


MEMORANDUM OF
ASSOCIATION
AND
RULES AND REGULATIONS
OF
NGO SAPNA


Amended as on.....

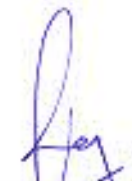
17/10/2013
Registrar of Society

MEMORANDUM OF ASSOCIATION OF NGO SAPNA

1. **Name of the Society :**
The name of society shall be "SAPNA".
2. **Registered Office :**
The Registered office of the society shall remain in the National Capital Territory and at present is at the following address:-
Pocket D-8, Flat No. 8086, Vasant Kunj, New Delhi -110070
- 2.A **Working Area : All India**
3. **Aims and Objectives:**
 - I. To work/act as an 'agent of change' to help people access and actualize their rights as enshrined in the Constitution of India.
 - II. To work towards the creation of a just and equitable society, empowerment of the poor and marginalized communities;
 - III. To create public awareness and participation in the social and economic up-liftment of society.
 - IV. To work in the area of health and medical aid, sanitation, education, self-employment, social welfare & community development;
 - V. To work towards gender equity in all areas and empowerment of women;
 - VI. To work in area of environmental protection and conservation;
 - VII. To work towards conservation of national heritage, old monuments, etc.;
 - VIII. To help the marginalized groups access information and resources;
 - IX. To eradicate social evils like dowry, female infanticide, untouchability, etc.;
 - X. To run Hospitals Dharamshalas, Homes for the juvenile children/orphans, women in distress, the aged and the handicapped;
 - XI. To arrange and provide medical aid and such other assistance including financial assistance to the needy who are otherwise incapable or handicapped or mentally/ physically retarded or suffering from terminal illness;
 - XII. To conduct various academic, scientific, technical, skill and capacity development, managerial, practical hands on training programs, courses, examinations, etc. of various gradation and duration either independently or under affiliation with another institute/society or similar body from within or outside the country;


Narayan Singh Manaklao
PRESIDENT
SAPNA


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GENERAL SECRETARY,
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- XIII. To take over or amalgamate with any other society, trust, institute or association, having objects wholly or in part similar to the objects of the society, and give and receive aids, grants, funds or material in such manner as the governing body of the society may think appropriate;
- XIV. To do all such things as the society may consider necessary, incidental or conducive to the accomplishment of the above objectives and to evolve, develop and execute schemes, programs, ventures and projects from time to time to further the objects similar or incidental to the above;
- XV. To enter into agreement with the Government of India, Corporate, Statutory and Non Statutory bodies promoted by the Government of India or Companies or Legal Entities, individuals for financial or any other assistance for carrying out all or any of the objects of the society.
- XVI. Sharing with the Govt./take up running of institutions run by the Government;
- XVII. To enter into any agreement with any person, company or association or firms having objects similar to those of the society;
- XVIII. To receive grants, subsidies, loan or financial assistance of any other nature from the Government of India or any state government or any other institution in India, Legal Entities, Individuals or from any donations or grants from foreign agencies to enable the society to develop and carry on its objectives.

4. Statutory Clause:

All the incomes, earnings movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives 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, profit 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 past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or shall make any profit, whatsoever, by virtue of his membership

5. Governing Body:

The Name, Address, Occupation and designations of the members of the Governing body to whom according to this memorandum and by the rules of the society the management of its affairs is entrusted as required under Section 2 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi are:-


Narayan Singh Munakia
PRESIDENT
SAPNA

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GENERAL SECRETARY
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Governing Body Members

	Name	Address	Occupation	Designation
1	Shri Narayan Singh Manaklao	Village Manaklao, P.O. Manaklao, Jodhpur, Rajasthan - 342305	Social Work	President
2	Dr. Harshavardhana Singh	A-89, Madhuban, Delhi - 110092	Economist	Vice-President
3	Dr. B N. Sharma	4A, Dolphin, Pilot Bunder Road, Colaba Mumbai - 400005	Doctor (Retd.)	Executive Member
4	Shri Jitendra Singh,	Phool Bagh, Alwar, Rajasthan -301001	Social Work	Executive Member
5	Ms. Jasveen Ahluwalia	Village Pipla Bharat Singh, Tehsil Sanganer, Via Bhakrota, Jaipur	Social Work	Executive Member
6	Shri Ranjit Kumar	A-47, Kailash Colony, New Delhi - 110048	Lawyer	Executive Member
7	Ms. Susmita Shekhar	68, Greenwood Society, Phase 1, Omega 1, Greater Noida, U. P. -201310	Water & Sanitation Expert	Treasurer
8	Shri Rajesh Chiraneewala	C-93, Defence Colony, New Delhi - 110070	Business	Secretary
9	Shri Sudhir Pratap Singh	Shivanandan Bhawan, Boring Road, Patna, Bihar - 800001	Civil Servant	General Secretary
10	Ms. Asha Tewari	A-22, VIP Colony CRP Area, Nayapalli, Bhubaneswar, Orissa - 751015	Social Work	Executive Member
11	Shri Akhilesh Jha	Rashmitaru, 444, Sector 21-A, Faridabad, Haryana - 121001	Civil Servant	Executive Member
12	Shri R.R.P. Singh	J18/41, Noida, U.P. - 201303	Social Work	Executive Member
13	Ms. Sadhana Vyas	8-D-D, Slice 2 Scheme No. 78, Near Sangeet Kala Academy, Vijay Nagar Indore, Madhya Pradesh - 452010	Social Work	Executive Member


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Desirous Persons:

We the several persons whose Name, Address, Occupation and Signature given hereunder are desirous to form a Society namely "SAPNA" in pursuance of this Memorandum of association of the Society and also register it under the Societies Registration Act, 1860:-

GOVERNING BODY MEMBERS

Sl.	Name & Address	Designation	Membership Date	Exit Date	Signature
1	Shri Narayan Singh Manaklao Village Manaklao, P.O. Manaklao, Jodhpur, Rajasthan - 342305	President	21.10.2004	-	
2	Dr. Harshavardhana Singh A-89, Madhuban, Delhi - 110092	Vice- President	21.10.2004	-	
3	Dr. B N Sharma 4A, Dolphin, Pilot Bunder Road, Colaba Mumbai - 400005	Executive Member	21.10.2004	-	
4	Shri Jitendra Singh, Phoolbagh, Alwar, Rajasthan -301001	Executive Member	21.10.2004	-	
5	Ms. Jasveen Ahluwalia Village Pipla Bharat Singh, Tehsil Sanganer via Bhakrota, Jaipur, Raj.	Executive Member	21.10.2004	-	
6	Shri Ranjit Kumar A-47, Kailash Colony, New Delhi - 110048	Executive Member	21.10.2004	-	
7	Ms. Susmita Shekhar 68, Greenwood Society, Phase 1, Omega 1, Greater Noida (U. P.) -201310	Treasurer	21.10.2004	-	
8	Shri Rajesh Chiranevala C-93, Defence Colony, New Delhi -110070	Secretary	21.10.2004	-	
9	Shri Sudhir Pratap Singh Shivanandan Bhawan, Boring Road, Patna (Bihar) - 800001	General Secretary	21.10.2004	-	

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GOVERNING BODY MEMBERS

10	Ms.AshaTewari A-22,VIP Colony, CRP Area, Nayapalli, Bhubaneshwar, Orissa -751015	Executive Member	19.02.2011	-	Asha Tewari
11	ShriAkhileshJha Rashmitaru, 444, Sector 21-A, Faridabad, Haryana - 121001	Executive Member	04.06.2011	-	Akhilesh Jha
12	ShriR.R.P. Singh J18/41, Noida (U.P.) - 201303	Executive Member	27.06.2013	-	R.R.P. Singh
13	Ms.SadhanaVyas 8-D-D, Slice -2 Scheme No. 78, Near Sangeet Kala Academy, Indore [Madhya Pradesh] - 452010	Executive Member	27.06.2013	-	Sadhana Vyas



SUDHIR PRATAP SINGH
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RAJESH CHITRANEWALA
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SAPNA

Narayan Singh Manaklao
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संस्थापक संवत्सराय सचिव
संस्थापक संवत्सराय नं०... 5-50639
संस्थापक संवत्सराय सं०... Amended MoA
दिनांक



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संस्थापक संवत्सराय सचिव
संस्थापक संवत्सराय नं० के संस्थापक संवत्सराय
संस्थापक संवत्सराय सं०

सचिव संस्थापक संवत्सराय

2-2-2022
2022

RULES AND REGULATIONS OF NGO SAPNA

1. Definition:

In the rules and regulations unless otherwise excluded by or repugnant to or inconsistent with the context or subject, words, terms or expressions defined in the Societies Registration Act, (XXII of 1860) or any statutory modifications thereof enforce at the date on which these rules and regulations become binding on the society, shall have the following meanings:-

- a) The society shall mean the "SAPNA";
- b) The office bearer means President, Vice-President, General Secretary, Secretary, and Treasurer;
- c) The Committee means the Managing Committee of the Society;
- d) The Act means the Societies Registration Act, 1860 (XXII of 1860) and includes all statutory modifications thereof for the time being in force;
- e) The financial year means the year commencing from 1st day of April and ending on 31st Day of March;
- f) The General Body of the Society shall mean all the members of the Society.

2. Aims and Objectives :

The aims and objectives for which the Society is established shall be those as are incorporated and mentioned in the Memorandum of Association of the Society.

3. Membership :

Membership shall be open to all who are not less than 21 years of age, who believe in the aims and objectives of the society and who assure to abide by the rules and regulations and payment of prescribed subscription of the society. The membership shall consist of the following classes:

- a) Founder Member
- b) Ordinary Member
- c) Corporate/ Institutional Member
- d) Honorary Member
- e) Associate Member

Founder Member:


Founder Member means the promoters whose names are mentioned in Memorandum of Association who have joined together to form this society.

Ordinary Member:

Ordinary Member means a person who has paid or pays Rs. 100/- as their admission fee and who has agreed to pay Rs. 50/- every year as subscription fee on or before 31st March every year.


Corporate/ Institutional Member:

The Governing Body may in accordance with the provisions laid down in this behalf admit any University, Institution, Research Centre, Association, Organization or Incorporated Company in consonance with the aims and


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objectives of the society as a corporate member as on the initial payment of Rs. 10000/- and Annual renewal fee of Rs. 1000.

Honorary Member:

Honorary member means a person of distinction in public life, vocation or trade who may be invited by the Governing Body of the Society to become its member for such period as determined by the Governing Body from time to time. Such persons shall be deemed to be honorary members from the date their acceptance of the Governing Body's invitation.

Associate Member:

An associate Member is one who believes in the aims and objectives of the society and who assure to abide by the rules and regulations and agrees to be associated with the cause of the organization.

4. Application for Admission:

- (a) Every application for the admission as member of the Society except those who may be invited by the Governing Body shall be addressed to the General Secretary of the Society.
- (b) No application shall be considered unless the applicant is proposed by a member of the governing body and seconded by another such member.
- (c) Every such application shall be considered in the Governing Body and shall be accepted or rejected by a vote of majority.
- (d) Every applicant shall be informed in writing by the General Secretary of the decision of the Governing Body, which shall be final.

5. Termination of the Membership:

- (a) By death;
- (b) By resignation in writing;
- (c) By unsound mind;
- (d) By failing in the payment of the annual membership fee without reasonable grounds;
- (e) By failing to attend three consecutive general body meetings of the society without information;
- (f) By order of the General Secretary if any Member fails to abide by the Rules and Regulations and operates against the objectives of the Society or if found guilty of misconduct;
- (g) Non - renewal of membership by the Governing Body.



6. Appeal & Readmission of Members:

In case the Governing Body on account of non-payment of subscription expels any member of the Society, he can be readmitted provided the member concerned pays all the dues with the permission of the Governing Body.


Narayan Singh Manakloo
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7. **Rights & Privileges :**

The following categories of members shall be entitled to attend the General Body meeting with the rights to cast their votes in support or against agenda:-

- a) Founder Member
- b) Ordinary Member
- c) Corporate/ Institutional Member
- d) Honorary Member

An associate member will not be entitled to attend the General Body meeting or have any rights to cast their votes.

8. **General Body:**

The meeting of the General Body of the Society shall be known as the General Body Meeting.

(a) **Notice:** The General Secretary of the Society shall give 14 days' notice of the meeting of the general body to the members of the Society in writing along with the agenda either by post, fax or e-mail or in such other manner evidencing in writing, service of such notice.

(b) **Quorum :** At a general body meeting 1/3rd of the total members shall form a quorum. If the quorum is not present within half an hour of the time fixed for the meeting, the meeting shall start adjourned for same day, time and place in the following week and if the quorum is not present at the adjourned meeting too, the members present shall form the quorum for the meeting.

(c) **Meeting :** The first general body meeting of the society shall be held within six months of the date of registration of the Society under the Society Registration Act, 1860. Thereafter, the general meeting of the Society shall be held at least once a year provided the gap between two Annual General meetings shall not be more than 18 months. The said Annual General Meeting shall consider any of the specified agenda items including the following : -

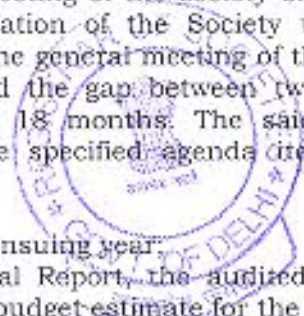
- I. Appointment of Auditors for the ensuing year.
- II. To receive and adopt the Annual Report, the audited accounts for the preceding year and the financial budget-estimate for the ensuing year;
- III. To approve the election/ appointment of the members of the Governing Body and
- IV. To consider any other matter deemed important by the President or the majority of the members present.

In addition to the annual general meeting, extraordinary general meetings can also be held. However in the extraordinary general meetings only such questions and matters can be raised and considered as are specified in the agenda in respect of the said extraordinary general meetings. In a general meeting, any

[Signature]
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SECRETARY
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question can be raised and any such matter can be considered. Only the Governing Body shall be empowered to call such extraordinary general meetings.

All decisions in the annual general meeting or the extraordinary general meeting shall be decided by a majority of the votes.

9. Governing Body/ General Body:

Subject to the provisions of these Rules, the affairs of the Society shall be administered and controlled by a Governing Body which shall comprise a minimum of 9 (nine) members and not more than 25 (twenty five). The composition of the Governing Body shall be as under:-

- (a) President - One
 - (b) Vice President - One
 - (c) General Secretary - One
 - (d) Secretary - One
 - (e) Treasurer - One
 - (f) Executive Members - from Four to Twenty.
- a. The founder members of the Society shall be the first members of the Governing Body and shall be appointed for a period of two years. Shri. Sudhir Pratap Singh, the founder General Secretary shall be the permanent General Secretary of the Society unless he decides to remit this office or ceases to be a Member of the society;
 - b. The members of the Governing Body including the office bearers excluding General Secretary shall be elected as such for a period of 2 (two) years by the General Body.
 - c. The Governing Body can appoint any members of the society as member of the Governing Body.
 - d. Any vacancy created by death or otherwise, shall be filled by the Governing Body within 3 months of the occurrence of such vacancies. Any new appointment to the Governing Body shall be approved by the General Body in its meeting held immediately after appointment.
 - e. A minimum 7 days' notice shall be required for every meeting of the Governing Body of the Society but urgent meetings can be called within 24 hours;
 - f. The quorum for every meeting of the Governing Body shall be 1/3rd of the total strength of the Governing Body;
 - g. A meeting of the Governing Body shall be held once in three months or as and when decided by the Governing Body from time to time;
 - h. All decisions of the Governing Body shall be taken by simple majority.


Narayan Singh Manakloo
PRESIDENT
SAPNA


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GENERAL SECRETARY,
SAPNA


RAJESH CHIRANJEWALA
SECRETARY
SAPNA

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10. Power and Functions of the Governing Body:

The powers and functions of the Governing Body shall be as follows: -

- (a) To carry out the aims and objectives of the Society;
- (b) To administer and control the affairs and funds of the Society and exercise all controls on the affairs of the Society;
- (c) To do all other lawful acts, matters, things and deeds a may be conducive to and expedient in the interest of the Society;
- (d) To purchase, take on lease or in exchange or hire or otherwise acquire any moveable or immovable property for the purpose of the Society and to carry out agreement, contract, obligations and arrangements on suitable terms;
- (e) To manage all the institutions run by the Society;
- (f) To receive grants, subsidies, loans or financial assistance of any nature from Government of India or any State Government or any other agency in India or any donations or grants form foreign agencies to enable the Society to develop and carry on its objectives.
- (g) To draw, accept, make, endorse, discount and negotiate bills of exchange, promissory notes and other negotiable instruments connected with the business of the Society;
- (h) To deposit the money belonging to the Society in nationalized or schedules banks as may be resolved by the Society;
- (i) To pay for any property, right or privilege, acquired by the Society;
- (j) To give remuneration at any such rates as shall be deemed fit and to make recurring grants by way for donations, subscriptions, allowances, pension, gratuity or otherwise to and for the benefit of any such persons or the wife or children and dependents of such person;
- (k) To do all such other things as may be deemed incidental or conducive to the attainment of the objectives or any of them;
- (l) Such other matters as may be deemed expedient having regard to the nature and objective of the Society.



The Governing Body may frame bylaws and change/amend Rules and Regulations as may be necessary for carrying on the working of the Society and fulfilling the aims and the objectives of the Society.

[Signature]
Narayan Singh Manakloo
PRESIDENT
SAPNA

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SUDHIR PRATAP SINGH
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SAPNA

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