

**FORM VII**

Revised Certificate of Registration issued under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotment of a new Registration number

(See sub-rule (2) of rule (8))

**REVISED CERTIFICATE OF REGISTRATION OF SOCIETY**

I hereby certify that Vishvas Foundation. Registered vide registration number 366 on 1979-80 registered with District Registrar/ Registrar Panchkula/ Chandigarh has been allot a new Registration Number as under mentioned on this 23rd day May month 2013 year under the Haryana Registration and Regulation of Societies Act, 2012(Haryana Act No. 1 of 2012).

State Code	District Code	Year of Registration	Registration Number
H R	0 0 1	2 0 1	3 0 0 1 5 4

Name of the Society	Registered office Address
Vishvas Foundation.	H.O. : B.K.M Vishvas School, Sec-9, Panchkula. Haryana.

Issued under my hand at Panchkula this 23rd day of (Month) May (year) 2013.

*J. S. J. L.*  
 (District Registrar of Firms & Societies Panchkula, Haryana)  
 (Signature of the District Registrar)



*Sudhakar Singh*  
**General Secretary**  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

*Anju*  
**Principal**  
 B.K.M. Vishvas School  
 Sector-9, Panchkula



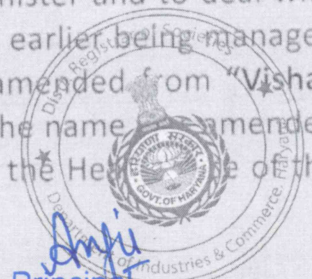
(Amended)

## “MEMORANDUM OF ASSOCIATION”

1. Name of the Society: **VISHVAS FOUNDATION**
2. Founder Head: **His Holiness Gurudev Swami Vishvas Ji.**
3. Head office: **B K M Vishvas School sector 9, Panchkula (Haryana).**
4. The Registered Office : **B K M Vishvas School, Sector 9, Panchkula (Haryana).**
5. Jurisdiction: **The society shall work within all Districts of the territory of State of Haryana.**
6. Aims and Objects of the society: **The objectives, which are specific to a society shall be enumerated below.**

### History:

Param Pujniya Swami Vishvas Ji, realizing the needs of society, decided to constitute a body with the main object to provide MEDITATION, EDUCATION and SOCIAL SERVICES. Accordingly an independent society was constituted and registered in name of “Vishav Adyatmik Sangh” on 28.2.1980 at Hisar vide registration no 366. In the year 1985 Vishvas Education Board was constituted by Vishav Adhyatmik Sangh, Hissar to establish, manage, administer and to deal with all the issues concerning all types of educational institutions earlier being managed by Vishav Adhyatmik Sangh. In the year 1986 name was amended from “Vishav Adyatmik Sangh” to “Vishvas” and again in the year 2002, the name was amended from “Vishvas” to “Vishvas Foundation”. In the year 2004 the Head Office of the society was shifted from Hissar to Panchkula.



*Anji*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Saellu Ne...*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Swami*  
President

*Vaswab...*  
General Secretary

*Vishvas*  
Secretary

Page 1



## AIMS & OBJECT:

### (A) Self-Realization:

1. The main objective is to know thyself (to realize one's real-self) and freedom from worldly bondages by the following means:-
2. Organizing Vishvas Meditation Camps, Spiritual Camps and Meditation Retreats and also by establishing or opening Meditation and Yoga Centers and Meditation Retreats and Temples and Ashrams.
3. Diffusing spiritual knowledge among and wide range of people irrespective of their caste, creed and colour, through spiritual talks, discourses and literature etc.
4. Promoting moral and ethical standards of people, uniting them in bonds of fraternity, revealing the secrets of blissful life, encouraging the spirit of selfless service with compassionate nature in them.
5. To promote Brotherhood, Love and Unity among the different races of people.

### (B) Human Service:

1. The Vishvas Foundation shall endeavor to alleviate the sufferings of the mankind by:
2. Establishing or opening charitable hospitals, dispensaries, organizing Free Eye Camps, Medical Camps, Providing medical aid, food and cloth etc, rendering assistance to the poor and brilliant students by arranging scholarships, books, stationary uniforms etc and/or any other activities as per the needs of the poor and needy persons of the society..
3. To open and establish schools, colleges and professional colleges and vocational institutions or any other institutions to educate or train in any other field or areas which are as per demand of the society without any profit motive and to constitute an independent Education Board. This Board will work as a sole Managing Body of all Vishvas educational institutions in India & abroad.
4. To open and Establish Vishvas Bal Ashrams (Orphan Homes) for needy and orphan children & Old-age Homes for needy elderly persons i.e. for the senior citizens. Vishvas Vidya Mandirs (Free schools for poor & needy children). Free Computer Centers for needy & poor students & free Vishvas

Swami Vishvas  
President

General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

General Secretary

Anju  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

Vishvas  
Secretary

Page 2



sewing & knitting centers for poor & needy women & girls and any other social services activities according to the needs in society.

5. Improving the economic condition of the poor widows, orphans, aged persons and other weaker sections of the society and extends financial help in kind, or cash at the time of marriage of their daughters etc. or otherwise.
6. Doing any/all other social, educational, cultural and charitable work to improve the condition of the masses and for the upliftment of the weaker needy and poor section of the Indian society.
7. Immediate help and service to the affected people of natural calamities occurred from time to time in the different areas in India will be provided.
8. Promotion of national unity and international peace and amity;
9. Promotion of communal and social harmony and brotherhood;
10. To create awareness and addressing social evils such as, female foeticide, dowry, extravagant expenditure on social functions such as marriages etc.
11. To take up programs for ensuring protection of environment and for regeneration of natural resources degraded due to past neglects

*Sudha Neelgund*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula



*Sivani Vishvas*

President

*Sudha Neelgund*  
General Secretary

*Vishvas*

Secretary

Page 3



## Bye laws

1. Name of the Society : Vishvas Foundation  
The Founder & Head; His Holiness Swami Vishvas ji shall be permanent founder & head of the society and of all its branches. He shall be both spiritual and temporal Head of the Foundation.
2. The Registered Office of the Society shall be : B K M Vishvas Sector-9, Panchkula (Haryana).
3. Major Activity:-
  - i) The society shall work to fulfill its aims & objectives under the guidance, directions, motivation, and inspiration of its Founder & Head, His Holiness Gurudev Shri Swami Vishvas Ji.
  - ii) The Great worldly well-known Saint Param Pujniya Shree Gurudev Swami Vishvas Ji is the permanent Founder Head of this society during his lifetime. None will have any right to remove him from Founder Head. However he himself will have all the rights to appoint any one on this post at any time during his life time or after leaving his soul from this earth.
  - iii) The Board incomes & properties shall always be utilized for fulfillment of its aims & objects. No part of income shall be used or distributed in the shape of bonds, dividend or in any other mode.
  - iv) All the members of the society will provide their services totally free without any remuneration in cash or kind or in any other form. None of the member of the board will be paid employee.
  - v) In case the society will have any profit or income in any form, the entire amount will be used to meet out the expenses in the interest of the society and/or its units or institutions for the development and progress.
  - vi) Vishvas Foundation shall always put its efforts to open various centers, Ashrams or any other institution at various places in India & abroad.
  - vii) The Society may constitute Governing Body, General Board, Council Body and any other committee or sub-committee for its smooth functioning.
  - viii) The Society shall also run any branch, institution, centre, ashram etc. under the direct control of its tyagi Meditation Missionary and under the direct guidance of its Founder & Head, to work within the principles of the Vishvas Foundation.

Anju  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

Swami Vishvas  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

Swami Vishvas

President

General Secretary

Vishvas

Secretary

Page 4



- ix) All units, schools, colleges, coaching, training centre's or other any professional technical educational institutions shall work, function and administer under the direct control and management of the society and /or under the control of its appointed minimum one or two or more tyagi Meditation Missionary or any other office bearers of the society or under the local managing committee if any specifically constituted by the governing body.
- x) All the member/officer-bearer of the society will provide their services totally free.

**4. Membership:-**

- i) The Society shall have a maximum of 101 members including the Founder Head. However this strength can be increased or decreased with the approval of Founder Head.

ii) **Eligibility:-**

In order to be admitted as a member of the Society, a person:

- a) must be 21 years of age on the date of admission;
- b) should subscribe to the aims and objects of the Society;
- c) must not be an insolvent and of unsound mind; and
- d) must not have been convicted of an offence involving moral turpitude.

iii) **Categories of members:-**

All the members of the Society shall be ordinary members without any category.

iv) **Membership Fee & Annual Subscription:-**

The rates for membership of the Society and the annual subscription shall be as under:

No monthly or annual fee shall be charged from any of the member, however any member can pay any contribution amount over Sweet will.

v) **Admission Procedure :-**

- a) The admission of a person as a member of the Society shall be decided by its Governing Body from time to time;

Anju  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

Swaini  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

Swaini Vishwas

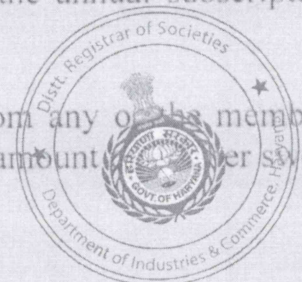
General Secretary

Vishwas

President

Secretary

Page 5





- b) An individual willing to be a member of the Society has to submit an application in prescribed form and along with supporting documents to the Secretary duly filled in and signed as required by the society rules.
- c) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- d) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- e) The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an Identity Card of the Society.

vi) Identity Card for every member:

Every person admitted as a member will be issued an identity card containing his/her photograph, brief particulars and membership category, duly signed by the individual member and the General Secretary of the Society.

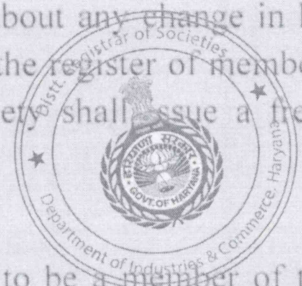
vii) Rights & Obligations of members:

- a) All the members of the society shall be bound by the rules and regulations of the society as contained in its byelaws and amended from time to time.
- b) Every member shall have a right to cast his vote at the elections of the Society
- c) Every member shall inform the society about any change in his address, which shall be duly recorded in the register of members of the society and upon which the society shall issue a fresh identity card to such member.

viii) Cessation of membership:

Any person admitted as a member shall cease to be a member of the society in the following events;

- a) Attracts the provisions contained in section 22 of the Act.



Anju  
 Principal  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

Anshu  
 General Secretary  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

President

General Secretary

Secretary

Page 6

*Suman Vishwas*

*[Handwritten signature]*

*Vishwas*



- b) Upon his/her acting contrary to the aims and objectives of the society.
- c) Upon such member being found guilty of a financial misappropriation of the funds of the society.
- d) Upon indictment and directions for removal by the District Register/ Register/ Register General of societies.
- e) Any member shall cease to be a member of the society, if the Governing Body decides so by passing a resolution in this behalf.

5. General Body:

- i. Every person admitted as a member shall be a member of the General Body of the society and shall be entitled to cast his vote for the election of the Governing Body of the Society
- ii. Every member shall cast his vote in person and no proxy voting shall be allowed.

6. Meetings of the General Body:

- i. A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the society, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- ii. The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.
- iii. For any meeting of the General Body, a clear notice of 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

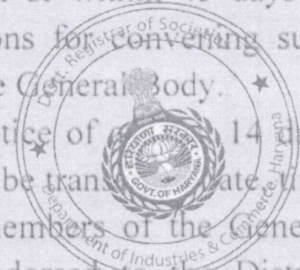
Anju  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

Sudhendra  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

Swami V. vedwas

*[Handwritten Signature]*

Vishubh





- iv. A meeting of the General Body may also be convened at a shorter notice, if agreed to, by a majority (at least above 50% of the total members) of the members of the General Body.
- v. Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject to minimum of four members. In case of a meeting adjourned for want of quorum, the quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The general Body shall be competent to transact all business in such adjourned meeting except the consideration to any special Resolution. Any special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the society are present.
- vi. The proceedings of all meetings of the General Body will be recorded in the minutes-book maintained separately for the purpose by the secretary and such minutes will be signed by the Chairman of the meeting and the secretary of the society.

**7. Powers, function & Duties of the General Body:**

- i. To guide the society in determining and fulfilling its aims and objects.
- ii. To decide policy matters such as change of name of the society, amendment in the memorandum of Association and the Byelaws of the society, approval of annual accounts of the society, approval for disposal of immovable assets of the society etc. and all such other acts as may be required under the Haryana Registration and Regulation of societies Act & Rules 2012.
- iii. To elect the members of the Governing Body.
- iv. To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

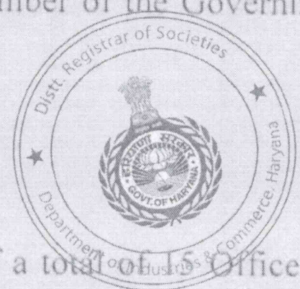
**8. Governing Body:-**

**A. Composition:**

The governing Body of the society shall consist of a total of 16 Office – bearers as under:

- 1. President One
- 2. Vice President One

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**Anju**  
 Principal  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

**Sadhvi**  
 General Secretary  
 B.K.M. Vishvas School  
 Sector-9, Panchkula



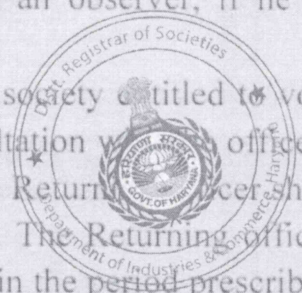
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| 3. Gen. Secretary    | One |
| 4. Secretary         | One |
| 5. Treasurer/Cashier | One |
| 6. Executive members | Ten |

Note:

- A Any of the members can hold one and/or two posts at one time.
- B President, Vice President, Gen. Secretary & Secretary shall be from amongst Tyagi Vishvas Rishis & Rishikumars & Sadhvis and Sati- Sadhvis who have renounced the world for self-Realization through Vishvas Meditation and for the cause of human Services.
- C The strength, composition and post of office bearers can be changed from time to time.

**B. Election of the Governing Body:**

- (i) The term of the Governing Body shall be three years from the date of approval of its election by the District Registrar.
- (ii) The Governing Body will declare the Schedule of elections and appoint the Returning Officer for conduct of elections and also notify/ display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General Meeting for conduct of the elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Register to appoint an observer, if he so desires.
- (iii) Any objections qua to the list of members of the society entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.



Anju Prindpal  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

Sadhu Neel Kumar  
 Vishvas  
 General Secretary  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

*Swami Vishvas*
*[Signature]*
*Ushaben*

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President General Secretary Secretary Page 9



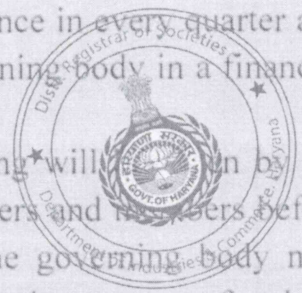
- (iv) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- (v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the governing body of the society. A list of the elected office bearers and the executive members of the governing body, duly signed by the returning officer, will be filed with District registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- (vi) The office –bearers of the society shall not be entitled to any remuneration for rendering services to the society.

**C. Filling of any Casual vacancy on the governing body:**

Any vacancy arising on account of resignation or death of any member of the governing body or for any other reason, may be filled-up by the governing body, if required, from amongst the members of the general body on adhoc basis till the holding of next Annual General Meeting of the society. Such adhoc member of the governing body shall cease to be a member of the governing body on the date of the next Annual general meeting, if his appointment is not approved in the Annual general meeting by a majority vote for the balance term of the governing body.

**D. Meetings of the Governing Body:**

- (i) The meeting of the governing body will be held as and when required. However, the governing body shall meet at-least once in every quarter and there will be minimum four meetings of the governing body in a financial year.
- (ii) A clear notice of three days of every such meeting will be given by the Secretary of the governing body to the office bearers and members before the date appointed for the meeting. However, the governing body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
- (iii) The quorum of the meetings of the governing body shall be at least 40% of the total members of the governing body, subject to a minimum of 5



*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Sadhvi Neelam*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

President  
*S. Wani*

General Secretary  
*[Signature]*

Secretary  
*Ushukon*



members (Present of three office bearers out of Sr. No. 1 to 5 shall be compulsory). In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.

- (iv) The proceedings of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the President/ Vice President of the meeting and the secretary of the society. In case the President/ Vice President or the secretary is not available to sign the minutes, these will be signed by any three members present in the meetings as may be authorized by the governing body.
- (v) The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.

#### E. Cessation of members of the governing body:

An office-bearer/ executive member of the governing body shall cease to be an office-bearer or executive member:

- (i) Upon submission & acceptance of his resignation.
- (ii) If he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws.
- (iii) If he is removed by a resolution passed in the meeting of the General Body.

#### Powers, Functions & Duties of

##### A. Founder & Head:

Being a Spiritual Master, His Holiness Swami Vishvas Ji shall be the spiritual as well as Temporal Head and the Chief Spokesman of Vishvas Foundation.

- (i) He can constitute any other body or committee.
- (ii) He can suspend/expel /terminate or rescind any member and/or office bearers at any time before their tenure without any notice.
- (iii) He can rescind/terminate and/or change any decision taken by the governing body or by its office bearers.



President

General Secretary

Secretary

Page 11

*Amji*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Sachin Mehta*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Swami Vishvas*

*[Signature]*

*Vishvas*



- (iv) He can at his sole discretion by using his veto power to pass an order to close any bank account of society or its branch, Schools/ Collages or of any institutions runs under the banner of the society, if the circumstances warrants at any time without any notice.
- (v) He can at his own or by appointing anybody can change the name of authorized signatories and can authorize any person/persons to operate the bank account by taking direct control in his hands if it is required and necessary in accordance to the circumstances at any time without any notice.
- (vi) He can call emergency meetings of the Governing Body directly at any time.
- (vii) He shall have full power to name His successor /successors.
- (viii) Any order or action taken by the Founder Head shall be final and cannot be challenged before any forum or in any court of law.

**B. Governing Body:**

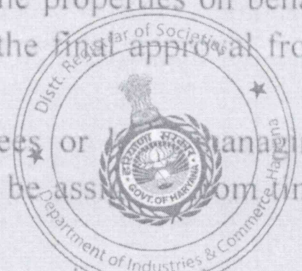
- (i) The governing body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives subject to informal approval of founder head.
- (ii) The governing body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- (iii) The governing body shall have full charge of all immovable properties and movable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate
- (iv) The governing body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the society in the manner as decided subject to the final approval from the Founder Head.
- (v) To constitute various standing or adhoc committees or managing committee for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part-time employees of the society to look after the secretarial, accounting and other functions in a seamless manner.

*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Katrina*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Satnam* *Vishwas*

*Ushuwan*  
Secretary



President

General Secretary

Secretary

Page 12



- (vii) To arrange finance if required from Bank(s) financial institutions or individuals on reasonable terms and conditions and the Governing Body as a whole is liable for its return.
- (viii) The Governing Body shall plan future programs of the society
- (ix) To publish/issue/ circulate any type of literatures/magazine or any other material to propagate aims and objectives of the Society.

**C. President:**

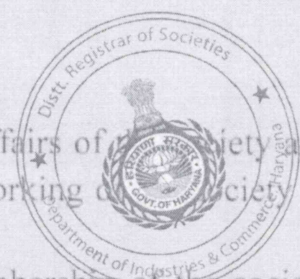
- a. To preside over all the meetings of the general body and of the governing body and regulate the proceedings of such meetings.
- b. To do all such acts, deeds and things as may be authorized by the general body and /or the governing body from time to time.
- c. To allow or disallow discussion on any matter which is not included the agenda.
- d. To ensure proper & transparent functioning of the society/ governing body.
- e. To ensure strict compliance of the provisions of the Haryana Registration and Regulation of societies Act, 2012 and the rules made there under.
- f. To supervise and guide the overall activities/ achievement of aims & objectives of the society.

**D. Vice-President:**

- a. To assist the president in carrying out his duties.
- b. In absence of the President, to act on his behalf and perform all duties and exercise all the powers of the president.
- c. To do all such acts, deeds and things, as may be authorized by the governing body.

**E. General secretary:**

- a. To conduct, organize, supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the President/Governing body.
- b. To receive, scrutinize and place applications for membership of the society before the governing body and to enter the name of the members, it approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted.



Anil  
 Principal  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

Sachin Negrao  
 General Secretary  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

President

General Secretary

Secretary

Page 13



- c. To convene meetings of the general body/ governing body with the consent of the President and serve proper notices as prescribed under these byelaws.
- d. To attend all the meetings of the general body and the governing body and assist the president in conducting the meetings and record proceeding of all the meetings.
- e. To prepare annual report of the society and place it before the governing body along with audited annual accounts of the society, for approval to place the same before the general body in the Annual General Meeting.
- f. To keep and preserve the records of the society/ Governing body.
- g. To help and assist the president in looking after the complete affairs of the society and in attaining aims & objects of the society.
- h. To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of societies Act, 2012 and the rules made there under.
- i. To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the governing body.
- j. To conduct correspondence on behalf of the society/ governing body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k. To prepare before announcing of the date of election and the Annual general meeting , the list of all the members eligible to vote, duly updated and to place it before the governing body.
- l. Act as the overall in-charge of the administration and execution of all the programs of the society/ including financial affairs on behalf of the governing body including financial affairs on behalf of the governing body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointments/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the society in accordance with the delegations by the governing body from time to time and where no such delegation is specifically made, in consultation with the president of the society.
- m. He can pass an order or directions from time to time to conduct schools, colleges or to any other institutes in day to day matters of that institute which comes under his/her management.
- n. He/she will be authorized to appoint, transfer, suspend, dismiss and terminate services of principal, teaching or non-teaching staff of the school, college or of any other educational institute which comes under his/her jurisdiction.

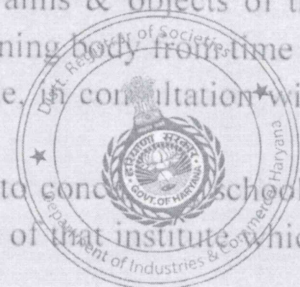
*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Sudhakar*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

President

*Suman Vishwas*  
General Secretary

*Vishwas*  
Secretary Page 14





- o. He/she will be authorized to delegate its power to the Director/principal jointly or severally of that particular school or college or institute regarding appointment, transfer, suspension, dismissal and termination of any teaching and non teaching staff.
- p. He/she will keep the Head office well informed about the progress, development and of the activities and about other future plans.
- q. He/she shall perform the duty of the President in absence of president and vice president both.

**F. Secretary:**

- a. Secretary will work in the absence of General Secretary and enjoy the powers of General Secretary.
- b. He shall associate with General Secretary or any work given to him by General Secretary or directly by the Founder Head assigned to him.
- c. He can pass an order or directions from time to time to concerning schools, colleges or to any other institutes in day to day matters of that institute which comes under his/her management.
- d. He/she will be authorized to appoint, transfer, suspend, dismiss and terminate services of principal, teaching or non-teaching staff of the school, college or of any other educational institute which comes under his/her jurisdiction.
- e. He/she will be authorized to delegate its power to the Director/principal jointly or severally of that particular school or college or institute regarding appointment, transfer, suspension, dismissal and termination of any teaching and non teaching staff.
- f. He/she will keep the Head office well informed about the progress, development and of the activities and about other future plans.
- g. He/she shall perform the duty of the President in absence of president and vice president both.

*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Swami Vishvas*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

**G. Treasurer:**

- a. Treasurer shall be custodian of all the finances of Vishvas Foundation.
- b. Treasurer shall maintain a ledger on which income and expenditure accounts shall be kept.

President

General Secretary

Secretary

Page 15





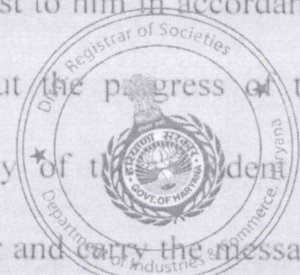
- c. To submit to the governing body through general secretary/ secretary, the audited annual accounts of the society at least one month prior to the date of annual general meeting.
- d. To act as the overall custodian of all the books of accounts of the society, financial statements, receipt books, expensive vouchers, bank pass book & cheque books, cash etc.
- e. He shall be answerable to the Founder & Head, President and the General-Secretary for his day-to-day working including making payments etc.
- f. All the vouchers in connection with payment shall be maintained by the Treasurers and he shall put up all the vouchers/accounts and accounts book to the Chartered Accountant of the society appointed for the purpose.

#### 10. BRANCH OFFICE/LOCAL CENTERS

- a. Branch Office will consist of office bearers such as Meditation Missionary, Secretary, Treasurer and any other office bearer as required.
- b. These office-bearers shall be nominated by the Founder & Head to run the various Local Branches at various places in India and Abroad.
- c. Any individual who believes in the aims & objectives of the society can be appointed on any post of local branch by the Founder Head.

#### Meditation Missionary:

- i. Meditation Missionary will work and function under the guidance of Founder & Head in all policy matters and in the management or running administration of Vishvas institutions & Vishvas branches and other activities in accordance with the objects of the Vishvas Foundation.
- ii. He shall perform the duties and assignments as entrusted to him in accordance to the decision of the governing body.
- iii. He will keep the Headquarter well informed about the progress of the activities and other plans.
- iv. The Meditation Missionary shall perform the duty of the president in absence of president and vice-president both.
- v. He shall have direct connection with the Headquarter and carry the message of the Spiritual Master and the Vishvas Foundation's objectives unto the people at large.
- vi. He can be entrusted responsibility or can be sent on any mission anywhere in India or abroad by the Founder & Head.



Principal  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

General Secretary  
 B.K.M. Vishvas School  
 Sector-9, Panchkula

President

*Swami Vishvas*

General Secretary

*[Signature]*

Secretary

*Vishvas*

Page 16



- vii. He will provide Vishvas Meditation & Yoga to the general public so that people remain healthy, peaceful and blissful and lead a tension free, stress free life.

11. Function

To propagate the aims & objectives of Vishvas Foundation by:-

- a. Organizing Vishvas Meditation Camps, Spiritual Camps and Meditation Retreats and also by establishing or opening Meditation and Yoga Centers and Meditation Retreats and Temples and Ashrams.
- b. Diffusing spiritual knowledge among and wide range of people irrespective of their caste, creed and colour, through spiritual talks, discourses and literature etc.
- c. Promoting moral and ethical standards of people, uniting them in bonds of fraternity, revealing the secrets of blissful life, encouraging the spirit of selfless service with compassionate nature in them.
- d. Doing any/all other social, educational, cultural and charitable work to improve the condition of the masses and for the upliftment of the weaker needy and poor, section of the Indian society.
- e. Promotion of communal and social harmony and brotherhood;

12. Powers and duties:

- a. To accept donation, charity, grants in the interest of the promotion of the aims & objects of the society.
- b. To take loan from bank(s) or any other financial institutions or individuals only with the approval of Founder & Head.
- c. To open bank account in the name of Branch and the operation of such bank account can be made in accordance to the instructions of Founder & Head.
- d. To make the expenses as required time to time for promoting aims and objects of the society and to meet out day to day needs.
- e. The details of income and expenditure during the financial year shall be submitted to the Head office every year.
- f. None of the income can be used in any form or in any manner for the personal gain of anybody.

13. ANY OTHER COMMITTEE APPOINTED HEREIN AFTER

President

General Secretary

Secretary

Page 17

*Swami Vishvas*

*[Signature]*

*Vishvas*



*Swami Vishvas*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Swami Vishvas*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula



Founder and Head may appoint/nominate any committee, sub-committee for the performance certain specific task/function at any time. Rule-regulations, functions and powers etc. shall be decided at the time of the formation of the committee.

**14. Exclusions from the Employment of a society:**

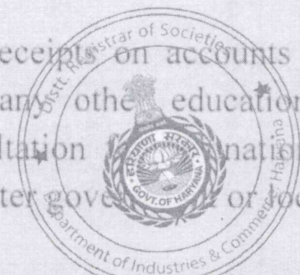
- (i) No member of the society shall be in full -time or part-time employment of the society.
- (ii) No dependant or family member or close relative of the office -bearers and members of the Governing Body shall be engaged as an employee of the society during its term.
- (iii) Every office-bearer and member of the governing body shall make a declaration in case any person in the employment of the society is his close relative.

**15. Amendments in the Memorandum of Association, Byelaws, Name of the society etc:**

Any amendment in the memorandum of Association and Byelaws, or change of Name, amalgamation or division of the society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the district Registrar by the General Secretary/ Secretary within such time as may be prescribed under the Haryana Registration and Regulation of societies Act, 2012 and the rules made there under.

**16. Management of Assets and Funds of the society:**

- a. The sources of income of the society will include receipts on accounts of subscription fee, funds from school, colleges, and other educational institutes, rent from property/ assets, interest, consultation fees, donations, gifts, grants, aids including from state government, center government or local bodies
  - b. The society can also raise funds through interest-free short term loans from its members or from any scheduled banks on interest.
- The governing body will prepare and approve an annual budget of the society on the basis of its estimated income and the capital & revenue expenditure



Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

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President

General Secretary

Secretary Page 18

Swarni Vishwas

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during the first quarter of the financial year and shall also place a copy thereof before the general body in its Annual General Meeting for information.

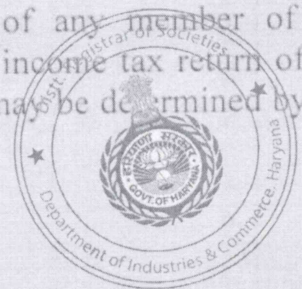
- d. The bank account of Society, units such as of schools/colleges or of any institution can be opened and operated as per decision and direction of the governing body from time to time. However the minimum authorized members who can operate the bank account shall be 2 (two). Minimum one of authorized persons should be from the members or from the office bearers of the governing body.
- e. All the income/funds of the society shall be deposited in any of the Nationalized Bank/private Bank. However a small amount can be kept in cash to meet out day to day expenses which shall be accountable. No payment in excess of rupees 10000/-(Ten thousand) shall be made in cash on behalf of society.
- f. None of the income or property of the society in whole or in part can be handover/leased out/sold/mortgaged or utilized in any form or in any manner for the personal gain of anybody.

#### 17. Accounts of the society:

- a. The Treasure of the society will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and or any other authority including the institute of chartered accountants of India, at its registered office with respect to all sums of money received and expended by the society and the assets and liabilities of the society.
- b. The Books of accounts of the society shall be open to inspection during the business hours by the registrar general, registrar, district registrar or any officer authorized by them and by any member of the society.
- c. The annual accounts of the society will be signed by any two authorized office-bearers of the society.
- d. The governing body will appoint a chartered accountant who shall not be a member of the governing body or family member of any member of the governing body for auditing the accounts and filing of income tax return of the society for each financial year at such remuneration as may be determined by the governing body.

#### 18. Common Seal:

The society will have a common seal which shall be kept in safe custody of the general secretary/ secretary and shall be affixed wherever it is required in accordance with the authorization by the governing body.



President

General Secretary

Secretary

Page 19

*Anju*  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Sudhakar*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Suman Vishwas*

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*Vishwas*



19. Amalgamation of the society:

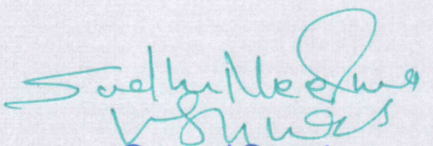
The society may amalgamate itself with any other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the Act and rule 25 made there under.

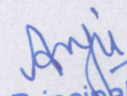
20. Dissolution of the society:

- a. The society may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons.
- b. In the event of dissolution of the society, no assets of the society shall be devolved or distributed amongst the members of the society.
- c. Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be transferred to any other society established with identical aims and objects as decided by Founder Head or to the District collector for use thereof in the general public interest.

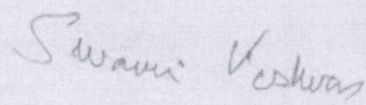
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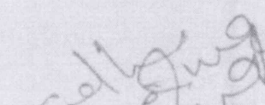
All the income, earnings, moveable & immovable properties of the society shall be solely utilized and applied towards the promotion of its aims & objects only as set forth to the memorandum of Association and no profit on thereof, shall be paid or transferred directly or indirectly by way of dividend, bonus of its, or in manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of his membership.

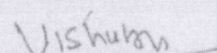
  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

  
Principal  
B.K.M. Vishvas School  
Sector-9, Panchkula



  
President

  
General Secretary

  
Secretary



We, the several persons whose name & addresses are subscribed here under, certify the above to be the true copy of the Bye-laws of the society.

S.No.	Name	Father/Husband Name	Address	Occupation	Signature
1	His Holiness Gurudev Shri Swami Vishvas Ji	Sh. Data Ram Manchanda	Vishvas Foundation Charing Cross, Dagshai Distt. Solan (H.P.)	Spiritual Master	<i>Swami Vishvas</i>
2	Sadhvi Neelima Vishvas	Sh. Swami Vishvas Ji	BKM Vishvas School, Sector-9, Panchkula	Meditation Missionary	<i>Swami Neelima Vishvas</i>
3	Rishi Vishubh Vishvas	Sh. M.N. Singla	Vishvas Meditation Centre GF 63, CHD City, Near Karan Lake, Karnal	Meditation Missionary	<i>Vishubh</i> Secretary Vishvas Foundation

*Swami Vishvas*  
General Secretary  
B.K.M. Vishvas School  
Sector-9, Panchkula

*Anju*  
Principa  
B.K.M. Vishvas School  
Sector-9, Panchkula



*Swami Vishvas*  
President

*Swami Vishvas*  
General Secretary

*Vishubh*  
Secretary Page 21