

AMENDED CONSTITUTION

MEMORANDUM OF ASSOCIATION

Name / Place : The name of the society shall be 'The Rasta Peth Education Society', Pune.

For the sake of brevity the same may also be referred as 'Rasta Peth Education Society'.

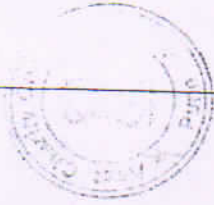
Address : The registered office of 'The Rasta Peth Education Society', shall be at 352; Somwar Peth, Pune - 411 011.

Objectives :

- a. To impart quality education at Primary, Secondary, Higher Secondary, University level and professional education embodying arts, science, technology, commerce, and other fields of knowledge.
- b. The Institutions can be at Pune and other places.
- c. The Institutions can be run solely by the Society or in association with other organizations.
- d. The Society shall be non-political. Neither the authorities of the Society nor the employees and the students in any of its Institutions shall engage themselves, directly or indirectly, in any political movement.

TERMINOLOGY

- **Society** means 'The Rasta Peth Education Society', Pune.
 - **A Member of the Society** is a person -
 - a. who has attained the age of 21 years at the time of becoming a Member of the Society
 - b. who is desirous of becoming a Member of the Society.
 - c. who has paid in full an amount of subscription, if any, after the proposal for admitting him as member of the society is approved by the Managing Committee.
- The Managing Committee need not assign any reason for rejecting any application for membership.





The following shall be the governing bodies of the Society:

GOVERNING BODIES



1. General Body.
2. Managing Committee.

GENERAL BODY – Its Constitution and Function

1. The General Body shall consist of all Members, including Honorary Members of the Society.
2. The General Body shall elect the President, Vice-President, Chairperson and eight other Members of the Managing Committee from amongst the Members of the Society.
3. The Secretary and Treasurer will be selected by the elected members of the Managing Committee
4. The following shall be office bearers of the Society: (a) President (b) Vice-President (c) Chairperson (d) Secretary (e) Treasurer.
5. The office bearers and members of the managing committee will hold office for a period not exceeding three years at a time, but shall be eligible for re-election.
6. The Financial year of the Society shall be from 1st April to 31st March.
7. The General Body shall meet at least twice a year



- preferably in March and in September.
8. The General Body at its Meetings shall -
 - i. consider budget estimates of the Society and its Institutions for the following year.
 - ii. elect the President, Vice-President, Chairperson and eight other Members of the Managing Committee from amongst the Members of the Society.
 - iii. appoint its Auditor for the following financial year.
 - iv. adopt the Annual Reports of the Society and its Institutions together with the Audited Statements of Accounts for the previous year.
 9. The Meeting of the General Body shall be presided over by the President or in his absence by the Vice-President or in their absence by a Member so elected.
 10. One-third of the total number of members shall form a quorum at a Meeting of the General Body.
 11. If at a duly convened Meeting of the General Body, there be no quorum at the time announced for the meeting, the meeting shall be adjourned. The adjourned meeting shall be held after half-an-



- hour when no quorum shall be required.
- Subject not included in the Agenda of the meeting shall not be considered at the adjourned meeting
- 12a. The President himself may at any time convene a special meeting of the General Body.
 - 12b. The Managing Committee in consultation with the President may convene a special meeting of General Body to consider and decide any important question affecting / concerning the Society or its Institutions.
 - 12c. A Special Meeting of the General Body shall be convened on written requisition of at least 15 members of the Society. The requisition shall contain the specific issues/ which the members desire the General Body to consider. Such a meeting shall take place not later than thirty days from the receipt of the requisition.
 - 13a. If the office of the Chairperson falls vacant by death or by resignation or otherwise, a Special Meeting of the General Body shall be convened preferably within four weeks of the date of such resignation or death, as the case may be for the purpose of electing a new office bearer in his



- place.
- 13b. If the office of the President falls vacant by death or by resignation or otherwise, the Vice-President shall act as the President until the new President is elected.
- 13c. If the office of the Vice-President falls vacant, the vacancy shall be filled in the next General Body Meeting.
- 13d. If the office of the Secretary or Treasurer falls vacant, the vacancy shall be filled from amongst the members of the Managing Committee in the meeting of the Managing Committee.
14. The electing authority i.e., the General Body is the only competent authority to accept the resignations of the President, Vice-President and Chairperson.
15. All the suggestions by the Managing Committee or Members of the General Body for amendments / revision of the Constitution will be first placed before the Managing Committee for approval and only after the approval of the Managing Committee the same shall be placed before the General Body for final approval.



- No such amendment shall be passed unless it is supported by two-thirds of the Members of the General Body present at the meeting.
16. All issues before the General Body, for which no higher majority is prescribed, shall be decided by simple majority on show of hands, or by ballot, if demanded by any ten members present. In case of equal votes, the Presiding Authority shall have a casting-vote.
17. All meetings of the General Body shall be called by the Secretary on instructions from Chairperson with atleast clear fourteen days notice. The notice shall contain the Agenda of the meeting.
18. Notice of the Meeting delivered by hand or sent under certificate of posting by Post on the address available on the record of the Society shall be deemed to have been served on the member.



MANAGING COMMITTEE – Its Constitution and Function

1. The Managing Committee of the Society shall consist of nine members elected by the General Body ---- Chairperson and eight members.
2. The Secretary and Treasurer will be selected by the members of the Managing Committee amongst themselves.
3. The Managing Committee shall be elected for a term of three years, the out-going members being eligible for re-election. Any vacancy among members of the Managing Committee other than that of the Chairperson shall be filled in by the Managing Committee by co-option preferably within a period of four weeks. The member so selected shall be, from amongst the members of the Society, for the unexpired period of the original member.
4. The Chairperson shall preside at all the Meetings of the Managing Committee. In his absence, the Managing Committee shall elect one of its members other than office bearers to preside the



- meeting.
5. The quorum for the meeting of the Managing Committee shall not be less than four.
 6. All questions before the Managing Committee shall be decided by simple majority of votes taken either by a show of hands or in any such other manner as may be decided by the Managing Committee.

In case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to the regular vote.
 7. Every Member of the Managing Committee shall have access to the records of the Society and its Institutions in their respective offices during office hours with at least three days previous notice in writing to the Secretary. However giving of such notice shall not be necessary for office bearers.
 8. There shall not be less than six meetings of the Managing Committee in a year.
 9. The Managing Committee shall have the powers:
 - a. To frame regulations not inconsistent with its constitution for conducting the meetings and businesses.



- b. To accept donations, endowments and other gifts.
- c. To return to the donors the whole or part of any donations, endowments or other gifts, previously accepted, if it is in the best interest of the Society.
- d. To hold moveable and immovable properties of the Society and its Institutions and to administer their funds.
- e. To consider and recommend for adoption by the General Body the Annual Financial Statements and Budgets of the Society and its Institutions.
- f. To approve the draft of the Annual Reports of the Society and its Institutions and recommend the same to the General Body for their sanction and arrange for their publication.
- g. To sanction proposals for extra expenditure.
- h. To raise loans, if necessary, on the security of the moveable and immovable properties of the Society.
- i. To purchase, take on lease or otherwise acquire or to give its property on lease or hire



- as may be deemed necessary or convenient.
- j. To dispose of any property or any part thereof as may be considered necessary or convenient in the best interests of the Society.
 - k. To construct, maintain, alter any buildings or works necessary or convenient for the purposes of the Society.
 - l. To enter into, vary, carry out or cancel contracts on behalf of the Society.
 - m. To appoint and / or authorize any person by a resolution of the Managing Committee to represent the Society for any specified work, act, deed or thing.
 - n. To institute, conduct, defend, compound or abandon any legal proceedings by or against the Society or its Managing Committee members and officers otherwise concerning the affairs of the Society and to compound any claim or demand by or against the society and also to allow time for payment or satisfaction of any debt.
 - o. The authority of the Managing Committee shall be absolute and final in all matters of

discipline.

p. The Managing Committee shall follow, wherever applicable, respective Government codes / rules and regulations in matters of appointments, leave, fees, etc.

q. A member shall cease to be a member of the Managing Committee if he absents himself for three consecutive meetings without intimating leave of absence in writing. But failure to fill such a vacancy or vacancies shall not during the interval vitiate the proceedings and affairs of the Managing Committee which shall be discharged by the remaining members of the Managing Committee.

r. Generally to do all such other acts and things as may be necessary or desirable in the interest of the Society whether they are explicitly provided for in these rules or not.

s. No record or property belonging to the Society shall be removed from the premises of the Institutions without the permission of the Managing Committee except for the purposes of the Society.



t (i) The Managing Committee shall meet at least six times in a year. All meetings of the Managing Committee shall be called by the Secretary on instructions from the Chairman with at least clear three days notice.

(ii) In case of urgency, the Chairman, however shall have the power to dispense with the required period of previous notice and call a special meeting with due intimation to all the members of the Managing Committee.

u. On fresh elections the successor Managing Committee will continue to exercise all its powers in the normal manner. Under no circumstances or for any reason legal or otherwise the taking over of the new Managing Committee shall be delayed.

v. No litigations will be started unless sanctioned by the Managing Committee.

w. Managing Committee will have the (right) power -

(i) to start, affiliate, incorporate Institutions at different places.

(ii) to close down, transfer or hand over by



- exchange or sale of assets of any Institution of the Society as the occasion may arise subject to the previous sanction of the General Body of the Society.
- x. To delegate such of their powers as they deem necessary to any other authority in the Institutions of the Society.
 - y. To sanction any appropriation or permanent fund to current purposes that may be recommended by the General Body.
 - z. To represent the Society in its correspondence with Government or any public authority.
 - aa. To admit the members of the Society on recommendation of its members and or to refuse the membership with or without assigning any reason.
 - bb. To fix the fees of the Members and the Students.



- FUNDS AND PROPERTIES OF THE SOCIETY**
1. The funds and properties of the Society and its Institutions shall vest in the Maraging Committee.
 2. The funds and properties of the Society and its Institutions shall be under five heads:
 - a. Permanent Funds
 - b. Endowment Funds
 - c. Current Fund of each of the Society's Institutions
 - d. Moveable properties of the Society
 - e. Immoveable properties of the Society
 and any other property head as may be required in the interests of Society and decided by Managing Committee.
 - a. The Permanent Funds of the Society shall include – all contributions and interest thereon
 - b. The Endowment Funds of the Society shall consist of – all endowments made for funding scholarships and prizes in the Society's Institutions. Such Funds shall be invested in Government or other Securities approved by the Bombay Public Trust Act 1950 in such a



manner as will be decided by the Managing Committee.

- c. The Current Funds of each of the Society's Institutions shall consist of -
- i. Fees, fines, development funds and penalties received from the pupils.
 - ii. Grants-in-aid, if and when received from the Governments, local bodies or any other source.
 - iii. Donations and other collections, profit from benefit performances, etc., as allotted by the Managing Committee to the particular Institution.
 - iv. So much of the interest from the Endowment Fund as is necessary to award the particular scholarship or prizes allotted to the particular Institution.
 - v. All unspent balance, unbudgeted or surplus amount of the current funds shall stand transferred to the Society.
- d. The Moveable Properties of the Society shall consist of -
- i. All dead stocks such as furniture, fixture



and usable items / appliances / equipments of the Institutions of the Society.

- ii. All books in the libraries, all apparatus systems and equipments in the laboratories of the Institutions of the Society
 - iii. Vehicles owned by the Institutions of the Society.
 - iv. Any other moveable property.
- e. The Immoveable Properties of the Society shall consist of lands and buildings of the Society whether assigned to any particular Institution or not. This shall include interest on immoveable property falling short of ownership.
3. The Current Fund of the Institution shall be used ordinarily for the benefit of that Institution subject to re-appropriation, if any.
 4. Nothing done under the above Rules and Regulations when done in good faith shall invalidate anything merely on account of an irregularity in procedure.



FUNCTIONS AND POWERS OF THE OFFICE BEARERS

1. President:

- a. To preside over and conduct the General Body Meetings.
- b. To convene the special meeting *suo-moto* or on requisition.
- c. To take decision on all issues by majority of votes.
- d. In case of equality of votes, the President of the General Body Meeting shall have a casting vote in addition to the regular vote as a member of the society.
- e. To take any action or suggest any proposal which he deems fit and proper in the interest of the Society.

2. Vice-President:

In the absence of the President the Vice-President elected as the President of the meeting shall preside over and conduct the meeting and exercise the powers, as detailed in 1 a to e (ref: Functions and Powers of the President)



3. Chairperson:

- a. To preside over meetings of the Managing Committee.
- b. To take decision on all issues by majority of votes.
- c. In case of equality of votes, the Chairperson of the Managing Committee meeting shall have a casting vote in addition to the regular vote as a member of managing committee.
- d. To supervise the general working of the Society and its Institutions and make suggestions and give directions if necessary.
- e. To take necessary steps for the proper and necessary working of the Society.

4. Secretary:

- a. To convene all meetings of the General Body and the Managing Committee by notice as provided by the rules.
- b. To maintain the record of minutes of the meetings.
- c. To carry on correspondence, for the Managing Committee and the General Body in consultation with the Chairman and the President as the case may be.



- d. To arrange and keep the records of the Society.
- e. To collect necessary information from the Heads of Institutions and to see that the Institutions are working properly.
- f. To maintain the general register of the members of the Society.
- g. To implement the resolutions of the General Body and the Managing Committee.
- h. To correspond on behalf of the Society and represent the Society in educational matters.
- i. To represent the Society and its Institutions in all legal matters and to execute legal documents for the Society in consultation with the Managing Committee.
He shall delegate his powers preferably to any suitable person in consultation with Managing Committee.
- j. To perform and do all the duties in the interest of the Society as assigned to him by the General Body and the Managing Committee.
- k. To write the confidential report of the Heads of the Institute and keep Managing Committee informed about the same.



1. To look after the general management and business of the Society under the instructions of the Managing Committee.
- 5. Treasurer:**
- a. To supervise income and expenditure of the Society and its Institutions.
 - b. To see that the budget limits are not crossed
 - c. To work towards funds generation.
 - d. To suggest ways and means for economy whilst maintaining efficiency.
 - e. To maintain accounts of the Society and its Institutions.
 - f. To present the budget to the Managing Committee for consideration and approval.
 - g. To present the budget to the General Body for sanction.



DISSOLUTION – WINDING UP

Any number not less than 3/5th of the total numbers of the General Body may determine at the Meeting convened for the purpose that the Society may be dissolved forth-with or at any future time then agreed upon.

If after dissolution of the Society there shall remain after satisfaction of its debts and liabilities any property whatsoever the same shall not be paid or distributed amongst the members of the Society but shall be given or transferred to some other Institution preferably having objectives similar to those of the Society.

Appendix – 1

" I agree to serve the Rastia Peth Education Society for a period of twenty years as Life Member.

I agree to accept such salary and allowances or both as may from time to time be fixed by the Managing Committee.

I agree to abide by the Constitution of the Rastia Peth Education Society as amended from time to time and also by the By-laws passed by the Board of Life Members from time to time."


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Date: 