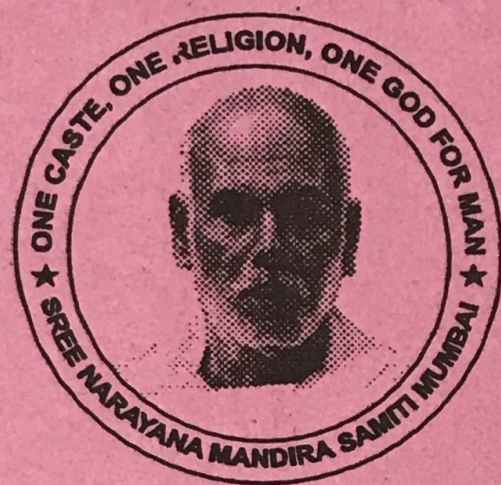


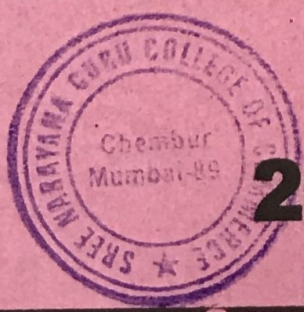
6.2.1.

SREE NARAYANA MANDIRA SAMITI

(Registered under Societies Registration Act of 1860 and
Bombay Public Trusts Act of 1950)



MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS



2019

Principal

Sree Narayana Guru
College of Commerce

**Sree Narayana Nagar, P.L. Lokhande Marg,
Chembur, Mumbai - 400089**

Chembur, Mumbai - 400 089

SREE NARAYANA MANDIRA SAMITI

MEMORANDUM OF ASSOCIATION

AMENDED UPTO 07.04.2019

I. NAME:

The name of samiti shall be **"SREE NARAYANA MANDIRA SAMITI"**

II. OFFICE:

The Registered Head Office of the Samiti shall be situated at Sree Narayana Educational Complex, Sree Narayana Nagar, P.L.Lokhande Marg, Chembur, Mumbai - 400 089.

III. AIMS & OBJECTIVES:

The aims and objectives of the Samiti are charitable, educational, social and cultural for the general public, irrespective of caste, creed or religion viz.

- a) To establish, conduct, maintain and manage Educational Institutions for the overall benefit of South Indians in general and Malayalees in particular.
- b) To start libraries and reading rooms.
- c) To establish children's homes, student hostels, working women hostels, old age homes, destitute homes, spiritual centers, public halls etc. anywhere in India.
- d) To aid, establish and provide charitable dispensaries, health centres etc.
- e) To promote social and cultural activities by providing cultural centres and athletic facilities.
- f) To constitute a Core Committee / Body comprising of experts drawn from different disciplines which will function under the overall control of the Board /General Council of the Samiti to ensure professionalism and efficient management of the various educational institutions established/run by it.
- g) To promote any other activities for the benefit of the general public in furtherance of the above objectives of the Samiti.

SREE NARAYANA MANDIRA SAMITI

RULES & REGULATIONS

AMENDED UPTO 07.04.2019

1. The **SAMITI** is formed with the Aims and Objectives expressed in the Memorandum of Association.

2. **DEFINITIONS:** The following terms shall have the meaning hereinafter stated for the purpose of interpretation of these presents, unless they are repugnant to the context or inconsistent with the objectives.

- a) "Samiti" means Sree Narayana Mandira Samiti, Mumbai"
- b) "These presents" mean the rules and regulations of the Samiti as may be in force from time to time.
- c) "Members" means and include Patrons and Life Members.
- d) "Board" means the Board of Management.
- e) Singular terms include plural and vice versa.
- f) "Month" means the English (Gregorian) Calendar month.
- g) Masculine gender includes the feminine and vice versa.
- h) "Register" means the Register of Members of the Samiti.
- i) "The Council" means the General Council of the Samiti.
- j) "Office Bearers" means the Office Bearers of the Samiti specified under Rule 3A.

3(A) OFFICE BEARERS:

a) The Office Bearers of the Samiti shall consist of:

- i) One President;
- ii) One Chairman;
- iii) One Vice-Chairman;
- iv) One General Secretary;
- v) One Treasurer;
- vi) One Assistant Secretary;
- vii) One Assistant Treasurer;
- viii) Eight or more Zonal Secretaries each representing a Zone of four or more Units as decided by General Council from time to time.

b) The Office Bearers shall:

- i) Look after the day to day affairs of the Samiti and the establishments managed by it;
- ii) Exercise administrative control over the units and other field offices;
- iii) Comply with the statutory requirements and submit reports, returns, resolutions, etc. on behalf of the Samiti to the appropriate authorities;
- iv) Represent the Samiti in all legal and statutory matters.

(Note: Change Report for the purposes of Charity Commissioner's Office and other regulatory authorities is applicable only to the Office Bearers)

c) Withdrawal and expenditure of any amount up to Rs.50,000/- (Rupees fifty thousand only) may be effected by the Office Bearers.

3. MEMBERSHIP:

- a) The membership of the Samiti shall be open to South Indians in general and Malayalees in particular, preferably residing in the State of Maharashtra whose mother tongue is Malayalam, Tamil, Telugu or Kannada and who have attained the age of 18 (eighteen) on the date of enrolment and who subscribes to the aims and objectives of the Samiti irrespective of caste, creed or religion.

b) The members shall be of the following categories:

- i) **PATRONS:** Those contributing Rs.25,000/- or more within a period of two years shall be admitted as Patron. Those who are not paying up the said amount in two years will not be eligible to be Patron and can opt for Life Membership instead,
- ii) **LIFE MEMBERS:** Those contributing Rs.501/- or more upto Rs.24,999/- in lumpsum shall be eligible for Life Membership.

c) **ADMISSION OF MEMBERS:**

- i) Any person desirous of being admitted as a member of the Samiti shall fill up the prescribed form which shall be placed by the General Secretary before the Board for consideration, on receipt of the necessary contribution.
- ii) The Board shall have absolute discretion either to accept or reject the form of any person for membership, without assigning any reason therefor.

d) **CESSATION OF MEMBERS:** A member shall ipso facto cease to be a member-

- i) On his death;
- ii) On his expulsion;
- iii) On his being criminally convicted of an offence;
- iv) On his resignation of membership;

The name of the member shall be removed from the Register when he ceases to be a member as stated above.

e) **SUSPENSION OF MEMBERS:**

- i) Any member or Office Bearer of the Samiti shall be suspended on giving him an opportunity to explain his conduct/behaviour/activities and thereafter a resolution to that effect is passed by atleast 3/5th majority of members present and voting at a General Council meeting, for a period not exceeding six years for conduct behaviour and activities prejudicial to the interests of the Samiti listed under schedule No.1 and appended to these rules and regulations as code of conduct. A member so suspended is also liable to be expelled as per Rule No.3 (e) (ii)

ii) **EXPULSION OF MEMBERS:**

Any Office Bearer or member of the Council who is found to have committed fraud or whose conduct is prejudicial to the interests of the Samiti shall be expelled from the Samiti on giving him an opportunity to explain his conduct and after a resolution to that effect has been passed by atleast 3/5th majority of the members present and voting at a General Body meeting.

Any other member of the Samiti whose conduct is prejudicial to the interests of the Samiti shall be similarly expelled by a resolution passed atleast by 3/5th Majority of the members present and voting in favour there of at a General Council meeting, after giving a reasonable opportunity to the member concerned to explain his conduct (Code of Conduct as per schedule I)

4. **GENERAL COUNCIL:**

- a) The General Council of the Samiti shall consist of the Office Bearers, Unit Secretaries of all the Units and 6 Council members from each Unit, all of whom shall be elected as per Rule No.15 and Election Rules under schedule II appended hereto.

b) The area of operation of the Samiti shall be divided into various Units each of which shall be represented on the General Council by the Unit Secretary and other Council Members from that Unit. Four or more such Units will form a Zone, which will be under the charge of a Zonal Secretary.

c) The General Council shall discuss all the policy matters of the Samiti and direct Board of Management in the working of the Samiti as per rules and regulations laid down from time to time.

d) **TENURE OF THE COUNCIL:** The tenure of the General Council shall be normally five years.

e) **VACANCY ON THE GENERAL COUNCIL:** A member of the General Council shall automatically cease to be so:

i) If he fails to attend three consecutive meetings of the Council, without sufficient cause or without the previous permission of the President or the Chairman in writing;

ii) On his ceasing to be a member of the Samiti under rules 3(d) and 3(e) (ii);

iii) On his being declared an insolvent;

iv) On his becoming of unsound mind;

v) During the period of his suspension under rule 3 (e) (i)

(Note: all vacancies occurring in the General Council except the post of President in between elections shall be filled in by the General Council).

5. **BOARD OF MANAGEMENT:**

a) The Board of Management shall consist of:

i) The Office Bearers of the Samiti;

ii) One Unit Secretary of each Unit;

iii) All the Patrons who have paid the full patronship contribution

b) **TENURE OF THE BOARD:** The tenure of the elected members of the Board of Management shall be normally five years but the Patrons eligible to be in the Board of Management shall be permanent members of the Board.

c) **VACANCY IN THE BOARD OF MANAGEMENT:**

i) An elected member of the Board shall automatically cease to be so if he fails to attend three consecutive meetings of the Board, with out sufficient cause, or without the previous permissions of the President or the Chairman in writing.

ii) On member ceasing to be a member of the Samiti under rules 3(d) and 3(e) (ii)

iii) On member being declared an insolvent.

iv) On member becoming of unsound mind.

v) During the period of suspension of member under the rule No.3(e) (I)

d) **FUNCTIONS OF THE BOARD:**

i) To admit members.

ii) To manage the working of the Samiti and to frame rules and regulation thereof.

iii) To raise funds by means of contributions, donations, loans, legacies, gifts, exchange, hire, lease, entertainment etc. and also to acquire by gifts, lease, exchange, hire or purchase land or building from any person, firm, local authority, Government (Central or State) or Corporation and erect suitable structures in memory of Sree Narayana Guru and maintain them by necessary repairs or alterations for furthering the aims and objectives of the Samiti listed in the Memorandum as directed by the General Council from time to time.

- iv) To administer the funds and properties of the Samiti.
- v) To invest the funds in Scheduled Banks authorized by the Council, authorize the President, the Chairman, the Vice-Chairman, the General Secretary and the Treasurer to operate Bank accounts in the name of "Sree Narayana Mandira Samiti". The operation of the accounts shall be effected only by the joint signatures of the Treasurer and any two of the Office Bearers mentioned in this sub clause. The Assistant Treasurer shall be authorized to operate the Bank accounts, whenever the Treasurer is out of station.

[Note: Withdrawal and expenditure of any amount above Rs.50,000/- (Rupees Fifty thousand only) and upto Rs.2,00,000/- (Rupees Two lakhs only) shall be effected only with the prior approval of the Board and amount exceeding Rs.2,00,000/- (Rupees Two lakhs only) shall be withdrawn and spent only with the prior approval of the Council.]

- vi) To incur any expenditure for the maintenance or up keep of the properties and premises of the Samiti.
- vii) To let on hire the properties and premises of the Samiti on such terms and conditions as may be decided upon from time to time by the Council.
- viii) To sell, mortgage, exchange or otherwise dispose of or deal with all or any property of the Samiti for realization of the objectives and the interests of the Samiti as decided by the Council.
- ix) To prepare the annual statement of accounts and annual report on the working of the Samiti.
- x) To inspect and check the accounts and pass the necessary expenditure.
- xi) To appoint, promote, remove, suspend and /or punish salaried employees of the Samiti, or of any of the institutions conducted, controlled or managed by the Samiti, subject to the approval of the General Council.
- xii) To appoint any special committees for any specific purpose.
- xiii) To fix meetings of the Board, the General Council and the General Body.
- xiv) To compromise, compound and settle or content either in arbitration proceedings or in a court of law, any suit debts, liabilities, lien, charges or claims not exceeding Rs.1,00,000/- (Rupees One lakh only) by or against the Samiti.
- xv) To do generally such other things as are incidental or conducive to the achievements of the objectives of the Samiti.

6. MOTION OF NO-CONFIDENCE:

The General Council and the Board of Management shall cease to hold office in the event of no-confidence motion being passed against the Council or the Board by a simple majority at a special General Body meeting convened for that purpose.

7. DUTIES OF THE OFFICE BEARERS, UNIT SECRETARIES AND COUNCIL MEMBERS:

Office Bearers, Units Secretaries and Council Members shall discharge their duties under the direction and control of the Board of Management and General Council.

- i) **PRESIDENT:** He shall preside over all the Council Meetings and offer his suggestions in its deliberations.

- ii) **CHAIRMAN:** It shall be the duty of the Chairman to preside over all the meetings of the Board. He will also preside over other meetings in the absences of the President. He shall also perform the functions of the President and assume the powers of the President in the absence of the latter.
- iii) **VICE-CHAIRMAN:** It shall be the privilege of the Vice-Chairman to preside over the Council or Board meetings in the absence of both the President and the Chairman.
- iv) **GENERAL SECRETARY:** It shall be the duty of the General Secretary
- a) To convene all statutory meetings;
 - b) To send notices of such meetings to the persons concerned;
 - c) To record the minutes of the meetings;
 - d) To keep and maintain all records of the Samiti;
 - e) To act as the correspondent of the Samiti;
 - f) To receive all communications addressed to the Samiti and place them before the Board or Council, as the case may be, with his comments, if any;
 - g) To give necessary instructions to the Assistant Secretary, Zonal Secretaries and Unit Secretaries of the different Units regarding the proper functioning of the Samiti in consultation with the President and/or Chairman as the case may be;
 - h) To ascertain the correct financial position of the Samiti from the Treasurer on the strength of the pass-book and the collections received during the previous month.
 - i) To attend to any other business entrusted by the Board.
- v) **TREASURER:**
It shall be the duty of the Treasurer to keep the accounts of the Samiti and he shall be responsible for the rendition of the proper accounts and financial statements to be placed before the Board and the Council. He shall be authorized to accept money and issue proper receipts thereof on behalf of the Samiti. He shall bank all the money received for the Samiti. An amount not exceeding Rs.10,000/- (Rupees Ten Thousand only) may be withdrawn and kept with the Treasurer to meet the petty cash expenses of the Samiti and Rs.5,000/- (Rupees Five thousand only) for each establishment/ institution run by the Samiti as decided by General Council from time to time. He shall also furnish the General Secretary with all the information regarding the financial position. whenever required.
- vi) **ASSISTANT SECRETARY:** It shall be the duty of the Assistant Secretary to render assistance to General Secretary. In the absence of General Secretary he shall perform all the functions and duties of the General Secretary.
- vii) **ASSISTANT TREASURER:** He shall assist the Treasurer in receiving cash, disbursement etc. and in preparing the accounts and statements.
- viii) **ZONAL SECRETARIES:** Each Zonal Secretary shall be in-charge of the zone which he represents. He will co-ordinate activities of Units under his zone and shall call meetings of Unit Secretaries and Council members of the concerned zone atleast once in a month and submit minutes of each meeting to the General Secretary.
(Note: Office Bearers shall be ex-officio members of all Sub-Committees)

- (ix) **UNIT SECRETARY:** He shall be in-charge of the working of the Samiti in the Unit he represents. He shall work in association with the Council of his Unit. He shall be present at all the meetings and tender the collections received by him. He shall render monthly accounts of the Unit to the Treasurer on or before due date as decided by the General Council.
- x) **COUNCIL MEMBERS:** The Council Members from each Unit shall co-operate with their respective Unit Secretary and assist him in the discharge of his duties.
- OFFICIAL YEAR:** Official year of the Samiti shall be from 1st April to 31st March.

MEETINGS:

- a) Annual General Body meeting of the Samiti shall ordinarily be held within three months of the close of the official year.
- b) A meeting of the General Council shall normally be convened atleast once in two months or earlier as required by the Board.
- c) A meeting of the Board shall be held atleast once in a month.
- d) An extraordinary General Meeting shall be convened by the President or the General Secretary under instructions from the Board or Council on receipt of a requisition signed by atleast $\frac{1}{5}$ th of the total number of members of the Samiti.
- e) Notice of the General Body meeting of the Samiti shall be given to all the members of the Samiti atleast ten days before the date fixed for such a meeting, specifying the place, date and time and the business to be transacted at such meeting.
- Notice of the extraordinary General Body meeting shall be given at least 3 (three) days before the date so fixed for such meeting. The notice shall mention the reason or reasons for convening such extraordinary meeting. The interval between the date or receipt of the requisition and the holding of the meeting shall not exceed 30 days. If the President or General Secretary fails to convene such a requisitioned meeting, the signatories to the said requisition shall have the power to convene such a special General Body meeting and the resolutions adopted at such meetings shall be binding on the Samiti.
- g) An extraordinary meeting of the Board or General Council shall be convened on receipt of a requisition signed by atleast $\frac{1}{4}$ th of the Board/Council members respectively.

10. QUORUM:

- a) 150 members or $\frac{1}{10}$ of the total numbers of the Samiti whichever is less shall form the quorum for the General Body meeting.
- b) $\frac{1}{3}$ rd of the members of the Board shall form the quorum for the Board meeting.
- c) $\frac{1}{4}$ th of the members of the Council shall form the quorum for the Council meeting.
- d) No quorum is required for adjourned meetings.

- 11. PROXY:** There shall be no voting by proxy. In case of a tie, the President shall have a casting vote which he may exercise at his discretion.

12. BUSINESS TO BE TRANSACTED AT AN ANNUAL GENERAL BODY MEETING SHALL BE:

- a) To elect a Chairman of the meeting, if the President, Chairman and the Vice Chairman of the Samiti are absent.
- b) To receive, consider and pass the annual report on the working of the Samiti and the audited statement of accounts and the balance sheet for the previous year.
- c) To adopt the election result of Office Bearers, Unit Secretaries and the members of the General Council and two Internal Auditors (election as per schedule II)
- d) To appoint a registered auditor for the ensuing year.
- e) To consider any special resolution, given notice of

(Note: Special resolutions to be moved at the Annual General Body meeting should reach the General Secretary, duly proposed and seconded, giving the full name and address of the persons proposing and seconding the resolutions and their Units, at least three days before the date fixed for such General Body meeting.)

- f) To consider any other matter with the permission of the chair.

13. FUNDS & PROPERTIES OF THE SAMITI:

- a) The funds of the Samiti shall be deposited in a scheduled bank or banks as may be decided upon by the General Council from time to time, in the manner stated in rule 5 (d) (v)
- b) The funds of the Samiti shall be utilized only for furtherance and fulfillment of the aims and objectives of the Samiti.
- c) The Board of Management shall be jointly and severally responsible for the maintenance and up-keep of the properties and premises of the Samiti, safe custody of the documents such as title deeds and other valuable documents.
- d) No property of the Samiti shall be removed by one from the premises of the Samiti or of any of the Institutions conducted by the Samiti without the explicit permission of the person responsible for its custody.
- e) No transaction of the capital nature involving more than Rs.1,00,000/- (Rupees One lakh only) shall be entered into by the Board without the prior sanction of the General Council.

14. INTERNAL AUDITORS: Two internal Auditors who shall not be members of the General Council shall ordinarily be elected under rule no.15, and schedule (II) there of to audit the accounts of the Samiti. In the event of such duly elected auditors not being able to do their work, the Council shall co-opt Internal Auditors for the said purpose from amongst the members of the Samiti. Internal Auditors shall submit quarterly audit reports to Treasurer. The Treasurer in turn shall submit to General Council action taken report (ATR) on reports of Internal Auditors.

15. ELECTION: All elections shall be held in such manner as may be fixed and decided upon by the General Council from time to time, in addition to election appended here to under schedule II.

ACCOUNTS: Accounts shall be kept of all the moneys received and expended by the Samiti and of the matter in respect of which receipts and expenditure take place and of the assets and liabilities of the Samiti. Such accounts shall be open to inspection to any member of the Samiti at such time and in such manner as may be laid down in accordance with the rules and regulations of the Samiti. At the end of the financial year, the accounts of the Samiti shall be audited and certified by the auditors.

INSPECTION OF ACCOUNTS: Any member of the Samiti shall by previous appointment with the General Secretary, have a right of inspection of the accounts of the Samiti on his giving intimation of his desire to do so. The General Secretary shall, on getting such intimation, fix a date and time not later than 15 days from receipt of such intimation and inform the member accordingly.

EMERGENCY MEETINGS: If for some reason or other the holding of a regular meeting of the Board with necessary notice becomes impossible and if grave emergency arises necessitating an immediate action, a meeting of 1/3rd of the members of the Board including 6 Office Bearers shall be deemed to be valid as if the action is taken by a meeting of the Board validly held for that purpose.

INTERPRETATION: The Council is the sole authority for the interpretation of the Memorandum of Association and the Rules and Regulations made there under and the decision of the Council upon any question of interpretation or upon any matter affecting the Samiti or the Institutions conducted, controlled or managed by it shall be final and binding on the members.

GENERAL:

- a) The General Secretary shall sue as per the direction of the Board shall be sued upon in all the matters relating to or affecting the Samiti.
- b) Save as herein provided, no member of the Samiti shall be held personally liable in respect of any act done in good faith in his capacity as a member of the Board or Council.

AMENDMENT: These presents may be added to, repealed or amended, by a resolution passed at a General Body meeting, provided that atleast 3/5th of the members present at such meeting and entitled to vote in favour, Not less than ten days notice shall be given of such meeting and a copy of the proposed alteration, addition or deletion shall accompany.

Any matter, on the adjudication of which no provision is made in these rules shall be decided by the General Council and shall be final and binding on the members.

DISSOLUTION: The Samiti may be dissolved by a resolution passed in that behalf at a special General Body meeting of the members of the Samiti convened for the purpose, for which atleast one month's notice shall be given to the members; provided that on the motion for dissolution being proposed and seconded, a majority of 2/3rd of the total membership of the Samiti vote in favour thereof. In the even at such dissolution, the surplus funds and effects of the Samiti shall be transferred to some other similar institutions as may be determined at the very same meeting.

Schedule I and Schedule II form part of the amendment of the Rules and Regulations.

SCHEDULE - I

CODE OF CONDUCT

Following are the conduct, behaviour and activities prejudicial to the interest of Sree Narayana Mandira Samiti.

1. Theft, fraud, misappropriation or dishonestly in connection with funds, property or affairs of the Samiti.
2. Damage or causing damages to any property or records of the Samiti either overtly or covertly.
3. Tampering any record of the Samiti.
4. Drunkenness or riotous or disorderly or indecent behaviour in any meeting/deliberation of the Samiti or in the premises of the Samiti.
5. Smoking within the premises of the Samiti and establishments/Institutions run by the Samiti.
6. Collection of money from members and public except for the purpose as sanctioned by the Samiti.
7. Conviction for an offence involving moral turpitude.
8. Commission of any acts subversive of discipline or of good behaviour.
9. Being adjudged as insolvent or receipt of genuine complaints from members or public regarding financial impropriety.
10. No member of the Samiti shall except with the previous written permission or sanction of the Samiti shall conduct or participate in the edit or management of any publication in the name of the Samiti or its Units or any other establishment of the Samiti.
11. No member of the Samiti shall, except with previous written sanction of the Samiti or with bonafide discharge of his/her duties participate in any visual or audio programmes touching Samiti matters or affairs or contribute any article or provide news matters or write any letter either in his/her name anonymously or pseudonymously or in the name of any other person to any newspaper or periodical which has the effect of impairing and tarnishing the image and reputation of Samiti, its Office Bearers or any member of the Samiti.
12. No member of the Samiti or employees of the Samiti except for official purpose shall copy or take any record, document or any other official papers including stationery outside the premises of the Samiti which shall be deemed as theft.
13. No member of the Samiti shall bring or attempt to bring influence or outside pressure for influencing decisions in financial, administrative and policy matters.
14. Any statement or act in violation of directives/decisions of Board of Management, General Council, General Body and established procedures of the Samiti.
15. Any other misconduct adjudged and decided by General Council.

SCHEDULE – II

ELECTION RULES

1. Members whose names are appearing as on 31st March of the year in membership register are only eligible to vote for elections in respective years.
2. Members who are suspended or expelled from Samiti shall not be eligible to vote in the election.
3. A member who fails to satisfy his/her identity to Election Officers/Chief Election Officer shall not be entitled to vote.
4. A member coming to polling booth/station after expiry of scheduled time for voting shall not be allowed to vote.
5. A member who has completed one year as Life Member as on 31st March of the year shall be eligible to become a Council Member/Unit Secretary.
6. A member who has completed, in all, three years as General Council Member or Unit Secretary or Patron shall be eligible to become an Office Bearer.
7. A member who does not pay arrears of cash collection including ticket sales to the Samiti for more than three months from the date of collection and a member who does not return receipt books on or before 30th April of every year shall not be eligible for contesting election. Notwithstanding these rules, arrears should be cleared 15 days before the date of filing nomination.
8. Members who are suspended or expelled shall not be eligible to contest election to any post.
9. Chief Election Officer and Election Officers shall be nominated by General Council.
10. Chief Election Officer and Election Officers shall not contest election for post of Office Bearers and Internal auditors.
11. Unit Secretaries and General Council members shall be elected by each Unit from Unit Members and these elections shall be adopted in the Annual General Body Meeting.
12. The decision of Chief Election Officer and other Election Officers shall be final and binding on all matters and points concerning election procedure, conduct of elections, counting of votes and declaration of election results etc.
13. Candidates canvassing votes within the election premises shall be disqualified. Election premises shall be specified and notified by Chief Election Officer.
14. Chief Election Officer and other Election Officers are empowered to take all necessary steps for the smooth and peaceful conduct of election including scrutiny of nominations.
15. Decision of Chief Election Officer regarding invalid votes shall be final.

16. Candidates whose nominations have been declared valid shall be allowed 7 days time from date of publication of list of valid nominations to withdraw their candidature by means of a letter handed over to Chief Election Officer.
17. A member can file nomination only for one post.
18. Immediately after the expiry of the time allowed for withdrawal of candidature, final list of candidates contesting election shall be notified by Chief Election Officer.
19. Voting at the election shall be by Secret ballot.
20. The names of the candidates in the ballot paper shall be arranged for the respective posts in alphabetical order.
21. Each member voter shall be supplied with an authenticated ballot paper after satisfying his/her identity and after obtaining his/her signature in the counterfoil of the ballot paper.
22. Immediately after completion of voting, the ballot box shall be sealed in the presence of candidates or their authorized representatives, if present.
23. Counting of votes shall be done on the day of poll after the polling time.
24. Chief Election Officer or in his absence an Election Officer shall be present in the Annual General Body meeting to submit the election report for adoption.
25. All records pertaining to the election shall be carefully preserved in a box locked and sealed by Chief Election Officer or in his absence an Election Officer in the presence of candidates or their authorized representatives, if any, for a period of 3 months and shall be destroyed thereafter. However, if the result of the election is disputed, records pertaining to election shall be preserved until the final decision of the dispute.

GENERAL :

26. Election and adoption of election results shall be carried out as per the Agenda of the Annual General Body Meeting.
27. Election of Office Bearers, Internal Auditors, Unit Secretaries and Council Members of Units shall be held once in five years.
28. Office Bearers, Internal Auditors, Unit Secretaries and General Council Members are eligible for re-election to any post at the end of their term.
29. Persons holding managing committee or executive positions in any other social, political, spiritual, charitable Trusts, organizations or statutory bodies in Maharashtra are not eligible to become Office Bearers of the Samiti. Office Bearers of the Samiti are also barred from taking up any managing committee or executive positions in such other trusts, organizations or statutory bodies.

CERTIFICATE OF



REGISTRATION

7068

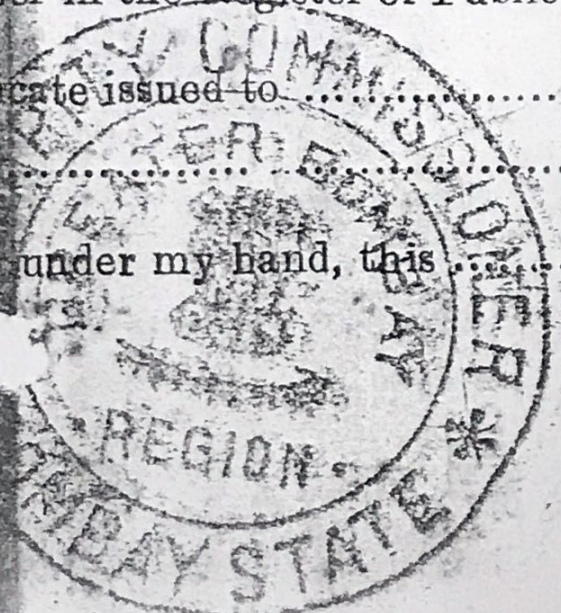
It is hereby certified that the Public Trust described below has this day been duly registered under the Bombay Public Trusts Act, 1950 (Bom. XXIX of 1950), at the Public Trusts Registration Office Greater Bombay Region

Name of Public Trust Sree Narayana Mandira Samit

Number in the Register of Public Trusts F-1185 (Bom)

Certificate issued to Sri Muliyil Kariven

under my hand, this 13th day of July 1964



[Handwritten signature]

Pr
No
College
P. L. Lok



[Handwritten signature: R. V. Banerjee]
Signature **Deputy Charity Commissioner,**
Designation **Greater Bombay Region, Bombay**

No. 53

Certificate of  Registration

The Societies Registration Act, 1860
(ACT XXI OF 1860)

Maharashtra State
Registration No. Bom 44/1964

IT IS HEREBY CERTIFIED THAT " Sree Narayana Manelisa Samiti "

has this day been duly registered under the Societies Registration Act, XXI of 1860.



Given under my hand this

8th day of April 1964

P. W. B. Singh

Assistant Registrar of Societies,
Gov. Bombay



P. L. Lokhande
Principal
Sree Narayana Guru
College of Commerce
P. L. Lokhande Marg,