



S.L.NO: 0012458 DATE: 26/02/93 RS: 10

PURCHASER: U. RAJARAO  
S/O PRAKASA RAO  
WARANGAL

FOR WHOM : S E V A SOCIETY FOR SOCIAL  
EDUCATION AND VOLUNTARY ACTION  
LAXMIPURAM,  
WARANGAL-506 013.

*[Signature]*  
ఎన్. సత్యనారాయణ, వరంగల్ వెండి  
తరాయి ఎక్స్-అపిషియో స్టాంపు వెండర్  
న.స్టాం. కార్యాలయము, హైదరాబాదు.

DOCUMENT NO. 2.

Name of the society: The name of the society  
shall be the 'SEVA' Social  
Education And Voluntary Action

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DOCUMENT NO.2

1. Name of the Society: The Name of the Society shall be the "SEVA" SOCIAL EDUCATION AND VOLUNTARY ACTION" (1)
2. Location of the Society: The Registered Office of the Society shall be at H.No:16-11-279/2, Chinthal, Warangal-500 002, Andhra Pradesh or such other place as the Managing Committee may determine.
3. Proceedings of the Society:
  - A. Interpretations: The Society Means "SOCIAL EDUCATION AND VOLUNTARY ACTION" "SEVA" means Social Education and Voluntary Action.
  - B. Membership: "SEVA" SOCIAL EDUCATION AND VOLUNTARY ACTION" would enroll memberse to the following categories.
    - i. Signatory Member: Signatory Members are those persons whose names appear as the first members of the society "SEVA" SOCIAL EDUCATION AND VOLUNTARY ACTION" in Document No.1.
    - ii. Member: Ordinary members are those persons who are enrolled as such through membership campaigns by the Managing Committee directly or members enrolled by the Secretary with prior approval or post ratification by the Managing Committee. Members should be such persons who are sympathetic to the cause of rural upliftment. They shall pay a subscription annually the amount of which shall be decided by the Managing Committee at their annual meetings. Continuation of Membership is subject to the payment of annual membership fee and approval of the Managing Committee.
    - iii. Professional Mamber: Persons working in the field of Community Development would be enrolled through membership campaigns. Subscription rules are applicable to this category also.
    - iv. Life Member: Individuals who consent to pay a sum of Rs.500/- to the society would be enrolled as life members of the society.
    - v. Patron: Individuals would be enrolled as patrons of the society on payment of Rs.1,000/- in lumpsum.

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vi. Honorary Member: Honorary members are those who are conferred membership of the society as such by the Managing Committee from amongst the list of eminent citizens, scientists, men and women in public services and Government, Universities, etc. Not more than five members per year will be brought into this category and their membership will receive approval at the Managing Committee meeting.

C. General Body:- Annual General Body meeting will take place once in a year that is in the month of May. The date of the General Body Meeting will be communicated to the members fourteen days in advance of meeting.

Functions of General Body:-

- \* To pass the budget for the ensuing year and approve the expenditure statement of the previous year.
  - \* To approve the report of the activities of the society.
  - \* To approve the nominations of the Managing Committee of the Honorary Members category.
  - \* To elect every second year various members for the Managing Committee.
  - \* To make suggestions for future course of activities of the society.
  - \* To appoint an Auditor.
- 1/2rd of the Members on roll shall make the quorum for General Body.

D. Definitions and Regulations:

- i. Managing Committee: Means body which governs the society.
- ii. Executive Director: Means the principal officer appointed by the society's meeting committee to carry out the day to day administration of the activities of the society.

Executive Director who is appointed from outside the Managing Committee, he/she shall be treated as an employee of the society whose terms and conditions and and tenure of the employment will be decided by the Managing Committee. However, a person appointed as an Executive Director from within the members of the Managing Committee shall not receive any remuneration unless and until it is decided upon by the Managing Committee to pay any salary, compensation defray costs and allowances, etc.

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iii. Advisory Board: Means a body comprising of select men and women renowned in their area of practice who in the view of the Managing Committee can competently advise upon the activities of the society. However, such advisory members may receive honorarium if it is felt deserving by the Managing Committee.

4. Executive Body/Managing Committee of the Society: Exact number of the Executive Body/Managing Committee members of the society shall be 7 (seven) i.e. Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer and two Executive Members.

Functions of the Managing Committee Members:

- 4.1 Chairman: He/She presides over all the meetings of both the General Body and the Managing Committee. He/She can cast vote in the position of memberx of the Managing Committee. He/She can supervise all the branches of the Society.
- 4.2 Vice Chairman: He will assist the Chairman in discharging his functions. In the absence of the Chairman he will perform the duties of the Chairman as entrusted by the Chairman or the Managing Committee.
- 4.3 Secretary: He is the Chief Executive Officer of the society and custodian to all records relating to the society and corresponds on behalf of the society. He shall maintain minutes of various committee meetings. He assists the Treasurer in preparation of the budget expenditure statements for the society's meetings and deliberations. He shall operate Bank accounts jointly with the Treasurer/Executive Director/Chairman. He shall supervise directly all the activities of the society. He shall enroll suitable person as members either with prior approval or post ratification of the Managing Committee.
- 4.4 Joint Secretary: He shall assist the Secretary in the effective implementation of the activities of the society and take all responsibilities as entrusted by the Managing Committee and will function as Secretary in the absence of the Secretary.
- 4.5 Treasurer: He/She shall cause the regular accounts to be kept in respect of the activities of the society. Prepares budgets and annual expenditure statements of the society for the purposes of meetings both Managing Committee as well as the General Body meetings. He/She can operate the accounts of the society jointly with the Secretary. He/She shall be assisted by the Secretary in preparation of the budget and annual financial statements.
- 4.6 Executive Members: They are responsible to the society's activities and will take on such defined responsibilities of supervision, planning, etc., which the Managing Committee decides upon.
- 4.7 Term of Office: The term of office of the elected Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer and

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Executive Members shall be two years and they are eligible for re-election. Any vacancy arising due to valid reason shall be filled in by the committee for the rest of the term of persons ceasing to hold office.

Functions and Powers of Executive Director:

The Executive Director as defined by the Managing Committee is the 'Principal Officer' of the society. In addition to the definitions mentioned earlier, he/she shall hold the responsibility of supervising all staff of the society, day to day matters, correspondence, public relations, general administration and liaison with other concerned organisations and will take on any other responsibilities as decided by the Managing Committee from time to time. He/She shall be responsible to the Managing Committee for all matters. He/She shall report to the Secretary of day to day matters on the basis of the quarterly report. He/She can operate bank accounts jointly with Secretary.

Functions and Powers of the Managing Committee:

It shall be the function of the Managing Committee to carry out the objectives of the society.

It shall appoint from time to time such and so many officers and other employees and on such terms and conditions as it may deem fit for carrying on the management and affairs of the society.

It shall exercise control over all the employees of the Society.

It shall manage all funds, affairs of the society and shall have authority to exercise all powers of the society subject to the provisions of the memorandum. In particular it shall prepare plan and execute programmes to meet the objects of the organization. It shall enter into agreement with Government of India, Government of Andhra Pradesh and other States, Public and Private organizations, International bodies, Philanthropic organizations and individuals for securing and accepting endowments grants-in-aid, donations, gifts to the society on mutually agreeable terms and conditions provided that the conditions are not in conflict with the nature or subjects of the society.

The Managing Committee is vested with the powers to prepare the budget estimates and to sanction the expenditure there of for the promotion of the express objects and aims of the society.

The Managing Committee will have the powers to receive or to acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other immovable property, together with all rights appertaining there to.

*Dr. Rajâ Koo*



To Construct and maintain building, including right to alter or improve them and to equip them suitably.

To sue and defend all legal proceedings on behalf of the society.

To invest the monies and funds of the society and to vary the investments as and when it may seem necessary.

To grant fellowship scholarship, or other monetary assistance on such grounds and conditions as it may prescribe, to such persons as it may select for carrying on research investigation or study in a subject in which the society is interested.

By-laws: The by-laws within the Document No. 1 and rules regarding the conduct of the society as mentioned in the Document No. 2 can receive changes, prioratization and amendments at the Executive Meeting or the Managing Committee Meeting by a simple majority voting. All such changes will receive assent of the General Body at the annual meeting.

Quorum: Half of the total members for General Body meeting and 1/4th for executive body meeting.

Funds: The financial year of the society will be from 1st April to 31st March. The funds shall be spent only to the attainment of the objects of the society and no portion there of shall be transferred directly or indirectly to any of its members. The accounts of the society shall be regularly audited by not less than a Chartered Accountant.

Amendments: No amendements or alteration shall be made in purpose of the association unless it is voted by 2/3rd of its members present at a special meeting convened for the purpose and confirmed by 2/3rd of the members present at a second special meeting. However the final additions, alterations or amendments will take place only with the approval of commissioner, Incometax.

Dissolution of the Society:

In case of the society being woundup, the property and the funds of the society that would remain after the full satisfaction of liabilities of the society will be transferred or paid to some other organisation having similar aims and objectives which has received exemption from Income Tax 12-A and has fulfilled in case any conditions as stipulated by tax laws for relief and is entitled to avail donations under section 80G.

E. Rajakumar



CERTIFIED TO BE A CORRECT COPY

| Sl. No. | Name of the Office bearer in block letters S/o, D/o, W/o. | Designation in the Society. | Occupation               | Address  | Signature          |
|---------|---|-----------------------------|--------------------------|--|--------------------|
| 1.      | Mr. M.V.RAMA RAO,<br>S/o. Dharma Rao.                     | Chairman                    | Teaching<br>(Headmaster) | Headmaster<br>Nehru Memorial<br>High School,<br>Desaipet,<br>Warangal. | <i>HB</i>          |
| 2.      | Mrs.K.PADMA LATHA,<br>W/o. ANANDAM                        | Vice-<br>Chairman           | Women -<br>Organiser     | HNo:16-11-279/2<br>Chinthal,<br>Warangal.                              | <i>padmalatha</i>  |
| 3.      | Mr.U. RAJA RAO,<br>S/o. Prakash Rao                       | Secretary                   | Social<br>Worker.        | HNo.22-2-72,<br>Deshaipet,<br>Warangal.                                | <i>U. Raja Rao</i> |
| 4.      | Mr.M.P.V.PRASAD,<br>S/o.Shanker Rao                       | Joint-<br>Secretary         | Teaching                 | HNo: 5-5-74,<br>Lashker Bazar,<br>Hanamkonda,<br>Warangal.             | <i>Prasad</i>      |
| 5.      | Mrs. R. RAMA JYOTHI<br>W/o. R. Murali                     | Treasurer                   | Accountant               | HNo:16-7-219,<br>Dayananda<br>Colony,<br>Warangal.                     | <i>R. Jyothi</i>   |
| 6.      | Mrs. K. DANAMMA,<br>W/o. ABRAHAM                          | Executive<br>Member         | Women -<br>Organiser     | HNo: 3-158,<br>Paidipally,<br>Warangal.                                | <i>K. Danamma</i>  |
| 7.      | Mr.K. PRUDHVI RAJ,<br>S/o. MUTHYAM REDDY                  | Executive<br>Member         | Social -<br>Work.        | HNo:16-7-219,<br>Laxmipura-13,<br>Warangal.                            | <i>Prudhvi Raj</i> |

W I T N E S S E S:

| Sl. No. | Name in Block Letters S/o., D/o., W/o.,         | Occupation  | Address  | Signature                      |
|---------|---|-------------|--|--------------------------------|
| 1.      | Mr. R. MURALI,<br>S/o. Ram Mohan Rao            | Social Work | H.No:16-7-219,<br>Dayananda Colony,<br>Laxmipura,<br>Warangal. | <i>R. Murali</i>               |
| 2.      | Dr.A. SUDHARSHAN REDDY,<br>S/o. Narsimha Reddy, | Teaching    | HNo:2/846/1-4,<br>Kishanpura,<br>Hanamkonda,<br>Warangal.      | <i>Dr. A. Sudharshan Reddy</i> |

*ee Raja Rao*



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Dated the 17<sup>th</sup> Day of March 1993.

17/3/93  
REGISTRAR OF SOCIETIES.

