

CONSTITUTION OF THE MANIK EDUCATION SOCIETY
MEMORANDUM OF ASSOCIATION

Article 1 : The name of the Society shall be "The Manik Education Society".

Article 2 : The registered office and address of the Society will be 'Manik Education Society, Maniknagar, Tq. Humnabad, District Bidar, Karnataka – 585 353.

Article 3 : Aims and Objectives of The Manik Education Society :

1. To establish schools and colleges and various educational institutions including a Sanskrit college, Vedic school under both state and central level syllabi.
2. To establish technical, professional, medical colleges, etc.
3. To establish rural service centres, rural development centres, and rural public awareness centres to carry out activities pertaining to social welfare, health, agricultural development, cultural development, etc.
4. To help the rural folk to develop their skills to enable them to earn their livelihood by organizing individual or group activities like SHGs, etc.
5. To promote literary, cultural and sports activities by establishing sports clubs / institutions, literary clubs / associations, music and dramatic and dance academies, etc.
6. To establish professional / vocational training schools / colleges for various levels of schools and colleges, i.e. TCH, D. Ed., B. Ed., C.P. Ed., B.P.Ed. etc.
7. To establish Personality Development Organisations and promote athletics, swimming, yoga, etc. by maintaining sports stadiums, swimming pools, yoga centres, etc.
8. Arranging seminars, conferences, coaching classes on various subjects and sports.

Article 4 : Constitution of the Society :

The following shall constitute the Society :-

- | | | |
|------|--|-------------------|
| i. | His Holiness Shri Siddharaj Manik Prabhu Maharaj | President |
| ii. | Shri Dnyanraj Manik Prabhu | Vice President |
| iii. | Shri P. V. Mutalik | Secretary |
| iv. | Shri Anandraj Manik Prabhu | Joint Secretary |
| v. | Shri Rajanikanth Vasanth Pinge | Treasurer |
| vi. | Shri Keshavrao Nitturkar | Member |
| vii. | Smt. Sumangala R. Jagirdar | Ex-Officio Member |



Article 5 : The members of the society mentioned under Article 4 shall be the members of the Governing Body for the time being until new members are mobilized as per Rule No. 4. This body will meet at least once in a year.

Article 6 : Delegation of Powers :

The society shall delegate its powers to the Executive Committee to run the affairs of the society and its day to day transactions and give directions through its resolutions in the Annual General Body Meeting

Article 7 : Donation & Grants : The society shall accept any donation or grant from anybody including government according to the terms and conditions of the donor or the granter if acceptable to the society.

Article 8 : The Executive Committee :

The President of the Society shall appoint the Vice President, Secretary, Joint Secretary and Treasurer. The Governing Body elects two executive Committee members. Thus the Executive Committee consists of seven members including five office bearers, viz. President, Vice President, Secretary, Joint Secretary & Treasurer.

Functions of the Executive Committee :

- a) Shall ensure and promote the primary aims and objectives of the society.
- b) Shall operate the funds and also manage the properties of the society
- c) Shall prepare and publish annual reports / accounts of the society which include financial reports also.
- d) Shall take up matters connected to opening of new institutions / centres etc. as per plans approved by the Governing Body. Or after opening such branches or institutions, the same may be placed before the governing body for ratification.
- e) Shall submit annual report / financial statement to the Registrar of Societies.
- f) Shall ensure the proper utilization of resources only for the purposes specified in the aims and objectives of the society.
- g) The Executive Body may appoint or constitute committees and sub-committees to take action on specific subjects with certain powers for accomplishing certain specific objectives or purposes. This committee may be formulated by co-opting persons who are members of the society or the experts in the field of the proposed activities.
- h) The Executive Committee may also invite certain specialists or experts in the field of education, economics, science, sports or social work who would take part in the particular meeting where decision / plan is being finalized / prepared. These invitees shall not have any voting power. Voting would take place if need be and voting would be generally on the basis of secret ballot papers.
- i) The Executive Committee shall frame service rules and regulations to govern the appointment, promotion, retention or disciplinary action etc. for the employees of various institutions run by it.
- j) The Executive Committee shall frame service rules and regulations to regulate the suspension, dismissal, termination of services of any of its employees who are appointed on remuneration or otherwise.

Article 9 : Meetings of the Governing Body:

The Governing Body of the Society shall meet once in a year and transact its annual business as per the rules and regulations laid down in the Constitution. The following agenda has to be taken up in the General Body.

1. Approval of annual reports of the society.
2. Approval of budget for the year.
3. Electing New Executive Committee.
4. Any amendment to the constitution or rules and regulations or any special subject referred to by members and accepted by the Executive Committee to be placed before the Governing Body for discussion and decision.
5. Any other matter with the permission of the Chair.

Quorum for the annual meeting of the Governing Body :

1/3 of the total members on the roll. If quorum is not complete, it may be postponed. There will be only one postponement due to shortage of quorum. Thereafter it may be conducted without calling for a quorum.

Extra Ordinary Meeting :

An extra ordinary meeting of the governing body shall be convened by the Secretary on the advice of the President with one month's notice to consider a specific and / or urgent matter.

The Secretary shall also convene an extra ordinary meeting of the Governing Body on the request of minimum 5 members of the governing body on specific subject giving one month's notice only with the consent of the President.

Article 10 : Amendments : Amendments to the constitution / by-laws or the Memorandum of Association shall be placed before the governing body and it shall be approved by the governing body with 2/3rd majority. The amendment shall not prove to be repugnant under sections 6, 9, 10 and 13 of the K. S. R. Act 1960.

The Society may frame rules and regulations and procedures for various transactions of business of the Society and institutions run by it.

Article 11: The Secretary is authorized to deal with finance – mobilizing funds and utilization.

Article 12 : The Secretary shall correspond with the Registrar of Societies and also with Government or other agencies or Organisations.

Article 13 : Amalgamation of the Society : The Special Governing Body Meeting shall be convened to decide whether the society be amalgamated with other by 3/4th majority of the Governing Body. After approval, the Society may take steps to amalgamate this with the intended society. The amalgamation is possible only if both the societies are of the similar aim and objectives and nature.

Article 14 : Dissolution : In case of any calamity rendering it impossible to run the society / association it shall be dissolved by the President. The Governing Body may also dissolve the society / association by passing a resolution to this effect by 3/4th majority and the entire property shall be reverted to Shree Samsthan, Maniknagar.

Rules & Regulations

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Rule 3 : Aims and Objectives of The Manik Education Society :

1. To establish schools and colleges and various educational institutions including Sanskrit college, Vedic school under both state and central level syllabi.
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Rule 4: Constitution of the Governing Body

All the members of the various categories will be the members of the Governing Body. The categories of the membership will be as follows :-

- Patrons by paying a lump sum of Rs.10,000/-
- Donors by paying a lump sum of Rs.7,500/- (membership for 30 years)
- Life members by paying a lump sum of Rs.5,000/- (membership for 20 years)
- Members by paying Rs.100/- per month or Rs.1,000/- annually.

A person who intends to become the member of the society has to apply in a prescribed format with required annual fee / donations etc. with an admission fee of Rs.1,000/-. If the Executive Committee approves the admission with 3/4th majority, he may be admitted. Admission is strictly at the discretion of the society. No reason be assigned to the rejection of any application for admission as a member.

All the members can exercise their vote to elect the Executive Body. They may also send somebody for proxy voting with proper authorization in the prescribed format as laid down by the Society. The President, the Vice President, the Secretary, the Joint Secretary and Treasurer are automatically treated as members of the Governing Body.

Rule 5 :Termination of Membership: A member shall cease to be a member if he or she:

- Dies
- Resigns
- Becomes unsound of mind
- Insolvent
- Convicted for criminal offences or for moral turpitude, or any action which society feels that is undesirable in the opinion of the Executive Committee or indulged in an activity which is undesirable in the opinion of the Executive Committee.
- If in the opinion of the Executive Committee, a member has acted against the interests of the Society, then the Executive Committee can terminate his membership with two-thirds majority. The member may however be given reasonable opportunity to explain his action.

Rule 6: No member has any authority to raise his objection / exception in any form if his membership is terminated.

Rule 7: Executive Committee: An executive committee shall consist of the following posts :

- President
- Vice President
- Secretary
- Joint Secretary
- Treasurer
- Members – 2

The President shall appoint the Vice President, Secretary, Jt. Secretary and Treasurer. The Executive Committee members are elected by the Governing Body. They will take part in the meeting. The Executive Committee member can place any activity / action plan before the Executive Committee for implementation. These plans should be within the frames of aims / objectives of area of activity of society.

- a) **President :-** The President shall be the head of the Executive Committee and shall preside over all the Executive Committee meetings. He shall be responsible for the entire activities and affairs of the Society. He shall dissolve the Executive Committee whenever he feels that the Executive Committee is not functioning as per the constitution of the society or acting against the aims and objectives of society or not functioning effectively.
- b) **Vice President :-** He shall discharge all the duties of the President in his absence and also preside over the Executive Committee meetings in the absence of the President. He shall be jointly responsible for all the activities and affairs of the society along with the President. The Vice President shall not exercise the power of dissolving either Society nor the Executive Committee in the absence of the President.

c) Secretary :- He shall be the Chief Executive Officer in all respects. He shall be responsible for :-

- Preparing various action plans – annual or perennial. He has full power to prepare agenda for the meetings, action plans for all activities conducted under the auspices of the Manik Education Society.
- He shall prepare the budget annually and place before the Executive Committee and thereafter before the Governing Body for approval.
- He shall have the power to mobilize resources and also utilize these resources for the activities of the society as per the guidelines of the executive committee.
- He shall take up the day to day business of the society. He shall keep a record of all the meetings. He shall supervise all the books of accounts up to date.
- He shall keep all records of the society and also take steps / measures to appraise all concerned members / authorities regarding the affairs of the society.
- He shall be the spokesman of the society. No other person can act as spokesman of the society except the President and the secretary.

d) Joint Secretary :- The Joint Secretary shall assist the secretary in his activities and also shall act as the secretary in the absence of Secretary. He also shall conduct other activities or take action as and when entrusted by the secretary.

e) Treasurer :- He shall be responsible for maintaining all the books of accounts up to date, prepare financial statements and get them audited. He shall be responsible for utilization of funds, mobilization of funds, etc. He shall be responsible for periodic audits and then place the same before the Executive Committee and Governing Body annually.

f) Executive Committee Members : The Governing Body elects four members to Executive Committee from among themselves by secret ballot paper method.

Rule 8 : Meeting of the Executive Body :

The Executive Committee shall meet once a month for which an agenda will be prepared by the Secretary. Quorum for the meeting shall be 6 members. If quorum falls short of the requirement the meeting may be postponed once. Thereafter, it can be conducted without seeking a quorum. The meeting shall be convened on two weeks' notice.

Extra Ordinary Meeting : Depending on the urgency of a matter, the secretary can convene an extra ordinary executive body meeting to consider an important / urgent specific matter. The secretary can also convene an extra ordinary meeting on the instructions of the president to discuss a specific subject with one week's notice.

Rule 9

9a : Accounts and Audits :

The treasurer shall maintain books of accounts and proper records of assets and liabilities.

He shall get the books of accounts audited by an authorized C.A. and prepare the Balance Sheet and all other statements of accounts annually.

- i. An auditor shall be appointed by the Governing Body by paying him remuneration.
- ii. The term of the auditor shall be one year.

9b : The Executive Body will authorize the secretary and the Treasurer to open an account in any scheduled bank and operate it jointly by President and Secretary.

9c : The Secretary shall be empowered to take all steps to accept donations on behalf of the society and grant funds to its various institutions / organizations as per the requirement according to the budget sanctioned by the Governing Body.

9d : The Secretary shall also raise loans / advances for various projects undertaken by the society which are approved by the Governing Body / Executive Committee. He may create charge on any property for the purpose of raising the required funds through loans and advances for which he has to take specific approval / sanction of the Executive Committee. A resolution in this regard may be passed with specific powers conferred on the Secretary.

9e : For all the financial transactions like sanctioning grants, taking a loan, creating a charge on the properties, the Secretary has to take the prior approval of the Executive Committee through a resolution.

9f : The accounting year is from 1st April to 31st March, i.e. the financial year.

Rule 10 : The Secretary shall obtain the consent of the President before incurring any expenditure, irrespective of approval of Executive Committee or Governing Body.

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of copy of
Reg. No.

Shubh
The rapid evolution
of the society
Description of the society
1) Merchandant of *Handmade paper*
2) Rites and customs *Handmade paper*
Date of formation *4th April 2015*
Registration No. *4*
How Disposed *By*
Date *20/5/2015*



Shubh
Registrar of Societies
BIDAR.