



**BLIND CAN FEEL - DEAF CAN SEE  
YOUR KINDNESS**



**MEMORANDUM AND CONSTITUTION  
OF  
SOCIETY FOR THE WELFARE  
OF  
THE HANDICAPPED (REGD)  
PATIALA**

**AS AMENDED**

Registered Office :  
**S. KISHAN SINGH KAMBOJ HOSTEL**  
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*This Edition is dedicated to our Founder  
Late S. Amar Singh Kamboj*

Secretary  
Patiala School for The Blind  
Managing  
Society for Welfare of The Handicapped (Regd)

*(Signature)*  
Secretary  
Society for Welfare of  
The Handicapped (Regd.) Patiala

## MEMORANDUM OF THE SOCIETY

1. **Name** : The name of the Society shall be "Society For Welfare of The Handicapped".
2. **Registered Office** : The registered office of the Society shall be at Patiala (Punjab).
3. **Area of Operation** :
  - (a) The society's activities shall be primarily confined to the state of Punjab but the society may extend by a resolution of General Body its operations through out India and may open offices in other states or other places as well.
  - (b) The society may by a resolution of General Body seek affiliation with any National or International society with similar aims and objects.
4. **Aims and objects** : The aims and objects of the society shall be :
  - (i) To open schools for the education and rehabilitation of the Deaf, Blind, Mentally retarded and physically handicapped children in the normal society and to enable them to become creative citizens and to contribute their might in the development of the country and society and to prepare them to lead a happy life.
  - (ii) To open training-cum-production centers for the advanced training in various trades for the Deaf, Blind, Mentally retarded and Physically handicapped children at Patiala and at any place any where in India.
  - (iii) To establish and maintain hostels for such children at Patiala or at any other places in India.
  - (iv) To take up and promote other welfare activities for the improvement of the conditions of the Deaf, blind, mentally retarded and physically handicapped children.
  - (v) To open, affiliate, or combine institutions with similar objects.
  - (vi) To establish libraries for the Deaf, blind, mentally retarded, and physically handicapped children and to undertake and encourage publications for their welfare.

Society for Welfare of  
The Handicapped (Regd.) Patiala



5. In order to run the society smoothly and efficiently, there shall be an Executive Committee. The Executive Committee shall have control over the institutions run by the society, their properties, assets and finance, subject to the supervision of the General Body of the society.

5. The founder members of the society are :

Name	Address :
1. S. Amar Singh Kamboj (Founder & President)	Chairman, Amar Ashram, Patiala Phone : 1411 (O) 154 (R)
2. Dr. Ganda Singh	Lower Mall, Patiala
3. S Bharpur Singh Dhaliwal	Retd Asstt Inspector General of Police, Rureka House Phone : Resi 836
4. Dr KC Saronwala	Prof Medical College Patiala
5. Sh CR Jain	Prop M/S Jainco, Shah Nashin Bazar Patiala
6. Sh OP Narola	Rais and landlord The Lower Mall, Patiala
7. Sh Sunder Lal	Prop M/S Sunder Lal & Co. 2037 Lal bagh Street Patiala Phone : Off 640 Resi 1588
8. Sh Ram Lal Kad	Managing Director, M/s Hindson Patiala Pvt. Ltd Lower Mall Patiala Phones : Off 538 Resi 876
9. Sh AK Chopra	Director M/S Hindson Patiala Pvt. Ltd. Lower Mall. Patiala Phones : Off 538 Resi 119

Add. Excise & Taxation Officer (Admin.)  
Patiala

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Secretary

WE the several persons whose names, signatures and addresses are mentioned above subscribed, are desirous of being formed into a society in pursuance of the memorandum of the society.

**Society For Welfare of The Handicapped  
(Patronized by Rotary Club of Patiala)**

**COUSTITUTION**

- Name :** The name of The society will be "Society for Welfare of The Handicapped".
- Registered Office :** The registered office of the society shall be situated at Patiala.
- Aims and Objects :** The aims and objects of the society shall be :
  - To open schools to educate and rehabilitate the Deaf, Blind, Mentally retarded, and Physically handicapped children in normal society, and to enable them to become creative citizens and contribute their might in the development of the country and Society and to prepare them to lead a happy life.
  - To open training-cum-production centers for the advanced training in various trades for the Deaf, Blind, Mentally retarded and Physically handicapped children at Patiala and at any other places in India..
  - To establish and maintain Hostels for Deaf, Blind, Mentally retarded and Physically handicapped children at Patiala or at any other places in India. To take up other welfare activities for the improvement of the conditions of the deaf, blind, mentally retarded and physically handicapped children.
  - To take up other welfare activities for the improvement of the conditions of the deaf, blind, mentally retarded and physically handicapped children.
  - To open affiliate or combine other schools for the Deaf, Blind, mentally retarded and physically handicapped children.

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Secretary



- (vi) To open or establish libraries for the Deaf, Blind, Mentally retarded and Physically handicapped children and to undertake publications for their welfare.
4. **Membership** : Any Indian resident/NRI, who is at least 25 years of age, subscribes to the aims and objects of the society and having good moral character and reputation in the community, can become a member of the society provided he agrees to contribute the funds as provided here as under;
5. **Kinds of membership and contribution** :
- (a) Life member. Any person who desires to become a life member of the society shall submit the membership form duly completed in all respects for consideration of the executive committee. If the executive committee approves the membership by a two third majority, the person will then be eligible for the life membership subject to depositing a sum of Rs 1000/- (Rs one thousand only) as non-refundable contribution.
- (b) Honorary Members. Any individual not a member of the society having performed outstanding services to the community or to the society can be conferred the honorary membership of the society if approved by a two third majority of the Executive committee. Honorary members will not be entitled to hold any office or have any voting rights.
- (c) Nominated members. The executive committee can approve nominated members on the Executive committee as under;
- (i) Maximum of three nominated members of Sh. Balwinder Singh Saifdipur in view of his having donated 4000 sq. yds. of land to the society.
- (ii) Three nominated members of any person who donates Rs 50 lakh or above to the society. The donation however has to be ratified by the society.
- (d) Chief patron/patrons. The executive committee can nominate/appoint chief patron/ patrons of the society if approved by a two third majority of the Executive committee. The person should be of eminence and should

- hold a responsible position in Society in general. The chief patron/patron will be in an advisory capacity with no voting rights.
6. **General Body** : The general body shall comprise of Life members only. However, Honorary and nominated members and the Chief Patron/Patrons can also attend the meetings of the general body.
7. **Meetings of the general body** : The general body of the society shall meet at least once a year ordinarily in the month of June or July, which will also be Called the Annual meeting of the general body and decisions will be taken by majority of votes. The following business will be transacted at the annual general body meeting;
- (i) To receive the reports of the auditors, pass the annual income and expenditure accounts and balance sheets thereof.
- (ii) To receive the annual progress reports of the society.
- (iii) To elect office bearers and members of the Executive committee. The President of the Executive committee shall be the President of the General Body. On the conclusion of the General Body meeting, the President shall appoint an election commission/commissioner to elect the new Executive Committee for the next term of office.
- (iv) Any other matter, which may be admitted by the President.
- (v) A special meeting of the General Body may be called at any time to consider any special business at the request of the 1/4<sup>th</sup> of the total members of the society or 25 members which ever is less.
8. **Executive Committee** : In order to run the society smoothly and efficiently there shall be an executive committee. The executive committee shall consist of 15 members including office bearers who shall be elected annually in the meeting of the General body. In addition there shall be nominated members as per Para 5 (c) who will also constitute the executive committee The executive committee will administer the property, finances and other matters subject to the supervision of the general body of the society.



9. **Meeting of the Executive Committee :** Executive committee may meet as and when required by the President/Secretary, but shall meet at least once a month. It shall be presided over by the President or in his absence by the Vice President and in the absence of President or the Vice President any member elected by the members present by majority of votes. The President shall have the right of casting vote in case of a tie of votes in any meeting.

10. **Duties of the Executive Committee :** The executive committee shall have full control over the society, its properties and finances subject to the supervision of the general body of the society and in particular:

- (a) To consider the annual budget and audit report and to submit to the general body.
- (b) To appoint auditors.
- (c) To form sub committees and frame subsidiary rules.
- (d) To take other steps for the efficient smooth and proper working of the society.
- (e) To try for sanction of grant from the Government, local bodies and other institutions corporate or incorporate.
- (f) To enroll members of society.
- (g) Any other business considered beneficial to the society.

11. **Office Bearers of the Executive Committee :** The following shall be the office bearers of the executive committee.

- (i) President
- (ii) Vice President (One or more)
- (iii) Secretary
- (iv) Joint secretary
- (v) Treasurer

12. **Duties of Office Bearers :** Office bearers shall perform duty as a social obligation without any perks etc. what so ever.

**President :**

- (a) The President shall be the executive head of the society.
- (b) All office bearers shall co-ordinate and assist him in the performance of his duties.

- (c) He shall preside over all the meetings.
- (d) He shall be responsible for the overall working of the society.

**Vice President :**

- (a) The vice President shall preside over all the meetings in the absence of the President.
- (b) He shall assist the President in the performance of duties.
- (c) He shall inspect the accounts regularly.

**Secretary :**

- (a) Secretary shall work in coordination with the President and the Vice President for the healthy functioning of the society.
- (b) He shall be the coordinator for the functioning of the society.
- (c) He shall arrange the executive committee meetings and the general body meetings, issue notices giving date, day, time and agenda.
- (d) He shall take follow up action on the decisions of the executive committee and the general body meetings.

**Treasurer :**

- (a) The treasurer shall maintain/manage to get maintained, all accounts as per laws.
- (b) He shall make all payments and pass bills and vouchers.
- (c) He shall prepare the balance sheets and get them audited and approved from the executive committee and the general body.

13. **Banks :** The funds of the society and the schools will:

- (a) Be deposited in any bank/banks selected by the executive Committee.
- (b) The bank accounts will be operated jointly by any two of the following office bearers :
  - (i) President
  - (ii) Secretary
  - (iii) Treasurer

14. **Intimation of the Meetings :** For every meeting of the executive committee and that of the General body a written notice for 5 days and 7 days respectively shall be given to all the respective members stating therein the date, time, place and the agenda decided by the President/Secy. However emergent meeting of the executive can be held at 24 hours notice to



transact important business.

15. **Quorum** : The quorum of General body shall be 1/4<sup>th</sup> or 25 members whichever is less.

In case the required quorum is not present, the meeting shall be adjourned after 30 minutes of assembling due to lack of quorum, and the same shall reassemble thereafter to transact the business. The business transacted in the adjourned meeting shall be valid in spite of lack of quorum.

The quorum for the executive committee shall be 1/2 of the elected members.

16. **Special Meetings** : Special meeting of the executive committee can be called on demand of 1/3<sup>rd</sup> of the executive committee members. No other business except the one for which the meeting is called shall be transacted in the special meeting. If the quorum for the meetings is not complete the same shall stand cancelled. The agenda for the meeting will be sent to all the members.

17. **Amendment** : Any amendment, replacement, change, addition/deletion in the constitution be effected only if the proposed addition deletion change is recommended by a majority of 2/3<sup>rd</sup> of members present in two consecutive committee meetings of the executive committee after due circulation of the proposed change among the members, subject to requirements of Quorum as per Para 15.

18. **Dissolution** : In case the general body is of the opinion that the objects of the Society can no longer be carried on it may decide to wind up by a decision of 3/4<sup>th</sup> of the total members of the General body. In that case the funds, properties of the society shall be diverted to other associations with similar aims and objects as decided by the General body.

24.  
Addl. Excise & Taxation Commissioner (Admn.)  
Punjab, Patiala

*[Signature]*  
Secretary  
Society for Welfare of