

Memorandum of Association of  
Don Bosco Vazhikaatti Career Guidance and Job Placement Centre  
(VAZHKAATTI)

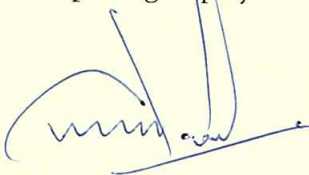
1. Name of the Society : Don Bosco Vazhikaatti Career Guidance  
and Job Placement Centre (Vazhikaatti)

2. Address of the Registered Office : Don Bosco  
3/121, South Paganur Road  
Manikandam  
Trichy - 620 012

3. Objectives of the Society:

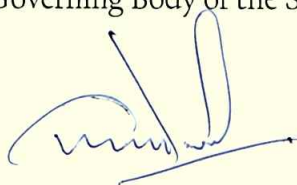
A. The Objectives for which the society is established are :

- i. To guide the students to choose their career according to their interest, aptitude, attitude, personality, intelligence and economical background.
- ii. To make known to the students various possibilities of and various types of studies available at different levels.
- iii. To provide information on various academic Institutions and Study centers which offer formal, non formal, academic, Technical education.
- iv. To educate the students on resource and support system such as Government Scholarships, Stipends, Private Aid, Hostel facilities, Cost of the courses and application procedures.
- v. To provide individual guidance to choose proper career at the request of individuals who may approach the centre.
- vi. To offer referral Job Placements.
- vii. To organize a group employment scheme to poor rural youth.
- viii. To motivate and guide youngsters to take up self - employment schemes in their own areas.
- ix. To organize short term service oriented courses.
- x. To organize full time and part time coaching classes for the rural youth to compete in the Govt. Competitive Exams and acquire Government Job (TNPSC, RRB and SSC).
- xi. To prepare set of study materials on Govt. Competitive Exams to be distributed to the rural youth who can prepare for the Government Competitive exams as part time study.
- xii. To carry out Job Market researches to identify the need of the jobs, the subjects and courses that prevails in each area at a particular point of time.
- xiii. To carry out the quality need analysis in the job market.
- xiv. To conduct job fairs and counseling centres for the unemployed youth
- xv. To promote and to join network of Government and Non-Government institutions for exploring employment opportunities for the unemployed



## B. Activities of the society in furtherance of its objects:

- i. To build and construct buildings and structures of whatever nature of kind are found to be necessary or expedient and to demolish, alter, repair, renovate, improve, extend and develop the buildings or part of them in furtherance of the objects of the society.
- ii. To purchase, take on lease, or in exchange, lease and license or hire or otherwise acquire any land, building or properties movable or immovable which may be requisite for the purpose of or conveniently used in connection with and of the objects of the society and to hold, manage, administer and otherwise deal with such movable and immovable properties, rights and privileges as the Governing body of the society may deem necessary, expedient or desirable for the promotion of any of the objects of the society.
- iii. To sell, alienate, lease, give out on lease and license, mortgage, charge, pledge, hypothecate, transfer, surrender, dispose of and or otherwise deal with all or any of the properties, funds and assets of the Society as the Governing body of the Society may deem fit.
- iv. To apply for, receive, accept and utilize any Government, University and/or other grants and/or all other allowance in connection with any of the institutions, educational or otherwise, works and activities conducted, and properties held by the Society and to deal with the same in accordance with the terms and conditions thereof and to execute such documents therefore over all or any of the properties and assets of the Society as may be required.
- v. To collect from the students, trainees, pupils, boarders such fees, rates and charges as prescribed and normally received and to receive, accept, hold, expand, administer and use any gift, grant, foreign contribution, donation or foundation or in kind or in money, or any other property from any person, firm, corporation or institution, situate outside India for all or any of the objects of the society, and also to raise funds by fetes and entertainments for the promotion of any of the objects of the society.
- vi. To employ on such terms and conditions as the Society may deem fit the necessary complement of staff for the other activities, administration and conduct of the Society as a whole, and to pay salaries, wages, fees, remuneration and honorarium and when necessity arises and the exigencies of circumstances require, to transfer, remove, dispense with, terminate, suspend or dismiss any of them.
- vii. To educate, train either in India or abroad such persons as may be considered necessary by the Governing body for the fulfillment of the object of the Society and for the conduct and administration of the Society and to provide financial or other assistance to them and to meet the expenses of such persons going abroad in the course of business, and/or attending specialized and/or refresher courses in India or abroad.
- viii. To help, aid or assist financially or otherwise all the institutions or activities forming part of the Society and to give financial help by way of donations or otherwise to the other Societies for any other charitable or social causes as thought fit by the Governing Body of the Society.



- ix. To enter into and carry out arrangements for joint working or for amalgamation with any other Society belonging to and conducted by the The Trichy Don Bosco Society or any other society or institution having objects identical or similar to the objects of the Society as the Governing body of the Society may deem fit.
- x. To borrow monies either on promissory notes, bonds, bills of exchange or on security of any of the properties and assets of the society by the deposit of title deeds or by the execution of registered documents or mortgage, charge, security or hypothecation as the Governing body of the society may deem fit.
- xi. To draw, make, accept, endorse, negotiate, discount, buy, sell or otherwise deal with cheques, bills of exchange, hundies or other negotiable or commercial instruments for the purpose of the Society.
- xii. To open and operate joint or separate bank accounts of any description in the name of the society with any recognized or scheduled banks on such terms and in such manner as the Governing Body of the Society may deem fit in respect of the particular funds of the various institutions of the Society and the funds otherwise of the Society.
- xiii. To appoint such person or persons from among the members of the Governing Body of the members of the Society as the Society may deem fit for the purpose of representing the Society in any legal or other proceedings either to be instituted by the Society or filled against the Society and to do all the necessary acts to safeguard and interests of the Society in such proceedings.
- xiv. To start, establish and maintain separate funds:
  - i. For the Capital Funds consisting of liquid capital of the society
  - ii. For the New Programmes, activities and projects of the society
  - iii. A Reserve Fund for the promotion of the activities of the society including the maintenance and support of personnel needed for the purposes of the Society, and to pay into permissible and to invest the same in approved banks or securities or in any manner authorised by law.
- xv. Subject to the above provision for the utilisation of the funds mentioned supra, from time to time to invest and deal with the funds of the Society not immediately required in such banks and in such securities and in such manner as specified under the provision of Section 13(1)(d) read with section 11(5) of the Income-Tax Act 1961 as amended from time to time and to dispose and realize such investments and /or to lend to other similar Societies with or without security/interest the monies on such terms as the Governing Body deems fit.
- xvi. To delegate all or any of the powers of the Society to the Vice-President or Secretary and any member of the Governing Body of the Society, as the Society may, from time to time deem necessary or expedient, and in particular to delegate powers to manage educational institutions along with hostels and other establishments to one or more managing committees formed from among the members of the Governing Body and /or members of the Society, including the concerned Principal or Headmaster, together with lay representatives of the concerned institutions nominated by the Governing Body in consultation with the principal or Headmasters of such institutions.










xviii. Generally to execute and perform such acts, deeds and things as are incidental or conducive, or may be deemed fit by the Society to be incidental or conducive, to the attainment of the above objects of the Society or any of them.

We, the several persons whose names and addresses are hereunder subscribed are desirous of being formed into a Society under the Tamil Nadu Societies Registration Act, 1975 in pursuance of the Memorandum of Association.


#### EXECUTIVE COMMITTEE MEMBERS

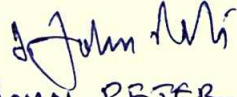
<i>Sl. No.</i>	<i>Name &amp; Address of the members</i>	<i>Address</i>	<i>Designation in the Society</i>	<i>Occupation</i>
1	Fr. Amalraj	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	President	Provincial Superintendent
2	Fr. Johnson	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	Vice-President	Vice-Provincial Superintendent
3	Fr. Amalorpavaraj	Don Bosco House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	Secretary	Director, Career guidance centre
4	Fr. P. Antony Joseph	Don Bosco House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	Treasurer	Financial Administrator
5	Fr. A. Raj	Don Bosco House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	E.C. Member	Director - Communication
6	Fr. Alphonse	Don Bosco House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	E.C. Member	Provincial Secretary
7	Fr. Arul Maran	Don Bosco House, Paganur Road Manikandam, E.Pudur P.O., Trichy - 620 012	E.C. Member	Social Worker

We, the undersigned hereby certify that this copy is a true and correct copy of Memorandum of Association of Don Bosco Vazhikaatti Career Guidance and Job Placement Centre.

Sl. No.	Name & Address of the members	Designation in the Society	Occupation	Signature
1	Fr. Amalraj Don Bosco Provincial House, Paganur Road Manikandam, Trichy - 620 012	President	Provincial Superior	
2	Fr. Johnson Don Bosco Provincial House, Paganur Road Manikandam, Trichy 620 012	Vice-President	Vice-Provincial	
3	Fr. Amalorpavaraj Don Bosco Manikandam, Trichy 620 012	Secretary	Director, Career guidance centre	
4	Fr. P. Antony Joseph Don Bosco Manikandam, Trichy 620 012	Treasurer	Financial Administrator	
5	Fr. A. Raj Don Bosco Provincial House, Paganur Road Manikandam, Trichy 620 012	EC Member	Director, Communication centre	
6	Fr. Alphonse Don Bosco Manikandam, Trichy 620 012	EC Member	Provincial secretary	
7	Fr. Arul Maran Don Bosco Manikandam, Trichy 620 012	EC Member	Social Worker	

Witness: 1.

  
CA. S. FRANCIS, B.Com, FCA, DIBA,  
Chartered Accountant,  
32/42, Balaji Avenue 5th cross,  
Old Karur Road, Melachinhamani,  
Trichy - 620 002.

2.   
S. JOAN PETER  
S/o. Soosa, muthu  
15. Pillayar Koil St.  
Anokia Nagar  
Crawford  
Trichy - 12

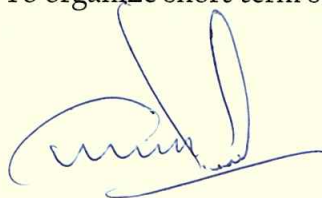
**RULES AND REGULATIONS**  
**Don Bosco Vazhikaatti Career Guidance and Job Placement Centre**


1. Name of the Society : Don Bosco Vazhikaatti Career Guidance and Job Placement Centre
2. Address of the Registered office : Don Bosco  
3/121 South Paganur Road  
Manikandam  
Trichy 620 012
3. Date of Formation : 15<sup>th</sup> January 2009
4. Jurisdiction of the Registrar : Registrar of Societies, Trichirapalli
5. Working hours of the Society: 9.00 A.M. TO 5.00 P.M.

6. Objectives of the Society:

A.The Objectives for which the society is established are :

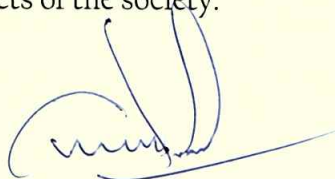
- i. To guide the students to choose their career according to their interest, aptitude and attitude, personality, intelligence, economical background.
- ii. To make known to the students various possibilities of and various types of studies available at different levels.
- iii. To provide information on various academic Institutions and Study centers which offer formal, non formal, academic, Technical education.
- iv. To educate the students on resource and support system such as Government Scholarships, Stipends, Private Aid, Hostel facilities, Cost of the courses and application procedures.
- v. To provide individual guidance to choose proper career at the request of individuals who may approach the centre.
- vi. To offer referral Job Placements.
- vii. To organize a group employment scheme to poor rural youth.
- viii. To motivate and guide youngsters to take up self – employment schemes in their own areas.
- ix. To organize short term service oriented courses.






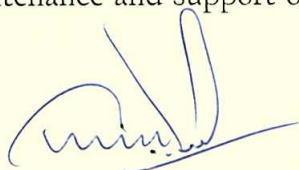
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- x. To organize full time and part time coaching classes for the rural youth to compete in the Govt. Competitive Exams and acquire Government Job (TNPSC, RRB and SSC).
  - xi. To prepare set of study materials on Govt. Competitive Exams to be distributed to the rural youth who can prepare for the Government Competitive exams as part time study.
  - xii. To carry out Job Market researches to identify the need of the jobs, the subjects and courses that prevails in each area at a particular point of time.
  - xiii. To carry out the quality need analysis in the job market.
  - xiv. To conduct job fairs and counseling centres for the unemployed youth
  - xv. To promote and to join network of Government and Non-Government institutions for exploring employment opportunities for the unemployed

## B. Activities of the society in furtherance of its objects:

- i. To build and construct buildings and structures of whatever nature of kind are found to be necessary of expedient and to demolish, alter, repair, renovate, improve, extend and develop the buildings or part of them in furtherance of the objects of the society.
- ii. To purchase, take on lease, or in exchange, leave and license or hire or otherwise acquire any land, building or properties movable or immovable which may be requisite for the purpose of or conveniently used in connection with and of the objects of the society and to hold, manage, administer and otherwise deal with such movable and immovable properties, rights and privileges as the Governing body of the society may deem necessary, expedient or desirable for the promotion of any of the objects of the society.
- iii. To sell, alienate, lease, give out on lease and license, mortgage, charge, pledge, hypothecate, transfer, surrender, dispose of and or otherwise deal with all or any of the properties, funds and assets of the Society as the Governing body of the Society may deem fit.
- iv. To apply for, receive, accept and utilize any Government, University and/or other grants and/or all other allowance in connection with any of the institutions, educational or otherwise, works and activities conducted, and properties held by the Society and to deal with the same in accordance with the terms and conditions thereof and to execute such documents therefore over all or any of the properties and assets of the Society as may be required.
- v. To collect from the students, trainees, pupils, boarders such fees, rates and charges as prescribed and normally received and to receive, accept hold, expand administer and use any gift, grant, foreign contribution, donation or foundation or in kind or in money, or any other property from any person, firm, corporation or institution, situate outside India for all or any of the objects of the society, and also to raise funds by fetes and entertainments for the promotion of any of the objects of the society.



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- vi. To employ on such terms and conditions as the Society may deem fit the necessary compliment of staff for the other activities, administration and conduct of the Society as a whole, and to pay salaries, wages, fees remuneration and honorarium and when necessity arises and the exigencies of circumstances require, to transfer, remove, dispense with, terminate, suspend or dismiss any of them.
  - vii. To educate, train either in India or abroad such persons as may be considered necessary by the Governing body for the fulfillment of the object of the Society and for the conduct and administration of the Society and to provide financial or other assistance to them and to meet the expenses of such persons going abroad in the course of business, and/or attending specialized and/or refresher courses in India or abroad.
  - viii. To help, aid or assist financially or otherwise all the institutions or activities forming part of the Society and to give financial help by way of donations or otherwise to the other Societies for any other charitable or social causes as thought fit by the Governing Body of the Society.
  - ix. To enter into and carry out arrangements for joint working or for amalgamation with any other Society belonging to and conducted by the The Trichy Don Bosco Society or any other society or institution having objects identical or similar to the objects of the Society as the Governing body of the Society may deem fit.
  - x. To borrow monies either on promissory notes, bonds, bills of exchange or on security of any of the properties and assets of the society by the deposit of title deeds or by the execution of registered documents or mortgage, charge, security or hypothecation as the Governing body of the society may deem fit.
  - xi. To draw, make, accept, endorse, negotiate, discount, buy, sell or otherwise deal with cheques, bills of exchange, hundies or other negotiable or commercial instruments for the purpose of the Society.
  - xii. To open and operate joint or separate bank accounts of any description in the name of the society with any recognized or scheduled banks on such terms and in such manner as the Governing Body of the Society may deem fit in respect of the particular funds of the various institutions of the Society and the funds otherwise of the Society.
  - xiii. To appoint such person or persons from among the members of the Governing Body of the members of the Society as the Society may deem fit for the purpose of representing the Society in any legal or other proceedings either to be instituted by the Society or filled against the Society and to do all the necessary acts to safeguard and interests of the Society in such proceedings.
  - xiv. To start, establish and maintain separate funds:
    - i. For the Capital Funds consisting of liquid capital of the society
    - ii. For the New Programmes, activities and projects of the society
    - iii. A Reserve Fund for the promotion of the activities of the society including the maintenance and support of personnel needed for the purposes of the Society,





and to pay into permissible and to invest the same in approved banks or securities or in any manner authorised by law.

- xv. Subject to the above provision for the utilisation of the funds mentioned supra, from time to time to invest and deal with the funds of the Society not immediately required in such banks and in such securities and in such manner as specified under the provision of Section 13(1)(d) read with section 11(5) of the Income-Tax Act 1961 as amended from time to time and to dispose and realize such investments and /or to lend to other similar Societies with or without security/interest the monies on such terms as the Governing Body deems fit.
- xvi. To delegate all or any of the powers of the Society to the Vice-President or Secretary and any member of the Governing Body of the Society, as the Society may, from time to time deem necessary or expedient, and in particular to delegate powers to manage educational institutions along with hostels and other establishments to one or more managing committees formed from among the members of the Governing Body and /or members of the Society, including the concerned Principal or Headmaster, together with lay representatives of the concerned institutions nominated by the Governing Body in consultation with the principal or Headmasters of such institutions.
- xvii. Generally to execute and perform such acts, deeds and things as are incidental or conducive, or may be deemed fit by the Society to be incidental or conducive, to the attainment of the above objects of the Society or any of them.

## 7. Law Suits :

The President or the Secretary is authorized to sue or to be sued on behalf of the Society

## 8. Power to give Direction :

The President or the Secretary of the Society is empowered to give direction in regard to the business of the Society.

## 9. Members of the Society :

### A. Qualification:

- i. The persons who are signatories to the Memorandum of Association.
- ii. Such other persons who are admitted to the membership of the Society by the Governing Body, whose decision shall be final, and without the Governing Body being bound to give any reason therefore. Admission of members shall be at the absolute discretion of the Governing Body.

### B. Entrance, Other Fees etc. :

Neither entrance fees nor subscription shall be collected from the members.



### C. Termination of Membership:

- i. Automatically on the death of a member, or a member leaving India permanently.
- ii. Voluntarily by resignation of the membership and
- iii. Involuntarily on the termination of membership by the Governing Body by a resolution duly passed by a majority of votes should such a course in the absolute discretion of the Governing body be deemed necessary and expedient in the interest of the Society after such a member has been given an opportunity of being heard in the matter.

### D. Rights, Obligations and Privileges of Members :

- i. Every member shall have the right to receive notice of the meeting of General body, to take part in the General meeting and shall exercise one vote at such meeting.
- ii. All the members are eligible to be elected as members of the Governing body.
- iii. Every member shall abide by the rules and regulation of the Society and decision made or taken by the Society in the General body or Governing body meeting.

### 10. Manner of Transacting Business :

The affairs of the Society shall be administered by the duly elected Governing body of the Society, appointed under clause 11 below.

### 11. Governing Body :

The Management and control of the Society shall be vested in a Governing body consisting of One President, One Vice-President, One Secretary, One Treasurer, and three Executive members, and their term of office shall be three years.

The Governing body members shall be elected by the General body once in every three years by majority of vote. The retiring members are eligible to re-appointed. Any vacancy in the Governing body shall be filled by the General body by majority of votes. However, the Governing body shall be entitled to function notwithstanding any vacancy and no act or proceedings of the Governing body shall be deemed to be invalid merely by reason of the existence of a vacancy or vacancies among its members.

### 12. Powers of the Governing Body :

The Governing body shall have the entire control and management of the business and affairs of the society, the administration of all properties movable, and to do all things generally to carry out the objects of the society, as are by the Act, not required to be exercised or done by the Society, in General Meeting. The Governing body shall maintain every year a correct or amended (i) List of the members of the Society together with their names and addresses (ii) List of members of the Governing body brought up to date. (iii) List of properties and assets of the Society and (iv) Registers of accounts, relating to the various institutions and activities of the society annually audited, and shall forward copies of such of them if so required by any enactment in force to such persons at such times.



### 13. Duties and Rights of Office bearers :

#### A. President :

The President shall preside over all the meetings of the Governing body and general body meetings and lead all deputations. Ordinarily the President shall have one vote but shall be entitled to a casting vote in case of equality of votes. The President is the Chief Functionary of the Society.

#### B. Vice-President :

It shall be the duty of the Vice-President to take the place of the President in the latter's absence in all meetings pertaining to the Society.

#### C. Secretary :

- i. Secretary shall convene all meetings of the Society including meeting of the sub-committee if any, constituted by the Governing body and shall give due notice of these meetings to the members concerned and
- ii. Shall be in-charge of all the records and properties of the society.
- iii. Shall directly control all servants of the society.
- iv. Shall keep accurate minutes of all the meetings of the Society and the Governing Body which shall be confirmed at the next meeting.
- v. Shall prepare the Agenda of the various meetings and circulate the same.
- vi. Shall see that the resolution of the society and those of the various committees are executed.
- vii. Shall carry on all correspondence in the name and on behalf of the society and shall promptly carry out orders and resolutions of the Governing body. All communications meant for the society shall ordinarily be addressed to the Secretary.
- viii. The Secretary and /or the President shall sign all documents, contracts, agreements on behalf of the society.
- ix. The Secretary on receipt of requisition signed by any member of the society asking for permission to inspect the proceedings or the minutes books or other records of the society, permit the member to do so after obtaining the order of the President thereon, provided that the requisition is received at least seven days in advance of the proposed inspection. He shall not however allow any member to take records out of the registered office of the society under any circumstances whatsoever or to take copies thereof.



#### D. TREASURER:

- i. The Treasurer shall maintain all account books, vouchers, and receipts of various forms of income and expenditure of the society.
- ii. For each institution or branch of the society, he is authorized to keep with him in Cash a sum not exceeding Rupees fifty thousand for the day to day expenditure.
- iii. The Treasurer shall submit to the Governing Body if so required a detailed account of receipts and disbursements of the society duly checked and signed. He shall place before the Annual General body a Balance Sheet and Income and Expenditure account for each year signed by any two members of the governing body and duly certified by the Auditor.

#### 14. GOVERNING BODY MEETING:

The Governing Body shall meet as often as exigencies of circumstances require or in any event once in six months at such time and place as the President may from time to time determine.

#### 15. FILING OF DOCUMENTS:

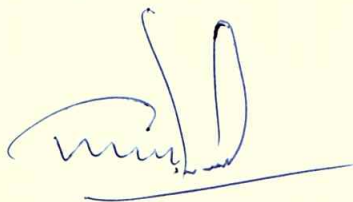
It shall be the duty of the Secretary to attend to the preparation and filing with the Register of Societies concerned of such records, annual or other statements which are specified in the Tamil Nadu Societies Registration Act 1975 and the Rules made there under.

#### 16. AUDIT OF ACCOUNTS:

The Accounts shall be maintained by the Treasurer in such manner as required under Rule 10 and 19 of the Tamil Nadu Societies Registration Rules 1975. The Financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March . The Accounts of the society shall be audited by a Chartered Accountant or by a firm of Chartered Accountants.

#### 17. RECORDS TO BE MAINTAINED IN THE REGISTERED OFFICE OF THE SOCIETY:

1. Register of Members
2. Cash Book
3. Receipt Book
4. Voucher File
5. Ledger
6. Account Books of monthly Receipts and Payments
7. Minutes book and
8. Registration Certificate, Copy of Memorandum of Association and Rules and Regulations of the society.



## 18. SUPPLY OF COPIES OF BYE-LAWS ETC.:

The books of accounts and records of the society shall be kept at the Registered office of the society and shall be open to inspection by any member of the society during the office hours. Copies of Memorandum and Rules and Regulations will also be made available to the members whenever required free of charges.

## 19. IMPOSITION OF FINES:

The Governing Body shall decide about the mode of imposition of fines for any breach of the provisions of the Rules and Regulations of the society by any member.

## 20. INVESTMENT OF FUNDS:

The Governing body shall invest the money and funds of the society not immediately required in any one of the methods prescribed in Section 13(i) (read with Section 11(5) of the Income Tax Act 1961 and as prescribed under Section 24 of the Tamil Nadu Societies Registration Act 1975 as amended from time to time.

## 21. UTILISATION OF FUNDS AND INCOME:

Funds earmarked specially for the fulfillment of the object of the society shall be applied for the purpose for which they are earmarked. The funds and income of the society shall be solely utilised towards the achievement of the objects and no portion of it shall be utilized for payment to members by way of profit, interest, dividend, etc. No payment shall be made from the funds of the society to any dependent or a deceased or disable member.

## 22. ARRANGEMENTS FOR TRANSACTION OR DAY TO BUSINESS:

The Secretary shall be in-charge of conducting the day to day business of the society, the expenditure to be incurred thereof. The bank accounts of the society in Current Account, Savings Account or Deposit Account shall be operated by the President or the Secretary or the Treasurer or any two of them jointly. The said accounts can also be operated by such other persons as may be authorized in writing by the President. The Secretary is empowered to appoint and to remove the staff required for attending the business of the society and in such matters the decision of the Secretary shall be final.

## 23. SEAL AND SIGN BOARD:

The Governing Body shall make arrangement to prepare the rubber stamps, common seal of the society, if necessary and the Secretary is responsible for the safe custody of the same. The Secretary shall make arrangements to get a sign board and the same shall be exhibited in front of the Registered office of the Society.

## 24. EXECUTION OF DOCUMENTS:



All deeds, agreement, leaves to release, mortgage or documents of whatever nature relating to or affecting the alienation of movable or immovable properties of the society or rights or privileges thereof shall be executed by the President in writing to do so by the President or by the Governing body.

## 25. ANNUAL GENERAL MEETING:

The Annual General meeting of the society shall be held within six months from the close of the financial year of the society i.e. before 30<sup>th</sup> September or within such other period as may be allowed by law from time to time.

All the meetings of the society shall be presided over by the President and in his absence by the Vice-President and in the absence of both by the person chosen as the Chairman by majority of members present.

The Purpose of the Annual General Meeting are :

- i. To receive and adopt/approve the report of the Governing body if any and the Audited Balance Sheet, income & Expenditure account of the Society for the year ending 31<sup>st</sup> March preceding the date of meeting.
- ii. To elect the members of the Governing body.
- iii. To transact any other business which may be brought forward by any member of the Governing body or of the society with the prior permission of the Chairman of the meeting.

## 26. EXTRA-ORDINARY GENERAL MEETING:

- i. All General Meetings other than the Annual General Meeting shall be called Extra-ordinary General Meeting.
- ii. The Governing Body of the society may at any time call an Extra-ordinary meeting of the society by giving at least twenty one days notice.
- iii. The Governing body shall within one month from the date of receipt of the requisition in writing from one-fifth members of the society, call an Extra-ordinary meeting of the society. If the meeting is not called in accordance with such requisition, the requisitionists shall have the power to call such a meeting themselves by giving at least twenty-one days notice to the members of the society.



## 27. QUORUM:

Five members present shall form a Quorum for General or Extra-ordinary meeting of the society. One third present shall form a Quorum for a meeting of the Governing body. If there is no quorum as aforesaid, the meeting shall stand adjourned to the same day in the next week at the same place and time. No quorum is necessary for the adjourned meeting.

## 28. VOTING :

At all meetings of the society or the Governing body or any committee, every member present shall have one vote, Questions arising at a meeting unless otherwise provided shall be decided by a majority of votes whether on a show of hands or at a poll. The President shall have a second or casting vote in case of any equality of votes.

## 29. NOTICE :

Notice of meeting of the society or of the Governing body or of any committee may be given by the Secretary to members thereof respectively at least twenty one days prior to the date of the meeting.

## 30. SPECIAL RESOLUTION:

'Special Resolution' means a resolution passed by a majority of not less than three fourth members of the society entitled to vote as are present in person at a general meeting. The following are the objectives for which a Special Resolution is necessary.

- i. To change the name of the society or it's registered office.
- ii. To amend any of the clauses in the Society's Memorandum of Association and Rules and Regulations.
- iii. To amalgamate the society with any other registered society.
- iv. To divide the society into two or more registered societies.
- v. To dissolve the society.

## 31. EXHIBITION OF REGISTERS:

The Register of members, books of accounts, minute book and other records of the society shall be kept at the registered office of the society for exhibition to the members of the society during business hours free of charges.



### 32. ARBITRATION:

In the event of any difference of opinion arising out of the stipulations contained herein or any other matter pertaining to the society the same shall be referred to an arbitrator who in this case shall be the President of the society and the decision taken by the President shall be final and binding.

### 33. AMENDMENTS:

The Memorandum of Association and the Rules and Regulations of the Society may from time to time varied, added or revoked, re-enacted by a majority of not less than three fourth members of the society present at a general meeting called for such purpose. However, no amendment shall be made which may prove to be repugnant to the provisions of Section 2(5), 11, 12, 13 and 80(G) of the Income-Tax Act 1961 as amended from time to time. No amendment shall be carried out without the prior approval of the Commissioner of Income-tax. Further, such amendments shall be carried out in accordance with the provisions of Section as of the Tamil Nadu Societies Registration Act 1975. The powers to effect amendments to the Bye laws of the society would not extend to altering the basic character/objects of the society.

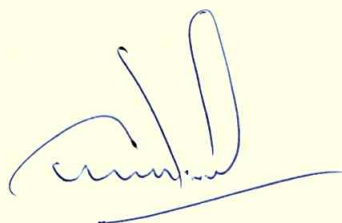
### 34. DISSOLUTION:

The Society may be dissolved at General meeting convened for the purpose by a majority of at least three-fourth of the members present and liabilities shall be transferred to any other society having similar aims and objects and registered under the section 12A of the Income-tax Act 1961 as amended from time to time.

### 35. OTHER GENERAL CLAUSES:

- i. The benefits of the society shall be open to all Indians irrespective of caste, creed of religion.
- ii. The Society shall be an irrevocable one.
- iii. The Society shall not carry on any activity with the intention of earning profits other than those activities which are incidental or conducive to the attainment of the objects of the society with the intention of earning profit.
- iv. The society shall not carry on any activity outside India.

Save and except as provided hereon, in all other respects and matter not provided for, the provisions of the Tamil Nadu Societies Registration Act 1975 and Rules and Regulations made there under shall be applicable. The words importing Masculine Gender shall include Feminine Gender and vice-versa.





## FORM No.VI

(See rule 16 of the Tamil Nadu Societies Registration Rules, 1978)

REGISTER OF MEMBERS TO BE MAINTAINED UNDER SUB-SECTION(1) OF SECTION 14 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975(TAMIL NADU ACT 27 OF 1975)

### REGISTER OF MEMBERS AS ON 15.01.2009

1	Name and Address of the Society	DON BOSCO VAZHKAATTI CAREER GUIDANCE & JOB PLACEMENT CENTRE 3/121, South Paganur Road Manikandam Trichy - 620 0 12
2	Date of Registration	
3	The Registration Number and year of Registration	

Sl. No.	Name of the Member	Full address of the member	Occupation	Date of Enrollment	Date of Resignation
(1)	(2)	(3)	(4)	(5)	(6)
1	Fr.Amalraj	Don Bosco Provincial House, Paganur Road Manikandam, Trichy - 620 012	Provincial Superior	15.01.2009	
2	Fr.Johnson	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy 620 012	Vice-Provincial	15.01.2009	
3	Fr. M.Amalorpava Raj	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy 620 012	Director, Career Guidance centre	15.01.2009	
4	Fr.Antony Joseph	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy 620 012	Financial Administrat or	15.01.2009	
5	Fr.A.Raj	Don Bosco Provincial House, Paganur Road Manikandam, E.Pudur P.O., Trichy 620 012	Director, Communica tions	15.01.2009	
6	Fr.Alphonse	St.Antony's Church Vilathikulam 628 907	Provincial secretary	15.01.2009	
7	Fr.Arul Maran	Don Bosco Provincial House, Paganur Road	Social Worker	15.01.2009	

		Manikandam, E.Pudur P.O., Trichy 620 012			
8	Fr.Lawrence	Don Bosco Provincial House, Paganur Road Manikandam, Trichy 620 012	Social worker	15.01.2009	
9	Fr.Albert	Don Bosco Community College Malapatty Road, Dindigul 624 005	Asst. Parish Priest	15.01.2009	
10	Bro.Stephen	Don Bosco ITI Jawaharpuram K.Pudur Madurai 625 007	Social worker	15.01.2009	



## FORM.V

(See rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

NOTICE OF SITUATION/CHANGE OF SITUATION OF THE REGISTERED OFFICE OF THE SOCIETY UNDER SUB-SECTION (1) OF SECTION 13 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975 (TAMIL NADU ACT 27 OF 1975)

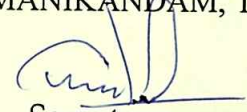
1	Name of the Society	DON BOSCO VAZHKAATTI CAREER GUIDANCE & JOB PLACEMENT CENTRE 3/121, South Paganur Road Manikandam Trichy - 620 0 12
2	Date of Registration	
3	The Registration Number and year of Registration	
4	Presented by	Fr. Amalorpavaraj Secretary

To

The Registrar of Societies  
Trichirapalli

Sir,

'DON BOSCO VAZHKAATTI CAREER GUIDANCE & JOB PLACEMENT CENTRE' hereby gives you notice under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975), that the registered office of the society is situated at DON BOSCO, 3/121 SOUTH PAGANUR ROAD, MANIKANDAM, TRICHY - 620 012.

  
Secretary

Designation of position in relation to  
society

Dated the            day of January 2009

FORM NO.I

(See rule 7 of the Tamil Nadu Societies Registration Rules, 1978)

APPLICATION FOR THE ISSUE OF CERTIFICATE OF REGISTRATION UNDER SECTION 10 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975 (TAMIL NADU ACT 27 OF 1975)

From

The Secretary  
DON BOSCO VAZHKAATTI CAREER GUIDANCE & JOB PLACEMENT CENTRE  
3/121, SOUTH PAGANUR ROAD  
MANIKANDAM UNION (POST)  
TRICHY - 620 012

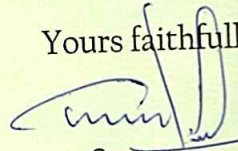
To

The District Registrar of Societies  
Trichirapalli

Sir,

1. Society by name 'DON BOSCO VAZHKAATTI CAREER GUIDANCE AND JOB PLACEMENT CENTRE' been formed on 15<sup>th</sup> January 2009
2. I enclose herewith the Memorandum of Association and Bye-laws of the said Society.
3. I remit herewith a sum of Rs.555/- being the fee for the registration of the Society.
4. I am a member of the Committee of the Society.
5. I have been duly authorized in this behalf by the Committee of the Society.
6. The Society may be registered and the Certificate of registration issued.

Yours faithfully,

  
Secretary

Place : Trichy

Date : 16.02.08

# DOM BOSCO NAZHICKATTI CAREER GUIDANCE AND JOB PLACEMENT CENTRE. (NAZHICKATTI)

பதிவு II-62-1.88,300 புத்.-8-8-2003-அ.கி.அ., புதுகை.

அசல்

கட்டண ரசீது

K 4831653

இன்னாரிடமிருந்து

கீழ்க்கண்டவாறு கட்டணம் பெறப்பட்டது:—

தனி / பொது தேடுகை	ஆண்டுகளுக்கு	மனு எண்	ரூ. பை.
நகல்	சொற்கள்	.. 1/10000	500 -
தனியிடம் சென்று பதிய	..	.. 10	10 -
பெண் பணிக்கு	..	.. 10	10 -
அதிகாரப் பத்திரம் அத்தாட்சி செய்ய	..	.. 10	10 -
பாதுகாப்புக் கட்டணம்	..	.. 25	25 -
உயில் அடங்கிய முத்திரையிட்ட உறையை டெபாசிட் செய்ய / திறக்க / வாபஸ் பெற	..	..	/
பிரிவு 25/34-ன்கீழ் அபராதம்	..	..	/
மொத்தம் எழுத்தில் ரூபாய்	.. 5000		5000 -
இடம் 16-02-08.	..		..
தேதி 20	..		..
நகல் / வில்லங்கச் சான்று / அதிகாரப் பத்திரம் வருடம் மாதம் நாள்	..		..

பதிவு அதிகாரியவர்களின் கையொப்பம்.

REGISTRAR OF SOCIETIES  
TRICHIRAPALLI  
(Asst. IG. of Regn.)