

# GANDHI NAGAR ASSOCIATION

Reg.No.S.87/1974, VAZHUTHACAUD  
(Registered Under the Travancore-Cochin Literaries  
Scientific, And Charitable Societies Registration  
Act, 1955)

## **Memorandum and Objects of the Association**

(As Amended and Passed in the General Body meeting held on 2<sup>nd</sup> April 1993)

### **1. Name**

The Name of the Association shall be **Gandhi Nagar Association.**

### **2. Association year:**

It shall be the Calendar year.

### **3. Area of Operation:**

The area of operation of the Association shall be the area comprised within survey nos.413, 414 and adjacent nos. of Chengazhassery Village, Thiruvananthapuram Taluk, hereinafter called **Gandhi Nagar.**

### **4. Objects:**

The objects of the Association shall be

- (a) To advance the social, moral and material welfare of the members.
- (b) To afford opportunity to the members to meet together and exchange their ideas and to discuss and deal with matters of common interest affecting them.
- (c) To promote among the residents of Gandhi Nagar interest in fine arts and also encourage literary, cultural, recreational and such other activities.
- (d) To bring to the notice of the authorities concerned any difficulty that any member as a resident of Gandhi Nagar experiences and to take such steps as are necessary to increase the amenities of those living in Gandhi Nagar and
- (e) To undertake all legitimate actions as are incidental and conducive to the attainment of the above objects.

## **Constitution and Byelaws of the Association**

### **1. Name and address:**

The Name and address of the Association shall be **Gandhi Nagar Association, Vazhuthacaud, Thiruvananthapuram-14.**

### **2. Location of office:**

The Office of the Association shall be located in the building owned by the Association and lying adjacent to the Badminton court in 2<sup>nd</sup> Street.

### **3. Members of the Association:**

- (a) Membership of the Association shall consist of
  - (1) Life members
  - (2) Ordinary members
  - (3) Associate Members
  - (4) Honorary Members
- (b) Any person who is the owner of a plot or building in Gandhi Nagar, who has completed 18 years of age and wishes to be a life long member of the

Association is eligible to be a life member. In the event of his/her death the spouse or major children will be allowed to inherit the membership.

- (c) Any person who is an owner of a plot or a building in Gandhi Nagar is eligible to be an ordinary member.
- (d) Any person who is for the time a resident of Gandhi Nagar but is not owner of any land or building therein can be an Associate Member, provided that not more than one person from the same household can be admitted as members under the above rules.
- (e) Any person of eminence may be admitted as an Honorary member of the Association by the Executive committee on a written request made by at least five ordinary or life members.
- (f) Membership of the Association is not transferable.

#### **4. Admission of Members:**

- (g) [Application for admission](#) to the Association as a member shall be made in the form in Appendix I and shall be addressed to the Secretary of the Association. An entrance fee of Rs.200/- will be paid by Life members and Ordinary members and Rs.50/- by Associate members. Honorary members need not make any payment as fees but are not precluded from making donations to the Association or render any other type of help.
- (h) No person shall claim admission to membership as a matter of right. The Executive Committee may reject any application without assigning any reason: but such rejection will be subject to the approval of the General Body.

#### **5. Subscription:**

- (a) Life members shall make a one time payment of Rs.1000/-
- (b) Ordinary and Associate members shall pay Rs.100/- every calendar year or for part thereof. The payment can be made any time before 1<sup>st</sup> October of every year.

#### **6. Defaults in Payment of Subscription:**

Any Ordinary or Associate member who fails to pay the subscription by 1<sup>st</sup> October shall ipso facto cease to be a member. However the executive committee can waive this rule after considering any extenuating circumstances which caused default in payment in case of a member if he requests for the same and pays the subscription before 31<sup>st</sup> December of the year.

- 7. No refund of the subscription already paid will be allowed under any circumstances.
- 8. (a) Any member may withdraw from membership, after clearing his liabilities if any, and by giving a written notice of one month to the Secretary who will place it for approval at the next Executive committee meeting.
- (b) An Ordinary member who ceases to be the owner of a building in Gandhi Nagar will ipso facto cease to be such member.
- (c) The General body may, if at any time is of the opinion that the interests of the Association so require, expel any member by a resolution passed at its meeting by not less than two-thirds of those present.

### **9. Constitution and Power of the General Body:**

The ultimate authority in all matters relating to the administration of the Association shall be the General Body consisting of Life members, Ordinary members and Associate members. The following among other matters shall be dealt with by the General Body.

- (a) Expulsion of members;
- (b) Election and removal of members of Executive Committee including office bearers;
- (c) Nomination of an auditor for the year from among the members;
- (d) Consideration of any complaints preferred against the Executive Committee;
- (e) Approval of annual budget; and
- (f) Planning of the activities for the ensuing year.

### **10. Meetings of the General Body:**

- (a) Meetings of the General body shall be either ordinary or extra ordinary.
- (b) Ordinary meetings shall be convened by the secretary on approval by the Executive Committee.
- (c) Extra ordinary meetings shall be convened by the Secretary or by the Executive Committee or by the President suo motu or on receipt of requisitions signed by not less than 15 members stating the purpose for which the meetings are to be convened.
- (d) Notice of meeting shall be issued by the Secretary. Members shall be given 7 clear day's notice in case of annual meeting, 5 days in case of other ordinary meetings and 10 days in case of an extra ordinary meeting.
- (e) The annual meeting shall be held during the month of December and shall consider and pass the annual report and accounts of the expiring year as well as budget of the ensuing year and shall elect the Executive Committee for the ensuing year.
- (f) Ordinary General Body meetings shall be convened at least once in three months.
- (g) Quorum for General Body meeting shall be 15. There will be no quorum for a meeting adjourned for want of quorum.
- (h) All propositions, except those expressly specified in these byelaws, moved at any meeting shall be decided by majority of votes of members present. Each member shall have one vote and a member unable to be present at the meeting can send a member of his household as proxy with written authority. In case of a tie at voting the chairman shall have a casting vote.
- (i) To pass a no confidence motion against an office bearer at a General Body meeting, two thirds majority of those present and voting is needed.

### **11. Management:**

- (a) The management of the day to day affairs of the Association shall vest in a committee called the Executive Committee consisting of President, Vice President, Secretary, Joint Secretary, Treasurer and six other committee members, all elected annually by the General Body from among themselves. Out of the six other committee members, two shall be the President and Secretary of the previous year. Election of the committee shall ordinarily be in the month of December every year, so as to enable the newly elected members to take charge of the office on the 1<sup>st</sup> of January in the succeeding year.
- (b) The term of office of a committee shall ordinarily be for a period of one year, beginning with the 1<sup>st</sup> January or the year in which it takes charge.
- (c) Outgoing members of the committee are eligible for re-election.

- (d) Interim vacancies arising in the committee during the course of the year may be filled up by co-option from among members of the Association by members of the committee in office.
- (e) The committee may, if need be, appoint sub committees from among themselves or members of the Association, to organize different activities.
- (f) The committee shall frame annual reports, programme of work and annual budget for approval of General Body.

### **12. Meetings of the Executive Committee:**

- (a) The Executive committee shall meet once in a month, or often if necessary, to conduct the affairs of the Association. It may transact business either in meetings or by circulation of papers. The President shall preside at the meetings of the Executive committee. In the absence of the President, the vice president or in the absence of both, another member of the committee shall be elected to take the chair. The proceedings of the committee at meetings shall be recorded in a Minutes Book. The quorum for a meeting of the committee shall be 5 (five). A clear notice of two days shall be given to convene a committee meeting.
- (b) All propositions moved in the meeting shall be decided on a majority vote. In the event of a tie the Chairman shall have a casting vote, in addition to his own. Silence by the member of the committee on a question referred to him, shall be deemed to be his consent and all those who have not voted against a proposition shall be taken to have voted in favour of it.

### **13. Cessation of membership of Committee:**

1. A member of the Executive Committee absent for four consecutive meetings of the Committee without valid reasons (as judged by the committee) shall cease to be a member of the committee.
2. Any member of the committee other than the President may resign from the committee by a letter addressed to the President. In case the President himself resigns, the letter of resignation shall be addressed to the Secretary, provided that no such resignation shall have effect unless the committee accepts the resignation and in the case of resignation of Secretary and Treasurer, unless also the records, cash and other properties are handed over to the President and a receipt obtained for the same.

**Note:** If within a period of thirty days from the date of receipt of a letter of resignation, the committee does not take any decision on the letter of resignation it shall be taken that the resignation has been accepted. If in spite of a resolution taken by the committee, expressing unwillingness to accept the letter of resignation, the member concerned insists on his decision to resign and communicates the same to the President within seven days of the decision of the committee, the resignation shall be accepted.

### **14. Powers of the Executive Committee:**

The administration and management of the activities of the Association will be, subject to the control of the General Body, with the Executive committee and the Executive committee shall as far as facilities and funds permit, make arrangements for achieving the objects of the Association.

It shall have among other things the following powers:

- (a) To admit Life members, ordinary members, associate members and honorary members.
- (b) To fill interim vacancies in the committee for the remaining portion of the year.
- (c) To frame subsidiary regulations for carrying out the various activities.
- (d) To raise funds necessary for the purpose of achieving the objects of the Association (in the form of deposits, loans subsidies, subscriptions or donations) on such terms and conditions as may be determined.
- (e) To sanction investments of funds of the association
- (f) To appoint staff and fix their emoluments
- (g) To incur expenditure not more than Rs.5000/- at a time as necessary for the management of the association.
- (h) To maintain appropriate accounts and registers and vouchers etc. regarding every item of receipt and expenditure.
- (i) To arrange for regular examination and audit of accounts by persons nominated by General Body and to present the audited accounts in the General Body.
- (j) To present annual reports to General Body.
- (k) To do such other acts and transactions as are consistent with the objects of the association or as may be incidental to its administration.

**15. The President:**

- (a) The President shall be the executive head of the association and shall ordinarily preside over all meetings of the General Body and the Executive Committee.
- (b) In cases of emergency requiring immediate action, he may take appropriate measures and get them ratified by the Executive Committee within 7 days.
- (c) The Association shall sue and be sued in the name of the President.

**16. The Vice President:**

- (a) The Vice President shall assist the President in all matters and preside over Executive Committee and General Body meetings in the event of the absence of the latter.
- (b) In the case of prolonged absence, resignation or removal of the President from office, the Vice President shall take over all functions of the President till he returns or another President is elected.

**17. The Secretary:**

- (a) The Secretary shall assist the President and shall do the correspondence, convene meetings, keep all records and perform all such functions to carry out the decisions of the Executive Committee.
- (b) He shall sign all resolutions, letters etc on behalf of the Association.
- (c) He shall maintain;
  - (1) The Minutes Book
  - (2) Receipt Book
  - (3) Ledger Book
  - (4) Day Book
  - (5) Stock Register
  - (6) Register of Members

- (7) Voucher files
- (8) Office Seal and Letter Head
- (9) Register of attendance at meetings
- 10) Other files and records as necessary for day to day administration.

(d) The Secretary is authorized to keep upto Rs.500/- as a contingency fund to meet unforeseen expenses and get it reimbursed after items of expenditure are got approved by the Executive Committee.

**18. Joint Secretary:**

- (a) The Joint Secretary shall assist the Secretary in all matters of functioning.
- (b) In the event of prolonged absence, resignation or removal of the Secretary, the Joint Secretary shall take over all the functions of the former till he returns or a new secretary is elected.

**19. Treasurer:**

Treasurer shall receive all moneys due and issue receipts for the same. He shall make disbursements sanctioned by the Executive Committee. He shall keep accounts of all receipts and disbursements. He shall also reimburse the Secretary's contingency fund as and when necessary after satisfying that the items of expenditure have been approved by the Executive Committee.

**20. Funds and Accounts:**

- (a) The amounts collected from the members of the Association or from other sources shall constitute the funds of the Association. All expenses on behalf of the Association shall be met from this fund. The funds shall be deposited immediately on receipt in such banks as approved by the Executive Committee in the name of the Association.
- (b) Money required for expenses connected with the Association and approved by the Executive Committee shall be withdrawn from the Bank, the cheques being signed by at least two of the three office bearers, the President, Secretary and Treasurer. The Treasurer shall not keep liquid cash exceeding Rs.500/- at any time.
- (c) The accounts of the Association as well as cash and stock shall be audited annually by a competent person selected by the General Body.
- (d) The Executive committee shall be responsible for any misappropriation of funds, movable or immovable properties of the Association.

**21. Amendments of Byelaws:**

- (a) Amendment of the bye laws shall be proposed by the General Body meetings either by the Executive Committee or a group of at least 10 members.
- (b) Notice of an amendment should reach the Secretary at least two weeks before a meeting.
- (c) An amendment can be carried at the meeting of General Body if at least 2/3 of the total number of members and voting support it.

**22 Interpretation:**

The Power of interpreting these byelaws is vested in the General Body and its decision shall be final.

