

**THE ACADEMY OF  
GENERAL EDUCATION**

**MANIPAL, S. KANARA**

*(Registered under the Societies*

*Registration Act XXI of 1860 on 18-9-'42)*



**MEMORANDUM OF  
ASSOCIATION**

*V. K. S. S. S.*

**Principal**

**MANIPAL SCHOOL**

**Ward No. 55, Behind Manipal College of Dental Sciences**

**Attavar, Mangalore, D.K. - 575 001.**

- b) to devise ways and means and accord facilities for candidates to specialise in all or any of the above courses;
  - c) to give training to technical, commercial or any other form of education, as may be adopted by the Academy from time-to-time in such a way as to enable candidates who find themselves stranded in life for want of or with the present educational qualifications to eke out their livelihood. Training includes theoretical, practical and lecturing;
  - d) to establish, support, manage or conduct Schools, Colleges or such other Institutions as may be decided by the Academy;
  - e) to arrange social gatherings, literary associations, lectures and debates for the benefit of students;
  - f) to train students to be men of character and efficiency.
4. To carry out the aforesaid objects of the Academy, the Academy is hereby authorised and empowered.
- a) to issue certificates, diplomas, etc.;
  - b) to make the objects of the Academy popular among the classes and the masses by any media;
  - c) to enrol members and to collect funds, by membership fees, donations, subscriptions or by such other sources as may be deemed expedient, for running the Academy;
  - d) to amalgamate or affiliate any other Institution whose objects and interests may in any manner directly or indirectly be substantially identical with or advance the objects or interest of the Academy;
  - e) to acquire, purchase or sell any or all movable or immovable properties; to acquire by purchase or otherwise any rights or privileges including rights on immovable properties;
  - f) to invest and deal with all the moneys of the Academy upon such securities and in such manner as may from time-to-time be determined by the Academy including shares of Joint-Stock Banks;

- g) to pay either in cash otherwise for any property or rights acquired and services rendered to the Academy;
  - h) to borrow, guarantee, raise or otherwise procure moneys on the security of moveable, immovable or other assets of the Academy or otherwise for carrying on all or any of the objects of the Academy, at the discretion of the Administrative Committee;
  - i) to do all or any of the above things, transactions or matters either alone or in conjunction with others, either by or through servants, employees, or otherwise and to do all such other things as are incidental or conducive to the attainment of the above objects or any of them;
  - j) to find out ways and means for solving unemployment problem.
5. We the several individuals, whose names and addresses are subscribed hereinbelow, are desirous of being formed into a registered body in pursuance of this Memorandum of Association and have signed against our names herebelow:

## RULES AND REGULATIONS OF THE ACADEMY OF GENERAL EDUCATION as amended up to 25-09-2005

1. a) The name of the Institution shall be "The Academy of General Education" hereinafter called the "Academy".  
b) The Registered Office of the Academy shall be situated at Manipal in Udupi District of Karnataka State.
2. Membership: Any person, not being a minor, shall be eligible for enrolment as (a) Benefactor paying Rs. 15,000/- (b) Patron paying Rs. 10,000/- (c) Life Member paying Rs. 5,000, (d) Fellow who shall be (1) a holder of a Bachelor's degree passed out from any one of the institutions managed by the Academy of General Education or the Dr. T. M. A. Pai Foundation/MAHE and paying Rs. 500/- or (2) a holder of Bachelor's degree from a statutory University and paying Rs. 1,000 or (3) a confirmed teacher of Academy institutions paying Rs. 250/- or (4) an Associate Member of the Academy who is duly recommended for Fellowship by the Administrative Committee and paying Rs. 250/- (e) Associate member, who (1) is or was an executive head of any commercial, educational or social institution as Secretary, Director, Treasurer, President or such other responsible position by whatever name it is called, or otherwise qualified under rules framed by the Supreme Governing Body and paying Rs. 150/- or (2) has passed an examination conducted by the Academy in any of the courses of study recognized by the Academy and paying Rs. 25/- (f) Ordinary member: Paying Rs. 100/- or annually Rs. 10/-
3. Any changes in scale of fees or classification of membership made in these presents shall take effect only from the date of adoption of these articles as amended and shall not affect the status of or scale of fees paid by members enrolled previously unless such members cease to be members of the Academy for any reason whatever and they desire re-enrolment.

4. a) Fellowship, Associate Membership, diploma or Certificates that the Academy decides to grant may be conferred on the recipients in a ceremonial "convention" in such manner and at such time as the Supreme Governing Body, on the recommendation of the Administrative Committee, determines from time-to-time.  
(b) the Academy may, on the recommendation of the Administrative Committee, confer "Honorary Fellowship" on any person for meritorious and distinguished service.
5. The Administrative Committee may, in their discretion and without assigning any reason therefor, decline or refuse to enroll any person or persons as a Life Member, Fellow, Associate or Ordinary Member of the Academy. Such a person or persons may appeal to the Supreme Governing Body with due notice to the Registrar setting out the ground of appeal. The Registrar shall place in the Agenda for the succeeding meeting of the Supreme Governing Body with his own remarks, if 75% of the Members present at the said meeting vote for the enrolment of the applicant, he shall be entitled to be a member of the Academy in the category he has applied for.
6. A member desirous of resigning his membership in the Academy shall inform the Registrar in writing to that effect. Such a member shall cease to be a member when his resignation is accepted by the Registrar and his name caused to be deleted from the Register of Members.
7. Any person who ceases to be a member of the Academy from any cause whatsoever shall forthwith cease to have any right or other incidences of membership and he shall not be entitled for refund of the membership fees paid by him.
8. All property and fund of the Academy shall belong to the Academy collectively and no individual Life Member, Fellow, Associate or ordinary Member shall have any proprietary right over any of them.
9. The benefit of the Society shall be open to all irrespective of caste, creed or religion.

10. The Fund of the Society shall be invested in the modes specified under the provisions of Section 13 (1) (d) read with Section 11 (5) of the Income Tax Act, 1961 as amended from time-to-time.

11. There shall be maintained all accounts of the Society regularly. The accounts shall be duly audited by a Chartered Accountant every year, the account shall be closed by 31st March.

12. The funds and the income of the Society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the members by way of profits, interest, dividend, etc.

13. The objects/activities of religious nature require deletion in case of recognition under Section 80 (G) of the Income tax Act, 1961 is sought by virtue of Explanation 3 to Section 80 (G).

14. General Body: The General Body of the Academy shall consist of all classes of Members, to whichever category they may belong, and each shall have equal voting rights. An ordinary Member paying the membership fees annually at Rs. 10/-, however, shall have voting right only, if he has been paying the membership fee regularly and his membership is retained for at least a minimum period of 5 years continuously.

15. a) A meeting of the General Body shall be held once in every year on the last Sunday of September at 5 p.m. in the Registered Office of the Academy for which no separate notice need be given and at which

i) the audited accounts for the previous year ended 31st March shall be placed for information of the members.

ii) The vacancies in the Supreme Governing Body by retirement/resignation/death of the members shall be filled, and

iii) Auditor or auditors for the current year be appointed and his or their remuneration, if any, fixed.

b) If there is no quorum for the meeting so scheduled within half-an-hour of the appointed time, the meeting shall stand adjourned to first Sunday of October in that year and if at such adjourned meeting also, the required quorum is not available, the members present then shall form the quorum.

16. Meeting of the Members may also be convened at any other time for consideration of any special matters which the Administrative Committee wants to place before the Members, by special notice to Members in the manner prescribed above. Such meetings of the Members shall be called Extraordinary Meetings.

17. The Registrar shall convene a meeting of the members, if at least  $\frac{1}{2}$  of the total number of members of the Supreme Governing Body for the time-being requisition such a meeting, within 60 days of receipt of such requisition. These meetings shall be called Requisition Meetings of Members. If the Registrar does not convene or hold a meeting so requisitioned, the members signing the requisition are entitled to convene and hold a meeting themselves thereafter. If at a Requisitioned Meeting there is no quorum, the meeting shall stand dissolved.

18. The General Body shall be competent to amend, delete, substitute or add to any of the provisions under these articles or frame such new rules, regulations or byelaws or cancel, vary, modify the existing ones on the recommendation of the Supreme Governing Body from time-to-time. No amendments to the Memorandum of Association/byelaws/rules and regulations shall be made which may prove to be repugnant to the provisions of Section 2 (15), 11, 12 and 13 and 80 (G) of the Income Tax 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.

#### 19. The Supreme Governing Body:

a) The Management of the affairs of the Academy is entrusted to the Supreme Governing Body of the Academy;

b) The Supreme Governing Body shall exercise all the powers vested in the Academy under Clause 4 of the Memorandum of Association to carry out the objects of the Academy mentioned in Clause 3 of the Memorandum of the Association;

c) The affairs and concerns of the Academy, all funds and assets belonging to the Academy or which may hereafter belong to it shall be vested in and managed by the Supreme Governing Body, which is answerable to the General Body.

20. The Supreme Governing Body shall consist of Life Members, Fellows and Associates elected by the General Body and shall have an aggregate strength of not more than 120 members. The composition of the total strength shall be in the following manner:

- a) Not more than 50 Life Members to be elected by the Life Members themselves forming a separate electorate in the General Meeting; and
- b) Not more than 40 Fellows and 30 Associate Members to be elected by the General Body.

21. The President shall have the power to nominate for a term not exceeding one year at a time not more than 5 members to the Supreme Governing Body on the recommendation of the Registrar in addition to the maximum stipulated strength of 120 members.

22. At least 1/3 of the aggregate strength of the Supreme Governing Body being the persons longest in office as determined by the Administrative Committee, shall retire every year in the proportion in which the different classes of Members are represented in the Supreme Governing Body and the retiring members shall be eligible for re-election.

23. The Supreme Governing Body shall meet as often as necessary and whenever convened by the Registrar on behalf of the Administrative Committee.

24. A member of the Supreme Governing Body shall cease to hold office if he or she (a) becomes of unsound mind;

(b) is convicted of any offence which involves moral turpitude; or (c) is absent from any three consecutive meetings of the Supreme Governing Body without leave of absence.

25. The Administrative Committee shall have power to co-opt Life Members, Fellows or Associates to the Supreme Governing Body (a) whenever deemed expedient or necessary to promote the interest of the Academy subject to the maximum limit prescribed on the composition or the aggregate strength of the Supreme Governing Body and subject to such co-opted members retiring at the very next meeting of the General Body, or (b) to fill up a casual vacancy and the person so co-opted shall be subject to retirement at the same time as the member in whose place he is co-opted should have retired. The retiring members shall be eligible for re-election.

26. The Supreme Governing Body shall be responsible for the conduct of the affairs of the Academy and as such shall exercise all necessary powers consistent with these presents or as may be determined by the General Body from time-to-time.

27. **Administrative Committee:** Once in every year after the General Meeting, the Members of the Supreme Governing Body shall elect from among themselves (i) a President (ii) a Vice-President (iii) Secretary and not more than nine members to constitute the Administrative Committee which shall be responsible to the Supreme Governing Body for its administration.

28. The total strength of the Administrative Committee shall not exceed 15 members including Ex-officio Members namely, the Registrar and the Secretary. The President shall have the power to nominate on the recommendation of the Registrar, not more than three members to the Administrative Committee. The persons to be so nominated should however be the Members of the Supreme Governing Body for the time-being.

29. The Administrative Committee shall meet whenever found necessary and convened by the Registrar. The Members

shall be entitled to receive their actual travelling expenses for the meetings they attend if claimed by them.

30. The Administrative Committee, through the Registrar, shall assist, guide or co-ordinate the functioning of any committees or sub-committees that may be set up by the General Body or the Supreme Governing Body, from time-to-time.

31. The Administrative Committee shall be competent to exercise such powers and functions as the Supreme Governing Body may prescribe or delegate from time-to-time and it shall be responsible and answerable to the Supreme Governing Body only.

32. a) **Registrar:** The Registrar, subject to the superintendence and general control of the Administrative Committee or directions and guidance from the Supreme Governing Body or the General Body, shall have full administrative control over the working of the Academy in all its spheres of activities and functions and it shall be the duty and responsibility of the Registrar to translate into action the objects and aspirations of the Academy and carry out resolutions of the Academy from time-to-time.

b) The Secretary shall have all the powers of the Registrar but shall act under the direct control and supervision of the Registrar. The Secretary is competent to represent the Registrar in all the affairs and transactions of the Academy under the direct control and supervision of the Registrar.

33. To carry out the objects of the Academy, the Registrar shall have

- a) the custody of the properties and assets of the Academy on behalf of the Academy;
- b) the authority to sign Certificates, Diplomas or Sanads to be granted by the Academy or to execute documents on behalf of the Academy, affix the official seal of the Academy;

c) the responsibility to cause the accounts and registers of the Academy being maintained and for the purpose to appoint necessary staff, paid or honorary;

d) the power to receive money, invest or deal with the funds of the Academy or operate Bank Accounts and give discharge on behalf of the Academy and with the sanction of the Administrative Committee the power to borrow money with or without security and execute necessary documents therefor;

e) to exercise such other duties, powers and functions as the Administrative Committee, the Supreme Governing Body or the General Body may determine from time-to-time and in turn delegate such powers, duties and functions to his colleagues or subordinates as the situation may call for;

f) the power to negotiate, transfer, buy, sell and discharge all Government and other securities including Government Promissory Notes, National Savings Certificates, Treasury Bonds, Shares and Debentures of Joint Stock Companies in the name of the Academy and Insurance Policies assigned to the Academy and to collect all interest, dividends and other monies receivable in respect of the same.

The Registrar shall exercise these powers wholly consistent with the objects of the Academy.

34. The appointment of the Registrar shall be in the following manner:

a) The Administrative Committee shall submit a panel of six persons, who are members of the Supreme Governing Body for the time being, to the Supreme Governing Body for the Registrarship of the Academy.

b) The Supreme Governing Body shall select three persons from this panel and authorise the President to appoint one among these three persons as the Registrar of the Academy.

c) The term of office of the person so appointed as the Registrar as above shall be for a period of 5 years.

d) Subject to this procedure being observed, the person once appointed as the Registrar can be appointed again and again for any number of terms as may be deemed necessary or expedient.

35. The Registrar and the Secretary shall be ex-officio members of the Supreme Governing Body, the Administrative Committee or any other Committees or Sub-committees appointed by either of the Bodies of the Academy with the right of voting and shall not be subject to retirement during the term they hold office.

36. The Registrar or the Secretary can be removed from office if (1) he ceases to be a member of the Supreme Governing Body, or (2) such removal is congenial to further the objects and aspirations of the Academy and his continuance is detrimental to the present working and future interest of the Academy and (3) at least 75% of the members of the Supreme Governing Body present at a meeting specially convened for the purpose, vote for such removal.

37. **Meetings:** The president shall preside over all meetings of the General Body, the Supreme Governing Body and the Administrative Committee and shall have a casting vote in case of a tie.

38. If the President is absent in any such meeting within 15 minutes of the appointed time for the meeting, the Vice-President shall preside and in the absence of the President, the Vice-President shall be competent to exercise all the powers conferred on him from time-to-time.

39. In the absence of both the President and the Vice-President, the Registrar shall preside over all the meetings of the Academy and if the President, Vice-President and the Registrar are absent at any meeting, any member of the Administrative Committee present at the meeting may preside.

40. The quorum for the meeting of the General Body, Supreme Governing Body and the Administrative Committee shall be ten, five and three respectively.

41. Any decision taken in the meeting of the General Body, Supreme Governing Body or the Administrative Committee, which is duly convened and held and where there is a quorum, shall be deemed to be of the same effect as that which is passed under the signature of all the members of the respective bodies.

42. Any member desirous of moving any resolution or resolutions in the General Body or the Supreme Governing Body shall give one month's notice of his intention to do so, with a copy of such resolution or resolutions to the Registrar.

43. All the proceedings of the meetings of the General Body, the Supreme Governing Body, the Administrative Committee or any other Committees or Sub-Committees appointed by any of these shall be duly recorded together with the names of the members present at such meetings.

44. **General:** For the convenience of economy, intimation to members, any information regarding the working of the Academy, proceedings of the meetings of the Academy or any relevant matters touching the activities of the Academy may be published in any newspapers, periodicals or publications, approved by the Administrative Committee as the official organ of the Academy from time-to-time.

45. The Academy may affiliate any institution having substantially the same objects in common or introducing courses of study approved by the Academy or get itself amalgamated with such other institutions with the same objects and aspirations in such manner and subject to such conditions as the General Body may decide from time-to-time on the recommendation of the Supreme Governing Body.

46. The President, Registrar and all other members of the Administrative Committee or Supreme Governing Body shall be indemnified by the Academy for all losses and expenses incurred by them in or about their respective

duties except such as happened from their wilful acts or defaults.

47. The Society formed shall be irrevocable.

48. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Society, but the same shall be transferred to another charitable society and which enjoys recognition under Section 80 (G) of the Income Tax Act, 1961 as amended from time-to-time.