

“ARCHITECTS ASSOCIATION NOIDA ZONE”

MEMORANDUM OF ASSOCIATION

- 1- **Name of the Society :** “ARCHITECTS ASSOCIATION NOIDA ZONE “
- 2- **Address of the Society Registered :** H-131, Sector 63, NOIDA, G B Nagar 201301
- 3- **Working Area of the Society :** G.B.Nagar
- 4- **Aims of the Society :** As given below

1. To constitute and maintain the organization to promote, protect and safeguard the interest of all those engaged in the profession of Architect and encourage academic, professional, and social activities that concern the Profession of Architecture.
2. To establish cordial relations and contacts with architects and also to have co-operation with similar associations.
3. To publish books, Charts, illustrations, journal, magazines, periodicals and other publication for the promotion of aims and objects.
4. To scrutinize the relevant laws relating to profession and to provide assistance, advise, legal provisions to the concerned Government and local bodies.
5. To Promote standardization in Architectural activities and professional practice among the members.
6. To make suitable representation to the government on matters affecting the architectural profession as and when necessary.
7. To organize and conduct Seminars, Workshops, Training Programs etc. in furtherance of any or all of its objects;
8. To institute prizes and awards for outstanding project work, research papers, academic/professional activity, and outstanding social and community service.
9. To undertake to organize, own, take on lease or hire temporarily, property necessary or convenient for the furtherance of the objects of the Association;
10. To work for the members of the association to help them in all fields, in all possible manner, to provide them education & training, to help them in all respect of their profession.

11. To apply the income, earnings, movable and / or immovable properties of the association towards the promotion of its aims and objects only as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past member of the Association or to any person claiming through anyone or more of the present or the past members.

“ARCHITECTS ASSOCIATION NOIDA ZONE”

Executive Committee

The Name, Address, Occupations and the Designations of the present member of the Governing Body to whom the management of the society is entrusted, are as under:

Sl. No.	Name	Father's Name	Address	Designation	Occupation
01	ATUL GUPTA	Sh. Radhey Shyam Gupta	350, Sector 28 Noida, UP	President	Professional
02	SUDHIR KATIYAR	Sh. Putti Lal Katiyar	G-4 Sector 27 Noida	Vice president	Service
03	RAJEEV SHARMA	Sh. Charan Lal Sharma	A-402, Sector 19 Noida	General Secretary	Professional
04	ALOK SINGH	Sh. Arvind Madhav Singh	631, Sector 14 Vasundhara Gzb.	Treasurer	Professional
05	MUKESH GOYAL	Sh. Budhilal Goyal	A-135D, Sector 27 Noida	Executive Member	Service
06	RAJESH SHUKLA	Sh. Brahma Kumar Shukla	C-55, Sector 27 Noida	Executive Member	Professional
07	VIPIN AGNIHOTRI	Sh. Awadh Narain Agnihotri	A-435, Sector 19 Noida	Executive Member	Professional

We undersigned declare that we shall organize the association according to this memorandum and byelaws under Societies Registration Act, 1860

“ARCHITECTS ASSOCIATION NOIDA ZONE”

Rules And Regulations of the Society

- 1- **NAME OF THE SOCIETY :** “ARCHITECTS ASSOCIATION NOIDA ZONE”
- 2- **ADDRESS OF THE SOCIETY :** “H-131, Sector 63, Noida, G. B. Nagar- 201301”
- 3- **WORKING AREA OF THE SOCIETY :** G.B.Nagar
- 4- **FINANCIAL YEAR OF THE SOCIETY:** 1st April to 31st March
- 5- **AIMS OF THE SOCIETY :** As given in “Memorandum of Association”
- 6- **MEMBERS OF SOCIETY :**

6.1 - The membership of the society “ARCHITECTS ASSOCIATION NOIDA ZONE” is open to an individual who has attained the age of 18 years, possesses good moral character, is useful in attaining the aims and objectives of the Association and agrees to abide by the terms and conditions of the association. The eligibility is further categorized in the following manner:-

- a) **Founder Members** mean persons who have initiated the process of formation of this Association as mentioned herein above and have contributed a sum of Rs.11,000/- towards admission and life membership.
- b) **Member** means person who is eligible as per point 6.1 and is granted the membership by the executive committee after adopting the requisite process and paying the Admission Fee prescribed hereinafter along with Annual Membership Fee for each financial year or Life Membership Fee.
- c) **Student Member** means any student who is studying in Architecture Colleges in the working area of the association in Fourth or Final year. Such member shall

not be required to pay the Annual Membership Fee or Life Membership Fee. Such members shall be invited in some specific activities of the Association, useful to them in the opinion of the Association and shall not have any voting right.

- d) **Nominated/ Honorary Member** means any person who is a socially reputed person (Architect/ non Architect) and considered important for furtherance of aims & objectives of the Association and appointed by the Executive Committee with 2/3 majority. These members shall not have any voting right.

6.2 Admission and Qualification for Membership

- 1- Applications for membership under clauses 6.1 (a), (b), (c) & (d) shall be on the prescribed form along with the prescribed fees as applicable and shall be submitted through the Secretary to the Executive Committee. The Executive Committee will consider these applications and give its recommendation to the Board of Governors, whose decision shall be final on granting the Membership. Such a membership shall be for a period of one Year which can be renewed each year on payment of such fee/ charges as applicable. The Board of Governors shall have the right to grant/ reject or extend the membership without assigning any reason thereof.

6.3 Subscription Fees

- 1- Fees and subscription payable by each category of Members shall be as follows:

Type of fee	Amount in Rs.
Admission Fee	Rs.1,000/-
Annual Fee	Rs.1,000/-
Life Membership Fee	Rs.10,000/- plus Annual Fee

- 2- Fee once paid is Non-Refundable. The fees may be increased / decreased/ amended by the Executive Committee from time to time with prior permission of the Board of Governors.

- 3- Life Membership Fee shall be calculated equal to ten times the Annual Fee in addition to the Annual Fee of the prevailing year. Subsequent to expiry of ten years the validity of the membership shall be extended free of any charges.
- 4- The members shall also be liable to pay any other fee/ charges for any activity/ meeting/ publication etc. as decided by the Executive Committee.
- 5- Subscriptions are payable in advance for a financial year in full and fall due on the first day of April of the year for which they are due and are payable within 30 day from the date they are due. Any member failing to pay the annual subscription his name shall be struck-off from the register of the Association and shall be re-admitted on full payment of arrears along with a re-admission fee as decided by the Executive Committee. For Such a re-admission, the process adopted shall be same as described in clause 7.1
- 6- Student Members and Nominated / Honorary Members shall not have to pay any Fee to become/ remain member of the Association.

6.4 Resignation and Removal

- 1- Any member, may resign from membership of the Association at any time by giving thirty days prior notice in writing to the Executive Committee.
- 2- A resignation would become effective on the expiry of thirty days from the date of its receipt by the Executive Committee, unless withdrawn earlier.
- 3- A person who has resigned, subsequently may seek re-admission to the membership of the Association, The re-admission to such membership will be determined by the Executive Committee in the same manner as the admission a new member.
- 4- A person's name shall be removed from the Register of members of the Association upon (i) his written resignation or death; (ii) declaration of his incompetency, or for any act of omission or commission which, in the opinion of the Executive Committee makes it undesirable for that person to continue as member of the Association; (iii) non-payment of membership fees beyond thirty days; (iv) If found to be involved in anti-social activities (v) If adjudged by any court of law to be a criminal offender (vi) If found guilty by means of anti-propaganda of the aims & objects of the society (vii) If

has not attended three consecutive meetings (viii) upon a resolution by the Executive Committee the person is guilty of misconduct and not in the interest of society.

- 5- It is clarified that a person removed from the register as provided herein above shall have a right to appeal to the Board of Governors whose decision shall be final. However, reasons for refusal shall not be communicated to the concerned person.

7- **Structure of the Society:**

The Association shall consist of the following;

- a. Board of Governors
- b. Executive Committee
- c. Members

The management of the affairs of the Association is entrusted by Rules and Regulation of the Association to the Board of Governors and the Executive Committee of the Association.

a. **Board of Governors**

It will consist of the persons desirous for forming this Association and getting it registered, as mentioned hereinabove, or their nominees out of the members described hereinafter. The President and the General Secretary of the Association shall also be the ex officio members of the Board of Governors till such time they hold their respective place in the Association, but shall not have voting right in the meetings of Board of Governors.

b. **Executive Committee**

The Executive Committee shall be body of the members elected or nominated by its members for carrying out various activities and functions of the Association. It shall include the following Office Bearers:

- 1 President: A Leader and the Motivator of the group, should have the Vision and Credibility to spearhead the members.

- 2 Vice Presidents: Responsible to execute all acts given by the president and in his absence or removal he will work as president. The vice president shall have the knowledge & experience in various aspects of profession i.e. Practice, Employed and Education.
- 3 General Secretary: The person responsible for all the administration and shall be the backbone of the Organization and shall be responsible for all the communications and records maintenance.
- 4 Organizing Secretary: The person shall be the node of all the events to be Organized by the Association.
- 5 Treasurer: Shall be heading and controlling the financial aspects of the organization. Will be responsible for collection of funds, keeping the accounts and records related to all the financial transactions. Will prepare the Income & Expenditure accounts, reports, budgets etc.

The Executive Committee can have 6 more members, nominated by the President for the smooth and effective working of the Association.

The names, addresses, occupation and designation of the present members of the Executive Committee to whom the management of the Association is entrusted as required under section 2 of the Societies Registration Act, 1860 are as follows:

Right and Privileges of Members

All Founder Members, Members and honorary members' are entitled to receive all announcements and publications connected with the activities of the Association, and may participate in all social functions and other activities. Honorary members and Student Members, however, shall not form a part of General Body and hence are not eligible to vote.

8- General Body

1. The General Body of the Association shall consist of,
 - a) Founder members
 - b) Members
 - c) Life members

9- Powers, Duties and Functions of the General Body

- a. Each member of the General Body shall have voting rights provided he is a member in good standing.
- b. The General Body shall decide matters on a simple majority of members present and voting;
- c. The General Body shall elect the Office Bearers of the Executive committee from among its members;
- d. The General Body shall have the power to make, amend, repeal, modify, alter, substitute or abrogate the rules and regulations or the Memorandum of Association by a three-fourth majority of the members who vote. However the decisions regarding the change in the constitution can only be implemented after the approval of the Board of Governors by a majority of three fourth of its members
- e. The General Body shall meet as prescribed and the meetings shall be referred to as the 'General Body Meeting' and shall consider the following:
 - i) Receiving details of the previous year's accounts and activities;
 - ii) Elections, if any:
 - iii) Appointment of auditors,
 - iv) Appointment of at least two Electoral Officers who shall conduct election and shall not be eligible to contest election; and
 - v) Any other matter.

10- Quorum, Notice of Meeting and periodicity of Meetings

- a. The quorum for holding a General Body Meeting shall be two third of total strength of general body members of the Association.

- b. The members present shall constitute the quorum for reconvened General Body Meeting, after 30 minutes of adjournment, due to lack of quorum.
- c. The Secretary shall notify members by communicating notice at least fifteen days prior to the date of meeting which shall contain the agenda, time & place of meeting.
- d. The Annual General Body meeting shall be called at least once a year with a maximum lapse of fourteen months between two consecutive meetings.

11- Executive Committee & Board of Governors

a) Composition, Election and terms of Office

- 1. The Executive Committee shall consist of the Office Bearers Elected by the General Body and include the members of the Board of Governors, former President and former Secretary who shall be ex-officio members. Once elected, the President can nominate a maximum of 6 additional members to the executive Committee.
- 2. The Chairpersons of the various committees formed by the Executive Committee shall also be the ex-officio members of the Executive Committee.
- 3. Notwithstanding any other rule, the General Body may increase the strength of the Executive Committee by three persons at a time and such increase made shall be subject to the Executive Committee having a maximum strength of twenty members.
- 4. The first elections to the Executive Committee shall be from the General Body present at the venue of the meeting. The mandatory first election for the executive Committee shall be on the floor of the General Body Meeting and shall be held not later than 1 year of formation. The subsequent elections shall be held in accordance with the constitution of the Association at the General Body Meeting.
- 5. The Electoral Officers, nominated by the Executive Committee and duly approved by the Board of Governors, shall issue a notice for nomination along with the prescribed form and shall post them to all members six weeks before the annual General Body meeting. They should be returned by the member to the Central Office two weeks before the annual General Body Meeting and the nominations shall be closed on the date.
- 6. Withdrawals shall be accepted in the Central Office one week before the annual General Body Meeting and the nomination shall be closed on that date.
- 7. The elections shall be held at the General Body Meeting.

8. The Electoral Officers shall organize the counting of votes and shall declare the results before the adjournment of the General Body.
9. No person holding office to the Executive Committee shall be allowed a third consecutive term except as a representative/ ex-officio member from the outgoing Executive Committee. Such persons shall be debarred from being elected to a fourth term to the executive Committee and shall be eligible for election after a gap of one term during which they will not be member of the Executive Committee.
10. Elections shall be by simple majority vote.
11. One of the representatives of the outgoing executive Committee, preferably the outgoing President shall chair the first meeting of the newly elected Executive Committee and hand over the charge to the newly elected Committee.
12. Any vacancy amongst the members of the Executive Committee arising from death, resignation or otherwise, may be filled by nomination by the Board of Governors at its subsequent meeting.
13. Notwithstanding the previous clauses, if any vacancy arises in the office of the Chairman/Vice-Chairman/Secretary/Treasurer. The Executive Committee shall elect a new office bearer from amongst its own member, who shall hold office till the Meeting of the Board of Governors.
14. The Board of Governors may terminate with prior intimation in writing, the membership of any of the member of the Executive Committee or any other committee formed by it, irrespective of him/ her being elected or nominated in case he/she fails to attend three consecutive meetings of the said committee without prior intimation, the Board of Governors shall in such a case appoint another member from the General Body to fill the Vacancy for the residue of the term or until elections are held, whichever is earlier.

b) Powers, Duties and functions of Committee & Board of Governors

1. Subject to the broad control and guidance of the Board of Governors whose decision shall be final, the Executive Committee shall perform all such acts and duties as may be delegated or assigned to it by the General Body from time to time and shall be responsible for implementation of the aims and object of the Association.

2. The Executive Committee shall be the Executive Authority of the Association and shall give effect to the plan and programmes of the General Body and shall have the authority to carry them out.
3. Subject to the limits prescribed and the guidelines laid down by the General Body in the respect, the Committee shall have the powers to incur expenses from time to time as it may consider necessary, for the implementation of projects and programs as it may deem fit or as advised / approved by the General Body. The source of income shall be from subscriptions to the Association and various sponsorships.
4. The property, immovable and movable belonging to the Association shall be vested with the Board of Governors.
5. The executive Committee shall maintain an account / accounts in a bank approved by the Reserve Bank of India. The permission of opening of any such account shall mandatorily be taken from the Board of Governors.
6. The Board of Governors, at all times shall keep reviewing the activities of the Executive Committee and the members, keeping in view the vision, aims and objects of the Association. In case the Board of Governors are not satisfied with the performance of the Executive Committee/ Office bearer/ member, it may give them the necessary directions and thereafter review their performance after 15 days. In case the Board of Governors, by majority thereafter, are of the opinion that the Executive Committee/ Office Bearer/ Member is not able to fulfill its obligations satisfactorily then the Board of Governors by a resolution may dissolve the Executive Committee or remove such office bearer/ member and appoint a new ad-hoc Executive Committee/ Office bearer/ member which will remain in office for the remaining tenure subject to their election by the General body meeting which shall be held with a period of 6 months from the date of their appointment. If such member is a signatory of the account (s) of the Association then the Governing Body shall appoint a signatory to the account and inform the Bank to change the signatory.
7. The Board may advise the Executive Committee to convene a General Body meeting to discuss some extra ordinary matter relating to the profession or the association. In case the Executive Committee does not call such a meeting, the Board may call the General Body meeting and set the agenda. The decisions taken in such a meeting will be treated as taken by the General Body Meeting called by the Executive Committee.

8. Board of Governors can call its own meeting from time to time to review the working of the Executive Committee or for any other matter as it may deem fit.
9. The Board shall have the right to vote in case of a tie or a Deadlock situation.

c) Powers and Duties of the Office Bearers

1. President

- a) The President shall chair both the General Body and the Executive Committee meetings;
- b) In the absence of the President, the Vice-President shall chair such meeting.
- c) The President shall work in consultation with the Executive Committee and shall maintain the coordination.
- d) Shall have a casting vote in case of equality of votes.
- e) Shall delegate the responsibility for help in carrying out his duty to other members and staffs.
- f) If in the opinion of the President, any emergency has arisen which requires that action be taken by the Executive Committee, he shall inform all member of the date and time of the Emergency Meeting. Decisions regarding the emergency shall be taken by the President in consultation with a minimum of three other members present at the meeting. The Chairman shall report such decisions and action taken for confirmation at the next meeting to the Executive Committee.

2. Vice-Presidents

- a) The Vice-President shall work as per the direction given by President. He shall be responsible to execute all work of president in case of his absence/removal.

3. General Secretary

- a) To circulate agenda and keep the Minutes of all meetings of the General Body and the Executive Committee;
- b) To Carry out the direction of the General Body and the Executive Committee.
- c) To conduct all correspondence on behalf of the Association
- d) To give notice of all meeting of the General Body and Executive committee
- e) To exercise administrative control over the Central Office of the Association,
- f) To keep such Association's funds together with the treasurer'
- g) To operate the Association's funds together with the treasurer;

- h) To file suit and to take necessary legal action to defend the society.
- i) To seek the advice of the President in case clarification of any kind is required; and
- j) To be the chief coordinator for implementation of all directives of the General Body and Executive Committee;

4. Treasurer

- a) To collect all subscriptions, donation, grants, and other payment or payable to the Association and to make all disbursements within his limits as sanctioned by General Body.
- b) To keep the books of account of the Association and report on these periodically to the Executive Committee.
- c) To liaise with the bankers and the auditors of the Association.
- d) To assist the President in ensuring the budgetary grants are correctly utilized;
- e) To cause all sanctioned payments to be made.
- f) To operate the funds of the Association with any one of two; President or Secretary.

12.- **Amendments to rules & regulations**

The rules & regulations of the society may be altered, modified, rescinded, cancelled or added by passing resolutions by two third majority of the total strength of the members present in the specially called meeting.

13- **Financial Year**

The Financial Year of the society shall be from 1st April to 31st March.

14- **Audit of Accounts**

The annual accounts of the society shall be audited every year by the auditor duly appointed for this purpose.

15- **Election:**

General body, in its meeting will elect the president and all office bearers after every five year by secret ballot papers or by show of hands as the election officer may decided.

16- Office/ Records of the Association:

The present office of the association shall be its registered office address. The office shall be maintained by the paid employees under the supervision of the Office bearers. All Records/ Documents (Membership Register, Stock Register, Cash Book etc.), Movable Property, Money, etc. of the Association, shall be kept and maintained at the Registered Office.

17- Dissolution

In case of dissolution of the society, properties or monies of the society after paying all liabilities shall be handed over to any local institution having similar aims and objects in accordance with section 13 and 14 of the society Registration Act, 1860.

18- Bank Account

Societies account open from nationalized bank.