



FORM - VII

**Revised Certificate of Registration issued under Section 9 (4) of the
Haryana Registration and Regulation of Societies Act, 2012
upon allotment of a new registration number
(See rule 2 and rule 8)**

Revised Certificate of Registration of Society

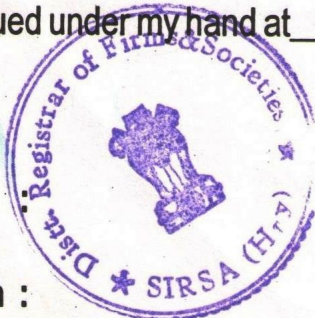
I hereby certify that Holy Faith Education Society (name of the society) a registered vide Registration Number 527 on 5 June 2002 registered with District registrar/Registrar Chd. has been allotted a new Registration Number as undermentioned on this 24 day Dec. month 2012 year under the Haryana Registration 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	1	2	0	1	2	0	0	0	6	4
Name of the Society								Registered Office Address					
Holy Faith Education Society								Village:- Nanuana Teh:- Rania Distt. Sirsa. (Hrv.)					

Issued under my hand at Sirsa. this 24 day of (month) Dec. (Year) 2012

Seal

Station :




District Registrar of Firms & Societies
SIRSA (Haryana)
Sirsa

Bylaws of Society

S. No.	Subject	Description
1	Name of Society	Holy Faith Education Society (As approved by Distt Registrar its Memo No. DRFS/SRS/527 Date : 24.12.2012
2	Registered Office of Society	Village : Nanuana Distt : Sirsa Pin code : 125076
3	Jurisdiction	Haryana State

1. Membership:-

- The society can have a maximum of 31 members including the founder members/original Contributors.
- Eligibility as a member of the Society - For the purpose of admission a person shall-
 - Must be 21 years of age as on date of entry.
 - Should be a contributor to the goals and objectives of the society.
 - Should not be bankrupt and of perverted character.
 - Must not be involved in any offense involving moral turpitude attracting Imprisonment of one year or more

2. Types/Types/Categories of Members:-

The Society will have four categories of members as follows:-

(a) Founding member:-

Member who has been included as a founding member at the time of registration of the Society and have paid the requisite membership fees. The number of founding members should not exceed 07. The founder members are also deemed to be lifelong members and if the total number of members of the society is more than 300, they will have the privilege of being members of the collegiums without election.

(b) Life member:-

Any person may be admitted as a life member on payment of the prescribed fees and such person will continue as a member of the Society for his life. Total number of life members not more than 10.

(c) Ordinary member:-

There can be a maximum of 21 ordinary members in the society who will enjoy their Membership continuously only till the payment of their annual subscription fees is not in Arrears.

(d) Unpaid member:-

The governing body may consist of persons of eminent reputation and merit or whose organization is part of the Society is considered beneficial to the society or has rendered services of outstanding merit to the society or is a distinguished citizen of India or of any other country as an unpaid member of the the latter can be joined without payment of any membership or subscription fees. The number of such unpaid members shall not exceed 5. Unpaid members will be able to attend the meeting and assist in discussions but they will not have the right to vote.


President


Secretary


Cashier



3. Membership fee and annual contribution:-

- (a) The rates and annual subscription for membership of the Society will be as follows :-

As may be decided by Society in its bye laws			
S.No	Type of member	Entry Fee in Rs	Annual Contribution Rs
1	Founder Member	250/-	Zero
2	Life member	500/-	Zero
3	Ordinary member	100/-	500/-
4	Unpaid member	Zero	Zero

- (b) The payment of annual contribution of a member shall be payable on the 1st day of April of each year, which shall not be payable on the 1st day of June of such Year. Final payment can be made till the 30th day. Membership due date of Defaulting member (30th June) shall be deemed to be under suspension after 1st July of the said year and such member shall not be entitled to cast his vote during the Elections of the Society
- (c) Suspension of membership due to default in payment of annual subscription can be canceled after repayment of the default along with 18% interest on the amount payable, however, he will not be eligible to cast his vote in any election held during the remaining financial year.

4. Entry process (To contributor or other members):-

- (a) The admission of any person as a member of the Society shall be decided from time to time by its governing body;
- (b) The person interested as a member of the Society in the prescribed form and duly filled in and signed by the regular member of the Society will submit the application along with supporting documents to the disciplined secretary.
- (c) The Secretary will examine the application and place it before the Society for decision.
- (d) The government body can approve or reject the application and the decision will be of the government body in this regard is final. It will not be obliged to give any reason for its decision.
- (e) The approval of the governing body will be communicated to the member, his name will be entered in the register of members to be maintained under the Haryana Society Registration and Regulation Rules 2012 and in such manner and format as may be prescribed and he will be issued a society identity card. Identity card for every member:

Every member joining as a member will be issued an identity card containing his/her photo, brief particulars and membership category duly signed by the Individual member and General Secretary of the Society.


President


Secretary


Cashier



5. Rights of members and Obligations:-

- (a) All members of the Society shall abide by the rules and regulations of the Society as Contained in its bye-laws and as amended from time to time will be bound by Exchanges.
- (b) Every member, other than an unpaid member, is not in default in the payment of annual subscription to the Society on any day and for a period of three months beyond the due date.
- (c) Every member of the society shall have the right to inspect the account books of the society, the books containing the minutes of the proceedings of the General meeting, the meetings of the governing body and the register of Members on any working day by giving seven days' notice.
- (d) Every member shall inform the Society of any change in his address which shall be duly recorded in the register of members of the Society and whereupon the Society shall issue a new identity card to such member.

6. Termination of membership:-

No person admitted as a member shall be:-

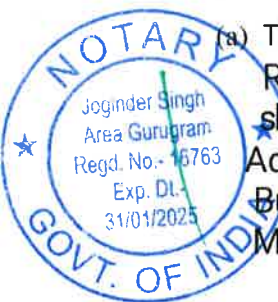
- (a) Any person involved in attracting the provisions contained in section 22 of the Act.
- (b) On its working contrary to the goals and objectives of the Society.
- (c) Such member who is found guilty of financial embezzlement of the funds of the Society
- (d) On impeachment and directions for removal by the District Registrar/ Registrar General of the Society
- (e) An unpaid member shall cease to be a member of the Society if the Society so decides by passing a resolution in this behalf

7. General body:-

- (a) Every person admitted as a member shall be a member of the Governing Body of the Society and shall be entitled to cast his vote for the election of the Governing Body of the Society so long as he is not in arrears of payment of any dues of the Society including the annual contribution.
- (b) Every member shall cast his vote in person and no counter voting shall be allowed.

8. Meeting of General Body:-

- (a) The meeting of the General Body of the Society shall be held as and when Required, however, at least one meeting of the General Body of the Society shall be held as prescribed in the duly audited Annual Report of the Society in Addition to the Annual General Meeting (AGM) and transaction of any other Business of the Society. The accounts will be convened once a year within six Months of the end of the financial year for consideration and adoption.



Saeela
President

Jipid
Secretary

Ramita
Cashier

- (b) The governing body of the society, either by itself or by not less than 1/10th of the members of the general society, shall within 45 days of the receipt of the written demand for calling the meeting along with the reasons as Prescribed under this at any time after giving notice, the Society may call an Extraordinary meeting of the General Society.
- (c) A copy of the agenda of business to be transacted at any meeting of the General Society. The date of the meeting at least 14 days' clear notice including time and venue will be given to the members of the general society
- (d) A meeting of the General Body may also be called at short notice if agreed to by a majority of the members of the General Body (at least more than 50% of the total members).
- (e) The quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to a maximum of four members. In case of an adjourned meeting for lack of quorum, the quorum for the adjourned meeting shall not be less than 10 percent of the total members subject to a maximum of three.
- (f) The general body shall be competent to transact all business at such adjourned meeting except the consideration of any special resolution. Any special resolution shall be passed at such adjourned meeting only if at least 25% of the total members of the Society are present.
- (g) The proceedings of all meetings of the General Body shall be recorded in a minute book (bound or loose-leaf) kept separately for the purpose by the President or Secretary and such minutes shall be signed by the Chairman of the meeting and the Secretary of the Society.

9. Power, functions and duties of society:-

- (a) To guide the Society in determining and achieving its goals and objectives
- (b) Deciding policy matters such as change of name of the society, amendment in the Memorandum of association and bye-laws of the society, approval of the annual Accounts of the society, approval for disposal of immovable assets of the society etc and all such other works as per the Haryana Societies Registration and Regulation Act and Rules 2012 be expected.
- (c) Electing members of a government body.
- (d) To remove a member from a governing body and to provide for the retention of a person appointed as a member of the governing body against a casual vacancy.

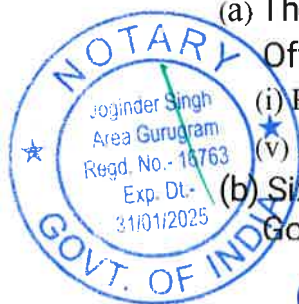
10. Governing Body:

- (a) The governing body of the combination society will consist of a total of 7

Officers and members as follows:

- | | | | |
|---------------|---------------------|-----------------|--------------|
| (i) President | (ii) Vice President | (iii) Secretary | (iv) Cashier |
| (v) Member | (vi) Member | (vii) Member | |

- (b) Six executive members including co-ordination of an unpaid member by the Governing body if any need the new post to be generated.



Sarla
President

Jyoti
Secretary

Pronika
Cashier

Society Memorandum

S. No.	Subject	Description
1	Name of Society	Holy Faith Education Society (As approved by Distt Registrar its Memo No. DRFS/SRS/527 Date : 24.12.2012
2	Registered Office of Society	Village : Nanuana Distt : Sirsa Pin code : 125076
3	Jurisdiction	Haryana State

1. Objectives and goal of society:-

- a) To organize programs and activities throughout the year for the establishment and operation of educational institutions and their development by the Society and to organize seminars, face-to-face programs with subject experts, technical workshops and skill development programs.
- b) The society will encourage the youth to participate more in education and social activities.
- c) The Society will organize social, religious and political programs for all sections of the society such as fairs, sports arenas and skilling the interested persons through best techniques so that they can set an example for the society.
- d) The society will have to spread awareness in the society about drug addiction, dowry system, feticide, family discord.
- e) The Society will organize seminars and programs from time to time through which intellectuals and good character people of the society will be honored for their achievements.

2. Election of Administrative body of Society:-

- (a) The term of the governing body will be as per the date of approval of the election by the District Registrar.
- (b) The schedule for conducting the government body elections will be announced. The returning officer will be appointed and Generals entitled to vote at least 45 days before calling the general meeting to hold elections will also notify/display the list of members of the body. The governing body will also send a notice to all the members informing them about the date, time and manner for conducting the elections. It will also send a notice to the District registrar for appointing a supervisor regarding conducting the elections, if he so desires.
- (c) Any objection as to the list of members of the society entitled to vote shall be submitted to the officers of the society shall be decided by the Returning Officer in consultation with However, the decision of the Returning Officer shall not be subject to any opinion will be final in case of variation. After that the returning officer and the officers and executives of the society schedule of elections for election of members, scrutiny of nominations and returns, if any, contained in will invite nominations to be filed within the period.
- (d) The Returning Officer will display the list of members contesting the election on the notice board of the Society. Returning the officer will conduct the election on the notified date of a member eligible to vote and wherever there is a dispute, he will be allowed to cast his vote on presentation of identity card issued by the society.



Seela
President

Jeet
Secretary

Bonder
Cashier

- (e) After the expiry of the time on the date of voting, the Returning Officer shall declare the result and constitute the Society. Elected to the Society duly signed by the Returning Officer will file the list of officers and executive members with the District Registrar within 30 days, who will give his approval to his satisfaction.

3. Filling the seat during sudden death of society member(s):-

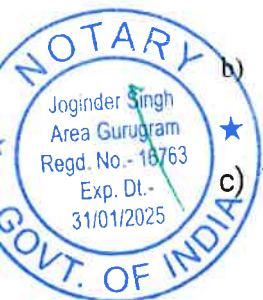
The officers of the Society will not be entitled to any remuneration for rendering services to the Society. Filling any casual vacancy in the Society General Requirement Resignation or death of any member of the Society any vacancy arising due to or for any Other reason shall be considered at the next annual meeting of the Society on an ad-hoc Basis but may be filled by the society, if any, from among the members of the general Society. Ad-hoc members of the Society shall cease to be a member of the Society on the Date of the next Annual General Meeting, if he is appointed the remaining term of the Society is not approved by the majority in the Annual Meeting.

4. Meetings of administrative body of Society:-

- a) The meeting of the government body will be called whenever required. However, the Society shall at least the Society will meet at least once and there will be at least four Meetings in a financial year.
- b) Three days' clear notice of every such meeting shall be given to the officers and members before the date fixed for the meeting shall be given by the President or Secretary of the Society, however, the Society shall be constituted by at least 50 percent of its members can hold a meeting at short notice whenever required with its consent.
- c) Quorum for meetings of the Governing Body, subject to a maximum of 5 members, not less than the total members of the Society will be less than 50%. If quorum is not present then the meeting will be adjourned to another date for which appropriate notice will be issued. Subject to a maximum of three members, the members present in the adjourned meeting will form the quorum for the adjourned meeting.
- d) Proceedings of each meeting of the governing body Proceedings kept separately for this purpose will be recorded in the book. Such minutes shall be signed by the chairman or Secretary of the meeting. If the President or Secretary is not available to sign the minutes, he shall sign the minutes at the meeting as authorized by the Society will be signed by any two members present.
- e) The minutes of each meeting of the Society shall be placed before the next meeting of the Society for confirmation.

5. Power ,function and duties of society:-

- a) The Governing Body shall be responsible for achieving the aims and objectives of the Society and shall act in the best interests of the Society and shall be empowered to dispose of the funds and assets of the Society for the said purposes.
- b) The Government Body shall be capable of raising funds in its name and purchasing Movable and immovable property on full ownership or lease basis as may be decided by it.
- c) The Governing Body shall keep complete records of all immovable properties and movable assets belonging to or vested in the Society and shall manage the same in such manner as it thinks fit under the overall control and direction of the Society.



Seela
President

[Signature]
Secretary

[Signature]
Cashier

- d) The Governing Body shall be competent to invest funds in such manner as it deems fit in the best interests of the Society and shall be authorized to borrow or pledge or Hypothecate properties on behalf of the Society in such manner as may be decided would be able .
- e) To various standing or ad-hoc committees are constituted to look after such functions as may be assigned from time to time.
- f) To look after the clerical accounts and other functions of the Society's regular or to create arrangements for employing part-time employees.
- g) To perform certain functions from outside source i.e. cleaning, security and similar other maintenance of the premises of the Society – maintenance activities.

6. Power ,function and duties of society members:-

i) President:-

- a) To preside over the General Society and all meetings of the Society and to control the Proceedings of such meetings.
- b) To do all such acts, deeds and things as may from time to time be authorized by the General Society or the Society let's do.
- c) Declining discussion on a matter that is not included on the agenda.
- d) To ensure proper and transparent functioning of the society/government society.
- e) Haryana Society Registration and Regulation Act, 2012 and rules made there under to ensure strict compliance with the provisions.
- f) To supervise and guide the entire activities/achievements of the goals and objectives of the Society;

ii) Vice President : –

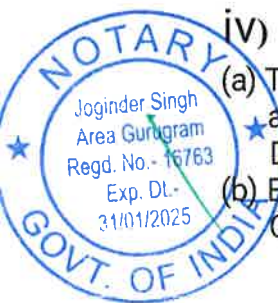
- (a) To assist the Chief in performing his duties.
- (b) To act on behalf of the President in the absence of the President and fulfill all the duties and exercise all the powers.
- (c) To do all such acts, deeds and things as may be authorized by the Government.

iii) Secretary : –

- (a) To organize, organize, supervise and manage all the work of the Society and to provide for the work of the Society; To do all such work and complete all such duties as may be assigned by the Principal/Society.
- (b) To receive, scrutinize and place before the Society applications for membership of the Society and members name of the person in the register of members subject to his conduct, if approved. Registration and information about members notifying and issuing identity cards to the members so included.
- c) To organize a meeting of the General Society/Society with the consent of the President and under these bye-laws serving proper notice as prescribed.

iv) Cashier:-

- (a) To maintain accounts of all financial transactions of the Society and of all sums received and spent by the Society and to maintain records of receipts and expenditure of assets, Deposits and liabilities relating to such matters.
- (b) Every year at the end of the financial year the accounts of the Society are audited by a Chartered Accountant appointed by the Society receiving accounts.



Seela
President

Jeset
Secretary

Promila
Cashier

- (c) The audited annual accounts of the society at least one month before the date of the Annual general meeting submission to the Government of Society through the Secretary/Secretary.
- (d) All account books, financial receipt books, expenditure vouchers, bank pass-books and cheques, cash etc. of the Society act as sole custodian of etc.

7. Consummate of society members:-

Officers/executive members of the Society shall not continue as office bearers/executive Members –

- (a) On submission and acceptance of his resignation.
- (b) If he has not been a member in accordance with sub-section (8) of section 4 of these Bye-laws.
- (c) If he is removed by a resolution passed at the general society meeting.

8. Employments Exclusion of society:-

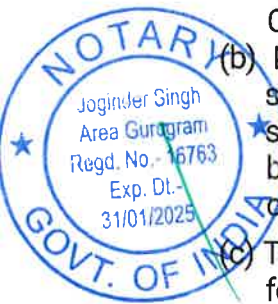
- (a) No member of the Society shall be in the full-time or part-time employment of the Society.
- (b) No dependent or family member or close relative of the officers and members of the Society shall be engaged as a member of the Society or as an employee of the Society during his term of office.
- (c) Every officer and member of the Society shall declare if any person in the employment of the Society is his close relative.

9. Editing in the name of junction advertisement, subordinates of society:-

Any amendment in the memorandum and bye-laws of the society or change of name, amalgamation or division shall be made by special resolution only with the approval of the general society. Notice of any such amendment or change along with attested copies of the required documents shall be filed by the General Secretary/Secretary in the office of the District Registrar within such time as may be prescribed in the Haryana Societies Registration and Regulation Act, 2012 and the rules made there under.

10. Income expenditure, assets, received and pay etc:-

- (a) The Society may make provision for opening account/accounts in the bank/banks, operating such account/accounts and giving instructions to the banks and for opening and operating one or more account/accounts. Such account/accounts can be opened in any nationalized bank and the operation of the account will be done by the head and Cashier, otherwise if desired, the work of operating the account/account can be handed Over to any other member by passing a resolution.
- (b) In case of running a school or any other educational institution by the society, the school/educational institution can give its authority to the authority to open both current and savings account for managing the finances of the school/Educational institution, which can be done either after passing the resolution of the society or can give the responsibility of its operation to the head or school/Educational institution officer/principal etc.
- (c) The sources of income of the Society will include receipts on account of membership fees, annual contribution, rent from property/assets, interest, consultancy fees, Donations,



Seela
President

Jeet
Secretary

Romile
Cashier

- (b) If it becomes difficult to carry on the affairs of the society or it becomes insolvent or Faces any other pressure and due to unavoidable reasons it becomes difficult to run.
- (c) In the event of dissolution of the Society, any assets of the Society shall pass to or be Distributed among the members of the Society.
- (d) Its assets and properties will first be used to settle any liability and will be left transfer the property/assets, if any, to any other society established with similar goals and objectives Or it will be considered for transfer to the District Collector for its use in general public interest.

15. Retails:-

- (a) The society will be able to get loans and grants to maintain the pace of progress through Social work. This loan and grant can be from any person, institution, bank, firm, committee, Commission, state government, central government etc.
- (b) The Society will be able to obtain loans, grants, subsidies, scholarships etc. from outside India also.
- (c) Under future policies, in-charges and their responsibilities can be determined by the Society at the state level, district level/regional level, if necessary.

Revised list of managing committee of Holy Faith Education Society, Vill Nanuana, Tehsil Rania:-

<u>नाम</u>	<u>पता</u>	<u>उम्र</u>	<u>पद</u>	<u>हस्ताक्षर</u>
1. श्री मती शीला सिंह	H.No 6068 सै. 56, गुरुग्राम	34	प्रधान	Seela
2. श्रीमती सावित्री देवी	गाँव फूलान , रताखेरा, फतेहाबाद	52	उप प्रधान	सावित्री
3. श्री मंजीत सिंह दुहन	C-50 सुशांत टावर, गुरुग्राम	44	सचिव	Jyoti
4. श्रीमती प्रोमिला दुहन	C-50 सुशांत टावर, गुरुग्राम	40	कैशियर	Promila
5. श्री कपिल देव सांगवान	H.No. 155, सै. 14, रोहतक	42	सदस्य	Kapil
6. श्री वीनू कादियान	H.No. 155, सै. 14, रोहतक	39	सदस्य	Deena
7. श्री भारत वीर सारोहा	RJF 779/7 सै 8 द्वारका प. दिल्ली	40	सदस्य	Baruit



Seela
President

Jyoti
Secretary

Promila
Cashier

ATTESTED

JOGINDER SINGH
ADVOCATE & NOTARY
GURUGRAM DISTT. (HR.)

31 JUL 2024

gifts, grants etc. The society may also raise funds from its members through interest free short term loans or from scheduled banks on interest basis. Loan from a scheduled bank on interest will be taken only for the purpose of creation of capital asset and not for meeting any recurring revenue expenditure subject to any circumstances.

- (d) The Society shall prepare and approve the annual budget of the Society based on its Estimated income and capital and revenue expenditure during the first quarter of the Financial year and shall also place a copy of the same before the General Society at the Annual General Meeting for information.
- (e) The bank accounts of the Society shall be operated jointly by such members/officers as may be decided by the Society from time to time.
- (f) All assets and funds shall belong to the Society and shall vest in the Society.
- (g) All receipts and payments of the Society should be made through bank documents i.e. DD/Pay Order/Cheque/Bank Transfer/RTGS including all receipts towards membership fees and annual contributions from members. May determine limits on transactions This may be made in cash in certain other cases.

11. Accounts of Society:-

- (a) The Treasurer of the Society shall be responsible for keeping and maintaining proper books of account i.e. cash book, ledger etc. as required under the Income Tax Law and or any other authority in which all sums of money received and spent by the Society and the assets of the Society shall be recorded. and in relation to the obligations of the Institute of Chartered Accountants of India at its registered office includes
- (b) The books of account of the Society shall be received by the Registrar General of the Society, the District Registrar or any officer authorized by him and shall be open to inspection by any member during business hours.
- (c) The annual accounts of the Society shall be signed by any two authorized officers of the Society.
- (d) The Society shall appoint a Chartered Accountant, who is a member of the Society or a Family member of a member of the Society, to audit the accounts of the Society and file the income tax return for each financial year, at such remuneration as may be determined by the Society; will not happen.

12. General currency:-

The Society shall have a common seal which shall be kept in the safe custody of the General Secretary/Secretary and it will be installed wherever required as per the approval of the Society.

13. Amalgamation of society:-

The society may amalgamate itself with any other society established with similar objects and objects or by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the Act and rule 25 of the rules made there under, can allow.



14. Dissolution of society:-

- (a) The society may propose to dissolve itself in accordance with the provisions contained in the Act and the rules made there under.


President


Secretary


Cashier