



Shishu Mandir
Where liberation is awakening!

SHISHU MANDIR

**Hella Nagar
Virgonagar P.O.
Bangalore – 560 049**

ESTABLISHED IN 1983

and

Registered under the KARNATAKA SOCIETIES' REGISTRATION ACT, 1960

vide No. 183/86

MEMORANDUM OF ASSOCIATION & RULES AND REGULATIONS

**Amended at the Annual General Body Meeting
held on July 2nd 2011**

MEMORANDUM AND RULES AND REGULATIONS OF **SHISHU MANDIR**

I. Preamble

Shishu Mandir was founded in 1983 as a Trust and registered as a Society in 1986 with the express purpose of meeting the crying needs of appalling circumstances in the near-by slums of Bangalore. It was seen in the slums that children were brought up completely deprived of basic amenities of life beginning with drinking water and sanitation, not to speak of individual care and affection. The situation so gripped Dr. Hella Mundhra that she offered to give such unwanted children an opportunity of a home. At first, this home was within the premises of her own nursing home. But as it grew beyond the facilities of Dr. Hella's home, the idea of the "Shishu Mandir" took shape.

Hella created a Home and a School and in course of time a Vocational Training Centre. In all these branches of Shishu Mandir she followed the idea of a 'Big Family' so that a feeling of a close-knit community developed. She envisioned it a place where children should feel an atmosphere of acceptance and respect to pave the way for a sound self-confidence. She carried the hope of kindling a flame in the hearts of the children to carry forward the same spirit of caring and sharing in their adult lives.

This is possible only when the organisation limits itself to a small size, allowing for strong inter-personal bonds between staff and children. With this in mind, in the school the ideal ratio was decided as 10 children to 1 staff member. This also ensures that the staff can pay ample attention to the needs and care of every child.

At the Home, this translates to a maximum of 36 children living there. Having such a small group encourages a feeling of family, while ensuring that every child is cared for in the best possible way.

Shishu Mandir follows a policy of secularism, and equal respect is given to all religions and beliefs. The selection to the Home and the School is based on a common background of poverty, neglect and abuse, but the children must possess the aptitude for a normal development. No fees should be collected for the services of Shishu Mandir. Furthermore, any talent of a child should be promoted to the best extent possible. A distinct preference should be granted to girls in a ratio of 70 : 30.

The basic ideas, which Shishu Mandir stands for, were crystallized by the founder, Dr. Hella Mundhra. Supporting her ideology and practice were a few volunteers from Germany namely Carolin von Sachs, Katrin Cleff, Johanne Mix, Susanne Anger and Bettina Zauner. Their involvement in the organisation should continue as before and be accepted at all times.

II. Name

The name of the Society shall be '**Shishu Mandir**'. The address of the registered office of the Society shall be Hella Nagar, Virgonagar, Bangalore – 560 049.

III. Aims and Objectives

1. For the establishment of Homes for underprivileged children irrespective of community, language and religious affiliation, essentially from Bangalore and, subject to vacancies, from Karnataka and from anywhere else in India, in this order of preference,
2. For the establishing of educational institutions including pre-school centres for the care of infants, for the advancement of academic and professional training of underprivileged children to equip them for an independent contribution to the Society at large,
3. For the promotion of vocational training in whatever callings that the children of the Home and School and surrounding communities would require, to equip them for work opportunities outside,
4. For the Promotion of Social Welfare aiming at 'Help for Self Help'. This service should be limited to approximately one tenth of the whole service rendered by all Shishu Mandir branches in order not to divert and dilute the main Shishu Mandir objective, namely education and care of children and youths.
5. For medical services of any kind towards all dependants of Shishu Mandir as well as towards underprivileged people at large,
6. To raise funds from different sources for the fulfilment of the aims and objectives of the Society,
7. To apply any or all of the funds in investments or in property, holdings and such means that further the aims and objectives of the Society,
8. To extend the purposes of the Society anywhere in India either directly or indirectly, by itself or through agencies of like aims and objectives,
9. To run and manage all of the projects of the Society through internal means or by agencies of its choice.

IV. Membership

Eligibility

Any person above the age of 18 years shall be eligible to become an ordinary member of the Society. An application shall be addressed to the Secretary, who will place the same before the Executive Committee, which will exercise the right of admission by simple majority.

In case of rejection the applicant will be informed about this within a month from the date of the Executive Committee meeting without mentioning the reason for rejection. Membership shall be restricted to one year only and is due for renewal at every Annual General Body meeting.

1. A **Subscription Fee** of Rs. 300 per year shall be paid by each member at the AGM or within one month after the AGM. Such a member shall be called a Regular Member and shall be entitled to participate in any general meeting of the Society with a right to vote.

2. **Membership Register:** The Secretary of the Society shall maintain a register called the Membership Register wherein is recorded the list of members with their name, address, age, occupation, etc. and specimen signature.

3. Membership Rights/Duties:

- Every member is required to devote some time for the work of the Society,
- Every member shall be entitled to attend general meetings of the Society and have a right to vote and offer his / her candidature for election,
- Every member has the right to inspect the records of the Society with prior permission of the President and during working hours only,
- Every member shall do such acts that promote the aims and objectives of the Society and maintain the dignity of the Institutions run by the Society.
- Every member is permitted to attend EC meetings; the right to vote is, however, restricted to the EC members proper.

4. Removal from Membership

A member may be removed from membership for misappropriation of Society funds or for going against the basic goals and vision of the Society. The member has to be given the opportunity of defending himself after which a minimum of 5 out of 9 members of the EC take a decision

A member who is an employee of the Shishu Mandir loses his membership when leaving this employment. However, he can again apply for membership.

V. GENERAL MEETINGS

1. The Annual General Body meeting shall be held once a year at any time within 4 months from the date of closing the accounts. Notice giving 21 days shall be despatched by certificate of posting to all up-to-date members stating the venue, date and time and the agenda. The audited accounts must be presented to the Finance Sub-Committee minimum 10 days prior to the AGM. They will be circulated immediately to all members and shall be placed before the General Body meeting for adoption. The quorum shall be 1/3 of the total membership subject always to a minimum of 7 members.

The agenda at such meetings shall be as follows:

- a) Presidential address,
- b) Presentation of last Year's Minutes,
- c) Presentation of Annual Report
- d) Presentation of the Financial Sub-Committee's Report
- e) Presentation of the Audited Statement of Accounts
- f) Election of the Executive Committee members
- g) Appointment of Auditor
- h) Consideration of resolutions, if any, subject to adherence of notice period
- i) Any other business with the permission of the President

2. Special General Body Meetings may be called at any time by the Executive Committee or by not less than 4/5 of the total membership in writing upon 21 days' notice by certificate of posting and for such reasons that are necessary for the transaction of business that effects the normal functioning of the Society or for amendments to Rules and Regulations of the Society. The quorum at such meetings shall be not less than 50% of the total membership of the Society, subject always to a minimum of 7 members. All other provisions shall apply according to Sec 11 (3) of the KSR Act 1960.

3. Correspondence relating to any General Body meeting must reach the office of the Secretary at least 7 days before the date of the meeting. Any member may express to seek clarification of the annual accounts and shall give not less than 4 working days' notice in writing to the Secretary, who shall make suitable arrangements. Any member may also seek an inspection of the records of the Society and make similar request giving not less than 4 days' notice period, and the Secretary shall make suitable arrangements. In the case of administration matters the Secretary/Treasurer shall be approached, in the event of dissatisfaction of explanation by the Secretary and/or Treasurer the EC shall be approached. The decision of the EC shall be final and binding on all members.

4. Proposals, if any, for consideration at the General Body meeting shall reach the Secretary in writing not less than 7 days before the date of the meeting stating clearly the reasons for the proposal and should be duly seconded by two regular members of the Society.

5. Voting by proxy is not permitted. Each member present at the General Body Meeting is entitled to one vote only. Members desirous to be elected to the Executive Committee must be of sound health and undertake to attend all meetings of the Society. Elections shall be by show of hands or, if so desired, by secret ballot.

VI. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of 9 members who shall be elected at an Annual General Body Meeting and shall hold office for three years. Only the Director is eligible for election as a member of the Executive Committee without portfolio. They shall be eligible for re-election. The Executive Committee shall meet at least 6 times in a year.

The Executive Committee is empowered to open such bank accounts that are required for the fulfilment of the Aims and Objectives of the Society, operate and negotiate with such financial institutions for expediting instruments of banks. The quorum for Executive Committee meetings shall be 5 members. They may appoint a Working Committee consisting of 1 EC member, 2 ordinary members and the chief functionaries of the different branches of Shishu Mandir, to carry out such assignments that they deem necessary for the fulfilment of its responsibilities. Investments and their operations shall lie solely with the Finance Sub-Committee unless revoked by a simple majority decision of the members of the Society at a Special General Body Meeting.

The EC will monitor the functioning of the employees and will take appropriate action in case of misuse of funds or violation of duties.

All ordinary members of the Society will be called to all Executive Committee meetings to enable them to an active participation and to widen the spectrum of ideas. They have no voting rights.

The Executive Committee will consist of the following members:

1. The President as the chief Executive Officer of the Society shall preside over all meetings of the Society. He shall be responsible for the administration and management of the Society's Institutions. The Society shall sue and be sued in the name of the President.
2. The Vice-President shall officiate in the absence of the President.
3. The Hon. Secretary shall be responsible for all official correspondence on behalf of the Society. The Secretary shall take down the proceedings of meetings. The Secretary shall be responsible for the safe custody of the documents/ records, files, bank books, bank instruments and books of accounts which will be kept in the Record Room of the Shishu Mandir School. The Secretary shall take down the proceedings of meetings.
4. The Hon. Joint Secretary shall officiate in the absence of the Hon. Secretary.
5. The Hon. Treasurer ensures adherence to the approved budget. He follows proper accounting practices and procedures. Petty cash and cash vouchers shall be checked regularly by the Treasurer.
6. Four Members without office shall be part of the Executive Committee to replenish the 'spectrum of ideas' in all affairs of the Society.
7. The Executive Committee shall appoint a Working Committee to administer and manage the departments under their control, under the overall direction of the Executive Committee.
8. All members may invite any interested person to the meetings with prior consent of the President.

VII. FINANCE SUB-COMMITTEE

The Finance Sub-Committee shall consist of the President, Treasurer and minimum 3 co-opted members of the Society. The Finance Sub-Committee shall be nominated for one year at the Annual General Body Meeting. They shall appoint a coordinator from the co-opted members to administer their affairs. Any vacancy among the co-opted members shall be filled through co-option by the Executive Committee for the remaining time till the next Annual General Body meeting.

The Finance Sub-Committee shall hold all immovable properties on behalf of the Society, as also all funds held in Fixed Deposits or investments. They shall operate the Foreign Contribution Regulation Act account. The Finance Sub-Committee shall meet at least once in three months and consider investments, make an analysis of the expenditure and such matters that require their attention. They may frame such rules that are necessary to govern their affairs, but which are not inconsistent with the Aims and Objectives of the Society nor impinge on the powers and functions of the Executive Committee. The Finance Sub-Committee shall meet once a year with the Executive Committee members and the Director and consider and pass the annual budgets.

Records of their meetings shall be kept in the Record Room of the Shishu Mandir School. All property records including a register of all properties and investments shall be held in a safe deposit locker and copies thereof in such secure custody that they consider fit, which is operable by 2 out of 4 designated members of the Finance Sub-Committee, and a copy of the register of properties and investments as well as the minutes of their meetings shall be kept in the Record Room of the Shishu Mandir School.

VIII. Working Committee

The Working Committee shall consist of minimum two members of the Executive Committee, one being the Director, the Principals, the House Mother and one Social Worker and up to 4 members. The Committee shall appoint one managing person from among themselves who shall hold office for one year. All members of the Working Committee shall have voting rights at their meetings only. The managing person shall circulate their minutes to the respective Working Committee members, and their minutes shall be kept in the Record Room of the Shishu Mandir School. Co-opted members hold office for that year only and are eligible for re-nomination.

For the Work Committee the President shall be an ex-officio member.

Quorum of Working Committee Meetings: Three persons shall form a quorum out of whom one must be a Society member who is not an employee and shall meet at least once every month.

Powers of the Working Committee: The Working Committee shall consider all matters relating to all departments. Appointments and dismissals of staff, allocation of residential quarters and their release shall be recommended by the Working Committee to the Executive Committee for action, as also special disbursements. The Working Committee shall carry out all routine correspondence and day-to-day administration. The Working Committee shall conduct interaction with related governmental departments, agencies and local bodies, unless otherwise directed by the Executive Committee.

IX. GENERAL

1. **Funds:** The funds of the Society shall be derived from membership subscriptions, gifts, donations, charity, interest, proceeds of bazaars, government grants etc. and shall be utilised for the attainment of the Aims and Objectives of the Society. The funds of the Society, by whatever means they might have been derived, shall not be distributed among the members of the Society.
2. **Accounting Year:** The official year of the Society shall be from April 1st to March 31st of each calendar year.
3. **Audit:** The Society may appoint an internal auditor to assist in the checking of the accounts with the approval of the Statutory Auditor and fix a suitable remuneration.
4. **Amendments** to these Rules and Regulations may be effected, if required, in terms of the provisions of Sec. 9 and 10 of the KSR Act 1960.
5. The Society shall maintain cash books, ledgers, members' registers, a minutes book, a property register and other books as prescribed by the Act, and they shall be in the

custody of the Secretary / Treasurer in the Record Room of the Shishu Mandir School. They shall be produced when called for.

6. **Filing of accounts:** Within 30 days after a General Body meeting the list of the newly elected Executive Committee members, a copy of the audited accounts, duly audited by a statutory auditor and showing his/her remunerations as per Sec 13 of the KSR Act 1960, as well as all other documents as required by law shall be filed with the Registrar of Societies.
7. **Office hours:** The office hours of the Society shall be from 9 am to 5 pm from Monday to Friday.
8. **Dissolution:** In case of the dissolution of the Society the provisions of Sec 22 and 23 of the KSR Act 1960 shall be applied and any such provisions as laid down by the Act and/or Income Tax requirements shall be applied. All assets as remaining on the day of dissolution shall be transferred to another Charitable Trust/Society, whose objects are similar to those of this Society, and which enjoys the recognition under Section 80G of the IT Act 1961 as amended from time to time.
9. **Amalgamation:** In case of an amalgamation of the Society the procedure as under Sec 21 of the KSR Act 1960 shall be applied.
10. For all things and matters which have not been specifically provided for here-above the provisions of the **KSR Act 1960** and the rules made there-under shall apply.

At Bangalore dated July 2nd 2011

Executive Committee Members:

Founder	Hella Mundhra
President	Ramachandra Seshagiri
Vice-President	Devadas Mundhra
Director	Anand C.
Secretary	Vandana Kumar
Joint Secretary	Firoza Maneksha-Sinha
Treasurer	Arnold Mathias
Member	Phani Challa
Member	V. Venu