

Santhi Educational and Ecumenical Trust

Karakunnam, Puthuppady, Muvattupuzha - 686673
(Reg. No. ER 105/2003)

BYLAWS OF THE TRUST

1. Name : Santhi Educational and Ecumenical Trust
2. Address : (a) Santhi Educational and Ecumenical Trust,
Karakunnam, Puthuppady P.O.,
Muvattupuzha, Ernakulam - 686 673.
- Temporary Office : (b) SUN SET HEAVEN, Bldg No. XX/135A
Karakunnam, Puthuppady P.O.,
Kothamangalam Municipality.
3. Jurisdiction : All Over Kerala

4. Aims and Objects:-

Without any profit motives the fund of the trust will be utilised for the following objects.

1. Establish educational institutions of any kind for the promotion of education in the society without any distinction of caste, race or ~~creed~~
2. Establish run and maintain residential and non-residential institution from pre-primary to professional educational institutions with a view to achieves the above object.
3. Organise and conduct charitable activities for the physical and mental health and welfare of the old aged and children.
4. Make projects and execute activities for rendering help and assistance for the old aged who are suffering from loneliness and are physically weak and arrange medical aids through arranged clinics.
5. Conduct and convene educational seminars debates etc. to promote love, mercy and brotherhood.
6. Get the Co-operation and service of prominent socio cultural workers and efficient doctors to execute the objects.



President
[Signature]

26/11/12
[Signature]
T.J. PAULSE
ADVOCATE & NOTARY
REGD. NO. 10152/1981
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA STATE, INDIA - 686 691

Treasurer
[Signature]

7. Acquire movable and immovable properties for the achievement of the objects of the trust.
8. Subject to the decision of the trust, sell develop lease or mortgage the trust property in full or part and to deposit the money.
9. Receive grants, funds rights and privileges from state or central Government, local bodies public sector, institutions, quasi institutions etc. for the attainment of the objects of the trust.
10. Assets of the trust to be utilised for the free medical treatment life saving and literary objects.
11. After, add or abridge the such and regulations of the trust.
12. Co-operate and work with any other society or federation registered under the same Act and with the same objects.
13. Research on Allopathy, Ayurveda Homeopathy, Naturopathy and Yoga.
14. Conduct fare value medical shops.
15. Manufacture medicines.
16. Start old aged homes.
17. Give medical treatment to mentally retarded children.
18. Estate and run permanent free treatment clinics.

5. Organisation and Membership.

Have the intention to work for charity without considering caste, race or creed and are ready to pay the prescribed membership fees and have completed the age of 18 mentally sound and citizen of India will be the members of this trust.

Membership

(a) Honorary members

Honorary membership will be issued by the unanimous decision of the governing body to those who have rendered meritorious service to the trust, efficient doctors and selected celebration subject to the condition that the honorary membership will be creased as and when their official states cases.

[Signature]

[Signature] Secretary

[Handwritten Signature]
26/12/12

T. J. PAULSE
ADVOCATE & NOTARY
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA STATE, INDIA - 686 691

(b) Life Member

Life membership will be issued on the unanimous decision of the governing body on the applications received.

(c) Associate members

Associate membership will be issued her each calender year on realising or amount decided by the governing body every year.

(d) Admission of members.

Applications for membership shall be duly signed and recommended by two members of the governing body. Membership will not be issued to those who receive any kind of pay and allowance from the trust.

(e) Denial of application

Governing body in empowered to deny any application for membership without showing any cause.

(f) Membership Register

The trust must maintain a register in the prescribed form including name and addresses as cited in the application form. Any change in the address must be intimated to the secretary and be must make change in the register accordingly.

(g) Ceasure of membership

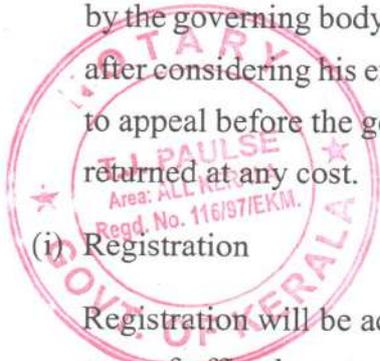
Membership will be ceased on resignation or death of a member.

(h) Dismissal of members.

Any member of the trust may be dismissed for violation of rules and regulations of the trust and for actions against the good will of the trust. The decision is to be taken by the governing body after issuing show cause notice with a time limit of 7 days and after considering his explanation received. The member may be given an opportunity to appeal before the general body. Amounts already remitted in any way will not be returned at any cost.

(i) Registration

Registration will be accepted only with the approval of Managing committee in the case of office bearers and of the general body in the case of Managing Committee.



President
[Signature]

Secretary
[Signature]

Member
[Signature]

[Handwritten signature and date 26/3/14]

I.S. PAULSE
ADVOCATE & NOTARY
Regd. No. K/152/1981
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA STATE, INDIA

6. Official Year

The official year of the trust will be from April 1st to March 31st every year.

7. Election of Managing committee.

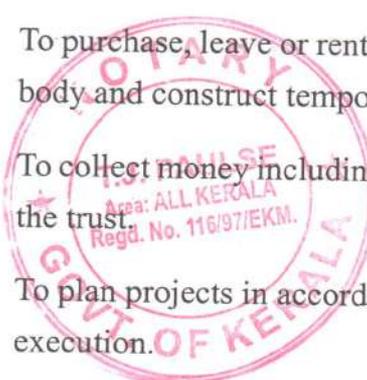
Election to the managing committee will be made from the annual general meeting of the trust by open vote or by secret ball of systems with in 3 days of election. The committee will meet and elect President, Vice-President, Secretary, Jn. Secretary, and Treasurer from among them. The President must hand-over charge of office with all records, registers and assets to the newly elected committee on the 1st day of the new official year as far as possible. Nominated members will neither be eligible for to be elected as office bearers nor have the right to vote.

Rights and duties of the office beares and managing committee.

8. Managing Committee.

Managing committee is empowered to execute all the decisions of the General Body and to spend money as they thinks necessary.

1. To take decision on application for membership
2. To discuss and take necessary decision on routine as well as emergency business matters.
3. Inspect the accounts of the trust, prepare and make ready for audit all the accounts, assets and liability statement and balance sheet. Distribute the copies of the same to the members of the trust and file the copies before the district registrar's office.
4. To present annual working report audited receipt and expenditure statement and annual balance sheet before the annual general body for discussion and approval
5. To purchase, leave or rent immorable property with the prior sanction of the general body and construct temporary or permanent sheets and to give that on lease.
6. To collect money including loans when necessary and to spent it for and on behalf of the trust
7. To plan projects in accordance with the objects of the trust and to raise funds for its execution.
8. To accept suggestion and complaints and handle them
9. To suggest amendments to bylaws when necessary



T.J. PAULSE
NOTARY PUBLIC
Roll No. K/152/1981
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA, INDIA - 686 691

President
[Signature]

Secretary
[Signature]

Treasurer,
[Signature]

[Handwritten signature]
26/3/12

10. To fill the vacancies of the office bearers, protect the assets of the trust on necessary.
11. Make appropriate decisions for issue of identity cards to members, and admission of members to camp seminars and meetings and to co-operate with the function of trust.

9. President

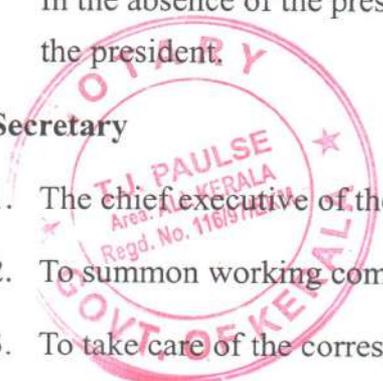
1. The head of the trust could be the President.
2. Should preside over and control the general bodies and working committee of the trust.
3. In case of difference of opinion among the members of the majority rule does not work he should use his right of casting vote to decide upon the subject.
4. In case of his inconvenience to take part in committee or to preside over the same or when grave discussion became inevitable in those cases when president himself is the client, he can suggest somebody from the working committee.
5. In case of the absence of or the inability of the secretary to summon the general body or working committee, the president can summon them.
6. Is authorised in sanctioning leave to the secretary up to a term of 2 weeks, and under the circumstances of absence of secretary or the secretary if condemned president can assume powers from secretary.
7. In case where the committee requires more time to convene and take appropriate decisions as according the importance and emergency of the requests and complaints the president can give temporary orders if it seems necessary.

10. Vice-President

In the absence of the president vice-president will have all the powers and duties of the president.

11. Secretary

1. The chief executive of the trust will be the secretary.
2. To summon working committees, general bodies and sub-committees.
3. To take care of the correspondence of the trust.
4. To issue proper acknowledges for the receipts and membership fee.



[Handwritten signature]
26/5/12

T.J. PAULSE
ADVOCATE & NOTARY
Roll No. K/152/1981
NOTARY IN CHARGE, DISTRICT
KERALA STATE, INDIA - 686 691

[Handwritten signature] President

Secretary
[Handwritten signature]

Receiver
[Handwritten signature]

5. To keep the vouchers on expenditure incurred as per the budgets passed on and as per the directions of the working committee.
6. To keep all the records meticulously in proper order and to present them on the specific dates at the end of each month before the committee along with the necessary remarks.
7. To prepare the reports budget balance sheet and receipt expenditure statement in working committees and with their approval present before the general body.
8. To execute the decisions taken by the general body and the working committee and to prepare and maintain documents regarding the assets and liabilities of the trust and necessary agreements.
9. To be the caretaker of the assets of the trust and to issue receipts duly signed personally for the incoming amounts as well as for the properties being owned by the trust.

12. Joint Secretary

In case of absence of secretary should take care of routine works. But in case of permanent absence of secretary, if he is under disciplinary action or if he is on leave the responsibility of the same would be taken over by the president and should only be handed over to the joint secretary with the joint decision of the working committee, only for executing the administrative duties routine functions. The financial powers and responsibilities should be given to the treasure.

13. Treasurer

The responsibilities include keeping the trust money distributing necessary amounts for the expenditure as per the receipts shown by the secretary and also that of the income and expenditure of the trust. The money with treasurer should be deposited in the bank within 2 days.

14. The balance amount of the trust should be deposited in may of the scheduled, nationals or co-operative banks as decided by the committee, in the name of the trust. The operation of bank account only be allowed in the joint account of treasurer and secretary ex-office. The rubber seal required for the same should be

For set Muvattupuzha, Puthupady

Treasurer

Handwritten signature

Secretary

Handwritten signature

T. PAULSE
ADVOCATE & NOTARY
Roll No. K/152/1981
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA STATE, INDIA - 686 011

Handwritten signature
28/3/12

15. General Body

Includes all life members without due credit except the honorary members and associates.

16. General Body and its powers

The ultimate power of the trust rests with the general body. Any of the general body members without dues can verify the records of the trust, in the presence of the secretary or the person entrusted by the secretary, on written request. The members will have the right to ask questions, present draft resolutions should be given 5 days before the general body and the bylaws amendments be given before the 1st day of March every year. All the members should be given the notice of annual general body the working report of the current year copy audited balance sheets and the receipt expenditure statements General body members will have the right to be elected to exercise their descretion to elect the managing committee members.

17. Meeting of the trust.

1. Managing committee meetings

Secretary can summon managing committee meeting as and when necessity occurs. This meeting should be convened atleast once in a month 7 should be quorum. Committee should be convened with 3 days notice and emergency committee can be convened or any time. Notice book and minutes book should be maintained.

2. Sub committee meetings

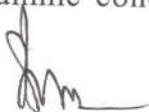
Can be convened by secretary at any time.

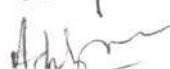
18. General body meeting

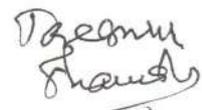
Managing committee can convene general body meetings when ever felt necessary. The quorum should be 50. Notice for the general body should shown the day venue, time and agenda of the meeting This meeting requires a notice of 5 days.

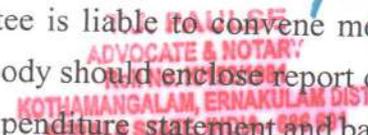
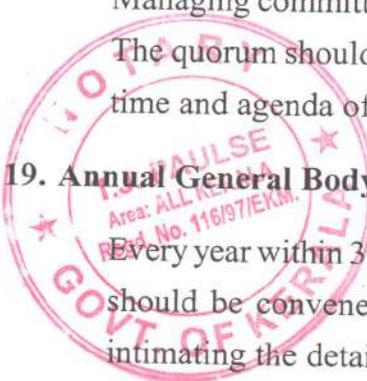
19. Annual General Body meeting

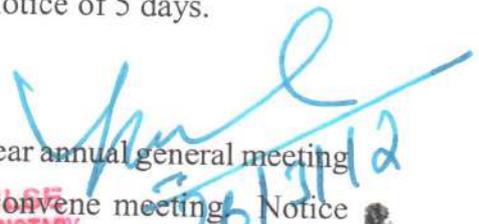
Every year within 35 days after the expiry of the financial year annual general meeting should be convened. Managing committee is liable to convene meeting. Notice intimating the details of annual general body should enclose report of works in the current year audited annual receipt and expenditure statement and balance sheet the details os programme conducted or organised by the trust and the proposed

President 

-7- Secretary 

President 





20/11/12

amendments of bylaws if any and should be sent to all members in the addresses noted in the register under certificate of posting 50 would be the quorum of annual general body meeting 2 auditors should be elected in the meeting for auditing the amounts in the next financial year. Their terms of the work will be till the next general body meeting.

Note : If it happens that even after half an hour of beginning time intimated of the meeting of general body proposed the quorum is not satisfied as according to sections 25 and 26, the meeting can be convened on the next week, same day same time, & the same venue without concern about the quorum. This meeting need not necessary have a notice.

20. General body meeting should be summoned as per the decision of the managing committee with in the day of 25% of the general body give a written request along with the matter of concern. If since meeting is not convened, the same 25% members can do it themselves after 14 days notice to all the other members. The quorum of such meeting would be 50 and the meeting so concerned will be stated as the general body of the trust. But the meeting will not have the right to take any decision on any thing other than the matter of concern which will be decided over by any person elected from the members present.

21. No-confidence motion

Secretary is supported to convene general body if 100 members give a written request for a no-confidence motion against managing committee. Otherwise the members will have the right to convene general body as per section 27. If the no-confidence motion is passed in any of these two meetings, the managing committee should resign at the moments and the same general body should select a 5 membered ad-hoc committee according to the opinion of the majority and charge of office must be handed over to the ad-hoc committee. The term of the ad-hoc committee will be 30 days to the maximum. By this time managing committee and office bearers should be elected and empowered by the ad-hoc committee as per section 14.

22. Amendment of Bylaws

With 10 days notice intimating the suggested amendment of bylaws to all members a meeting should be convened with specific quorum where the amendments should be passed with 2/3rd majority.

Secretary
Jm

Secretary

-8-

Adv. K. K. K.

T. J. PAULSE
ADVOCATE & NOTARY
Roll No. K/152/1981
KOTHAMANGALAM, ERNAKULAM DIST.
KERALA STATE, INDIA - 686 691

Member

Thanks

26/12/12

23. Dissolutions

In a meeting convened after issuing notice listing the intention to dissolve the trust. If the 3/4th of members support the same by personal appearance or by the trust an be dissolved. The assets of the trust after clearing the liabilities cannot be claimed by the members. The assets should be entrusted with get another society registered with a similar objects. In the absence of such a handing over the assets should be given to the gort.

Records

The trust must maintain the following records

1. Minutes book for noting the general body proceedings
2. Working committee (Governing committee) minutes book
3. Notice book for convening meetings
4. Attendance register for the employees of trust office the general secretary should also sigh in the register
5. Attendance register for the governing body members
6. Acquittance role
7. Membership register
8. Visitors diary
9. Despatch register for official letters
10. Inward register for the official letter and other papers received from outside.
11. Receipt books
12. Voucher file
13. Circular file
14. Petition register
15. Petition file
16. Letter file
17. File for keeping agreement and documents
18. Valuable register for keeping valuable like documents checks demand drafts etc.
19. Furniture register
20. Stock register and 21 seal.

President
[Signature]

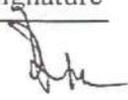
secretary
[Signature]

Treasurer
[Signature]

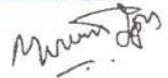
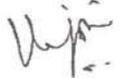
T.J. PAULSE
ADVOCATE & NOTARY
Roll No. K/152/1981
KOTTAYAM, ERNAKULAM DIST.
KERALA STATE, INDIA - 686 691

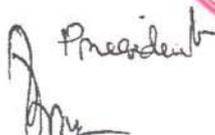
[Handwritten Signature]
2613112

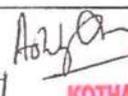
General Body Members
Managing Committee (Governing Body Members) 2010 - 2011
Newly Elected -

No.	Name	Age	Position	Occupation	Signature
1	Dr. P.V. Joseph Pukkunnel Puthuppady P.O. Muvattupuzha	73	President	General Surgeon	
2	Dr. Prof. Ashly Mathew Thoppil Puthuppady Kottayam	61	Secretary	Rtd Professor	
3	Anju C. Aby Chennankudiyil Erumalapady Kothamangalam	28	Treasurer & Internal Auditor	Teacher	

OTHER MEMBERS

4	Mrs. Mirium Ipe British Council Library Mumbai	31	Member		
5	Sri.Vipin K. Paul Engineer, Verifone Bangalore	34	Member	Engineer	
6	Mrs. Juna John Puthenpurackal Menadom, Kottayam	36	Internal Auditor	Chartered Accountant	
7	Dr. Roshni John Kallarackal Puthuppalli, Kottayam	40	Member	Medical Practitioner	
8	Dr. Prince k. Zacharia Bathel Arakunnam, Piravom	61	Member	Rtd. Medical Practitioner	
9	Mrs. Cuckoo John Valayil, Kottayam	58	Member	Scientist	
10	Mrs. Mercy John Ennacheril Vakathanamm, Kottayam	70	Member	Housewife	

President


Secretary 
T.J. PAULSE
 ADVOCATE & NOTARY
 Roll No. K/152/1991
 KOTHAMANGALAM, ERNAKULAM DIST.
 KERALA STATE, INDIA - 686 691

