

**Special Resolution for amending the Memorandum of Association and bylaws of Amar Seva Sangam by the 42nd Annual General Body of Amar Seva Sangam in the meeting held on September 24th, 2022 at 11:00 AM in Amar Seva Sangam premises**

**Agenda item: 9 (Nine)**

Over the last four decades Amar Seva Sangam's activities have increased and diversified many folds. The current legal requirements also have undergone changes. Therefore, there is a need to amend the main objectives and the working rules of Amar seva Sangam in the form of amendments to the Memorandum of Association and the bylaws. Devolution of powers and delegation of authority as envisaged under resolution 173/5.7 of the Executive committee also need to be incorporated in the bylaws of the organization. This will make the constitution of Amar Seva Sangam robust, in alignment with current challenges and opportunities and make it contemporary for several years to come.

Therefore, the following special resolution which was passed in the 173<sup>rd</sup> Executive Committee of Amar Seva Sangam held on 13<sup>th</sup> Aug 2022 at 11AM in Amar Seva Sangam premises, and recommended as a SPECIAL RESOLUTION for the 42<sup>nd</sup> Annual General Body meeting of Amar Seva Sangam was considered by the Annual General Body in the meeting held on 24th Sep 2022 at 11AM for carrying out the amendments to the Memorandum of Association and the bylaws of Amar seva Sangam

IN appreciation of the purpose and necessity of the amendments and to give effect to the same, the following resolution was passed unanimously as a SPECIAL RESOLUTION to amend the objectives and other provisions of the Memorandum of Association and various provisions in the bylaws of Amar Seva Sangam as follows

"IT WAS HEREBY UNANIMOUSLY RESOLVED to amend the Memorandum of Association and Bye Laws of Amar Seva Sangam as given in Annexure 173/7.1(J) as a SPECIAL RESOLUTION"

## **Annexure 173/7.1(J)**

### **MEMORANDUM AND BY-LAWS OF AMAR SEVA SANGAM**

#### **MEMORANDUM OF AMAR SEVA SANGAM**

*dated December 21<sup>st</sup>, 1997 and as amended on September 24<sup>th</sup>, 2022<sup>1</sup>*

<sup>1</sup> Amended and re-stated via special resolution passed at the Annual general meeting held on September 24<sup>th</sup>, 2022

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REGISTER NO *90/2023*

*Sankara Raman*  
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**SECRETARY**  
**AMAR SEVA SANGAM**  
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(Original in Tamil Language)

1. Society's Name: **Amar Seva Sangam, Ayikudy.** to be referred as "Amar Seva Sangam".
2. Society's Objectives:
  - (a) To work for the development of education.
  - (b) To help persons with disability, vulnerable students, orphans and aged persons.
  - (c) To provide early intervention for children with developmental delays and disabilities, rehabilitation, education including special education, inclusive education, higher academic education, skill development, livelihood opportunities, socio economic development, employment opportunities, and empower them in the society.
  - (d) To establish institutions for developing rehabilitation professionals particularly in the field of physiotherapy, occupational therapy, speech therapy, special education, nursing, caregiving and various other allied courses in the field of rehabilitation of persons with disabilities and for providing relief to general public.
  - (e) To establish centres for excellence in training, capacity building, research and knowledge development in the field of disability rehabilitation and management, on various domains, publish papers in this regard, and develop partnerships with NGOs, government, funding agencies, grant organisations, corporate and other stakeholders in the Society.
  - (f) To innovate, develop, and promote technologies, models and products for rehabilitation of persons with disabilities.
  - (g) To procure, manufacture and distribute assistive devices for the benefit of persons with disabilities.
  - (h) To develop and secure intellectual property rights and license them to other organizations or individuals for the benefit of persons with disabilities.
  - (i) To secure the data collected during the course of the Society's operations.
  - (j) To provide medical and health facilities or assistance to public.
  - (k) To ensure family welfare.
  - (l) To provide relief to the victims of natural disasters like flood, fire, cyclone etc.
  - (m) To promote the welfare of women.
  - (n) To provide medical, hospital, Therapeutic and health services to the general public

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3. Original Subscribers to the Memorandum:


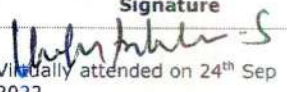

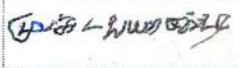





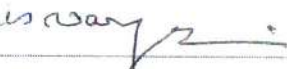



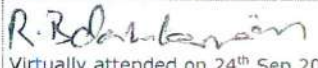

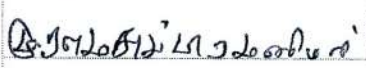
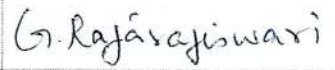
No.	Name	Father's Name	Address	Occupation	Designation
1.	S. Ramakrishnan	R. Sivasubramanian	50, East Street	Agriculture	President
2.	K. Chidambaram	Kuthalinga Karayalar	Krishnan Kovil Street, Ayikudy	Mason	Vice-President
3.	H.Ganapathy Vaithy	Harihara Subramanian	81, East Street, Ayikudy	Agriculture	Secretary
4.	Mohan	Pitchu Iyer	East Street, Ayikudy	Priest	Join-Secretary
5.	Sivasubramanian	Ramakrishna Iyer	50, East Street, Ayikudy	Agriculture	Treasurer
6.	Rajaram	Pitchumani	72, East Street, Ayikudy	Agriculture	Executive Committee Member
7.	P. Ramasamy	Pulimadan Karayalar	North Street, Ayikudy	Agriculture	Executive Committee Member

We, the undersigned to the Memorandum do hereby, solemnly join together to form a "Society" under Section 4 of the Tamil Nadu Societies Registration Act, 1975 read with rules made thereunder.

*P.M. Subaidha*  
*02.08.2023*  
 P. M. SIVASUBRAMANIAN, B.A.  
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*S. Sankara Raman*

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Name	Designation	Signature	Name	Designation	Signature
Sri.S.Ramakrishnan	President		Sri.S.Venkatakrishnan	General Body Member	 Virtually attended on 24 <sup>th</sup> Sep 2022
Dr.K.Murugiah	Vice-President		Sri.M.Sudalaiyandi	General Body Member	
Sri.S.Sankara Raman	Secretary		Sri.N.Alagappan	General Body Member	
Sri.Visvanathan Ganesan	Jt. Secretary		Sri.C.Sri Shankarsharma	General Body Member	
Smt.S.Pattammal	Treasurer		Sri.A.S.Narayanan	General Body Member	
Sri.S.Anbu Ramesh	Committee Member		Mr.V.O.C.S.Chidamabaram	General Body Member	 Proxy given to S Sankara Raman
Shri.T.V.Subramanian	Committee Member		Sri R.Balasubramanian	General Body Member	 Virtually attended on 24 <sup>th</sup> Sep 2022
Sri.S.S.Kandaswamy	Committee Member		Sri.T.Prakash	General Body Member	Did not attend
Mr. SRS Ayyar	Committee Member	 Virtually attended on 24 <sup>th</sup> Sep 2022	Prof.R.Krishnamoorthy	General Body Member	Did not attend
Sri.M.Ramasubramanian	General Body Member		Sri.M.R.Srinivasan	General Body Member	Did not attend
Smt.G.Rajarajeswari	General Body Member				

Witness

(1) Shri. K.Krishnapillai  
16/29 Arumugampillai Servaikkaran Street,  
Schencottai 627809

(2) Shri.K.M.Shanmugam  
5-204A, Bharathiar Street  
Kadayam 627415

Date: 24<sup>th</sup> September 2022  
Place: Ayikudy

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**BY-LAWS OF AMAR SEVA SANGAM**

*dated December 21<sup>st</sup>, 1997 and as amended and restated on September 24<sup>th</sup>, 2022<sup>2</sup>*

1. **Society's Name:**

Amar Seva Sangam, (hereinafter referred to as the “**Society**”) which is a society registered under Section 4 of the Tamil Nadu Societies Registration Act, 1975 (“**Act**”) read with rules made thereunder.

2. **Address:** 7-4-104 B, Sulochana Gardens, Tenkasi Road, Ayikudy – 627852.

3. **Date of registration:** 01 June 1981

4. **Registration number:** 16/1981

5. **Jurisdiction of the Registrar:** Tenkasi

6. **Business hours:** 9 a.m. to 5 p.m. from Monday to Friday.

7. **Objects of the Society:**

- (a) To work for the development of education.
- (b) To help persons with disability, vulnerable students, orphans and aged persons.
- (c) To provide early intervention for children with developmental delays and disabilities, rehabilitation, education including special education, inclusive education, higher academic education, skill development, livelihood opportunities, socio economic development, employment opportunities, and empower them in the society.
- (d) To establish institutions for developing rehabilitation professionals particularly in the field of physiotherapy, occupational therapy, speech therapy, special education, nursing, caregiving and various other allied courses in the field of rehabilitation of persons with disabilities and for providing relief to general public.
- (e) To establish centres for excellence in training, capacity building, research and knowledge development in the field of disability rehabilitation and management, on various domains, publish papers in this regard, and develop partnerships with NGOs, government, funding agencies, grant organisations, corporate and other stakeholders in the Society.
- (f) To innovate, develop, and promote technologies, models and products for rehabilitation of persons with disabilities.
- (g) To procure, manufacture and distribute assistive devices for the benefit of persons with disabilities.

<sup>2</sup> Amended and re-stated via special resolution passed at the Annual general meeting held on September 24<sup>th</sup>, 2022

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- (h) To develop and secure intellectual property rights and license them to other organizations or individuals for the benefit of persons with disabilities.
- (i) To secure the data collected during the course of the Society's operations.
- (j) To provide medical and health facilities or assistance to public.
- (k) To ensure family welfare.
- (l) To provide relief to the victims of natural disasters like flood, fire, cyclone etc.
- (m) To promote the welfare of women.
- (n) To provide medical, hospital, Therapeutic and health services to the general public.

8. **Activities of the Society in furtherance of its objectives:**

To achieve its goals by applying funds collected through members' fees, contributions from public, contributions and donations from domestic and international institutions, and through grants from any Central, State or Local Government.

9. **Chairman:**

Subject to applicable laws:

- (a) Mr. S. Ramakrishnan shall be the Founder Chairman of the Society for his lifetime ("Founder Chairman"); and
- (b) S. Sankara Raman shall be the Promoter Co-chairman of the Society for his lifetime ("Promoter Co-chairman").

10. **Persons to or by whom legal notices can be served:**

The President and the Secretary of the Society, as appointed from time-to-time, are hereby severally empowered to (i) receive or serve legal notices and conduct legal proceedings for or on behalf of the Society, including, without limitation, in connection with Society's property rights or other actionable claims for or on behalf of the Society; and (ii) to give directions with regards to the activities of the Society.

11. **Enrolment of members in the General Body of the Society:**

- (a) Any person above the age of 21 and who has faith and allegiance to the Society's objectives and who undertakes to obey the rules and regulations of the Society is eligible to become a member of the Society ("**General Body**").
- (b) Any person desirous of becoming a member after 01 April 1994 should have the following minimum qualifications:
  - (i) he/she should not have been declared as undischarged insolvent prior to applying for membership in the Society.

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- (ii) he/she should not have been convicted of any offence involving moral turpitude by any court of Law.
  - (iii) he/she should not be a person of unsound mind.
  - (iv) he/she should have a proven record of integrity and standing in society.
  - (v) he/she should have paid the admission fee, the annual subscription fee, and such other fees as may be prescribed by the Executive Committee (*defined below*) from time-to-time.
- (c) The Executive Committee (*defined below*) either of its own accord, or on receipt of an application from a person to become a member of the General Body, shall recommend such persons as it deems fit to be members of the General Body of the Society with or without attaching any condition in relation to payment of membership fees.
- (d) While recommending such persons or while considering applications received by it, the Executive Committee should satisfy itself that the person can contribute to the overall betterment of the goals of the Society and has a proven track record of integrity. The Executive Committee may also consider persons who have rendered and continue to render voluntary services in various parts of the country in furtherance of the Society's objectives and also those who are recommended as Chief Patron, Patrons, and persons of special status by the President or the Secretary. Such recommendations by the President or the Secretary should be scrutinized by the Executive Committee and if found appropriate, recommend their names to the General Body.
- (e) Within one month from the date of receipt of such recommendation(s), from the Executive Committee as in Clause 11(c) or 11(d) above, the Secretary shall call for the General Body meeting.
- (f) The General Body shall vote to make such recommended persons as member(s) of the Society unless, in the opinion of the majority of the General Body, such recommended persons fail to satisfy the minimum qualifications as under Clause 11(b).
- (g) Notwithstanding any other provisions of these By-laws, no person will be recommended to the General Body by the Executive Committee or be made a member of the Society by the General Body without the written consent of the Founder Chairman and the Promotor Co-Chairman. It is clarified that if one of them is permanently incapacitated due to any infirmity affecting their mental capacity to make decisions in this regard, consent of the other person for this purpose will be sufficient.
- (h) No General Body member other than the Founder Chairman and Promotor Co-Chairman will be permitted to recommend or second, more than two persons for membership in the General Body memberships in their respective tenures.

## 12. Payments of Membership Fees:

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- (a) Every General Body member shall make payment of such membership fees at such intervals, as may be prescribed by the Executive Committee.
- (b) The Executive Committee will decide the different categories of membership fees which may be applicable, and which can include, without limitation, a one-time fee and/or a lifetime fee and/or an annual membership fee.
- (c) The Executive Committee shall also fix the quantum of each type of fess, as it deems fit from time to time.

13. **Removal of Members and Grievance Redressal Procedure:**

- (a) If at any point of time, any General Body or Executive Committee member:
  - (i) is declared as undischarged insolvent; or
  - (ii) has been convicted of any offence of moral turpitude under any court of Law; or
  - (iii) has become mentally unsound; or
  - (iv) is deceased; or
  - (v) has been found guilty by the Executive Committee for any act of indiscipline or inappropriate conduct or indecent behavior, misfeasance, malfeasance, or misrepresentation detrimental to Society's image and standing;

then the Executive Committee can remove such member from the list of members of the Society.

- (b) If a General Body member has failed to pay the membership fees within the prescribed time limit as fixed by the Executive Committee, then the Secretary will send reminder letters for the same. If the member doesn't respond to the reminders, then the Executive Committee may declare him as "Disinterested Member" and if such member still has not cleared all arrears within one year from being declared a Disinterested Member, then the Executive Committee may remove his name from the list of members.
- (c) If a person who is a member of the Executive Committee is removed from the membership of the General Body for any reason, he will also cease to be member of the Executive Committee.
- (d) If for any reason the number of General Body members falls below seven then to fill the vacancy/vacancies, the Executive Committee shall, with the prior written consent of Founder Chairman and Promotor Co-Chairman, appoint any person or persons who is/are not disqualified under Clause 11(b) to be enrolled as a General Body member as is necessary to make the strength to seven members and he/she will automatically become a member of the General Body.
- (e) It is clarified that, if either the Founder Chairman or the Promoter Chairman is permanently incapacitated due to any infirmity affecting their mental capacity to make decisions in this

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regard, consent of the other person for this purpose will be sufficient. However, if both the Founder Chairman and Promotor Co-Chairman are permanently incapacitated due to any infirmity affecting their mental capacity to make decisions in this regard, then the Executive Committee members shall by passing a special resolution, appoint any person or persons who is/are not disqualified under Clause 11(b) to be enrolled as a General Body member as is necessary to make the strength to seven members and he/she will automatically become a member of the General Body.

**14. Members rights, obligations and privileges:**

- (a) Members shall have the right to give suggestions for the growth and success of the Society.
- (b) Members shall be obligated to facilitate the Society in accomplishing the objectives mentioned in the Memorandum.
- (c) Members have the privilege to serve the Society in spirit of 'Live to Serve'.

**15. Constitution of the Executive Committee, qualifications, tenure of its members and the manner, in which the Society shall transact its business activities:**

- (a) The General Body will elect minimum 7 members for the Executive Committee ("*Executive Committee*") as follows:
  - (i) President;
  - (ii) Vice-President;
  - (iii) Secretary;
  - (iv) Joint-Secretary;
  - (v) Treasurer; and
  - (vi) Two or more other committee members, in such a way that the total strength of the Executive Committee does not exceed 9 members.
- (b) The members of the Executive Committee shall be appointed at the General Body meeting of the Society by a special resolution of a majority of the members present and entitled to vote thereat and subject to the provisions of Clause 16 below.
- (c) Qualifications: The member should not have been disqualified under Clause 11(b) above.
- (d) The tenure of the members of the Executive Committee is three years from the date of their appointment.
- (e) The General Body members can re-elect an out-going member of the Executive Committee. Therefore, the Executive Committee members shall be eligible for re-appointment and such re-appointment shall be subject to Clause 16 below.
- (f) The Executive Committee shall meet at least four times in a year at the place, date and time decided by its members.
- (g) At least 7 days written notice has to be served to the members of the Executive Committee by the Secretary mentioning therein the date, place and agenda of the meeting. In the event of an emergency, 3 days' prior notice shall be sufficient, if 3/4<sup>th</sup> of the members of the Executive Committee provides their written consent to such shorter notice.

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- (h) Quorum for the Executive Committee meeting shall be 5 members present at the start and throughout the duration of the meeting. It is clarified that as long as the Founder Chairman and / or Promoter Co-Chairman is / are the members of the Executive Committee, no quorum for an Executive Committee meeting shall be constituted unless either of them is present and voting in-person or virtually, at the start of, and throughout the duration of, each such Executive Committee meeting. In the absence of the Founder Chairman and the Promoter Co-Chairman, their prior written consent, shall be obtained to conduct the meeting and discuss the matters in the agenda. No matter outside the agenda items can be introduced or discussed in such a meeting where both the Founder Chairman and the Promoter Co-Chairman are not present. If the quorum is not present within one hour, then the members present shall, after signing the minutes, adjourn the meeting to another day.
- (i) The Executive Committee, apart from dealing with all administrative matters, shall also consider the receipts and payments for the last 3 months which shall be verified and endorsed by one member of the Executive Committee. The Executive Committee members can also advice on how the Society's funds can be deployed. The Executive Committee members shall work in concert with General Body members.
- (j) The decisions taken by the Executive Committee shall be circulated by the Secretary among the Executive Committee members. The decisions to be taken at any General body meeting will be first decided by the Executive Committee and presented before the General Body with Executive Committee's recommendations.
- (k) Members absent from Executive Committee meeting shall take prior leave of absence in writing from the President or the Secretary.

**16. Additional rights of Mr. S Ramakrishnan and Mr. S Sankara Raman as the Founder Chairman and the Promotor Co-Chairman, respectively:**

- (a) Subject to applicable laws, and as set out in Clause 15(h) above, as long as the Founder Chairman and / or Promoter Co-Chairman is / are the members of the Executive Committee, no Executive Committee meeting or a General Body meeting will be held in the absence of the Founder Chairman and the Promotor Co-Chairman. At least one of them must participate in the Executive Committee meeting or a General Body meeting, as the case maybe, either in person or virtually. In case both are absent from the Executive Committee meeting or a General Body meeting for any reason, they shall provide their prior written consent to hold such meeting in their absence, without which the meeting will be considered void ab initio.
- (b) Notwithstanding anything contained in Clause 16(a) above, and subject to applicable laws, the Affirmative Vote Matters (as listed below), shall not be taken up for discussion or voted upon in an Executive Committee meeting or a General Body meeting unless:
  - (i) the Affirmative Vote Matter was part of the original notice of the said meeting; and
  - (ii) the Founder Chairman and the Promotor Co-Chairman (along with the votes of the members representing the relevant majority required under the Act for passing such matters, if any), have either provided their affirmative vote at the Executive Committee meeting or a General Body meeting or written consent (prior to such Executive Committee meeting or a General Body meeting) to pass such Affirmative Vote Matters.

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- (c) Affirmative Vote Matters pertaining to an Executive Committee meeting and a General Body meeting shall mean the following:
- (i) Enrolling or removing a General Body member;
  - (ii) Disqualification of a General Body member;
  - (iii) Removing or disqualifying a member from Executive Committee or change in the composition, proposing or seconding any person to the Executive Committee;
  - (iv) Change in the rights, obligations and privileges of the members of the General Body and Executive Committee;
  - (v) Amending the Memorandum or the By-laws of the Society;
  - (vi) Change of name and/or the registered office of the Society;
  - (vii) Registration of property in the name of the Society;
  - (viii) Investing the fund of the Society, other than those investments that are made in the ordinary course of activities of the Society;
  - (ix) Dissolution, winding-up, amalgamation and division of the Society;
  - (x) Any rights contained in Clauses 11(g), 13(d), 13(e) and 17(f)(i); and
  - (xi) Encumbering the assets of the Society by way of creation of mortgage, charge, lien, so on and so forth (excluding the encumbrance(s) created on the fixed deposits for obtaining bank credits / overdraft facilities or any other routine operational purposes).
- (d) In the event, the Founder Chairman and the Promotor Co-Chairman cease to be the member(s) of the Executive Committee at any time during their lifetime, they shall continue to be entitled to attend all the Executive Committee meetings and to receive all notices and other communications given to the members of the Executive Committee, attend such meetings and provide their guidance. However, they shall not be entitled to vote at any such Executive Committee meeting.
- (e) The Founder Chairman and the Promotor Co-Chairman shall represent the Society for purchasing any properties or things for the Society and shall jointly appear for registration of property. The Founder Chairman and the Promotor Co-Chairman may, with the prior approval of the General Body, through a special resolution, seal, mortgage or create encumbrance on the Society's assets.
- (f) The additional rights given to the Founder Chairman and the Promotor Co-Chairman under this Clause 16 and under the By-laws, will lapse in relation to the Executive Committee meeting or a General Body meeting as the case maybe (i) after the lifetime of both of them; or (ii) when they cease to be members of the Executive Committee or General Body, as the case maybe for any reason; or (iii) when it becomes impossible for them to implement due to permanent incapacity arising out of any infirmity affecting their mental capacity to make decisions in this regard, consent of the other person for this purpose will be sufficient. It is clarified that the surviving person will continue to enjoy the rights set out in this Clause 16 till his lifetime or till he ceases to be a member of the Executive Committee or a General Body, as the case maybe, or till it becomes impossible for him to implement due to permanent incapacity arising out of an infirmity affecting their mental capacity to make decisions in this regard. Once lapsed this right cannot be transferred to the new incumbent.
- (g) For the purpose of these By-laws, it is hereby clarified that the General Body Meeting includes both, Annual General Body Meeting (*defined below*) and Extraordinary General Body Meeting (*defined below*) as set put in Clause 26 and 27 below.

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## 17. Administrative Responsibilities:

### (a) **President**

The President shall chair the General Body and Executive Committee meetings. All responsibilities of the Society shall be borne by the President. He/she shall manage the funds and advice on effective functioning of the Society. Further, the President has the option to cast vote where votes in favour and against a resolution happened to be equal. But where the votes are not equally split or where the resolution relates to amendments to the Memorandum or By-laws, the President is entitled to his/her own single regular vote only.

### (b) **Vice President**

The Vice President will discharge the functions of the President temporarily during the President's absence.

### (c) **Secretary**

The Secretary will be responsible to (i) look after Society's administration in consultation with the President; (ii) maintain, make and safeguard all records under the Act; (iii) implement the decisions of the General body and the Executive Committee; (iv) send notice of meetings with file copies to the members; (v) maintain correspondences; (vi) discharge responsibilities under these By-laws wherever found; (vii) receive, issue receipts to members for fees and to maintain receipts and payments register; (viii) to open any bank savings, commercial, current and /or fixed deposits accounts in the name of the Society; and (ix) to carry out such other responsibilities as may be required from time to time.

### (d) **Joint-Secretary**

The Joint Secretary will discharge all the duties of the Secretary temporarily during the absence of the Secretary.

### (e) **Treasurer**

The Treasurer is the guardian of the Society's funds. He will (i) implement the investment decisions of the Executive Committee; (ii) be responsible for opening any bank savings, commercial, current and /or fixed deposits accounts in the name of the Society; and (iii) be responsible to carry out such other responsibilities as may be required from time to time.

### (f) **Vacancy in the Executive Committee**

- (i) If any vacancy arises in the Executive Committee due to resignation, death or other reasons during the regular tenure of the Executive Committee member, then to fill the vacancy/vacancies, the Executive Committee members shall with the consent Founder Chairman and Promotor Co-Chairman, by way of passing a special resolution, appoint a General Body member to fill up the casual vacancy who shall hold office from the date of such appointment till the conclusion of the ensuing annual general meeting. It is clarified that, if amongst the Founder Chairman or Promotor Co-Chairman, one of them is permanently incapacitated due to any infirmity affecting their mental capacity to make decisions in this regard, consent of the other person for this purpose will be sufficient.
- (ii) However, if both the Founder Chairman and Promotor Co-Chairman are permanently incapacitated due to any infirmity affecting their mental capacity to make decisions in this regard, then the Executive Committee members shall by passing a special

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**SECRETARY**  
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resolution, appoint a General Body member to fill up the casual vacancy who shall hold office from the date of such appointment till the conclusion of the ensuing annual general meeting.

- (iii) On and from the date of conclusion of such annual general meeting, the General Body members may either decide to continue the same person to hold the office or elect another General Body member to hold office till the expiry of the tenure of the original Executive Committee member.
- (iv) No General Body or Executive Committee member other than the Founder Chairman and Promotor Co-Chairman will be permitted to recommend or second, more than two Executive Committee members during his/her tenure.

**18. Preparation and filing of records, annual returns or other statements:**

- (a) The accounting year begins on 01 April of every year and ends with 31st March next year. At the end of each accounting year receipts and payments account and balance sheet for the year shall be prepared.
- (b) Within 6 months after the expiration of each financial year, the members shall place before the general meeting the receipts and expenditure account and the balance sheet together with the report referred to in Section 16(3) of the Act, duly signed by the auditor or the members appointed under Section 16(1) of the Act and the members of the Executive Committee.
- (c) On getting the approval of the General Body all the approved documents and copies hereof together with the declaration under Rule 20 of the Tamil Nadu Societies Registration Rules, 1978, shall be filed with the Registrar (*as defined under the Act*) as per Section 16(3)(b) of the Act within six months after the date of such general meeting.
- (d) The extract of the list of members from the register of members as on 31st March every year shall be taken and filed with the Registrar as per Section 16 of the Act within two months of the Annual General meeting.
- (e) A declaration at the end of every accounting year that the Society has been carrying on business or has been in operation during the financial year as per Section 16 of the Act shall be furnished within two months of the Annual General Meeting.
- (f) Any change in composition among the members of the Society shall be intimated to the Registrar in Form VII within 2 months from the date of such change. The notice of change among the members of the Executive Committee shall be accompanied by the resolution of the meeting, if any, effecting such change.
- (g) Any change in the address shall be intimated within one month of the change to the Registrar by paying necessary fees in Form V.
- (h) Any amendment to the Memorandum or the By-laws has to be made by General body as a special resolution and the same shall be intimated to the Registrar in duplicate with due fees within 15 days of the amendment.

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- (i) Any property purchased or mortgaged by or on behalf of the Society shall be intimated to the Registrar in Form VIII or Form IX with necessary information, within one month from the date of creation or from the date of acquisition of such property.

**19. Audit of accounts and balance sheet, and the person(s) appointed to do such audit:**

- (a) The Society shall keep proper books of accounts and at the expiration of each financial year, prepare a receipt and expenditure account and a balance sheet and shall cause them to be audited by an auditor or by two or more members of the Society (not being members of the Executive Committee), appointed by the Society and possessing the prescribed qualifications as set out under the Act and as amended from time-to-time.
- (b) The auditor appointed under Clause 19(a) above, shall be a member of the Institute of Chartered Accountants of India constituted under the Chartered Accountants Act, 1949.

**20. Copies or extracts of Society's By-laws, receipts and payments account, balance sheet etc.:**

- (a) Members of the Society who are desirous of copies of the By-laws of the Society, receipts and expenditure account, balance sheets or any other documents shall be furnished with copies of the same on application together with a fee of INR 1 paid by the members to the Secretary.
- (b) Members are at liberty to inspect free of cost any documents pertaining to the Society during the working hours of the Society with the permission of the Secretary.

**21. Imposition of fine, if any, for any breach of the provisions of By-laws:**

If any member of the Executive Committee or General Body or any officer of the Society or any other person associated with the Society:

- (a) Breaches the provisions of the Memorandum or these By-laws;
- (b) Defaults in complying with the requirements of the Act, rules or other regulations of the Society or contravenes any of the provisions thereof, or acts detrimental to the interests of the Society;
- (c) Knowingly becomes a party to the default or contravention set out in Clause 21(a)(i) above;
- (d) Willfully makes or causes to be made any false entry in, or any omission from, any register, account, balance sheet, or other document, required by the Act to be maintained by the Society,

such person shall be punishable (i) in the manner prescribed under the Act and rules made thereunder, as amended from time-to time; and (ii) with a fine of INR 1000 to 5000, which shall be paid to the Society within 30 working days.

**22. Mode of custody, application and investment of the funds of the Society and the extent and conditions of such investment:**

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- (a) The Treasurer or the Secretary of the Society can open any bank savings, commercial, current and /or fixed deposits accounts in the name of the Society. The cheques issued should be signed jointly by both the Treasurer and the Secretary for operations and only the jointly signed cheques are to be honoured by the banks from the date of amendment of this By-laws.
- (b) The Executive Committee may invest the unutilized funds of the Society in the manner as it deems fit. Further, such investments, shall be made by cheque or cash in any bank or in approved private institutions or in post office or can be invested in any eligible investment by way of deposit or new account. The maximum cash balance that can be in hand is Rs.10,000/- and any excess should be deposited in the bank. Where under exceptional circumstances the cash balance is above Rs.10,000/- the same with reasons should be presented before the Executive Committee and be approved by the Executive Committee.
- (c) Where it is found necessary, the Secretary together with such other person as may be decided by the Executive Committee, open any bank account as above to be signed and operated by him/her alone on behalf of the Society.
- (d) Wherever it is found necessary the Secretary can jointly open any bank account as above with such other person who may be an Executive Committee member or a General Body member of the Society, in order to be signed and operated jointly by the Secretary and such other person on behalf of the Society.
- (e) When any bank account is opened under this Clause 22, the account shall be operated within such limits as may be decided by the Executive Committee from time to time.
- (f) Where any bank account is opened in the name of the Society the details about the accounts shall be intimated to all Executive Committee members of the Society by the Secretary. If the Executive Committee members desires to have the bank accounts closed or the terms modified, the Secretary shall immediately do the needful. For this purpose, the Secretary shall obtain the consent of the Executive Committee by circulation.

#### 23. Application of funds of the Society:

- (a) The Society has the power to spend out of its funds such sums as it thinks fit on purposes authorized by the Act or the by-laws.
- (b) No part of the funds of the Society (save those funds earmarked specifically for the purpose of making provision for a dependent of a deceased or disabled member) shall be divided by way of bonus or dividend or otherwise among the members of the Society.
- (c) Provided that payment may be made from such earmarked funds to a dependent of a deceased or disabled member of a registered Society, subject to such limits, if any, prescribed by the Executive Committee from time-to-time.

#### 24. Borrowing Powers:

- (a) Subject to the provisions under Clause 16 of these By-Laws, the President, or the Secretary under the guidance of the President is empowered to borrow funds from any Nationalised Bank or Banks coming under the purview of the Reserve Bank of India Act, 1934 or from any

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*[Signature]*  
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Financial Institutions coming under the control of the Reserve Bank of India any amount as may be considered essential and expedient for the effective functioning of the Society and in the process may mortgage or assign any property of the Society.

- (b) For this purpose, the President, or the Secretary under the guidance of the President may enter into any contract, issue promissory notes, draw cheques or hundies or any other negotiable instruments and also pay interest and repay loans as mandated by such contracts, promissory notes or other negotiable instruments.
  - (c) The President or the Secretary under the guidance of the President can buy or sell properties or create any mortgage or encumbrance or any charge on any property belonging to the Society in the name of the Society.
  - (d) Any such loans or moneys borrowed shall be utilised exclusively for the main objectives of the Society and no money should be utilised for any personal benefits other than the objectives of the Society and no brokerage or commission will be paid for such moneys borrowed.
  - (e) The Society may also open loan accounts for this purpose to be operated by the Secretary with such other persons as per the provisions of Clause 22 of these By-laws. Provided that nothing shall be done by the President or the Secretary under this clause without the prior approval of the Executive Committee in this regard.
25. Arrangements for transaction of day-to-day business of the Society, the expenditure to be incurred therefor, the staff to be employed and the condition of service of such employees:

Employees can be appointed, to look after the Society's documents, receipts, payments and the rest of the work, like records of everyday activities, etc., by the Executive Committee, at a salary decided by the Executive Committee.

26. Annual General Meetings ("AGM"):

- (a) The AGM of the Society shall, subject to the provisions of applicable laws, be held in every financial year within six months from the end of the relevant financial year, on a date, place and time as may be decided by the Executive Committee, so that for the count of every financial year there is one AGM;
- (b) Further, if for any reason, the Society is unable to hold the AGM within the timeline set out in Clause 26(a) above, then such AGM shall be held within an extended period as may be prescribed under the applicable laws.
- (c) Quorum for the AGM shall be 5 members present at the start and throughout the duration of the meeting. It is clarified that, subject to applicable laws, and as long as the Founder Chairman and / or Promoter Co-Chairman is / are the members of the General Body, no quorum for an AGM shall be constituted unless either of them is present and voting in-person or virtually, at the start of, and throughout the duration of, each such AGM. In the absence of the Founder Chairman and the Promoter Co-Chairman, their prior written consent, shall be obtained to conduct the meeting and discuss the matters in the agenda. No matter outside the agenda items can be introduced or discussed in such a meeting where both the Founder Chairman and the Promoter Co-Chairman are not present. If the quorum is

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not present within one hour, then the members present after signing the minutes shall adjourn the meeting to another day.

- (d) Notice shall be given to the members at least 21 days' before the day appointed for such for AGM. Further, notice shall be given either by local delivery, post, by circulation among members, by publication through press or through e-mail.
- (e) The notice shall also be affixed to the notice board of the Society.
- (f) The members can vote by way of in-person or virtual attendance.
- (g) Proxies will be counted towards quorum and shall be eligible to vote.

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**27. Extra-ordinary general meetings ("EGM"):**

- (a) The Executive Committee may call an EGM of the Society for dealing with any matter of urgency, within one month from the date of receipt of their requisition in writing from at least 3/4<sup>th</sup> of the members of the Society.
- (b) No EGM shall be deemed to have been duly called if the members of the Society have not been given prior notice of at least 21 days' before the day appointed for such EGM. Further, notice shall be given either by local delivery, post, by circulation among members, by publication through press or by e-mail.
- (c) The notice shall also be affixed to the notice board of the Society.
- (d) Quorum for the EGM shall be 5 members present. It is clarified that subject to applicable laws and as long as the Founder Chairman and / or Promoter Co-Chairman is / are the members of the General Body, no quorum for an EGM shall be constituted unless either of them is present and voting in-person or virtually, at the start of, and throughout the duration of, each such EGM. In the absence of the Founder Chairman and the Promoter Co-Chairman, their prior written consent, shall be obtained to conduct the meeting and discuss the matters in the agenda. No matter outside the agenda items can be introduced or discussed in such a meeting where both the Founder Chairman and the Promoter Co-Chairman are not present. If the quorum is not present within one hour, then the members present after signing the minutes shall adjourn the meeting to another day.
- (e) The members can vote by way of in-person or virtual attendance, on their own behalf.
- (f) Proxies will be counted towards quorum but are not eligible to vote.

**28. Objectives for which passage of the special resolution is necessary:**

- (a) All acts that are required to be approved by the members of a majority of not less than 3/4<sup>th</sup> of such members of the Society entitled to vote are present in person or virtually or by proxy (where proxies are allowed) at a general meeting of which a notice of not less than such period as may be prescribed in the By-laws and the Act read with rules made thereunder, is given, specifying the intention to propose the resolution as a special resolution, shall be passed by a special resolution.
- (b) Such special resolution shall be filed with the Registrar within three months from the date of passing of such resolution.

**29. Records to be Maintained by the Society and Inspection thereof by the Members:**

The exhibition of the following documents at the registered office of the Society during business hours, for inspection by its members, shall be free of charge:

- (a) Minutes of the proceedings of the meetings;
- (b) Register of members;

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- (c) Books of accounts as prescribed under the Act from time to time;
- (d) Memorandum; and
- (e) Copies of documents filed with the Registrar.

30. Miscellaneous:

- (a) All registers and accounts statements should be certified by a member of the Executive Committee to the effect that all the above said documents were true and correct to the best of his/her knowledge and belief.
- (b) None of the members has any right or ownership title in his/her individual capacity to the assets or funds belonging to the Society. All property, movable and immovable, belonging to a Society, whether acquired before or after its registration, if not vested in trustees, shall vest in the Executive Committee; and any such property may in any legal proceeding, be referred to as the property of the Executive Committee. Dissolution of the Society or vesting of administration to a single person would be done as per Section 41 of the Act.
- (c) The Income and funds of the Society will be utilized towards the objects of the Society. No portion of the Income will be utilized for payment to General Body members by way of profit, interest of Dividends.
- (d) In the event of dissolution of the Society, assets will be transferred to another institution with similar objectives provided that such recipient institution shall also have been registered with Income Tax Authorities as a public Charitable Institution.
- (e) Society's services are open to all public irrespective of caste, religion, gender or sexual orientation.
- (f) The Society will not directly carry out any activities outside India.
- (g) No activity of the Society would be carried on in contravention to the provisions of Income Tax Act. Any surplus from activities would be utilized for the charitable objectives of the Society.
- (h) All the residual matters not mentioned here would be governed by the Act and rules made thereunder, and various directives issued by the Government under the Act from time to time.
- (i) Further, in the event of any conflict between the By-laws of the Society and the Act and rules made thereunder, the provisions of the Act (read with the rules made thereunder) shall prevail.

*P.M. Subash*  
*02.08.2023*  
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*S. Sankara Raman*  
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**SECRETARY**  
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Certified to be a true and correct to the best of our knowledge and belief.

Name	Designation	Signature	Name	Designation	Signature
Sri.S.Ramakrishnan	President		Sri.S.Venkatakrishnan	General Body Member	 Virtually attended on 24 <sup>th</sup> Sep 2022
Dr.K.Murugiah	Vice-President		Sri.M.Sudalaiyandi	General Body Member	
Sri.S.Sankara Raman	Secretary		Sri.N.Alagappan	General Body Member	
Sri.Visvanathan Ganesan	Jt. Secretary		Sri.C.Sri Shankarsharma	General Body Member	
Smt.S.Pattammal	Treasurer		Sri.A.S.Narayanan	General Body Member	
Sri.S.Anbu Ramesh	Committee Member		Mr.V.O.C.S.Chidamabaram	General Body Member	 Proxy given to S Sankara Raman
Shri.T.V.Subramanian	Committee Member		Sri R.Balasubramanian	General Body Member	 Virtually attended on 24 <sup>th</sup> Sep 2022
Sri.S.S.Kandaswamy	Committee Member		Sri.T.Prakash	General Body Member	Did not attend
Mr. SRS Ayyar	Committee Member	 Virtually attended on 24 <sup>th</sup> Sep 2022	Prof.R.Krishnamoorthy	General Body Member	Did not attend
Sri.M.Ramasubramanian	General Body Member		Sri.M.R.Srinivasan	General Body Member	Did not attend
Smt.G.Rajarajeswari	General Body Member				

Witness

(1) Shri. K.Krishnapillai  
16/29 Arumugampillai Servaikkaran Street,  
Schencottai 627809

(2) Shri.K.M.Shanmugam  
5-204A, Bharathiar Street  
Kadayam 627415

Date: 24<sup>th</sup> September 2022

Place: Ayikudy



Verified by me.  
P.M. Subaidha  
02.08.2023

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BY LAWS AS AMENDED UPTO SEPTEMBER 24<sup>th</sup>, 2022 31<sup>st</sup> Dec 1997

S. SANKARA RAMAN  
SECRETARY  
AMAR SEVA SANGAM  
AYIKUDY - 627 852







To

The Registrar  
District Register Office  
Tenkasi District  
Railway Feeder Road  
Tenkasi

Respected Sir,

Sub: Amendment of Bye Laws of Amar Seva Sangam - As approved by the members as a special resolution passed in the Annual General Body meeting held on 24-Sep-2022.

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We hereby submit the following documents for the amendment of the Bye Laws of the Amar Seva Sangam, a Society registered under the Societies Registration Act, Tamil Nadu.

1. Notice for the Annual General Body Meeting sent on 24<sup>th</sup> August 2022 along with the proposed Bye Laws.
2. Special resolution passed in the Annual General Body Meeting for amendment of Bye Laws signed by three fourth of the members (16 members out of 21).
3. Details of the amended Bye Law with the changes marked in underline and deletions marked in strikethrough.

We would appreciate speedy registration of amended Memorandum of Association and Bye-law.

Thanking you,

Yours faithfully,

S. Sankara Raman  
Hon. Secretary

Encl.: as above