

MEMORANDUM OF
ASSOCIATION

BOSCO TECHNICAL TRAINING SOCIETY



**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

NO. S- 55116 of 2006

I hereby certify that BOSCO TECHNICAL TRAINING
SOCIETY"

Address. Dom Bosco Technical School, Okhla
Road NEW DELHI - 110025.

has this day been registered* under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 08th day of March

Two Thousand Six

Fee of Rs. 50/- paid.



**REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI.**



This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verifications (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

MEMORANDUM OF ASSOCIATION OF BOSCO TECHNICAL TRAINING SOCIETY

1. Name of the Society :

The name of the society shall be "Bosco Technical Training Society".

2. Registered Office and Area of Operation :

The Registered Office of the Society will be situated in the National Capital Territory of Delhi. Its present address is at Don Bosco Technical School/Institute, Okhla Road, New Delhi 110 025, which can be shifted to such other place in the National Capital Territory of Delhi as the Governing Body shall deem fit from time to time.

The area of operation shall be the national capital region of Delhi.

3. Aims & Objects :

The aim of the Society is to assist, promote, channelise, undertake, educational, social, charitable and humanitarian work irrespective of caste, community, religion and economic status, solely for philanthropic purpose and not for the purpose of profit and shall include to this end, without prejudice to the generality of the aims, the following namely:

- i. To undertake, initiate, support, develop, manage, co-operate, takeover, administer and promote the advancement of Vocational and Technical education and knowledge so as to develop the talents and excellence, including with appropriate experience and practical training of the students, trainees, staff and other persons.
- ii. To hold and conduct classes, lectures, workshops, conferences, seminars, meetings and competitions and to assist financially or otherwise, give scholarships, fees hips, subsidies / grants, diplomas, certificates and awards as and when deemed fit after seeking necessary permission of concerned Dept.
- iii. To provide facilities and avenues for imparting of vocational, technical, practical and on the job training and development of skills, abilities, trades of the students, trainees, staff and other persons.

- iv. To do all such things as may be deemed necessary or expedient for the education of youth, pursuit of science and general diffusion of social, moral and secular knowledge in accordance with the educational, moral and charitable principles of the society.
- v. To undertake all such incidental and related activities that will facilitate charging of lower fees, providing education with subsidized fees, the maintenance of equipments and premises of the society and expansion of facilities and the educational, social and charitable activities.
- vi. To conduct, provide avenues for research, innovations and new developments in technical and vocational spheres, use and applicability of equipments, machinery, computers and processes.
- vii. To print, publish and exhibit journals, periodicals, books, lectures and other reading and pictorial matter for the general diffusion of useful knowledge and in keeping with the educational, charitable and moral ideals of the society.
- viii. To facilitate the dissemination, acquisition of knowledge and experience with regard to technical equipments and machinery, computers, audio and video technology and endeavor towards its absorption by students, trainees, orphans, staff and other persons.
- ix. To provide facilities and avenues for students, trainees, staff and other persons in achieving excellence in the vocational and technical skills and abilities and for enhancing their livelihood generation capacities.
- x. Do all such things as may be deemed necessary or expedient for the education and training of the youth and all persons in the pursuit of science, arts, culture, traditions, beliefs, trades, crafts, technical and vocational knowledge and general diffusion of information and knowledge.
- xi. Undertake and assist in development programmes and projects and reach out to the poor, needy, handicapped, backward classes / tribes, marginalized and the under privileged to facilitate and assist them in their development and enhancement of capacities.
- xii. To acquire, takeover, rent, provide, establish, aid, maintain, administer, transfer schools, colleges, vocational and technical institutes, formal and non formal institutions, cultural, agricultural, social science centers and institutions, hostels, libraries, reading rooms, premises, equipments or any other activity with education or training for its purpose for all persons, irrespective of religion, race, com-

munity or social status and to seek such affiliation, recognition or approvals that may be required for this purpose and also to and to collaborate with others for this purpose.

- xiii. Cooperate, facilitate and work with other institutions, voluntary agencies, the central and state governments, boards, directorates, persons and any other agency, group of people, society(ies), bodies corporate, in projects and programmes contributing towards the educational, social, cultural, economic, rural, urban, semi-urban development of the country.
- xiv. Undertake and assist in resettlement and rehabilitation of persons and society.
- xv. Initiate, administer and assist programmes for providing better nutrition to students and other persons.
- xvi. To undertake social service activities and to provide facilities for the relief and welfare of all, especially the poor, underprivileged, downtrodden, irrespective of caste, creed or social status.
- xvii. Set up, build, acquire, manage, administer centers for medical assistance / needs, health centers, clinics, dispensaries, hospitals and collaborate with others for the purpose and comply with such government and legal directions as may be applicable.
- xviii. To provide accommodation to students, trainees, teachers, staff, social workers, volunteers and others as per the vision and objects of the society, as per Govt. rules.
- xix. To raise, access, receive funds, grants, donations, contributions, gifts, fees, loans and advances, security deposits in cash or other moveable or immovable property(ies) of all descriptions for the society and to also undertake and carry out the office and duties and functions of educators, trustees, managers and administrators solely or jointly with others.
- xx. To give, provide for, aid, subscribe, make available grants, donations (including corpus donations), contributions, scholarships, educational assistance, medical assistance, financially or in any other manner, to students, persons, other groups, bodies, organizations, institutions, societies and agencies keeping in view the objects of the society.

- xxi. Acquire, build, manage, maintain, develop, transfer, gift any lands, buildings, apartments, structures and developments, equipments, machinery thereof for the purpose of any project, programme or scheme as per the objects of the society.
- xxii. Start, facilitate, support, manage socio economic development schemes, self employment schemes, self help groups, micro credit initiatives, organize vocational training and other camps, to better the living standards and leadership of the youth, poor, needy, backward, marginalized and handicapped persons of society.
- xxiii. Facilitate the placement of students, trainees, apprentices who have acquired knowledge, training and experience from the society.
- xxiv. To develop, inculcate, strengthen, provide for training in moral and spiritual values of persons and to assist, develop, create, set up centres, irrespective of any religion, caste or creed and to co operate with others for the purpose.
- xxv. To collaborate with other similar charitable institutions and organizations having object(s) similar to that of the society.
- xxvi. To invest the funds of the society, not immediately required, in such manner as applicable in the laws in force from time to time.
- xxvii. Do all such lawful acts, deeds and things as are essential or conducive to the attainment of the objects of the society and facilitate the smooth functioning of the society.
- xxviii. To have perpetual succession by the Society name and conduct its work under such name. All the incomes, earnings, movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or past members. No member of the society shall have any personal claim on movable or immovable properties of the society or make any profit whatsoever by virtue of his membership.



BOSCO TECHNICAL TRAINING SOCIETY

(S-55116 of 2006), PAN: AABTB0967G

Don Bosco Technical School, Don Bosco Technical Institute
Okhla Road, Jamia Nagar, New Delhi 110025
GST-07AABTB0967G1ZV

Email: info@dbti.in Website: www.donboscotechdelhi.in
Ph No: 011- 41033889 Mob No: 9643868820



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24/11/25

10-10-2025

To,
The Competent Authority
Registrar of Societies
Lajpat Nagar South Dist.
New Delhi - 110024

Sub: Intimation for Change in Governing Body of Bosco Technical Training Society - Reg No S-55116 of 2006.

Dear Sir,

We hereby request you to kindly acknowledge and update the changes in governing body of Bosco Technical Training Society - Reg No S-55116 of 2006 happened post election / appointment of the below members in the governing body .

Current List of Governing Body of Bosco Technical Training Society:

S. No.	Name	Designation
1	Davis Maniparamben John	President
2	Vijay Soy	Vice President
3	Sajan M George	Secretary
4	Biju Akkilettu	Treasurer
5	Sajin K P	Member
6	Herman Lakra	Member
7	Samir Kongari	Member

CERTIFIED TRUE COPY

Kindly do the needful and acknowledge the same.

For Bosco Technical Training Society

Secretary

Treasurer



Affiliations

NCVET (National Council for Vocational Education & Training), MSDE
CISCE (Council for Indian School Certificate Examination-CVE 12)
Sector Skill Council, NIELIT and GGSIP University

5. Desirous Persons :

We the undersigned are desirous of forming a Society, namely, under the Societies Registration Act 1860, as applicable to the Union Territory of Delhi in pursuance of the Memorandum of Association of the Society. in pursuance of this Memorandum of Association "Bosco Technical Training Society"

S.No	Name in full Address	Occupation	Designation	Signature
1.	Charles Lobo Don Bosco Yuva Sadan Bilheri, Mandala, Jabalpur, Madhya Pradesh	Educationist	President	
2.	John Kuzhykottayil D Bosco SC, Maseeh Garh, Okhla, New Delhi	Educationist	Vice-President	
3.	George Nadackal Don Bosco Technical School Jamia Nagar, Okhla New Delhi	Educationist	Secretary	
4.	Aikarchalil Joseph 1596, Shosiyana Mohalla Nangloi Road, Najafgarh New Delhi	Social Worker	Treasurer	
5.	Isaac Puthumana Don Bosco Technical Institute Jamia Nagar, Okhla, New Delhi	Educationist	Member	
6.	Kakkuzhiyil John Don Bosco Yuva Kendra Nangloi Road, Najafgarh New Delhi	Social Worker	Member	
7.	Raju Kumrawat Don Bosco Technical School Khorhatoli, Kokar Ranchi	Educationist	Member	

Rules & Regulations of BOSCO TECHNICAL TRAINING SOCIETY

1. Interpretation :

- 1.1 In these Rules and Regulations unless there be anything in the context repugnant or inconsistent therewith :
- (i) 'Act' shall mean the Societies Registration Act of 1860 or any modification or re-enactment thereof for the time being in force.
 - (ii) 'General Body' means the general body of the members of the Society.
 - (iii) 'Governing Body' shall mean the Governing Body of the Society constituted as provided by these Rules and Regulations.
 - (iv) 'Member' means a member of the society.
 - (v) 'Society' means the 'Bosco Technical Training Society'.
 - (vi) Words importing the singular number shall be deemed to include the plural and vice versa
 - (vii) 'Financial Year' shall mean the period as specified in the Income Tax Act 1961 or any enactment thereof and as applicable from time to time.

2. Membership :

- 2.1 The Governing Body may admit to membership any person of any caste creed or sex who has attained the age of 18 years and agreeing in writing to be bound by the Memorandum of Association and the Rules and Regulations and conditions of the Society, who has a good character and who in the opinion of the Governing Body will be interested in the advancement of the objects of the Society.
- 2.2 The Governing Body can decide from time to time to award membership to any institution(s) or bodies, class of persons as it deems fit, with or without voting rights.

2.3 Membership is subject to the sole and absolute discretion and approval of the Governing Body. The decision of the Governing Body shall be final. The Governing Body may frame such rules and conditions from time to time, as may be deemed fit with regard to the membership and voting at meetings.

3. Refusal of Membership:

3.1 The Governing Body of the society can refuse membership to any person(s) or institution(s) or organisation(s) or bodies or class of persons and it need not specify any reason for the refusal, rejection, or cancellation of membership of the society. The decision of the governing body shall be final in all respects and will not be subject to any question, challenge or dispute before any authority or court of law.

4. Cessation & Termination of Membership:

4.1 Any member shall cease to be a member:

- (i) on the acceptance of his resignation from membership.
- (ii) on his becoming of unsound mind or adjudicated insolvent.
- (iii) on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of the society or body corporate or of any offence involving moral turpitude.
- (iv) Ceases to hold the office by virtue of which he was a member of the society.
- (v) The cessation of membership can be for other reasons also and it is for the Governing Body, which may decide from time to time.

5. Suspension & Expulsion of Member :

5.1 Any member, who in the opinion of the Board is guilty of conduct detrimental to the welfare, discipline and objects of the society, maybe censured, suspended or terminated from the membership of the society and his name removed from the list of members. Such suspension or termination will require the approval of three fourth majority of the members of the Governing Body present at the meeting of the Governing Body.

5.2 The Governing Body shall issue written notice to the concerned member before he is censured or his membership terminated or on his suspension, requiring him to show cause why action should not be taken against him. The notice to the member shall specify the allegations and give fifteen days for receipt of reply to the notice. On receipt of the reply or if no reply is received within the specified time then the Governing Body can take such action as it deems fit. The decision of the Governing Body shall be final in all respects and will not be subject to any question, challenge or dispute before any authority or court of law.

5.3 Any member who has been suspended, censured or whose membership has been terminated shall not be entitled to any compensation, damages or rights even if subsequently it is proved that the suspension, censure or termination was wrong.

6. Subscription:

6.1 The General Body can decide from time to time of the subscription (s), if any, that would be payable by the members or class of members.

7. Readmission:

7.1 In case a member is expelled by the Governing Body, such member can be readmitted provided the General Body approves the membership and has set rules to permit readmission and further sets out the regulations that the person seeking readmission has to abide by.

8. General Body

8.1 There shall be a General Body of the Society constituting of members with voting rights. The General Body shall meet at least once in every year at such a time and place as may be determined by the Governing Body. The quorum for such meetings shall be one fourth of the members. No quorum shall be required in the adjourned meeting.

9. Register of Members:

9.1 The Society shall maintain a Register of Members containing the names, addresses and their occupation, the date of admission and cessation of membership. The register will be kept open for inspection of the members of the society on requisition.

10. Rights & Obligations of Members:

10.1 Any member having voting rights of the society has the right:

- (i) to elect and to be elected in any election of the society
- (ii) to submit suggestions for discussion to the governing body and subcommittees on any matter relating to the society.
- (iii) to inspect the accounts and the proceedings of the meetings of the society on appointment with the secretary.
- (iv) Defaulting members shall not be allowed to take part or vote in a meeting.
- (v) Members shall have one vote each.

10.2 Defaulting or suspended members shall not be allowed to take part or vote in any meeting.

11. Governing Body:

11.1 There shall be a governing body of the society to look after the affairs, management and functioning of the society.

11.2 The number of the Governing body should not be less than four or as prescribed by law and the society can fix the maximum number of persons as maybe deemed fit.

11.3 The office bearers of the Governing Body shall comprise of President, Vice President, Secretary, Treasurer. One person can hold two offices if required. The office bearers shall be elected at an annual general meeting after three years by secret ballot or raising of hands.

11.4 The resignation of the Governing Body members shall be dealt with by the Governing Body. The resignation need not be in writing if it is made at a meeting of the governing body.

11.5 A member of the governing body can be removed before the completion of the tenure by the General Body at a duly convened general meeting of the members entitled to attend. The notice convening the meeting shall provide a detailed explanation for doing so along with any explanation that the concerned governing body member(s) would like to give.

11.6 The general body can elect another member at the same meeting in place of the removed governing body member(s) for the remaining part of the term.

11.7 The governing body can co opt any member(s) entitled to be elected as member(s) of the governing body, within the overall maximum limit that has been prescribed. Any vacancy arising on the governing body or amongst the office bearers can be filled by the governing body for the remaining part of the tenure.

11.8 The term of office of the Governing Body shall ordinarily be three years unless it is dissolved / terminated early under unforeseen circumstances.

11.9 After election the old Governing Body will continue to function till the new body takes over charge which shall under no circumstances be more than 30 days from the date of the election or from a date specified in the electing resolution(s).

11.10 Only a member of the society can be a member of the Governing Body and on him ceasing to be a member or where his membership is terminated he will automatically cease to be a member of the Governing Body.

12. Office Bearers:

12.1 The Office bearers of the Governing Body shall be:

i. **President:** The President shall be chairman and shall preside over all meetings of the General Body and the Governing Body. He shall be entitled to exercise the powers of the other office bearers if they are not able to perform their respective functions or do not comply with the directions of the governing body and if deemed fit can delegate the functions to such other person(s).

ii. **Vice President:** In the absence of the President, he shall enjoy all the powers and duties which are entrusted with the President.

iii. **Secretary:** He shall convene all meetings and make the necessary arrangements. He shall be responsible for the safe custody of all records.

iv. **Treasurer:** He shall be responsible for the funds of the society and ensuring that the required records are maintained, books of account are audited and the returns are filed. The treasurer shall present the reports of the finances of the society once a year at a regular meeting of the Governing Body.

12.2 All communications in the name of the Society including matters relating to society shall be carried out by the President / Secretary / Treasurer. The secretary shall keep all records of the society including the register of members of the society.

12.3 The Society is free to entrust other responsibilities to the members of the governing body as deemed fit.

13. Meetings :

13.1 A meeting of the governing body shall be held at such times as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the secretary shall summon the same within fifteen days and failing which the President on the requisition may do so provided that only matters specified in the notice shall be transacted at such meeting.

13.2 The quorum for all Governing Body meetings shall be one fourth of the members including the President. No quorum is required at an adjourned meeting.

13.3 Questions arising at a meeting shall be decided by a majority of votes and in case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

13.4 The President or in his absence the Vice President shall preside over all the meetings of the Governing Body and in their absence members or not willing to chair the meeting, then the persons present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote.

14. Power and Duties of the Governing Body :

14.1 The management and control of the society shall be vested in the Governing Body, which shall have all powers for supervision, direction and control over all affairs of the society. The Governing Body shall have the power to make, vary, and repeal bye laws for the transaction and regulation of the working and affairs of the society and itself. The Governing Body is authorized to:

(i) To apply for, receive, transfer, administer, manage and utilize any grants, donations, contributions, properties (moveable or immoveable) in connec-

tion with the Society or any institution, work or activity undertaken or to be undertaken or conducted, supported or facilitated by the Society;

(ii) To collect, recover, receive interests, rents, fees, other receipts whatsoever in nature from time to time and to pay and discharge all the costs, charges and expenses incurred including reimbursements in or about or incidental to the administration, execution and management of the Society or powers of these presents and also outgoings such as rates, taxes, insurances, imposts payable and the costs of repairs, maintenance, improvements to any immoveable properties forming part of the Society and all expenses and deficits, if any and to apply the receipts and accumulations including application of corpus funds as per the terms / objects of the Society.

(iii) To arrange finances, if required, for the Society, its objectives on such terms and conditions as deemed fit.

(iv) To raise resources for the Society and / or its objectives / purposes through such means as would be appropriate.

(v) To invest or otherwise deal with any of the funds, properties of the Society as maybe permitted by the Income Tax Act as per clauses applicable to charitable institutions and applicable from time to time for and on behalf of the Society.

(vi) To open, close any bank accounts, deposit accounts and to delegate suitable operational authorities for the purpose(s) and / or to vary the same.

(vii) To acquire loans, etc., from Government, financial institutions, banks, agencies on such terms and conditions as applicable from time to time for the purposes of the society and in meeting any of its objectives.

(viii) To negotiate and enter into any contracts, arrangements which may seem beneficial to any of the objects or purposes of the Society with any government, state, authority, municipality or any other public or private bodies, associations, organisations or individuals.

(ix) To purchase, construct, modify, hire, lease any moveable and / or immoveable properties for the purpose of the society and / or to facilitate achieving its objectives.

(x) To sell, gift, alienate, transfer, hire out, lease, license, grant rights to use moveable and / or immoveable properties of the Society.

- (xi) To establish and maintain Corpus Funds, Reserve Funds, Designated Funds and otherwise such other funds / amounts as maybe deemed fit for the promotion of the activities, interests of the Society.
- (xii) To determine the manner in which receipts, acceptances, endorsements, cheques, releases, contracts and documents shall be signed and executed on behalf of the Society.
- (xiii) To insure the properties of the Society and to protect the interests.
- (xiv) To accept, grant any licenses or rights to any intellectual property(ies) and to deal with them in any manner in the interest of the society.
- (xv) To appoint, terminate and fix duties of staff, consultants, advisers, experts, volunteers, representatives and to remunerate such persons and reimburse them costs etc. out of the funds of the Society for any services rendered to the Society.
- (xvi) To appoint such person(s) to represent the Society in any legal or other matters from time to time or to change / terminate the same.
- (xvii) To provide for the maintenance and welfare of the persons employed by or connected or associated with the society or volunteers and the dependents of such persons irrespective of caste or creed, but subject to their being approved by the Governing Body by inter alia establishing and contributing to the provident, pension and benefit funds by giving pensions or insuring their lives or otherwise as the Governing Body may deem fit, and this maintenance expenditure shall not be construed as a division or distribution of profits, income or dividend to the members.
- (xviii) To make payments to staff, other person(s), member(s) of the governing body / member(s) of the society for rendering services to the society or for any work undertaken on behalf of the society and to reimburse any expenses that maybe incurred in undertaking such work or protecting the interests of the society / its programmes. The members of the governing body / committee(s) / sub-committee(s) can be paid such sitting fee for attending such meeting(s), as approved by the general body. All such payments shall not be construed to be as a division or distribution of profits, income or dividend to the members.
- (xix) To appoint, disband any committees to facilitate the working of the Society and to specify their roles and responsibilities and to modify the same.

- (xx) to carry out / conduct any business / activity not specified herein for the attainment of the objects of the Society provided such business / activity is ancillary or incidental to the objects of the society and is not repugnant to such objects, either on its own or in association with such other institution / association.
- (xxi) To pay money to any person(s) or bodies, create revolving funds or other funds, make loans to employees / for the purposes of the society and / or its objectives.
- (xxii) To take loan(s) and to pledge, mortgage, hypothecate the property(ies) of the society for the purposes of the society and / or its objectives.
- (xxiii) To set up such other offices of the Society at such location(s) as it deems fit to do so from time to time and to close down all or any of such office(s).
- (xxiv) To become a member of any other body, association, institution, society, bodies (whether incorporated or not) on such terms and conditions as may be deemed appropriate.
- (xxv) To sue or be sued and to incur any expenses, costs, reimbursements, in this regard and to protect the staff, experts, advisers, consultants, auditors, members, from any suit, claims or damages that may arise pursuant to their functioning for and on behalf of the society or because of the position in the Society and also to reimburse them any costs, damages that they may incur / suffer in this regard.
- (xxvi) To waive any rights or dues that may arise from the management and administration of the Society.
- (xxvii) To adjust, settle, compromise, compound, refer to arbitration any or all actions, suits, claims, demands, and proceedings regarding the Society.
- (xxviii) To take over, acquire, manage, control or aid any existing institution(s) or having objects either wholly or in part similar to the objects of this society and on such terms and conditions as may be thought expedient.
- (xxix) To enter into and carry out arrangements for joint working or for amalgamation, either in full or in part with any other association, society or institution having objects within or similar to the objects of the Society.
- (xxx) To implement, carry on any work and / or initiative as per the objects of the society or which is incidental or ancillary to the objectives of the Society.

- (xxxii) To establish, maintain, or close down institutions, branches or representations of the Society on such terms as the Governing Body may from time to time deem necessary or expedient.
- (xxxiii) To make rules and regulations for the proper administration and management of the Society and to vary or amend the same.
- (xxxiiii) To do all other acts, things as may be deemed expedient to be incidental or conducive to the attainment of all or any of the objects, purposes of the society and to protect the interest of the Society and its properties.

15. Safe Custody of Properties :

- 15.1 The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
- 15.2 The funds of the society shall be kept as per provisions of law and be invested in such deposits, schemes, mutual funds and in any securities specified under the provisions of law applicable to charitable organizations, especially the Income tax Act.

16. Books of Account & Inspection :

- 16.1 The books of account and any other statutory books shall be kept at the registered office or such other place(s) as directed by the governing body and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member of the society.

17. Accounting Year :

- 17.1 The accounting year of the society shall be the financial year as prescribed by any law for the time being in force e.g. the Income Tax Act or its amendments.

18. General Meeting :

- 18.1 Notice specifying the place, day and hour of the General Body meeting and the nature of the business to be transacted shall be communicated to all its members entitled to attend and vote at such meeting.
- 18.2 The business to be transacted at the Annual General Meeting of the members shall include the following:

- (i) to adopt with or without modifications the report of the working of the society for the previous year.
- (ii) to adopt the audited accounts of the society for the previous year ended.
- (iii) to appoint the auditor.
- (iv) to transact such business as may be fixed by the Governing Body.
- (v) to transact such other business as may be brought forward by giving 14 days previous notice from any member.
- (vi) to conduct elections, if required.

19. Quorum :

- 19.1 The quorum for all General Body meetings shall be one fourth of the members. No quorum is required at an adjourned meeting.

20. Voting :

- 20.1 Questions arising at a meeting shall be decided by a majority of votes and in case of equality of votes, the Chairman shall have a second or casting vote. The chairman of the meeting shall decide the manner and method of voting.

21. Special General Meeting :

- 21.1 A Special General Meeting may be convened by the Governing Body at any time in view of the urgency of the matter. At least five days notice shall be given to every member for a special general meeting except for the amendment of the Memorandum of Association and Rules and Regulations where the notice should be as prescribed by the Societies Registration Act 1860.
- 21.2 Members may request the Governing Body for a Special General meeting by placing a requisition signed by 2/5 of the total members entitled to vote. In that case the Governing Body shall convene a Special General Meeting within a month from the receipt of such notice. In case of default by the Governing Body, the requisitionists shall hold such meeting provided no business other than that specified in the notice shall be transacted.

22. Audit & Accounts :

22.1 True accounts shall be kept of all sums of money received and expended by the society, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the society. The Books of Account shall be audited each year by a Chartered Accountant, appointed as the Auditor of the Society by the General Body. The audited accounts shall be placed before the Governing Body and the General Body.

23. Service of Notice :

23.1 For serving of notice(s) on the Society, the same will be served at the registered address of the society or as intimated to the Registrar from time to time.

24. Amendments :

24.1 The Memorandum of Association of the Society and the Rules and Regulations and made by the Society may from time to time be amended, added to or revoked by a majority of not less than three fifths of the Members of the Society present at a General Meeting called for the purpose of such amendment, addition or revocation, and that the provisions laid down under Section 12, 12A of the Societies Registration Act 1860, as applicable to the National Capital Territory and other applicable provisions, if any are followed.

25. Annual List :

25.1 Once in every year a list of the office bearers and members of the governing body of the society shall be filed with the Registrar of Societies, Delhi as required under the section 4 of the Societies Registration Act 1860.

26. Amalgamation :

26.1 The society can merge or amalgamate in full or in part, with such other society(ies), society or body or be restructured as deemed fit by a 3/5 majority of the members present at the meeting and voting.

26.1 The governing body can also accept the merger of any other institution or society or trust having objects similar to that of the society with it.

27. Legal Proceedings :

27.1 The society may sue or be sued in the name of the President / Secretary as per the provisions laid down under section 6 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi.

28. Dissolution :

28.1 In case of dissolution of the Society it shall be dissolved as per the provisions laid down under Section 13, 14 and applicable provisions of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi. After meeting all the debts, the property and assets of the Society shall be given to some other charitable association having similar objects or a part of them.

29. Applicability of the Act :

29.1 All the provisions under the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi shall apply to the society.

30. Certificate :

Certified that this is the correct copy of the Rules and Regulations of the Society.

