

MEMORANDUM OF SOCIETY

1. NAME OF THE SOCIETY:

The name of the society shall be: "MANAGEMENT LIBRARIES NETWORK (MANLIBNET)."

2. REGD. OFFICE:

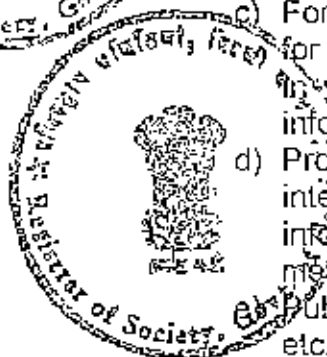
The Registered office of the society shall remain in the National Capital Territory of Delhi, and at present it is at the following address:

B-2/B-223, Janak Puri, New Delhi-110058

3. AIMS AND OBJECTS:

MANLIBNET is formed to achieve high standards in Management, Business and Economic Librarianship and Information Services in India and it will have the following objectives:

- a) Development of strong linkages among M&B Libraries and Information Centres for resource sharing.
- b) Promotion of study and research in the area of M&B librarianship and development of new information in the relevant areas.
- c) Formulation of standards, norms, guidelines etc. for M&B libraries and information centres keeping in view the increased and varied applications of information technology in libraries.
- d) Providing a common forum to the professionals' interested or engaged in M&B librarianship and information services by holding conferences and meetings.
- e) Publications of newsletters, journals and books etc. which will help to achieve the objectives of the society.
- f) To offer opportunities for library related continuing education especially by imparting computers and technology oriented training.
- g) Promotion of close ties with other professional or private bodies engaged with collection, processing and dissemination of M&B information.
- h) Developing relationship with other professional associated for achieving the goals and objectives of society.
- i) To carry out all such things that are essential or conducive to the realization of above mentioned objectives



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4. **GOVERNING BODY:** The names, Addresses, Occupations and the Designations of the present members of the Governing Body, to whom the management of Society is entrusted, as required under Section 2, of the "SOCIETIES REGISTRATION ACT, OF 1860". as applicable to the National Capital Territory of Delhi, are as under.

	NAME AND ADDRESS:	OCCUPATION:	DESIGNATION:
1.	ASHOK JAMBHEKAR 303, IIM CAMPUS VASTRAPUR AHMEDABAD-380015	SERVICE	PRESIDENT
2.	M.M.L. GOYAL B2/B-223, JANAKPURI NEW DELHI-110058	SERVICE	VICE PRESIDENT
3.	DR. P.R. GOSWAMI 1/17, ROOP NAGAR DELHI-110007	SERVICE	GENERAL SECRETARY
4.	AKHTAR PARVEZ D-278/5, JAMIA NAGAR OKHLA NEW DELHI	SERVICE	SECRETARY
5.	RAMESH CHAND GAUD A-6, TAJPUR VILLAGE BADARPUR NEW DELHI	SERVICE	SECRETARY
6.	JETENDER SHARMA 596-C, WARD NO 3 MEHRAULI NEW DELHI	SERVICE	TREASURER
7.	TARIQ ASHRAF 4414 ANSARI ROAD DARYAGANJ NEW DELHI-110002	SERVICE	EXECUTIVE MEMBER



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8. DR. DEV RAJ SINGH
D-2/29, SECTOR-15
ROHINI
DELHI-110085

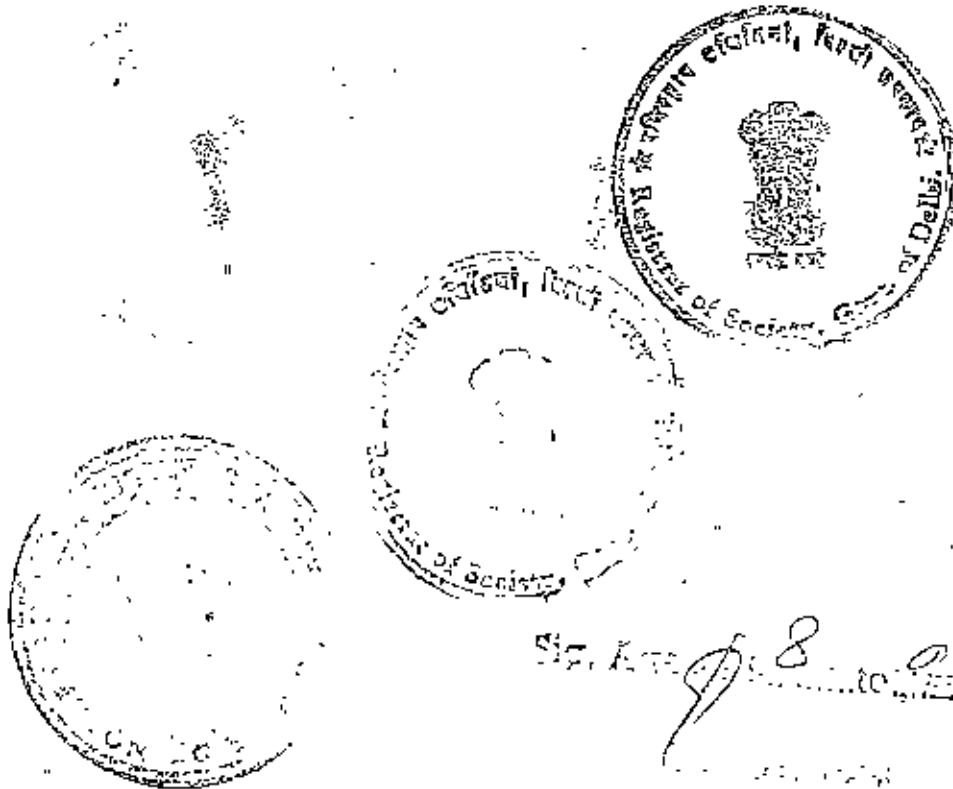
SERVICE

D. P. Singh

9. MRS. RUMA SHARMA
A-18, WEST PATEL NAGAR
NEW DELHI

SERVICE

Ruma Sharma



Sig. Mrs. V. S. Malie

Mrs. V. S. MALIE

19 JUL 1988

j). All the incomes, earnings, moveable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.



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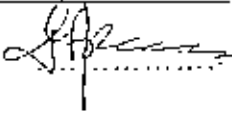
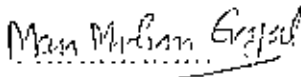
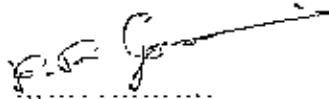


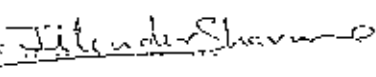

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5. DESIROUS PERSONS:

We, the undersigned are desirous of forming a Society named. "MANAGEMENT LIBRARIES NETWORK (MANLIBNET)" under the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to the National Capital Territory of Delhi, in pursuance of this Memorandum of Society:

NAME & ADDRESS :	OCCUPATION:	SIGNATURE:
1. ASHOK JAMBHEKAR 303, IIM CAMPUS VASTRAPUR AHMEDABAD-380015	SERVICE	
2. M.M.L. GOYAL B2/B-223, JANAKPURI NEW DELHI-110058	SERVICE	
3. DR. P.R. GOSWAMI 1/17, ROOP NAGAR DELHI-110007	SERVICE	
4. AKHTAR PARVEZ D-278/5, JAMIA NAGAR OKHLA NEW DELHI	SERVICE	
5. RAMESH CHAND GAUD A-6, TAJPUR VILLAGE BADARPUR NEW DELHI	SERVICE	
6. JETENDER SHARMA 596-C, WARD NO. 9 MEHRAULI NEW DELHI	SERVICE	
7. TARIQ ASHRAF 4414, ANSARI ROAD DARYAGANJ NEW DELHI-110002	SERVICE	

Sig. Attached to _____

NOTARY PUBLIC & CIVIL SUPPLY
101, ANANDAPUR
DELHI-110002
DATE: 19 JUL 2000

19 JUL 2000

8. DR. DEV RAJ SINGH
D-2/29, SECTOR-15
ROHINI
DELHI-110085

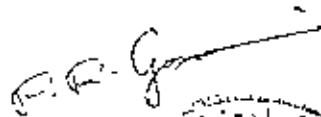
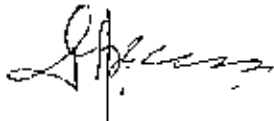
SERVICE

EXECUTIVE
MEMBER

9. MRS. RUMA SHARMA
A-18, WEST PATEL NAGAR
NEW DELHI

SERVICE

EXECUTIVE
MEMBER



Ruma Sharma



RULES AND REGULATIONS

1. **NAME OF THE SOCIETY:** Name of the Society shall be: "MANAGEMENT LIBRARIES NETWORK (MANLIBNET)."
2. **MEMBERSHIP:** All Management, Business and Economic library professionals, institutions or organizations of India shall be eligible to become a member of the Society. Various classes/categories of membership (including Admission Fee and Subscription) shall be made by the Governing Body in its meeting called for this purpose from time to time.
NOTE: If the membership is not approved by the Governing Body of the Society, the reason of refusal shall be communicated to the person/applicant concerned.
3. **ADMISSION FEE & SUBSCRIPTION:** The Admission Fee and the Subscription shall be as under unless otherwise revised by the Governing Body of the Society:
(a) Admission Fee Rs. 100/- at the time of admission,
(b) Subscription Rs. 25/- per month.
4. **TERMINATION OR CESSATION OF MEMBERSHIP:** The Governing Body of the Society shall have the powers to expel/terminate a member or/and members, from the membership of the above Society, on the following grounds:
(a) on death,
(b) on written resignation,
(c) if found to be involved in any anti social activities,
(d) if found guilty by means of anti propaganda of Aims and Objects of the Society,
(e) if fails to pay the subscription of contribution for three months from due Date,
(f) if has not attended three consecutive meetings without proper intimation,
(g) if disregards Rules & Regulations or disobey the decisions of Society.
NOTE: The decision of the Governing Body regarding the termination from the membership of the Society, shall be communicated to the member concerned.
5. **GENERAL BODY DEFINED:** All the members of the Society will constitute the General Body of the Society.

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6. **FOUNDER MEMBERS:** The members of the First Governing Body/Executive Committee shall be known as Founder Members of the Society.
7. **PATRON OF THE SOCIETY:** Governing Body shall appoint Patron (s) of the Society, from time to time.
8. **GENERAL BODY:** (a) **NOTICE**-Minimum '15' days notice shall be given to the members, before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
(b) **MEETING**-General Body Meeting shall be held once in every year regularly.
(c) **QUORUM**- Quorum of General Body Meeting shall be $\frac{1}{3}$ rd (one third) of the total strength of the General Body Members of the Society.
9. **RIGHTS & PRIVILEGES OF MEMBERS:** All and every member of the Society:-
(a) shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Society,
(b) have right to collect the Identity Card after depositing the required/prescribed fee (fixed by the Governing Body of the Society from time to time).
10. **DUTIES OF THE MEMBERS:** All and every member of the Society shall:
(a) elect the Governing Body of the Society,
(b) attend the General Body meetings regularly,
(c) give the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society,
(d) not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules & Regulations of the Society.
11. **GOVERNING BODY:** (a) **STRENGTH** - Strength of Governing Body (including office bearers and executive members) shall not be less than 8 and not more than 21.
(b) **TERM**- The Term of every Governing Body shall be THREE YEARS.
(c) **NOTICE**- Minimum 7 days notice shall be required for Governing Body Meeting.

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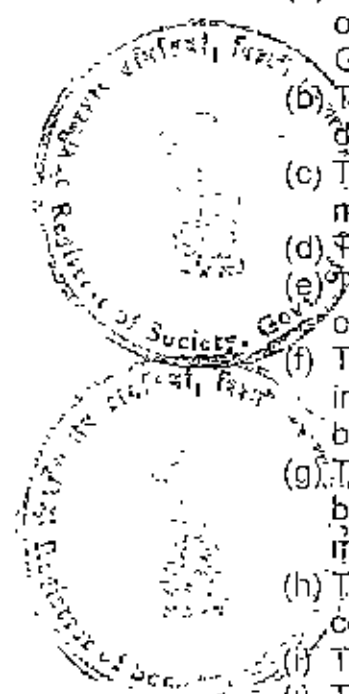
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- (d) QUORUM:- Quorum of every Governing Body Meeting shall be 1/3rd (one third) of the total strength of the Governing Body (including office bearers and executive member).
- (e) MEETING:- Governing Body Meeting shall be held once in Three Months (or as and when the Governing Body of the Society may decided from time to time).
- (f) URGENT MEETING:- The Urgent Governing Body may be called by the 24 hour notice but the quorum for the same Urgent Governing Body Meeting shall be 1/3rd (one third) of the total strength of the Governing Body of the Society.

12. FUNCTIONS AND POWERS OF THE GOVERNING BODY:

Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorised to appoint any office bearer/executive member to look after any particular activity. Governing Body shall have also the following powers:

- (a) To take necessary steps for the implementation of all the programmes and policies drawn by the General Body.
- (b) To pass the necessary expenditure to meet the day to day requirements of the Society.
- (c) To take decisions on applications for new membership.
- (d) To prepare plans, projects and programs.
- (e) To manage affairs of Society and to keep control over the property of the Society and all its assets.
- (f) To invest the funds of the Society not immediately required in such a manner as may be determined by the Governing Body.
- (g) To appoint committee(s) for disposal of any business of the Society or for advise in any matter pertaining to the Society.
- (h) To send representative(s) to any exhibitions or contests and trainings etc within or outside India.
- (i) To appoint the Patron(s) of the Society.
- (j) To arrange and receive the loan from any Bank(s) or from any other legal entity or individual(s) on reasonable terms and conditions, the Governing Body as a whole shall be liable for its return
- (k) To appoint Returning Officer and his/her powers to complete election process.



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- (l) To accept donations, grants, gifts, contributions, subscriptions and endowments
- (m) To establish and collect funds and accept donations in cash or in kind and to utilise the same and the income therefrom for the purpose of Society.
- (n) To receive money, securities, instruments and or any other movable property for and on behalf of Society.
- (o) To enter into agreement for and on behalf of Society.
- (p) To take all such other legal steps which may appear beneficial for the smooth and better management of the Society

13. COMPOSITION OF THE GOVERNING BODY:

The composition of the Governing Body (Office Bearers and Executive members) shall be as under:

- (a) PRESIDENT ... ONE.
- (b) VICE PRESIDENT ... ONE.
- (c) GENERAL SECRETARY... ONE.
- (d) SECRETARY ... TWO.
- (e) TREASURER ... ONE.
- (f) EXECUTIVE MEMBERS ... from 2 to 16.

14. RE-ADMISSION:

In case, any member of the Society is expelled by Governing Body on reason of Non-Payment of subscription, he can be re-admitted, provided the member concerned pays all up to Date dues with the permission of the Governing Body.

15. POWERS & DUTIES OF THE OFFICE BEARERS:

PRESIDENT:

- (a) President shall preside over all the Governing Body and General Body meetings of Society
 - (b) At the time of voting on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject.
- President will sign all the papers/letters, on behalf of the Society, to conduct its correspondences.

Official Seal of the Society
Secretary *S. S. ...* *File No. 11-...*

VICE PRESIDENT: There shall be one Vice President of the Society to assist the President in his/her work. Vice President shall enjoy all the powers of the President in his/her absence.

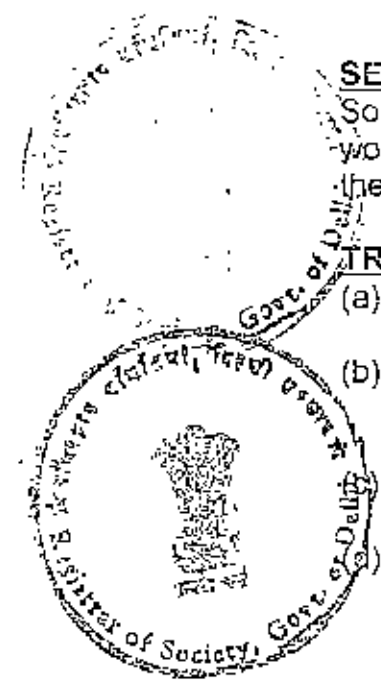
GENERAL SECRETARY:

- (a) General Secretary shall circulate the notice to the concerned Office Bearers and Executive Members/General members.
- (b) General Secretary will prepare the Membership Register as well as the Proceeding Register to record the minutes of the proceedings of the Governing Body Meetings and the General Body Meetings and have them duly signed by the members who attend the meetings.
- (d) General Secretary shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of proceeding/meeting.
- (e) General Secretary shall have power to call an emergency meeting.

SECRETARY: There shall be two Secretaries of the Society to assist the General Secretary in his/her work. Any one Secretary (out of both) shall enjoy all the powers of General Secretary in his/her absence.

TREASURER:

- (a) All the funds of Society shall remain under care and management of Treasurer of the Society.
- (b) Treasurer shall maintain the accounts of all money which is received and/or paid by him/her on behalf of the Society. Treasurer shall produce all the Account-Books in every Governing Body.
- (c) The Treasurer will ordinarily hold a cash balance not exceeding Rs. 1000/- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
- (e) All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Nationalised Bank/Banks, selected by the Governing Body of the Society.



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EXECUTIVE MEMBER: Executive Member is important part of Governing Body. Every Executive Member is supposed to attend all the Governing Body and General Body Meetings of the Society.

16. ELECTION:

The General Body in its Annual Meeting will elect its PRESIDENT and all the office bearers and also the Executive Members of the Governing Body, after every THREE YEARS by secret ballot papers or by show of hands as the Election Officer may decide. Election Officer will be appointed by the Governing Body. The powers of Election Officer shall also be framed by the Governing Body of the Society.

17. APPEALS:

All the appeals shall be referred to the General Body of the Society. The decision of the General Body shall be final.

NOTE: The decision of the General Body shall be communicated to the member concerned.

18. FILLING UP OF CASUAL VACANCIES:

Any casual vacancy, amongst office bearers & executive members of Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting.

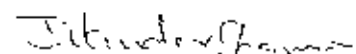
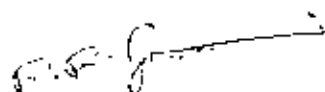
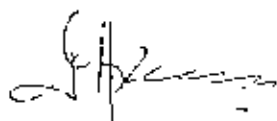
19. BRANCHES AND/OR SUB-COMMITTEES:

The Governing Body, in its meeting, shall form the Branches and/or the Sub-Committees (all over india and Abroad) to attain the Aims and Objects of the Society.

20. SOURCES OF INCOME:

All the income of the Society (received from all sources) shall be utilised only for the promotion and upliftment of the Aims and Objects of the Society. Sources of Income of the Society are as under :

- (a) Admission Fee,
- (b) Subscription from the members of the Society,
- (c) Donations,
- (d) Special Contributions ..and
- (e) Funds generated by Exhibitions, Functions, Seminars and other Cultural programs arranged by the Society



21. **ADVISORY BOARD:** The Governing Body is authorised to appoint/nominate, any time, the Advisory Board to solve any matter/issue. The Governing Body of the Society can Nominate any Office Bearer/Executive Member as the CHAIRMAN of this kind of Advisory Board.
22. **FINANCIAL YEAR:** Financial year of Society shall be from 1st. Day of April to 31st. March, every year.
23. **MANAGEMENT OF FUNDS & ACCOUNTS OPERATION:** All the amount shall be kept in any Nationalised Bank(s), and the Bank Accounts shall be operated by the Joint Signatures of TREASURER and any one out of PRESIDENT and GENERAL SECRETARY
24. **ANNUAL LIST OF GOVERNING BODY:** Once in every year a list of the Office-Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies (Delhi), as it is required under Sec. 4 of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
25. **AUDIT:** The accounts of Society shall be audited by any qualified auditor (Chartered Accountant) every year. The Chartered Accountant for the audit of the accounts of the Society shall be appointed by the Governing Body of the Society, called for this purpose.
26. **DISSOLUTION:** If the Society needs to be dissolved, it shall be dissolved as per-provisions laid down under the Section 13 and 14 of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.
27. **LEGAL PROCEEDINGS:** Society may sue and/or be sued in the name of PRESIDENT as per provisions laid down under Sec. 6 of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.

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28. AMENDMENT:

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Section 12 & 12-A of the "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi.

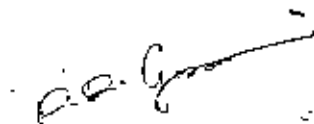
29. APPLICATION OF THE ACT:

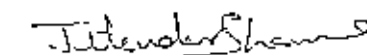
All the provisions under all the Sections of "SOCIETIES REGISTRATION ACT, OF 1860", as applicable to National Capital Territory of Delhi, shall be applicable to this Society.

30. ESSENTIAL CERTIFICATE:

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


.....
(PRESIDENT)


.....
(GEN. SECRETARY)


.....
(TREASURER)

