

MEMORANDUM OF ASSOCIATION

NAME:

The name of the Society shall be "Friends of GMC, Jammu" which will be a non-profitable, voluntary organization.

OFFICE:

The Registered Office of the Society shall be located at GMC Faculty Club, Maheshpura Chowk, Jammu (J&K) but it may be shifted to any other place as may be decided by the Governing Body.

A: AIMS:

1. To function as a forum for the former and present faculty and the Alumni of GMC, Jammu (herein after referred to as the Life Members) to interact amongst themselves and also with the Administration, present faculty and the under graduate (UG) and post graduate (PG) students of GMC, Jammu.
2. To bring together the former and present faculty and alumni of GMC, Jammu and to promote exchange of ideas and expertise between them and the present faculty, UG & PG students, social workers and other organizations for the benefit of college and society at large especially the patients.

B: OBJECTIVES:

1. To organize and conduct academic meets such as conferences, workshops, seminars, symposia, lectures etc. by eminent personalities from various walks of life for the members as well as for the medical students and present faculty and general public on various current subjects/topics of interest
2. To invite any Expert/Life Member of the society from India and across the world to share their expertise with the present students and faculty of the College.
3. To conduct various extra-curricular activities such as get-togethers, sports, games, picnics, excursions, cultural programmes, etc.
4. To institute the awards/prizes, for the meritorious students of the College in the fields of academics, sports and other extracurricular activities as and when required.
5. To institute merit cum means based scholarships for the needy and deserving students of the College
6. To contribute/facilitate towards the welfare of the students, faculty members and patient care.
7. To undertake activities such as career counselling, medical check-up camps and other similar programs for the benefit of the general public.
8. To publish magazines and newsletters highlighting the activities and achievements of the Society and GMC Jammu.
9. To promote and facilitate collaborative research projects between GMC, Jammu and other institutions in India and abroad.
10. To spread public awareness about National Health Programmes especially prevention of anemia, HIV/AIDS and to achieve a healthy life style by adopting of yogic way of life.

11. To constantly work for the improvement of all preventive, promotive and curative services at all levels for the welfare of the community as a whole.
12. To conduct any other activity as may be decided by the Governing Body of the society for furtherance of the aims and objectives of the society.

C: MANAGEMENT:

1. For the purpose of proper control and management of the affairs of the Society, it shall form a Governing Body which shall be competent to engage any person/persons in any capacity and on such terms and conditions as it may consider necessary for the purpose of its proper and effective functioning.
2. The Governing body shall comprise Chairperson, Co-Chairperson, Vice-Chairperson, Secretary, Joint Secretary, Treasurer and six Executive Members.
3. With the prior permission of the Administration of the college, the college premises and/or facilities of the college may be used / utilized by the society for holding/conducting its official programme, functions or activities, in accordance with the society's objectives, enumerated herein above. The College premises shall not be used or utilized for holding or conducting any personal programme, function or activity of any member of the society.
4. In the process of achieving the above objectives, principles of good corporate governance shall be strictly adhered to and the provisions of Jammu and Kashmir Societies Registration Act, 1998 as also the terms and conditions of the Registration shall be followed in letter and in spirit.

D: RULES AND REGULATIONS:

1. INTERPRETATION:

In the interpretation of these Rules and Regulations unless there is anything repugnant to or inconsistent with the subject or context:

- i. The "Society" means the "Friends of GMC, Jammu".
- ii. "Year" means the period commencing from 1st of April and ending with 31st March of the immediately following year.
- iii. 'Former faculty' means any doctor who is a faculty or has been a faculty in any department of GMC, Jammu.
- iv. 'Present faculty' means any doctor who is presently working as a faculty in GMC, Jammu.
- v. "Alumni" means any doctor who has successfully completed his/her MBBS from GMC, Jammu
- vi. "Office bearers" mean and include Chairperson, Co-Chairperson, a Vice-Chairperson, Secretary, Joint Secretary, Treasurer and six Executive members
- vii. "Act" means the "Jammu and Kashmir Societies Registration Act, 1998".
- viii. "Governing Body" means the body which under the Memorandum of Association and the Rules constituted to be the Governing Body of the Society to which the management of the affairs of the Society are entrusted as required by the Act.
- ix. "General Body" means the General Body of the Society.

2. MEMBERSHIP:

Membership shall be of three types:

- i. Life member shall include faculty, former faculty, present faculty and Alumni of GMC, Jammu having faith in the Aims and Objectives of the Society as set out in the Memorandum of Association. Each life member shall have one voting right.
- ii. Associate member shall be non-medico/non-alumni spouses of the life members having faith in the Aims and Objectives of the Society as set out in the Memorandum of Association but without any voting rights.
- iii. Founder members: The persons forming the society being the signatories to its Memorandum of Association shall be designated as founder members of the society.

3. FEE STRUCTURE FOR MEMBERSHIP:

- i. Life member: One-time fee of Rs 5000.00 (Five thousand only) per head.
- ii. Associate life member: One-time fee of Rs. 3000.00 (Three thousand only) per head.

4. CESSATION OF MEMBERSHIP:

Membership of the Society will cease in the following circumstances:

- i. In the case of an individual member is convicted by a court of competent jurisdiction in a criminal offence, on happening of the event.
- ii. If any member indulges in any activity detrimental to the Aims and Objectives of the Society, on the activity coming to the knowledge of the Society and the Governing Body deciding to terminate their membership.
- iii. By resignation of any member on expiry of the notice there of the period of which will be at least 15 days prior to the effective date of resignation; The Governing Body may, by a resolution, remove from membership any member in the above circumstances or for reasons found valid by the Governing Body, which will be intimated to the member. The member shall be allowed to appeal before the governing body before the final decision is taken.

5. GENERAL:

A person, desirous of joining the Society as a member shall apply in writing in the prescribed Membership Form along with a declaration that such person has faith in the Aims and Objects of the Society and who shall abide by the rules and the regulations of the society. Their membership shall be confirmed by the Governing Body after scrutinizing their membership form.

6. REGISTER OF MEMBERS:

The Society shall maintain a Register of Members as required by the Act.

7. GENERAL BODY MEETINGS:

- i. An offline or online General Body Meeting shall be held at least once in every year which shall be called the Annual General Body Meeting and not more than 18 months shall lapse between two Annual General Body Meetings. All others General Body Meetings shall be called Extra-Ordinary General Body Meetings.
- ii. General Body Meetings shall be convened by the Chairperson/Secretary, or any other person authorized by the Governing Body and shall be held at such date, time and place as the Governing Body may decide.
- iii. Ten days' notice for offline and three days' notice for online Annual General Body Meeting shall be given through official society email.
- iv. Every life member of the society shall have voting right for one vote.
- v. Every question submitted in the Annual General Body Meeting shall be decided by a majority of votes and in case of equality of votes, the Chairperson of the meeting shall have a second or casting vote. In all cases voting shall be by an online/offline polling method.
- vi. The Chairperson of the Society, if present shall preside over all the Meetings. In the absence of the Chairperson, Co-Chairperson, Vice-Chairperson and in his/her absence Secretary and in his/her absence, Joint Secretary and in his/her absence of all of above, the members present may elect one of the members of the Governing Body to be the Chairperson of the meeting.
- vii. Quorum of two-fifth members of the total number of members shall be necessary for holding a General Body meeting. However, if the required number of members is not present at the meeting, it will be postponed for an additional period of half an hour, and the same will be reconvened with the members present, considering the current number of attendees as a quorum.
- viii. To mobilize donations from the members and others for charitable purposes for the benefit of citizens of this country in the event of natural calamities like pandemics, epidemics, earthquake, flood etc.

8. EXTRA ORDINARY GENERAL BODY MEETINGS:

- i. The Chairperson/Secretary may convene an Extra Ordinary General Body Meeting of the Society on the resolution of the Governing Body or otherwise on the written requisition of not less than one-fifth of the total members of the Society;
- ii. Ten days' notice for offline and three days' notice for online Annual General Body Meeting shall be given through official society email;
- iii. At an Extraordinary General Body Meeting no subject other than that stated in the notice of the requisition, which has to be formally submitted not later than 72 hours of issuance of notice shall be discussed;
- iv. All the rules applying to the Annual General Body Meeting will *mutatis mutandis* apply to Extraordinary General Body Meeting.

9. FUNDS OF THE SOCIETY:

The Funds of the Society shall consist of:

- i. Membership fee received from the Life Members and Associate Members of the society;
- ii. Contributions, donations and endowments received from any person, individual, corporation, Government or other body whatsoever;
- iii. Grants-in-aid, subsidies or other payments of like nature received from Government, local bodies, institutions, societies or any corporation, or body whatsoever;
- iv. Income arising out of Investments of the funds of the Society;
- v. Interest received from Banks and other bodies;
- vi. Receipts of money arising out of the investment of the fund in one or more activities of the Society in pursuance of the objectives of the Society;
- vii. Loans received from Banks, Financial Institutions, Government, Local Bodies, Corporation, Companies or other persons;
- viii. Other legitimate receipts.

10. ACCOUNTS AND AUDIT:

- i. Books of accounts and other books in relation to the accounts of the Society shall be maintained in such form and in such manner as the Governing Body may, in consultation with the auditors of the Society decides;
- ii. After closing the annual accounts of the Society, a Statement of Account shall, as soon as possible be prepared in such form as the Governing Body may in consultation with the Auditors of the Society determine;
- iii. Audited accounts statements of the Society shall be put on the official website every financial year basis;
- iv. The Accounts of the Society shall be audited by such Auditors as may be appointed by the Governing Body;
- v. Audited accounts of the previous year together with the Annual Report shall be placed before the General Body. If due to any unavoidable reason the Audited Accounts are not ready, unaudited accounts shall be presented, followed by the Audited accounts within a period of three months.

11. COMPOSITION OF GOVERNING BODY:

The Governing Body shall consist of the following:

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| i. | Chairperson | One | Elected by Postal Ballot |
| ii. | Co-chairperson | One | Elected by Postal Ballot |
| iii. | Vice Chairperson | One | Elected by Postal Ballot |
| iv. | Secretary | One | Elected by Postal Ballot |
| v. | Joint Secretary | One | Elected by Postal Ballot |
| vi. | Treasurer | One | Elected by Postal Ballot |
| vii. | Executive members | Six | Elected by Postal Ballot |

12. ELECTION OF THE GOVERNING BODY:

Election of the Governing body shall be as follows:

- i. The election for the post of Chairperson, Co-Chairperson, Vice Chairperson, Secretary, Joint Secretary, Treasurer and Executive members shall be conducted by postal ballots.
- ii. No one having less than three years membership shall be elected as Office Bearer of the Governing Body;
- iii. The Chairperson, Co-Chairperson, Vice Chairperson, Secretary, Joint Secretary, Treasurer and six executive members of the Governing Body shall hold office for a period of three years.
- iv. All members of the Governing Body are eligible for re-election when their term is over for maximum of three times.
- v. The Governing Body shall nominate a Returning Officer and an Assistant Returning Officer preferably amongst life members having minimum of three years of membership or any other person who is already having experience of conducting such type of elections. He/she who shall make all the arrangements required for the conduction of the election. The Returning Officer shall issue an Election Notification four weeks prior to the last date of the filing of the nomination papers and shall communicate the same to all the members of the Society through the website of the society. The Election Notification shall mention clearly the date of issuance of the notification, last date and time of receipt of the Nomination Papers, date of scrutiny, date of withdrawal of nomination papers and date and time of declaration of the election results. For the convenience of the candidates desiring to participate in the election process, easily downloadable Nomination Form shall be made available on the Website of the society. Nomination Form duly filled up by the candidate and seconded by two life members of the Society must reach to the Office of the Returning Officer on or before the last date of the filling of the Nomination Papers.

13. FUNCTIONS, POWERS & DUTIES OF THE GOVERNING BODY:

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- i. To liaise with the Central & State Governments and Statutory Bodies and authorities for achieving and promoting the Aims and Objectives of the Society;
 - ii. To admit or reject application for membership and accept resignation of the members;
 - iii. To engage on payment of honorarium to such persons as may be required for the fulfillment of Aims and objectives of the Society;
 - iv. To co-opt any person or persons on the Governing Body as it may deem fit and proper in the interest of the work of the Society. Such co-opted members will not, however, have any voting right;
 - v. To fill in vacancies, to make appointments, to direct transfer, retirements and to give promotions, increments, honoraria and to grant leave and extension of service and reduce salaries and to award punishment or to dispense with the service of an employee under the Society and to do such other general work in connection with the staff of the Society as may be necessary;
 - vi. The Governing Body would fill any vacancy caused by resignation, death or for any
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member or for any reason, in between the two Annual General Body Meetings. The member so inducted in the Governing Body would be a member of the remaining period or till the new Governing Body is reconstituted.

- vii. To constitute any Committee or Sub-Committee and nominate advisors for the society as and when necessary and with such powers as the Governing Body may deem fit;
- viii. To prepare and submit to the Annual General Body Meeting an audited Statement of Accounts and Annual Report of the previous year;
- ix. To pay all rents, taxes and salaries and remunerations to the employees of the Society;
- x. To invest the funds of the Society and to sell, vary or transpose such investments from time to time;
- xi. To manage and deal with all matters pertaining to the provident fund or any other schemes for the benefits of the employees or ex-employees of the Society or their families;
- xii. To spend the funds of the Society in such manner as the Governing Body shall consider most beneficial for the Aims and Objectives of the Society mentioned in its Memorandum of Association;
- xiii. To grant receipts, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents;
- xiv. To make, sign and execute all such documents and instruments as may be necessary or proper for carrying out the management of the property or affairs of the Society;
- xv. To invite and accept donations and subscriptions with or without any condition;
- xvi. To acquire in the name of the Society by gift, purchase, exchange, lease or hire or otherwise howsoever any lands, buildings, easements, rights or privileges for the purpose of the Society;
- xvii. To borrow or raise funds which may be required for the welfare of the Society upon bonds, debentures, promissory notes or other obligations or securities of the Society subject to a sanction in the Annual General Body Meeting;
- xviii. To create and maintain an official website of the society with relevant information pertaining to the affairs of the society, which can be made available for the benefit of all the members.
- xix. To amalgamate the Society with any Association, Society or institution having objects altogether or in part similar to those of this Society subject to a sanction in the Annual General Body Meeting;
- xx. To amend/alter the Rules and Regulations of the Society, if necessary, provided the same shall not be inconsistent with the Memorandum of Association or the Rules and Regulations of the Society subject to a sanction in the Annual General Body Meetings
- xxi. To negotiate and enter into agreement/contracts on behalf of the Society and to vary and rescind such contracts;
- xxii. To institute, conduct, defend, compound or abandon any legal proceedings, by or against the Society or its officers or otherwise concerning the affairs of the Society and also to compound and allow time for payment of any due or any demand by or against the Society. To refer any claim or demand by or against the Society to arbitration and observe and perform awards;
- xxiii. To delegate any of the powers of the Governing Body to any officer of sub-

- committee or committee;
- xxiv. To do all such acts and things as are incidental or conducive to the attainment of the above powers of any one or more of them and to the Objects specified in the Memorandum of Association.

14. SUB-COMMITTEES:

- i. The Governing Body may, from time to time, constitute any Committee or Sub-Committee (consisting wholly or partly of members of their own body and/or others) as they may think fit and may delegate any of their powers to them and prescribe the functions of and the procedure of any such committee or Sub-Committee.
- ii. Either the Chairperson or Vice Chairperson, Secretary or Joint Secretary shall always be appointed as a member of every such committee or sub-committee.

15. FILING OF DOCUMENTS:

- i. Within thirty days after holding of every Annual General Body Meeting, the following papers shall be filed with the Inspector General of Registration:
 - a. A list of the names, addresses and occupations of the members of the Governing Body, including the Chairperson, Co-Chairperson, the Vice Chairperson, Secretary, Joint Secretary, Treasurer and Executive Members of the Society;
 - b. An annual report by the Governing Body on the working of the Society.
 - c. A copy of the Balance Sheet of the Society and the Auditor's Report certified by the Auditor.
 - d. The list and the annual report referred to above shall be certified by the Chairperson or Co-Chairperson or Vice Chairperson or Secretary of the Society.
- ii. If any change occurs in the composition of the Governing Body at any time for any reason, such change shall within thirty days be notified to the Registrar.

16. PROCEDURES OF THE GOVERNING BODY MEETINGS:

- i. Presiding authorities of meeting of the Governing Body: Every meeting of the Committee shall be presided over by the Chairperson. If the Chairperson is not present in any meeting, the Co-Chairperson and in his/her absence Vice Chairperson and in his/her absence Secretary shall preside over the meeting and in the absence of Secretary, Joint Secretary shall preside over the meeting and if all of them are absent then the members present shall choose one of them to be the Chairperson of the meeting depending upon their seniority.
- ii. Quorum: Seven members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.
- iii. If at a meeting quorum is not present within 15 minutes of the time for commencement of the meeting, the same shall stand adjourned to the same day for half an hour at the same place. At such adjourned meeting the members present shall be competent to transact the business of the meeting irrespective of whether the quorum is achieved or not.

- iv. Three days of notice for online and ten days' notice for offline for every meeting of the Governing Body shall be given to each member of the Governing Body through email.
- v. Convening of meeting: A meeting of the Governing Body shall be convened by the Secretary at least once in three months in consultation with the Chairperson. The Governing Body meeting may be held through online/teleconferencing or offline basis.
- vi. Questions to be decided by majority vote: All questions at a meeting of the Governing Body shall be decided by a majority of votes and in case of an equality of votes, the Chairperson of the meeting shall have a final decisive vote.
- vii. A declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect in the books of proceedings of the Society shall be conclusive evidence of that fact.
- viii. Business by circulars: Any business which may be necessary for the Governing Body to transact may be transacted by circulation and approved by 50% of the members signing the Circular shall be effectual and binding as if such resolution had been passed at an online/offline meeting of the Governing Body.
- ix. Minutes book: Proceedings of all online/offline meetings of the Governing Body shall be duly recorded in the Minutes Book to be kept for that purpose. The Governing Body shall function notwithstanding any vacancy and no act or proceeding of the Governing Body shall be invalidated by reason of the existence of a vacancy or vacancies among its members or of any defect in the appointment or election of any of its members.
- x. Circulation of minutes: Minutes of the Governing Body meeting, General Body meeting, and Extra Ordinary Meetings will be circulated within one week of the meeting.
- xi. If any member points out an omission or an error in the General Body Meeting, the Secretary will advise the member concerned, the reason for omission if any or make corrections as necessary.

17. BANKERS:

The Governing Body may open account/accounts with any Bank or Banks in the name of the Society and the same shall be operated jointly by Chairperson or Secretary or more of the office bearers or members one of whom will be the Treasurer of the Society.

18. OFFICE BEARERS OF THE SOCIETY:

Office bearers of the Society shall be:

- i. Chairperson (1)
- ii. Co-Chairperson (1)
- iii. Vice Chairperson (1)
- iv. Secretary (1)
- v. Joint Secretary (1)
- vi. Treasurer (1)
- vii. Executive members (6)

19. FUNCTIONS & DUTIES OF OFFICE BEARERS:

A. FUNCTIONS AND DUTIES OF THE CHAIRPERSON:

- i. The Chairperson shall preside over all the meetings of the Governing Body, Annual General Body meeting and other special meetings;
- ii. The Chairperson shall exercise general control over the running of the Society;
- iii. The Chairperson shall discharge such other duties and exercise such powers as he may be required to, from time to time, by the Governing Body or the General Body;
- iv. The Chairperson presiding at the General Body meeting or Governing Body meetings or any special meetings shall be entitled to a casting vote in the event of a tie;
- v. The Chairperson will have powers to incur any expenditure not exceeding a sum specified by the Governing Body.

B. FUNCTIONS AND DUTIES OF THE Co-CHAIRPERSON:

The Co-Chairperson shall, subject to the control and direction of the Governing body shall assist Chairperson and will also perform the duties and responsibilities of Chairperson in his/her absence.

C. FUNCTIONS AND DUTIES OF THE SECRETARY:

- i. The Secretary shall, subject to the control and direction of the Governing body be in general charge of Public Relations of the Society and in particular maintain liaison with Governmental or other authorities concerned, for the benefit of the society.
- ii. Have charge of all the correspondence of the Society;
- iii. Have custody of and maintain in good order and condition all office furniture and other properties of the Society;
- iv. Ensure that all correspondence, records and documents connected with the business of the Society are properly filed and preserved.
- v. Exercise general supervision over the employees, agents and contractors of the Society;
- vi. Arrange to keep a register of members and enter therein the particulars regarding name, contact number, email and address of each member of the Society;
- vii. Keep a record of minutes of all meetings of the Governing Body and of the Annual General Body meeting and any special meeting to be correctly recorded, confirmed and kept.
- viii. Shall do all such acts and things as may from time to time, be decided by the Governing Body and also in anticipation of the sanction of the Governing Body meeting as may be conducive to the attainment and furthering of the objectives of the Society;
- ix. Cause requisite notices to be served to the defaulting members.

D. FUNCTIONS AND DUTIES OF THE JOINT SECRETARY:

The Joint Secretary shall, subject to the control and direction of the Governing body shall assist Secretary and will also perform the duties and responsibilities of Secretary.

E. FUNCTIONS AND DUTIES OF TREASURER:

The treasurer shall subject to the control and direction of the Governing Body jointly and separately:

- i. Invest, deposit and/or advance the funds of the Society not immediately required in such securities, banks or otherwise as may, from time to time, be determined by the Governing Body meeting;
- ii. Be in-charge of all the funds of the Society consistent with the approved budget;
- iii. Be authorized to make and collect payment on behalf of the Society;
- iv. Maintain or cause to be maintained the accounts of the Society and shall be incharge of the all the books of accounts, records and documents;
- v. shall get the accounts of the Society audited by a duly qualified Auditor appointed by the Governing Body and obtain the Auditor's report thereon;
- vi. Shall prepare and submit before the Governing Body at its first meeting of the financial year a draft budget of the expected income and expenditure of the Society for approval of the Governing Body;
- vii. Place before the Governing Body the income and expenditure account and capital expenditure statement and donations and subscriptions received from members etc.

20. ALTERATION OR EXTENSION OF THE PURPOSE:

The Society may alter amend or bridge the purposes of this Society or amalgamate the Society wholly or partly with any other Society in accordance with the provisions of the Societies Registration Act, 1998 as applicable.

21. AMENDMENT IN THE RULES:

The Rules of the Society shall not be amended unless the amendment (s) has been approved by 3/5th of the members present of the Society in General Meeting.

22. DISSOLUTION AND DISTRIBUTION OF THE PROPERTY OF THE SOCIETY:

- Clause*
- i. The Society shall not be dissolved unless 3/5th of the total members express a wish for dissolution at a General Body Meeting convened for the purpose.
 - ii. Upon dissolution, if there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them to some other Society whose objects are similar or to the Government to be determined by the votes of not less than 3/5th of members present personally or by proxy at the time of dissolution.
 - iii. Provided that any land or other immovable property held on lease/license by the Society to be governed by the relevant terms of the respective lease or license.
- Amend*
- [Signature]*

23. INSPECTION OF REGISTERS:

All records of the Society including the Register of Members Accounts Register and proceedings book shall be available at the registered office for inspection by any member of the Society.

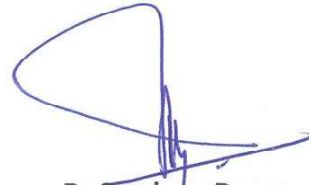
CERTIFIED THAT THIS IS THE TRUE AND CORRECT COPY.



Dr T. R. Raina
Chairperson



Dr Dushyant Choudhary
Secretary



Dr Sandeep Dogra
Joint Secretary

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