

DESIROUS PERSONS:

We, the undersigned are desirous of forming a society namely "GREENDALES PUBLIC SCHOOL, VILLAGE CHEEMA KHUDI, BATALA ROAD, SRIHARGOBINDPUR, DISTT. GURDASPUR (PUNJAB)" under the provisions of Societies Registration Act, XXI of 1860 (Punjab Amendment Act, 1957) in pursuance of this Memorandum of Association of the Society.:

MEMORANDUM OF ASSOCIATION  
LIST OF MEMBERS

S. NO.	NAME	DESIGNATION	OCCUPATION	AGE	SIGNATURE
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1. Satnam Singh Chairman Private SS Bondhawa  
Bondhawa
2. Baljit Kaur Manager Housewife 56 Baljit Bhullar  
Bhullar
3. Lakhinder Viri Chairman Retired 64 J. Bhullar  
Singh Bhullar Army Man
4. Bheemjeet Kaur Cashier Housewife 50 Bhandhawa
5. Gurbjeet Kaur Executive Housewife 30 Jyotit Bhullar  
Bhullar Member
6. Tejinder Singh Executive Private 27 Tejinder Singh  
Member
7. Salim Math Executive Private 63 Salim Math  
Member

Witnesses: 1. Anand Puri Anand Puri s/o Sh. Ramesh Chander  
Dharampura Colony, Batala

2. Rohit Kumar Rohit Kumar s/o H. Deepak

Place: Vill. Cheema Khudi (Sri Hargobindpur)  
Date: 13.10.2015

Bondhawa Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No.: 1631269

Man Bazar, Gadian  
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Punjab  
Registrar of Firms & Societies

Manjeet Princi  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No.: 1631269

# SOCIETIES REGISTRATION ACT, XXI OF 1860

## MEMORANDUM OF ASSOCIATION

S. NO.	NAME	DESIGNATION	OCCUPATION	AGE	SIGNATURE
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**GREENDALES PUBLIC SCHOOL, VILLAGE CHEEMA KHUDI  
BATALA ROAD, SRIHARGOBINDPUR DISTT GURPASPUR(PUNJAB)**

1. **NAME**:- The name of the Institution shall be Greendales Public School, Village Cheema Khudi, Batala Road, Srihargobindpur .
2. **LOCATION OF THE SCHOOL**:- The School shall be run under the above name in Village Cheema Khudi, Batala Road, Srihargobindpur, on the land leased to the School by Sh. Satnam Singh Randhawa S/o Sh. Surjit Singh and Mrs. Baljit Kaur Bhullar w/o Sh. Lakhwinder Singh Bhullar.
3. **AIMS AND OBJECTIVES** :-
  - i. To impart education up to Twelfth Classes under the CBSE Pattern.
  - ii. To Impart liberal, moral and secular education to students of Institution to build up their moral character.
  - iii. To provide good building, library, reading room, play ground and other facilities for the said purpose.
  - iv. To make sufficient arrangements for curricular and extracurricular activities in order to bring out the hidden talents of the students.
  - v. To emphasize the values of Indian culture and civilization as enshrined in our holy books.
  - vi. To make earnest efforts for the harmonious development of its pupils.

**4. PROPERTY AND ASSETS**

The entire movable and immovable property or any assets of the School shall belong to the School Society and no other member or office bearer, individually or collectively, has any legal right in its ownership. So, its property, in any shape or form, can never be transferred, mortgaged, gifted/merged with any other institution/Committee/person in any way. The entire profit of the School shall be utilized only for its development.

*Randhawa* Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*Randhawa*

*Randhawa*

*Princ*

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Punjab

Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

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**GREENDALES PUBLIC SCHOOL  
VILLAGE CHEEMA KHUDI, BATALA ROAD, SRIHARGOBINDPUR,  
DISTT. GURDASPUR (PUNJAB)**

**RULES AND REGULATIONS OF THE SCHOOL SOCIETY**

THE SOCIETY SHALL BE REGISTERED UNDER THE SOCIETIES REGISTRATION ACT, 1860.

1. **NAME:** - The name of the Institution shall be Greendales Public School, Village Cheema Khudi, Batala Road, Srihargobindpur.
2. **LOCATION OF THE SCHOOL:** - The School shall be run under the above name in Village Cheema Khudi, Batala Road, Srihargobindpur, on the land leased to the School by Sh. Satnam Singh Randhawa S/o Sh. Surjit Singh and Mrs. Baljit Kaur Bhullar w/o Sh. Lakhwinder Singh Bhullar.
3. **AIMS AND OBJECTIVES :-**
  - I. To impart education up to Twelfth Class under the CBSE Pattern.
  - II. To impart liberal, moral and secular education to students of Institution to build up their moral character.
  - III. To provide good building, library, reading room, play ground and other facilities for the said purpose.
  - IV. To make sufficient arrangements for curricular and extracurricular activities in order to bring out the hidden talents of the students.
  - V. To emphasize the values of Indian culture and civilization as enshrined in our holy books.
  - VI. To make earnest efforts for the harmonious development of its pupils.
4. **PRELIMINARY:-**

The provision of Societies Registration Act, 1860 shall apply to this Society.
5. **INTERPRETATION:-**
  - a) The expression "Society" and the word "Committee" will mean "THE MANAGING COMMITTEE GREENDALES PUBLIC SCHOOL, VILLAGE CHEEMA KHUDI, BATALA ROAD, SRIHARGOBINDPUR".
  - b) The Chairman, The Principal/Secretary, The Vice Chairman, The Manager and the Cashier means the Chairman, The Secretary, the Vice Chairman, Manager and the Cashier of Greendales Model School, Village Cheema Khudi, Batala Road, Srihargobindpur.
  - c) The member means the member of the Managing Committee.
6. **NOMINATION OF MEMBERS :-**

*Bandhawa*  
Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*Bhullar Baljit Bhullar*  
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*Bhandhawa*  
Principal  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*Surjit*  
Registrar of Firms & Societies  
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*Bhandhawa*  
Principal  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

The Chairman Shall nominate the members on completion of a term of 5 Years after consultations with the Manager.

**7. DURATION :-**

The term of office of the Managing Committee of the School shall be 5 years. The Managing Committee shall meet every year before the commencement of the session of the School to transit its business. The Chairman can call a meeting more than once in a year, if he needed so.

8. The Management of Greendales Public School, Cheema Khudi shall vest powers in the Managing Committee Green Dales Public School. The Managing Committee shall include the followings :- *Bhandhawa*

**A. General Body:**

The General body of the Society shall consist of at least 7 members and maximum of 16 members. The number of members of the society shall be decided by the Governing body from time to time.

**B. Governing Body:**

The Governing body of the Society shall include Office bearers and other active members of the Society. It shall be termed as "Executive Members".

**C. OFFICE BEARERS:**

The active members who look after the affairs of the management of all the Society, run it efficiently and keep record of working of the society, shall be termed as office bearers of the Society. These will be:-

- i. Chairman
- ii. Vice Chairman
- iii. Manager
- iv. Cashier.

**9. THE QUALIFICATIONS, POWERS AND FUNCTIONS OF THE OFFICE BEARERS OF THE MANAGING COMMITTEE**

- i. He is a good citizen of India.
- ii. He is interested in welfare of School.
- iii. He is dedicated to the cause of education.

*Bhandhawa*  
Certified To be True Copy  
*[Signature]*  
Registrar of Firms & Societies  
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*Bhandhawa* Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*[Signature]* Principal  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

iv. He is above 25 years of age.

**10. POWERS AND DUTIES OF THE OFFICE BEARERS**

**CHAIRMAN**

- 1) To nominate the Vice Chairman, the Manager and other members for a term of five years.
- 2) He is authorized to include /exclude any member with the consent of Manager. He shall have, of course, a final say in the matter.
- 3) He shall approve agenda for different meetings and confirm the proceedings recorded.
- 4) He shall sign cheques and operate bank account jointly with the Manager.
- 5) He shall perform all other duties as have been shown elsewhere.

**11. POWERS OF THE VICE CHAIRMAN**

He shall conduct the meeting in the absence of the Chairman.

**12. POWERS OF THE MANAGER**

- i. He shall sanction leave to the staff beyond the powers of the Principal.
- ii. He shall record proceedings of the meeting.
- iii. He shall see the construction work of the School in accordance with the directions and policy of the Managing Committee.
- iv. He shall perform other duties at the direction of the Chairman.
- v. He shall look after the accounts also.

**13. POWERS OF THE CASHIER**

The cash shall be handled by the cashier after its collection at the counter. He/She will look after the cash transactions and ensure that all the receipts and outgoings are properly vouched and that the expenses are not incurred for purposes other than the School.

**RESIDUAL POWERS**

*Bandhawa*  
 Chairman  
 Greendales Public School  
 Distt. Gurdaspur (Pb. 143515)  
 CBSE Affiliation No. : 1631269

*Harjot*  
 Principal  
 Greendales Public School  
 Distt. Gurdaspur (Pb. 143515)  
 CBSE Affiliation No. : 1631269

*Bandhawa*

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*Baljit Bhullar*

*Bhandhawa*

Chairman  
 Greendales Public School  
 Distt. Gurdaspur (Pb. 143515)  
 CBSE Affiliation No. : 1631269

All residual powers vest the Chairman of the Managing Committee.

### POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE

The Managing Committee shall exercise the following functions:-

- I. To appoint, discharge and suspend a teacher, other non-teaching staff or the the Principal.
- II. To pass the Annual Budget.
- III. Taking any emergent decision in the interest of the School.

### SCHOOL FUNDS

The funds of the School shall be kept in rightful manner and shall be deposited in the bank recognized by the Managing Committee. The account of the school shall be operated upon jointly by the Chairman or his nominee with the Manager. The money received on behalf of the school shall be forthwith deposited with the bank before expenditure is incurred. The committee may raise loan/funds from the bank or any other person(s) for the construction of the building of school.

### VACANCIES AND THEIR FILLING UP

Any vacancy caused by any of the reasons will be filled up by the Managing Committee on the advice of the Manager. It shall have full right to remove any member who is not serious in his duties.

### MEETING OF THE MANAGING COMMITTEE AND THEIR CONDUCT

1. Any ordinary meeting of the Managing Committee will be held once in a year or earlier depending upon the nature of the matter to be discussed.
2. Budget meeting will be held once in a year in March or April. The Principal will circulate the Agenda of the meeting to all the members for the same. Three days notice for an ordinary meeting, 24 hours in case of urgent and one week's time for annual meeting from date of circulating the notice is sufficient. The quorum of the Managing Committee ordinary meeting shall be  $1/3^{\text{rd}}$  of the total strength  $2/3^{\text{rd}}$  for the Annual meeting. The Managing Committee is empowered to consider all matters relating to the welfare of the School.

### MISCELLANEOUS

*Bandhawa*  
Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*S. Dhillon*  
*Baljit Phullar*  
*Brandhawa*  
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*Jayst*  
Principal  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

of operation of the Society shall be whole of Punjab State.  
of dissolution of Society, or in the case of the institute is closed, all assets  
abilities of the Society/Institute shall be vested to the President living at that time  
and who shall decide the best way to utilise the property (ies), building and funds in  
accordance with the relevant provisions of the Societies Registration Act XXI of 1860.

- B- 1) All members shall subscribe to the Managing Committee an annual subscription as desired by the Managing Committee.
- B- 2) No member shall receive any kind of salary on account of its membership to the School Managing Committee.
- B- 3) The property of the School shall be owned by the society only for the cause of development of school.

### AMENDMENT

Amendment in Rules of the of the Society, wholly or partially shall be made on the following grounds:-

1. If it is initiated by 1/3<sup>rd</sup> members of the School.
2. By the Chairman of the Managing Committee.

All such points shall be decided by 2/3<sup>rd</sup> majority of the Managing Committee.

*Bandhawa*

*Dhullar*

*Baljit Bhullar*

*Bandhawa*

Chairman

Vice-Chairman

Manager

Cashier

GREENDALES PUBLIC SCHOOL  
VILLAGE CHEEMA KHUDI  
BATALA ROAD, SRIHARGOBINDPUR, DISTT. GURDASPUR (PUNJAB)

Place: Vill. Cheema Khudi (Sri Hargobindpur)

Date: 13/10/25

Certified To be True Copy

*[Signature]*  
Registrar of Firms & Societies  
Punjab

*Bandhawa* Chairman  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
CBSE Affiliation No. : 1631269

*[Signature]* Principal  
Greendales Public School  
Distt. Gurdaspur (Pb. 143515)  
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