

# **Memorandum of Association (MoA) and Bye Laws**

of

## **SAFA SOCIETY**

*(Registered under the Societies Registration Act XXI of 1860)*  
(Registration No.: S/318/SDM/NW/2011 dated 23<sup>rd</sup> May, 2011)

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### **1. NAME OF THE SOCIETY:**

The name of the society shall be “SAFA SOCIETY”

### **2. REGISTERED OFFICE:**

The registered office of the society shall remain in the National Capital Territory of Delhi and at present its office is situated at the following address:-

#### **SAFA SOCIETY**

M-77, Meer Vihar, Near Mobarikpur Primary School,  
Madanpur Dabas, Via: Rani Khera, Delhi – 110081.

### **3. AIMS AND OBJECTS:**

The aims and objects of the Society, for which the above society is established, are as under:

- 3.1. To disseminate information amongst the younger generation of the society in general and of poor, minorities and backward communities in particular, about the Educational Fields and Opportunities or related matters through Career Counseling, so as to motivate them for better education and also help them to explore better opportunities. For this, Society with the help of other societies collectively organize Functions, Centenary Celebrations, Programmes, Seminars, Conferences, Workshops, Symposiums, Invited Talks, Refresher Courses, Training Programmes, etc.
- 3.2. To highlight the role of Information Technology (IT) in National Development and to preserve and disseminate the benefits of Information Technology to the society at large by organizing / co-organizing Functions, Seminars, Conferences, Workshops, Symposiums, Invited Talks, etc. and bring out relevant publications.
- 3.3. To establish, promote, set-up, run, maintain, take over, assist, aid, finance support and / or aid to or help in the setting up and / or maintaining and / or running Schools / Colleges and Educational Institutions, particularly in the disciplines of Engineering, Information Technology, Medical Sciences, Management Sciences, Bio-Technology, General Science and Technology, Education and Training, Advanced Research Center(s) for minorities and other backward / weaker section of society in particular, and for other communities in general, as per the central / state act(s).
- 3.4. To organize Customized Training Programmes, Technology Awareness Programmes, Skill Improvement Programmes, etc. particularly for poor, minorities and backward communities.

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- 3.5. To lay down policies and standards for usage of technology for overall national development and to assist other agencies including Govt. agencies in development of such policies and standards.
- 3.6. To impart formal and non-formal education through IT Literacy Mission; Education Programmes, etc.
- 3.7. To form or constitute sub/standing committees for Education, Training, Publication, Web Site, Research, Publication, Information Technologies and Finance, etc.
- 3.8. To provide financial aid to the weaker sections including employment opportunities to the unemployed, scholarship to the poor and brilliant students, and financial assistance to the widows in need and organize research, training and educational activities in the field of environment and rural development.
- 3.9. To implement and undertake the programs of national importance or projects of central or state governments and co-operate in such programmes to conserve resources, preserve culture and national heritage, balance result in eradication of poverty, and save craft skills as well as natural resources.
- 3.10. To organize functions for collective marriages and to assist to finalization of matrimonial relationship.
- 3.11. To help poor and indigent persons in marriage of their sons and daughters by way of cash donation or otherwise and to distribute clothes, food and necessities of daily life amongst the poor, minorities, orphan and indigent persons.
- 3.12. To collectively organize and undertake, aid, promote and co-ordinate projects of arranging picnics, informative tours, sports – paintings and other competitions and activities or programmes for the removal of social evils such as Dowry, Alcoholism, Child Labour, Smoking, etc.
- 3.13. To provide, assist in rendering treatment to persons suffering from any illness, provide medical aid, vaccination free consultation, and free diagnostic tests, Lab & Radiological investigations and Ultra-Sonography and arrange eye, blood donation camps, etc.
- 3.14. To organize various kinds of the child welfare programmes / activities.
- 3.15. To rehabilitate destitute women like young and old widows, victims of abduction and their dependent children through residential care and vocational trainings. To give, provide and / or tender monetary and / or other help and assistance for the relief of the persons and animals affected by natural and other calamities such as flood, fire, famine, cyclone, earth quake, storm, accident, pestilence, drought, epidemic, etc. and also to give donations, subscription or contributions to institutions, establishments, centers or persons doing relief works on such occasions.
- 3.16. To provide, award, institute different types of honorary fellowship, honorary membership or scholarship, stipend, remuneration and or other similar payment to the students, research scholars or social workers to facilitate their undertakings of scientific and social research in the areas of the concerned interest to the society.
- 3.17. To carry out activities to improve the economic, moral and social standard of villagers in particular and rural people in general including agricultural reforms.

3.18. To do all things and to perform all such acts as may be necessary or proper for the achievement of any or all of the aims and objectives of the society.

*“All the income, earning, movable and / immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in this Memorandum of Association (MoA) and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus profits or any manner, whatsoever, to the present or past members of the society or to any person or persons claiming through any or more of the present or the past members. No person of the society shall have any personal claim on any movable / immovable property of the society or make any profit, whatsoever, by virtue of his membership”.*

## **BYE LAWS**

### **(Rules and Regulations for the Society)**

**1. NAME:**

The name of the society shall be “SAFA SOCIETY”

**2. ADDRESS OF THE MAIN OFFICE OF THE SOCIETY:**

M-77, Meer Vihar, Near Mobarikpur Primary School,  
Madanpur Dabas, Via: Rani Khera, Delhi – 110081.

**3. AREA OF OPERATION:**

The area of operation of the society shall primarily be the territory of the Republic of India. However, in order to promote international brotherhood among its members and to ensure the fulfillment of its objectives, covering professionals spread over the global village, the Society may extend its activities beyond the Territory of India, whenever required.

**4. ADMISSION AND QUALIFICATION FOR MEMBERSHIP:**

Basic Membership will not be restricted to any race, religion, caste, creed, color, sex or domicile. He/ She shall only have to be of 18 years and above in age.

**5. CATEGORIES OF MEMBERSHIP:**

The detailed eligibility guidelines and subscription fee of membership in the respective categories will be decided from time to time by the Governing Body of the society and related information will be uploaded on the website of the society. However, presently, the society will offer memberships in the following categories:

A) Individual Member:-

- a. Honorary Fellow
- b. Honorary Member
- c. Patron
- d. Fellow
- e. Life Member
- f. Member
- g. Co-opted Member
- h. Associate Members (Only for Students)

B) Organizational Member

**6. CESSATION OF THE MEMBERSHIP:**

A member shall cease to be a member of the Society:

- a. On death
- b. On submitting resignation subject to acceptance by the Governing Body.
- c. On removal from membership by the society for misconduct, insolvency, or any other reasonable ground, as decided by the majority, or votes, of the members of the Governing Body.

**7. RE – ADMISSION:**

In case, any member of the society is expelled by the Governing Body on the reason of Non – Payment of the subscription, he/she can be re-admitted, provided the member concerned pays all dues, with the permission of the Governing Body.

**8. MANAGEMENT**

The main bodies of the Society shall be the following:-

- 8.1 The General Body
- 8.2 The Governing Body
- 8.3 The Executive Council
- 8.4 The Corporate Officers

**9. THE GENERAL BODY OF THE SOCIETY:**

The General Body of the Society shall consist of all Voting Members, except the student members, who shall have one vote each

**10. POWERS AND FUNCTIONS OF THE GENERAL BODY:**

- a. To decide and fix planning and nature of overall working in pursuance of the aims and objectives of the society.
- b. To approve three yearly report of the society.
- c. To supervise the working of the society.
- d. To elect President and Vice President of the society.

**11. MEETINGS OF THE GENERAL BODY:**

- a. A meeting of the General Body will be held once every year.
- b. One third of the total members at the time of the meeting shall form the quorum. If the quorum is not available, the meeting shall be adjourned for 30 minutes and then the members present in the meeting shall form the quorum for the meeting.
- c. A meeting of the General Body shall be called with a prior notice of 15 days.

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- d. A meeting of the General Body may also be convened whenever necessary at the written request of one fifth of the members or at the instance of the President of the society.
- e. President of the society shall preside over the meeting of the General Body. In absence of the President, Vice President and in his absence any representative elected from the members present in the meeting shall preside over the meeting. However, no paid employee of the society shall preside over the meeting. The Secretary of the society will act as the Member Secretary of the General Body.
- f. All decisions shall be taken by the majority vote of the members present in the meeting. The President shall have only the casting vote, in case of a tie.
- g. If any member wishes to place any item for resolution, he / she shall have to give seven days notice in advance before the meeting.

### **12. THE GOVERNING BODY:**

The Governing Body shall consist of the following members:-

- a. The President.
- b. The Vice President.
- c. Maximum Two members elected by Fellows out of Fellows category.
- d. Maximum Five members elected by Life Members out of the Life Members Category.
- e. Maximum Two members nominated by the General Body from the members of the General Body who are not the members of the Governing Body in any other capacity.
- f. All the Past Presidents, Vice Presidents, Chairmen and the Secretaries.
- g. Maximum five respectable and intellectual members having affection about the activities of the society nominated by the Executive Council.
- h. The Treasurer
- i. The Chairman of the Executive Council.
- j. The Secretary of the society as the Member Secretary of the Governing Body.

### **13. RULES REGARDING ELECTION OF THE GOVERNING BODY:**

- a. The elections of the Governing Body will be held after every six years by a secret ballot paper.
- b. The List of the voting members, in respective category, of the General Body shall be published on the website of the society at least sixty days prior to the day of election. The secretary shall amend the list of voters, if necessary, after considering the applications received within one week from the date of the publication of the said list.
- c. The Executive Council shall constitute a Board of Scrutinizer (BoS) having One Returning Officer (RO) and at least two members to hold the election process of the Governing Body. The President of the society shall appoint an Observer to monitor the election Process, who in turn will submit his report to the President.

- d. Nominations in writing shall be invited by the Board of Scrutinizer at least Forty days before the date of election. Names of the bonafide candidates nominated by at least two members from the respective category, after due scrutiny, will only be enlisted in the candidates' list.
- e. Nominations can be withdrawn before Thirty days of the date of election.
- f. Ballot Papers will be sent to the voters at least Fifteen days before the election. Ballot paper duly filled in should reach the office of the society on the day of the voting or by post or in person before the stipulated time.
- g. Every voter can cast as many as numbers of votes as are equal to the number of candidates to be elected from the respective category, but a voter shall give only one vote to one candidate. A ballot paper shall be treated as invalid, if the number of votes given is more than the number of candidates to be elected.
- h. For entire process of this election, a detailed schedule and rules governing the election will be decided by the Governing Body in advance. The election may also be conducted online using e-ballot on website, with the prior approval of the Governing Body.
- i. The candidates will be declared elected as unopposed if the nominations received are equal to the number of candidates to be elected. If the nominations received are less than the required numbers, then Governing Body will nominate people.
- j. The result will be submitted to the President by the Returning Officer (RO).
- k. Appeal with respect to election, if any, shall be before a committee comprising of President, Vice President, Chairman and Secretary.

#### **14. RULES REGARDING MEETINGS OF THE GOVERNING BODY:**

- a. President of the society shall preside over the meetings of the Governing Body. In absence of the President, Vice President and in his absence any representative elected from the members present in the meeting shall preside over the meeting. However, no paid employee of the society shall preside over the meeting.
- b. One third of the total members, at the time of the meeting, shall form the quorum. If the quorum is not available, the meeting shall be adjourned for 30 minutes and then the members present in the meeting shall form the quorum for the meeting.
- c. A meeting of the Governing Body shall be held at-least once in a year.
- d. A meeting of the Governing Body may also be convened whenever necessary at the written request of one fifth of the members or at the instance of the President of the society.
- e. The Secretary shall send a written notice of the meeting to each member of the Governing Body, along with the agenda and the draft resolution to be passed, at-least ten days in advance before the meeting.
- f. If any member wishes to place any item for resolution before the Governing Body, he / she shall have to give seven days notice in advance before the meeting.
- g. All decisions shall be taken by the majority vote of the members present in the meeting. The President shall have only the casting vote, in case of a tie.

- h. Amendment of the constitution and disposal of property of the society will be decided by the two-third (2/3<sup>rd</sup>) of the majority.

**15. FUNCTIONS OF THE GOVERNING BODY:**

- a. To elect Chairman, Secretary, Treasurer and the members of the Executive Council from amongst the members of the Governing Body.
- b. To fix the monthly honorarium and other facilities, from time to time, for the Secretary and the Treasurer.
- c. To fill up vacancies in the Governing Body by co-opting a member till further election of the Governing Body.
- d. To consider the appeals and take final decisions on the decisions taken by the Executive Council relating to the employees.
- e. To approve the budget and statement of Annual Income and Expenditure presented by the Executive Council.
- f. To establish and run new Institutions, to get affiliated or amalgamated the old Institutions and to give them financial and other required assistance.
- g. To prepare plan and take actions accordingly to augment the funds of the society.
- h. To supervise the working of the Executive Council.
- i. To amend the constitution from time to time.
- j. To plan and decide the eligibility criteria, membership fee, etc. from time to time, for new members.
- k. To confer honorary degrees, honorary fellowship, honorary memberships, etc.
- l. To start new activities in pursuance of the aims and objectives of the society.
- m. To render co-operations with other Universities, Institutions, Societies, etc., wherever necessary.
- n. To ratify / approve the decisions of the Executive Council including raising loans and accepting deposits taken in pursuance of the aims and objectives of the society.
- o. To cancel the membership of the inactive members and of the members whose interests are detrimental to the aims and objectives of the society.
- p. To sell, purchase, mortgage, lease, hire or rent out the property of the society or for the society in pursuance of the aims and objectives of the society.

**16. THE EXECUTIVE COUNCIL:**

- a. Executive Council will be elected by the Governing Body after every six years. The election will be held in the first meeting of the Governing Body, within one month after declaration of the result of the election of the Governing Body.
- b. There will be a total of seven members in the Executive Council including Chairman, Secretary, Treasurer and other four members.
- c. The Chairman will preside over the meetings of the Executive Council. In his absence, one of the members of the Executive Council present in the meeting will be elected to preside over the meeting.



- d. At-least presence of three members out of seven will form the quorum for the meeting.
- e. All decisions shall be taken by the majority vote of the members present in the meeting. The Chairman shall have only the casting vote, in case of a tie.
- f. The Secretary shall call a meeting at-least once in three months. Emergency meetings, if required, may also be called by the Chairman himself on the request of the members.
- g. The Secretary shall send a written notice of the meeting to each member of the Governing Body, along with the agenda, at-least seven days in advance before the meeting, may be by e-mail.
- h. With the recommendations of the Secretary, the Chairman shall take decision on any important matter, and its execution will be carried out by the Secretary. Such decisions should be placed before the Executive Council for its ratification/approval in its next meeting.
- i. The Executive Council is empowered to take decision and execute any thing for the development of the society which are conducive to its aims and objectives whether mentioned or not specifically in the constitution.

#### **17. FUNCTIONS OF THE EXECUTIVE COUNCIL:**

- a. To frame syllabus, to prescribe books and to appoint Examination Committees for the activities of examinations conducted by the society from time to time.
- b. To arrange the conduct of examinations, to approve results, and to grant and award certificates, degrees, prizes, fellowships and scholarships to the successful candidates.
- c. To decide nature of the functions and to supervise activities of regional offices, branch offices, chapters, students' branches, Institutions and other units of the society.
- d. To decide policies regarding appointment of employees for the society.
- e. To appoint one or more Joint Secretaries depending upon the requirement of the society and will also fix their salaries, allowances and other perks from time to time. These Joint Secretaries will work under the guidance of the Secretary but will not have any voting right.
- f. To take decisions and to authorize to take decisions regarding salaries, leaves and penalties, etc. of permanent employees of the society.
- g. To appoint committees for the other activities of the society and prescribe the manner of their functioning.
- h. To approve reports and to sanction statement of accounts and budgets submitted by the academic bodies, other councils and committees, Institutions, Colleges, Schools, Units, Chapters, Branches, etc.
- i. To frame necessary rules for the overall day to day functioning of the society.
- j. To institute and start Special Interest Groups (SIGs) in the needed area of specialization by members / experts, even from outside, as required from time to time.
- k. To approve the expenditure of more than Rs. 50,000/- (Rs. Fifty Thousands only).

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1. The Executive Council is empowered to take decision and execute any thing for the working and the development of the society which are conducive to its aims and objectives whether mentioned or not specifically in the constitution.

### **18. RULES REGARDING COUNCILS AND COMMITTEES:**

- a. Boards of Studies and other Councils and Committees will frame rules for their functioning and submit the same for the approval to the Executive Council.
- b. In addition to the members of the society, other members may also be appointed as the members of the Councils and Committees.
- c. All the councils and committees shall send their reports of working, etc. to the Executive Council for its consideration and perusal.
- d. The Chairman / Secretary or any person nominated by him would work as Chairman / Secretary of any other Council or Committees.
- e. The membership of different committees / Boards / Groups, etc. may be cancelled by the Executive Council, if the member remains absent for two consecutive meetings without prior permission.

### **19. THE CORPORATE OFFICERS AND THEIR TENURE:**

The Corporate Officers of the Society shall be the President, the Vice President, the Chairman, the Secretary and the Treasurer. The President and the Vice President shall be elected by the General Body for a period of Six Years. The Chairman, the Secretary and the Treasurer shall be elected by the Governing Body for a period of Six Years.

### **20. THE PRESIDENT:**

The General Body will elect the President after every Six Years.

### **21. FUNCTIONS OF THE PRESIDENT:**

- a. The President of the society will preside over all the meetings of the General Body and Governing Body.
- b. The president shall have the power and authority to enter into negotiations for and on behalf of the society or of the Governing Body.
- c. The President shall have the power to make general directions and management of the affairs relating to the society.
- d. The President shall have the power to allow inclusion of any subject / matter in the agenda for the discussions in the course of proceedings / meetings, without any prior notice.
- e. In the event of any office bearer(s) / member seat falling vacant, the powers and functions of that office bearer(s) /member would vest in the President of the society till nomination at the vacant seat by the Governing Body.

- f. The President will have the authority to incur and approve any expenditure upto Rs. 50,000/- (Rs. Fifty Thousands Only).

## **22. THE VICE PRESIDENT:**

The General Body will elect the Vice President after every Six Years.

## **23. FUNCTIONS OF THE VICE PRESIDENT:**

The Vice President shall enjoy all the powers of the President in absence of the President.

## **24. THE CHAIRMAN:**

The Governing Body will elect the Chairman (of the Executive Council) after every Six Years.

## **25. FUNCTIONS OF THE CHAIRMAN:**

- a. The Chairman will preside over the meetings of the Executive Council.
- b. The Chairman shall enjoy all the executive power of the Executive Council and will provide directions and guidance to the Secretary under consultation with the President.
- c. The Chairman will have the authority to incur and approve any expenditure upto Rs. 25,000/- (Rs. Twenty Five Thousands Only).

## **26. THE SECRETARY:**

The Governing Body will elect the Secretary after every Six Years.

## **27. FUNCTIONS OF THE SECRETARY:**

- a. To keep in custody the records, seal and other materials of the society, which are given to his charge by the Executive Council.
- b. To keep record of all bonafide members and publish category wise list annually on the website.
- c. To act as the Member Secretary of the society's General Body, Governing Body and the Executive Council to keep records / minutes of the meetings of these councils and to act as the Chairman / Secretary of the other Committees, as assigned to him by the General Body or Governing Body or the Executive Council or entrust the said work to others.
- d. To look after the correspondence of the society, to arrange to give prizes, awards, certificates, honorary fellowships, honorary memberships, etc.
- e. To execute / implement the resolutions of the General Body, Governing Body and the Executive Council of the society.

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- f. To decide the venue of all the meetings under consultation with the President or Chairman, as the case may be. The Secretary may call any one as a Special Invitee with the consent of the President or Chairman, as the case may be.
- g. To carry out all the responsibilities effectively those are assigned to him by the General Body, Governing Body, Executive Council under the guidance of the President / Chairman, as applicable.
- h. To appoint / necessary staff in the Institutions, Units, Sections, Chapters, Branches, etc. including the headquarter and to take decisions in connection with the day to day routine work of the society, including the termination of the staff, for which the approval will need to be obtained from the Executive Council.
- i. The Secretary will have the authority to incur and approve any expenditure upto Rs. 10,000/- (Rs. Ten Thousands Only).

### **28. THE TREASURER:**

The Governing Body will elect the Treasurer after every Six Years.

### **29. FUNCTIONS OF THE TREASURER:**

- a. To conduct the fiscal affairs of the Society, keep accounts and maintain records thereof.
- b. To collect the funds of and for the society, with the help of the President, Vice President, Chairman, Secretary and the Executive Council.

### **30. SOURCES OF INCOME / FUND:**

The source of income/fund of the society shall be following:-

- a. Contributions collected from the members of the society as membership fee and also donations from the members.
- b. Donation and the contribution received from persons other than members.
- c. Loan from Bank/ Financial institutions and other sources.
- d. Grant-in-aids from the central / State Government or other institutions / organizations
- e. Incidental Receipts, etc.
- f. Professional consultancy / Sale of published documents, etc.
- g. Any other source as decided by the Governing Council.

### **31. INVESTMENT:**

Investment of surplus funds not required for the time being by the society will be made only in scheduled banks, government securities according to guidelines as per section 11(5) of the income Tax Act 1961.

### **32. OPERATION OF BANK ACCOUNTS:**

The Executive Council shall resolve to open the account(s) of the society with any scheduled bank(s) as it may resolve, from time to time, and the President, Vice President, Chairman, Secretary, Treasurer or any one authorized by the Executive Council by means of a resolution shall operate such bank account(s).

**33. THE AUDITOR(S):**

The Executive Council will appoint one or more auditors for the audit of the accounts of the society. The period of the appointment of the auditor shall be of one year.

**34. GENERAL RULES:**

- a. Financial year of the society will be from 1<sup>st</sup> April to 31<sup>st</sup> March, every year.
- b. The period of the office bearers, members and of different committees will also be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**35. ANNUAL LIST (SECTION – 4):**

Once in every year, a list of Governing Body i.e. elected office bearers shall be filed with the registrar of societies, Delhi, as required under section 4 of the societies registration Act, 1860 as applicable to National Capital Territory of Delhi. At least 3 outgoing members will sign the list of newly elected members of the Governing Body, if any, along with the present members.

**36. LEGAL PROCEEDINGS (SECTION – 6):**

The society may sue or be sued in the name of the President as per Section – 6 of the societies Registration Act, 1860 as applicable to National Capital Territory of Delhi, in the courts having jurisdiction over Delhi, where the Registered Office of the Society, at present is situated. For filing any such petition prior sanction of the Executive Council shall have to be obtained.

**37. AMENDMENT (SECTION 12 AND 12A):**

Any amendments in the Memorandum of Association of the society; including the aims and objectives can be made if necessary as per section 12 and 12A of the societies Registration Act XXI of 1860 to National Capital Territory of Delhi.

**38. DISSOLUTION AND ADJUSTMENT OF AFFAIRS:**

Dissolution of the society can be made, if necessary, as per section 13 and 14 of the Societies Registration Act 1860 as applicable to National Capital Territory of Delhi. In the event of dissolution of the society, if there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be distributed amongst members of the society, present or past, but shall be given to some other society having same or similar aims and objectives as of this society, to be determined by the votes not less than three-fifth

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of the members personally or by proxy at the time of dissolution or in default thereof by a court of, competent authority.

### **39. INTERPRETATION OF THE RULES:**

The Governing Body shall be the final authority for interpreting these rules.

### **40. MATTERS NOT PROVIDED IN THESE RULES:**

The Governing Body shall have discretion in any matter not provided for in these rules in the best interest of the society. The Governing Body may also frame rules and regulations for the guidance and efficient working of day-to-day affairs of the society and for regulating the procedure, transactions and business of the society.

### **41. APPLICABILITY CLAUSE:**

All the provisions under all the sections of the Societies Registration Act, 1860, shall be applicable to this society.

### **42. ESSENTIALITY CERTIFICATE:**

Certified that this is the correct copy of Rules and Regulations of the above society.

(Signed)

President, Vice President, Secretary and Treasurer