

MEMORANDUM OF ASSOCIATION
OF
THE IMMACULATE OF HEART OF MARY SOCIETY
SOCIETY No. 1 (CUDDALORE 1)
(S. No. 26 of 1973)
(as amended in September 1989)

1. NAME OF THE SOCIETY : The Immaculate Heart of Mary Society,
Society No. 1 (Cuddalore 1).
2. ADDRESS OF THE REGISTERED OFFICE : St. Anne Girl's Higher Secondary School,
Pudupalayam, Cuddalore - 607 001.
South Arcot District.
3. OBJECTS OF THE SOCIETY:
 - A) The objects for which the Society is established are:
 - 1) To take over the St. Anne's Girls High School, Sacred Heart Senior Basic School, Cuddalore I, Stella Boarding St. Antony's home for Children, Cuddalore I, Boarding Establishment and all other educational and charitable institutions, such as the convent, the chapel and all other movable and immovable properties within the compound of the Immaculate Heart of Mary Convent situate at Guruppa Naidu Street, Cuddalore I, South Arcot District, now vested in the "Immaculate Heart of Mary Society" a society registered under the Societies Registration Act of 1860 on 28.2.1946 (Registration No.S.40 of 1945-46) having its registered office at Immaculate Heart of Mary Convent Cuddalore - I South Arcot District together with all subsisting rights and subject to all extant liabilities.

St. Paula M
VICE PRESIDENT
IMMACULATE HEART OF MARY'S SOCIETY,
SOCIETY No: 1,
CUDDALORE-I. S.A.Dt.

St. Benedicta Ho
SECRETARY

- ii) To Start, establish equip and run without profit motive, hospitals, Dispensaries, Clinics, Maternity home, Home for the aged, Home for the Children, Creches, Orphanages, Boarding houses, Youth Centres, Tailoring, Handicrafts and other Vocational training Centres for the benefit of all, irrespective of race, caste, community, religion or social status.
- iii) To Start, establish equip and run for the benefit of Catholics and others as well, irrespective of race, caste, community, religion or social status, educational institutions Formal/Non-Formal, for the diffusion of useful knowledge, cultural, scientific, technical or social, and to apply for and to obtain for them, wherever necessary, either recognition from the Government or University, educational or other authorities as the case may be.
- iv) To Establish and carry on such of the activities to provide for relief of the poor, education, medical relief and the advancement of any other object for the benefit of general public without distinction of race, caste, community, religion or Social Status.
- v) To Select promising youth, to equip them with Sound spiritual, temporal, cultural, scientific, technical and social knowledge for a period of time, instilling in them the qualities of good leadership so that they may in turn continue the work of serving the poor and the needy.
- vi) To subscribe or give donations to and financially or otherwise to aid any other societies/institutions having charity, education, or Social Services as its primary objects.

(B) ACTIVITIES IN FURTHERANCE OF THE OBJECTS:

- i) To manage, administer, carry on, conduct as hitherto the said schools and all other educational institutions for the benefit of Catholics and others as well, irrespective of race, caste, community, religion or social status.
- ii) To establish, manage, administer, carry on and conduct all other activities, cultural, scientific, technical, social and charitable works and activities associated with the said institutions and hitherto carried on.
- iii) To develop, extend, improve or alter, and equip the said schools and all other works and activities of the society in such a manner as the Governing Body of the Society may think fit.
- iv) To close down or dispose off in whole or in part, any of the institutions or activities whether educational, medical, charitable, or social service as the Governing Body may deem fit.
- v) To undertake the conduct and management of educational, medical and other charitable or social service institutions belonging to other societies or individuals or Government, Central or State, for such periods and on such terms and conditions as the Governing Body may deem fit.

- vi) To Construct buildings and structures of whatever nature or kind as are found to be necessary or expedient, and to demolish, alter, repair, renovate, improve, extend, develop the buildings or parts of them in furtherance of the objects of Society.
- vii) To purchase, take on lease, live and leave license or hire or otherwise acquire, and to hold, manage, administer and otherwise deal with the movable and immovable properties, rights and privileges as the Governing Body may deem necessary, expedient or desirable for the promotion of any of the objects of the Society.
- viii) To sell, exchange, alienate, lease, give out on live and leave license, mortgage, pledge, hypothecate, transfer, surrender, dispose off and/or otherwise deal with all or any of the properties, funds and assets of the Society as the Governing Body deems fit.
- ix) To apply for, receive, accept and utilise any Government, University and/or other grants, aids and/or other allowances in connection with any of the institutions, educational or otherwise, works and activities conducted, and properties held by the Society and to deal with the same in accordance with the terms and conditions thereof, and to execute such documents as may be required.
- x) To Charge and to receive from the students, pupils, trainees, boarders, such fees, rates and charges as may be prescribed from time to time and to receive, accept, hold, expend, administer and use any gift, bequest, grant, donation or foundation, in kind or in money, or any other property and to raise funds by fetes and entertainments for the promotion of any of the objects of the Society.
- xi) To open and operate, Bank accounts of any description with any Nationalised or scheduled banks on such terms and in such manner as the Governing Body may deem fit, in respect of the particular funds of the various institutions of the Society and the funds otherwise of the Society.
- xii) To employ on such terms and conditions as the Society may deem fit the necessary complement of staff both Teaching & Non-Teaching and establishment, for the educational institutions and the necessary staff of medical practitioners, Nurses, Compounders, Pharmacists and Para-medical attenders for hospitals, dispensaries and clinics and the necessary staff for the other Social service and charitable activities, the administration and conduct of the Society as a whole, from qualified persons and to pay them salaries, wages, fees, remuneration and honoraries and when necessity arises, and the exigencies of circumstances require, to transfer, remove, dispense with, terminate or dismiss any of them.
- xiii) To Educate and train either in India or abroad such persons as may be considered necessary by the Governing Body for the fulfillment of the object of the Society and for the Conduct and administration of the Society and to provide financial or other assistance to them and to meet the expenses of such persons going abroad in the course of business, and/or attending specialised and/or refresher course.

- xiv) To Provide residential accommodation, equipment and maintenance either free of cost or with consideration to Nuns, teachers, pupils, staff, (including voluntary staff), employees, orphans and others connected with the work of the Society.
- xv) To devise and implement ways and means, measures and schemes for the welfare of the staff and employees employed in the institutions and the activities of the Society and the personnel engaged in the administration and management of the Society.
- xvi) To start, establish and maintain separate funds:
- a) For the Capital Funds consisting of liquid capital of the Society;
 - b) For the New Programmes, activities and projects of the Society;
 - c) For the repair, maintenance, renovation, alteration or extension of existing buildings and structures and for the repair and maintenance of machinery, apparatus, and all other equipment including laboratories and libraries and all other paraphernalia, belonging to the Society and for the replacement of the old equipment and for the purchase of new ones needed to update the equipment and requirements of the Society;
 - d) A reserve fund for the promotion of the activities of the Society including the maintenance and support of personnel needed for the purposes of the Society; and to pay into such funds periodically or annually such sums as are possible and permissible and to invest the same in approved banks or securities or in any manner authorised by law.
- xvii) Subject to the above provision for the utilisation of the funds mentioned supra, from time to time, to invest and deal with the funds of the Society not immediately required in such Banks and in such securities and in such manner as specified under the provision of Section 13 (1) (d) read with section 11 (5) of the Income-Tax Act, 1961 as amended from time to time and to dispose and realise such investments and/or to lend to other similar Societies with or without security/Interest the monies on such terms as the Governing Body deems fit.
- xviii) To borrow money, either on promissary notes, bonds, bills of exchange, or on security of any of the properties and assets of the society by the deposit of title deeds or by the execution of registered documents of mortgage, charge, security or hypothecation as the Governing Body may deem fit.
- xix) To enter into and carry out arrangements for joint working, or for amalgamation with any other Society or institutions having objects identical or similar to the objects of the Society as the Governing Body may deem fit.
- xx) To appoint such person or persons from among the members of the Governing Body or the members of the Society as the Society may deem fit for the purpose of representing the Society in any legal or other proceedings

either to be instituted by the Society or filed against the Society and to do all the necessary acts to safeguard the interests of the Society in such proceedings.

- xxi) To delegate all or any of the powers of the Society to the Vice-President or Secretary and/or any members of the Governing Body of the Society, as the Society may, from time to time deem necessary or expedient, and in particular to delegate powers to manage educational institutions along with hostels and other establishments to one or more managing committees formed from among the members of the Governing Body and/or the members of the Society, including the concerned Principal or Headmaster, together with lay representatives of the concerned institutions nominated by the Governing Body in consultation with the Principal or Headmasters of such Institutions.
- xxii) Generally to execute and perform such acts, deeds and things as are incidental or conducive, or may be deemed fit by the Society to be incidental or conducive, to the attainment of the above objects of the Society or any of them.

We, the undersigned hereby certify that the copy is a true and correct copy of the Memorandum of Association of the Society as amended in September 1989.

| S.No. | Name of the Member | Designation in the Society | Occupation | Address | Signature |
|-------|--------------------|----------------------------|------------------------|---|--------------------|
| 1. | Mother Emilia Mary | President | Mother-General | Imm-Heart of Mary Generalate Pondicherry. | Mother Emilia Mary |
| 2. | Mother Charlemery | Vice-President | Asst. I Mother-General | -do- | Sr. Charles Mary |
| 3. | Mo. Paula Mary | Vice-President II | Mother Superior | St. Anne's Convent Cuddalore - I S.A. District. | |
| 4. | Sr. Benedicta Mary | Secretary & Treasurer | Clerk | -do- | Sr. Benedicta Mary |
| 5. | Sr. Arsenia Mary | Member | Asst. I C. Sup | -do- | Sr. Arsenia Mary |
| 6. | Sr. Anacleta Mary | " | " | -do- | Sr. Anacleta Mary |
| 7. | Sr. Beneceta Mary | " | " | -do- | Sr. Beneceta Mary |
| 8. | Mo. Srudaya Mary | " | Mother Superior | Sacred Heart Convent, Cuddalore, B.A. District. | Sr. Srudaya Mary |

Witness:

A. ROZARIO, B.Com., F.C.A.,
CHARTERED ACCOUNTANT
25, MALAYAPPAN ST., MANNADY
MADRAS-600 001, PH. 511500

Alvarez

RULES AND REGULATIONS
OF
THE IMMACULATE OF HEART OF MARY SOCIETY
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2. ADDRESS OF THE REGISTERED OFFICE : St. Anne Girl's Higher Secondary School,
Pudupalayam, Cuddalore - 607 001.
South Arcot District.
3. DATE OF FORMATION : 07.07.1973
4. JURISDICTION OF THE REGISTRAR : Registrar of Societies, Cuddalore.
5. WORKING HOURS OF THE SOCIETY : 10 a.m. to 12.30 p.m.
6. OBJECTS OF THE SOCIETY:
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 - i) To take over the St. Anne's Girls High School, Sacred Heart Senior Basic School, Cuddalore I, Stella Boarding St. Antony's home for Children, Cuddalore I, Boarding Establishment and all other educational and charitable institutions, such as the convent, the chapel and all other movable and immovable properties within the compound of the Immaculate Heart of Mary Convent situate at Guruppa Naidu Street, Cuddalore I, South Arcot District, now vested in the "Immaculate Heart of Mary Society" a society registered under the Societies Registration Act of 1860 on 28.2.1946 (Registration No.S.40 of 1945-46) having its registered office at Immaculate Heart of Mary Convent Cuddalore - I South Arcot District together with all subsisting rights and subject to all extant liabilities.

J. Benedict M
SECRETARY

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- xviii) To borrow money, either on promissary notes, bonds, bills of exchange, or on security of any of the properties and assets of the society by the deposit of title deeds or by the execution of registered documents of mortgage, charge, security or hypothecation as the Governing Body may deem fit.
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- xx) To appoint such person or persons from among the members of the Governing Body or the members of the Society as the Society may deem fit for the purpose of representing the Society in any legal or other proceedings

either to be instituted by the Society or filed against the Society and to do all the necessary acts to safeguard the interests of the Society in such proceedings.

- xxi) To delegate all or any of the powers of the Society to the Vice-President or Secretary and/or any members of the Governing Body of the Society, as the Society may, from time to time deem necessary or expedient, and in particular to delegate powers to manage educational institutions along with hostels and other establishments to one or more managing committees formed from among the members of the Governing Body and/or the members of the Society, including the concerned Principal or Headmaster, together with lay representatives of the concerned institutions nominated by the Governing Body in consultation with the Principal or Headmasters of such Institutions.
- xxii) Generally to execute and perform such acts, deeds and things as are incidental or conducive, or may be deemed fit by the Society to be incidental or conducive, to the attainment of the above objects of the Society or any of them.

7. **LAW SUITS:**

The President or the Secretary is authorised to sue or to be sued on behalf of the Society.

8. **POWER TO GIVE DIRECTION:**

The President or the Secretary of the Society is empowered to give directions in regard to the business of the Society.

9. **MEMBERS OF THE SOCIETY:**

A. **QUALIFICATION ETC:**

- i) The persons who are signatories to Memorandum of Association.
- ii) Such other persons who are admitted to the membership of the Society by the Governing Body, whose decision shall be final, and without the governing body being bound to give any reason therefor. Admission of members shall be at the absolute discretion of the Governing Body.

B. **ENTRANCE, OTHER FEES ETC:**

Neither entrance fees nor subscription shall be collected from the members.

C. TERMINATION OF MEMBERSHIP:

- i) Automatically on the death of a member, or a member leaving India permanently.
- ii) Voluntarily by resignation of the membership and
- iii) Involuntarily on the termination of membership by the governing body by a resolution duly passed by a majority of votes should such a course in the absolute discretion of the governing body be deemed necessary and expedient in the interest of the Society after such a member has been given an opportunity of being heard in the matter.

D. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS:

- i) Every member shall have the right to receive notice of the meeting of general body, to take part in the General meeting and shall exercise one vote at such meeting.
- ii) All the members are eligible to be elected as members of the governing body.
- iii) Every member shall abide by the rules and regulation of the Society and decision made or taken by the Society in the General body or Governing Body Meeting.

10. MANNER OF TRANSACTING BUSINESS:

The affairs of the Society shall be administered by the duly elected governing body of the Society, appointed under clause 11 below.

11. GOVERNING BODY:

The Management and control of the Society shall be vested in a governing body consisting of one President, One/Two Vice President, One Secretary, One Treasurer and Three or more Executive members, and their term of office shall be three years.

The Governing body members shall be elected by the General Body Once in every three years by majority of Vote. The retiring members are eligible to be re-appointed. Any Vacancy in the Governing Body shall be filled by the General Body by majority of Votes. However the Governing Body shall be entitled to function notwithstanding any vacancy and no act or proceedings of the Governing Body shall be deemed to be invalid merely by reason of the existence of a vacancy or vacancies among its members.

12. POWERS OF THE GOVERNING BODY:

The Governing body shall have the entire control and management of the business and affairs of the Society, the administration of all properties movable, and to do all things generally to carry out the objects of the society, as are by the Act, not required to be exercised or done by the Society in General Meeting. The Governing Body shall maintain every year a correct or amended (i) List of the members of the Society together with their names and addresses (ii) List of members of the Governing Body brought upto date. (iii) List of properties and assets of the Society and (iv) registers of accounts, relating to the various institutions and activities of the society annually audited, and shall forward copies of such of them if so required by any enactment in force to such persons and at such times.

13. DUTIES AND RIGHTS OF OFFICE BEARERS:

A. PRESIDENT:

The President shall preside over all the meetings of the Governing body and general body meetings and lead all deputations. Ordinarily the President shall have one Vote but shall be entitled to a casting vote in case of equality of votes. The President is the Chief-Executive of the Society.

B. SECRETARY:

- i) Secretary shall convene all meetings of the Society including the meeting of the sub-committee if any, constituted by the governing body and shall give due notice of these meetings to the members concerned and
- ii) Shall be incharge of all the records & Properties of the Society.
- iii) Shall directly control all Servants of the Society.
- iv) Shall keep accurate minutes of all the meetings of the Society and the Governing Body which shall be confirmed at the next meeting.
- v) Shall prepare the Agenda of the Various meetings and circulate the same.
- vi) Shall see that the resolution of the Society and those of the various committees are put into execution.
- vii) Shall carry on all Correspondence in the name and on behalf of the Society and shall promptly carry out the orders and Resolutions of the Governing Body. All communications meant for the society shall ordinarily be addressed to the Secretary.
- viii) The Secretary and the President shall sign all documents, Contracts, agreements on behalf of the Society.

- ix) The Secretary on Receipt of requisition signed by any member of the Society asking for permission to inspect the proceedings or the minutes books or other records of the Society, permit the member to do so after obtaining the Order of the President thereon, Provided that the requisition is received atleast seven days in advance of the proposed inspection. He shall not however allow any member to take records out of the Registered Office of the Society under any circumstances whatsoever or to take copies thereof.

C. TREASURER:

- i) The Treasurer shall maintain all account books, Vouchers and receipts of various forms of Income & Expenditure of the Society.
- ii) For each institution or branch of the society, he is authorised to keep with him in Cash a sum not exceeding Rupees fifty thousand or such higher sum if permitted in writing either by the Secretary or the President of the Society for the day to day expenditure.
- iii) The Treasurer shall submit to the governing Body if so required a detailed account of receipts and disbursements of the Society duly checked and signed. He shall also place before the Annual General Body, a balance sheet and Income & Expenditure Account for each year, signed by any two members of the governing body and duly certified by the Auditor.

14. GOVERNING BODY MEETING:

The Governing body shall meet as often as exigencies of circumstances require or in any event once in six months at such time and place as the president may from time to time determine.

15. CIRCULAR RESOLUTION:

A circular resolution issued by the President or the Secretary on any subject which he deems urgent and signed by a majority of the members of the governing body, shall in all respects be as valid and binding as a resolution passed at a meeting of the governing body duly convened and constituted and such resolution shall not be deemed invalid by reason of want of notice or any other cause whatsoever.

16. FILING OF DOCUMENTS:

It shall be the duty of the Secretary to attend to the preparation and filing with the Registrar of Societies concerned, of such records, annual or other statements which are specified in the Tamil Nadu Societies Registration Act 1975, and the Rules made thereunder.

17. **AUDIT AND ACCOUNTS:**

The Accounts shall be maintained by the Treasurer in such manner as required under Rule 18 and 19 of the Tamil Nadu Societies Registration Rules 1978. The Financial year of the Society shall be from 1st April to 31st March. The Accounts of the Society shall be audited by a Chartered Accountant or by a firm of chartered accountants.

18. **RECORDS TO BE MAINTAINED IN THE REGISTERED OFFICE OF THE SOCIETY:**

1. Register of Members
2. Cash Book
3. Receipt Books
4. Vouchers File
5. Ledger
6. Account books of monthly receipts & disbursements
7. Minutes Book and
8. Registration Certificate, copy of Memorandum of Association and Rules and Regulations of the Society.

19. **SUPPLY OF COPIES OF BYE-LAWS ETC:**

The books of accounts and records of the society shall be kept at the Registered Office of the society and shall be open to inspection by any member of the society during the office hours. Copies of Memorandum and Rules and Regulations will also be made available to the members whenever required free of charge.

20. **IMPOSITION OF FINES ETC:**

The Governing Body shall decide about the mode of imposition of fines for any breach of the provisions of the Rules and Regulations of the Society by any member.

21. **INVESTMENT OF FUNDS:**

The governing body shall invest the money and funds of the society not immediately required in any one of the methods prescribed in Section 13 (1) (d) read with section 11 (5) of the Income Tax Act 1961 as amended from time to time.

22. UTILISATION OF FUNDS AND INCOME:

Funds earmarked specifically for the fulfillment of the object of the society shall be applied for the purpose for which they are earmarked. The funds and the income of the Society shall be solely utilized towards the achievement of the objects and no portion of it shall be utilized for payment to members by way of profit, interest, dividend etc. No payment shall be made from the funds of the Society to any dependent of a deceased or disable member.

23. ARRANGEMENTS FOR TRANSACTION OF DAY TO DAY BUSINESS:

The Secretary shall be incharge of conducting the day to day business of the society, the expenditure to be incurred thereof. The bank accounts of the society in Current Account, Savings Account or Deposit Account shall be operated by the President or the Secretary or the Treasurer or any two of them jointly. The said Accounts can also be operated by such other persons as may be authorised in writing by the President. The Secretary is empowered to appoint and to remove the staff required for attending the business of the Society and in such matters the decision of the Secretary shall be final.

24. SEAL AND SIGN BOARD:

The Governing Body shall make arrangement to prepare the rubber stamps, common seal of the Society, if necessary and the Secretary is responsible for the Safe Custody of the same. The Secretary shall make arrangements to get a sign board and the same be exhibited in front of the Registered office of the Society.

25. EXECUTION OF DOCUMENTS:

All deeds, agreement, leases to release, mortgages or documents of whatsoever nature relating to or affecting the alienation of movable or immovable properties of the Society or rights or privileges thereof shall be executed by the President or by such member of the Governing Body who has been authorised in writing to do so by the President or by the Governing Body.

26. ANNUAL GENERAL MEETING:

The Annual General Meeting of the Society shall be held within Six months from the close of the Financial year of the Society or within such other period as may be allowed by law from time to time.

All the meetings of the Society shall be presided over by the President and in his absence by the Vice-President and in the absence of both, by the person chosen as the Chairman by majority of members present.

The purpose of the Annual General Meeting are:

- i) To receive and adopt/approve the report of the governing body if any and the audited Balance sheet and Income & Expenditure Account of the Society for the year ending 31st March preceding the date of the meeting.
- ii) To elect the members of the Governing body.
- iii) To transact any other business which may be brought forward by any member of the governing body or of the society with the previous permission of the chairman of the meeting.

27. EXTRA-ORDINARY GENERAL MEETING:

- i) All General Meetings other than the Annual General Meeting shall be called 'Extra-Ordinary General Meeting'.
- ii) The Governing Body of the Society may at anytime call an Extra-Ordinary General meeting of the society by giving atleast twenty one days notice.
- iii) The Governing Body shall within one month from the date of receipt of the requisition in writing from one-fifth of the members of the Society, call an Extra-Ordinary Meeting of the Society. If the meeting is not called in accordance with such requisition, the requisitionists shall have the power to call such a meeting themselves, by giving atleast twenty-one days' notice to the members of the Society.

28. QUORUM:

Five members present shall form a Quorum for a General or Extra Ordinary General Meeting of the Society. Three members present shall form a quorum for a meeting of the governing body. If there is no quorum as afore said, the meeting shall stand adjourned to the same day in the next week at the same place and time. No quorum is necessary for the adjourned meeting.

29. VOTING:

At all meetings of the society or the governing body or any committee, every member present shall have one vote. Questions arising at a meeting unless otherwise provided, shall be decided by a majority of votes whether on a show of hands or at a poll. The president shall have a second or casting vote in case of an equality of votes.

30. NOTICE:

Notice of meeting of the Society or of the Governing body or of any Committee may be given by the Secretary to members thereof respectively atleast twenty one days prior to the date of the meeting.

31. SPECIAL RESOLUTION:

'Special Resolution' means a resolution passed by a majority of not less than three-fourth members of the society entitled to vote as are present in person at a general meeting. The following are the objectives for which a special resolution is necessary.

- i) To change the name of the Society or its registered office.
- ii) To amend any of the clauses in the Society's Memorandum of Association and Rules and Regulations.
- iii) To amalgamate the society with any other registered Society.
- iv) To divide the society into two or more registered Societies.
- v) To dissolve the Society.

32. EXHIBITION OF REGISTERS

The register of members, books of accounts, minute books and other records of the society shall be kept at the registered office of the society for exhibition to the members of the Society during business hours free of charge.

33. ARBITRATION:

In the event of any difference of opinion arising out of the stipulations contained herein or any other matter pertaining to the Society, the same shall be referred to an arbitrator who in this case shall be the President of the society and the decision taken by the President shall be final and binding.

34. AMENDMENTS:

The Memorandum of Association and the Rules & Regulations of the Society may from time to time be varied, added to or revoked, re-enacted by a majority of not less than three fourth members of the Society present at a general meeting called for such purpose. However no amendment shall be made which may prove to be repugnant to the provisions of Section 2 (15) 11,12,13 and 80 (G) of the Income Tax Act 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

35. DISSOLUTION:

The society may be dissolved at a General Meeting convened for the purpose by a majority of atleast three fourth of the members present in and there upon all the funds and assets remaining after discharging all Liabilities shall be transferred to any other society/trust or institution having similar aims and objects and registered under Section 12A of the Income Tax Act 1961 as amended from time to time. Any such surplus remaining as on the date of dissolution shall not be distributed among the members of the society under any circumstances.

36. Save and except as provided herein, in all other respects and matters not provided for, the provisions of Tamil Nadu Societies Registration Act, and the Rules made there under shall be applicable.

We, the undersigned hereby certify that the copy is a true and correct copy of the Rules and Regulations of the Society as amended in September 1989.

| S.No. | Name of the Member | Designation in the Society | Occupation | Address | Signature |
|-------|---------------------|----------------------------|----------------------|--|--------------------|
| 1. | Mother Emilia Mary | President | Mother-General | Imm. Heart of Mary Generalate Pondicherry. | Mother Emilia Mary |
| 2. | Mother Charles Mary | Vice-President I | Asst. Mother-General | -do- St. Charles Mary | |
| 3. | Mo. Paula Mary | Vice-President II | Mother Superior | St. Anne's Convent, Cuddalore-1, S. A. District. | Mo. Paula Mary |
| 4. | Sr. Benedicta Mary | Secretary & Treasurer | clerk | -do- | Sr. Benedicta Mary |
| 5. | Sr. Arsenia Mary | Member | Asst. | -do- | Sr. Arsenia M |
| 6. | Anadeta Mary | " | " | -do- | Sr. Anadeta Mary |
| 7. | Sr. Beneceta Mary | " | " | -do- | Sr. Beneceta Mary |
| 8. | Mo. Srudaya Mary | " | Mother Superior | Sacred Heart Convent, Cuddalore. S. A. Dist. | Mo. Srudaya Mary |

Witness:

A. ROZARIO, B.Com., F.C.A.,
 CHARTERED ACCOUNTANT
 25 MALAYALAN ST., MANNADY
 MADRAS-60 001. PH - 511500

Handwritten signature

Sr. Paula M
 VICE PRESIDENT
 IMMACULATE HEART OF MARY'S SOCIETY,
 SOCIETY No: 1,
 CUDDALORE-1, S.A. Dt.

IMMACULATE HEART OF MARY SOCIETY

SOCIEY NO.1 SL.NO. 26 OF 1973

ST. ANNE'S GIRLS HR. SEC. SCHOOL, PUDUPALAYAM, CUDDALORE - 1.

Date : 11.04.2016
Place : St. Annes Convent , Cuddalore
Time : 4.30 pm
Participants : 13

A special meeting was conducted to start a new CBSE school in the name and style of St.Anne's School (following CBSE based Syllabus) with Lord's Prayer. Special members and Executive committee members of the association are on time to visit so it was appreciated and the vice President of the association greeted everyone then the members are introduced. The meeting was held as per the agenda introduced by the members.

CBSE School Opening Introduction:

The vice president of the Association imposes the mandatory time period for the CBSE School to Commence. Since our enrollment of 200 students in our teacher training school decreased but at present the enrollment of the student is 9, 16 so our association has been very clear about the need to protect the building, furniture and laboratories and for the betterment of women education and to provide quality education for schedule and middle class students at affordable cost in Cuddalore Since 1882 . At the same time Parents of St. Anne's School Cuddalore students have been asking for the CBSE School for their children, on regarding this, The Teacher Training school's space, logistic laboratories and building are decided to be converted to the CBSE School it was proposed and all members agreed to the discussion happily saying that the building could continue to be a good place for women's education and that it could be done in the presence of further cost. The CBSE school of commerce has been discussed on each of the topics and decided on all the decision made as follows:

Resolution 1

Due to the lack of admission in Sacred Heart Teacher Training School, Cuddalore, it was decided to start a CBSE School in the same place for the betterment of our school girls. And also because of the co-operation of our parents and to use these buildings, labs and resources for the betterment of women education.

Resolution 2

In case if we require more space for running a CBSE School also as we have shifted our sisters home to the opposite building. We shall renovate and use that place as an office room, board room or a library.

Resolution 3

After the discussion with everyone, it was decided to restrict the maximum strength of the classes to 40 per room and with regard to the increased admissions, the number of sections shall be increased.

Resolution 4

As our society decided to start the admission for the CBSE school for the year 2016-2017 starting from LKG to grade VI. it was suggested by everyone to appoint new teaching and non-teaching staff members for whom the salary will be given from the society's fund.

Resolution 5

As we start the admission for the academic year 2016-2017, it was decided as per the requirement of CBSE board, desks and benches to be purchased from the society's fund.

Resolution 6

When our CBSE school started in the academic year 2016-2017 it was decided to proceed towards getting NOC from the Government of Tamil Nadu and then the affiliation from the CBSE as soon as possible.

At last it was decided to fulfill all the needs based on the present scenario, in accordance with the government rules, diocesan rules and the constitution of the congregation based on the opinion of the society's Secretary. The meeting came to an end with a prayer.

Committee Members

| S.No. | Name of the Members | Designation | Signature |
|-------|---|-----------------------|------------------------------------|
| 1 | Rev.Sr.Devaseer Mary | Vice – President - I | <i>Rev. Devaseer Mary</i> |
| 2 | Rev.Sr.Edma Alangara Mary | Vice – President – II | <i>Sr. Edma Alangarammal</i> |
| 3 | Rev.Sr. Bertila Maria Pushpam | Treasurer | <i>Sr. Bertilla Maria Pushpam.</i> |
| 4 | Rev.Sr.Diana Alphonso Selvaraj @ Alphonso Mary | Secretary | <i>Sr. Alphonso</i> |
| 5 | Rev.Sr. Teresa Mary | Member | <i>Sr. Teresa Mary</i> |
| 6 | Rev.Sr. Cyrilla Mary Selva Rani | Member | <i>Sr. Cyrilla Mary</i> |
| 7 | Rev.Sr. Terence Mary | Member | <i>Sr. Terence Mary</i> |
| 8 | Rev.Sr. Erasmus Mary Siria Pushpam | Member | <i>Sr. Erasmus</i> |
| 9 | Rev.Sr. Balam Regina Mary @ Regina Mary | Member | <i>Sr. Balam Regi</i> |
| 10 | Rev.Sr. Albert Mary Josephine @ Josephine Mary | Member | <i>Sr. Albert Mary Josephine</i> |
| 11 | Rev.Sr. Ethelberga Philomin Mary @ Philomin Mary | Member | <i>Sr. Philomin</i> |
| 12 | Rev.Sr. Ermin Ignatius | Member | <i>Sr. Ermin</i> |