

Revised Code

Shikshan Prasarak Mandal, Akluj

Tal. Malshiras, Dist. Solapur 413 101

Rules and Regulations :

1. **Name of Institute** : Shikshan Prasarak Mandal, Akluj
2. **Office and address of the Institute** : Main office of the institute will be in Akluj, Tal. Malshiras, Dist. Solapur 413 101
3. **Area of activities of the Institute** : The area of activities will be India.
4. **Objectives of the Institute :**
 - 1) To start, to conduct and to develop educational activities especially like nursery, kinder garten, preprimary, primary, secondary, higher secondary and colleges.
 - 2) To start institute giving industrial education and to conduct different vocational courses.
 - 3) To help financially the needy and promising student and to start necessary scholarships.
 - 4) To start research centres for agricultural and educational purpose to conduct research experiments and to take up other incidental research work and to visit agricultural project and to convey improved knowledge to farmers.
 - 5) To provide medical facilities to the poor and needy patients and to conduct charitable hospitable and provide medicines at reasonable rates.
 - 6) To conduct the training centre for educated unemployed to provide jobs.
 - 7) To conduct the training centre for the removal of natural calamities and to help financially and do the needful.
 - 8) To provide educational and medicinal facilities for all especially farmers, workers, destitute, handicapped and economically backwards.
 - 9) To adopt means in view of the expansion of education and agricultural research.
 - 10) To provide the physical education facilities and to try to inculcate interest among the people in society.
 - 11) To conduct hostels for the students.
 - 12) To fulfill the objectives of the institute to conduct the library and to carry out various cultural programmes to inculcate education interest by way of libraries.
 - 13) To fulfill the above objectives to construct the buildings, to give and take the buildings on rent and to give on rent the buildings for the institutes having the same objectives.
 - 14) To help by all means for other institutes which are working with the same objectives.
5. **Sources of Income :**
 - a. Donation in form of cash or other.
 - b. Grants from government and other institutes.
 - c. Deposits

- d. Loan (Banks or other institutes)
- e. Rental income.
- f. Agricultural income.
- g. Interest and other income.

6. Members :

The person abiding the objectives, aim and rules of the institute will be given membership. Following are the types of members.

1. Benefactor Member : The person giving Rs. 10,000/- or more at a stretch or by premium in two year, will be considered as benefactor member. This member will be one in number and in case of vacancy it will be filled out of founder members by the approval of executive board.
2. Patron : The person giving Rs. 5,000/- or more at a stretch or by premium in two years will be considered as a patron. This member will be one in number and in case of vacancy it will be filled out of the founder members by the approval of executive board.
3. Vice Patron : The person giving Rs. 2,000/- or more at a stretch or by premium in two years, will be considered as a vice-patron and in case of vacancy it will be filled out of the founder member by the approval of executive board.
4. Life Member : The person giving Rs. 250/- or more at a stretch or by premium in two years will be considered as Life member. But this member will be considered as a permanent member by the approval of executive board.
5. Founder Member : Fifteen members will be elected as founder member while changing the by-laws of the institute. If this will be vacated due to following reasons, it will be filled by the majority of the remaining founder members.
 - i. By resignation.
 - ii. Due to death.
 - iii. Dismissal of any member, by the approval of majority founder member for the beneficial purpose of the institute.

7. The General meeting of the Institute will be of following member :

- 1) Benefactor members.
- 2) Patron members.
- 3) Vice-patron members.
- 4) Life members.
- 5) Founder members.
- 6) Invitees : The headmasters of schools and the well-wishers of the institute can attend and participate in discussion of meeting by the permission of the members of executive board. But these invitees have no any kind of voting (franchising) right.

8. The rights and duties of general meeting :

1. To fulfill the aim and purpose of the institute to raise estate and money and to utilize.
 - a) To buy, to exchange, to take on rent or to use or to take by other ways and to sell or to give on rent by other ways the movable property.
 - b) To buy, to exchange, to take on rent or to use or to take by other ways and to sell or construct building on the immovable property.
 - c) To raise money by legal ways and especially to raise money by any other present means or future means or security of all estate of the institute.

2. The general meeting will be held in the month of June every year or within six months of the end of financial year.
3. The written notice of the general meeting will be given to the members before eleven days by post, by hand or will be put on the notice board of the institute containing date, time, place and subject. If the notice is not given to any member by mistake the proceeding of the meeting will not be cancelled.
4. By the request of more than $\frac{1}{4}$ members, the president can call the general meeting of the general members within 11 days from the request of the member.
5. The president of all general meetings will be the chairman of the institute. In his absence the Vice-president will be the chairman of the meeting. In absence of both, any member will be selected as the chairman of the meeting by the present members to complete the proceeding of the meeting.
6. The meeting can be adjourned by majority of the present members for the specific period in future, if less than $\frac{1}{3}$ members are present at the beginning of the general meeting, then chairman will not wait for more than 30 minutes for the decision.
7. The agreement passed in general meeting will not be cancelled within two months or altered or cancelled the approval of the 50% of the member at the time of full corum.
8. The result of all queries will depend on the view and votes of the present members. The chairman will have the right to give his vote if the votes are equal. Then the result will be registered in the meeting book. Generally the voting will be by raising hands. But at some special time voting will be taken by secret poll.
9. The chairman has to take poll and register it, at the demand of the present 10 or more members.
10. The present member at the time of general meeting will have the right of one vote only.
11. No agreement will be taken into consident without having appropriate support.
12. Canceling of the membership : As per the views of members of executive board, the behaviour of member of any class or any post is of hindrance, his membership will be cancelled by the majority $\frac{2}{3}$ present members at the general meeting and this vacancy will be filled as per rules and regulations.
13. The report of management presented by the executive board will be accepted with improvements or as it is and the members will be selected as per the rules and regulations of general meeting of work.
14. The general meeting will take into consideration the things passed by the executive board and will accept them after making proper improvements or as they are.
15. To cancel, to alter or revise the rules in the by-laws.
16. To do all generally for forwarding the aims and objectives of the board.
17. The heads of school can attend the meeting and can also participate in the discussion but will have no right to vote. These heads of school can participate the meeting as invitees.

9. Executive Board :

The following can be included in executive board.

- 1) Benefactor - 1 (one)
- 2) Patron - 1 (one)
- 3) Vice-patron - 1 (one)
- 4) Life-member - 12 (Twelve)

Any one type of the above-mentioned member can be filled by the founder member when vacated.

10. The duration of executive board is for five years.
11. The existing members will have to work till the selection of executive board is completed.
12. The chairman, vice-chairman, secretary, assistant-secretary are to be selected by the ex-chairman or secretary within one month after the selection of executive boards representatives. The executive board will call at least once within three months a meeting and if necessary they have to call more meetings. The selection of secretary and assistant secretary is to be made from among members or servants as found if necessary.
13. The chairman of the executive board will be the chairman of the general meeting. In absence of chairman, vice-chairman will work as chairman. If both are absent then the executive board will appoint any present member as the chairman.
14. The notice of the executive board meeting will be given to members before seven days and also the agenda will be informed.
15. If necessary the chairman will call a special meeting in seven days after a written request made by 1/3 of members.
16. 1/3 members of executive board will be considered as corum. Without corum, meeting will not be held.
17. Following are the duties of the executive body.
 - 1)
 - a) To prescribe rules to carry out elections.
 - b) To prescribe rules when a post of member of executive body is vacated and is to be filled.
 - c) To prescribe rules about-working.
 - d) To prescribe rules about-seating.
 - 2) To purchase movable property or to buy it on long term or to take in return of something or to take or give by way of rent or to give or take by any other way.
 - 3) To acquire immovable property, to purchase, to take on long term or by way of rent or to take on any way and construct building on it.
 - 4) To raise money by any proper legal way, specially drawing permanent debenture or by drawing any type of debenture and to raise money on all income or any amount of income.
 - 5) To prepare annual report.
 - 6) To think over opening of new centre as per objective of the board.
 - 7) To prepare agreement as regards expenditure, making changes, completing that agreement or canceling it.
 - 8) If necessary to perform judicial duties about the income of the board.
 - 9) To collect funds to acquire the aim and objectives of the board and to raise the sources of income.
 - 10) To dismiss the any servant of the institution, transfer him/her, to fine him/her to think of all these, to permit or to reject.
 - 11) To sanction the resignations of the members of executive board, or to reject resignation and to fill up such vacant posts.
 - 12) To arrange for checking of the accounts by government accountants.

- 13) To peon new branch of school wherever necessary.
- 14) To take up donation and any other amount.
- 15) To arrange for the income and money of the board.
- 16) To think over the sheet of monthly expenditure by the secretary, to accept it or reject.
- 17) To prepare bye-laws to carry out work systematically if necessary.
- 18) To give prize and scholarship for the consolation of education in different institutes.
- 19)
 - a) To appoint and approve the permanently the necessary the teachers/non-teaching staff.
 - b) To sanction their leave, increment and continuation of their jobs and transfer them in the various branches of institute internally.
- 20) To arrange for the inspection of the branches at regular intervals and to make arrangement for such reports of inspection. To do the needful for the betterment and efficiency of the institute.
- 21) To do proper things for the betterment to fulfill the aims and objectives of the institute.
- 22) If necessary to appoint the sub-committees.
- 23) To sanction the application for membership, if any application is rejected, the institute is not bounded for explanation.
- 24) If necessary, heads of the schools to be called as invitees.
- 25) To prepare internal code for the administration work of the institute.
- 26) If necessary the selection of post of secretary and assistant secretary as worker or one of them or to appoint them as honorary.
- 27) To prepare the outline of duties and responsibilities of secretary and assistant-secretary.
- 28) To decide the honorarium of the secretary and assistant secretary.

18. The duties of Secretary :

The duties of the secretary out of the members will be as follows. If the appointment of secretary and assistant secretary or one of them is as a servant of the institute, the right to decide the duties of the servants will be with the executive board.

- 1) To attend the general meeting and executive board meeting.
- 2) To contact by all means of mail of the institute.
- 3) To prepare the programme of general meeting, executive board and sub-committees.
- 4) To do other works prescribed by executive board and general meeting.
- 5) Generally the residence of the secretary will be in Akuj.
- 6) Secretary will work as the secretary of executive board.
- 7) To sign on appoints orders of the servants selected by executive board.
- 8) All the documents of the board will be with the secretary; the document include the previous year and present year. Its responsibility will lie on the secretary. The members of the executive board can see them at any time.

19. Accountant :

The accountant will have to reside in Akuj. He will not keep with him more than Rs. 500/- for the current expenditure. The money will deposited in favour of the institute in the bank suggested by the executive board and the authority to conduct the bank account will be with one of secretary or assistant secretary and president board. Thus with the joint signatures of these two, the accountant will

be conducted. The accountant should keep record of income and expenditure of the board.

20. Auditor :

The executive board will appoint the internal auditors if necessary. The executive board will have right to decide the qualification and payment of the auditor. The executive board will have the right to decide the appointment and payment according to public trust.

21. Trustee of the Board :

The members of executive board will be the members of trustee.

22. The Duties of the President :

- 1) To preside over the presidency of general meeting and executive board meeting.
- 2) To give orders to the secretary to call for the general meeting or executive board meeting or committee meeting.
- 3) To control after observing all kinds of works of the institute.
- 4) The president will have the extra right to vote if there is equal voting for any subject.
- 5) To sign on the appointment orders of the servants selected by the executive board meeting.

23. The duties of Vice-President :

- 1) To assist the president in the daily routine of the institute.
- 2) To preside over the general meeting or executive board meeting in absence of the president and try to conduct the institute routine systematically.

24. Account Year :

The account year will be the finance year from 1st April to 31st March. The right to check the account of the institute will be with the all executive board members and all trustees.

25. Immersion of the Institute :

If the institute is to be immersed, then the property will not be of members or members of executive board or the trustee. It can be merged into other institute having the same objective by the trustees of the institute. The institute immersion will be as per society registration act 1860 article-13 and 14.

Secretary
Shikshan Prasarak Mandal,
Akluj

Vice-Chairman
Shikshan Prasarak Mandal,
Akluj

Chairman
Shikshan Prasarak Mandal,
Akluj