

# CERTIFICATE OF REGISTRATION



## SOCIETIES REGISTRATION ACT, (XXI) OF 1860

Registration No. S-49003 of 2004.

I hereby certify that JOINT WOMEN'S PROGRAMME

located at D-45, PRESS ENCLAVE SAKET, NEW  
DELHI - 110014

has been registered under "SOCIETIES REGISTRATION  
ACT - XXI OF 1860".

Given under my hand at DELHI on this 26<sup>th</sup> day  
of April Two Thousand Four.

Registration Fee Of Rs. 50/- Paid.

Seal  
Registrar of Societies  
Delhi



*Certified True Copy*  
*Reader to SDM (HQ)*  
*Distt. South Delhi*  
*26/4/14*  
(J. P. AGRAWAL)  
Registrar Of Societies  
Govt. of N.C.T. of DELHI

*Copy Received*  
*Sharma*

# JOINT WOMEN'S PROGRAMME

## MEMORANDUM OF ASSOCIATION

1. The name of the Society is **Joint Women's Programme** (hereinafter referred to as the **"JWP"**)

2. The Registered Office of the JWP shall be situated at ~~No. 14, Jangpura B, Mathura Road, New Delhi - 110 014~~ **D - 45, PRESS ENCLAVE**  
**SAKET, NEW DELHI - 110017**

3. **THE MAIN OBJECTS OF THE JWP ARE:**

- A To work towards child rights and child empowerment in the context of the Girl Child.
- B To empower women at all levels of social, cultural and political life especially in the area of decision-making.

C **OTHER OBJECTS:**

- (i) To set up women's resource centers for training and advocacy for women who are marginalized because of caste, religion, ethnicity etc.
- (ii) To provide for a forum for the women's groups or programmes on issues related to violence against women, question of peace and justice related to the Joint Women's Programme and to such other bodies as the JWP may decide from time to time.

To enable the above groups or organizations or programmes to meet, discuss, and act on the social, economic, legal cultural, religious, spiritual issues confronting women in particular and the nation or society as a whole at the regional and national levels.

- (iv) To work with and for all communities and sections of society, particularly the underprivileged, minority communities and their rights irrespective of their religion, caste or creed.
- (v) To work for and advocate minority rights issues.
- (vi) In connection with any of the foregoing matters to print, publish translate, sell, lend and distribute books, pamphlets and treatises and, to cause translations to be made into any language of books, pamphlets, etc., and to print, publish, sell and distribute the same;



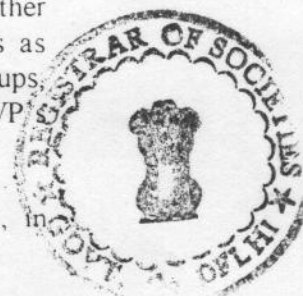
*1. Minister for*

*Jyotsna Chatterjee*

*Pradip Chandra*



- (vii) To establish networking for advocacy with organizations national and international on issues related to women and human rights.
- (viii) To promote awareness generation, skill development and political education training programmes amongst women of the urban poor and women of the marginalized sections of society.
- (ix) To conduct issue based studies, research, seminars, and conferences on the issues relevant to the JWP.
- (x) To promote art, folk art, culture for peace and harmony.
- (xi) To produce, exhibit, sell, or otherwise distribute communication materials such as films, slides, etc. for the furtherance of its objectives but not for profit.
- (xii) To collaborate with other bodies, groups or programmes sharing its perspectives and objectives in programmes of common interest.
- (xiii) To establish and support women's groups and organizations in any part of India with similar objectives.
- (xiv) To give grants, donations, contributions, scholarships or any other financial help to groups, organizations, programmes and individuals as well as pay fees, costs and make other such payments to groups, organizations, and individuals for any work done by them on the JWP behalf or as its agents.
- (xv) To create or sponsor trusts, societies, ~~companies~~, committees, etc., in furtherance of its objectives;
- (xvi) To raise funds and to invite and receive contributions whether domestic or foreign from any person or persons whatsoever (including bodies corporate) by way of donation, subscription and otherwise for its objects;
- (xvii) To invest monies belonging to the JWP in such manner and in such investments the Governing Body shall from time to time think fit;
- (xviii) ~~To acquire, hold and dispose of property of any kind whatsoever;~~
- (ix) To establish, adopt or maintain branches in any part in India ~~and abroad~~;
- (xx) To do all such other things as shall further the attainment of the above objects or any of them.



V. K. Gu

Jyoti Chatterji

P. S. Chatterji

- (xxi) To do all such other things as JWP either acting through its Secretary or otherwise, may deem it fit and necessary to further the attainment of the above objects which shall include but not be limited to taking appropriate action in respect of ensuring proper health and welfare of the Secretary and may extend to other persons employed by the JWP or its affiliate organizations.

"All incomes, earnings, movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its objects and aims as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present or past members of the society or to any person claiming through any one or more of the present or past members, apart from the remuneration to be paid to the Director-cum- Secretary of the JWP. No members of the society shall have any personal claim on any movable or immovable properties of the society or make profit, whatsoever by virtue of his membership"

#### 4. Governing Body.

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act, 1860, are as follows:

|   | <u>Full Name</u>                                           | <u>Address</u>                                              | <u>Occupation</u>  | <u>Designation</u> |
|---|------------------------------------------------------------|-------------------------------------------------------------|--------------------|--------------------|
|   | Mohini Giri,<br>W/o Late Shri. D. Giri                     | C-25, Qutub<br>Institutional Area,<br>New Delhi- 110<br>016 | Social<br>Activist | President          |
| 2 | Shri. Prabir Bhambal, S/o<br>Late Shri. P. Bhambal         | 28, National<br>Media Centre,<br>Gurgaon-122 001            | Publisher          | Treasurer          |
| 3 | Dr. Jyotsna Chatterji, W/o<br>Late Shri. S.K. Chatterji    | 14, Jangpura B,<br>New Delhi- 110<br>014                    | Social<br>Activist | Secretary          |
| 4 | Ms. Mary Khemchand, D/o<br>D.B. Samuel                     | C-2, Gulmohar<br>Park, New Delhi-<br>110 049                | Social<br>Activist | Member             |
| 5 | Shri. Bharat Sangal, S/o<br>Late Shri. O.P. Sangal         | D-45, Press<br>Eclave, Saket                                | Advocate           | Member             |
| 6 | Dr. Mrs. Sulochana<br>Prabhu, W/o Late Shri<br>P.B. Prabhu | M0116, Jal Vayu<br>Vihar, Sector 25,<br>Noida- 201 301      | Doctor             | Member             |
| 7 | Ms. Perna Sahni, D/o Shri.<br>H. S. Sahni                  | C-534, Defence<br>Colony, New<br>Delhi-110 024              | Advocate           | Member             |

*V. Mohini Giri*

*Jyotsna Chatterji*

*Prabir Bhambal*

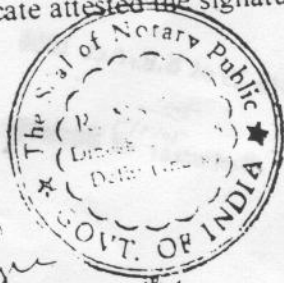


# 5. Desirous Persons

We the undersigned are desirous of forming a Society namely "Joint Women's Programme" under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society under the Society Registration Act, 186 as amended by the Punjab (Amendment) Act, 1857 and extended to the National Capital Territory of Delhi

| SL. No. | Full Name                                            | Address                                            | Occupation      | Signature         |
|---------|------------------------------------------------------|----------------------------------------------------|-----------------|-------------------|
| 1       | Dr. Mohini Giri, W/o Late Shri. V. Giri              | C-25, Qutub Institutional Area, New Delhi- 110 016 | Social Activist | V. Giri           |
| 2       | Shri. Prabir Bhambal, S/o Late Shri. P. Bhambal      | 28, National Media Centre, Gurgaon-122 001         | Publisher       | Prabir Bhambal    |
| 3       | Dr. Jyotsna Chatterji, W/o Late Shri. S.K. Chatterji | 14, Jangpura B, New Delhi- 110 014                 | Social Activist | Jyotsna Chatterji |
| 4       | Ms. Mary Khemchand, C/o D.B. Samuel                  | C-2, Gulmohar Park, New Delhi- 110 049             | Social Activist | Mary Khemchand    |
| 5       | Shri. Bharat Sangal, S/o Late Shri. O.P. Sangal      | D-45, Press Eclave, Saket                          | Advocate        | Bharat Sangal     |
| 6       | Dr. Mrs. Sulochana Prabhu, W/o Late Shri P.B. Prabhu | M0116, Jal Vayu Vihar, Sector 25, Noida- 201 301   | Doctor          | Sulochana Prabhu  |
| 7       | Ms. Purna Sahni, D/o Shri. H. S. Sahni               | C-534, Defence Colony, New Delhi-110 024           | Advocate        | Purna Sahni       |

All the Subscribers to the Memorandum have signed in my presence. I, Manoj Kumar Garg, Advocate attested the signature of all members who have signed before me at New Delhi.



ATTESTED

(Dinesh Chandra)  
Notary Public  
DELHI (INDIA)

Manoj Kumar Garg  
Advocate

7 MAR 2004

One To...  
V. Giri

Signature  
Attested

Jyotsna Chatterji

Purna Sahni

गणानन्द रजिस्ट्रार, दिल्ली  
 रजिस्ट्रेशन नं० 49003  
 साकुपेरीकरण नं० 1  
 दिनांक 17/08/14



रजिस्ट्रार  
 इच्छाकर के अन्तिम संस्कार पंजी.  
 भारतीय विमान 1440 के अन्तिम संस्कार पंजी.  
 दिनांक 26/11/14  
 गणानन्द रजिस्ट्रार  
 दिल्ली



and W/S 19 of S.R. Act 1860  
 20/11/14  
 Registrar of Society

(47)

# JOINT WOMEN'S PROGRAMME

## RULES AND REGULATIONS

Name

1. The Name of the Society is **JOINT WOMEN'S PROGRAMME** known as JWP.

Interpretation

2. In these Rules, unless the context otherwise requires, words or expressions defined in the Societies Registration Act (XXI of 1860) as amended by the Punjab (Amendment) Act, 1957 and extended to the National Capital Territory of Delhi or any statutory modifications or re-enactment thereof shall have the meaning as defined therein.

Wherever the Context so permits, words importing the feminine shall include the masculine and the neuter.

Subject to the above, in these Rules and Regulations:

"Societies Registration Act" means the Societies Registration Act (XXI of 1860) as amended by the Punjab (Amendment) Act, 1957 and extended to the National Capital Territory of Delhi or any statutory modifications or reenactment thereof.

"The Society" means **JOINT WOMEN'S PROGRAMME** or hereinafter known as **JWP**.

"Committee Meeting(s)" shall have the meaning assigned to it in Rule 13(c).

"General Body" shall have the meaning assigned to it in Rule 12 (a).

"General Meeting(s)" shall have the meaning assigned to it in Rule 12 (b) (i).

"Governing Body" shall mean the Executive Committee of the Society constituted as provided by these Rules and Regulations.

"Memorandum" means the Memorandum of Association of the Society.

"President" shall mean the President of the Governing Body.

"Register of Members" shall have the meaning assigned to it in Rule 11.

*V. K. G.*

*Jyotsna Chatterji*

*Rohini Sharma*



(46)

'Rules and Regulations' shall mean the rules and regulations of the Society as set out herein.

'Secretary' shall mean secretary of the Governing Body.

'Treasurer' shall mean the treasurer of the Society.

Words importing the singular number shall be to include the plural and vice versa and words importing one gender shall include all genders. Words importing persons shall include corporation and partnership.

### I. Membership and Voting Rights:

(a) Those who are signatories to the Memorandum of Association of the Society and remain members thereof shall be known as "Founder Members".

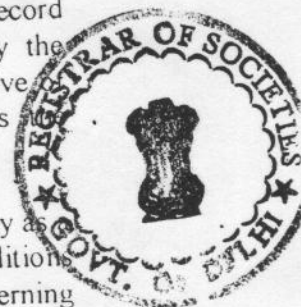
90) SUBSCRIPTION FEE: ADMISSION FEE charge Rs 10/- (Rs Ten only)  
(b) Individual who have attained the age of majority and such institution, Association, Association of persons, Companies, Societies, Bodies Corporate whether incorporate or not or any person, who endorse the objects and purposes of the JWP and accepted for membership by the Board of Governors and fulfilling such terms & conditions as may be prescribed by the Society in this behalf from time to time be admitted as "Ordinary Members" of the society and shall have one vote in each case.

(c) Every member other than an individual shall at all times place and keep on record of the Society the name and other particulars as may be prescribed by the Governing Body, of an individual who shall be the authorized representative of the member for all matters under these rules and shall be known as "representative."

(d) Any person(s) who has been co opted by the Governing Body of the Society as a member after securing his consent and upon fulfilling such terms and conditions as may be prescribed and has not been removed from the office by the Governing Body before next election, such person a shall be known as Officiate Member and shall have voting rights.

(e) Any person who by virtue of his eminence, knowledge, achievement, position or service to the society is granted membership of the society after securing his consent till such time as determined by the Governing Body of the society and shall be known as an "Honorary or Associate Member".

Provided that the members so selected as per Clause (e) above will not have any voting rights but shall be entitled to take part in meetings of the Society or of the Managing Committee or any of its Sub Committee.



V. K. Singh

Jyotsna Chatterjee

Pradeep Kumar



- (f) If membership refused to any one, the decision of the Governing Body shall be communicated to the person concerned and shall not be called in question.
- (g) In case the number of Voting members of the Society for whatever reason falls below seven, the majority of the remaining Voting members of the Society shall be entitled to fill up the vacancy (ies).
- (h) The Society shall maintain a Register of Members for each category in which shall be entered and kept such particulars of members of the Society as may be prescribed by the Governing Body from time to time including the names and addresses of the Representatives of the Members other than individuals.
- (i) The Governing Body shall have the power to prescribe such entry fee(s) and /or other subscriptions for Members as it may consider fit and to exempt any Member or class of Members there from in appropriate cases for such period as it may deem fit.
- (j) A Voting member of the Society shall cease to be a member:
- (i) Upon the death or become incapacitated on account of illness or lunacy or insolvency or for any other reason in the case of an individual member and on dissolution or amalgamation or winding up in the case of others or on information being received in writing in this regard by any person concerned.
  - (ii) Upon his/her being convicted of any offence involving moral turpitude.
  - (iii) Upon the member's annual subscription remaining unpaid for three months after having fallen due provided that in such a case the Board of Governors may re-admit the member to membership without any fresh enrolment fee upon all arrears of annual subscription being paid.
- Upon receipt by the Society of notice of resignation in writing.
- Upon his/her failure to attend three consecutive General Meetings without leave.
- (vi) Upon expulsion by the Voting Members in a General Meeting by the passing of a resolution at a General Meeting of the JWP by the votes of three-fifths of its members that the member is expelled;

PROVIDED that before a resolution is passed in an opportunity shall be given to the member concerned to appear and explain his position with regard to the point in issued but in the event of his not availing the opportunity or the General Body not accepting the explanation, no question shall be raised with regard to the validity and effectiveness of a resolution passed in the manner laid down but the reason of termination/cessation of membership shall be communicated to the expelled member.

V. Krishna Gini

Jyotsna Chatterjee

Prabhu Kumar



(44)

PROVIDED FURTHER that a Founder Member shall not be liable to expulsion.

PROVIDED FURTHER that the expelled member may be re admitted upon fulfilling such terms and the Governing Body may fix conditions as in that respect from time to time.

(k) A non Voting member of the Society shall cease to be a member if:

(i) The Governing Body so determines

(ii) For any reason his office comes to an end.

## II. Safe Custody of Funds:

The Board of Governors may at their discretion at such time and on such conditions as may be determined appoint trustees who shall be not less than two or more than three in number. The trustees so appointed will manage the property / assets & Funds of the JWP as the Board of Governors may direct them.

## III. Suits and other Legal Proceedings:

All suits and legal proceedings by or against the JWP shall be in the name of the Secretary or by such person as shall be appointed by the Board of Governors for the occasion and as per section 6 of the Societies Registration Act, 1860.

## IV. Governing Body

The Governing Body of the JWP shall be the Board of Governors, which shall consist of not less than Seven (7) members and not more than Nine (9) members of which the two members shall be the President and Secretary. The President and the Secretary shall be a members having voting rights in the Governing Body.

The members of the Board of Governors may be persons who have been or are associated with or engaged in the implementation of programmes similar to those of the JWP.

- (c) The Board of Governors may co-opt not more than Two (2) members of whom 1 including a woman shall be associated with the William Carey Study and Research Centre (WCSRC).
- (d) The members of the Board of Governors other than the Secretary shall hold office for 4 years.
- (e) The President of the Board of Governors shall be elected by the Board of Governors from amongst its members and shall hold office for four years.



V. K. L. Gu

Jyotna Chatterji

Rohi Bhunia



(f) The Board of Governors may co-opt any person to fill any vacancy (other than that of a trustee) on the Board of Governors and a person so co-opted shall hold office until the conclusion of the next Annual General Meeting of the JWP.

(g) Any retiring Member of the Board of Governors shall be eligible for re-election.

(h) A member of the Board of Governors shall cease to be such on ceasing to be a member of the JWP.

(i) The management of the affairs of the JWP shall be vested in the Board of Governors and the Secretary, which shall meet not less than once in a calendar year and shall determine its own rules and procedures.

*One Third members*

~~Four members~~ of the Board of Governors shall form a quorum for Governing Body meeting. In case the quorum is not present within half an hour of the Scheduled time, the members present shall form quorum but such meeting shall not conduct any business not on the agenda circulated.

(k) The Secretary may convene a meeting of the Board of Governors at any time upon seven days' notice provided that the requirement of seven days' notice may be waived if the majority of members of the Board of Governors consider that the urgency of the situation so requires.

(l) The Board of Governors may constitute sub-committees to deal with such matters as it may direct and may appoint any members of the Board of Governors or any other person as members of such sub-committees. The sub-committees shall report their proceedings to the next following meeting of the Board of Governors.

(m) The Board of Governors may make such arrangement as it may think fit for the management of the affairs of any Branches of the JWP and may constitute committees for the administration of such Branches.

(n) The Board of Governors may from time to time appoint such salaried staff/consultants as it considers necessary for the administration of the affairs of the JWP upon such terms as it thinks fit and may discharge or dismiss the staff/consultants.

(o) The Board of Governors shall review the activities and programmes of the JWP and shall lay down its policies regarding administration, finance, property and programmes.

(p) The management of affairs of the JWP and the disposition of its finance and property shall be vested in the Board of Governors which shall have the power to own and hold funds, property and other assets, take and give loans and to perform such other functions as may be necessary to further the objects of the JWP.



*V. Venkatesh*

*Jyotna Chatterjee*

*Rishi Bhambhani*

- (42)
- (q) The Board of Governors shall appoint the Secretary of the JWP.

#### V. The President

The President shall preside over all meetings of the Board of Governors and the Executive Committee and in his absence the Board shall elect a member to preside over the meetings.

#### VI. The Secretary

- (a) The Secretary of the Society shall be elected by the Board of Governors.
- (b) The Secretary shall carry on the day-to-day administration of the affairs of the Society including but not limited to the administration and management of Finance, Property, Administration and Personnel.
- (c) The Secretary shall ensure that a register of Members is maintained at the Society's registered office address and that entries therein are correctly made and that facilities for inspection of such register are made available to any Member upon such Member giving three days' notice of his desire to inspect it.
- (d) The Secretary shall ensure that annual and other returns are forwarded to the Registrar in accordance with the provision of the applicable law governing the Society.
- (e) The Secretary shall be responsible for the implementation of the policies and programmes of the Society.
- (f) In all matters of policy regarding programme, finance, property and administration the Secretary shall advise the Board of Governors.
- (g) All Executive, programme and other Staff shall be appointed by the Secretary at his discretion and shall also, if the need arises dismiss such staff.
- (h) As Secretary of the Board of Governors the Secretary shall maintain all documents of the Society and issue notice of the meetings of the Board of Governors and the Executive Committee in consultation with the President.
- (i) The Secretary on behalf of the Society shall be authorized to sign all official documents pertaining to Finance, Administration and Property and for all other official purposes.



V. Mahesh G.

10  
Jyotna Chatterjee

Prabhu Bhandari



- (j) The Secretary shall be the Director of the Society. For further clarification the Director may not be the Secretary of the Society.
- (k) The Secretary shall be entitled to receive a remuneration towards performance of her/his duties as the Director of Society as decided by the Governing Body from time to time

#### VII. The Treasurer

- (a) The Treasurer shall make suitable arrangements for the receipt of monies on behalf of the Society and for disbursement of expenditure upon its objects according to the direction of the Secretary.
- (b) Treasurer shall ensure that proper books of accounts are maintained at the JWP's registered office in accordance with the applicable provisions of the Societies Registration Act, 1860 and that facilities for inspection of such accounts are made available to any Member upon such Member giving three days' notice of his desire to inspect them.
- (c) The Treasurer shall ensure that the Accounts of the Society are duly audited once a year and that a Balance Sheet and Report are prepared by the Auditor in accordance with the applicable provisions governing the Society.
- (d) Until otherwise determined by the Board of Governors the financial year of the Society shall be from 1st April to 31st March.

The Treasurer shall be appointed by the Board of Governors of Society.

The Treasurer shall be responsible for maintaining the financial accounts of the Society.

He shall disburse funds on the authorisation of the Secretary.

#### VIII. General Meetings

- (a) The Society shall hold an Annual General Meeting once in every calendar year.
- (b) The Society shall hold an Extra Ordinary General Meeting at least twice in every calendar year.

*Handwritten signature*

*Handwritten signature: Jyotna Chatterjee*

*Handwritten signature: Ratan Bhandari*

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(c) The business of the Annual General Meeting shall be:

- (i) To confirm the Minutes of the last Annual General Meeting and of any Extra Ordinary General Meeting held after the last Annual General Meeting.
- (ii) To receive and consider the audited accounts and the Balance Sheet relating to the previous financial year.
- (iii) To receive the report of the Secretary on the affairs of the Society.
- (iv) To elect Members of the Board of Governors in place of those retiring.
- (v) To transact such other business as may be specified in the notice convening the meeting.

(d) Annual General Meeting shall be convened by the Secretary according to the directions of the Board of Governors by notice of not less than fifteen days given in writing to Members of the Society. Four members shall constitute a quorum for the Annual General Meeting.

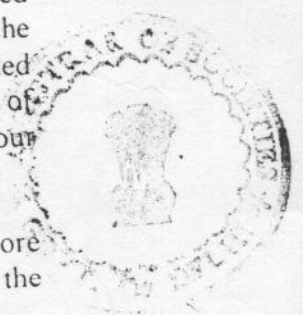
(e) All meetings other than Annual Meeting shall be Extra Ordinary General Meetings. No business shall be transacted at an Extra Ordinary General Meeting save such as specified in the Notice convening the meeting.



(f) The Secretary shall by notice of not less than seven days given in writing to Members of the JWP convene a Extra Ordinary General Meeting, when so directed by the Board of Governors or upon the written requisition of one-fourth of the Members of the JWP stating the business to be transacted at the meeting, provided that if the Secretary shall fail to comply with such requisition within four weeks of receiving the same the requisitionists may themselves convene the meeting. Four members shall constitute a quorum for any Special General Meeting.

(g) The accidental omission to give notice of a General Meeting to one or more Members or the non-receipt of notice by one or more Members shall not affect the validity of the Meeting or its proceedings.

Manjivam  
17/04/64  
(h) ~~Four~~ <sup>One Third</sup> Members present at an Annual General Meeting shall constitute a quorum. If no quorum is present within fifteen minutes of the time fixed for the commencement of the Annual General Meeting the meeting shall be adjourned for fifteen minutes, after which the President or Secretary shall resume the said Annual General Meeting.



V. Mahalingam

Jyoti Chatterjee<sup>12</sup>

Prabhu Kumar



- (i) Four Members present at an Extra Ordinary General Meeting shall constitute a quorum. If no quorum is present within fifteen minutes of the time fixed for the commencement of the Special General Meeting the meeting shall be adjourned for fifteen minutes, after which the President or Secretary shall resume the said Extra Ordinary General Meeting.
- (j) The President shall preside over any General Meeting at which he is present. If he is not present within fifteen minutes of the time fixed for the commencement of the meeting the Members present may elect one of themselves as Chairman.
- (k) Except as provided in the Act or in these rules, a decision taken by the Society or the Governing Body shall be valid if:
  - (i) It is resolved by majority of present members entitled to vote in a meeting provided that no member shall cast a vote or take part in a proceeding on a subject matter in which he is interested or concerned in any manner or
  - (ii) It is signed and concurred by three fifth majority of total voting members present in India or Circulation.

#### IX. Bank Accounts:

The Bank Accounts(s) of the Society shall be operated by the joint signatures of the Secretary and the Treasurer.

#### X. Audit

The accounts of the Society shall be duly audited and certified by a Chartered Accountant in practice.

#### Accounting Year

The financial year shall, unless otherwise resolved by the Governing Body, be from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### Source of Income

For the purpose of raising the finance and funds, the Society shall receive, hold, accept, use any fees, contributions, bequests, donations, grants of money, gifts, assistance and /or endowments or the proceeds there of from local source(s) and donor agencies in India or abroad.

#### XIII. Utilization

All income shall be utilized for furtherance of aims and objects of the Society.



V. K. Gupta

<sup>13</sup>  
Gyotna Chatterjee

P. K. Sharma

#### XIV. Annual List

Once in every year on or before the fourteenth day succeeding the day on which the Annual General Meeting is held, a list shall be filled with the Registrar of Societies for the National Capital Territory of Delhi of the Names, addresses and designations of the members of the Governing Body then constituted as per Section 4 of the Act.

#### XV. Minutes

The Secretary shall cause to be entered minutes of the General Body Meetings and Meetings of the Governing Body and of its Committees or Sub Committees in the books kept for the purpose.

#### XVI. Books of Accounts and Inspection of:

The Society shall maintain proper Books of Accounts, which will be annually audited by a qualified Auditor. The books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection of the Members of the Governing Body during usual office hours, and the same shall be open to inspection of the Members at such time and place as the Governing Body directs on a written request made by any Member. Any member may on a written requisition and upon payment of prescribed fees one day in advance, shall be entitled to get copies thereof.

#### XVII. Preservation of records

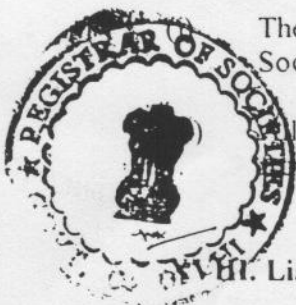
All the records of the Society shall be kept preserved till such period as may determined by the Governing Body of the Society provided:

The Society will preserve permanently the minute books of the meetings of the Society, Governing Body or any of its Committee or sub Committee.

All the accounts books and the vouchers etc. will be kept preserved for three years from the closing of the financial year to which they pertain.

#### XVIII. Liability of the members of the Governing Body

No member of the Governing Body, officer or the auditor of the Society shall be answerable or personally liable for any loss arising out of any act done by him bona fide or in good faith and shall be indemnified against all such liabilities by the Society unless such loss or damage is caused through any willful default or breach of trust or culpable negligence on his part.



V. Kati Gai

<sup>14</sup>  
Jyotsna Chatterjee

Prabhu Kumar



### **XIX. Defects**

All acts done by Society or any of its body, officer or member bona fide or in good faith under these rules shall notwithstanding that it later be discovered that there was some irregularity or defect in his appointment or that he is disqualified for any reason, be valid and binding as if such person, member or body had been duly appointed and qualified.

### **XX. Contingency**

Any contingency not covered by these Rules may be decided upon by Governing Body in such manner as it thinks fit.

### **XXI. Safe Custody of Funds:**

The Governing Body shall be responsible for the safe custody of the Funds and assets of the Society.

### **XXII. Properties**

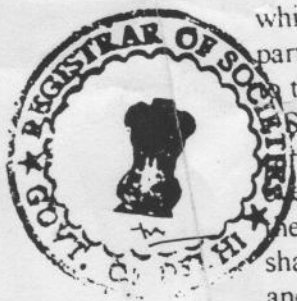
All movable or immovable properties of the Society shall vest in the Governing Body who shall be the trustees of the Society.

### **XXIII. Title Deed Execution**

All deeds, agreements, leases, releases, mortgages or documents of whatever nature relating to or affecting the properties or interest of the Society shall be executed by the president or Secretary of the Society and failing which by such person or persons as may be authorized by the Governing Body.

### **XXIV. Alteration of Rules and Regulations:**

- (a) Whenever it shall appear to the Governing Body that it is advisable to change the name of the Society or to alter, extend or abridge the purpose or purposes for which the Society has been formed or to amalgamate the Society, either wholly or partially with any other Society, the Governing Body shall submit its proposition to the voting members of the Society in written or printed form and shall convene a special meeting for the consideration thereof but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every voting member of the Society ten day previous to the meeting convened by the Governing Body for the consideration thereof, nor unless such proposition shall have been agreed to by three fifths of such members in person or by proxy and confirmed by three fifth of such members present at a second Special meeting Convened by the Governing Body at an interval of not less than one month after the former meeting as per Section 12 and 12 A of the Act.



*V. Krishna Kumar*

*Jyotsna Chatterjee*

*Indira Khanna*

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- (b) The Rules and Regulations of the Society and other matters in the Memorandum not provided for in Rule XII (i) above may be amended at a General Meeting by passing a resolution by simple majority of the voting Members.

### XXV. Dissolution & Disbursement of Excess Funds & Assets

The Society may be dissolved and its funds on satisfaction of all its liabilities may be appropriated/ applied in accordance with Sections 13 and 14 of the Act.

### XXVI. General

All the Provisions of the Act shall be applicable to the Society.

CERTIFIED THAT THIS IS A CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

PRESIDENT

*Jyoti Chatterjee*  
SECRETARY  
Joint Women's Programme  
Director & Secretary

