ALL INDIA WOMEN’S EDUCATION FUND ASSOCIATION  
(A society registered in Simla in 1929 under the Societies Registration Act XXI of 1860) 

MEMORANDUM OF ASSOCIATION 

I. The name of this Society shall be the All India Women’s Education Fund Association. 

II. The registered office of the Association shall be in the State of Delhi (Lady Irwin College, Sikandra Road, New Delhi – 110001) 

III. The objectives of the Association are: 

(1) To manage the fund known as the All India Women’s Education Fund. 

(2) To promote the education of women in India and in particular:- 

(a) To promote or aid any schemes for furtherance in all branches of education of women in India as may from time to time be recommended by All India Women’s Conference or under such other name as the said Conference hereafter be registered (here in after in these Rules and Regulations referred to as the Conference). 

(b) To carry on propaganda for education of women in India. 

(c) To promote education for teachers at all levels, and administrators and planners in agencies working for family and child care, better family living, environmental sanitation and health with special emphasis on the development of rural families. 

(d) To encourage the production and publication of better text books and attractive and suitable literature in English, in Hindi and other regional languages. 

(e) To initiate schemes for undertaking research in education material, methods of teaching and other allied activities pertaining to pre-school child. 

(f) To provide for suitable housing accommodation for women teachers especially in the rural area. 

(g) To initiate schemes for vocational training and courses at under graduate and post – graduate levels and to encourage skills for self- employment through small-scale and home industries.
(3) To acquire by purchase or on lease, exchange, hire or otherwise, any movable or immovable property or any rights and privileges therein necessary for the better enjoyment thereof for the purpose of the Association.

(4) To dispose off by sale, mortgage, lease exchange or otherwise any property, movable or immovable of the Association and for the purposes of the Association.

(5) To manage and develop the property of the Association.

(6) To establish and promote branches of Association and other association or societies with similar objects particularly in the constituent areas of the Conference and the affiliation or amalgamation of such associations and societies with All India Women’s Education Fund Association. (Appendix B). Each branch office will pay an affiliation fee 10% of membership fees collected by the particular branch or a minimum of Rs. 250/- annually whichever is more.

(7) To dispose off by sale, mortgage, lease, exchange or otherwise the properties movable or immovable or other assets of the Association.

(8) To borrow and raise money with or without security or on security by mortgage, charge, or hypothecation or pledge of all or any of the immovable or movable properties belonging to the Association or in any other manner whatsoever.

(9) To do all such and other things as the incidental or conducive to the attainment of the above objects or any of them.

IV. The names, addresses and occupations of the persons who are the first members of the Governing Body of the said Association are as follows:

| X | X | X | X | X | X | X |

V. A copy of the Rules and Regulations of the Associations of the Association is filled with this Memorandum of Association and the undersigned being seven of the members of the Governing Body of the Association, do hereby certify that such copy of such Rules and Regulations is a correct copy of the Rules and Regulations of the Association.

AS WITNESS our several and respective hands and signatures this 8th day of June, 1929.

Dorothy Irwin,
A.L. Euidekoper,
B.N Mitra,
Amira N. Shaffi,
Protima Miller,
Hellen Jerwood,
Hilla Rustomji Faridoonji
ARTICLES OF ASSOCIATION

(Adopted in the AGM held on 12th September, 2018)

ARTICLE 1: MEMBERSHIP

(1) There shall be the following categories of membership of the Association, namely:-

A. Student Membership
   All students shall be eligible for a term membership as per terms decided by the Executive Committee.

B. Annual membership
   a) Member
   b) Institutional Member

C. Life Membership
   Life Member

D. Patrons.
   (a) Individual Patron
   (b) Corporate Patron

(2) An application for membership shall be made to the Association in the form prescribed in Appendix A and the Executive Committee shall decide if the applicant is eligible to be so enrolled.

(3) The acceptance or rejection of the application for membership shall be intimated to the applicant by the Secretary. Simultaneously, if the application is accepted, on payment of the prescribed subscription, the Secretary shall enter the name of the application in the register of members, specifying the date of entry into membership which shall be the date of payment of the first subscription.

(4) The admission fee and annual fee for various categories of members shall be as decided by the Executive Committee from time to time.

ARTICLE II: EFFECTIVE MEMBERSHIP

(1) Every Patron and Life Member of the Association shall be an effective member of the Association. The Life member becomes an effective member for the ensuing year provided the Entrance Fee is paid by 31st of March of that year.

(2) Every ordinary member who has been a member of the Association for at least 6 months before the AGM shall be deemed to be an effective member, provided all subscriptions due have been paid by 30th of April of the year in which the AGM is to be held.

No member of the Association who is not an effective member within the meaning of clauses (1) and (2) above shall be entitled to vote at the general body meeting of the Association nor shall he/she have a right to nominate any person or be nominated for election to any office of the Association and for any business of the Association.
ARTICLE III: TERMINATION OF MEMBERSHIP

(1) An ordinary member may resign his membership by giving notice to that effect in writing to the Association.

(2) The membership of a person shall cease automatically if the annual subscription, where applicable, for the previous year is not received by the 31st of March of the succeeding year, i.e. subscription due by 31.3.2017 is not received by 31.3.2018.

ARTICLE IV: OFFICE BEARERS

There shall be the following Posts for office-bearers of the Association, namely:-

(1) President
(2) Vice President
(3) Secretary
(4) Treasurer
(5) Joint Secretary
(6) Joint Treasurer

(1) The President, the Vice President, the Secretary and the Joint Secretary shall be elected at the annual general meeting and shall hold office for a term of 3 years. They shall be eligible for re-election for a further term of 3 years. After two terms, whereas the President shall not be eligible to seek election again, all other office-bearers shall be able to stand for another Post.

(2) The Treasurer and the Joint Treasurer shall be appointed by the Executive Committee from amongst the members, as far as possible, and shall hold office for a term of 3 years.

ARTICLE V: EXECUTIVE COMMITTEE

The management of the affairs of the Association shall be conducted by an Executive Committee. The members of the Executive Committee, consisting of the following members, shall be elected at the Annual General Body meeting of the Association:

(1) Office bearers as mentioned in Article IV. They shall be elected from amongst the Life Members of the Association.
(2) Nine members who shall be elected from amongst the Life Members.
(3) Three members nominated by the All India Women’s Conference.
(4) All Patrons shall be welcome to attend any meeting of the Association.
(5) Three members co-opted by the Executive Committee but who need not be members of the Association.
(6) Chairman of the Governing Body of the Lady Irwin College Society, New Delhi (ex-officio).
(7) Director, Lady Irwin College, New Delhi (ex-officio).

Vacancies occurring in the Executive committee due to death, resignation, disqualification or any other cause shall be filled by the Executive Committee itself for the balance term.

ARTICLE VI: MEETING OF THE EXECUTIVE COMMITTEE

(1) The members of the Executive Committee shall hold their meeting at least once in every three months at the AIWEFA office or such other place which the President may fix from time to time.
(2) Ten (10) clear days notice shall be given for every meeting of the Executive Committee, except in the case of emergent meeting, for which (four) 4 days notice shall suffice.

(3) The quorum for the meeting of the Executive Committee shall be six members personally present provided that only Committee members under Article V (1) to (3) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum. In the absence of a quorum the meeting may be postponed to any other date and at the postponed meeting three elected members present shall form the quorum.

(4) In the event of a tie during the vote, the President shall also have a casting vote.

(5) The minutes of the proceedings of all meetings shall be recorded by the Secretary or the Joint Secretary and e-mailed to the members of the Committee within 21 days. Objections to the minutes of any meeting should be sent within 15 days of the receipt of the minutes, by e-mail, to the Chairman of the meeting. At every meeting, objections to the minutes of the previous meeting shall be reviewed and after incorporating suitable modifications, the minutes shall be confirmed and signed by the President or Chairman, as the case may be.

**ARTICLE VII: POWER AND FUNCTION OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall have the power and functions as follows:

(1) To convene meetings of the General Body for decisions where considered necessary.

(2) To appoint or dissolve from time to time sub-committee(s), special committee(s) or adhoc committee(s).

(3) To decide application for membership of the Association.

(4) To decide the correctness and validity of lists of members for specific purposes.

(5) To allocate functions to office-bearers and other members of the Executive Committee.

(6) To raise and control funds for the Association.

(7) To accept or reject donations offered to the Association.

(8) To invite the opinion of experts or advisors on specific matters.

(9) To appoint liaison Members and/or representative of the Association on other bodies.

(10) To transact all other business of the Association and initiate maintain and sponsor all activities consistent with the aims of the Association.

**ARTICLE VIII: TERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE.**

An Executive Committee member shall cease as member of the Executive Committee on failure to attend two consecutive meetings of the Committee, without notifying any reasons for absence to the Secretary.

**ARTICLE IX: GENERAL BODY MEETING**

A. **ANNUAL GENERAL BODY MEETING**

(1) The annual general meeting of the Association shall be held at an interval of not less than 10 and not more than 15 months at New Delhi. Notice of the Annual General Meeting shall be given by the Secretary to the members at least two weeks before the date fixed for the
meeting. The Secretary shall forward at least one week before the date fixed for the
meeting, the agenda of the meeting, a copy of the Annual Report of the Association and a
copy of the audited statements of Accounts of the Association to each member.

(2) The notice may be given to members, at their option, either personally or by e-mail or by
sending it by post to them at their registered address. Any accidental omission to give such
notice or the non-receipts thereof by any member, if any, shall not invalidate the
proceedings of the meeting.

(3) At the annual general meeting, the following business shall be transacted:

a) Review of the proceedings of the previous General Meeting with action taken on the
same where necessary.

b) ANNUAL REPORTS
   i. To consider and adopt the Annual Report of the Association presented by the
      Secretary.
   ii. To receive the Annual Report and Accounts of the Lady Irwin College and Lady Irwin
       College Society.

c) ACCOUNTS
   i. To pass the Audited Accounts of the Association of the proceeding year, and to
      consider the Budget estimates for the following year.
   ii. To appoint auditor(s) of the Association every 3 years and to fix their remuneration.

d) ELECTIONS
   i. To elect the President, Vice-President, Secretary, Joint Secretary and other members
      of the Executive Committee of the Association subject to the provision of Article IV &
      V above.
   ii. To elect representatives of the Association to the Governing Body of the Lady Irwin
       College Society.

e) AMENDMENT OF BYE-LAWS
   To amend or repeal the bye-laws consistent with the provisions of the Memorandum
   for carrying out the purposes of the Association, from time to time as may be
   necessary.

f) To consider any other matter with the permission of the Chair.

B. SPECIAL GENERAL BODY MEETING

A special general body meeting of the Association may be convened by the Secretary at the
instance of the President of the Executive Committee or on a written requisition from at
least 30 effective members or one-third of the total effective members, whichever is less.
The special general body meeting called at a notice of 7(seven) days by giving a notice as
specified in clause (2) for annual General Body meeting. The requisition and the notice
shall specify the exact nature of the business to be considered and/or the resolutions to be passed at such a special general meeting. No other matter or resolution shall be considered at such special general meeting.

**ARTICLE XI: PROCEDURE AT GENERAL BODY MEETING**

(1) At every General meeting the President shall preside. In the absence of the President, the Vice-President shall preside and in the absence of both, the meeting shall elect a Chairman from amongst the Life members present and entitled to vote.

(2) The minutes of every General meeting shall be prepared and signed by the Chairman within 21 days of the meeting and expeditiously circulated to the members. Objections to the minutes, if any, shall be sent by e-mail within 15 days of the receipt of the minutes to the Secretary. The objections shall be considered by the Executive Committee. At the subsequent General Meeting, the action taken report, based on decisions of the last General Meeting, and objections to the minutes of the previous meeting shall be reviewed and fresh decisions taken as may be necessary.

(3) For any General Meeting, one-third of effective members on the register of membership of the Association entitled to vote shall form a quorum. If within half an hour of the time appointed for the meeting the quorum is not present, the meeting, if called by the requisition of the members, shall be dissolved. In any other case, after an interval of half an hour, the business of the meeting will commence as if proper quorum was present provided that the number of members then present and entitled to vote is not less than 5, excluding the office-bearers.

(4) At all meetings of the Association, the members, except the Chairman, shall vote only in person and no voting by proxy will be allowed. In the event of equality of votes, the Chairman of the meeting shall have a casting vote.

(5) Votes at any meeting of the Association may be taken on a show of hand or ballet, provided that on a demand for vote by secret ballet being made by 25 percent of the members present and entitled to vote, the voting shall be by secret ballot in any manner prescribed by the Chairman.

(6) No member or office-bearer shall vote on a matter in which he is concerned in his private capacity, nor shall his/her vote count for the purpose of forming the quorum at the time of such vote.

**ARTICLE XII: FUNDS OF THE ASSOCIATION**

1) All funds of the Association shall be maintained in accordance with the Memorandum and Articles of the Association of this Association. All moneys belonging to and standing to the credit of the Association if not required for current expenses or not earmarked for any special purpose by the Executive Committee shall be invested by the Treasurer in accordance with the decision of the executive committee in securities authorized under the Law.
2) The Executive Committee shall exercise control on expenditure as per the approved budget from the General Body and based on such powers as may be granted to it by the General Body.

3) The Office Bearers shall have control over the expenses of the Association and shall have power to meet all current or recurring expenditure, such as taxes, salaries of employees of the association petty purchases and the like but shall not spend any amount exceeding Rs.25,000/- at a time for non-recurring specific object without the sanction of the Executive Committee of the Association. The Treasurer or any other member of the Executive Committee is empowered to retain a sum of upto Rs.10,000/- in cash to meet contingencies and current expenses.

4) All annual subscriptions and all other donations and funds received from time to time shall at the first instance be properly deposited in the bank without any portion thereof being utilized before such deposit.

**ARTICLE XIII: ANNUAL ACCOUNTS**

(1) The financial year of the association shall be from April to March.

(2) Accounts audited by the auditor shall be published annually, showing the receipts and disbursements as well as a statement of assets and liabilities of the Association. Such accounts shall be made up for the financial year ending on 31st March of a year. The said accounts shall be presented at the Annual General Meeting to be held latest by 30th September following the end of a Financial Year.

**ARTICLE XIV: GENERAL**

(1) The Memorandum of the Association may be altered, amended or added to at any General Body Meeting where the resolution is passed by a majority of the not less than 2/3rd of the members present and entitled to vote and voting personally at the meeting and which notice specifying the intention to propose the resolution as such, has been duly given not less than 14 clear days from the date of the meeting.

(2) The Secretary of the Association shall in conjunction with the President or with his/her approval, or in his/her absence, with the approval of the Executive Committee, sign all documents of the Association.

(3) All correspondence and records of proceedings and minutes of the meeting of the Association shall be in English Language.

(4) These Articles shall take effect from the date of their approval by the Annual General Meeting, but all action taken and all matters decided under the Articles immediately preceding shall continue in force until further action or decision thereon is taken under the present Articles which shall be done as early as possible. If any doubt or difficulty arises on a point relating to the transition from the old Articles to the present Articles the decision of the Executive Committee thereon shall be final and shall not be called into question in any manner or at any time hereafter.
Appendix – A

All India Women’s Education Fund Association (AIWEFA)

I / We / Ms / Mr. / Dr………………………………………………………………resident of…………………………
hereby apply for membership type** …………………………… of the All India Women’s
Education Fund Association. I agree to abide by the rules and Regulations of the Association
and also to the Membership subscription as provided therein.

Signature ………………………………………………..

Date : …………………………………………………..

Address :………………………………………………..

…………………………………………………

…………………………………………………

Tel : …………………………………………………

E.mail. …………………………………………………

Proposed by, Name : …………………………….. Signature ………………………………………

Seconded by, Name: …………………………….. Signature ………………………………………

**Kindly enter the appropriate category from the following list.

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<th>Type of Membership</th>
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<th>Annual Fee (Rs.)</th>
<th>Remarks</th>
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<td>500/-</td>
<td>Annual fee payable every year in April</td>
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<td>Institutional Member</td>
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*GST and all other applicable taxes shall be extra.
EXTENSION OF THE OFFICE OF AIWEFA

OUTSIDE THE STATE OF DELHI

1. The request for opening branch office of the AIWEFA in other metropolis / cities / towns besides Delhi can be accepted by the Executive Committee only when the number of effective members in that city / town exceeds 20.

As and when the need arises for opening a branch office in any other city besides Delhi, the modalities involved shall be worked out in accordance with the guidelines of the AIWEFA and other similar bodies.

2. Each of the branches of the AIWEFA shall function as per the MOA of the AIWEFA and subject to the main/head office at New Delhi.

3. The head office at New Delhi shall not be responsible of any liabilities incurred by any of the branches of the AIWEFA.

4. There will be no postal ballot accepted in the AGM by the branch office or by any member thereto and should be restricted to their geographical location and autonomous.

5. This MOA of AIWEFA shall be applicable to all the branch offices as well.