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Registrar of Societies, Assam,
Dispur, Guwahati-6

MEMORANDUM OF ASSOCIATION

(Registration Under Societies Registration Act. XXI of 1860)

1. Name of the Institution shall be : **Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA)**

2. The registered address of the Institution shall be Vill/P.O: Sipajhar District: Darrang State: Assam.

3. The Objectives for which the institution is established shall be as follows:

(A) To work for all round development of the Society.

(B) Economic Development:

(i) To create self employment developing the local resources. i.e. Agriculture, Fishery, Sericulture, poultry, dairy, Handicraft, Horticulture, Medicinal Plant organic farming, etc.

(ii) To promote Self Help Group (SHG) for income generation.

(iii) To create income generation for handicapped & economically weaker section.

(C) Health Services

(i) To set up rural hospital.

(ii) To held health treatment camp, Seminar on health, aware people about their health care.

(iii) To held health programme for women and children.

(iv) To implement health scheme exclusively Cancer, AIDS, Anti Drugs.

(v) To implement scheme on population Control i.e RCH, Adolescent programme etc.

(D) Rural Development:

(i) To implement rural housing Scheme.

(ii) To implement scheme on water, sanitation, village road construction.

(iii) To construct drainage in the villages.

(iv) To work for the all round development of the rural areas.

(E) Cultural:

(i) To held some training programmes, seminar etc. on cultural development.

(ii) To take up programme on Research on folk culture.

(iii) To implement scheme for preservation, publication of folk culture and other cultural development programme.

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(F) Environmental:

- (i) To aware people on environment.
- (ii) To implement scheme for creation of clean and green environment.
- (iii) To adopt plantation programme.
- (iv) To encourage people for plantation of medicinal plants.

(G) Educational:

- (i) To create educational environment by establishing library.
- (ii) To adopt programme on illitaracy.
- (iii) To establised vocational training centre.

(H) Wel fare:

- (i) To implement some project related with old, women and child, orphan, widows etc.
- (ii) To establised short stay home, old age home, training cum production centre etc.

(I) National Integration:

- (i) To held National Integration Camp time to time and work for peace and harmony.

(J) Science and Technology:

To implement some project related with science and technology.

(k) Sports Development:

- (i) To adopt sports development project
- (ii) To held coaching programme.

(L) Legal Activity:

The society will stand against unequality, social justice, and empowerment. Also stand for legal entity of social issues. Society will keep provision to open legal cell when required.

(M) Disaster management:

At the time of disaster anywhere the society will offer their services and will take programme to aware the people on disaster management.

(N) Khadi related Activities

- a) To improve the economic moral and social standards of villagers in the area of operation of the institution.
- b) To alleviate poverty and bringing about better living conditions, mutual cooperation and unity among the villagers and in general rural development by implementing KVI programme.

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c) To start, encourage, assist and carry on such other activities which are incidental for implementation of KVI programmes.

d) For furtherance of all or any of the aforesaid objects, the institution shall have authority

i) to solicit, obtain or accept subscription, donation, grants, gifts, bequests and trusts from any person, from bank or local authorities or corporate bodies like Khadi and Village Industries Commissions and/or State KVI Board and or any institution and /or the Union/State Government.

ii) to acquire by gift, purchases, exchange, lease on hire or otherwise howsoever, any land, building, easements and any property movable and immovable and for any estate for the furtherance of all or any of the objects of the institution.

iii) to build, construct and maintain houses, structures or building and alter, extend, improve repair enlarge or modify the same including any existing buildings (and to provide and equip the same with light, water, drainage, furniture, fittings instruments, apparatus and appliances) and all other necessities for the use to which such buildings is to be put up held.

iv) to sell, manage, transfer exchange, mortgage, demise, lease or let out, dispose of or otherwise deal with properties whatever (movable or immovable) belonging to the institution.

v) to borrow and raise moneys with or without security or mortgage, charge, hypothecation, or pledge over all or any of the immovable or movable properties belonging to the institution or in any other manner whatsoever.

vi) to open and operate accounts in Bank or to deal with bank in any manner whatsoever required, for furtherance of objects of the institution.

vii) To open and conduct branches and to undertake such other activities for furtherance of all or any of the objects of the institution.

e) to do all other lawful things incidental or conducive to the attainment of any of the objects of the institution and to incur necessary expenditure thereon.

f) the profits of the institution shall be utilised in furtherance of the objects of the institution and shall not be distributed amongst the members.

g) Definition: a. "Institution" means Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA)

b. KVIC 'Khadi & Village Industries Commission established under KVIC Act. 1956 (No. 61 of 1956 are amended Act no. 12 of 1987)

c. State Board means "State Khadi and V.I Board" established under KVIC Act.

d. "Khadi" means "Any cloth woven on handlooms using cotton, silk and woolen yarn spun by hand in India or from a mixture of the two or all of the above.

e. "Village Industry" means "A Village Industry as defined under section 2(h) of the KVIC Act. 1956" (No. 61 of 1956 amended Act. No. 12 of 1987)

f. Office bearers shall include Chairman/Vice-Chairman, President/Vice president, Secretary, Treasurer and other members of the M.C of the institution.

g. "Year" means "The financial year commencing from first April and ending on 31st March of the succeeding year.

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h. "Person" "Shall mean and include individuals, firms, Societies, Banks, Clubs, Associations, Corporations and incorporate bodies."

i) Words importing the "Masculine" gender and "Singular" number shall respectively include the feminine gender and "plural Number" shall respectively include the "Feminine Gender" and plural and vice versa.

4. The names, address and designation of the present members of the Executive Committee are:

S.No	Name	Address &	Occupation	Designation
01.	Sri Nani Kr. Saikia	Dakshinchuburi, Sipajhar	Social Activist	Chairman
02.	Mrs. Jyoti Prova Bora	Do	Do	ED
03.	Sri Revan Ch. Nath	Bhuktabari, Sipajhar	Principal	Director
04.	Mrs. Purnima Bora	Kamakhya Gate, Ghy.	S/T	Director
05.	Sri Kamal Bhatta	Ghy. High Court	Advocate	Director
06.	Sri Dinesh Baishya	B. Baruah College, Ghy.	Professor	Director
07.	Sri Manas Baruah	Ghy. High Court	Advocate	Director
08.	Mrs. Biju Hazarika	Vill: Bhuktabari, Sipajhar	Social activists	Director
09.	Miss. Bichitra Bora	Dakshinchuburi, Sipajhar	School Teacher	Director

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[Handwritten Signature]
Executive Director, SATRA

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[Signature]

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[Signature]
13-9-05

We the undersigned are desirous of forming a society in pursuance of the Memorandum of Association.

Signature in full	Address	Occupation	Full Name with seal and Signature of the witness
<i>[Signature]</i> 1.(Nani Kr. Saikia)	Dakshinchuburi, Sipajhar	Social Activist	
<i>[Signature]</i> 2.(Jyoti Prova Bora)	Dakshinchuburi, Sipajhar	Social Activist	
<i>[Signature]</i> 3.(Revan Ch. Nath)	Bhuktabari, Sipajhar	Principal	
<i>[Signature]</i> 4.(Purnima Bora)	Kamakhyagate, Ghy	Subject Teacher	
<i>[Signature]</i> 5.(Kamal Bhatta)	Guwahati High Court	Advocate	
<i>[Signature]</i> 6.(Manas Baruah)	Guwahati High Court	Advocate	
<i>[Signature]</i> 7.(Bichitra Bora)	Dakshinchuburi, Sipajhar	School Teacher	

[Signature]
12/9/15
Circle Officer
SIPAJHAR REVENUE CIRCLE
SIPAJHAR, DARRANG

Date of Establishment : 27.02.2002

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[Signature]
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RULES AND REGULATION OF SATRA

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3. Area of Operation:NE States of India.

4.Objectives of the Society:

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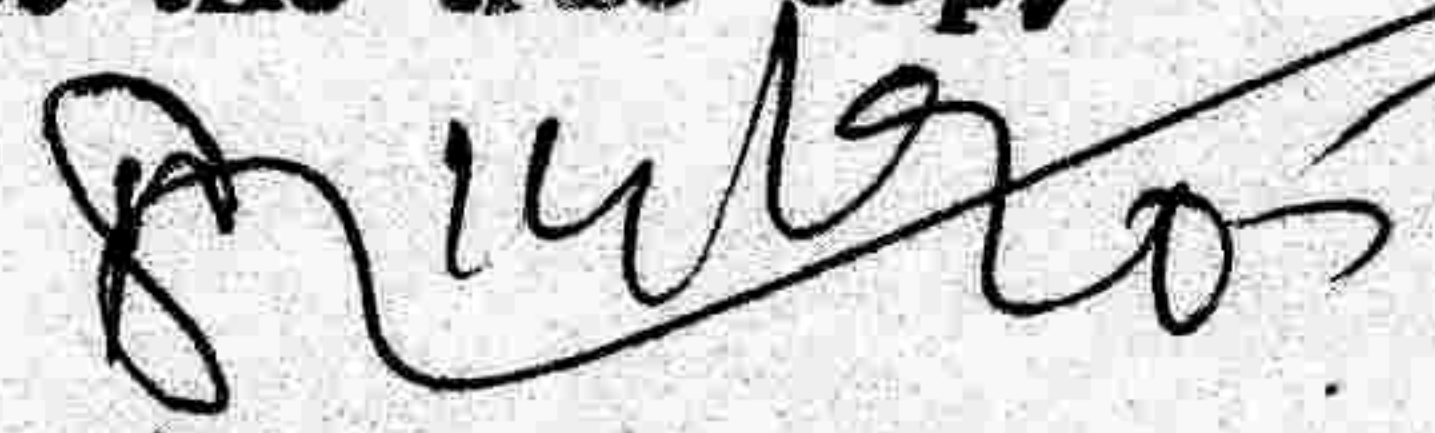
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vi. Office bearers shall include Chairman/Vice-Chairman, President/Vice president, Secretary, Treasurer and other members of the M.C of the institution.

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5.Membership:

a)QUALIFICATION TO BECOME MEMBERS

Any person male or female whose age is more then 18 yrs and who is not involved any offence and political party are fully qualified for membership and agree to abide by and strive for attainment of the aims and objectives of Social Action for Appropriate Transformation and Advancement in Rural Areas(SATRA)

Could be admitted to the membership of the institution. There shall be three types of members of the institution:

- i)patron members
- ii)Life members
- iii)Ordinary members

b)SUBSCRIPTION,DONATION etc.

Patron members:

Any person dedicated to constructive work and who is having belief in the aim and objectives of the Social Action for Appropriate Transformation and Advancement in Rural Areas(SATRA)

And willing to serve in the field in future and contribute Rs.10,000/or more or donates property worth Rs.10,000/ or more to the SATRA. Qualified for admission as patron members.

Life Member:

Any person or body dedicated to constructive work and who in having belief in the aims and objectives of the Social Action for Appropriate Transformation and Advancement in Rural Areas(SATRA),should contribute Rs.3,000/ or more in cash or donate property worth Rs.3,000/ or more within a period of one year can be admitted as life member.

Ordinary Member:

Artisans or individuals who are engaged in the field of Khadi and Village Industries who have faith in the aims and objectives of SATRA may be admitted to membership of the institution on payment of Rs.10/ as entrance fee and Rs.25/ as annual subscription.

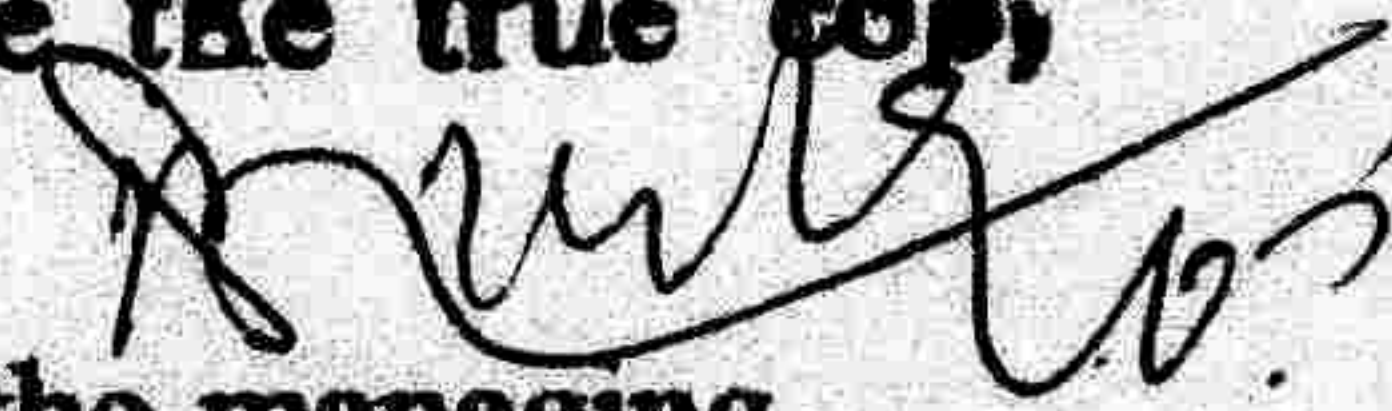
- a.Should be above 18 years in age.
- b.Should not be one who is incapacitated by law to enter into contractual obligations.
- c.Should be a wearer of Khadi or one agreeable to become a wearer of Khadi on admission to membership.
- d.Should be one willing to work for the attainment of the aims and objects of the SATRA.

e.Person desirous of becoming members of the SATRA shall sign the application form prescribed for the purpose and pay amount prescribed for the category of membership applied for as specified in rule 4(i)(ii)and(iii) and submit the form to the Secretary/Executive Director

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of the institution. The Secretary/Executive Director shall place the same before the managing committee whose decision on admission of members shall be final.

c) Collection of Funds

The Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA) shall raise its funds:

- i. by membership fees.
- ii. by grants, donations and contributions from members or public.
- iii. by raising loans for such period and any such rate of interest as may be decided by the managing committee of the SATRA.
- iv. Society will collect fund taking grant, loan, donation from Govt. Organisation, Donor agency, Non-Govt. Organization, Semi Govt. Autonomous Organization, Banks and other financial Organization.
- v. By seeking financial assistance under recognised schemes for development of Khadi & village Industries as loans and grants and subsidies from Khadi & V.I Commission, Central Government, State Government and other corporate bodies established by central and state Governments banking institution and any other financing agencies for the development of Khadi and village Industries.

d) Control of Fund:


The Secretary/ED and accountant will jointly operate the bank account and the payment would be made by accountant after approval of Secy/ED

e) No portion of the income or property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, distribution of profit-sharing of profit or by way of profit to the person(s) or to anyone or more of them or to any person(s) claiming through any one or more of them.

f) No remuneration or other benefit out of profit shall be distributed in money or money's worth be given by the society to any of its members except payment of Honourarium or payment of expenses incurred, in connections with the work of the Society.

6. Procedure of the General meeting:

The general body shall comprise of all the three types of members as aforesaid and shall meet at least once in a year to transact business and lay down guidelines for conducting the affairs of the Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA)



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7. Quorum of the General meeting:

Two fifth of the total number of members shall form the quorum of general meeting.

The following among others are the functions of the General Body.

- a) To select Managing Committee.
- b) To appoint Secretary and fix his remuneration.
- c) To appoint person to audit account of the SATRA
- d) To receive from the managing Committee the report of the working of the SATRA during the preceeding financial year together with statements showing the receipt and expenditure accounts and about the loans, billings and profit and loss accounts for the year.
- e) To consider the audit reports and any other communications received from the commission/State Board or from financial agencies in respect of the matters concerning the business of the SATRA.
- f) To consider amendments to rules and regulations.
- g) To lay down policies.
- h) To consider applications for admission to membership.
- i) To consider any other business brought forward.
- j) The annual general meeting of the general body shall be called within three months from the closing of the financial year and shall transact the business as per Memorandum of Association and rules and regulations of the SATRA.
- k) In case of the annual General Body meeting, 14 days notice shall be given by publication of notice which shall specify the date, hour and place fixed for holding the meeting and shall the business to be transacted at the meeting.
- l) The notice of the General Body meeting shall be given.
- m) by circulation of the notice or copies there of, among all the members of the SATRA and getting signature of members thereon as a token of having such notice or intimation.
- n) by sending a notice by post under certificate of posting.
- o. Two fifth of the total number of members shall form a quorum. In the absence of the quorum, meeting shall be adjourned and in adjourned meeting if there is no quorum then the business shall be disposed of without a quorum.
- p. The Secretary shall be responsible for calling General Body meeting. If the Chairman/President considers that the secretary has without valid reasons failed to call the General Body Meeting as required under rules, he may himself call the meeting.
- q. On a request in writing made 3/5th of the members, the Secretary/Chairman shall call a General Body Meeting. In the event of the Secretary/Chairman failing to call for the General

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Body Meeting for a specific purpose then the members themselves can call for the requisitioned meeting by designating one of them as convenor for the purpose.

r. At all General Body Meeting/Chairman of the institution shall preside and transact the business. If in the absence of the President, Vice president, Vice chairman shall preside and in the absence of both the members present shall elect a person over the meeting and transact business.

8. Election Procedure of the Executive Committee/Managing Committee

The General Body will elect the Executive Committee/Managing Committee for two years. In the Bye-annual general meeting the general members will elect the committee on democratic system.

9. Short description of the Executive Body/Managing Committee:

The Executive body would form with the following office bearers

(i) Chairman-1

One active member would be elected as Chairman of SATRA in the bi-annual general meeting. Chairman will preside all the meetings of SATRA. He will remove the undisciplined situation if arises in any meeting. He will enjoy the determinate vote to solve any problem. In his absence one senior member will preside over the meetings.

(ii) Secy./Executive Director-1

The Secy./Executive Director is the chief functionary of SATRA. He will summon general meeting and executive/board meeting. He has responsibilities to implement all the functions of the SATRA. He shall sign all deeds, agreements etc. on behalf of SATRA recommended by Executive. He is to verify all the bills and countersign them before passing for payment. He will be publisher of all the documents published by SATRA. He will represent on behalf of the SATRA to the court when situation arises.

(iii) EC Member/Director-7

All the EC/board member shall do the work in the interest of the SATRA and responsible to the work as directed by EC.

MANAGING COMMITTEE

I. The managing committee shall consist of not less than 9 and not more than 15 elected members including 2 lady artisans. Two third members of M.C shall form Quorum. The Chairman of the SATRA shall preside over all meeting of the M.C when he is present and in his absence the Vice Chairman and in his absence the members present shall elect a chairman from amongst themselves. Every members of the M.C shall have one vote but the chairman shall have a casting vote in addition, if there is tie.

II. The function of the Managing committee shall be as under.

a. To frame rules and regulations. For the conduct of the business of the institution not inconsistent with the object, rules and regulations.

b. To consider and recommend the applications for membership as per rules of the SATRA.

c. To appoint, promote, punish, suspend or dismiss employees and to frame rules and regulations of service for the employees of the SATRA.

d. To raise loans and deposits with or without security and decide the terms and conditions on which they should be accepted, and to offer necessary security thereon.



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- e. To sanction loans and advances to members.
 - f. To purchase raw materials and implements and equipments, to sell and supply semi finished goods and to make arrangements for storing them.
 - g. To sell and/or supply and/or give on hire purchase basis, implements and equipments to members.
 - h. To organise and conduct production and processing Khadi and Village Industries products and other products of rural industries and other activities in conformity with the objectives of the SATRA.
 - i. To organise production and repairs of implements and equipments and training of existing members and others and to improve methods of production.
 - j. To arrange for proper maintenance of accounts and preparation of balance sheets, statements etc. and submission of progress report and other obligatory returns to concerned authorities.
 - k. To see that stock taking of all goods belonging to institution is done every year at least.
 - l. To insure properties of the institution.
 - m. To do all such other acts and things that necessary for the proper conduct of the business of the institution in furtherance of its objects.
- III. The Managing Committee shall be competent to delegate any of its powers to the Chairman, Secretary or any sub-committee constituted by it for any specific purpose.
- IV. Subject to the rules and regulations and the resolutions passed by the SATRA at the General Body Meeting the Managing Committee shall have full authority to carry on the business as provided for in the Memorandum of Association of the SATRA, Normally it shall meet not less than once in a month for the transaction of business.
- V. Business of an urgent nature may be disposed of by circulation of relevant papers amongst the members of the Managing committee provided that a resolution is passed by a 3/4th majority of the members of the Managing Committee to ratify such action. All resolutions passed accordingly by circulation will be ratified by in the subsequent meeting of the M.C.
- VI. If there is a vacancy on the Managing Committee on account of death, resignation etc. of an elected members it shall be filled in by the remaining member of the Managing Committee by co-option and such member shall hold office till the next General Body meeting. The member so co-opted shall be from the class of members to which the members whose place he has been co-opted belonged to and shall have power to vote.
- VII. In case any vacancy arises in the Managing Committee for any reason whatsoever, the remaining members shall be competent to function in the normal course provided that there are at least as many members as are required to form the quorum for the meeting.
- VIII. In case the number of members in the Managing Committee at any time is less than the minimum number required to form the quorum. A special general body meeting shall be called within a month for filling up vacancies by election.

10. Term of the Executive Body

2 Year

11. Procedure of Re-election of the Members of the Executive Body:

If any post of EC fallen vacant then General Body meeting will fill up the post.

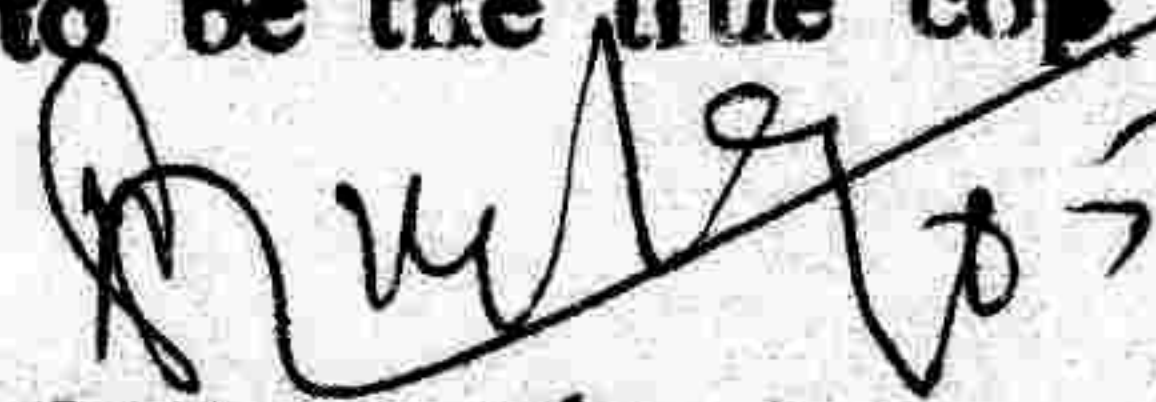
12. Procedure of the meeting of the Executive body (How many times in a year or month the meeting of the Executive body will be held)

The Secy/ED will call the EC meeting minimum one in a Quarter. If required Secy/ ED may call emergency meeting.

Miscellaneous

a. The commission shall have powers to give directions to the Managing Committee or to the institution in respect of the financial policy and other matters of the institution and the Managing Committee of the institution as the case may shall abide by such directions of the commission.

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b. No amendment or alteration in the rules of the institution or the ~~Regulation of a Society rules~~ Assam, shall be made except at the meeting of General body convened for the purpose and passed by 2/3rd number of the members present and voted for it.

25. The institution shall sue or be sued through its Chairman/Secretary/ Executive Director.

c. The proceeding of all meetings of General Body, Managing Committee, sub-committees shall be entered in separate books kept for the purpose and signed by the chairman of the meeting.

d. No member of the institution shall be eligible at any time for any claim over the profits made by the institution.

e. i) Nobody who is not habitual and full Khadi wearer and nobody who has dealings in Mill Yarn, Mill cloth or inserted Khadi can be elected as an office bearer or a member of Managing Committee or can be appointed as an employee of the society.

ii) The institution shall not deal in or use as raw material at any stage mill yarn or cloth cotton or silk or woolen in the production of Khadi.

iii) The excess margin profit shall be utilised for the benefit of the workmen as may be directed by the certification committee of the Khadi and V.I Commission.

iv) The rules laid down by the Certification Committee of the Khadi and V.I. Commission in the matter of payment of standard wages and fixation of prices shall be carried out by the institution as per certification rules with the approval of Central Certification Committee, Lucknow.

f. That the institution shall undertake specially Khadi and V.I. activities.

g. That institution shall secure loans from Khadi and V.I. Commission by executing Hypothecation Deed in respect of its immovable assets and by creating Equitable Mortgage in respect of its immovable properties and /or by executing any such documents which is deemed necessary for the security of the Commissions fund.

h. That for any reason whatsoever if the activities of the institution come to a stand still partly or fully and the funds are due to the Commission then the Commission shall have a first charge on all the movable and immovable properties of the institution and the institution shall not alienate or dispose of all or any of its movable and immovable properties to any persons or other agencies in any manner whatsoever until the entire liabilities of the commission are fully paid and dispensed with.

i. That any time, if it comes to the notice of the Commission that functions of the institutions are not properly carried on or are mis-managed, the commission shall have power to intervene, in the working of the institution and shall be competent to refer such mis-management matter to registrar for appropriate remedy and prevail upon the institution to remove such of the office bearers whose remaining in the office is considered detrimental to the interest of the institution.

j. That in case, there is any loan due to the commission the institution will be eligible to dispose off its movable and immovable properties only after fully paying the dues of the commission and after obtaining necessary clearance certificate from the authorised officer or officers of the Commission.

k. That all financial assistance received by the institution in the form of loans and grants shall be utilised by the institution only for the very purpose for which they are sanctioned by the commission and shall not be diverted for any other purpose whatsoever.

l. That the income derived out of Khadi & V.I shall utilised for the development of Khadi & V.I. only and not for other objects of the institution.

m. That the institution shall send copies of report about its performance along with audited accounts, balance-sheets etc. every year to the commission till it receives financial assistance from the commission or financial liabilities to the commission are outstanding.

n. That whenever there is any change in the address of the registered office of the institution, the Khadi & V.I commission and all other concerns will be informed of the change in address within a week of such change.

(14)

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Dispur, Guwahati-4

o. That in the event of the dissolution of institution the assets and other funds of the institution shall not be distributed among the members but it will be transferred to the commission for meeting to liabilities and for the discharge of liabilities of other institution having similar objectives.

p. That the institution may undertake relending of funds received from the KVIC to artisan member, who are train/skilled in any discipline and Khadi and Village Industries Commission.

q. Whenever there is any change in the office bearers of the institution prior permission shall be obtained from the Commission.

13. Quorum of the meeting of the Executive body (How many of the total members of the Executive body are required to be present to form quorum of the meeting of the Executive Body:

One third of the EC member will form the Quorum of the EC

14. Expulsion of undesirable members:

Any member found to be involved in any crime, anti social activities, and if involved any act against the society, then that member may be expelled from the society after the recommendation of the General body.

CESSATION AND REMOVAL OF MEMBERSHIP

A person shall cease to be a member of the

a. On his death,

b. On his resignation in writing and acceptance of the same by the Managing Committee of the Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA)

c. On his being mentally disabled or incapacitated to enter into contractual obligation

d. On his failure to pay the subscription within the due period.

e. Any person whose activities are considered detrimental to the interest of the institution can be removed from the membership of the SATRA.

f. Those members whose names are appear on the list of members of the SATRA on 31st January, of the calendar year shall be entitled to vote in the General Body meeting.

g. A separate register for all classes of members shall be maintained.

15. Audit:

The society will appoint a chartered accountant for the audit of the society. The financial year of the society will count from the 1st April to 31st March every year.

16. Legal Procedure:

The Secy/Executive Director of the society will stand in the court on behalf of the Society if any legal problem arises.

17. Dissolution:

If necessary society may be dissolved and the properties remained after dissolution may be handed over according to the provisions laid down in the Section 13 and 14 of the Societies Registration Act, XXI of 1860

1. For any reason whatsoever if the activities of the Social Action for Appropriate Transformation and Advancement in Rural Areas (SATRA) come to a stand still or to be wound up, the Managing Committee by a resolution shall recommend this to the General Body, which in its turn at a meeting specially convened for the purpose receive by not less than 3/4th majority to dissolve the institution after giving 30 days written notice of the meeting with specific instructions of the purpose thereof.

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[Handwritten Signature]

Registrar of Societies, Assam,

2. On the dissolution of the SATRA if after satisfaction of all its debts and liabilities where remains any property or properties, movable or immovable whatsoever not impressed with any trusts agreed between the institution and the donors, the same shall not be paid or distributed amongsts the members of the institution or any of them, but shall be given to some of other similar institution with similar objective working as these of the institution to be determined by the General Body by votes of not less than 3/4th of members present at the meeting or in default thereof by the principal court of original jurisdiction of the district in which registered office of the institution is situated.

Certified to be the true copy of the Rules and Regulations of SATRA.

Signature of three Executive Members

[Handwritten Signature]

(Nani Kr. Saikia)

[Handwritten Signature]

(Jyoti Prova Bora)

[Handwritten Signature]

(Purnima Bora)

Signature attested

[Handwritten Signature]

Citizens Officer
Sibsagar Revenue Circle
Sibsagar, Assam

Certified to be the true copy

[Handwritten Signature]
Executive Director, SATRA