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ASSOCIATION OF TEACHERS OF RUSSIAN LANGUAGE AND LITERATURE
MEMORANDUM OF ASSOCIATION

1. **Name of Society:** The Name of Society shall be : **ASSOCIATION OF TEACHERS OF RUSSIAN LANGUAGE AND LITERATURE.**
2. **Registered Office:** The Office of the Society shall remain in the Union territory of Delhi and at present it is at the following address:
Institute of Russian Language
24, Ferozeshah Road
New Delhi 110 001
3. **Aims & Objects:** The aims and objects for which the society is established are as under:

Main Objectives:

- i. Encourage teaching of Russian language, literature, and culture in all parts of India.
- ii. Encourage Russian language as an important means of inter-cultural communication and as a result strengthen Indo-Russian co-operation.
- iii. Develop professional links and co-operation between specialists and professionals who are engaged in the field of teaching and promoting Russian language, literature, and culture.
- iv. Encourage mutual co-operation between individuals, groups, institutions, universities, and colleges within the country.
- v. Develop professional contacts with universities and institutions collectively and with specialists individually outside the country teaching Russian language and literature.
- vi. Facilitate mutually beneficial projects for promotion of Russian language.
- vii. Periodically organize exchange programmes between Russia and CIS countries and promote participation of scholars in seminars and workshops taking place in these countries.

Other Objectives

1. To pay to the Government or to pay to any public / local authority rent rates, taxes, assessment dues, duties and outstanding that may from time to time be levied in respect of the society Assets or any part thereof;
2. To defray out of the income of the society all expenses and all other outgoings of and incidental to the creation, maintenance and administration of the society;
3. To undertake and carry on any lawful activity for augmenting the Society assets.
4. To accept donations (in cash or kind), subscriptions, grants, presents and to collect dividends, rent interest and other income of the Society fund, etc., for being utilised to further the objects therefore;
5. To invest the Society Assets in sound profitable securities and ventures;
6. To open and maintain account or accounts of the Society in Bank for the purpose of keeping the moneys of the Society and to operate the same or to authorise Executive Committee or others to operate them;

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Ranjana Saxena

Vivek Swami



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7. To purchase or hire or to take on lease, lands, buildings and other immovable or movable properties in the name of the Society;
 8. To invest, dispose of, transfer and otherwise deal with the subject matter of the Society in such manner, as the Executive Committee deem fit and proper to do in carrying out the objects of the Society;
 9. To raise or borrow money required for the purpose of the Society on a mortgage or pledge of the Society estate or any part thereof with or without any security and at such rate of interest and on such terms as the Executive Committee shall think fit;
 10. To take over the management of any other public or charitable institutions, project or branch of any such institution on such terms and conditions as the Executive Committee may deem fit and to manage such institutions;
 11. To acquire by gift, purchase, exchange, lease or hire or otherwise any lands, building and any other property moveable and/or immovable and any estate or interest for the furtherance of all or any of the objects of the Society;
 12. To invest the funds of the society not immediately required in deposits with nationalised banks or with undertakings or in any securities authorised under the Income Tax Act, 1961 or other applicable laws in force from time to time;
 13. To create any Reserve Fund, Sinking Fund, Insurance Fund, Provident Fund or any other special Fund whether for depreciation or repairs, improving, extending or maintaining any of the properties of rights of the society and/or for recumbent of working assets and/or for benefits of the employees and for any other purpose for which the society deem it expedient or proper;
 14. To do all such other lawful acts, deeds or things either alone or in conjunction with other organisations, as are incidental or conducive to the attainment of any of the above objects;
 15. To provide for the welfare of the employees of the society;
 16. To make Rules and Regulations for the conduct of the affairs of the society and to amend, vary or rescind them from time to time.

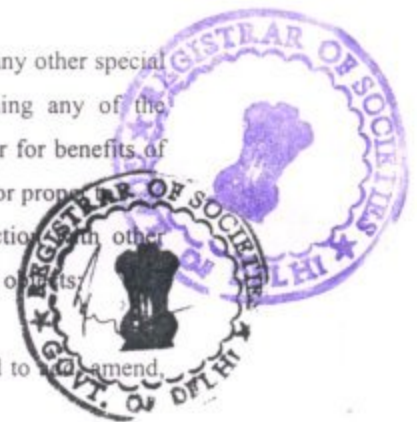
To accept upon such income as the Executive Committee may think fit any grant, donation or contribution in money, kind or land or other property impressed with the Trust to carry out the objects referred to in such-clauses 1 to 16 of clauses PROVIDED THAT the terms upon which such grants, donations, contributions shall not in any way be inconsistent with or repugnant to the main objectives.

All the incomes, earnings, moveable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit 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 any or more of the present or the past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of his/her membership.

[Signature]

Kanjana Saxena

Lita Swami



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4. GOVERNING BODY

The names, addresses, occupation and designations of the present members of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi are as follows:

S. No.	Name in capital	Address	Occupation	Designation in the society
1.	PROF. R. KUMAR	125, Uttarakhand, J. N. U. New Delhi 110 067	Teacher	President
2.	RASHMI DORAISWAMY	B- 1/1294, Vasant Kunj New Delhi 110 070	Teacher	Vice-President
3.	RANJANA SAXENA	C-1/1065, Vasant Kunj, New Delhi 110 070	Teacher	General Secretary
4.	MEETA NARAIN	D-3/3026, Vasant Kunj, New Delhi - 110 070	Teacher	Joint Secretary
5.	RITA SWAMI	10, Matri Apartments Sector 9, Rohini Delhi 110 085	Teacher	Treasurer
6.	PREETI	F - 27, Jiya Sarai, Hauz Khas New Delhi 110 016	Teacher	Member
7.	MONIDEEPA BAUL	A-504, Mansara CGHS, C-9, Vasundhara Enclave Delhi 110 096	Teacher	Member



x *Rashmi Doraiswamy*

Ranjana Saxena

5. DESIROUS PERSONS

We, the undersigned are desirous of forming a society namely under the societies Registration Act, 1860 as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society.

S.No.	Name in capital	Address	Occupation	Signature
1.	PROF. R. KUMAR	125, Uttarakhand, J. N. U. New Delhi 110 067	Teacher	X <i>R Kumar</i>
2.	RASHMI DORAISWAMY	B- 1/1294, Vasant Kunj New Delhi 110 070	Teacher	<i>Rashmi Doraiswamy</i>
3.	RANJANA SAXENA	C-1/1065, Vasant Kunj, New Delhi 110 070	Teacher	<i>Ranjana Saxena</i>
4.	MEETA NARAIN	D-3/3026, Vasant Kunj, New Delhi - 110 070	Teacher	<i>Meeta Narain</i>
5.	RITA SWAMI	10, Matri Apartments Sector 9, Rohini Delhi 110 085	Teacher	<i>Rita Swami</i>
6.	PREETI	27, Jiya Sarai, Hauz Khas New Delhi 110 016	Teacher	<i>Preeti</i>
7.	MONIDEEPA BAUL	A-504, Mansara CGHS, C-9, Vasundhara Enclave Delhi 110 096	Teacher	<i>Baul</i>



R Kumar

Ranjana Saxena

Rita Swami

Sig. Attested... to...
Notary Public, Delhi



16 AUG. 2004

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RULES AND REGULATIONS OF

ASSOCIATION OF TEACHERS OF RUSSIAN LANGUAGE AND LITERATURE

1. RULES AND REGULATIONS

i. Name of the Society

The name of the society shall be "Association of Teachers of Russian Language and Literature (INDAPRYAL)".

ii. Membership Defined

Teachers of Russian Language and Literature from government affiliated and non-commercial institutions can become members.

iii. Admission and Qualification for Membership

1. A teacher (full time/ part time/ Ad-hoc/ Guest/ temporary/ contract) of Russian Language and Literature working in recognized school, college, university, or any other institution(s) or teaching projects/scheme supported by UGC or Government and its affiliated institutions can become the member provided he/she agrees to the objectives of the Association and fulfill the requirements prescribed by the rules.
2. Retired teachers from recognized school, college, university, and other institutions.
3. Members of this Association will not be member of any other association engaged in activities that are inimical to the interests of this Association.
4. The Executive Committee in consultation with the GB shall decide on the name of the patron(s), when the possibility arises.

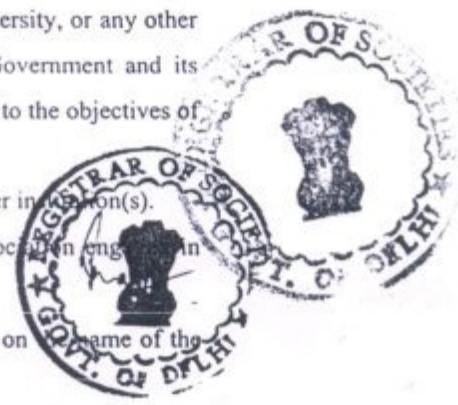
iv. Subscription of the Membership

1. The annual membership fee shall be Rs. 200/-, which would be reviewed by the Executive Committee from time to time and ratified by the General Body Meeting.
2. Annual membership subscriptions are due not later than 30 June of the current calendar year. Members of the Association, who are, without satisfactory cause, more than one year in arrears with their membership subscription, shall cease to be a member.

v. Cessation of Membership

The membership shall cease in the following circumstances:

1. By resignation;
2. By default in payment of membership fee;
3. By removal on account of the member acting against the interest of the Association provided the resolution to that effect shall be passed by the General Body by at least two third of the members present and voting after sufficient opportunity is given to the member to defend his/her case.



M. S. Vats

Ranjana Saxena

Rita Swami

Attest
(M. S. Vats)
Sub Divisional Magistrate
(Connaught Place)
C-Block, Vikas Bhawan
I. P. Estate, New Delhi

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4. If members of this Association become members of any other association engaged in activities that are inimical to the interests of this Association.

vi. **Appeal and Re-admission of Members**

In case a member is expelled/removed by the Executive Committee, the same can be readmitted provided he/she makes a written request for the readmission and the Executive Committee and the GB on its discretion considers his/her case fit for reconsideration.

vii. **Rights and Privileges of Membership**

1. To participate in all INDAPRYAL activities (conferences, symposia, congresses and other events).
2. To elect and be elected to the Association's Executive Committee.
3. To receive information about the Association's activities.
4. To receive from the Association expert objective evaluation of creative initiatives, projects etc., and also support in the implementation of ideas and developments.
5. To receive from the Association appropriate consultations and assistance in enhancing professional qualifications.
6. To actively participate in the work of INDAPRYAL and create conditions for effective work by national associations.
7. To pay their annual membership fee as stipulated.

2. **GENERAL BODY**

i. **General Body Defined**

1. The General Body is the supreme organ of the Association and comprises all members of the Association.
2. The General Body elects the President, the Vice-President, the General Secretary, the Joint Secretary, and the Treasurer. They shall be called the Office Bearers of the Association.
3. The election shall be conducted by simple majority in a secret ballot by direct as well as distance voting.
4. The General Body shall elect office bearers and zonal representatives simultaneously and the period their office is held shall be co-terminus.

ii) **Powers and Duties, Functions of the General Body**

1. The General Body shall elect the Office Bearers and the Zonal Representatives of the Executive Committee
2. Formulate and approve policies, perspectives and plans for future activities of the Association.
3. Review the work and progress of the Association and its activities
4. Determine the budget for the current financial year
5. Decide on membership fees from time to time
6. Discuss and take up important issues falling in with regard to the aims and objectives of the association from time to time



Aired:

(M. S. VATS)
Sub Divisional Magistrate
(Connaught Place)
C-Block, Vikas Bhawan
I.P. Estate, New Delhi

P. Kumar

Kanjana Saxena

S. S. Swami

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iii) **Notice of Meeting and Periodicity of Meetings**

1. The General Body Meeting (GBM) shall be convened by giving thirty clear days notice to all the members. An emergency/special GBM can be held by explicitly assigning the reason and by giving two weeks notice to all the members.
2. The General Secretary in consultation with the President shall convene the GBM.
3. The quorum for the GBM shall be 20 members. The President of the Association shall be the Chairperson of the GBM and in her/his absence the Vice-President shall function as the Chairperson.
4. In case of absence of the President and the Vice-President, the EC shall decide as to who shall chair the GBM.
5. A General Body Meeting can be requisitioned by one-third of the members.
 1. No member shall act as proxy where voting is concerned.
 2. There shall be a minimum of one General Body Meeting convened every year.

3. **MANAGING/GOVERNING BODY/EXECUTIVE COMMITTEE**

i) **Executive Committee Defined**

The Executive Committee shall consist of elected office bearers and elected zonal representatives.

ii. **Minimum and Maximum Strength Including Office Bearers**

The EC shall consist of 5 office bearers and not more than 15 elected zonal representatives.

The minimum strength including office bearers shall not be less than 7 and the maximum 20.

iii) **Composition**

1. The Office Bearers comprise the President, Vice-President, General Secretary, Joint Secretary, and Treasurer.
2. The Office Bearers of the Association are responsible for implementing the set of the Association. They shall be elected by the General Body for a period of two years. The Office Bearers shall decide the issues regarding representation / participation / etc. of the Association in International and National foray.
3. The Office Bearers along with the EC shall hold its meetings not less than twice a year.

iv) **Election and its Mode**

1. The GB shall elect the EC from among its members through secret ballot on the basis of simple majority norms.
2. The Returning Officer nominated by the EC shall conduct and announce the results of the elections on the recommendations of the Returning Officer nominated by the GBM.
3. If any member of the EC remains absent for four consecutive meetings without assigning reason(s), she/he shall cease to be the member of the EC and her/his position shall be taken as vacant.



Attest

(M. S. VATS)
Sub Divisional Magistrate
(Connaught Place)
C-Block, Vikas Bhawan
I. P. Estate, New Delhi

[Signature]

Ranjana Saxena

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4. No member shall continue on the EC for more than two consecutive terms for the same post. They may seek election to the office once again after a gap of one term consisting of two years.

v) **Terms of the Office of the Executive Committee**

The General Body shall elect the EC for a period of two years.

vi) **Powers and Duties of the Office Bearers**

The President shall:

- i. Functions as Chairperson of the meetings of the GBM and the Executive Committee.
- ii. In case of a tie in voting in the GBM the President shall have the casting vote.
- iii. Circulate well in time all information pertaining to the aims and objectives of the Association, particularly information regarding exchange programs and National and International Seminars/Conferences.

The Vice-President shall

- i. In the absence of the President act as the Chairperson.
- ii. Assist the President in her/his duties.

The General Secretary shall

- i. Convene the meeting of the Executive Committee in consultation with the Office Bearers.
- ii. Assist the President in all the work of the Association.
- iii. Inform the members of the EC and GB of meetings in consultation with the President.
- iv. Keep records of the proceedings of meetings of the General Body and the Executive Committee.
- v. Prepare the annual report and submit it to the GBM.

The Joint Secretary shall

- i. Circulate the decisions of the Office Bearers to the GB members and the circulation of the minutes of the GBM.
- ii. Assist the General Secretary in his/her functions. In the absence of the General Secretary, the Joint Secretary shall be responsible for the functions of the General Secretary.

The Treasurer shall

- i. Maintain regular accounts, prepare annual statement of accounts, and submit the same to the GBM annually.
- ii. Oversee the operation of the bank account.

vii) **Quorum and Notice of the Meeting**

1. The Office Bearers along with the Zonal Representatives shall hold meetings not less than twice a year.
2. The quorum for the meeting of the EC shall be one third of its members.



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(M. S. VATS)
Sub Divisional Magistrate
(Connaught Place)
C-Block, Vikas Bhawan
Estate, New Delhi

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3. The General Secretary shall convene the meeting of the Executive Committee in consultation with the Office Bearers.

viii) **Filling up of Casual Vacancies**

1. If the office of any member of the EC is vacated before the term of the office expires in the normal course, the resulting vacancy may be filled up for the period of the remaining term through co-option by the EC.

4. **SUB-COMMITTEE, IF ANY, FORMATION, COMPOSITION, DUTIES AND FUNCTIONS**

The Executive Committee shall have the power to form a sub-committee, if any, of professionally competent persons from time to time. The chairperson of such committee(s) shall be from the Executive Committee.

5. **SOURCES OF INCOME AND UTILISATION OF FUNDS**

The society may accept any donations or contributions or grants or gifts in cash or in kind from any person, firm, company, corporation, associations, institution (both Government and Non-Government), agencies or trust for the furtherance of the aims and objectives of the society. Along with the funds of the society shall consists of the following:

- a. Membership fees
- b. Fees and professional charge imposed by Society for the services rendered by it.
- c. Income from investment, properties and other assets.
- d. Income and receipts from publications and other products.

Income from all the sources shall be utilised for the achievement of the aims and objectives of the society.

6. **AUDIT OF ACCOUNT**

1. The financial year of the association will be April of the given year to March of the following year.
2. The accounts of the association shall be annually audited by a duly appointed Chartered Accountant as auditor.

7. **OPERATION OF BANK ACCOUNT**

1. There shall be a bank account in the name of the Association.
2. The following people shall operate the Bank Account: President, General Secretary and the Treasurer.

8. **ANNUAL LIST OF MANAGING/GOVERNING BODY (SEC. 4 OF ACT)**

Once in every year a list of the office-bearers and members of governing body of the society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

9. **LEGAL PROCEEDINGS (SECTION 6 OF THE ACT)**

The society may be sued in the name of the President, Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.



Attended

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(M. S. VATS)
Sub Divisional Magistrate
(Connaught Place)
Block, Vikas Bhawan
P. Estate, New Delhi

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Ranjana Saxena

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10. AMENDMENT IN THE MEMORANDUM OF ASSOCIATION OF RULES

Any Amendment in the Memorandum of Association of Rules will be carried out in accordance with procedure laid down under Section 12 and 12A of the Societies Registration Act, 1860.

11. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the society needs to be dissolved, it shall be dissolved as per the provision laid down under Section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this society.

12. APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi shall apply to the society.

13. ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Society.

[Signature]
(President)

[Signature]
(General Secretary)

[Signature]
(Treasurer)

[Signature]

[Signature]

[Signature]



[Signature]

[Signature]

(M. S. VATS)
Sub Divisional Magistrate
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