



CENTRE FOR SOCIAL STUDIES

Sponsored by ICSSR (MHRD-GOI)

4.1 b(i) The particulars of its organization, functions and duties

MEMORANDUM OF ASSOCIATION

AND

ARTICLES OF ASSOCIATION

(Amended upto September '93)

**CENTRE FOR SOCIAL STUDIES,
University Campus, Udhna-Magdalla Road,
SURAT - 395 007**



Memorandum of Association of CENTRE FOR SOCIAL STUDIES, SURAT

1 Name

The name of the society shall be 'THE CENTRE FOR SOCIAL STUDIES'. Its Registered Office will be at Surat or such other place as the Board of Governors of the Society shall decide from time to time.

2 Main Aims and Objectives

- i) To undertake, aid, promote and co-ordinate research in the field of social sciences and for educational purpose incidental thereto.
- ii) To undertake, organise and facilitate study and training courses, conferences, seminars, and lectures and research in matters relating to social sciences.
- iii) To undertake and provide for the publication of a journal and of research papers and books to impart training in and promote study of social sciences.
- iv) To establish and maintain libraries and information services to facilitate the study of social sciences.
- v) To co-operate with approved institutions and bodies for the purposes of helping the cause of studying social processes and problems.
- vi) To give by way of donations, gifts, etc. of such sum of money and such moveable and immovable properties of the Centre as may be deemed fit to such institutions, bodies and individuals who are carrying on activities similar to and identical with and thereby promote the objectives of the Centre.
- vii) To offer fellowships and to grant scholarships and stipends in furtherance of the objects of the Society.



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- 3 Names, addresses and occupations of the first members of the Board of the Governors to whom by the Rules of the Society, the management of its affairs is entrusted are as follows:

Sr. No.	Name	Address	Occupation	Designation (in relation to Society)
1	Prof. I.P. Desai	Antia Vakil Bungalow, Near Sheetal Cinema, Surat 395009	Ex-Director of Centre & Research Worker	Chairman
2	Prof. D.T. Lakdawala	5, Lady Northcote Hindu Orphanage, Chaupati Road, Bombay 400007	Chairman Planning Commission, New Delhi	Member
3	Mr. Nanubhai B. Amin	Race Course Circle, Baroda 390007	Industrialist & Businessman	Member
4	Smt. Savitaben N. Amin	Race Course Circle, Baroda 390007	Industrialist & Educationalist	Member
5	Prof. N.R. Sheth	Indian Institute of Management, Vastrapur, Ahmedabad 15	Professor	Member

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society.

Sr. No.	Name	Address	Signature of Members
1	Prof. I.P. Desai Ex-Director of Centre & Research Worker	Antia Vakil Bungalow, Near Sheetal Cinema, Surat 395009	Sd/-
2	Prof. D.T. Lakdawala Chairman Planning Commission, New Delhi	5, Lady Northcote Hindu Orphanage, Chaupati Road, Bombay 400007	Sd/-
3	Mr. Nanubhai B. Amin Industrialist & Businessman	Race Course Circle, Baroda 390007	Sd/-
4	Smt. Savitaben N. Amin Industrialist & Educationalist	Race Course Circle, Baroda 390007	Sd/-
5	Prof. N.R. Sheth Professor	Indian Institute of Management, Vastrapur, Ahmedabad 15	Sd/-
6	Mr. Surajram H. Bachkaniwala Industrialist & Businessman	Himson House, Rampura, Surat - 395 003	Sd/-
7	Dr. Ghanshyam Shah Director of Centre & Research Worker	D-2 Mamta Flats, Ghod Road, Surat 395 001	Sd/-



Article of Association of CENTRE FOR SOCIAL STUDIES, SURAT

1 **Name**

The name of the society shall be 'THE CENTRE FOR SOCIAL STUDIES'.

2 **Registered Office**

The Registered Office of the Society shall be situated at South Gujarat University Campus, Udhna-Magdalla Road, Surat - 395007

3 **Interpretation**

In the interpretation of this Articles of Association, the following words and expressions shall have the following meanings, unless repugnant to the subject or context thereof,

- i) "The Centre" means the Centre for Social Studies.
- ii) Words importing the masculine gender and singular number shall respectively include the feminine gender and plural number and vice versa.
- iii) The Board of Governors means the Board of Governors of the Centre.
- iv) Member or Members of Board of Governors shall mean Board of Governors of the Centre and shall include all the members mentioned in Article 5 of the Articles of Association collectively and also the survivors or survivor of them, or other member or members for the time being. Board of Governors shall be the apex body for carrying out the aims and objectives of the Centre. Centre shall function through the medium of Board of Governors.
- v) Year means the period commencing from the 1st April and ending on the 31st March.



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4 Management

The management, and administration of the Centre shall vest in the Board of Governors.

5 Board of Governors

Board of Governors shall be the apex body for carrying out aims and objectives of the Centre. Centre shall function through the medium of Board of Governors.

The Board of Governors shall consist of minimum 5 members and maximum 13 members. The following persons shall be the members of the Board of Governors.

- 1 Director of the Centre (ex-officio)
- 2 Vice-Chancellor of the South Gujarat University (ex-officio) or his nominee.
- 3 One representative of Indian Council of Social Science Research, New Delhi (to be invited).
- 4 One representative of Government of Gujarat (to be invited).
- 5 One member of the faculty nominated by the Chairperson.
- 6 Eight persons to be nominated by the out going Board of Governors at least a month before the expiry of its term.

Any member of the Board of Governors shall cease to be member on the happening of any of the following events:

- a) He is found to be unsound mind by a court of competent jurisdiction.
- b) He is adjudged insolvent.
- c) He is convicted by court of competent jurisdiction for any offense involving moral turpitude.



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In addition to the above, the Board of Governors reserves the right of discontinuing any member as a member in the following cases:

- d) He absents himself from three consecutive meetings of the Board of Governors without obtaining leave of absence.
- e) He remains absent from India for a period of six months or more without obtaining leave of absence.

The Board of Governors will have a right of removing any member nominated by the Board from membership by two-third's majority of the Board of Governors for good and sufficient reasons.

There shall be a Chairperson of the Board who shall also be a Chairperson of the Centre.

- B) Where a casual vacancy occurs in the office of the Chairperson, the Board of Governors shall nominate a Chairperson as soon as possible.
- C) **Casual Vacancies:** Any casual vacancy amongst the nominated members of the Board of Governors, arising from death, resignation, removal or otherwise, may be filled by co-option by the Board of Governors. The member of the Governing Board who is so co-opted shall hold the office of membership for such period as the member in whose place he has been co-opted would have held the office.
- D) The Board of Governors shall function notwithstanding any vacancy therein and notwithstanding any defect in its constitution and no act or proceeding of the Board of Governors shall be invalid by reason only of the existence of any vacancy amongst its members or any defect in its constitution.



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6 **Term of Office**

All members nominated by the Board or representing Indian Council of Social Science Research, New Delhi or Government of Gujarat shall hold office for a period of three years or till the new Board is constituted.

7 **Office Bearers**

The Chairperson of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a period of three years, but shall be eligible for re-election.

Provided that a Chairperson shall not withstanding the expiration of his term, continue to hold office until his successor enters upon his office.

Honorary Treasurer

The Honorary Treasurer of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a term of three years from the date of his election, but shall be eligible for re-election.

Provided that an Honorary Treasurer shall not withstanding expiration of his term, continue to hold office until his successor enter upon his office.

Director

The Director of the Centre shall be appointed by the Board of Governors and his term of office and other conditions of service shall be such as may be decided by the Board of Governors from time to time.

8 **Powers and Functions of the Board of Governors**

The Board of Governors shall be responsible for the management and administration of the affairs of the Centre in accordance with these Rules and the bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.



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Without prejudice to the generality of the powers conferred by the foregoing Sub-Rule, the Board of Governors shall have the powers:

- i) to decide about subscribing to the membership of other institutions, bodies corporates and association of persons, so as to promote the objectives of the Centre.
- ii) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Centre.
- iii) to receive, to have custody of and to expand the funds of the Centre and to manage the properties of the Centre.
- iv) to appoint and control such staff as may be required for efficient management of the affairs of the Centre and to regulate their recruitment and conditions of service.
- v) to enter into agreement for and on behalf of the Centre.
- vi) to sue and defend all legal proceedings on behalf of the Centre.
- vii) to appoint Committees for disposal of any business of the Centre or for advice in any matter pertaining to the Centre.
- viii) to make, adopt and vary from time to time bye-law for the regulation of and for any purposes connected with the management and administration of the Affairs of the Centre and for furtherance of its objects, in particular to make, adopt and vary from time to time bye-laws for conducting the business of the Centre, its Board of Governors and committees thereof.
- ix) The Board of Governors can do everything which the Centre is authorised to do and such matters which are required to be transacted by the Board of Governors shall be so transacted at its meetings or by circular resolution. The Circular Resolution shall be circulated to all the members of the Board of Governors then in India and the same shall be deemed to have been duly passed if approved by the majority of members then in India.



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Finance

- a) To accept donations, endowments, gifts and trust funds, and also, to give up any donation or endowment it has previously accepted, if it is in the interests of the Society.
- b) To borrow money with or without interest on the security of the property of the Society and to make such arrangements as deemed fit with any person, firm or institution, and to issue debentures, to execute mortgage deeds and/or other instruments for the purposes of the Centre. These operations shall be carried out in accordance with the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat.
- c) To sanction the allocation of funds to meet the cost of work of recurring nature which is considered essential to achieve the aims and objectives of the Centre.
- d) To invest the funds of the Centre in such deposits, accounts, and securities or otherwise subject to the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat.
(The Board on 4-3-2004 revised as under: 'any surplus funds not needed for immediate research work will be invested by the Centre in accordance with the modes specified in the Section 11[2], 11[3] and 11[5] of IT Act, 1961 as amended from time to time.')
- e) To get prepared Balance-Sheet and Statement of Accounts of the Centre.
- f) To consider, pass and publish the Accounts and the annual reports.
- g) To approve and sanction all items of capital expenditure for the purpose of achieving the aims and objectives of the Centre.
- h) To remunerate any member of the Board of Governors who is called upon to perform special services in addition to the usual services as a member of the Board of Governors.



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- i) To issue appeals and applications for money and funds in furtherance of the said objects and to accept gifts, donations and subscriptions of cash and securities and of any property either moveable or immovable and to invest and deal with funds and money of the Centre including giving loan for such purposes as may be deemed necessary.
- j) To accept grant and/or other aid or assistance from Central and State Governments or other local bodies.
- k) To acquire, purchase or otherwise own or take on lease or hire in the State of Gujarat or outside, temporarily or permanently, and moveable or immovable property necessary or convenient for the furtherance of the objects of the Society.
- l) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, moveable or immovable, of the Society for the furtherance of objects of the Society.
- m) To construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purpose of the Society.

Others

- a) To affiliate or amalgamate institutions which have identical or similar aims and objectives as those of the Centre.
- b) To take over the Assets and Liabilities of any trust, Society, institution, Centre or other Body Corporate of which management is taken over by this Centre in accordance with Clause (a) above for the furtherance of its objects.
- c) To review the research work done by the Centre.
- d) To do all such other lawful things as are conducive or incidental to the attainment of the above objects.



9 **Board of Governors' Meetings and Proceedings**

- a) Board of Governors shall meet such number of times as is deemed necessary for carrying out the aims and objectives of the Centre but it shall at least meet twice in a year.
- b) Chairperson of Board of Governors shall preside over the meetings of the Board. In the absence of the Chairperson the members of the Board of Governors present shall elect from among themselves, a Chairperson to preside over the meeting. The Chairperson so elected shall be the Chairperson of the meeting only.
- c) The quorum for the meeting of the Board of Governors shall be five-members. If valid quorum is not present within 15 minutes from the time the meeting was scheduled to be held, the meeting shall stand adjourned to any other day and time at the discretion of the Chairperson presiding over the meeting. Such adjourned meeting can also be held on the same day of the original meeting immediately after expiry of 45 minutes from the time fixed for original meeting. No notice of adjourned would be required and the business originally specified in the notice covering the meeting will be carried on at adjourned meeting. At adjourned meeting, the members present shall constitute the quorum and meeting shall not be frustrated for want of quorum.
- d) All the questions before the Board of Governors shall be decided by a majority vote of the members present. In case of equality of votes, the Chairperson who presided at the meeting, shall have a casting vote in addition to his own vote as a member.

10 **Auditor**

The Centre shall have an Auditor or Auditors to audit its Annual Accounts. He or they shall be appointed by a majority vote of the Board of Governors. If office of the Auditor or Auditors falls vacant before the expiry of the term, the Board of Governors shall fill the vacant/vacancies for the remaining period.



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11 **Authentication of Accounts**

The Chairperson and appointed Director of the Centre shall authenticate the Statement of Accounts under their joint signatures.

12 **Winding Up**

If, upon winding up or dissolution of the 'Centre for Social Studies', there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the 'Centre for Social Studies', but shall be given or transferred to a institution or organisation have objects similar to those of the 'Centre for Social Studies'.

13 **General**

- a) All bona-fide acts and orders of the office-bearers of the Centre or any person working on behalf of the office-bearers, of any official committee, in the name of the Centre or on behalf of the Centre, under any implied or expressed powers given to him or them, shall be binding on the Centre as if such acts or orders were of majority of members of the Centre acting in exercise of the powers given to them under this constitution, notwithstanding that it is subsequently discovered that there was some defect in the appointment of Office-bearers, committees or persons.
- b) No proposal for alteration of the Rules of the Centre or its objects shall be considered by the Board of Governors, unless at least twenty-eight days' notice thereof has been given to the Director and unless at least fourteen days' notice thereof has given by the Director to the members.



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14 Indemnity

Any loss, damage or injury suffered or sustained by the office-bearers or employees of the Centre in the bonafide performance of their duty shall be indemnified by the Centre.

We, the undersigned being three of the members of the Board of Governors of the Centre for Social Studies, do hereby certify that the above is a correct copy of the Rules of the said Centre.

<u>Sr.</u>	<u>Name</u>	<u>Signature</u>
1	Prof. I.P. Desai	Sd/-
2	Mr. Nanubhai B. Amin	Sd/-
3	Smt. Savitaben N. Amin	Sd/-

Surat
Dt. 10-08-1977