

MEMORANDUM OF ASSOCIATION OF DON BOSCO SOCIETY, AZARA

I. NAME AND ADDRESS

- a) The name of the society is:
DON BOSCO SOCIETY, AZARA.
- b) Its registered office for the time being shall be situated at:
Sacred Heart College, Mawlai, Shillong, Meghalaya – 793008
- c) It shall have a branch office for communication and administration at:
Don Bosco College, Airport Road, Guwahati, Assam - 781017

II. AIMS AND OBJECTIVES

The objects for which the Society is established are:-

1. To build, construct, acquire, takeover, establish, maintain, provide, manage and run educational and research institutions: Junior colleges, Degree Colleges, Universities and offer professional degree courses, vocational training cum production centers, centers and facilities for promotion of studies and research in sports, science, technology, agriculture, horticulture, sericulture, pisciculture, to run plantations and estates, to build, construct, takeover, establish and manage laboratories, libraries, reading rooms, hostels and boarding houses and to print, publish, purchase, sell and distribute newspapers, journals, periodicals, books, lectures and other reading and pictorial matters, to produce, exhibit and distribute by sale or otherwise films, documentaries, TV, radio and other audio visual programmes for diffusion of useful knowledge and in keeping with educational, charitable and moral ideals.
2. To perform work of charity and relief by caring for the sick, poor, needy, downtrodden, old-age, spastic and disabled persons, establish, construct, run and manage hospitals, nursing-homes, dispensaries, clinics, investigative laboratories, blood, eye, limbs and kidney and other organ banks, artificial limbs making and fitting centers, sanatorium, convalescence centers, relief, operations and medical check up and other camps, orphanages, homes for destitute, juveniles and others, to promote community health care, nutrition education whatsoever and in any manner as may be deemed expedient.
3. To educate, train and assist financially or otherwise, in education and training of students, teachers, staff, social workers and other in arts, science, culture, spiritual, educational, economic, social and other fields, to assist the needy in self employment schemes, to make people conscious and concerned about social justice, self reliance and co-operation, to foster, promote and provide training in leadership, effective communication, organization, management, public relations and other fields.
4. To propagate, contribute, improve, assist or aid in the promotion of general welfare and physical, mental, material, spiritual, moral and cultural, advancement of people at large, to purchase, construct, obtain on lease or hire or otherwise acquire and own the places of worship and other assets and properties as maybe necessary in fulfillment of above objectives or otherwise.
5. To establish, promote, support, subscribe, give contributions, grants, subscriptions and aid and assist financially or otherwise and develop any voluntary organizations and to undertake project, schemes and

programmes for self sustenance, social and economic upliftment and welfare of rural and urban poor, physically and socio- economically handicapped persons, victims of natural calamities and others and to undertake the management thereof and of other societies, organizations, institutions and endowments having objects similar to the society.

6. To acquire and take over the effects and properties whether movable or immovable and other assets and liabilities of any of the existing societies, organization, institutions, associations, corporations, or other bodies whether incorporated or not, having similar objects, enter into such arrangements with Governments whether central or state, and district, local or other authorities as may seem conducive to the interest and proper functioning of the Society, to represent voluntary institutions, societies and organizations and to present the views to legislative, Government and other regulatory bodies and public.
7. To arrange meetings, seminars, workshops, conferences, lectures, camps and programmes relating to one or more of its objects and to arrange and organize tours, excursions and visits in fulfillment thereof.
8. To raise, borrow and secure the payment of money by whatsoever means including by issue of bonds, debentures, bills promotes or other securities, to receive and utilize gifts, grants, donations, subscriptions, foundations in cash, kind or in the form of movable or immovable property of all descriptions, to invest the corpus funds or surplus money in such manner and in assets, properties, securities, shares, deposits or investments as may be determined from time to time and to sell and vary all or any of the above and execute all assignments, transfers, receipts and documents as may be necessary.
9. To establish offices, agencies and representations in India or outside, to engage, employ and hire personnel, consultants, advisers, staff, servants and other as may be required for the attainment of the objects of the society and to pay them salaries, wages, gratuities, fees honorariums and other sum, to provide fund for welfare thereof and to terminate, dismiss or suspend such personnel.
10. To establish and maintain reserves and other funds of such money as the Governing Board may think fit for the promotion of the activities of or for any other purpose connected with the objects of the Society.
11. To initiate and support legal action on its own behalf or on behalf of the persons, organization, societies and institutions connected with the society in any manner jointly or severally, in any court, whether on authorization by the above or on its own initiative on all matters affecting the interest of the Society or the cause for which it is established.
12. To do or cause to be done all such lawful acts, deeds and things as are or may be necessary, incidental or conducive to the attainment and pursuit of and in accordance with the spirit and principles of any or all the objects of the Society.

III. SOCIETY AT THE SERVICE OF ALL

The Society, owned and established by the Christian minority community belonging to the Salesians of Don Bosco, shall do or cause to be done all deeds

and acts in fulfillment of any or all of the objects without any distinction as to caste, creed, religion, community or language.

IV. INCOME

- a) The Society is a non-profit making organization. The income of the Society shall be expended solely on the objects of the Society and for no other purposes.
- b) No portion thereof shall be distributed amongst its members by way of profits, dividends, bonus, etc.
- c) All gifts, contributions, donations and subscriptions to the Society shall be the corpus of the society as directed by the donor.

V. MANAGEMENT

- a) The Society shall be managed by a Governing Board consisting of not less than seven (7) and not more than fifteen (15) members in accordance with the rules and regulations.

List of Governing Body Members of Don Bosco Society, Azara, as on 20th July 2009

| Sl No. | Name | Designation | Occupation | Address |
|--------|------------------------|-------------------------------|--|---|
| 1 | Fr Joseph Almeida | President | Social Worker & Professor of Theology | Provincial House Don Bosco Guwahati, Assam- 781001 |
| 2 | Fr Stephen Mavelly | Secretary & Chief Functionary | Social Worker & Vice Chancellor | Don Bosco University Airport Road, Azara Guwahati, Assam -781017 |
| 3 | Fr Joseph Nellanatt | Joint Secretary & Treasurer | Social Worker & Pro Vice Chancellor | Don Bosco University Airport Road, Azara Guwahati, Assam -781017 |
| 4 | Fr George Chittapanatt | Member | Social Worker & Estate Manager | Don Bosco University Airport Road, Azara Guwahati, Assam -781017 |
| 5 | Fr Joseph Thelekkatt | Member | Social Worker & Principal | Provincial House Don Bosco Guwahati, Assam- 781001 |
| 6 | Fr Davis Aricatt | Member | Social Worker & Finance Manager | Provincial House Don Bosco Guwahati, Assam- 781001 |
| 7 | Prof Dilip Kumar Barua | Member | Social Worker & Professor of Economics | Professor's Quarters Guwahati University Campus Jalukbari, Guwahati, Assam – 781014 |
| 8 | Prof Ganesh Das | Member | Social Worker & Professor of English | Professor's Colony Birubari Guwahati, Assam - 781016 |

RULES AND REGULATIONS OF THE DON BOSCO SOCIETY, AZARA

[Registered under the Societies registration Act (XXI of 1860)]

1. NAME

The name of the Society is Don Bosco Society, Azara.

2. REGISTERED OFFICE

The Registered Office of the Society for the time being is situated at Sacred Heart College, Mawlai, Shillong, Meghalaya 793008.

It shall have a branch office for communication and administration at Don Bosco College, Airport Road, Guwahati, Assam – 781017.

3. AREA OF OPERATION

The area of operation of the Society shall be primarily within the North Eastern States of India, which may extend nationally and/or internationally as decided by the Governing Body from time to time.

4. AIMS AND OBJECTIVES

The aims and object of the Society are as set out in the objects clause of the Memorandum of Association.

5. MEMBERSHIP

1. The Governing Board (hereinafter referred to as the "Board") shall decide as to admission of members to the Society.
2. Membership shall be open to all, including organizations and others who are interested in the activities of the Society.
3. The Board may admit honorary members at its sole discretion.
4. The Board shall have power to expel a member if found working against the interests of the Society.

6. ADMISSION FEES & SUBSCRIPTION

The admission fee for membership and subscription from members shall be such as may be decided by the Governing Board from time to time.

7. MANAGEMENT

- a) The management of the affairs of the Society shall vest in a Governing Board consisting of a minimum of 7 (seven) and maximum of 15 (fifteen) members.
- b) The Board may co-opt other members as it deems fit.
- c) The Provincial Superior of the Salesian Province of Guwahati shall be the ex-officio President/Chairman of the Governing Board.
- d) The Secretary shall be appointed by the Provincial Superior of the Salesian Province of Guwahati, and shall be a member of the Salesians of Don Bosco.
- e) A member may resign and the Board may accept the resignation.
- f) The members of the Board shall not be subject to retirement. The Board may, however, appoint new members in place of those earlier appointed by it or those who resign.

8. OFFICE BEARERS

- a) The Board shall have one President/Chairman, one Secretary and one Treasurer
- b) The following shall be the office bearers of the Society at inception:

| | |
|---|-------------|
| Provincial, Salesians of Don Bosco | : President |
| Principal of the Unit (Don Bosco College) | : Secretary |

| | |
|---|-------------|
| Professor of the Unit (Don Bosco College) | : Treasurer |
| Economer of the Unit (Don Bosco College) | : Member |
| Headmaster (Don Bosco School, Guwahati) | : Member |
| Teacher from the Unit (Don Bosco College) | : Member |
| Well-Wisher/ Guardian | : Member |

- c) The terms of the office of the office bearers shall be such as may be decided by the Governing Board.
- d) The Board shall have power to assign the functions of one office bearer to the others or to any other person.

9. GENERAL MEETINGS

- a) The Society shall have an annual general meeting every year to transact such business as it is authorized to do under law.
- b) The annual general meeting shall be convened and held within 18 months from the date of the Society's coming into existence. The subsequent meeting shall be held within 6 months from the date of close of the financial year.
- c) The Governing Board shall have powers to extend the date of the Annual General meeting.
- d) All other meeting shall be Extra Ordinary General Meetings.
- e) One third or four members, whichever is less, present in person shall form quorum.

10. MEETING OF THE GOVERNING BOARD

- a) The Secretary shall and the President may convene the meeting of the Board as and when necessary for dispatch of business of the Society.
- b) There shall be at least 2 meetings of the Board in a year.
- c) One third of the members of the Board for the time being shall form a Quorum.
- d) Reasonable advance notice specifying the place, date, hour and nature of business to be considered at the meeting shall be given to the member of the Board.
- e) Proper minutes shall be maintained by the Secretary of all the meetings of the Board.
- f) The minutes signed by the President of the meeting shall be the conclusive evidence of what transpired at the meeting.
- g) The decision in the meeting shall be taken by the majority of votes.

11. POWERS OF THE GOVERNING BOARD

The Board shall have full powers and authority to do all acts, matters, things and deeds which the Society is authorized to do under law, convention or otherwise and which may be necessary in fulfillment of the object of the society and in particular the following:

- a) Look after, manage and supervise the management of the Society, its properties and assets and to spend money for the purpose;
- b) Pay all rents, rates, taxes, salaries and remuneration to employees;
- c) Invite and accept donations, subscriptions and gifts with or without any consideration, terms and conditions;
- d) Do all such acts, deeds and things as are incidental or conducive to the attainment of the objects of the Society stated in the Memorandum of the Society.
- e) Frame, modify and amend from time to time, by-laws and rules of business for the conduct of affairs of the Society;
- f) Delegate and sub-delegate all or any of the powers of the Board to President and/ or Secretary or any other member of the Board.

- g) Power to borrow money to raise funds for the purpose of the Society with or without interest as may be required from time to time.

12. POWERS & RESPONSIBILITIES OF THE PRESIDENT/CHAIRMAN, SECRETARY AND TREASURER

- a) The President/Chairman shall preside over, conduct and regulate all the meetings of the Society. In the absence of the President/Chairman, the President's nominee or one of the members shall be elected to preside over.
- b) The Secretary is empowered to correspond and attend to the day to day affairs of the Society and to hire the services of such persons as may be necessary.
- c) The Secretary shall maintain records, registers and reports as to the working and other matters related to the Society.
- d) The Treasurer shall maintain accounts and keep records of all receipts and payments and assets and liabilities of the Society.
- e) The Treasurer shall get the account audited every year by a Chartered Accountant and place before the Board within five months from the close of the accounting year and submit a copy thereof to the Registrar of Societies with audit report.
- f) Bank Account in the name of the Society shall be opened and operated upon jointly or severally by the President/Chairman, Secretary or the Treasurer or as may be decided by the Governing Board.

13. SUE OR TO BE SUED

- a) The Association may sue or be sued in the name of the President/Chairman or Secretary and shall be under the jurisdiction of the courts where the registered office of the Society is situated.
- b) The Society's decision / action taken in the normal course cannot be challenged in the Court of Law.

14. EFFECTIVE DATE

The Society will be deemed to have come into existence on and from August 1, 2001 irrespective of the date of registration.

15. DISSOLUTION

- a) Not less than two third of the total numbers of members may determine at the meeting convened for the purpose that the Society shall be dissolved whether forthwith or otherwise.
- b) If on dissolution of the Society there shall remain after the satisfaction of all debts and liabilities any property or assets whatsoever, the same shall be given to another similar society.

16. MODIFICATION OF RULES & REGULATIONS

- a) The Board has the power to make addition or alteration in the rules and regulations of the Society from time to time.
- b) The Registrar of Societies of the state shall be informed of any addition or alteration in the rules and regulations of the Society.