expiry of the term of the existing Governing Body, new elected Body could take place.
- c. Only Founder member of the Society shall be eligible to participate in election.
- d. The Governing body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner.
- e. Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.
- f. The Returning Officer will display a list of the contesting members on the notice board of the society. The Returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- g. After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the society. A list of the elected office-bearers and the executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.

## III. Filling of any Casual Vacancy on the Governing Body:-

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, 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 Annual General Meeting of the Society. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting, if his appointment is not approved in the Annual General Meeting by a majority vote for the balance term of the Governing Body.

## IV. Meetings of the Governing Body:-

- a. **Meeting:** 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. **Notice:** 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. **Quorum:** Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 25% of the total members, again in case of meeting adjourn for the want of Quorum, the Quorum for adjourned meeting shall not be less than 15% of the total members.



For RSK Global Educational Society

Joint Secretary

Treasurer

Treasurer

President



- d. Every meeting of governing body shall be presided by the President and in his/her absence or at his/her request Vice President will preside over the meeting. However in absence of both, the members present shall choose any member of the Governing body present at the meeting to preside over that particular meeting.
- e. **Minutes:** 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 Chairman of the meeting and the Secretary of the Society. In case the Chairman 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 authorised by the GoverningBody.
- f. The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governingbody.

**V. Powers, Functions & Duties of the GoverningBody:-**

- 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 deploy the funds & assets of the society for the stated objectives;
  - b. 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.
  - c. 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.
  - d. 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.
  - e. To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
  - f. 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.
  - g. To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the society.
- Powers, Functions & Duties of individual members of GoverningBody:**

**VI. Powers, Functions & Duties of individual members of Governing Body:**

**i. President:**

- a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- b) 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.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society/ GoverningBody.
- e) To ensure strict compliance of the provisions of the Haryana Societies Act, 1962 and the rules made thereunder.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- g) To file a suit or case for and on behalf of the Society as and when required or situation demands or warrants.

The president shall exercise the powers or may delegate any of his power and duties to the Vice-President or in his absence to any of the committee member for a specified period in the best interest of the Society and may withdraw any power so delegated.

President

Joint Secretary

For RSK Global Educational Society

Treasurer

Treasurer





**ii. Vice-president:**

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

**iii. General Secretary/Secretary:**

- a. 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;
- b. 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;
- c. To convene meetings of the General Body/Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws. 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.
- d. 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.
- e. To keep and preserve the records of the Society/ Governing Body.
- f. To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- g. To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- h. To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorisation of the Governing Body.
- i. 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.
- j. To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- k. Act as the overall in-charge of the administration and execution of all the programs 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 and where such delegation is specifically made, in consultation with the President of the Society.

**iv. Joint Secretary:**

- a. To assist the General Secretary/ Secretary of the Society in carrying out his functions and duties;
- b. To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorised by the Governing Body;
- c. 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.

President

Joint Secretary

For RSK Global Educational Society

Treasurer

Treasurer





**v. Treasurer:**

- a. 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.
- b. 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.
- c. 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.
- d. 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.

**VII. Cessation of members of the Governing Body:-** An office-bearer/ executive 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 Clause 3. II. (5) of the bylaws;
- c) if he is removed by a resolution passed in the meeting of the General Body.

**6. Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc.:** Any amendment in the Memorandum of Association and Byelaws, 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 within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.

**7. Management of Assets and Funds of the Society:-**

- a. 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 term loans from its members or from scheduled banks 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.
  - b. 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.
  - c. The Bank accounts of the Society will be jointly operated by its members/ office bearers as may be decided by the Governing body from time to time.
  - d. All assets and funds will belong to the Society and vest in the Society.
- 8.** All receipts and payments of the Society shall be made through Bank Instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) 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.

**9. Accounts of the Society:-**

- a. 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

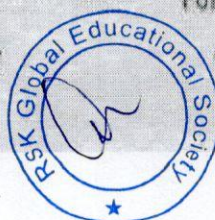
For RSK Global Educational Society

President

John Secretary

Treasurer

Treasurer





We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

Sr. No.	Name	Address	Occupation	Signatures
1	K. K. Singh	384-P, Sector 40, Gurgaon-122003, Haryana	Professional	Sd/-
2	N. K. Singh	GS-142, Malibu Towne, Sohna Road, Gurgaon-122018, HR	Professional	Sd/-
3	Saroj Kumar Panday	C-406, Anusandhan Apparments, Plot No. 22 Sector -6, Dwarka, New Delhi	Professional	Sd/-
4	Deepak Kumar	Puvasha Colony, Asansole, Distt. - Vardman (West Bengal).	Service	Sd/-
5	Mukesh Kumar	384-P, Sector 40, Gurgaon-122003, Haryana	Professional	Sd/-
6	Manoj Kumar Mandal	Vill. Post Harolha, Distt. Deoghar, Jharkhand	Professional	Sd/-
7	Namita Singh	384-P, Sector 40, Gurgaon-122003, Haryana	Student	Sd/-
8	Geetanjali Aggarwal	1396, Sector-7, Extension Gurgaon 122001	Professional	Sd/-
9	Indira Jain	Rajesh Publicity, E-109/10, Near Krishna, Bisg Cinema Santa Colony, Raipur-492001, Chhattisgarh	Professional	Sd/-
10	Rajiv Kumar	KB7, KB Block, Kaushambi, Ghaziabad, U.P. 201012	Professional	Sd/-
11	Sangeeta Singh	Vill. Salakhaun, Post Aphar, Distt. Saran, Bihar	Service	Sd/-
12	Richa Singh	GS142, Malibu Towne, Sohna Road, Gurgaon 122003	Professional	Sd/-
13	Arun Gupta	243-B, Miyanwali Colony, Gurgaon, Haryana	Professional	Sd/-

President



Joint Secretary

For RSK Global Educational Society

Treasurer

