

THE INSTITUTE OF THE FRANCISCAN CLARIST
SISTERS OF THE MOST BLESSED SACRAMENT
MEMORANDUM OF ASSOCIATION

- 1.0 The Name of the Society is The Institute of the Franciscan Clarist Sisters of the Most Blessed Sacrament.
- 2.0 The Registered Office of the Society is situated at "Clara Niwas", Kalu Sarai, New Delhi 110 016 in the National Capital Territory of Delhi, which can be shifted to such other place in the National Capital Territory of Delhi as the Governing Body shall deem fit from time to time.
- 3.0 The aim and objects of the Society is to assist, promote, channelise, undertake, educational, medical, relief of the poor, social, charitable and humanitarian work irrespective of caste, community and economic status, solely for philanthropic purpose and not for the purpose of profit. and shall include to this end, without prejudice to the generality of the aims, the following namely:
- 3.01 To perform the works of education, medical relief, relief of the poor, charity, spiritual and corporal including the diffusion of social, moral, spiritual, scientific, vocational, technical and secular knowledge.
- 3.02 To administer and run institutions with regard to education i.e. educational institutions, primarily for the benefit of the Christian minority community and the same is also extended to members of other communities and persons without distinction of caste or creed or race with respect to objects set out herein.



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- 3.03 To take over, maintain, administer and develop all existing schools, houses, Institutions at present administered and owned by or in the name of the Institute before registration of this as Society.
- 3.04 To establish, provide, maintain and administer schools, boardings, welfare centers, hospitals, dispensaries, foundling homes, places of worship, penitentiaries, retreat homes, convents, orphanages, refugee homes and such other Institutions and establishments which are for the cultural, moral, spiritual and social uplift of the human beings and are considered desirable by the Society.
- 3.05 To take-over, establish and/or maintain, run, administer, develop and close down or dispose of schools, colleges, hospitals, libraries, reading rooms, research centres, training centres for imparting education in physical & social sciences, arts philosophy, theosophy, culture, religion, morality, theology, rural health, engineering or any field in the Interest of nation/mankind/humanity and for the benefit and uplift of all persons.
- 3.06 To set-up, take over, manage, establish, administer, carry on, conduct, develop, equip, improve, alter and close down or dispose of educational, scientific, vocational and technical institutions, centres for formal and / or non formal education, open school education, distance education, skills training and works and activities related to dissemination / acquisition of knowledge, skills and expertise.
- 3.07 To undertake, support and promote the advancement of educational activities particularly in schools, colleges, cultural, technical and social science centers and institutions, formal and non formal education centres and vocational institutes.
- 3.08 To provide residential accommodation, equipment, facilities and maintenance either free of cost or for consideration, and to educate, train and assist financially or otherwise in the education and training of social workers, staff, students, orphans and other personnel for the purposes of the society.

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- 3.09 To translate, print, publish, stock, and distribute appropriate materials for the diffusion of useful knowledge and for the promotion, benefit and advancement of educational, scientific, technical, spiritual, cultural moral uplift and charitable ideals and activities of the Society in and outside the country.
- 3.10 To raise, access, receive, give funds, donations, contributions, subscriptions, grants, fees, moneys, resources, gifts, legacies, bequests, rights, assets in any form including immoveable and / or moveable properties and to administer, manage, utilize, lease, license, transfer, alienate, donate the same and also to borrow and raise money, loans, overdrafts, which may be required for the purpose of the objects of the Society upon bonds, bills of exchange, promissory notes or to other obligations or securities or by the mortgage or charge of the Society's property or any part thereof.
- 3.11 To subscribe or give donations financially or otherwise, to aid educational and other institutions, works, activities which tend to support or aid the objectives of the Society by the reason of the locality of the operations of such institutions.
- 3.12 To sell, improve, develop, manage, lease, mortgage, charge, dispose of or otherwise deal with all or any part of the society whether movable or immovable.
- 3.13 To establish, promote and assist in establishment and promoting and to subscribe to and become a member of any other society or institutions, whose objects are similar or in part similar to the objects of the society, and the establishment or promotion of which may be beneficial to the society and to amalgamate therewith and to enter into the arrangements with such society or institution to enable the members thereof to participate in the activities of the society.
- 3.14 To construct, maintain, alter, repair any building, structure, etc, required for the society and to pull down and demolish such as are not required and to reconstruct and rebuild in place thereof, if required for the society.

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- 3.15 To purchase, lease, secure by exchange or licence, ~~hire or otherwise~~ acquire any movable and immovable property and any interest, easement, right and privileges necessary or convenient for the purpose of the society and to repair, alter movable and immovable property of the society and undertake such other activities as may be necessary and incidental to give effect to the object of the society.
- 3.16 To establish, maintain and conduct and take over institutions teaching fine arts and crafts, music, painting, dancing, and to develop the study of such subjects like fine arts and crafts, music, painting, dancing etc. or to associate with such institutions in the development of teaching of fine arts and crafts, music, painting, dancing etc. and train the members in Mass Media Communication training.
- 3.17 To provide, facilitate and encourage medical relief, medical assistance including the setting-up, acquisition, takeover, renovation, management and administration or holding in trust hospitals, clinics, dispensaries, health centres, hospices, laboratories, nursing / medical schools / colleges and similar centers.
- 3.18 To help and provide necessities of life to the handicapped and disabled people of the community, to help people who are blind and dumb by providing for them necessary education, shelter, homes by establishing them in their lives so as to enable them to earn their livelihood and also to help them in life if they are totally disabled.
- 3.19 To establish and or aid organization, institutions, centers or associations to look after the old, disabled, handicapped, blind, deaf or dumb people, destitute, refugees, and to provide such institutions with all equipments necessary for carrying out such objects of establishing and help such institutions, organizations, centres or Associations in whatever way possible.
- 3.20 To impart free effective training to the members and the staff and personnel in academic, professional, spiritual and religious educations.

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- 3.21 To take over, establish, conduct and manage hostels, lodge and mess departments for the benefit of the students, teachers, servants, working girls or others and to maintain such hostels and such departments.
- 3.22 To provide for the establishment, management and for managing and conducting orphanages, the equipped homes for the aged and superannuated members and personnel of the society.
- 3.23 To create a society where persons can live away from social convictions, self contradictory moralities and contending religions, a place where human beings freed from all slavery of the past, can devote themselves wholly to the discharge and practice of the divine consciousness that is seeking to manifest itself.
- 3.24 To transfer any or all movable and or immovable properties to anybody/institutions/corporative organizations for carrying out any of the activities. / objects.
- 3.25 To frame bye-laws, rules and regulations for the conduct of the business of the society and its offices and employees.
- 3.26 To work for, provide, assist, facilitate, promote, relief to the poor, relief and rehabilitation programs for people affected by natural calamities, disasters, riots, terrorist acts, violence, tragedies, displacement or such acts that affects the well being and safety of people.
- 3.27 To work for, provide, assist, facilitate, promote work towards relieving or combating malnutrition, hunger, disease, sickness, distress, impairment and trauma
- 3.28 To facilitate, work for providing relief, rehabilitation, livelihoods, food security, health accessibility for person(s) and assist persons in need.
- 3.29 To initiate, promote and undertake activities encompassing the preservation of environment (including watersheds, forests and wildlife).
- 3.30 To initiate, promote and undertake activities encompassing preservation of monuments or places or objects of artistic or historic interest.
- 3.31 To conduct, organize, collaborate for having classes, lectures, meetings, workshops, seminars, conferences, research, fairs, talks, presentations, inter-active sessions,

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programmes including internet / computer based programmes with regard to any of the objectives of the Society.

- 3.32 To hold in trust or as advance(s), funds or properties and to administer the same.
- 3.33 To give, provide for, aid, subscribe, make available grants, donations (including corpus donations), contributions, scholarships, assistance, fees, support, loans, revolving funds, educational assistance, medical assistance, financially or in kind or any other manner, to persons, other groups, bodies, organizations, institutions, trusts, societies and agencies keeping in view the objects of the Society.
- 3.34 To the same extent as natural persons might or could do, to enter into any contract(s), arrangement(s), correspondence for the purpose of the Society or its objectives or matters incidental or ancillary thereto.
- 3.35 To do such other things as are necessary or expedient for carrying out, achieving the objects of the Society, protecting the interest, properties of the Society and / or persons acting on behalf of the Society.
- 3.36 To collaborate with similar organisations and consortiums, associations, groups or persons for the promotion of the objectives of the Society.
- 3.37 To undertake any (including a part), all, a combination of any of the above objective(s) of the Society either on its own, through, in association with any other person(s), association(s), group(s), society(ies), trust(s), bodies (whether incorporated or not), government(s), authorities and / or to support, facilitate the same in such manner as maybe envisaged from time to time.
- 3.38 To carry out such other activities or programmes in order to achieve or support the objects of the Society.
- 3.39 The Society will ensure that it complies with the law applicable to charitable institutions as specified under the Income tax Act or any amendments or Direct Tax Code or to its Rules or any re-enactment related to such Act including the definition of charitable purpose specified therein or applicable from time to time.
- 3.40 The Society will invest its money and funds in compliance with the provisions of the Income tax Act or any amendments or Direct Tax Code or to its Rules or any re-enactment related to such Act as applicable to Charitable institutions from time to time.

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3.41 To do all other such lawful acts, deeds and things as are essential or conducive to the attainment of the objectives, administration, management and protection of the interest, properties of the Society and of persons acting on behalf of the Society.

3.42 And it is hereby declared that in the interpretation of this clause, the powers conferred on the society by any paragraph shall not be restricted by reference to any other paragraph or to the name of the society or by juxtaposition of two or more objects and that in the event of any ambiguity in clause and every paragraph hereof shall be considered in such away as to widen and not to restrict the powers of the society.

All the incomes, earnings, movable or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth, meeting or providing for the expenses, assets, administration, management and liabilities of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present, future 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 movable or immovable properties of the Society or make any profit whatsoever by virtue of being a member of the Society.

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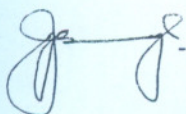
D. 12/01/2015

Registrar of Societies

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4.00 The names, office if any, addresses and occupations of the members of the Governing Body to whom the management of the affairs of the Society is entrusted are:-

Name in Full and Address	Occupation	Designation
Sr. Gracy Joyce Thadathil C-6 St. Anthony Senior Secondary School, SDA, Delhi 110016	Educationist	President
Sr. Mary Kutty Sebastian C-6 (SDA), Hauz Khas, New Delhi 110 016	Educationist	Secretary
Sr. Ambika C-6 St. Anthony Senior Secondary School, SDA, Delhi 110016	Educationist	Treasurer
Sr. Ansamma Mathew C-6 St. Anthony Senior Secondary School, SDA, Delhi 110016	Educationist	Vice President
Sr. Zeeta H. No. St. Anthony Convent School, Sihi Ward No. 21, Sector 9, Ballabgarh (SIHI), Tehsil-Ballabgarh, Distt Faridabad, Haryana	Educationist	Member
Sr. Jemma Maria Dham, Jind State Tallital Bhimtal, Nainital, Uttarakhand 263136	Educationist	Member
Sr. Matilda 16-153, Ghatiya Aajam Khan, Agra, U.P.	Educationist	Member



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5.00 We, the seven persons whose names are given below have associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several hands here unto and form ourselves into a Society under the Societies Registration Act XXI of 1860 (Punjab Amendment Act 1957) as extended to the Union territory of Delhi.

Sr. No.	Names	Designation	Address	Signature
1.	Rev. Mother Benigna	President	St. Anthony's Girl's School, Paharganj, Delhi	-Sd -
2.	Rev. Mother Benedicata	Member	St. Anthony's Girl's School	-Sd -
3.	Mother Clara	Member	St. Anthony's Girl's School	- Sd -
4.	Sister Gracia	Member	St. Anthony's Girl's School	-Sd -
5.	Sister Clara	Member	St. Anthony's Girl's School	-Sd -
6.	Sister Louisa	Member	St. Anthony's Girl's School	-Sd -
7.	Sister Rita	Member	St. Anthony's Girl's School	-Sd -

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REGISTERED SOCIETY
RULES AND REGULATIONS OF
THE INSTITUTE OF THE FRANCISCAN CLARIST SISTERS
OF THE MOST BLESSED SACRAMENT
(Registered under the Societies Act XXI 1860)

PRELIMINARY

In the rules and regulations the word Society means the Institute of the Franciscan Clarist Sisters of the Most Blessed Sacrament.

MEMBERSHIP

2. The members of the Society shall consists of
 - (a) The President of the society
 - (b) Ordinary members.
3. The President of the Society shall be the Provincial Superior of the Religious order constituted as the Clarist Franciscan Missionary Sisters of Delhi who is appointed as such.
4. The ordinary members of the Society shall be those persons belonging to the religious order constituted as aforesaid, who are nominated in this behalf by the President for the time being of the Society and the entry of the signature with a counter initials of the President in the membership roll of the Society shall be deemed to be conclusive proof of such appointment by the President.
5. No subscription fees or contributions of any kind are payable by the members.
6. The President shall hold office until she retains the appointment as Provincial Superior of the above mentioned Religious Order. On vacation of her, appointment as Provincial Superior the person succeeding her shall automatically become the President.
7. The ordinary members of the Society shall hold office until they are retired or dismissed by the President or they resign.

GOVERNING BODY

8. The management of the Society shall be entrusted to the Governing Body which shall consist of the President and four other members appointed by the President.

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President of Society

9. (1) Subject to the provisions of these presents and any regulations laid down by the Society in general meeting, the Governing Body may exercise all powers which are not by any law or by these presents required to be exercised by the society in general meeting; but no regulation made by the Society in general meeting shall invalidate any prior act of the Governing Body which would have been valid if that regulation had not been made.
- (2) Without prejudice to the generality of the foregoing and to the other powers conferred by these presents the Governing Body may:
- a) invest and deal with any of the moneys of the Society not immediately required for the purpose thereof in such manner as they may think fit and from time vary or realize such investments;
 - b) make and give receipts, release and other discharges for money payable to the Society and for the claims and demands of the society;
 - c) determine the manner in which notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents shall be signed or executed by or on behalf of the Society;
 - d) from time to time make, vary and repeal bye-laws for the regulation of the business of the Society, its offices and servants and frame its own rules or procedures;
 - e) sell, hire out, exchange, give away, mortgage or otherwise alienate the properties movable and immovable of the Society or any other part thereof;
 - f) borrow money without security or with such security as it may deem proper to give;

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- g) take all legal steps whether in court or out of court, to prosecute and to defend the rights and title of the Society to all its properties movable or immovable, to any and all rights in justice and equity.
- h) to apply for, receive, transfer, administer, manage and utilize the funds, properties (moveable or immoveable), grants, fees, donations, contributions, in connection with the Society or any institution, work or activity undertaken or to be undertaken or conducted, supported or facilitated by the Society;
- i) to collect, recover, receive interests, rents, fees, other receipts whatsoever in nature from time to time and to pay and discharge all the costs, charges and expenses incurred including reimbursements in or about or incidental to the administration, execution and management of the Society or powers of these presents and also outgoings such as rates, taxes, insurances, imposts payable and the costs of repairs, maintenance, improvements to any immoveable properties and all expenses and deficits, if any and to apply the receipts and accumulations including application of corpus funds as per the terms / functioning of the Society.
- j) to arrange finances, if required, for the Society, its objectives on such terms and conditions as deemed fit.
- k) **Bank Accounts:** To open, operate, close, vary any bank accounts, deposit accounts and to delegate suitable operational authorities for the purpose(s) and / or to vary the same. If suitable operational authorities for any account are not specified at any time, then any two of the President, Secretary and Treasurer are authorized to operate the same and give appropriate instructions with regard thereto.
- l) to negotiate and enter into any contracts, arrangements which may seem beneficial to any of the objects or purposes of the Society with any government, state, authority, municipality or any other public or private bodies, associations, organisations or individuals.

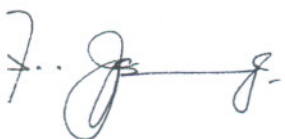


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Registrar of Societies

- m) to appoint, terminate and fix duties of staff, consultants, advisers, experts, volunteers, representatives and to remunerate such persons and reimburse them costs etc. out of the funds of the Society for any services rendered to the Society or for its purposes.
- n) to appoint such person(s) to represent the Society in any legal or other matters from time to time or to change / terminate the same.
- o) to provide for the maintenance and welfare of the persons employed by or connected or associated with the society or volunteers and the dependents of such persons irrespective of caste or creed, but subject to their being approved by the Governing Body by inter alia establishing and contributing to the provident, pension and benefit funds by giving pensions or insuring their lives or otherwise as the Governing Body may deem fit, and this maintenance expenditure shall not be construed as a division or distribution of profits, income or dividend to the members.
- p) to make payments to staff, other person(s), member(s) of the governing body / member(s) of the society for rendering services to the society or for any work undertaken on behalf of the society and to reimburse any expenses that maybe incurred in undertaking such work or protecting the interests of the society / its programmes. The members of the governing body / committee(s) / sub-committee(s) can be paid such sitting fee for attending such meeting(s), as approved by the general body. All such payments shall not be construed to be as a division or distribution of profits, income or dividend to the members.
- q) to appoint, disband any committees to facilitate the working of the Society and to specify their roles and responsibilities and to modify the same.



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- r) to set up such other offices of the Society at such location(s) as it deems fit to do so from time to time and to close down all or any of such office(s).
- s) to carry out / conduct any activity not specified herein for the attainment of the objects / purposes of the Society provided such business / activity is ancillary or incidental to the objects of the society and is not repugnant to such objects, either on its own or in association with such other institution / association and complies with the definition of charitable purpose envisaged by law.
- t) to waive any rights or dues that may arise from the management and administration of the Society.
- u) to adjust, settle, compromise, compound, refer to arbitration any or all actions, suits, claims, demands, and proceedings regarding the Society.
- v) to take over, acquire, manage, control or aid any existing institution(s) or having objects either wholly or in part similar to the objects of this society and on such terms and conditions as may be thought expedient.
- w) to establish, maintain, or close down institutions, branches or representations of the Society on such terms as the Governing Body may from time to time deem necessary or expedient.
- x) to enter into and carry out arrangements for joint working or for amalgamation, either in full or in part with any other association, society or institution having objects within or similar to the objects of the Society.
- y) to implement, carry on any work and / or initiative as per the objects of the society or which is incidental or ancillary to the objectives of the Society.



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- 10 The Governing Body may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they shall think fit. The quorum necessary for the transaction of business shall not be less than two members present in person.
- 11 The meeting of the Governing Body may be convened at any time by the President.
- 12 At all meetings of the Governing Body every member of the Governing Body whether at a show of hands or on a poll shall have one vote. Question arising at any time shall be decided by a majority of votes, provided that no resolution of any meeting of the Governing Body at which the President is present shall be deemed to have been carried or to have any validity or effect if the President shall have voted against it; and provided further that if the President is not present at any meeting then no decision adopted shall have validity unless it receives the approval of the President.
- 13 A resolution signed by all the members of the Governing Body shall be as valid and binding as it had been made at a meeting of the Governing Body duly convened.
- 14 If any matter arises requiring to be dealt with urgently (urgency of which the President shall be the sole judge) the President may issue a presidential resolution and every such resolution shall have validity and effect and full binding force as if it were a resolution of the Governing Body duly passed.

GENERAL MEETING

- 15 General meetings of the Society shall be convened for the handling of such matters as are required to be determined by general meeting and such meetings shall be called and otherwise regulated by the Governing Body, subject however to the following provisions:



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- a) The Chairman of the general meeting shall be President but if the President is absent, the members present at the meeting shall elect the Chairman.
- b) The quorum for the annual general meeting of the Society shall be not be less than three members present in person provided that in any meeting called for alteration or amendment of the memorandum of the Association or for the amalgamation with any other Society or for division of the society into two societies or for the dissolution of the Society, the quorum shall not be less than 3/5 of the members present in person or by proxy.
- c) Questions arising at a meeting shall be decided by a majority of votes whether at a show of hands or on a poll. In the case of equality of votes the Chairman shall have a second or a casting vote; provided always that no resolution of a general meeting shall be deemed to have been carried or to have any validity if the President being present shall have voted against it or until the President being absent shall have subsequently approved such resolution.

16 The Society may sue or be sued in the name of the President or such person as shall be appointed by the Governing Body for a particular case.

17 Other Applicable Provisions:

17.1 Accounts and Audit: True accounts shall be kept of all sums of money received and expended by the society, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the society. The Books of Account shall be audited each year by a Chartered Accountant, appointed as the Auditor of the Society by the General Body. The audited accounts shall be placed before the Governing Body.

[Signature]

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Registrar of Societies

17.2 Annual List: Once in every year a list of the office bearers and members of the governing body of the society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act 1860.

17.3 Service of Notice: For serving of notice(s) on the Society, the same will be served at the registered address of the society or as intimated to the Registrar from time to time.

17.4 Merger / Amalgamation: The society can merge or amalgamate in full or in part, with such other society(ies), or body or be restructured as deemed fit by a 3/5 majority of the members present at the meeting and voting. The Governing Body can also accept the merger of any other institution or society or trust having objects similar to that of the society. Provided no resolution for any amendment(s), at which the President is present shall be deemed to have been carried or to have any validity or effect if the President shall have voted against it; and provided further that if the President is not present at any meeting then no decision adopted shall have validity unless it receives the approval of the President in writing.

17.5 Dissolution: In case of dissolution of the Society it shall be dissolved as per the provisions laid down under Section 13, 14 and applicable provisions of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi. After meeting all the liabilities, debts, the property and assets of the Society shall be given to some other association / organization having similar objects or a part of them. Provided no resolution for any amendment(s), at which the President is present shall be deemed to have been carried or to have any validity or effect if the President shall have voted against it; and provided further that if the President is not present at any meeting then no decision adopted shall have validity unless it receives the approval of the President in writing.

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18 The Provisions of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi shall apply to the Society, where the above Clause(s) / Rule(s) does not cover any particular aspect and where the same are covered, then the applicable abovementioned Clause(s) shall apply.

19 **Amendment(s):** The Memorandum of Association and the Rules and Regulations of the Society may from time to time be altered, added to or extended, abridged or revoked by a majority of not less than three fifths of the Members of the Society present at a General Meeting called for the purpose of such amendment(s) and that the provisions laid down under Section 12, 12A, 12B of the Societies Registration Act 1860, as applicable to the National Capital Territory and other applicable provisions, if any are followed. Provided no resolution for any amendment(s), at which the President is present shall be deemed to have been carried or to have any validity or effect if the President shall have voted against it; and provided further that if the President is not present at any meeting then no decision adopted shall have validity unless it receives the approval of the President in writing.

Certificate:

Certified that this is the correct copy of the Rules and Regulations of the Society.

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