

The Association of Indian Diplomats

Memorandum of Association and Rules & Regulations

(as amended upto 27th March 2003)

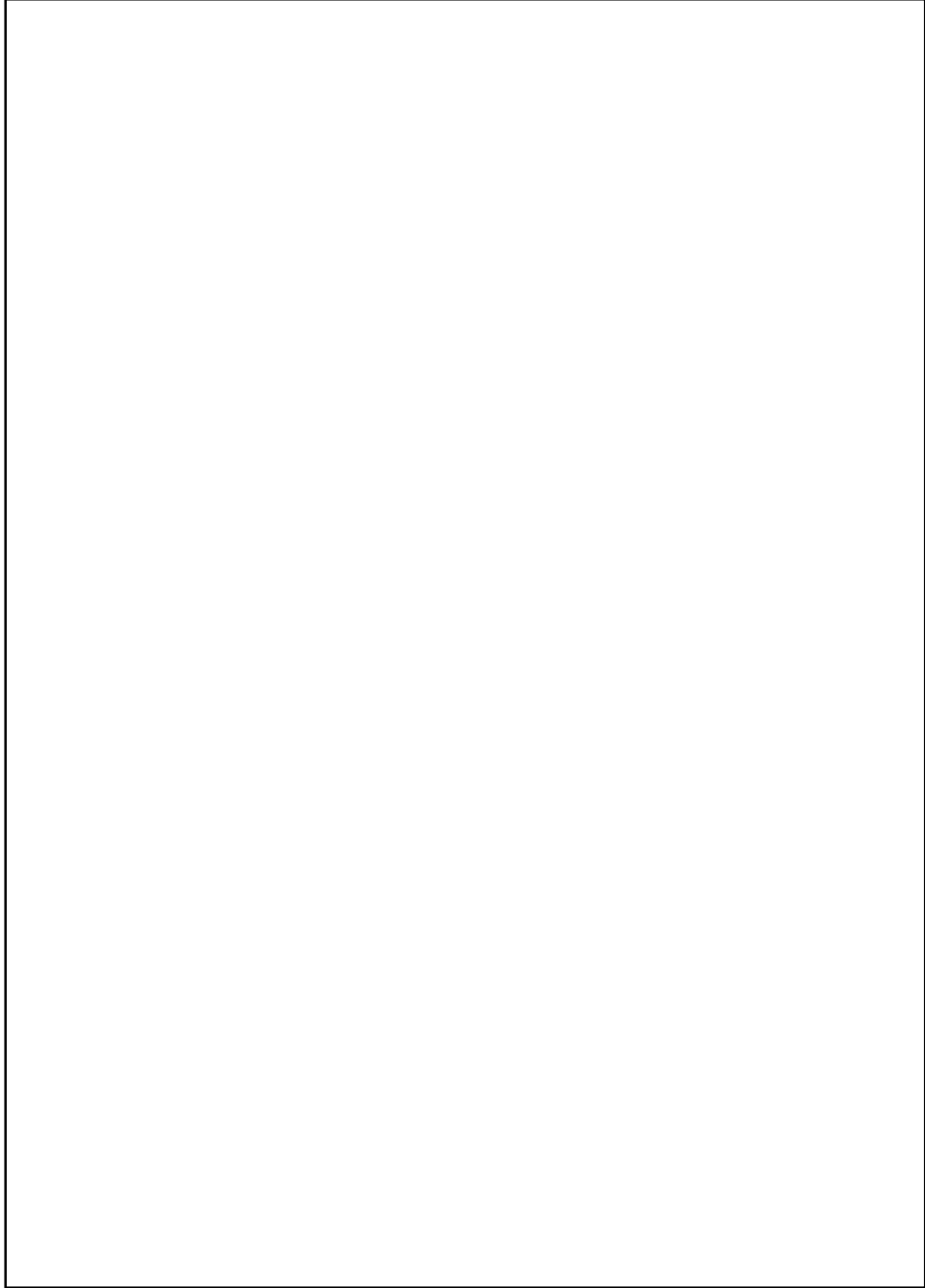
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CERTIFICATE OF REGISTRATION OF SOCIETY

Act XXI of 1860

No. S/-11506

OF 1981

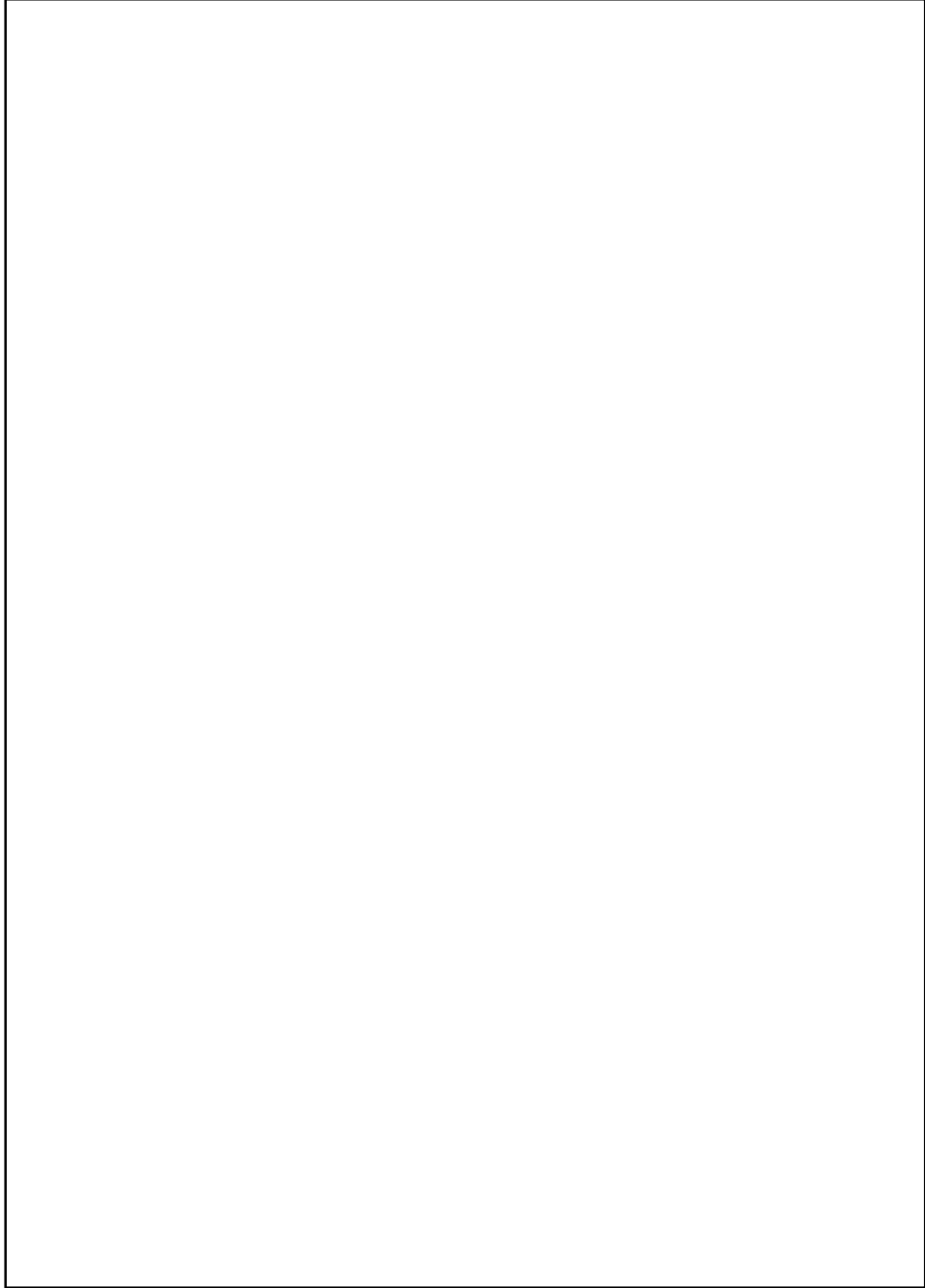
I hereby certify that The Association of Indian Diplomats has this day been registered under the Societies Registration Act of 1860.

Given hereby under my hand at Delhi this 7th day of February One Thousand Nine Hundred and Eighty One.

Registration Fee of Rs.50/- paid

Sd-
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION: DELHI

Seal



**The Association of Indian Diplomats
Memorandum of Association**

1. The name of the Society shall be "The Association of Indian Diplomats", hereinafter referred to as "The Association".
2. **Registered Office:**
The Office of the Association shall be situated in the Union Territory of Delhi. The present Address of the Association of Indian Diplomats is, B-25, Greater Kailash-1, New Delhi - 110048 but may be changed to such other place within the Union Territory of Delhi as the Executive Committee may decide from time to time.
3. **Objects:**
 - (1) The objects for which the Association is established are :-
 - (a) to bring together those who have worked in the field of international diplomacy, particularly in the context of India's external relations; to promote a sense of community and *esprit de corps* and to facilitate intercommunication among them, *inter-alia*, by providing social amenities and opportunities to the extent possible;
 - (b) to enable its members to keep abreast of International and National issues, specially those concerning India and to provide them with opportunities to help in such ways as are appropriate in promoting a better understanding of foreign affairs;
 - (c) to provide a forum for study, discussion and debate for those, including academics and intellectuals, members of legislatures and others interested in international relations;
 - (d) to provide a link between the Indian Foreign Office and members of the Association and to develop it to the extend possible and appropriate;

- (e) to cooperate with institutions and other bodies for furtherance of the objects of the Society;
- (f) to accept, hold or administer any gift, donations or subscriptions in kind or cash and execute any trust or endowment which may be deemed conducive to the furtherance of the objects of the Society;
- (g) to invest and deal with funds and moneys of the Society;
- (h) to acquire, purchase, lease, construct, alter, repair, manage and mortgage any building or part thereof and any other immovable and movable property for the purpose of carrying out the objectives of the Society;
- (i) to do all things that are incidental or conducive to the attainment of all or any of the above aims and objectives.

(2) The Association may add any other aims and objects in pursuit of the general objectives outlined in sub Para (1) above.

4. The Association is a non commercial and non profit making organization devoted to the study of international affairs and to the welfare of its members.
5. Till such time as the first regular Executive Committee of the Association is constituted, the management of the Association shall vest with the following members of the Society.

S. No.	Name	Designation	Occupation and Address
1.	Shri Badr-ud Din Tyabji	President	Former Special Secretary, Ministry of External Affairs, New Delhi and Ambassador of India, 1/23, Shanti Niketan, New Delhi - 110021
2.	Shri C.S. Jha	Vice President	Former Foreign Secretary, Ministry of External Affairs, New Delhi and Ambassador of India, 51, Golf Links, New Delhi - 110003

3.	Shri R.K. Tandon	Secretary	Former Ambassador of India, B-25, Greater Kailash I, New Delhi - 110048
4.	Shri R. Goburdhan	Joint Secretary	Former Ambassador of India, C-15, Chirag Enclave, New Delhi-110048
5.	Shri R.K. Tandon	Treasurer	Former Ambassador of India, B-25, Greater Kailash I, New Delhi - 110048
6.	Shri I.S. Chopra	Member	Former Ambassador of India, 25A, Palam Marg, Vasant Vihar, New Delhi - 110057
7.	Shri V.H. Coelho	Member	Former Secretary, Ministry of External Affairs, New Delhi, and Ambassador of India, E-6/14, Vasant Vihar, New Delhi - 110057

A copy of the Rules of the Society, certified to be correct copy by three members of the Executive Committee, is filed with the Registrar of Societies, Delhi, along with its Memorandum of Association.

6. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under Act XXI of 1860, this twenty eighth day of November 1980, at New Delhi.

S. No.	Names, addresses and occupations of Members	Signature of Members
1.	Shri S.K. Banerji, former Lt. Governor of Goa and Ambassador of India, K-73, Hauz Khas, New Delhi.	Sd/-

2.	Shri I.S. Chopra, former Ambassador of India, 25-A, Palam Marg, Vasant Vihar, New Delhi.	Sd/-
3.	Shri S.N. Chopra, former Ambassador of India, N-22, Panchsheel Park, New Delhi.	Sd/-
4.	Shri V.H. Coelho, Former Secretary, Ministry of External Affairs, New Delhi, and Ambassador of India, E-6/14, Vasant Vihar, New Delhi - 110057	Sd/-
5.	Shri Rajeshwar Dayal, former Foreign Secretary, Ministry of External Affairs, New Delhi and Ambassador of India, 17, Palam Marg, Vasant Vihar, New Delhi.	Sd/-
6	Shri R. Goburchan, former Ambassador of India, C-15, Chirag Enclave, New Delhi	Sd/
7	Shri C.S. Jha, former Foreign Secretary, Ministry of External Affairs, New Delhi and Ambassador of India, 51, Golf Links, New Delhi.	Sd/
8	Shri K.B. Lall, former Principal Secretary, Ministry of Defence, New Delhi and Ambassador of India, B-25, Chirag Enclave, New Delhi.	Sd/
9	Shri G.J. Malik, former Ambassador of India, 21, Nizamuddin West, New Delhi.	Sd/
10	Shri G. Parathasarathy, former Vice-Chancellor, Jawaharlal Nehru University, 49, Lodi Estate, New Delhi.	Sd/
11	Shri I.J. Bahadur Singh, former Ambassador of India, 1-B, Maharani Bagh, New Delhi.	Sd/

12	Shri R.K. Tandon, former Ambassador of India B-25, Greater Kailash-I, New Delhi.	Sd/
13.	Shri Badr-ud Din Tyabji, former Special Secretary, Ministry of External Affairs, New Delhi and Ambassador of India 1/23, Shanti Niketan, New Delhi.	Sd/
14.	Shri Dharma Vira, former Governor of West Bengal and Karnataka and Ambassador of India 54, Anand Lok, New Delhi.	Sd/
15.	Shri V.C. Vijaya Raghavan, former Ambassador of India, D-981, New Friends Colony, New Delhi	Sd/
16.	Shri A.S. Dhawan, former Ambassador of India, 59B, Friends Colony, New Delhi.	Sd/
17.	Shri J.N. Dhamija, former Ambassador of India, 6/32A, Shanti Niketan, New Delhi.	Sd/
18.	Shri B.K. Kapur, former Secretary, Ministry of External Affairs, New Delhi and Ambassador of India, A-51, New Friends Colony, New Delhi.	Sd/
19.	Shri K.R.F. Khilnani, former Ambassador of India, 18, Eastern Avenue, Maharani Bagh, New Delhi.	Sd/
20.	Shri M.A. Rahman, former Ambassador of India, Ministry of External Affairs Hostel, Kasturba Gandhi Marg, New Delhi.	Sd/
21.	Shri Muni Lal, former Ambassador of India, Delhi Gymkhana Club, New Delhi.	Sd/

22.	Shri Lalji Mehrotra, former Ambassador of India, Dhalamal Court, Worli Sea Face, Bombay	Sd/
23.	Shri M.M. Khurana, former Ambassador of India, 1/3, Sarvapriya Vihar, New Delhi.	Sd/
24.	Shri Khub Chand, former Ambassador of India, 1/8 A, Shanti Niketan, New Delhi.	Sd/
25.	Shri Y.K. Puri, former Ambassador of India, D-1053, New Friends Colony, New Delhi.	Sd/
26.	Smt. Usha Nath, former Ambassador of India, Flats, Scindia House, Connaught Place, New Delhi.	Sd/

WITNESSES

Name and address	Signatures
1. Ravinder Kumar, S-461, Greater Kailash, New Delhi - 110048	Sd/-
2. Mr. S.R. Gupta, Room No. D-I, India International Centre, New Delhi -110003	Sd/-

The Association of Indian Diplomats Rules & Regulations

(Amended version adopted and approved by the
AGM of the Association on 27th March 2003)

1. **Name :** The Association which is registered in Delhi under the Registration of Societies Act, Punjab, 1860 as amended and extended to the territory of Delhi, shall be called "**The Association of Indian Diplomats**" hereinafter referred to as the Association.
2. **Objectives:**
 - (1) The objectives of the Association will be:-
 - (a) to bring together those who have worked in the field of diplomacy, in particular Indian diplomacy; to promote a feeling of community, *esprit de corps* and exchange of ideas among them by providing *inter-alia* social amenities and opportunities to the extent possible;
 - (b) to enable its members to keep abreast of major issues of national importance as well those in international relations, especially of interest to India, and to create opportunities for helping in appropriate ways in promoting an understanding of international relations;
 - (c) to provide a forum for study, discussion and debate for academics and others interested in international relations;
 - (d) to provide and develop to the extent possible and appropriate a link between the Indian Ministry of External Affairs and the members of the Association;
 - (e) to accept and hold any gifts, donations or subscriptions in cash or in kind and to execute or administer any trust or endowment which may be conducive to the furtherance of the objectives of the Association;
 - (f) to invest and manage the funds and moneys of the Association;
 - (g) to acquire, purchase, lease or construct any movable or immovable property or to alter, repair, manage or mortgage any building or part thereof or other movable

- or immovable property owned by the Association in order to attain the objectives of the Association;
- (h) to co-operate with other institutions and bodies for achieving the aims of the Association.
2. The Association may by majority vote in an Extraordinary General Meeting (EGM) of the General Body modify or expand its objectives defined in sub-paragraph (1) above.
3. **Membership:** There shall be following categories of members:-
- (a) Life members
 - (b) Ordinary members
 - (c) Guest members
4. **Qualifications for membership:** Admissions to all categories of membership will be with the approval of the Executive Committee whose decisions on membership shall be final. General qualifications for various categories of membership are described below:
- (1) Life members: All ordinary members who pay life membership fees will become life members with the same rights and obligations as ordinary members.
 - (2) Ordinary members: The following shall be eligible to become ordinary members:
 - (a) All former members of the Indian Foreign Service who have served abroad as Ambassadors or High Commissioners of India or Permanent Representatives of India to the United Nations or as Secretaries or Additional Secretaries in the Ministry of External Affairs;
 - (b) All other persons who have served as Ambassadors or High Commissioners of India.
 - (c) All former international civil servants of Indian nationality who have in the past held positions of Under Secretary General and above in the U.N. system.
 - (3) Guest members: The Executive Committee may invite any person who has distinguished himself in the field of diplomacy to join the Association as a guest member. Spouses of deceased members of the Association or of those deceased members of the Indian Foreign Service who would have qualified to become ordinary members of the

Association will qualify to be Guest members. Guest members will not have voting rights.

- (4) Spouses: Spouses of members will have the right to participate in all the activities of the Association without the right to vote.
- (5) Nothing in these rules will affect the status, rights and obligations of those who have already been members of the Association.
5. **Fees and subscriptions:** Fees and subscriptions payable by different categories of members and the manner of their collection and other related conditions will be decided by the General Body of the Association on the recommendation of the Executive Committee.
6. **Office bearers, their terms of office, functions, powers and responsibilities:** The General Body will elect from among ordinary members of the Association, the President, the Vice President, the Secretary, the Joint Secretary and the Treasurer of the Association. The President and the Vice President shall hold office for one year. The Vice President shall assume the office of the President on the expiry of the term of the latter. The Secretary, the Joint Secretary and the Treasurer shall each hold their offices for two years and shall be eligible for re-election. The responsibilities and powers of the office bearers are defined below:-
 - (1) **The President** shall preside over, conduct and regulate all meetings of the General Body, the Executive Committee or any other Committee or Sub-Committee of which he may be a member. His rulings on any point of order or decisions on results of voting shall be final. The President may take such emergent or contingent administrative, executive or financial decision, without the prior approval of the Executive Committee, as may be necessary for the proper and good conduct of the business of the Association, provided that he makes a report of such decisions to the Executive Committee at its proximate meeting for its approval.
 - (2) **The Vice President** shall:
 - (a) exercise such powers and functions as may be delegated to him by the President or the Executive Committee;

- (b) preside over and conduct meetings of the General Body and the Executive Committee in the absence of the President in the same manner and with the same authority as the President;
 - (c) shall act as the President and assume the responsibilities of the President till the next annual General Body meeting in the event of a vacancy arising in the office of the President due to resignation, incapacitation or death provided that after the annual General Body meeting he shall assume the office of the President in the normal course as he would do but for the premature vacancy in the office of the President;
 - (d) shall act as the President and assume his responsibilities till his return in the case of the President's absence for more than one month.
- (3) In the event of a vacancy due to resignation, incapacitation or death in the office of the Vice President, the Executive Committee will elect a Vice-President *pro tem* from among its members to hold office till the next Annual General Body meeting, provided that such a person shall not automatically assume the office of President on the completion of the term of the President in Office.
- (4) In the absence both of the President and the Vice-President, the Executive Committee or the General Body, as the case may be, shall elect an ordinary member of the Association to act as the Chairman of that particular meeting.
- (5) **The Secretary**
- (a) shall be the chief executive officer of the Association and shall correspond with other entities and transact all business with them on behalf of the Association;
 - (b) shall appoint and dismiss employees, take all decisions about their leave, promotion and allocation of responsibilities and about their emoluments subject to the general control and approval of the President and the Executive Committee.
 - (c) shall authorise expenditure from the funds of the Association for the payment of the emoluments of employees, for the purchase of books, periodicals, stationery and furniture and other supplies for the

functioning of the office of the Association subject to the direction and control of the President and the Executive Committee;

- (d) shall function as the Secretary of the Association and the Executive Committee and shall in that capacity maintain the records of the Association, keep the minutes of meetings and issue notices for the meetings of the Association and the Executive Committee.
 - (e) The Association shall sue or be sued in the name of the Secretary.
 - (6) **The Joint Secretary** shall assist the Secretary in the discharge of his responsibilities. In the absence of the Secretary, the Joint Secretary shall perform the functions of Secretary.
 - (7) **The Treasurer** shall receive subscriptions, other dues, donations and contributions on behalf of the Association, take appropriate action for the placement of the funds of the Association and make disbursements out of the funds of the Association as authorised and approved by the Executive Committee or other empowered office bearers. He shall maintain the accounts of the Association and shall submit audited financial statements annually to the Executive Committee and General Body. He shall keep the Executive Committee informed of the financial situation of the Association and, with the approval of the Executive Committee, shall take appropriate action to ensure the financial viability of the Association.
7. **The Executive Committee and its composition:** The office bearers of the Association, its immediate past president and seven ordinary members of the Association elected by the General Body shall form the Executive Committee of the Association. Four members of the Executive Committee shall retire every year; a decision about which four members will retire initially will be taken by the drawing of lots. Retiring members of the Executive Committee will be eligible for re-election.
8. **Powers, responsibilities and the functioning of the Executive Committee:** Subject to the control and direction of the General Body of the Association and subject to the requirement of reporting to the General Body,

- (1) The Executive Committee shall be responsible for the management of the affairs of the Association and shall have the power to take administrative, executive and financial decisions for this purpose.
- (2) Without prejudice to the generality of powers described in clause 8.(1) above, the Executive Committee shall have the power,
 - (a) to appoint any ordinary member to be a member of the Executive Committee to fill a casual vacancy for a specified period not extending beyond the date of the next Annual General Meeting;
 - (b) to take decisions on applications for membership;
 - (c) to take general or specific decisions about the manner of receiving, having custody of and of expending the funds of the Association and of the management of the property of the Association;
 - (d) to prepare programmes of activities of the Association and to take steps towards their implementation;
 - (e) to take general or specific decisions about the manner and conditions for the appointment of staff and their control;
 - (f) to appoint any Committee or Sub-Committee for a specific purpose and with a specific mandate and to delegate any of its powers to such a Committee or Sub-Committee;
 - (g) to make, adopt or vary from time to time byelaws necessary for the management and administration of the affairs of the Association;
 - (h) to make rules of procedure about its internal functioning;
 - (i) to invite any member or members of the Association of any category to participate in its deliberations in any of its meetings.
- (3) The Executive Committee will as far as possible meet once every month except in the months of June and July, provided that not more than three months shall elapse between two meetings of the Executive Committee. The Secretary of the Association will convene ordinary, special or requisitioned meetings of the Executive Committee

giving a notice of at least three clear days provided that in urgent cases, with the approval of the President, meetings may be called at shorter notice. Four members of the Executive Committee may in writing requisition a meeting of the Executive Committee. Five members of the Executive Committee shall form a quorum.

9. **The General Body** comprising all ordinary members of the Association
 - (1) shall meet once in a calendar year in the month of March in an Annual General Meeting in Delhi. The Secretary in consultation with the President will send the notice of such a meeting at least fifteen clear days in advance. The quorum for such a meeting will be one sixth of enrolled ordinary members of the Association. In the absence of a quorum the meeting shall adjourn and reconvene. No quorum shall be required for such a reconvened meeting.
 - (2) shall elect the office bearers of the Association and the members of the Executive Committee at its Annual General Meeting.
 - (3) shall adopt the budget, receive and discuss the annual report of the President and the Secretary, receive the audited financial report of the Treasurer and approve the appointment of an auditor at the Annual General Meeting.
 - (4) shall discuss and consider at its Annual General Meeting other matters and proposals brought before it for its approval.
 - (5) may make rules of procedure for the conduct of its business.
 - (6) may meet in extraordinary meetings called by the President or requisitioned in writing by at least fifteen ordinary members to discuss specific issues. Such extraordinary meetings will be convened in the same manner and will be subject to the same rules of quorum as the Annual General Meetings.
10. **Elections** of the office bearers and members of the Executive Committee will be by secret ballot. A candidate for any of these positions shall send his nomination proposed and seconded in writing by at least two members with voting rights to the Secretary at least seven days before the Annual General Meeting. If no nominations are received for any of the positions the

names of members to hold these positions will be proposed and seconded at the Annual General Meeting itself.

11. **Removal of members:** Any member in default of his annual subscription for two years shall cease to be a member. Removal of a member on any other ground will be possible only on the proposal of the Executive Committee through a unanimous decision and with the approval of two thirds of the members present and voting in a session of the General Body.
12. **Amendments of the Rules and Regulations:** Any article or part of an article of these Rules and Regulations may be amended in a meeting of the General Body with the approval of two thirds of the members present and voting. Amendments may be proposed by the Executive Committee or by fifteen members with voting rights, except that in the latter case the exact text of the proposed amendment shall be sent in writing to the Secretary at least ten days before the meeting of the General Body.
13. **Bank Accounts:** Bank Accounts of the Association shall be maintained in the name of The Association of Indian Diplomats. These accounts shall be operated by office bearers authorized by the Executive Committee in a manner and for purposes decided by it.
14. **Accounts and audit:** The financial year of the Association shall be from April 1 to March 31. The accounts of the Association shall be maintained in such form and manner as may be prescribed by the auditor appointed by the Association.
15. **Dissolution of the Association:** If upon dissolution of the Association there shall remain after the satisfaction of its debts and liabilities any property whatever, that property shall not be disposed of or distributed among the members of the Association but shall be transferred to some other organization to be determined by the vote of not less than three fifths of the members present at the time of dissolution or in default by a competent court.
16. The Association shall file with the competent authority such documents as may be required by law and will be governed by such laws as are applicable for the registration and operation of societies in the territory of Delhi.

