

CONSTITUTION

RULES, REGULATIONS AND BYE-LAWS

Indian Federation of University Women's Associations

*Affiliated to International Federation of University Women
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(Founded in 1920)*

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CONSTITUTION : MEMORANDUM

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**INDIAN FEDERATION OF UNIVERSITY WOMEN'S
ASSOCIATIONS (IFUWA) AFFILIATED TO THE
INTERNATIONAL FEDERATION OF UNIVERSITY
WOMEN (IFUW)**

Name

The Federation shall be called the "Indian Federation of University Women's Associations" hereinafter referred to as IFUWA, affiliated to the International Federation of University Women (IFUW).

Purpose

To bind together associations of women graduates of recognized universities in India:

- i. to enable them to take concerted action
- ii. to stimulate the interest of University women in civic and public life;
- iii. to facilitate academic endeavour and encourage independent research
- iv. to promote national and international understanding, friendship and cooperation among the university women irrespective of their race, nationality, religion or political opinions;
- v. a) to render help and guidance to members of national associations of the International Federation of University Women (IFUW) who visit India;
b) to render help and guidance to members of University Women's Associations (UWAs) of India.
- vi. to acquire, maintain and transfer property in furtherance of the interest of IFUWA.

All income and property of IFUWA from where so ever derived shall solely be spent for the promotion of its purpose as set forth in this Memorandum. On dissolution of IFUWA, if any property remains after the settlement of all its debts and liabilities, it shall be disposed off according to the decision of IFUWA immediately preceding such dissolution.

A copy of the Constitution of IFUWA is filed with this Memorandum.

Article 1: Composition and Membership

1. IFUWA shall be a member of University Women of Asia (UWAsia and SAARC Federation of University Women (SAARCFUW). IFUWA shall be composed of registered University Women's Association (UWAs) functioning in India, hereinafter called Associations.
 - a. UWAs affiliated to IFUWA and International Federation of University Women (IFUW), University Women of Asia and SAARC Federation of University Women (SAARCFUW), shall hereinafter be called Member Association.
 - b. UWAs affiliated to IFUWA only (and not IFUW, UW Asia and SAARCFUW) hereinafter shall be called Associate Member Associations. These shall not be eligible to receive any correspondence, assistance, participation, etc. as would arise out of affiliation with IFUW, UWAsia and SAARCFUW. Members of Associate Member Associations are not eligible to
 - i) hold any office on the Central Committee of IFUWA,
 - ii) have headquarters of IFUWA and

iii) host Central Committee meetings or Triennial Conference of IFUWA.

2. Graduates of Universities recognized by IFUWA shall be eligible for membership of the Associations.

3. The Constitution of an Association shall be consonant with the Memorandum and constitution of IFUWA and subject to IFUWA's approval.

4. Associations shall be autonomous with regard to financial and internal management.

5. A. An association having a minimum membership of ten (10) may apply to the Central Committee of IFUWA for admittance either as a Member Association or as an Associate Member Association.

B. Such application shall be accompanied by:

i. A copy of the Constitution of the Association wishing to become either a Member Association or Associate Member Association.

ii. A list of the office - bearers of the Association.

iii. A copy of the resolution authorizing the application signed by the Secretary and the President of the Association.

iv. The names, qualifications and addresses of the members of the Association at the time of application.

v. Copy of the Registration Certificate issued by the Registrar under Societies Registration Act .

C. i. Where no UWA exists, a woman graduate seeking to become a member may be admitted as a member of the nearest Association.

ii. Where there are no UWAs nearby a woman graduate may apply for direct membership to IFUWA. She will have to comply with a

different fee structure and shall not be eligible to hold any office in IFUWA, IFUW, UWAsia and SAARCFUW nor shall she have any voting rights at all but can attend the relevant conferences as an observer only.

6. i. An Association shall cease to be a member of IFUWA:
 - a. on its desire to do so conveyed in writing after paying all its dues to IFUWA;
 - b. on failing to pay its dues for two successive years even after being served notice to that effect and non compliance thereafter;
 - c. if it does not, in the opinion of IFUWA, conform to its Memorandum, Constitution and Bye-Laws.
- ii. An Association should pay all its dues up to the date it ceases to be a member i.e. up to the last date of its membership.

Article II: Central Committee

1. The management of IFUWA shall be vested in a Central Committee consisting of:
 - President
 - Vice-President
 - Honorary Secretary
 - Honorary Treasurer
 - Coordinator - International Relations
 - Honorary Joint Secretary
 - Honorary Joint Treasurer
 - Convener - Constitution Advisory Committee

- Convener - Education Committee
- Convener - Membership Committee
- Convener - Newsletter Committee
- Convener- Project Committee
- Convener Scholarship Committee
- The President (or in her absence the Vice President) of each University Women's Association
- The representative of each Association hereinafter shall be called Association Representative. However, an Associate Member Association representative on the committee shall participate and vote on matters concerning IFUWA only and shall be an observer for matters concerning IFUW, UW Asia and SAARCFUW.
- Immediate Past President
- Immediate Past Honorary Secretary

2. The Central Committee shall:

- i. be the executive committee of IFUWA
- ii. be responsible for its working during the entire Triennium
- iii. have the power to
 - a. fill vacancies in the Central Committee except those of Association Representatives of University Women's Associations;
 - b. make, revise and repeal bye-laws subject to confirmation by the next conference.
 - c. remove a member on the grounds specified in the bye-laws.

3. The Association concerned shall be responsible for filling the vacancy of an Association Representative.

4. A member of the Central Committee shall cease to be a member if she
 - i. is absent from the country for *more* than six months without leave of absence;
 - ii. fails to attend a minimum of two CC meetings in each administrative year, without prior intimation;
 - iii. is adjudicated an insolvent;
 - iv. is convicted by a court of criminal offence or moral turpitude;
 - v. becomes of unsound mind or physically unfit or, is unable to act as a member;
 - vi. resigns in writing or retires or ceases to be a member of her Association (UWA).
5. No Office Bearer, CIR of the Central Committee shall serve for more than one term of three years, as Office Bearer or CIR. She shall be eligible for re-election after a lapse of three years.
6. Office Bearers of UWAs cannot be Office Bearers, CIRs or Conveners of IFUWA simultaneously (at the same time). In such a case, they vacate their office in IFUWA automatically.
7. Each member of CC has one vote only.
8. Another consecutive term of 3 years for headquarters of IFUWA in the same city is not permitted. There should be a gap of 3 years i.e. one term of 3 years, before Headquarters can be at that UWA.

Article III: Meetings of the Central Committee

1. The Central Committee shall, on notice as provided in the Bye-laws, hold at least two meetings in a year after its election, except in the first year of

the Triennium, when it shall hold at least three meetings.(Year shall be counted from 1st Sept. to 31st August)

2. The President, or in her absence, the Vice President or in her absence, a Chairman elected by the members present shall be the chairman at a meeting.
3. The quorum shall be one - third of the membership of the Central Committee. If there is no quorum within 15 minutes from the hour fixed, meeting shall be adjourned for the further 15 minutes, after which time the meeting shall be resumed, the members present forming the quorum.
4. On receipt of a written request of at least 1/3 of the members of the Central Committee together with the Agenda for such a meeting, the President/Honorary Secretary shall within 6 weeks, call for a special meeting of the Central Committee to consider only such Agenda. Failure to do so shall entitle the requisitionists to call for that special meeting. The meeting so called shall be valid and the decision taken thereat shall be binding on IFUWA, just like any other CC meeting.
5. All decisions taken at any Central Committee meeting (whether ordinary, special, etc.) shall be binding on IFUWA Central Committee members. No decision can be revised prior to the next C.C. meeting without circulating the justification thereof to all the members present at that meeting. In such a case, voting can be by post or email only by the members present at that meeting. Any change in decision so approved shall be ratified at the next CC Meeting.

Article IV : Elections

1.
 - a) A Member Association shall nominate the Presidential Candidate..
 - b) A Member Association when nominating a Presidential candidate from its Association shall follow the procedures laid down in the Bye Laws. It must also submit a panel of names of other Office Bearers, CIR and Committee Conveners along with their qualifications and bio-data. This should be circulated to the electorate along with the Presidential candidate's name and bio-data for voting.
 - c) The President along with Office Bearers, CIR and Committee Conveners shall be elected by a majority vote of the Member Associations, for a period of three years. In case of a tie, the names of the Presidential candidates along with Office Bearers, CIR and Committee Conveners, shall be circulated again to the electorate and the procedure repeated only for the candidates of the tie, i.e. President, Office Bearers, CIR and Committee Conveners.
 - d) Panel of Names: No member, who is holding the position of a President or Office Bearer of the Member Association (UWA) can be nominated to serve concurrently as President, Office Bearer or CIR of IFUWA simultaneously.
2. Immediately after the election result is declared by the Honorary Secretary, it shall be ratified by the C.C.

Article V: Conference

1. A Conference shall be held triennially between 1st July and 31st August.
2. All members of the Central Committee shall be members, of the Conference with the right to speak and vote.
3. Besides the President and the Association Representative, each Member Association and each Associate Member Association shall be entitled to send one (1) voting delegate for up to thirty (30) members; for up to every additional thirty (30) members, each Member Association and Associate Member Association shall be entitled to one more voting delegate; the total number shall be subject to the maximum of seven (7) and minimum of three (3) voting delegates.
4. Each voting delegate must be an effective member of her association and shall be appointed according to the Constitution of the Association concerned.
5. Member Associations shall be allowed to send members as observers to the conference. They shall not have the right to vote but may speak with the permission of the chair.
6. Past Presidents of IFUWA shall be honorary life members of the Conference with the right to speak but not to vote.
7. The quorum at the Conference shall be one - third of the number entitled to attend under 3 above. In the event of a lack of quorum the Conference shall be adjourned; members reassembling within half an hour of such adjournment shall form the Conference.

Article VI: Finance

1. The financial year shall be from 1st April to 31st March.
2. The total payment by a UWA (Member Association or Associate Member Association) to the IFUWA shall consist of:
 - a. annual affiliation fee as decided by IFUWA, for all members of the UWAs.
 - b. capitation fee as decided by the IFUW to be paid to IFUWA in rupee equivalent (not applicable to Associate Member Association).
 - c. administrative charges as decided by IFUWA conference,
 - d. contribution for the Newsletter, plus a charge per effective member as decided by the IFUWA.
 - e. admission fee for member Associations.
3. Member Associations that have not paid their dues in full shall not have the right of representation on the Central Committee or the Conference or other meetings of IFUWA and shall not have the right to vote on any matter concerning IFUWA. They shall not have the right to be nominated, elected, appointed to any office or be a representative in any capacity.

Article VII: Amendments

The Constitution and Memorandum of IFUWA may be amended only at a special conference held for that purpose alone by a two third majority of those present and voting. The procedure as laid down in the bye-laws should be followed. Amendments to the Constitution and bye-laws will come into effect immediately unless otherwise decided by conference.

Article VIII: Delegates and Representatives

1. Delegates of IFUWA, its nominees and its representatives, in any capacity to the conference of IFUW, UWAsia and SAARCFUW and elsewhere shall be selected / elected by the IFUWA Central Committee from the nominees of the Member Associations only. The procedure laid down in the bye-laws will be followed.
2. Nominations on various Committees, Sub-committees for Office Bearers or any other post/capacity to IFUW, UW Asia and SAARCFUW and elsewhere shall be selected/elected by the IFUWA Central Committee from the nominees of Member Associations only. The procedure laid down in the bye laws will be followed.

Article IX: UW Asia / SAARCFUW Headquarters:

1. Whenever the Headquarters of UW Asia and / or SAARCFUW come to India, the Headquarters of UW Asia and / or SAARCFUW shall be located in the city in which IFUWA headquarters are located i.e. the city in which the President resides.

The President of IFUWA by designation shall be the President of UWAsia and SAARCFUW. In case of change of Presidentship of IFUWA, the President of UWAsia and / or SAARCFUW shall change accordingly.

BYE-LAWS

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BYE-LAWS

Introduction

The Bye-laws given below require familiarity with the Constitution of IFUWA and are intended to explain item structure and functions. They comprise a set of rules of relationship and procedure, duties and powers based on the Constitution, in the day to day working of IFUWA. Basic information on the generally accepted pattern of working of the various types of committees is also included.

Section-I:

The working of IFUWA shall be in harmony with the Constitution of the International Federation to which it is affiliated.

Section II - Location of Head Quarters:

The Headquarters of IFUWA shall be in the same city (UWA) from which the President is elected and resides. The Vice President, Hon. Secretary, Hon. Treasurer, Co-ordinator of International Relations (CIR), Hon. Joint Secretary, Hon. Joint Treasurer shall be also from the same city (UWA). All Conveners, except Convener Newsletter shall each be from UWAs other than the headquarters. Convener Newsletter may be either from the Headquarters or any other UWA.

Section III - Movement of Members of the Central Committee

1. Members of the Central Committee shall inform the Hon. Secretary of their movements. In the absence of information regarding change of permanent or temporary address, the Hon. Secretary's office shall not be responsible for non-receipt of any communication by the member concerned.
2. In case of the President's absence from the Headquarters or on her inability to attend to her responsibilities, the Vice President *ipso facto* shall perform the functions of the President.

Section IV - The Central Committee

1. The Central Committee shall have the power to:
 - A. admit as members, Member Associations and Associate Member Associations seeking membership of IFUWA;
 - B. revoke membership of Member Associations and Associate Member Associations;
 - C. hold Conferences;
 - D. appoint and dissolve the following:
 - i) Sub-Committees
 - ii) Ad-hoc Committees
 - iii) Special Committees
 - E. appoint the Council Member for the Council Meeting of the International Federation;
 - F. collect and finalise before forwarding to the International Federation the views of the Associations on various matters;
 - G. appoint an auditor each year to audit the accounts of IFUWA;

- H. raise funds for projects and activities in keeping with the aims and objects of the Indian Federation of University Women's Associations.
2. a. The President, Vice President, Hon. Secretary, Jt. Hon. Secretary, Hon. Treasurer and Jt. Hon. Treasurer being the office bearers shall be Ex-Officio Members of all the Committees mentioned above.
 - b. An Office Bearer or Convener can be removed at a meeting of IFUWA by a 2/3 majority of the Central Committee members present and voting on any of the following grounds after following the under-mentioned procedure:
 - i) If she does not continuously carry out her duties and continuously does any act contrary to the expected code of conduct.
 - ii) If she is found taking unilateral decisions without the prior approval of the Central Committee and not abiding by and implementing the decisions of the Central Committee, particularly resulting in tarnishing the image of IFUWA.
 - iii) The concerned member of the Committee should be given an opportunity to present her case before the Committee prior to the decision arrived at by the Committee.
3. Any of the Committees mentioned above may include in an advisory, non-voting capacity a non member whose inclusion may be considered necessary by the Central Committee. Such co-option on the Committee must have the approval of the Central Committee.
 4. The Central Committee shall set down for such Committees, clear cut terms of reference and indicate when their reports should be submitted.
 5. Sub-Committees shall be considered dissolved with the dissolution of the Central Committee at the time of the Triennial Conference.

6. Ad-hoc Committees shall be considered dissolved on completion of their assignments. Special Committees shall be dissolved according to the specific terms of their appointment.
7. The Central Committee shall have the power to accept, amend or reject the recommendations of the above Committees.
8. Notice and Agenda for all Central Committee Meetings shall be sent by the Hon. Secretary at least three weeks in advance. The agenda shall include suggestions from the members of the Central Committee, provided they are received in writing by the Hon. Secretary at least five (5) weeks before the meeting.
9. Minutes of the meeting of the Central Committee shall be subject to confirmation at the next meeting.
10. Members shall fulfill assignments given to them, and submit reports to the Hon. Secretary so as to reach her before the next meeting.
11. Emergency Meetings of the Central Committee may be called by the Hon. Secretary, with the concurrence of the President, for which one week's notice shall suffice.

Section V - The President and the Vice President:

a. The President:

- i. The President shall be responsible for the proper and effective coordination of all IFUWA activities.
- ii. She shall be concerned with the public relations of IFUWA within the country and abroad and may establish direct contact with parties concerned.

- iii. She shall take the initiative in forming associations of University Women, attend to related enquiries, guide those under formation and take measures conducive to the growth of IFUWA.
- iv. She shall preside over all meetings of IFUWA.
- v. In case of a tie, she shall have a casting vote except in the case of election of the President.

b. The Vice - President:

The Vice President shall carry out all the duties of the President in her absence.

Section VI - The Hon. Secretary and the Hon. Jt. Secretary:

a. The Hon. Secretary:

1. The Hon. Secretary shall carry out, with the concurrence of the President, all secretarial formalities (maintain attendance and minutes register) of the meetings of the Central Committee and the Triennial Conference, she shall send out the notice and agenda for all Central Committee Meetings, details of the Central Committee meetings eight (8) weeks in advance to all Member Associations.
2. She shall present a report at each Central Committee Meeting and an Annual Report at the end of each year.
3. She shall be in-charge of all correspondence and contacts, except those normally pertaining to the Co-ordinator of International Relations as in Section VIII and whose sphere of work is specified in Section IX A, IXB and IX C in accordance with the general policy and programme of IFUWA

arising out of the decisions of the Central Committee and the Triennial Conference.

4. She shall be the co-ordinator between the five (5) Conveners and the Co-ordinator of International Relations (see Section VIII, IXA, IXB, IXC and X).
5. She may, with the concurrence of the President, direct such activities as be in the interest of IFUWA and subject to the Central Committee's approval.
6. She shall send out under certificate of posting the Minutes approved by the Chairperson, to the Central Committee Members within 25 days of the meeting.
7. She shall be responsible for the collection and dissemination of necessary data and information to all Associations.

b. The Hon. Joint Secretary:

- i. Hon. Jt. Secretary shall take over from the Hon. Secretary her duties whenever necessary and if possible by previous arrangement.
- ii. She shall be responsible for the physical arrangements for all the Central Committee meetings.

Section VII - The Hon. Treasurer and the Hon. Jt. Treasurer:

a. The Hon. Treasurer:

1. The Hon. Treasurer shall maintain the accounts of IFUWA.
2. The Hon. Treasurer or the Hon. Jt. Treasurer shall operate all bank accounts jointly with the President or Hon. Secretary.
3. She shall prepare the Annual Budget estimates and present the same to the Central Committee for its approval. If directed by the Central Committee she shall revise the same.
4. She shall present at each Central Committee Meeting a Financial Report.

5. She shall present the Audited Statement of Accounts at the end of each year to the Terminal Meeting / Triennial Conference (see Section XIV).
6. She shall be responsible for corresponding with the banks and keeping all records, pertaining to the finances, of IFUWA.
7. She shall forward the capitation fees to the International Federation.
8. She shall be responsible for correspondence with the International Federation and other national associations in her sphere of work.

b. The Honorary Joint Treasurer:

The Hon. Joint Treasurer shall take over from the Hon. Treasurer her duties in her absence whenever necessary, if possible, by previous arrangement. In addition she shall be responsible for follow up the progress of any Special Fund.

Section VIII: Co-ordinator of International Relations:

1. The Co-ordinator of International Relations is the representative of IFUWA with IFUW and is a link between IFUW and IFUWA. She shall be responsible for:
 - a. Collecting from and sending to the International Federation all reports, circulars and other literature relating to IFUWA.
 - b. Promoting the aims of IFUW, for stimulating interest in international relations and for cooperating with the other National Federations and Associations.
 - c. Shall be the liaison officer between IFUWA and the IFUW Headquarters, other National Federations and other individuals and organizations abroad

- d. Arranging with the concurrence of the President and/or the Hon. Secretary, hospitality for visitors sponsored by the International Federation and/or by its affiliates.

Section IX: Conveners:

A. Convener, Scholarships Committee

1. The Convener, Scholarships shall circulate in writing to the associations, all the relevant information about the awards within a week of receipt thereof.
2. She shall entertain only those applications received through the associations.
3. She shall collect application fees and postal charges, for forwarding the applications to International Federation/other National Associations.
4. She shall be responsible for communicating directly in all matters pertaining to her work with:
 - a. Applicants for foreign awards;
 - b. Experts required for judging the merits of the applicants.
5. She shall ask each association to send a representative to attend a meeting to finalise their recommendations, such representatives together with the Convener will constitute the Scholarship Selection Committee with one vote for each of those present. IFUWA, however, shall not meet any expense in connection with such meetings.
6. She shall communicate directly with the selected candidates, the International Federation and other authorities abroad which award scholarships.

7. She shall keep in touch with the selected candidates and if they are finally awarded Scholarships and/or Study Grants, include the information in her reports to the Central Committee.
8. She shall inform in writing, to the associations, the recommendation of the Scholarship Selection Committee within four weeks.

B. Convener, Membership Committee

1. The Convener, Membership shall be responsible for:
 - a. encouraging formation of new UWAs.
 - b. ensuring that all documents specified in Article I 5. B. are submitted by the proposed Association and are in order.
2. a. She shall maintain a (Model) Memorandum and Constitution form for adoption by Member Associations. This will be sent to all associations applying for membership so that they may frame their constitutions accordingly.
 - b. Examine the Memorandum and Constitutions of all Associations of IFUWA with a view to bringing them up to the requirements of Article I of the Constitution and the above mentioned Model.
 - c. Review all proposed amendments to the Memorandum Constitutions of the Member Associations and report the reviewed position to the Central Committee which shall consider them in view of Article 1 of the Constitution of IFUWA and the Model mentioned above.

C. Convener, Newsletter Committee

1. The Convener, Newsletter shall be the editor and the publisher of the Newsletter of IFUWA.
2. She shall be responsible for:

- a. bringing out the number of issues as decided by the Central Committee;
- b. preparing budget estimate, raise funds through advertisements and donations for the publications of the Newsletter;
- c. maintaining a mailing list for the dispatch of the Newsletter to the associations Central, Committee Members, IFUWA and others.

D. Convener, Projects Committee

1. She shall be responsible for getting from UWAs, suggestions for projects as well as passing on to UWAs, suggestions regarding projects - invited from IFUW to IFUWA.
2. For forming a committee comprising 3 to 5 members from UWAs.

E. Convener Constitution Advisory Committee

1. She shall be responsible for inviting suggestions for amendment to IFUWA constitution — from IFUWA C.C. members including UWAs whenever required.
2. Formation of a committee — Comprising 3 to 5 members to go through the said suggestions completing them and presenting them for IFUWA C.C.'s approval.

F. Convener, Education Committee

1. The Convener, Education Committee shall be responsible for:
 - a. Preparing / updating the U.G.C. list of Universities and other institutions of higher learning in the country and abroad whose graduates, are eligible for membership of associations - such list being subject to the approval of the Membership Committee of the International Federation. A copy of the same to be furnished to Convener, Membership Committee;

- b. reviewing academic standards in the country;
 - c. studying problems related to the promotion of academic standards in the country and their co-relations abroad;
 - d. evaluating courses of studies in the light of community requirements;
 - e. encourage Member Associations to review / study in their areas issues related to primary / elementary / secondary and higher education such as drop out rate, discrimination practices / gender equality, facilities, etc.
2. She shall examine the degree qualifications proposed by Member Associations for recognition by IFUWA and report the findings to the Central Committee.
 3. Undertake surveys of Women's leadership in Universities and Higher Education Institutions and form a consortium for change of quality in education.
 4. Organize through Member Associations seminars, conferences related to various common issues of Education of Women and compile it into proceedings. Follow up and lobby for changes.
 5. Take a follow-up and advocacy of resolutions passed by IFUW at its conference, UN Commissions recommendations on Education.
 6. Publication of important decisions of IFUW, Central Government, State Government, about education through member associations.
 7. Collect and disseminate news of educational experiments, innovations undertaken by NGOs and Women's Institutions.
 8. Encourage Member Associations to form Research and Development Committees.
 9. Every year in cooperation with Member Associations undertake some study / survey / research;
 10. Collect views of Member Associations on issues of education;
 11. Address and redress problems of Women in Education;
 12. Study and Action Programmes (SAP) for opportunity to every woman to contribute through Entrepreneurship Education, Computer Education and launch Projects for Women.

Section X — C.I.R. and the 6 Conveners:

1. The C.I.R. and the Conveners shall be responsible to the Central Committee for their respective spheres of work for which they may correspond or otherwise establish direct contact with associations through:
 - a. their counterparts where appointed by the associations or the association representatives of the associations where such counterparts are not appointed.
 - b. National Associations of University Women abroad and the International Federation,
 - c. Other individuals or organizations in the country and abroad for matter pertaining to their respective spheres of work according to the policy and the directive of the Central Committee.
2. They shall forward to the Hon. Secretary for information, copies of important correspondence simultaneously with their dispatch. They shall require the correspondents to forward to the Hon. Secretary the copies of their replies there to, in order to keep the office informed of progress of their work.
3. They shall submit
 - a. to the meetings of the Central Committee, reports of their work with an advance copy of such reports to the Hon. Secretary.
 - b. Annual reports of their work to the Hon. Secretary not later than 30th April of each year. The reporting year shall be 1st April to 31st March.
4. The Conveners of sub committees may consider it useful to form committees to assist them, consisting of 3 to 5 members each, by drawing upon the members of the associations.

- a. They shall inform the Hon. Secretary of the names and addresses of their members within four weeks of formation of such Committee.
- b. They shall report to the Central Committee for its approval at its first meeting after the formation of the Committees, information regarding their membership.

Section XI - Associations

1. Each Member Association and Associate Member Association is entitled to elect/nominate from among its members its representative on the Central Committee of IFUWA. Representatives of the Associate Member Association shall have voting right regarding IFUWA matters only and shall be observers for IFUW, UWAsia and SAARCFUW matters.
2. It shall be the responsibility of the association to furnish:
 - a. the Notice and Agenda of the Annual General Meetings;
 - b. the Hon. Secretary IFUWA with the names and addresses of their Executive Committees and/or of any change thereof;
 - c. the Convener Membership and Hon. Secretary, IFUWA with information concerning amendments to their Constitution (See section IX B (3)(c).
3. In the absence of the information required under 2(a) above, the Hon. Secretary may consider the Secretary of the Association concerned as the contact person. Such consideration, however, shall not entitle the contact person to membership of the Central Committee.
4. The Association Representative shall be responsible for communicating on behalf of her association with the Central Committee on all matters except those for which her association has appointed other

correspondents and those coming under the C.I.R. and Conveners whose functions are - specified in Sections VIII and IX.

5. The Association Representatives shall be responsible for presentation of the Annual Reports and Triennial Reports of their associations.
6. The associations shall note that:
 - a. The decisions of the Central Committee are binding on the associations. IFUWA follows the decision or directives of IFUW in notifying related matters of UWAs;
 - b. lack of contact with an association in respect of a meeting of the Central Committee under the conditions described in 2 and 3 above does not invalidate the meeting or affect its decisions. The Association Representatives carrying out their respective mandates at the Central Committee Meetings are subject to the decisions of the Central Committee (the Associations being consequently so subject) even when such decisions differ wholly or partly from any mandates. This also applies to the delegates of an association at a Conference called for by the Central Committee;
 - c. their representatives on the Central Committee are essentially members of the Central Committee on par with other members along with whom they constitute the Central Committee for working in the larger interests of IFUWA.
7. The associations shall send to the Hon. Secretary, IFUWA their Annual Reports on the prescribed form (from IFUWA) by 30th April and copies of audited statements of their accounts not later than 30th June, the reporting and financial year of member associations being 1st April-31st March.
8. Both the Member Association and Associate Member Association shall send to the Hon. Secretary, IFUWA not later than 28th February, of each

year, the number of their effective members who have paid their annual dues.

9. The associations shall pay annually to IFUWA the following as per Constitution Article VI Section 2 :
 - a. annual affiliation fee as decided by IFUWA;
 - b. capitation fee as decided by the IFUW to be paid to IFUWA in rupee equivalent for member associations only, (and not for associate member associations);
 - c. administrative charges as decided by IFUWA conference;
 - d. contribution for the Newsletter plus a charge per effective member as decided by the IFUWA;
 - e. admission fee for new member associations;
 - f. any other dues as may be decided by the Central Committee.
10.
 - i) Member associations may have associate members provided that such members do not hold office or vote at local, national or international meetings.
 - ii) Associate Member Association may have associate members provided that such members do not hold office or vote at local and national meetings.

Section XII - Conference :

A. IFUWA Triennial Conference

1. All conferences organized by the Central Committee shall have a theme based on the directive of the International Federation.
2. The Triennial Conference shall be held at the Headquarters of IFUWA, the local association being responsible for all necessary arrangements.

3. The Hon. Secretary shall send out under postal certificate the Notice of the Triennial Conference, at least six weeks prior to it, informing each association of the:
 - a. number of delegates it is entitled to send;
 - b. last date for sending the information sought for and for receiving suggestions.
4. The Agenda shall include all suggestions received in writing from the Central Committee members in time.
5. The Hon. Secretary shall be responsible for recording the minutes and proceedings of the Triennial Conference. Recording Secretaries shall be appointed to assist her.
6. The number of delegates of a Member Association and an Associate Member Association entitled to be sent to the Triennial Conference shall be on *pro rata* basis as specified in the Constitution Article V (3) voting delegate per 30 effective members plus President (or in her absence the Vice President) and Association Representative subject to a maximum of seven (7) and a minimum of three (3). Voting Delegates of associate member associations shall vote on only IFUWA matters and not IFUW matters.
7. The Hon. Secretary shall circulate the Minutes within four (4) weeks of the Conference to Central Committee members and delegates and only comments received within four weeks shall be circulated for further consideration.
8. Retiring President and Retiring Hon. Secretary shall be responsible for the conduct of the Triennial Conference and the completion of the minutes thereof.

9. a) All office bearers of the retiring Central Committee shall handover to their successor, all records and files brought up to date at the Central Committee meeting of the successive triennium.
- b) All past records shall be transported and handed over to the new Head Quarters within three (3) weeks of the 1st Central Committee meeting. Lists in duplicate of all records and files shall be signed jointly by both handing over and receiving officers. In case of the absence of the member concerned a specially nominated person from the same association shall take over the files for transfer.

B. International Federations: (Conferences & Meetings)

- I. a. The selection and conduct of delegates to attend International Conference and Meetings have been dealt with in the guidelines. All delegates shall prepare and send to the Co-ordinator International Relations/ Hon. Secretary a report within eight (8) weeks of the Conference/ Meeting.
 - b. All those who are elected or nominated to an office in the International Federation shall be charged three (3) years' subscription so that their membership of IFUWA shall continue without break.
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- II. a. While approaching IFUW, SAARCFUW, UW of Asia or any such body that exists outside India but affiliated to IFUW, for personal or for organizational reasons, members of IFUWA must intimate the fact to the NFA headquarter through an e mail or through a hard copy.
 - b. Anybody attending any international conference convened by IFUW, SAARCFUW, UW of Asia or any such body that exists outside India but affiliated to IFUW, must notify the NFA head quarter beforehand.

- c. The IFUWA members who are on the IFUW Board or Conveners of any committee, must communicate with the NFA head quarter at regular intervals either by attending the Central Committee Meetings to say a few words to the house about the activities of IFUW that the concerned members have experienced, so that their views are recorded in the minute for the circulation to enlighten the general members or by sending a write up to the Convener, Newsletter for the knowledge or benefit of the general members. The Central Committee may take steps against such a member to warn and remind the concerned member of her duties.

Section XIII - Election of President, Office Bearers, CIR and Committee Conveners

1. In the first week of October of the third year of the Triennium (after completion of 2nd year in August), the Hon. Secretary shall send a circular to the member associations by registered post A.D. /speedpost / courier with acknowledgement, calling for nominations for Presidentship, along with the Office Bearers, Co-ordinator of International Relations and Conveners of various Committees, along with the bio data of all candidates and acceptance of responsibilities of the relevant post if elected, specifying the date before which such nominations should reach her by registered post A.D. /speedpost / courier with acknowledgement giving forty-five (45) clear working days' time.
2. a) Each Member Association may send only one nomination for President and panel of Office Bearers, CIR and Conveners

- b) A Member Association may send the nomination of a member for Presidentship from another Member Association, only if such a nominee has been nominated by her own Member Association.
3. The names of those standing for election shall be subject to the scrutiny of the Nominations Scrutiny Committee consisting of the Hon. Secretary and two other members of the Central Committee.
 4. The list of nominees as finalized by the Scrutiny Committee shall be circulated by the Hon. Secretary by registered post A.D. to the associations along with ballot paper for postal ballot, duly signed by the President under the seal of IFUWA, with necessary instructions. The associations may vote for only one Presidential candidate and her list of Office Bearers. The ballot paper duly marked should reach the Hon. Secretary within the prescribed date by registered A.D. Member Associations in arrears shall not be sent ballot papers.
 5. All envelopes containing the voting papers shall be opened at the very next Central Committee Meeting of the Triennial year. The President and the panel of candidates polling the highest number of votes shall be declared elected. In case of a tie, there shall be a re-election only among the President and the panel of candidates of the tie and the same election procedure shall be followed.
 6. a) The location of the office of IFUWA shall be decided by the Central Committee at its first meeting following the Triennial Conference.
b) A numbered list of files handed over by the retiring Office Bearers shall be recorded at this meeting.

Section - XIV: (Amendments to Bye Laws)

1. Bye-laws can be amended at the Central Committee meeting of IFUWA by 2/3rd majority of the members present and voting at the Central Committee meeting of IFUWA.
2. Amendments to the Bye-laws may be proposed by member associations through their representatives or other members of the Central Committee. Same voting procedure as per the Constitution shall be followed i.e. by 2/3 majority of the members present and voting at the Central Committee meeting of IFUWA.
3. Bye-laws amended at the Central Committee meeting of IFUWA will come into effect immediately unless otherwise decided by the Central Committee.

Section - XV: (Procedure for Amendments)

Procedure for Amendments to the Constitution and Memorandum of IFUWA

1. Constitution can be amended at a special conference called for that purpose only.
2. The Central Committee shall decide when any amendments to the constitution are needed.
3. Convener, Constitution Advisory Committee, shall call for suggestions from the Central Committee members / UWAs.
4. On receipt of the suggestions, the Constitution Advisory Committee shall discuss the same and Convener, Constitution Advisory Committee shall present the draft amendments to the Central Committee for its approval.

5. At least two months prior to the special conference, the Hon. Secretary shall circulate the Draft approved by the Central Committee to all CC members and UWAs for their reaction / comments.
6. On receipt thereof the approved Draft together with the comments shall be placed before the special conference held for that purpose and voted on.