

DELHI UNIVERSITY WOMEN'S ASSOCIATION

MEMORANDUM

In the matter of Act XXI of 1860 being an Act for the Registration of Literary, Scientific and Charitable societies.

and

In the matter of the 'Delhi University Women's Association' (Regd. on 31st October 1964)

1. The name of the Society is 'Delhi University Women's Association' and henceforth in the Memorandum it is referred to as Association.
2. The Registered office of the Delhi University Women's Association shall be situated at the Main Campus, 7, Chhatra Marg, University of Delhi, Delhi-110007.
3. The Affiliated Units desirous of adopting and pursuing the objectives as mentioned in the Object 'Clause of the Delhi University Women's Association may be set up at the South Campus or any other Campus / Area falling within the jurisdiction of the University of Delhi, Delhi 110007.
4. The objectives for which the association is formed are :
 - (i) To promote and to carry on social, cultural, recreational, welfare, educational and economic activities for the benefit of the women-members on the staff, women students and family members of those on the staff of the Delhi University and its affiliated and constituent colleges and recognized institutions and also for the benefit of those who are residents in the Campus of the University and of the surrounding areas.
 - (ii) to provide and maintain hostel accommodation for the members of the Association who are Teachers, Research Associates, Ph.D. scholars of Delhi University or any of its affiliated colleges, institutions.
 - (iii) to invite as and when feasible cultural leaders, scholars, scientists and creative artists, who may or may not be members of the Association, to give lectures, conduct workshops, hold exhibitions which may contribute towards enrichment of knowledge and interests of the members of the association.
 - (iv) To support working mothers and reduce their stress relating to the welfare and well being of their child and to lay the foundations of proper psychological development of the child.
 - (v) to undertake in general such other activities from time to time as shall be necessary for achieving the objectives mentioned in the above stated clauses (i, ii, iii, iv)
5. The management of the affairs of the Delhi University Women's Association shall be entrusted and vest exclusively in the Executive Committee of the Association.

A. Membership of the Delhi University Women's Association

Membership shall be open to:

- The women members of the staff of Delhi University (Teaching, Non Teaching), its affiliated and constituent colleges and recognized institutions.
- Dependent females family members of the staff of Delhi University (Teaching, Non teaching), its affiliated and constituent colleges and recognized institutions.
- The retired staff and the female dependents of the retired staff of Delhi University (Teaching, Non teaching), its affiliated and constituent colleges and recognized institutions.

Kinds of Membership

PATRON

The Vice- Chancellor is the ex-officio patron of the Association.

LIFE MEMBERS

- Life Members are those persons who fulfill the criteria of membership stated above and pay the prescribed admission and life membership fee applicable at the time of seeking membership. However, the membership is subject to the approval of the Executive Committee. The membership fee charged will be ten times the fee prescribed for Annual members. The fee is subject to change by a resolution passed in the Executive committee by two third majority.
- Any member who has served as an Annual member for a period of 10 years can become a life member by paying 50% of the existing Life membership subscription fee.

ANNUAL MEMBERS:

Annual Members are those person who fulfill the criteria of membership stated above and pay the prescribed admission fee and subscription fee applicable at the time of seeking membership. However, the membership is subject to the approval of the Executive Committee. The membership is terminated if the prescribed annual membership fee is not paid within 30 days of the termination of the membership. However, the membership can be renewed by paying the admission fee once again.

REGULAR MEMBERS:

Regular members are those members who fulfill the criteria of membership are either Life Members or Annual Members and are eligible to contest in the elections which are held to constitute the Executive Committee.

ASSOCIATE MEMBERS:

- The Executive Committee may admit any woman or girl who intends to make use of any of the facilities provided by the Association, as an Associate Member, on payment of the prescribed admission and subscription fee applicable at that time.
- Associate Members shall not have the right to vote at the General Body meeting or to hold any elective office in the Association.

- One Associate member can be nominated to the Executive Committee by the President in consultation with the members of the Executive Committee.

All applications for membership of the Delhi University Women's Association shall be on the prescribed form, accompanied by the admission fee and the prescribed fee as is decided by Executive Committee from time to time.

B. Executive Committee of DUWA

(a) Composition of the Executive Committee of DUWA

The Executive Committee of the Delhi University Women' Association shall consist of the following-

- (i) President (Ex Officio Post)
 - (ii) Vice-President (Nominated by the Executive Committee from amongst the nine directly elected members).
 - (iii) Secretary (Direct election specific for the Office of the Secretary)
 - (iv) Treasurer (Direct election specific for the Office of the treasurer)
 - (v) Joint Secretary (Nominated by the Executive Committee from amongst the nine directly elected members)
 - (vi) Joint Treasurer (Nominated by the Executive Committee from amongst the nine directly elected members)
 - (vii) Six other members (Direct election)
 - (viii) One nominated Associate member (Nominated by the President in consultation with the members of the Executive Committee)
 - (ix) Representative of University of Delhi
 - (x) Vice President(s)/Secretaries of the Affiliated Unit(s) of DUWA
- The wife of the Vice-Chancellor, University of Delhi, Delhi shall be the ex-officio President of the Delhi University Women's Association.
 - Provided however that in case the Vice-Chancellor of the University of Delhi, at the relevant time happens to be a woman, then the President of the Association shall be elected in the General body meeting. The candidature is open only to a regular member with Life Membership, who has held the office of the Vice President, Secretary or Treasurer for a minimum period of two terms.
 - If for some reason the Vice-Chancellor's wife does not take up the position of the President then a regular member with Life Membership who has completed at least two terms in the E.C. is eligible for election. She should also have held the office of the Vice President, Secretary or Treasurer in the Association.
 - If the Vice Chancellor resigns, then a regular member who has completed at least two terms in the E.C. is eligible for election. She should also have held the office of the Vice President, Secretary or Treasure in the Association. However, she will serve only for the interim period.

b. Elections / Nomination and Appointment to the EC

1. The election to the Executive Committee shall be held at a General Body meeting once in three years. Only those members (excluding Associate Members, beneficiaries, employees and hostellers) whose names appear on the Register of Members of the Association shall have a right to vote and participate in the election to the Executive Committee.
2. The right to vote shall be conferred on those who have been members for not less than six months preceding the date of the General Body Meeting.
3. The right to contest election shall be confined to those-
 - (i) Who are regular members
 - (ii) Who have been members for at least two years preceding the date of the General Body Meeting
 - (iii) Should have been a Committee member / Convener of some committee thus showing interest in the working and administration of DUWA.
4. Direct election would be held specifically for the office of the of Secretary and Treasurer and the other remaining nine members of the E.C. will all be directly elected from amongst the regular members.
5. In order to be eligible to contest for the post of Vice President, Secretary, Treasurer, Jt. Secretary and Jt. Treasurer the member should have completed one term of membership in the Executive Committee.
6. Members shall be eligible for re-election, but no person shall serve the office for more than two consecutive terms. However, serving a term of two years is considered as one completed term.
7. For the office of the Treasurer, the Joint treasurer is eligible for contesting after completing one term. The Ex-Treasurer, is also eligible to contest after a gap of one term.
8. In the event of the Secretary / Treasurer tendering resignation from the specifically and directly contested post the following shall be followed:
 - (i) The Joint Secretary / Joint Treasurer will officiate as the Secretary / Treasurer only till the time period of the elections to be held for filling the vacancy.
 - (ii) The sitting EC members can also contest elections, however, they will have to resign from their membership of the Executive Committee.
 - (iii) The vacancy will be filled up by holding an election in an Emergent General Body Meeting.
 - (iv) The time period cannot exceed more than six months from the date of the resignation tendered by the Secretary / Treasurer.
 - (v) It is mandatory that the voting shall take place by Secret Ballot.
9. In the event of the resignation by any other EC member, the following will have to be followed-
 - (i) EC will have the power to co-opt. a member to the EC by a two third majority vote.

- (ii) The EC shall have the discretion to co-opt any regular member of the association. It is not imperative to co-opt a defeated member. However, the member being co opted should fulfill all the criteria's listen under point (ii-c).
- (iii) A member cannot be co opted in her gap year.
- 10. The Secretary / Treasurer / other members who get elected / co opted in the middle of the term shall serve only for the remaining period of the term. However, if the remaining period is less than two years, it shall not be counted as a term.

c. Meetings of the Executive Committee and transaction of the business:

- (i) The quorum for the meeting of the Executive Committee shall be two third of the members. The President or in her absence, the Vice-President, shall preside over the meeting. In the absence of both the President, and the Vice-President, the members present shall elect one of the Committee members as the Chairperson of that particular meeting.
- (ii) The Executive Committee shall meet at least once a month for transacting business. On the discretion of the President, the business may be transacted by circulation of papers during the interval between meetings. In the event of non-availability of the President, Secretary has to exercise her discretion and transact business.
- (iii) In an emergency the President in consultation with the Secretary and Treasurer of the Executive Committee is empowered to act. Any such action shall be reported at the next meeting of the Executive Committee for confirmation.

d. Powers of the Executive Committee

- (i) The management of the property and funds of the Association shall be vested in the Executive Committee.
- (ii) The Executive Committee shall be responsible to carry out and fulfill the objects of the Association in such a manner as it may deem necessary to adopt, subject to the overall and ultimate authority of the Association.
- (iii) The Executive Committee shall have power to endorse the appointment of the Conveners of various sub-committees as may be necessary from time to time. The conveners of various sub committees will be decided by the President in consultation with the Secretary or vice versa as the case may be.
- (iv) Every sub-committee so appointed shall function under the Executive Committee and carry out such directions as may be given to it from time to time by the Committee and by law informed in the next General Body Meeting.
- (v) Any vacancy that may occur in the Executive Committee during the term may be filled by cooption by the members of the Executive Committee for the remaining of the term, subject to the provisions of sub-clause ii - c and i - i, ii, iii).
- (vi) The Executive Committee may frame from time to time such bye-laws as may be necessary to carry out the purpose and objects of the Association.

- (vii) All appointments at DUWA shall be made in the name of the Executive Committee. All terms and conditions of service shall be decided by the Executive Committee. The Executive Committee will also have the power to create new positions / posts.
- (viii) The Executive Committee shall have the power to study the report of the Audited Accounts of DUWA and the Annual report of the activities of DUWA before they are presented in the Annual General body meeting.
- (ix) The Executive Committee shall approve the annual budgeted heads for the various sub committees, make all financial allocations and sanction the use of the funds for activities approved by DUWA to achieve its objects. The Executive Committee shall also have the power to approve supplementary grants put up by the various sub committees.
- (x) The Executive Committee shall approve pay revision, any increase in allowances etc.
- (xi) The Executive Committee shall decide and lay down the list of holidays to be followed at DUWA.
- (xii) The Executive Committee of DUWA is vested with the power to take decisions on legal matters in consultation with the Legal Advisor and vest such responsibility in any person or company to resolve it successfully and in the best interest of the association.
- (xiii) The Executive Committee shall from time to time decide on the project and schemes to be undertaken by the association in keeping with the objects and the changing needs of the society.
- (xiv) The Executive Committee shall take all decisions relating to the increase in rentals for various hostels or fees to be charged for various courses and services.
- (xv) All matters related to donations, introduction of scholarships will be done by the Executive Committee after an assessment of the needs and objects.
- (xvi) The members of the Executive Committee shall have the power to decide on the date and venue of holding any function of the association and also decide the Chief Guest to be invited on the occasion.
- (e) **Powers and responsibilities of the President**
 - (i) The President will preside over the Executive Committee meetings, General Body meetings and various Sub Committee meetings.
 - (ii) The President is one of the signatories on all important documents - financial or administrative. She is one of the three official signatories to the papers on the bank accounts as and when required. She jointly operates the bank accounts with the Secretary / Treasurer as one of the two signatories on the cheque in the absence / leave of either one of them.
 - (iii) On the discretion of the President, the business may be transacted by circulation of papers during the interval between meetings.

- (iv) In an emergency the President in consultation with the Secretary and Treasurer of the Executive Committee is empowered to act. Any such action shall be reported at the next meetings of the Executive Committee for confirmation. In the event of a deadlock, she also has discretionary powers to take any decision in keeping with the objects stated in this memorandum to resolve the issue in the best interest of the association.
- (v) The President will interact and communicate with the University Officials on matters related to construction and maintenance of DUWA buildings, grants and funding. The Secretary & the Treasurer must be briefed at regular intervals on the discussions, decisions taken by the University and the responsibilities of the Association.
- (vi) The President will preside over all functions of the association and shall give the welcome address.
- (vii) It shall be the responsibility of the President to be aware of all programmes and projects being carried out at the association, advise and suggest any new programmes in keeping with the objects as well as guide and give necessary direction.
- (viii) She will also seek details from the Engineering Department on the expenditure incurred by the university in the upkeep and maintenance of the association and inform the Secretary to be reported in the General Body meeting.
- (ix) The President will issue letters to the Secretary and the Treasurer on receiving the result of the election from the Returning Officer thus officially directing them to take up the administrative and financial responsibilities of the Association respectively.
- (x) The President shall have a casting vote in case of a tie in following situations:
 - If two candidates have similar number of votes and is one of the ninth member to be elected to the Executive Committee.
 - If in the nomination of the Vice President, Joint Secretary and Joint Treasurer there is a tie of votes between two members of the Executive Committee.
- (xi) It shall be the duty of the President along with the Secretary to inform the Executive Committee the nature of relationship between the association and the University and strive towards achieving the objects for which university support was provided as well as brief the members on the terms and conditions laid down by the university. For this purpose, it is the duty of the President to read through all historical papers and letters from the University.
- (f) Powers and responsibilities of the Vice President:**

Vice President will officiate in the absence of the President and preside over all meetings and sign all papers. She will discharge all the responsibilities of the President in her absence; however, she cannot be one of the signatories on the cheques.
- (g) Powers and responsibilities of the Secretary**
 - (i) The secretary is the executive head of the Association & will be responsible for day to day administration of the association.

- (ii) She will convene meetings - Annual General Body Meeting, General Meeting and Executive Committee Meetings.
- (iii) To liaison with the University and any such other institution affiliated or recognized by the University on behalf of the association.
- (iv) The Secretary will be responsible for conducting selection committee on the recommendation of the conveners of the various sub committees and forward the minutes of the meeting and the name of the selected candidates to the President for approval and signature.
- (v) To deal with any financial matters in consultation with the Treasurer as may deem to be necessary.
- (vi) On the discretion of the President, the business may be transacted by circulation of papers during the interval between meetings. In the event of non-availability of the President, Secretary has to exercise her discretion and transact business.
- (vii) Jointly operate the bank account with the President / Treasurer.
- (viii) The Secretary shall be responsible for sending letter to the Registrar of societies for renewal of registration of the association as & when it is required to be done.
- (ix) The Secretary will supervise and monitor the maintenance work.
- (x) The Secretary will be custodian of all movable assets & keys of the association.
- (xi) The Secretary will maintain in her safe custody all historical documents, important papers like Registration papers, Pan Card, Insurance papers, Warranty cards, EC meeting registers & GB meeting Registers.
- (xii) The Secretary will prepare minutes of the Executive Committee meetings and circulate the necessary instructions to the conveners of various sub committees. She will also apprise the Executive committee of all information work undertaken and developments as reporting items and get the minutes confirmed. She will also present the Annual report in the General Body Meeting after it has been approved by the Executive Committee.
- (xiii) The Secretary will issue all appointment letters to the employees of the Association in consultation with the President.
- (xiv) The Secretary will issue letters to the selected Conveners of the various Sub Committees in consultation with the President.
- (xv) The Secretary will circulate all decisions related to increase in fee & the list of holidays. She will also give necessary office order / instruction to the Office staff, issue memos, sanction leave etc.
- (xvi) The Secretary will write to the Vice Presidents / Secretaries of the affiliated units to submit a report of their annual activities and the audited accounts.
- (xvii) All Identity Cards issued to the staff of the association or the hostel residents shall be duly signed by the Secretary.
- (xviii) In the absence of the Convener, secretary will transact all financial business.

(h) Powers & responsibilities of the Treasurer

The Treasurer shall:

- (i) Administer the funds of the Association according to its budget
- (ii) Operate the bank accounts of DUWA jointly with the President and Secretary.
- (iii) Jointly operate the bank account (or accounts) of the Association in accordance with the direction of the Executive Committee;
- (iv) Maintain accounts of the Association's income and expenditure;
- (v) Arrange for the investment of the surplus funds to augment the seed money in the form of Fixed Deposits and also their renewal, whenever necessary, in the name of the Association and in accordance with the approval of the Executive Committee;
- (vi) Furnish to the Association such other information as regards the financial position of the Association required by the Executive Committee as is available from the accounts maintained by her.
- (vii) To understand and supervise on monthly basis the entry of income & expenditure under specific heads in the tally book (Computer software) as well as maintain a back up of the data, to safeguard against any loss of data on account of human or technical error.
- (viii) To operate the accounts through E banking and also identify cases of bouncing of cheques or non encashment of cheques. To issue letters to such individuals where such a lapse has taken place.
- (ix) To inform the members of the Executive Committee & other members of the association during the Annual General Body Meeting on the mandatory requirement of utilizing 80% or above of the income and at least 20% of saving to be added to the Corpus / Seed Money of the association.
- (x) The Treasurer shall ask the conveners of the various Sub Committees to make projections and estimates and present it before the E.C. for approval and allocation.
- (xi) To inform all conveners heading various Sub Committees to settle accounts by 29th - 31st of each month and also remind before the closing of the financial year i.e. 31st March, that no cash is held in hand.
- (xii) Prepare the Annual Budget with the help of the Joint Treasurer and the Accountant.
- (xiii) Supervise the auditing of accounts and make available all necessary receipts, cash books, voucher files & TDS (Tax Deduction at Source) Certificate from the bank for the preparation of the audited statement, fix dates for auditing of accounts in consultation with the Auditors.
- (xiv) Through the Secretary ask the Auditors engaged by the association, for the audited statement of the income & expenditure, place a statement of the audited annual accounts of the preceding year of the income and expenditure of the Association duly signed by the President, Secretary & herself in the Executive Committee and the Annual General Meeting.

(xv) To ask the Auditors to prepare the utilization certificates stating the utilization of funds & grants and its submission to the funding agencies / organizations.

(xvi) The treasurer will through the auditors / CA file the Income Tax Returns.

(i) Responsibilities of the Joint Secretary

Joint Secretary will officiate in the absence of the Secretary and sign all papers in her name i.e. for XYZ. She will discharge all the responsibilities of the Secretary in her absence; however, she cannot be one of the signatories on the cheques.

(j) Responsibilities of the Joint Treasurer

Joint Treasurer will officiate in the absence of the Treasurer and sign all papers in her name. i.e. for XYZ. She will discharge all the responsibilities of the Treasurer in her absence; however, she cannot be one of the signatories on the cheques.

(k) Appointment of the Conveners & their responsibilities

(i) Conveners are appointed to head the various sub Committees constituted for the smooth functioning of the association. They are formally appointed by the Secretary in consultation with the President. All such appointments are endorsed by the members of the Executive Committee.

(ii) The Conveners so appointed shall constitute their committee by selecting a group in a manner that it is representative of the various categories of members (Life members, Annual Members, Regular & Associate members). However, it should be noted that the choice of Conveners is not restricted to Regular members only. It is preferred that the size of the Sub Committee should not exceed six members. It is advised that no member shall be a member of more than three committees.

(iii) There can be more than one Convener for Education & Vaatsalya Sub Committee. For example - Education can have Convener for Administrative Affairs & Convener for Educational & Cultural Affairs.

(iv) Each Convener will have a Co - Convener in her committee to act in her absence.

(v) An "All Conveners Meetings" shall take place once in three months. It is mandatory for all Conveners to attend. The President shall preside over such meetings. In the event of the inability of a Convener to attend the meeting, written information which is duly signed by her, should reach the Secretary. In the absence of the Convener, the co-convener should attend.

(vi) In case if a convener is going to be out of the city for a period of more than 15 days, she should inform the Secretary in writing and hand over the responsibilities to the Co-convener of her Sub Committee.

(vii) The Convener shall tender her resignation to be Secretary. In case of the resignation of a Convener, the new Convener will only serve for the remaining term.

- (viii) Conveners should hold their meeting by the 10th of the month. Besides the members of the committee, all office bearers shall be invited for the meeting. The President presides over the meeting. In the absence of the President, the Vice President presides over the meeting. Legal committee should hold its meeting before and after the court hearing. Pay revision, Constitution Review Committee as & when required.
- (ix) All Conveners will have to inform the Office Secretary about their meetings. It will rule out the possibility of clash of timing of various committee meetings. It is requested that a four day prior information is given. (Except in case of unforeseen circumstances or emergency meetings).
- (x) Conveners will inform their respective members about their committee meetings. The office Secretary will only inform the President, Vice President, Secretary, Treasurer, Joint Secretary. The Office Secretary will inform only for EC meetings or All Conveners meetings.
- (xi) The minutes of the meeting should be extensively noted down in a register. The register must be properly maintained.
- (xii) A mention of the members of the committee present for the meeting is mandatory along with their signature.
- (xiii) Conveners must send a copy of the minutes to the President by 15th of every month.
- (xiv) Conveners must send their demands and requests to the Secretary and if need be through the Secretary to the President. The same should be taken as agenda items for the EC meeting. The respective Convener will be present in the EC to defend or to explain or elaborate.
- (xv) The Conveners must withdraw money from the contingency approved in the annual budget and settle all accounts of the expenditure incurred by the last date of every month and the 31st of March for the closing of the financial year.
- (xvi) If any demand of purchase exceeding an amount, specified by the Executive Committee then the Secretary will first discuss it with the Treasurer and put it in the E.C. for approval. The Secretary should compile all such demands to be presented in the EC. Therefore, all demands for purchase should be made by 10th of every month. The purchase committee should not take than 14 working days after the demand is cleared by the EC. The following guidelines have to be maintained.
- (xvii) Expenditure will be done within the sanctioned amount in the budget for the specific Sub Committee. In the event of urgent and genuine needs the Convener of the committee should give a request in writing to the Secretary and the Treasurer for supplementary grant or emergency grant which will be presented in the EC for approval.
- (xviii) In case if the convener of one committee wishes to circulate some information to other convener, the same should be done in writing through the DUWA Secretary. The Office Secretary is expected to make entries in the dispatch register and take the signatures of the receiver.

- (xix) There needs to be a proper channel of communication maintained. If any DUWA member has any suggestion or complaints, please discuss with the convener. The following may be kept in mind for the school:

Principal / Member → Convener / Co-convener → Secretary / Vice-President → President. The reverse communication channel should also be on the same lines.

C. GENERAL BODY MEETINGS

- (i) There shall be in each year at least two meetings with a gap of not more than six months called the General Body Meeting.
- (a) One of these meetings will be called the Annual General Body Meeting & will be held in the month of July in which the Annual Report of the activities of the association and the audited accounts of the association and the Budget shall be presented.
- (b) The other General Body Meeting can be held in the month of January. Elections shall be held in the General Body Meeting.
- (c) However, it should be noted that the Budget General Body Meeting should never be combined with the Election General Body Meeting.
- (d) In case of very important matter to be discussed, an Extraordinary General Body Meeting can be called.
- (e) Such meetings will be held at the time and place decided upon by the Executive Committee.
- (ii) Notice of such a meeting shall be addressed to every member at the address given in the register of the members kept in the Association's office, fifteen days before the date of the meeting. The notice period for an emergent General Body Meeting will be seven days. Non-receipt of a notice, either absolutely or at the proper time, shall not in any way invalidate the meeting or any decisions taken there at.
- (iii) The Annual General Body Meeting shall:
- (a) Consider the Annual Report submitted by the Executive Committee together with the audited accounts of the Association for the immediately preceding year,
- (b) Appoint finance officer, auditor and legal adviser for the ensuing years; and
- (c) Transact such other business as may be placed before it for disposal by the Executive Committee and as shall have been previously notified in the notice of the meeting;
- (d) And make any recommendation to the Executive Committee.
- (iv) The other General Body Meeting shall:
- (a) Elect members to the Executive Committee once in three years as provided in Rule B, (b)

- (b) Transact such other business as may be placed before it for disposal by the Executive Committee and as shall have been previously notified in the notice of the meeting;
- (c) And make any recommendation to the Executive Committee.
- (v) The quorum for the Annual General Body Meeting and other General Body Meeting of the Association will be one- third of the total membership of the Association or twenty - five members, whichever is less. However, in case if the number happens to be lesser than 25, then all members will walk out and assemble again to transact business.
- (vi) The minutes of the meeting shall be confirmed by the President. However in case of a change of the President, the minutes will be confirmed by the Vice President in the very first General Body Meeting held in her presence.

D. EXTRAORDINARY GENERAL BODY MEETING

- (i) Every other meeting of the Association, if it were to take place, shall be an Extraordinary General Body Meeting. An Extraordinary General Body Meeting of the Association may be summoned on the recommendation of the Executive Committee for a specific purpose or purposes which, in its opinion, cannot wait for disposal till the General Body Meeting.
- (ii) seven day's notice shall be given to all members about the time, place and agenda of the meeting, and at such meeting no subjects other than those specified in the notice come up for discussion or disposal.

E. FINANCES OF THE ASSOCIATION

- (i) The Association shall raise funds for the purposes through subscriptions, gifts, grants and donations from its members and others and funds from such other sources as may be available from time to time, and, also accept deposits, endowments etc.
- (ii) The money and other assets of the Association shall be vested in the Executive Committee of the Association, and shall be deposited in the name of the Association in such bank or banks as may be decided upon by the Executive Committee and shall be operated upon for the purpose of the Association by such officer or officers of the Association as may be authorized in this behalf.
- (iii) Any two of the following, viz; the President / Secretary / Treasurer, shall have power jointly to draw, endorse and negotiate cheques, drafts and other negotiable instruments and to endorse and otherwise negotiate or transfer Government or other securities of money on behalf of the Association.
- (iv) Money / Funds / donations
- (v) Advance

F. BUDGET AND ACCOUNTS

- (i) The financial year for the official purpose of the Association shall be from 1st April to the 31st March.
- (ii) The Executive Committee through the Treasurer shall present the budget of the Association for the year at the Annual General Body Meeting. In the

absence of the Treasurer, the same may be read by the Secretary and explained by the Joint Treasurer or read by the Joint Treasurer and jointly explained by her along with the Secretary or read by the Secretary and explained by the Ex Treasurer in the election year as she is aware of the details of the preceding financial year.

- (iii) All allocations for various sub heads shall be done in the Executive committee.
- (iv) An interim Grant (Vote on Account - in financial terms) will be sanctioned by the Executive Committee for transacting business till a time period that the budget is presented, discussed and approved by the Executive Committee.
- (v) All supplementary grants / additional grants will be raised in the Executive Committee through the Secretary.
- (vi) All conveners to raise their demand for grants / supplementary grants in the Executive Committee through the Secretary.
- (vii) The Budget as passed by the Association at the Annual General Body Meeting shall constitute the authority for incurring the expenditure on the various items or objects provided in it.
- (viii) The audited accounts of income and expenditure of the Association of the immediately preceding year shall be presented to the Association at its Annual General Body Meeting.
- (ix) Affiliated units, accounts should be audited with the DUWA accounts.
- (x) The auditors of the Association shall have access to the accounts of Association to facilitate the due discharge of their professional duties.

G. Guidelines related to conducting of elections to the Executive Committee of the Association:

- (i) The term of the newly elected Executive committee is 3 years.
- (ii) The Executive Committee of the association will decide on the name of the Returning Officer in whom they repose their faith & trust in conducting the election to this august body.
- (iii) The nominated / appointed Returning Officer in consultation with the Secretary will decide the Election Schedule and will announce the dates for-
 - (a) Notification of the elections (One month prior to the polling)
 - (b) Filing of the nominations (Till ten days prior to the polling)
 - (c) Withdrawal of the nominations (Seven days prior to the polling)
 - (d) Scrutiny of the papers (Five days prior to the polling)
 - (e) Declaration of the list of candidates to contest (Three days prior to the date of polling).
 - (f) Polling & declaration of results (the date of polling itself).
- (iv) The outgoing Secretary will assist the Returning Officer only if she is herself not a candidate otherwise the outgoing Executive Committee should also select any member (not an associate member) for such assigned role.

- V. The Returning Officer shall in her presence get the following done:
- (a) Prepare the Nomination papers
 - (b) Scrutiny of the nomination papers
 - (c) Send letters of intimation to all eligible voters with details of the election schedule & all necessary rules & regulations. The same should be put up on the notice board.
 - (d) Prepare the ballot papers
 - (e) Prepare a sealed ballot box
 - (f) Put up the list of the eligible candidates.
 - (g) Conduct polling & maintain all necessary registers, signatures & papers.
 - (h) Supervise the counting of votes in the presence of the contesting candidates.
 - (i) Declare the names of the successful candidates and forward the duly signed list to the President.
 - (vi) The President on receiving such list will formally issue letters to the Secretary & the Treasure to take up the administrative & financial responsibilities and vest all such powers in them as stated in the memorandum.
 - (vii) The Returning Officer should formally handover all records related to the newly elected Secretary to be kept safely.
 - (viii) However, during the conduct of the elections of the Executive Committee, the Returning Officer will follow the given guidelines:
 - (a) Verify the nature of membership of the eligible voters & the candidates.
 - (b) Verify all signatures & certify their authenticity by countersigning.
 - (c) Nomination papers be kept under safe custody in a sealed box till the date of scrutiny.
 - (d) Not consider any request for withdrawal unless received in writing form the candidate. No email or note submission from any other member is considered. Only a fax copy of the letter can be accepted.
 - (e) In case if a candidate has not withdrawn her candidature and she is not present on the polling day, her candidature will be considered automatically cancelled. However, if the candidate desires to be considered for the election but has to leave the city due to some emergency, then a letter expressing such a desire should be submitted to the Returning Officer either personally or in a sealed envelope.

II. Review & amendments to the memorandum:

- (i) The rules and regulations of the Association may be altered or amended by a vote of two-thirds of the members present in the Executive committee and voting at the Annual General Body Meeting of the Association. The changes-amendments, deletion, insertions shall become effective from the date the minutes of the meeting are confirmed.

(ii) Notices of the proposed amendment or alteration should be given in writing to all members at least 15 days in advance of the meeting.

(iii) University

H. AFFILIATED UNITS OF DELHI UNIVERSITY WOMEN'S ASSOCIATION

Membership of the affiliated units:

Membership shall be open to:

- The women members of the staff of Delhi University (Teaching, Non teaching) its affiliated and constituent college & recognized institutions.
- Dependent female family members of the staff of Delhi University (Teaching, Non-teaching), its affiliated and constituent colleges & recognized institutions.
- The retired staff and the female dependents of the retired staff of Delhi University (Teaching, Non Teaching), its affiliated and constituent colleges & recognized institutions.

Kinds of Membership:

PATRON

The Vice- Chancellor is the ex-officio patron of the Association.

LIFE MEMBERS:

- Life Members are those persons who fulfill the criteria of membership stated above and pay the prescribed admission and life membership fee applicable at the time of seeking membership. However, the membership is subject to the approval of the Executive Committee. The membership fee charged will be ten times the fee prescribed for Annual members, The fee is subject to change by a resolution passed in the Executive committee by two third majority.
- Any member who has served as an Annul member for a period of 10 years can become a life member by paying 50% of the existing Life membership subscription fee.

ANNUAL MEMBERS:

Annual Members are those persons who fulfill the criteria of membership stated above and the prescribed admission fee & subscription fee applicable at the time of seeking membership. However, the membership is subject to the approval of the Executive Committee. The membership will be terminated if the prescribed annual membership fee is not paid within 30 days of the termination of the membership. However, the membership can be renewed by paying the admission fee once again.

REGULAR MEMBERS

Regular members are those members who fulfill the criteria of membership are either Life Members or Annual Members and are eligible to contest in the elections which are held to constitute the Executive Committee.

ASSOCIATE MEMBERS:

- The Executive Committee may admit any woman or girl who intends to make use of any of the facilities provided by the Association, as an Associate Member, on payment of the prescribed admission & subscription fee application at that time.
- Associate Members shall not have the right to vote at the General Body meeting or to hold any elective office in the Association.
- One Associate member can be nominated to the Executive Committee by the President in consultation with the members of the Executive Committee.

Any member of the Delhi University Women's Association may apply to become a constituent member of any Affiliated Unit. Such member shall cease to be a member of the Delhi University Women's Association (Main Body) if her application to become a constituent member of the Affiliated Unit is accepted by the concerned unit from the date of such acceptance. The life member can get their membership transferred from the Association to other unit and vice versa on the payment of a transfer fee applicable at that time. The membership fee will also be transferred.

All applications for membership to the Affiliated Unit of the Delhi University Women's Association shall be on the prescribed form, accompanied by the admission fee and the prescribed fee as is decided by the Executive Committee from time to time.

MANAGEMENT OF AFFILIATED UNIT

- (i) The Affiliated Unit shall elect its own Managing Committee to whom the management of the affairs of the Unit shall be entrusted.
- (ii) The Managing Committee of the Unit shall consist of the Vice President (Wife of the Director of the Campus will be the Ex- Officio vice President), elected Secretary and Treasurer, Five elected members (including Jt. Secretary & Jt. Treasurer). The President of the Delhi University Women's Association shall be the President of the Managing Committee.
- (iii) The Vice President / Secretary of the Affiliated Unit shall be the ex-officio member of the Executive Committee of the Delhi University Women's Association
- (iv) The Managing Committee of the Affiliated Unit shall be subject to the supervision of the Executive Committee of the Delhi University Women's Association
- (v) The Managing Committee of the Affiliated Unit (s) Shall frame rules and regulations for conducting its affairs, as approved by the Executive Committee of Delhi University Women's Association and will always be consonance.
- (vi) Each affiliated unit, having 20 or more members shall have separate bank account, which shall be operated separately.
- (vii) It shall be the duty of the managing committee of the affiliated unit to submit the following to the Executive Committee of Delhi University Women's Association

- (a) An Annual Report of the activities of the unit to be read out during the Annual Day of DUWA and for submission to the University of Delhi.
- (b) Financial statement and submit details of accounts for an annual audit.
- (c) Details of any funding or grants received.
- (d) New programmers of projects initiated.

I. NATURE OF ACTIVITIES AT DELHI UNIVERSITY WOMEN'S ASSOCIATION & ITS AFFILIATED UNITS :

- (iv) Kiddies Corner (Balwadi)
- (v) Play & Recreation Centre
- (vi) Pre Nursery School / Playschools
- (vii) Literacy & Craft Classes for adult women
- (viii) Indoor & Outdoor games
- (ix) Literary and Cultural Programmes
- (x) Hostel facilities
- (xi) Cookery Classes & Nutrition lessons
- (xii) Library & Reading room
- (xiii) Classes in Music, Painting, Tailoring, Batik and Yoga etc.
- (xiv) Reading project for differently abled students with visual impairment
- (xv) Sahyog- Coaching Classes for economically weaker sections students
- (xvi) Computer literacy programmes
- (xvii) Jagriti - Cancer Awareness Programmes
- (xviii) Vaatsalya- Infant Care & Daycare Facility
- (xix) Summer Camp & Winter Camp
- (xx) Diwali Mela
- (xxi) Participation in the University Flower show
- (xxii) Guest Speaker Programmes

Mrs. Bulbul Das,
(President)
DUWA

Dr. Geeta Sahare,
(Secretary)
DUWA