

POONA DISTRICT EDUCATION
ASSOCIATION, POONA



*Original
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MEMORANDUM
AND
RULES AND REGULATIONS

POONA DISTRICT EDUCATION ASSOCIATION, POONA

(Registered under Societies Registration Act 1860 under No. 1151
dated 8-5-1942 and the Public Trust Act under No. F 99 dt. 15-12-52)

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Memorandum and Rules and Regulations

(Adopted at the general meeting of the Association
held on 29th Sept. 1913)

I. NAME

The name of the Association is the "Poona District Education Association, Poona" (Pune Zilla Shikshan Mandal, Pune) and shall in the following rules be referred to as "Association".

II. REGISTERED OFFICE

The Registered Office of the Association shall situate in the City of Poona and any change therein shall be notified to the Registrar within the prescribed time.

III. OBJECTS

The objects for which this Association is established are :—

(1) To establish and conduct Montessory, Primary and Secondary Schools, Agricultural and Technical Schools and residential Schools (Ashram Shalas) in the district of Poona,

(2) To establish and conduct Arts, Science, Commerce Colleges and training institutions,

(3) To establish and conduct hostels, libraries and stores and to organize courses of studies or of lectures as may deem conducive to the attainment of the objects of the Association.

(4) To arrange and hold conferences and exhibition from time to time to create and focus attention on matters connected with cultural development and co-operative movement.

(5) To enter into any arrangement with the State Government or its authorities, Municipal, Local or otherwise public bodies or quasic public bodies that may deem conducive and to obtain from them any such privileges that may think desirable for the attainment of the objects of the Association and

(6) Generally to do all such other things, matters and acts which are incidental or conducive to the attainment of all or any of the aforesaid objects.

IV. MEMBERS

(1) Any person above the age of 21 may apply in the prescribed form to the Association to enroll himself as a member of the Association alongwith the requisite fee.

(2) Person includes a male, female, firm, company, Corporation, society, syndicate, Grampanchayat, Panchayat Samiti and other Corporate or Non-Corporate bodies.

(3) There shall be four classes of members as under :—

(a) Patrons—Persons paying Rs. One thousand or more.

(b) Vice-Patrons : Persons paying Rs. 500 or more.

(c) Benefactors : Persons paying Rs. 250 or more.
(Co-operative Societies, Panchayat Samitis, Firms and Companies and other Corporate Bodies and Institutions other than individuals shall be classified as benefactors and shall continue in that category provided that they continue to pay the annual grant exceeding Rs. 250/-.)

(d) Life Member :

Persons who pay Rs. 100 or more at one time.
Persons who are already enrolled as life members under the old rules shall have to make up the amount of Rs. 100/- for his continuation as a member of this Association.

All employees of the Association who have put in more than three years service after their confirmation may apply to be a life member of the Association.

All such applications shall be considered by the Managing Committee and upon its decision, they may be enrolled as member. Acceptance of the membership fee in advance does not mean that the applicant is admitted as the member of the Association. The Managing Committee has a right and discretion either to accept or reject any such application without assigning any reason.

V. REGISTER OF MEMBERS

The Association shall cause to maintain a Register of Members wherein the following particulars shall be entered.

- (a) The name and address and the occupation of each member.
- (b) The date on which each member is entered in the register of members and the date on which any ceased to be a member.

VI. GENERAL BODY

(1) The General Body of the Association shall consist of all persons who have obtained the membership of the Association under the provisions of Rule IV of the Association.

(2) All powers of the Association except in so far as they have been delegated under these Rules and regulations shall vest in and shall be exercised by the General Body of the Association.

(3) The Annual General Meeting of the Association shall be held once in every calendar year provided that not more than fifteen months shall lapse between the date of the last Annual General Meeting and that of the next.

(4) The Managing Committee of the Association, may whenever it thinks fit and necessary and on a requisition made in writing by at least twenty members of the Association call a Special General Meeting.

(5) Any requisitions made by the members must state the object of the meeting proposed to be called and must be deposited at the Registered Office of the Association.

(6) On receipt of such requisition, the Managing Committee shall forthwith proceed to call a Special General Meeting to be held within thirty days from the date of the requisition so deposited to perform such business only as has been specified in the requisition.

(7) At least fourteen days' clear notice for the Annual General Meeting and ten days' clear notice for the Special General Meeting shall be given to the members. Incidental omission in giving such notice to any member or members or the non-receipt of such notice by any member shall not invalidate the proceedings of any meeting.

The Annual General Meeting shall transact the following business.

(8) To read and if approved, to adopt and pass the Audited Statements of Accounts of the Association together with the Report on the work done by the Association during the period to which the accounts relate.

(9) To sanction the Annual Budget of the Association.

(10) To appoint auditor or auditors for the succeeding year and to fix their remuneration.

(11) To elect the Managing Committee and its office-bearers for a period of three years.

(12) And to transact such other business as may be regularly brought before the meeting with the previous permission of the President. The Meeting of the General Body shall ordinarily be convened under the signature of the Secretary.

(13) At all meetings of the General Body, the President of the Association shall preside. In his absence the Vice-President shall preside. In the absence of both, the members present may appoint a Chairman from amongst themselves to act as the President of the meeting.

(14) Twenty members in person shall form the quorum at each meeting. If however, within half an hour from the time fixed for such meeting, quorum is not present, the meeting shall stand adjourned and such adjourned meeting could be held on the same day, at the same place, but not later than half hour of the time fixed for the previous meeting. No quorum shall be necessary for such adjourned Meetings.

VII. MANAGING COMMITTEE

(1) The Management and affairs of the Association shall be administered and controlled by the Managing Committee through the Secretary who shall be appointed by the General Body of the Association, under such terms, conditions and for such period as it may deem fit and necessary. The Managing Committee shall be entitled to exercise and to do all such acts and things which are necessary for the management of the Association except those which are by the Memorandum and rules and regulations of the Association or otherwise are to be exercised or done by the Association in a general meeting no regulation made by the Association, shall invalidate any prior act of the Managing Committee which could have been valid if that regulation would not have been passed.

(2) The Managing Committee shall consist of 21 members representing all classes of members as under :

A - (1) President, Ex-Officio Chairman.

(2) Vice-President.

(3) Secretary.

(4) Treasurer.

B - Five members representing the regional institutions of the Association.

C - One member representing the Principals of the

D - College and four Head Masters of Secondary Schools.

E - Six members representing patrons, benefactors and one life members.

F - The President of the Poona Zilla Parishad shall be the ex-officio member of the Managing Committee.

(3) The tenure of Office of each member of the Managing Committee shall be for a period of three years from the date of the election.

(4) The Managing Committee shall place before every annual General Meeting of the Association (a) annual balance-sheet and (b) the Income and Expenditure Account for that period along with its report in respect of the state-of-affairs of the Association giving the fullest information and explanations duly approved by the Managing Committee and signed by not less than five members of the Managing Committee.

(5) Seven members shall form the quorum of the meeting of Managing Committee. The Managing Committee shall meet atleast once in a quarter and at such intervals as may be deemed necessary. If, however, within half an hour from the time appointed for such meeting, quorum is not present, the meeting shall stand adjourned and such adjourned meeting could be held after half an hour of the time fixed for the previous meeting to consider the agenda of the said meeting.

(6) Seven days notice is necessary for a Managing Committee meeting and three day's notice for a special meeting of the Managing Committee.

(7) The property moveable and immovable belonging to the Association if not vested in Trustees, shall be deemed to be vested, for the time being in the Managing Committee of the Association and in all proceedings civil and criminal may be described as the property of the Association.

(8) The business of the Managing Committee shall be generally considered at its regular meeting. In case of any emergency however, the Secretary in consultation with the Chairman may obtain votes of members by issuing a circular.

(9) All decisions of the Managing Committee whether arrived at in a regular meeting or by circular shall be recorded in a proceeding-book under the directions of the Secretary and when signed by the Chairman of the Managing Committee shall be the final decision of the Managing Committee.

(10) The Managing Committee shall have power for the purposes of attaining the various objects of Association to purchase, take on lease, exchange or otherwise acquire for the purposes of the Association any estates, lands, buildings easements, privileges or other interest whatsoever in immoveable properties of any tenure and to give on lease or dispose-off any right on the belongings of the Association, and also to construct, maintain, vary, improve, enlarge, alter any building, or works necessary or convenient for the purposes of the Association.

(11) The Managing Committee shall have power to employ, transfer or promote or remove Principals, Professors, Head-Masters, teachers and other teaching or non-teaching staff on such terms and conditions as may be deemed fit by the Managing Committee and to provide for their payments, remunerations, pensions, provident fund, medical aid for other-facilities in such manner and to such extent as may be deemed fit and frame rules-bye-laws for that purpose.

(12) The Managing Committee shall have power to accept by way of donations, contributions, gifts or other benevolent payments, any moneys, valuables whether movable or immovable and whether subject to any special or general trust purpose or not provided that the purpose of such gift etc. is the same as that of the Association.

(13) The Managing Committee shall have power to draw, make accept endorse discount, execute and issue cheques, promissory notes, bills of exchange, things and other negotiable transferable accounts.

(14) The Managing Committee shall have power to borrow money either on the Security of the assets of the Association or any specific portion thereof, or without such Security and by floating first mortgage, debentures or otherwise by raising the same upon such terms and subject to such conditions as the Managing Committee may deem fit and proper from time to time.

(15) The Managing Committee shall have power to invest moneys belonging to or in possession of the Association and not immediately required for the purposes of the Association in such manner and on such terms as it may deem fit and proper.

(16) Any vacancy in the Managing Committee shall be filled in by the Managing Committee for the unexpired period of the member.

CO-ORDINATION COMMITTEE

(17) The Managing Committee shall have power to appoint a co-ordination committee consisting of :

- (i) One Nominee of the president of the present body who shall generally be the secretary of the Association.
- (ii) Five Head Masters of the group of schools in a locality or Region conducted by the Association.
- (iii) Five Members of the group of schools representing the Association.
- (iv) One Asstt. Secretary of the Association who shall be the member Secretary of the Committee.

(a) The Co-ordination Committee will in general co-ordinate the activities of the various schools conducted by the Association and will make arrangement to superwise the schools, check their accounts and audit them whenever necessary.

(b) The term of the members of the co-ordination committee shall be for a period of three years from the date of its election.

(c) The Co-ordination Committee shall meet at least once in a month and may frame rules for the conduct of its meeting and business subject to the sanction of the Managing Committee.

(d) The Secretary of the Association shall be the Chairman of the Co-ordinate Committee.

(18) The Managing Committee shall have power to appoint one or more sub-committee consisting of not more than five members either in the administrative or advisory capacity for any specific purpose and with such powers as the Managing Committee may deem it desirable and necessary and to delegate them any of its powers. Such Committee may include one or two members who may not be members of the Association. The Asstt. Secretary of the Association shall be ex-officio Member Secretary of such Committee. Minutes of such meeting shall be kept by the Asstt. Secretary in a Proceeding Book.

VIII GOVERNING COUNCILS

(19) The Managing Committee of the Association shall appoint a Governing Council consisting of not less than eleven and not more than fifteen members to conduct, manage, supervise and watch the day-to-day administration and working of each college run by the Association with reasonable and adequate powers and subject to the terms and conditions of the agreement or assurance entered into or given by the Association to any Donor, Patron or otherwise for a period of three years from the date of its election or until such time a new Governing Council is elected by the Managing Committee.

1. Nominee of the President of the Association who shall be the ex-officio Chairman of the Governing Council.
2. Secretary of the Association.
3. Treasurer of the Association.
4. Principal of the college, who will be the ex-officio Secretary of the college.
5. Five persons representing the local area wherein the College is located.
6. Three persons representing the parent body of the Association.
7. Three other persons.

This Governing Council shall have power to frame either rules or bye-laws for the conduct of its meetings and management, subject to the sanction of the Managing Committee of the Association. The Committee may delegate any of its powers to the Principal to carry out day-to-day administration and the routine work of the College.

(20) The Managing Committee shall have power to sanction honorarium, remuneration and other allowances to one or more of its Office-bearers who may not be salaried servants of the Association for the honorary services rendered by them in the day-to-day administration of the Office, Schools, Colleges and other institution conducted by the Association.

IX VACANCY AND REMOVAL

A member shall cease to be a member of any committee if he fails to attend three consecutive meeting of that Committee without prior permission.

X. OFFICE BEARERS OF THE ASSOCIATION

The Association shall have one President, One Vice-President, One Secretary, One Asstt. Secretary and One Treasurer and all of them shall be elected in the Annual General Meeting for a period of three years.

XI. POWERS AND DUTIES OF SECRETARY

(1) He shall carry all correspondence of the Association and shall be responsible for the proper maintenance of all record and account books and documents of the Association,

(2) Issue notices of all meetings and arrange to keep their minutes.

(3) be responsible for the entire routine organizational work of the Association and for general administrative control and supervision over the schools, colleges and other institutions.

(4) Present reports of all the meetings of the Association and the working of its institutions to Managing Committee and through it to the General Body of the Association.

(5) Prepare annual budget of the Association and render assistance to the Heads of the institutions of the Association in preparing annual budgets of their respective institutions.

(6) He will act as a co-ordinator between the Heads of the institutions conducted by the Association.

(7) He shall in his supervisory capacity, ensure efficie. and economic working in the management of the various institutions of the Association and report his suggestions, if any, to the Managing Committee.

(8) Incur expenses for non recurring items below Rs. 1000/-

(9) Sanction leave as per Rules to all employees of the Association

(10) He shall have power to transfer teaching and non-teaching staff from one school to the other for administrative purposes and in the interest of the Association. The service of the staff so transferred shall be deemed to be continuous.

(11) Appoint class III and IV class servants, if there is a vacancy within the sanctioned strength, appoint part-time class III and IV servants. Dismiss or remove any Class III or IV servants who are on probation or temporary basis; suspend class III and IV servants for a major fault in the service and recommend punishment to him. Recommend, Suspension or other punishment in case of all other servants or members of the staff who in his opinion are at fault and should be appropriately punished.

XII. TREASURER

The treasurer is expected to exercise control and proper supervision over the accounts and financial position of the Association and to see that all transactions either in cash or by cheques are credited in the Bank account and that proper receipts of the amounts received are issued. The receipts will be signed by the Secretary and in his absence by some other permanent employee of the Association duly authorised by the Secretary in writing.

XIII. ACCOUNTS AND AUDIT

(1) The Association shall keep at its registered office proper books of accounts with respect to :

- (a) all sums of money received and expended by the Association and the matters in respect of which the receipt and expenditure take place and
- (b) the assets and liabilities of the Association.

(2) The books of accounts shall be open to inspection to a member of the Managing Committee during office hours with the previous permission of the Secretary and in the presence of the Asstt. Secretary.

(3) The accounts of the association shall be audited by a chartered accountant appointed at each annual general meeting.

The remuneration of the auditor shall be such as may be fixed by the Association in a general meeting or in such manner as the Association in general meeting may determine.

XIV. SECRECY

Every member of the Association or every officer and servant of the Association shall be bound to observe complete secrecy in respect of the affairs of the Association and not to disclose the same, except in the course of the official business or in meetings of the Association and the Managing Committee or other bodies of the Association, if called for.

XV. INDEMNITY

(1) Every member of the Association, every office-bearer, officer, servant, or other employee of the Association shall be indemnified by the Association from all losses and expenses incurred by him respectively in or about the discharge of his respective duties, except such as happen from his wilful act, default or misconduct.

(2) No member of the Association, office-bearers or officer of the Association, shall be held personally liable for any act or omission, provided that the said act or omission has not been caused by his wilful negligence in duty or his dishonesty.

XVI. AMENDMENTS

(1) No amendment shall be made in these rules unless it is first recommended by the Managing Committee and approved by the General Body in a meeting specially convened for the purpose by the majority of two thirds of the members present at the meeting.

The above memorandum in approved is the general Bo' of the Poona District Education Association Poona at its meeting held on 29-9-1973 with amendments.

President

P. D. E. A., Poona.