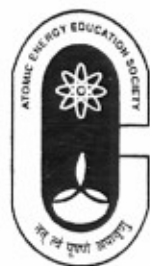


परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)
ATOMIC ENERGY EDUCATION SOCIETY (Regd.)

अणुशक्तिनगर, मुंबई -400 094.
Anushaktinagar, Mumbai - 400 094.



संस्था का ज्ञापन पत्र

तथा

नियमावली

(19/09/2001 तक अद्यतन बनाया गया)

MEMORANDUM OF ASSOCIATION

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BYE - LAWS

(Updated as on 19/09/2001)

- मुंबई पब्लिक ट्रस्ट अधिनियम 1950 के अन्तर्गत कल्याणकारी संस्था के रूप में दिनांक 31-12-1969 को पंजीकृत-पंजीकरण संख्या एफ 1854 (मुंबई)
- Registration No. F 1854 (Bombay) dated 31-12-1969 as Charitable Institution under the Bombay Public Trust Act, 1950.
- रजिस्ट्रेशन ऑफ सोसाइटी एक्ट 1860 के अन्तर्गत "सोसाइटी" के रूप में दिनांक 21-2-1969 को पंजीकृत-पंजीकरण संख्या मुंबई 23/69।
- Registration No. Bombay 23/69 dated 21-2-1969 as a Society under the Registration of Societies Act, 1860.

ATOMIC ENERGY EDUCATION SOCIETY (Regd.)

MEMORANDUM OF ASSOCIATION

I) NAME

The Society shall be called Atomic Energy Education Society.

II) OFFICE

The Office of the Society shall be situated in Greater Bombay.

III) AIMS AND OBJECTS

The Aims and Objects for which the Society has been established are :

- (a) \$ To establish and run educational institutions such as schools, colleges etc., to educate the children of the employees of the constituent and aided units of DAE, from preparatory to standard XII and vocational education through the media of instruction adopted by the society from time to time.
- (b) \$ To assist special schools through charitable organisations for the handicapped children of the employees of the constituent and aided units of DAE.
- (c) To promote or engage in any other activities in the attainment of the above objectives.

\$ As amended by Governing Council on 04/04/2001.

Atomic Energy Education Society (Regd.)
(updated as on 19/09/2001)

Rules and Regulations

1. The Society is established with the Aims and Objects expressed in the Memorandum of Association.

2. **MEMBERSHIP**

a) The Membership of the Society shall be open to personnel of the Department of Atomic Energy and its constituent units, Departmental/Public Undertakings and Aided Institutions.

b) i) At no time more than fifteen persons shall be the core members of the Society.

ii) In addition to the core members as above, Chairmen, LMC of outstation institutions constituted under clause 3 (a) shall be ex-officio members of the Society.

c) Every core member as in 2(b) (i) shall pay membership fee of Re. 1/- per annum before 30th June every year. No membership fee shall be payable by ex-officio members.

d) Every person shall, on being enrolled as a member, pay in addition to fees as above, an admission fee of Re. 1/-

e) **Admission of Members**

i) Whenever any vacancy arises in core membership of the Society, the Governing Council shall recommend to the Deptt. of Atomic Energy, the name of a suitable eligible person. He shall become the core member when the approval is accorded by the Department.

ii) Members shall on admission be notified thereof by the Secretary and be furnished with a copy of Constitution and Bye-Laws of the Society to which he shall be deemed to have agreed.

iii) Deleted.

f) **Rights and Privileges**

Every member shall have the right to attend General Meetings and vote there at in accordance with bye-laws. No one whose name does not stand on the Register of Members of the Society at least three months before the date of General Meeting shall be eligible to vote even though his name may have been entered on the Register.

g) Cessation of Membership

A member ipso facto ceases to be a member :

- i) On his ceasing to be in the employ of the Department of Atomic Energy and its constituent units, Departmental/Public Undertakings and Aided Institutions;
- ii) On his death;
- iii) On his expulsion;
- iv) On his being criminally convicted of an offence involving moral turpitude;
- v) On his resigning his membership;
- vi) On default of payment of his subscription more than two years. Governing Council may, however, regularise his membership if it so feels and collect the arrears of subscription.

Note : The name of a member shall be struck off the Register when he ceases to be a member.

h) Expulsion of Members

Any member whose conduct has been found to be against the interest of the Society shall be expelled but not before he has had an opportunity to explain his conduct and not until a resolution to this effect has been passed by at least two-thirds majority of the members present, entitled to vote and voting at a General Body Meeting specially convened for the purpose of voting in favour of expulsion.

3. MANAGEMENT

- a) The affairs of the Society shall be managed by a Governing Council consisting of (a) Chairman, (b) Secretary, (c) Treasurer and such other members not exceeding twelve as the Chairman may decide.
 - i) The Chairman of the Society shall be nominated by the Chairman, Atomic Energy Commission/Secretary, Department of Atomic Energy notwithstanding the stipulations under Rule 2, on terms and conditions that may be decided by him and such a nominee shall automatically be a member of the Society, in case he is already not so. In the absence of existence of such a nomination, the Chairman shall be elected in the Annual General Meeting from among the core members of the Society.
 - ii) The Society shall have a full time/part time Secretary, who shall be nominated by Chairman of the Society with the approval of Chairman, Atomic Energy Commission/Secretary, Department of Atomic Energy notwithstanding the stipulations under Rule 2, on terms and conditions that may be decided by him

and approved by the Chairman, Atomic Energy Commission/Secretary, Department of Atomic Energy. Such a person shall be a non-member Secretary, if he is not in the employ of D.A.E. or its constituent units/ Department/Public Undertaking or Aided Institutions.

- iii) The Treasurer shall be nominated by Chairman of the Society from amongst the core members.
 - iv) Notwithstanding the stipulations under Rule 2, Chairman may, with the approval of the Chairman, Atomic Energy Commission / Secretary, Dept of Atomic Energy, appoint two of the other Members of the Governing Council from amongst academicians of standing.
 - v) *Chairman may constitute a Local Management Committee for AECS/AEJC for each centre and assign the Committee appropriate responsibilities and powers for day to day functioning of the AECS/AEJC.
 - vi) ** Chairman may constitute an Academic Unit and Regional Academic Cells (wherever necessary) to recommend and advise the Society on matters relating to the improvement of academic programmes and other development activities, and appoint members of the teaching and supporting staff to the Academic Unit and Regional Academic Cells as required. Chairman may delegate his administrative and financial powers appropriately to the Academic Unit. The Academic Unit and Regional Academic Cells shall report to Chairman, Atomic Energy Education Society and Chairmen, LMC respectively.
 - vii) Chairman may also constitute and assign suitable responsibilities to School Advisory Committees or any such other committee for any institution under the Society for establishing better links with parents, wherever necessary.
 - viii) *Notwithstanding anything contained in this Rule or any other rules in these bye-laws, Chairman, AEC/Secretary to the Department of Atomic Energy shall have full powers at any time to reconstitute the Governing Council, the Local Management Committees and any other Committees provided for in these Rules. Upon such reconstitution, the earlier members of the said Council/Committee including its Chairman, Secretary and Treasurer as the case may be, shall cease forthwith to be member of the said bodies or hold office.
- b) The members of the Governing Council shall ordinarily hold office for not more than three years. A member may, however, be eligible for re-nomination for one more term, so much so that no member shall hold office for more than two terms. One third of the members appointed during the triennium shall retire by lots and the Council will recommend to the Dept. the names of suitable replacements. The first such retirement and replacement will be effective from December, 1991.

* As amended by the Governing Council in the special general meeting on 06/10/1997.

** As amended by the Governing Council in the special general meeting on 19/09/2001.

c) Vacancy on the Governing Council

Should a member of the Governing Council fail to attend three consecutive meetings of the Council without sufficient cause in writing or without permission of the Chariman, he shall automatically cease to be a member of the Governing council. A member of the Governing Council will cease to be so also in the event of his ceasing to be member of the Society under bye-laws 2(g) and (h) or in the event of his being declared insolvent or of unsound mind.

d) The office bearers of the Society shall be the Chairman, the Secretary and the Treasurer.

e) Powers and Functions of the Governing Council

- i) To admit members;
- ii) To manage institutions run by the Society and to frame rules and regulations for their working;
- iii) To raise funds by means of subscriptions, donations, loans, legacies, by conducting concerts and entertainments, grants-in-aid etc;
- iv) To administer the funds and properties of the Society placed at the disposal of the Society;
- v) To invest funds in Government Securities or recognised banks, operate the banking accounts, authorise two or more members of the Governing Council or Local Management Committee members to sign cheques, hundies and other similar documents and operate the accounts on behalf of the Society;
- vi) To incur any expenditure for the maintenance of the properties and premises belonging to or placed at the disposal of the Society, for the day-to-day management and for the conduct of the various functions of the Society;
- vii) To erect, acquire lease or hire properties, movable or immovable and buildings, and to maintain them by necessary repairs, alteration etc;
- viii) To authorise any of its members jointly or severally to carry out such of its duties and functions as it may decide;
- ix) To present the annual statement of accounts and the annual report on the working of the Society;
- x) To appoint, remove, suspend and punish salaried servants of the Society or of any of the institutions conducted or controlled by it;
- xi) To entrust to such salaried servants the discharge of such responsibilities and functions as the Governing Council may lay down;
- xii) To appoint any special committees for any specific purposes;

- xiii) To fix meetings of the Society and the Governing Council;
- xiv) To compromise and settle or contest either in a Court of Law or by Arbitration any suit, debt, liability or claim by or against the Society;
- xv) Generally do such other things as are incidental or conducive to the achievement of the objects of the Society.

f) Duties of the Office-Bearers

i) CHAIRMAN

It shall be the duty of the Chairman to preside over all the meetings of the Society and the Governing Council and to direct their deliberations by his/her advice.

ii) SECRETARY

The Secretary shall

- a) Carry on all correspondence of the Society;
- b) Receive communication addressed to the Society and place important matters arising therefrom before the Governing Council;
- c) Convene the statutory meetings of the Society and Governing Council and other meetings when fixed;
- d) Send notices of such meeting to the persons concerned, prepare and keep a correct record of the minutes of all meetings of the Society and the Governing Council;
- e) Attend to such other business as may be entrusted to him by the Governing Council.

iii) TREASURER

The Treasurer shall be responsible for all the moneys in his hand. He shall be authorised to accept money and issue receipts on behalf of the Society. The Treasurer shall ordinarily bank all moneys exceeding Rs. 1,000/-

4. MEETINGS

- a) The Annual General Meeting of the Society shall ordinarily be held within three months of the close of the official year;
- b) A Special General Meeting of the Society may be called by the Governing Council of their own accord and shall be called on the requisition of not less than one fourth of the number of members of the Society;

(7)

- c) A meeting of the Governing Council ordinarily be held once in three months and as often as otherwise necessary;
- d) The Heads of Institution, established or run by the Society or Local Management Committee members may attend the meetings of Governing Council as and when invited;
- e) Seven days' notice for Annual General Meeting, four days' notice for Special General meeting and three days' notice for Governing Council Meetings shall be given to the members. The notice shall specify the date, time and place of the meeting and also the business to be transacted at the meeting;
- f) At all the meetings of the Society and Governing Council, the Chairman shall take the Chair. In the absence of the Chairman, the members present shall elect the Chairman of the meeting;
- g) Five members shall form the quorum for a General Meeting, and four members shall form the quorum for a meeting of the Governing Council;
- h) If the business cannot be transacted for want of a quorum, a meeting of the Society, or Governing Council shall be adjourned to such other day as may be fixed by the members present;
- i) At any meeting no business other than that mentioned in the notice of the meeting shall ordinarily be transacted;
- j) All questions, except those for which there is an express provision in the bye-laws, shall be decided by a majority of votes of the members present and entitled to vote by a show of hands. The Chairman shall have a casting vote, which he may exercise at his discretion. Voting by proxy shall not be allowed;
- k) The business to be transacted at an Annual General Meeting shall be :
 - i) To elect the Chairman of the meeting, if the Chairman of the Society be absent;
 - ii) To approve the minutes of the previous meeting;
 - iii) To receive, consider and pass the Governing Council's report on the working of the Society and the audited statement of accounts for the previous year;
 - iv) To elect the Chairman;
 - v) To appoint Auditors for various Institutions established by the Society;
 - vi) To consider any other matter that is mentioned in the agenda of the meeting.

5. **FUNDS AND PROPERTIES**

- a) The Society will be wholly funded by the Department of Atomic Energy and the funds of the Society shall be utilized only in furtherance of the Aims and Objects of the Society;
- b) The Funds of the Society shall be invested in the name of the Society in such manner as may be decided by the Governing Council;
- c) The Office-bearers of the Society shall be jointly and severally responsible for safe custody of all valuables, including documents belonging to the Society;
- d) The Treasurer may advance the Secretary a sum not exceeding Rs. 1,000/- at a time for urgent or routine requirement;
- e) The Treasurer shall be responsible for all cheque books;
- f) ** The Banking accounts which will be in Scheduled Banks shall be in the name of Society for grants and in the name of respective schools for pupils' fund and KG at all centers and shall be operated upon jointly by any two of the following :

For Mumbai

- i) The Chairman
- ii) The Secretary
- iii) The Treasurer and
- iv) One more member of the Governing Council, to be nominated by it.

Other than Mumbai

(a) Where a separate Administration and Accounts Unit does not exist.

- (i) Chairman , LMC.
- (ii) Any two members of the LMC to be nominated by Chairman, AEES.

(b) Where a separate Administration and Accounts Unit exists.

- (i) Head of School to be nominated by the Chairman, AEES.
- (ii) Any two staff members of the school to be nominated by Chairman, AEES of whom one member shall be an accounts person.

**** As amended by the Governing Council in the special general meeting on 19/09/2001.**

- g) No property belonging to the Society shall be removed from the premises of the Society, without the express permission of the persons responsible for its custody;
- h) ** No transaction involving more than Rs. 50,00,000/- of each file at a time shall be entered into by the Governing Council without prior sanction of the General Meeting, except for pay and allowances.

6. ELECTION

All elections shall be held in such manner as may be fixed by the Governing Council from time to time.

7. GENERAL

- a) The Secretary of the Society shall sue and be sued upon in all matters relating to or affecting the Society;
- b) Save as herein provided, no member of the Society shall be held liable in respect of any act done in good faith in his capacity as a member of the Governing Council or of any duly appointed committee or as any other office bearer;
- c) Except as herein accepted, no institution shall be deemed to have been duly established by the Secretary unless that has been approved by a majority of the members present at a General Meeting and the rules thereof approved;
- d) Unless the context otherwise indicates, words importing the masculine gender shall include the feminine gender.

8. OFFICIAL YEAR

The Official year of the Society shall be from the 1st April to 31st March.

9. **EMERGENCY - HOW TO MEET**

If for some reason or other, the holding of a meeting of the Governing Council with necessary quorum becomes impossible and if a grave emergency arises occasioning an immediate action, a meeting of any two members of the Governing Council shall be deemed to be valid meeting and the actions taken by them shall be deemed to be valid as if they were taken be a valid meeting of the Governing Council.

**** As amended by the Governing Council in the special general meeting on 19/09/2001**

10. **ACCOUNTS**

Accounts shall be kept of the sums of money received and expended by the Society and the matter in respect of which receipts and expenditure take place of the assets and liabilities of the Society. Such accounts shall be open to inspection at such time and in such manner as may be laid down in accordance with the bye-laws of the Society for the time being. Once atleast in every year, the accounts of the Society shall be audited and testified by the auditor.

11. **INSPECTION**

Any member of the Society may, by previous appointment with the Secretary, examine the accounts of the Society. Such previous appointment shall be obtained by a request in writing addressed to the Secretary. The Secretary shall, on receiving such request, fix a day and time not later than 15 days from the receipt of intimation and inform the member accordingly.

12. **INTERPRETATION**

The Governing Council shall be the sole authority for the interpretation of the articles and bye-laws made hereunder and the decision of the Governing Council upon any question of interpretation or upon any matter affecting the Society or Institution conducted or controlled by it shall be final and binding on the members.

13. **AMENDMENTS**

Bye-laws may be added to, repealed or amended by a resolution passed at a Special General Meeting convened for the purpose, provided that atleast two thirds of the members present at the meeting and entitled to vote, vote in favour. Not less than 15 days' notice shall be given of such meeting and a copy of the proposed alterations or additions shall accompany the notice.

14. Any matter for the adjudication of which there is no provision in these bye-laws shall be decided by the Governing Council, and shall be final and binding on the members.

15. DISSOLUTION OF THE SOCIETY

The Society may be dissolved by a resolution passed in that behalf at a General Meeting convened specially for the purpose for which atleast one month's notice shall have been given to the members, provided that on the motion for the dissolution being duly proposed and seconded, a majority representing not less than three fourths of the total membership vote in favour thereof in the event of its being decided to dissolve the Society, the surplus funds and effects shall be transferred to the Government of India in Department of Atomic Energy or to such other body or person(s) which the Government of India in the Department of Atomic Energy may direct.