

# **SHREE COIMBATORE GUJARATI SAMAJ**

(Registered under the Societies Registration Act XXI of 1860  
S.No 14 of 1952 and amended vide TamilNadu Societies  
Registration Act, 1975)

(**OBJECTS** Passed in the Extra Ordinary General Body Meeting of the Samaj held on 30-06-2024 which was attended by 355 members and subsequently Ratified & Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 15-09-2024 which was attended by 174 members (As per Samaj Rule No. 26-B).  
(These Objects are effective from 16-09-2024)

(**RULES** Last Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 30-06-2024 which was attended by 355 members and also Rules Last Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 15-09-2024 which was attended by 174 members and also Rules Last Adopted in the Annual General Body Meeting of the Samaj held on 28-09-2025 which was attended by 235 members (in all three meetings, as per Samaj Rule No. 26-A).  
(These Rules are effective from 29-09-2025)

## **MEMORANDUM OF ASSOCIATION AND RULES OF THE SAMAJ**

**Registered office**  
662, Mettupalayam Road, R.S. Puram,  
Coimbatore - 641 002.

**Phone : 94864 12014 & 0422 4358014**  
**E-mail : cbegujaratisamaj@gmail.com**

**CERTIFICATE OF REGISTRATION OF SOCIETIES**

Act XXI OF 1860

S.No. 14 OF 1952.

**I hereby certify that SHREE COIMBATORE  
GUJARATI SAMAJ has this day been registered  
under the Societies Registration Act, 1860 (Act XXI  
of 1860) .**

Given under my hand at Coimbatore, this  
Twenty - Second Day of October, One Thousand Nine  
Hundred And Fifty – Two.

(sd)

Addl. Assitant Registrar of  
Joint-Stock Companies

**MEMORANDUM OF ASSOCIATION OF**  
**SHREE COIMBATORE GUJARATI SAMAJ**

1. We, the undersigned nine members whose names and addresses are given below, are desirous of forming a Society under the Societies Registration Act XXI of 1860:

S.No	Name and Address with occupation	Signature & Date
1.	Gokuldas Thulsidas, Cotton and Cotton Waste Merchant, 10/109, Thiruvengkataswami Road, R.S. Puram Post, Coimbatore.	Sd. 11-9-52
2.	Virchand D. Shah, Cotton Commission Agent , 'Rose Villa' , 9 / 36, Devanga High School Road, Coimbatore	"
3.	Kishandas Kikani, Textile Broker, 9 /20, SyrianChurch Road, Coimbatore.	"
4.	Jayantilal M. Shah, Yarn Merchant and Textile Broker, No. 2, Syrian Church Road, Coimbatore.	"
5.	Kalidas Desai , Mill Store and Cotton Merchant, 5 / 49, Grey Town, Coimbatore.	"
6.	Ramanlal P. Dave, C/o . Batliboi & Co., Variety Hall Road, Coimbatore.	"
7.	U.R. Joshi, Manager, M / s. C. Jairam & Co., Cotton Merchants, 9 / 23, Syrian Chruch Road, Coimbatore.	"
8.	Kantilal S. Patel, Assitant Manager, M / s . Kilachand Devchand & Co. Ltd, Grey Town, Coimbatore.	Sd. 16-10-52.
9.	Fakirbhai F. Patel, Partner, M / s. I B patel & Co., Oppankara Street, Coimbatore.	"

## **2. NAME OF THE ASSOCIATION**

SHREE COIMBATORE GUJARATI SAMAJ

## **3. OBJECTS OF THE ASSOCIATION**

(**OBJECTS** Passed in the Extra Ordinary General Body Meeting of the Samaj held on 30-06-2024 which was attended by 355 members and subsequently Ratified & Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 15-09-2024 which was attended by 174 members (As per Samaj Rule No. 26-B). (These Objects are effective from 16-09-2024)

- (A) Promotion of Literature, Art, Science, Culture, Philanthropy and Charity.
- (B) To develop brotherhood and unity amongst All.
- (C) For Social Progress through Goodwill and by helping each other.
- (D) To arrange for
  - Medical help
  - Educational Support
  - Sports
  - Pastimes
  - Social and Cultural activities
- (E) To arrange for the administration of movable and immovable properties of the Samaj and its institutions.
- (F) To arrange for means which are helpful to the Samaj.
- (G) To create a separate trust for the sum of Rs. 58,640-9-0 which is at the credit of Sri Baldevdas Kikani Gujarati Vidyamandir with Shree Coimbatore Gujarati Samaj for the purpose of maintenance and expansions of Sri Baldevdas Kikani Gujarati Vidyamandir, Coimbatore (Amendment made on 25<sup>th</sup> August 1954 ).
- (H) The objects of the Samaj set out herein are for the benefit of the general public and shall be irrespective of caste, creed or religion:

- (I) To distribute various items like food, blankets, rugs, quilts and all kinds of clothing to the needy as per the requirements.
- (J) To extend relief to those affected by natural and other calamities such as flood, fire, famine, cyclone, earthquake, storm, accident, draught, epidemic, unbearable cost of living and the like and to give donations, subscriptions, or contributions to institutions, establishments, centers or persons doing relief work on such occasions or purposes.
- (K) To open, found, establish, maintain and assist institutions for the relief of the destitute or disabled or aged or needy.
- (L) To open, find establish or contribute and maintenance of physical handicapped homes, orphanages, widow's homes, lunatic asylum, poor house, etc.
- (M) To encourage planting of saplings, trees and develop parks and other energy saving projects for the betterment of the general public thereby promoting environmental development
- (N) To provide and promote facilities for training in the field of yoga. To conducted various camps and workshops to promote yoga as a remedy for different health issues.
- (O) That the benefits of the Association from the above objects shall be for public in general and not for benefit of any specific individual.
- (P) That the funds/property/income there of the association shall be spent and utilized only for attaining the objectives of the Association.
- (Q) That the Association will not carry on any activities with an intention of earning profit and objects shall not be of commercial in nature.
- (R) That the objects of the Association shall be carried on within the boundaries of the Union of India.

**4. LIST OF GOVERNING BODY MEMBERS WHO WERE PRESENT AT THE TIME OF REGISTRATION OF SAMAJ:**

- |   |                              |
|---|------------------------------|
| 1. Gokuldas Thulsidas, Cotton and Cotton Waste Merchant, 10 / 109, Thiru Venkataswami Road, R.S. Puram Post, Coimbatore | <i>President</i>             |
| 2. Virchand D. Shah, Cotton Commission Agent, 'Rose Villa', 9 / 36, Devanga High School Road, Coimbatore                | <i>Secretary</i>             |
| 3. Kishandas Kikani, Textile Broker, 9 / 20, Syrian Church Road, Coimbatore.  | <i>Treasurer</i>             |
| 4. Jayantilal M. Shah, Yarn Merchant and Textile Broker, No. 2 Syrian Church Road, Coimbatore                           | <i>Joint-Secretary</i>       |
| 5. Kalidas Desai, Mill Store and Cotton Merchant, 5 / 49, Grey Town, Coimbatore   | <i>Vice-President</i>        |
| 6. Ramanilal P. Dave, C/o. Batliboi & Co., Variety Hall Road, Coimbatore  | <i>Governing Body Member</i> |
| 7. U.R. Joshi, Manager, M/s. C. Jairam & Co., Cotton Merchants, 9/23, Syrian Church Road, Coimbatore.                   | "                            |
| 8. Kantilal S. Patel, Assitant Manager, M/s. Kilachand Devchand & Co.Ltd Grey Town, Coimbatore.                         | "                            |
| 9. Fakirbhai F. Patel, Partner, M/s. I B Patel & Co., Tobacco Merchants, Oppanakara Street, Coimbatore.                 | "                            |

Coimbatore, dated 11th September, 1952.

Witness

- (1) Chhaganlal Khimji, Partner, C. Jairam & Co., Syrian Church Road, Coimbatore.
- (2) Monjee Gopaljee, Son of Gopaljee Laljee, Syrian Church Road, Coimbatore.

11th September 1952

# SHREE COIMBATORE GUJARATI SAMAJ

(Register No. 14 of 1952 under the Societies Registration Act XXI of 1860 at Coimbatore)

## RULES OF THE SAMAJ

(**RULES** Last Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 30-06-2024 which was attended by 355 members and also Rules Last Adopted in the Extra Ordinary General Body Meeting of the Samaj held on 15-09-2024 which was attended by 174 members (both, as per Samaj Rule No. 26-A). (These Rules are effective from 16-09-2024)

### 1. Explanation of the words used in the Rules

- (A) **Coimbatore:** means the City of Coimbatore within Corporation Limit.
- (B) **Gujarati:** means a person, Hindu and/or Jain, whose native is from Gujarat and whose mother-tongue is Gujarati;
- (C) **Samaj:** means Shree Coimbatore Gujarati Samaj;
- (D) **Member:** means a member on rolls of the Samaj, as per the Rules;
- (E) **Year:** means the official year of the Samaj, i.e. from 1st APRIL to 31st MARCH;
- (F) **Office:** the Registered Office of the Samaj.
- (G) **Working Hours:** Means the Office Hours of the Samaj Office as exhibited on the Notice Board of the Registered Office of the Samaj;
- (H) **Office Bearers:** The President, the 1st Vice President, The 2nd Vice President, The Secretary, The 1st Joint Secretary, The 2nd Joint Secretary the Treasurer and Joint Treasurer shall constitute the Office Bearers of the Samaj;
- (I) "Officer" means Secretary of the Samaj or the Person appointed by the Secretary as Officer who shall be the person to sue or be sued on behalf of the Society.
- (J) He, His: Shall also mean to include SHE, HER etc.

## 2. **Office of the Samaj**

The office of the Samaj shall be located in its own building at 662, Mettupalayam Road, R.S.Puram, Coimbatore - 641 002.

## 3. **Year of the Samaj**

The official year of the Samaj shall be from the 1st April to the 31st March and shall be the period for membership, accounts, annual report, etc;

## 4. **(A) Membership of the Samaj**

Any Gujarati person (Male or Female) above the age of eighteen who agrees to be bound by the Memorandum of Association and the Rules of the Samaj may apply for the membership of the Samaj under anyone of the following first three categories; 4- B-1&B-2; in the prescribed Membership Application Form along with the entrance fee & prescribed subscription which should be duly filled and signed by the applicant. This application should be proposed by one member and seconded by another member of the Samaj, who are themselves members of the Samaj for a period of atleast two years.

Membership shall be granted within four months after the application date and only after due consideration by the Governing Body of the Samaj whose decision of acceptance or rejection shall be final and binding on the applicant.

Membership shall not be granted to an applicant, who is of unsound mind, adjudicated as an insolvent, a known convicted criminal offender or convicted under any other criminal law in force.

### **(B) (B-1)Membership shall be of the following four categories**

- (1) **Ordinary Member:** Only a Gujarati resident of Coimbatore can become an Ordinary Member on payment of an Entrance Fee of Rs. 300 /- (Rupees Three Hundred Only) and an Annual subscription of **Rs 500 /- (Rupees Five Hundred Only)**. A member whose membership is discontinued for any reason shall have to pay the prevailing Entrance Fee for re-induction as a new member together with the Annual Subscription. When he ceases to live in



Coimbatore his Membership shall automatically be discontinued.

- (2) **Life Member:** Any Gujarati residing in Coimbatore can become a Life Member on payment of Rs.5000/- (Rupees Five Thousand Only). He/She continues to be the Life Member even after he/she relocates to another city/place.
- (3) **Patron Member:** Any Gujarati residing in Coimbatore, can become a Patron Member on payment of a subscription of Rs. 20000/- (Rupees Twenty Thousand Only). He/She continues to be the Patron Member even after he/she relocates to another city/place.
- (4) **Honorary Member:** Any Person Gujarati or non-Gujarati who is an outstanding person and / or who has contributed substantially towards the Welfare of our Samaj / Community can be considered for this honour. The right to confer such a membership shall rest on the Governing Body of the Samaj and shall be for a limited period of only 3 years.
- (5) All the above categories of the Membership Fees and Subscription / Entrance Fees can be revised on approval at any General Body Meeting by a simple majority.

(B-2) The Membership Fees and Subscription / Entrance Fees can be revised on approval at any General Body Meeting by a simple majority.

- (C) An ordinary member can become a Life / Patron Member or a Life Member can become a Patron Member by remitting the difference of membership fees during the year. Such membership shall not be treated as new membership but will be considered as continuous membership.

## **5. Subscription of an Ordinary Member**

- (A) Irrespective of the time of becoming a member, the entire subscription for the year shall be paid and that subscription and membership will be valid for that year only.
- (B) The Subscription of an ordinary member will fall due for payment on the first April every year and should be paid before the 30th June of the same year, failing which his membership shall be cancelled. Membership cancelled for any reason, shall be renewed only on payment of Entrance Fee and subscription and shall be deemed as new membership.
- (C) A member whose subscription is not paid will have no voting right until it is paid.

## **6. Register of Members**

- (A) A register of all categories of members of the Samaj shall be maintained, containing the name, address, category, date of entrance, subscription paid, date of discontinuance, etc.
- (B) It shall be the duty of the members to intimate to the Samaj of any changes in their addresses and other contact details in writing.

## **7. Rights and Duties of Members**

- (A) Subject to the Rules of the Samaj, members of all categories shall have equal rights and duties. Every member will enjoy the rights and facilities available in the Samaj with the co-operation of the office bearers and other members with due regard for their rights and responsibilities.

### **(B) Redressal Forum for Members :**

- (1) Any Member of the Samaj who is aggrieved and has any complaint towards any other Member of the Samaj ~~pertaining to Samaj affairs,~~ he/she shall send a written complaint by letter or e-mail, addressed to the President/Secretary of the Samaj. The President shall put up the complaint before the Governing Body and decision on this will be taken by the Governing Body. The response to the complainant

shall be given in writing by letter or by e-mail within 45 days of receipt of the complaint by the President/Secretary.

- (2) In case the complaint is against any Governing Body Member(s), other than President / Secretary / Treasurer, the complaint shall be made to the President/Secretary who shall forward the same to the Advisory Body and decision of the advisory board will be communicated to the President. The response to the complainant shall be given in writing by letter or by e-mail within 45 days of receipt of the complaint by the President/Secretary.
- (3) In case the complaint is against President/Secretary/Treasurer, the complaint shall be addressed/sent to the Vice President/Joint Secretary who shall forward the same to the Advisory Body and decision of the advisory board will be communicated to the Vice President/Jt Secretary. The response to the complainant shall be given in writing by letter or by e-mail within 45 days of receipt of the complaint by the Vice President/JtSecretary.

**As proposed & resolved in the AGM Dt. 28.09.2025, the above SCSG Rule No. 7-B has been hence REMOVED with immediate effect.**

## **8. The General Body**

- A) The aggregate of all members of the Samaj shall be known as the General Body of the Samaj. The General Body shall have the supreme powers of the Samaj, subject to the existing Memorandum of Association and Rules of the Samaj.
- (B) The General Body of the Samaj shall elect every third year for a period of three years, the President, the Secretary, the Treasurer and twelve Governing Body Members on the day of the Tri-Yearly General Body Meeting. The time of voting shall be 5 continuous hours.
- (C) The General Body of the Samaj shall elect every third year for a period of three years, three Trustees for the Shree Baldevdas Kikani Vidyamandir Trust from among its members on the day of the Tri-Yearly General Body Meeting. The time of voting shall be 5 continuous hours.

## **9. General Body Meetings**

There shall be General Body Meetings as under:

- (A) Annual General Body Meeting; (AGM)
  - (B) Extra-Ordinary General Body Meeting. (EGM)
  - (C) Requisitioned Extra-Ordinary General Body Meeting (REGM)
- (A) Annual General Body Meeting shall be held on or before the 30th of September every year at the registered office of Samaj or any suitable public venue as decided by the Governing Body, and the under-mentioned business only shall be handled.
- (1) Considering and adopting the report of the Governing Body of the activities of the Samaj during the previous year.
  - (2) Considering and adopting the audited Annual Accounts of the Samaj for the previous year.
  - (3) To appoint an Auditor for the new year and fix his remuneration.
  - (4) Considering & adopting the budget of income and expenditure for the new year.
  - (5) To consider proposals moved on behalf of the Governing Body.
  - (6) To consider proposals from any member duly seconded by two other members received in duplicate, at the Office of the Samaj during Working Hours, 72 hours before the Meeting. A copy of such proposals will be exhibited on the Notice Board of the Samaj atleast 48 hours prior to the meeting for the information of other members. However, proposals relating to:
    - (a) Amendments / Additions to the Memorandum of the Samaj; (See Rule 26B)
    - (b) Amendments /Additions to the Rules and Regulations of the Samaj and

- (c) Sale or Purchase of immovable property of the Samaj shall be considered, and if accepted, shall be placed as a Special resolution on the Agenda of a duly convened General Body Meeting for approval and passing. (See also Rule 27)
- (7) Any member can obtain explanation about the activities or other matters of the Samaj during the meeting by submitting the subject in writing in duplicate at least 48 hours before the meeting. However the President may disallow or stop such questions or discussions, which are against the interest of the Samaj or the public without assigning reasons.
- (8) Any changes in Statutory Auditors or Legal Advisors can be done only with the permission of 2/3rd Majority of General Body present in the meeting, after satisfactory explanation.

**(B-1) Extra Ordinary General Body Meeting** shall be summoned when deemed necessary, by the Governing Body for any purpose related to Samaj and its activities. This meeting will only consider the business for which it has been called for.

**(B-2) A Requisitioned (Extra-Ordinary) General Body Meeting** can be held on receipt of a written requisition addressed to the President or Secretary with the signatures of atleast fifty members entitled to vote with their names and addresses. This Requisition shall contain the reasons for calling such a meeting, subject for discussion and resolutions to be moved.

- (1) This Requisitioned Extra Ordinary General Body Meeting shall be summoned to meet within fifteen days from the date of receipt of the Requisition. In this Meeting atleast twenty six out of the fifty signatories to the Requisition should be present and the business specified in the requisition only shall be considered. If there is no quorum, the meeting shall stand dissolved without adjournment.
- (2) If such a requisition meeting is not summoned by the President / Secretary of the Samaj within the specified period, the fifty signatories of the requisition may summon such a meeting according to the rules of the Samaj. The Governing

Body shall arrange to record the business of such a meeting. If there is no quorum or if atleast twenty six out of the fifty signatories to the requisition are not present in such a meeting, it shall stand dissolved without adjournment. The venue for such a meeting shall preferably be the Registered Office of the Samaj or in Hybrid mode (Physical venue - as per Rule 9-A / Virtual Mode).

#### 10. Intimation of General Body Meeting

- (A) Notice of the Annual General Body Meetings of the Samaj shall be sent to the members by post or digital media at least **twenty one days (21)** clear days prior to the date of the meeting. However, if any member has not received the Meeting Intimation, the meeting shall not be invalidated for that reason alone.

**As proposed & resolved in the AGM Dt. 29.09.2025, the above SCGS Rule No. 10-A has been hence AMENDED with immediate effect.**

- (B) Notice of all other General Body Meetings shall be put on the Notice Board of the Samaj with the agenda at least fifteen days prior to the date of the meeting and the same shall be communicated to all members. Non-receipt of the notice of any meeting after having posted / dispatched by Samaj in accordance with this rule, by the members will not invalidate the meeting after having fulfilled the procedure.

#### 11. Quorum for General Body Meetings

- (A) The quorum for any General Body Meeting shall be the presence of Two hundred members, out of the members eligible to vote. If there is no quorum within half an hour from the scheduled time of the meeting, such meeting shall remain adjourned. For budget sanction of over Rs.5 lakhs quorum to be 150 members present.
- (B) The adjourned meeting shall meet again for the same agenda within thirty minutes from adjournment time. In such a subsequent meeting the quorum shall be seventy-five members, out of the members eligible to vote. For budget sanction of over Rs.5 lakhs quorum to be 100 members present.

#### 12. Extension of General Body Meetings

In case the agenda of a General Body Meeting could not be completed for want of time, the same Meeting shall be extended to a date fixed

at the meeting and the quorum for the extended meeting shall be as per Rule 11-B.

### **13. Rules Regarding Majority for Decisions in the Meeting**

- (A) The decisions in the Governing Body or in any General Body Meetings on any proposal shall be taken by the majority vote of the members present by show of hands.
- (B) If however a secret ballot is demanded by atleast hundred of the members present in the General Body Meetings and three Governing Body Members in Governing Body Meetings, then the majority vote shall be decided by ballot system.
- (C) In case of equal number of votes on any proposition, the President of the meeting shall have a casting vote.

### **14. Members Right to Vote and Process of Voting**

- (A) Any member shall get the voting right only six months after his / her enrolment.
- (B) A member shall have the power to vote only by being present and not by proxy or postal ballot.
- (C) In any election ( if there are more candidates than required ) the voting shall be by the process of ballot papers only.
- (D) In any election, every voter shall exercise as many votes as the number of members required to be elected.

Any ballot paper containing

- 1. less or more number of votes than required
- 2. more than one vote to each candidate
- 3. over writing striking of name of voter
- 4. signature
- 5. any other writing

shall be deemed invalid.

- (E) An Ordinary member who is in arrears of subscription shall have no voting right until it is paid
- (F) A member, other than Honorary Member, shall have the voting right.

**15. Eligibility of a Candidate for the Membership of Governing Body and/or Trustee of S.B.K.V. Trust to be elected by the Samaj.**

- (A) A candidate for a seat on any of the above should have completed 21 years of age on the date of election. His membership should be in force for a continuous period of at least twenty four months from the date of his enrolment to the date of election.
- (B) At any election, a candidate can contest for any one post only, either as any one of the post of President or Secretary or Treasurer or as Governing Body Member. Multiple nominations would lead to total disqualification of candidature.
- (C) No Member of the Governing Body shall have any business transactions with the Samaj. However transaction for a value of Rs.1 lakh and below in a financial year can be carried out on lowest quotations, if obtained for the required materials from such a member.
- (D) His subscription, inclusive of that for the election year, should have been paid in full.
- (E) His candidature, duly proposed by a member and seconded by another in the prescribed nomination form of the Samaj, which shall be duly filled up and signed by the candidate should reach the office of the Samaj during working hours, at least thirteen clear days prior to the date of election.
- (F) Floor nomination forms shall be accepted after the due date declared for the receipt of the same, under the following circumstances:
  - (a) when nomination form(s) for the required post(s) is(are) not received at the declared closing time for the receipt of such nomination forms.
  - (b) when vacancy in the candidature of a post is caused by withdrawal or any other reasons prior to the time of election



- (G)
1. The President who has served as President for any two terms shall not be eligible to contest for a third term for the same post / Secretary post / Treasurer post.
  2. The Secretary who has served as Secretary for any two terms shall not be eligible to contest for a third term for the same post.
  3. The Treasurer who has served as Treasurer for any two terms shall not be eligible to contest for a third term for the same post.
  4. The Trustee of Shree Baldevdas Kikani Vidyamandir (SBKV) Trust (Elected by Samaj), who has served as Trustee for any two terms shall not be eligible to contest for a third term for the post of Trustee.

**As proposed & resolved in the EGM Dt. 15.09.2024, the above SCGS Rule No. 15-G-4 has been hence ADDED with immediate effect.**

- (H)
1. No member who draws any amount from the Samaj as remuneration (by whatsoever name called, such as, salary, wages, honorarium etc.) shall be eligible to stand as candidate for election to any post of office bearer or as member of the Governing Body of the Samaj
  2. No elected member who holds the post of office bearer or member of the Governing Body of the Samaj shall be entitled to draw any amount from the Samaj as remuneration (by whatever name called such as salary, wages or honorarium etc.)
- (I)
- A Candidate for the post of President, or Secretary, or Treasurer should have served as a member of the Governing Body for atleast one term (2 or 3 years) in the past, as the case may be.

## **16. Appointment of Election Officers and the conduct of Election**

- (A)
- The Secretary of the Samaj with the approval of the Governing Body shall appoint two persons from the members as the Election Officers atleast thirty clear days prior to the date of Election for the conduct and supervision of the election. These officers shall be in charge of the process of election from the time of their appointment till the time of declaration of results.

(B) These officers shall

Issue the prescribed nomination forms, receive and verify the eligibility of the candidates and their nomination forms in consultation with the Secretary, allow the candidates to rectify any clerical or minor errors in the Nomination Forms and declare the names of the eligible candidates on the Notice Board of the Samaj's office at least thirteen clear days prior to the date of Election.

They shall give forty-eight hours time, from the time of declaration of the candidate list, to the candidates for withdrawal;

2. Prepare & distribute the ballot papers to the voters;
3. Collect the voting papers in the ballot box;
4. Count the votes and declare the results and
5. In the event of a tie, cast lots between such candidates and declare the result.
6. The Secretary and the Office of Samaj shall cooperate with the Election Officers in conducting the Elections.

The results declared by the Election Officers shall be treated as final and approved.

## **17. Governing Body**

- (A) The General Body of the Samaj shall elect as per Rule 8-B of the Samaj, a Governing Body, for the management of all the affairs and the fulfillment of the objects of the Samaj and implementation of the decisions of the General Body. This Governing Body shall manage the affairs of the Samaj until the next Governing Body is elected and the charge of administration is handed over.
- (B) The Governing Body shall consist of the under mentioned Fifteen Elected Members, viz 1) President 2) 1st Vice-President 3) 2nd Vice-President, 4) Secretary, 5) 1st Joint-Secretary, 6) 2nd Joint-Secretary, 7) Treasurer, 8) Joint Treasurer and Seven Members of the Governing Body.

- (C) The outgoing Secretary or the Joint Secretary shall call a Joint Meeting of the Members of the newly elected Governing Body and out-going Governing Body within 15 days after the date of election of the new Governing Body. In this meeting, the outgoing Governing Body shall handover to the new Governing Body the charge of administration of the Samaj, Cash Balance, Account Books, all Records and all other properties of the Samaj.

The 1st vice-President & 2nd Vice-President, the 1st Joint Secretary & 2nd Joint Secretary & Joint Treasurer shall be elected out of the twelve Governing Body Members in the first meeting of the new Governing Body.

## **18. Powers of the Governing Body**

- (A) The Governing Body shall have supervision over the entire administration and activities of the Samaj. It can frame rules and regulations for this purpose in conformity with the objects and rules of the Samaj.
- (A-1) For various purposes, the Governing Body may appoint Sub-Governing Bodies (Sub-Committee) of members under the chairmanship of Governing Body Members, which shall function under his/her guidance. For the purpose of legal and government matters it may appoint any member to represent the Samaj in place of the Secretary whenever necessary.
- (B) The Governing Body shall have power to receive, invest, administer and spend funds on behalf of the Samaj as per the Rules. With the sanction of the General Body it shall have the power to purchase and / or sell immovable properties on behalf of Samaj. It can spend during the year upto 10% of the total estimated budget apart from the budgeted and other routine expenses of the Samaj and shall obtain the sanction of the General Body to spend more than this 10% of the total estimated budget.
- (C) 1 The Governing Body is empowered to raise loans for routine purpose of the Samaj, such as repairs, renovations, alterations, etc. up to a sum of Rs. 10 Lakhs + Applicable Taxes, in a financial year.

- 2 The Governing Body can raise loans for an amount above Rs.15 lakhs + Applicable Taxes for any purpose of the Samaj such as purchase of movable or immovable properties additional construction, additional facilities, major repairs and renovation, etc with the sanction of the General Body at a duly convened General Body Meeting with the specific agenda mentioned in the Notice of the meeting.
- (D) The Governing Body can sell movable properties of the Samaj, upto Rs 2,00,000 /-(Rupee Two Lakhs only) in a financial year and shall obtain the sanction of the General Body to sell movable property of the Samaj worth more than Rs. 2,00,000 /-(Rupees Two Lakhs only)
- (E) Governing Body shall have the power to appoint legal counsel/ file necessary legal proceedings and /or take suitable legal action against any person(s) found to have caused loss of any nature to SCGS due to the negligence or dereliction of their duties / obligation to the interest of the Samaj.

**19. Duties and Powers of the Office-bearers and Members of the Governing Body**

- (A) President:** The Office of the President being the symbol of dignity of the Samaj, he shall be treated with due respect. As the head of the Samaj, he shall enforce the rules and regulations and endeavour for the fulfillment of the objects of the Samaj and its progress. He will give advice and directions to the Office-bearers. He shall preside over all the meetings of the General Body and the Governing Body and when necessary call for their meetings. He shall disallow questions and discussions, which are detrimental to the interest of the Samaj or the general public.

He shall stop any undesirable utterance or behaviour of any member and expel him from the meeting under extreme circumstances.

- (B) Vice – President:** In the absence of the President, the Vice-Presidents shall enjoy his powers and responsibilities. Any member of the Governing Body shall preside over any meeting in the absence of the President and Vice- Presidents.

- (C) **Secretary:** As the Chief administrator of the Samaj, the Secretary shall be in charge of the complete administration of the Samaj. He shall take care of the Office, Registers, Documents, Records and all the properties belonging to the Samaj. He shall handle all the correspondence of the Samaj, in consultation with the President, on behalf of the Samaj. He shall convene the meetings of the General Body and the Governing Body, prepare the agenda therefor in consultation with the President, maintain a permanent Minutes Book of the proceedings of all the meetings, maintain the proper traditions of proceedings and implement the resolutions and decisions taken at the meetings. He shall get the Annual Report of the activities of the Samaj approved by the Governing Body. He shall arrange to send the Report & Audited accounts to all members and place them before Annual General Body Meeting and get ratification. He shall maintain or cause to maintain regular and detailed accounts of the income and expenditure of the Samaj in the absence of the Treasurer. He can spend upto Rs.10000 / - (Rupees Ten Thousand Only) for any special purpose apart from the normal expenses of the Samaj and obtain the sanction of the Governing Body for any extra expenses.

He shall be authorised to file or represent the Samaj in all legal proceedings and Government related matters upon authorisation of 2/3rd majority of the Governing Body present in the meeting called for this purpose and through a legal counsel or any person who is authorised by the Governing Body.

- (D) **Joint Secretaries:** The Joint Secretaries shall be of assistance to the Secretary in the discharge of all his duties and shall enjoy the powers and responsibilities of the Secretary in the latter's absence.
- (E) **Treasurer:** The Treasurer shall be in charge of all the financial, banking and accounting work of the Samaj according to the advice of the Governing Body. He shall maintain detailed and regular accounts of the income and expenditure of the Samaj.

He shall place before the Governing Body Meeting the monthly accounts alongwith the proper Vouchers. He may keep cash up to Rs. 40000/- (Rupees Forty Thousand Only) for the routine expenses of the Samaj. At the end of the Year, he shall prepare

the Financial Accounts, get it approved by the Governing Body and get the accounts audited by a Chartered Accountant(s) as appointed by Samaj. The Treasurer must circulate the Audited Balance Sheet / Annual Accounts to all the members by Digital Media / Post, minimum 21 clear days prior to the AGM. The Treasurer must ensure that the Annual Budget of Samaj should be tabled and approved by Governing Body 45 days prior to the AGM. The Treasurer must ensure that the Internal Audit should be held every Financial Quarter and needs to be tabled in the subsequent Governing Body Meeting.

**As proposed & resolved in the AGM Dt. 29.09.2025, the above SCSG Rule No. 19-E has been hence AMENDED with immediate effect.**

**(E-1) Joint Treasurer:** The Joint Treasurer shall be of assistance to the Treasurer in the discharge of all his duties and shall enjoy the powers and responsibilities of the Treasurer in the latter's absence.

**(F) Members of the Governing Body:** Members of the Governing Body will be active workers of the Samaj.

They shall take an active role in their respective portfolios and also in the activities of Samaj and extend their full co-operation to the Office bearers.

## **20. Meeting of the Governing Body**

- (A) Quorum for a Governing Body Meeting shall be eight Members present.
- (B) There shall be **atleast six meetings of the Governing Body in a year**
- (C) Intimation of a Governing Body Meeting with the time, place and agenda shall be given to every Governing Body Member atleast two days prior to the meeting but urgent Meetings can be convened at shorter notice also.
- (D) In a Governing Body Meeting, after the business on the agenda has been gone through, any other subject moved with the consent of the President may be considered.
- (E) On an urgent occasion, the opinion of the Governing Body may be obtained through a Circular or Digital Communication or over phone. The majority opinion thus obtained shall be deemed valid and proper record shall be made in the Minutes Book.

- (F) A requisition for a Governing Body Meeting for any specific purpose may be made with the signatures of four members of the Governing Body. The Secretary or the President shall convene such meeting within five days of receipt of the requisition, failing which the four signatories can convene such a meeting. The minutes of such a meeting shall be valid and recorded in the Minutes Book by the Secretary as read and produced by the requisitioned members. The venue for such a meeting shall be the Registered Office of the Samaj. Such meetings shall stand dissolved if there is no quorum and if atleast three of the four signatories are not present.

## **21. Absence of Members in Governing Body Meetings and Vacancies in the Governing Body**

- (A) 1. If any member of the Governing Body remains absent from its meeting continuously for three meetings without applying for leave of absence, in writing or digital communication or through email he shall be deemed to have discontinued his membership of the Governing Body of his own accord. In his place, the Governing Body shall appoint within one month any non-elected member in order of their highest vote percentage in the previous elections, for the remaining period only. If the services of any absentee member are felt necessary, he may be re-appointed, but such an opportunity can be given only once to any member.
2. In case a vacancy arising for any reason, one year before the end of the present term in the post of President / Secretary / Treasurer, they have to be filled by calling fresh election for the vacant post and the candidates should be from among the current Governing Body Members.

In case a vacancy arising for any reason, within one year of the end of the present term in the post of President / Secretary / Treasurer, the same will be filled up by internal selection/election of a member from the present governing body.

In case of a vacancy arises for any reason in the post of the 1st or 2nd Vice President / 1st or 2nd Jt. Secretary / Jt. Treasurer, a member of the elected Governing Body will take up his post for the remaining period.

- (B) Similarly in case of vacancy arising in other Governing Body members for any reason, the same will be filled up by selecting any non-elected member in order of their highest vote percentage in the previous elections, for the remaining period and if this option is not available then the same will be filled up by the Governing Body by Co-option from any eligible Samaj Member for the remaining period.
- (C) Under the circumstances, mentioned hereunder, Extra -ordinary General Body Meeting shall be convened within two months for the election of a New Governing Body as the case may be for the remaining period only.
  - 1. When the total number of members of the Governing Body is reduced to less than half due to resignations or any other reason.
  - 2. When the Governing Body is unable to meet for want of quorum or any other reasons continuously for three months.
  - 3. In such cases as mentioned in 21-C during the Interim Period of Vacancy for 2 months, the Governing Body stands dissolved by default and the Caretaker President shall perform the duties of the vacant posts until a newly elected President, Secretary, Treasurer and a new Governing Body is elected, as the case maybe. In this case, the Caretaker President shall ensure that fresh elections shall be held within 60 days to elect the new Governing Body.

## **22. Financial Management of the Samaj**

- (A) For daily Financial transactions of the Samaj, a Savings Account and/or Current Account shall be opened and the surplus funds of the Samaj shall be invested in Fixed Deposit or any other kind of Deposit with any one or more Schedule Banks with the approval of the Governing Body.



- (B) **All Bank transactions** such as Bank Accounts, Loan Applications, Mortgage Deeds, Documents, Banking resolutions and other such related papers, shall be made with the compulsory inclusion of names of all the three elected office bearers, namely the President, the Secretary and the Treasurer and shall be operated by the Treasurer with any one of the other two, viz. President or Secretary. **Treasurer's signature shall be a must. (in case the Treasurer is out-of-station, the other two office-bearers can sign.)**
- (C) **Closure of account:** When desired by the Governing Body the account in any of the Banks may be closed by passing a resolution to that effect in the Governing Body Meeting.
- (D) **Other Investments:** If the Governing Body desires to make any investments other than Fixed Deposits in the Banks, it may do so in conformity with the provisions of the Income Tax Act by passing a resolution to that effect in the Governing Body Meeting.
- (E) **All Endowments and Rental Deposits** with the Samaj shall be deposited as FDs in the bank and the Governing Body shall not encash these FDs in any manner under any circumstances whatsoever.

**23. Perusal of the Documents of the Samaj:** Any member, entitled to vote shall have the right to peruse or take a copy of any documents of the Samaj by making prior arrangement with the Secretary.

**24. Resignation of Membership:** A member of the Samaj or of the Governing Body who wants to discontinue his membership shall tender his resignation in writing. He shall pay the arrears of subscription and other dues to the Samaj. He shall hand over to the Secretary or the President, whatever is held by him on behalf of the Samaj, including accounts, documents, Cash and all other belongings of the Samaj. He is not entitled to demand back any donations, subscriptions or charity given to the Samaj.

**25. Removal/ Expulsion of a Member:**

- (A) Any Member who acts adversely against the interest of the Samaj or contravening the rules of the Samaj may be removed by the general body on the recommendation of the Governing Body by a Special Resolution.
- (B) The Governing Body of the Samaj can expel any member from his existing Governing Body post/and or de-bar him from contesting any post of the Governing Body, for life time or for a certain period, if he is found to have done dis-service to the Samaj or acted against the objects / interests or rules of the Samaj, on approval by the General Body of Samaj.
- (C) The General Body, on recommendation from the Governing Body can take appropriate action on any member found to be acting adversely against the interest of the Samaj or against the directions of the Samaj by disqualifying such a member for a certain period of time which may extend upto 10 years.

**26. Amendments to the Rules and Amendments to the Memorandum of the Samaj**

- (A) Any Amendments, additions or deletions in the Rules of the Samaj shall be made by a majority vote of atleast 150 members present in the meeting, **Subject to passing a Special Resolution.**
- (B) Amendments, additions or deletions in the memorandum of objects of the Samaj shall be made by a majority vote of atleast 150 members present in the meeting, **Subject to passing a Special Resolution** and ratified similarly by a second meeting subject to a minimum of 100 present members.
- (C) Any amendment to the memorandum or Rules and Regulations of the Samaj relating to objects or substantial matter other than administrative procedures shall be got approved by the Commissioner of Income Tax.

**27. Voting on Sale and Purchase of Immovable Properties**

Any Proposal / Resolution for the Sale and / or Purchase and / or mortgage of immovable properties for the Samaj shall be passed as

a special resolution by subject to a minimum of 200 members present in this meeting and who are eligible to vote in a General Body Meeting called as part of the agenda of said proposal and shall be ratified in a subsequent General Body Meeting subject to a minimum or 200 members present in this meeting. Hybrid meeting will NOT be allowed for this agenda.

**28. “ Shree Coimbatore Gujarati Samaj”**

The entity of Shree Coimbatore Gujarati Samaj or its Properties and Assets shall remain intact and shall not be diluted in any other format like TRUST, FOUNDATION or by any other name.

**29. “ Gujarati Samaj Bhavan Building”**

“ The Building as a whole, constructed or to be constructed, on the land abutting Thiruvengadam Road, Mettupalayam Road and Ponnuswamy Road, bearing T.S. Nos. 1666, 1667, 1668, 1686, 1687 and 1688, measuring about 78 1/2 cents, belonging to the Samaj, shall be called ‘**Gujarati Samaj Bhavan**’ and shall not be named otherwise by additions or deletion of any word/s on any grounds whatsoever.

**30. Dissolution of registered societies and adjustment of their affairs:**

A registered society may, by special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution and all necessary steps shall be taken for the disposal and settlement of the property of the registered society and its claims and liabilities according to the bye-laws, if any, of the registered society and if there are no bye-laws, according as the Governing Body, or where a special committee is appointed under sub-section (2), the special committee, may find it expedient.

**31. On dissolution, no member to receive profit :**

If, upon the dissolution of our registered society, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the said society, or any of them, but shall be given to some other registered society or to any association of persons having the same objects similar to those of such registered society, to be determined by a special resolution or in default thereof by the court.

- 32. ADVISORY BODY :** The newly Elected Governing Body shall appoint an Advisory Body of 5 members for that term, which shall have advisory powers to guide the Governing Body in case of doubts in the reading and implementation of the Rules of the Samaj. The Advisory Body Members should have to fulfill the following conditions: 1) He/she should be aged above 45 years, 2) that member should have served in the elected Committee of Samaj for atleast one term.

**As proposed & resolved in the AGM Dt. 28.09.2025, the above SCGS Rule No. 32 has been hence REMOVED with immediate effect.**



- 33. Shree Baldevdas Kikani Vidyamandir Trust founded by the Samaj**

This Trust shall function in accordance with the amended "Scheme as framed by the court of the sub ordinate judge of Coimbatore, (in substitution of the scheme in force heretofore) by the order DT: 24th June 1971 and made in I.A.345 of 1966 in O.S.No 61 of 1960 on the file of the said court", which reads as follows:

**SHREE BALDEVDA KIKANI VIDYA MANDIR TRUST**  
(FOUNDED BY THE SHREE COIMBATORE GUJARATHI SAMAJ)

*"Scheme as framed by the Court of the Subordinate Judge of Coimbatore, (in substitution of the scheme in force heretofore) by order dated 24th June 1971 and made in I. A. 345 of 1966 in O. S. No. 61 of 1960 on the file of the said Court".*

1. The name of the Trust shall be "Shree Baldevdas Kikani Vidya Mandir Trust" (founded by Shree Coimbatore Gujarathi Samaj).

2. The name of the School shall be Shree Baldevdas Kikani Vidya Mandir High School. A permanent Board shall be supplied by the Shree Coimbatore Gujarathi Samaj in the following terms:

**"SHREE BALDEVDA KIKANI VIDYA MANDIR HIGH SCHOOL (Founded by the Shree Coimbatore Gujarathi Samaj)"**

and it shall be maintained permanently by the Board of Trustees and also exhibited prominently.

3. The sign-board supplied by the Shree Coimbatore Gujarathi Samaj shall be exhibited on the main entrance on the Rt. Hon'ble Sastry Road on or before VASANT PANCHAMI and maintained permanently by the Trust Board. Whenever new Boards or foundation stones are put up, the wording of the same shall be the same as that of the board supplied by the Samaj. Boards existing at present shall be maintained as such.

4. The object of the Trust shall be to maintain, expand, extend, advance and improve the "Shree Baldevdas Kikani Vidya Mandir" comprising The Gujarathi Bal Mandir, The Gujarathi Elementary School, The Preparatory School and Shree Baldevdas Kikani Vidya Mandir High School.

5. The working expenses of the institutions of the Trust shall be met out of donations received from persons/concerns, other than those secured by the Kikani family and their friends and institutions mentioned in Clause 11 below, and out of other income, if any, of the Trust. If there should be any deficit, the same shall be met by raising unsecured loans or receiving conditional donations, provided that no loan shall be raised and no conditional donations shall be received except with the sanction of a resolution of the Board of Trustees passed at a meeting of the Board and assented to by not less than five out of the seven Trustees.

6. The Board of Trustees shall take necessary steps in due course to build up permanent sources of income to the Trust to enable it to be self-sufficient in running its institutions.

7. In the aforesaid schools education shall be imparted in the Gujarathi, English, Tamil and Hindi languages to boys and girls without distinction of caste and/or community.

8 The Board of Trustees of the Trust shall consist of seven Trustees only and not more than seven under any circumstances and the Board shall be constituted as follows :

- (a) 3 (Three) Trustees to be elected by the Samaj in their General Body Meeting as per Samaj Rules from Samaj members;
- (b) 1 (one) Hereditary Trustee from the Kikani Family;
- (c) 1 (One) Trustee to be nominated by the Hereditary Trustee from the Kikani Family;
- (d) 2 (Two) Trustees to be nominated by the Hereditary Trustee from the members including life-members of the Shree Coimbatore Gujarathi Samaj, who are not members of the Kikani Family.

'Kikani Family' in this Clause and in Clause 5 above and Clause 11 below means, the families of Shri Kishandas Kikani, Sri Gopaldas M. Kikani and Shri Baldevdas M. Kikani. The eldest major male member in the Kikani family shall be entitled to succeed to the office of 'Hereditary Trustee'. When the person entitled to succeed to the said office of Hereditary Trustee is unable to become a Trustee for any reason or refuses, such member of the Kikani family as may be nominated by the major male members thereof to the office, shall become the Hereditary Trustee.

9. An advisory Council shall be constituted by the Board of Trustees in conformity with the Madras Educational Rules. The said Council shall have powers to advise on all matters relating to the internal administration of the institutions. The Advisory Council shall have the following members :

- a. The Three Trustees elected by the Shree Coimbatore Gujarathi Samaj;
- b. Two Trustees out of the other four Trustees, (Viz. One Hereditary and three Trustees nominated by him) to be nominated by the Hereditary Trustee;
- c. The Head-master of the school.

The Advisory Council shall meet at least once in two months, or whenever necessary.

10. The Trustees shall be elected or nominated, as the case may be, once in three years. Trustees shall hold office for a period of three years from the date of their election or nomination, as the case may be, provided however, that any Trustee elected or appointed in any casual vacancy shall hold office only upto the date upto which the Trustee in whose place he is appointed or elected would have held office if it had not been vacated as aforesaid. Trustees elected or nominated in 1965 shall hold office only till 31-12-1967.

11. The loans due to Messrs. Kikani & Co., Kikani & Sons Co., and claims of Jamnadas B. Kikani and Gopaldas M. Kikani as entered in the books of account and due by the Trust as on this date will be made good

by the Kikani Family or by their friends and institutions by finding moneys by donations or otherwise, without raising loans by the Trust or School. If the said liabilities and claims are not so discharged by the efforts of the Kikani Family within six years, the said liabilities and claims will stand automatically discharged. It is also agreed that no portion of the amounts raised as donations by the other members of the Trust or the Shree Coimbatore Gujarathi Samaj for the Trust shall be applied towards discharge of the above said liabilities, but will be used for other purposes of the Trust or School.

12. The Board of Trustees shall elect a Managing Trustee once in every three years and also as often as a casual vacancy arises in the office of Managing Trustee; provided that a Managing Trustee appointed in a casual vacancy shall hold office as such Managing Trustee only upto the date upto which the Managing Trustee in whose place he is elected would have held office if it had not been vacated as aforesaid.

13. The Hereditary Trustee and all other Trustees shall continue to be the members of the Shree Coimbatore Gujarathi Samaj.

14. Any person who is of unsound mind or is a leper or is suffering from a contagious disease or is adjudicated as an insolvent, shall not remain in office as a Trustee.

15. Any Trustee who absents himself from three consecutive meetings of the Board without prior intimation to the Board in writing shall lose his office of Trusteeship.

16. The movable and immovable properties of the Trust shall be deemed to belong to the Trust Board; the Trust Board shall have authority over the cash and other properties of the Trust.

17. The Board of Trustees shall have full powers vested in it to maintain, run and supervise institutions and to acquire movable and immovable properties.

18. The properties of the Trust and the institutions shall not be sold, mortgaged or pledged or given as security or transferred under any circumstances.

19. The Board of Trustees shall meet at least once in three months.

20. At every meeting of the Board of Trustees, a Trustee other than the Managing Trustee, shall be elected as the Chairman.

21. If the Managing Trustee finds it necessary or if two or more Trustees of the Board of Trustees demand in writing, the Managing Trustee shall call for a meeting of the Board of Trustees, within one week of such written requisition. The Managing Trustee shall send notice of meetings to the Trustees to their residence and addresses at least three days prior to the date of the meeting.

22. If the Managing Trustee fails to call for a meeting within a week from the receipt of a written requisition by two Trustees, the two Trustees who want to call such a meeting may on their own initiative call a meeting of the Board of Trustees; and only such matters shall be discussed for which such meeting is called, and the decision of such meeting shall be binding on the Trust Board.

23. It shall be within the absolute powers of the Board of Trustees to maintain proper accounts of receipts and disbursements and arrange to have the said accounts audited. The Board of Trustees shall approve the Budget of each year in advance.

24. The decision of a majority of the Trustees at a meeting shall be deemed as the decision of the Board.

25. The quorum for the meeting of the Board of Trustees shall be three.

26. In the meeting of the Board of Trustees, if there is an equality of votes regarding any resolution, the Chairman of the meeting shall have a second or casting vote.

27. The surplus monies of the Trust shall be deposited in any scheduled bank or in any bank approved by the Board or in securities approved by the Government, to the credit of Shree Baldevdas Kikani Vidya Mandir Trust.

28. The Managing Trustee shall be entitled to draw, sign and encash cheques and hundies and all credit notes in favour of the Trust.

29. The under-mentioned powers approved by the Board of Trustees shall be enjoyed by the Managing Trustee.

1. To take such steps as are necessary for the management, conduct and administration in regard to the schools;
2. To appoint the salaried staff, teachers and workmen on the terms decided upon by the Board of Trustees for the conduct of the Schools;
3. To suspend, fine or dismiss such salaried staff;
4. To lay down regulations in the matter of admission and removal of the students in schools;
5. To correspond with the Government, private and public bodies in respect of the schools or in respect of other matters;
6. To carry out the resolutions of the Board, to sign letters (papers) receipts and documents, receive and pay money, accept and/or endorse cheques and bills, promissory notes, hundies or other negotiable instruments, and take steps in legal matters, to institute, conduct and defend cases.



30. The Managing Trustee shall be responsible for the custody of all records, accounts, books, documents and all the properties of the Trust and institutions run under its auspices.

31. The Managing Trustee shall keep regular accounts with vouchers for the receipts and disbursements in respect of the Trust and its properties.

32. Under each Head of Account, for expenses over and above the Budget approved for the particular year, the Managing Trustee shall have power to apply for additional monies.

33. Every year the Managing Trustee shall, on behalf of the Board of Trustees, ~~present before the members of the Shree Coimbatore Gujarathi Samaj~~ (the author of the Trust) an audited statement of accounts.

34. The managing Trustee shall operate the accounts of the Trust. In the absence of the Managing Trustee, the Board of Trustees shall authorise one of the Trustees to operate the accounts of the Trust temporarily during such absence.

35. The office of the Trust and other administrative offices shall function in the school premises only and all the meetings shall be held there, without, however, causing any inconvenience to the working of the school.

36. The Shree Coimbatore Gujarathi Samaj shall be allowed to use the school premises for their social activities and functions provided it does not cause any inconvenience to the working of the school.

37. A list of the donors with the respective amounts paid, from the inception of the Vidya Mandir in 1951 shall be exhibited by the Trust Board in a prominent place in the school premises at the cost of the Samaj within six months.

38. Regarding interpretation and clarification of the clauses of this scheme or any modification, alteration or amendment of the scheme, and/or in case of difficulty in working out the scheme, an application may be made to the Court in the same suit for directions.

### **34. Election of the Three Trustees by the Samaj and their Duties**

- (A) The following rules shall govern the election of the three trustees by the Samaj
  1. The Trustees shall be elected by the General Body of the Samaj as per Rules 8-C of the Samaj.
  2. The eligibility of the candidates for Trustee shall be as per Rule-15 of the Samaj.
  3. The conduct of election shall be as per Rule-16 of the Samaj.
- (B) Any interim vacancy of the Trustees elected by the Samaj shall be filled up for the remaining period only within thirty days by the General Body of the Samaj following the election procedure stated under Rule 21.
- (C) The Trustees elected by the Samaj shall jointly / severally give to the Samaj an Annual Report of the Trust Board Thirty days before the Annual General Body Meeting.
- (D) The Trustees elected by the Samaj shall be present by invitation in the Governing Body Meetings preceding the Half-Yearly and Annual General Body Meetings and/or whenever requested to discuss matters regarding the Trust and its institutions.
- (E) **Role & Responsibilities of the Elected Trustees from Samaj in the SHREE BALDEV DAS KIKANI VIDYAMANDIR TRUST (SBKV):**
  1. The Elected Trustees individually or collectively shall submit a report on the activities and performance of the Trust, Schools and other related matters within seven days of the meeting of the SBKV Trust in writing or present the report in the immediate succeeding Governing Body meeting of Samaj (whichever is earlier). A copy of the minutes of the Trust meetings held shall also be obtained. The Minutes will be read and taken on record in the Governing Body meeting of Samaj (as Samaj is the author & Founder of the SBKV Trust since 1955).

2. The Elected Trustees of Samaj, who are the elected representatives of the Samaj and whose Term will end, 3 years from the date of Election as per the Court order scheme in force, shall act in accordance with the decisions taken by the Governing Body of the Samaj only. Any act done in violation of the rules of Samaj, he/she shall be solely & individually responsible for any such act. The Elected Trustees shall keep the Governing Body of the Samaj informed in writing with regard to financial and legal implications effecting the Samaj and SBKV Trust.
3. The Elected Trustees of the Samaj shall take the advice of the legal advisors of Samaj, as and when necessary, for understanding the court order scheme in force of SBKV Trust.

