MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY:
The name of the society shall be Society of Fetal Medicine (SFM) hereafter referred to as "The Society"

Background: There is increasing demand for prenatal diagnosis of genetic disorders and malformations in India. Recent advances in technologies like ultrasound and molecular techniques enable prenatal diagnosis of a wide range of disorders. However, facilities for prenatal diagnosis and management are inadequate in India. There is a need to form a society to increase awareness among the doctors, health care providers and public administrators about prenatal diagnosis and to stimulate the establishment of these facilities and train manpower to provide these services.

2. REGISTERED OFFICE:
The office of the society shall be in the National Capital Territory and presently at the following address:

C 584  Defence Colony, New Delhi, Delhi 110024

The office may however be shifted to any place as determined by the executive committee from time to time. Any change in the registered office shall be duly communicated to the Registrar of Societies, Govt. of Delhi. In addition, the society may open its offices in other parts of the country to promote its aims and objectives from time to time.

3. WORKING AREA
The working area of the society shall be within India.

4. AIMS & OBJECTIVES
The aims and objectives of the society shall be as under:

a) To constitute a forum of physicians, scientists, patients/parents and others interested in prenatal diagnosis and management of congenital disorders and genetic diseases
b) To advance and promote the science and practice in the area of prenatal diagnosis.

c) To explore, collect and spread information on recent advances and newer techniques relating to prenatal diagnosis.

d) To hold conferences, refresher courses, CMEs, orations, public lectures, seminars, workshops and exhibitions relating to prenatal diagnosis.

e) To print, publish, exhibit periodicals, books, pamphlets, posters for the promotion of the objectives of the Society.

f) Formulate views and make recommendations regarding i) teaching of concepts of prenatal diagnosis to undergraduates, postgraduates and medical practitioners; ii) Services for prenatal diagnosis and management of congenital malformations and prenatal diagnosis of various disorders.

g) To interact with the Government of India regarding rules and regulations relating to prenatal diagnosis of various disorders.

h) To develop and extend cooperation between similar societies in India and abroad.

i) To undertake all such activities as are incidental and conducive to the objectives of the society.

All the income, earnings, moveable, immovable properties of the societies shall be solely utilized and applied towards the promotion of its aims and objects only set forth in the memorandum of association; and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present and past members of the society, or to any person claiming through any or more of the present or past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of the membership.

5. GOVERNING BODY

The names, address, occupation and designation of the initial members of the governing body (hereafter referred to as the Executive Committee) to whom the management of the
society is entrusted as required under section 2 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi is as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name (In Capital Letters)</th>
<th>Address</th>
<th>Occupation</th>
<th>Designation in the Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DR I C VERMA</td>
<td>B9/21, 1st Floor, Vasant Vihar, New Delhi 110057</td>
<td>Social Worker</td>
<td>President</td>
</tr>
<tr>
<td>2</td>
<td>DR NARENDER MALHOTRA</td>
<td>Malhotra Nursing Home, 84, M.G. Road, Agra - 282010</td>
<td>Social Worker</td>
<td>Vice President</td>
</tr>
<tr>
<td>3</td>
<td>DR INDRANI SUresh</td>
<td>67, 12th Avenue, Ashok Nagar Chennai - 600083</td>
<td>Social Worker</td>
<td>Vice President</td>
</tr>
<tr>
<td>4</td>
<td>DR SHUBHA PHADKE</td>
<td>Professor &amp; Head, Dept. of Medical Genetics, Sanjay Gandhi Post Graduate Institute, Lucknow U.P.</td>
<td>Social Worker</td>
<td>Vice President</td>
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<tr>
<td>5</td>
<td>DR GAUTAM AHLABADI</td>
<td></td>
<td>Social Worker</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DR ASHOK KHURANA</td>
<td>C-584 Defence Colony New Delhi 110024</td>
<td>Social Worker</td>
<td>Secretary</td>
</tr>
<tr>
<td>7</td>
<td>DR MADHULIKA KABRA</td>
<td>E-1 Ansari Nagar West, AIIMS New Delhi.</td>
<td>Social Worker</td>
<td>Joint Secretary</td>
</tr>
<tr>
<td>8</td>
<td>DR RATNA DUA PURI</td>
<td>HNo. B2/3 Amaltas Marg &amp; Club Road, Gurgaon. Teh. Gurgaon Distt. Gurgaon</td>
<td>Social Worker</td>
<td>Treasurer</td>
</tr>
<tr>
<td>9</td>
<td>DR DEEPIKA DEKA</td>
<td>Directors Bungalow AIIMS Ansari Nagar, New Delhi</td>
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<tr>
<td>10</td>
<td>Dr. S. Suresh</td>
<td>67, 12th Avenue Ashok Nagar, Chennai - 600083</td>
<td>Social Worker</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dr. Lakhbir Dhalwal</td>
<td>Chandigarh</td>
<td>Social Worker</td>
<td>Member</td>
</tr>
<tr>
<td>12</td>
<td>Dr. K Ghosh</td>
<td>Woodland Hospital &amp; Med. Res. Center, 8/5 Alipore Road, Kolkatta - 700027</td>
<td>Social Worker</td>
<td>Member</td>
</tr>
<tr>
<td>13</td>
<td>Dr. Jayesh Seth</td>
<td>42, Ashwraj Bungalow, Prahladnagar Garden Corporate Road, Vejalpur, Ahmedabad - 380051</td>
<td>Social Worker</td>
<td>Member</td>
</tr>
<tr>
<td>14</td>
<td>Dr. P Radhakrishnan</td>
<td>Bangalore</td>
<td>Social Worker</td>
<td>Member</td>
</tr>
</tbody>
</table>

6. DESIROUS PERSON

We, the undersigned are desirous of forming a society namely “Society of Fetal Medicine” under Societies Registration Act 1860 as applicable to the National Capital Territory in pursuance of this Memorandum of Association.

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<td>386, 2nd Cross III Block Koramangala Bangalore 560 034 India</td>
<td>Social Worker</td>
<td></td>
</tr>
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</table>

7. RULES & REGULATIONS

Following rules and regulations will govern the functioning of the society:

(i) **Interpretation**

In the interpretation of these articles unless there is something inconsistent with the subject or context:

a) The society means “Society of Fetal Medicine”

b) Year means period commencing from the 1st of April and ending with 31st March.

c) Office bearers of the society mean President, Vice-Presidents, Secretary, Joint Secretary, and Treasurer.

d) The committee means the Executive Committee of the Society.


(ii) **Membership**

   a. **There shall be the following classes of members of the society:**

   - Founder member
   - Life member
   - Ordinary member
   - Corporate member
   - Associate member
- Overseas member

Founder member

Founder members who happen to be on roll of the membership of the society at the time of submission of application for registration under the Societies Registration Act 1860. Such members paid a lump sum subscription of Rs. 2,000/- (Rupees Two thousand only) as membership fee. They will also be considered life members with the same rights and privileges.

Life member

Medical and paramedical personnel with original contribution to and interest in prenatal diagnosis can become life members of SFM. Such members have to pay a subscription of Rs. 4,000/- (Rupees Four thousand only) as membership fee. The life membership is valid for 10 years.

Ordinary Member

Individuals with professional, academic and cultural interest may be admitted as ordinary members on payment of annual subscription of Rs. 500 (Five hundred only).

Corporate member

An organization, Institute, Society, Company, Firm which is juristic corporate body under the law may become a corporate member, on payment of registration fee Rs. 50,000 (Rupees Fifty Thousand Only) for life membership, or annual subscription of Rs. 5,000 (Rupees One Thousand Only). One member will have only one vote.

Associate member

Person (including students) who is engaged in research, study or teaching at university or any teaching/research institute or employees of union and state government may become member of the society by paying annual subscription of Rs. 500 (Five Hundred only), however such member will not have any voting right in the general body meeting.

Overseas member

Person with interest in prenatal diagnosis who is a non-resident Indian or member of international organization, member of foreign non-project organization or foreign national employed by any multinational firm may be admitted as overseas member on payment of annual subscription of US $ 25 or Life membership subscription of $200.
Admission Fees:
Any new application for membership will have to pay a one time admission charge of Rs 500.

Note: All payments shall be made in cash, cheque or through an account payee draft drawn in favor of "Society of Fetal Medicine" (SFM)

Membership Criteria:
The following will be the criteria of becoming members of the society.
- Any practitioner in medical or related disciplines or interested in fetal medicine and prenatal diagnosis of birth defects and genetic disorders may be admitted after paying the prescribed registration and subscription fees subject to the approval of the Executive Committee.
- In case membership is refused to a person or persons, reasons for refusal shall be intimated to the persons concerned in writing.
- The minimum age of membership will be 18 years. The membership shall cease if the subscription falls in arrear for more than 3 months from its due date however, the membership may be revived after paying the registration fees as new members.
- The rules relating to admission to any class or any members, including subscription payable by them, shall be such as may be prescribed by executive committee from time to time.

b. Cessation of Membership
- Any member, including life members may be removed from the membership of the Society by resolution of the executive committee passed by the majority of at least 2/3rd of the members present at a special meeting of the Governing body committee. A notice will be issued to any such member whose membership is under consideration for termination thus giving him / her full opportunity to defend himself / herself. Such notice shall include a copy of proposed resolution for removal of the member and the reasons thereof.
- The membership may be terminated voluntarily if a member submits his/her resignation by giving 30 days notice in writing to the President subject to the member having cleared all dues of the society against him/her.
- A person will cease to be the member of the society if he/she fails to pay the subscription fees due from him/her.
- The membership shall stand terminated at the death of a member.
- Membership may be terminated for reason of the member being of unsound mind or having been indicted for infamous act or such acts violating the objectives of the Society and bringing it disrepute. This will be decided by the General body on the recommendations of the Governing body after giving the member due opportunity of explanation.
- Reasons for termination shall be intimated to member concerned in writing.

c. **Appeal and Re-admission of Membership**— Appeal for re-membership will be placed before the Governing body and decided by its members.

d. **Rights and Privileges of membership**-
   - Founder members, life members, ordinary members and overseas members shall be entitled to vote, seek election and attend all General Body meetings of the society. No members shall be entitled to vote or seek election at any General Body meeting if the subscription fees or any other dues are in arrears.
   - Members will participate in the activities and programs organized to achieve the aims and objectives of the society, such as multi-centric research programs, National programs, education programs etc.
   - Members shall have the right to present scientific papers at the conferences of the SFM
   - Members shall be given preference for admission to workshops or training programs in related fields.
Members shall be eligible to receive regular newsletters/ information bulletins of the Society and attend General Body meetings of the Society. It is proposed that a journal be started for the ISFM, which shall be circulated to all members at a subsidized rate.

(iii) GENERAL BODY

(a) General Body definition

The general body of the society consists of all members of the society.

(b) Powers, Duties and Function of the General Body

The General Body of the society shall meet at least once in 2 years or at any such time which the executive committee may deem fit under the circumstances. The business to be conducted at such meeting of General body may include:

- Adoption of, with or without modification, the annual report prepared by the Executive Committee and presented by the Secretary.

- Adoption of, with or without modification, of audited accounts (and any other financial reports) of the previous years as presented by the Treasurer and approved by the Executive Committee.

- Election of the office bearers and members of the executive committee when the terms of the existing members has expired, or vacancy in the executive committee is caused due to any other reason.

- Mode of Election to the office: Election of the members of the Governing body will be held amongst candidates proposed by at least 2 persons. Its mode will be by secret ballot. Any member will be eligible for election to post of office bearer and to cast vote. However, only those members who have served on the executive committee for a minimum period of 2 years shall be eligible for posts of President, President Elect, Vice-Presidents, Secretary, Joint Secretary and Treasurer.

- To appoint an auditor for the accounts of the Treasurers’ office and the Editor of the Society’s journal for the ensuing year.

- To appoint sub-committees as may be necessary.
To discuss and sanction the budget estimates for the ensuing year for the offices of the Editor, Treasurer, Secretary and the President as approved by the Executive Committee and

- Transaction of such other business as may be specified in the notice calling the meetings or as may be desired by the President.

(c) Quorum, Notice of meeting and periodicity of meetings

- General body meeting of the society may be ordinary or extra ordinary.

- The General Body meeting of the society will be held at least once in 2 years at such date, time place as the Executive Committee shall determine.

- The General Body shall be notified of the place, date and time of the meeting via a written notice sent under the hand and seal of President or Secretary at least 30 days prior to the date of the meetings. Any such notice shall contain a list of business items to be transacted and shall be sent to the member by post or by hand delivery to their respective address of any general body meeting.

- An extraordinary general body meeting may be called for special business by providing fourteen days clear notice.

- Emergency meetings may however, be called by the President at short notice.

- One-third members (or 20 members) of the Society on date shall form the Quorum at any General Body meeting.

- Quorum of the Executive Committee meeting shall be 4.

- No business shall be transacted in absence of the prescribed quorum. If there is no quorum within 60 minutes from the appointed hour fixed, the meeting shall stand adjourned to a next date to be fixed by the President. At such an adjourned meeting if there is no quorum, the Members present shall form the quorum but no business other than that specified in the notice shall be transacted at such meeting.

(iv) Executive Committee:

(a) There shall be a Governing body or Executive Committee for dispatching all the business of the society. The Executive Committee shall consist of the President, Vice-Presidents, Secretary, Joint Secretary, Treasurer, and five
other members elected by the general body among the members of the Society. The strength of the executive committee shall be minimum of 10 and maximum of 30. The terms of office of the office bearers shall be for 2 years. They will be eligible for renomination.

(b) The committee shall have full power and authority to do all such acts, matters, things and deeds which may be necessary or expedient for carrying out the objective of the society and in particular the following

- To manage and supervise the activities of the society and to expend money required for that purpose.
- To prepare and submit to the annual general body meeting an audited statement of account and the report of the previous year.
- To accept donation, grants, loan, contribution etc. with or without condition.

(c) No member of the committee shall vote on any matter in which she/he is personally interested.

(d) Quorum and notice of the Executive Committee Meeting

- The committee may meet for the dispatch of business at least once in three months.
- Notice of every ordinary meeting of the executive committee stating the general particulars of all business to be transacted at such meeting shall be delivered or sent by post to each member of the committee at his / her last known address at least seven (7) days before the meeting. In case of an emergency meeting of the committee, at least one day prior notice shall be given.
- The secretary shall upon the request in writing of the two-third members of the executive committee, summon a meeting of the committee.
- Four members present in the person shall form a quorum.
- No quorum shall be required in the adjourned meeting.
(c) Term of Executive Committee and mode of its election

(i) The Executive committee shall remain in office for a period of two (2) years or till the next election of the committee takes place at the prescribed time.

(ii) Casual vacancies in the committee may be filled up by the executive committee, any person nominated by the committee shall hold office only till the person in whose place he/she is nominated would have held office.

(iii) The election of executive committee shall be held at least thirty 30 (Thirty) days prior to the expiry of the 2(Two) year term of the existing office bearers and the Executive Committee.

(iv) The Executive Committee will appoint an election officer to conduct the process of elections. The Election Officer will be aided and assisted by the Secretary of the Society for proper conduct of the election process. The election for all the posts will take place through ballots. The date for such election shall be decided by the Election Officer and communicated to the members at least 3(Three) weeks prior to the date of the election.

(v) The names of candidates for various offices shall be duly proposed and seconded by two members (proposer and seconded). The members proposed for various offices shall be either present in the house or his/her consent in writing may be made available before his/her name can be considered for election.

(vi) The executive committee shall be elected by the general body of the society by simple majority of the vote.

(vii) Any member of the committee shall be eligible for re-election.

(v) POWERS AND DUTIES OF THE OFFICE BEARERS

(a) President

(i) President shall be chief executive of the society and he/she shall supervise work of the other office bearers from time to time.
(ii) The president of the society shall preside, conduct and regulate all meetings of the society as well as the executive committee and his/her ruling on any point order and decision as to the result of voting shall be final.

(iii) The President shall represent the society in all its affairs and shall authenticate and sign all papers, documents, statements and declaration and the like for and on behalf of the executive committee and the society except where he has delegated such powers to any other office-bearer of the society.

(iv) President shall be at liberty to appoint any person on vacant posts of society without the previous sanction of the executive committee but he/her shall have to take the approval of such appointments by the executive within a month of such appointments.

(v) The President shall in addition to his ordinary vote have a casting vote in case of equality of votes in an election or a meeting of the Executive Committee.

(vi) The President shall sign and execute all contracts in the name of the Society.

(vii) After his term, the President will continue to be member of EC as Past President for 2 years.

(b) President Elect — Starting from next election there will be a position of President Elect which will be open to all members of executive committee who have served for at least two years.

(c) Vice Presidents:
In case the President is not present, the President will nominate one of the Vice Presidents to act as President.

(d) Secretary
(i) The General Secretary shall be the General Executive Officer of the Indian Society of Fetal Medicine. He/She shall convene the meetings and record minutes of such meetings. The minutes of the ordinary or extra-ordinary general body meeting as also the executive committee shall be recorded by the Secretary in
minute books. These minutes shall be placed before the next meeting of the Executive Committee for confirmation.

(ii) Shall in consultation with the President organize and convene conferences, talks, seminars, symposia and other functions, clear all bills for payment and also sign cheques as authorized by the Executive Committee from time to time.

(iii) Shall conduct all correspondence on behalf of the society as assigned by the President from time to time. He/she shall prepare all reports of the activities of the Society during a year. He/she shall be responsible for distribution of the minutes of the Executive Committee’s Meeting and General Body Meeting to all members of the Society.

(iv) Shall be an ex-officio member of all sub-committees.

(v) Shall maintain a correct and up-to-date register of all members of the society.

(e) Joint Secretary:

The Joint Secretary shall assist the Secretary in carrying out the work of the Society. In absence of the Secretary, the Joint Secretary shall act as Secretary of SFM.

(f) Treasurer:

(i) He/she shall be the Incharge and custodian of all the funds of the Society. He/she shall be responsible for keeping up to date accounts of the society with all the account books posted up-to-date.

(ii) Shall be responsible for the collection of all subscription, fees and contribution due to the Society, deposit the same in nationalized bank or banks approved by the Executive Committee to the credit of the society and to operate the same as authorized by the Executive Committee and the President.

(iii) Shall dispose of the bills or payments, authorized by the President or Secretary.

(iv) Shall keep a separate account of the imprest money sanctioned by the Executive Committee from time to time.

(v) Shall along with the Secretary be responsible for settlement and audit of the accounts by the auditor appointed by the Executive Committee and duly approved by the General Body.
(vi) To raise the funds for various activities of the Society.

(g) **Power and duties/function of the Executive Committee**

(i) To carry out and implement the aims and objects of the society and manage and administer the affairs thereof.

(ii) To construct, purchase, take on loan or hire in the Union Territory of Delhi or anywhere in India/abroad, property necessary or convenient for the furtherance of the aims and objects of the society.

(iii) To acquire by way of gift, donation, investment, sale exchange or any other means authorized by the General Body, land building and all movable or immovable property of whatsoever kind and character to further the society’s objects.

(iv) To manage grants or contributions from different funding agencies like government, trust, other societies, individual donations etc. as the situation may be.

(v) To supervise the finances of the society and utilization thereof.

(vi) To appoint sub-committee and adhoc committee etc. to further the aims and objects of the association as deemed fit under the circumstances.

(vii) To organize talks, lectures, seminars, conferences, workshop, welfare programmes/schemes etc. and invite persons of eminence to lecture or participate in discussion on the topics related to or concerned with the aims and objectives of the society.

(viii) To consider and decide applications for membership, resignations and termination of membership.

(ix) To prepare a yearly statement of account of the Society and get it audited by a qualified auditor.

(x) To co-opt one or more members or even a non-member to attend a meeting when necessary with the permission of the President.

(xi) To co-opt one or more members or non-members in the sub-committee, adhoc committee or standing committee.
(xii) To oversee operation of the funds of the Society through a bank under the signatures of duly authorized persons as approved by the Executive Committee.

(xiii) To accept the invitations from other societies and institutions for conferences, seminars, lectures and workshop etc. and depute members to attend the same on behalf of the society.

(xiv) To approach various social and government organizations for financial support or grant in aid to carry out research, run welfare programmes as well as projects of social and national relevance.

(vi) **Filling up the casual vacancies**

If there is any vacancy caused due to any reason this will be filled according to the rules and regulations of the society.

(vii) **Formation of Sub Committees and Duties and Functions**

The executive committee, if feels necessary may form sub committees get different works done. The members of sub-committees shall however be from amongst the members of the society. Each sub-committee will be headed by a member of the Executive Committee.

(viii) **Source of Income and Utilization**

(a) The income of the society will be raised through subscriptions, donations, contributions, grants from Government or Non-Government agencies etc.

(b) The income and the property of the society however acquired shall be applied solely for the promotion of its aims and objectives.

(c) No portion of the income of property as foresaid shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit to person who at any time are or have been members of the society or to any person claiming through any one or more of them.

(d) The society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts. The accounts of the society shall be audited by a
Chartered Accountant and any expenditure incurred in connection with the audit of accounts of the society shall be payable by the society.

(ix) **Financial Year**

The financial year of the society shall be from April 1st to March 31st.

(x) **Operation of Accounts**

The banking account of the society shall be kept in the name of the society and shall be operated as authorized by the Executive Committee.

(xi) **Audit of the Accounts**

Accounts of the society shall be maintained regularly and properly and get audited every year by a firm of chartered accountant appointed by the general body meeting of the society. The first auditor shall, however be appointed by the Executive Committee within one month of Registration of Society. Auditor shall retire at the end of each annual general body meeting and may be re-appointed by the general body for the next term of one year.

(xii) **Annual List of Managing/Governing Body: (Sec. 4 of Act)**

Once in every year a list of the office bearers and members of the governing body of the society shall be filed with the registrar of society, Delhi as required under section 4 of the Society Registration Act 1860.

(xiii) **Legal Proceedings**

The society may sue or be sued as per the provisions laid down under section 6 of the Societies Registration act 1860. All expenses incurred in this connection shall be met from the society funds.

(xiv) **Amendments**

Any amendment in the memorandum of association or rules will be carried out in accordance with procedure laid down under section 12 and 12A of Societies Registration Act 1860.

(a) Alteration, extension or a abridgement of aims and objects or change of name shall be done in accordance with the provisions of section 12 and 12A of Societies
Registration Act 1860. The amendment on the memorandum shall be made under this section.

(b) These rules and regulations or any of them may be modified or altered at any time by a resolution passed by a majority of at least 2/3rd of the members of the general body.

(xv) **Dissolution and Adjustment of Affairs**
If the society needs to be dissolved, it shall be dissolved as per provisions laid down under section 13 and 14 of Societies Registration Act 1860.

(xvi) **Application of the Act**
All the provisions under all the sections of the Societies Registration Act 1860 shall apply to this society.

**8. INCOME & PROPERTY**
All the incomes, earnings from movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects, as set forth in the memorandum of association, and no profit there-of shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or Interest or in any manner whatsoever to the present or past members of the society. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of this membership.

**9. ESSENTIALITY CERTIFICATE**
Certified that this is the Correct copy of the Rules and Regulations of the society

[Signature]

**CERTIFIED TRUE COPY**

President

Secretary

Treasurer