

# **The All India Shri Shivaji Memorial Society**

Pune 411005

(Registered under Societies Registration Act XXI -1860 No. 3238 of 1955-56, and under Bombay Public Trust Act, 1950 (Bombay XXIX of 1950) No. F 175 Poona.)

Truth does not die.



## **CONSTITUTION**

This Constitution was passed in a special general meeting of the Society held on 16th July 1988 and came into force on 20th September 1988.

The All India Shri Shivaji Memorial Society  
Pune - 411005

# CONSTITUTION



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# The All India Shri Shivaji Memorial Society

## Pune 411005

- 1) Incorporation Name: The All India Shri Shivaji Memorial Society shall be the name of this organization.
- 2) The All India Shri Shivaji Memorial Society.  
Registered Office: Shri Shivaji Memorial Building, 55/56 Shivajinagar, Pune 411 005 (Maharashtra State).

### **Aims and Objectives**

- 3) The aims and objectives of the organization shall be as follows.
  - a) Keeping in view the purpose of the organization, to start and run schools, colleges, special courses or training classes for the education and training of men and women of all castes and tribes of the society.
  - b) To impart primary, secondary, higher secondary, agricultural, technical and other special training to students of all levels of the society.
  - c) To preserve and distribute all types of historical documents, relics, weapons and other objects of historical and cultural importance and to establish a museum of objects to make them available for the courses of history, culture and sociology.
  - d) To establish libraries, organize seminars, hold lectures and print and publish books, manuals, newsletters, periodicals, dailies, magazines or other materials for advanced social and cultural studies, as well as to publish manuscripts or printed documents.
  - e) To make donations to deserving individuals or institutions and to award scholarships and prizes to talented and promising students.

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## The All India Shri Shivaji Memorial Society Rules

### 1. Membership

1. Any man or woman who has completed 21 years of age and fulfils the conditions in Rule No. 2 may become a member of the Society with the approval of the Governing Body.
2. The types of members and their qualifications shall be as follows.
  - a) Patron: A person who has given an amount of Rs. 1,00,000 / - or more to the Society.
  - b) Donor: A person who has given an amount of Rs. 50,000 / - or more to the Society.
  - c) Fellow A person who has given an amount of Rs. 5,000 / - or more to the Society.
  - d) General Member If a person has given an amount of Rs. 2,000 / - or more to the Society's fund, that person may become a member of the Society.
  - e) Associate Member- Shri. Vitthalrao Vishnuji Satav is one of the 15 former members and has signed the Memorandum of Association of the Society. After his retirement, this class will automatically be reduced.

#### Notice:

- 1) A member desirous of moving from a lower class to a higher class should have paid the membership fee of that class to the Society. Only then will he/she be included in that class.
- 2) The membership of the persons who were members of the Society before the coming into force of this Act shall not be affected by the above rules.
- 3) Salaried servants of the Society shall not be eligible to become members of the Society.

### 2. General Meeting

3. All persons who have obtained membership of the Society under Rules No. 1 and 2 shall be members of the General Meeting of the Society.

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4. Such All the powers of the organization as per the rules and bye-laws shall be vested in the general meeting.
5. The annual general meeting of the organization shall be held in the month of September or October every year.
6. The following business shall be transacted in the annual general meeting.
  - 1) Reading and approving the minutes of the previous meeting.
  - 2) Reading and approving the balance sheet of the organization.
  - 3) Reading and approving the annual report.
  - 4) Approving the annual budget.
  - 5) Electing the auditors for the following year and fixing their remuneration.
  - 6) Appointing the President, Vice-President, Honorary Secretary, Honorary Joint Secretary and Treasurer.
  - 7) Electing the members of the Governing Body.
  - 8) Considering other matters that come before the meeting with the prior consent of the President.
7. Before holding the general meeting of the organization, a notice of the same shall be sent in writing 'under certificate of posting' at least 15 days in advance. No member can complain about not receiving the notice sent as aforesaid and this will not affect the proceedings of the meeting.
8.
  - 1) The President of the Society shall preside over the general meeting. In his absence, the Vice President, in his absence, the Chairman of the Governing Body shall preside over the meeting and if all of them are absent, the members present shall elect one of the members present as the Chairman of the meeting
  - 2) The quorum of the general meeting shall be 15. If there is no quorum, the meeting shall be adjourned for half an hour and the meeting may be held later without the requirement of quorum.



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- 3) The Chairman shall decide on all objections in the General Meeting and his decision shall be final.
- 4) The decisions to be taken at the meeting shall be taken by a majority of the members present by a show of hands. In case of equality of votes, the Chairman may exercise the casting vote. The decision of the Chairman shall be final.
- 5) The power to amend the rules of the constitution of the Society and to repeal the existing rules shall remain with the General Meeting only.
- 6) If the Governing Board refuses membership, the General Meeting shall consider the appeals received thereon.
- 7) If any member acts in a manner detrimental to the interests of the Society, the General Meeting shall have the power to cancel the membership of such member by a two-thirds majority of the members present, on the recommendation of the Governing Board.
9. If any member of the Society wishes to move a resolution before the Annual General Meeting, he shall give written notice thereof to the Honorary Secretary of the Society seven days before the date of the meeting.
10. With the consent of the Chairman of the Annual General Meeting, a resolution may be proposed at the meeting from time to time.

### **3. Special General Meeting**

- 1) A special general meeting of the organization shall be convened if at least 15 members of the organization submit an application in writing to the Honorary Secretary, stating the subjects to be discussed at the meeting. The Honorary Secretary, with the consent of the Chairman of the Governing Body, shall convene the meeting by sending a notice of the meeting within 15 days of the receipt of the said application. Only the subjects mentioned in the application shall be considered in the said meeting.
- 2) The Governing Body of the organization may convene a special general meeting of the organization as required. The business of the said meeting shall be limited to the subjects mentioned in the notice of the said meeting.

#### **4. President and Vice President**

The President and Vice President shall be elected at the Annual General Meeting of the Society. The term of the President and Vice President once elected shall be for five years. The incumbent President shall continue to act until the election of a new President. If for any reason the office of President falls vacant during the said term, the Vice President shall act for the remaining term until the next Annual General Meeting and the President shall be elected for the remaining term at the next Annual General Meeting, and if the office of Vice President falls vacant, it shall be filled by election at the next Annual General Meeting.

#### **5. Governing Body**

1. The Governing Body shall consist of 11 members elected by the Annual General Meeting and a total of 15 members including the Vice President, Honorary Secretary and Honorary Joint Secretary and Treasurer of the Society. Only members of the Society who are eligible to vote may be members of the Governing Body.
2. The Principal of Shri Shivaji Preparatory Military School, Pune 5 and the Headmaster of Shri Shivaji Preparatory Military Secondary Day School, Pune 1 shall be included as ex-officio members in the Governing Board. However, they shall not have the right to vote.
3. The term of the Governing Board shall be 5 (five) years and the old Governing Board shall function until the new Governing Board is elected.
4. The Governing Board shall hold at least four meetings in a year.
5. The Governing Board shall, in its first meeting after its election, elect one member of the Governing Board as the Chairman of the Governing Board.
6. The quorum for a meeting of the Governing Board shall be 5 (five). If the quorum is not complete at the beginning of the meeting, the meeting shall be adjourned and the meeting shall be convened on the same day, at the same place, after half an hour, to consider the same question or questions. The quorum restriction shall not apply to this adjourned meeting.

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7. If for some reason the seat of a member of the Governing Body falls vacant, the Governing Body shall fill it by co-option until the next Annual General Meeting and such seat shall be filled by election at the next Annual General Meeting for the remaining term

### **6. Functions of the Governing Body**

1. To elect the Governing Body
2. To do such things as are appropriate in accordance with the objectives of the Society.
3. To consider appeals against the decisions of the Governing Body and to take a final decision thereon.
4. To examine the reports submitted by the Governing Body of the various bodies of the Society and to present them to the General Meeting for its approval.
5. To present the budgets and audited accounts of the Society and its sub-bodies to the General Meeting with its recommendations
6. To form new bodies, to affiliate existing bodies, to give them approval and assistance
7. To make a plan to increase the funds of the society
8. To appoint the heads, deputy heads and supervisors of the educational institutions on the recommendation of the Board of Trustees
9. To appoint a paid superintendent of the society if necessary
10. To elect the school committee or such committees as may be necessary in accordance with the laws and rules of the Education Department.

### **7. Board of Trustees**

1. The newly elected Governing Body shall elect 7 members to the Board of Trustees in its first meeting.



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2. The Board of Trustees shall consist of 12 members as follows.

Vice-President	: 01
Chairman of the Governing Body	: 01
Honorary Secretary	: 01
Honorary Joint Secretary	: 01
Treasurer	: 01
Members elected by the Governing Body	: 07
  
3. The Principal of Shri. Shivaji Preparatory Military School, Pune 5 and the Headmaster of Shri Shivaji Preparatory Military Secondary Day School shall be included as ex-officio members in the Board of Trustees. However, they shall not have the right to vote.
  
4. The quorum for a meeting of the Board of Trustees shall be four. If at the commencement of the meeting the quorum is not sufficient, the meeting shall be adjourned and the meeting shall be held on the same day and at the same place for half an hour, to consider the same question or questions. There shall be no restriction on the quorum for such adjourned meeting.
  
5. The term of the Board of Trustees shall be 5 (five) years.
  
6. The Board of Trustees, after being elected, shall, at its first meeting, elect one member from among the 7 members who are not office bearers of the Board of Trustees as the Chairman of the Board of Trustees and his term shall be for 5 (five) years.
  
7. The Board of Trustees shall normally meet once a month.

### **8. Functions of the Board of Trustees**

1. To supervise the educational institutions of the Society.
  
2. To appoint, punish, suspend teachers and other servants, to investigate suspended servants and to reduce or retain them.

3. Granting leave not within the jurisdiction of the Head of the Institution.
4. Transferring teachers and other employees.
5. Preparing reports and budgets of the institutions under the Society and submitting them to the Governing Body.
6. To spend on other matters as per the budget approved by the General Meeting and from the amount approved when necessary.
7. To correspond with the Government School Department and other officials regarding the Society.
8. To assist the Governing Body in raising funds for the work of the Society.
9. To recommend to the Governing Body regarding the appointment of Heads, Deputy Heads and Supervisors of the Institutions, to recommend to the Governing Body regarding disciplinary matters regarding other Heads.
10. To implement the resolutions of the General Meeting and the Governing Body.
11. To decide on the recommendation made by the Heads of the respective Institutions regarding the serial book to be kept in the Educational Institution.
12. All decisions taken by the coordination committees, school committees or other committees as per government rules shall be recommendations. Approval of those decisions, rejection of those decisions or modification thereof shall be subject to the control of the Board of Trustees
13. The Board of Trustees may appoint sub-committees as required.

### **9. Honorary Secretary and Honorary Joint Secretary**

1. The Honorary Secretary and Honorary Joint Secretary shall be elected from among the members of the Society at the Annual General Meeting.

No salaried person of the Society shall be eligible for the said election.

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2. The term of office of the Honorary Secretary and Honorary Joint Secretary shall be five years. However, the previous persons shall continue to hold office until new persons are elected
3. The Honorary Secretary and in his absence the Honorary Joint Secretary shall perform all the secretarial duties of the General Meeting, Governing Body and Board of Trustees.
4. The Honorary Secretary and in his absence the Honorary Joint Secretary shall be responsible for all the affairs of the Society and other ancillary matters.
5. The Honorary Secretary and in his absence the Honorary Joint Secretary shall keep all the documents of the Society safe.
6. The Honorary Secretary shall be an ex-officio member or nominee of the Chairman of the School Committees appointed as per the rules and regulations of the Education Department and the Honorary Secretary shall be the ex-officio Secretary of the other committees.

### **10. Treasurer**

1. A local member shall be elected as the Treasurer of the Society at the annual meeting of the General Assembly.
2. The term of the Treasurer shall be five years.
3. The Treasurer shall keep the funds of the Society in one or more banks approved by the Governing Body.
4. These funds shall be kept in the name of the Society. The accounts in one or more banks in the name of the Society shall be jointly operated by the Honorary Secretary and the Treasurer.
5. The Treasurer shall also exercise control over the financial and other affairs of the Society, like the Honorary Secretary:

### **11. Functions of the Heads of Educational Institutions**

1. The Heads of Educational Institutions of the Society shall be fully responsible for the internal affairs and financial affairs of their respective Educational Institutions.

The internal administration shall include allocating work to teachers, supervising their work, preparing timetables, holding teachers' meetings for discussion, maintaining the documents of the institution in order, granting minor leave to teachers and other employees for up to seven days at a time and a maximum of fifteen days in a year and performing other tasks assigned by the Board of Trustees. The head of the institution shall have the right to spend up to Rs. 500/- per month.

## **12. Property of the Society**

1. The property or life of the society is indivisible and no one or many individuals or communities shall have any right over it.
2. The said property shall be of two types.
  - a) Permanent Fund
  - b) Current Fund
3. The Permanent Fund shall include the following.
  - a) Land, buildings, wooden goods, books, equipment and other deadstock belonging to the society.
  - b) Donations and non-recurring grants received from time to time from the government, municipal corporations, municipalities, other institutions or individuals to achieve the objectives of the society.
  - c) Contributions received from patrons, donors, fellows.
  - d) In addition, such other assets as the Governing Body may by its resolution decide to be permanent.
4. The current fund shall include the following.
  - a) Interest on the permanent fund, rent of the building, other rents, fees received from students, maintenance and recurring grants or donations received from the school department, 2 (d) subscriptions of members of the class, minor donations etc.

### **13. Appropriation of Permanent Fund**

1. This property shall be appropriated only for the following purposes.
  - a) Construction, extension or repair of buildings.
  - b) Purchase of deadstock materials required for the educational institution.
  - c) Assistance to affiliated institutions.
  - d) Granting scholarships.
  - e) Expenditure on such other matters as the Governing Board may decide.

### **14. Appropriation of Current Funds**

The current fund shall be appropriated for the current expenses of the Society and the institutions run by the Society.

### **15. Auditors**

One or more professional auditors approved by the Government shall be appointed at the annual meeting of the General Assembly. The said auditors shall audit the accounts of the Society and all its branches every year.

### **16. By-laws**

1. The Governing Board and the Board of Trustees shall have the power to make by-laws as may be necessary for their respective areas for the convenience of their work. However, the by-laws made by the Governing Board shall require the approval of the General Assembly and the by-laws of the Board of Trustees shall require the approval of the Governing Board. In case of any dispute regarding the meaning of the Constitution, the interpretation shall be based on the Constitution in Marathi language.
  2. The English translation of the Constitution is not the same as the Constitution.
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**The All India Shri Shivaji Memorial Society,  
Pune 411005.**

**- Educational Institutions Run-**

- 1) Shri Shivaji Preparatory Military School,  
Shivajinagar, Pune 411 005.
- 2) Shri Shivaji Preparatory Military Secondary Day School,  
Kennedy Road, Pune 411001.
- 3) Shri Shivaji Preparatory Military Primary Boarding School,  
Shivajinagar, Pune 411005.
- 4) Shri Shivaji Preparatory Military Primary Day School  
Kennedy Road, Pune 411001.
- 5) Shri Shivaji Preparatory Military Nursery School,  
Ganeshkhind Road, Pune - 411005.
- 6) The All India Shri Shivaji Memorial Societies  
Institute of Technology,  
S. S. P. M. S. Campus,  
Shivajinagar, Pune - 411 005.





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