

S/15868

09.07.10.



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

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প্রদত্ত তারিখ ০৬.০৮.১০

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S/15868

Mathurapur Nivedita Mahila Samity.



MEMORANDUM OF ASSOCIATION  
Registered on 13/03/1975.  
844-  
Registrar of Firms, Societies and  
Non-Trading Corporations, West Bengal



WEST BENGAL SOCIETIES REGISTERED UNDER ACT XXVI OF 1961  
MEMORANDUM OF ASSOCIATION

OF  
MATHURAPUR NIVEDITA MAHILA SAMITA  
(Estd . 1969).

সমিতির নাম গণিত মহিলা  
সমিতি (মহিলা) ডিউ এ কল  
কলকাতা পশ্চিমবঙ্গ

1. Name : The name of the Association is "Mathurapur Nivedita Mahila Samity"
2. Registered office : The registered office of the association will be situated at Mathurapur, South 24 - Parganas Pin - 743354 in the state of west Bengal . India.
3. Objects. : The objects for which the association is established are
- I) To promote cordiality and fellow feelings amongs the womenhood of the locality and try to achieve overal development of the local women folk in every sphere of life.
  - II) To fight aggainst illiteracy of women in r arund the locality by anti illeteracy campaign.
  - III) To he and encourage the local womenhood in their economic suit by imParting education in needlework, art and crafts, handloom works, suitable agricultural work and poultry farming.
  - iv) To help and encourage the local women in cottage and small scale industries.
  - v) To educate the local women in child care, Neutration education, Family planning, small savings, sanitation and hygine etc.
  - vi) To arrange for study circles, lecturexes, seminars, reading of books and literature for illiterate and neo - litterrate women of the locality.
  - vii) To promote issue of magazines, journals and bulleting containing articles of members.
  - viii) To run a dult education centre for illiterate adult women and to conduct coching classes for poor girls students of the locality.
  - ix) To arrange for imparting to members and local women lessons in nursing, child care and first aid and to motivate the local people to render ail possib;e help including medical help etc. to the residents of the locality.
  - x) To encourage local womenfolk in sports and games and recreational activities and to hold such game from time to time.



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xv) To hold training classes in music, dance, drama, and fine arts.

xii) To carry out prevent measures, such as arrangements for inoculations by Govt. inoculators and disinfection of tanks and wells and cleaning of jungles, ditches and insanitary surroundings of the locality.

xiii) To establish feeding centre for pre-school children and nursing and expecting mothers with the help of the Government and to demonstrate local women of the locality in nutrition programme.

xiv) To render relief works to the poor people of the locality.

xv) To provide room for the Mahila samity and other amenities for the convenience and use of the local people.

xvi) To carry out all rural - reconstruction programme with other such organisations and proper authority jointly.

xvii) To lay out and maintain squares and gardens to develop moral and mental make-up of the local children and women.

xviii) To acquire by purchase or lease or otherwise lands and buildings and other properties, moveable and immovable as the samity may from time to time think fit proper.

xix) To raise donation in the shape of money and articles and other monetary help from people for the benefit of poor of the locality.

xx) The income and property of the Mathurapur Nivedita mahila samity when soever acquired derived shall be applied solely towards promotion of the objects of the samity and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the samity.

xxi) The Mathurapur Nivedita mahila samity will absolutely be non-political.

xxii) The affairs of the Mathurapur Nivedita mahila samity shall be conducted, managed and administered by the Governing body subject to the control of the samity in the general meeting.

xxiii) a) To import and spread the religious ideas as propounded by holy man  
b) To import and promote the practice of religion in its universal basis.  
c) To train self-sacrificing young women for a life of dedication and service.



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- (3)
- d) To carry on educational work among all the masses.
  - e) To promote brotherhood among all sections of people
  - f) To administer medical aid to the poor.
  - g) To establish, maintain carry on and school colleges, orphanages home for girls, women, student, oldage home, Mother & child and child workshops laboratories, hospitals, dispensaries, environment houses for the infirm, the invalid and the afflicted famine relief works and other educational and charitable institution of a like nature.
  - h) To print and publish and to sell or distribute journals, periodicals, books or leaflets that this association may think desirable for the promotion of its objects.
  - i) To establish branches and temporary centres.
  - j) To established Ashram maha for traing work and for inporting and promoting the study of religion and phylosophy and for offording facilities for periodied repreasts for aspiray pershing the path of religion.
  - k) To establish, maintain carry on and assist hostel and school for persons with disable, library, training institute vocational training centre,
  - l) To undertake rural development /Urban development programmes for the furtherance of the objects of the organization.
  - m) To organize self- help group based programme for augmentation of livelihood opportunities of the people at promotion horticulture
  - n) To under take sustainable Agriculture promotion horticulture promotion nursery development Irrigation and other input including skill development support support for the furtherance of objective of the organization as well as to serve the underprivilege marginal, small farmers and agriculture laborers.
  - o) To conduct awareness generation of the rural masses for promotion and development of environment and generate nature care altitude through mass plantation and protection care by community groups.

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PRESIDENT  
USHA BASU

HONY. GENERAL SECRETARY  
KALYANI KUNDU

SECTIONAL SECRETARY  
KAJAL KUNDU

TREASURER  
MINATI HALDER

MEMBERS OF THE GOVERNING BODY

1. SADHANA HALDER
2. MADHURI GHOSH
3. RENUKA KOYAL



*Kajal Kundu*

We the several persons who are members of the "Mathurapur Nivedita Mahila Samity" and whose names and addresses are given below, being desirous of improving the legal conditions of the said association from ourselves into a society in pursuance of this memorandum of association under act. XXVI of 1961.

<u>Signature</u>	<u>Address</u>	<u>Occupation</u>
1. Sd/- Sandhya Halder	1. Mathurapur	1. Domestic work
2. Sd/- Sulekha Purkait	2. Mathurapur	2. Domestic
3. Sd/- Mrs Rama Deb	3. Mathurapur	3. Home Worke
4. Sd/- Tara Rani Modak	4. Mathurapur	4. Domestic
5. Sd/- Mrs Mira Ghose	5. Mathurapur	5. Home Worke

Witness

<u>Signature</u>	<u>Address</u>	<u>Occupation</u>
1. Sd/- Paruli Das	1. Mathurapur	1. Domestic
2. Sd/- Sita Baks	2. Mathurapur	2. Asst. Librarian





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Mathurapur Nivedita Mahila Samity .



Regulations of Association  
Registered.

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Registrar of Firms, Societies &  
Non-Trading Corporations, West Bengal



RULES AND REGULATIONS  
OF  
MATHURAPUR NIVEDITA MAHILA SAMITY

1. The mahila samity is established for the purpose expressed in the memorandum of mahila samity.

Sections: 2. Function of the samity shall be divided into sections and each section shall be placed under a sectional secretary. the sectional secretaries shall be under the supervision of the general secretary and remain responsible to him and thus to the governing body.

Qualifications & classifications of members.

3. The samity shall be composed of patron's, life, ordinary and free members.

Admission. 4. Any person intending to be a member must apply to the general secretary, in the prescribed form along with an admission fee of Rs. 1/-, the applicant shall be proposed by a member and seconded by another member of the association. the application shall then be placed in a meeting of the governing body for approval. the governing body may refuse admission to any applicant without assigning any reason and its decision shall be final and in such case the said admission fee will be refundable. the governing body shall have every right to consider or waive or reduce the admission fee and subscription of a member in special or exceptional cases.

5. Membership can in no case, be extended to lunatics, persons of loose morals and persons who have been convicted or any offence involving moral turpitude.

Patrons: 6. Persons of status and position may be selected patrons, by the governing body.

Life member: 7. Any member paying Rs 500/- (Rupees five hundred) or upwards at a time shall be a life member.

ordinary member: 8. Any member paying a monthly subscription of 25 np. shall be an ordinary member. the governing body may fix up the monthly subscription at 12 paise for students without any source of income the governing body may increase the rate of subscription subject to the approval of the general meeting. the subscription of the



Rajal Kundu



subscription of the ordinary members shall be payable by the 15th of the current month.

Free member. 9. The governing body may enlist as free members, persons who, in its decision are too poor to pay the subscription.

Defaulters: 10. Any member who will not pay the subscription for three consecutive months shall be treated as "Defaulter" and her membership from the samity will automatically cease. provided, however, that the governing body may in special cases and for sufficient reason relaxd the operation of this clause.

Termination of membership: 11. The membership will terminate under the following conditions

- (a) If the activities of a member be subversive to the interest of the samity.
- (b) If any member fails to abide by the rules & regulations of the Samity.
- (c) If any member is proved to a criminal.
- (d) If any member misappropriates or makes any attempt to misappropriate any sum out of the funds of the samity.
- (e) If any member is willing to discontinue her membership she shall have to apply to the general secretary in writing at least 15 days before and she shall have to wait till such time the decision of the Governing body is finalised.

Re-admission : 12. Any person who ceases to be member of the samity either voluntary or for non-payment of subscriptions for successive three months shall not be eligible for re-admission unless all arrears of subscription and other dues, if any, due to the samity up to the date of cessation of her membership be tendered along with application this rule, if the body is satisfied that there are sufficient grounds for such relaxation.

Rights & privileges of membership: 13. Subject to the provisions of these rules generally, or any bye laws framed thereunder, every member shall, have the following rights and privileges:

- a) To participate either free or on payment of such rates as the Governing body may from time to time decide. in all functions organised by the samity.
- b) To have the privillage to enjoy all the facilities extended by the sections organised by the samity.
- c) To be present and to discuss any question referred to such general meeting and to vote at any general meeting.
- d) To nominate other qualified members for election, to stand for election or be elected to the governing body or other committee provided her membership is at least one year old. this particular rule is only applicable to life members and members. free members shall have no right to vote at any meeting nor



Korja Kundu



Fund: 14. There shall be one fund, named General Fund, which shall go to this general fund and thereafter to subsidiary fund opened for special proposes as required from time to time. all sums shall be spent according to the budget allotments (duly approved by the 4 general meeting) of the various sections of the samity. the governing body may raise special funds as and when necessary subject to the approval of the general meeting.

15. The entire fund of funds of the samity may be kept in na schedule bank or postal savings banks and the account or accounts so opened will be jointly operated by the general sectetary & the treasurer.

Financial year: 16. The financial year of the samity shall commence from 1st. april and end with 31st march of every year.

Governing body or executive committee: 17. The affairs of the samity shall be conducted, managed and administered by the governing body means the executive committee or the committee of management.

Annual general meeting 18: The annual general meeting shall have to be covenen within 30 days from the close of the financial year. the date of the annual general meeting shall be published in the press and a notice to this effect shall be posted in the notice board of the samity at least 15 days before the date of the meeting.

Eligibility of Election. 19) Any person who has been an ordinary member for year before the date of annual general meeting and has paid all her dues upto the current month and life members shall be eligible for election as an office-bearer oras a member of the Governing body and for co-optio, if proposed by one and seconded by another member (ordinary / Life member) satisfying the same condition.

Invitation to nomination paper serutiny etc. 20.(i) At least two weeks before the of the annual general meeting, the general secretary shall post a notice in the notice board of the association inviting applications from members for being elected as office-bearers and members of the governing body. A list containing the names of those ordinary members who have been members for one year and also the life memkbers shall alsoi be posted on the notice board of the samity at the same time.

ii) The application referred to in rule 20 (i) shall be in form to be prescribed by the governing body ande shall be delivered to the general sectary at least 3 weeks before the date of the annual general meeting.

iii) The names of the candatedes after scruting of the said applications for the office-bearers and members of the governing body shall be posted by the general secretary in the notice board of the association at least seven days before the date of the annual general meeting. the goveening body shall have the right to reject any application of any candidate, if found, irregular in the without assigning any reasons whatsoever therfor.



Maya Kundan



21. (i) If the number of valid nominated received by the general secretary under rule 20 be equal to the number of office and seats to be filled up or if any subsequent withdrawal by any candidate also leads to this eventualities, the president shall declare at the annual general meeting all such candidates to be duly elected to the respective office and seats.

ii) If there are more candidate than the seats and offices to be filled up, election in all categories shall be held by joint electroate any by balot. every ballot paper used for the purpose of election of the members shall be serially numbered and shall bear the names of the contesting candidates of all categories serially and shall be distributed to those ordinary members and life members who are present at the annual general meeting for casting votes by ballot. there shall be one or more screened booths. and the voters shall after recording their votes within the booths, deposit the ballot papers in the ballot box placed in the table of president.

iii) Before the ballot papers are distributed under rule 21 (ii) the president shall announce the time by which the ballot papers are to be deposited in the ballot box and after the termination of the - per period she shall declare the election closed. the president shall then count the ballot papers and declare the candidates of r particular offices and seats sdecuring the highest number of votes as duly elected. the president shall have the right to reject any ballot papers improperly marked. ballot paper as a whole, shall bot be cancelled owing to wrong recording of votes in any particular category. only votes of the categories for which they have been wrongly recorded shall be treated as cancelled.

iv) The decision of the person conducting the election shall be final in the matter of cancellation of ballot paper when contesting candidates poll equal number of votes in any category decision shall be made by the person conducting the election by drawing lote in the presence of them or their agents.

22. The offece - bearers and the members of the governing body shall retire at each annual general meeting and be eligible for re-election or re-co-option and their place shall be filled up in the manner prescribed in these rules.

Make up of the Goverening Body 23. The governing body shall be composedc of 15 members. the numerical strength of the governing body as well as the office bearers.

Kajal Kundu





office-bearers may be varied in the annual general meeting but office-bearers shall never outnumber the other member of the governing body. at least half of the members of the governing body shall be the members of 5 years standing. the governing body shall of the following office bearers:-

- (1) One president
- (2) One general Secretary
- (3) One Treasurer.
- (4) Sectional Secretaryes.

24. The first meeting of the Governing body shall be convened by the General Secretary (newly elected) within 15 days from the date of the election and the newly elected members of the Governing body shall at their first meeting transact among others, the following business:-

- a) Election of Sectional Secretaries.
- b) Election of Auditor from outside the Governing body and ,
- c) Handing over and taking over duties and responsibilities of the association.

Termination of membership from the Governing body: 25. An office-bearer or a member of the Governing body or a sectional secretary shall ipso facto cease to be so:-

- i) If he or she ceases to be a resident of the locality.
- ii) If she resigns her office by to the president or the general secretary in writing
- iii) If she absent herself from 3 consecutive Governing body meeting without obtaining prior permission from the president rule 25 (iii) shall not, however, be applicable to the president of the samity.

Functions of the Governing Body :- 26. The Governing Body shall remain directly responsible for normal run of all business of the association and will have full control over the sections.

a) It will meet at least once in a month and if required one or more emergent meeting can be held in a month. The records of all such meeting and the proceeding shall be kept in Minute books

b) Normally seven day's notice will be required to convene a meeting of the Governing body but on emergency occasions 24 hours notice will suffice.

c) If any member of the Governing body tenders her resignation it will be subject to be accepted by the Governing body pending which the member will continue in her office.

d) If a vacancy arises owing to the death, resignation, termination or as a result of non-attendance, the Governing body shall have the right to co-opt. but the co-opted member shall not be eligible for election as General secretary.



Kajal Kumbhar



- e) On any occasion if the number of such co-opted members exceeds 50% of the total number, the Governing body will through and fresh election will have to be held at an Extra - ordinary general meeting convened for this purpose.
- f) The Governing body shall have the right to appoint or dismiss or remove paid staff normally required and also to grant/ allow commission, allowance etc. for the smooth running of the samity.

Tenure of the office of the Governing body: 27. Every member of the Governing body shall hold her office until the next annual election or until her retirement before such annual election.

Quorum of the Governing Body 28. Members shall form Quorum at a meeting of the Governing Body. The Quorum shall not be needed at an adjourned meeting of the Governing body if it be held within one week from the date on which it is adjourned.

Quorum of the General meeting :29. one - third of the total members in the register of the samity shall form a quorum at the annual General meeting .

No Quorum at an adjourned meeting. 30. If the general meeting is adjourned for want of quorum shall be necessary at the next adjourned general meeting.

Requisition meeting. 31. an extra - ordinary general meeting may be held whenever the Governing body may think it necessary and also at the requisition the members. requisition meeting shall be held within 30 days from the date of receipt of the requisition and the notice of such meeting shall be served at least 13 days before the of the meeting.

a) A requisition for a general meeting by members shall state the object of the meeting and shall be signed by at least two - third member of the samity.

b) At a requisition meeting only the objective for which it has been requisitioned shall be discussed.

c) If the general secretary fails to object for which it has been requisitioned, the requisitionists shall have the powers to summon the meeting and the resolutions passed at the meeting with the required quorum shall be given effect to by the general secretary and or by the Governing body.

32. Any member wants to move a resolution in the annual general meeting she will have to send the same to the general secretary in writing at least 20 days before the date of the meeting.

Business to be transacted in the annual general meeting : 33. the business to be transacted at the annual general meeting shall be :-

- a) To approve annual reports and accept audited accounts of the retiring governing body for the last year.



Major Kunder



b) To adopt budget for the current year.

c) To elect office-bearers and members of the governing body for the current year.

d) To amend the rules and regulations of the association if so required.

e) To move resolution if any and to transact any other business deemed necessary by the governing body.

f) To discuss any resolution moved by a member with due notice as per rule 30.

Functions of the office bearers and their rights and duties : 34. President the shall be the supreme of the samity. she shall preside at all meeting and general meeting and shall

a) Control and conduct the proceedings in a manner conducive to satisfactory disposal of business.

b) Decide all points of order and her decision shall be final.

c) Have powers to direct any member to withdraw for disorderly conduct and such member shall not be entitled to vote without the permission of the president.

d) Have powers in the event of disorder, to suspend the meeting or adjourn it to such date or time as she may think fit.

e) Have a casting vote in case of equality of votes.

35. When the president absent, the members shall elect from among themselves to preside over the meeting.

36. General Secretary : Being the head of the organisation the entire responsibility of the administration of the samity shall remain vested in the general secretary and she shall :-

a) convene a meeting of the notice and the annual general meeting on fifteen

b) convene an meeting of the governing body on a requisition signed by at least 2/3rd. member of such body and a general meeting on a requisition signed by not less than 2/3rd, member of the samity within 15 days and 30 days respectively from the date of receipt of the requisition.

c) Guide requisition.

d) check up and guide sections.

e) countersign all vouchers and sanction all financial transactions to the her financial powers.

f) Keep minutes of proceedings of the meeting of governing body, meetings of general meeting and of all sectional committees.

g) Be the ex-officio member of all sectional committees.

h) operate along with the treasurer or such like accounts of the samity.

Kajal Kaur





i) have the right to delegate powers to the extent of Rs. 25/- in a single category to meet emergent requirements.

k) have power to incur any expenditure sanctioned by the governing body.

37. Treasurer : the treasurer shall handle all financial transactions and she shall -

a) Keep proper accounts.

b) Check up all vouchers for payment.

c) Keep and maintain membership register and arrange collection of subscription from members.

d) operate along with the general secretary on bank of such like account of the samity.

e) be the ex-officio member of all the secretaries on bank or such like accounts of the samity.

f) have power to keep in hand an impressed fund of rs. 10/- (Rupees ten) to meet contingent expenses.

Formation of sections : 38. sectional committee and secretaries thereof shall be formed by the governing body in their first meeting. the sectional committees shall be composed five to twelve members. the general secretary and the treasurer shall be ex-officio members and the president shall be the chairman of the sectional committees and the rest from amongst the qualified or eligible members prescribed in rule 19. if any of the sections is converted into a government institution the sectional committee will be constituted according to the rules framed by the deptt. and the committee shall function according to the departmental rules.

Functions of sectional committees : 39 the sectional committee shall remain responsible for the smooth running of the section but their decisions shall have to be ratified by the governing body, if and when necessary.

*rajni kundu*





40. The sectional committee shall have to submit quarterly reports in prescribed forms, of their activities to the governing body.

Branches. 41. This samity can open branches at any suitable place within the police station mathurapur.

42. All questions in the meeting shall be decided by majority of votes.

43. The internal business of the samity shall be conducted in Bengali

Power to frame alter or delete rules of the association . 44 These rules may be added or amended by resolution at any general meeting passed by at least three-fourths majority of eligible members present person at the same meeting.

45. the samity may sue or be sued in the name of the general secretary.

certified to be true copy of rules & regulation of the Mathurapur Nivedita Mahile Samity, Mathurapur, South 24- Paraganas. Pin - 743354. West Bengal. India.

1. Sd/- Usha Basu

2. Sd/- Kalyani Kundu

3. Sd/- Kajal Kundu

4. Sd/- Minati Halder



SAMIR BHATTACHARYA  
Notary Govt of India  
Regd. No. 840 / 97  
CITY CIVIL COURT, CALCUTTA

CERTIFIED TRUE COPY

Add Registrar of Firms, Societies &  
Non-Trading Corps, West Bengal

Kajal Kundu  
Signature of the president / Secretary  
(Seal of the society)

Secretary

Mathurapur Nivedita Mahila Samity  
Mathurapur, South 24 Parganas

IDENTIFIED BY ME

Prasenjit Saha  
Advocate  
28/06/18.



(Signature of the Executant of)  
Witnessed on Identification of Advocate

28 JUN 2018

NOTARY