



The society authorized Sr Mary Susanna, the present leader of the Community to undertake the task of getting this registered and work for the community in another attention is had by and as per rules and regulation of the community.

- 1. NAME :** The name of the Society shall be "Holy Spirit Sisters"
- 2. OFFICE :** The registered office of the society will be at the Regional House of the Holy Spirit Sisters, Tholassery, Travels, Kerala - 686 101, Phone 2082.
- 3. OBJECTIVES :** The objects for which the society is established are as follows -
  - a) To work for the promotion of an integrated development of all men irrespective of caste or creed.
  - b) To assist and collaborate with different groups and individuals aiming to promote moral upliftment.
  - c) To impart education on social, cultural, moral and religious themes by opening educational institutions.
  - d) To foster a spirit of co-operation and harmony forge unity among the different sections of the society.
  - e) To function purely as non-political organization serving the people without prejudice to their caste, creed, sex or language.

**Circle of Constitution**

The member of the community are working in and around Kothamangalam, Kattappana, Gubari Bakery, Kuttar and Travels, Kerala.



**THE MEMORANDUM OF ASSOCIATION**

We, the undersigned members of the Holy Spirit Sisters residing at Travels and working in and outside Kerala with our regional house at Tholassery, Travels, have resolved to register this community under the Charitable Societies Act XII of 1921 Kerala State.



Factor thereof shall be paid or transferred directly or indirectly by way of bonus, dividend or otherwise, 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 office or employee of the society or other person for any services actually rendered or expenses previously authorized and actually incurred for the purpose of the society.

**5. GOVERNING BODY**

- a) The Management and control of the Society shall be vested in a Governing Body consisting of not less than 7 and not more than 15 members, of whom the Leader, the Assistant to the Leader, the Financial Administrator of the Holy Spirit Sisters shall be ex-officio members who shall not be liable to retirement from the governing body while they hold their respective office. The other members of the governing body shall be elected by the members of the society and will hold office for a period of six years. The Leader shall be elected by the order of the Apostolic Life Community of the sisters in the Holy Spirit Bond.
- b) In the event of any vacancy by resignation or death or removal as provided by the Rules and Regulations such vacancy shall be filled from among the members of the society within three months from the date of vacancy arising.
- c) This obligation shall hold good only when the number is reduced below five.

**6. THE FIRST GOVERNING BODY OF THE SOCIETY SHALL CONSIST OF -**

1. Sr Mary Susanna President
2. Sr Susanna Meechaleel Vice President
3. Sr Elizabeth Vellaseeri Secretary
4. Sr Mary Frazeeba Treasurer
5. Sr Philomena Member
6. Sr Anthonia Chanthelappil Member
7. Sr Elizabeth Kothamangalam Member



Governing Body shall deem necessary or expedient for the purpose of achieving the objects of the Society.

- a) To maintain a Reserve Fund to meet the expenses of a capital nature and to pay into such Fund moneys at such time and in such amounts as the Governing Body may from time to time decide.
- b) To establish and maintain a Reserve Fund of such amount as the Governing Body may think fit for the promotion of the activities of the Society, including training of personnel for the purpose of the Society.
- c) To enter into and carry out engagements for joint working or for amalgamation with any other association society or institution having objects similar or similar to the objects of the Society.
- d) To appoint, each 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 proceedings to be instituted by or against the Society and or the Governing Body.
- e) To appoint, remove or delegate to 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 deem necessary or expedient.
- f) To alienate by way of sale, mortgage, lease, release, loan, charge, hypothecate, pledge, exchange, hiring out, gift, or otherwise, with security, the properties or funds of the society or any portion or portions thereof including the making or going of subscriptions, contributions or assistance pecuniary or otherwise to charitable, educational, recreational, religious, benevolent or other institutions, bodies, or persons as from time to time may seem necessary or appropriate.



**16. RESOLUTION BY CIRCULATION**

If a proposal calls for an immediate or urgent action but a meeting of the Governing Body cannot be conveniently held, the President may forward the proposal to the members of the Governing Body by circulation and acceptance by all or the majority of the Governing Body.

**17. VOTING**

At every meeting of the Society or Governing Body, each member present shall have one vote. In the case of a tie, the chairman will have a second or casting vote having a gap of one day in between the first and second voting.

**18. NOTICE**

Notice of all meetings in writing shall be given to all members entitled to vote at least fifteen days before the meeting if it is a meeting of the Governing Body and twenty one days if it is a General Body Meeting either personally or by posting such notice to her address as noted in the Register of members of the Governing Body and the Society.

**19. YEAR**

The financial year for the Society begins on 1<sup>st</sup> January and ends on 31<sup>st</sup> December.

**20. AUDIT OF ACCOUNTS**

Written accounts of the Society shall be properly maintained and shall be audited every year by the auditors/auditors appointed by the Governing Body.

**21. AMENDMENTS**

No amendment or alteration shall be made in these Rules and Regulations unless it is voted by two-thirds of the members present at a meeting convened for the purpose. But any amendment or alteration in the aims and objects of the Society shall require besides the above two-thirds majority vote, confirmation by two-thirds of the members present at a second special meeting.



- a) To employ, suspend, discharge and dismiss teachers, social workers, attendants and any other personnel or staff either for remuneration or gratuitously on such terms as the Governing Body may deem fit.
- b) To apply, for receive and utilize any Government Municipal or other grants or allowance 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.
- c) 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, for any of the objects of the Society and to undertake and carry out the office, 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 specifically mentioned therein.
- d) To invest and deal with the funds and money of the society not immediately required in such securities of any description in the money market as the Governing Body may from time to time at their discretion deem fit, and at the like discretion from time to time to vary and transmute such investments into or for others of any kind, and to lend money and property of the society with security on such terms as the Governing Body may think fit for the purpose, of achieving the objects of the society.
- e) 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



**7. MEETING OF THE GOVERNING BODY**

Meeting of the Governing Body shall be held at such times and place President or the Vice-President in the absence of the President may from time to time determine. The quorum for a meeting of the Governing Body shall be three persons present (unless the Governing Body otherwise decide).

**8. GENERAL BODY MEETING**

General Body Meeting of the Society shall be held as and when the President or in her absence Vice-President shall preside over the meeting General Body. In the absence of both, the members elected by the General Body shall preside over the meeting.

**9. POWERS AND FUNCTIONS OF THE GENERAL BODY**

- a) To receive report of the Governing Body and accounts of the Society and to report for the preceding year.
- b) To decide on the general policy of the Society, consider such subject be placed by the Governing Body.
- c) To elect members of the Governing Body as and when needed.
- d) To transact the business with the permission of the chair.
- e) To appoint an auditor for the next year.



**15. DISSOLUTION**

In case the Society has to be wound up, the property and funds of the Society that remain after full satisfaction of the liabilities of the Society will be transferred or paid to some other institution with similar aims and objects.

**22. SUBMISSION OF LIST OF MEMBERS OF THE GOVERNING BODY**

Once in a year, on or before 14<sup>th</sup> January a list with names and addresses and occupation of the members of the Governing Body then constituted with the management of the affairs of the Society shall be filed before the Registrar of the Societies, Pathanamthitta, Kerala.



**RULES AND REGULATIONS OF THE SOCIETY "HOLY SPIRIT SISTERS"**

- 1. NAME :** The name of the Society shall be "The Holy Spirit Sisters".
- 2. OFFICE :** The registered office of the Society will be at the Regional House of the Holy Spirit Sisters, Tholassery, Travels, Kerala - 686 101.
- 3. MEMBERSHIP :** The members of the society shall consist of -
  - a) The persons who are signatories to the Memorandum of association and such other persons who may join the community voluntarily to live and work in the community, who shall intimate their consent in writing to the Governing Body to be such members and shall sign the Register of members maintained by the society. In token of such consent on signifying their consent to abide by the Rules and Regulations of the society as also the decisions of the Governing body.
  - b) The Governing Body shall have power to decide by a 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, 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 whatsoever to any rights or privileges of membership of the society and of the governing body or to any property of the society.
- 4. Termination of Membership**
  - a) Automatically on the death of a Member, on a member leaving India permanently and on a member being terminated by the Governing Body as provided by these Rules and Regulations.
  - b) On her voluntary resignation from the Membership of the society given in writing to the Society.



**PROPERTY AND ASSETS** The property and income of the Society shall be held in the name of the Society and shall be held in the Memorandum of Association.

- a) To employ, suspend, discharge and dismiss teachers, social workers, attendants and any other personnel or staff either for remuneration or gratuitously on such terms as the Governing Body may deem fit.
- b) To apply, for receive and utilize any Government Municipal or other grants or allowance 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.
- c) 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, for any of the objects of the Society and to undertake and carry out the office, 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 specifically mentioned therein.
- d) To invest and deal with the funds and money of the society not immediately required in such securities of any description in the money market as the Governing Body may from time to time at their discretion deem fit, and at the like discretion from time to time to vary and transmute such investments into or for others of any kind, and to lend money and property of the society with security on such terms as the Governing Body may think fit for the purpose, of achieving the objects of the society.
- e) 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



**15. Vice President**

- a) She shall act as President during the absence of the President and shall exercise during each period of the powers of the President.
- b) She shall also exercise powers of the President delegated to her.

**16. Secretary**

- a) She shall be the executive officer of the Society and perform the following duties -
  - i) All documents executed on behalf of the Society shall be in the name of the Secretary.
  - ii) She shall sign of correspondence in the Society.
  - iii) She shall issue notices and agendas of the Meetings of the Governing Body and General Body of the Society.
  - iv) She shall prepare an annual budget and an annual report together with a statement of the income and expenditure of the year and place them before the Governing Body and General Body.
  - v) The Society shall not sue and be sued in the name of the Secretary.

**17. Treasurer**

- a) She shall have the custody of the funds and valuable documents of the society.
- b) She shall issue receipts for all the moneys received in to the society.
- c) She shall arrange for the proper maintenance of accounts.
- d) She shall be responsible for preparing the annual statement of accounts and other financial particulars to be placed before the Governing Body and the General Body.

**18. Quorum of the General Body of the meeting shall be 3 members personally present.**



Signatures and addresses of the members of the governing body, to whom by its rules and regulations it is authorized, are as follows -

Sl. No.	Name	Occupation	Address
1	Sr Mary Susanna	President	Holy Spirit Sisters, Tholassery, Travels - 686 101
2	Sr Susanna Meechaleel	Vice President	
3	Sr Elizabeth Vellaseeri	Secretary	
4	Sr Mary Frazeeba	Treasurer	
5	Sr Philomena	Member	
6	Sr Anthonia Chanthelappil	Member	
7	Sr Elizabeth Kothamangalam	Member	
8	Sr Anthonia Chanthelappil	Member	

True copy  
Copy prepared by Sr. Susanna Meechaleel, Secretary, Holy Spirit Sisters, Tholassery, Travels, Kerala - 686 101.  
Copy prepared by Sr. Elizabeth Vellaseeri, Treasurer, Holy Spirit Sisters, Tholassery, Travels, Kerala - 686 101.