

BYE-LAWS OF
The Indian Officers' Association,
CHENNAI - 600 014.

Regn. No. 2/1909 - 1910



2002

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"Mohana Vilas"

69 (Old No.35), Thiru.Vi.Ka. High Road, Chennai - 600 014.

Registration No.2/1909-1910

*Bye-Laws of the Indian Officers' Association,
Chennai - 14 as amended and approved in the
General Body Meeting held on 1-1-1995
and on 2-10-1995 and in the Extra-ordinary
General Body Meeting held on 21.07.2001*

PART-I

1. Name

The Association shall be called "THE INDIAN OFFICERS' ASSOCIATION, CHENNAI" herein after referred to as the Association.

2. Address

The address of the Registered Office is at "Mohana Vilas", No.69 (Old No.35), Thiru Vi. Ka. High Road, Chennai-600 014.

3. Formation

The Association was founded in 1907 and Registered in 1909-1910.

4. Jurisdiction

The Association is within the jurisdiction of the Registrar of Societies, Chennai (Central).

5. Business Hours

The business hours of the Association shall be between 9.30 a.m. and 5.30 p.m. on all days except Sundays. The office shall not work on Public Holidays declared as such by Government of Tamil Nadu.

6. OBJECTS

The objects of the Association are :

- a. To equip the public servants with knowledge, skills and behaviour required for managing the task of governance, to enhance the leadership, managerial and administrative capabilities of the executives in Government by organising lectures, seminars, workshops, etc., including projects in collaboration with national and international organisations.
- b. To undertake training, research and advisory services and dissemination and exchange of information relating to public administration and related subjects, with a view to contribute to fairness, economy, efficiency, effectiveness and productivity of the public servants so as to create a climate of peace, prosperity and progress for preservation of core values of democracy, development and dignity of individuals.
- c. To establish, run, develop or improve any school, college or other educational institution or adopt, assist or help any existing educational institution without profit motive for the benefit of the public in India.
- d. To establish and maintain Hostel for those who are pursuing academic and / or professional courses in any educational institution in the Metropolitan areas of Chennai recognised by Government of Tamilnadu and / or by Central Government.
- e. To organise, start, run or assist any programme either by itself or by assisting or co-ordinating with other educational institution for coaching, guidance and counselling, vocational training or training for preparation for any entrance or competitive test for recruitment for jobs including All India and State Service examination or for admission to professional or other educational institutions.
- f. To establish, promote, set-up, run, maintain, assist, finance support and / or running schools and other institutions

orphanages, widow homes, senior citizen homes or other establishment for relief and / or help to the poor, old and infirm people and / or destitutes.

- g. To give, provide and / or render monetary and / or other relief measures, and assistance for the relief of persons and animals affected by natural and other calamities such as flood, fire, famine, cyclone, earth-quake, storm, accident, pestilence, drought, epidemic, unbearable cost of living and the like, to give donations, subscriptions or contributions to institutions, establishments, centres or persons doing relief work on such occasions.
- h. To open, found, establish, promote, set-up, run, maintain, assist, finance, support and / or aid or help in the setting up and / or maintaining and / or running schools, colleges, lecture halls, auditorium, libraries, reading rooms and other establishment or institutions for advancement of education and of knowledge in arts, science, literature, humanities and all other useful subjects in all their manifestations.
- i. To open, found, establish, promote, set-up, run, maintain, assist, finance, support and / or aid or help in the setting up and / or maintaining and / or running hospitals, boarding houses, creches, gymnasium and other training and vocational institutes.
- j. To open, found, establish, promote, set-up, run, maintain, assist, finance, support and/or aid or help in the setting up and / or running by monetary gifts or otherwise, centres, stadium, playgrounds and parks for public use, sports, games and other social welfare works and / or activities in Chennai and / or other places in India.
- k. To promote, assist and / or maintain all activities by whosoever carried on or wherever carried on in India in conformity with the objects of the Association and as are conducive to the well being and general welfare of the nation or are conducive for advancement of any object or objects of general public utility not involving / carrying on any activity for profit.

- l. To publish and or publishing books, pamphlets, periodicals and newspapers in India or outside for the spread and advancement of education and culture.
- m. The Association may accept any donation or contribution in cash or in kind from any person, firm, company, corporaion, associations, institutions or trust (including the members) for the furtherance of the objects of the associaiton or for any one or more of them upon such terms and conditions as they may in their absolute discretion think fit and which are not inconsistent with the objects of the association.
- n. To establish and run computer training centres.
- o. To constitute scholarship to poor and deserving students to pursue their studies and to give grants for fees and other charges or reimbursement for costs of books, instruments and other educational aids for their educational pursuits.
- p. To constitute prizes for outstanding achievements of students in educational institution either in the examinations, sports, general knowledge or such other proficiencies.
- q. The activities would be of purely charitable nature and not motivated for profit.
- r. The benefit of objects would be available to the general public irrespective of caste, creed, religion or sex;
- s. If any one or more of the objects of these presents are held not to be objects of a public charitable nature, the Association shall not carry out such object or objects as if the same are not incorporated in these present but the validity of the Association created by these presents as an Institution for public charitable purposes shall not be affected in any manner.
- t. The Association shall from time to time after meeting the expenses of and incidental to the management of the Association Properties and of the Association decide the

particular object or objects for which the income or corpus of the Association Fund or Properties for the time being available shall be applied.

- u. To build superstructures on the Association's land to augment the resources of the Association to implement the above objects.
 - v. To raise the required funds of the Association by way of subscriptions, donations or loans either by mortgaging the assets of the Association or otherwise to achieve the objects mentioned above.
7. The General Secretary of the Association shall be the person authorised to sue and be sued on behalf of the Association.
8. The General Secretary of the Association shall be the person who is empowered to take necessary action on behalf of the Association subject to the General directions and control of the General Body and the Executive Committee of the Association.

MEMBERSHIP

PART-II

9. i. **Eligibility**

All officers of 'A' & 'B' categories in Tamil Nadu State Government / or equivalent rank in local bodies and Class I & II categories in Government of India who are holding or held any post in the categories mentioned above are eligible to become members of the Association, subject to the provisions contained in this regard in these bye-laws and subject to further satisfaction of Executive Committee.

ii. **Membership**

a. **Ordinary Member**

b. **Life Member**

a. An ordinary member is one who is not a life member and who pays his subscription annually.

b. A life member is one who has become a member for life on payment of the necessary fee.

iii. Associate Member

The children and relatives of life members of the Association shall be Associate Members of the Association for the duration of their stay in the Hostel.

10. Subscription

i. Ordinary Member

Rs.100 (Hundred) per annum for persons in service and Rs.50/- (Fifty) per annum for pensioners or at rate as may be fixed by General Body from time to time.

There shall be no notice calling for subscriptions payable. The annual subscription shall be sent by M.O. / D.D. to the General Secretary of the Association in advance, not later than 24th December of the year.

(ii) Life Member

Rs.1000 (Rupees one thousand only) for life membership whether in service or retired / or at rate as may be fixed by General Body from time to time. The revised fee of Rs.1000/- for life member will be applicable for New members.

(iii) Associate Member

Rs.100 per annum in addition to admission fee of Rs.25/- subscriptions by ordinary shall be payable annually and in advance.

11. Disqualification for being a member

Any member mentioned in Clause 9 (ii) (a) & (b) above shall not be eligible to be a member of the Association if :

- i. He has been found to be of unsound mind by a Court of Law of competent jurisdiction.
- ii. He is an undischarged insolvent.
- iii. He has applied to be adjudicated as an insolvent and his application is pending.

- iv. He has been convicted by a Court of competent jurisdiction of any offence and the period of 10 years has not elapsed from the date of expiry of the conviction.
- v. He has at any time conducted himself against the interest of the Association as may be decided by Executive Committee.

12. Enrolment of Members

- i. Application for joining as a member of the Association may be sent to the General Secretary with M.O. / D.D. for annual subscription or life member's fee and admission fee at the rates fixed from time to time by the Executive Committee. The application shall be signed by the member seeking membership.

There shall be a proposer and seconder for each applicant who shall be life members of the Association. The application shall contain a solemn declaration to the effect that the proposed person does not suffer any disqualification set out in Clause 11 above, and that the proposed person undertakes to abide by the bye-laws of Association.

- ii. The application shall be placed before the Executive Committee Meeting after receipt of the application by the General Secretary and shall be included in the Agenda of the Executive Committee Meeting as early as possible. The Executive Committee shall have power to accept or reject any application for membership without assigning any reasons and the decision of Committee shall be final.
- iii. If for any reason the application is rejected, the amount sent by M.O. / D.D. shall be refunded to the applicant within 30 days of such rejection, deducting the postal and M.O. expenses. Admission of the proposed person as a member shall also be intimated to the member so admitted.
- iv. The annual subscription to be sent along with the application shall be for the year beginning from the first of

January of the year and ending with 31st December of the year in which the application is made.

13. i. Any member who has ceased to be a member is eligible for re-admission subject to the provisions of Clause 12(i) and (ii) above and the provisions of the Bye-laws.

ii. The General Secretary of the Association shall prepare a list of members who have ceased to be members under Clause 13(i) above and put up the list in the notice board of the office before 30th December, every year.

14. In this part the term 'Member' shall not include Associate Members.

i. The Executive Committee shall frame the rules governing the management of the Hostel.

ii. Every member except an Associate Member shall have a right to participate in the General Body Meeting and will have right to vote.

iii. Every member shall have a right to take part in the Seminars, Meetings and entertainments conducted by the Association.

iv. Every member shall have a right to avail himself of the facilities and amenities provided by the Association either free of cost or on payment of the charges fixed by the Executive Committee from time to time.

v. Notwithstanding anything contained in Clause (i) above a member of the Executive Committee coming to Chennai to attend a meeting of the Executive Committee shall pay only 50% of the rates applicable for 3 days.

The Executive Committee shall frame such rules as may be necessary in regard to regulating admission and administration in respect of Guest Rooms.

PART-III

MANAGEMENT

15. i. The administrative affairs of the Association shall be managed by a Committee consisting of President, two Vice-Presidents, a General Secretary, Joint Secretary, Treasurer and nine other members elected from among the members except Associate Members and it shall be known as Executive Committee. A member of the Executive Committee shall be elected in the Annual General Body Meeting from among members and he shall hold office for one year from the date of election.
 - ii. Any member who has not paid the annual subscription before the 24th December of the previous year shall not be eligible to contest for the Executive Committee or to vote in the General Body Meeting.
 - iii. The President shall have power to nominate any person as Honorary Warden and he shall become Ex-officio member of the Executive Committee with right to vote.
16. DISQUALIFICATION FOR BEING A MEMBER OF THE EXECUTIVE COMMITTEE
- i. If any member of the Executive Committee after election suffers any of the disqualifications mentioned in Clause 11 above, he shall be removed from the membership of the said Committee by a resolution passed in the Executive Committee after providing a reasonable opportunity to the member concerned for defending himself. After such removal, if any, the President may co-opt any member in his place.
 - ii. Any member of the Executive Committee who does not attend three consecutive meetings without leave of absence of the said Committee shall cease to be a member of the said Committee.
 - iii. The Executive Committee is empowered to fill up by Co-opting a qualified member to any casual vacancy arising out

of death or resignation arising in the Executive Committee. Similarly, the Executive Committee is empowered to co-opt any qualified member in the place of the elected member who has ceased to be a member of the Executive Committee by virtue of non-attendance as set out above.

- iv. A retiring member of the Executive Committee shall be eligible for re-election. But no member of the Executive Committee shall hold office for more than 5 years consecutively or for more than 5 terms in each post.

17. POWERS OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall exercise all the duties and powers cast upon it under these Bye-laws. In addition to the above, it is open to the Executive Committee to expel from Membership any member suffering from any of the disqualification mentioned in clause 11 above after admission and expel members in case of default in payment of lodging, boarding or other dues to the Association.
- ii. The Executive Committee shall also have powers to expel a member for reasons which in the opinion of the Executive Committee constitutes a misconduct on the part of the concerned member provided that there shall be no expulsion under this provision until and unless a reasonable opportunity has been given to the concerned member to explain.
- iii. The Executive Committee shall, subject to the Superintendence and control of the General Body, have the powers to borrow loans from Commercial Banks or other Financial Institutions and execute the necessary documents and carry out all other acts incidental thereto.
- iv. The Executive Committee shall be responsible for the general compliance of the provisions of the Tamil Nadu Societies Registration Act 1975.
- v. The decisions of the Executive Committee shall be by a resolution passed unanimously or by a simple majority in its meeting.

vi. The Executive Committee shall meet as often as may be necessary for transacting the business of the Association. However, the Committee shall meet atleast once in two months.

vii. The quorum for the Executive Committee shall be five.

viii. The Executive Committee shall be presided over by the President or in his unavoidable absence, the Vice-President in accordance with seniority. If both the President and the Vice-Presidents are unavoidably absent, the senior most member present may preside over the meeting.

ix. The Executive Committee shall have powers to invest the fund of the Association, subject to the provisions contained in the bye-laws and the directions of the General Body in this regard.

x. The meeting of the Executive Committee shall be convened after notice of atleast 5 days.

xi. The minutes of the Executive Committee shall be recorded in the Minutes Book maintained for that purpose and shall be read and approved at the next meeting of the Committee immediately succeeding the earlier meeting.

xii. Any decisions of the Executive Committee shall be in the form of a Resolution.

xiii. Any urgent business of the Association may be decided at the discretion of the President by calling for meeting of Executive Committee at short notice.

PART-IV

GENERAL BODY

18. i. The General Body of the Association shall consist of all the members except Associate Members. There shall be atleast one General Body Meeting in a year.

ii. A special General Body Meeting may be convened by the President suo moto or on the written request of not less than 50 members thereof. The ordinary Annual General Body

Meeting shall be convened after notice of atleast 15 days and a special General Body Meeting shall be convened after notice of atleast 7 days.

- iii. The quorum for the General Body Meeting will be 50. If the quorum is not present at a General Body Meeting, then the meeting will be adjourned for 30 minutes after the appointed time and if a minimum of 50 members do not attend the meeting even then those present will constitute the quorum and the meeting will be valid under the rules.
 - iv. Every decision of the General Body other than that which has to be by a "Special Resolution" will be by means of a Resolution passed in the General Body Meeting by a simple majority.
19. i. The Agenda for the General Body Meeting shall be sent along with notice of the Meeting. No discussion or resolution, except those included in the Agenda, shall be ordinarily considered by the General Body. It is open to bring in any matter which is not in the Agenda by the special permission in this regard granted by the President in the General Body Meeting.
- ii. The Agenda shall contain separately, the Special resolution if any for consideration by the General Body.
20. Any matter concerning or pertaining to the immovable property of the Association shall be by means of a "Special Resolution".
- Explanation : "Special Resolution" shall have the same meaning as in Clause (j) of Sec. 2 of the Tamil Nadu Societies Registration Act, 1975.
21. Any member desiring to bring in a subject for the consideration by General Body shall send a copy of such subject to the General Secretary 30 days in advance and the General Secretary shall include the same in the Agenda Subject to approval by President.

PART-V

ELECTIONS

22. All contested elections shall be by secret ballot. The procedure of elections shall be formulated separately by the Executive Committee.
23. The ballot papers shall be prepared in advance with the seal of the Indian Officers' Association and the facsimile of the signature of the General Secretary and distributed only to the valid members of the General Body for each election.

PART-VI

MISCELLANEOUS

24.
 - i. The General Secretary shall be responsible for preparing and filing annual and other statements to the Registrar.
 - ii. The treasurer shall be responsible for receipts and expenditure account and balance sheet.
 - iii. The custody of the records of the Association shall be responsibility of the General Secretary.
 - iv. The day-to-day business shall be the responsibility of the General Secretary.
25.
 - i. The Executive Committee may constitute Sub-Committees to look after any specific functions of the Association.
 - ii. The Sub-Committee formed shall have its own minutes book in which the minutes of its meetings shall be recorded and signed by the members of that Committee.
 - iii. Any recommendation or suggestion of any such Committee to the Executive Committee shall be by means of a written communication.
26. The financial year of the Association shall be from April to March and the accounts of the association shall be audited by a Chartered Accountant appointed by the General Body on the recommendation of the Executive Committee. The Balance Sheet along with the statement of Receipts and Payments

Account and Income and Expenditure Account as audited by the Auditor shall be placed in the General Body Meeting.

27. The Executive Committee may appoint such members of staff as necessary to carry on the day to day business of the Association.
28. These bye-laws after coming into force can be amended only by the General Body by Special Resolution.
29. These bye-laws shall be in supercession of all other Rules and / or bye-laws.
30. These bye-laws will come into force on and from the date of approval by the General Body and registering of the same by the Registrar of Societies.
31. In case of winding up / dissolution, the net funds would be transferred to institution having similar objects and enjoying Exemptions U/s. 11 and 80 G of the Income Tax Act, 1961;
32. Any amendment to the bye-laws would be carried only with the approval of Director of Income Tax (Exemptions);
33. The activities would be confined to the territory of India;
34. The funds of the Association would be utilised only towards the object and no portion of it would be distributed in any manner to the persons defined in section 13(1)(c) of the Income Tax Act, 1961.
35. The funds of the Association would be invested as per section 11(5) of the Income Tax Act 1961;
36. The funds of the Association would not be applied for any religious purposes or given to religious institutions;
37. Acquisition / alienation of immovable property shall be done with prior approval of the Director of Income Tax (Exemptions), Chennai.

R. POORNALINGAM, I.A.S.,
PRESIDENT

R. SELLAMUTHU, I.A.S.,
GENERAL SECRETARY