

# **RULES AND REGULATIONS OF "INSTITUTE OF THE BROTHERS OF ST. GABRIEL SOCIETY PROVINCE OF NORTH-EAST INDIA"**

1. NAME

The name of the society shall be **"The Institute of the Brothers of St. Gabriel Society, Province of North-East India"**

2. ADDRESS

The Registered Office of the Society shall be at Aizawl in the State of Mizoram, with the postal address at **St. Paul's Higher Secondary School, Montfort Hills, Aizawl - 796 005.**

3. AREA OF OPERATION

'The Institute of the Brothers of St. Gabriel Society, Province of North-East India', shall conduct its operations within the North-Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura or any other States, Provinces, Autonomous Councils carved out of these above States.

4. AIMS AND OBJECTS

The Institute of the Brothers of St. Gabriel Society, Province of North-East India, a voluntary charitable and religious organisation of men, in a spirit of Christian love and guided by the spirituality of St. Louis Marie De Montfort, aims at the welfare and the integral development leading to wholesome physical, intellectual, psychological and spiritual growth of all persons, especially of the minority community, without the distinction of caste or creed, religion or race, or other limiting considerations, through charitable activities in the field of formal and non-formal education, developmental activities, and community development projects by making people aware of their rights and duties as well as by developing leadership among them and help them to inculcate the values of truth justice, equality, love, co-operation and brotherhood and thus liberate themselves from social evils like casteism, communalism etc., Hence the objectives of The Institute of the Brothers of St. Gabriel Society, North-East India shall specifically include the following:

- a. To provide formal, non-formal, vocational, and professional education to the children, and adults so as to facilitate all-round intellectual, moral and spiritual growth and development of human values;
- b. To promote justice and equality among the people, especially among the marginalised and oppressed in the society by creating awareness of their rights and duties and by promoting co-operative efforts among them;
- c. To serve the cause of socio-economic growth of the people of north-east India, by devising schemes, projects and undertakings which shall result in self-sufficiency, elimination of poverty and misery and enhancement of prosperity;
- d. To develop leadership qualities and spirit of voluntary service, among the students and youth of north-east India;

- e. To foster and promote cultural and linguistic activities and to encourage skills, creative and aesthetic arts and crafts among the people of north-east India;
- f. To channelise the energies of the people towards constructive national work in social, educational and cultural fields and promote such programmes and activities aimed at national integration;
- g. To perform works of charity to individuals, classes of persons, communities and villages with a view of promoting human dignity and self-sufficiency;
- h. To undertake community, village development programmes aimed at the integrated development of the community, village so as to facilitate all-round intellectual, moral, spiritual and economic growth of the people;
- I. To administer and run institutions which shall offer appropriate facility, training and education to all who desire, of their own choice to dedicate themselves to the service of God, country and fellow being;
- j. To diffuse social, religious, secular, scientific, cultural knowledge by conducting classes, lectures, conferences, seminars, competitions, educational, training and recreation camps, or any other lawful means and give scholarships, freeships, certificates and awards;
- k. To print, publish, and exhibit films, journals, magazines, periodicals, books, papers, pamphlets, advertisements, reports, lectures and other reading materials and pictorial matters for diffusion of useful knowledge and all other mass-contact programmes like audios, audio-visuals, and keeping with the charitable, educational, medical, and moral ideas in the promotion, spread, uplift, benefit and advancement of charitable, educational, cultural, social, moral, scientific technical and religious ideals and objects of the Society;
- l. And generally to do all things and everything necessary, suitable and proper for the promotion or accomplishment of any of the purpose or objects of the Society or for the furtherance of any power as set forth in these presents, either alone or in conjunction with other societies, corporations, firms, or individuals and to do every act or acts, thing or things, incidental or appurtenant to or growing out of or connected with the afore said business or powers or any part or parts thereof provided the same shall not be inconsistent with the Constitutions of The Institute of the Brothers of St. Gabriel Society, Province of North-East India, nor the Canon Law of the Catholic Church, nor the Rules and Constitutions of the Congregation of the Brothers of St. Gabriel, and subject to the provisions of these presents, the Governing Body may exercise all powers of the Society which are not by any law nor by these

presents required to be exercised by the Chairman/President, Vice-Chairman/Vice-president or by the Society in General Meeting.

5. MEMBERSHIP

All the persons who are members of the Congregation of the Brothers of St. Gabriel, Province of North-East India shall be the members of the Society and such other persons who may be called upon in writing by the Governing Body from time to time and who shall intimate their consent in writing to the Governing Body to be such members of the Society.

For the sake of better interpretation, the following terms are defined herewith:-

- a. **“The society”** shall mean “THE INSTITUTE OF THE BROTHERS OF ST. GABRIEL SOCIETY, PROVINCE OF NORTH EAST INDIA”.
- b. **“The Act”** shall mean the Societies Registration Act 1860 which includes any modification or amendment made there to from time to time.
- c. **“Member”** means a member of the Society accepted as such under these rules
- d. **“The Church”** shall mean the Roman Catholic Church in North East India.
- e. **“The Governing Body”** shall mean the Governing Body of the Society as constituted by the Rules and Regulations of the Society and the same shall also be known as the Managing committee.
- f. **“The General Body”** shall mean the assembly of the members of the Society.
- g. - Words importing singular member shall include plural and words importing person shall include bodies or corporate.
- h. **“Province”** shall mean a territory as established in accordance with the Constitution and Rules of the Institute of the Brothers of St. Gabriel, a Religious Society for men in the Catholic Church over which the Provincial exercise ordinary religious jurisdiction.
- i. **“Religious”** shall mean a member of Congregation of the Brothers of St. Gabriel, who has declared publicly the vows of poverty, chastity and obedience of his own free will, in accordance with the Rules and Constitutions of the Congregation.
- j. **“Provincial”** shall mean an elected member of the Institute of the Brothers of St. Gabriel, Province of North East India, who, for the time being is the head of the Religious Province of the said Society and the term Provincial shall be deemed to include the Vice-Provincial or Superior Regular of such territory in case the territory does not enjoy for the time being, the full status of a Religious Province. He shall be the Ex-officio Chairman/President of the Society by virtue of his holding the office of Provincial.

- k. **“Director”** shall mean an elected member of The Institute of the Brothers of St. Gabriel Society, province of North East India who is duly appointed as the Local Superior of an Institution or a Religious House.
- l. **“Councillor”** shall mean an elected member of the Society who is duly appointed as adviser or consultant to the Provincial. The provincial shall have three councillors out of which the first councillor shall be the vice Chairman/ Vice-President by virtue of his office.
- m. **“Constitution”** shall mean the Rules & Regulations of the Congregation of the Brothers of St. Gabriel.

6. APPLICATION FOR MEMBERSHIP

Every individual desiring to be a member of the Society shall submit a written application or on prescribed pro forma, duly signed, to the Governing Body, of his intention to be a member of the Society. Every such application made to the Governing Body shall be accepted or rejected as decided by the Governing Body. No fees, subscription, or contributions whatsoever shall be paid by or shall be assessable on the members of the Society as such.

7. ELIGIBILITY FOR MEMBERSHIP.

The following shall be eligible for membership in the society:-

- a. Shall be a member of the religious congregation of the Institute of the Brothers of St. Gabriel, Province of North East India.
- b. Age shall be not less than 18 years,
- c. Shall be a citizen of India,
- d. Shall abide by the rules and Regulations of the Society;
- e. Shall maintain good conduct and behaviour;
- f. Any person who is called upon in writing by the Governing Body from time to time and who shall intimate his consent in writing to the Governing Body to be a member of the society;

8. TERMINATION OF MEMBERSHIP

The following conditions shall lead to the termination of membership in the society:-

- a. If any member dies or leaves India permanently;
- b. If the member leaves by his own will or resigns from the religious order or from society and if the same is accepted by the religious order or society;
- c. If any member becomes mentally insane;
- d. If he is expelled from the Society or Congregation or Religious order for misconduct as per rules of the Religious Congregation or Society;

9. DOCUMENTS

The following books, documents or registers shall be maintained at the Registered office of the society:-

- a. Register containing the names and addresses of the society bearing the signatures of the individual member;
- b. Voucher and account books;

- c. Counter foil of the Receipts;
- d. Inwards and outward Register of correspondence;
- e. Complaint Book;
- f. Proceedings of Governing body General Body Meeting;
- g. Any other documents as the secretary may deem fit or as the Governing Body of the Society may direct.

10. THE GENERAL BODY

The General Body of the Society shall consist of all the members who have legal membership out of which seven shall be elected to constitute the Governing Body or Managing Committee.

- a. The General Body Meeting of the Society shall be held within 3 months from the date of Registration. The General Body Meeting of the society shall be convened by the Secretary under the instructions and guidance of the Chairman/ President at least once in a year giving 15 days notice to the members clearly stating the venue, date and; time together with the agenda of such matters as are required to be determined by a General Body Meeting or as the case may be. The Chairman of the General Body Meeting of the Society shall be the the Chairman/President of the Society, if present, otherwise Vice-Chairman/Vice-President shall function as Chairman. In case the Chairman /President and Vice-Chairman/Vice-President are absent, no chairman shall be elected for the meeting. The quorum of the General Body Meeting shall not be below 1/3(one/third) of the total membership.
- b. Questions, resolutions etc. arising in the meeting shall be decided upon by majority of votes whether by voice vote (show of hands) or by poll and if needed the chairman has a casting vote. Each member shall have one vote which he may utilise in presence or by proxy.
- c. In case of a General Body Meeting for alteration, amendment, addition to or revocation of any of the articles of the Rules and Regulations of the Society or amalgamation with any other society or association or for the dissolution of the Society, the presence of at least 2/3(two/third) of the members in person or by proxy shall be required for validity.
- d. Notice of the Meeting of the General Body by the Secretary may be given to the members provided, however, in the case of General Body Meeting convened for the purpose of considering any proposal for the alternation, amendment, addition to or revocation of any of the articles of the memorandum of Association or the Rules and Regulations of the Society or for the amalgamation of the society with any other society, a written or printed report of the Governing Body proposing the change shall be given to every member at least 15 days before the date of the General Body Meeting.

11. POWERS AND DUTIES OF THE GENERAL BODY

The following are the powers and duties of the General Body:

- a. To approve the report of the Governing Body, the Accounts of the Society and its Auditor's Report..
- b. To elect, by votes, the eligible members of the Governing Body unless otherwise agreed upon.
- c. To appoint Auditors or Auditor and to fix their or his remuneration.
- d. To approve the financial budget.
- e. To transact any other business which may be brought forward by any member of the Governing Body or of the Society with the prior permission of the Chair.

12. THE GOVERNING BODY

The management and control of the Society shall be vested in the Governing Body consisting of seven or more members. The Governing Body shall consist of the Chairman President, Chairman/Vice-President, Secretary, Joint Secretary (if any), Treasurer and two members. The office bearers of the Governing Body are elected by the majority vote at the General Body Meeting. The Provincial shall be the ex-officio Chairman/President of the society being elected as such. The chairman of the Governing Body shall be President. If he is not available the Vice-Chairman/Vice-President presides over the meeting. The quorum of the meeting of the Governing Body shall be 3/4th (three/ fourth) members. Questions arising in the meeting shall be decided upon by the majority votes whether by voice (show of hands) or by polls, and if needed the Chairman/President has a second or casting vote. The Governing Body if otherwise decides, may have a Secretary cum Treasurer. In that case there shall be no separate office of Treasurer. Hence the number of executive members shall be three or four as the case may be. The total number of members in the Governing Body shall not be less than seven.

13. TERM OF GOVERNING BODY.

- a. The term of the Governing Body shall be three years or as may be desired by members. But they can continue in office for another six months after the expiry of the term with the approval of the General Body till the fresh elections of the Governing Body is held. The members in the Governing Body are eligible for re-election.
- b. Vacancies occurring in the Governing Body shall be filled-up by the Chairman/President and the substitute member shall hold office until the next General Body Meeting.
- c. The member of the Governing Body may resign his membership, at any time, by proper communications, in writing to the Chairman/President, his intention to resign. The resignation will take effect on its acceptance by the Governing Body.

14. POWERS OF THE GOVERNING BODY.

The Governing Body as herein constituted shall have full powers and it is

hereby authorised, subject to the provisions of those present, to do amongst others, the following acts, matters, deeds, and things:-

- a. To establish, erect, construct and manage, administer and run educational institutions, hostels, libraries, dispensaries, health centres, study centres etc. and to promote the purpose of the Society and further to alter, repair, develop, improve, demolish, close down or reconstruct the same or any portion or portions there of;
- b. To engage and to remove, dismiss, discharge superintendents, managers secretaries, principals, professors, head- masters, school-master, teachers, prefects, tutors, specialists, accountants, clerks, servants and workmen, medical and legal practitioners and to pay proper remuneration staff and others salaries, wages, gratuities and pensions;
- c. To negotiate, and enter into, any arrangement, with any Government, State, University, Municipality, Village Councils, or any other public or private authority, body or association which may seem beneficial or conducive to any of the objects of the Society;
- d. To acquire properties, movable or immovable for and under the name of the Society by way of the purchase lease, mortgage, loan, exchange or otherwise, grant, legacy, bequest, right, privilege from any person, company, society, government or institution or body whatsoever and to hold all or part of the movable or immovable property of all descriptions now or hereafter vested in or in the possession of the Provincial of the Congregation of the Brothers of St. Gabriel, or now or hereafter vested in or in the possession of any person or body and used to devoted for or to any purpose of the society or any charitable, educational, social, moral, cultural, religious, scientific or other purposes whatsoever in connection there with and to have the name or names of any or all of the above named mutated in any court or office (civil, revenue, municipal, estate) or any other nature to that of the Society;
- e. To alienate by way of mortgage, sale, lease, loan, exchange, hiring out, gift, or otherwise with or without securities, the properties, movable or immovable or funds of the Society including the making or giving subscription, contributions, or assistance pecuniary or educational, benevolent or other institutions, bodies or persons as from time to time deem necessary or appropriate.
- f. To apply for, obtain, collect, receive or recover from any government or authority, state, district, municipal, contonment, board, university or other public or private body or person such grants, allowances, rights, concessions and privileges as may seem, from time to time desirable and to carry out, exercise, comply with, and utilise the same.
- g. To open and to operate current, savings or fixed deposits, accounts, with any bank or banks in the name of the Society

and to invest, administer, manage, all such funds of the Society for further development of the Society and also to establish and maintain reserve funds of such amounts upon such terms as the Governing Body shall deem fit and to remove or appoint those who operate on such accounts, or to open branch accounts with any bank or banks in the name of the Governing Body or departments or heads of institutions controlled by the Governing Body of the Society and to appoint or to remove those who operate on such accounts.

- h. To administer or manage the funds of the Society either, directly or through the President or Secretary or correspondent duly appointed by the Society for the purpose from time to time and to borrow or to raise funds with or without securities, in any manner that society shall think proper and to repay the same.
- i. To commence prosecute, defend, appear, to conduct, continue, compromise, abandon, contest, or submit, to any civil, criminal, administrative, revenue, municipal, arbitration, conciliation, or other proceeding or inquire for furtherance of or in conjunction with any of the objects of the Society, and to appoint such persons as the Governing Body deem fit for the purpose or representing the Society or any managing committee or member of the Society in any legal or other proceedings that may from time to time be instituted by or against the Society or such managing committee or persons.
- j. Meeting of the Governing Body shall be held in six months, and also at such times and places as the Chairman/President or Vice-Chairman/Vice-President or vice-president may from time to time determine. A quorum for a meeting of the Governing Body shall be 3/4th members generally present (unless the Governing Body otherwise decides). If meeting is adjourned for want of a quorum, no quorum will be necessary for the adjourned meeting. The Governing Body shall conduct the following business:-
  - 1. Approve the report of the work done during the year and adopt the audited financial report of the previous financial year ending on 31st March X
  - 2. Elect office bearers if required, and accept or reject application of membership of other members of the Society.
  - 3. To delegate any of its powers to committees consisting of such member or members of their body, for the proper conduct of the affairs of the Society if required.
  - 4. Conduct any other business that may be brought before the meeting.
- k. To receive gifts, endowments, bequests, and donations in the form of money, of property, movable or immovable in any

form for the purpose of the work connected with the objects of the Society.

- l. To subscribe, donate or aid, help and assist financially or otherwise any charitable or other institutions or organisations having the same or similar object of the Society, and to create, establish, form, organise, administer, control, supervise or manage, any trust, association, or organisation the object of which is not contrary to the objects of the Society.
- m. 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 see fit;
- n. To draw, endorse, discount and in general deal with bills of exchange, Promissory notes, cheques, savings certificates, bonds, debentures, loan notes, stocks, and shares registered or insured letters or parcels, postal receipts and other negotiable commercial or transferable instruments or securities.
- o. To provide for the welfare of persons employed by or connected with the Society and the dependants of such persons by establishing and contributing to provident and benefit funds and by giving pensions, gratuities, bonuses or allowances, or by grants of money or otherwise as the Governing Body may deem fit;
- p. To establish, maintain, or close down a branch 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 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 deem necessary;
- r. And 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.

#### 15. POWERS OF THE CHAIRMAN/PRESIDENT.

Besides presiding over the meeting of the Governing and General Body, the Chairman/President shall be vigilant to promote the interests and achieve the objectives of the Society. He will be responsible to fill up vacancies in the Governing Body and the General Body of the Society. The decisions of the Chairman/President shall be final. The Provincial shall be the ex-officio Chairman/President of the society and as such all the powers both of religious order and Society shall be incorporated in the office of the President.

#### 16. POWERS OF VICE-CHAIRMAN/VICE-PRESIDENT.

In the absence of vacancy of the Chairman/President, the Vice-Chairman/Vice-President, shall perform the ordinary duties of the

Chairman/President. He is obliged to convene the General Body meeting within a period of three months in case of vacancy, to elect the President. The first councillor shall be Vice-Chairman/Vice-President of the society by virtue of his office as the first councillor.

17. POWERS OF SECRETARY

The Secretary shall exercise all such powers and do all such acts may be required for the proper conduct of the ordinary correspondence of the Governing Body and maintain registers and files of the society. The Secretary shall convene and issue notices of General and Governing Body meeting as and when required,

- a. The Governing Body, if so decides, shall power the Secretary with work and powers of the Treasurer. In that case there shall be no separate office of the Treasurer.
- b. POWERS OF JOINT SECRETARY(IF ANY)  
In the absence of the Secretary, the Joint-Secretary shall look after the affairs of Secretary with guidance from the Chairman/President of the Society.

18. FUNDS

- a. Regular accounts shall be kept for all the moneys and properties of the Society.
- b. All accounts shall be properly maintained and audited once a year by an approved auditor and shall be placed before the General Body.
- c. All moneys collected will be utilised for only such social and charitable purposes as the Governing Body may decide, in keeping with the aims and objectives of the Society.

19. POWERS OF THE TREASURER

- a. The Governing Body, if otherwise decides, shall empower the Secretary with work and powers of the Treasurer. In that case there shall be no separate office of the Treasurer. He shall exercise all such powers and do all such acts as may be required for the proper conduct of ordinary business administration of the properties, movable and immovable, of the Society under the general supervision of the Chairman/President or the Vice-Chairman/Vice-President. He shall operate the Bank Account jointly and/or severally with the Chairman/President or the Secretary. In case of his absence, the Secretary shall look after the affairs of Treasurer.
- b. The Secretary and/or Treasurer shall deposit money in any Bank or Banks, Post Offices, either in Savings or Current Accounts, Fixed Deposits or Accounts of any other description in the name of the Society.

20. BANK ACCOUNT

The Society shall have accounts in its name in any of the Nationalised or Scheduled Banks and all operations of such accounts shall be jointly and/or severally by the Chairman/President or Secretary or Treasurer. The treasurer

shall keep the daily accounts of withdrawals, deposits and accounts of the day-to-day expenditure. The Treasurer shall intimate to the Governing Body of the Society's financial position before proceeding in major projects.

21. SEAL

The Society shall have its own seal. The seal may be used either by the Secretary or by the Treasurer.

22. AMENDMENT

Every amendment in the constitution of the Society shall be placed before the General Body Meeting and every such amendment shall be voted by two-third(2/3rd)majority of the members in such meetings. The Governing Body may frame business regulations for the better administration and function of the Society from time to time provided these resolutions are not repugnant to the Society or the present rules.

23. DISSOLUTION

In case it is decided to dissolve the Society, it may be dissolved by majority vote bearing 3/5th members of the Society, who shall have expressed a wish for such dissolution by their votes delivered in person at a General Body Meeting convened for the purpose. On the dissolution of the Society, if there shall remain after satisfaction of all debts and liabilities any property movable and immovable whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given to some other Society of the Catholic Church, whether registered or unregistered, having similar objects to be determined by the votes of not less than 3/5th of the members present at the time of the dissolution of the Society. The decision shall be conveyed to the Registrar, Firms and Societies, who shall issue orders which shall be treated as final.

24. SETTLEMENT OF DISPUTES

The Registrar of Firms and Societies or any other officer authorised by him shall investigate in the affairs of the Society in case of any dispute.

The Registrar or the enquiry officer shall have full powers to settle dispute or give decision which shall be binding on all the parties for compliance. The Registrar has also power to appoint an Administrator in case of dispute.

**DECLARATION**

Certified that the above is the true and correct copy of the Rules and Regulations of "THE INSTITUTE OF THE BROTHERS OF ST.GABRIEL SOCIETY, PROVINCE OF NORTH- EAST INDIA".

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S.No.	Name	Address	Signature
1	Bro.K.M. Thomas	St.Montfort School 10th mile, G.S. Road, Guwahati. Assam - 781 023	
2	Bro. K.V. Mathew	St.Joseph's Press, Kulikawn P.O. Aizawl - 796 005	
3.	Bro. T.J.Jose	St.Paul's HSS Montfort Hills Aizawl - 796 005	
4.	Bro. A.C.Sebastian	St.John's HSS Kolasib P.O. Mizoram - 796 081	
5.	Bro. Jimmy Eappen	Montfort School Champaknagar P.O. Tripura West -799 045	
6.	Bro. M.A.Thomas	St.Peter's HSS Chhingchhip Mizoram - 796 161	
7.	Bro. Gabriel Laltlanthanga	St.Peter's HSS Chhingchhip Mizoram - 796 161	
8.	Bro. Joy Alex	St. Paul's HSS Montfort Hills Aizawl -796 00 5	
9.	Bro. P.J. Jose	St. John's HSS Kolasib P.O. Mizoram - 796 081	

Place:

Date:

Secretary  
The Institute of the Brothers of St. Gabriel Society,  
Province of North-East India

## APPENDIX

### **ASSETS RIGHTS LIABILITIES MANAGEMENT AND ADMINISTRATION**

The following institutions are being managed and administered by the Society at present:

1. St. Paul's Higher Secondary School, & St. Joseph's Press, Aizawl, Mizoram
2. St. John's Higher Secondary School, Kolasib, Mizoram
3. St. Peter's Higher Secondary School, Chhingchhip, Mizoram
4. Montfort School, Baghty, Nagaland
5. Montfort School, & ITI, Chabua, Assam
6. Montfort School, Champaknagar, Tripura
7. Montfort School, Guwahati, Assam
8. Montfort Centre for Education, Tura, Meghalaya