

God has once again made us to realize that we all the creatures live in His Kingdom, under His rule and submitting to His will. With every misery He has been kind enough to teach us some of the best yet most painful lessons to recollect our virtues of standing helpful to each other in commune. It is our choice to remain, resourceful, living with love, care for all and malice to none or to be wise after the event and dig the well when the house is on fire.

We, few like minded have resolved to create a global organization to explore the possibilities of identifying areas of welfare in education, healthcare and economic help in society and to provide the same to needy to the possible extant.



# 108 SEVAK



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## ARTICLE OF ASSOCIATION

### 1. NAME & TITLE:

The organization shall be called:

“ 108 SEVAK ” i.e [108 SHARDA EKATRIT VITTI AAPADA KOSH]

### 2. LOCATION

The Registered Office of the organization shall lie at House No.1, Lane No.3, Surya Vihar, Borhi, Jammu 180002 and the Sub Office at M-330,2nd Floor, Guru Harkrishen Nagar, Paschim Vihar , New Delhi - 110087. The Society may change the place of registered office or the Sub- office as approved by the Executive committee.

### 3. AREA OF OPERATION

Primarily the area of operation of the organization shall be our country INDIA.

#### **4. Aims and Objectives:**

- i. 108SEVAK shall be purely a non political, non religious and no profit / gain , organization involved in socio- economic welfare work to provide logistic and financial support to deserving members of our society.**
- ii. 108SEVAK shall identify people in general and students in particular who need financial help to lead at least minimum standard of dignified human life , good health and education and keep arrangements for the same by subscriptions, donations, aids etc from members and others.**
- iii. To consider scholarships, payment of school / college fee / procurement of books , stationery etc. in favour of poor / meritorious students on occasional or regular basis and the same shall be reviewed / renewed annually, if required.**
- iv. To provide financial and logistic help to the deserving families, who have no source of income and also to provide financial assistance to families with lost lone bread earners due to a natural calamity including any pandemic.**
- v. 108SEVAK shall make a record of applicants and design procedure for passing on the financial aid in most transparent way and the information and records shall be made public on website , twiter, blog etc.**
- vi. The Organization may work in collaboration with similar social welfare organization for a project work after approval from office bearers team and also take work for societal development.**
- vii. It shall also maintain a what sup group of members with 1 to 3 Admins for exchange of informative posts and also an email account of the organization restricting all content other than meant for the organization.**
- viii. By no means the organizations shall involve itself in any political or unlawful activities.**

## MEMORANDUM OF ASSOCIATION & BYLAWS

### 5. Members and membership

#### 5.1

Any resourceful person can be a registered member of the organization after a approval of the team of office bearers and shall consist of two types, LIFE members and Associate Members:

- a. The life member shall contribute Rs.5000/- as life membership and also contribute monthly subscription of minimum Rs250/-.
- b. The Associate member shall pay initial membership fee of Rs.1000 and thereafter usual minimum monthly contribution of Rs.250.

#### 5.2

The founder members as per list enclosed who have already paid Rs.1000/- will be treated as Life Members and are no longer required to contribute the balance amount as stipulated in the above clause and the rest of the members will be treated as Associate Members.

#### 5.3

A new Life Member/Associate Member shall be inducted after approval by the Committee of office bearers.

#### 5.4

The membership is presently restricted to 108 and the number may be increased after approval from the executive body.

### 6. Tenure / Cessation of membership

- i. Any member shall have option of relinquishing his/ her membership of the organization any time with information to the office, or can nominate another person in his / her place seeking approval of the President or Secretary
- ii. Death of a member shall automatically cease the membership .
- iii. Any associate member who stops monthly contribution of membership of minimum Rs.500/- for a continuous period of 3 months shall also cease to be a registered member and may renew his / her membership after paying the overdue subscription.

The office bearer team, with its majority decision, may suspend or expel any member for his / her misconduct which may not be in the interests of the organization.

## **7. General Body**

- i. It shall be the supreme body of the organization consisting of all members.**
- ii. All Registered members shall form the Electoral college for the election of the President, Vice Presidents, Secretary, Joint Secretary, Treasurer, Sub Treasurer, Publicist, IT website Administrator (can be outsourced too)**
- iii. Functions of General Body:**
  - a. The President may convene a general body meeting at any time, he / she may feel necessary.**
  - b. President shall preside over all the meetings and in his/her absence the Vice President shall preside over such meetings.**
  - c. All the decisions of the General Body shall be preferably by consensus or a majority vote by raising hands in favor of the decision.**
  - d. The General Secretary shall present the Annual Report of the Organization before the General Body.**
  - e. The Treasurer and the sub treasurer shall present the audited statement of the accounts for the previous financial year before the general body and shall seek confirmation for passing the same.**
  - f. All the virtual meetings held on zoom or on google meet shall hold validity as those of physical meetings.**
- iv. a. The annual General Meeting shall be held within 6 months from date of the close of the financial year.**
  - b. The agenda of the AGM shall be as under:**
    - i. Presentation of Annual Report by the general secretary**
    - ii. Presentation of audited accounts for adoption**
    - iii. Appointment of Auditors**
    - iv. Any other point (s) with the permission of the chair.**

## **8. OFFICE BEARERS TEAM**

- i. PRESIDENT**
- ii. VICE PRESIDENT (1)**
- iii. VICE PRESIDENT (2)**
- iv. SECRETARY**
- v. JOINT SECRETARY**
- vi. TREASURER**
- vii. SUB TREASURER**
- viii. PUBLICIST**
- ix. IT, WEBSITE ADMIN**

## **9. EXECUTIVE COUNCIL**

Executive Council shall comprise of 18 registered members who shall be guiding the organization and the team of office bearers to frame the policies and bear the torch to achieve the aims and objectives of the organization.

## **10. Election / Nomination**

- i. President, Vice Presidents, Secretary , Joint Secretary, Treasurer, Sub Treasurer, Publicist, IT website Administrator (can be outsourced also) shall be nominated by the electoral college preferably by consensus or by majority vote by raising hands in the General Body Meeting convent specifically for the purposes or a physical or virtual voice vote.
- ii. The other executive members shall be nominated by the President in consultation with the elected office bearers or if insisted by the life members, they can also be elected in the AGM.

## **11. Tenure of Executive Committee**

- i. The tenure of the executive committee shall be for a period of 3 years
- ii. No office bearer shall hold any office for more than two consecutive terms

## **12. Functions:**

### **A. The Office Bearers Team**

The team shall invariably strive to function with consensus on all the issues and matters.

### **B. President.**

- i. President shall preside over all the meetings executive or general body and decide time, date and venue of AGM

- ii. President shall represent 108SEVAK before any forum, Bank, Govt Authority or any social, cultural, literary, religious organization alone or with delegation, if desired in executive body only towards meeting aims and objectives of the organization, .
- iii. President may convene a meeting of the executive body anytime, in consultation with the secretary.
- iv. President , in consultation with the secretary or the executive committee constitute different committees / sub committees and their heads, for implementation , policies and programmes of the organization and the members of such committees and sub committees may be from the executive or general members .
- v. President shall also have right to raise his hand in favor of any decision, if need be on voting.
- vi. President shall be responsible for implementation of any resolution passed by the executive or general body.
- vii. President in consultation with other office bearers shall have powers to increase number of executive member and also co-opt any member to replace him / her on failure to attend meetings without proper information.
- viii. President in consultation with the executive committee may fill any post of office bearers, falling vacant due to any reason till the tenure ends.
- ix. President in consultation with the executive council shall have powers to execute all the actions to fulfill aims and objectives of the Organisation.

### **C. Vice Presidents**

- i. Vice President 1 ,2 shall act as a president in his/ her absence and thus preside over all meetings and work as per directions of the President.
- ii. VPs shall assist President in all matters of 108SEVAK in a desired and suitable manner.
- iii. If the post of President falls vacant due to any reason VPs1 and then 2 shall act as the President for the remaining tenure or as decided by the general body unanimously.

**D. Secretary**

- i. The Secretary shall be the administrative head of the executive committee. Secretary shall also represent 108SEVAK before any forum, Bank, Govt Authority or any social, cultural, literary, religious organization alone or with delegation, if desired in executive body.**
- ii. Secretary shall maintain all the correspondence, documents, office records, membership register, membership forms, monitoring addition / deletion of members and all other relevant records, shall also record minutes of all the meetings and seek confirmation of the minutes of the preceding meeting.**
- iii. Secretary shall verify all the bills / vouchers before payment and shall also counter sign cash book, balance sheet and other financial documents.**
- iv. Secretary shall inform the dates of prospective meetings AGM or executive meeting well in time and also post such messages on what sup group.**
- v. Secretary shall present annual report of the organization for the previous year in AGM.**

**E. Treasurer:**

- i. The Treasurer shall maintain the account/s of 108SEVAK with a nationalized Bank.**
- ii. Treasurer shall get the accounts audited every year ending on 31<sup>st</sup> March, by the auditor / auditors appointed by the executive committee.**
- iii. Treasurer to maintain monthly subscription and donations record of all the member and to keep ready before any meeting for ready reference of valid membership position.**
- iv. Treasurer shall also remind members of default in remittance of monthly subscription, if any ,to avoid unknowingly cancellation of their membership .**
- V. Treasurer to present audited accounts in AGM.**
- Vi. To operate the account and sign cheques for payment jointly with President / Secretary.**
- Vii. In case of certain exigencies, President, Secretary and Treasurer shall have powers to incur higher expenditures for help or assistance to members in times of need.**
- Viii. Treasure may keep a maximum sum of Rs.10000 for petty expenditures.**

**F. SUB TREASURER**

To act as co Treasurer with all the roles and responsibilities of the Treasurer and to work in unison to meet the goals of the organization.

**G. PUBLICIST**

To develop and maintain Public Relations of the organization. To manage events, if any and deal the media if need be. To represent the organization with Fund Raisers and also to deal legal matters etc.

**H. IT, Website Administrator**

To handle the proposed website and related IT matters. To upload the data from time to time meant for public domain. To design and develop various posters, products etc for use at organization level.

**13. BANK ACCOUNT:**

The organization shall open a Savings account and or invest in long term deposits with any Nationalized Bank , anywhere in India which shall be operated by President or Secretary jointly with Treasurer or Sub Treasurer. To avail facilities of internet banking corporate user shall be got created from the bank to facilitate online payments by designated users.

**14. Residuary Powers:**

The office Bearers team shall have powers to deal with contingencies,situations and matters not provided in the constitution / by laws and take such other decisions as may be necessary but within the aims and objectives of the organization.

**15. Quorum**

Quorum of any meeting shall be 30% of the total members and in case it is not complete in the first meeting, then the members present in the adjourned meeting form the quorum.



**16. DISSOLUTION**

The Society can be dissolved and the assets and liabilities shall be transferred to a society having similar objects and as approved with 2/3<sup>rd</sup> majority by the Life Members convened specially for the purpose.

**17. MODIFICATIONS**

Any article of this constitution can be amended or modified by the majority decision of the executive body.

**18. PATRON**

The organization 108SEVAK shall preferably have a "PATRON" to be the guiding factor for execution of works and activities to meet the aims and objectives of the organization in the real spirit and the same shall be occasionally reviewed by the office bearers.

**19. ADVISORY BOARD:**

108SEVAK shall have an advisory board of maximum nine well known personnel ,who shall have extraordinary expertise and experience in various fields to act as wisdom pillars for the success of the organization.

**20. METHOD OF IDENTIFICATION OF BENEFICIARIES AND PAYMENT THEREOF**

Any registered member or advisor can forward an application from a deserving prospective beneficiary through a member of executive council or an office bearer on the standard format with Name, Parentage, Address, Occupation, Adhar number, Bank account details (account number, Name of Bank, Name of Branch, IFSC) Contact Number, a Photograph with purpose in brief and details of any such existing financial aids. The application shall be verified and vetted by President / Secretary after seeking the feedback and the financial aid thus decided shall be credited to the account of applicant or guardian as a one time measure or on regular basis as defined above.