

Governing Council Members Code of Conduct
The By-law of the Saraswathi Education Society (R.), Chitradurga is
the Code of Conduct for the Governing Council Members

I. Membership:

The membership of the society shall consist of the following members admitted as such by the Governing Body.

i) Life Members, ii) Ordinary Members, iii) Fellows.

- a) A Life Members is one who subscribed to the objects of the society and pays a sum of Rs.500/- or more to the society.
- b) Ordinary member is one who pays a sum of Rs.100/- or more to the society.
- c) Fellows: Students of the Institutions run by this society, who has completed the course can become the member by paying sum of Rs.100/- or more.

II. Admission of Members:

- a) Any Person who is a major and desirous of being a member of the society shall file an application in the prescribed form to the secretary of the society along with prescribed membership fee with registration fee of Rs.10/-.
- b) The said application shall be placed before the Governing Body for its approval.
- c) The Governing Body may reject any application without as signing any reason.
- d) All the categories of members hither to were members of the society in different categories should be deemed to be life members of the society except ordinary members and fellows.
- e) No Person shall be a member of the society, if he is an employee in any institution run by society.
- f) A member of the society shall cease to be a member if he is:
 - i.) Declared insolvent OR
 - ii.) Convicted by a competent court of law for any offence involving moral turpitude. OR

- iii.) Becomes insane OR lunatic, OR
 - iv.) Resigns.
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- g) If any member of the society acts against the interest of the society or denigrate the fair name of the society by his acts or omission, such member shall be removed by a resolution passed by the Governing body with 2/3rd majority present by the meeting.
 - h) No new members shall be admitted with one month during election year prior to the date of General Body meeting.
 - i) The General Body of the society shall consist of the Life Members, Ordinary Members and Fellows.
 - j) The General Body shall meet once a year.
 - k) A Special General Body meeting may be convened by the Governing Body at any time and shall be convened within One month on a written requisition of at least "THIRTY" members for the specific purpose. Fifteen clear days notice shall be given to all the members before the meeting is convened with notice of any proposition intended to be moved at the meeting. The quorum for the General Body shall be THIRTY members or One third of the total number of members whichever is less.
 - l) Elections shall be by show of hands, unless a majority of members present to desire, it shall be by secret ballot. In the event of equality of votes, the election shall be decided by lot among those, getting the same number of votes.
 - m) The duties and function of the General Body shall be the same as in the Act and Rules.

III. Governing Body:

- a. There shall be Governing Body consisting of 13 members. The members of Governing Body shall be elected by the General Body, 7 from Life Members, 3 from Ordinary members and 3 from Fellows, whose duration shall be three years. The members of the Governing Body shall elect among themselves president, Vice-President and Secretary.

- b. The Executive Authority of the society shall vest in the Governing Body.
- c. The Governing Body shall be elected at a Triennial meeting of the General Body. It shall however hold office until a new Governing Body is elected.
- d. Vacancies arising during the term by resignation, death or otherwise shall be filled-up from among the members by co-option by the Governing Body.
- e. The Head of the Institutions under the society shall be the Ex-Officio members of the Governing Body.
- f. Seven clear days notice shall be given for convening a meeting of the Governing Body. Seven members form the quorum for such meeting. But in an emergency the president may call for such meeting at shorter notice.
- g. The Governing Body shall be convened at least once in three months or as often as may be necessary.
- h. At an adjourned meeting of either the General Body or Governing Body, if such adjournment is occasioned for want of quorum, no quorum shall be necessary in case the same agenda shall be considered.

IV. The Powers and Duties of the Governing Body:

The Governing Body will be Supreme Executive Body of the society and shall be vested with all the powers to conduct smooth functioning of the society and its Institutions.

- a) To collect funds for the society.
- b) To Control and arrange for the management of the Educational Institutions of the Society.
- c) To control and manage the funds and the properties of the society and to recommend the annual report, accounts and budget to the General Body.
- d) To accept membership of different categories of members.
- e) To start new institutions and to take over the management of other existing institutions.
- f) To submit the annual report and accounts to the General Body.

- g) To fix the remuneration of the auditors and the service conditions of the staff, their appointment and promotion.
- h) To take legal steps, whenever necessary in the interest of the society.
- i) To take such other action in the interest of the society not in consistent with Rules, Regulations of the society in accordance with Act and Rules.
- j) The Governing Body shall have power to raise loans with or without mortgage, improve, manage, develop, exchange, lease or otherwise deal with all or any part of the property of the society. To accept donation of Gifts or property for any general or specific purpose of the society, on condition or conditions not repugnant to the objects of the society.
- k) To appoint the staff of the society and its Institutions.

V. Advisory Committee:

There shall be an Advisory Committee for each Institution consisting of Nine members, 3 members elected from among the body of the Fellow members in the General Meeting which shall be convened within two months from the date of opening the college and the rest be elected from among themselves by the Governing Body. They shall hold office until another Advisory Committee is constituted. The advisory Committee shall elect a president among the members of the Advisory Committee. The principals of the Institutions run by the society shall be the convener of the Advisory Committee.

- a) The Advisory Committee shall have all or any of the powers delegated by the Governing Body and which shall act as recommendatory body to the Governing Body.
- b) They shall generally function for running the day-to-day administration of the institutions deciding on routine matters and recommend proposals regarding improvement of the Institutions subject to the control of the Governing Body.
- c) They shall meet once a month or as often as may be required. Five days notice shall be given for convening a meeting of the Advisory Committee.

- d) The convener shall convene the meeting of the advisory committee after the preparation of the agenda in consultation with the president.
- e) The quorum for the meeting of the advisory committee shall be five.

VI.

a) President:

The President shall preside over all the meeting of the General Body, Governing Body and shall supervise the affairs of the society.

b) Vice-President:

The Vice-President shall have all powers of the president, in the absence of the president, provided the president has requested the Vice-President to function in his place during his absence. However if the president is absent for presiding over any meeting of the Governing Body or the General Body, the Vice-President shall preside over such meetings.

c) Secretary:

The Secretary of the Governing Body shall subject to the control of the president have powers to supervise the affairs of the society, be responsible for the upkeep and protection of the properties of the society, collect subscription cause to maintain accounts, issue receipts for the monies received and incur expenditure on valid vouchers and sign the books of accounts. He shall have powers to conduct all correspondence under his own signature, while bringing important matters to the notice of the president. The Secretary shall be the officer to sue or be sued for and on behalf of the society.


The Governing Body shall have power to frame Rules and Bye-laws for the purpose of carrying out the objects of the society, inter alia functioning of the various sub-committees, it may constitute and for such other purpose, such rules and Bye-laws shall not be inconsistent with these Rules, Regulations of the Act.

The working hours of the society shall be 10-30 a.m to 5-00 p.m with an interval between 1-00 p.m and 2-00 p.m.

Nothing here in laid shall invalidated any action taken under the above rules and in good faith merely on account of a technical irregularity of procedure.

For amending the Memorandum of Association and the Rules and Regulations, provision of section 09 and 10 of the Act shall be followed. Annual returns are filed with the Registrar as required under section 13 of the Act.

This Bye-law comes into effect immediately after the approval by the Registrar of Societies, Chitradurga District.


Principal
Saraswathi Law College
CHITRADURGA