



Rules and Regulations of the
**Hyderabad Karnataka
Education Society**
Gulbarga-585 102 - Karnataka

Bye Laws

Approved by
Special General Body Meetings
Held on 30-3-1981 - 9-10-2009 - 15-11-2010



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**Hyderabad Karnataka
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GULBARGA-585 102 - KARNATAKA



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Form No. : 14
No's 1797 / 58 - 59

CERTIFICATE OF REGISTRATION

I hereby certify that "Hyderabad Karnataka Education Society, Gulbarga" is this day registered under the Hyderabad Societies Registration Act. No. 1 of 1350 fasli, as in force in Hyderabad Karnataka Area

Fee paid Rupees Fifty only

Give under my hand at Bangalore, the third day of April, one thousand nine hundred and fifty eight.

Sd/-

(S. A. RAHEEM)

For Registrar of Societies in Mysore



Rules and Regulations of the HKE Society, Gulbarga

(Approved by Special General Body Meeting, Held on 30.03.1981)

01. The society shall be named Hyderabad Karnataka Education Society and the Head Quarters of the Society shall be Gulbarga City.
02. The object of the society is to facilitate and spread education & culture including encouragement for research by starting affiliating incorporating at different places as circumstances permit, educational institutions including allied institutions like, Hospitals, Libraries, Hostels, Workshops and publication divisions under society's management or otherwise best suited for the development of this are.
- * The benefits of the society shall be open to all irrespective of caste, creed or religions.
03. The society consists of Patrons, Life Members and Ordinary Members.

* **Inserted as per resolution of Special General Body Meeting held on 15.11.2010.**



04. Any person who contributes Rs. 5,000/- or more to the society is a Patron of the society.
05. Any person who contributes not less than Rs. 2,500/- shall be a Life Member of the society.
06. Any person who contributes not less than Rs. 25/- per annum shall be Ordinary Member of the society.
07. **(A)** The membership fee of an Ordinary Member is payable in advance annually in the month of December an ordinary member who fails to pay his subscription before the end of March of any year will automatically cease to be member.

(B) ADMISSION OF MEMBER

- i) When the Governing Council notify the decision to open the fresh membership of the society, any person who is domicile of the Hyderabad Karnataka Area which comprises of Gulbarga, Bidar and Raichur Districts desires to become a member of the society shall make an application in the prescribed form obtainable from the society office on payment of Rs. 2/- and send the same duly filled in to the Secretary, H.K.E. Society, Gulbarga,



together with an Admission Fees of Rs. 100/- in the form of postal order.

ii) The Governing Council shall scrutinize all applications and admit the applicant as a member if he/she is supported by not less than 2/3rd majority of the council members present. If the applicant is not admitted then the amount of admission fee shall be refunded to him. Reasons for rejection of application need not be given. The decision of the Governing Council is final. The refusal shall be communicated to the applicant concerned within 15 days from the date of the decision.

iii) The applicant on receipt of the intimation of the acceptance of his/her application shall pay within 15 days the amount of subscription through Bank Demand Draft and sign the Membership Register in person which is kept in the H.K.E. Society office at Gulbarga, during working hours.

iv) A person shall become a valid member only from the date of his/her signing the membership register.

v) Any member holding any office of profit in the society shall not participate in the management affairs



of the society, unless otherwise provided in the bye-laws.

08. There shall be one President and one Vice President of the society according to the following rules.

i) President and Vice President shall be elected from amongst the members of the society, by majority of votes polled once in three years and the term of the President and Vice President shall be co-terminus with that of the Governing Council.

ii) The President shall preside over all General Body and Governing Council Meetings of the society and in the absence of the President, the Vice President shall preside over the meetings and in the absence of both, the respective bodies shall elect person from amongst the member present to preside over that particular meeting. However the presiding member shall vacate the chair as soon as the President or Vice President of the society turns up during any part of the period when the meeting is in session.

iii) If the post of President becomes vacant in the middle of the term, the Vice President shall act as President in the interregnum. A special meeting of the General Body shall be summoned within four months for a bye-election to elect a new president for the remaining part of the term.



iv) No President or Vice President after a tenure of two consecutive full terms of three years each in the office shall be entitle to contest for the same post held by him/her in the immediately succeeding election.

09. Every Patron of the society shall have the right of
(a) Visiting the institutions of the society and also of making any suggestions that he may think proper.

(b) Every Patron, Life Member and Ordinary Member shall have the right of electing President, Vice President and other Members of the Governing Council.

10. For the management of all the affairs of the Society there shall be Governing Council which shall be the executive and policy making body.

11. i) The President, Vice President and Members of the Governing Council shall be elected one month before the expiry of the term of the existing office bearers including the members of the Governing Council preferably in the month of March and take charge on due date.

ii) The Governing Council shall consist of 16 Members, as mentioned below.



- a) President of the Society.
 - b) Vice President of the Society.
 - c) 13 Members who shall be elected from amongst the members of the society by the members of the General Body of the Society on the basis of simple majority of votes. Out of 13, atleast one member shall be declared elected from each District, namely Gulbarga, Bidar & Raichur, from amongst the contestants from these districts respectively on the basis of the largest number of votes polled.
 - d) One Teaching Staff Member working in the H.K.E. Society institutions belonging to the Professorial rank nominated by the Governing Council on a system of yearly rotation.
12. If any vacancy is caused owing to the death or resignation or for any other reason of any members of the Governing Council, the Governing Council shall co-opt a member from amongst the members of the H.K.E. Society, within a period of two months from the date of such vacancy.



13. It shall be the business of the Governing Council

a) To take all decisions regarding financial matters.

b) To call a general meeting of the society according to the provisions of the Karnataka Society's Registration Act.

c) To start, affiliate or incorporate Educational Institutions at different Places.

d) To publish the annual reports and accounts of the society.

e) To appoint an Auditor or Auditors for Audit of Accounts.

f) To take every necessary legal step in the interest of the society. In case of emergency the President shall take suitable legal action in the interest of society and shall place before the ensuing Governing Council for ratification of such action taken.

g) To represent the society in its correspondence with Government or any public authority or agency. In the urgent matters the President can make correspondence with the appropriate authority or Government or Agency



and the same shall be placed before the ensuing Governing Council for approval and ratification.

14. The Governing Council shall have full access to the records of the society, and its institutions, collectively or individually in writing.

15. i) The Governing Council shall elect one Secretary and one joint secretary from among the members of the Governing Council preferably at its first meeting. The term of the Secretary & the Jt. Secretary shall be co-terminus with the term of the Governing Council.

ii) In the event of death or resignation of the Secretary the Joint Secretary shall hold the office of the Secretary till the new Secretary is elected preferably in the next Governing Council Meeting.

iii) Joint Secretary shall discharge the duties of the Secretary in his absence.

16. i) The quorum for a meeting of the Governing Council shall consist of seven members and there shall be no quorum for the adjourned meeting. Ordinarily 7 days notice shall be sent for convening a Governing



Council Meeting. However, Emergency Meeting can be summoned with a clear 24 hours notice.

ii) If seven members of the Governing Council make requisition in writing to the President, H.K.E. Society, mentioning of specific subject matter, the President shall immediately proceed to call a Governing Council Meeting within one week from the date of receipt of such requisition.

iii) Resolution passed in the Governing Council cannot be altered or amended or changed within three months. If it is found desirable to alter or amend or change within three months, it can be done so by not less than 2/3rd majority of the members of Governing Council.

17. i) The Governing Council shall maintain discipline in all the educational and allied institution of the society and control all its activities.

ii) It shall make all appointments, admission, award punishments, including termination of services, give promotions, leave and extensions of service and take decisions relating to discipline and deal with these matters



which promote the Aims and Objectives of the society.

iii) The Governing Council, if necessary may appoint Sub-Committees for any specific purpose or purposes.

18. When any appointment or appointments are to be made the Head of the Colleges or Schools or Institutions concerned shall send proposals to the President of the H.K.E. Society, Gulbarga.

19. The fee structure in Schools, Colleges and allied Institutions shall be fixed with the sanction of the Governing Council.

20. The Governing Council shall arrange for inspection of the Society's Institutions, whenever it is necessary.

21. The Governing Council shall present to the Annual General Body for approval of account of the income and expenditure, the report of the Management of the Society together with the audited copy of the balance sheet and auditor's report of the previous year.

22. There shall be one Annual General Body meeting of the Society to be held at the Head Quarters preferably



in the month of June and 12 Meetings of Governing Council preferably on Second Sunday of every month.

23. All questions before all the Meetings, or the society of the Governing Council shall be decided by majority of votes. The President or the Vice President who is acting as President shall have a casting vote in case of equality of votes in addition to his vote as a member even in the case of election matters.

24. It shall be the duty of the Secretary to assist the President in carrying out the following functions.

- i. To implement the resolution of the General Body and the Governing Council.
- ii. To carry on the Society's correspondence and day to day Administration.
- iii. To supervise the writing of Records and Accounts of the Society and get them audited every year and place audited reports and the statement of accounts before the Governing Council & General Body for necessary action.
- iv. To convene the meetings of the Governing Council as well as General Body.



v. To give effect to the resolution passed by the Governing Council.

vi. To inspect the institutions of the Society.

vii. To present to the Governing Council at the beginning of the financial year the draft budget estimate for its approval.

viii. To collect all donations, subscriptions and to credit the same to the accounts of the society.

25. It shall be the duty of the Secretary to cause the minutes of the meeting of the General Body and the Governing Council and maintain them.

26. It shall be the duty of the office bearers and Governing Council to arrange for the collection of funds for the benefit of the Society collectively or individually as, decided by the Governing Council.

27. i) The Governing Council is empowered to frame rules regarding conduct of elections, meetings, service rules or any other rules for the conduct of smooth running of the society and its institutions and also for all details of Management not specially mentioned in the powers and functions of the Governing Council.



ii) The Society shall honour all Lawful Agreements, Acts and Deeds made by the Governing Council with the Government or any other Agency.

NOTE : Agreements made and acted upon so far with respect of Engineering College : Medical College and Aided colleges of the society are hereby approved.

28. i. All the properties and funds of the society shall belong to the society collectively and not individually.

ii. The Patron, Life Member, or Ordinary Member shall not have any right over the property and funds. All the funds and assets of the Society including movable and immovable, copy rights and other rights and privileges acquired, if any, shall vest in the Society and shall be managed and utilized for the various activities of the Society.

iii. The Governing Council however shall seek permission of the General Body for the disposal of immovable property worth more than Rs. 50,000/- (Rupees Fifty Thousand) only.

*iv. "That in the event of dissolution or winding up of the society, the assets of the society shall under no



circumstances be distributed among the members but shall be transferred to another Organization /existing Society solely for educational purposes and not for purposes of profit."

****v.** "That the Society shall not invest or deposit its funds otherwise than in any one or more of the forms or modes specified in sub section (5) of Section 11 of the Income Tax Act, 1961."

****iv & v inserted as per resolution of
Special G. B. Meeting held on 09-10-2009**

****vi)** "There shall be maintained all accounts of the society regularly. The accounts shall be duly audited by the Chartered Accountant. Every year the accounts shall be closed by 31st March."

****vii)** "No amendments to the Bye-Laws of the society shall be made which may prove to be repugnant to the provision of Sec. 2(15), 11, 12 and 13 and 80-G of the IT Act 1961, as amended from time to time. Further, no amendments shall be carried out without the prior approval of the Commissioner of Income Tax."



****viii)** "The funds and the income of the Society shall be utilized for the achievement of its objects and no portion of it shall be utilized for payment to the members by way of profit, interest dividends etc."

29. "The power of President."

The President shall be the head of the Society and as such he shall exercise executive and administrative powers. He shall also carry-out the following duties. :

**** Inserted as per resolution of
Special G. B. Meeting held on 15-11-2010**

- i) To implement the resolution of the General Body & Governing Council of the society & other Sub Committees.
- i) To implement the resolution of the General Body and Governing Council of the society & other Sub committees.
- ii) To carry on the activities of the society as may be conducive to the advancement and fulfillment of any of the object of the Society.
- iii) The President shall whenever possible, consult the office bearers or any other members of the Governing Council in exercising his power and functions.



iv) The President is empowered to delegate such of his duties, powers and functions to the Vice-President or any other office bearers of the Governing Council.

v) In the absence of the President due to long leave for more than three weeks, the President shall empower the Vice President to act as President with all powers and functions of the President.

vi) The President is empowered to appoint the Legal Advisor and Private Secretary of his own choice if required only for the term of his office and their emoluments shall be fixed by Governing Council.

30. In the events of dead lock occurring for any reason in the affairs of the Governing Council the President shall convene a meeting of the General Body within 30 days for ending deadlock.

31. The Society may sue or sued in the name of the President, H .K.E. Society in his official capacity.

32. i. 1/10th of the Members of the Society shall constitute a quorum for the General Body Meeting of the Society. However, no quorum is required for the



adjourned meeting which shall be held at the same place and time on the following day.

ii. The President shall ensure smooth conduct of the General Body Meeting. Any member desirous of speaking shall rise up in his place and take permission of the chair before he makes his point. Any member who willfully disobeys may be asked by the chair to leave the meeting.

iii. If Pandemonium prevails the President adjourn the meeting in consultation with office bearers till such time as he can conduct the meeting smoothly. Quorum is not necessary for such adjourned meeting.

iv. In case 15% of the members present in the General Body Meeting demand that a particular matter / item may be decided by secret vote, a ballot system may be adopted, otherwise voting shall take place by show of hands.

33. The Society shall have one Administrative Officer appointed by the Governing Council to assist the President, Secretary and Joint Secretary. He shall hold the office at the pleasure of the Governing Council.



34. The Administrative officer shall :
- i) Maintain a Register of Patrons, Life Members and Ordinary Members of the society upto date.
 - ii) Maintain Records, Registers and accounts of the society and its institutions upto date.
 - iii) Maintain property Register etc. of Society.
 - iv) Keep the monthly statements of Accounts of Society and its institutions in the Monthly meeting of the Governing Council.
 - v) Maintain upto date list of movable and immovable properties, dead stocks, Securities etc. of the Society.
 - vi) To Keep in safe custody all the Account of the Society and keep the books of Accounts upto date.
 - vii) See that stock registers of the various institutions are maintained Properly and kept upto date.
 - viii) Take precautions and steps to safe guards all movable and immovable properties of the society.
 - ix) Swear the affidavit on behalf of the Society with the permission of the President.



x) Inspect the institutions of the society to carry out his duties.

xi) Supervise and co-ordinate under the direction of the President all the office administrative activities of the Society.

xii) Attend immediately to the repairs of the buildings of the society with the knowledge of the President of the Society, when it is brought to the notice of the office.

xiii) Make necessary preparation for conduct of elections for the various offices of the society, whenever they are due.

xiv) Be the custodian of the securities deeds of agreement, receipts, title deeds or any other valuable documents pertaining to the rights and properties of the society.

35. All Accounts of the society will be jointly operated by the President, H.K.E. Society & Administrative Officer of the Society.

36. Honorarium and Allowances of the office bearers and Governing Council members shall be decided by the Governing Council from time to time.



PROVISIONAL ARRANGEMENTS

**Until the New Governing Council
is elected as per the above
amended rules the
Management of the Society
shall be conducted by
the existing Office Bearers
of the Society and various bodies
of the Society
with old Rules and Regulations
of the society till the end of
MARCH - 1982**



Hyderabad Karnataka Education Society

Gulbarga-585 102 - Karnataka

Tel. 08472-220337 - 08472-221532

E-mail : ao@hkesociety.org