# MEMORANDUM OF ASSOCIATION

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AND

# RULES AND REGULATIONS OF

"SOCIETY FOR COMMUNITY HEALTH AWARENESS,

RESEARCH AND ACTION".

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"SOCIBYY POR COMMUNITY HEALTH AWARBNESS, RESEARCH AND ACTION"

NO. 326, V Main, I Block,

Koramangala,

BANGALORE - 560 034.

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Rules and Regulations of the Society for Community Health Awareness, Research and Action.

#### I. Definitions:

- In these rules and regulations and the bye-laws that may be made under these rules and regulations, unless there is anything repugnant to the subject or context :
  - a. Society means "Society for Community Health Awareness, Research and Action".
  - b. Memorandum means the Memorandum of Association of the Society.
  - c. Bye-laws means bye-laws that may be in force from time to time under the rules and regulations of the Society.
    - d. General body means the General Body of the Society whose names are borne in the register of Membership and who have voting rights.
    - e. Executive Committee means the Executive Committee of the Society constituted as provided by these rules.
    - f. The Act means the Karnataka Societies Registration Act, 1960 or any statutory modification or re-enactment thereof for the time being in force.
    - g. Words importing singular number and/or masculine gender include plural number and/or feminine gender and vice-versa.

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- h. Year means a year commencing on the first day of April and ending on the thirtyfirst day of March of the following year.
- Co-ordinator means the Chief Executive of the Society appointed by the Executive Committee to direct and manage the affairs of the Society. The Co-ordinator will be the ex-officio Secretary of the Society.
- ,II. Membership:
  - 1. Classes of Membership:

There shall be the following classes of membership :

- a. Ordinary Members: The membership of the Society will be open to any person irrespective of sex, caste, religion, language or region who is above the age of 18 years and is interested in the aims of the Society.
- b. <u>Ex-Officio Membersi</u> The Co-ordinator of the Society shall be ex-officio Secretary and member of the Society. The General Body may nominate other persons as ex-officio members.
- c. Institutional Members: Institutions or Organizations subscribing to the aims of the Society may be enrolled as Institutional Members, on payment of such fees/subscriptions as may be fixed by the Society. The Institution/Organisation will have the right to nominate one person to the Society and he/she will have the right to participate in all the meetings of the General Body with the right to vote.

d. <u>Honorary Members</u>: The Executive Committee may invite such persons as are deemed to be able to contribute to the promotion of the objectives of the Society to be honorary members. They can participate in all activities of the Society but will not have voting rights nor will be eligible to be elected to the Executive Committee. The number of honorary members shall not exceed onethird of the number of ordinary members. The tenure of honorary membership will be for a period of 3 years, unless renewed.

# 2. Application for admission to Membership:

Application for Membership shall be made in the prescribed form to the Secretary together with the admission fee of Rs.10/- and annual subscription of Rs.25/- (for ordinary members) and Rs.50/- and Rs.250/- respectively for Institutional Members. The admission fee and annual subscription may be revised from time to time by the Executive Committee.

The Secretary of the Society shall place the application for Membership before the Executive Committee of the Society. The decision of the Executive Committee to admit or not to admit any particular person as an Ordinary Member or as Honorary Member or an Institutional Member to the Society shall be final and conclusive and the Executive Committee is not bound to give any reason for such decision.

#### 3. Privileges of Membership :

All members shall have the right to participate in all activities of the Society. Voting rights are restricted to Ordinary and Ex-Officio Members and nominees of Institutions/ Organisations. Any member who defaults payment of membership dues for a period exceeding 12 months ceases to have the membership privileges till all dues are paid up. Any person whose membership is terminated for this reason, may apply for re-admission to membership of the Society and may be re-admitted by the Executive Committee provided all the arrears are paid in one lumpsum together with the re-admission fee, same as the admission fee.

# III. General Body and Executive Committee

#### 1. Supreme Authority :

The Supreme authority of the Society shall vest in the General Body of all members of the Society with voting rights and shall be exercised in all general meetings - oridnary, annual and special General Body Meetings of the Society. The general body of members with voting rights present in such general meetings shall be competent to take all steps and decisions that may be considered necessary in conformity with the Memorandum of Association and Rules and Regulations of the Society for furthering the aims and objects of the Society.

#### 2. Annual General Meeting :

The Society shall in each year hold a General Meeting as its Annual General Meeting. The day, time and place are to be fixed by the Executive Committee of the Society.

The Executive Committee shall submit the following at the annual general meeting : a : Annual report of the Society. b. Audited Statement of Accounts and balance sheet along with the report of the auditors.

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- Appointing and fixing the remuneration of auditor(s)
- d. Fixing the remuncration of Co-ordinator.

Any member desiring to move a resolution at the annual general meeting shall give notice of the same in writing so as to reach the Secretary at least fifteen days before the date of the annual meeting.

3. Special General Body Meeting:

The President may, whenever he thinks fit, and shall, upon a requisition made in writing and signed by not less than one third of the members of the Society with voting rights, arrange for convening a special general body meeting at such a place and time he may decide. Such requisition made by the members shall state the objects of the proposed meeting and shall be addressed to the President.

- a. The President/Secretary shall upon receipt of such requisition convene a Special General Body Meeting within forty days of the receipt of such a requisition specifying the agenda. Such a special general body meeting shall require a notice of not less than twenty one days.
- b. The Special General Body Meeting shall discuss only the particular item for which notice is given.

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# 4. Notice of General Meeting :

Not less than 21 clear days notice of any General Meeting- annual or special- specifying the date, place and hour of meeting and the agenda shall be given to all the members of the Society.

#### 5. The Quorum

The quorum for all annual and special general meetings shall be 7 members or a quarter of the enrolled membership strength whichever is less.

In the absence of a quorum, the meeting may be adjourned and reconvened after half an hour. No quorum will be necessary for the adjourned meeting. All decisions at the meeting shall be by a simple majority with an extra casting vote by the chairperson in case of equality of votes.

# 6. The Executive Committee

There shall be an Executive Committee to look after the work of the Society. The Committee shall consist of the following :

- a) President.
- b) Vice President
- c) Treasurer
- d) Secretary and
- e) 3 Members.

#### Meetings

The Executive Committee shall meet as often as necessary on such a day and hour, notified by the Secretary and in

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any case at least once in four months. At least nine days notice shall be required to hold such a meeting. Any member who fails to attend three consecutive meetings without prior intimation, shall cease to be a member of the Executive Committee.

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#### The Quorum:

The quorum shall be half the number of the total members of the Executive Committee. In the absence of a quorum, the meeting may be adjourned and reconvened after half an hour. No quorum will be necessary for the adjourned meeting. All decisions at the meeting shall be by a simple majority with an extra casting vote by the Chairperson in case of equality of votes.

#### Urgent Meeting:

An urgent meeting of the Executive Committee may, at any time, be convened by the President or the Secretary in the absence of the President. Not less than three days notice of any such urgent meeting shall be given to every member of the Executive Committee stating the object and the time and place of the meeting and no business shall be transacted at the meeting except that for which it is convened.

### 7. Functions of the Executive Committee:

The Executive Committee shall appoint a full time Coordinator for the Society, who shall be ex-officio member and shall be the Secretary to the Executive Committee. The Co-ordinator shall manage and co-ordinate the activities of the Society on behalf of the Executive Committee subject to the superintendance and control of the Executive Committee. The Co-ordinator may be paid suitable emoluments, which will be fixed at the annual general body meeting. The Executive Committee may delegate to such a Co-ordinator, the necessary authority :

a. To attend to routine matters referred by the Society from time to time.

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 b. To appoint and employ either for remuneration or gratuitously on such terms and conditions as may be deemed fit and to take disciplinary action, suspend, discharge or dismiss any employee or member of staff.

In the case of disciplinary action, an appeal will lie with the Executive Committee.

- c. To organize all such activities required to raise funds to promote aims and objects of the Society.
- d. To enter into contracts on behalf of the Society.
- e. To acquire in the name of the Society, build, pull down, rebuild and to alter, repair, improve, sell or dispose off or otherwise deal with any lands, buildings or premises for the use of the Society.
- f. To purchase, take on lease and license or by way of mortgage or in exchange otherwise acquire or hold any

movable or immovable property, rights, easements and privileges and improve and develop in or all of them as may be deemed necessary or covenient for any of the objectives of the Society.

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- g. To apply for, collect, recover, and utilise any government, municipal or other means or allowances in connection with any institutional work, activity conducted by the Society and to deal with the same according to the terms thereof.
- h. To solicit, take, receive, hold, administer and use any gift, donation, contribution, bequest, subscription in kind or money or any other property from persons or from organisations or agencies whether upon trust or otherwise and to undertake or execute any trust or obligation which may be conducive to any of the objectives of the Society.
- To establish, conduct or manage any Unit in the Society, provided that such Unit/s are in consonance with the aims and objects of the Society.
- j. To invest the funds of the Society in the modes specified under the provisions of Section 13(1)(d) read with section 11(5) of the Income-tax Act, 1961.
- k. To open and operate accounts with bank or banks on such terms and in any such manner as the Executive Committee may deem fit.
- To engage and remove experts, specialists, doctors lawyers, architects, auditors, engineers, contractors agents and others for any of the purposes of the Society on such terms as the Executive Committee shall deem fit.

Action with respect to c-j shall be taken ordinarily with the approval of the executive Committee, in urgent cases, it may be done in concurrence with the President, subject to ratification by the Executive Committee.

- IV. . OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE :
  - The Office bearers and members of the Executive Committee of the Society will be :
    - 1) President.
    - 11) Vice-President
    - 111) Secretary
      - iv) Treasurer, and
      - v) Three Members.
  - a) The office bearers and members of the Executive Committee shall be elected at the Annual General Body Meeting from amongst the voting members of the Society.
  - b) The Secretary shall invite nominations for the Executive Committee at least 45 days before the Annual General Body Meeting (AGM). Such nominations duly proposed and seconded by members and accepted by the nominee shall reach the Secretary at least 30 days before the AGM.
  - c) The Secretary shall send postal ballot papers at least 20 days before the AGM. The postal votes shall reach the Secretary at least 3 days before the AGM in a closed envelope. The closed envelope will be opened at the time of counting of votes at the AGM. One representative of each candidate may be allowed to be present at the time of counting, Shall there be no nominations for the posts to be filled, members with voting rights may nominate from among themselves, candidates present at the AGM from

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the floor of the house; if there are still vacancies, the Executive Committee shall thereafter select and nominate any member with voting rights for the post subject to nominee's acceptance.

- d. Any vacancy arising from among the office bearers during tenure shall be filled by nomination by the Executive Committee and such a nominated member shall hold the post till the next annual general body meeting.
- 'e. Any dispute arising out of the conduct of elections shall be resolved by the existing Executive Committee whose decision will be final.

# 2. Tenure of the Executive Committee:

The tenure of the members of the Executive Committee shall be for three years. The members of the Executive Committee are eligible for re-election to a second term. Thereafter, there shall be a break of at least one term. This restriction will not apply to the Secretary, who is also the Co-ordinator.

#### Working Hours:

The working hours of the Society will be from 9.00 a.m. • to 5.00 p.m. except on Saturdays, Sundays and Holidays for the year approved by the Executive Committee.

# 3. Powers, Functions and Duties of the Office Bearers:

# a. President and Vice-President:

The President shall preside over all the meetings of the Executive Committee and the General Body of the Society. In the absence of the President, the Vice-President or in his/her absence one of the members of the Executive Committee elected from among themselves shall perform the functions of the President at such meetings.

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#### b. Secretary:

The Secretary shall

i. convene meetings of the Executive Committee and of the General Body as per procedures laid down in clause III (2),(3),(4),(5) and (6).

- carry out directions and decisions of the Executive Committee.
- iii. supervise the work of the employees of the Society, maintain records of the same and carry out routine work on behalf of the Society.
  - iv. maintain minutes of all the meetings of the Executive Committee and the General Body and all records of the Scolety.
    - v. invite nominations to fill vacancies in the Executive Committee as per procedure laid down in clause IV (1), and
- vi. carry out any other duties as entrusted to him/her by the Executive Committee.

#### c. Treasurer:

The Treasurer shall

- receive funds and make payments on behalf of the Society.
- ii. maintain accounts of funds and other assets of the Society or those that are controlled by the Society, and
- iii. prepare a statement of accounts and balance sheet together with an audit report by the certified auditors

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appointed at the Annual General Body Meeting and present them at the annual general body meeting on behalf of the Executive Committee.

# 4. Approval of Resolution by Circular:

Ordinarily the business of the Society will be conducted at meetings of the Executive Committee. If the Secretary finds it necessary, he may, with the approval of the President, transact any business or class of business of the Executive Committee by circulation.

# 5. Maintenance of Accounts:

- a. The Society shall maintain accounts in the approved Bank and such accounts shall be operated by the signatories approved by Society.
- b. There shall be maintained all accounts of the Society regularly. The accounts shall be audited by Chartered Accountant every year.

# 6. Official year of the Society:

The Official year of the Society will be 1st April to 31st March every year.

# AMENDIAENT TO THE MEMORIJIDUM OF ASSOCIATION AND TO THE RULES AND REGULATIONS:

#### 1. Amendment of Memorandum of Association:

a. Whenever it shall appear to the Executive Committee of the Society, that it is advisable to alter, extend or abridge for such purpose or for other purposes specified in Section 3 of Memorandum of Association the Executive Committee shall submit the proposition to the members of the Society in a written or printed

report, and convene a special general meeting for consideration thereof according to the rules and regulations of the Society. But no such proposition shall be deemed to have been approved unless such report has been delivered or sent by post to every member of the Society twenty-one days previous to the date of the Special General Meeting convened by the Executive Committee for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by members who being entitled so to do, vote in person, and such votes are not less than three times the number of votes if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second Special General Meeting convened by the Executive Committee after an interval of thirty days after the former meeting.

b. Every change in the memorandum of association approved under sub-section (a) shall be filed with the Registrar of Societies within thirty days from the date of making thereof along with the required fee. Such change shall not have effect until it has been registered by the Registrar.

### 2. Amendment to Rules of the Society:

a. The Society shall have the powers to add, amend, repeal or modify any of the foregoing rules and regulations provided that no addition to or modification or alterations or amendment or repeal of any of the rules shall be made which may have the direct or indirect effect of subverting any of the aims and objects of the Society as herein before set out to any extent whatsoever and as proviced hereunder in clauses (b) and (c).

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b. The name and the Rules and Regulations may be amended by a resolution passed at a special general meeting convened for the purpose of which written/ typed/printed notice shall have been delivered or sent by post to every member of the Society twentyone days previous to the date of the general meeting and the resolution proposing the amendment is passed by the votes cast in favour of the resolution by members who being entitled so to do, vote in person or where proxies are allowed, by proxy and such votes are not less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting.

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c. Every amendment made under sub-section (a) shall, within thirty days from the making thereof be filed with the Registrar. Such amendment shall have effect only after it is registered by the Registrar of Societies.

#### VI: MISCELLANEOUS:

#### 1. Suits by or against the Society:

The Society may sue or be sued in the name of the Secretary.

#### 2. Indemnity:

Every member of the Executive Committee shall be indemnified of the funds of Society against all losses and expenses incurred by him in the discharge of his duties except such as shall happen through his own wilful neglect or default, and every such member shall be chargeable only for such moneys as he shall himself actually receive in the discharge of the business of the Society and shall be answerable only for such moneys as he shall himself actually receive in the discharge of the business of the Society and shall be answerable only for his own acts, neglects and defaults and not for those of any other person nor for the insufficiency of any securities upon which any of the money belonging to the Society 'may be invested nor for any loss or damage which may happen in the discharge of his duties unless the same shall have happened through his own wilful neglect or default.

#### 3. Annual Statement to be filed with the Registrar:

The Executive Committee shall as provided in the Karnataka Societies Registration Act, file with the Registrar, on or before the fourteenth day succeeding the day on which the annual general meeting of the Society is held:

- a list of the names, addresses and occupation of the members of the Executive Committee, and
- ii. a copy of the balance sheet and income and expenditure account duly audited,

together with the requisite filing fee.

#### VII. AMALGAMATION OF SOCIETY:

Whenever it shall appear to the Governing Body that an amalgamation is necessary, either wholly or in part, with

another Society having similar objectives, to accomplish any particular purpose or purposes, it may initiate steps to do so by submitting the proposition to the members of the Society in written/ typed or printed report and by convening a special general meeting for the consideration thereof according to the rules and regulations of the Society. But no such proposition shall be deemed to have been approved unless such report shall have been delivered or sent by post to every member of the Society 21 days previous to the date of the special general meeting convened by the governing body for the consideration thereof and unless such proposition is approved by members who being entitled so to do vote in person or where proxies are allowed, by proxy and such votes are not less than three times the number of votes, if any, cast against the resolution by member so entitled and voting and confirmed by a similar majority of votes at a second special general meeting convened by the governing body after an interval of thirty days after the former meeting.

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### VIII. DISSOLUTION:

- a. The Society shall not be dissolved except in accordance with the provisions of the Karnataka Societies Registration Act.
- b. If upon the dissolution of the Society registered under this act there shall remain after the satisfaction of all its debts and liabilities, any

property whatsbever, the same shall not be paid or distributed among the members of the said Society or any of them, but shall be given to some other Society, whose objects are similar to those of this institution to be determined by the votes of not less than three fifths of the members present personally or by the proxy at the time of the dissolution or in default thereof, by such court as aforesaid.

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We, the several persons, whose names, age, address are hereby subscribed, are desirous of being formed into a Society :

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Memorandum of Association and Rules and Regulations of the Society for Community Health Awareness, Research and Action.

Memorandum of the Society for Community Health Awareness, Research and Action :

1. Name :

The name of the Society shall be Society for Community Health Awareness, Research and Action.

Registered Office and Address :

The Registered Office of the Society will be located at present at No.326, V Main, I Block, Koramangala, Bangalore 560 034.

- 3. Aims and Objects :
- 3.1. The Objectives for which the Society is established are :
  - a) To create an awareness in the principles and practice of Community Health among all people involved and interested in health and related sectors.
  - b) To promote and undertake research in Community health and health policy in :
    - i) community health care systems;
    - ii) fraining of health personnel,
    - iii) inter-relationships between health and development;
      - iv) medical pluralism and integration of medical systems; and
        - v) other related areas.

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- c) To develop a Documentation Cell as well as a Library of educational materials in Community Health.
- d) To evolve educational strategies that will enhance the knowledge, skill and attitudes of people involved in Community Health and development.
- e) To dialogue with health planners, decision makers and administrators to enable the formulation and implementation of community oriented health policies.
- f) To promote and support community health action by non-governmental voluntary groups.
- g) To prepare and publish papers, monographs, bibliographies and other materials related to community health.
- h) To associate / work with other organisations and bodies concerned with all aspects of community health.
- To take any or all such measures as are required to fulfil these objectives.
- j) To have a Community Health Cell to promote and conduct all the above activities.
- k) To do all such lawful acts and things as may be necessary for or incidental to or conductive to the attainment of the objects of the society either directly or indirectly.

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3.2. The Society will be run on a not-for-profit basis and without any distinction of caste, creed or religion, as defined in Sec. 3(g) of the K.S.R. Act. 1960.
Income and Property 1

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The income and property of the Society whensoever derived shall be used solely towards the promotion of the aims and objects of the Society as set. forth in this Memorandum and no portion thereof shall be paid or transferred directly or indirectly by dividend, bonus or otherwise howsoever by way of profits to the members of the Society, provided however, that nothing herein contained shall prevent in good faith remuneration or bonus to any officer, servant or employee of the society or other person in return for any services rendered to the Society or the payment of interest at a reasonable rate upon any money borrowed by the Society.

#### 5. Management

The management of the affairs of the Society is entrusted to the Co-ordinator subject to the superintendence and control by the Executive Committee.

### 6. Indemnity :

No Office bearer of the Society shall be answerable for any act done in good faith by him / her for the sake of conformity only, for any monies of the society other than such as shall come into his/her own hands or for any misfortune, loss or damage happening to the society by reason of any deed executed by him/her

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as an office b=arer or by reason of any error in judgement or more in discretion on his/her part in the performance of his/her duties cr otherwise on any account except for wilful negligence or fraud. Every Office bearer of the Society, his heirs, executors and administrators shall at all time be indemnified out of the funds of the Society, from and against all costs, losses, damages and expenses whatsoever incurred or sustained by him/her in the execution of his/her powers or duties and every office bearer, his/her heirs, executors and administrators shall be indemnified and saved harmless out of the funds of the Society against all actions, suits and demands whatsoever brought or made against him/her or them either severally or jointly in respect of any engagement of the Society save such as may be incurred by his/her own personal wilful newlect or default.

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# 7. Executive Committee:

The names, designations, addresses and occupations of the present members constituting the Executive Committee of the Society, to whom, by the rules of the Society, the management of its affairs is to be entrusted as follows :

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1.	Name	Age	Designation	Occupation & Address
•	Dr.C.M.Francis	66	President	Doctor - Administrator, 9, Cornwell Road, Bangalore - 560 025
2	Claude D'Souza, S.J.	59	Vice- President	Educationist, St.Jospeh's College Bangalore - 560 00.
3.	A. Arumugham	48	Treasurer	Chartered Account: ARU & DEV, 13-A, Shrungar 80, M.G.Road, Bangalore - 560 001
4.	Dr.Ravi Narayan	42	Secretary, (Co-ordinator of the society)	Community Health Physician, 326, V Main, I Block, Koramangala Bangalore - 560 034
5.	Dr.Thomas M.J.	40	Member	Docotor J-124, Usha's Apts., 16th Main, 4th Block, Jayanagar, Bangalore - 560 011-
5.	Valli Seshan	57	Member	Development Con- sultants, 783, 10th Main, 4th Block, Jayanagar Bangalore - 560 011
7.	Dr.Mohan K. Isaac	41	Member	Psychiatrist, No.A V-11, NIMHANS Quarters Bangalore - 560 029

The Secretary is authorised to approach the Registrar and correspond with him. All communications are to be addressed to him, at the register d office of the Society, i.e.,

> Dr.RAVI NARAYAN, Secretary, Society for Community Health Awareness, Research & Action, 326, V Main, I Block, Koramangala, Bangalore = 560 034

We, the several persons, whose names, age, address etc., are hereunder subscribed are desirous of being formed into a Society.

Occupation S1. No. Name Age Designation & Address Signature Chitomeso 1. DR. E.M. FRANCIS 66 President Dochy-Azminichato 9. Cornwell Rout Brangalore El D'Longary 560025 2. ELANDE D'SOUZA, S. JS Earchimiet, Josephil's Callere Vice President Brugalar 560001 1. - 1 minu pien charlard 3. A- A-RUMUGHAM Treasurer 48 Accountruly, ARUE DEN 13/A Shnungar, Bo, M.C. Road, Bangaloc 560001 1, DR RAVI NARAYAN 42 Secretary Ran Nanayon (Co-ordinator of the Community Head he Physicians Society) 326 J Main I Block Koromangala Bangalar 560 024 40 Nember 5. Dr. THOMAS. M. J Doch J-124 - Usha's Apps 16. TANKin At Alach Bangalore - 560011 6. VALLI SEEMAN Valli Seehan 57 Member Development Concultants 783, 10 M Main, 4 h Bres Jayanasar Bangalore 560011. ...7

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1 : 7 : \* 湖北 1 Sl. Occupation Name Age Designation & Address Signature No. 1. DR. Monan 5. l'ey- Wi- Siney. 41 l'omber 15 AAC No. A. V-II NIMMAN S CULLENS Baughter 560011 alle 8. 5. GORINA MAN. Atmininghable 38 Member Assistant estimire Hospital Accounty Janie 127/1. smy road. Gunverly Enclove aroundevertend 9. Dr. Mani Eember 38 500002; GALLAM Non. F.C. Registrar P.C. anorten CHAD - EME J.Naray Basayam 10. DA. TAELMA liember 37 Vellore. 632002 NALAYAN EpiDemiologist, 326 5 Main I Block Germanyal Brighton DR SHINDI PRASDO 5-60014. 37 11. Vember TESUL readinician No . GOL 'EGUA NIVAS' 16 Main 19mcmoss Bananiyan II stage Dated: 9.2.91 Bangalm- 50070 All the above attested by me: Signature M.V.E ARASAN CA'S Name & Address Arue. DEU, Shringon shopping caning

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