



BYE-LAWS
and
MEMORANDUM OF ASSOCIATION

of

STATE BANK OF INDIA
OFFICERS' ASSOCIATION
EDUCATIONAL
TRUST



Published by :

SBI OFFICERS' ASSOCIATION EDUCATIONAL TRUST

Post Box No. 1279

Mercantile Plaza 2nd Floor, 229, N.S.C. Bose Road,

MADRAS - 600 001.

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PRINCIPAL
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SOUTH CHITTOOR, KOCHI-682

Bernard Correspondent
SBIOA Educational Trust



MEMORANDUM OF ASSOCIATION OF
The State Bank of India Officers'
Association Educational Trust

[Registered Under Societies Registration Act (XXVI) of 1976]

1. The name of the Society shall be "THE STATE BANK OF INDIA OFFICERS' ASSOCIATION EDUCATIONAL TRUST"
2. The Office of the Society shall be situated for the time being at 2nd Floor, Maelcunille Plaza, 229, N.S.C. Bose Road, Madras-600 001.

3. Objects:

The objects for which the society is established are :

- (1) To establish and manage educational institution(s) including Primary Schools, Secondary Schools, Higher Secondary Schools, Polytechnics, Vocational Training Centres, Colleges (Technical and Academic) solely for educational purposes and not for purposes of profit.
- (2) To run Hostels and Research Institutions to aid the object of running educational institutions;
- (3) To Co-operate with the Government, Educational Institutions and other agencies in providing educational facilities;
- (4) To solicit, receive, hold and disburse funds to promote the above objects;
- (5) The educational institutions established by the Trust shall serve the needy and deserving students, irrespective of caste, colour, creed or nationality but in admitting the students preference may be given to the children of their patrons/members, employees or the prime employees of the State Bank of India and other Banks/ Organisations affiliated to AICOBODD.
- (6) To do such other lawful things as are incidental or conducive to the attainment of the above objects.

SREEKALA KARUNAKARAN
PRINCIPAL
SBOA PUBLIC (SR. SEC.) SCHOOL
SOUTH CHITTOOR, KOCHI-682 027

Amended upto the 19th December 1981.

Secretary & Correspondent
SBOA Educational Trust



4. The objects incident to or subsidiary to the attainment of the main objects are as follows:
- (i) To purchase, hold and manage or otherwise deal with the movable and immovable properties belonging to the Educational Institutions of the Trust;
 - (ii) To award certificates and diplomas as may be considered proper;
 - (iii) To maintain hostels in different parts of the country for the benefit of students;
 - (iv) To grant Scholarships and concessions and other facilities to deserving students;
 - (v) To invest and deal with moneys of the Trust not immediately required for the Educational Institutions;
 - (vi) To borrow or raise funds by loans, secured or unsecured, as required for attainment of the above objects;
 - (vii) To engage, employ and pay agents or workers for the purpose of maintaining the Trust;
 - (viii) To institute, conduct, defend, intervene in or compromise legal proceedings by and against the Trust and the Officers of the Institutions of the Trust;
 - (ix) To pay out of the funds of the Trust all expenses incidental to the formation and management of the Trust;
 - (x) To open and operate accounts of any description with any bank or banks for the Trust or for any of its Educational Institutions;
 - (xi) Generally to do all such other acts, matters and things as may be necessary, incidental or conducive to the attainment of the above objects or any other.

BYE LAWS

OF

THE STATE BANK OF INDIA OFFICERS' ASSOCIATION EDUCATIONAL TRUST

- I. Interpretation : In these Bye-laws, unless there is any thing in the context repugnant to or inconsistent with the same:
- (i) "The Society" / Trust shall mean the "STATE BANK OF INDIA OFFICERS' ASSOCIATION EDUCATIONAL TRUST".
 - (ii) "The Committee" shall mean the "Management Committee" in charge of the management of the Trust.
 - (iii) "The Act" shall mean the Tamil Nadu Societies Registration Act (Act XXVII) of 1975 or any statutory modifications thereof for the time being in force in the State of Tamil Nadu.
 - (iv) "Special Resolution" shall mean the resolution passed by a majority of not less than three fourths of such members of the Society entitled to vote as are present in person at a general meeting of which notice of not less than such period as may be prescribed has been given specifying the intention to propose the resolution as a special resolution PROVIDED the members entitled to vote at any such meeting may agree to accept a shorter notice.
 - (v) "Association" means the State Bank of India Officers' Association (Madras Circle) represented collectively by its Executive Committee or the Committee by whatever name called in which the management of day-to-day affairs of the Association vests.

II. Name : The name of the Society shall be - The State Bank of India Officers' Association Educational Trust.

III. The Registered office of the Society, for the time being, shall be at Second Floor, "Mercantile Plaza", 229, N.S.C. Bose Road, Madras.

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- IV. The date of formation of the Trust is 1st day of November one thousand nine hundred and seventy eight.
- V. The office of the Society shall be situated within the jurisdiction of the District Registrar, Madras.
- VI. The business hours of the Trust shall be from 10 a.m. to 5 p.m. but may be changed by the Committee from time to time.
- VII. Objects of the Society: The objects of the Society are as provided in the Memorandum of Association and in particular, to establish and manage Educational Institutions including Primary Schools, Secondary Schools, Higher Secondary Schools, Polytechnics, Vocational Training Centres and Colleges (Technical and Academic) and to get them affiliated to the appropriate bodies.
- VIII. The activities that are being carried on by the Trust at the time of the Registration of the Trust are:-
 (a) The formation and establishment of a Secondary School at Madras and Madurai.
- IX. The Society shall sue and be sued in the name of the Secretary for the time being.
- X. The president for the time being is empowered to give directions in regard to the business of the Society.

XI. Members

1. (a) Those who have subscribed to the Memorandum of Association are Founder Members of the Society. They have subscribed to the Memorandum by virtue of their being office-bearers and the members of the Secretariat of the State Bank of India Officers' Association (Madras Circle). They shall remain members so long as they hold their respective offices in the Association. In the event of cessation of Membership, by virtue of this clause, the respective successors to these offices shall ipso-facto, become members of the Society. This

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category of members shall not be liable to pay any entrance fee or any subscription:

- (b) The Management Committee may co-opt the others as Honorary Members and the Members so co-opted shall hold office for a period of three years at a time and they shall be eligible for re-appointment for similar periods.
- (c) Any person donating Rs. 25,000/- or above shall become a member of the Society and shall be called "Patron".
- (d) Any person who donates a sum of Rs. 1 Lakh or more, shall become a member of the Society and shall be called "Grand Patron".
- (e) Any person who donates a sum of Rs. 10,000/- shall become a member of the Society and shall be called "Life Member".
- (f) Any person who donates a sum of Rs. 1,000/- shall become a member of the Society and continue to be a member as long as he/she pays Rs. 100/- per year and shall be called a "Member".

XII. Termination of Membership

Membership of the Society shall be terminated on a member's death or on his/her own resignation or on the expiry of the period for which they were enrolled as members.

XIII. Rights & Obligations of Members :

- (i) The members shall be entitled to exercise their voting right in the election of the members of the Committee.
- (ii) Members shall be entitled to receive copies of the following documents on payment of Rs. 1/- (Rupees one only) for each:
 - (a) Bye laws
 - (b) Receipts and Expenditure Account for the previous financial year; and
 - (c) the Balance sheet for the previous financial year.

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- (iii) The members shall be entitled to receive notices of every General Meeting within the period prescribed in these Bye-laws, namely, 21 days before the day appointed for such meeting excluding 48 hours required for serving the notice through post;
- (iv) The books containing the minutes of the General Meeting and of the Committee and books of accounts of the Registered Society shall be kept in the Registered office of the Society and shall be open to inspection, during business hours, by any member free of charge;
- (v) The Patron - His members shall have preference in admission of children to the School. The policy will be decided by the Management Committee from time to time.

XIII. The Financial Year:

The Financial year of the Society shall end on the 31st December each year.

XIV. Transaction of Business:

- (a) The business of the Society shall be transacted by the Secretary of the Society.
- (b) The president shall give the general directions for the working of the Society.
- (c) The Treasurer shall work under the direction and control of the President or his agent.
- (d) The Society shall purchase or otherwise acquire sell or otherwise alienate the properties of the Society only with the express sanction of the Committee.

XV. Annual General Meeting:

- (1) The Society shall hold its annual general meeting within three months of the close of the financial year;

(ii) Notice of such meeting shall be given to all the members at least 21 days before the date fixed for the meeting, excluding the 48 hours allowed for service of notice by post;

- (iii) The notice shall specify the day, the hour and place and the object of the meeting and, in case any amendment of a bye-law or objects of association as contained in the memorandum is intended to be proposed, shall contain a copy of every such amendment.

XVI. Extra-Ordinary General Meeting:

- (1) In addition to the Annual General Meeting required to be held in the prescribed time, the Secretary may call for an extra-ordinary general meeting to transact any business required to be transacted by the Society at the general meeting, by giving 21 days notice excluding the 48 hours allowed for service of notice by post; the notice shall specify the day, hour and place and object of the meeting.
- (2) In case a special resolution is desired to be passed, it shall be specified as such, and a copy of the special resolution, signed by an officer of the registered society, shall be filed with the Registrar within 15 days thereof.
- (3) The Committee may at any time call for an Extra-Ordinary General Meeting, but shall call such a meeting within one month from the date of receipt of a requisition in writing from 2/3 of the members.
- (4) If the Extra-ordinary meeting is not called for in accordance with such requisition, the requisitionists shall have power to call for such a meeting themselves and due notice shall be given to all the members of the Society as prescribed under the Act and the Rules and Bye-laws.

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XVII. Powers of the Society in General Meeting

The following powers shall be exercised by the Society in Annual General meeting:

- (i) Election of members if any and officers;
- (ii) Approve the accounts of the Society;
- (iii) Appoint Auditors and fix their remuneration;
- (iv) By means of a special resolution, to amend the objects clause of the Memorandum of Association or amend the Bye-Laws and exercise powers of removal of the President or the Secretary;
- (v) Any other power that is not specifically entrusted either to the Board of Management or to the Committee or to any of the Officers.

XVIII. Management Committee

- (i) The following shall constitute themselves into a Management Committee:
 - (a) The President
 - (b) The Secretary
 - (c) The Associate Secretary
 - (d) The Treasurer
- (e) Up to ~~six~~ members elected by the Society at General Meeting by a resolution of the majority of the members present and entitled to vote thereat; and
- (f) Up to ~~six~~ members from the public in the field of social work or educational work, or any other branch of work shall be co-opted by the above category of the members of the Management Committee and they shall be co-opted for a period of three years at a time and shall be eligible for co-option.
- (g) The members elected shall hold office for a term of two years from the date of appointment but shall be eligible to seek re-election.

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- (iii) The accounts, returns and registers of the Society referred to in the preceding paragraph shall be verified by a member of the Committee and in each account return and register, the following declaration shall be endorsed by such member in token of such verification, namely,

"I declare that the particulars furnished above are true and correct to the best of my knowledge and belief".

XIX. (a) Officers

- (1) The following shall be the officers of the Trust:
 - (i) The President of the State Bank of India Officers' Association (Madras Circle) shall be the President of the Trust;
 - (ii) The Treasurer of the said Association shall be the Treasurer of the Trust;
 - (iii) The General Secretary/Dy. General Secretary and/or Vice-President of the Association as may be determined by the Committee shall be the Secretary and Associate Secretary of the Trust;
 - (2) The President shall preside over the General as well as the Committee meetings;
 - (3) In the absence of the President, those who are present shall be entitled to elect one among themselves to take the chair at the meeting and the Chairman of the meeting shall have an additional vote in the event of equal votes;
- (b) Statutory duties of the Secretary/Associate Secretary
- (i) In addition to his other responsibilities, the Secretary/Associate Secretary shall discharge the statutory responsibilities of the Society;
 - (ii) Without prejudice to the generality of the above requirement, the Secretary shall file in the prescribed

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- form with the Registrar's notice of the alteration of registered office of the Society or any change thereof within one month from the date of change;
- (iii) He shall file with the Registrar a copy of the register of members maintained by the Society as required under Sec. 14(1) of the Act within one month from the date of registration;
- (iv) He shall file with the Registrar, the notice of any change among the members of the Society or of the Committee in the prescribed form within 14 days of the date of change, the notice of the change among the members of the Committee being accompanied by a resolution of the meeting, if any, effecting the change.
- (c) The Treasurer shall keep and maintain the following books of accounts:
- (i) Cash Book showing daily receipts and expenditure and the balance at the end of each day;
 - (ii) Receipt Book containing forms in duplicate, one of each set to be issued with details for money received by the Society and the other to serve as counterfoil;
 - (iii) Vouchers file, containing all vouchers for contingent and other expenditure incurred by the Society, numbered serially and filed chronologically;
 - (iv) Ledger showing consolidated and separate account of all items of receipts and expenditure, memberwise as well as item-wise; and
 - (v) Monthly Register of receipts and disbursements.
- (d) (i) Every entry in the books of account required to be kept under the foregoing Bye-law XIV (e) shall be made as and when the particular event concerned occurs;

- (ii) On receipt of any money, a receipt shall be immediately prepared by the Society and delivered to the payer;
- (iii) A voucher duly signed by the payee shall be obtained by the Society at the time of any payment made to it and such voucher shall immediately be filed in the clause referred to in Bye-law XIV (c) (iii)

XX. Meetings of the Committee

The Management Committee shall meet as often as business may require, but not less than once in six months at such time and place as the President or the Secretary may determine from time to time.

XXI. Powers of the Management Committee :

The Management Committee shall exercise all powers of Management including the following:

- (a) Appointment of Governing Board for each school run by the Trust;
- (b) Appointment of Heads of the Institution (Correspondent/Principal) to look after the day to day administration, Disciplinary Proceedings and termination of the Personnel of the Technical and Educational Institutions belonging to the Society;
- (c) Establishing, general principles of administration of Technical and Educational Institutions belonging to the Trust;
- (d) Guidelines for maximum and minimum staff compliment for the said institutions;
- (e) Establishment of staff for the respective technical and educational institutions;
- (f) Consideration of the accounts of the said educational institutions and operation of accounts;
- (g) Planning and budgeting for the technical and Educational Institutions of the Society;

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- (i) Purchase of lands and construction of the buildings for the Educational institutions;
- (ii) Any other matters connected with the betterment of the Institutions.

XXII. Accounts and Audit

- (a) The Treasurer shall keep proper books of accounts and at the expiry of each financial year, prepare a Receipts and Expenditure account and a Balance Sheet and shall cause them to be audited by a qualified Chartered Accountant, not being a member of the Committee;
- (b) The Auditor shall have access to all books and accounts of the Society and shall examine the receipts and expenditure accounts and balance sheet and verify them with the accounts and vouchers relating thereto and shall sign them as found by him to be correct, duly vouchered and in accordance with law, or especially report to the Society in what respects he finds them to be incorrect, unvouchered or not in accordance with law;
- (c) The Treasurer shall place the statement of accounts together with the Balance Sheet along with the Auditor's Report before the General Meeting of the Society, within three months of the expiry of the financial year, to which the accounts relate;
- (d) The Treasurer shall also file within one month after the date of the General meeting with the Registrar the following documents:
 - (i) an authenticated copy of the receipts and expenditure account, balance sheet and report;
 - (ii) a statement of the names, addresses and occupations of the persons who, at the expiry of the financial year were members of the registered society; and

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XXIII. Any breach or contravention of any of the Bye-Laws or rules that may be framed by the Society, either by any member or officer appointed under clause (g) of Sec. 2 of the Act, shall attract such fine or penalty as may be determined by the Committee from time to time.

XXIV. Vesting of Property:

All properties, movable and immovable belonging to the Society, if not vested in trustees, shall vest in the Committee.

XXV. Investment of Funds:

Subject to the provision of Sec. 24 of the Act, the funds of the Society, which are not immediately required for the day to day administration, may be invested or deposited in a special account opened by the Society for the purpose in any Nationalised Banking Company, including the State Bank of India or in Units issued by the Unit Trust of India or in securities or undertakings of the Government of India.

The Society may also invest, from time to time, or deposit any portion of its funds not immediately required—

(a) upon immovable properties;

(b) in securities of the Government or in National Savings certificates or other securities of the Government of India;

(c) in the Post Office Savings Bank Account; or

(d) in a special account opened by the Registered Society for the purpose in a Nationalised Bank or Banks or in the State Bank of India or in any of its subsidiaries or in a Society Registered under the Tamil Nadu Co-operative Societies Act, 1981, or in any other manner permitted under the Act.

XXVI. No part of the funds of the Society shall be given to a dependent of a deceased or disabled member.

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XXVII. The Committee shall be entitled to employ such people as may be necessary to carry on the day to day business of the Society and incur expenditure thereon and fix the terms and conditions on which the employees may be appointed.

XXVIII. The register of members as well as the book containing the minutes and the books of accounts of the Society shall be available for inspection to any member during business hours free of charge.

XXIX. If any matter calls for an urgent or immediate decision it shall be open to the President to circulate the resolution and on acceptance of the said resolution by a majority, it should be as valid as a resolution passed at a meeting of the Committee or the Society in general meeting.

XXX. Quorum
1/3 of the total members of the General Body as well as the Committee shall constitute the quorum.

XXXXI. Dissolution

Subject to Sec 41 of the Act, if 3/4 of the members of the Society determine that the Society shall be dissolved, then it shall be dissolved by a special resolution forthwith or at the time then agreed upon and, in that case, the property of the Society shall be disposed of or otherwise settled as the Committee may find it expedient provided that in the event of any dispute arising among the members of the Committee or the Society, then the adjustment of its affairs shall be referred to the High Court/City Civil Court, Madras and the Court shall make such order as it shall deem necessary.

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6/2/2012
14/12/2012

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