

Form No. 1
Memorandum of Association

1. Name of the Society:

The name of the society shall be **SOCIETY FOR SOCIAL WELFARE AND ACADEMIC ADVANCEMENT AND RESEARCH**

2. Registered Office:

The Registered Office of the Society shall be at District Bhopal and will operate anywhere.

3. Objects:

1. To work for the promotion and development of the academic sector.
2. To establish, maintain and develop, libraries, reading rooms and publishing institutions for publication of books, journals, magazines, periodicals, brochures etc.
3. To publish, print, edit, circulate, acquire or lend journals, books, newsletters, periodicals, magazines, pamphlets, brochures etc with an objective of furthering academics, information and knowledge.
4. To undertake training, accreditation, research and allied services for the promotion and development of education, academics and information; on its own and /or in collaboration with Government of India/ State Governments/Non Governmental Organizations / Institution, and collaboration with foreign bodies, educational and research institutes of education.
5. To Organize and participates or nominate for participation in Conferences, Seminars, Discussions, Trade Fairs, Exhibitions, Meetings, Workshops and Road shows for the promotion of Academics in any field and Education .
6. To provide scholarships, prizes, medals and/or other awards and recognition to the outstanding students or professionals or academicians.
7. To institute awards to honor persons, dignitaries etc. who have done exceptional service in promoting education.
8. To create chairs of professorships, research scholarships, etc., the advancement of education.
9. The Society shall conduct international and domestic level research activities, funded and non-funded and offering consultancy to governments.
10. To collect, analyze, collate, tabulate and circulate data, statistics, information etc., in relation to or connected with any discipline of education.

Chairman

Secretary

Treasurer

11. To establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit persons connected with the profession of education in India and to grant donations, make loans or payments for the benefit of employees and to subscribe and guarantee money in charitable and benevolent objects or for any public, general or useful object.
12. To procure recognition for the Society vis-à-vis its objects .
13. To take any such steps by personal or written appeals or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Society in the form of donations annual subscriptions or otherwise and to invest funds of the Society not immediately required in such securities or deposits as may, from time to time, be determined by the Governing Body of the Society.
14. To depute or join in electing or nominating delegates, advisers, etc., to represent the Society on regional, national and international conferences, seminars, etc
15. To cooperate with and to make representations to any department of the Government of India or other Central Authorities, Organizations, Commissions, Boards, Enquiry Bodies, etc. as may be deemed necessary in furtherance of the objects of the society and to do likewise at State level in collaboration with the appropriate Regional Councils of the Society.
16. To make available the benefits of its activities to the public at large without restricting the same only to the members of the Society.
17. To enter into other societies, corporate and other bodies or organizations, foundations etc., to provide services on mutual agreed terms and conditions towards the advancement of the objects of the society.
18. To Society for carrying out specific jobs, and provide specific services not inconsistent with the aims and objects of the society.

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RULES AND REGULATIONS:

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5. MEMBERSHIP:

- (a) **Patron Members:** Person contributing Rs.7000/- or more in single installment or in twelve installments during one year, will be eligible to become patron members of the society.
- (b) **Life Members:** Person contributing Rs.5000/- or more will be eligible to become Life Members of Society. The Life Member can become the patron member by contributing Rs. 2000/- or more.
- (c) **Ordinary Members:** Person contributing Rs.300/- per annum will become ordinary Member of the Society. Ordinary, member will only be member for the period for which he or she has given contribution. The Membership of ordinary members will be terminated, in case of nonpayment of membership fee for the period of 6 months without a satisfactory reason.
- (d) **Honorary Members:** Honorary membership can be conferred by the Ex.C. fo the society to eminent persons or persons for the period for which the E.C. may deem necessary. The Honorary Members can attend the meeting of the General Body but shall have no voting rights.
- (e) **Application for Membership:** Every individual who is desirous being the member of the society shall submit a written application duly signed and sent to the E.C. Every Such application made to the E.C. shall be accepted or rejected as decided by the E.C. Applications may also be mailed to the E.C.

6. ELIGIBILIY FOR MEMBERSHIP: The following shall be eligible for membership in the society:-

- (a) The age of the applicant shall not be less than 18 years.
- (b) The applicant will strive to work for the achievement of the objectives of the society.
- (c) The applicant shall abide by the Rules and Regulations of the Society.
- (d) She/he shall maintain good moral conduct and behavior.

7. TERMINATION OF MEMBERSHIP:

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

- (a) On the death of any member.
- (b) If any member becomes mentally insane.
- (c) In case of nonpayment of membership fee as per rule 5 mentioned above.
- (d) On the resignation by the member and if the same is accepted.
- (e) If he/she is expelled from the society for misconduct or any other reasons by the Executive body and the said decision of E.C. should be intimated in writing to the said member.

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8. DOCUMENTS:

The Members register shall be maintained at the registered Office of the society and following particulars shall be enrolled:

- (a) Name, Address and Occupation of every member.
- (b) Date on which the membership is granted and Receipt No. with date.
- (c) Date of termination of membership.

9. General Body Meeting:

The General Body Meeting shall be attended by the members to have legal membership in the society (as per Rule 5). General Body Meeting shall be convened any time during the year. The place date and time shall be decided by the Chairman / Secretary and shall be intimated to all members 15 days prior to the meeting. The quorum of the meeting shall not below 1/3 (One/Third) of the total members. The first General Body Meeting shall be called within 3 months from the date of registration and office bearers shall be elected in the said meeting as per the rules.

10. Executive Committee Meeting:

Executive Committee meeting shall be held at least four times in a year. The agenda and date of meeting shall be intimated to every executive member 7 days prior to the meeting. The Quorum of the meeting shall not be below 1/3 (One/third) of the total members. If the meeting so called, the quorum is not available, the meeting shall be adjourned for one hour and may be held on the same place and same day without applicability of condition of quorum for the meeting.

11. SPECIAL GENERAL MEETING:

If 3/4 (three fourth) members apply in writing to convene the meeting and the meeting shall be convened to discuss on the particular subject.

12. POWERS AND DUTIES OF GENERALS BODY:

- a) To approve the annual progress report of the society for the last years.
- b) To manage the fixed Assets and deposits of the societies.
- c) To appoint Statutory Auditor.
- d) To discuss any other matter.
- e) To approve the Income & Expenditure Statements of other Institution run by the Society.
- f) Approval of Budget.

13. THE EXECUTIVE COMMITTEE:

The Members whose name are given in the member's Register as per rule 5 (a, b, c) shall elect following office bearers and members of general body by majority votes.

- 1) Chairman, 2) Vice Chairman, 3) Secretary, 4) Treasurer, 5) Members

14. TENURE OF EXECUTIVE COMMITTEE:

The tenure of the executive committee shall be for three years which shall however be increased for further period of twelve months.

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15. POWER OF THE EXECUTIVE COMMITTEE:

The Executive committed as herein constituted shall have, full powers and it is hereby authorized, subject to the provisions of those present to do, amongst other the following acts, matters, deeds and things.

- a) Ensure that the object have been fulfilled for which the executive committee is constitutes and make arrangements for the same.
- b) Present the audited accounts of income & Expenditures for the last year in the Annual General meeting.
- c) To appoint or employ temporarily or permanently and persons as may be required for the purpose of the Board and to any them or other persons at the discretion of the Executive committee honoraria, salaries wages, provident fund contributions and person in return for the services rendered for the society and to give aid to and to provide for their welfare and those of persons who have rendered service to the society.
- d) To administer or manage the funds of the society either directly or through the president or the secretary or the treasurer duly appointed by society for the purpose from time to time and to borrow or to raise funds with or without securities in any manner that the society shall think proper and it repay the same.
- e) To perform other important work assigned and to give powers to execute any work of the society to office bearers of the society.
- f) All the moveable and immoveable assets shall be remained in the name of the society.
- g) No fixed assets of the Society shall be sold without the permission of the Executive Committee.
- h) To discuss the amendments in the constitution of the society and to present them before the extraordinary general meeting. The resolution passed in the quorum of 3/4 members.
- i) To receive and disbars loans and donations to other societies, institutions and individual working in similar objectives.

16. POWER OF THE CHAIRMAN:

- a) The Chairman shall have right to attend all the meetings of the society including all committees or, any subcommittee appointed for carrying out any specific function of the society. Besides presiding over the meeting of the Governing and General Body the Chairman shall be vigilant to promote the interests and achieve the objectives of the society. At such meetings attended by him, he shall be the chairperson and shall have a second or casting vote in case of equality of votes. The decision of the Chairman/President shall be final.
- b) The Chairman shall exercise all such powers and functions necessary for the effective discharge of the functions of the society including sanction of expenditure in any emergency.

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17. POWER OF VICE CHAIRMAN:

In the absence or vacancy of the Chairman, Vice Chairman shall perform the ordinary duties to the Chairman.

18. POWER OF SECRETARY:

- i) The Secretary shall exercise all such powers and do all such acts as may be required for the proper conduct of the ordinary correspondence of the Governing body, for the filing of statements as required by the Madhya Pradesh Societies Registration Adhiniyam, 1973 and for the maintenance of the registers and files of the Society. The secretary shall be the custodian of all the original records and register.
- ii) Under the direction of the Chairman or in due course the secretary shall convene and issue notices of General and Governing Body meetings as and when required under the direction of the Chairman. The Secretary shall issue notice clearly stating the agenda, date, time and venue of the meeting.
- iii) The secretary shall be responsible for record accurately the minutes of the meetings of the Society, both General and Governing Body meetings. He shall prepare the resolution and shall see that the said resolutions are adopted.
- iv) The secretary at the end of the every financial year shall send the statement of income and expenditure with full particular duly audited by the auditor of the Association to the Registrar of Firms and Societies Bhopal.
- v) The secretary shall be the in-charge of the books, furniture and other moveable and immovable property belonging to the society and shall keep the registers and the files update. He shall maintain a register of all the members containing their names, address and all other information so required.
- vi) The secretary shall keep the Chairman and the members informed from time to time of all the important matters pertaining to education any change in policy and other amendments, if any of the relevant policies of the government. The secretary shall perform if Executive Committee so decide.

19. POWER OF JOINT-SECRETARY:

In the absence of the Secretary, the Joint-Secretary shall look after the affairs of the secretary under the guidance of the Chairman.

20. POWER OF TREASURER:

- a) The Treasurer shall have custody of the funds and accounts including relevant documents of accounts of the society. Which are not held by the Secretary or all such documents so directed by the Society.
- b) The Treasurer shall be responsible for maintenance of accounts of the society and of such bodies associated under it and may also give directions or as given by the auditors.
- c) The Treasurer shall receive all the money, funds and income on behalf of the society and in particular by way of collection of fee and other dues from affiliated institutions, constituent members and others and shall report to the Governing body of all such defaults in payments due even after reminders and normal steps for recovery have been taken by his/her or at his/her direction.

Chairman

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Treasurer

- d) The Treasurer shall make all disbursements necessary for carrying out the resolution of and under the directions standing or as specified by the Executive committee. Every payment of deposit in excess of Rs.10,000/- shall require sanction of the Chairman of the Society.
- e) The Treasurer shall deposit any cash balance over Rs.15,000/- which is not required for immediate sanctioned payments, in such bank or banks as may be approved by the Executive committee. The accounts shall be open in the name of the society in any bank(s) which shall be jointly operated by any two of the following office bearers namely, the Chairman or the Secretary or the Treasurer.
- f) The Treasurer shall make a complete statement of the accounts for the year ending on 31st March every year getting the same audited and submit the same with the audited report to the Governing Body at the time of the Annual General Meeting.
- g) The Treasurer shall perform such other function of act(s) as may be deemed necessary or expedient in the financial field according to the direction of the Chairman, the Executive Committee and the Secretary.
- h) The Treasurer shall arrange by appointment in respect of the immediately preceding year, copies of the audited report of the statements of the affairs or balance sheet and the income and expenditure accounts and auxiliary statements of accounts be kept in the office of the society.

21. BANK ACCOUNT:

The Society shall have accounts in any of the nationalized or scheduled/ Cooperative Banks and all operations of such account(s) shall be jointly operated by the Chairman or the Secretary or the Treasurer (any two). The Treasurer shall keep the accounts of withdrawals, deposits and accounts of day to day expenditure. The treasurer shall intimate to the Executive Committee of the Society financial position before proceedings in major projects.

22. ANNUAL REPORT:

Once in every year a list shall be filed with the Registrar of firms and societies of Madhya Pradesh of the names, offices, if any, occupation and addresses of the Executive Committee, then entrusted with the management of the affairs of the society. The audited accounts shall be filed within 14 days of the annual general body meeting.

23. AUDIT AND INSPECTION:

At the end of every financial year, the society shall send the statement of income and expenditure with full particulars duly audited by a Chartered accountant to the Registrar within 14 days from the date of annual general Body meeting as per section 28 of the act and also list of Executive Committee members as per section 27.

24. AMENDMENT:

Every amendment in the BYELAWS of the society shall be placed before the general body meeting and every such amendment shall be voted by majority of the members in the meetings.

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25. DISSOLUTION:

The dissolution of the society shall be passed by at least 3/5 members in the general Body meeting and after the dissolution the moveable and immoveable properties of the society shall be handed over to the society having similar objects. The whole proceedings of dissolution shall be done as per the provisions of the act.

26. PROPERTY:

All the properties, moveable, acquired by the Executive Committee shall be in the name of the society and shall be acquired by purchase, gift or otherwise.

27. BANK ACCOUNT:

All accounts of the society in its name shall be in any nationalized or scheduled or Co-operative banks. The deposits and withdrawals of amounts shall be accounted by the Treasurer.

28. POWER OF REGISTRAR:

In the event of default in holding meeting of the Governing body or general body in accordance with the registered constitution of the society or when it becomes otherwise necessary in the opinion of the Registrar. The Registrar shall have the power to call or direct the general body meetings and give ancillary or consequential directions as may be considered necessary for conducting the meetings.

29. SETTLEMENT OF DISPUTES:

The Registrar or any other Government Agency authorized by him shall investigate the affairs of the society in case of any dispute. The Registrar or inquiry Officer shall have full powers to settle dispute or give decision which shall be binding on all the parties for compliance. The Registrar also has the power to appoint administrator in case of dispute.

Chairman

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