

DOS RETIRED EMPLOYEES' ASSOCIATION

Bye-Laws

1. **Name of the Association** : DOS Retired Employees Association (DREA)
2. **Address of the Association** : 82, K.P.Road (Upstairs)
Chettikulam Junction,
Nagercoil-629 001.
3. **Date of formation of the Association** : 2002
4. **Business hours of the Association** : Morning - 09.30 to 12.30 Hrs.
Evening - 16.00 to 19.30 Hrs.

On all days except Sundays.
5. **Office where the Association is registered** : Office of the Registrar of Societies,
Kanyakumari District.
6. **Objectives of the Association:**
 - a. To protect the interests of the members.
 - b. To organize mutual help among the members and their dependents.
 - c. To help finding alternate employment opportunities
 - d. To establish and maintain rapport with other ISRO Units.
 - e. To counsel on utilization of retirement benefits.
 - f. To provide information on getting house construction plots and build-up accommodation in government colonies/Housing Board schemes.
 - g. To render support for medical welfare measures to needy members in and out of Kanyakumari District.
 - h. To attend to general grievances on matters of pension/family pension/related banking services.
 - i. To provide guidance on vocational training to retired employees and their dependents especially physically challenged.

- j. To provide information on welfare schemes of the central/state governments, educational schemes to dependents.
- k. To organize periodic meetings to discuss and solve the common problems to the extent possible.
- l. To organize and conduct techno/cultural/recreational programs among members and others.
- m. To interact with other similar associations of the central/state governments in the District such as Postal Department, BSNL etc., to share their experiences in order to derive beneficial information.

7. Activities in furtherance of the objectives:

- a. To attain the objectives by resorting to democratic ways and means.
- b. To extend co-operation for central and state government programs and projects especially welfare schemes.

8. Office bearers who are authorized to do business of the Association:

- a. The President/Vice-President shall be the persons empowered to give directives on behalf of the association.
- b. The Secretary shall carry out the routine day-to-day affairs of the Association as per the guidance and decisions of the Executive Committee.

9. Rules for enrolment/deletion of members:

- a. The retired employees including those who have taken voluntary retirement from any of the ISRO Centres/units residing within the Tamil Nadu State are eligible to become members of the Association.
- b. The spouse/dependents of the deceased/retired/deceased retired employees are eligible to join/continue as Associate members, the payment of fees remaining the same as members. The associate members shall enjoy all the benefits of the Association like members except exercising of voting right.
- c. Members shall be enrolled as 'Life Members' by paying Rs.500/-as admission fee and Rs.1000/- as Life term subscription. The fees once paid to the Association are not returnable.
- d. The executive committee shall serve a show-cause notice by registered post to the members whose names are proposed to be deleted from the rolls of the association. On receipt of the

reply from the member, the executive committee shall decide on each case based on its merits for appropriate action against the member and the decision shall be communicated to the member in writing by registered post.

- e. Members who are aggrieved on the decision of the executive committee shall make an appeal in writing against such decision to the General Body of the association within 15 days after the receipt of the communication. The decision of the General Body on the matter is deemed to be final.

10. Constitution of Executive Committee:

- a. The executive committee shall consist of twelve members namely President, Vice-President, Secretary, Joint Secretary, Treasurer and seven executive members elected by the General Body by a majority of members with valid voting right present in the meeting. The number of members in the Executive Committee may be enhanced or reduced by special resolutions passed by the General Body to this effect.
- b. The committee members shall hold the office for a single term of three years from the date of election. No office bearer can assume the post for more than two terms in any case.
- c. The executive committee shall transact all the business of the association contained in the bye-laws of the association.

11. Functions and powers of the office bearers:

a. The President

The President shall preside over all the meetings of the Association and shall have over- all control on the administration of the affairs of the Association.

b. The Vice-President

In the absence of the President, the vice-President will look after the duties of the President.

c. The Secretary

The secretary as and when requested by the President, shall convene the meetings of the association, prepare and maintain the minutes of the meetings. He shall do all the correspondences of the association with the members and other external agencies. He shall keep all the records of the association under his custody during his tenure and hand over the same to his successor after his tenure is completed.

Secretary and Treasurer are jointly responsible for financial transactions through bank under the advice of the President and the Executive Committee.

The Secretary is authorized to incur a miscellaneous expenditure upto Rs.200/- on each occasion and cumulatively upto Rs.500/- in a calendar month. Cumulative expenditure of Rs.500/- and above upto Rs.1000/-, requires the approval of the President. The cumulative

and miscellaneous expenditure of amount more than Rs.1000/- in a calendar month will require the approval of the Executive Committee.

d. The Joint Secretary

In the absence of the Secretary, the Joint Secretary will look after the duties of the Secretary.

e. The Treasurer

The Treasurer shall maintain the cash book and make the entries in it for all the receipts and expenditure. He may retain with him on hand Rs.1000/- at any time for urgent and incidental expenses. All money in excess of Rs.1000/- shall be deposited in a nationalized bank approved and authorized by the Executive Committee. He shall make all the disbursements such as rent for office premises, salary for office staff, any other sundry expenses that arise then and there as per the decisions of the President/Executive committee.

12. Copies of bye-laws, balance-sheet and the list of members of the Association may be given to members on payment of Rs10/- for each item. All such copies given shall be signed by the Secretary duly affixing the seal of the association.

13. The Executive Committee:

- a. The executive committee is empowered to employ necessary staff for carrying out the day-to-day business of the association and fix the remuneration/pay with terms of service of such staff engaged.
- b. The executive committee may co-opt any member in the event of an interim vacancy in the Executive Committee until such vacancy is filled up by the General Body.
- c. The Executive Committee may form sub-committees from among the members for a specific purpose.
- d. The Executive Committee shall meet as often as possible and at least once in three months. Two thirds of the strength of the Executive Committee members shall form the quorum for the proceedings of the committee.
- e. The executive committee shall transact all the business of the association contained in the bye-laws.

14. The General Body meeting:

- a. The annual general body meetings of the association shall be convened once in an year between April to September or whenever deemed necessary to discuss urgent matters

Secretary may convene such meetings before the end of the month of October with the concurrence of the President.

b. All the members who have not defaulted in the payment of subscription shall be eligible to be present and entitled to cast vote in the General Body meetings of the association.

c. Notice of every general body meeting shall be given by the Secretary to all the members at least twenty-one days before the scheduled date of the meeting either by hand delivery or by post or by circulation or by publication through local press. The notice shall also be affixed on the notice board of the association. The quorum necessary for the proceedings of the general body shall be one third of the total strength of the association. The vote of two thirds of the members attending the general body meeting is required to pass any resolution/amendment to the bye-law.

c. The notice shall specify the day, hour, the place and the agenda of the meeting. In case of any amendment intended to the bye-law, the notice shall contain the details of every such amendment.

d. Each member present will have one vote. The president will have no casting vote. In case of a tie, he will have the right to offer his casting vote to arrive at a decision.

15. Extra-ordinary General Body meetings:

a. The secretary shall convene an extra-ordinary general body meeting within a period of one month after the receipt of a requisition in writing from two thirds of the total members of the association.

b. The secretary after the receipt of the requisition shall send the notice of the extra-ordinary general body meeting to all the members at least twenty one days before the scheduled day of the meeting mentioning the necessity of such a meeting. The date, hour and the venue of the meeting shall also be given in the notice.

c. No extra-ordinary general body meeting shall be convened if the members do not fulfill all the conditions given above.

16. Special resolutions:

a. Special resolutions mentioned as a special agenda shall be discussed and passed by a majority of not less than three fourths of the members of the association present in the meeting, entitled to vote.

b. The general body may pass special resolutions, subject to provisions contained in the Tamil Nadu Societies Registration Act and the rules there under.

c. The association may pass special resolutions in the general body and amend its bye-laws to the extent necessary for more effective/fruitful administration of the affairs or business of the association

- d. All such amendments shall be registered with the Registrar and take effect from the date of passing of such special resolutions.
- e. The association may pass special resolution and determine that it shall be dissolved forthwith or at a specified time in the resolution. On such an occasion, all necessary steps shall be taken for the disposal and settlement of the properties, claims and liabilities of the association according to the bye-law, if any. And if no specific mention on such details is there in the bye-law, it may be proceeded according to the decision of a special committee appointed exclusively for such purpose.
- f. On such dissolution action may be taken as per the provision contained in section 42 of the Act.

17. Records:

- a. All the books of accounts, registers, minutes and all other records of the association shall be kept in the office of the association.
- b. The following books of accounts and registers shall be maintained by the association:
 - i. Register of members.
 - ii. Minutes book.
 - iii. Cash book.
 - iv. Receipt book containing the duplicate.
 - v. Voucher file.
 - vi. Ledger.
 - vii. Monthly register of receipts and disbursements.
 - viii. Dispatch register of receipts and disbursements.
 - ix. Correspondence book.
 - x. Other registers that may be found necessary for the proper and efficient management of the association.
- c. All the entries shall be made in the account books and registers then and there correctly.
- d. Any over writing in the amount (Rs. in figures and words) is to be countersigned by the President.

18. Particulars of records to be submitted to the Registrar:

- a. The accounts and registers maintained as specified in the in the Acts and rules may be verified by a member of the committee, periodically as may be authorized on this behalf under rule 20 and in each account and register, the following declaration shall be endorsed by the verifying member in token of such verification. 'I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.'

- b. Within six months from the date of general body meeting the Secretary of the association shall file before the Registrar the following documents:
- i. An authenticated copy of the Receipt and Expenditure Statement.
 - ii. Balance sheet and report.
 - iii. Statement of the names with the address of the persons who at the expiry of the financial year were the members of the association.
 - iv. A declaration to the effect that the association has been carrying on business.
 - v. The names and addresses of the persons newly elected or appointed to the Executive committee, if there was such an election or appointment.
 - vi. In case of admission of new members and removal of any member, the same shall be informed to the registrar. This is to be submitted in Form No.VII.

19. Properties of the Association:

- a. All immovable properties of the association shall be vested on the Executive Committee.

All documents required to be executed by the association shall be executed by such members of the Executive committee as may be authorized for this purpose for and on behalf of the association. All the properties of the association shall be administered by the Executive Committee. All documents required to be executed in favor of the association shall be executed in favor of the association represented by the President or any other person or body as may be decided by the Executive Committee.

- b. All modifications or changes made or created by the association for the purpose of raising loan or funds for the business or affairs of the association shall be registered with the Registrar as required in section 32 of the Act.
- c. When the mortgage or charges made or created by the association are redeemed or discharged, notice of such redemption/discharge shall also be filed with the Registrar.

20. The Financial Transaction of the Association:

1. The financial year of the association shall be from 1st April to 31st March of every year. Statement of receipt and expenditure and a balance sheet shall be prepared for the above period.
2. The enrolment fees/subscription collected from the members, gifts, donations and grants received from other persons or associations or Government and loans pledging the properties of the association with or without interest shall be the finance of the association. Amount in excess of Rs.1000/- shall be deposited in any nationalized bank as may be decided by the Executive Committee in the name of the association. The bank account shall be operated by the Secretary and the Treasurer jointly.
3. All records, returns or statements, annual or otherwise specified in the Acts and Rules shall be prepared by the Executive committee and submitted/filed before the Registrar by the Secretary on the dates prescribed.

21. Dissolution:

If the association has not attained its objectives/aims, three fourth of the members of the General Body can dissolve the association by a special resolution. If it is dissolved, the members have no right over the movable and immovable properties possessed by the association but it must be given in favour of any charitable society or Educational Institution which will be decided by the Executive Committee only.

22. The name of the person to sue or to be sued:

The President / Vice President of the association shall be the person authorized to sue or to be sued on behalf of the association.

23. Audit

- a. The statement and Balance Sheet shall be signed by the President, the Secretary and the Treasurer and audited by appropriate auditors appointed by the General Body.
- b. The annual transaction of the association upto Rs.2500/- shall be audited by any two S.S.L.C. passed members of the association. Above Rs.2500/- and below Rs.10,000/- may be audited by any two graduate members of the association. These members are appointed by the General Body. Rs10,000/- and above is to be audited by a Chartered Accountant.

24. If any matter or detail is omitted as specified in 1 to 10 of the Tamil Nadu Societies Registration Acts and rules, the same shall apply.

We, the undersigned certify that the above bye-laws pertain to **DOS RETIRED EMPLOYEES' ASSOCIATION (DREA)**.