

# INDIAN ASSOCIATION FOR WOMEN'S STUDIES

## Memorandum of Association

1. The name of the Society is "**Indian Association for Women's Studies**".
2. The registered office of the Society will be situated in New Delhi, at the Centre for Women's Development Studies, 25 Bhai Vir Singh Marg, New Delhi-110001.
3. The objectives for which the Society is established are as follows:-
  - i. To provide a forum for interaction amongst individuals, institutions and organisations engaged in teachings, research or action for women's development.
  - ii. To provide, establish information centres in different parts of the country for promotion of Women's Studies and scientific analysis of action for development of women's equality. To this end and to develop a network for collection of information relating to teaching, research and action programmes:
    - a. To develop documentation, bibliographic and other services;
    - b. To disseminate needed information to all agencies, engaged in teaching, research and action programmes:
  - iii. To organise periodical conferences to carry forward the awareness and momentum generated by the first National Conference which was organised by the SNTD Women's University, Bombay, Kanpur University and Centre for Women's Development Studies, New Delhi in April 1981;
  - iv. To organise specific action programmes for the development of women's studies perspectives in different disciplines and for the development of appropriate indicators for measuring women's participation in social, economic development;
  - v. To mobilise necessary service and resources, with a view to strengthen and assist women scholars, writers, communicator, etc. to develop their talents;
  - vi. To assist institutions seeking to develop programmes for teaching, research and action for women's equality and development;
  - vii. To take all such action that may be deemed necessary to bring about a change in social values with a view "to eliminate attitudinal, conceptual and class biases that hinder understanding of the role and situation of women and the movement towards equality"; and
  - viii. To collaborate with institutions and agencies working for similar objectives at the national and international level".
4. All income of the Society shall be utilised for the promotion of the above aims and objectives.

5. The name, addresses and occupations of the First Executive Committee Members of the Association, are given below:

S.No	Name and Occupation	Address	Designation
1	Dr. Madhuri R. Shah, Chairman, U.G.C.	University Grants Commission, B.S. Zafar Marg, New Delhi-110002	President
2	Dr. Hemalata Swarup, Vice Chancellor, Kanpur University	Kanpur University, Kalyanpur, Kanpur-24	Vice-President
3	Dr. Vina Mazumdar Director, CWDS	Centre for Women's Development Studies, B-43, Panchsheel Enclave, New Delhi-110017	General Secretary
4	Prof. Neera Desai, Director, Research Unit on Women's Studies,	S.N.D.T. Women's University Patkar Hall Building, 1 Nathibai Thackersay Road, Bombay-400020	Jt. Secretary
5	Dr. Jyoti R. Trivedi, Vice-Chancellor, SNDT University	S.N.D.T. Women's University Patkar Hall Building, 1 Nathibai Thackersay Road, Bombay-400020	Member
6	Smt. Devaki Jain Director, I.S.S.T.	Institute of Social Studies Trust, M-1, Kanchanjunga, 18 Barakhamba Road, New Delhi	Member

6. We, the undersigned are desirous of forming a society namely Indian Association for Women's Studies, under the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi in pursuance of this Memorandum of Association.

S.No	Name and Address	Occupation	Signature
1	Dr. Madhuri R. Shah, Chairman, University Grant Commission, Bahadur Shah Zafar Marg, New Delhi-110002	Educationist	Sd/-
2	Dr. Hemalata Swarup, Vice Chancellor, Kanpur University, Kalyanpur, Kanpur-24	Social Scientist	Sd/-
3	Dr. Jyoti R. Trivedi, Vice-Chancellor, S.N.D.T. Women's University 1 Nathibai Thackersay Road, Bombay-400020	Physician and Educationist	Sd/-

4	Dr. D. Shankar Narayan Addl. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002	Scientist and Educational Planner	Sd/-
5	Dr.Phulreni Guha, 55/5 Purna Das Road, Calcutta -700029	Social Worker	Sd/-
6	Prof.Lotika Sarkar, L-1/10 Hauz Khas, New Delhi-110016	Professor of Law, Delhi University	Sd/-
7	Smt.Devaki Jain, Director, Institute of Social Studies Trust, M-1,Kanchanjunga, 15 Barakhamba Road, New Delhi	Social Scientist	Sd/-
8	Prof. Neera Desai, Director Research Unit on Women's Studies, SDNT Women's University, 1 Nathibai Thackersay Road, Bombay-20	Social Scientist	Sd/-
9	Dr.Vina Mazumdar Centre for Women's Development Studies, B-43,Panchsheel Enclave, New Delhi-110017	Social Scientist	Sd/-

## **Rules and Regulations**

1. **Short Title and Commencement:** These rules shall be called the ***Rules of Indian Association for Women's Studies***.
2. **Definitions :** In these rules, unless the context indicates otherwise:
  - a) The "Association" shall mean the Indian Association for Women's Studies.
  - b) The "General Body" shall mean the General Body of the Indian Association for Women's Studies as defined in R.5.
  - c) The "Executive Committee" shall mean the Executive Committee of the Indian Association for Women's Studies defined in R.5.
  - d) "Member" shall mean any member of the Indian Association for Women's Studies as defined in R.3.
  - e) The "President", the "Vice-President", the "General Secretary", the "Joint Secretary" and "Treasurer" shall mean the President, Vice-President, the General Secretary, the Joint Secretary, and the Treasurer of the Indian Association for Women's Studies.
3. **Membership:** The Association shall have the following categories of members:
  - a) **Life Members:** Individual Indian citizens who have paid the prescribed fee may be admitted as life members.
  - b) **Institutional Members:** Institutions in India having research, academic or activist engagement with women's studies and who pay a prescribed fee as determined by the Executive Committee (EC) from time to time may be admitted as Institutional Life members, and will participate in the elections to the Executive Committee under the institutional membership category. An elected institution shall nominate one representative to serve on the Executive Committee. Unless the nominated representative ceases to be affiliated to the elected institution, the institution will not change the nominated representative during the tenure of that Executive Committee.
  - c) **Student Members:** Apart from the above categories, the Association shall admit persons from the student community who have attained the age of 18 and upto the age of 35 years. Student membership shall be valid for a period of 3 years/or expiry of student status whichever is earlier. A student member shall have to provide proof of age and of being a student.
  - d) **Conference Members:** The Association shall admit as Conference Members those who may wish to attend national conferences for the period of the conference. A conference member shall have the right to attend the conference, and may participate in the General Body Meeting of the Association, but will not have voting rights.

- e) **Friends of IAWS:** Non Indian citizens and NRIs who wish to support the activities of the Association and who make a prescribed donation as decided by the Executive Committee from time to time, may participate in the activities of the Association, but shall not participate in the General Body Meetings or in the elections to the EC.

#### **4. Membership Fee**

The membership fee will be prescribed by the Executive Committee from time to time. The current membership rates are:

<b><u>Member Category</u></b>	<b><u>Subscription</u></b>
<b>Life Member</b>	<b>Rs.1,500</b>
<b>Institutional (Life)</b>	<b>Rs.10,000</b>
<b>Student Member</b>	<b>Rs.250 for 3 years</b>

Membership fee for all the above categories is payable in advance. The General Body may enhance or reduce the membership fee as it deems fit.

#### **5. The General Body**

- (a) The entire membership of the Association including the nominee of the Institutional Members shall constitute the General Body of the Association.
- (b) The General Body shall be the supreme body and shall have power to amend, add, modify or delete any of the functions/objectives, and rules and regulations of the Association.
- (c) The General Body shall elect an Executive Committee from among its own members for the management and control of the affairs of the Association.
- (d) The General Body shall receive the Annual Report and the Audited Report of accounts of the Association as adopted by the EC.
- (e) Unless otherwise specifically provided the decisions in the General Body shall be taken by majority vote of the members present. In case of equal number of votes, the person presiding shall have a casting vote.
- (f) The President of the Association and in her/his absence, the Vice-President shall preside at all meetings of the General Body. If both are absent, the members present shall elect a Chairperson for the duration of the meeting.

#### **6. The Executive Committee**

- a) There shall be an Executive Committee for management and control of the affairs of the Association. The membership of the Executive Committee shall not exceed 15 including the President and a minimum of 8 members, and shall be as follows:

- i) The Executive Committee shall have a maximum number of 15 members, and will be constituted thus :-

Life Member constituency	Eight
Institutional member constituency	One
Student member constituency	One
Co opted by the Executive Committee	Not more than Three
President and General Secretary of the previous Executive Committee (ex-officio members)	Two
<b>Total Members</b>	<b>Fifteen</b>

- ii) The President and General Secretary of the outgoing Committee shall be included in the new elected Executive Committee as ex-officio members.
- iii) The Executive Committee may co-opt not more than three members keeping in mind regional representations and special interest categories of members whose voices may not be reflected in the composition of the elected Executive Committee.
- iv) A member can be elected to the Executive Committee only 3 times in her/his entire life. Of these only two terms can run consecutively.
- (b) The Local Organising Secretary of the IAWS National Conference organized during the term of an EC will be a special invitee to the Executive Committee from the time she/he is appointed thus.
- (c) The total number of members of the EC shall in no event exceed fifteen.
- (d) The term of the office of the EC will be three years, provided that for special reasons to be recorded in writing, the EC may extend its term for a further period upto a maximum of 6 months.
- (e) The Executive Committee shall have the following office bearers:

S.No.	Office Bearers	Number
(a)	President	One
(b)	Vice President	One
(c)	General Secretary	One
(d)	Joint Secretary	One
(e)	Treasurer	One

- (f) All office bearers would be elected by the Executive Committee from amongst its own members.
- (g) The election of the Executive Committee shall be organised by postal ballot. The procedure for conducting the election shall be as follows:

- i. The existing Executive Committee shall invite nominations duly proposed by a member and seconded by another member of the General Body for election as members of the subsequent Executive Committee.
  - ii. After the last date for receipt of nomination papers, separate lists shall be prepared of all valid nomination papers received for membership of the Executive Committee mentioning the names of (i) the candidate;(ii) the proposer and (iii) seconder.
  - iii. A ballot paper and the list prepared as above, along with a notice of election fixing the last date for receipt of completed ballot paper shall then be despatched to each member of the Association. Members shall be required to fill in the names of the candidate they wish to vote in the ballot paper. Each member shall be allowed to vote for the maximum of as many candidates as are to be elected in each category.
  - iv. As many persons as are required to be elected will be deemed to be elected in order of their securing largest number of valid votes in their favour.
  - v. The result of the election shall be announced in the General Body meeting of the Association or communicated by post to all the members of the Association by the General Secretary.
- (h) The decisions in the Executive Committee shall be made by majority vote except as provided in Rule 3(a) In case of equal vote the person presiding shall have a casting vote.

## **7. Powers, Functions and Duties of the Executive Committee**

- a) The Executive Committee shall have full power and authority to do all acts, matters, deeds which are not vested in it by the rules and regulations but which are necessary or expedient for the furtherance of the objectives of the Association including the power to (i) enter into agreement for and on behalf of the Association; (ii) invest the money and funds of the Association and to alter investments as and when considered necessary; (iii) manage, sell or transfer any property of the Association; (iv) appoint an auditor or auditors for auditing the accounts of the Association; (v) appoint from time to time, such and so many employees and on such terms and conditions as it may deem fit for the affairs of the Association; (vi) appoint from time to time, such and so many employees and on such terms and conditions as it may deem fit for the conduct of researches or studies decided to be undertaken by the Association; (vii) to exercise control over the employees of the Association including the power of dismissal; (viii) appoint one or more Committees or Sub Committees for the purpose as are specified by it'(ix) review and sanction budget estimates; (x) select from time to time subjects for investigations, researcher or studies and sanction of necessary finances; (xi) frame, alter or repeal any of the bye-laws for the proper conduct of

the business of the Association for which no specific provision has been made in these Rules and Regulations; (xii) open and maintain such and so many offices and at all such places as it may deem fit in the interest of promotion of the aims and objectives of the Association; (xiii) delegate to any of its office bearers or any of its office bearers or any of the Sub-Committees established such of its powers as it deems fit; (xiv) decide from time to time, on the basis of membership, the actual size of the Executive Committee; and (xv) co-opt, if necessary upto two members.

- b) The Executive Committee will have the following functions to perform:
  - (i) To arrange for Conferences to discuss problems and studies;
  - (ii) Arrange and organise seminars, discussions, lectures, group meetings etc. in respect of some specialised aspects of women's studies;
  - (iii) Publish and/or finance publications of studies, monographs, books, periodicals, reports or other literature from time to time.
- c) The Executive Committee in addition will have the following other duties;
  - (i) To admit members to the General Body of the Association as and in the manner prescribed herein above and by the Rules and Regulations;
  - (ii) Arrange to collect donations, and grants etc. towards the funds of the Association; and
  - (iii) Arrange for the preparation of annual audited report of accounts of the Association for presentation to the General Body.

## **8. Meetings**

- a) The General Body shall meet at least once in three years to decide its business and may also do so by circulation of decisions/resolutions to all members for ratification.
- b) The General Body of the Association shall be called by the president or the General Secretary at a place and time decided by the Executive Committee.
- c) A special meeting of the General Body can be called on a requisition by the majority of the members of the Executive Committee.
- d) At least one month's clear notice would be essential for convening any ordinary meeting the General Body and 10 days notice for a special meeting.
- e) The Executive Committee shall meet at least once in six months or as frequently as is decided by the Committee.
- f) The meetings of the Executive Committee shall be called by the General Secretary at such places and time as is approved by the President and in the manner here in prescribed. Provided further that a special meeting of the Executive Committee shall be called on a requisition signed by at least one-third of the members of the Executive Committee.



- g) Provided that at least 15 days clear notice would be essential for calling an ordinary meeting, and 7 days for a special meeting of the Executive Committee.

## **9. Quorum**

- (a) The quorum for any meeting of the General Body shall be 80 members or one-fifth of the total membership of the Association whichever is less. In case there is no quorum, the meeting shall be adjourned.
- (b) The quorum for any meeting of the Executive Committee shall be five members, including two office bearers or half the total strength of the EC, whichever is less.
- (c) Adjourned meetings can be held after half an hour. Decisions arrived at in an adjourned meeting are to be confirmed by circulation.

## **10. The Funds and Accounts**

- (a) The funds of the Association shall consist of all the receipts through member's fees, grants, donations, subscription and fees as well as income from investments, properties, publication and other sources and all payments by the Association shall be made therefrom.
- (b) The funds of the Association shall be in the name of the Association (Indian Association for Women's Studies) and will be operated jointly by the General Secretary, the President or the Treasurer as and in the manner prescribed by the Executive Committee.
- (c) All expenditure paid out of the funds shall be solely incurred for the promotion of the objectives of the Association and in the manner approved by the Executive Committee.
- (d) The Association shall maintain such books of accounts and other books in relation to accounts, in such form and in such a manner as is considered necessary.
- (e) The financial year for the Association will be from 1<sup>st</sup> April of a year to the 31<sup>st</sup> March of the following year.
- (f) The Executive Committee shall soon after closing its annual accounts, finalise a statement of accounts in such a form as the Committee in consultation with the auditor of the Association may determine.
- (g) The accounts of the Association will be audited by such an auditor or auditors as the Executive committee may appoint.
- (h) The annual accounts with the auditor's report will be put up by the Executive Committee to the General Body for approval.

## **11. Filling of Vacancy in the Executive Committee**

If during the term of the Executive Committee a vacancy occurs due to death or any other reason, the same shall be filled by nomination by the President from amongst the members of the Association.

## **12. Rights of the Members**

- (a) Each member of the Association shall have a right to vote on resolution/motions at the General Body Meeting.
- (b) Each member of the Association shall have a right to receive the publications of the Association at such rates as are prescribed by the Executive Committee.
- (c) Each member of the Association shall be entitled to attend the National Conference organised by the Association upon payment of the prescribed fee.

## **13. Local Groups**

Not less than 10 local members may decide to form an informal group or Association for conducting group discussion and other activities in their city or town or state and appoint their own office bearers and raise funds as deemed fit. The EC of the Association may consider their request for financial assistance.

## **14. General**

- (a) The Association shall sue or be sued in the name of General Secretary as per Section 6 of Societies Registration Act, 1860.
  - (b) The Executive Committee will be responsible for all legal proceedings connected with the affairs of the Association.
  - (c) The dissolution of the Association will be in accordance with Section 13 and 14 of the Societies Registration Act of 1860.
  - (d) Once in every year a list of members of the Executive Committee shall be filed with the Registrar of Societies as required under Section 4 of the Societies Registration Act of 1860.
  - (e) Any kind of amendment in the Memorandum of the Society shall be made as per section 12 and 12A of Societies Registration Act of 1860. Discussions arrived at in an adjourned meeting are to be confirmed by circulation, as per Section 12 and ILA of Societies Registration Act of 1980.
  - (f) All the provisions of the Societies Registration Act of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi will apply to this Society.
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## **BYE-LAWS FOR ELECTION**

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1. The Executive Committee shall finalize the schedule for holding elections of the EC by postal ballot at least six months preceding the General Body meeting. The schedule should clearly indicate the number of persons to be elected from each constituency (ordinary members, life members, institutional including corporate members), the total number of nominations/consent/withdrawals/completed ballot papers by the Returning Officer, and the dates for dispatch for nomination forms, list of nominations received and ballot papers along with final list of nominations by the Returning Officer.
2. The Executive Committee shall also appoint a Returning Officer and tellers from among the members, who have expressed their decision not to contest the elections.
3. Nomination forms along with the list of members belonging to that constituency should be sent to all voting members, inviting the specific number of nominations that they can make as decided by the EC five months before the date specified for general body meeting.
4. Any member who wishes to be elected to the Executive Committee may do so provided she/he has been a member of the IAWS for at least one year.
5. The proposed candidate must give her/his written consent before the ballot papers are printed.
6. The nomination forms should provide for signature of the nominating member, another member seconding the nomination and the consent of the nominee. Separate consent forms may also be attached. (Specimens attached).
7. The last date for receiving completed nominations by the Returning Officer should be at least four months before the general body meeting.
8. Scrutiny of nomination forms shall be done by the Returning Officer, assisted by two tellers within one week after the last date for receiving nominations. The Returning Officer will thereafter send out letters to all duly nominated candidates with complete list of nominations, asking them to confirm their willingness to contest the election. Such confirmation/withdrawal letters must reach the Returning Officer twelve weeks before the General Body Meeting.

## Appendices

### Election to the Executive Committee (Year from ... to....)

#### NOMINATION FORM

#### NOMINATION FORM

(SPECIMEN COPY)

#### Life Member Category

We nominate the following members for election to the Executive Committee for the period ..... from the Life Member Constituency. Their letters of consent are attached herewith/will be sent separately. Candidates have to be proposed and seconded by members who must be IAWS Life Members. Kindly intimate the nominated person about the nomination.

S.No	Name & Address of Nominee	Proposed By (Name )	Seconded By (Name )
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Signatures (Mandatory)	(Proposer)	(Seconder)
Membership No.		
Address		
Mobile/Landline		
Email		
Place		
Date		

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address:

## **Indian Association for Women's Studies**

### **Election to the Executive Committee (Year from ... to....)**

#### **CONSENT LETTER (Life Member Category)**

I do consent to my nomination to the election of the Executive Committee of the Indian Association for Women's Studies for the period 2014-2017. I have been nominated by \_\_\_\_\_ and seconded by \_\_\_\_\_

Signature (Mandatory)	
Name	
Membership No.	
Address	
Mobile/Land Line	
E.Mail	
Place	
Date	

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address:

## Indian Association for Women's Studies

### Election to the Executive Committee (Year from ... to....)

#### NOMINATION FORM

#### Institutional Life Member Category

We nominate the following member for election to the Executive Committee for the period ..... from the Institutional Life Member Constituency. The letter of consent is attached herewith/will be sent separately. Candidates have to be proposed and seconded by members who must be IAWS Members. Kindly intimate the nominated person about the nomination. Send a photocopy of the consent letter to the member nominated by you.

Name of the Institutional Nominee	Proposed By (Head of Institution's Name)	Seconded By (Head of Institution's Name)
Membership No.		
Address		
Mobile/Landline		
Email		
Place		
Signatures (Mandatory)	(Proposer)	(Seconder)
Date		

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address:

## **Indian Association for Women's Studies**

### **Election to the Executive Committee (Year from ... to....)**

#### **CONSENT LETTER (Institutional Life Member Category)**

I do consent to my nomination to the election of the Executive Committee of the Indian Association for Women's Studies for the period ..... I have been nominated by (Proposer) \_\_\_\_\_ and seconded by (Secunder) \_\_\_\_\_

Signature of nominee (Mandatory)	
Name	
Membership No.	
Address	
Mobile/Land Line	
E.Mail	
Place	
Date	

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address:

**Indian Association for Women's Studies**

**Election to the Executive Committee (Year from ... to....)**

**NOMINATION FORM**

**Student Member Category**

We nominate the following student member for election to the Executive Committee for the period ..... from the Student Constituency. The letter of consent is attached herewith/will be sent separately. Candidates have to be proposed and seconded by members who must be IAWS Student member. Kindly intimate the nominated person about the nomination. Send a photocopy of consent letter to the member nominated by you.

Name of Student Nominee	Proposed By	Seconded By
Address		
Mobile/Landline		
Email		
Signatures (Mandatory)	(Proposer)	(Seconder)
Place		
Date		

Note: Proof of age and student identity of both proposed and seconder to be attached.  
(Age limit 35).

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address:



# INDIAN ASSOCIATION FOR WOMEN'S STUDIES

## Election to the Executive Committee (Year from ... to....)

### CONSENT LETTER

#### (Student Member Category)

I do consent to my nomination to the election of the Executive Committee of the Indian Association for Women's Studies for the period ..... I have been nominated by \_\_\_\_\_ (Name of Proposer) and seconded by (Name of seconder) \_\_\_\_\_

Signature of Nominee (Mandatory)	
Name of Nominee	
Address	
Mobile/Land Line	
E.Mail	
Place	
Date	

Note: Proof of age and student identity of the nominee to be attached.

To:  
The Returning Officer  
Indian Association for Women's Studies  
Address: