

# Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

## Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [15] day [Aug] month [2020] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	1	6	2	0	2	0	0	0	4	1	
Name Of the Society						Registered Office Address							
R. P. S. Alumni Association						Village Balana Distt. Mahendergarh							

Issued under my hand at [Mahendergarh] this [15] day of (month)[Aug] (Year)[2020] having Unique Identification Number - 2000143539



### SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/143539/reg/06-016-2020-00041>

**'Memorandum of Association' of a Society**

Sr. No.	Subject	Description
1	Society Name	<b>R. P. S. Alumni Association</b>
2	The registered office the Society shall be at :	<b>Village Balana Distt. Mahendergarh</b>
3	Jurisdiction	The Society shall work all district of the territory of State of Haryana.
4	Aim and object of the Society	The objectives, which are specific to a society, shall be enumerated below. <i>Some of the indicative objectives could be as under:</i>
i		Promotion of national unity and international peace and amity;
ii		Promotion of communal and social harmony and brotherhood;
iii		To work for the cause of enforcement of prohibition and initiate people's movement against smoking, alcoholism and drug abuse;
iv		To create awareness and addressing some of the social evils, such as, female feticide, dowry, extravagant expenditure on social functions like marriages, empowerment of women in decision making etc.
v		Promotion and progress of agriculture and animal husbandry;
vi		To take up programmes for accelerating the pace of rural development with application of science and technology (techniques and technologies for cost reduction, improving productivity, etc.) especially in the field of water conservation, sanitation, low-cost housing, agriculture and animal husbandry and engineering sources;
vii		To take up programmes for ensuring protection of environment for regeneration of natural resources degraded due to past neglect;
viii		Promotion and extension of appropriate technology including systems having renewable sources of energy;
ix		Promotion of cottage and small scale industries by taking

*Mishra*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

*Mishra*  
Secretary  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

*Mishra*  
President  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)



viii	To recognize and identify the role of association as important stake holders in the continuing quest to provide excellence in education by way of academic and technical collaborations.
ix	To realize the enormous benefits that may come from the engagements of the association with the college and seek their supports in identifying strategic directions for the college.
X	To take up programmes in which science and technology may have major role in improving life, working conditions and opportunities for gainful employment to girl students especially.
xi	To confer, consult, maintain contact and co-operate with any person, association, societies, institutions or bodies or persons having objectives in whole or in part similar to those of the association.
xii	To raise funds voluntarily and receive donations, gifts, grants and bequest from members and the general public for financing any of the above objectives and most especially to organize such fund rising activities as may be decided by the executive committee.
xiii	The Association will work towards benefit of the College in general and students in particular only and will not do any work of provide benefit to any specific person.
xiv	To honour distinguished alumni of RPS Degree College, Balana, Mahendergarh who have excelled and contributed in their domains.
xv	To organize and establish scholarship funds to help the needy and deserving students.
xvi	To help the college to establish International Career Counselling Cell and to help for foreign collaboration for knowledge and cultural exchange programmes.
xvii	To work for promotion of sports and health care activities the college.

Abshk

Mujk



1. The President  
2. The Secretary

3. The Treasurer  
4. The Member Secretary

5. The Vice President  
6. The Member Secretary

5. The names of the members of the Governing body Society to which the rules and bye-laws of the management affairs is entrusted are as under :					
Sr.No	Name	Father's Husband's Name	Address	Designation	Signature
1	Rakesh Jangra	Sh. Surender	Village Siana, Distt. Mahendergarh	President	<i>Rakesh</i>
2	Nisha Yadav	Sh. Monu	Vill. Janjariawas	Vice President	<i>Nisha</i>
3	Manju Yadav	Sh. Rajender	Village Dongra Ahir	General Secretary	<i>Manju</i>
4	Abhishek	Sh. Sunil Kumar	Village Kurahwata	Treasurer	<i>Abhishek</i>
5	Naveen Parkash	Sh. Ved Prakash	Mahendergarh	Executive Member	<i>Naveen</i>
6	Devender Kumar	Gurdiyil Singh	Kanina	Executive Member	<i>Devender</i>
7	Dinesh Kumar	Sh. Lalit Kumar Yadav	Narnaul	Executive Member	<i>Dinesh</i>

*Abhishek*

Treasurer

R.P.S. Alumni Association  
Balana Mohindergerh (Hr.)

*Manju*

Secretary

R.P.S. Alumni Association  
Balana Mohindergerh (Hr.)

*Dinesh*

*Affected*  
*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*

*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*

*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*  
*Sh. Rajendra Singh*



**Byelaws for a Society (Multi-purpose) without a  
Collegium**

1. Name of the Society: **R. P. S. Alumni Association**
2. The Registered Office of the Society shall be at **Village Balana, Distt. Mahendergarh**
3. The Society shall carry out its major activities in **All District** within the territory of State of **Haryana**.

4. **Membership:**

- (1) The Society shall have a maximum of 950 members including the founder members/ original subscribers.

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

- (i) must be 21 years of age on the date of admission;
- (ii) should subscribe to the aims and objects of the Society;
- (iii) 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;
- (iv) must not be an insolvent and of unsound mind; and
- (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

- (3) **Kinds/ Types / Categories of Members:** The Society shall consist of three different categories of members as under:

- (ii) **Founder Members** - A member who has been admitted as a founder member at the time of registration of the Society and has paid the requisite membership fee to the society. The number of founder members shall not exceed 01. The founder members shall also be deemed to have become Life Members of the Society and shall have the privilege of being members of the collegiums and election, in case the total number of members of the society shall

*S. K. Singh*  
Treasurer

R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

*M. Singh*  
Secretary

R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)



(iii) **Life Members** - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the society for his life. The total number of life members shall not exceed 02.

(iv) **Ordinary Member** - The Society shall have a total of 04 ordinary members who shall continue to enjoy their membership only so long as they are not in arrears of payment of their annual subscription fee. An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the society on completion of his tenure, unless it is renewed by the Governing body for another tenure.

(4) **Membership Fee & Annual Subscription:**

(a) The rates for membership of the Society and the annual subscription shall be as under:

As may be decided by the Society in its Byelaws:			
Sr.No.	Type of Member	Admission Fee	Annual Subscription
1	Founder Members	21,000/-	0
2	Life Member	11,000/-	0
3	Ordinary Member	1100/-	500/-

(ii) The payment of annual subscription of a member shall become due on the 1<sup>st</sup> of April of every year, which may be paid latest by the 30<sup>th</sup> of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30<sup>th</sup> June) and such member shall not be entitled to cast his vote during the elections of the Society held after 1<sup>st</sup> July of the said year.

(iii) The suspension of membership on account of default in the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election.



Treasurer  
R.P.S. Alumni Association  
Balasa Mohandas (H)

Secretary  
R.P.S. Alumni Association  
Balasa Mohandas (H)

President  
R.P.S. Alumni Association  
Balasa Mohandas (H)

default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

**(5) Admission Procedure (for members other than the subscribers):**

- (i) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;
- (ii) 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 Secretary duly filled in and signed and recommended by a life member of the society.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- (iv) 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 decision.
- (v) 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 will be issued an Identity Card of the Society.

**(6) 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.

**(7) Rights & Obligations of Members:**

- (i) 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;
- (ii) Every member, except an Honorary member, shall have the right to cast his vote at the elections of the Society provided such member is

*Abhaya*  
*Sp. Secy*  
*Large*  
*Rate*  
President  
R.P.S. Alumni Association  
Balana Mohindergram (Hr.)



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;

- (iii) 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;
- (iv) 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.

**(8) Cessation of Membership:** Any person admitted as a member shall cease to be a member of the Society in the following events:

- (i) Attracts the provisions contained in Section 22 of the Act;
- (ii) Upon his/ her acting contrary to the aims and objectives of the Society;
- (iii) Upon such member being found guilty of a financial misappropriation of the funds of the society;
- (iv) Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of Societies;
- (v) 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.

**1. College Liaison to Alumni Association:**

The administration of the college shall select a college employee to serve as the college Liaison to the Alumni Association. The Liaison shall be the primary point of contact between the Association and the College in the accomplishment of its functions. The Liaison shall serve as the coordinator of all activities of the Association.

Treasurer: *Abhishek*  
Secretary: *Maryu*  
R.P.S. Alumni Association Balana Mohinderghar (Hr.)  
R.P.S. Alumni Association Balana Mohinderghar (Hr.)





**6. General Body:**

- (1) The General Body, consisting of all the registered members of the Association, shall be the supreme body of the Association and shall meet at least once in a year at Mahendergarh.
- (2) The general body shall have the power to consider and decide all matters relating to the Association and provide a broad policy framework towards the functioning of the Association.
- (3) The General Body shall also elect an "Executive Committee" (hereinafter referred to as "EC") to carry on with the activities of the Association. The tenure of the elected E.C. will be two years from the date on which it assumes the charge.
- (4) All the registered members of the Association will have voting rights and will be eligible to be elected to the Executive Committee. No member should be elected to EC for more than two terms continually.
- (5) The agenda of the meeting shall be prepared by the General Secretary, with the \_\_\_\_\_ of the Executive Committee. However, the members of general body can also, \_\_\_\_\_ item(s) on agenda included by making a written request in advance or by raising the point at the end of the meeting, under "Any Other Item with the permission of the Chair".

**7. Meetings of the General Body:**

- (i) 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, called 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. The Governing Body of the \_\_\_\_\_ shall 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 request along with reasons for convening such meeting, from a \_\_\_\_\_ of the members of the General Body.

*Ashish*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr)

*Manjiv*  
President  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr)

*Manjiv*  
President  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr)



- (iii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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.

**8. Powers, Functions & Duties of the General Body -**

- (i) To guide the Association in determining and fulfilling its aims and objects.
- (ii) 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 immovable assets of the society etc. and all such other acts as may be required under the Haryana Regulation of Societies Act & Rules, 2012.



*Abhishek*  
 Treasurer  
 R.P.S. Alumni Association  
 Balana Mohanagar (Hr.)

*Munish*  
 Secretary  
 R.P.S. Alumni Association  
 Balana Mohanagar (Hr.)

- iv) To elect the members of the Governing Body. 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.

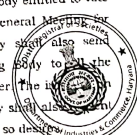
**9. Governing Body:**

(1) **Composition:** The Governing Body of the society shall consist of a total of 7 to 11 Office-bearers and Members as under:

- a) **President:** The president shall be elected from amongst the former students.
- b) **Vice-President:** The Vice-president shall be elected from amongst the former students.
- c) **General Secretary:** The General Secretary shall be elected from amongst the former students.
- d) **Joint Secretary:** The Joint Secretary shall be elected from amongst the former students.
- e) **Treasurer:** The Treasurer shall be elected from amongst the former students/the teaching staff of the college.
- f) **Three Executive Members:** They shall be elected from amongst the former students.

(2) **Election of the Governing Body:**

- (i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar;
- (ii) 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 of the election w.r.t. holding of election for the Governing Body shall also send to District Registrar to appoint an observer, if he so desires.



*Handwritten signature*  
 Treasurer  
 R.P.S. Alumni Association  
 Balana Mahendragadh (Hr.)

*Handwritten signature*  
 Secretary

*Handwritten signature*  
 - President  
 R.P.S. Alumni Association  
 Balana Mahendragadh (Hr.)

- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the society.

(3) **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 Meeting, if his appointment is not approved in the Annual Meeting by a majority vote for the balance term of the Governing Body.

Meeting by  
 Treasurer  
 R.P.S. Alumni Association  
 Balana Mohan (Hr.)



President  
 R.P.S. Alumni Association

**(4) Meetings of the Governing Body -**

- (i) 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.
- (ii) 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.
- (iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- (iv) 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 authorized by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.


**(5) Powers, Functions & Duties of the Governing Body-**

- (i) The Governing Body will be responsible for achieving the objectives of the Society and shall work in the best interests of the Society, for which it shall be empowered to depul the aspects of the society for the stated objectives;

*Abshel*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

*Mohalla*  
Secretary  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

President  
R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)



- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) 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.

(6) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the college.

(7) **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 Governing Body.
- e) To ensure strict compliance of the provisions of the

Registration and Regulation of Societies Act, 2012 and the Rules

made there under.



*Maryu*

*Treasurer*  
R.P.S. Alumni Association  
Balara M. (Signature)

*MC*

- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Society.
- g) As a First Appellate Authority under Right to Information Act 2005 as per orders of Hon'ble Punjab and Haryana High Court Chandigarh in CWP No. 11467 of 2019 in the case of Saraswati Welfare Association Gurugram V/S Pradeep Kumar Raprai and others.

**(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:**

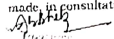
- a) To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Governing Body;
- b) To receive, scrutinize and place applications for membership of the Society before the 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;
- d) 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 meetings and record proceedings of all the meetings.

*Abhishek*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindrapur (Hr.)

*Mamta*  
Secretary  
R.P.S. Alumni Association  
Balana Mohindrapur (Hr.)



- c) 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.
- f) To keep and preserve the records of the Society/ Governing Body.
- g) To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objects of the Society.
- h) 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 there under.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the Governing Body.
- j) 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.
- k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible in vote, duly updated and to place it before the Governing Body.
- l) Act as the overall in-charge of the administration and execution of all the programmes 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 no such delegation is specially made in consultation with the President of the Society.

  
 Anshu  
 R.P.S. Alumni Association  
 Balana Mohandraganj, (Hr.)

  
 Manju

  
 R.P.S. Alumn  
 Balana Mohandraganj, (Hr.)





- m) As a State Public Information Officer under Right to Information Act 2005 as per orders of Hon'ble Punjab and Haryana High Court Chandigarh in CWP No. 11467 of 2019 in the case of Saraswati Welfare Association Gurugram V/S Pradeep Kumar Rapra and others.

(iv) **Joint Secretary:**

- b) To assist the General Secretary/ Secretary of the Society in carrying out his functions and duties; To discharge the functions and duties of the General Secretary/ Secretary of the Society in his absence to the extent authorized 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.

(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 books, bank pass books & cheque books, cash etc.

*[Signature]*  
Treasurer  
R.P.S. Alumni Association  
Bologna Mohinderghara (Haryana)

*[Signature]*  
Secretary  
R.P.S. Alumni Association  
Bologna Mohinderghara (Haryana)



(7) **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 sub-clause (8) of Clause 4 of these byelaws;
- c) if he is removed by a resolution passed in the meeting of the General Body.

(8) **Exclusions from the Employment of a Society:**

- a) No member of the Society shall be in full-time or part-time employment of the Society;
- b) No dependant or family member or close relative of the office-bearers and members of the Governing Body shall be engaged as an employee of the society during its term; Every office-bearer and member of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

(9) **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 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.

(10) **Management of Assets and Funds of the Society**

- (i) 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 members or from scheduled banks on interest. Loans from scheduled banks on interest will be taken only for purchase of



*Abhishek*

*Manya*

creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

- (ii) 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.
  - (iii) The Bank accounts of the Society will be jointly operated by such members/ office bearers as may be decided by the Governing body from time to time.
  - (iv) All assets and funds will belong to the Society and vest in the society.
- (11) 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.

**(12) Accounts of the Society:**

- (i) 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 Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Society and the assets and liabilities of the Society.
- (ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General, Registrar District Registrar or any officer authorized by them and by any member of the Society.
- (iii) The annual accounts of the society will be signed by authorized office-bearers of the Society.

*Abhishek*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindraganj (Haryana)

*Mansu*  
Secretary  
R.P.S. Alumni Association  
Balana Mohindraganj (Haryana)



- (iv) The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the society for each financial year, at such remuneration as may be determined by the Governing Body.

**(13) Common Seal:-**

The Society will have a common seal which shall be kept in safe custody of the General Secretary/Secretary and shall be affixed wherever it is required in accordance with the authorization by the Governing Body.

**(14) Amalgamation of the Society :-**

The Society may amalgamate itself with any other Society established with the identical aims and objects or allow any other society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

**(14) Dissolution of the Society:**

- (i) The Society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the Society, or it becomes insolvent or for any other pressing and unavoidable reasons; In the event of dissolution of the Society, no assets of the society shall devolve on or distributed amongst the members of the Society;
- (ii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

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

*Abshale*  
Treasurer  
R.P.S. Alumni Association  
Balana Mohindergaon (Hr.)

*Mamta*

*Prakash*  
R.P.S. Alumni Association  
Balana Mohindergaon

R.P.S. Alumni  
Balana Mohindergaon



List of Governing Body  
**R. P. S. Alumni Association**  
 Registered Officer Address : Village Balana, Distt. Mahendergarh

Sr. No.	Name	Membership No.	Address	Designation	Signature
1	Rakesh Jangra	Sh. Surender	Village Siuna, Distt. Mahendergarh	President	<i>Rakesh</i>
2	Nisha Yadav	Sh. Monu	Vill. Janjariawas	Vice President	<i>Nisha</i>
3	Manju Yadav	Sh. Rajender	Village Dongra Ahir	General Secretary	<i>Manju</i>
4	Abhishek	Sh. Sunil Kumar	Village Kurahwana	Treasurer	<i>Abhishek</i>
5	Naveen Parkash	Sh. Ved Prakash	Mahendergarh	Executive Member	<i>Naveen</i>
6	Devender Kumar	Gurdiyul Singh	Kanina	Executive Member	<i>Devender</i>
7	Dinesh Kumar	Sh. Lalit Kumar Yadav	Narnaul	Executive Member	<i>Dinesh</i>

*Abhishek*

*Manju*

*Rakesh*

R.P.S. Alumni Association  
 Balana Mahendergarh (Hr.)

Attest  
 H.E.S II  
 Village, Narnaul

State, Balana  
 Vikram Singh  
 V.P. Bahadur Singh  
 D.D. L.K.  
 Lalit Kumar  
 Shashtri Nagar  
 Narnaul



List of General Body : R. P. S. Alumni Association  
 Registered Officer Address : Village Balana, Distt. Mahendergarh

Sr No	Name	Membership No.	Address	Occupation	Signature
1	Rakesh Jangra	Sh. Surender	Village Siama, Distt. Mahendergarh	Education	<i>Rakesh</i>
2	Nisha Yadav	Sh. Monu	Vill. Janjarawas	Education	<i>Nisha</i>
3	Manju Yadav	Sh. Rajender	Village Dongra Ahir	Education	<i>Manju</i>
4	Abhishek	Sh. Sunil Kumar	Village Kurahwata	Business	<i>Abhishek</i>
5	Naveen Parkash	Sh. Ved Prakash	Mahendergarh	Education	<i>Naveen</i>
6	Devender Kumar	Gurdiyul Singh	Kanina	Education	<i>Devender</i>
7	Dinesh Kumar	Sh. Lalit Kumar Yadav	Narnaul	Education	<i>Dinesh</i>

*Abhishek*  
Treasurer

*Manju*  
Secretary

*Naveen*  
President

R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

R.P.S. Alumni Association  
Balana Mohindergarh (Hr.)

*Abhishek*  
Teacher T.I.E.S II

*STATE*  
*Biswajit*  
*Bikram Singh*  
*VPO Bahi Bahar*  
*STATE*  
*Lalit Kumar*  
*Shashtri Nagar*  
*Narnaul*

