

MEMORANDUM OF SOCIETY

1- **NAME OF THE SOCIETY:-**

The name of the society shall be: **“FAIQUA FOUNDATION”**

2- **REGDISTERED OFFICE:**

The Registered office of the society shall remain in the National Capital Territory of Delhi, and at present it is at:

**G1/374, Daal Mill Road
Block G-1, Uttam Nagar
New Delhi – 110 059**

3- **OPERATION AREA: DELHI**

4- **AIMS AND OBJECTS:**

Aims & objectives of the society are as follows:

- a). To work humanity, truth, non-violence, peace, compassion, humanism & World Peace.
- b). To work for the promotion and diffusion of useful knowledge and advancement of Indian Art & Culture.
- c). To undertake socio-religious as minority institution and obtain facilities admissible to the Minorities Welfare and the Indian Constitution.
- d). To establish, run, take over, manage and maintain schools, colleges, Universities and professional, technical as well as vocational institutions to provide sound pre-primary, primary, middle, secondary, senior secondary and higher education to children by

seeking recognition status as minority institution for educational enlistment of downtrodden people.

- e). To establish technical educations in the field like Engineering, Information Technology, Bio-Technology, Management, Medical, Para Medical & Environment etc. and obtain recognition & affiliation from Govt. and other competent forum
- f). To establish and maintain boarding houses for the needy students of Schools, Colleges and other educational Institutions.
- g). To establish, develop, maintain hospitals, medical schools, medical colleges, Teachers Training institutions, dispensaries, maternity homes, child welfare centers and/or such other similar charitable institutions for the benefit and use of the general public.
- h). To assist the Government in the implementation of various socio economic, educational, cultural, environment protection programmes.
- i). To work for the educational, economical as well as social development of the disadvantaged/deprive classes of the society in general and Muslims in particular.
- j). To provide food, clothing, medical aid, stationary, transport, libraries, laboratories, reading rooms, hostels, and other necessary facilities to the students and staff of the schools.
- k). To publish books, booklets, magazines and journals for the purpose of education and to provide course related books to poor, helpless and handicapped children.
- l). To promote cultural and other social activities by organizing awareness Programmes, adult education classes, lectures, essay competitions, symposia. cultural Programmes, Press conferences and seminars.

- m). To purchase / acquire the land and / or building in the name of the Society or in the name of institution/institutions established by the Society and make constructions there upon.
- n). To establish, maintain studentship, scholarships and other kind of aid to students including supply of books, stipends, medals and other incentives to study, without any distinction as to caste, creed, religion or sex.
- o). To conduct coaching classes for preparation pollution of various competitive examinations for SC/ST/OBC and Minority students.
- p). To create awareness about the environmental pollution to inspire and motivate children and youth for National and International integration to provide fast and effective help against natural calamities and disaster, to create awareness among students and people to develop spirit of scientific thought and technology.
- q). To create awareness about hygiene among children, youths, seniors and poors to about one's duties and fundamentals rights as responsible citizens.
- r). To establish, manage, maintain and run different types of Technical and Non-Technical Educational Institution, T.T.C. vocational training, for small scale industries agriculture based cottage industries, industrial training skill like sewing, cutting, knitting, appliqué work, computer, software and hardware for their economic development and self employment.
- s). To provide information and useful knowledge to general public regarding social evils like smack, smoking use of alcoholic drug / wine, AIDS etc., through holding awareness camps for de-addiction and also organizing lectures by expert team of doctor's, journalists, lawyers, professionals and other eminent intelligent,
- t). The aims and objects of the Institute shall be purely for charitable purpose, All activities/Programmes shall be conducted on NO PROFIT NO LOSS BASIS.

- u). To receive financial and non-financial assistance from Govt. Non Govt. Organization, International Agencies, Banks and other legal entity or individual.
- v). To accept donations, grants, presents, gifts, and other offerings in the shape of moveable and/or immovable properties for the attainment of the aims and objectives of the society.
- w). To erect, construct, alter, maintain, sell lease, mortgage and transfer, improve, develop, manage and control all or any part of the property or the building of the above society, necessary or convenient for the purpose of the attainment of the aims and objectives of the society.
- x). To acquire purchase, take on lease/on rent otherwise acquire land and building and other properties movable or immovable which the society for the purpose thereof may think proper to acquire after approved by the concerned authority.
- y). To publish paper, books, charts, periodicals, illustrations and other Publications for the achievements of the Aims and Objects of the Society,
- z). All the incomes, earning, movable/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 the society 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 the past members of the society or to any person claiming through any one 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 this membership.

5- GOVERNING BODY:

The name, address, occupation and designation of the present members of the Governing Body, to whom the management of society is entrusted, as required under section 2 of the “SOCIETIES REGISTRATION ACT, OF 1860” as applicable to the National Capital Territory of Delhi, are as under:

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S.N.	Name/Father's Name	Address	Occupation	Designation
1.	Mohammad Gauhar S/o Mohammd Nizamuddin	G-1/374, Daal Mill Road, Block G1, Uttam Nagar, New Delhi – 110059, INDIA	Business Social Worker	President
2.	Syed Shamim Ahmad S/o Syed Jamil Akhtar	A-3/110, Daal Mill Road Block-A-3, Nagar, New Delhi-110 059, INDIA	Business Social Worker	Secretary
3.	Md.Zeyauddin S/o Md.Kasim Firdausi	A-2/41A, Hastal Road, Uttam Nagar, New Delhi -110 059, INDIA	Landlord Farmer Social Worker	Treasurer
4.	Pervez S/o Manzoor Hassan	House No.86, Behind Himmat Band, PO Mahendu, Sultanganj, Patna-800006	Rtd. Person Social Worker	Member
5.	Md.Serajuddin S/o Abdul Hafiz	Mohalla Baksaria Tola Khanmirza, , P.S.Sultanganj, P.O.Mahendru, Patna-800006, INDIA	Business Social Worker	Member
6.	Farid Khan S/o Md.Rashid Khan	House No.159C, Mishri Tola, Mauar Lane, Nr.Himmat Band, Sultanganj, PO Mahendru, Patna-800006	Private Service Social Worker	Member
7.	Ashia Fatima D/o Anwar Husain	G-1/374, Daal Mill Road, Block G1, Uttam Nagar, New Delhi – 110059, INDIA	Private Teacher Social Worker	Member

6. DESIROUS PERSONS:

We, the undersigned are desirous of forming a society named: **“FAIQUA FOUNDATION”** under **“SOCIETIES REGISTRATION ACT, OF 1860”**, as applicable to National Territory of Delhi, in pursuance of this Memorandum of Association of the society:-

S.N.	Name/Father's Name	Address	Occupation	Signatures
1.	Mohammad Gauhar S/o Mohammd Nizamuddin	G-1/374, Daal Mill Road, Block G1, Uttam Nagar, New Delhi – 110059, INDIA	IT Professional & Social Worker	
2.	Syed Shamim Ahmad S/o Syed Jamil Akhtar	A-3/110, Daal Mill Road Block-A-3, Nagar, New Delhi-110 059, INDIA	Business	
3.	Md.Zeyauddin S/o Md.Kasim Firdausi	A-2/41A, Hastal Road, Uttam Nagar, New Delhi -110 059, INDIA	Social Worker	
4.	Pervez S/o Manzoor Hassan	House No.86, Behind Himmat Band, PO Mahendu, Sultanganj, Patna-800006	Govt. Service	
5.	Md.Serajuddin S/o Abdul Hafiz	Mohalla Baksaria Tola Khanmirza, , P.S.Sultanganj, P.O.Mahendru, Patna-800006, INDIA	Business & Social Worker	
6.	Farid Khan S/o Md.Rashid Khan	House No.159C, Mishri Tola, Mauar Lane, Nr.Himmat Band, Sultanganj, PO Mahendru, Patna-800006	Service Social Worker	
7.	Ashia Fatima D/o Anwar Husain	G-1/374, Daal Mill Road, Block G1, Uttam Nagar, New Delhi – 110059, INDIA	Private Teacher Social Worker	

RULES & REGULATIONS OF THE SOCIETY

1. NAME OF THE SOCIETY:

The name of the society shall be: “**FAIQUA FOUNDATION**”

2. MEMBERSHIP:

The membership of the society is open to any person who has attained the age of majority and fulfils the terms and conditions of the society but the subject to the approval of the Governing body of the society.

Note: If the Governing body of the society does not approve the membership, the reason of refusal shall be communicated to the person/applicant concerned.

3. ADMISSION FEE & SUBSCRIPTION:

The admission fee and the subscription shall be as under unless otherwise revised by the Governing body of the society:

- a) Admission fee Rs.500/- at the time of admission.
- b) Subscription Rs.500/- per annum

4. TERMINATION OR CESSATION OF MEMBERSHIP:

The Governing body of the society shall have the powers to expel/terminate a member or /and members, from the membership of the above society, on the following grounds:

- a) On death.
- b) On written resignation.
- c) If Found to be involved in any anti social activities.
- d) If adjudged by any court of law to be a criminal offender.
- e) If found guilty by means of anti propaganda of the aims and objectives of the society.

- f) If fails to pay the subscription of contribution for the three months.
- g) If has not attended three consecutive meetings.
- h) If disregards Rules & Regulations or disobey the decisions of the Governing body.

Note: The decision of the Governing Body regarding the termination from the membership of the society shall be communicated to the member concerned.

5. GENERAL BODY DEFINED:

All the members of the society will constitute the General Body of the society.

6. GENERAL BODY:

- a) Notice: - Minimum '15' days notice shall be given to the members, before the date of General body meetings, enclosing agenda specifying date, time, place and issues to be discussed.
- b) Meeting: - General Body meeting shall be held once in every year regularly.
- c) Quorum: - The quorum of General Body meetings shall be 2/3rd (Two third) of the total strength of the General Body members of the society.

7. RIGHTS & PRIVILEGES OF MEMBERS:

All and every member of the society: -

- a) Shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the society.
- b) Have right to collect the Identity card after depositing the required/prescribed (fixed by the Governing Body of the society from time to time.)

8. DUTIES OF THE MEMBERS:

All and every member of the society shall:

- a) Elect the Governing body of the society.
- b) Attend the General Body meetings regularly.
- c) Give the necessary information to the society, pertaining to any matter, which is necessary to be known by the society.
- d) Not indulge in activities, which are prejudicial to the aims and objectives and/or the Rules & Regulations of the society.

9. GOVERNING BODY:

- a) **STRENGTH:** - The strength of Governing body (including office bearers and executive member) shall not be less than 7 and not more than 11.
- b) **TERM:** - Term of every Governing Body shall be **FIVE YEARS**.
- c) **NOTICE:** - Minimum 7 days notice shall be required for every Governing Body meeting of the society but urgent Governing body meetings can be called by 24-hour notice.
- d) **QUORUM:** - Quorum of every Governing body meeting shall be $2/3^{\text{rd}}$ of the total strength of the Governing body (including office bearers and executive member).
- e) **MEETING:** - Governing body meeting shall be held once in three months regularly (or as and when the Governing body of the society may decided from time to time.)
- f) **URGENT MEETING:** - The 24-hour notice may call the urgent Governing Body but the quorum for the same urgent Governing Body meeting shall be $2/3^{\text{rd}}$ of the total strength of the Governing Body of the society.

10. FUNCTIONS & POWERS OF GOVERNING BODY:

- a) Governing Body shall be responsible for the management and administration of all affairs of the society, and is also authorized to appoint any office bearer/executive member to look after any particular activity.
- b) All the decisions shall be taken by the majority votes.
- c) The Governing body shall have the powers, as are the powers of the society, mentioned in the Memorandum of the society and in these Rules and Regulations. The Governing Body shall have also the following powers.
- d) To prepare plans, projects and programs.
- e) To appoint Election officer and his/her powers.

11. COMPOSITION OF THE GOVERNING BODY:

The composition of the Governing Body shall be as under.

- a) PRESIDENT ONE
- b) SECRETARY ONE
- c) TREASURER ONE
- d) EXECUTIVE MEMBERS From Four to Eleven

12. POWERS AND DUTIES OF OFFICE BEARES:

PRESIDENT:

- a) President shall preside over all the meetings of the society.
- b) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to equal in number, the President has the power to cast an extra vote to decide the matter/subject.
- c) President shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of proceedings/meetings.

d) President will sign all the papers/letters, on behalf of the society, to conduct its correspondences.

SECRETARY

a) Secretary will summon and attend the meetings of the Governing body and General Body.

b) Secretary will prepare the Membership Register as well as the Proceedings Register to record the minutes of the proceedings of the Governing Body Meetings and the General Body meetings and have them duly signed by the members who attend the meetings.

c) Secretary will have the power to sign all the papers/letters, on behalf of the society, to conduct its correspondences in absence of the President.

d) He or She will look after day to day management of office of the society and shall help president in discharge of these duties.

e) He or She will look after any work, if any specially delegated to him by the President Managing Committee or the General body and shall be responsible for that work.

f) He or She will keep proper minutes of the proceedings of the meetings of the society and will do everything to give effect to the resolutions passed by the General Body/Managing Committee Meeting of the Society.

g) He or She will be responsible for the proper upkeep of the accounts of the society.

- h) He or She will submit annual progress reports and audited statement of accounts of the society before the general body meeting.
- i) He or She will be at liberty to spend for the purpose of the society at any time any sum up to Rs. 5000/- without previous sanction of the Managing Committee.

TREASURER

- a) All funds of society shall remain the care and management of Treasurer.
- b) Treasurer shall maintain the accounts of all money, which is received and/or paid by him/her on behalf of the society.
- c) Treasurer shall make disbursement in accordance with the direction of Governing Body.
- d) He or She will maintain records namely cash ledger, bill, voucher, and maintain day to day income and expenditure of the society.
- e) He or She will get the accounts of the committee audited and will present the same to the president / Managing committee General Body.

13. RE-ADMISSION:

In case, any member of the society is expelled the Governing Body on the reason of Non-Payment of the subscription, he can be re-admitted, provided the member concerned pays all up to date dues with the permission of the Governing Body.

14. APPEALS:

All the appeals shall be preferred to the General Body of the society and the decision of the General Body shall be final.

15. FILLING UP OF CASUAL VACANCIES:

Any casual vacancy amongst the Governing Body, shall be filled by the resolution passed the Governing body such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

16. ELECTION:

General Body in its Annual meeting will elect in President and all the office bearers and also the Executive Members of the Governing Body, after every **FIVE YEARS** by secret ballot papers or by show of hands as the Election Office may decide.

17. SOURCES OF INCOME:

All the income of the society shall be utilized only for the promotion and upliftment of the aims and objects of the society. Sources of income of the society are as under: -

- a) Admission Fee & subscription from the members of the society,
- b) Donations and special contributions.

18. BANK ACCOUNT OPERATION:

The funds of the society shall be kept in a scheduled bank. The bank account of the society shall be kept in the name of the society or the institution/institutions established by the society in future and shall be operated jointly by any two of the office bearers namely President, Secretary and Treasurer.

FINANCIAL YEAR:

Financial year of society shall start from 1st April to 31st March, every year.

19. AUDIT:

The accounts of the society shall be audit by the qualified auditor (Chartered Accountant) every year.

20. MANAGEMENT OF FUNDS & ACCUNTS OPERATION:

Signatures jointly by any two of the office bearers namely President, Secretary and Treasurer shall operate Bank Accounts.

21. ANNUAL LIST OF GOVERNING BODY:

Once in every year a list of the office-bearers and the Executive members (of the Governing Body) shall be filled in the office of the Registrar of society, Delhi. As it is required under section 4 of “SOCIETIES REGISTRATION ACT, OF 1860”

22. DISSOLUTION:

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under the sec. 13 & 14 “SOCIETIES REGISTRATION ACT, OF 1860”

23. LEGAL PROCEEDINGS:

Society may sue and/or be sued in the name of President as per provisions laid down under Sec. 6 The “SOCIETIES REGISTRATION ACT, OF 1860”, as applicable to National capital Territory of Delhi.

24. AMENDMENT:

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with section 12 & 12A of the “SOCIETIES REGISTRATION ACT, OF 1860”, as applicable to National capital Territory of Delhi.

25. APPLICATION OF THE ACT:

All the provisions under all the Section of the “SOCIETIES REGISTRATION ACT, OF 1860”, as applicable to National capital Territory of Delhi, shall be applicable to this society.

26. ESSENTIAL CERTIFICATE:

Certified that this is the correct copy of the Rules & Regulations of the society.

Sd/-
Dr.Mohammad Gauhar
President

Sd/-
Syed Shamim Ahmad
Secretary

Sd/-
Md.Zeyauddin
Treasurer

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