

CENTRE FOR INTERNATIONAL RELATIONS AND COMMUNITY WELLBEING, GURGAON

MEMORANDUM FOR THE CENTRE

1. Introduction

The Centre will be called the "Centre for International Relations and Community Wellbeing" (CIRCW).

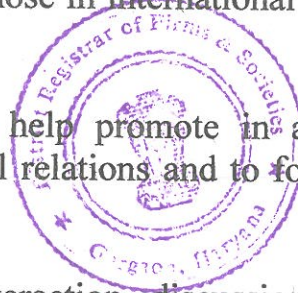
2. Location and Area of operation

The registered office of the Centre will temporarily be situated at 111, National Media Centre, Shankar Chowk, NH8, Gurgaon-122002 (Haryana)

3. Aims and Objectives

The aims and objectives of the Centre are:

- (i) (a) To enable its members to keep abreast of major issues of national importance as well as those in international relations that are especially of interest to India;
- (b) To create opportunities to help promote in appropriate ways an understanding of international relations and to foster international cooperation;
- (c) To provide a forum for interaction, discussion and debate for diplomats, academics and other members of the community interested in international relations ;
- (d) To promote a feeling of community, esprit de corps and exchange of ideas among members of the Centre by providing *inter alia* social amenities and opportunities to the extent possible ;



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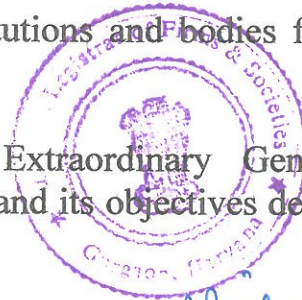
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- (e) To cooperate with governmental and non-governmental organizations engaged in promoting international relations and community wellbeing ;
 - (f) To accept and hold gifts, donations or subscriptions in cash or in kind and to execute or administer any trust or endowment which may be conducive to the furtherance of the objectives of the Centre;
 - (g) To invest and manage the funds and moneys of the Centre ;
 - (h) To acquire, purchase, lease or construct any movable or immovable property or to alter, repair, manage any building or part thereof or other movable or immovable property owned by the Centre in order to attain the objectives of the Centre; and
 - (j) To cooperate with other institutions and bodies for achieving the aims of the Centre.
- (ii) The Centre may by majority vote in an Extraordinary General Meeting (EGM) of the General Body modify or expand its objectives defined in sub-para (i) above.

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4. The Management of the Centre is entrusted in accordance with the rules and regulations of the Centre to a Governing Body of which the first members are:-

Sl.No.	Name	Father's / Husband's Name	Address	Age	Occupations / Designation
1.	Amb. L.L. Mehrotra	Late Sh. S. S.L. Mehrotra	141, National Media Centre NH-8, Shankar Chowk Gurgaon	72	Indian Foreign Service Former Secretary, Ministry of External Affairs, Govt. of India & UN's Envoy to Cambodia/ Indonesia
2.	Mr. M. Guruswamy	Late Sh.N.K. Guruswamy	3515, DLF IV Gurgaon	59	Chairman, Centre for Policy Alternatives, New Delhi
3.	Amb. R.P.Singh	Late. Sh. L.R. Singh	V29/25, Phase III, DLF City Gurgaon	62	Indian Foreign Service Former Ambassador of India to North Korea
4	Dr. Reeta Wahi	Late Sh. R.M. Wahi	111, National Media Centre Nh-8, Shankar Chowk Gurgaon	54	Executive Director
5	Prof. P.N. Srivastava	Late Sh. R.S. Srivastava	163, National Media Centre Nh-8, Shankar Chowk Gurgaon	80	First Chancellor Manipur Central University Former Member of Planning Commission Govt. of India Former Vice Chancellor, J.N.U., Delhi
6	Mr. C.P. Sharma	Sh. C.L. Sharma	13, National Media Centre Nh-8, Shankar Chowk Gurgaon	68	Senior Executive Director
7	Dr. (Mrs) Veena Sharma	W/o. Sh. C.P. Sharma	13, National Media Centre Nh-8, Shankar Chowk Gurgaon	63	Reader in Economics Delhi University
8	Prof. Vijay Gupta	Sh. Rishiram	C 1650, Sushant Lok I, Gurgaon	74	Prof. School of International Studies, J.N.U., Delhi
9.	Prof. Satish Arora	Late Sh G.D. Arora	96, National Media Centre Nh-8, Shankar Chowk Gurgaon	74	Prof. of Political Science.

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5. We the several persons, whose names and addresses are hereunder subscribed are desirous of being formed into an Centre in pursuance of this Memorandum for the Centre.

Sl.No.	Name	Address	Designation
1.	Amb. L.L. Mehrotra	141, National Media Centre NH-8, Shankar Chowk Gurgaon	President
2.	Mr. Prof. M. Guruswamy	3575, DLF IV Gurgaon	Vice President
3.	Amb. R.P.Singh	V29/25, Phase III, DLF City Gurgaon	Secretary
4.	Dr. Reeta Wahi	111, National Media Centre Nh-8, Shankar Chowk Gurgaon	Joint Secretary - Cum - Treasurer
5.	Prof. P.N. Srivastava	163, National Media Centre Nh-8, Shankar Chowk Gurgaon	Member
6.	Mr. C.P. Sharma	13, National Media Centre Nh-8, Shankar Chowk Gurgaon	Member
7.	Dr. (Mrs) Veena Sharma	13, National Media Centre Nh-8, Shankar Chowk Gurgaon	Member
8.	Prof. Vijay Gupta	C 1650, Sushant Lok I, Gurgaon	Member
9.	Prof. Satish Arora	96, National Media Centre Nh-8, Shankar Chowk Gurgaon	Member

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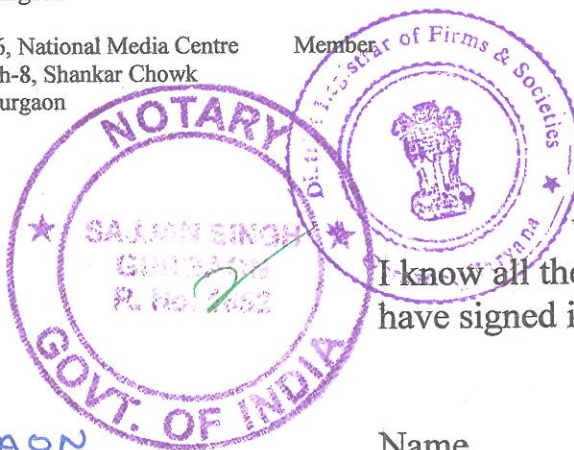
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Chavane

Veena Sharma

Vijay Gupta

S. K. Arora



Witness

I know all the above and they have signed in my presence.

Station *GURGAON*

Dated *14th FEBRUARY 2007*

Name

Address

Stamp

ATTESTED

14/2/07

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ADVOCATE & NOTARY
R. No. 262

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RULES AND REGULATIONS

6. Membership:

There shall be five categories of members of the Centre, namely,

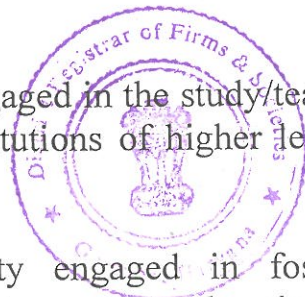
- (a) Life members, (b) Ordinary members (c) Institutional members (d) Corporate Members and (e) Guest members

7. Eligibility for Membership:

Admissions to membership in any category will be with the approval of the Governing Body whose decisions shall be final. The eligibility criteria for various membership categories shall be as under:-

- (i) **Life Members:** All ordinary members who pay life membership fees will become life members with the same rights and obligations as ordinary members.
- (ii) **Ordinary Members :** The following shall be eligible to become a member :
- (a) All former members of the Indian Foreign Service who are resident in the territory of Gurgaon,
- (b) Academics who are or have been engaged in the study/teaching of international relations in the institutions of higher learning and
- (c) Other members of the community engaged in fostering international cooperation and agree to promote the aims and objectives of the Centre.
- (iii) **Institutional & Corporate Members:** Institutional / Corporate members interested in promoting the aims and objectives of the Centre.

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- (iv) **Guest Members:** The Governing Body may invite any person who has distinguished himself/herself in the field of International Relations to join the Centre as Guest members. Guest members will not have voting rights.

8. Spouses:

Spouses of members will have the right to participate in all the activities of the Centre without the right to vote. Spouses of deceased members will have similar right.

9. Fees and Subscriptions:

The following are the rates of subscription:-

Life Members	:	Rs.1000/- Lump sum
Ordinary Members	:	Rs. 200/- per annum
Institutional Members	:	Rs.10,000/- per annum
Corporate Members	:	Rs.20,000/- per annum

Fees and subscriptions payable by different categories of members may be revised by the General Body of the Centre from time to time on the recommendation of the Governing Body.

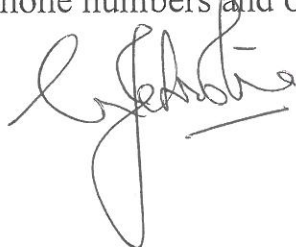
10. Removal of Members

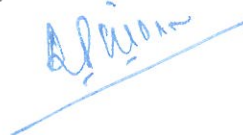
Any member in default of his annual subscription for two years shall cease to be member. Removal of a member on any other ground will be possible only on the proposal of the Governing Body through a unanimous decision and with the approval of two-thirds of the members present and voting in a Session of the General Body.

11. Register of Members

The Centre shall maintain a register of members, which shall include, inter-alia, their addresses, telephone numbers and other relevant data.

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12. Governing Body and its Composition

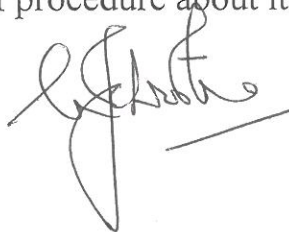
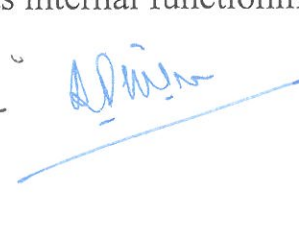
The office bearers of the Centre, its immediate past President and two ordinary members of the Centre elected by the General Body shall form the Governing Body of the Centre...

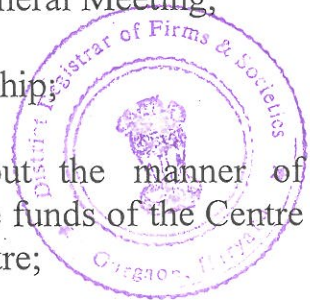
13. Powers, responsibilities and the functioning of the Governing Body:

Subject to the control and direction of the General Body of the Centre and subject to the requirement of reporting to the General Body,

- (i) The Governing Body shall be responsible for the management of the affairs of the Centre and shall have the power to take administrative, executive and financial decisions for this purpose.
- (ii) Without prejudice to the generality of powers described in Clause (i) above, the Governing Body shall have the power to:-
 - (a) Appoint any ordinary member to be a member of the Governing Body to fill a casual vacancy for a specified period not extending beyond the date of the next Annual General Meeting;
 - (b) Take decisions on applications for membership;
 - (c) Take general or specific decisions about the manner of receiving, having custody of and of expending the funds of the Centre and of the management of the property of the Centre;
 - (d) Prepare programmes of activities of the Centre and to take steps towards their implementation;
 - (e) Take general or specific decisions about the manner and conditions for the appointment of staff and their control;
 - (f) Make rules of procedure about its internal functioning;

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(g) To appoint any Committee or Sub-committee for a specific purpose and with a specific mandate and to delegate any of its powers to such a Committee or Sub-committee; and

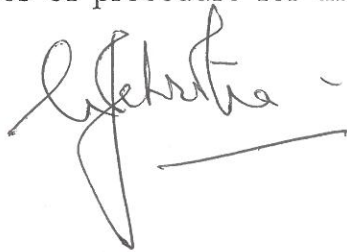
(h) To invite any member or members of the Centre of any category to participate in its deliberations in any of its meetings.

(iii) The Governing Body will, as far as possible, meet once in every three months except in the months of June and July, provided that not more than three months shall elapse between two meetings of the Governing Body. The Secretary of the Centre will convene ordinary, special or requisitioned meetings of the Executive Committee giving a notice of at least three days provided that in urgent cases, with the approval of the President, meetings may be called at shorter notice. Four members of the Governing Body may, in writing, requisition a meeting of the Governing Body. Three members shall form a quorum.

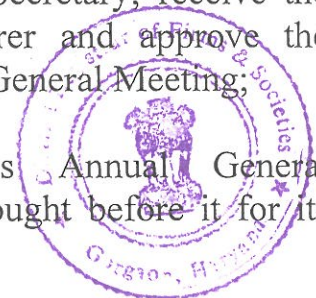
14. The Governing Body comprising all life, ordinary, Institutional and Corporate Members of the Centre:-

- (a) Shall elect the office bearers of the Centre and the members of the Governing Body at its Annual General Meeting;
- (b) Shall adopt the budget, receive and discuss the annual report of the President and the Secretary, receive the audited financial report of the Treasurer and approve the appointment of an Auditor at the Annual General Meeting;
- (c) Shall discuss and consider at its Annual General Meeting other matters and proposals brought before it for its approval;
- (d) May make rules of procedure for the conduct of its business; and

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- (e) May meet in extraordinary meetings called by the President or requisitioned in writing by at least nine ordinary members to discuss specific issues. Such extraordinary meetings will be convened in the same manner and will be subject to the same rules of quorum as the Annual General Body Meetings.

15. General Body Meetings

The General Body shall meet once in a calendar year in the month of March in an Annual General Meeting in Gurgaon. The Secretary in consultation with the President will send the notice of such a meeting at least fifteen clear days in advance.

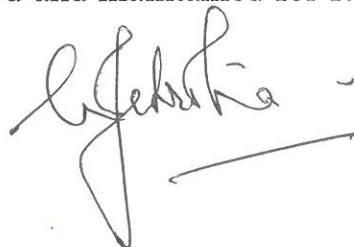
16. Quorum

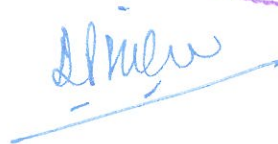
The quorum for such a meeting will be one-sixth of enrolled ordinary members of the Centre. In the absence of a quorum, the meeting shall adjourn and reconvene. No quorum shall be required for such a reconvened meeting

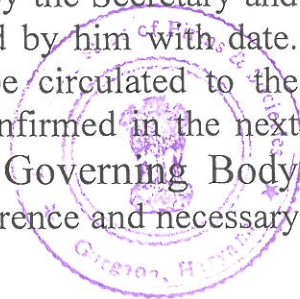
17. Minutes

The minutes of all meetings of the Governing Body, containing fair and correct summary of the proceedings, shall be recorded by the Secretary and maintained in the Minutes Book, which shall be signed by him with date. The minutes of the Governing Body meetings will be circulated to the members as early as possible after the meeting and confirmed in the next meeting of the Governing Body. The minutes of the Governing Body meetings will be recorded and maintained for future reference and necessary action.

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18. Voting at Governing Body Meetings

- (a) Questions arising at meetings of Governing Body and its adhoc working sessions shall be decided by a majority of votes of the members present.
- (b) Each member shall have only one vote; there shall be no vote by proxy. However, voting by postal ballot following election procedures, will be permitted.

19. Office bearers, their terms of office, functions, powers and responsibilities:

The General Body will elect from among ordinary members of the Centre the President, Vice President, Secretary, Joint Secretary and Treasurer of the Centre. They shall hold office for two years effective from 1st April. Under exceptional circumstances, the General Body can extend their tenure by one more year. The Vice President shall assume the office of President on the expiry of term of the latter. The functions, responsibilities and powers of the office bearers are defined below:

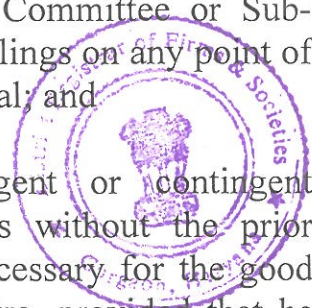
(i) President:

- (a) Shall preside over, conduct and regulate all meetings of the General Body, Governing Body or any other Committee or Sub-committee of which he may be a member. His rulings on any point of order or decisions on results of voting shall be final; and
- (b) The President may take such emergent or contingent administrative, executive or financial decisions without the prior approval of the Governing Body, as may be necessary for the good and proper conduct of the business of the Centre, provided that he makes a report of such decisions to the Governing Body at its approximate meeting for approval.

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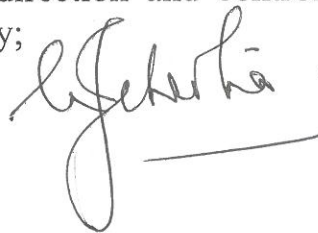
(ii) Vice President:

- (a) Shall exercise such powers and functions as may be delegated to him by the President or the Governing Body;
- (b) Shall preside over and conduct meetings of the General Body and the Governing Body in the absence of the President with the same authority as that of the President;
- (c) Shall act as the President and assume the responsibilities of the President till the next annual General Body meeting in the event of a vacancy arising in the office of the President due to his/her resignation, incapacitation or death provided that after the annual General Body meeting, he shall assume the office of President in the normal course as he would do but for the premature vacancy in the office of the President; and
- (d) Shall act as the President and assume his responsibilities till his return in the case of the President's absence for more than one month.

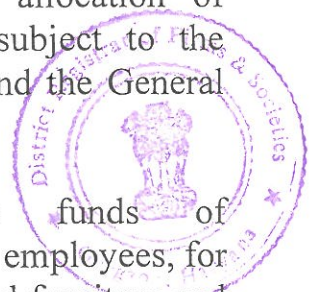
(iii) Secretary:

- (a) Shall be the Chief Executive Officer of the Centre and shall correspond with other entities and transact all business with them on behalf of the Centre;
- (b) Shall appoint and dismiss employees, take all decisions about their leave, promotion and allocation of responsibilities and about their emoluments subject to the general control and approval of the President and the General Body;
- (c) Shall authorize expenditure from the funds of the Centre for the payment of emoluments of the employees, for the purchase of books, periodicals, stationery and furniture and other supplies for the functioning of the office of the Centre subject to the direction and control of the President and the Governing Body;

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(d) Shall function as the Secretary of the Centre and the Governing Body and shall in that capacity maintain the records of the Centre, keep the minutes of meetings of the Centre and Governing Body;

(e) The Centre shall sue or be sued in the name of the Secretary.

(iv) Joint Secretary :

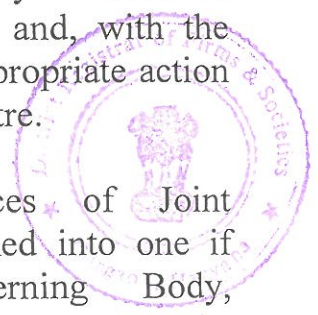
The Joint Secretary shall share with the Secretary responsibilities entrusted to him by the latter and act as Secretary of the Centre in the absence of the Secretary with the same authority, responsibility and functions.

(v) Treasurer:

- (a) Shall receive subscriptions, other dues, donations and contributions on behalf of the Centre ;
- (b) Shall take appropriate action for the placement of the funds of the Centre and make disbursements out of the funds of the Centre authorized and approved by the Governing Body or other empowered office bearers;
- (c) Shall maintain the accounts of the Centre and submit audited financial statements annually to the Governing Body and General Body; and
- (d) Shall keep the Governing Body informed of the financial situation of the Centre and, with the approval of the Governing Body, take appropriate action to ensure the financial viability of the Centre.
- (e) In special circumstances the offices of Joint Secretary and Treasurer can be combined into one if deemed necessary by the Governing Body, subject to the approval of the General Body at the latter's approximate meeting.

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20. In the event of a vacancy arising in the office of the Vice-President due to his/her resignation, incapacitation or death, the Governing Body will elect a Vice President pro tem from among its members to hold office till the next annual General Body meeting, provided that such a person shall not automatically assume the office of President on the completion of the term of the President in office.

21. In the absence both of the President and the Vice President, the Governing Body or the General Body, as the case may be, shall elect an ordinary member of the Centre to act as the Chairman of that particular meeting.

22. Elections

Elections of the office bearers and members of the General Body will be by secret ballot. A candidate for any of these positions shall send his/her nomination proposed and seconded, in writing, by at least two members with voting rights to the Secretary at least seven days before the Annual General Meeting. If no nominations are received for any of the positions, the names of members to hold these positions will be proposed and seconded at the Annual General Meeting itself.

23. Amendments of the Rules and Regulations:

Any article or part of an article of these Rules and Regulations may be amended in a meeting of the General Body with the approval of two-thirds of the members present and voting. Amendments may be proposed by the Governing Body or by ten members with voting rights, except that in the latter case the exact text of the proposed amendment shall be sent, in writing, to the Secretary at least ten days before the meeting of the General Body.



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24. Bank Accounts

Bank Accounts of the Centre shall be maintained in the name of the Centre for International Relations and Community Wellbeing. These Accounts shall be operated by office bearers authorized by the Governing Body in a manner and for purposes decided by it.

25. Accounts and Audit

The financial year of the Centre shall be from 1st April to 31st March. The accounts of the Centre shall be maintained in such a form and manner as may be prescribed by the Auditor appointed by the Centre.

26. Dissolution of the Centre:

If upon dissolution of the Centre there shall remain after the satisfaction of its debts and liabilities any property whatsoever, that property shall not be disposed of or distributed among the members of the Centre but shall be transferred to some other organization to be determined by the vote of not less than three-fifths of the members present at the time of dissolution or in default by a Competent Court.

27. The Centre shall file with the competent authority such documents as may be required by law and will be governed by such laws as are applicable for the registration and operation of Societies in the territory of Gurgaon.

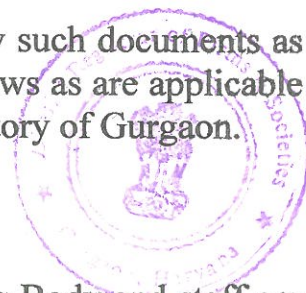
28. Discipline

Members of the Centre including those of the Governing Body and staff are expected to abide by the highest standards of discipline and decorum and avoid action prejudicial to the aims and objects of the Centre.

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29. Bye Laws

The power to make and amend the byelaws from time to time is vested in the General Body which can be done at its annual meeting or another meeting held for this purpose and any bye law of this Memorandum may be made if passed by at least $\frac{3}{4}$ of the members present and voting.

30. Conclusion

The provisions of the Societies Registration Act, 1860 (21 of 1860) including those stated in the document will be applicable to the Centre for International Relations and Community Wellbeing whose Memorandum / Constitution is submitted at Gurgaon (Haryana).

The above Rules and Regulations are hereby certified and signed by

1. President

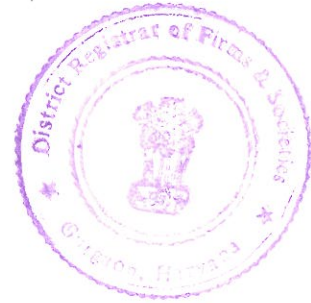
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2. Secretary

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3. Treasurer

R. Wahi



111, National Media Centre
Gurgaon, Haryana

Date

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Certified to be True Copy

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District Registrar of Firms & Societies
Gurgaon, Haryana
6/7/2

Centre for International Relations and Community Well-Being, Gurgaon ®

Centre for
International Relations
&
Community Well-Being

Hon'ble Shri I.K.Gujral
Fmr. Prime Minister of India
Chief Patron

Hon'ble Dr.A.R.Kidwai
Governor of Haryana
Patron

Ambassador L.L.Mehrotra
President

Mr.M.Guruswamy
Vice-President

Ambassador R.P.Singh
Secretary

Dr.Reeta Wahi
Jt.Secretary-cum-Treasurer

The General Body of the Centre for International Relations and Community Well-being, in its extraordinary meeting then passed the following Resolution unanimously:-

"It is resolved that the article 3 (i) (j) of the Memorandum of the Centre will now read as follows:-"

"To cooperate with other Institutions and bodies for achieving the aims of the Centre including acts of public charity to promote community well-being."

It is further resolved that Article 26 (Dissolution of the Centre) of Rule and Regulations will now read as follows:

"If upon dissolution of the Centre there shall remain after the satisfaction of its debts and liabilities any property whatsoever, that property shall not be disposed of or distributed among the members of the Centre but shall be transferred to some other Trust, organization or society with similar charitable objectives."

Signed:

President

Secretary

Joint Secretary cum Treasurer

Certified to be True Copy
District Registrar of Firms & Societies
Gurgaon, Haryana
24/1/8