



# CERTIFICATE OF REGISTRATION OF SOCIETIES

ACT 27 OF 1975

S. No. 109 of 2000.

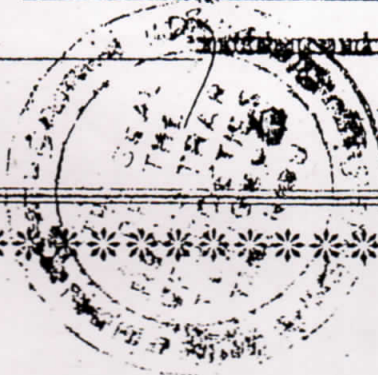
I hereby certify that The Society of Mother of Sorrows Servants  
of Mary. St. Aloysius.

has this day been registered under the Societies Registration Act 27 of 1975

Given under my hand at Tuticorin this 8 th

day of December ~~Two thousand~~ Two thousand

மதுரைப் பதிவுகல்  
கமிஷனரின்



*M. J. J.*  
8/12/2000  
Registrar of Assurances  
REGISTRAR OF SOCIETIES District  
TUTICORIN

*S. M. J.*  
**Principal**  
**Servite School**  
**3/222, Palai Main Road,**  
**Indra Nagar, Maravanmadam**  
**Thoothukudi**

# MEMORANDUM OF ASSOCIATION

## THE SOCIETY OF MOTHER OF SORROWS, SERVANTS OF MARY, ST.ALOSIUS.


REGISTERED UNDER THE TAMIL NADU SOCIETIES  
REGISTRATION ACT, 1975 (XXVII OF 1975) AND RULES 1978

1. NAME OF THE SOCIETY : The Society of Mother of Sorrows,  
Servants of Mary, St.Alyosius.

2. ADDRESS : Servite Convent,  
Aloisius Cathedral Post Office  
Thoothukudi-628 001.

3. OBJECTS OF THE SOCIETY : The main objects of the society are:

- a. To administer the existing Charitable, Social, Educational and Technical Institutions of the said society wherever they be situated and to establish new ones.
- b. To support and promote the advancement of educational activities in all its branches and to encourage medical assistance irrespective of religion, race, caste, community or social status,
- c. To provide, support and administer social centres and other charitable works.
- d. To acquire immovable property of any tenure, mainly in the state of Tamil Nadu and also in any other part of India according to the needs of the Society with or without buildings and structures either by way of purchase absolutely or by way of lease, exchange, gift or any other form of acquisition at such rates, terms and conditions as the Governing Body of the society may agree to.
- e. To construct such building or structures as may be necessary and from time to time improve, alter or extend the same or any part or parts thereof.
- f. To inculcate gender equality, social justice, economic well-being, peaceful co-existence and environmental balance as values that would usher in a just society.

  
Principal  
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Indra Nagar, Maravanmedu .  
Thoothukudi

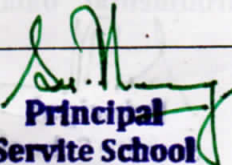
S. Sankula Tamy.



- g. To Counteract the reinforcement of oppressive values through tradition, media, religion and other socio-political institutions and to establish dignity and equality of women.
- h. To equip and provide residential accommodation, equipment and maintenance to teachers, students, staff, servants and others connected with work of the society.
4. **GOVERNING BODY** : The Governing Body, to whom the Bye - Laws of the society and the management of its affairs are entrusted consists of the President the Vice-President, the Secretary cum Treasurer and four members of the society.

The Names, address and Occupation of the members of the Governing Body :

S.No	Name	Address	Occupation	Office
1.	Sr. Corona Mary	Servite Generalate, 41, 42 Tank Bund Road, Nangampakkam, Chennai - 600 034.	Superior General	President
2.	Sr. Corola Mary	Servite Convent, Cathedral Post Office, Thoothukdi-628 001.	Superior	Vice-President
3.	Sr. Sasikala Mary	Servite Convent, Cathedral Post Office, Thoothukdi-628 001.	Teacher	Secretary & Treasurer
4.	Sr. Panimaya Rani	Servite Convent, Periyathalai 628 705.	Teacher	Member
5.	Sr. Lucretia Mary	Servite Convent, Palayajayal 628 152	Teacher	Member
6.	Sr. Joletta Mary	Servite Convent, Manapadu 628 209.	Teacher	Member
7.	Sr. Augustlla Mary	Servite Convent, Alanthalai 628 221.	Social Worker	Member

  
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*Sr. Sasikala Mary.*

- d. To acquire immovable property of any tenure, mainly in the state of Tamil Nadu and also in any other part of India according to the needs of the society with or without buildings and structures either by way of purchase absolutely or by way of lease, exchange, gift or any other form of acquisition at such rates, terms and conditions as the Governing Body of the society may agree to.
- e. To construct such building or buildings and structures as may be necessary and from time to time improve, alter or extend the same or any part or parts thereof.
- f. To inculcate gender equality, social justice, economic well being, peaceful co-existence and environmental balance as values and to establish dignity and equality of women.
- g. To counteract the reinforcement of oppressive values through tradition, media, religion and other socio-political institutions and to establish dignity and equality of women.
- h. To equip and provide residential accommodation, equipment and maintenance to teachers, students, staff, servants and other connected with work of the society.

7. **ACTIVITIES OF THE SOCIETY IN FURTHERANCE OF ITS OBJECTS:**

- a) To establish, administer and maintain School, Colleges, Industrial Schools Technical and Social Service Centers, Hospitals, Dispensaries, Creche, Home for the aged, Hostels including Hostel for Working Women Boarding Houses, Orphanages, Social Charitable Welfare and Cultural Centers for all persons of a community and to found, start, establish, administer, run and maintain model agricultural, poultry, horticultural and small scale industrial units to help the needy.
- b) To select and appoint staff needed at all levels, to man the various institutions project works and activities of the society established and administered to carry out its educational and charitable objects and purpose including personnel needed in and for the management of the society and such appointments shall be chosen first from among the members of the society if qualified and available and if not so available then and there only from other persons duly qualified.
- c) To supply and see to the maintenance of the personnel thereof and all the necessary implements to carry out the objects of the society in accordance with the Canon Law.

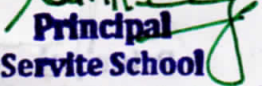
The constitutions of the Congregation of the Mother Sorrows, Servants of Mary  
The educational code of the various places where the society works.

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*Sr. Sasilala Mary*



- d) To print, publish and exhibit journals, periodicals, books and lectures and other reading and pictorial matter for the diffusion of useful knowledge and in keeping with the educational medical charitable and moral ideas of the society.
- e) To provide, residential accommodation, to educate, train and assist financially or otherwise in the education and training of teachers, social workers, staff, students, orphans and other personnel for the purpose of the society.
- f) To educate, train and to assist financially or otherwise in the education and training general or specialized, of the members of the society and other personnel for the purpose of the society and in particular to meet the expenses of visiting members of the society during and in connection with their visits either in the ordinary course of the business or for any particular specialized work or duty or while attending refreshed or training or orientation courses.
- g) To purchase and sell immovable and movable properties as and when required.
- h) To open bank accounts in such names and in such number as may be necessary for the due carrying out of the activities of the society and to invest money in bank deposits and Government securities or otherwise as may be decided upon by the society.
- i) To borrow money for the purpose of the society with or without interest either unsecured or secured by way of mortgage or charge or otherwise on any of the properties of the society.
- j) To raise funds and receive subscriptions, gifts, donations in cash or kind.
- k) To subscribe, to donate, to finance or otherwise aid any other charitable society with similar objectives.
- l) To promote and establish branches of this society and of other societies or associations and promote the affiliation or amalgamations of such societies or associations with this society.
- m) To establish and maintain Building Fund, Education, Social Service Fund etc of such amount as the Governing Body may think fit for the promotion of the society.

  
**Principal**  
**Service School**  
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 Indra Nagar, Maravathur  
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Sr. Sankata Jay

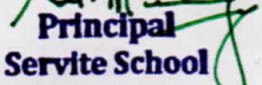
## BYE LAWS

### THE SOCIETY OF MOTHER OF SORROWS SERVANTS OF MARY, St.ALOYSIUS.

REGISTERED UNDER THE TAMIL NADU SOCIETIES REGISTRATION ACT 1975  
( XXVII OF 1975 ) AND RULES 1978

1. **NAME OF THE SOCIETY** : The society of Mother of Sorrows,  
Servants of Mary, St.Aloysius.
2. **ADDRESS** : 

Servite Convent,  
St.Aloysius,Cathedrel P.O.,  
Thoothukudi - 628 001.
3. **DATE OF FORMATION OF THE SOCIETY** : 15/10/2000
4. **REGISTRAR OF THE DISTRICT WITHIN WHOSE JURISDICTION THE OFFICE OF THE SOCIETY IS SITUATED.** : District Registrar  
Thoothukudi.
5. **BUSINESS HOURS OF THE SOCIETY** : Forenoon 9.00 A.M. TO 12.30 P.M.  
Afternoon: 2.30 P.M. to 5.30 P.M.
6. **OBJECTS OF THE SOCIETY** : The main objects of the society are:
  - a. To administer the existing Charitable, Social and Technical institutions of the said society wherever they be situated and established new ones.
  - b. To support and promote the advancement of educational activities in all its branches and to encourage medical assistance irrespective of religion, race, caste, community or social status.
  - c. To provide support and administer social centers and other charitable social works.

  
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**Indra Nagar, Maravanmadam**  
**Thoothukudi - 628101**

*Sr. Sasileela Mary.*




We the Governing Body Members whose addresses and occupations are given above are desirous of being formed into a society in accordance with the provisions of the Society Registration Act, XXVII of 1975 in pursuance of this Memorandum of the Society.

S.No.	Name	Designation	Signature
1.	Sr. Corona Mary	President	Sr. Corona Mary
2.	Sr. Carola Mary	Vice- President	Sr. Carola Mary
3.	Sr. Sasikala Mary	Secretary & Treasurer	Sr. Sasikala Mary
4.	Sr. Panimayam Mary	Member	Sr. Panimayam Mary
5.	Sr. Lucratia Mary	Member	Sr. Lucratia Mary
6.	Sr. Jolletta Mary	Member	Sr. Jolletta Mary
7.	Sr. Augustella Mary	Member	Sr. Augustella Mary

**WITNESSES :**

1. Sr. Pascal Mary : Social Worker Sr. Pascal Mary  
2. Sr. Vidhya Mary : Teacher Sr. Vidhya Mary

  
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Thoothukudi

Sr. Sasikala Mary

- n) To apply, to receive, utilizes and deal. With any government municipal or other grant in aid allotments and allowances in cash or kind in connection with any institution, work project or activity of the society.
- o) To deal with, negotiation and enter into any agreement or arrangement with any Government, Municipality or any public body or local authority or any University or with any private individual or group or association of persons in respect of any matter of thing or property as may seem beneficial or conducive to the furtherance of the objects of the society.
- p) To do all such other lawful acts and deeds that are essential or conducive to the attainment of the above objects or any of them.

8. **THE PERSON AUTHORIZED TO SUE OR TO BE SUED:**


The person authorized to sue to be sued on behalf of the society is the Vice President of the society or the person or persons appointed by the Vice President.

9. **PERSON AUTHORISED TO GIVE DIRECTION IN REGARDING TO BUSINESS AND ACTIVITIES OF THE SOCIETY**

The president of the Society is authorized to give direction in regard to business and activities of the society.

10. **ENROLMENT OF THE MEMBERS**

Any person inducted and initiated into Religious Order of the Congregation of Mother of Sorrows, Servants of Mary as sister or otherwise in accordance with the religious rules, rites, and ceremonies of the Roman Catholic Church and the society shall be ipso facto members of the society.

  
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*Sr. Sarikala*



**11. REMOVAL OF MEMBERS:**

Membership of the society shall be lost if the President transfers the members from one branch of the society to another and if any member of the congregation ceases to be such members as a result of renunciation, removal or death. Moreover any member who leaves the society is not entitled for any remuneration or employment in our institution by virtue of her being member before leaving the society. This applies also to those jobs that are paid by the Government.

**12. RIGHTS, OBLIGATIONS AND PRIVILEGES OF THE MEMBERSHIP:**

- a) Every voting member shall have the right to receive the notice of the meetings of the General Body, to take part in the General Body Meetings and shall exercise one vote at such meeting.
- b) Every voting member of the Society shall be bound by the provisions of the Memorandum of the Society and these Rules and Regulations and by all rules and regulations Bye-Laws and decisions from time made or taken by the Society in General Meetings or by the Governing Body.


**13. GOVERNING BODY:**

The management and administration of the society shall vest in a Governing Body. There shall be a President, a Vice President, a Secretary cum Treasurer and four members of the Governing Body. The members of the society shall elect the members of the Governing Body once in three years in the General Body Meeting.

The quorum for the Governing Body Meeting shall be three.

**14. POWERS OF THE OFFICE BEARERS:****PRESIDENT:**

The President shall have and exercise general overall control of the affairs of the society. The Vice-President shall have and exercise all the powers of the president during the latter's absence. The Vice-President shall preside over the meetings of the Governing Body in the absence of the President. The President shall be responsible of the General administration of the society and its institutions. The President shall have and exercise such other powers as may be delegated by the General Body.

  
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**Servite School**  
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**Thoothukudi - 628101**

S. Sasikala Jay



## 17. ACCOUNTS

The following books of account shall be maintained by the Secretary cum Treasurer of the society:

- a) Cash book showing the daily income and expenditure and the balance at the end of each day.
- b) Ledger showing consolidated and separate account of all receipts and expenditure number-wise as well as item-wise.
- c) Receipts book containing forms in duplicate one of each set to be issued with details of money received by the society and the other to serve as counterfoil.
- d) Voucher file containing all vouchers for contingent and other expenditure incurred by the society, numbered serially and filed chronologically.
- e) Monthly Register of receipts and disbursements.
- f) Accounts of the society will be maintained for the financial year commencing from 1<sup>st</sup> April and ending with 31<sup>st</sup> March.

Verification of Accounts: The accounts shall be verified by a member of the Governing Body authorized by the President and in each account, return and register she shall endorse the following declaration in token of such verification:

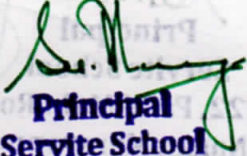
"I declare that the particulars furnished above are true and correct to the best of my knowledge and belief"

## 18. AUDIT OF ACCOUNTS:

The accounts of the society shall be duly audited by a qualified Chartered Accountant and he shall have access to all books and the account of the society and shall examine the receipts and payments accounts and the balance sheet and verify them with the accounts and vouchers relating thereto and shall sign them as found by him correct duly vouched and in accordance with the law.

## 19. RECORDS TO BE MAINTAINED IN THE REGISTERED OFFICE:

1. Register of Members
2. Cash book
3. Receipt books
4. Voucher file
5. Ledger
6. Accounts of monthly receipts and disbursements
7. Minutes Book
8. Registration Certificate, copy of the memorandum of Association and Rules and Regulations of the society. (Bye-laws)

  
**Principal**  
**Servite School**  
**3/222, Palai Main Road,**  
**Indra Nagar, Maravanmangalam**  
**Thuvankudi**

S. Sankala Jay



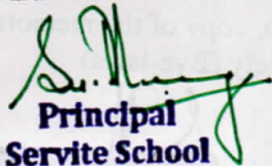
All documents and securities of the society shall stand in the name of the society and documents executed in its favor shall stand in the name of the society represented by the President for the time being. All appointments shall be made by the President or by any member specially authorized in this behalf by her.

**15. SECRETARY CUM TREASURER:**

- a) She shall be responsible for the holding of the meetings of both the Governing Body and the General Body in consultation with and implementation of the directives of the President in this behalf.
- b) She shall keep accurate minutes
- c) She shall be in charge of all the records of the society.
- d) She shall prepare the agenda of the various meetings and circulate the same.
- e) She shall be responsible for the due writing up and maintenance of the minutes books of both the Governing Body and the General Body.
- f) She shall be responsible for maintaining accounts and for submitting audited financial statements as and when required. She shall have the custody of the cash and be responsible for the cash and other properties of the society.
- g) She shall be entitled with the consent of the President and in the absence of the President with the consent of the Vice President, to transact all business in connection with the purchase and sales of the securities, shares etc. as may be necessary in the interest of the society.
- h) The funds of the society shall be invested in accordance with the provisions of the Income Tax Act 1961. She shall be permitted to have a cash balance of Rs. 50,000/- as at the close of the day's business. The amount over and above this shall be remitted in the bank by the next working day.

**16. FILING OF RETURNS:**

The Secretary cum Treasurer shall file a copy of the Register of members with their address and occupation, with the Registrar and also give notice of any change among the members within 3 months from the date of such change. She will also file with the Registrar such records, returns and other statements which are prescribed in the Tamil Nadu Societies Registration Act 1975 and rules framed there under on the due date.

  
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Thoothukudi - 628101

S. Sathya



### **23. EXTRAORDINARY GENERAL BODY MEETING:**

1. All General meetings other than Annual General Body Meeting shall be called "Extraordinary General Meeting"
2. The Governing Body of the Society may at any time call an Extraordinary General Body Meeting of the Society by giving at least twenty one day notice.
3. The Governing Body shall within one month from the date of receipt of the requisition in writing from the two thirds of the members of the society call an Extraordinary meeting of the society. If the meeting is not called in accordance with such requisition, the above requested members shall have the power to call such a meeting themselves, by giving at least twenty one days notice to the members of the society.
4. Notice of such an Extraordinary General Meeting shall be given by the Secretary cum Treasurer to the voting members as in the case of general body of the society.
5. Quorum for Extraordinary General Body Meeting shall be 1/3 of the total voting members or roll.

### **24. SPECIAL RESOLUTION:**

Special Resolution means a resolution passed by a majority of not less than three-fourth members of the society entitled to vote as are present in person at a general body meeting.

The society shall pass special resolution for the following:

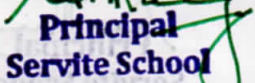
1. To change the name of the Society or its Registered Office.
2. To amend the provisions of the Memorandum and Bye-laws relating to the objects of the Society so far as may be required.
3. To amalgamate with any other registered society or
4. To divide itself into two or more societies or dissolution
5. To remove any Office Bearer.

No amendment to the Memorandum or the Bye laws of the Society shall be deemed to have been passed unless it is secured votes from not less than three fourths of the voting members present and no such amendment shall take effect unless it is approved by the President of the Society.

Twenty one days notice shall be given to the voting members before the day appointed for such meeting.

Quorum for Special Resolutions shall be three-fourths of the total voting members on roll.

### **25. FILING OF SPECIAL RESOLUTIONS:**

  
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**Indra Nagar, Maravanmadam**  
**Thoothukudi**

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20. **VESTING OF PROPERTY:**

All the properties of the society shall vest in the Governing Body and it shall have and exercise powers to alter, amend, extend or abridge the objects and purpose of the society.

21. **ARRANGEMENTS FOR TRANSACTION OF DAY TO DAY BUSINESS:**

The Treasurer shall be in charge of conducting the day to day business of the Society, the expenditure to be incurred thereof. The bank accounts of the society in Current Account, Savings Account or Deposit Account shall be operated by the Vice President or a member of the Governing Body appointed by the Vice President. The said account can be operated by such other persons as may be authorized in writing by the President. The President is empowered to appoint or to remove the staff required for attending to the business of the society and in such matters the decision of the President shall be final.


22. **ANNUAL GENERAL BODY MEETING:**

1. At least one Annual General Body Meeting of the Registered Society shall be held in every financial year.
2. Notice of annual general body meeting shall be given to the voting members at least twenty one days before the day appointed for such meeting.
3. The notice shall specify the day, hour and place and object of the meeting and in case any amendment of a bye-law or objects of association as contained in the Memorandum is intended to be proposed, shall contain a copy of every such amendment. The annual general body meeting of the society shall be held in between the month of April and September to transact the following business.
  - a) To receive the annual report of the society, the accounts of the society and its auditor's report for the year ending 31<sup>st</sup> March.
  - b) To elect the eligible members of the Governing Body for the ensuing year.
  - c) To appoint an auditor and to fix his remuneration
  - d) To approve the budget of income and expenditure for the year and
  - e) To transact any other business which may be brought forward by way of member of the society with the previous permission from the President.

The quorum for an Annual General Body Meeting shall be 1/3 of the total number of voting members on roll.

The Secretary cum Treasurer shall file the following returns with the Registrar within six months from the date of such General Body Meeting.

1. An authenticated copy of such Income and Expenditure Account, Receipts and Payments Account and the Balance Sheet and Report.
2. A statement of the names and addresses and occupation of the persons who, at the expiry of the Financial year, were members of the society.
3. A declaration to the effect that the society has been in operation during the financial year with the Xerox copy of the minutes.

  
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The Secretary cum Treasurer shall register such special resolutions amending the Memorandum or Bye Laws with the Registrar within three months from the date of passing the resolution.

26. **VOTING:**

At all meeting of the society or the Governing Body every voting members present shall have one vote. The President have a second or casting vote in case of an equality of votes. Voting by proxy shall not be allowed.

27. **ARBITRATION:**

In the event of a vacancy or vacancies occurring in the Governing Body, either by transfer, resignation or death such vacancy shall be filled by the Governing Body from among the members of the society for the remaining period.

28. **AMENDMENTS:**

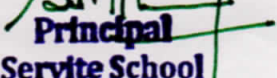
The Memorandum of the Society and the Rules and Regulations of the Society (Bye-laws) may from time to time be varied, added or reenacted by a majority of not less than three fourths members of the society present at a General Body Meeting called for such purpose.

29. **DISSOLUTION:**

In case of dissolution of the Society in accordance with the provisions of the Societies Registration Act of 1860 and amended as per Societies Registration Act 1975 after meeting all debts, the property and all assets of the Society shall be given to some other charitable association with similar objects or part of them, registered under this Act as decided by the General Body.

30. **GENERAL:**

1. To apply and use the funds, for all or any of the objects of the society and or to accumulate the surplus unapplied portion of income and invest the same, subject to the provision of the Income Tax Act 1961 as amended from time to time relating to the accumulating of income and investment thereof. The funds of the society shall be invested in the modes specified under these provisions of the Income Tax Act 1961 governing charitable institutions.
2. The society is a Public Charitable Society. The benefits of which shall be ensured to the public without distinction of caste, creed religion or colour.
3. The funds and income of the society shall be solely utilized towards the achievements of the objects as stated in the objects of the society. No portion of its fund shall be utilized for payments to members by way of profit, interest, dividend etc. and it will carry on it's activities with non profit motive.

  
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4. Any alteration or amendment of all provisions contained either in Memorandum or Bye laws can be made only if such alteration or amendment is not in consistent with the objects of the society as well as the provisions of the Income Tax Act 1961 and the Societies Registration Act 1975 governing the Charitable Society. The copy of the Special Resolution shall be filed with the Registrar within three months from the date of meeting.
5. The members shall have the power to wind up the society by merging or amalgamating with other Society or Charitable Society having similar objects or any association of persons duly registered and enjoying recognition by the Commissioner of Income Tax under section 80G of the Income Tax Act 1961 provided the members decided that the objects of the society would be better served by taking such step. In such an event no portion of the Assets of the Society remaining on the date shall be distributed or divided or apportioned or allotted among its members.
6. The Executive Committee shall exercise its power strictly in confirming with the condition laid down under the provisions of the Income Tax Act 43 of 1961 as amended from time to time so that the income of the society will get exempted from Income Tax and Don ors will get exemption in respect of their donations under section 80 G of the Income Tax Act 1961 for each and every assessment year.
7. The Society formed is irrevocable subject to the rules and regulations laid down in the Societies Registration Act 1975 and rules thereunder.
8. To obtain loan from banks, financial institutions, Government or local authority or any other persons for fulfillment of the objects of the Society on such terms and conditions as the members of the Governing Body shall in their absolute discretion think fit.
31. For all other things not specifically provided for in the constitution, the provisions of the Tamil Nadu Societies Registration Act 1975 shall apply.

*S. M.*  
**Principal**  
**Servite School**  
**'3/222, Palai Main Road,**  
**Indra Nagar, Maravannur**  
**Thoothukudi**

*S. Sarikala Jay.*



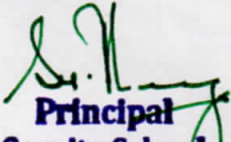
We, the undersigned are the signatories of the Memorandum of the Association and are desirous of Register the By laws under section 7 (3) of the Tamil Nadu Society Registration Act. 1975.

S.No.	Name	Designation	Signature
1.	Sr. Corona Mary	President	Sr. Corona Mary
2.	Sr. Carola Mary	Vice - President	Sr. Carola Mary
3.	Sr. Sasikala Mary	Secretary & Bursar	Sr. Sasikala Mary
4.	Sr. Panimayam Mary	Member	Sr. Panimayam Mary
5.	Sr. Lucretia Mary	Member	Sr. Lucretia Mary
6.	Sr. Jolletta Mary	Member	Sr. Jolletta Mary
7.	Sr. Augustella Mary	Member	Sr. Augustella Mary

**WITNESSES :**

1. Sr. Pascal Mary : Social Worker Sr. Pascal Mary

2. Sr. Vidhya Mary : Teacher Sr. Vidhya Mary

  
**Principal**  
**Servite School**  
**3/222, Palai Main Road.**  
**Indra Nagar, Maravar**  
**Thoothukudi**

Sr. Sasikala Mary