

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 the Union Territory of Delhi and at present at Centre for Women’s Development Studies, B-43, Panchsheel Enclave, New Delhi-110017.
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 teaching, research or action for women’s development;
 - ii. To provide, establish information centres at different parts of the country for promotion of Women’s Studies and Scientific analysis of action for development of women’s equality. To this and develop a net work 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 SNDT 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 services and resources, with a view to strengthen and assist women scholars, writers, communicators, 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 their 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 names, addresses and occupations of the First Executive Committee Members of the Association, are given below:

Sl. No.	Name & 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. Hemlata 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, SNTD Women's University.	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, SNTD University.	SNTD 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.

Sl. No.	Name and Address	Occupation	Signature
1.	Dr. Madhuri R.Shah, Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002	Educationist	Sd/-
2.	Dr. Hemlata Swarup, Vice Chancellor, Kanpur University, 111/98-A, Water Works Compound, Ashok Nagar, Kanpur-200 012	Social Scientist	Sd/-
3.	Dr. Jyoti R.Trevadi, Vice Chancellor, SNTD Women's University, 1 Nathibai Thackersey Road, Bombay - 400 020	Physician & Educationist	Sd/-
4.	Dr. D. Shankar Narayan, Addl. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 110002	Scientist & Educational Planner	Sd/-
5.	Dr. Phulrenu Guha, 55/5 Purna Das Road, Calcutta - 700 029	Social Worker	Sd/-
6.	Prof. Lotika Sarkar, L-1/10 Hauz Khas,	Professor of Law, Delhi University	Sd/-

	New Delhi-110016		
7.	Smt. Devaki Jain, Director Institute of Social Studies Trust, M-1, Kanchanjunga Bldg., 15 Barakhamba Road, New Delhi-110001	Social Scientist	Sd/-
8.	Prof. Neera Desai, Director, Research Unit on Women's Studies, SNTD Women's University, 1 Nathibai Thackersay Road, Bombay-20	Social Scientist	Sd/-
9.	Dr. Vina Mazumdar, Director, Centre for Women's Development Studies B-43, Panchsheel Enclave, New Delhi-17	Social Scientist	Sd/-

INDIAN ASSOCIATION FOR WOMEN'S STUDIES

Rules and Regulations

1. **Short Title and Commencement:** These rules shall be called the Rules of *Indian Association for Women's Studies*, New Delhi.
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 as 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", the "Treasurer" shall mean respectively the President, the 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) **Ordinary Members:** This category of membership shall consist of (i) all those who join in establishing the Association initially; and (ii) all those who are subsequently admitted as ordinary members. Any individual who is an Indian citizen and is interested in the field of policy studies, action programmes, women's studies and administration and management related to women's problems and issues shall be eligible to apply for membership under this category.
 - (b) **Life Members:** Individuals who have paid the prescribed fee may be admitted as life members.
 - (c) **Institutional Members:** Organisations, Institutions, Cooperatives, Corporations and other specialised agencies who are in sympathy with the aims and objectives of the Association may be admitted as Institutional Members. These institutions shall have the right to nominate one person to the membership of the Association who shall enjoy all the rights of an ordinary member except as otherwise provided under Section 6.
 - (d) **Corporate Members:** Institutions/organisations/agencies who pay a subscription of Rs.5,000/- may be admitted as Corporate Members, and enjoy the same rights as institutional members, except for the fact that they will be permanent members of the Association.
 - (e) **Honorary Members:** Certain distinguished persons who have made outstanding contribution to the research studies, action projects, policy related studies, and women's movements may be admitted as honorary members of the Association on a unanimous decision of the Executive Committee. Members under this category shall not be under any obligation to pay towards the membership fee of the Association.
 - (f) **Student Members:** Apart from all the above categories, the Association shall admit persons from student community who are eighteen years of age, on payment of prescribed subscription fee as Student Members, who shall enjoy the same rights as ordinary members. At the time of enrolling as student members, they have to provide proof of being students. Students upon enrolment continue to be members for the duration of the E.C. even if they cease to be students.

- (g) **Associates:** Non-Indian citizens may also be admitted to the Association as “Friends of IAWS”, who shall have the right to participate in conferences and other activities organised by the Association, but shall not be eligible for attending General Body Meeting or for participation in elections. A donation of US \$ 50/- would be welcome from them.

4. Membership Fee

Subscription

- | | |
|---|-------------------------|
| (a) Ordinary Members | Rs. 100/- for two years |
| (b) Life Members
(Permanent) | Rs.500/- |
| (c) Institutional Members | Rs.700/- for two years |
| (d) Corporate Members
(Permanent)
(institutions only) | Rs.5,000/- |
| (e) Student Members | Rs.50/- for two years |
| (f) Friends of IAWS* | |

*From the **Friends of IAWS** a donation of \$50/- would be welcome.*

Members fee for all the above categories is payable in advance. Provided that General Body may enhance or reduce the membership fee as it deems fit. Honorary members shall not be obliged to pay any membership fee.

5. The General Body

- (a) The entire membership of the Association including the honorary members and the nominees of the Institutional and Corporate 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.
- (e) Unless otherwise specifically provided the decision 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 his/her 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 9 members, shall be as follows:
 - (i) Subject to the ceiling of 15 members, and the internal ceiling as indicated below for each category. The Executive Committee should have one member for every 20 members of the Association in the four categories of Ordinary, Life, Student, and Institutional/corporate Members separately.

Ordinary member constituency	five
Life member constituency	eight
Institutional/Corporate member constituency	one
Student member constituency	one
Total	<u>Fifteen</u>

- (ii) The President and the General Secretary of the Outgoing Committee shall be included in the newly elected executive Committee as ex-officio members, in addition to the number prescribed in R.6(i).
- (iii) The E.C. may co-opt upto three members, as it may consider necessary, subject to the ceiling prescribed in R.6(a)(i) and (ii).
- (b) The Local Organising Secretary of the Conference shall be included as a member of the E.C.
- (c) The total number of members in the EC shall in no event exceed 18.
- (d) The term of the office of the EC will be two 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:
- | | | | |
|----|-------------------|---|--|
| a. | President | - | one |
| b. | Vice-President | - | two (only one to be elected at present. Another may be added later). |
| c. | Treasurer | - | one |
| d. | General Secretary | - | one |
| e. | Joint Secretary | - | 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 two members of the General Body for election as members of the Executive Committee. The circular for such nominations shall be sent to all members of the Association. The circular in addition to other things will mention the last date of the receipt of nominations which shall be fixed by the Executive Committee.
- (ii) After the last date for receipt of nomination papers, separate lists of all valid nomination papers received for membership of the Executive Committee mentioning the names of (i) the candidate; (ii) the proposer and (iii) all those who have seconded the proposal shall be prepared.
- (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 papers shall then be despatched to each member of the Association. Members shall be required to fill in the names of the candidates they wish to vote in the ballot paper. Each member shall be allowed to vote to 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 R.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 powers 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 deems fit for the affairs of the Association; (vi) appoint such and so many persons 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 purposes as are specified by it' (ix) review and sanction budget estimates; (x) select from time to time subjects for investigations, researches or studies and sanction the 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-Committee 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 connected with various aspects of women's studies; (ii) arrange and organise seminars, discussions, lectures, group meeting in respect of some specialised aspects of the women's studies; (iii) publish and/or finance publications of studies, monographs, books, periodicals, reports or other literature from time to time as it deems fit.
- (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 two years or decide its business by circulation.
- (b) The General Body Meeting 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 of 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 six or half of its total strength, whichever is less.
- (c) Adjourned meetings can be held after one hour.

10. The Funds and Accounts

- (a) The funds of the Association shall consist of all the receipts through member's fees, grants, donations, subscriptions and fees as well as income from investments, properties, publications 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 1st April of a year to the 31st March of the following.
- (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 auditors 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 an 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 resolutions/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 discussions 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 the 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 the 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 filled 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.
- (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.

BYE-LAWS FOR ELECTION

1. The Executive Committee shall finalise 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 that a member can make, and the last dates for receipt of nominations/consent/withdrawals/completed ballot papers by Returning Officer, and the dates for dispatch for nomination forms, list of nominations received and ballot papers alongwith 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 alongwith 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. The nomination forms should provide for signature of the nominating member, another member seconding the nomination and the consent of the nominee (sample attached).
4. The last date for receiving completed nominations by the Returning Officer should be at least four months before the general Body meeting.
5. 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 context the election. such confirmation/withdrawal letters must reach the Returning officer twelve weeks before the general Body meeting.

EXCERPTS FROM RULES AND REGULATIONS OF THE ASSOCIATION PERTAINING TO THE ELECTION OF THE EXECUTIVE COMMITTEE

“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 9 members, constituted as follows:
- (b) Subject to the ceiling of 15 members, and the internal coiling as indicated below for each category. The Executive Committee should have the member for every 20 members of the Association in the four categories of Ordinary, Life, Student, and Institutional/Corporate Members separately.

Ordinary member constituency, including the 5 years -	Five	(5)
Life member constituency -	Eight	(8)
Institutional/Corporate member constituency -	One	(1)
Student member constituency -	One	(1)
	<hr/>	
	Fifteen	(15)
	<hr/>	

- (c) The term of office of an Executive committee will be two years. Provided that the President and the General Secretary of the outgoing Committee shall be included in the newly elected Executive committee as ex-officio members, in addition to the prescribed maximum.
- (d) The Executive Committee shall have the following Office Bearers:
 - (a) President - One
 - (b) Vice-President - Two (only one to be elected at present. Another may be added later).

- (c) Treasurer - One
- (d) General Secretary - One
- (e) Joint Secretary - One

- (e) All office bearers would be elected by the Executive Committee from amongst its own members.
- (f) 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 two members of the General Body for election as members of the Executive Committee. The circular for such nominations shall be sent to all members of the Association. The circular in addition to other things will mention last date of the receipt of nominations which shall be fixed by the Executive Committee.
- 7. The Returning Officer shall thereafter prepare Ballot papers which should be duly signed by the President or the General Secretary alongwith the Returning Officer. The ballot papers should be dispatched under Postal Certificate, at least ten weeks before the General Body meeting, with instructions that duly completed ballot papers must be received by the Returning Officer at least seven weeks before the General Body meeting. Members should be instructed to send completed ballot papers under registered cover. Local members may, however, be permitted to deposit these in sealed envelopes in a ballot box maintained by the Returning Officer.
- 8. Counting of votes will be done by tellers under the supervision of the Returning Officer. After completion of counting, the result should be reported to the EC by the Returning Officer at the meeting of the EC, which shall be held at least six weeks before the General Body meeting.
- 9. The result of the election of the Executive Committee be announced by the General Secretary at the General meeting or through a communication to all the members of the Association by post and the newly elected EC members shall be requested to elect new office-bearers at the first meeting of the EC.
- 10. The ballot papers must be preserved in safe custody until the next election is announced.
- 11. A register shall be maintained with entries for despatch and receipts of notices with addresses of all to whom schedules, nominations forms/ballot papers are sent, under Item 1, 3 & 7.

NOTE: While life members may nominate only from among life members for the seats reserved for life members (restricted to 2 at present), it will be possible for ordinary members to nominate any persons from the list of members for the seats reserved for election by ordinary members (restricted to 8 at present). Similarly, it will be possible for the institutional members (including corporate members) to nominate any one connected with a member institution for the seats reserved for institutional members (restricted to one at present), even if that person is an ordinary or a life member.

FORMAT OF NOMINATION FORM

Category No.... :

We nominate the following members for election to the Executive Committee for the period..... from theConstituency. Their letters of consent are attached herewith/will be sent separately.

Please note membership number for each name noted in three columns.

Signature

Sl.No	Name and Address	Proposed by	Seconded by
1			
2			
3			
4			
5			
6			
7			
8			

Signature : _____

Address of Member _____
submitted the form _____

Place: _____

Date: _____

MEMBERSHIP FORM

I would like to be a member of IAWS in the following category
[Please tick (☐) appropriate category]

Ordinary Member
Rs. 100 for 2 years

Student Member
Rs. 50 for 2 years

Institutional Member
Rs. 700 for years

Life Member
Rs. 500

Corporate Member
Rs. 5000

I enclose herewith a demand draft/money order of Rs. _____
(Rupees _____) made out to the Indian Association for Women's Studies.

Signature and Date

Name(Please print)

Address

.....

.....

.....

.....

Phone Nos. (o)..... (r)

Fax No.

E.Mail Address

Education

Occupation

[Please fill in, detach and mail]