

Bismillah



**THE MEMORANDUM AND RULES OF THE**

**AMBUR MUSLIM  
EDUCATIONAL SOCIETY**

Registered Under Societies Act XXI of 1860  
Established: 1905

7/3, Kuchikar Fakir Sahib Street,  
Post Box No.52, AMBUR. 635802.

## RULES AND REGULATIONS

1. I Constituted on AMBUR (Vijayanagara District)

2. The Society shall consist of

3. Members

4. Name:

5. Every person who is over 18 years of age and who are already living in the village and those who have paid a donation of not less than Rs. 5000/- by single payment or by instalments to be paid at their life without paying any subscription or fee to be members of the Society or

6. Registered Under Societies Act XXI of 1860  
7. Regn. Sl. No. 1 of 1917-18 dated 04.04.1917  
8. Established: 1905

9. District Registrar's Office,

10. These shall consist of Muslims who on account of their exemplary character in the field of education or commerce shall be nominated by the Executive Committee. Such members need not pay a donation or subscription and shall continue as member/s of the Executive Committee.

As Amended on 13<sup>th</sup> October 2008.

11. The above 2 classes of members shall have the same rights, privileges and duty without any distinction.

12. The Society shall encourage and improve the secular and moral education of the youth of the Muslim Community and its surrounding areas with special reference to youths of the Muslim Community.

13. The Society shall have one President, five Vice Presidents, one General Secretary and two Assistant Secretaries who shall be elected by the General Body Meeting of the Society convened for the purpose of placing office bearers of the Society.

14. All the business of the Society shall be managed by the Executive Committee subject to the decisions and resolutions of the General Body Meeting of the Society.

7/3, Kuchikar Fakir Sahib Street,  
Post Box No. 52,  
AMBUR. 635802.



THE AMBUR MUSLIM EDUCATIONAL SOCIETY  
AMBUR. (Vellore District)

**MEMORANDUM OF ASSOCIATION**

**I Name:**

1. The Society shall be known as the Ambur Muslim Educational Society.

(a) Address : 7/3, Kuchikar Fakir Sahib Street,  
Post Box No.52., Ambur-635802.

(b) Date of  
establishment : In the year 1905

(c) District Registrar  
of Societies : District Registrar Office,  
Vellore District

(d) Working Hours : 9.00 AM to 1.00 PM  
3.00 PM to 7.00 PM

**II Objects:**

2. The Objects of the Society are:

(a) To encourage and improve the secular and moral education of the youths of Ambur and its surrounding areas with special reference to Youths of the Muslim Community.

(b) To properly conduct and improve the institutions founded by AMES known as:

**1. Mazharul Uloom College**

**2. AMES College of Education**

**3. Mazharul Uloom Women's Coaching Centre**



**4. Mazharul Uloom Higher Secondary School**

**5. Mazharul Uloom Aided Primary School**

**6. Hasnath-e-Jaria Girls' Higher Secondary School**

**7. Hasnath-e-Jaria Girls' Aided Primary School**

and other future institutions.

(c) To undertake and perform all such acts as may tend to accomplish the above objects.

(d) In case of winding up / dissolution, the net funds would be transferred to institutions having similar objects and exemption under section 11 and 80G of the Income Tax Act.

(e) The activities would be confined to the territory of India.

(f) The activity would be purely charitable nature and not motivated profit.

g) The funds of the institution would be utilized only towards the objects and no portion of it would be distributed in any manner to the trustees or persons defined in section 13 (10C) of the Income Tax Act.

(h) The benefit of objects would be availed to general public irrespective of caste, creed, religion or sex.

(i) Not more than 5% of the income of the trust / institution would be applied for any religious purpose or given to religious institutions.

**RULES AND REGULATIONS**

**III Constitution:**

3. The Society shall consist of two classes of members:

3.(a) Life Members:

These shall consist of Muslims over 18 years of age and who are already life members under the previous rules and those who have paid a donation to the society of not less than Rs.5000/- by single payment. They shall continue as members all their life without paying any subscription. But shall cease to be members if they resign or become insane, or insolvent or are convicted of any criminal offence or if they act contrary to the rules of the society or indulge in any such acts.

3.(b) Honorary Members:

These shall consist of Muslims who on account of their exemplary attainment in the field of education or commerce shall be nominated by the Executive Committee. Such members need not pay any donation or subscription and shall continue as member/s till Executive Committee decides.

4. The above 2 classes of members shall have the same right, privileges and duty without any distinction.

**IV. Management:**

5. The Society shall have one President, five Vice-Presidents, one General Secretary and two Assistant Secretaries who shall be duly elected at the General Body Meeting of the Society convened for the purpose of electing office bearers of the Society.

6. All the business of the Society shall be managed by an Executive Committee subject to these rules and such resolution as



may be passed from time to time at the general body meeting of the Society.

7. The Trustees, President, Vice-Presidents, General Secretary, and Assistant Secretaries shall be Ex-Officio members of the Executive Committee under the previous rules.

8. In addition to the Members referred to in Rule 7, there shall be up to 30 (Thirty) Members of the Executive Committee who shall be elected once in three years at the General Body Meeting of the Society and shall hold office for a period of three years from that time.

9. All the members mentioned in Rules 7 and 8 excepting the Trustees shall hold office for 3 years and may be re-elected for subsequent terms also.

10. The Executive Committee shall meet at least once in 3 months to enquire into all the affairs of the Society and shall examine the General Secretary's quarterly report. They also shall discuss and decide all matters relating to the Society placed before them by the General Secretary.

11. If any of the office bearers or the Members of the Executive Committee elected by the members resign, their seats or if any vacancy is created in the Committee by death etc., the Executive Committee shall fill the vacancy so caused within 3 months from among the members of the Society. The new office bearers or members so appointed shall, however, continue to hold such appointment only till the next General Election of the Society.

12. The Executive Committee shall constitute a Management-Committee by nominating from among themselves or any member/s from the general body for managing the affairs of Mazharul Uloom College and AMES College of Education. Similar committee/s shall be constituted for future Institution/s of Higher

Education if they come into existence.

13(a). The Executive Committee is authorised to admit members and to remove any life / Honorary Member working contrary to the rules of the society or found working against the institutions to damage / tarnish the image / to cause any monetary loss / cause hindrance for the benefit of the society.

13(b). The Executive Committee shall constitute a sub-committee for screening persons desirous of joining the society

14. The Executive Committee shall arrange through the General Secretary to hold the General Body Meeting of the members of the Society once a year and shall at that meeting submit a report of the working of the Society during the past year and shall submit the annual account of the Society for the year under report, certified by a Chartered Accountant.

15. The Executive Committee shall have power to frame from time to time such bye laws as may be deemed necessary for efficiently conducting the business of the Society provided such bye laws are not opposed to the Rules of the Society and all the members of the Society shall be bound by such bye laws.

21. If a meeting of the executive committee has to be adjourned for want of quorum or any other special reason, the same meeting of the executive committee shall be held for which no quorum shall be necessary for such adjourned meeting.

22. In the absence of the President or any of the Vice-Presidents, any member of the executive committee present may be elected to preside over the meeting.

23. All the business placed before any meeting of the Executive Committee shall be decided by a majority of the votes of the members present thereat.



24. When there is an equality of votes, the President shall have a casting vote and the decision of the President shall be regarded as the decision of the Committee.

25. The proceedings of the Executive Committee shall be recorded in a book called the Proceedings Book of the Committee and every member present at the meeting must affix his signature thereto.

26. A copy of all the proceedings of the Executive Committee shall be sent by the General Secretary to all the members of Executive Committee.

#### **V President:**

27.(a) The President shall preside over all the meetings of the Executive Committee and General Body.

27(b). The President is eligible for re-election.

28. In case the post of President falling vacant, one of the Vice-Presidents shall be duly elected by the Executive Committee to act as President till a President is duly elected by the General Body in the next election.

29. The President shall have power to convene a meeting either of the Executive Committee or General Body for compelling reasons.

#### **VI General Secretary:**

30. The General Secretary shall, subject to the approval of the Executive Committee conduct all the affairs of the Society.

31. The General Secretary shall be elected once in 3 years at the annual general meeting of the Society and shall hold office for 3 years till the next General Election. In case of this post falling vacant, one of the Assistant Secretaries shall be elected by the Executive Committee to act as General Secretary till a General

Secretary is duly elected by the General Body in the next election.

32. The General Secretary is eligible for re-election.

33. The principal duties of the General Secretary are the following:

(a) He shall be in charge of all the books, records and correspondence of the Society.

(b) All the movable properties of the Society shall be in his possession.

(c) He shall attend to the correspondence and all other transactions of the Society.

(d) He shall conduct all the legal proceedings in the name of the Society and can sue and be sued on their behalf.

(e) He shall keep a register of the members of the Society giving their names, occupation and address, the date on which they were admitted as members, the subscription or donation paid by them and the date on which they left, if any.

(f) He shall maintain the Proceedings Book of all the meetings of the Society.

(g) He shall collect all the moneys due to the Society and shall keep the accounts book, submitting the same once in a year to the General Body for their adoption after having obtained the prior approval of the Executive Committee.

(h) He shall convene a meeting of the Executive Committee at least once in 3 months and convene meetings of the Committee in the interval, if necessary.

(i) If any fifteen members of the Executive Committee give requisition in writing to the General Secretary to call a special meeting of the Committee and specify the business they intend to



bring before them thereat, he shall convene a special meeting of the Committee by giving them the usual notice.

(j) He shall convene a General Body Meeting of the Society once a year. He may also call for General Body Meeting in the interval, if necessary.

(k) If any 50 members of the Society give a requisition in writing for a General Body Meeting to be convened specifying the purpose, the General Secretary shall convene a General Body Meeting by giving the usual notice.

(l) The General Secretary shall place all applications for membership and all resignations of member or office bearers before the Executive Committee and shall carry out their decision.

(m) Besides superintending:

1. Mazharul Uloom College
2. AMES College of Education
3. Mazharul Uloom Women's Coaching Centre
4. Mazharul Uloom Higher Secondary School
5. Mazharul Uloom Aided Primary School
6. Hasnath-e Jaria Girls' Higher Secondary School
7. Hasnath-e-Jaria Girls' Aided Primary School and other future institutions,

he shall have power to appoint all the necessary teachers and members of establishment and shall decide all matters in connection therewith with regard to the course of study etc., in consultation with the President and Secretary of Colleges as the case may be. He shall also have power to take disciplinary action against such delinquent members of the staff after due enquiry in conformity with the prevailing Rules.

(n) He shall sign in all the grant bills of the schools and draw moneys from Treasuries or Reserve Bank as the case may be.

(o) If any of the immovable properties of the Society have to be sold for the benefit of the Society, he shall with the consent of the Executive Committee arrange to sell the property and the Sale Deed of the same shall be executed by the President, the General Secretary and any of the three Trustees as may be authorised by the Executive Committee on behalf of the Society.

(p) He shall keep a separate register of all the properties of the Society movable with their cost value and present value.

(q) The General Secretary shall be the Correspondent for all the Schools run by the Society. He shall have an accountant knowing English and Tamil under him.

#### **VII Assistant Secretary:**

34. There shall be in addition to the General Secretary 2 (two) Assistant Secretaries for the Society and they shall be elected once in 3 years at the annual General Body Meeting of the Society.

35(a). The Assistant Secretaries shall help the General Secretary in discharging all his duties and shall conduct under his directions all the affairs of the Society whenever the General Secretary may be either absent from the station or unable to attend to his duties.

35(b). The Assistant Secretaries are eligible for re-election.

#### **VIII. Trustee:**

36. The Trustees shall be elected at the General Body Meeting of the Society specially convened for this purpose.

37. The Trustees of the Society shall be 7 in number.

38. The Trustees shall hold office all their life but shall cease to



hold such office if they resign or become insane or insolvent or are convicted of any criminal offence or if they act contrary to the rules of the Society.

### **IX General Body Meeting:**

39. A General Body meeting of the Society shall be held at least once in a year.

40. The General Secretary shall submit at the Annual General Meeting of the Society a report on the concerns of the Society and a balance sheet showing the receipts and disbursements of the Society during the year that had closed having placed the same before the Executive Committee and obtained their approval. At every third Annual General Meeting which receives and accepts such reports and balance sheet, the office bearers, viz., President, Vice-Presidents, the General Secretary and the Assistant Secretaries and members of the Executive Committee for the next term of three years shall be elected by the Society.

41. Forty members shall form a quorum for General Body Meeting

42. When a General Body Meeting has to be adjourned for want of quorum another meeting shall be convened by usual notice of at least 8 days stating that the previous one was adjourned for want of quorum and no quorum shall be necessary for such an adjourned meeting.

43. If any of the members of the Society desire to place any proposition before the General Body Meeting, he must intimate the same to the General Secretary in writing at least 7 clear days before the meeting. The General Secretary shall either include the same for the meeting or include the same in the agenda of the next general body meeting.

44. In the absence of the President or Vice-presidents any one of the members present shall be duly elected to preside over the

### **General Body Meeting.**

45. All business before the General Body Meeting shall be decided by a majority of the votes of the members present.

46. When the votes are equally divided, the President shall have casting vote and his decision shall be accepted as the decision of the meeting.

47. To convene a General Body Meeting of the Society the General Secretary must give at least 15 days notice of the same to the two classes of members of the Society. Such notice shall specify the date, place and time at which the meeting shall be held and the subjects shall be placed for discussion thereat.

48. On a requisition being sent in writing to the General Secretary by at least 50 members of the Society he shall convene a General Body Meeting of the Society. Even for such General Body Meeting the usual 15 days' notice must be given.

49. All proceedings of the General Body Meeting shall be recorded in Proceedings Book of the Society and must be signed by the President and the General Secretary. The General Secretary shall send a copy of such proceedings to all the members.

### **X. General:**

50. If necessary, additional rules not opposed to these may be added by Resolution of a General Body Meeting of the Society and such a meeting shall be called Extraordinary General Body Meeting in which any rule may be removed from, modified or added to the Rules of the Society.

51. If 50 members send a written requisition to the General Secretary, he shall convene such a meeting giving notice of 15 days.



52. The funds of the Society shall not be invested in trade and shall not be lent. However such restriction shall not apply to investments with the state or Central Governments.

#### **XI. Properties:**

53. All deeds of immovable properties shall be in the name of the Society represented by the Trustees, the President and the General Secretary, and shall vest in the Trustees, President and General Secretary.

54. All movable properties of the Society shall be in the custody of the General Secretary who shall be held responsible for them.

55. All the funds of the Society shall be deposited in the name of the Society to be opened in such Bank/Banks as may be authorized by the Executive Committee.

56. The General Secretary shall have the power to withdraw amounts from the Banks by means of cheques.

57. The General Secretary shall ordinarily keep with him cash not exceeding Rs.10,000/- for meeting the day to day expenses, depositing the balance in the account of the Society with the Banks.





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