


MEMORANDUM
AND
RULES & REGULATIONS
OF THE
PROVINCIAL CONGREGATION
OF THE
SISTERS OF ST.CHARLES


CORRESPONDENT
St. Charles School
YERCAUD - 636 601.
Salem (Dt)


PRINCIPAL
St. Charles School
YERCAUD - 636 601.
Salem (Dt)

FORM No. II

(See rule 8 of the Tamil Nadu Societies Registration Rules, 1973.)

Certificate of Registration Under Section 10 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).

CERTIFICATE OF REGISTRATION OF SOCIETIES.

S.No. 22 of 1983.

I hereby certify that (name of the Society) **THE EASTERN PROVINCE OF THE SISTERS OF ST CHARLES, Ramipet.** has this day been registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).

Given under my hand at **Arakonam.**

this **22nd** day of (month) **July** (year) **1983**

28-07-1983

Seal.



[Handwritten Signature]

Signature of the Registrar.

Station: **Arakonam**

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Certified true copy

[Handwritten Signature]
CORRESPONDENT
St. Charles School
YERCAUD - 636 601.
Salem (Dt)



[Handwritten Signature]
PRINCIPAL
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Memorandum of Association
Of
THE EASTERN PROVINCE OF THE
SISTERS OF ST.CHARLES

Name:

1. The name of the Society will be Eastern Province of the Sisters of st.Charles.

Address:

2. Little Flower Convent, Ranipet, North Arcot Dist., Tamil Nadu.

Preamble:

3. The congregation was first established in India in the year 1929. Later the Sisters of St.Charles Society was registered under the Societies Registration Act 1860 at Vellore on the 28th of Sept. 1950.

Thereafter the Little Flower Convent Society, Ranipet, was registered under the Societies Registration Act 1860 on the 30th of March 1973, at Vellore.

The Provincial Congregation of the Sisters of Charles was registered on the 11th of April 1974 in Bangalore under the Karnataka Societies Act 1860.

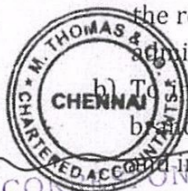
In May 1983 the province was divided into two parts for the sake of convenience and better administration.

- i) The Provincial congregation of the Sisters of St.Charles, comprising the areas of Maharashtra and Karnataka.
- ii) The Eastern Province comprising the areas in Tamil Nadu and Andhra.

It is now found necessary and expedient to register the Eastern Province of The Sisters of St.Charles with the following objectives.

Objectives:-

4. The object for which the Society is established are as follows:
 - a) To take over, administer and conduct the Eastern Province of the Congregation of the Sisters of St.Charles which was established in India in 1929, and presently comprising the regions of Madurai Guntur, Yercaud and Madhavaram and to establish, to take over, administer and run such other areas and institutions as the Governing Body deem fit.
 - b) To initiate, support and promote the advancement of educational activities in all its branches, particularly schools, colleges, cultural technical and social science centres and institutions for all women and children, irrespective of caste creed and community.




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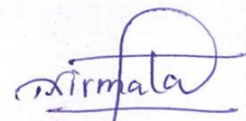
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- c) To provide and encourage medical assistance in the form of hospitals health services and similar centres for all, specially women and children, irrespective of religion, race caste community and social status.
- d) To undertake social service activities and to provide facilities for the relief of the poor irrespective of caste creed or social status
- e) To print, publish and exhibit films, journals, periodicals, books, lectures and other reading and pictorial matter for the diffusion of useful knowledge and in keeping with the educational, medical, charitable and moral ideals of the Society.
- f) To hold and conduct classes, lectures, seminars and competitions, and to give scholarships, free ships, diplomas, certificates and awards as and when thought fit
- g) To provide residential accommodation and 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.
- h) To raise loans and funds for the purpose of the Society and to receive and to use any gift, donation or foundation in cash or other movable or immovable property of all descriptions, and to undertake and carry out the office duties and functions of trustees, managers, and administer solely or jointly with others, in respect of any such gifts, donations and foundation whether vested with the society or otherwise.
- i) To subscribe or give donations and to financially or otherwise to aid any other charity with similar objects.
- j) To do all such other lawful acts and deeds as are essential or conducive to the attainment of objects of Society.




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GOVERNING BODY:-

5. The names and Addresses of the occupations of the members who form the FIRST GOVERNING BODY are;

S.no	Name	Address	occupation	Designation
1	Sr.Benedicta D'Souza	Little Flower convent Ranipet	Provincial	President
2	Sr.P.Irudaya Mary	Little Flower convent Ranipet	Vice Provincial	Vice President
3	Sr.Francisca	St.charles Convent, Tirupattur	Superior	Secretary
4	Sr.Mary Thomas	Little Flower convent Ranipet	Counciller	Treasurer
5	Sr.R.Sagayam	Little Flower convent Ranipet	Headmistress L.F.C.Pry.School	Member
6	Sr.A.M Sequeira	Little Flower convent Ranipet	Superior	Member
7	Sr.T.Mary Layola	St.Charles Convent, Thirunagar, Madurai	Superior	Member

We the several persons whose names and addresses are given above are desirous of forming ourselves into a Society under the Societies Act of 1860 (Act No. 17 of 1860)

Names

- 1.Sr.Benedicta D'Souza
- 2.P.Sr.Irudaya Mary
- 3.Sr. Francisca
- 4.Sr.Mary Thomas
- 5.Sr.M.Sagayam
- 6.Sr.A.M.Sequeira
- 7.Sr.T.Mary Loyola

Signatures

- Sd-
-Sd-
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Witnesses:


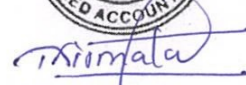
1. Sr.Mary Thomas K.T.Anna

LFC.Hr.Sec.School, H.M.

2. Sr.Gertrude P

Teacher


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EASTERN PROVINCE OF SISTERS OF
ST.CHARLES
REGISTERED UNDER THE SOCIETIES
REGISTRATION ACT OF 1860
(ACT. 17 OF 1860)
RULES OF REGULATIONS

Interpretation:-

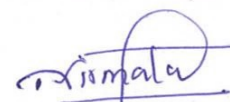
1. In these Rules and Regulations unless there be anything in the context repugnant or inconsistent therewith:
 - a. "The Society" shall mean the Eastern Province of the sisters of St.Charles.
 - b. "Government Body" shall mean the Governing Body of the Society constituted as provided by these Rules and Regulations.
 - c. "The Act" shall mean the under Societies 'Registration Act of 1860 or any modification or re-enactment thereof for the time being in force.
 - d. "Provincial Superior" shall mean the Head for the time being of the Congregation of the Sisters of St.Charles.
 - e. "First Councillor" shall mean such person who has been appointed to the office of First Councillor of the Sisters of the St.Charles for the time being.
 - f. "Provincial Bursar" shall mean the Bursar of the said Congregation for the time being.
 - g. Words importing the singular number shall be deemed to include the plural and vice versa.

Membership:-

2. The members of the society shall be such women over the age of 18 years as may apply in writing in the prescribed form and be accepted by the Governing body to be members of the Society and shall sign the Register of members maintained by the Society.
The decision of the Governing Body in accepting or rejecting an application shall be final.


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The Governing Body shall have power to decide by majority of votes, without being bound to give any reason for such action, to terminate at any time in writing the membership of any member of the Society, provided sufficient opportunity is given to the member to be heard and on termination of her membership as aforesaid, such member shall forthwith cease to be a member of the Society and to have any right or claim what so ever to any rights or privileges of membership of the Society and of the Governing Body to any property of the Society.

Bound by memorandum, Rules & Regulations:

3. Every member of the Society shall be bound by the provisions of the Memorandum of Association of the Society and these Rules and Regulations, bye-laws and decisions from time to time made or taken by the Society in General Meeting or by the Governing Body.
4. The property and income of the society shall be applied solely, towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of bonus dividend or otherwise howsoever by way of profit to the members of the Society provided that nothing herein contained shall prevent the payment in good faith of remuneration to or the reimbursement of any officer or employee of the Society or other person for any services actually incurred for the purpose of the Society.

Termination of membership:

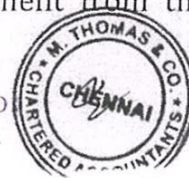
5. Membership of the Society shall if so fact terminate if:-
 - a. A member dies or leaves or is excluded from the Society or permanently leaves India or
 - b. Tenders her resignation in writing to the society or
 - c. Her membership is terminated as provided by these Rules and Regulations.

Governing Body:

6. The Management and control of the Society shall be vested in a Governing Body consisting of not less than seven members, of whom the Provincial Superior, First Councillor and Bursar General shall be ex-officio members who shall not be liable to retirement from the Governing Body while they hold their respective office.

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The other members of the Governing Body shall be elected at the annual General Meeting of the Society. Any vacancy occurring in the Governing Body, except those of the ex-officio members shall be filled by the Governing Body by majority of votes, and the person so appointed shall hold office only until the next Annual General Meeting of the Society, but the Governing Body shall have power to act notwithstanding any vacancy in its number. The Governing Body shall consist of one President, one vice President, one treasurer, 4 Committee members.

First Governing Body:

7. The first Governing Body of the society shall consist of the following persons:-

S.NO	NAME	ADDRESS	DESIGNATION
1	Motherr.Benedicta D'Souza	Little Flower convent, Ranipet.	Provincial
2	Sr.P.Irudaya Mary	Little Flower convent, Ranipet	1 st Councillor
3	Sr.Francisca	St.Charles Convent, Tirupattur	Superior
4	Sr.Mary Thomas	Little Flower convent, Ranipet	Treasurer
5	Sr.M.Sagayam	Little Flower convent, Ranipet	Headmistress
6	Sr.A.M Sequeira	Little Flower convent, Ranipet	Superior
7	Sr.T.Mary Layola	St.Charles Convent, Thirunagar, Madurai	Superior

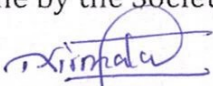
8. The provincial Superior and in her absence, the First Councillor shall be the Chairman of all the meetings of the society and of the Governing Body. In the absence of both of them the members of the Society of the Governing Body, as the case may be, present at a meeting, may elect any other member of the Governing Body or failing such, other member of the Society as Chairman of the meeting.

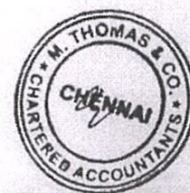
The Provincial Superior or First Councillor shall convene all meetings of the Governing Body at such time or place as she may deem fit.

Powers of Governing Body:

9. The Governing Body shall have the entire control and management of the business and affairs of the Society and shall have such powers of the Society enabling them generally to carry out the objects of the Society as are by the Act required to be exercised or done by the Society in General Meeting.


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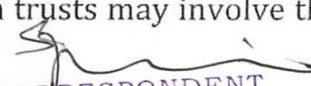

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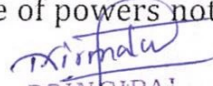


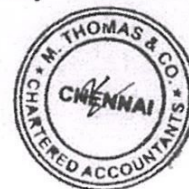
The Governing Body shall also have the power from time to time to make, vary and repeal bye laws for the transaction and regulation of the business and affairs both of the Society and of itself, but no bye-laws shall be made, varied or repealed by the Governing Body so as to conflict with or to revoke any subsisting objects made by the Society.

Without prejudice to the generality of the foregoing powers, the Governing Body shall for the promotion and realisation of the objects and purposes of the society have the following powers namely:

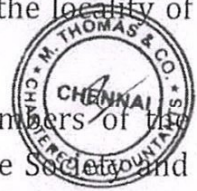
- a. To acquire immovable property of any tenure mainly in the State of Madras (Tamil Nadu) and also in any part of India according as the needs of the Society may require with or without buildings and structures thereby way of purchase absolutely or by way of lease, exchange, gift, or in any other form of acquisition at such rates terms and conditions as the Governing Body of the Society may agree to.
- b. To construct with such building or buildings and structures as may be necessary and from time to time improve, alter or extend the same or any parts thereof and to equip the same with all such plant, machinery, instruments, apparatus, appliances, amenities and facilities as the Governing Body may deem fit.
- c. To employ, suspend, discharge and dismiss nurses, doctors, teachers, social workers, attendants and any other personal or staff either for remuneration or gratuitously on such terms as the Governing Body may deem fit.
- d. To apply for, receive and utilise any Government, Municipal or other grants or allowances in connection with any institution, work, activity, or property held or conducted by the Society or otherwise and to deal with the same according to the terms thereof.
- e. To solicit, receive, administer and use any gift, donation, subscription or foundation, in kind or money or any other property, whether subject to any trust or not, not any of the objects of the Society and to undertake and carry out the offices, duties and functions of trustees, managers and administrators either solely or jointly with another or others for or in respect of any gifts, donations trusts, foundations or property, whether vested in the Society or otherwise, notwithstanding that the carrying out of any such trusts may involve the exercise of powers not specially mentioned therein.


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- f. To invest and deal with the funds and money of the Society not immediately required in such shares and securities as the Governing Body may from time to time to vary any transpose such investments into or for others of any kind and to lend money or property of the Society with or without security on such terms as the Governing Body may think fit and in keeping with the requirements of the state laws for the time being in force.
- g. To negotiate and enter into, any arrangements with any Government, State, University, Municipality or any other Public or Private authority, body or association which may seem beneficial or conducive to any of the objects of the Society.
- h. To borrow or receive money on deposit upon such terms and with or without security on all or any of the property and assets of the Society, present or future, as the Governing Body shall deem necessary or expedient.
- i. To deposit money in any bank or banks, either in Saving or Current Accounts, Fixed Deposits or accounts or any other description and to withdraw such money from time to time or at any time, on such terms and in such manner as the Governing Body may deem fit.
- J. To carry on any business whether of a manufacturing or non-manufacturing kind, which may seem beneficial or conducive to any of the objects of the Society and either alone or in conjunction with another or others, and as factors, trustees, or agents or otherwise and on such terms as the Governing Body may seem fit.
- k. To draw endorse, discount and in general deal with bills of exchange, promissory notes, cheques, bills of lading, railway receipts, registered or insured letters or parcels, postal receipts, savings certificates, Dock Warrants, bonds, debentures Government, Municipal or Port Trust Loan Notes, Stocks and Shares and other negotiable, commercial or transferable instruments or securities.
- l. To subscribe to or otherwise aid medical, educational, cultural, technical or other institutions or objects of a public character which have a moral or other claim to support or aid from the Society by reason of the locality of their operations or otherwise.
- m. To provide for the maintenance and welfare of the members of the Congregation and persons employed by or connected with the Society and the dependants of such persons irrespective of caste or creed but subject to their being approved by the Governing Body by establishing and contributing to provident and benefit funds and by giving pension or



PRESIDENT
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 Salem (Dt)

PRINCIPAL
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otherwise as the Governing Body may deem fit, and this maintenance expenditure shall not be construed as a division or distribution of profits, income or dividend to the members.

n. To maintain a repair fund to meet the expenses of a capital nature and to pay into such fund money at such times and in such amounts as the Governing Body may from time to time decide.

o. To establish and maintain a reserve Fund/Endowment Fund such amount as the Governing Body may think fit, for the promotion of the activities of the Society, including the maintenance and support of the members of the Congregation and the training of personal for the purpose of the Society.

P. To establish, maintain, or close down branches or representations of the Society in such places in India and on such terms as the Governing Body may from time to time deem necessary or expedient.

q. To enter into and carry out arrangements for Joint working or for amalgamation with any other association, Society or institution having objects within or similar to the objects of the Society.

r. To appoint such person or persons as the Governing Body may deem fit for the purpose of representing the Society and or the Governing Body in any legal or other proceedings to be instituted by or against the Society and or the Governing Body.

s. To appoint, remove or delegate all or any powers of the Governing Body to such committee or committees consisting of such member or members of the Governing Body and or another or others as the Governing Body may from time to time may deem necessary or expedient.

t. Generally to do all such other things as may be deemed by the Governing Body to be incidental or conducive to the attainment of all or any of the objects of the Society.

Arbitration:

10. In the event of any difference of opinion among the members of the Governing Body on any matter, such matter shall be decided by majority vote and this decision shall be final and accepted by the Governing Body.

Signing of Document Trustee:

11. The Provincial Superior, the First Councillor and the Bursar General are the trustees of the Society in whom all the property and funds of the society shall vest and they, and in the absence from Ranipet (Madras) of any of them

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such other member of the Governing Body as may be appointed by the Governing Body in her place and stead shall on behalf of the Society make, sign and complete all contracts, licenses, transfer and other documents necessary to purchase, take on lease or hire or otherwise acquire, dispose of or otherwise deal with any moveable or immovable property, of all descriptions for and on behalf of the Society provided that the Governing Body shall have power at any time to times resolution to authorise any one such Trustees to act and exercise the aforesaid powers for and on behalf of all three Trustees.

Meetings and quorum of Governing Body:

12. Meetings of the Governing Body shall be held at such times and places as the provincial Superior or First Councillor may from time to time determine. A quorum for a meeting of the Governing Body shall be three members generally present (unless the Governing Body otherwise decide). If a meeting is adjourned for want of a quorum no quorum will be necessary for the adjourned meeting.

13. A circular resolution issued by the Provincial Superior or First Councillor on any subject which she deems urgent and signed by a majority of the members of the Governing Body, shall in all respects be as valid and binding as a resolution passed at a meeting of the Governing Body, duly convened and constituted and such resolution shall not be deemed invalid by reason of want of notice or any other cause whatsoever.

14. The Annual General Meeting of the Society shall be held in the month of April or as near there to as possible in each year at such time and place as the Provincial Superior or First Councillor may determine, for the following purposes:-

a. To receive the report of Governing Body, the accounts of the Society and it's Auditors' Report for year ending on the 31st December next preceding the date of the meeting. Such accounts comprise a balance sheet and statement of receipt and disbursements for the said year.

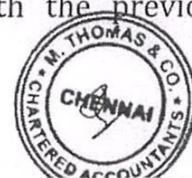
b. To elect the eligible members of the Governing Body for the ensuring year.

c. To appoint an Auditor or Auditors and to fix his or their remuneration.

d. To transact any other business which may be brought forward by any member of the Governing Body or of the Society with the previous permission of the Chairman.

M. Thomas
CORRESPONDENT
St. Charles School
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M. Thomas
PRINCIPAL
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15. The Governing Body may call an Extraordinary General Meeting of the Society whenever in their opinion they may deem it necessary to do so.

16. The Quorum at all General Body Meetings of the Society shall be ten members personally present.

Voting:

17. At all meetings of the Society or the Governing Body or any committee every member present shall have one vote. The chairman shall have a second or casting vote in case of an equality of votes. Voting by proxy shall not be allowed.

Notice:

18. Notice of the Meeting of the Society or of the Governing Body or any committee may be given to members thereof respectively in such a manner as may be decided from time to time by the Governing Body.

Working Hours:

a. The working hours of the Society will be from 8.a.m. to 12 noon and from 3 p.m. to 5 p.m.

Dissolution:

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

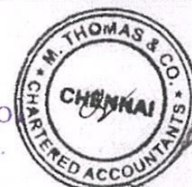
a. The calendar Year shall be the Official year.

Amendments:

20. The Memorandum of Association of the Society and these Rules and Regulations and any Rules and Regulations thereafter made by the Society may from time to time be varied, added or revoked by a majority of not less than three fourths of the members of the society present at a General Meeting called for the purpose of such variations additions, or revocation provided that in the case of any alteration, abridgement, or addition to the purpose of the Society of its amalgamation with another Society, the provisions of sec.23 of the Act shall apply, and section SCG of the Income Tax Act 1961 shall apply.

[Signature]
CORRESPONDENT
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[Signature]
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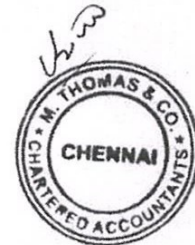
We certify that the above is correct copy of the Rules and Regulations of the
EASTERN PROVINCE OF THE SISTERS OF ST.CHARLES SOCIETY,
RANIPET.

S.no	Name	Address	Designation	Signature
1	Mother.Benedicta D'Souza	Little Flower convent Ranipet	Provincial	
2	Sr.P.Irudaya Mary	Little Flower convent Ranipet	Vice Provincial (1 st Councillor)	
3	Sr.Francisca	St.charles Convent, Tirupattur	Secretary	
4	Sr.Mary Thomas	Little Flower convent Ranipet	Treasurer	
5	Sr.M.Sagayam	Little Flower convent Ranipet	Member	
6	Sr.A.M Sequeira	Little Flower convent Ranipet	Member	
7	Sr.T.Mary Layola	St.Charles Convent, Thirunagar, Madurai	Member	

Witnesses:

1. Sr.K.T.Anna, Head Mistress,
L.F.C. Hr.Sec. School, Ranipet
2. Sr.Gertrude .P. Asst. Mistress
L.F.C. Hr.Sec. School, Ranipet

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[Handwritten Signature]
CORRESPONDENT
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[Handwritten Signature]
PRINCIPAL
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THE EASTERN PROVINCE OF THE SISTERS OF ST. CHARLES

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சசல்

கட்டண ரசீது

செயலாட்டம்

இன்னாரிடமிருந்து

சீ. ப. எண் - 22/83

கீழ்க்கண்டவாறு கட்டணம் பெறப்பட்டது

தனி/பொது தேடுகை

2022/IOB

கு. பை.

நகல் NO-132889/131/2022/IOB

ஆண்டுக்கு மனு எண்

தனியிடம் சென்று பதிய

பெண் பணிக்கு

அதிகாரப் பத்திரம் அத்தாட்சி செய்ய

பாதுகாப்புக் கட்டணம்

உயில் அடங்கிய முத்திரையிட்ட உறையை

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மொத்தம் எழுத்தில் ரூபாய்

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இடம்: மா.ப.அ. உலகெண்ணை.

தேதி: 19/01/2022

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வருடம் மாதம் நாள்

2022/IOB 600.00
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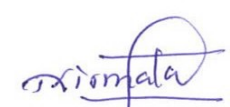
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19/01/2022 (பி.ப.பார்க்க)


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