

MEMORANDUM OF ASSOCIATION.

1. Name of the Association : SANDEEP SEVA NILAYAM.
2. Address of the Association: C/o., Sisters of Redemption  
Yelachengere Village,  
Nelamangala Post, PIN: 562123.  
BANGALORE DISTRICT.
3. Objects of the Society :  

Rendering human Services to the felt in need persons in the community without any discrimination of caste, creed and religion under the following objectives of community development programme.

  - a) To Eradicate leprosy under the National Leprosy Eradication programme and provide treatment to leprosy patients.
  - b) To render - medical services to all General Patients as well as Mother and Child care and Family Welfare programme under the National Family Welfare Scheme.
  - c) To promote Education and Development and welfare of the destitute mothers, children, Orphans and Leprosy patients and their children
  - d) To conduct tailoring classes and Embroidary classes for women and Children.
  - e) Introduce Adult education, Anganwadi, Balwadi Schools and primary School for the Adult and Children.
  - f) Introduce crafts training and manufacturing of crafts items - under the Non-formal technical training programme.
  - g) The promotion of Circulating library, reading room, other teaching institution.
  - h) The promotion Social significant achievements in providing civic amenities to the people in daily use.
  - i) To Rehabilitate the Physically and Mentally Handicapped persons.
4. The Income of the Association by whatever means shall be utilised for the objects of Association and shall not be distributed among its members or any body.
5. The Secretary is authorised to correspond with the Registrar of Societies and to deal with affairs of the society in full respects.

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*Lilly*

SANDEEP SEVA NILAYAM

C/o., Sisters of Redemption,  
Yelachegere Village,  
Nelamangala Post, PIN: 562123.

B A N G A L O R E     D I S T R I C T

Sl. No.	Name and Address	Age	Occupation	Designation	Signature.
1.	Sr. Mary Kutty Joseph Sisters of the Redemption, Yelachegere Village, Nelamangala Post, Pin: 562123, BANGALORE (DT)	45	Sister Superior	President	<i>Sr. Marykutty Joseph</i>
2.	Dr. W.N. Narayana Swamy 80-81, Shankar Mutt Parallel Rd, Shankara park, Shankarapuram, Bangalore - 560 004.	61	Physician & Leprologist	Vice-President	<i>W. N. Narayana Swamy</i>
3.	Mrs. Lilly Samuel No. 24, 2nd Block, C.P.W.D. quqrtrs, Koramangala, Bangalore -34.	37	Rural Medical Practitioner	General Secretary	<i>Lilly</i>
4.	Miss. Celinamma Xavier C/o., Sisters of the Redemption Yelachegere village, Nelamangala Post, PIN: 562123, Bangalore(Dt)	29	Leprosy Inspector	Joint Secretary.	<i>Celinammavaria</i>
5.	Br. Thaddeus C.M.S.F. Jyothi Sadan, P.B. 3417, Koramangala, Bangalore.	60	Dean of Studies	Member	<i>Br. Thaddeus</i>
6.	Dr. K. Nagaraja Rao No. 843, 9th "A" Main, Sree Nagar, Bangalore-30.	63	Consultant Leprologist	Member	<i>K. Nagaraja Rao</i>
7.	D.C. Ramesh 12, Anand Nagar, Vijaya Nagar Extention, HUBLI - 580032.	28	Field Manager M/s, Core Parenterals Ltd., Ahamadabad.	Member.	<i>Ramesh D.C.</i>

## RULES AND REGULATIONS

1. Name of the Association : SANDEEP SEVA NILAYAM
2. Address of the Association : C/o., Sisters of Redemption,  
Yelahengers Village,  
Nelamangala Post, PIN: 562123,  
BANGALORE DISTRICT.
3. Membership
  - a) Donation of Rs. 200/- will be collected from members of the Association.
  - b) The admission fee for each members shall be Rs.25/- only.
  - c) Ordinary member shall pay Rs. 100/- annually and the annual subscription of a member towards the Association is Rs. 25/- and annual subscription of the Association shall fall due on 1<sup>st</sup> day or within Tenth of every April month.
  - d) Any person who has attained above the age of 18 years will be allowed to become a member of the Association.
  - e) If the subscription of a member is in arrears for three months following without satisfactory explanation to the Secretary, his name will be removed and the ~~Executive~~ <sup>Governing Body</sup> Committee may reconsider his application for re-admission subject to all the arrears including the admission fee being paid. The termination of membership on death, Unsound mind, any other reasons stated by ~~Executive~~ <sup>Governing Body</sup> Committee.

#### 4. INFORMATION REQUIRED BY MEMBER.

Any member of the Association may apply to the Secretary for any information as he may require on any matter of the subjects or rules and regulations of the Association.

#### 5. GENERAL AND OTHER MEETINGS:

- a) A general body meeting of the Association will be held annually during the month of JUNE.
- b) The report of the Management of the previous years working and the audited account for the one period and proceeding years shall be discussed and submitted for confirmation.

- c) A new committee for the coming year shall be elected in General body meeting.
- d) The Committee shall generally meet once in one month for which notice of 7 days will be given to the members by the Secretary.
- e) The president may call for a General meeting for which notice of 21 days notice shall be given to the members.
- f) Voting shall be conducted by show of hands or Secret Ballot.
- g) 21 days clear notice to the special General meeting and 21 days clear notice to the annual general body meeting will be given to the members and subject matter to be discussed shall be stated in such notice.
- h) A special General meeting shall be conveyed, if necessary as per section 11 (3) of the K.S.R. Act 1960.

6. QUORUM:

The quorum of the General body meeting shall be  $\frac{1}{3}$ rd of the members.

7. CHARTERED ACCOUNTANT

A. Chartered Accountant shall be appointed annually and the remuneration shall be fixed by the members of the annual General meetings.

8. ACCOUNTS

- a) Official year: The Official year of the Association shall be from 1 April to 31st March every year.
- b) The Assets and liabilities and the Balance Sheet of the Association shall be drawn up by the Chartered Accountant duly audited and shall be laid before the Annual General body meeting for confirmation.
- c) Such balance sheet and the list of Committee members shall be fixed with Registrar of Societies as per section 13 of the K.S.R. Act 1960.

9. GOVERNING POWERS OF THE COMMITTEE:

The administration and management of the Association shall vest in the ~~Governing~~ Governing Body consisting of 7 members including PRESIDENT, VICE-PRESIDENT, GENERAL SECRETARY, JOINT SECRETARY are elected at the Annual General body meeting of the Association in the General body meeting of Association.

9 (a) PRESIDENT

The president shall be in over all charge of the Association and General body meeting. All the policies and programmes shall be formulated and implemented only through him. He shall operate the Bank accounts along ~~the~~ with the Secretary.

9 (b) VICE - PRESIDENT

The vice-President shall act for the president in his absence and perform the routine functions besides presiding over the meeting. He will generally assist the president.

9 (c) GENERAL SECRETARY

The General Secretary shall be the Chief Executive of the Association and shall discharge the duties as shown below:-

- (a) He shall call for all the meetings of the Governing council as and when deemed necessary and the General and the Special General body as per the rules with the previous approval of the president and maintain a minutes book and record all the proceedings of the meetings.
- (b) He shall be the correspondent of the Association and shall be in charge of the office with all the records of the Association
- (c) He shall be the custodiab of all the articles and belongings both moveable and immoveables of the Association.
- (d) He shall operate Bank Account jointly with the president.

9 (d) JOINT SECRETARY

The Joint Secretary shall assist the Secretary in the discharge of his duties and carry out his direction. The Joint Secretary would assume charge of the Secretary in his absence.

10. GOVERNING BODY

- a) To ensure and promote the primary aim and objectives of the society.
- b) To operate funds and manage the property of the society and to present the duly audited accounts at the Annual General meeting.
- c) To publish annual report/Accounts.
- d) To form Regional centres wherever deemed fit/feasible as per clause 8.
- e) To Exercise general supervision of Regional centres.
- f) In ~~the~~ the event of any office bearer laying down office for whatever reasons, the Governing Body can co-opt any member consider suitable for the office for the remaining period ~~of~~ of the tenure or till election are held.
- g) To ensure that all monetary transactions are through scheduled bank.
- h) To ensure utilisation of Income towards promoting the objectives of the society.
- i) Many decide the expel a member of Governing Body for a member of the society in case any one is convicted of any criminal offence, or prove insanity or any member action in contravention to the bye-laws.
- j) Governing Body shall have powers to issue appeals raise funds and fullfill all formalities incumbent upon it.
- k) To accept from Government organisation and individuals grants, donations, subscriptions and securities of any property movable/immoveable for furtherance of the objectives of the society.

- l) At any meeting of the Governing Body, each member present will have one vote except president who shall have in addition a casting vote. Voting may be raising of hands or ballot. In all such meeting the postal ballot will also be taken into account before deciding the issue.
- m) Governing body may appoint a committee/sub-committee with such powers as deemed fit by this body for the purpose of in-commensurate with objectives. The Committee sub-committee, may co-opt, persons who are members of the society.
- n) Governing Body may invite to their meetings not more than two specialists/experts who may be non-members of the Association. Whose society with the deliberations is considered useful.
- o) Governing Body shall arrange for the publication in any manner societies journal, documents, etc., as may be considered fit in the furtherance of its objectives. The Governing Body shall have powers to fix its price as also the rates of advertisements from time to time.
- p) To retain, appoint, promote, dismiss any employees for management and functioning of society and to regulate their terms and conditions of employment including remuneration.
- q) To make rules and bye-laws and get approved by the General body from time to time and control and conduct of the society.
11. Any vacancy that may arise in the Governing Body may be filled in the remaining committee members.
12. Any members of the Governing Body being absent for three successive meeting without proper cause shall cease to be member of the Governing Body shall be eligible to be re-jected.
13. The Governing Body is to meet every month or earlier if there is any business to consider \*x\* and the Secretary shall convene such meetings in consultation with the president and with the 1/3rd members shall form quorum.