

MEMORANDUM OF ASSOCIATION

OF

Handicapped Children's Parents Association

1. The name of the Society is "Handicapped Children's Parents Association".
2. The Registered office of the society is situated at N-31 South Extension-I, New Delhi 110049, in the Union Territory of Delhi.
3. The objects for which the society is established are:(modified vide resolution dated.31.3.1 991)
 - (A) to undertake all such activities which will ensure the care, welfare and maintenance of Spastics.
 - (B) to undertake all such activities which will help and support the parents/guardians in taking better care of their Spastic children.
 - (C) to arrange and manage socio-economic facilities for the Spastics.
 - (D) to set up and maintain homes for the Spastics.
 - (E) to collect information, undertake research and initiate action for developing National Policies for the betterment of Spastics.
 - (F) to accept grants and donations etc. for furthering the above objects.
 - (G) to undertake & provide for publication of journals, books, periodicals for furthering any or all the above objects.
 - (H) to do all other such acts & things as are incidental or conducive to the attainment of any or all the above objects.

All the incomes, earnings, movable or 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 portion 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 anyone or more of 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, whatsoever, by virtue of the membership.

4. The names, addresses, occupation and designations of the members of the Managing Committee to whom by the Rules and Regulations of the Society, the Management of the affairs, is entrusted are as follows at present as required under Section 2 of the Society's Registration Act XXI of 1860.

<u>NAME</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>	<u>DESIGNATION</u>
1 Mrs.S Kaur	N31 N.D.S.E.-I New Delhi 110049	Business	President
2 Mr V P Gupta	Sector 111/1 056 R K Puram N Delhi -22	Service	Vice President
3 Mr Ashok Kumar	C 10 Geetanjali Enclave New Delhi 110017	Service	Secretary

4 Mr P P Sikka	21/25 Punjabi Bagh New Delhi 110026	Service	Jt. Secretary
5 Mr Vishwanath Gupta	345 Kucha Ghasi Ram, Chandni Chowk Delhi 110006	Treasurer	Business
6 Mr Khushi Ram	A 2443 Netaji Ngr. New Delhi 110023	Service	Member
7 Dr M K Chakraborty	A2521 Netaji Ngr New Delhi 110023	Service	Member
8 Mr V P Arya	14 Hsg Board Col. Jharsa Road Gurgaon.	Service	Member
9 Dr Sushil Kumar	C-4 Gr. Kailash Encl-II New Delhi 11 0048	Service	Member
10 Mrs S G Kadekodi	C/o Pro. G Kadekodi Inst of Eco Growth Delhi University Delhi-11 0007	Housewife	Member
11. Mrs Kusum Lata Shinghal	Shingal Building Sadar Bazar Delhi cantt	Housewife	Member

5 All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment) act, 1957 as extended to the Union Territory of Delhi shall apply to the Society.

6 The income and property of the Society, however derived, shall be applied towards the promoter and attainment of the objects thereof as set forth in this Memorandum of Association.

7 We the several persons whose names and addresses are subscribed hereto, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to the Memorandum of Association and set our several and respective hands here unto and form ourselves into a Society under Act XXI of 1860 and (Punjab Amendment) act, 1957 as applicable to the Union Territory of Delhi.

NAME	Sd/-	ADDRESS	OCCUPATION
1 Mrs.SKaur		N31 N.D.S.E.-I New Delhi 110049	Business
2 MrVPGupta		Sector 111/1 056 R Puram N Delhi -22	Service
3 Mr Ashok Kumar		C10 Geetanjali Enclave New Delhi 110017	Service
4 MrPPSikka		1/25 Punjabi Bagh New Delhi 110026	Service
5 MrVishwanath Gupta		45 Kucha Ghasi Ram, Chandni Chowk Delhi 110006	Business
6 Mr Khushi Ram		2443 Netaji Ngr.	Service

7 DrMKChakraborty	New Delhi 110023 2521 Netaji Ngr New Delhi 110023	Service
8 MrVParya	4 Hsg Board Col. Jharsa Road Gurgaon.	Service
9 Dr Sushi! Kumar	C4 Gr. Kailash Encl-II New Delhi 11 0048	Service
10 Mrs S G Kadekodi	C/o Pro. G Kadekodi Inst of Eco Growth Delhi University Delhi-11 0007	Housewife
11. Mrs Kusum Lata Shinghal	Shingal Building Sadar Bazar Delhi cantt	Housewife

Witness to the above Signatures
S/D Prof Gopal K Kadekodi
Institute of Economic Growth
Delhi University
Delhi

Rules and Regulations of the Handicapped Children's Parents Association

TITLE:

1 These Rules shall be called the Rules of the Handicapped Children's Parents Association.

DEFINITIONS:

2 In these Rules, unless there is anything repugnant in the subject or context.

(a) The "SOCIETY" shall mean the Handicapped Children's Parents Association (b) The "COMMITTEE" shall mean the Managing Committee of the Society (c) "MEMBER" means a member admitted as such under the rules of the Society (d) "HANDICAPPED" means all kinds of Spastics.

(modified vide resolution dated.31.3.1991) In case of any dispute on the eligibility of membership of a Handicapped child's parent, the decision of the Committee shall be final.

QUALIFICATION FOR MEMBERSHIP:

3 Parents/guardians of a Handicapped as defined above.

Any person who has interest in the objects of the Society.

CLASSES OF MEMBERS

4 The Society shall have the following classes of Members (A) Ordinary Members (B) Honorary Members (C) Patron Members (D) Donor Members

ORDINARY MEMBERS:

5 Parents/guardians of the Handicapped, who become Members of the Society by paying a Membership fee and keep paying an annual subscription and who have been admitted as Members of the Society. (modified vide resolution dated.29.9.1991)

For financially weaker members the Managing Committee may review each case and decide the subscription as it may deem fit. The decision of the Managing Committee in this regard shall be final & binding. (modified vide resolution dated.29.9.1991)

A Member may pay a sum equivalent to ten times the annual subscription fee and become a life member of the Society. In such an event he/she shall be exempted from the payment of annual subscription fees. (added vide resolution dated 29.9.1991)

HONORARY MEMBERS:

6 Honorary Members are those who are invited by the managing Committee to become Honorary Members without payment of any fees and who have agreed to become as such. Only such persons who can contribute to the objects of the Society or who can be helpful for the same can be admitted as Honorary Members.

PATRON MEMBERS:

7 Patron members are those who have paid an annual subscription of Rs.5.000.00 and have been admitted as such.

DONOR MEMBERS

8 Donor Members are those who have donated a sum of RS.1 0, 000. 00 or more and have been admitted as such.

ADMISSION OF MEMBERS

9 The Managing Committee may admit Ordinary/Honorary /Patron/Donor Members to the Society at its discretion and shall be entitled to reject any application for admission after assigning the reason for rejection and communicating the same to the concerned party.

OFFICE BEARERS

10 Only those members who have right to vote can be elected to any office of the Society.

MEMBERS OF MANAGING COMMITTEE

11 Only those members who have right to vote can become members of the Managing Committee. The Managing Committee may however co-opt additional members for itself from amongst the Ordinary/Honorary /Patron/Donor Members, in case it feels that the same shall be useful for furthering any or all the objects of the Society.

OFFICE BEARERS & GOVERNING BODY

12 The Office bearers of the Society shall consist of:

(a) President (b) Vice President (c) Secretary (d) Jt. Secretary (e) Treasurer. The office bearers together with six members shall form the Managing Committee, which will be the Governing Body of the Society. The Committee could however, co-opt more members subject to the overall limit of fifteen.

The office bearers and members of the Managing Committee shall be elected by the General Body.

POWERS AND DUTIES OF THE MANAGING COMMITTEE

13 (A) The business and affairs of the Society shall be carried on and managed by the Managing Committee. The Committee shall be vested with all the powers relating to the membership, management, direction and control of the affairs of the Society. It shall deal with all matters, administrative as well as financial, within the frame work of the aims and objects of the Society and the Memorandum of Association and the Rules and Regulations of the Society.

(B) The Committee shall have powers to appoint any such Committee or sub-Committee or otherwise as it may deem necessary, from time to time, for all purposes and delegate necessary powers to them.

(C) The Committee shall have powers to raise funds for the Society by grants, donations, gifts in cash or kind or otherwise.

(D) The Managing Committee shall meet at least once in a quarter of a year or more often as it thinks necessary. The Secretary shall give at least seven days notice of all meetings to all members of the Committee, however an emergent meeting may be called at two days notice with the approval of the president.

(E) Any Member who does not attend three consecutive meetings of the Committee without prior permission of the President, shall cease to be a member of the Committee on passing a resolution to this effect by the Managing Committee in any of its meetings.

DUTIES OF OFFICE BEARERS

PRESIDENT

14 The President shall preside over the meetings of the Managing Committee and the General Body.

VICE-PRESIDENT

15 The Vice-President shall act in the absence of the President.

SECRETARY

16 The Secretary shall look after the affairs of the Society, shall convene meetings of the Managing Committee and the General Body, keep their proper minutes and supervise and control the establishment

JT. SECRETARY

17 The Jt-Secretary shall assist the Secretary in his work.

TREASURER

18 The treasurer shall keep proper and up-to-date accounts of the moneys received and disbursed by the Society and get them audited by duly appointed auditors. All the immovable and movable properties belonging to the Society shall be in the name of the Society and all documents pertaining to them shall be in the custody of the treasurer.

GENERAL BODY

19 All members of the Society shall constitute the General Body of the Society.

MEETING OF GENERAL BODY

20 (A) The General Body shall meet at least once in a year to transact the following business:

- (1) To elect Members and Office bearers of the Managing Committee.
- (2) To consider and adopt the annual report and accounts of the Society.
- (3) To appoint auditors for the Society for each financial year,
- (4) To approve the programme of work generally for the ensuing year; and
- (5) To approve the budget for the ensuing year.

(B) The Annual meeting or other meetings of the General Body shall be convened by the secretary, provided a meeting of the General Body shall be convened by Secretary on requisition in writing by at least seven members of the Society, At least fourteen days clear notice for meetings of the General Body shall be given.

BUDGET

21 The Committee shall prepare in such form and at such time each year as may be prescribed, a budget in respect of the financial year next ensuing, showing the estimated receipts and expenditures and submit it to the General Body for its approval.

ACCOUNTS & AUDIT

- 22 (A) The annual accounts of the Society together with the Audit Report shall be laid before the General Body at its annual meeting.
- (B) The financial year of the Society shall be calculated from the first of April to the thirty-first of March next year. (modified vide resolution dated 7.2.1988)
- (C) The accounts of the Society shall be audited by such auditors as appointed by the General Body.

ANNUAL LIST OF THE COMMITTEE

23 The Committee shall file with the Registrar of Societies, a list, as required by section 4 of the Societies Registration Act, 1860, showing the names, addresses and occupations of the members of the Committee, once in every year on or before the fourteenth day succeeding the day of the annual meeting of the General Body.

QUORUM

24 (A) For the meetings of the Committee the quorum shall be five.

(B) For the meeting of the General Body the quorum shall be twenty one or one third of the total membership of the body which-ever is less.

"Provided that the quorum prescribed above shall not be necessary for any adjourned meeting, notice of which shall be sent by the Secretary under Certificate of Posting."

CHAIRMAN OF MEETINGS

25 In the absence of the President and Vice-President, any Member duly proposed and seconded may be voted to the chair.

BANK ACCOUNT OR ACCOUNTS

26 All receipts of the Society shall be paid into the Bank Account or Accounts of the Society and shall not be withdrawn except by cheques signed by the Treasurer on the one part and President or the Secretary on the other part; provided that withdrawals may also be made by such other officer or officers of the Society as may be duly empowered in this behalf by the Committee, subject to the by-laws as may be formed for the purpose from time to time.

CAPITAL FUND

27 It would be the utmost Endeavour of the Committee to create a Capital Fund sufficient to enable it to meet the revenue expenditure out of the returns of interest on investment of the Capital Fund.

For this purpose the Committee could in the interest of the Society determine, from time to time, as to whether a particular income is to be treated as Revenue Receipt or a receipt to form part of the Capital Fund. The Committee shall also have the powers to convert a Capital Asset into a Revenue Asset and vice-versa, if necessary.

PROPERTY AND ASSETS

28 All properties of the Society, movable or immovable, or of any other kind, from whatever source acquired, shall stand vested in the Committee.

AMENDMENTS

29 To make amendments, changes, additions and alterations in these Rules and Regulations, the quorum for the meeting of the General Body shall be Three-fifth of the total membership of the General Body of the Society. At least fourteen days clear notice shall be given, specifying the proposed amendments, for such meeting. However, no quorum for adjourned meeting shall be required if the meeting was adjourned for want of quorum and fixed for some other date and time, notice for which shall be given to every member of the General Body under Certificate of Posting.

For such amendments, in any case, Two-third majority of the members present and voting shall be necessary provided that the members voting in favour of the proposed amendments number not less than seven.

DISSOLUTION

30 If upon dissolution of the Society there shall remain, after satisfaction of the debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Society but shall be disposed of in accordance with the objects of the Society or for a similar charitable object or cause at the discretion of the Committee in a meeting specifically called for the purpose with fourteen days clear notice by avate of three-fourths of the members present & voting.

EXERCISE OF RIGHT TO VOTE

31 Only such ordinary members shall be entitled to vote as have been members of the Society continuously for a period of six months immediately preceding the meeting and have paid their dues/subscriptions in full.

Members of any other class shall not be entitled to vote.

'REMOVAL FROM MEMBERSHIP

32 (A) Any Member who has committed a breach of any of the Rules of the Society or who has refused or neglected to abide by any such rules or who has committed any act which in the opinion of the Committee is calculated or likely to bring discredit to the Society may be removed from the membership of the Society by a resolution passed by three-fourths members of the Committee present and voting at a special meeting convened forte purpose with at least twenty one days clear notice.

"Provided That no such resolution shall be passed unless the member concerned is informed by a registered letter (Acknowledgment Due) at least twenty-one days before the meeting of the date, time and place of the meeting and of the grounds on which it is proposed to remove him from the membership of the Society and is given opportunity to explain his conduct to the Committee in writing or in person at the Meeting."

(B) The name of any member who is liable to pay subscription but who fails into arrears for more than one year shall be removed by the Committee from the rolls of the Society unless the Committee otherwise directs.

(C) The name of any member removed from the rolls of the members of the Society as per clause 32(B) above may be restored on payment of such sum in addition to the arrears of subscription as the Committee may determine in each such case,

LEGAL PROCEEDINGS

33 The Society shall sue and be sued in the name of the Secretary.

34 All the provisions of the Societies Registration Act XXI of 1860 and Punjab amendment Act 1957) as extended to the Union Territory of Delhi shall apply to the Society.

Certified that this is a true copy of the Rules and Regulations of the Handicapped Children's Parents Association.

S.N.	NAME	SIGNATURE	DESIGNATION
1	Mrs S Kaur	sd/-	President
2	Mr Ashok Kumar	sd/-	
3	Mr Vishwanath Gupta	sd/-	Treasurer New Delhi

Dt 7.9.1986(amended up to 1.1.1992)

CHANGES EFFECTED IN THE MEMORANDUM OF ASSOCIATION AND THE RULES AND REGULATIONS OF THE H/ANDICAPPED CHILDREN'S PARENTS association AS PER THE Decisions TAKEN BY THE GENERAL BODY in ITS MEETING HELD ON 30.4 95 .AT THE PREMISES OF SPASTIC SOCIETY OF NORTHERN India, BALBIF< SAXENA MARG, H.AUZ KHAS. NEW DELHI 110017.

CHANGES IN THE MEMORANDUM OF ASSOCIATION

Clause 3 has been modified as under:

3. The Objects for which the society is established are

(Modified vide resolutions dated 31.3.1991 and 30.4. 95)

- (A) To undertake all such activities which will ensure the care, welfare and maintenance of Spastics
- (B) To undertake all such activities which will help and support the parents/guardians In taking better care of their Spastic Children.
- (C) To arrange and' manage socio-economic facilities for the spastics.
- (D) To set up and maintain homes for Spastics.
- (E) To collect information, undertake research and initiate action for developing National Policies for the betterment of Spastics
- (F) To accept grants and donations etc. for furthering the above objects.
- (G) To undertake and provide for publication of journals, books, periodicals for furthering any or all the above objects.
- (H) To do all other such acts &. things as are incidental or conducive to the attainment of any or all the above objects.

All facilities offered by the Association shall be available to all spastics who are Citizens of India, especially to those who belong to the weaker sections of the society, without any prejudice for cast, creed, religion, sex or place of birth/residence.

All the facilities offered by the Association and the activities performed by it shall be so done without any profit motive.

(Added on 30.4.95)

All the incomes, earnings, movable or 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 portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner what so ever, to the present or past members of the Society or to any person claiming through anyone or more of the present or past member(s). No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever. by virtue of the membership

CHANGES IN THE RULES AND REGULATIONS

Clause 2(d) has been modified as under:

(d) Handicapped means all kinds of Spastics and/or persons affected by Cerebral Palsy. The word 'HANDICAPPED' or 'SPASTIC' appearing anywhere in the Memorandum of Association or the Rules and regulations of the Association shall carry the meaning as explained above.

However, if the Association has in the past admitted a member whose child does not fall under the above category of handicapped, he/she shall be entitled to all facilities that are/will be available to the category of handicapped as defined above. In other words the handicapped children of all existing members of the Association as on this the 30th day of April, 1995 shall be treated at par in all respects."

In case of any dispute on the eligibility of membership of the parents of a handicapped child the decision of the Managing Committee shall be final.
(modified vide resolution dated 30.4.1995)

Clauses 6,7,8 have been modified as under:

PATRON MEMBERS

6. Patron members are those who are invited by the Managing Committee to become Patron members without payment of any fees and who have agreed to become as such. Only such persons who can contribute to the objects of the Association or who can be helpful for the same can be admitted as Patron members. The term of such members shall be defined by the Managing Committee but shall automatically end at the next General Body Meeting unless and until renewed further in writing"

HONORARY MEMBERS

7. Honorary members are those persons who may be Wiling to offer their services for the promotion of our cause and objects and without any fees, remuneration, award, compensation in any form, whatsoever, and who may be admitted as such at the sole discretion of the Managing Committee. The term of such members shall automatically end at the next General Body Meeting unless and until renewed further in writing.

DONOR MEMBERS

8. Donor members are those who donate a sum of Rs.50,000 or more and have been admitted as such. Their term shall end at the next General Body meeting."

Clause 12 has been modified as under:

OFFICE BEARERS & GOVERNING BODY

12. The Office bearers of the society shall consist of (a) President (b) Two Vice Presidents (c) Secretary (d) Joint Secretary (e) Treasurer.

These office bearers together with all the founder members, who other wise qualify to be Ordinary Members of the Association, and 5 elected members shall form the Managing Committee.

The managing committee could however co-opt more members subject to the overall limit of 21 including the office bearers, founder members, elected members and co-opted members.

The co-opted members shall have right to take part in all meetings of the Managing Committee but they will not have voting rights

The office bearers and the elected members shall be elected by the general body at its annual meeting which should be held within 60 days from the end of the. previous financial year of the Association which at present is from April 1 to March 31, 'next year"

In cases of contingencies, where it is not possible to hold elections during the time period as stipulated above, the term of the functioning managing committee may be extended by a period not extending 3 months by the General Body in a Special meeting called for this purpose.

The procedure for conducting the elections may be decided by the General body at its annual General Meeting.