



**REGIONAL
SPORTS CENTRE
COCHIN**



MEMORANDUM OF ASSOCIATION & ARTICLES OF ASSOCIATION

(RULES & REGULATIONS)

(Updated with amendments as on 22/09/2023)

Registered under the Travancore Cochin Literary Scientific &
Charitable Societies Registration Act, 1955 (Act XII of 1955)
Regn. No. ER/17/79 dated 17.01.1979

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MEMORANDUM OF ASSOCIATION

1. NAME:

The name of the Society shall be “Regional Sports Centre, Cochin”.

2. OFFICE:

The Registered Office of the Society shall be situated at Elamkulam Road, Cochin – 682020.

3. AIMS & OBJECTS:

The Aims and Objects of the Centre shall be: -

(a) To establish a Centre for promotion of Sports, Games, Cultural, Physical Activities etc., in the area comprising of Survey Nos. 378 part, 385 (4) & (5), 386 (1), 387 (3), 388 (1), (2), (3), 390 (1), (2) & (3) and 391 part in Elamkulam Village, Kanayanur Taluk, Ernakulam District.

(b) To arrange, regulate and manage tournaments, exhibitions, cultural events, games, coaching and training camps and to offer the facilities of the Centre to institutions or organizations approved by the Centre.

(c) To establish a Sports Centre with residential, recreational, entertainment and reading room facilities.

(d) To make, adopt, vary, register rules, regulations, bye-laws and conditions for the utilization of the Centre for the promotion of activities beneficial to the attainment of the objects of the Centre.

(e) To collect funds/raise loans from Members, Financing Institutions, Government Organisations or Banks with the prior written concurrence of the Chairman of the Centre by pledge, mortgage or otherwise, of any of the assets, movable or immovable, rights, easements etc., on such terms and conditions as decided by the General Body from time to time for the purpose of the objects of the Centre and to employ them in

such manner as may be necessary for attaining the objects of the Centre.

(f) To receive subscriptions from members of the Centre and to receive grants from any Government or Local Body and to receive donations, loans or contributions from members and well wishers of the Centre either in cash or kind.

(g) To purchase, take on lease or hire or otherwise acquire and to sell or let out any movable or immovable property, rights, easements or privileges necessary or convenient for the purpose of carrying out of the objects of the Centre, provided that all transactions relating to immovable properties shall be with the prior written concurrence of the Chairman of the Centre.

(h) To remunerate any person or persons for the services rendered or to be rendered to the Centre.

(i) To promote any other activity in furtherance of the above-mentioned objects of the Centre and to do all other lawful acts incidental and conducive to the attainment of the objects of the Centre.

4. FUNDS:

The income and property of the Centre, whenever and howsoever derived, shall be applied solely towards the promotion of the objects of the Centre and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise howsoever, by way of profit, to the members of the Centre, provided however that nothing therein shall prevent the payment in good faith, remuneration to any officer or servant of the Centre or to any other person in return for any service actually rendered to the Centre.

5. DISSOLUTION:

If upon winding up or dissolution of the Centre there shall remain, after satisfaction of all its debts and liabilities, any property or assets whatsoever, the same shall vest with the Government of Kerala.

We, the several persons whose name and addresses are subscribed ,are desirous of forming into a Society in pursuance of this Memorandum of Association.

Name & Address	Occupation & Designation	Signature
1. R. Madhavan Nayar Cochin Co. Pvt. Ltd. Cochin – 682 016	Industrialist President	(Sd/-)
2. M. F. Mundaden 2, Girinagar Cochin – 682 020	Business Hony. Secretary	(Sd/-)
3. M. P. Kurian Krishnaswamy Cross Road Cochin – 682 011	Business Member	(Sd/-)
4. I. C. Patel Industrial Chemical Corporation Cochin – 682 006	Industrialist Member	(Sd/-)
5. Naveen J. Shah Zaveri Nivas, New Road Cochin – 682 002	Business Member	(Sd/-)
6. M. L. Parekh Parekh Sons Cochin – 682 002	Business Member	(Sd/-)
7. V. A. Dholakia M/s. Siewert & Dholakia Ltd. Cochin – 682 005	Exporter Member	(Sd/-)
8. A. J. Francis Standard Agencies Cochin – 682 011	Business Member	(Sd/-)

ARTICLES OF ASSOCIATION

(RULES & REGULATIONS)

1. INTERPRETATION:

Unless there is something in the subject or context repugnant or inconsistent therewith:

- a) “Admission Fees” shall mean the fees paid by a person to be enrolled as a member of the Centre.
- b) “Affiliated Club” shall mean an Association, Club, Institution or Organization with which the Centre has a reciprocal arrangement.
- c) “Affiliated Member” shall mean a member of an Affiliated Club.
- d) “Bye-laws” are those made by the Executive Committee subject to the Rules and Regulations.
- e) “Centre” shall mean the Regional Sports Centre, Cochin.
- f) “Dues” shall mean the amount payable by a member to the Centre after the last date by which it was due for payment.
- g) “Eligible Member” shall mean a person who has the right to vote at meetings of the General Body of Members.
- h) “Executive Committee” shall mean the Committee of the Centre to which the administration and management of the Centre is entrusted with and constituted in the manner hereinafter provided.
- i) “General Body” shall mean the body of eligible members of the Centre permitted to attend and vote at a meeting of the members of the Centre.
- j) “Governing Body” shall mean the Governing Body of the Centre constituted in the manner hereinafter provided.
- k) “Office Bearers” shall mean the President, Vice-President, Honorary Secretary, Honorary Treasurer and the Honorary Joint Secretary of the Centre.
- l) “Member” shall mean and include Patron Members, Life

Members, Institution Members, Ordinary Members, Educational Institution Members, Student Members, Temporary Members, Honorary Members, Foreign Members and Sports Members admitted by the Executive Committee of the Centre.

m) “Membership” means the status of being a member of the Centre.

n) “Monthly Subscription” shall mean the regular monthly subscription fixed as per the Rules and Regulations of the Centre from time to time.

o) “Notify” shall mean publishing on the Notice Board of the Centre or by any other modes as decided by the Executive Committee .

p) “Person” shall mean and include any male or female human being of any age.

q) “Representative” shall mean a person specifically authorised to represent an Institution Member.

r) “Rules” are those Rules and Regulations of the Centre framed for carrying out the aims and objects of the Centre.

s) “Singular” shall include the “Plural” and the “Masculine” shall also include the “Feminine”.

t) “Year” shall mean the period between 1st April and 31st March following.

2. FORCE OF RULES:

The interpretation of the Rules and/or Byelaws rests with the Executive Committee and any ruling given in this behalf by the Executive Committee shall be final and binding until the ruling in question is amended at a meeting of the General Body of Members. Every member shall be bound to conform to the Rules and / or Bye-laws of the Centre and shall be bound by the decisions of the Executive Committee in all matters not provided for by the Rules and/or Bye-laws.

3. CLASSES OF MEMBERSHIP:

There shall be the following classes of membership:

- i) Patron Members
- ii) Life Members
- iii) Institution Members
- iv) Ordinary Members
- v) Educational Institution Members
- vi) Student Members
- vii) Temporary Members
- viii) Foreign Nationality Members
- ix) Honorary Members
- x) Sports Members

4. MEMBERSHIP ADMISSION FEES:

i) Patron Members:

The Executive Committee, with the consent of the Chairman of the Centre, shall have the power to invite any distinguished and eminent person, as it thinks fit, to be a Patron of the Centre. A Patron need not pay Admission Fees. Patrons will enjoy all the facilities of the Centre. However, they shall not have any voting right.

ii) Life Members:

A person remitting a sum of Rs. 8,00,000/- (Rupees Eight Lakhs only) as Admission Fees with a request for Life Membership will be enrolled as a Life Member, if his application for Life Membership is accepted by the Executive Committee.

iii) Institution Members:

An applicant for Institution Membership shall be a Company, Firm, Club, Association or Body of Persons registered as an organization with the appropriate Statutory Authority. There shall be two types of Institution Members:

Type 'A':

Those admitted on payment of Rs. 20,00,000/- (Rupees Twenty Lakhs only). Such Institution Members will have the right to

nominate at a given time FIVE named persons to avail the facilities of the Centre.

Type 'B':

Those admitted on payment of Rs. 10,00,000/- (Rupees Ten Lakhs only). Such Institution Members will have the right to nominate at a given time TWO named persons to avail the facilities of the Centre.

iv) Ordinary Members:

A person remitting a sum of Rs. 5,00,000/- (Rupees Five Lakhs only) as Admission Fees with a request for Ordinary Membership and agreeing to pay the monthly subscriptions fixed from time to time by the Executive Committee will be enrolled as an Ordinary Member if his request for membership is accepted by the Executive Committee.

v) Educational Institution Members:

An Educational Institution recognized by the appropriate Statutory Authority may request for Educational Institutional Membership. Educational Institution Membership is for a maximum period of 20 years and are of two types:

Type 'A':

Those admitted on a payment of Rs. 8,00,000/- (Rupees Eight Lakhs only). Such Membership shall entitle 25 students of the Institution to utilize the facilities, so permitted, by the said institution, for two hours per day or as decided by the Executive Committee.

Type 'B':

Those admitted on a payment of Rs. 5,00,000/- (Rupees Five Lakhs only). Such Membership shall entitle 15 students of the Institution to utilize the facilities, so permitted, for two hours per day or as decided by the Executive Committee.

vi) Student Members:

A person below 21 years of age and studying in a recognized Educational Institution may request for Student Membership provided his request for Student Membership is recommended by the Head of the Institution in which the applicant studies and

the application is countersigned by his parents/guardians stating that they would be responsible for all acts of the applicant. The applicant shall remit an Admission Fee of Rs. 2000/- (Rupees Two Thousand Only) and agree to pay the monthly subscription fixed by the Executive Committee from time to time.

vii) Temporary Members:

An Indian National who is not a permanent resident within Ernakulam Revenue District and who does not have any permanent business, occupation or profession in the District can apply for a two-year Temporary Membership of the Centre remitting a sum of Rs. 80,000/- (Rupees Eighty Thousand only) as Admission Fees and Rs. 40,000/- (Rupees Forty Thousand only) as Refundable Deposit Fee agreeing to pay the monthly subscription fixed by the Executive Committee from time to time. The Executive Committee may accept or reject the application, with or without assigning any reason. If the application is rejected, the fees paid will be refunded immediately.

On the expiry of the two-year period, the membership can be extended on request, for a further period of one more year only on a payment of Rs. 40,000/- (Rupees Forty Thousand only). A Temporary Member may surrender his membership during the tenure of membership, and on such surrender or at the expiry of the membership period, he will be entitled to refund of the Deposit if no amounts are due from him to the Centre. If the Executive Committee is of the opinion that the continuance of a Temporary Member would be detrimental to the interests of the Centre the Executive Committee, after giving him a reasonable opportunity to be heard, may terminate the membership.

viii) Foreign Nationality Members:

A person who is not a citizen of India and having taken up an assignment in Ernakulam Revenue District may apply for a Foreign Nationality Membership of the Centre. Such Membership will be for a maximum period of two years. The non-refundable Admission Fee to be remitted along with the application is US \$ 4,000/- (US Dollars Four Thousand only) or its equivalent in Indian Rupees. The Executive Committee may, accept or reject the application, with or without assigning any reason. If the application is rejected, the Admission Fees will be refunded immediately.

ix) Honorary Members:

The Executive Committee may confer Honorary Membership on an individual if in the opinion of the Executive Committee such individual has contributed meritorious service to the nation in the field of sports or games at the International level. The Honorary Membership shall also be conferred on all the outgoing Chairpersons and Presidents of the Centre.

x) Sports Members:

Sports persons, under 25 years of age, with outstanding achievement in sports or games at the State, National or International level, may at the discretion of the Executive Committee be permitted to avail the facilities of the Centre for a period of one year without payment of Admission Fees, provided a request for such permission is received from the person concerned. Sports Members shall pay the subscription Executive Committee may from time to time decide. The Executive Committee may renew the membership after one year or terminate the same whenever it feels so.

NOTES:

- (a) The Executive Committee shall have the power to enhance Admission Fees and Transfer fees and the mode of payment, notifying at least one month prior to taking a final decision in the matter. If there is a written objection to the decision by more than 100 eligible members, the decision shall be given effect to only if the same is approved at a General Body Meeting of Members as provided in Rule 12 (b).
- (b) The monthly subscription payable by members of classes 4(iv), (vi), (vii) and (x) shall be decided by the Executive Committee and duly notified.
- (c) Members of classes 4 (i), (ii), (iii), (v), (viii) and (ix) need not pay any regular monthly subscription.
- (d) Members of class 4 (v) & (vi) shall utilize the facilities provided by the Centre as decided by the Committee.
- (e) All members shall pay the charges/fees, as stipulated by the Executive Committee from time to time, for utilizing the facilities of the Centre.

- (f) Ex Officio members need not pay admission fees, monthly subscriptions or charges for availing the sports and games facilities. No ex-officio member shall be represented by his nominee.
- (g) The nominees of Institution Members viz. Class 4 (iii) can avail the facilities of the Centre as entitled, until the nomination is revoked by the Institution Member or the Executive Committee of the Centre. All nominations or changes thereof shall be communicated in writing to the Honorary Secretary and such nominations or changes thereof shall be given effect to only after the Honorary Secretary acknowledges and accepts the nomination or change thereof. Institution Members shall not nominate a person disqualified from being a member of the Centre by any provision of the Rules and Bye-laws to utilize any facility of the Centre. One nominee authorized by the Institution shall have the voting right and be eligible to contest the elections. No Institution shall have the right to change their nominee in the Executive Committee if any, under any circumstances during the said tenure of the Executive Committee.
- (h) The duration of both types of Institution Membership of Class 4(iii) shall expire at the end of 30 years from the date of enrolment, and can be renewed for another period of 30 years, on further payment of 50% of the rates applicable for such membership at the time of renewal.
- (i) Ordinary Membership can be converted into Life Membership on a request from an Ordinary Member for such conversion and he/she remitting the difference between the Admission Fees for Ordinary Membership and Life Membership applicable at the time of request for conversion. The conversion will be given effect to from the date the Executive Committee accepts the request.
- (j) Children of Life Members, desiring to be enrolled as a Life Member of the Centre, shall make an application for the same countersigned by the member parent for consideration of the Executive Committee, remitting 50% of the Admission Fees applicable to Life Members on the date of his application. If the application is rejected by the Executive Committee, the Admission Fees remitted will be refunded.

- (k) Transfer of Life Membership may be permitted by the Executive Committee after receiving a written request from the member for the same. Transfer of membership can be made only by members above 21 years of age. A Life Member can transfer his membership only after five years of enrolment as a Life Member. Transfer fees shall be Rs.1,50,000/- (Rupees one lakh Fifty Thousand only). Transfer fees for transferring the membership of a Life Member to the son or daughter shall be 50% of the existing rate ie., Rs.75,000/- (Rupee Seventy Five Thousand Only). However, transfer of Life Membership of deceased members shall be as per Rule 7(i).
- (l) Revision of Admission Fees shall not be applicable to existing members
- (m) All amounts paid towards Admission Fees or monthly subscription, irrespective of the category of membership, is non-refundable. GST @ 18%, or the applicable rate, is payable over and above the admission fees.
- (n) The enhanced admission fees etc. shown above will be effective with effect from 1st April 2025

5. PROCEDURE FOR ADMISSION:

Any person or institution, desiring to be enrolled as a member of the Centre, shall apply to the Honorary Secretary in the prescribed form duly filled in and proposed by five eligible Life Members, other than members of the Executive Committee, and who have been members of the Centre for a minimum period of three years and accompanied by the stipulated Admission Fees. On receipt of the application, the Honorary Secretary shall, within a month, place it for the consideration of the Executive Committee. The Executive Committee may accept or reject the application for membership with or without assigning any reason. If an application for membership is rejected by the Executive Committee, a second application from the same applicant will not be considered until the expiry of one year from the date of such rejection. If an application n for membership from the same person is twice rejected, no further application from the same applicant will be entertained. The fees remitted by an applicant whose application for membership has been rejected by the Executive Committee will be refunded to the applicant at his cost.

6. SUBSCRIPTION & OTHER DUES:

Members shall pay monthly subscriptions and/or any other dues before the 10th of each month. User Fees/other dues payable annually for a financial year, shall be paid before the 10th of April every year. A member failing to remit the subscription and/or any other dues for a consecutive period of 3 months, or 3 months after the due date, shall be considered as a 'DEFAULTER'. A registered notice shall be sent to every defaulter requiring him to clear his dues within 15 days of receipt of the notice at his registered address, and failing which he shall automatically cease to be a member of the Centre. However, the Executive Committee may, on a request from the defaulting person after payment of his dues in full, consider restoration of his membership, if thought fit, on such terms and conditions the Executive Committee may decide. All subscriptions and fees shall be paid in full. The Centre shall be entitled to recover from the defaulting person the dues payable by him on the date he ceased to be a member by proceeding in the manner the Executive Committee deems fit. All expenses incurred for recovering the dues from a defaulting person shall also be recovered from him.

7. RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBERS:

- a) Only eligible members of class 4 (ii) Life Members, class 4 (iii) Institution Members and class 4 (iv) Ordinary Members shall be entitled to serve on the Executive Committee of the Centre.
- b) Only eligible members above 18 years of age of class 4 (ii) Life Members, specifically authorised nominee/s of class 4 (iii) Institution Members and class 4 (iv) Ordinary Members shall be entitled to attend and vote at meetings of the General Body of Members/Elections, provided all amounts due by the member to the Centre as on the 10th day of the month preceding the General Body Meeting of Members/Elections have been paid in full, 10 days prior to the scheduled date of the General Body Meetings/Elections.
- c) Members of class 4(iii) Institution Members shall have the right to only one vote at meetings of the General Body and at elections, which may be exercised by a person specifically authorised for the purpose by the Institution in writing.

- d) All members and those eligible to utilize the facilities of the Centre will be issued identity cards which should be produced when requested for by any authorised person of the Centre.
- e) Members of all types and also the spouse and children below the age of 21 years, of members of classes 4 (i) to 4 (iv), 4 (vii) and 4 (viii) to whom identity cards of the Centre have been issued shall have the right to avail the facilities of the Centre and take part in games, sports, entertainment, competitions, etc., organized by the Centre on payment of such special charges or fees and subject to compliance to such conditions, if any, as may be prescribed by the Executive Committee from time to time.
- f) All members and the eligible members of their family will be entitled to concessions if any at the canteen/cafeteria in the Centre as decided by the Executive Committee from time to time.
- g) All members shall be entitled to concessions in ticket charges/entrance fees, if any, during any major event/tournament organized by the Centre as decided by the Executive Committee.
- h)
 - i) Members may bring any person of good reputation as a guest to the Centre provided that, such person may visit the Centre as guest only for five days in a calendar month whether as guest of the same member or of different members. However, the Honorary Secretary, may in writing, relax this provision and permit the guest to avail the facilities for a maximum of ten days in a month but subject to a maximum of sixty days in a year. Children of members who are not members in their own right are not permitted to bring guests.
 - ii) Particulars of all guests should be entered into the register maintained for the purpose prior to the guest availing any facility at the Centre. No guest shall remain in the premises of the Centre after the departure of his host unless the guest is residing in one of the residential rooms of the Centre.
 - iii) All guests shall abide by the conditions stipulated by the Executive Committee of the Centre regarding the use of the facilities at the Centre.
 - iv) Members shall be responsible at all times for the behavior of

their guests whilst the guest remains on the premises of the Centre.

- v) Members shall be responsible for payment of guest charges, fees for games and facilities availed by their guest and any other charge generated by the visit of his guest to the Centre, including the cost of damages, if any, caused by the guest to any property of the Centre.
- i) All rights conferred on the spouse of a member registered in the records of the Centre, shall cease on the death of the member. However, if desired the spouse of the deceased member as per the records of the Centre may succeed the membership held by the deceased member at the time of his demise, inclusive of the rights, privileges and obligations of such membership without payment of membership Admission Fees. This privilege is to be accepted within six months of a communication from the Centre regarding the same. The spouse shall be responsible for any dues payable by the deceased member at the time of demise.
- j) It shall be the obligation of all members to ascertain from the office of the Centre from time to time their dues, if any, as per Rule 6 and remit the same.

8. AFFILIATION:

The Executive Committee may, from time to time, enter into, revoke or re-enter into reciprocal arrangements with any other Institution/Club. The Institution/Club with which a reciprocal arrangement is arrived at, should have been in existence for not less than one year providing facilities which would be beneficial to the members of the Centre. All decisions of the Executive Committee to enter into or revoke reciprocal arrangements with any Institution/Club and the details of such arrangements shall be duly notified. The reciprocal arrangements shall exclude any credit facility at any Affiliated organisation for the members of the Centre and vice versa.

Any member, whilst visiting an Affiliated organisation shall abide by the Rules and Regulations of that organisation. An Affiliated Member shall ordinarily be permitted to use the facilities of the Centre for ten days in a calendar month, but in special circumstances, the Honorary Secretary may, in writing, relax this condition provided

that an Affiliated Member shall not utilize the Centre for more than a maximum of one hundred days in a calendar year. Every Affiliated Member visiting the Centre shall immediately on arrival, present his current membership card, enter his name and other details in the register maintained by the Centre for the purpose. He shall pay the Affiliated Member charges and other fees, if any, as fixed by the Executive Committee from time to time. Affiliated Members shall ordinarily not be permitted to bring guests or entertain them at the Centre, but this may be relaxed by the Honorary Secretary in special circumstances, provided that all the Rules of the Centre relating to guests are satisfied. Any complaint against an Affiliated Member by a member of the Centre during the visit of the Affiliated Member to the Centre shall be referred to the Disciplinary Committee of the Centre and if the Disciplinary Committee finds that there is substance in the said complaint, the Honorary Secretary shall communicate the details thereof to the Affiliated organisation concerned and take suitable action in the matter. If any Affiliated organisation complaints in writing about any member of the Centre, such complaint shall be duly processed by the Disciplinary Committee as provided in the Rules.

9. GENERAL BODY OF MEMBERS:

The General Body of Members shall consist of eligible members of class 4 (ii) Life Members, specifically authorised nominee of class 4 (iii) Institution Members and class 4 (iv) Ordinary Members.

Subject to the Rules and Regulations the final authority of the Centre shall vest in the General Body of its Members, provided that nothing contained in this Rule shall affect the exercise by the Executive Committee or any Office Bearer, any power conferred on such Executive Committee or Office Bearer under the provisions of these Rules or Regulations and the Bye-laws framed by the Executive Committee consistent with the Rules.

10. GOVERNING BODY:

The following 30 persons are the members of the Governing Body out of which 20 members are representatives of the Government

- i) District Collector, Ernakulam who shall be the Chairman of the Centre

- ii) Mayor, Corporation of Kochi
- iii) Chairman, Greater Cochin Development Authority
- iv) Member of Parliament representing Ernakulam constituency
- v) Member of the Legislative Assembly representing Ernakulam constituency
- vi) Chief Commissioner of Income Tax, Cochin
- vii) Commissioner of Central Excise, Cochin
- viii) Commissioner of Customs, Cochin
- ix) Deputy Inspector General of Police, Ernakulam Range
- x) President, Kerala State Sports Council
- xi) Vice President, Kerala State Sports Council
- xii) President, Ernakulam District Sports Council
- xiii) Executive Committee of the Centre comprising of 8 ex-officio members and 10 elected members

Note: No ex-officio member shall be represented by nominee

11. EXECUTIVE COMMITTEE:

The Executive Committee shall consist of 18 members comprising of eight ex-officio and ten elected persons as follows:

- a) Commissioner of Police, Kochi City.
- b) Secretary, Corporation of Kochi.
- c) Secretary, Kerala State Sports Council
- d) Secretary, Greater Cochin Development Authority.
- e) Executive Engineer, P.W.D. Buildings, Ernakulam.
- f) Executive Engineer, Kerala State Electricity Board, Ernakulam.
- g) Executive Engineer, Kerala Water Authority, Ernakulam.
- h) Secretary, Ernakulam District Sports Council

- i) Ten Members of the Centre elected by the General Body of Members of the Centre.

Note: Chairman shall nominate the President and Honorary Joint Secretary from among the permanent ex-/2 vide officio members. Out of the ten members to be elected by the General Body, the Office Bearers viz. the Honorary Vice-President, the Honorary Secretary and the Honorary Treasurer should have been members of the Centre in their individual capacity for a minimum period of five years and the remaining seven to be elected as Committee Members should have been members of the Centre in their individual capacity for a minimum period of three years. The qualification period for the elected members shall be membership prior to the date of filing nominations for elections/the date of nomination to the Executive Committee. Out of the seven members to be elected as Committee Members, one post shall be reserved for the post of 'OUTSTANDING SPORTS PERSON' who shall be elected from Members who should have at least participated in a Senior National Championship in any sports or games recognised by the Government of India.

12. MEETINGS:

a) Annual General Body Meeting:

The Annual General Body Meeting of the Members of the Centre shall be held at Cochin on the Saturday preceding the last Saturday of September every year. Fifteen days notice shall be given for the meeting, furnishing along with the notice of the meeting copies of the minutes of the previous General Body Meeting, the Annual Report on the working of the Centre and the Audited Statement of Accounts not got approved by the General Body for approval by the General Body of Members. However, if due to unavoidable circumstances the meeting cannot be held on the Saturday preceding the last Saturday of September, the meeting so notified shall stand postponed and be held on the last Saturday of September with notifications appearing in at least one of the prominent English and Malayalam dailies at least five days in advance of the meeting.

At the Annual General Body Meeting the following business shall be transacted:

- i) to read and get approved the minutes of the previous Annual

General Body Meeting and Extra-Ordinary General Body Meeting, if any, conducted after the last Annual General Body Meeting.

ii) to consider and adopt the report of the Executive Committee on the working of the Centre during the period of its management, with such modifications, as the General Body may deem proper.

iii) to consider and approve the balance sheet and statement of accounts together with the report of the Auditors for the preceding financial year with such modifications as the General Body may deem proper.

iv) to appoint an Auditor or Auditors for the ensuing period, and fix the remuneration, if any.

v) to consider and to adopt, if deemed necessary, with or without amendment, any resolution, suggestion or proposal moved by an eligible member, provided that the resolution has been supported by at least twenty eligible members in writing and notice thereof has been given to the Honorary Secretary at least fifty days prior to the date fixed for the Annual General Body Meeting. No resolution regarding amendments to the Rules and Regulations will be considered at this meeting.

vi) to consider and to decide upon matters specifically mentioned in the notice convening the meeting, and such other matters as are, in the opinion of the Chairman of the meeting, incidental there to.

b) Extra-Ordinary General Body Meeting:

i) The Governing Body may whenever they think fit decide to call an Extra-Ordinary General Body Meeting. However, they will intimate all the members of the General Body a week in advance along with a copy of the resolutions proposed to be passed. With the permission of the Chair anything concerning the Regional Sports Centre and its members can also be discussed.

ii) If 300 members of the General Body give it in writing to the Hony. Secretary specifying the particular reason for which the meeting is to be called and enclose a copy of the resolution to be moved thereat, such meeting, if necessary, shall be called

within 30 days of receipt of the requisition by giving 10 days notice to the members. At such meeting no proposition except that relating to that particular object for which the meeting has been convened shall be considered.

Quorum for such meeting shall be 100 members eligible to vote.

iii) In extreme circumstances, the Executive Committee may, with the permission of the Chairman, at any time convene an Extra Ordinary General Body Meeting after giving 14 days notice to the members. The purpose for which the meeting is convened should also be intimated to the members.

c) Governing Body Meeting:

The Governing Body shall meet as and when required. The Chairman of the Centre shall preside over the meeting and decide upon the agenda for the meeting along with the President and Honorary Secretary.

In the absence of the Chairman for the meeting, the President of the Centre shall preside over the meeting. However, if both the Chairman and President are unable to attend the meeting, the Chairman may authorize one of the members of the Governing Body in writing to chair the meeting. Five days notice shall be given for such meetings. Any elected member of the Executive Committee forfeiting his membership in the Executive Committee shall forthwith cease to be a member of the Governing Body.

d) Executive Committee Meeting:

The Executive Committee shall meet at least once a month. Any elected member of the Executive Committee remaining absent for all meetings of the Executive Committee in three consecutive months without leave of absence granted by the Executive Committee, shall cease to be a member of the Executive Committee. Three days notice shall be given for meetings. However, in an emergency, a meeting may be convened with 12 hours notice. Unless otherwise specifically stated, all decisions of the Executive Committee shall be decided by simple majority of votes. The proceedings of the meetings of the Executive Committee shall be properly minuted and kept confidential

except when any decision has to be communicated to members or others by the Honorary Secretary. However, the General Body or any member authorised by the General Body of Members shall have the power to examine the minutes.

13. PROCEDURE FOR MEETINGS:

The Chairman of the Centre will preside over meetings of the General Body. In his absence the President, and in the absence of the President, the Vice-President shall preside as Chairman at these meetings. For Executive Committee meetings, the President and in his absence the Vice-President shall preside over the meetings. If both of them are absent in any Executive Committee Meetings, the members present shall choose any eligible member amongst them to preside over the meeting as Chairman. The Chairman of the meeting, may with the assent of the majority present, adjourn the meeting. No business other than business left unfinished shall be transacted at any adjourned meeting.

14. COMMUNICATIONS:

All communications to members shall be sent to the address entered in the Register of Members. Members shall inform the Honorary Secretary in writing their correct address and any subsequent change thereof. All communications of an important nature, such as notice for meetings and elections shall be sent 'Under Certificate of Posting' or in any other manner as decided by the Executive Committee.

NON-RECIEPT OF A NOTICE BY ANY MEMBER SHALL NOT INVALIDATE ANY MEETING.

15. QUORUM FOR MEETINGS:

The quorum for meetings unless otherwise stated elsewhere in these Rules shall be 100 eligible members for meetings of the General Body and six each for the Governing Body and Executive Committee respectively. If within 1 hour of the time notified for the meeting, the quorum is not present, the meeting if convened upon the requisition of members, shall stand dissolved. In any other case, if the required quorum is not present within 1 hour of the time

notified for the meeting, the meeting shall stand adjourned to the same day, time and place the following week. In this adjourned meeting, the members present shall be the quorum.

16. TENURE OF OFFICE:

a) The tenure of office of the elected members of the Executive Committee shall ordinarily be for a period of two years. The newly elected members of the Executive Committee shall ordinarily assume office within seven days of the election results being announced by the Returning Officers and shall continue in office until the succeeding elected members of the Executive Committee take over, unless the elected member or members are disqualified by any provision of the Rules.

b) Any elected member(s) in office shall vacate office if a No-confidence Motion moved against the elected member(s) in office at a requisitioned Extra-Ordinary General Body Meeting of Members, convened for the purpose, is adopted at the meeting fulfilling the requirements in Rule 12(b).

c) If the number of vacancies that may arise during the period for which the Executive Committee in office was elected is less than three, the Executive Committee in office may within a month of the vacancy arising co-opt any eligible member(s) to fill the vacancy that arises. However, if the vacancies are more than three, the vacancies shall be filled by election for the balance of the tenure of the elected members in office, following the procedure for elections provided in the Rules, within 60 days of the vacancies arising.

d) If all the elected members of the Executive Committee in office cease to be members of the Executive Committee, an Ad hoc Committee shall be appointed by the Chairman, nominating five members from among the eligible members of the Centre who have been members of the Centre for a minimum period of five years and against whom no disciplinary proceedings have been initiated or disciplinary action taken, to manage the affairs of the Centre, for the balance of the tenure of the elected members in office replacing the elected members of the Executive Committee who were in office. The elected members who have ceased to be members of the Executive Committee in office or are disqualified by any of the provisions of the Rules shall not be nominated. The Ad hoc Committee shall not take any policy decisions, make fresh employment or incur fresh

capital expenditure. The Ad hoc Committee shall only incur the expenditure necessary for the day to day functioning of the Centre. If the Ad hoc Committee continues in office when elections to the Executive Committee are normally due, the Ad hoc Committee shall get the Accounts of the Centre audited by the Centre's Auditors, prepare the Annual Report and present them for approval at the Annual General Body Meeting of Members to be convened as per the Rules.

17. VOTING:

Voting at meetings shall be by a show of hands unless a secret ballot is requested for by the majority of eligible members present, in which case a secret ballot shall be held. In case of a tie, the Chairman of the meeting may exercise his casting vote. Elections shall be held by secret ballot only.

VOTING AND ATTENDANCE BY PROXY SHALL NOT BE ALLOWED AT MEETINGS AND ELECTIONS.

18. DISQUALIFICATION TO SERVE ON THE EXECUTIVE COMMITTEE:

a) Any elected member of the Executive Committee shall cease to be one:

- i. if he resigns from the Executive Committee or
- ii. forfeits his membership in the Executive Committee/ Centre by operation of any of the provisions in these Rules or
- iii. is found guilty of violating the discipline of the Centre by the Disciplinary Committee or
- iv. is termed a defaulter as per Rule 6.

b) Any elected member of the Executive Committee that has not got approved by the General Body of Members during the tenure of office of that Committee the Annual Report and Audited Statement of Accounts pertaining to the period of the said Executive Committee, shall not be eligible thereafter to serve on any Executive Committee or Sub-Committee of the Centre.

c) Any elected member(s) of an Executive Committee removed from office as per Rule 16(b) shall not be eligible thereafter to serve on any Executive Committee or Sub-Committee of the Centre.

d) Any member who regularly receives remuneration or is engaged/ associated directly or indirectly in any contract with the Centre shall not be eligible to be elected/nominated to the Executive Committee or serve on any Sub- Committee of the Centre.

19. ELECTIONS:

Elections to the Executive Committee shall be held when due on the Sunday preceding the last Sunday in October of the year. However, if due to unavoidable circumstances the Elections cannot be held on the Sunday preceding the last Sunday of October, the Elections so notified shall stand postponed and be held on the last Sunday of October with notifications appearing in at least one of the prominent English & Malayalam dailies 5 days in advance of the Elections. The Chairman of the Centre shall be the Returning Officer for the elections.

The Returning Officer shall have the authority and power to call for any information or lay down procedures not inconsistent with these Rules for the proper conduct of the elections to the Executive Committee. The Returning Officer shall prepare the list of eligible voters, invite nominations for the posts in the Executive Committee, notifying the date of election and the specific hours for voting, last date of receipt and withdrawal of nominations, scrutinize nominations, notify valid nominations and all such information for the smooth and orderly conduct of the elections.

i) Nominations may be declared invalid if

- a. the candidate has forfeited his right to serve on the Executive Committee as per any Rule herein or
- b. the candidate, the proposer or seconder is not eligible to vote as per the Rules or
- c. the form has not been duly filled in or if the candidate has not produced along with the form the Demand Draft for Rs.5,000/- (Rupees Five Thousand Only) drawn in favour of the Centre and made payable at any bank in Cochin, as Security Deposit.

- d. there is impersonation of any kind or
- e. a candidate contests for more than one post in the Executive Committee or
- f. any member proposes and/or seconds more candidates than the required number for a post or
- g. the candidate does not satisfy the conditions required to become eligible to be a member of the Executive Committee.
- h. The security deposit made shall be returned to the elected candidate within 30 days from the date of declaration of the result. In case of a defeated candidate, the security deposit shall be forfeited if he fails to secure at least 20% of the valid polled votes. In case the nomination is not accepted the security deposit shall be returned immediately to the candidate.

ii) Procedure for Elections:

Ordinarily the time schedule for elections to the Executive Committee shall be:

- a. To notify the list of eligible members at least 20 days prior to the scheduled date of Elections
- b. Nominations to be filed at least 15 days prior to the scheduled date of Elections.
- c. Scrutiny of nominations and announcement of valid nominations to be carried out within two days from the last date for filing nominations.
- d. Withdrawal of nominations to be carried out within 3 days of announcement of valid nominations.
- e. Notifying the final list of candidates on the day after the due date for withdrawal of nominations.

iii) Death of a candidate:

If a candidate dies at any time after the last date for making nominations and his nomination is found valid on scrutiny and who has not withdrawn his candidature or dies as a contesting candidate before the commencement of the poll, the Returning Officer shall

upon being satisfied about the fact of the death of the candidate announce an adjournment of the poll to be notified later.

The new date for the election shall thereafter be announced by the Returning Officer and all the procedure as contemplated in ii) Procedure for Election shall be followed.

The Returning Officer may change the time schedule if he deems it necessary and all such changes shall be duly notified. The Returning Officer shall conduct the Elections and the results shall be announced by the Returning Officer or any other officer nominated by him after the completion of the counting of votes, which would normally commence immediately after the time fixed for balloting is over. The counting of votes shall normally be carried out in the presence of the candidates and/or one of his nominees.

In case they are not present, the same will not prevent the counting of votes. The counting of votes shall be properly recorded and attested by the Returning Officer.

20. POWERS, DUTIES AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE:

The management of the Centre shall be vested in the Executive Committee. The Executive Committee, in addition to the powers, duties and obligations prescribed elsewhere

- a. admit persons as members or reject their application as per the rules of admission,
- b. enforce the Rules and Regulations, and if necessary formulate bye-laws and ensure from time to time that such Rules, Regulations and Bye-laws are complied with for the smooth functioning of the Centre,
- c. control the finances of the Centre in a diligent manner,
- d. invest and deal with monies of the Centre in such securities as may from time to time be decided,
- e. secure by purchase, lease, gift or otherwise, property movable or immovable for one or more of the objects of the Centre, provided that for immovable property,

prior written permission of the Chairman shall be obtained,

- f. construct, alter, maintain any building or works necessary for attaining the objects of the Centre,
- g. establish a Sports Centre, indoor stadium, swimming pool, other facilities for indoor and outdoor games, hostels, recreational, entertainment and reading room facilities as envisaged in the objects of the Centre,
- h. introduce new facilities, amenities, services or games,
- i. close down or reopen any part or parts of the Centre or cancel or reintroduce any facility or service,
- j. delegate any or all of its powers to any member of the Executive Committee,
- k. decide who should represent the Centre wherever and whenever required,
- l. ensure proper management of the swimming pool, tennis complex and all other facilities by framing necessary bye- laws from time to time and enforcing them,
- m. prohibit or permit any particular activity or activities, game or games, meetings and assemblies on the premises of the Centre entirely or in part, on any particular day or days at any time or times or at any place or places,
- n. set apart the whole or any part or parts of the Centre's premises for members or others at any particular time or times for any particular purpose or purposes,
- o. arrange cultural and/or other programmes either for the benefit of the members or for raising funds for the Centre and incur the necessary expenditure thereof,
- p. stipulate the playing charges for various games, the rules to be observed by members or others playing any game at the premises of the Centre or for utilizing the facilities provided by the Centre and ensure that they are complied with,
- q. enforce the times for opening and closing of the facilities and the premises of the Centre or any part thereof as notified by the Executive Committee,

- r. to appoint Sub-Committees to carry out, under the supervision and responsibility of the Executive Committee, special branches of its work, and may delegate to such Sub-Committees such powers as the Executive Committee may think fit, and may recall or amend or revoke any such delegation or appointment,
- s. engage or appoint officers, clerks, coaches, other staff and servants of the Centre and remove, demote, dismiss, vary or alter the conditions of service from time to time in such manner as it deems fit,
- t. delegate, if necessary, the management of activities to persons, sports associations, institutions or body of persons on such terms and conditions decided upon,
- u. decide to give the facilities of the Centre to persons, clubs, associations, etc., for any bonafide purpose which will not be detrimental to the interests of the Centre and fix the charges for such letting out from time to time,
- v. to take necessary disciplinary action against members including termination of membership for conduct subversive of discipline and/or prejudicial to the interests of the Centre,
- w. not make any contribution or donation in any form from the funds of the Centre except for National Calamities,
- x. ensure compliance of the decisions of the General Body of Members,
- y. take steps as may be necessary for the exercise of any its powers or for the discharge of any of its duties and obligations,
- z. do all acts in furtherance of the objects of the Centre.

21. SUB-COMMITTEES:

The Executive Committee may, if necessary, form Sub-Committees to assist the Executive Committee for the promotion of the various activities of the Centre and supervision of the activities and amenities of the Centre by first nominating a Chairman for the Sub-Committee, and in consultation with such Chairman, select the other members of the Sub-Committee. The Chairman and the members of the Sub-Committee shall be nominated from members of the Centre. The

formation of each Sub-Committee, the names of the Chairman and members, and the powers, if any, delegated to it shall be notified. The Chairman of each Sub-Committee shall be the convenor of that Sub-Committee and shall meet at least once in two months. The Vice-President and Honorary Secretary shall be members of all Sub-Committees and may call upon the Chairman of any Sub-Committee to report on the activities of the Sub-Committee. The term of office of a Sub-Committee shall automatically expire when the term for which it has been appointed expires or when the term of the Executive Committee which appointed it expires. The Annual report of the Executive Committee shall include a note on the activities of each Sub-Committee.

22. FUNCTIONS OF OFFICE BEARERS:

A) Chairman:

He shall be in overall charge of the affairs of the Centre and may issue directions from time to time for the proper and smooth functioning of the Centre including initiating steps to convene General Body Meetings of Members as per the Rules, if he feels that the Executive Committee is willfully delaying the convening of such meetings.

B) President:

The President shall have powers of general control and supervision over the affairs of the Centre subject to the directions and instructions given by the Chairman/General Body from time to time and the decisions taken by the Executive Committee. He shall ordinarily preside over the Executive Committee meetings.

C) Honorary Vice-President:

The Honorary Vice-President will officiate in the absence of the President.

D) Honorary Secretary:

He shall be the Chief Executive Officer of the Centre. Over and above that prescribed elsewhere in the Rules his powers, duties and obligations shall be:

- a) to call, as per the Rules, in consultation with the Chairman/President meetings of the General Body, Governing Body and the Executive Committee,
- b) to furnish to each member of the Executive Committee,

Governing Body and/or General Body along with the notice convening the meetings, the agenda to be transacted at such meetings,

- c) to record in minutes books maintained for the purpose, the proceedings of the meetings of the Executive Committee, Governing Body and the General Body,
- d) to maintain a Register of Members,
- e) to appoint such employees as shall be sanctioned by the Executive Committee and to fine or suspend and with the permission of the Executive Committee dismiss an employee. He shall also be in charge of postings of staff.
- f) to receive all correspondence and reply when necessary,
- g) to take complete charge and control of the premises of the Centre,
- h) to represent the Centre in all legal proceedings, unless otherwise decided by the Executive Committee,
- i) to incur expenditure sanctioned by the Executive Committee and/or the General Body, as the case may be, and also for matters arising in the ordinary course of the management of the Centre,
- j) to draw up the Annual Report on the working of the Centre for the approval of the Executive Committee and after such approval present it to the General Body of Members for approval at the Annual General Body Meeting,
- k) to forward a copy of the Annual Report and Audited Statement of Accounts after approval at the Annual General Body Meeting to the required Statutory Authorities,
- l) to do all such things and to take all such measures as may be required to carry out the smooth functioning of the Centre and to give effect to the directions and/or decisions of the General Body of Members and the Executive Committee to the best of his ability.

E) Honorary Treasurer:

The duties and obligations of the Honorary Treasurer shall be:

- a) to receive all admission fees, subscriptions, donations and other

monies receivable by the Centre and issue receipts for the same, to keep regular accounts of receipts and disbursements,

- b) to remit all monies and cheques received by the Centre into the bank accounts of the Centre, save such amounts as may be authorized by the Executive Committee to be retained for the purpose of disbursement. The imprest cash that can be held by the Honorary Treasurer or Cashier on any given day shall not exceed Rs. 20,000/- (Rupees Twenty Thousand only), to ensure that the system releases payments only after due scrutiny and approval of the vouchers/bills by the Honorary Secretary or Honorary Treasurer,
- c) to maintain an inventory of all articles, stocks, furniture, equipments, machineries, fittings, etc., and other properties of the Centre,
- d) to prepare and present to the Executive Committee a budget for the tenure of office on a twelve month basis for presentation to the General Body of Members firstly within four months of the Executive Committee assuming office and secondly at the following Annual General Body Meeting,
- e) to prepare and present quarterly budgets to the Executive Committee for the Executive Committee to plan the expenditure and development of the Centre,
- f) to get the accounts of the Centre audited by the Auditors of the Centre appointed at the Annual General Body Meeting of Members and after such audit place it before the Executive Committee for approval and thereafter place the Audited Statement of Accounts for approval of the General Body of Members at the Annual General Body Meeting,
- g) To generally give effect to all directions and decisions of the General Body of Members and the Executive Committee and to look after and safeguard the financial interests of the Centre to the best of his ability.

F) Honorary Joint Secretary:

The duties of the Honorary Joint Secretary shall be:

- a) to assist the Honorary Secretary in the discharge of the duties

of the Honorary Secretary,

- b) to call meetings of the Executive Committee, Governing Body and/or General Body if directed by the Executive Committee/ President/ Chairman,
- c) to be responsible to the Executive Committee and/or General Body in the discharge of any duty.

23. RESIDENTIAL ACCOMODATION:

- a) The members, their guests and affiliated members alone shall be eligible for allotment of residential rooms in the Centre, provided that this restriction shall not apply to any residential accommodation provided to participants of Coaching Camps, Tournaments, Exhibitions, Cultural Events, etc. held at the Centre.
- b) The Executive Committee shall have the power to frame, enforce and/or amend rules and bye-laws relating to the occupation of the residential rooms provided that such decisions are duly notified.

24. DISCIPLINE AND MISCONDUCT:

To inquire into breach of discipline and/or misconduct by Members, Guests and Affiliated Members a Disciplinary Committee shall be constituted. The constitution and duties of the Disciplinary Committee will be as follows:

- a. The Disciplinary Committee shall consist of the President, Vice-President, Honorary Secretary and two from amongst the past member Presidents, Vice-Presidents and Honorary Secretaries of the Centre against whom no action/case of misconduct is pending to be nominated by the Executive committee at its first meeting after assuming office. The formation of the Disciplinary Committee shall be notified. If any member of the Disciplinary Committee or his relation is involved in any disciplinary action, the Executive Committee shall nominate in his place from amongst eligible past Office Bearers/elected members of the Executive Committee, as the case may be, to serve on the

Disciplinary Committee.

- b. The term of office of the Disciplinary Committee shall be till the expiry of the tenure of office of the Executive Committee, which appointed it.
- c. The Disciplinary Committee shall have the power to:
 - 1) Conduct inquiry into any complaint referred to it or to the previous Disciplinary Committee.
 - 2) Continue any inquiry started by the previous Disciplinary Committee.
 - 3) Call for any information from the Centre's administration relating to any complaint before it.
 - 4) Summon the complainant and/or accused for hearing.
 - 5) Summon any Member or Staff of the Centre or any other person as witness.
- d. Any member of the Executive Committee shall have the power to take suo moto cognizance of any breach of discipline or misconduct and refer the matter to the Disciplinary Committee. Complaints by members regarding breach of discipline or misconduct shall be in writing and submitted to the Honorary Secretary who shall place the same before the Executive Committee for reference to the Disciplinary Committee.
- e. The Disciplinary Committee shall inquire into every complaint or allegation referred to it and present its finding and recommendation to the Executive Committee within 45 days of the complaint being referred to it, provided that the Executive Committee may extend the said time limit for valid reasons.
- f. Any member convicted or found guilty of any offence or misconduct involving moral turpitude, by any competent tribunal, shall be removed from membership after giving the member concerned a reasonable opportunity to be heard by the Disciplinary Committee before any such action is taken against him by the Executive Committee to whom a report in this regard shall be submitted by the Disciplinary Committee.
- g. Any member found guilty by the Disciplinary Committee of willfully refusing to comply with the Rules or of any serious

misconduct injurious to the prestige of the Centre or is likely to disturb the order and harmony of the Centre shall be liable for punitive action as decided by the Executive Committee.

- h. The Disciplinary Committee shall give no verdict against a person unless that person is given a reasonable opportunity (if the complaint is against a guest, the host concerned) to explain his case, and of being heard by the Disciplinary Committee.
- i. The withdrawal of a complaint by the person who lodged it shall not necessarily require the cancellation of the inquiry into that complaint; the Disciplinary Committee shall have the discretion to continue with the inquiry.
- j. If a person against whom a complaint is lodged does not reply to the written show cause notice issued by the Disciplinary Committee within a period of 15 days, or if that person does not avail the opportunity of being heard by the Disciplinary Committee, the inquiry into the complaint against that person, shall be proceeded with exparte.
- k. The Executive Committee after considering the report of the Disciplinary Committee containing their findings and recommendations shall decide the nature and quantum of penalty to be imposed on the person found guilty by the Disciplinary Committee. The said power is without prejudice to the power of the Executive Committee to suspend a member of the Centre pending inquiry by the Disciplinary Committee for a period beyond 45 days, if extended, till the completion of the enquiry. The Executive Committee shall have the power to impose on the person found guilty by the Disciplinary Committee, penalties such as:
 - 1. approximately equal to the cost of current replacement of the damage caused to the property of the Centre by a member or his guest,
 - 2. barring the member concerned from enjoying a particular facility or facilities or from playing a particular game or games for a period not exceeding six months,
 - 3. suspension of membership for a period not exceeding one year,
 - 4. termination of membership, irrespective of the category of

membership,

5. discretion to the erring member to apologise to the Executive Committee or to the aggrieved person or persons within a specified time, provided that the apology is accepted, and if the apology is not forthcoming to take any punitive action as the Executive Committee deems fit.
- l) Any decision by the Executive Committee to terminate membership shall be valid only if such decision is supported by 3/4th of the total number of the members of the Executive Committee.
- m) A decision by the Executive Committee to take punitive action against any member, or any punitive action taken by the Executive Committee against any member may be set aside, cancelled, revoked or modified by a resolution moved at a requisitioned Extra-Ordinary General Body Meeting of Members, convened for the purpose, if the resolution is adopted fulfilling the requirements provided in Rule 12(b).
- n) Notwithstanding anything stated elsewhere in the Rules, if the Disciplinary Committee finds a nominee of an Institution Member guilty, before any action is taken, the Honorary Secretary shall inform the Institution Member concerned in writing about its nominee being found guilty, and if such nominee of the Institution Member concerned is withdrawn within 30 days of receipt of such intimation, no further action shall be taken, provided that the person whose nomination is so withdrawn, shall not be subsequently, admitted to the Centre as a member, the nominee of any other Institution Member, an Affiliated Member or a Guest.
- o) If a member is suspended he shall not be eligible thereafter to serve on any Committee of the Centre.

25. PROCEDURE FOR RESIGNATION:

Any member who decides to resign from the membership of the Centre shall submit his written resignation to The Honorary Secretary. The Executive Committee shall accept the resignation if no monies or articles are due from the member to the Centre.

26. TERMINATION OF MEMBERSHIP:

- i) Membership of the Centre shall terminate in the case of individuals
 - a) on his resignation,
 - b) the death of the member,
 - c) has been convicted for an offence involving moral turpitude,
 - d) expulsion from the Centre,
 - e) being struck off the rolls for non-payment of dues,
 - f) being declared an insolvent

ii) Every member shall, upon termination of his membership of the Centre, forfeit if any, all rights and claims upon the Centre, but shall nevertheless remain liable for and shall pay to the Centre all monies and return all articles including his identity card(s) issued to him/members of his family, which at the time of termination of membership may be due from him to the Centre.

iii) Any person whose membership has been terminated as per Rule 26(c), (d) or (e) shall not be permitted to make use of the facilities of the Centre as a guest, affiliated member or the nominee of any member of the Centre.

iv) Temporary Membership can be terminated by a decision of the Executive Committee. Complaints against Temporary Members need not be referred to the Disciplinary Committee. However, the Temporary Member shall be given a reasonable opportunity to explain his case before a decision is taken by the Executive Committee to expel him from the Centre.

27. FINANCIAL MATTERS:

- a. An account/s may be opened in the name of the Centre in such bank/s as decided by the Executive Committee from time to time.
- b. All cheques for sums up to Rs. 25,000/- shall be signed jointly by the President and Honorary Treasurer and for sums in excess of Rs. 25,000/-, cheques shall be signed jointly by

the Chairman, President and Honorary Treasurer.

- c. The Executive Committee with the prior written permission of the Chairman, is empowered to raise loans from individuals, banks, Government organizations or other financial institutions either by pledge, mortgage or otherwise of any of the assets, property movable or immovable, rights, easements, etc., of the Centre to attain the objects or purposes of the Centre, on such conditions that the Executive Committee may from time to time decide. However, interest on loans shall not exceed the normal interest charged by banks for the type of loan raised. The liability on account of such borrowing shall not aggregate more than the amount sanctioned by the General Body.
- d. The Honorary Secretary or in his absence any Office Bearer duly authorized by the Executive Committee shall execute all documents/agreements on behalf of the Centre.
- e. The Executive Committee shall not spend during its tenure of office more than Rs.10,00,000/- (Rupees Ten Lakh Only) towards Capital Expenditure, without the permission of the General Body of Members.
- f. The Executive Committee shall not spend during its tenure of office more than Rs.10,00,000/- (Rupees Ten Lakh Only) for maintenance of the buildings, premises, furniture, equipments, etc., without the permission of the General Body of Members. Additional expenses shall be incurred only in case of an exigency for the sustenance of the complexes of the Centre and the same shall be ratified in the next Annual General Body Meeting.
- g. No capital expenditure to be incurred after 31st March of the year during which the tenure of office of the Executive Committee is due to expire unless the same has been earlier approved by the General Body of Members.
- h. All expenditure incurred by the Executive Committee without the permission of the General Body of Members shall be reflected in the accounts presented by the Executive Committee at the Annual General Body Meeting of Members to be held prior to the Executive Committee relinquishing office.

- i. The limits on expenditure stipulated in 27(e) and (f) above shall include the value of any item which has been received but not paid for and the value of any orders which have been placed, the value of purposes of the Centre, on such conditions that the Executive Committee may from time to time decide. However, interest on loans shall not exceed the normal interest charged by banks for the type of loan raised. The liability on account of such borrowing shall not aggregate more than the amount sanctioned by the General Body.
- j. The Honorary Secretary or in his absence any Office Bearer duly authorized by the Executive Committee shall execute all documents/agreements on behalf of the Centre.
- k. The Executive Committee shall not spend during its tenure of office more than Rs.10,00,000/- (Rupees Ten Lakh Only) towards Capital Expenditure, without the permission of the General Body of Members.
- l. The Executive Committee shall not spend during its tenure of office more than Rs.10,00,000/- (Rupees Ten Lakh Only) for maintenance of the buildings, premises, furniture, equipments, etc., without the permission of the General Body of Members. Additional expenses shall be incurred only in case of an exigency for the sustenance of the complexes of the Centre and the same shall be ratified in the next Annual General Body Meeting.
- m. No capital expenditure to be incurred after 31st March of the year during which the tenure of office of the Executive Committee is due to expire unless the same has been earlier approved by the General Body of Members.
- n. All expenditure incurred by the Executive Committee without the permission of the General Body of Members shall be reflected in the accounts presented by the Executive Committee at the Annual General Body Meeting of Members to be held prior to the Executive Committee relinquishing office.
- o. The limits on expenditure stipulated in 27(e) and (f) above shall include the value of any item which has been received but not paid for and the value of any orders which have been

placed, the value of maintenance works contracted for or got executed but not paid for, in the financial year.

- p. After the 30th day of June of the year in which the Executive Committee is to relinquish office, the Executive Committee shall not have powers to make any financial commitments on behalf of the Centre except in routine matters, incur any capital expenditure, appoint any employee other than casual workers or grant any special increment to or promote any employee.
- q. If the Executive Committee of the Centre acts in a manner detrimental to the best interests of the Centre or functions in total disregard of or in total violation of the provisions of the Rules or in total derogation of the well-being of the members and their welfare in any manner or causing considerable financial loss to the Centre, an inquiry shall be conducted by a five-member Special Committee appointed by the eligible members present at the General Body Meeting of the Members of the Centre at which the irregularity was raised. The findings of the Special Committee shall be placed at an Extra-Ordinary General Body Meeting of Members, which shall be held within 90 days from the date of appointment of the Special Committee. The Chairman of the Centre shall initiate steps to conduct the Extra-Ordinary General Body Meeting if the Executive Committee fails to do so. If at the Extra-Ordinary General Body Meeting of Members so convened 2/3rd of the majority of the eligible members present, vote in favour of disciplinary proceedings against the Executive Committee in office, all the non ex-officio members of such Executive Committee shall forthwith be disqualified to continue to serve on the Executive Committee or on any Committee of the Centre thereafter. The provisions of Rule 16(d) shall thereafter be applied.
- r. The funds of the Centre shall not be loaned out to any person or organization or to any enterprise provided that this restriction shall not apply to any temporary advance to staff or advances against orders.

28. INDEMNITY:

Every member of the Centre including members of the Executive Committee shall be indemnified out of the Funds of the Centre against all losses and expenses incurred in the discharge of his duties, except such that shall happen through a willful act of neglect or default and if so, each one shall be chargeable only for so much monies or properties as he shall actually receive for/in the discharge of the business of the Centre and each one shall be answerable only for his own acts, neglects or defaults and not for those of any other person.

29. AMENDMENTS:

The Memorandum of Association and the Articles of Association (Rules and Regulations) may be repealed, altered or amended by a resolution at an Extra-Ordinary General Body Meeting of Members convened for the purpose, and at which meeting 2/3rd of the eligible members present vote for the change with a minimum of 100 positive votes being recorded in favour of the change.

The quorum for such meetings shall be a minimum of 125 eligible members. Notice for such meetings shall be sent to all eligible members of the Centre at least 20 days prior to the scheduled date of the meeting and as per the provisions stated in Rule 14.

All amendments to the Memorandum of Association and Articles of Association (Rules and Regulations) shall be intimated to the Registrar, Travancore-Cochin Literary, Scientific & Charitable Societies, Ernakulam and the Commissioner of Income Tax, Cochin.



**REGIONAL
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COCHIN**

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