

**KAD EDUCATIONAL SOCIETY**  
**SILVEROAK ENCLAVE, LOHARKA ROAD, AMRITSAR**

**K.A.D**

INNOVATE . INVENT . INSPIRE

**MEMORANDUM OF ASSOCIATION**

**Name** :- The name of the Society shall be **KAD EDUCATIONAL SOCIETY**  
**Address** :- The Registered Office of the Society shall be situated at  
**Silveroak Enclave, Loharka Road, Amritsar-143001**  
**Area Of Operation** :- Provide Education Within & Around The District of Amritsar.

**AIMS AND OBJECTS: -**

**1. AIMS AND OBJECTIVES OF SOCIETY**

1. To establish , administer , manage and run Primary, Secondary , Higher Secondary Schools, Managerial and Medical Education Institutions for Boys and Girls of our country and students from abroad, with the object of preparing them for various examinations of the Boards , Institutions, Organizations, Bodies and Universities concerned with the ultimate object of developing educated young persons with sound physique, sound mind, sound morals, scientific temperament and national outlook for overall development of their personality by temperament Educational and Social institutions , Residential Schools, Professional and Non-Professional Colleges, Hostels , Hospitals , Sports and other training Institutions in the State of Punjab and elsewhere . It will be Linguistic Minority Educational Society for the purposes of Article 30 (1) of the Constitution of India.
2. To provide education to the general public without distinction and discrimination of any kind on the ground of religion, religious community, caste and creed of blood. Scholarship shall be granted to the poor-cum-intelligent students.
3. To establish and promote physical, moral, national, activities and cultural education, gymnasiums, natural cure cum health care centers, and sports clubs, schools both for boys and girls and other similar purposes.
4. To open and run Educational Institution in various Academic faculties.
5. To run various Research Program's as per need of this region.
6. To open Centers to impart training and instructions in emerging areas in view to feed the public as per local and global needs of employment.

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6. To open Centers to impart training and instructions in emerging areas in view to feed the public as per local and global needs of employment.
7. To improve the quality of life of the people by holding talks, seminars, workshops and by imparting academic and spiritual knowledge by setting up of coaching centers, community centers and other such institutions at various places in the region.
8. To organize the programs, activities and projects for teaching and preaching against social evils and crimes particularly to solve the problems of the surrounding areas and local Diaspora.
9. To adopt the needy and poor students to help them for Higher Education, Professional Education till they absorb in the society as self-dependent.
10. To teach and preach the spirit of Humanism, National integration and universal brotherhood irrespective of caste, color, creed, region and religion.
11. To help the people's sufferings in case of manmade/natural disasters and calamities.
12. All the activities of the society shall be performed without profit motive but for the further development and expansion of infrastructure to achieve aims and objectives of the society.
13. The society can get Donations/Grants/and acquire or purchase any moveable and immovable property from Govt./Semi Govt. or well wishers and Supporters and Promoters of the society to carry out the purposes of the society and for the benefit and in the best interest of the society.
14. All income earned or donations or any amount collected or received by Society is to be spent for welfare of the public through Society.
15. To take care of the environment by establishing vaticas (Gardens) and to provide environment awareness amongst the general public.

*Sanwaintan*









*Manjit Dhillon*

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**2. As signed by initial members of the society.**

The affairs of the society shall wholly and exclusively be governed by a board of Governing members of society (hereinafter called Board) which shall consist of not less than Five members.






Sr. No	Particulars Name & DOB & Address	Designation	Occupation	Signature & Passport Size Photograph	
				Signature	Passport Size Photograph
1.	S. Kanwaljit Singh Dhillon S/o :- S. Amolak Singh DOB :- 02.03.1949 Add :- VPO Gumtala, Amritsar	President	Business		
2.	Sh. Dilawar Singh Dhillon S/o :- S. Kanwaljit Singh DOB :- 27.12.1980 Add :- Dhillon fuel, VPO Gumtala, Loharka Road, Amritsar	Treasurer	Business		
3.	S. Ajit Singh Dhillon S/o :- S. Kanwaljit Singh DOB :- 15.08.1977 Add :- VPO Gumtala, Amritsar	Vice president	Business		
4.	Mrs. Sarbjit Kaur W/o :- S. Kanwaljit Singh DOB :- 05.11.1952 Add :- VPO Gumtala, Amritsar	Member of Governing body	Housewife		

*Kanwaljit Singh*

*Manjot Dhillon*

*Dilawar Singh*

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5.	<b>Mrs. Manjot Dhillon</b> D/o :- S. S.S. Sandhu DOB :- 27.02.1980 Add :- VPO Gumtala, Amritsar	General Secretary	Business		<i>Manjot Dhillon</i>
6.	<b>Dr. Simran Dhillon</b> D/o :- S. I.S. Nijjer DOB :- 10.06.1984 Add :- VPO Gumtala, Amritsar	Member of Governing body	Professional		<i>Simran Dhillon</i>
7.	<b>Dr. Inderbir Singh Nijjer</b> S/o :- S. Darshan Singh DOB :- 29.11.1955 Add :- 570, Basant Avenue, Amritsar	Member of General body	Professional		<i>Inderbir Singh</i>
8.	<b>Mrs. Nirmaljit Kaur</b> D/o :- S. Wardeep Singh Age :- 66 year Add :- 150, Kabir Park, Opp. GNDU, Amritsar	Member of General body	Housewife		<i>Nirmaljit</i>
9.	<b>Mrs. Gurbir Kaur</b> W/o :- Inderbir Singh Age :- 51 year Add :- 570, Basant avenue, Amritsar	Member of General body	Business		<i>Gurbir Kaur</i>

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*Manjot Dhillon*

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10.	<b>S. Surjit Singh Sandhu</b> S/o :- S. Dara Singh Sandhu DOB :- 13.10.1950 Add :- VPO Kalsian Khurd Amritsar	<b>Member of General body</b>	<b>Business</b>	 <i>Surjit Singh</i>
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**Witness:-**

i.) *S Tandon*  
*Siddhant Tandon*  
*S/O Sh. Rajesh Tandon*  
*R/O 255-A Avtar Avenue, Amritsar-143001*

ii.) *Suraj Kaura*  
**Suraj Kaura**  
S/o Sh. Jawahar Lal Kaura  
R/o Ramanand Bagh, Amritsar-143001

*Kanwal nandan*

*Manjot Dhillon*

*Dilwansa S/A*

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**RULES AND REGULATIONS**

**I. DEFINITIONS:**

These rules and regulations the following expressions shall have the following meanings:

1. "Society" means KAD Educational Society, Amritsar"
2. "General Body" means the General Body of the Society and shall consist of Founder members and all Life Members.
3. "Founder Members" means the First Board of Trustees consisting of six members only out of which at least Three shall be ladies. In case of vacancies arising by resignation or death of any member, it will be filled in by the majority of the remaining Founder out of kins of resigning member.
4. "Life Members" means those members who themselves pay Rs. Two lakhs or collect the same amount as the donation for the Society.
5. "Visitor" means Very Important Persons. Intellectuals, Scholars, Educationists, Administrators, etc, or other dignitaries who shall be invited by the Managing Board to head any committee or meeting for a particular occasion or for any assignment , but do not have any part to play in day-to-day affairs of the Society.
6. "Managing Board" means six Founder Members.

**II. AREA OF OPERATION:**

For all or any of the aims and objects specified in the Memorandum of Association, Society shall operates and function at any place (s) in Amritsar.

**III. BOOK OF ACCOUNTS & OPERATION OF BANK ACCOUNTS:**

The accounting year of the Society and all its Institutions shall be 1st April to 31st March for each year. The Society and all its Institution shall maintain all books of accounts, registers and records in accordance with the law and rules for the time being in force. All Bank/Bank Accounts of the Society shall be operated jointly by two Office Bearers namely the General Secretary and the Treasurer of the Society. The accounts of the Society and all its Institutions shall be audited by a Chartered Accountant appointed by the Managing Board.

**IV. FUNDS, LOANS AND THEIR UTILISATION:**

The Society may raise funds, loans and advances with or without mortgaging immovable properties of the Society. These loans and advances will have to be paid back to the individuals and institution as per the commitment of the Society at the time of taking the loans or advances.

The funds may be raised by Admission Fees, Tuitions Fees, Govt. Grants, Membership Fees, any other Fees, Donations, and Receipts of Deposit.

The Society may raise funds in such a manner as may be thoughts it by the Society. The entire funds of the Society primarily shall be used on Aims and Objects of the Society and surplus if any shall be invested in any suitable way at the direction of the Managing Board.

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**V. PROPERTIES OF THE SOCIETY:**

For all or any of the Aims and Objects specified in the Memorandum of Association, Society may purchase or take or in build Exchange hire or mortgage or otherwise acquire any immovable property and build structure or building or demolish or sell or otherwise deal with the same as the Managing Board thinks fit and proper.

**VI. VESTING OF PROPERTIES:**

The Society properties shall vest in the Managing Board and shall be administered and managed by it according to the provisions of the Society.

**VII. MEMBERSHIP AND PROCEDURE OF ENROLLMENT:**

The membership of the Society shall be open to Life Members only. The persons desirous to be members shall apply in the prescribed form and submit it to the Society duly signed by them. Before applying for membership they have to fulfill the conditions of payments or collections of donation for the Society as mentioned earlier. Application to the Membership of the Society shall be accepted by the majority of the members of the Managing Board present at the meeting. Applications for the membership may be rejected by the Board, if in the opinion of the Board the applicant has mala fide intentions in becoming the members.

**VIII. DISQUALIFICATION OF MEMBERSHIP:**

Any member from all categories shall be disqualified the membership by the Managing Board by Two-third majority if:

- He/ She became of unsound mind or physically unfit to attend the affairs of the Society.
- He/ She acts or behaves against the interest of the Society.
- He/ She fail to attend the meeting of the Managing Board or meeting of any committees for three times in succession without previous intimation and reasonable grounds.

But none of the founder members can either be expelled or disqualified.

**IX. GENERAL BODY MEETING:**

The General Body shall meet at least once a year as soon as possible, but within three months of the close of the financial year.

The president may at any time call a General Body Meeting in his own authority, by giving notice as required by rules to consider any question or decision affecting the general welfare of the Society.

All questions before the General Body, shall be decided by the majority of votes of the members present and in case of equality of votes.

**X. MANAGING BOARD AND ITS OFFICE BEARERES:**

- a. The composition and the members of the Managing Board shall be as defined here in these rules (refer to Definition No. a (VI).
- b. The Office Bearers of the Society and the Managing Board shall be one and the same and hence there will be no election for the Office Bearers of the Society.
- c. The following shall be the Office Bearers of the Managing Board and the Society. They will be elected from amongst the Founder Members only.
  - i. President
  - ii. Vice President
  - iii. General Secretary

*Kanwajit Singh*  
*Manjot Dhillon*  
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iv. Treasurer

- d. The President, Vice president, General Secretary and the Treasurer shall hold office for life time. They shall however, continue to hold office until their successors take their places. The Office Bearers will be eligible for re-election for number of terms and for any post in the Society.
- e. The casual vacancies in the Board occurring due to death, retirement or resignation or any other reasons shall be filled in by the remaining members from the category only, but the post of General Secretary and Treasurer will be filled by legal heirs i.e spouse or children only.

**XI. MEETING OF THE MANAGING BOARD, ITS QUORUM AND ITS NOTICE:**

- The Board may hold its meeting as and when required but shall meet at least once in three months.
- Quorum: 5 (Five) members of the Managing Board will form the quorum for the meeting.
- Voting Rights: Voting rights are vested with founder members and life members are having right to express their opinion.
- At least 7 days notice shall be given for an ordinary meeting of the Managing Board,
- In special circumstances, the President is authorized to hold the meeting with at least 24 (Twenty-four) hours notice.
- All questions before the Managing Board shall be decided by the majority of votes.

**XII. FUNCTIONS OF THE MANAGING BOARD:**

Without prejudice to the General Authority to carry on the affairs of the Society, the board shall exercise the following powers:

- To purchase, take on lease or exchange, hire or otherwise acquire anything that may be deemed necessary or convenient for the purposes of the Society and to construct, improve, alter, maintain, lease, mortgage, dispose off, all or any part of the property, movable or immovable of the Society.
- To accept any donations, contributions, Government Grants, gifts, transfer of property, movable or immovable, if required even with any special conditions, in favor of the Society.
- To adopt and approve the annual report of the Society and all its institutions together with the audited Statement of Accounts for the previous year on completion of the preceding financial year.
- To maintain a complete list of movable and immovable properties of the Society and to examine and check the accounts and stock of the Society.
- To institute, defend or compromise suits or legal proceedings.
- To frame, amend and regulate the rules and standing orders from time to time not inconsistent with the Aims and Objects of the Society.
- To sanction, contingent, traveling and other allied expenses to its office bearers, members, employees or other persons who are assigned duties by the Society.
- To appoint such other committee(s) from time to time it deems necessary for its smooth working. The decision of such committee(s) shall be recommendatory.

*Manojit Singh*  
*Manojit Dhillon*  
*Dilwan Singh*

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- To give loan, scholarships, prizes and monetary assistance for furthering any of the objectives of the Society.
- To approve the enrollment of suitable persons as Life Members of the Society.
- To start, conduct and manage all types of Educational, Social, cultural, Charitable, Research and Sports Institutions.
- To consider and if thoughts fit to adopt any necessary additions, alterations or amendments submitted by any of the bodies or committees appointed by the Managing Board.
- To be responsible for maintaining discipline in the institutions of the Society and where necessary to take disciplinary action including dismissal from services against any employee(s) of the Society and its Institutions.
- To appoint all kinds of staff of all institutions of Society or to approve if found fit the appointment of staff recommended by the school committee(s) or expert committee(s) are required by the authorities from time to time for different types of Educational institutions.

**XIII. FUNCTION AND ELECTION OF OFFICE BEARERS:**

**A. PRESIDENT AND VICE PRESIDENT**

1. **ELECTION:** The President and Vice-President will be elected by the Founder Members of the Managing Board by the majority of votes and their tenure will be for life.
2. **FUNCTIONS AND POWER:**  
To preside over the meeting of the Board and General Body.  
Present in consultation with Vice president shall call meeting of managing board to take various decisions

**B. GENERAL SECRETARY**

1. **ELECTION:** The general Secretary will be elected by the Founder Members of the Managing Board by majority of votes and remain the general secretary for life. In case of death or otherwise becoming disqualified, the post will be filled by the spouse or children of General Secretary.
2. **FUNCTIONS AND POWER:**
  - Under the direction of the President shall call the meeting of the Managing Board and meeting of the other committee and prepare the report accordingly.
  - To sanction regular recurring expenditure such as salary of staff, rents, electric charges, taxes, Govt./ Municipal taxes, telephone charges miscellaneous expenses and any other expenditure, which are required for smooth conduct of the Institutions.
  - To control the staff of all institution and generally supervision their work and grant leave to the Remunerative staff of the Society.
  - In case of insubordination, neglect of duty or breach of discipline, to punish and take such disciplinary actions which are necessary and get approved in the next meeting Board.

*Kanwaljit Singh*  
*Manjit Gillan*  
*Dilwan Singh*

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- To supervision the administration of the Society, Colleges, Institutions of all kinds opened / conducted by the Society. The President and Vice-President may delegate some of his power either to the General Secretary or to the Treasurer.
- Will carry out the organizational work, for the development of the Society and all its institutions.
- Will generally supervise the working of the Society and its institutions.
- Will attend the legal affairs of the Society and its all institutions.
- Will write the Minute of the Meeting of the Society and the Managing Board, and maintain all the records.
- Will conduct and attend all correspondence of the Society and Managing Board and prepare the Budget jointly with the Treasurer.

**C. TREASURER**

1. **ELECTION:** The Treasure will be elected by the Founder Members of the Managing Board by majority of votes and remain the Treasurer for life. In case of death or otherwise becoming disqualified, the post will be filled by the spouse or children of Treasurer.
2. **FUNCTIONS AND POWER:**
  - The Treasurer shall cause to maintain regular books of account of the Society. He/ She shall supervision, check and control the books of accounts maintained by the Society by all institutions and prepare.
  - Jointly with the General Secretary, responsible for operating bank accounts of the society.
  - Jointly with the General Secretary, the Budget of the Society and all its institutions.
  - Will maintain and keep record of the property belonging to the Society and all its Institution, documents and other important papers of the Society.
  - Will get accounts audited at the close of the year for placing before Managing Board for adopting and also to get the accounts audited as and when necessary.

**XIV. AMENDMENT IN THE RULES AND REGULATIONS:**

Any addition, alternation, omission or commission or change in the rules and regulation of the Society will be effected by two-third majority of the members present at the Managing Board meeting and these changes shall take effect from the date of passing the resolution.

**XV. AMENDMNET IN THE NAME OF THE SOCIETY AND ITS AIMS AND OBJECTS:**

Any change in the name of the Society and in its Aims and Objects or amalgamation, in future, shall be done by unanimous decision of the Managing Board according to the rules of the Societies Registrations Act, 1860.

**XVI. GENERAL:**

All registered documents creating a change or obligation of the Society shall be signed by the President, the General Secretary and the Treasurer jointly.

**XVII. DISSOUTIONS:**

If it is proposed to dissolve the Society, the procedure for dissolution laid down in the Societies Registration Act, 1860 will be followed.

*Kanwaljit Singh*  
*Manjit Gillan*  
*Dilwan S/*