



**MADURAI DISTRICT TINY AND SMALL  
SCALE INDUSTRIES ASSOCIATION**

**MADURAI**

# **MEMORANDUM OF ASSOCIATION**

1A/4A, Dr. Ambedkar Road, Madurai - 625 020.

**Updated as on 31-08-2011**

**MEMORANDUM OF ASSOCIATION  
OF  
MADURAI DISTRICT TINY AND SMALL  
SCALE INDUSTRIES ASSOCIATION**

1. The name of the association is “**Madurai District Tiny & Small Scale Industries Association**” and in short term, “**MADITSSIA**”
2. The Objects for which the Association has been formed are:
  - a. To bring about friendly feeling and unity among the persons and firms engaged in **Micro & Small Enterprises**”.
  - b. To collect, classify and circulate statistics and other information relating to the **Micro & Small Enterprises** amongst the members of the Association.
  - c. To remove as far as it will be within the powers of the Association to do, all the trade difficulties of the **Micro & Small Enterprises** in Madurai Dist. and to form such lines of conduct as will facilitate and advance trade.
  - d. To take all steps which may be necessary for promoting, supporting or opposing by lawful means legislation etc., affecting the aforesaid interests by the Central or State Government or any departments thereof or by any local body or bodies and in general to take the initiative to secure the welfare of the **Micro & Small Enterprises** in all respects.
  - e. To construct upon any premises acquired for the Association any building or buildings for the purpose of the Association and to alter remove lease or let or sub-lease or sub-let any such buildings.
  - f. To consider and formulate opinions on all questions connected with **Micro & Small Enterprises** and initiate and or support necessary action in connection therewith.
  - g. To maintain a library of books and publications of Industrial, Commercial interests so as to **disseminate** knowledge and information amongst members and **to take concrete** measures for advancing industrial, commercial and technical education.
  - h. To borrow or raise any monies required for the purpose of the Association upon such terms and in such manner and on such securities as may be determined.
  - i. To render assistance to members in legal matters, Government Aid, Import & Export Quota, and advise members on Labour problems, trade marks, taxation matters and procurement of raw materials, marketing etc.
  - j. To subscribe, to, become a **member** of, and co-operate with any other Association, whether incorporated or not, whose **objectives** are wholly or partly identical with or similar to those of this Association and procure **from** or communicate with any such association such information as may be likely to further the **objective** of this Association.
  - k. To open, found, run, establish, promote, set-up, take over and run, maintain, assist finance, support and / or aid or help in the setting up and / or maintaining and / or running Industrial Technical, Technological, Vocational Schools, Colleges, Lecture Halls / Financial Institutions Banks and other establishments of Industrial, Technical, Technological, Vocational Education and all other activities incidental thereto in all their manifestations.

- l. To promote, and indulge the value, dignity of Labour, discipline and good conduct.
  - m. To impart, educate and develop peaceful and harmonious industrial relations.
  - n. To conduct **related** Seminars, Conferences, Exhibitions, Fairs, Buyer-Seller meet **to facilitate the promotion and** growth for the **Micro & Small Enterprises** sectors and socio-economic development.
  - o. To donate for charitable activities or to donate to a Association / Trust whose objects are similar to those of this Association and which has been granted registration under Section 12 A of the Income Tax, 1961.
3. The objects of the Association shall be extended throughout the Union of India.
  4. The income and property of the Association whensoever derived, shall be applied solely for the promotion of the objects as set forth in this MEMORANDUM OF ASSOCIATION.

Articles of the Association of the **Madurai District Tiny & Small Scale Industries Association, Address: 1A/4A, Dr. Ambedkar Road, Madurai - 625 020.**

1. The Regulations contained in the Tamilnadu Societies Registration Act, 1975 shall apply.

## **ARTICLES OF ASSOCIATION**

### **Definitions:**

2. In these articles unless there be something repugnant in the subject or context in consistent therewith:-
  - a. **"The Association"** means, the Madurai District **Micro & Small Enterprise** Association registered under the Tamilnadu Societies Registration Act, 1975.
  - b. **"ARTICLES"** means, the articles of Association of the Association.
  - c. **"MEMBERS"** means, any person who is interested in the welfare of the **Micro & Small Enterprise** "PERSON" includes individuals, Partnership Firms, corporate bodies, Associations, trusts, artificial juridical persons and legal entities.
  - d. **"GENERAL MEETING"** means, a meeting of the General Body of the members of the Association.
  - e. **"SPECIAL GENERAL MEETING"** means, Extra Ordinary General Body Meeting convened and held in accordance with the provision of the Tamilnadu Societies Registration Act, 1975.
  - f. **"COMMITTEE"** means, the Executive Committee of the Association constituted under the articles and shall include the office bearers mentioned.
  - g. **"PRESIDENT"** means, a member who is duly elected by the **Executive Committee** Meeting for the office of the President of the Association and whoever acts as the president.

- h. **“VICE PRESIDENT”** means a member duly elected by the **Executive Committee** Meeting for the office of the Vice President of the Association.
  - i. **“SECRETARY”** means a member duly elected by the **Executive Committee** Meeting for the office of the Secretary of the Association.
  - j. **“JOINT SECRETARY”** means a member duly elected by the **Executive Committee** Meeting for the office of the Joint Secretary of the Association.
  - k. **“TREASURER”** means a member duly elected by the **Executive Committee** Meeting for the office of the Treasurer of the Association.
  - l. **“OFFICE BEARERS”** means any one of the President, Vice President, Secretary, Joint Secretary and Treasurer or all of them.
3. There shall be no maximum limit or minimum limit for the purpose of membership strength.
4. **ELIGIBILITY:** Any person running a **Micro & Small Enterprise**, any Association or entity engaged in serving the cause of **Micro & Small Enterprise** is eligible to become a member.
5. **ADMISSION:** All those persons and firms who subscribe to the memorandum and Articles of Association at the time of its formation shall become members of the Association.

Thereafter an application for membership shall be made in the prescribed form and will require the approval of the committee.

6. The Application for membership shall be either admitted or rejected by the **Executive Committee**. The **Executive Committee** need not give any reasons for rejection and the decision of the Committee shall be final.

**7. A. MEMBERSHIP AND ADMISSION:**

- a) The Membership of the Association is open to all those engaged or interested in the development of small scale industry and it consists of the following categories of members.
  - i) Patron (ii) Life Member; (iii) Unit Member; (iv) Institutional Member and Temporary Member.**
- i. **Patron:** A patron shall be a person who is interested in the promotion and development of **MSME Unit** and shall have also donated a sum equal to 20 times of the unit member's subscription to the Association. Such Patron shall not have any voting right in any General Body Meeting convened to transact official business. He is also not eligible to contest in the election.
- ii. **Life Member:** A Life Member should be a Micro/Small Enterprise engaged in Manufacturing or servicing (as defined under the Govt. of India Notification) is eligible to become a life member and it should have paid a sum equal to 10 times of the unit member's subscription to the Association. When a Life member becomes a medium or large scale Industrialist, it automatically becomes a Patron. **At the time of admission, the Enterprise shall produce the GST/VAT registration certificate or service tax registration certificate and also the**

**Entrepreneur Memorandum Part – II to evidence its bonafide existence. If the unit is exempted from GST/VAT/Service Tax Registration, it should produce the Government notification under which it is exempted in lieu of the registration certificate.**

- iii. **Unit Member:** Micro/Small Enterprises engaged in manufacturing or servicing (as defined under the Govt. of India notification) is eligible to become a unit member. The unit can be represented by its proprietor by them self or through their blood relations duly authorized by the proprietor or one of its partners or through their blood relation duly authorized by the firm or one of its directors duly authorized by the Entity. At the time of admission the unit shall produce the GST/VAT registration certificate or service tax registration certificate and also the Entrepreneur Memorandum – Part - II to evidence its bona-fide existence. If the unit is exempted from GST/VAT/Service Tax Registration they should produce the government notification under which they are exempted in lieu of the registration certificate. If the unit is exempted from GST/VAT/Service Tax Registration it should produce the Government notification under which it is exempted in lieu of the registration certificate.
- iv. **Institutional: This is open to Associations or Institutions of manufacturers which subscribe to and / are interested in the Furtherance of the objects of the Association. Such Institutions shall not have any voting right in any of the general body meeting. They are also not eligible to contest in the election.**
- v. **Allied Member:** Deleted with effect from 01.04.2012
- vi. **Temporary Member: Any person shall be admitted as a Temporary member for a period of one month (30 days) from the date of payment of subscription. The subscription shall be 10% of Annual Membership of unit subscription. He is eligible to attend the seminars or any of its kind during the period of his membership. He will not have voting right. No Admission Fees shall be collected for temporary membership**
  - b) Applications for membership shall be made in the prescribed format shall be submitted to the Executive Committee who shall decide all questions relating to eligibility of membership of any applicant and its decision shall be final. The application for membership of the Association shall be recommended by a member.
  - c) The Admission of Membership to the Association shall be closed 30 days prior to the Annual General Body Meeting.
  - d) A Unit shall nominate one individual and in his absence an alternative individual to represent on their behalf in the Association. Any change in such representation shall be informed in writing to the Association and shall be approved by the committee. The new nominee shall exercise the right to vote only after thirty days of such approval.
  - e) The Executive Committee will scrutinize and review the membership list every year.
  - f) The Association shall serve only for the member and not to any non member.

## 7 B. SUBSCRIPTION:

The Subscription for various categories of members are as follows:-

<b>Patron</b>	-	<b>20 times of Unit Subscription.</b>
<b>Life Member</b>	-	<b>10 times of Unit Subscription.</b>

Patron & Life Members shall be exempt from payment of Annual Subscription and Admission Fee. The General Body is empowered to revise the rates of Subscription from time to time. The enhanced rates **shall** come into force only from the succeeding Financial Year.

## II. Others:

### Unit Member :

**The Subscription for the unit member is Rs.1000/- per year and Admission Fee is Rs.1000/- with effect from 01-04-2012. The General Body is empowered to revise the rates of Subscription from time to time. The enhanced rates shall come into force only from the succeeding Financial year.**

### Institutional Member:

**The Subscription is equal to 2 times the Unit Members Subscription and Admission Fee is Rs.1000/- with effect from 1.04.2012. The subscription and Admission fee can be increased in General Body Meeting by resolution then and there.**

- i. The Subscription for any year shall be payable within 3 months from the beginning of the year and any member who default such payment shall automatically **cease** to be a member of the Association, but the Executive Committee shall re-admit such member at its discretion on request with or without an Admission Fee, on payment of arrears.

## 8. PRIVILEGES:

A member, may, if he likes, print in his letter head and other literature issued by him that he is a member of the Madurai District Tiny & Small Scale Industries Association. However no one shall make use of the letter heads of the Associations for his personal benefit.

## 9. (a) OBLIGATIONS:

- i) Any member whose subscription is in arrears or 3 months from 1st April the date of its falling due shall cease to be a member of the Association unless the Executive Committee condones the delay, he shall not be eligible either to vote or take part in the meetings of the committee or General Body and in general to exercise the rights and privileges of a member.

- ii) Any member who shall for any reason cease to be a member of the Association shall nevertheless remain liable for payment and shall pay to the Association all monies which may be due from that member, before his ceasing to be a member.
- (b) Upon admission or re-admission a member becomes liable to all obligations restrictions and penalties as well as entitled to the rights and privileges of the Association get forth in the Regulations and the bye-laws.

#### **10. TERMINATION OF MEMBERSHIP:**

Membership of the Association shall be terminated in the following ways:

- i. A member shall cease to be such on his resignation being accepted by the Executive Committee.
- ii. Non-payment of fees and dues by the prescribed dates will automatically terminate the membership unless waived by the Executive Committee.
- iii. Where a person is a member of the Association by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused may be filled up by his successor to that office, on intimation and approval of Executive Committee.
- iv. On ceasing to be a micro/ small Industries/ Industrialist and when the same is taken note of by the Association after necessary verification.

#### **11. RESIGNATION:**

A member of the Association may resign by giving one calendar month's notice in writing to the President or the Honorary Secretary of the Association of his intention to do so and on expiration of the notice period, he shall cease to be a member but he shall nevertheless, continue to be liable to the Association for any amounts due by him to the Association.

#### **12. EXPULSION:**

Every member of the Association shall uphold the dignity and prestige of the Association and shall not act in a manner prejudicial to the interest of the Association. The Executive Committee may for sufficient reasons recommend expulsion of a member from the membership of the Association by a majority of not **less than 2/3 of the Executive Committee members present** in a meeting to consider such expulsion. However, before such expulsion the concerned member shall be given an opportunity to explain in writing as to why his membership should not be terminated. On receipt of his explanations, if any, and if the member desires a personal hearing or the Executive Committee feels a personal hearing is necessary, the concerned member shall be given **an opportunity for** a personal hearing. On completion of the personal hearing, if any, the Executive Committee shall come to such decision as it considers fit and communicate the same to the concerned member. **The Executive Committee can only recommend and only the Annual General Body Meeting can decide with a majority of 51% Members present.**

13. Any member whose name is removed from the list of members as per the above articles shall not be eligible for admission as a member until after the expiry of two years from the date of expulsion.

**14. REGISTER OF MEMBERS:**

**A register of members** shall be maintained containing **the names, addresses and other particulars** of the members as per statutory requirement.

**15. DISCIPLINARY ACTION:**

If it appears to the committee that any member is guilty of any act or omission herein below mentioned, he shall be liable to expulsion, suspension, warning, fine or reprimanding or any other modes of disciplinary action that the committee as provided below may decide.

- a. For neglecting or refusing to submit to arbitration or to abide by or carryout any award of decision or orders of arbitrators or the committee or such committee appointed in conformity with the bye-laws of articles of the Association.
- b. For acting in any manner detrimental to the interests of the Association or unbecoming a member.
- c. For any misconduct in his dealings with or in relation to the Association or any member thereof or of any disreputable or fraudulent transaction with any member or members of which complaint is made.
- d. For knowingly disobeying or disregarding any of bye- laws or resolutions or articles of the Association.
- e. For not complying with any notice given with due reasons on request made to him by the committee or Association requesting him to attend at any meeting of the committee or Association or to produce any books, documents, correspondence or other papers in his possession, for refusing or reflecting to answer any question put to him by any member of the committee relevant to any business before the committee at any such meeting.
- f. For failure to make payments in arbitration awards or non-payment with regard to other dues on maturity between member or members or towards the Association as the case may be.
- g. The Committee after enquiring or defaults referred to in Article No.13 a to f, should decide the mode of disciplinary action to be taken against the defaulting member by a majority of 2/3rd of the members present and voting in the committee meeting. The committee shall be the sole fudge of the nature and the manner of enquiry.

**16. OFFICIAL YEAR:**

The official year shall be computed from 1<sup>st</sup> April to 31<sup>st</sup> March following “**Year**”.

**17. REFUND OF SUBSCRIPTION:**

A member cannot claim back the subscription paid by him under any circumstances.



**18. EXECUTIVE COMMITTEE:**

- i. **The Executive Committee shall consist of all past presidents**, whose membership is in current, and 60 members elected in the General Body meeting.
- ii. Immediately after the formation of the Executive Committee, the Executive Committee shall elect from among the elected Executive Committee members a President, **Two** Vice-Presidents, a Hon. Secretary, a Hon. Joint Secretary and the Hon. Treasurer. Any person who has served as president shall not be eligible to contest to any **position** as Office Bearer.
- iii. The Executive Committee shall be in power until the next duly constituted "**Executive Committee**" takes over.
- iv. The Executive Committee shall fill up causal vacancies including vacancies arising out of no confidence motion if any, arising during the year..

**19. ELIGIBILITY****a) EXECUTIVE COMMITTEE MEMBERSHIP:-**

- i. Any one who has been a life member / unit member of the Association continuously for not less than Twenty Four months on the last date of submission of nomination for the purpose of election shall be eligible for election to the membership of Executive Committee subject to the following conditions:
- ii. **The member should have paid the subscription to the Association on or before 30th June and all the other dues payable on the date of Nomination. The member filing nomination for the election should not have any dues payable to the association on the date of nomination"**
- iii. **'Every existing Executive Committee member seeking re-election to the Executive Committee of the Association shall be eligible for re-election only if they have attended a minimum of 60% of Executive Committee Meetings of the Association in the present term of office. This attendance is applicable to the member Unit irrespective of the person nominated.**
- iv. Each member industry may be represented by an individual who has been duly authorized at the time of admission or any other changes duly approved by the Executive Committee as defined in clause 7(A) (d).

**b) OFFICE BEARERS:**

- i. Any one to become an OFFICER BEARER should have been an elected member of the Executive Committee.
- ii. Only Small Scale Unit Members having a manufacturing activity unit is eligible to contest in the election for Office Bearers.
- iii. The individual should have served as an Elected Executive Committee Member for a biennial term of office in the past Committee.
- iv. The individual should have attended not less than 60% of the Executive Committee Meetings in the immediate past biennial term.

- v. The eligibility to contest for the post of President, he should have served as an office bearer at least for two biennial terms.
- vi. In event of non-availability of eligible candidates for the post of president in the elected Executive Committee, any other Executive Committee member can be elected.

## **20. ELECTION:**

- i. Election to the membership of the Executive Committee shall be held once in two years at the Annual General Body Meeting and first such biennial election shall be held before the 30th day of September. . The existing Executive Committee and the office bearers elected during such election held shall have a term of two years and continue to hold office till such biennial election.
- ii. Life and Unit member alone are eligible to vote in the election subject to the conditions given hereunder.
  - a. No Member shall be eligible to vote in the elections unless he has paid the Subscription and other dues to the Association upto date.
  - b. Each member industry may be represented to vote by an individual who has been duly authorized at the time of admission or any other changes duly approved by the Executive Committee as per clause 7(A) (d)
  - c. No member shall be eligible to vote in the election unless he has been admitted to the Association prior to 12 months before the date of elections.
- iii. The outgoing Executive Committee shall appoint a Returning Officer/Officers who is/are not contestant/ in the election to conduct the elections for the Executive Committee and the election of Office Bearers for biennial term. But the Returning Officer/s so appointed shall be member/members of the Association.
- iv. The returning Officers shall give at least 21 days notice form to all members calling for the nomination in the prescribed form and giving the programmer for the elections, Covering last date of receipt of nominations, date of scrutiny, last date of with drawal, date of election if any, and the announcement of the result of the elections.
- v. The proposer and seconder of every nomination to the Executive Committee shall have also paid their subscriptions and other dues to the Association upto date on the date of filing the nominations. However, a member shall not propose or second nomination for more than the required numbers.
- vi. If there is more than required numbers of nominations for the executive Committee membership post, candidates shall be elected by secret ballot.
- vii. In case the total number of valid votes secured by each contesting candidates for a single office is equal, the successful candidates among them shall be decided by drawing lot.

- viii. The Returning Officers shall declare the results of the successful candidates and sign a statement to that effect and shall submit same to the Association.
- ix. The Returning Officer shall convene the newly formed Executive committee to conduct the election of office bearers.
- x. The Returning Officer shall call for the nomination from the eligible executive committee members for the various posts such as **one President, Two Vice-Presidents, one Secretary, one Joint Secretary and one Treasurer**. The nominations may be oral or written as may be decided by the returning officer, Each nomination shall be proposed by an elected Executive Committee member and seconded by another elected Executive member. If there is more than one nomination for any post the same may be decided by secret ballot. All elected Executive Committee Members, and eligible Past Presidents are eligible to vote.  
  
The Returning Officer shall immediately declare election result and hand over the floor to the **PRESIDENT**.
- xi. In case of disputes of whatever concerning the elections, the same may be raised before the Returning Officers whose decision shall be final.
- xii. The election officer shall destroy the ballot paper after the announcement of result, with the approval of the General Body.
- xiii. The voter shall vote for the required number of vacancies in Executive Committee otherwise the vote becomes invalid.

## **21. COMMITTEE MEETING:**

Subject to the provisions Tamilnadu Societies Registration Act, the committee shall meet at such intervals as they may be deemed advisable and may make such regulations as they think proper as to the summoning and holding of meetings of the committee and for the transaction of business at such meetings.

## **22. QUORUM:**

- i. Minimum 15 Members including the Office Bearers of the Executive Committee shall form a quorum for the Executive Committee for the transaction of business except in case otherwise specially provided in these articles.
- ii. The record of proceedings of the committee shall be open to all members subject to such regulations as the committee may from time to time deem expedient.
- iii. Save as otherwise expressly provided, questions arising at any meeting of the committee shall be decided by a majority of votes. In case of a tie President or the Chairman of the meeting shall have a second or casting vote.

### **23. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:**

- 1. The Executive Committee shall have the following powers:**
  - i. To elect the Office Bearers from the members of the Executive Committee immediately after the election during the proceedings of Annual General Body Meeting.
  - ii. To perform Executive duties and to carry on the work of the Association.
  - iii. To prepare an Annual Budget and place it before the Annual General Body Meeting and to sanction any additional expenditure in furtherance of the activities of the Association.
  - iv. To receive in addition to the fees and subscription, gifts, donations or special subscriptions, charges or fees from any person or institutions or Governments either for the promotion of its subjects in general or for any particular purpose.
  - v. To take over and acquire by purchase, gift or otherwise from Government and other Public or Private Individuals or organizations, willing to transfer the same, libraries, laboratories, demonstration equipments, immovable properties, endowments of funds, together with any attendant obligation and engagements not inconsistent with the objects of the Association.
  - vi. To purchase or otherwise acquire for the Association any property, interest rights, privileges, powers or concessions at such price and on such terms and conditions as it may think fit.
  - vii. To appoint ARBITRATION COMMITTEE consisting of three persons whose term of office shall be till the next ARBITRATION COMMITTEE is formed. The members of ARBITRATION COMMITTEE need not be a member of the association and shall not be a sitting Executive Committee Member. The sitting fees for the member of the Arbitration Committee shall be decided from time to time by the EC.
  - viii. To exercise the borrowing power and obtain credits for the Association.
  - viii) a) The Executive Committee is authorized to offer any sort of guarantee to any financial institution / bank or any other institution / organization in respect of financial assistance or any other assistance to be availed by MADITSSIA Foundation (Trust) from such financial institution / bank or any other institution / organization.
  - ix. To do all other acts and things or the fulfillment, furtherance and promotion of the interests of the Association.
  - x. To call for an Extra-ordinary, Ordinary General Body Meeting.
- 2. The Executive Committee shall ordinarily meet once in a month in such places and times as the President may deem fit.**

3. The President shall also convene the Executive Committee meeting if 1/3 members of the **Executive Committee** request in writing and the meeting shall be convened within 30 days from the date of the requisition.
4. A notice of one week shall ordinarily be given before a meeting of the Executive Committee. The presence of any 15 Executive Committee members within half an hour from the time appointed for the commencement of the meeting shall constitute the quorum for a meeting of the Executive Committee. If quorum is not present within half an hour the meeting shall stand adjourned by one hour and for the adjourned meeting no quorum required.
5. **If the President is not present at any meeting of the Executive Committee, the Vice President 1 or in his absence. "Vice President 2" shall be the Chairman of the Meeting. In the absence of the President and the Two Vice Presidents the other members of the Executive Committee present shall elect one amongst themselves to be the Chairman of the particular meeting.**
6. Each member of the Executive Committee shall have one vote and in case of tie, the Chairman of the Meeting shall, in addition to his own vote have a casting vote. There shall be no proxy.
7. At least six meetings of the Executive Committee Board shall held every year.
8. The Sub-committees appointed by the Executive Committee appointing them shall cease unless a subsequent Executive Committee or its President desires to have such committee or committees to continue to function during their term also.
9. The Membership of the Executive Committee shall be vacated if:
  - i. He dies
  - ii. He resigns from such office after giving 30 days notice in writing to the Executive Committee and on acceptance by the Executive Committee in a meeting held after the notice period.
  - iii. He ceases to be a member of the Association.
  - iv. He fails to attend 3 consecutive meeting of the Executive Committee without obtaining leave of absence.
  - v. He is convicted of a criminal offence under the Indian Penal Code involving moral turpitude or.
  - vi. He is expelled by 2/3rd majority of the total members of the Executive Committee.
  - vii. **Being a partner or a director of a member industry, ceases to function in that capacity in that industry for any reason, provided such member may also be permitted to continue to be a member of the Executive Committee to re-elect by the Executive Committee if that member desires to serve in the Executive Committee for the rest of the term. However, the vacancy so caused will be treated as casual/vacancy.**

**10. Any dispute between the member/s and the association, or between the members inter alias in relation to the discharges of duties/functioning or any dispute relating to election within the purview of the objective of the association shall be referred to the 'Arbitration committee' of the association**

i) **The arbitrator should not be a member of "MADITSSIA"**

**24. DUTIES OF THE PRESIDENT:**

1. The President shall preside over all the meetings and lead all deputations.
2. The President shall have one original vote and a casting vote on all regulations at all meetings and the right of casting votes at all elections and meetings.
3. At the Annual General Meetings the President may address the members such subject, as he may deem proper to bring to their notice.
4. When the Office of the Secretary or Treasurer is vacant until the vacancy is filled up the President shall possess and exercise the powers of the Secretary or the Treasurer or may delegate such powers to the Vice Presidents or any other member of the Committee.
5. The President shall be in charge of and supervise the administration of the Association and shall for the purpose exercise control, direction and supervision over other office bearers.

**25. DUTIES OF THE VICE PRESIDENT:**

The Vice President shall have the power and perform duties of the President in his absence.

**26. DUTIES OF THE SECRETARY AND JOINT SECRETARY:**

The Secretary or in his absence the Joint Secretary shall be in charge of the day to day administration of the Association and shall for that purpose exercise control direct and supervise the affairs of that Association.

**27. DUTIES OF THE TREASURER:**

The Treasurer shall receive monies and maintain accounts of the funds of the Association and of funds connected with or in any way controlled by Associations and attend the followings:

- i) To receive monies and give receipts and issue discharge for monies received by him on behalf of the Association.
- ii) To sign Cheque which shall be counter signed by one of the office Bearers as decided in the office Bearer meeting.
- iii) To have custody of all Account books, Bank Cheque books, Pass books and other vouchers and papers relating to and connected with finance and accounts.
- iv) To do all such things and exercise such powers as may be directed or assigned by the committee from time to time.

**28. LEGAL ADVISORS:**

- i) At each Annual General meetings one or more legal advisor shall be appointed and their remuneration fixed. Such advisor shall give opinion on matters referred to him by the Secretary.
- ii) The committee shall have power to fill casual vacancies in the post of legal advisors.

**29. AUDITORS:**

- i) At each Annual General Meeting one or more auditors shall be appointed and their remuneration fixed. Such auditor shall audit the accounts of the Association. Such auditor or auditors and so appointed shall continue to hold office until the next Annual General Meeting.
- ii) The Committee shall have powers to fill casual vacancies in the post of auditor or auditors.

**30. ANNUAL GENERAL BODY MEETING:**

**The Annual General Body Meeting shall be held at least once in a year on or before 30th September. The principal business at such an Annual General Body Meeting shall be to receive and pass report of the preceding financial year, to hold elections to the Executive Committee once in two years, to appoint auditors, Legal Advisor / Legal Advisors, Arbitration Committee and fix their remuneration and to consider and transact any business which under these Rules and Regulations ought to be transacted at an Annual General Body Meeting and other business decided by the Executive Committee.**

**31. CALLING FOR EXTRA-ORDINARY GENERAL MEETING:**

The Committee may whenever they think fit convene a extra- ordinary General Meeting for the purpose of transacting any special business.

**32. RESOLUTION FOR EXTRA-ORDINARY GENERAL MEETING:**

Subject to the provisions of Tamilnadu Societies Registration Act upon requisition made in writing by 1/3 members for any subject shall convene an extra ordinary general meeting. Any such requisition made by member shall clearly express and set out the matters for the consideration for which the meeting is to be called, shall be signed by the requisitions and shall be deposited at the registered office of the Association. Upon the receipt of such requisition the committee shall proceed to call an extra ordinary general meeting within 21 days from the deposit of a valid requisition for considerations of those matters on a day not latter than 45 days from the date of deposit of the requisition.

**33. NATURE OF BUSINESS TRANSACTED AT THE EXTRA ORDINARY GENERAL MEETING:**

At an Extra ordinary General Meeting only the business of which notice has been given or such question naturally arising there from shall be discussed

**34. EXTRA-ORDINARY GENERAL MEETING:**

Twenty one days notice, at the least specifying the place, the day and hour of the meeting and the nature of extra ordinary business shall be given by the committee for any extra ordinary general meeting.

**35. RESOLUTIONS PASSED ON EXTRA ORDINARY GENERAL MEETING:**

Subject to the provisions of the Act and except as herein mentioned, a resolution passed at any special General Meeting shall take effect and come into operation on the date on which it shall be perused unless the time from which it shall take effect and came into operation be otherwise expressly stated in such resolution.

**36. QUORUM FOR ANNUAL GENERAL AND EXTRA ORDINARY GENERAL BODY MEETING:**

- i) 1/10 of the total membership strength entitled to vote shall constitute a quorum for all General Body Meetings.
- ii) If within half an hour from the time appointed the requisite quorum of members is not present the meeting shall stand adjourned to the next week under intimation to all members. No quorum is required for the adjourned meeting.

**37. VOTING AT GENERAL AND EXTRA ORDINARY GENERAL MEETING:**

- i) **'Every member shall be entitled to one vote and the same shall be exercisable in the case of an individual by himself and in the case of an firm by the authorized representative. THE VOTE HAS TO BE EXCERCISED PERSONALLY.**
- ii) Every question or resolution submitted to a General or a Special General Meeting shall be decided in the first instance by a show of hands. If a poll is demanded before or on the declaration of results by at least five members present in person or by the Chairman, it shall be taken in such manner as the Chairman directs and the result of the poll announced by him.

**38. ADJOURNMENT OF GENERAL AND SPECIAL GENERAL MEETING:**

The Chairman, may with the consent of the member adjourn any meeting from time to time and from place to place, to transact the business left unfinished at the meeting in which the adjournment took place.

**39. REPRESENTATION ON PUBLIC BODIES:**

- i. A member **of the Association is entitled to represent the Association** in any government / public body, **provided HE HAS THE REQUIRED TECHNICAL EXPERTISE**
- ii. Any person who ceases to be a member of the Association shall forthwith forfeit his right to represent the Association on any listed public body.
- iii. Representation to PUBLIC BODIES shall be decided by the Office Bearers in their meeting and informed to the E.C with subsequent meeting.



- iv. For the purpose of election of representative of the Association to any listed public body, an election by ballot by the members of the Association, shall be deemed if necessary, as though it were conducted at General Meeting of the Association.
- v. Subject to above clauses and subject to the restriction if any, enforced by the Government or to the authorities of the listed public body concerned election of representation by the General Body of members to the listed public bodies shall be governed by rules separately adopted by the committee.

**40. NOTICE:**

- i. A notice may be served upon a member either personally or by sending it through post in a prepaid letter or courier or post addressed to such member at such member's registered address.
- ii. Any notice sent by post shall be deemed to have been served at the time when a letter or post card containing the notice would be delivered in the ordinary course of the post.
- iii. The non-receipt of a notice convening any General Meeting or Special General Meeting by any member shall not invalidate the proceedings of any such meetings.

**41. SEAL:**

- i. The committee shall provide a common seal for the Association and shall provide for its safe custody.
- ii. The Seal shall never be used except by the authority of the committee previously given and in presence of any two members of the committee who shall sign all documents and papers to which the seal of the Association is affixed.
- iii. Deeds, bond and other contracts under Seal made on behalf of the Association and signed by the President or Vice President and Counter signed by the Secretary or by the person acting as the Secretary shall be deemed to be duly executed.

**42. FUNDS:**

- i. The funds of the Association shall be deposited in the name of the Association in a scheduled bank or banks and such part thereof which shall not be required for current expenses may at the discretion of the committee be invested in securities such securities shall not be sold or dealt with except at the direction of the committee.
- ii. All sums received by the Treasurer from and on behalf of the Association shall be paid in the bank account or accounts of the Association. For current voucher expenses of the Association, the Treasurer shall draw from the bank such amount or amounts as may be required.
- iii. The Treasurer shall keep with him for immediate expenses such sum not exceeding Rs.10000/- (Ten Thousand) at a time.

- iv. No expenses above Rs.10000/- (Ten Thousand) shall be incurred except with the sanction of the committee.

**43. INDEMNITY:**

- i. Subject to the provisions of section 201 of the Act every office bearer, committee member officer or servant of the Association shall be indemnified by the Association against all claims made against them in respect of any duties or acts done by them in good faith in the lawful discharge of their duties and It shall be the duty of the committee out of the funds of the sanction to pay all costs losses charges and expenses which any person or association may incur, or become liable to, by reason of any contract extended into or act or pathing done by him or them or their employees as such or in any way in or about the discharge of his or their duties including traveling and other expenses and the amount for such indemnity is provided shall immediately attach a lien on the property of the Association and have priority as between the members over all other claims.
- ii. No committee member or other officer of the Association shall be liable for the acts, receipts neglects or defaults of any other committee member or officer or for any losses or expenses happening to the Association through insufficiency or deficiency of the title to any property acquired by order of the committee for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested or for loss or damages arising from the bankrupt or insolvency or for those acts of any person, company or corporation with whom any monies securities or effects shall be entrusted or deposited, or for any loss occasioned by any error or judgment or oversight on his or their part or for any other loss damage or misfortune whatever, which shall happen in the execution of the duties of his or their office or in relation thereto unless the same happen through his or their dishonest.

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**Certified that, this is correct copy of Rules and Regulations of the above Society.**