

# MEMORANDUM OF ASSOCIATION

## A.P. Society for Protection and Empowerment of Women and Children

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A society registered for protection and socio-cultural, political and economic empowerment of women and children and to promote gender equity, access to quality services and opportunities for building an equitable society through convergence and partnership.

### 1. Preamble

**WHEREAS** poverty, deprivation, lack of access to basic amenities, resources, education, health, and nutrition resulting in lack of opportunities for development; accentuated by discrimination and social exclusion, destroys the vision of an equitable and prosperous society.

**WHEREAS** all forms of violence against women and children is seen in all areas of life including homes, communities, and institutions. Gender-based discrimination and violence inflicted on girl children may end up in feoticide, infanticide, malnutrition, molestation, rape endangering the very existence of female children.

**WHEREAS** high maternal mortality rate seen mostly in rural and tribal areas, high prevalence of domestic violence, sexual harassment at work and public places, trafficking of women and children for various purposes including commercial sexual exploitation, child labour, bonded labour, child marriages, and stigma and discrimination against women and children affected and infected with HIV/AIDS, and due to other pernicious practices including caste, dowry etc; continues to violate the basic human rights of women and children.

**WHEREAS** among the socially marginalized and vulnerable, the situation of the disabled is of social exclusion, low access to education, employment, services and increased vulnerability to violence, especially among women and children.

**AND WHEREAS** there are many government departments and non-government organizations (NGO's) and the private sector providing schemes and programs for the protection and empowerment of women and children in both rural and urban areas; with not much of coordinated effort which leads to overlapping or duplication of efforts resulting in not only wastage of government funds and other resources but also not able to achieve the envisaged results. To overcome this and to have a coordinated effort both at the state level and at the district level, to synergize the efforts of government, non-government organizations, private sector organizations and concerned citizens for the protection and empowerment of women and children, a coordinating agency is required.

**AND WHEREAS** consequently Government of Andhra Pradesh has decided to catalyze the formation of such an organization.

**AND WHEREAS** the signatories to this memorandum have, in unison envisioned the establishment of a society for the “Protection and Empowerment of Women and Children”

**NOW THEREFORE** it is considered expedient to provide it a legal entity by getting it registered under the AP Societies Registration Act, 2001.

## **2. Name of the Society**

The name of the Society shall be “**A.P. Society for Protection and Empowerment of Women and Children**”.

## **3. Address of the Registered Office**

The Registered office of the Society shall be situated in the state of Andhra Pradesh and presently at Office of the Secretary, Women Development Child Welfare or such other place as the Secretary may decide from time to time.

## **4. Definitions**

In this Memorandum of Association and Rules made there under, unless the context otherwise requires:

- i) “Apex Society” means “A.P. Society for Protection and Empowerment of Women and Children” at State level.
- ii) “Government” means the Government of Andhra Pradesh
- iii) “NGO” means a civil society member or registered non-government organization.
- iv) “Private Sector” means a corporate or any philanthropic individual.
- v) “Member” means a member of the General Body/Executive Board/Steering Committee of the Society.
- vi) Bye-laws means any of the Bye-laws of the Society, and
- vii) The Words and phrases not defined herein subsequently shall have the same meaning, as defined in the Andhra Pradesh Societies Registration Act, 2001.

## **5. Main Objectives**

The main objectives of the society are:-

- i) to contribute to improvements in the well being of women & children particularly those in difficult circumstances, as well as to the reduction of vulnerabilities to situations and actions that lead to discrimination, neglect, abuse, exploitation of women and children and to abandonment and separation of children.

- ii) to synergise the efforts of various government departments/organizations, NGOs, civil societies and international development agencies for effective implementation of the programmes and services which are aimed at protection and empowerment of women, children and disabled persons.
- iii) to act as a nodal agency for evolving policies, programmes and strategies for the protection and empowerment of women, children and disabled persons in the State of Andhra Pradesh by promoting/strengthening continuum of services for emergency out reach, institutional care family and community based care counseling and support services with necessary support structures.
- iv) to review the existing programmes and services at various levels, evolve suitable strategies to bridge the implementation gaps and extend support for effective implementation.
- v) to consolidate and replicate/upscale the achievements and best practices of the respective departments and organizations in relation to protection and empowerment of children.
- vi) to be a center for capacity building; collection, collation and dissemination of information on all aspects of protection and empowerment of women and children and act as a forum of advocacy for the formulation and implementation of women and child protection policies, plans and programs
- vii) to commission third party assessments/evaluations, studies/research, strategic/ position papers on concerns related to women, children, disabled of Andhra Pradesh
- viii) to be the umbrella organization to co-ordinate with various departments, NGO's, research & training organizations, universities/educational institutions, media and advocacy groups, professional associations, corporate sector, other civil organizations, public representations, youth groups etc as partners in protection and empowerment of women and children.
- ix) To maintain professional, transparent and ethical management culture in all its activities/ bodies etc.

## **6. Ancillary Objectives**

With a view to promote the objectives; the Society shall have the following ancillary and incidental objectives:

- i) To acquire by way of lease, sublease, gift, purchase, exchange, hire or in any other manner, any movable or immovable properties and any rights or privileges necessary or convenient for the purposes of the Society and to construct, erect, alter, improve and maintain any building and to construct, improve, alter, demolish or repair buildings and to manage, develop, sell, let, dispose off, mortgage, or otherwise deal with all or any part of the assets and rights of the Society with a view to achieve the objectives of the Society in accordance with law;
- ii) To accept grants of money, equipment, land, buildings, donations, gifts, subscriptions and other assistance from the State/ Central Government or

- from any other source and to conform to the conditions on which such grants, other payments and assistance may be received, provided that no benefaction shall be accepted by the Society, which in its opinion involves conditions or obligations contrary to the objectives of the Society;
- iii) To establish, promote, co-operate with, become a member of, act as, or appoint trustees, agents or delegate to control, manage, superintend or otherwise assist any associations and institutions and other bodies engaged in any of the fields for which this Society is established.
  - iv) To appoint / co-opt officers, programmers and other persons required on contractual basis, on such terms & conditions as are necessary, for achieving the objectives of the Society; and
  - v) To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives.
  - vi) To assist Govt., in accreditation and such others matters from time to time
  - vii) To maintain professional, transparent and ethical management culture.

## **7) Activities**

Pursuant to the aforesaid objectives the functions or activities of “A.P. Society or Protection and Empowerment of Women and Children” will be:-

- i) To evolve strategies and schemes for women, children and disabled in the form of mass media campaigns, community awareness programs, integrated education programs, help lines, information centers, counseling centers, community vigilance, back to school programs, sensitization training for various stakeholders etc., by coordinating with the various experts and agencies etc.
- ii) To coordinate with various government and non-government organizations who are providing institutional and non-institutional protection services such as transit homes, shelters, children’s homes, special homes, homes for senior citizens, state homes, drop in centers, bridge schools, care and support centers and rescue homes etc., for providing appropriate support services such as psycho-social support through mental health interventions, quality education program, life skills, livelihood skills and options, after care services as per prescribed minimum standards of care.
- iii) To coordinate, evolve and implement with various government and non government organizations who are key players in prosecution process such as law enforcers, judiciary, juvenile justice boards, child welfare committees and other committees and rights based organizations; protocols and guidelines for victim witness support, speedy trails, victim friendly protocols for speedy and effective justice delivery system and their effective rehabilitation.
- iv) To prepare time bound action plans with verifiable indicators for the implementation of the same through partner departments, NGOs / Private sector etc.
- v) To suggest/recommend policies/ policy changes, measures to derive synergy of the plans and programs of various departments, international

- agencies and organizations working for protection and empowerment of women and children.
- vi) To review all schemes, programs, interventions for the protection/development of women and children in Andhra Pradesh and prescribe guidelines, conditions, procedures, monitoring systems, appropriate strategies including co-management/public-private management, standards of protocol etc for securing qualitative improvements in institutional and other services provided by departments concerned.
  - vii) To identify partners from non-government sector and civil society for establishing partnerships in various empowerment interventions/programs for furtherance of the objectives of the society.
  - viii) To be a support structure for providing guidance, training and other inputs to the district and Institutional Society and other departments and agencies on women and child protection and empowerment concerns.
  - ix) To constitute selection committees and prescribe criteria/conditions and procedures etc., for selecting/screening/nominating members to district societies, Child Welfare Committees, Juvenile Justice Boards and such other bodies including State Apex Society, institutions and posts of Project Managers and Executive Director etc., as may be deemed necessary.
  - x) To undertake and accept the Management of any non-profit endowment or trust or donation in furtherance of the objectives of the Society duly fulfilling required formalities including registration and legal requirements etc.
  - xi) To establish, equip and maintain any training center, data bank, homes and such other facilities as are necessary for carrying out the objectives of the society.
  - xii) To establish, maintain, control and manage zonal/regional branches or district or field centers or chapters of the Society.
  - xiii) To levy fees or other charges for development and/or other services/facilities provided by the society at such nominal or other rates as may be specified by the general body; provided same shall be used for furtherance of objectives of society.
  - xiv) To prepare, print, publish, issue, acquire and circulate books, reports, studies, papers, periodicals, exhibits, films, slides, video, tapes, circulars, and engage in other literary activities connected with or having a bearing on the objectives of the Society.
  - xv) To assist, guide or collaborate with other organization or institutions in India or any part of the world having objectives wholly or partly similar to those of the Society, in such manner as may be conducive to the attainment of the objectives of the Society.
  - xvi) To solicit the participation of various non-government bodies in the activities of the Society, on such terms and conditions as the General Body may deem fit, for attaining the objectives of the Society.
  - xvii) To establish, promote, co-operate with, become a member of, act as, or appoint trustees, agents or delegate to control, manage, superintend or otherwise assist any associations and institutions and other bodies engaged in any of the fields for which this Society is established.

- xviii) To enter into any arrangement with any Government, Government Authority, municipal or local authority or otherwise, that may be conducive to the objectives of the Society and to obtain from any such authority rights, privileges and concessions which the Society may think desirable to obtain and to carry out, exercise and comply with such arrangement, rights, privileges and concessions.
- xix) To institute and award fellowships, scholarships, prizes and medals in accordance with the Byelaws/guidelines as shall be laid down.
- xx) To create patron ship, affiliation and other classes of professional or honorary or technical membership or office, as the General Body may consider expedient.
- xxi) To make Bye-laws for the conduct of affairs of the Society and to add or amend, vary or rescind them from time to time.

## **8. General Indemnity of Members**

- i) No member of the Society shall be liable for any dues, debt or other liability contracted by the Society save to the extent specifically agreed to by such member under a written agreement, contract or guarantee with, or to the Society.
- ii) The tenure of all co-opted, non official members in bodies at State at District level shall be for a period of three years.

## **9. Power to Covenant**

It shall, be lawful for the Society to enter into any agreement (s) with any Institution or Organization or legal entity for furtherance of the objectives of the Society.

## **10. Application of Income**

All the incomes, movable and immovable property of the Society including any institutions thereof, howsoever derived, shall be solely utilized and applied towards the promotion of its aims and objectives as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government to such limitations, as the Government may from time to time impose provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or to any person in return for any services rendered to the Society including any institutions thereof or for traveling allowance, halting or other similar charges. No member of the Society shall have any personal claim on any movable or immovable property of the Society or make profits whatsoever by virtue of his/her membership.

### 11. i) Members of General Body

The addresses, occupations and designations of the members of the General Body of the Society, to whom, by the Byelaws of Society, the management of its affairs is entrusted as required under section 14 of the Andhra Pradesh Societies Registration Act, 2001 are as under:

Sl. No	Name, Designation and Addresses of Members	Designation & their standing in the Society
1.	Secretary (Senior Most)	Chairperson
2.	Secretary, WD, CW & DW Department A.P. Secretariat-5000022.	Vice Chairperson & Convener
3.	Director General of Police / Additional DG CID, Lakdikapool, A.P. Hyderabad-500004.	Member
4.	Commissioner, WD&CW Yousufguda, Vengalrao Nagar, Behind Sarathi Studio Hyderabad- 5000038 / Officer nominated by Government .	Chief Executive Officer
5.	Executive Director selected from among NGO's	Co-convener and member
6.	Secretary Finance, A.P. Secretariat-5000022.	Member
7.	Secretary, Home Department, A.P. Secretariat-5000022.	Member
8.	Secretary, Labor and Employment, A.P. Secretariat-5000022.	Member
9.	Secretary, Health Department, A.P. Secretariat-5000022.	Member
10.	Secretary, Education Department, A.P. Secretariat-5000022.	Member
11.	Secretary, Dept. Of Rural Development, A.P. Secretariat-5000022.	Member
12.	Secretary, Sarva Siksha Abhayan, A.P. Secretariat-5000022.	Member
13.	Secretary, Rural Water Supply And Sanitation Department, A.P. Secretariat-5000022.	Member
14.	Secretary, Panchayat Raj, A.P. Secretariat-5000022.	Member
15.	Representative of Govt. of India, Secretary, Ministry of Women and Children Welfare Department, Shastri Bhavan, New Delhi -110 001	Member
16.	CEO- SERP, 4 <sup>th</sup> Floor, Huda Hermitage Office complex, Near	Member

	Kalanjali, Adrash Nagar Road, Nampally, Hyderabad-500004.	
17.	Secretary, Social Welfare, A.P. Secretariat-5000022.	Member
18.	Secretary, Tribal Welfare, A.P. Secretariat-5000022.	Member
19.	Secretary, Minorities Welfare, A.P. Secretariat-5000022.	Member
20.	Secretary, B.C. Welfare, A.P. Secretariat-5000022.	Member
31.	Commissioner, Labor, 2 <sup>nd</sup> Floor, Anjaiah Bhavan, RTC Cross Road, Chikadpally, Hyderabad-500020.	Member
22.	Project Director, A.P. State Aids Control Society, DM & HS Campus Sultan Bazaar Kothi, A.P. Hyderabad-500095.	Member
23.	Director, Juvenile Welfare Department, Ist floor, Block M-5, Manoranjan Complex, Beside Exhibition Ground, (Ajanta gate) MJ Rd Nampally, Hyderabad-500001	Member
24.	Commissioner, Disabled & Senior Citizens Welfare 5 <sup>th</sup> Block, Gruhakalpa, MJ Road Nampally, Hyderabad-500001.	Member
25.	Director, Health Services, Beside Kothi, Women's College Sultan Bazaar, Kothi, Hyderabad-500095.	Member
26.	Commissioner of School Education, Beside Telephonebhavan,, Saifabad, Hyderabad-500004.	Member
27.	State Project Director Rajiv Vidya Mission (Sarva Siksha Abhayan), SCERT Campus, Opposite LB Stadium, Hyderabad-500001.	Member
28.	Commissioner, Rural Development Department, 2 <sup>nd</sup> floor, HUDA Hermitage Building, Hill Fort Road Saifabad, Nampally, Hyderabad-500001.	Member
29.	Commissioner, Weaker Section, Housing Programme, 3-6-184, Urdugalli Street No.17, Himayathnagar, Hyderabad-500029.	Member
30.	District Collectors and Chairperson of DLS, (The General Body shall have 3 district collectors one from each region representing the 3 region ie., Rayalseema, Telangana and Coastal Andhra)	Member
31.	Member Secretary, A.P. State Legal Service Authority, City Civil Court Poorani Haveli, Hyderabad.	Member



32.	At least 3 Representatives from NGOs representing women & child issues, anti trafficking and disabled welfare	Member
33.	2 directors of “ A.P Society for protection and empowerment of women and children”	Member
34.	3 Representatives from UNICEF, DFID, CARE etc.,	Member
35.	3 Eminent Social Workers working for women and children.	Member
36.	One representative of State level Mahila Samakhya	Member

**Note:**

i) Where Secretary, WD, CW & DW is senior most he/she becomes the Chairperson and Vice Chair - Person

ii) The Executive Director shall be appointed through a proper selection procedure based on pre defined criteria to be laid down by executive board/ special executive board

iii) The Secretaries/HODs of the department concerned alone shall be invited to attend the General Body Meeting, whenever an issue pertaining to those department are included in the agenda. The quorum shall be decided accordingly.

11. ii) Quorum

1/5 of the members of the General Body form the quorum provided departments who are concerned with issues included in agenda shall be present and 80% of the civil society (NGO) representation is present.

**12. i) Executive Board**

The Executive board shall comprise of the following members:

- 1) Secretary, Women & Child Welfare
- 2) Secretary, Health
- 3) Secretary, Rural Development
- 4) Secretary, Panchayat Raj
- 5) Secretary, Education
- 6) Addl.. DG,CID or equivalent
- 7) CEO, SERP
- 8) Commissioner, Labor
- 9) Commissioner, School Education

- 10) State Project Director, Sarva Siksha Abhayan
- 11) Commissioner, Family Welfare
- 12) Commissioner, WD&CW/ Officer nominated by Govt, as CEO
- 13) Executive Director- Co-convenor
- 14) 3 Representatives from NGOs representing women & child issues, anti trafficking and disabled welfare
- 15) One Representative each from UN and other international agencies.
- 16) 2 representatives from social workers.
- 17) Director, Juvenile Welfare, Member
- 18) One representative of State Level Mahila Samakhya

**NOTE:-** The Secretaries and HODs of departments concerned shall be invited for Board meeting whenever issues concerning their departments are included in agenda. The quorum shall be decided accordingly.

12. ii) Special Executive Boards shall be constituted by the regular executive board inviting only such officials/NGO's/experts to deliberate on specific concerns and place their suggestions/recommendations for approval of the regular executive board or the general body as may be required.

- a) **Note:** The senior most Secretary shall chair the meetings of General Body, Executive Board and Special Executive Board.
- b) The Executive Board/Chair person or Vice-Chairperson (secretary WD,CW & DW) may co-opt any other official as regular member or as special invitee whenever his/her presence and advice or participation is required either in General Body or Executive Board.

### **13. Steering Committee:-**

There shall be a steering committee at the state level to guide and monitor the implementation of activities such that the objectives of the society are realized. The committee will consist of all ministers concerned with the senior most minister or as maybe nominated by the government as the chairperson of the committee. Whenever the Minister Women Development and Child Welfare is not the chairperson he/she will be the vice-chairperson and Secretary WDCW will be the convenor. The committee will meet at least twice a year.

The committee shall comprise of:-

- 1) Hon'ble Minister - Nominated as Chairperson
- 2) Hon'ble Minister for Finance, Planning and Legislative Affairs

- 3) Hon'ble Minister for Women Development & Child Welfare, Disabled Welfare and Juvenile Welfare
- 4) Hon'ble Minister for Home, Jails, Fire Service, Sainik Welfare, Printing & Stationery
- 5) Hon'ble Minister for Labour & Employment, Factories & Boilers  
Hon'ble Minister for Minister for Vidya Vidhana Parishad and Hospital Services
- 6) Hon'ble Minister for School Education, Govt Examinations, SCERT, Text Book Press, Residential Schools Society, Hyderabad Public School
- 7) Hon'ble Minister for Rural Development, NREGP, Self Help Groups
- 8) Hon'ble Minister for Sarvas Siksha Abhiyan, DPEP, Adult Education, Open Schools, Public Libraries, Jawahar Bal Bhavan, Mahila Samata Society, State Institute of Education Technology
- 9) Hon'ble Minister for Panchayat Raj
- 10) Hon'ble Minister for Food, Civil Supplies, Legal Metrology, Consumer Affairs
- 11) Hon'ble Minister for Health & Family Welfare
- 12) Hon'ble Minister for Social Welfare
- 13) Hon'ble Minister for Tribal Welfare
- 14) Hon'ble Minister for Housing, Weaker Section Housing Programme, A.P
- 15) Cooperative Housing Societies Federation and Housing Board
- 16) Hon'ble Minister for Minority Welfare
- 17) Hon'ble Minister for B.C Welfare

#### 14. Association Clause

We the following persons whose addresses are given below having associated ourselves for the purpose of forming a non-profit society, namely, “ A.P Society for protection and empowerment of women and children” and set our several and respective hands unto and form ourselves into a Society, “ A.P Society for protection and empowerment of women and children” as specified under section 3 of the AP. Societies Registration Act, 2001.

S. No.	Name of the Office Bearers & S/O, D/O, W/O	Age	Designation of their Local Standing in the Society	Occupation	Residential Address	Signature
1			Vice Chairperson & Convener	Secretary, WD, CW & DW		
2			Convener & Chief Executive Officer	Commissioner, WCD		
3			Member	Secretary, Home Department		
4			Member	Secretary, Labor and Employment		
5			Member	Secretary, Health Department		
6			Member	Secretary, Education Department		
7			Member	Secretary, Dept. Of Rural Development		

8			Member	Secretary, Panchayat Raj		
9			Member	2 NGO's		
10			Member	Director, Juvenile Welfare		
11			Member	Directors WD & CW		

**WITNESSES:**

<b>Name in Block letters &amp; S/o. W/o. D/o.</b>	<b>Age</b>	<b>Residential Address</b>	<b>Occupation</b>	<b>Signature</b>
1.				
2.				

**Signature of the Chief Executive Officer**

1. "Certified that the Association is formed with no profit motive and commercial activities involved in its working"
2. "Certified that the Bearer are not paid from the Association"
3. "Certified that the Association would not engage in agitation to ventilate the grievances"
4. "Certified that the Office Bearers signature are genuine"

**DECLARATION**

We the undersigned persons in the memo have formed into an association and responsible to run the affairs of the Association and are desirous of getting the Society registered under A.P. Societies Registration Act, 2001.

**Signature of the Chief Executive Officer**