

WELHAM GIRLS ALUMNI ASSOCIATION, NEW DELHI.

MEMORANDUM OF ASSOCIATION

(Pending registration with the Registrar of Societies)

1. NAME

The name of the Society is the WELHAM GIRLS ALUMNI ASSOCIATION.

2. REGISTERED OFFICE

Registered office of the Society is situated at B-57, Soami Nagar, 3rd Floor, New Delhi till such time the society decides to re-locate to another premises either on lease or purchase affording the society the ability to conduct its business and affairs conveniently and efficiently. .

3. PURPOSE

The Society is charitable and non-commercial.

4. OBJECTIVES

- a) To provide a forum for alumni of the school to communicate, meet and arrange activities to foster the growth of the Alumni Association and the School
- b) To further ties and camaraderie between the Girls of the School and within the WELHAM GIRLS ALUMNI ASSOCIATION itself:
- c) To conduct its business and affairs in an open, honest, sincere, apolitical and forthcoming manner.
- d) To encourage the alumni to take an active and abiding interest in the work and success of the WELHAM GIRLS' ALUMNI ASSOCIATION in keeping with the ideals of the School.
- e) To promote friendly relations between the Ex Welhamites, the Welhamites and the Staff of the School
- f) To endeavor to live up to the motto of the WELHAM GIRLS SCHOOL: *AARTTA SHANTI PHALA VIDYA*
- g) To foster a spirit of comradeship, to promote co-operation and to extend mutual help to the girls of the school.
- h) To support the alumni emotionally, financially or in any other manner and to extend this facility to the family members in the event of grave necessity.

- i) To organize and develop activities in areas of cultural, social and educational fields, to keep alive the spirit of devotion to the pursuit of excellence in all the above areas and more particularly towards education and human resource development:
- j) To help, encourage and assist the spread of education and to render assistance, award scholarships / bursaries to deserving students and for this purpose to take all steps as may be necessary:
- k) To help in finding avenues of employment or occupation and in acquiring facilities for technical, vocational & professional training to students in India.
- l) To create, associate, or co-operate with any other Society or Association having the same/similar objects to such extent as may be desirable and possible.
- m) To sponsor, promote and organize schemes for the protection of ecology and environment as well as total life support systems for nature and its conservation as well as for the promotion of arts and crafts, sports and activities connected therewith.
- n) To organize workshops, seminars through members of the Society in different parts of the country for educating and upgrading awareness of the general public to issues related to nature and national resources in order to highlight the dangers of environmental degradation and pollution. To promote public participation for preserving the national eco and life support systems of nature:
- o) To promote, sponsor, encourage schemes and projects and focus public attention on issues related to the preservation of our national heritage in all fields as well as to high light the responsibility of the present generation in this regard and their accountability to the future generations:
- p) To extend the experiment of WELHAM GIRLS ALUMNI ASSOCIATION towards promoting national integration through the destruction of barriers of caste, creed, colour, race and regionalism by extending the same through the medium of the members of the Society on a larger national scale:
- q) To provide leadership in promoting national integration by encouraging and supporting the spirit of adventure and discovery.
- r) All the incomes, earnings, movable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Society 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 or the past members. No member of the society shall have any personal claim

on any movable or immovable properties of the Society or make any profits by virtue of this membership.

5. To carry out the aforesaid objects, the Society is empowered to do or to perform the following acts:
 - a) To hold and manage all funds and gifts of land, property or endowments for the realization of the objects of the Society.
 - b) To raise funds for the Society, and to borrow from banks, bankers or other persons, as and when necessary, on the security of moveable and immoveable property of the Society.
 - c) To purchase, take, lease or accept as gift or otherwise acquire any real or personal property and any rights therein or privileges attaching thereto, which are necessary or expedient.
 - d) To invest the funds & money of the Society on such terms and conditions as may be deemed expedient & to operate upon the accounts of the Society with any bank, bankers or Corporate Societies. The funds of the Society shall be invested & deposited as per provisions of income tax Act 1961.
 - e) To buy, sell, endorse, negotiate or transfer all government or other securities and to realize and collect interest, rent, dividend, bonus or profit on such securities or on other property of the Society, whether moveable or immoveable.
 - f) To do all such other acts or things as may be incidental or conducive to the attainment of any or all of the objects mentioned herein above.
6. In case of dissolution of the Society the assets of the Society shall be given to some other society formed for charitable purposes.

7. DESIROUS PERSON

We, the undersigned are desirous of forming society namely 'WELHAM GIRLS ALUMNI ASSOCIATION' Under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society.

S.No.	Name	Address
1.	Punam Singh W/o Raghuvendra Singh	303, Empire Apts., Sultanpuri, New Delhi.

2.	Sujata Kulshreshtha W/o Rahul Kulshreshtha	A-32, Sector – 56, NOIDA 201307 (UP)
3.	Anez Katre W/o Saheer Lashman Katre	E-2413, Palam Vihar, Gurgaon – 122017 (Haryana)
4.	Navpreet Atwal W/o Karamveer Atwal	A-18, Neeti Bagh, New Delhi – 110 049.
5.	Parbeen Kaur W/o Deepinder Singh	5, Rajdoot Marg, New Delhi – 110021.
6.	Ritu Sikand W/o Vijit Sikand	7/18, 3 rd Floor, Kalkaji Extn. New Delhi – 110049.

WELHAM GIRLS ALUMNI ASSOCIATION

RULES & REGULATIONS

1. MEMBERSHIP

Ex-officio Founder Member

The President shall be the Founder Member of the Society. In the event of the death, of the said Founder Member the next in hierarchy shall take over the responsibilities and hold interim position till such time as a replacement has been appointed through an extra ordinary AGM. However, in the event of resignation the vacant seat shall be open for election and as such through an extra ordinary AGM the electoral process shall be followed as laid down in the memorandum and articles of association of the society.

a) Members

The Executive Committee shall unanimously admit to the membership of the society other persons from amongst those who have contributed to the formation of the society in any way or is a suitable person who has shown a keen interest in the affairs of the society in order to become a member.

c) Honorary Members

The Board of Governors unanimously may admit any person or persons who have attained eminence in related fields as honorary members. However, the honorary members shall have no right to vote.

d) Associate Members

Any teacher who has taught in the School for a period of 15 years would become *eligible* to become an Associate Member of the Society. For this, the Principal should forward the names of the concerned teachers as and when they leave the school. Teachers who had taught in the School for a period exceeding five years would be considered for Membership by the Executive Committee on receipt of specific request from them. Teachers who had taught for less than five years in the school would not be considered for Associate Membership of the Society. However, the committee shall have power to elect as associates any ex-teachers of the School, who in the opinion of Committee are likely to promote the interests of the society, but serving teachers may not be so elected. Associate Members have no voting powers and may not hold office nor may they represent the Society in any way.

2. GENERAL BODY:

All members of the Society mentioned in Rule No 1 shall form the General Body of the Society.

3. ANNUAL GENERAL MEETING OF THE GENERAL BODY:

- a) The General Body shall meet at least once a year at the registered office of WELHAM GIRLS ALUMNI ASSOCIATION each year to consider the progress made by the Society during the past year and to give such directions to the Executive Committee as may be deemed necessary.
- b) The following business shall be transacted at an Annual General Meeting.
 - (i) Confirmation of the minutes of the last annual general meeting.
 - (ii) To adopt the annual report of the President.
 - (iii) To approve the audited accounts.
 - (iv) To pass the financial estimates (budget) for the ensuing year.
 - (v) To examine any proposal duly approved by the Executive Committee.
 - (vi) To elect members of the new Executive Committee.
 - (vii) To conduct any other business with permission of the Chair.

- c) Any decision of the Annual General Meeting shall not be valid unless approved by the Chairperson and Secretary (or Treasurer) and any one member.
- d) Any member desirous of proposing any alteration in, or addition to, the rules of the Society or of bringing forward any resolution or of nominating any Girl for election to membership or any other person for election as an Associate shall give notice of such proposal, resolution or nomination to the Secretary not later than a date, one calendar month before the Annual General Meeting. No alteration, addition, resolution or nomination shall be accepted unless the same be carried by at least two-thirds of the Members present and voting at the ensuing Annual General Meeting or any adjournment of the same.
- e) Special General Body Meeting: The Secretary must upon being requested in writing by at least 5 members of the Society call a special General Meeting of which at least 14 days notice stating the object of the meeting shall be given. The venue and date of such a requisitioned meeting will be decided by the Executive Committee and 10 members will form a quorum.

4. OFFICERS OF THE SOCIETY:

The office bearers of the Society shall consist of a President, a Vice President and an Honorary Secretary/ Treasurer, the last named not necessarily being a member of the society. All office bearers to be elected, once in every two years at the Annual General Meeting. The elected Vice president does not automatically become President when the latter retires/resigns. The Vice president shall have to be voted to the post of President by the Executive Committee.

5. EXECUTIVE COMMITTEE:

The management of the affairs of the Society, its investments and the power of development, payment and disbursement of its funds and properties shall vest in the Executive Committee, which will consist of the President, the Vice President and not less than six or more than twelve other members. All members will be nominated by batches/age-groups (specified below) and elected by the governing body once in every

two years at the Annual General Meeting. Vacancies among office bearers or the Members of the Committee occasioned by death, retirement or refusal to serve shall be filled up by the committee subject to election or confirmation at the next Annual General Meeting. The business of the Society may be transacted by correspondence. Executive committee members shall seek at least ONE (or more) nomination per age group, as mentioned:

- 17 – 20 years 1 member
- 20 – 30 years 2 members
- 30 – 40 years 3 members
- 40 – 50 years 3 members
- 50 – 55 years 1 member

6. TERM OF THE EXECUTIVE COMMITTEE:

The term of the Executive Committee shall ordinarily be for two years, but all its members shall be eligible for re-election. A member can be re-elected for a maximum of two terms, at a stretch.

7. POWERS & RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- a) To manage the funds under its control, and apply its income for attaining the objectives of the Society.
- b) To constitute separate sub-committees by whatever names called, for the management of the funds under the control of the Society and for any other purpose as may be considered necessary.
- c) To accept on behalf of the Society, bequests, donations, grants and transfer of properties from the public, Societies or institutions for attaining the objects of the Society.
- d) To enter into, vary, carry out, confirm and cancel contracts on behalf of the Society.

- e) To invest any money belonging to the Society, with such banks and other institutions as it may think fit from time to time, and to authorize the President, Vice President and Secretary/Treasurer jointly to operate such accounts under the joint signatures of any two of them.
- f) To keep proper accounts of the Society and to have the same audited by a Chartered Accountant or by a firm of Chartered Accountants, duly appointed by the General Body. The financial year of the Society will be 1 April to 31 March.
- g) To delegate its powers wholly or partially in matters of appointments or dismissal of the staff, legal proceedings and such other matters of daily routine to any of its members or committees constituted for the control of the Society or to any sub-committees.
- h) To fill up any casual vacancy in the Executive Committee that may arise at any time, but only up to the next AGM.
- i) To determine all questions of general policy.
- j) To make recommendations for framing further rules and regulations for the proper management of the Society and to recommend changes therein for the approval of the General Body.
- k) To exercise such powers and perform such duties as may be necessary for the furtherance or execution of the objects set out in the Memorandum of Association.

8. OFFICE BEARERS:

The Executive Committee may delegate specific responsibilities to individual members of the society as may be found necessary from time to time.

9. DUTIES OF OFFICE BEARERS.

(a) President:

- (i.) To preside over all meetings and to exercise general control and supervision over all the affairs of the Society.
- (ii.) She shall be entitled to vote, and in case of a tie, she shall have a casting vote.
- (iii.) In the absence of the President, the Vice President will preside and in the absence of both the President and the Vice President a chairman for that

meeting will be selected from amongst the Executive Committee Members by general consensus.

(b) Vice President:

The Vice President will assist the President and in the absence of the President she will act on her behalf.

(c) Secretary:

- (i.) To keep and preserve records and conduct all correspondence relating to the Society.
- (ii.) To maintain all records of the proceedings of the General Body and the Executive Committee.
- (iii.) To execute and implement decisions and resolutions of the Executive Committee and General Body, subject to the overall control and direction of the Executive Committee.
- (iv.) To exercise powers of appointment, removal, dismissal discharge, leave arrangements, suspension, increments, demotion, and promotion, of the staff of the Society as directed by the Executive Committee.
- (v.) To represent the Society in all legal proceedings whatsoever if no other person is specifically delegated by the Executive Committee for the purpose.

10. CEASING TO BE A MEMBER OF THE EXECUTIVE COMMITTEE:

A person shall cease to be a member of the Executive Committee if

- (a) She resigns from the Committee; or
- (b) She ceases to be a member of the. Society; or
- (c) She is removed by the General Body; or
- (d) She absents himself from three consecutive meetings of the Executive Committee without seeking leave of absence; or
- (e) She is declared insane, insolvent or bankrupt; or
- (f) She is convicted of an offence involving moral turpitude by a Court of law.

11. MEETINGS OF THE EXECUTIVE COMMITTEE:

- (a) The Executive Committee shall meet at least four times in each year.
- (b) The Secretary shall, ordinarily, circulate amongst the members a notice of each meeting of the Executive Committee at least seven days before the date fixed for each meeting, together with an agenda for such meeting.
- (c) In case of an emergency, the President may direct a meeting to be called by a shorter notice.
- (d) If requisitioned in writing, by, at least three members of the Executive Committee, the President may direct a meeting to be called for a specific purpose.
- (e) Any resolution, circulated to all members of the Executive Committee, (then present in India) and to which the assent of at least two-thirds of their members is recorded in writing, shall be considered as valid and effectual, as if it was passed at a regular meeting of the Committee.

12. QUORUM FOR MEETINGS:

- (a) The quorum for a meeting of the Executive Committee shall be one-third or four members. If a quorum is not complete within half an hour of the time of the meeting, the meeting shall be adjourned to any other convenient day and time decided upon. No other agenda except that for the adjourned meeting will be taken up at such meeting.
- (b) A requisitioned meeting of the Executive Committee or of the General Body shall be dissolved, if a quorum is not attained, and a fresh requisition shall be essential for the next meeting.
- (c) The quorum of the said meeting shall be at least four persons, where the Chairman, Secretary and Treasurer of the meeting shall have to be present.

13. MINUTES BOOK:

The Executive Committee shall record all the proceedings in a Minute Book, specially mentioning:

- (a) The name of members present at each meeting.
- (b) All decisions taken by the Executive Committee.
- (c) All resolutions and proceedings of the General Body and the Executive Committee meetings.
- (d) All appointments and dismissal of staff and the appointment of sub-committees for any specified purpose.
- (e) Minutes of every meeting shall be signed by the President and the Secretary.

14. FUNDS AND FINANCES:

- (a) The income of the Society from its properties whenever derived shall be applied solely towards the promotion of the objects of the Society. No portion thereof shall be paid or transferred directly or indirectly by way of bonus or otherwise to the persons who at any time are or have been members of the Society or to any of them or any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith, or remuneration to any of its employees or to any members of the Society.
- (b) All deeds of transfer, lease, and other documents relating to immoveable property shall be in the name of the Society and shall be signed jointly by any two out of the President, Vice President, Secretary and Treasurer of the Society.
- (c) The books of accounts and other records of the Society shall be kept at the registered office of the Society, or at such other place as the Executive Committee may decide from time to time, and shall be open for inspection by any member of the Executive Committee during office hours.
- (d) No member or members of the Executive Committee shall be answerable for any loss arising from the administration or application of Society's funds or sums of money or fees or any damage to or deterioration of the said Society's property or

securities unless such loss, damage or deterioration is caused by or through the willful default or breach of trust or culpable negligence on his or their part.

15. AMENDMENTS TO THESE RULES:

The General Body of the Society may, after considering the views of the Executive Committee, amend or alter these rules and regulations at a meeting after giving fifteen days clear notice, by a majority of not less than 2/3rd members present. Other business may also be transacted in such meeting.

16. MISCELLANEOUS

- (a) The society shall sue or be sued in the name of the Secretary.
- (b) Once in every year, on or before the fourteenth day succeeding the day on which according to these Rules & Regulations the Annual General Meeting of the Society is held, a list of names, occupations and addresses of the members of the Executive Committee shall be filed with the Registrar of Societies.
- (c) The society shall always comply with the provisions of the Societies Registration Act, XXI of 1860.