

MEMORANDUM OF ASSOCIATION OF THE VOLUNTARY ACTION NETWORK INDIA

1. NAME OF THE ASSOCIATION

The Name of the Association shall be VOLUNTARY ACTION NETWORK INDIA, hereinafter referred to as "VANI".

2. REGISTERED OFFICE

The office of the Society shall remain in Union Territory of Delhi and at present it is at the following address:-

House No. L-18,
Lajpat Nagar-III
New Delhi – 110 024

3. AIMS & OBJECTS

Preamble:

“All such self-initiated non-profit social service activities, which are performed for improving the situation of the deprived section of the society by a group or organisation of citizens in the country can be called, Voluntary Action”.

The aims and objects for which the Society is established are as under:-

- To catalyse, support and strengthen voluntary service in the country.
- To work towards creating positive and supportive climate and conditions for the growth and sustenance of the voluntary work in the country.
- To promote widespread appreciation of the voluntary work and grass-root voluntary agencies in the country.
- To inform, educate and make people aware of the relevance and contribution of voluntary agencies in the country.
- To provide a common platform for those involved in , and concerned with voluntary work in the country.
- To create educational opportunities for those involved in and committed to work of voluntary agencies to further strengthen their work.
- To study, analyse and disseminate policies, programmes and legislations affecting voluntary work and organisations in the country.
- To create a mechanism for advocacy, legal aid and information services on common causes and issues affecting voluntary agencies in the country.
- To engage in dialogue with the government on issues and concern of voluntary agencies, whenever the need arises.
- To investigate, study, document, print, publish, store and disseminate information on issues relevant to the concerns of those engaged in voluntary service in they country.
- To promote better appreciation and coverage of voluntary work, its relevance and contribution in the country through the media.
- To work towards developing and fostering mutual cooperation, understanding and common action among various individuals, groups and organisations engaged in voluntary work in the country and to establish co-operation and linkages with other networks, forums and associations.

- To raise funds for the promotion of the objectives and apply the same.
- To undertake such other activities/actions from time to time as shall be deemed necessary for the attainment of the objectives of VANI and promotion of the interests of voluntary agencies.

All the Incomes, earnings, moveable-immovable properties of the society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits 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 the past members. No member of the Society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

4. WORKING COMMITTEE

The names, addresses, occupations and designations of the present members of the working 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 Union Territory of Delhi are as follows:

S.No.	Name (fill in Capital)	Addresses	Occupation	Designation in the Society
1	SAMIR CHOUDHURI DIRECTOR	CINI, Village Daulatpu Joka, P.O. Amgachi 24, Parganas Distt. W.B. 743 512	Social Worker	Secretary
2	SMT. ELA R. BHATT GENERAL SECRETARY	SEWA, Opp. Victoria G Bhadra Ahmedbad 380	-do-	Working Committee Member
3	RAJESH TANDON COORDINATOR	PRIA, 45, Sainik Farm, Khanp New Delhi 110 062	-do-	-do-
4	GINNY SRIVASTAVA Coordinating Director	ASTHA 109, Kharol Colony Fatehpura Udaipur 313 001	-do-	-do-
5	JOE MADIATH EXECUTIVE DIRECTOR	GRAM VIKAS Narsinghpur P.O. Mohuda Via Berhampur Orissa 760 002	-do-	-do-

5. DESIROUS PERSONS

We the undersigned are desirous of forming a society namely "VOLUNTARY ACTION NETWORK INDIA", hereinafter referred to as "VANI" under the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society.

S.No.	Name & Addresses	Occupations	Signatures
1	Smt. Ela R. Bhatt General Secretary SEWA, SEWA Reception Centre Opp. Victoria Garden, Bhadra Ahmedabad 380 017	Social Worker	Sd/-

**RULES AND REGULATIONS
OF
VOLUNTARY ACTION NETWORK INDIA
(Revised June 1993)**

I NAME OF SOCIETY

The name of the society shall be VOLUNTARY ACTION NETWORK INDIA hereinafter referred to as "VANI".

II DEFINITIONS

"The Society" means "Voluntary Action Network India" "A Member" means a Member admitted under these rules. The "Working Committee" means the Working Committee, and in whose hands the management of the affairs of the Society are vested.

"The Chairperson", and "Treasurer" are Members elected to these positions by the General Body, for the term designated in the Rules and Regulations. They are the "Office Bearers" of the Society.

"The Executive Secretary" is the Secretary of the organisation and is appointed by the Working Committee and is an ex-officio member of the Working Committee.

III MEMBERSHIP

a) Membership Defined

VANI will have two types of membership:

- i) Organizational Members – Social Development Organizations including: Voluntary Organizations, their Networks, and Federations
- ii) Individual Members

b) Admission and Qualification for Membership

Organisations or Individuals who believe in voluntarism, who believe in and are engaged in practicing the Objectives, Principles and Values of VANI, as defined in VANI's "Statement of Purpose", and who accept to work for achieving the objectives of VANI can be Members of VANI after being admitted as such.

The Working Committee of VANI will admit Members according to working rules established from time to time.

c) Subscription

The Members shall contribute a certain amount of membership fee to VANI either (a) on a annual basis or (b) on a long-term basis, as decided by the working committee from time to time.

d) Cessation of Membership

i) Termination of Membership

The membership of any Member may be terminated if the Working Committee is of the opinion that the Member has been guilty of deliberate violation of the objectives of VANI, and/or is not taking sustained interest in VANI affairs. The membership of any Member may thus be terminated by two-thirds of the members present at any meeting of the working committee provided notice of such intention has been included in the

agenda of the meeting, and sufficient notice and opportunity has been given to the concerned Members to clarify the concern over membership.

ii) Resignation

After payment of all outstanding dues, a Member may resign by giving notice in writing of such resignation and it shall be placed before the Working Committee for its final decision.

e) Rights and Privileges of Members

- To work actively to fulfill the objects of VANI and to make its programmes effective.
- To attend all the General Body meetings of VANI.
- To receive minutes of the General Body meetings.
- To contest the elections for the Working Committee.
- To encourage new social development organizations and individuals to apply for VANI membership.

IV GENERAL BODY

a) General Body Defined

The General Body of VANI shall be composed of all Members.

b) Powers, Duties and Functions of the General Body

- (a) to approve the Society's annual report.
- (b) to pass the Society's audited accounts.
- (c) to appoint the Society's auditors.
- (d) to approve the Society's annual programme and budget.
- (e) to elect the Working Committee of the Society from amongst its Members.
- (f) to establish overall policies for the working of VANI.
- (g) to be responsible for overall vision and thrust of VANI

c) Quorum and Notice of Meetings and Periodicity of Meetings.

The General Body shall meet ordinarily once a year, and the gap between two meetings should not be more than 18 months. The place and time of the General Body meetings are decided by the Working Committee.

An extra-ordinary General Body meeting, however, could be summoned by the Working Committee, or on receipt of requests for such meeting from 1/5 (one fifth) of the Members of VANI.

Members will receive notice of ordinary General Body meetings 21 days in advance. The notice period for extra ordinary meetings will be 15 days if the Working Committee calls it, and 30 days if Members demand it.

The quorum for all General Body meetings of VANI shall be at least 1/5 (one fifth) of the total Membership. However, in case there is no quorum, the adjourned meetings will not require any quorum.

d) Voting

Each Member shall have one vote by person. In case of equality of votes, the Chairperson shall have the right of a casting vote.

V MANAGING/WORKING COMMITTEE/EXECUTIVE COMMITTEE

a) Managing/Working Committee/Executive Committee Defined

Managing/Working Committee/Executive Committee shall be known as the Working Committee. The Working Committee is the body in whose hands the affairs of the Society are vested.

b) Composition

Seven to twenty-one persons, including the office bearers, shall be the strength of the Working Committee. The Working Committee shall elect a Chairperson, and a Treasurer from among itself for a period of 3 years. The Executive Secretary cum Director is appointed to the position by the Working Committee and is an ex-officio member of the Working Committee.

c) Election and Its Mode

Members of the Working Committee shall be elected by the General Body from amongst themselves. Each Member shall have one vote by person. In case of equality of votes, the Chairperson shall have the right of casting a vote.

d) Quorum and Notice of the Meetings

One third of the Members of the Working Committee shall constitute the quorum for the meetings. In the event of lack of quorum, the meeting will be adjourned and will meet again after one hour at the same venue. The decisions taken in such an adjourned meeting will be considered as valid as taken in a regular meeting with quorum present. The Working Committee shall meet at least twice a year or as and when it is necessary at a given time and place so decided.

A minimum notice of 21 days shall be given for any meeting of the Working Committee.

In the event of urgent work, resolutions can be circulated among Working Committee members and it will have the same effect of Working Committee decision, but will need to be ratified in the next Working Committee meeting.

e) Filling up of Casual Vacancies

All vacancies arising among the Working Committee of VANI during their tenure of office shall be filled in by the Working Committee from amongst the Members of the General Body.

f) Powers/Duties/Functions of the Working Committee

- i) The Working Committee shall elect a Chairperson and Treasurer from among itself for a period of 3 years.
- ii) The Working Committee shall appoint the Executive Secretary.

- iii) All powers of administration, management of funds, supervision and implementation of programmes shall vest in the Working Committee. Whenever necessary, it may delegate its powers to other sub-committees, or to the Executive Secretary.
- iv) The Working Committee shall have the power to admit Members, and to terminate membership and to fix the quantum of membership fee.
- v) The Working Committee shall have the power to appoint staff (or may delegate the same) according to such terms and conditions that it may frame from time to time; shall execute all the activities and programmes decided by the Working Committee; may also take disciplinary actions, including dismissal of staff.
- vi) The Working Committee shall have the power to constitute sub-committees as and when required, and to define their powers and functions.
- vii) The Working Committee shall have the responsibility to conduct General Body meetings, elections, auditing, etc. of VANI.
- viii) The Working Committee shall ensure that the accounts of the Society are maintained as per law.

g) Term of Office of the Working Committee

Each member of the Working Committee shall be elected for a term of 3 years at the General Body meeting. While the term of membership on the Working Committee is 3 years for each member, 1/3 (one third) of the members will retire every year. The maximum number of consecutive terms for a member of the Working Committee will be two. However, a member who has completed two terms can be further elected to the Working Committee, provided that person's election from the General Body is unanimous.

VI OFFICE BEARERS OF VANI

a) Office Bearers Defined

The office bearers of VANI are:

- Chairperson
- Treasurer
- Executive Secretary

The executive responsibility of the Working Committee rests with the office bearers.

b) Powers and Duties of the Chairperson

The Chairperson shall be responsible:-

- i) For chairing the meetings of the General Body and the Working Committee;
- ii) Guiding the Treasurer and the Secretary in the discharge of their duties;
- iii) Providing overall leadership to the programmes & activities of VANI;
- iv) Shall have the casting vote if votes are tied;
- v) Can call a meeting if he/she sees the need.

c) Powers and Duties of the Treasurer

The Treasurer will be responsible:

- i) To maintain or cause to maintain regular accounts, to prepare annual statements of accounts of VANI and to submit the same to the Working Committee and General Body;
- ii) To receive or cause to receive and disburse or cause to disburse amounts and to incur expenditure as per budget estimates approved by the Working Committee;
- iii) To submit financial records before related and required authorities to fulfill statutory obligations;
- iv) To provide leadership in the raising of funds for work to achieve the objectives of VANI;
- v) To monitor and oversee the operation of the bank account.

d) Powers and Duties of the Executive Secretary

The Executive Secretary cum Director will be responsible:

- i) To assist the Chairperson and the Treasurer in all the work of the Society related to the programmes and activities that fulfill the objectives of VANI.
- ii) to keep records of the proceedings of meetings of the General Body and of the Working Committee;
- iii) to maintain a list of Members of VANI and data pertaining to their activities;
- iv) To do all correspondence, for and on behalf of VANI and to have custody of records, files, etc. of VANI.
- v) To carry on the day-to-day work of VANI at the headquarters and to have superintendence over the office and its staff;
- vi) To prepare the annual report and submit it to the Working Committee;
- vii) To publish bulletins, magazines and other literature in order to achieve the objectives of VANI as directed by the Working Committee;
- viii) To submit records before the Registrar or any other authority and fulfill all statutory obligations;
- ix) To execute various programmes and activities to promote the objectives of VANI as decided by the Working Committee.

VII SOURCES OF INCOME AND UTILISATION OF FUNDS

VANI shall raise its funds through several ways, including: membership fees, grants, contributions and donations from Members; service charges and distribution of publications; grants, contribution and donations from government and other bodies both within the country and abroad; loans and advances from Government Agencies / Banks / Corporations / Trusts / Bodies / Institutions and other agencies to undertake development projects and other schemes approved by the Working Committee.

All income shall be utilized for attaining aims and objectives of VANI.

VIII FINANCIAL YEAR

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

IX AUDIT OF ACCOUNTS

VANI shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be statutorily prescribed by the Registrar of Societies and maintained as per law.

The accounts of VANI shall be audited annually by a firm of Chartered Accountant to be appointed by the General Body.

The audited statement of accounts together with the audit report will be placed before the General Body with the recommendations of the Working Committee.

X OPERATION OF BANK ACCOUNT

The Society's Bank Account shall be operated jointly by two out of any four persons — one—of whom has to be the Treasurer or the Executive Secretary, plus one of two other persons nominated by the Working Committee including Director from time to time.

XI ANNUAL LIST OF MANAGING/WORKING COMMITTEE MEMBERS

Once in every year a list of the office-bearers and Members of the Society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

XII LEGAL PROCEEDINGS

The Society may sue or be sued in the name of the Executive Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

XIII AMENDMENT

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 the Societies Registration Act, 1860.

The Constitution of the Society can be altered at any General Body meeting of VANI by a two-third vote of the members present at such meeting, provided the proposed amendments form part of the agenda and are circulated amongst members at least 21 days before the meeting at which such amendments are to be considered.

XIV DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society needs to be dissolved, it shall be dissolved as per provision laid down under Section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

VANI may be dissolved by the decision of at least 2/3rd of the Members of the Society in a General Body Meeting convened for the same purpose.

On dissolution of VANI, if any property remains after satisfying all debts and liabilities of VANI, it shall not be divided among the Members of the General Body or the Working Committee but shall be transferred to some other Society having similar objectives according to the provisions of XIII and XIV of the Societies Registration Act, XXI of 1860.

XV INTERPRETATION OF THESE RULES

In matters of dispute, or differences arising out of interpretation of these rules, the interpretation provided by the Working Committee shall be final.

XVI APPLICATION OF THE ACT

All the provisions under all the Sections of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi shall apply to the Society.

XVII ESSENTIAL CERTIFICATE

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

Sd/-
Chairperson

Sd/-
Treasurer

Sd/-
Secretary