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**MEMORANDUM OF ASSOCIATION  
&  
RULES AND REGULATIONS  
OF  
THE HARVARD CLUB OF INDIA**

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**MEMORANDUM OF ASSOCIATION**  
of the  
**HARVARD CLUB OF INDIA**

**ARTICLE I- NAME**

The name of the Society shall be the Harvard Club of India.

**ARTICLE II – REGISTERED OFFICE**

The office of the Harvard Club of India shall be situated in the Union Territory of Delhi and at present is at the following address:— 8, Padmini Enclave, New Delhi.

**ARTICLE III – OBJECTIVES**

The objectives of this Society shall be :

1. To bring together as equals the alumnae and alumni of Harvard University for their mutual benefit; for the promotion of their common interests through cultural, social and intellectual activities and exchanges; for fostering friendship among them and for promoting beneficial relations with the community around them.
2. To actively and consistently foster contracts between Harvard University and its alumni and alumnae.
3. To disseminate information about Harvard University and to assist Harvard University by identifying and supporting outstanding students.
4. To create, if deemed necessary, an Educational Trust for the purpose of funding outstanding Indian students at Harvard and for mobilizing the necessary finances through various activities for this purpose.
5. To promote, through social and intellectual exchange, Science, Literature, the Fine Art and the diffusion of useful knowledge.
6. To find and promote activities of Social Welfare and activities conducted to protect and improve the natural environment (including forest, lakes, rivers,, wild life and compassion for living creatures).

All the income, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no profit on 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 Members of the society or to any person claiming through any one or more of the present or past members. No member of

the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of his membership.

#### **ARTICLE IV – EXECUTIVE COMMITTEE**

The names, addresses, occupations 1 and designations of the present members of the Executive Committee to whom the management of the Society is entrusted as required under section 2 of the Society Registration Act, 1860 as applicable to the Union Territory of Delhi are as follows:—

S. No.	Full Name In Capital	Address	Designation in the Society
1.	Mr. Ranji Bhandari	8, Padmini Enclave Hauz Khas, New Delhi-110016	President
2.	Mr. Amit S. Chadha	99, Sukhdev Vihar Mathura Road, New Delhi-110025	Secretary
3.	Mrs. Prama Bhandari	Director Personnel JMA Industries, Dera Bassi, Punjab	Member
4.	Dr. Moti Lal Jain	K-38, Green Park, (Main) New Delhi-110016	Member
5.	Mr. Umesh Shrivastava	46, Cantt Sagar, Madhya Pradesh	Member
6.	Prof. Jaideep Singh	110, Sunder Nagar New Delhi-110011	Member
7.	Dr. Anand Prakash	W-17, Greater Kailash-II New Delhi-110048	Member
8.	Dr. V.G. Bhatia	C-53, Nizamuddin East, New Delhi-110003	Member
9.	Ms. Pinky Anand	A-126, Neeti Bagh, New Delhi-110019	Member

## ARTICLE V

We, the undersigned are desirous of forming a Society namely, HARVARD CLUB OF INDIA under Societies Registration Act, 1860 as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society.

S. No.	Name	Address
1.	Mr. Ranji Bhandari	8, Padmini Enclave, Hauz Khas, New Delhi-110016
2.	Mr. Amit S. Chadha	99, Sukhdev Vihar Mathura Road, New Delhi-110025
3.	Mrs. Prama Bhandari	Director Personnel JMA Industries, Dera Bassi, Punjab
4.	Dr. Moti Lal Jain	K-38, Green Park (Main), New Delhi-110016
5.	Mr. Umesh Shrivastava	46, Cantt Sagar, Madhya Pradesh
6.	Prof. Jaideep Singh	110, Sunder Nagar, New Delhi-110003
7.	Dr. V.G. Bhatia	C-53, Nizamuddin East, New Delhi-110003
8.	Ms. Pinky Anand	A-126, Neeti Bagh, New Delhi-110019
9.	Mr. Ranjan Chak	Oracle Software (India) P. Ltd. Embassy Point, 3 <sup>rd</sup> Floor, 150, Infantry Road, Bangalore-560001
10.	Mr. Deepak Khosla	18.8 km, Mathura Road, Faridabad, Haryana-121003
11.	Mrs. Zia Mody	Alli Chambers, 2 <sup>nd</sup> Floor, N. Master Road, Fort, Bombay-400001
12.	Bharat C. Dalal	"Abhiram", 49, Navyug Society, Ahmedabad-380015

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|-----|----------------|--|
| 13. | Rajive Kaul    | NICCO Corporation Ltd.<br>NICCO House, 2 Hare Street,<br>Calcutta-700001 |
| 14. | Arjun Malhotra | A-10, 11, Sector-III<br>NOIDA-201301 (U.P.)                              |
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## **RULES AND REGULATIONS**

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### **THE HARVARD CLUB OF INDIA**

#### **ARTICLE I – NAME**

The name of the society shall be the Harvard Club of India.

#### **ARTICLE II – MEMBERSHIP**

##### **Section 1 – Eligibility :**

Any individual who has been connected with any department of Harvard University as a student, instructor or visiting scholar or who has been associated with or participated in any educational programme at Harvard University is eligible for membership.

##### **Section 2 – Classification :**

1. Founding Members are those who were present at the meeting on 5-8-1994 in which this Constitution was adopted.
2. Life Members are alumni or alumnae who have already paid Rs. 2000 to the Harvard Club of Delhi, or those individuals who pay the life membership fee determined from time to time by the General Body of the Club.
3. Member : membership shall be held by those alumnae and alumni who pay dues as stated in Article III of these Rules and Regulations.
4. Honoured Members : the Executive Committee shall confer the title of Honoured Member to alumni or alumnae worthy of this distinction in recognition of their outstanding service to the Club.
5. Patrons : the Executive Committee shall have the power to confer the title of Patron to any person of exceptional and high distinction, provided there is unanimous agreement by the Executive Committee. A Patron shall be a non-voting member of the Club for life.

##### **Section 3 –Application :**

An applicant for membership shall:

1. fill in the relevant application form :

2. deliver the application form to the Vice-President,

**Role of the Executive Committee on Applications :**

The Executive Committee shall have the right to reject any application without assigning any reason for such rejection.

**Section 4 – Termination of Membership:**

The Executive Committee has the authority to terminate membership of any member, who

- i. is deemed in the opinion of the Executive Committee to have acted against the objectives and interests of the Club,
- ii. indulges or participates in the name of the Harvard Club of India in any activity, or uses the Harvard Club of India, its activities, meetings, membership lists etc., in furtherance of any activity which may be construed as
  - a) unlawful,
  - b) Political in nature,
  - c) For personal gain,
- iii. Has not paid his or her dues as per Article III.

**Section 5 – Notices :**

Any notice posted Under Certificate of Posting to the recorded address of members shall be considered duly delivered. Similarly any notice hand delivered for which a signature has been obtained will be considered duly delivered. Members must inform the Vice-President in writing of any change of address.

**Section 6 – Voting Rights :**

- 1. All members, other than Patrons, shall have voting power and shall, therefore, be eligible to stand for membership of the Executive Committee.
- 2. Patrons shall have no voting power, and shall not be eligible for membership of the Executive Committee, but may be co-opted to any sub-committee.

**ARTICLE III – SUBSCRIPTION**

Annual Subscription is payable from April 1st onwards but not later than October 31st, of each year. The Executive Committee will examine after October 31st, any membership arrears. Any member whose Subscription is not paid during this period ceases to be member. Such member may be readmitted upon paying her or his Subscription at the discretion of the Executive Committee.

- 1. All members shall pay the Subscription proposed by the Executive Committee and approved by a simple majority of the General Body, with the exception of Honoured Members and Patrons, who do not have to pay any dues.

2. Life Members shall pay their life membership Subscription once.
3. The quantum of annual Subscription and life membership Subscription shall be recommended from time to time by the Executive Committee to the members at the Annual General Meeting, whose decision shall be final.
4. The Subscription for life Membership shall be Rs. 2,000 and the Annual Subscription for other members shall be Rs. 200 per year.

## **ARTICLE IV – MANAGEMENT OF THE CLUB**

### **Section 1 – Composition :**

The management of the Club shall be <sup>5</sup> vested in an Executive Committee consisting of a maximum of 14 members, who shall be elected every two years at an Annual General Meeting in the manner hereafter provided in Article V of the Rules and Regulations, and shall hold elected office for two years from the date of election or till the next election, whichever is later.

### **Section 2 – Title :**

The office bearers of the Club and its Executive Committee shall be a President, a Vice-President, a Secretary and a Treasurer. In addition to the office bearers, the Executive Committee shall have a maximum of 10 other members.

### **Section 3 – Term :**

The tenure of the office bearers and members of the Executive Committee shall be till the 2nd AGM after the date of the election. A retiring office bearer of the Executive Committee shall not be eligible to hold the same office again unless there has been a minimum gap of two years.

### **Section 4 – Vacancy :**

In case of a vacancy in the office of President, the Vice-President shall officiate and accede to the office and shall serve until the next Annual General Meeting, when there shall be an election for the post.

In case of a vacancy in any other office (*i.e.*, other than that of President), the Executive Committee shall choose, at a meeting called for that purpose, a person to serve until the next Annual General Meeting, when there shall be election for that specific post.

In all such cases, regardless of the special election, the tenure shall remain the same as when the original committee was elected.

### **Section 5 – Duties :**

The Executive Committee shall :

1. have full powers to manage the affairs of the Club, transact its business, and administer its funds,
2. propose an auditor whose name shall be circulated to the members of the Club six weeks before the Annual General Meeting,

3. circulate to the members relevant documentation. i.e., any proposed amendments to the Club Rules and Regulations, a statement of accounts and the minutes of the previous Annual General Meeting at least two weeks before the Annual General Meeting or Special Meeting.

#### **Section 6 – Meetings of the Executive Committee :**

The Executive Committee shall meet at such times and places as may be convenient but there shall be one committee meeting each month. The date for the meeting shall be set by the President. Other meetings may be held at the call of the President or upon the written request of any three members of the Executive Committee.

#### **Section 7 – Quorum :**

The quorum for a meeting of the Executive Committee shall be five members.

#### **Section 7A — Funds :**

1. The funds of the Harvard Club of India shall be deposited by the Treasurer in a bank approved by the Executive Committee.
2. The account of the Club shall be operated by cheques drawn by the Treasurer and counter-signed by the President, or in his absence by the Vice-President, or in his absence by the Secretary.
3. Request for expenditure of funds on behalf of the Club must be approved by the Executive Committee.
4. The Accounts of the Club, before being presented to the Annual General Meeting shall be duly passed by the Executive Committee and audited by the Club's auditors.
5. The audited balance sheet shall be circulated to all members of the Club two weeks before its presentation at the Annual General Meeting.

#### **Section 8 – Duties of the Office Bearers of the Club :**

##### **1. President :**

The President shall be the official representative of the Harvard Club of India. He or she shall be an *ex-officio* member of any committee that is formed.

The President's duties shall be :

- a. to preside at all meetings of the Harvard Club of India and at all meetings of the Executive Committee. The President shall not take part in any voting during the Executive Committee meetings except in case of a tie,
- b. to supervise plans for extending, unifying, and rendering more efficient the activities of the Harvard Club of India,
- c. to approve all programmes and activities,



- d. to approve all bills before payment,
- e. to approve all correspondence written in the name of the Harvard Club of India,
- f. to appoint any committees deemed necessary.

## **2. Vice-President :**

The Vice-President, in the absence of the President, shall perform the duties of the President.

The Vice-President's duties shall <sup>7</sup> be :

- a. to receive and acknowledge in writing all Membership application forms,
- b. to file all Membership application forms and to maintain an up-to-date record of all members and applications,
- c. to organize and arrange at least one monthly programme from September to May and more if she or he so desires,
- d. to manage and organize for the venue and the refreshments at these programmes,
- e. to be responsible for the arrangements for Annual General Meetings and Special Meetings,
- f. to maintain registers of attendance at all programmes.

## **3. Secretary :**

The duties of the Secretary shall be :

- a. to keep a record of the proceedings of all meetings of the Executive Committee,
- b. to circulate the minutes of the Executive Committee meetings within two weeks of the meeting to members of the Executive Committee,
- c. to notify all Executive Committee members of such meetings of the Committee, and to send them an agenda of the meeting,
- d. to prepare answers to all letters directed to the Club and submit them to the President for approval,
- e. to maintain a file of all correspondence,
- f. to keep a record of the proceedings of the Annual General Meetings,
- g. to report to members the minutes of the previous Annual General Meeting,
- h. to maintain the permanent records of the Club,

i. to issue a notice to all members, not less than thirty days before the date of the Annual General Meeting, calling for nominations for election to the Executive Committee.

#### **4. Treasurer :**

The duties of the Treasurer shall be:

a. to hold and disburse, upon approval of the President, and/or the Executive Committee all funds of the Harvard Club of India,

b. to prepare a monthly report of income and expenses and present it at the Executive Committee meeting, 8

c. to maintain an up-to-date account of dues paid/payable by members and to coordinate with the Vice-President on this,

d. to ensure that an auditor be proposed by the Executive Committee and the name of the auditor be circulated to members of the Club six weeks before the Annual General Meeting,

e. to render an audited report at the Annual General Meeting, a copy of which report shall be circulated to members at least two weeks prior to the meeting,

f. to deliver to her/his successor, within one month after the expiration of her/his term of office, all money, vouchers, books, signed authority cards, letters for the banks, other papers of the Club in her/his custody,

#### **Section 9 – Duties of the office Bearers of the Executive Committee at the end of their term :**

Each office bearer of the Executive Committee shall submit to his/her successor within one month after his/her term of office expires, a record of all committee meeting minutes and all other papers of the Club in his/her custody.

### **ARTICLE V – ELECTION**

#### **Section 1 :**

The Election of the Executive Committee shall take place at an Annual General Meeting of the Club.

#### **Section 2 :**

The Executive Committee shall be elected for a term of two years.

#### **Section 3 :**

After the expiry of the two year term, a retiring office bearer can only be elected to the same office if a minimum 2 years gap has taken place since she or he held that office.

#### **Section 4 :**

Candidates must be proposed and seconded by the voting members of the Club *i.e.*, every one except the Patrons. The proposals must be accompanied by the candidate's acceptance.

**Section 5 :**

The Secretary shall issue a notice not less than thirty days before the date of an Annual General Meeting calling for nominations for election to the Executive Committee and such notice shall state the closing date for such nominations.

**Section 6 :**

The names of all candidates so proposed and seconded shall be circulated to all members at the Annual 9 General Meeting.

**Section 7 :**

At the Annual General Meeting at which elections are to be held, if the number of candidates proposed and seconded for each post of office-bearer be not more than one, such a candidate shall be declared duly elected.

If the number of such candidates for each post of office bearer be less than one, the meeting shall proceed to elect a member to fill the post in such manner as the outgoing President may direct.

If, however, the number of candidates so proposed and seconded be more than one for each post of office bearer, the meeting shall proceed to elect from among them the number necessary to constitute the Executive Committee.

**Section 8 :**

In case more than one person is nominated for a post, a secret ballot will take place.

**Section 9 :**

Elections shall be held in accordance with the procedures laid down by the outgoing Executive Committee and shall be by Secret Ballot.

**Section 10 :**

All elections shall be decided by a simply majority.

**ARTICLE VI - MEETINGS**

**Section 1 :**

The Annual General Meeting shall be held in the month of April every year or at such time as decided by the Executive Committee.

**Section 2 :**

Special Meetings to conduct the business of the Club may be called by the President or upon the request of 25% of the membership.

**Section 3 :**

At the Annual General Meeting, 25% of the membership shall constitute the quorum and no such meeting shall be constituted or any business transacted unless there be at least that number of members present.

If after the expiry of 15 minutes, 25% of the membership is not present, the voting members present shall be deemed to have formed the quorum and shall have the power to proceed with the business of the Annual General Meeting.

**Section 4 :**

At a Special General Meeting, 25% of <sup>10</sup> the membership shall constitute the quorum and no such meeting shall be constituted or any business transacted unless there be at least that number of members present.

If after the expiry of 15 minutes, 25% of the voting membership is not present, the meeting shall stand adjourned for 14 days.

If the quorum is not present at the reconvened meeting, the voting members present shall be deemed to form the quorum.

**Section 5 :**

Not less than thirty days notice of such meetings shall be sent to all members by the Secretary.

**Section 6 :**

The Chair at the Annual General Meeting or at the Special Meeting shall be taken by the President, or in her/his absence by the Vice-President.

**Section 7 :**

The Annual General Meeting shall conduct the following business :

1. Consideration and adoption of the accounts of the Club for the previous years,
2. Consideration of the Annual Report of the Club by the Executive Committee,
3. Every two years, the election of the Executive Committee,
4. Any other business as decided by the Executive Committee,

**ARTICLE VII – THE CLUB YEAR**

The Club Year shall be from April 1st to March 31st and it shall therefore, be the Financial Year, the Membership Year and one Year of the Executive Committee's term concurrently.

**ARTICLE VIII – AMENDMENTS TO THE RULES & REGULATION**

**Section 1 :**

The Rules and Regulations of the Harvard Club of India shall be only added to, altered or amended at the Annual General Meeting or at a Special General Meeting called for that purpose.

**Section 2 :**

At least two weeks notice of the proposed addition/s, alteration/s and or amendments/s must be sent to every member of the Club.

**Section 3 :**

Keeping all the above mentioned sections and keeping Article VI and specially Article VI, sections 3 and 4 in mind, a two-thirds majority of those present and voting may amend, alter or 11 add to the Rules and Regulations.

**ARTICLE IX – PROCEEDINGS OF THE CLUB**

A correct record of the proceedings of all Meetings including the Annual General Meeting, any Special General Meetings, Executive Committee meetings any sub-committee meetings shall be kept and the minutes of such meetings shall be signed by the President of the Club or by the Chairperson presiding at the meeting. Such minutes, when duly signed, shall for all purposes whatsoever, be *prima facie* evidence of the resolutions passed as such meetings, Records of such meetings will be kept by the Secretary of the Club, as well as the President of the Club.

**ARTICLE X – LEGAL REQUISITES**

1. Once in every year a list of the office bearers and members of the Executive Committee of the Society shall be filed with the Registrar of Societies, Delhi, as required under section 4 of the Societies Registration Act, 1860.
2. The Society may sue or be sued in the name of the President, Secretary as per provisions laid down under section 6 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.
3. Any amendment in the Memorandum of Association or rules will be carried out in accordance with procedure laid down under sections 12 and 12-A of the Societies Registration Act, 1860.
4. All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, shall apply to the society.

**ARTICLE XI – DISSOLUTION**

If the Society need to be dissolved, it shall be dissolved as per the provisions laid down under sections 13 and 14 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi

Certified that this is the correct copy of the Rules and Regulations of the Society.

Sd/-

Sd/-

Sd/-

Ranji Bhandari  
(PRESIDENT)

Amit S. Chadha  
(SECRETARY)

Umesh Shrivastava  
(TREASURER)