

(True Copy)

Certificate of Registration of Societies.

ACT XXI OF 1860.

No. 17 of 1948 - 1949.

I hereby certify that the Bathany Educational Society, Mangalore has this day been registered under the Societies' Registration Act, 1860.

Given under my hand at Mangalore this fourth day of September One Thousand nine hundred and forty eight.

(Sd.)
Registrar of Joint Stock Companies.

Attested

L. S. n. h.
PRINCIPAL

Stella Maris Convent Sec School
Narayampur Sultanpur-228001 (I.P.)

Attested by:

A. S. S. S. S.

for Corporate Manager
Bathany Educational Society
St. Theresa's Convent
Kunjpura Road
KARNAL-132001 (Hr.)

Memorandum of Association

of

The Bethany Educational Society, Mangalore

(As amended by the Special General Meeting
held on 23rd July 1988 and 24th August 1988)

1. The Institution shall be called "THE BETHANY EDUCATIONAL SOCIETY, MANGALORE" hereinafter called "The Society".

2. The objects for which the Society is established are:

2-1. To promote literature and science and general culture; diffusion of knowledge and craftsmanship; to establish, administer, support, manage or conduct schools, Colleges, Commerce Schools, Needle-work and Craft Institutions, Grihini Schools, Balwadis, Hostels, Orphanages, attached to and forming parts of the Educational Institutions or such other Institutions and to take over the Management of other similar schools or Institutions, as may be decided by the Society, primarily for the education of Catholic youth and also for others, irrespective of caste, creed and religion.

2-2. i) To provide education, learning and training geared to the promotion, advancement and sharing of scientific knowledge for the development of Catholics in particular and others to the extent possible.

ii) To prepare, through educational institutions the children, youth and adults without coercion or compulsion as citizens of India imbued with the zeal and spirit of service in keeping with the teachings of Jesus Christ; and to deepen their commitment to a life of service as exemplified in Jesus Christ by means of presentation of the Gospel, through teaching, worship and witness in accordance with Christian beliefs.

2-3. To establish and administer other institutions, schools, colleges as mentioned in 2(1) etc. which the Society may establish in future.

Attested by:

A. Mouni Rao

Corporate Manager

Bethany Educational Society

Cressa's Convent

Kunjipura Road

2-2.

KARNAL-132001 (HR)

- 2-4. To supply and maintain Professors, Principals / Headmistresses, Teachers, Matrons, Superintendents, and other personnel thereof, and to build, equip, and to provide other paraphernalia needed for institutions as above and also to employ other suitable means for their development as may from time to time seem good and necessary in the estimation of the Society; in fine, to do everything conducive to the achievements of the above objects.
- 2-5. To deal with all the monies of the Society and to invest them in such form or mode, in such manner and for such period as is prescribed for the purposes of Clause (iv) of sub section (1) of section 80F of the Income Tax Act, 1961 as amended and any other provision applicable in this regard from time to time.
- 2-6. To acquire, purchase or sell any movable or immovable properties, to acquire by purchase or otherwise any rights on immovable properties for all or any of the purposes mentioned above.
- 2-7. To pay either in cash or otherwise for any property or rights acquired and service rendered to the Society.
- 2-8. To receive donations, contributions, subscriptions, grants in cash and/or kind, to borrow, raise loans on D. P. Notes or otherwise procure monies on the security of movable, immovable or other assets of the Society or otherwise for carrying on all or any of the objects of the Society only and no portion of it shall be utilised for payments to Trustees/Members by way of profit, dividend etc.
- 2-9. To grant donations, to aid financially or otherwise educational and other institutions run by other Societies/Institutions to enable them to purchase, acquire, obtain on lease, construct, maintain and repair buildings, furniture and other capital assets for/of the Schools, Colleges and other Educational Institutions.
3. The names, occupations, and addresses of the members of the First Council of Management of the Society to whom by the rules of the Society the Management of its affairs is entrusted to, are as follows:—

| Name | Occupation | Address | Office Bearer |
|---|------------|---------|--|
| 1. Very Rev. Mother M. Petra, B.S., Teacher, Bethany Convent, Mangalore, Kanakanady Post. Mother General of Bethany. | | | |
| 2. Rev. Sr. M. Francis, B.S., Teacher, Bethany Convent, Mangalore, Kanakanady Post. First Councillor of Bethany. | | | |
| 3. Rev. Sr. M. Joseph, B.S., Teacher, Maryvale Convent, Kinnigoly Post, S.K. Second Councillor of Bethany. | | | |
| 4. Rev. Sr. M. Bernard, B.S., Teacher, Nazareth Convent, Bajpe Post. Third Councillor of Bethany. | | | |
| 5. Rev. Sr. M. Raphael, B.S., Teacher, Bethany Convent, Mangalore, Kanakanady Post. <i>Alternate by</i> Fourth Councillor of Bethany. | | | |
| 6. Rev. Sr. M. Bertha, B.S., B.A., L.T., Teacher, Maryvale Convent, Kinnigoly Post, Headmistress, Little Flower's High School. | | | <i>for</i> Corporate Manager Bethany Educational Society |
| 7. Rev. Sr. M. Violette, B.S., B.A., L.T., Teacher, Santa Cruz Convent, Kulsheker Post, Headmistress, Sacred Hearts' High School. | | | St. Theresa's Convent Kunjipura Road KARNAL-132001 (Hr.) |

4. We, the several individuals whose names and addresses are given below are desirous of being formed into a Society in pursuance of this Memorandum of Association and under the Societies Registration Act of 1860 and have signed against our names here below:—

| Name | Occupation | Address | Signature |
|--|------------|---------|-----------|
| 1. Very Rev. Mother M. Petra, B.S., Teacher, Bethany Convent, Mangalore, Kanakanady Post. Mother General of Bethany. | | | |

2. Rev. Sr. M. Francis, B.S.,
Teacher, Bethany Convent, Mangalore, Kankanady Post.
First Councillor of Bethany.

3. Rev. Sr. M. Joseph, B.S.,
Teacher, Maryvale Convent, Kinnigoly Post, S. K.
Second Councillor of Bethany.

4. Rev. Sr. M. Bernard, B.S.,
Teacher, Nazareth Convent, Baipe Post, S. K.
Third Councillor of Bethany.

5. Rev. Sr. M. Raphael, B.S.,
Teacher, Bethany Convent, Mangalore, Kankanady Post.
Fourth Councillor of Bethany.

6. Rev. Sr. M. Bertha, B.S., B.A., L.T.,
Teacher, Maryvale Convent, Kinnigoly P. O.,
Headmistress, Little Flower's High School.

7. Rev. Sr. M. Violette, B.S., B.A., B.T.,
Teacher, Santa Cruz Convent, Kulshekar Post
Headmistress, Sacred Hearts' High School.
J. M. Violette
Corporate Manager
Bethany Educational Society
1, Theresa's Convent
Kunjipura Road
Mangalore, Dated 22 August, 1948.

Witnesses for the above signatures Nos. 1-7. KARNAL-132001 (Hr)

Signatures with parent's name, occupation and address:

1. (Miss) Therese Miranda, Daughter of Martin Miranda,
Teacher, Sacred Hearts' High School, Kulshekar Post.
 2. (Rev. Fr.) R. F. C. Mascarenhas (S/o Lazarus Mascarenhas),
Catholic Priest, Bethany, Bendur, Kankanady Post.
 3. Jacob Correa, Son of Joseph Michael Correa, Sacristan,
Bendur Church, Mangalore.
- Mangalore, Dated 22 August, 1948.

*** **

Office of the
Registrar of Societies in Dakshina Kannada
Mangalore, Dt 19-12-1983

Received from the Secretary of the Bethany Educational Society,
Mangalore-2..... with his letter No. BES/RR/82-83 dated 11-9-83.....
The undermentioned document* as required by Section 9 & 10 of the
Karnataka Societies Act, 1960.

Fee Paid Rupees 30/-

Amendment to Memorandum of
Association and Rules and Regulations
(Registered)

Sd/-
For Registrar of Societies
D. K. Mangalore
19-12-83

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| | |
|---|---|
| Name of the Society : | The Bethany Educational Society, Mangalore. |
| Description of Documents : | Memorandum of Association and Rules and Regulations of the Bethany Educational Society, Mangalore. Amendment. |
| Date of Receipt : | 23-9-1988. |
| Registration No. Serial No. in the Register : | 17/1948. |
| How disposed of : | Approved and Registered. |
| Date : | 3-10-1988. |

Sd/-
3-X-88
Registrar
For Registrar of Societies

Rules and Regulations

of

The Bethany Educational Society, Mangalore

(As amended by the Special General Meeting
held on 24th August 1988)

1. The Society shall be called "THE BETHANY EDUCATIONAL SOCIETY, MANGALORE", hereinafter called "THE SOCIETY".
 2. Definition: "The Bethany Educational Society, Mangalore" is an educational Society of Ex-Officio and nominated members, formed for the Management of the Catholic Educational Institutions, Orphanages and all other types of Institutions as mentioned in the Memorandum 2(a) of the said Society under the Religious Congregation of the Sisters of the Little Flower of Bethany, Mangalore.
 - (iv) All the Provincials/Regional Superiors of the Congregation.
 - (v) Councillors of the Provincials / Regional Superiors of the Congregation.
 - (vi) Correspondents / Corporate Managers of all the Institutions under the Bethany Educational Society, Mangalore, who shall always be professed Sisters, belonging to the Congregation of the Sisters of the Little Flower of Bethany.
 - (vii) Not less than ten Christian Members nominated by the Superior General of the Congregation.
 - (viii) Secretary of the Bethany Educational Society appointed by the Superior General of the Congregation who shall always be a professed sister belonging to the Little Flower of Bethany.
 - (ix) Deputy Secretary appointed by the Superior General of the Congregation who shall always be a professed sister belonging to the Congregation of the Sisters of the Little Flower of Bethany.
 3. The Office of the Society, at present shall be located at Bethany Convent, Bendore, Mangalore-575 002, Kanakanady Post, Dakshina Kannada.
 4. In these Rules and Regulations unless there be anything repugnant in the subject or context:—
 - (i) "These Presents" means these Rules and Regulations. *Attest*
 - (ii) "Council" means the Council of Management of the Society.
 - (iii) "Congregation" means the Religious Congregation of the Sisters of the Little Flower of Bethany, Mangalore. *De. Mount Theresas*
 - (iv) The expression "he" or "she" stands for both masculine and feminine. *For Corporate Manager*
 5. Membership of the Society:—
 - (i) The Superior General of the Congregation.
 - (ii) The Councillors of the Superior General of the Congregation. *Bethany Educational Society*
 - (iii) Procurator General of the Congregation. *Control of the Society:—*
- St. Theresa's Convent
Kunjpura Road A. The General Body:—
KARNATAKA-132001 (Hr.)
- (i) The members as per Para 5 shall form the General Body of the Society.
 - (a) The President: The Superior General of the Congregation will be ex-officio President of the Society.
 - (b) The Vice-President: Nominated by the President of the Society, from among her councillors of the Congregation.
 - (c) The Treasurer: Nominated by the President of the Society.
 - (d) The Secretary: She shall be appointed by the President of the Society.
 - (e) The Deputy Secretary: She shall be appointed by the President of the Society.

(ii) The affairs and concerns of the Society, all funds and assets belonging to the Society or which may hereafter belong to it shall be vested in the Society and managed by the Council of Management which is answerable to the General Body.

(iii) The Members in General Meeting will have power from time to time to delete, amend or add to any of these Rules and Regulations or the Memorandum of Association as may be deemed necessary by the members in General Meeting provided nothing is done which is inconsistent with the provisions of the Karnataka Societies Regulation Act, 1960 as amended from time to time.

(iv) The Annual General Meeting shall be held once a year on or before the last day by which such meeting is required to be held under the provisions of the Karnataka Societies Registration Act, 1960 as amended from time to time.

(v) The Annual General Body Meeting shall elect three members to the Council of Management from among the members of the Society. A vacancy occurring among these elected members for any reason whatsoever shall be co-opted by the remaining members of the Council of Management.

(vi) The Annual Report and the audited Accounts of the Society prepared by the Secretary shall be placed before the Annual General Body Meeting, for being discussed and passed.

(vii) The Annual General Meeting shall appoint a Chartered Accountant to audit the accounts of the following year.

B. The Council of Management:—

(i) There shall be a Council of Management to manage the affairs of the Society.

(ii) The members of the Council of Management of the Society shall be trustees and not beneficiaries.

(iii) The Council of Management shall consist of ten members including:—
[a] The Superior General of the Congregation who shall be ex-officio, its President.

[b] The Councillors of the said Superior General.

[c] Three other members elected by the General Body, whose term shall be three years but who shall be eligible for re-election.

[d] The Secretary appointed by the President of the Society

[e] The Deputy Secretary appointed by the President of the Society.

(iv) The Council of Management shall meet at least three times a year, or as often as necessary and when convened

(v) The Council of Management shall have power to carry on the business, and shall be entrusted with the Management of the affairs of the Society and shall have power to do such other acts, as in their opinion may be conducive to the attainment of the aims of the Society.

(vi) The Council of Management shall have power to frame by laws for the Management of the Affairs of the Society, the proceedings of the Council for the administration of the Schools or Institutions vested in or under the control of the Society, provided nothing is done which is inconsistent with the essential rules and regulations of these presents.

8. The Council of Management shall be the Executive Body of the Society and shall exercise all powers pertaining to the Society other than those that by law or these presents are vested in the General Body of the Society.

9. All appointments, suspensions, terminations and transfers of all the employees of the Society, shall be made by the Council of Management which shall be solely vested with the power of punishing employees of the Society, and of accepting the resignation of the employees of the Society.

10. The Council of Management shall have besides the President the Secretary and the Deputy Secretary, a Vice-President, and a Treasurer. The Vice-President shall be nominated by the President of the Society from among the Councillors of the Superior General of the Congregation. The Treasurer shall be nominated by the President of the Society from

among the members of the Council of Management. The Office Bearers of the Council of Management are the Office Bearers of the Society.

11. Functions and Powers:—

A. President: -

- (i) The President shall preside over meetings of the Council of Management, and also of those of the General Body of the Society.
- (ii) She shall supervise the general administration of the Society and the work of the Treasurer, the Secretary and the Deputy Secretary.

B. She shall nominate:—

- (i) The Vice-President from among the members of the Council of the Superior General of the Congregation.
- (ii) The Treasurer from among the members of the Council of Management.

C. She shall appoint:—

- (i) The Secretary.
- (ii) The Deputy Secretary.
- (iii) The Correspondents of all the Educational Institutions.

(iv) The Corporate Manager for the Educational Institutions, according to need from among the members of the Managing Committee of an Educational Institution. The Corporate Manager shall always be a professed Sister of the Congregation of the Sisters of the Little Flower of Bethany.

(v) The Directors/Superintendents of all the orphanages. ^{for Corporate Manager} Bethany Educational Society

D. She shall have the powers:—

- (i) To appoint, as in 11C(i) to (vi) and to suspend, or dismiss any member of the Society and the Council of Management, and the staff of the office of the Society.
- (ii) To convene special meetings of the Society, and the Council of Management, besides the Scheduled ones.

KARNAL-132001 (Hr.)

Kunjipura Road (7)

(5) She shall be vested with the control of day to day administration under the directions of the Council.

(6) She shall sign all correspondence on behalf of the Society.

(7) She shall be in charge of the books, papers, furniture and other movable property belonging to the office of the Society and shall keep the Registers and files up to date.

(8) All documents executed on behalf of the Society shall be in the name of the Secretary.

(9) She shall under the guidance of the President correspond and transact all departmental work with the officers of the Educational Department.

(iii) To act on behalf of the Bethany Educational Society and to sanction expenditure in an emergency.

12. Vice-President:—

The Vice-President shall act in the absence of the President and shall have all the powers of the President in her absence.

13. The Treasurer:—

The Treasurer shall keep the accounts of the Society and shall be empowered to operate on the banking accounts of the Society and shall be in charge of all the monies appertaining to the Society and jointly with the Secretary.

14. The Secretary:—

(1) Under the direction of the President, she shall issue notices and the agenda of the ordinary as well as special meetings of the General Body and the Council of Management of the Society.

(2) She shall be responsible to record accurately the minutes of the meetings of the Society and take out extracts of the same and attest them as such.

(3) She shall for all purposes be the Executive Officer under the President and execute or carry out the proceedings and directions of the Council and the General Body.

(4) She shall receive all papers and correspondence on behalf of the Society and submit for the consideration of the Council of Management, when necessary.

(10) In the absence of the local Correspondent --

(i) She shall sign the financial statements, all salary bills of the Staff, of their allowances, Provident Fund, of maintenance and other grants and encash and disburse the expeditiously.

(ii) She shall sign the Teachers' Service Registers as Correspondent of the Society for entries of appointments, transfers and relief of teaching and non-teaching staff.

(11) In respect of appointments, transfers and relief of teachers she shall get the prior approval of the President of the Society.

(12) She shall keep the President and the Members of the Society informed from time to time of all important matters pertaining to education and the changes in its policy, if any.

(13) She shall prepare the Annual Report of the Society and place the same before the Council of Management along with the audited Financial Statements, for their approval and thereafter place them before the Annual General Meeting of the Society as the Council of Management may direct in this behalf.

(14) She shall sue and be sued for and on behalf of the Society.

15. Deputy Secretary. In the absence of the Secretary, the Deputy Secretary shall carry on all the functions of the Secretary.

16. [1] The Council of Management, shall constitute itself into the Managing Committee of a particular School or Institution as and when it deems expedient or necessary to do so, or as and when it is required to be so established by Government or the Educational Authorities, and as such, it shall function in all things as the Managing Committee of the said School or Institution, and also receive or create and administer trusts or endowments in behalf of the Institution.

(ii) If however, the Department of Education, demands a separate Managing Committee for every Institution the following shall constitute the Managing Committee.

[1] President of the Society

[2] Vice-President of the Society

[3] Secretary of the Society

For Corporate Manager

of Educational Society

Lorena's Convent

Kunjipura Road

K-RNAL-132001 (Hr.)

[4] Deputy Secretary of the Society

[5] Correspondent/Corporate Manager of the Institution

[6] The Academic Head of the Institution

[7] A representative of the staff nominated by the President of the Society

[8] Not more than four Christians, nominated by the President of the Society.

(iii) The President, Vice-President, Secretary and Deputy Secretary of the Society, shall be the President, Vice-President, Secretary and Deputy Secretary respectively of the Managing Committee of the Institution.

17. The Corporate Manager shall have the functions of the Secretary of the Society as in 14 [3] to [12] and [14].

18. Powers and Functions of the Managing Committee:--

The Committee shall have the following powers:--

[1] To carry on the General Administration of the Educational Institution

[2] To appoint teachers and other employees of the Institution except its head

[3] To take disciplinary action against the teachers and other employees, except the head of the Institution

[4] To exercise supervision and control over the employees of the Institution.

Any decision or action taken by the Committee shall be deemed to be the decision or action taken by the Management of the Institution, unless it is revoked or cancelled, or modified within 30 days, by the Council of Management, provided it is brought to the notice of the Council of Management.

The Secretary/Corporate Manager shall be the executive officer of the Managing Committee.

MEETINGS:--

(i) The quorum for the meeting - Ten for General Body, four for Council of Management and four for managing committee.

- (ii) a) In the absence of the President and the Vice-President, the person duly delegated by any of them, shall preside over the meetings of the General Body and the Council of Management and exercise the powers of the President at such meetings.
- b) In the absence of the President and the Vice-President, the Corporate Manager of the person duly delegated by any of them, shall preside over the meetings of the Managing Committee and exercise the powers of the President at such meetings.
- (iii) All questions arising at the meetings of the General Body, Council of Management, and Managing Committee shall be decided by a simple majority of votes, the one who presides having the casting vote.
20. "The Books of the Accounts of the Society shall be closed on the 31st day of March every year".
21. A. Funds:- The funds shall consist of:-
- (i) An annual contribution of at least
- a) Rs. 100.00 from each Primary and Higher Primary School [Vernacular Medium]
- b) Rs. 500.00 from each Primary and Higher Primary School [English Medium]
- c) Rs. 250.00 from each High School [Vernacular Medium]
- d) Rs. 1000.00 from each High School [English Medium]
- B. The funds of the Society shall be invested in such form or mode, in such manner and for such period as is prescribed for the purposes of Clause [iv] of Sub Section [1] of Section 80F of the Income Tax Act, 1961 as amended and any other provision applicable in this regard from time to time.
22. The funds and all income of the Society shall be utilised solely for the objects and purposes of the Society. But save in the case of specific objects, the income or receipts received for such objects shall be solely spent for such particular objects or purposes but all other funds and income of the Society shall be deemed to constitute one general fund and shall be available for expenditure on any of the objects of purpose

of the Society. However, no portion of the funds or income of the Society shall be utilised for payment to trustees/members by way of profit, interest, dividend etc.

23. [a] The Council of Management may alter or modify the Memorandum of the Society and these rules and regulations consistently with the object of the Society,

[b] No amendment to the Memorandum of Association shall be made which might prove to be repugnant to the provisions of Sections 2(15), 80G and 80F of the Income Tax Act, 1961 and any other provisions applicable in this behalf as amended from time to time.

[c] In the event of the dissolution or winding up of the Society, the assets remaining as on the date dissolution shall under no circumstances be distributed among the members of the Society, but the same shall be transferred to another Society whose objects are similar to those of the Society.

24. If there be anything in these Rules and Regulations inconsistent with the Provisions of the Karnataka Societies Registration Act, 1960, the Provisions of the said Act will prevail over these Rules and Regulations.

We, the members of the Council of Management certify that the above is a true copy of the Rules and Regulations of the Bethany Educational Society, Mangalore.

1. Very Rev. Mother M. Petra, B.S., Teacher, Bethany Convent, Mangalore, Kankanady Post
Mother General of Bethany.

2. Rev. Sr. M. Francis, B.S.,
Teacher, Bethany Convent, Mangalore, Kankanady Post
First Councillor of Bethany.

3. Rev. Sr. M. Joseph, B.S.,
Teacher, Maryvale Convent, Kinnigoly Post, S.K.,
Second Councillor of Bethany.

S. Suman Kumar
Corporate Manager
Bethany Educational Society
Cressa's Convent
Kunjpura Road
KARNAL-132001 (Hr)

- 4. Rev. Sr. M. Bernard, B.S.,
Teacher, Nazareth Convent, Bajpe Post,
Third Councillor of Bethany.
- 5. Rev. Sr. M. Raphael, B.S.,
Teacher, Bethany Convent, Mangalore, Kanakanady Post
Fourth Councillor of Bethany.
- 6. Rev. Sr. M. Bertha, B.S., B.A., L.T.,
Teacher, Maryvale Convent, Kinnigoly P.O.,
Headmistress, Little Flower's High School.
- 7. Rev. Sr. M. Violette, B.S., B.A., B.T.,
Teacher, Santa Cruz Convent, Kulshekar Post
Headmistress, Sacred Hearts' High School.

WITNESSES:

- 1. (Miss) Therese Miranda, Daughter of Martin Miranda,
Teacher, Sacred Hearts High School, Kulshekar Post.
- 2. (Rev. Fr.) R.F.C. Mascarenhas, (Son of Lazarus Mascarenhas)
Catholic Priest, Bethany, Bendur, Kanakanady Post.
- 3. Jacob Correa, Son of Joseph Michael Correa, Sacristan, Church,
Mangalore.

Mangalore, dated 22 August, 1948.

17/48-49

Office of the
Registrar of Societies in Dakshina Kanara
Mangalore, Dt 19-12-1948

Received from the Secretary of the Bethany Educational Society,
Mangalore-2..... with his letter No. BES/RR/82-83 dated 11-9-83.....
The undermentioned document* as required by Section 9 & 10 of the
Karnataka Societies Act, 1960.

Fee paid Rupees 30/-

Amendment to Memorandum of
Association and Rules and Regulations
(Registered)

For Registrar of Societies
D. K. Mangalore
19-12-48

KARNAL-132001 (Hr.)

for Corporate Manager
Bethany Educational Society
Kannada Convent
Kannapura Road

Attested

Shella Maria Convent Sec 50001
Narayapur, Sultapur-230001 (Hr.)