

Constitution and Bye laws of Amar Seva Sangam, Ayikudy
(Amended as per resolution dated 18.09.2005)

Memorandum of Association


1. Society's Name : **Amar Seva Sangam, Ayikudy.**

2. Society's Objectives.

- i) To work for the development of education.
- ii) To help handicapped and to provide them employment.
- iii) To help poor students.
- iv) To provide medical health to public.
- v) Family welfare.
- vi) Relief to victims of natural disasters like flood, fire, cyclone etc.
- vii) To help orphans and aged and
- viii) To promote welfare of women.

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	Joint-Secretary
5.	Sivasubramanian	Ramakrishna Iyer	50, East Street, Ayikudy	Agriculture	Treasurer
6.	Rajaram	Pitchumani	72, East Street, Ayikudy	Agriculture	Executive Council Member
7.	P. Ramasamy	Pulimadan Karayalar	North Street, Ayikudy	Agriculture	Executive Council Member

Translated by me



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

P.M. Subaidha
Advocate & Notary
10.08.07.

P. M. SUBAIDHA, B.L.,
Advocate. & Notary Public.,
34/1, Pillaiyar Kovil Street,
SENGOTTAL.

We, the undersigned to the Memorandum of Association do hereby, solemnly join together to form a Society under Rule 27 of Society's Registration Act 1975 and accordingly.

1. S. Ramakrishnan
2. K. Chidambaram
3. H. Ganapathy Vaithy
4. Mohan
5. Sivasubramanian
6. Rajaram
7. P. Ramasamy

Witness

1. Signed

2. Signed

Place: Ayikudy.

Date: 08-06-1981.

Amar Seva Sangam - Ayikudy

Translated Version Of Bye-Laws (As Amended)

Rule 6 1 (a)

Society's Name. : Amar Seva Sangam, Ayikudy.

2. Rule 6 1 (b)

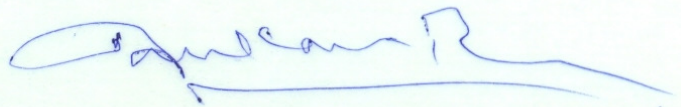
Address : 7-4-104 B, Sulochana Gardens.
Tenkasi Road, Ayikudy 627852.

3. Rule 6 1 (c)

Date of Registration : 1-6-1981.

Registration number : 16/1981

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4. Rule 6 1 (d)

Jurisdiction : Tenkasi

5. Rule 6 1 (e)

The working hour of the Sangam is 8 am to 6 p.m.

6. Rule 6 1 (f)

- i) To work for the development of education.
- ii) To help handicapped and to provide them employment.
- iii) To help poor students.
- iv) To provide medical health to public.
- v) Family Welfare.
- vi) Relief to victims of natural disasters like flood, fire, cyclone etc.
- vii) To help orphans and aged and
- viii) To promote welfare of women.


7. Rule 6 1 (g)**Strategies To Promote The Objectives**

To achieve goals by applying the funds collected through members' fees, contributions from public and as well as institutions and through grants from Government.

8. Rule 6 1 (h) and (i)**To Or By Whom Legal Notices Can Be Served.**

The President or the Secretary of the Society are empowered hereby to receive or serve legal notices and conduct legal proceedings in connection with Society's property rights or other actionable claims for or on behalf of the Society.

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9. Rule 6 1 (j)

1. Any person above the age of 19 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 for becoming a member of the Society¹.

2. Any person desirous of becoming a member after 01-04-1994 should have the following minimum qualification²:

- i) he/she should not have been declared as un discharged insolvent in the past.
- 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 the Society.
- v) he/she should have paid the admission fee and the annual subscription as prescribed by the committee from time to time.

3³. Without prejudice to sub clause (vi) to clause 11 in rule 6.1 (k) and without prejudice to the minimum qualification as per sub clause 2 to clause 9 above and not withstanding anything contained in clause 10.

- (a) The Committee shall recommend such persons as it deems fit to be members of the General Body of Amar Seva Sangam with or without attaching any condition in relation to payment of membership fees.
- (b) While recommending such persons the committee should satisfy itself that the person is contributing to the overall betterment of the goals of Amar Seva Sangam and has proven track of integrity. The committee may also consider persons who have rendered and continue to render voluntary services at various parts of the country in furtherance of the Sangam'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 committee and if found appropriate, recommend their names to the General Body.

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S. Sankara Raman

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¹ Amendment made wef 24th June 1994.

² Amendment made wef 24th June 1994.

³ Inserted on 28.09.97

- (c) On receiving such recommendations from the committee as in sub clause 3(a) or 3(b) above, the Secretary shall call for the General Body meeting within one month.
- (d) The General Body shall make such recommended persons as members of the Sangam unless such recommended persons do not satisfy the minimum qualifications as under sub clause (2) of this clause.
- (e) The limitations under sub clause (b) of clause 10 regarding the recommendations will not apply to the recommendations falling under this clause.

10⁴. Payments Of Membership Fees

- a) Any person desirous of becoming a member of the Sangam shall apply to the committee expressing his desire to become a member and such application should be recommended by one General Body member and seconded by another General Body member. But in case of an Advisory Board Member such application not necessary and a letter from the Vice Chairman will be sufficient.
- b) No General Body member will be permitted to recommend or second more than two General Body memberships in his tenure.
- c) General Body membership applications complete and correct in all respects will be placed before the committee by the Secretary. The committee may accept or reject any such applications without assigning any reason to it.

11. Rule 6 1 (k)⁵

Removal of Members and Grievance Procedure

I. If at any point of time any General Body or committee member:-

- i) Is declared as un discharged insolvent or
- ii) has been convicted of any offence of moral turpitude under any court of Law or

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⁴ Amendment w.e.f. 24.06.94.

⁵ Amendment made wef 24th June 1994.

- iii) has become mentally unsound or deceased or
 - iv) has been found guilty by the Committee for any act of in discipline or inappropriate conduct or indecent behavior, misfeasance, malfeasance or misrepresentation detrimental to Sangam's image and standing than the committee can remove the member from the list of members.
- II) if a General Body member has failed to pay his annual renewal subscription by JUNE, the Secretary will send reminder letters for the same. If the member doesn't respond to the reminders then the committee may declare him as "DISINTERESTED MEMBER" and if such member still has not cleared all arrears within one year the committee may remove his name from the list of members.
- III) If a General Body member's name is removed from the membership for any reason he will also cease to be member of the committee.
- IV) If for any reason the number of General Body members fall below seven then the President or in his absence the Secretary or in both their absence the Chairman of the Advisory Board notwithstanding anything contained anywhere else in the Bye-Laws in this regard and without prejudice to the minimum qualifications for being a General Body member shall appoint such number of persons as is necessary to make the strength to seven members and he/she will automatically become a member of the General body.

12. Rule 6 1 (I)

Members rights and Privileges.

Members have the right to give suggestions for the growth and success of the Society.

Members have the privilege to serve the Society in spirit of self sacrifice.

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13. Rule 6 1 (m)**Society's Functioning**

To implement the decisions of the Executive Council and the General body.

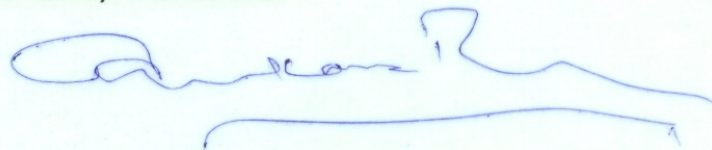
14. Rule 6 1 (n) 6**Executive Council and Tenure of its Members**

The General Body will elect minimum seven members for the Executive Council as follows.

1. President
2. Vice President
3. Secretary
4. Joint Secretary
5. Treasurer and such other number of council members as it may deem fit.

The tenure of the Members of the Council is three years. The General body can reelect an out-going Member of the council. If there is competition election will be based on majority.

- 2) Executive Council (called as Council herein afterwards) shall meet once in three months at the place decided by the Council. 7 days notice has to be served to the Members of the Council by the Secretary mentioning therein the date, place and agenda of the meeting. On emergency 3 days notice is sufficient.
- 3) Quorum for the Council meeting is 5 Members present. If the quorum is not present within one hour then the Members present after signing minutes shall adjourn the meeting to another day. The Council apart from dealing with all administrative matters shall also consider the receipts and payments for the last 3 months and as per Tamilnadu Society's Registration Rule 1978 Rule No: 20 shall be signed by one Member of the Council. The Council Members can also advice on how the Society's funds can be deployed. The Council Members shall work in concert with General Body Members.



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- 4) The decisions of the Council can be taken by the Secretary by circulating note among the committee members. The decisions to be taken at any General body meeting will be first decided by the Council and presented before the General body with recommendations
- 5) Members absent from council meeting shall take leave of absence in writing to the President or the Secretary.

Administrative Responsibilities

1. President

He shall chair the General body and Council meeting. All responsibilities of the Society shall be borne by the President. He shall manage the funds and advice on effective functioning of the Society.

President has the option to caste 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 Bye-laws, the President is entitled to his own single regular vote only. The President with the Secretary shall represent the Society for the purchases of any properties or things for the society.

The President and the Secretary can with prior approval of the General body through special resolution can seal, mortgage or create encumbrance on the Society's assets and shall jointly with prior permission of District Registrar appear for Registration.

2. Vice President

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



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3. Secretary

As a Secretary he will look after Society's Administration in consultation with the President. To maintain, make and safeguard all records under Society's Registration Act and to implement the decisions of the General body and the Council are his responsibilities. To send notice of meetings with file copies to the members, to maintain correspondences, to discharge responsibilities under these Bye-laws wherever found and to receive, issue receipts to Members for fees and to maintain receipts and payments Register are his responsibilities.

4. Joint-Secretary

He will discharge all the duties of the Secretary temporarily during the absence of the Secretary.

5. Treasurer

He is the guardian of the Society's funds. He will implement the investment decisions of the Council.

6. Vacancy⁷

If any vacancy arises in the committee due to resignation, death or other reasons during the regular tenure of the committee member, such casual vacancies shall be filled up within 15 days by the committee by appointing a General Body Member or an outsider for a temporary period upto the next General Body meeting. The outsider so appointed be automatically become a member of the General Body. The General Body may either continue the same person to hold the office or elect another General Body member for the office. In either case the committee member so elected will hold the office till the regular tenure is over.

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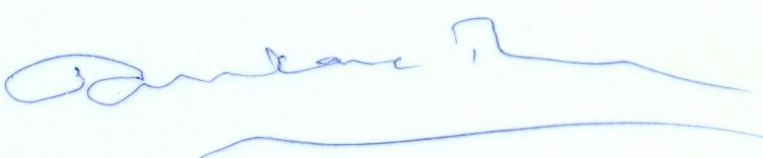
⁷ New provision added wef 24.06.97.

15. Rule 6 1 (o) Filling Returns with Sub-Registrar

1. The accounting year of the Society begins on first April of every year and end 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 and before the end of September that year, get the accounts audited by an Auditor as per rule 6 1 (p) and together with the Auditors Report present the aforesaid documents for the consideration of the Annual General Body Meeting under section 16 (3) (b) Rule 22 of the Society's Registration Act. On getting the approval of the General Body all the approved documents and copies hereof together with the compliance certificate as per rule 20 of the Act shall be filed with the Tenkasi District Registrar as per section 16 (a) (b) (l) of the Society's Registration Act within two months of the approval.
2. The extract of the list of members from the Members Register as on 31st March every year shall be taken and filed with the Tenkasi district Registrar as per section 16 (3) (b) (2) of the Society's Registration Act within two months of the Annual General meeting.
3. A declaration at the end of every accounting year that the Society has been run in proper manner during that year under section 16 (3) (b) (3) of the Society's Registration Act shall be furnished within two months of the Annual General Meeting,
4. Any change in composition of council members of the Society's shall be intimated to the District Registrar, Tenkasi as under section 17 (2) of the Society's registration Act in form 7 by paying necessary fees.
5. Any change in the address shall be intimated within one month of the change to the District Registrar Tenkasi by paying necessary fees in Form No: V.
6. Any amendment to the Memorandum of Association or the Bye-laws have to be made by General body as a special resolution and the same shall be intimated to the District Registrar Tenkasi in duplicate with due fees within 15 days of the amendment.

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- 7⁸. Any property acquired which is subject to a mortgage or charge or any property mortgaged by or on behalf of the society shall be intimated within one month to the District Registrar, Tenkasi in form number 8 or Form No.9 with necessary information.

16. Rule 6 1 (p) Audit

The Council shall, where the receipts and payments for the accounting year is,

1. Less than Rs.2500/- with Two S.S.L.C. Completed Members.
2. More than Rs.2500/- but less than Rs.10000/- with Two Graduate Members or
3. More than Rs.10000/- then by a Chartered Accountant get the accounts audited under section 16 of the Society's Registration Act and the Auditors shall be appointed under section 16.

17. Rule 6 1 (q)

Copies or extracts of Society's Bye-laws receipts and payments account Balance sheet etc.

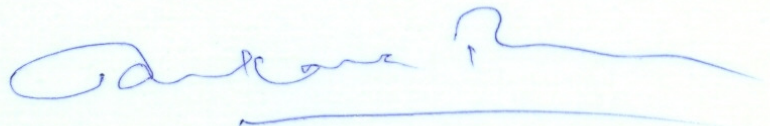
Members of the Society who are desirous of copies of the Society Bye-Laws receipts and payment account Balance sheets or any other documents shall be furnished with copies of the same on application together with fees Re.1 by the members to the Secretary. Members are at liberty to inspect free of cost any documents pertaining to the society during the working hours of the Society with the permission of the Secretary

18. Rule 6 1 (r) Section 2 (g)

Penalties for offences

Any member of the Council or Member of the Society who breaches the laws rules or regulations of the society or who act detrimental to the interests of the Society shall be penalized by the Council any amount ranging between Rs.5 and Rs.25. Those members who could not pay the penalty immediately shall pay by installments of Rs.5 per month.

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⁸ Amendment made w.e.f. 18.9.2005

199. Rule 6 1 (s) Safeguarding Society's funds.

The Treasurer or the Secretary of the Sangam can open any bank savings, commercial, current and / or fixed deposits accounts in the name of the Sangam. The cheques issued should be signed by the Treasurer and any other authorized person as the Executive Committee may decide. The Secretary's signature shall be made mandatory for all cheques issued beyond a particular limit as may be decided by the Executive Committee. In such cases the cheque shall be signed by the Secretary along with the Treasurer and such other authorized person. Investments can be made by cheque or by 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.50000/- and any excess should be deposited in the bank. Where under exceptional circumstances the cash balance is above Rs.50000/- the same with reasons should be presented before the committee and approval obtained.

2¹⁰. Where it is found necessary, the Secretary together with such other person as may be decided by the committee shall open any bank account as above to be signed and operated by him alone on behalf of Amar Seva Sangam.

3¹¹. Wherever it is found necessary the Secretary can jointly open any bank account as above with such other person who may a Committee member or a General Body member or a staff or an Advisory Board member of Amar Seva Sangam to be signed and operated jointly by the Secretary and such other person on behalf of Amar Seva Sangam.

4¹². When any bank account is opened under sub Clause (2) or (3) of clause 19, the account shall be operated within such limits as may be decided by the committee from time to time.

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⁹ Amendment made w.e.f. 18.9.2005

¹⁰ New provision added w.e.f 29.09.97.

¹¹ New provision added w.e.f. 29.09.97.

¹² New provision added w.e.f. 29.09.97

19A. Borrowing Powers¹³

It was resolved to inset Rule No. 19A after the rule 19 as follows:

"The President or the Secretary under the guidance of the President is empowered to borrow funds from any Nationalized Bank or Banks coming under the purview of RBI Act or from any Financial Institutions coming under the control of RBI any amount as may be considered essential and expedient for the effective functioning of the sangam and in the process may mortgage or assign any property of the Sangam. 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. 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 sangam in the name of the sangam. Any such loans or moneys borrowed shall be utilised exclusively for the main objectives of the Sangam and no money should be utilised for any personal benefits other than the objectives of the Sangam and no brokerage or commission will be paid for such moneys borrowed. The Sangam may also open loan accounts for this purpose to be operated by the Secretary with such other persons as per the provisions of Rule 19 of the Bye-laws. Provided that nothing shall be done by the President or the Secretary under this rule without the prior approval of the committee in this regard".

20. Rule 6 1 (u) Appointment of Employees

Once the Society funds are regularised employees can be appointed to look after the Society's documents, receipts, payments and the rest of the works like records of everyday activities etc. by the Council at a salary to be decided by the Council.

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¹³ Inserted w.e.f. 21.12.97

21¹⁴. Rule 6 1 (v) Section 26 - General Body Meetings.

All those members whose name appear in the Register of members as on 31st March of every year and who are regular in payment of membership fees without any dues are eligible to attend General body meetings of the Society. General body meeting shall be held once in every year before the end of the month of September at the place and time decided by the Council. Quorum for the meeting shall be nine members present. If there is no quorum, the same should be recorded in the minutes book and adjourned for 1 hour. The adjourned meeting will be held with the existing quorum. Other than the Annual General body meeting (AGM) Extraordinary general body meetings (EGM) can also be convened. 21 days notice should be served to the members for AGM or EGM either by post or by telegram or by a circular. The members can vote either in person or by proxy of a general body member through written authorization. Proxies will be counted for quorum purposes.

Members who want to move any resolution in the general body meeting shall send the notice of the same to the Society 3 days prior to the meeting. Amendments in the Memorandum or in the Bye-laws can be done at the A.G.M. (or) E.G.M. by 3/4th majority of the members present.

The rules of quorum, notice, adjourned meetings and proxy will apply to all A.G.M. and E.G.M. s.

22. Rule 6 1 (w) Section to (j) of Society's Registration Act Regarding Special Resolutions.

A resolution can be passed as a Special Resolution on any General body meeting if three-fourth of the members present and eligible to vote, vote in favour of the resolution. A Resolution can be passed without adequate notice as required under section 25 of the Society's Registration Act if all the members present and eligible to vote, vote in favour of the resolution.



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¹⁴ Amendment made w.e.f. 18.9.2005

23. Rule 6 1 (x) Records to be Maintained by the Society and Inspection there of by the Member

1. Minutes of the proceedings of the meetings.
2. Register of Members.
3. Daily receipts and payments account.
4. Account wise and person wise Ledgers.
5. Monthly receipts and payment Register.
6. Receipt books with carbon copies.
7. Vouchers.
8. Memorandum of Association.
9. Copies of documents filled with the District Registrar.

24. All Registers and Accounts Statements should be certified by a member of the Council to the effect that all the above said documents were true and correct to the best of his knowledge and belief.

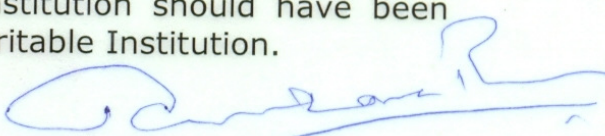
25. None of the members has any right or ownership title in his individual capacity to the assets or funds belonging to the Society. Dissolution of the Society or vesting of Administration to a single person would be done as per section 21 of the Society's Registration 1975.

26. If any asset is to be bought or sold or mortgaged or encumbrance be created in the name of the Society the same should have been ratified by the General body by special resolution and as per rule 14 the Secretary under the authorisation of the President shall represent the Society.

27¹⁵ The Income and funds of the Society will be utilized towards the objects of the Sangam. No portion of the Income will be utilized for payment to General Body Committee members by way of profit, interest of Dividends.

28¹⁶ In the event of dissolution of the Society assets will be transferred to another institution with similar objectives. The institution should have been registered with Income Tax Authorities as public Charitable Institution.

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¹⁵ Deleted with w.e.f. 29.9.92. New provision added wef 24th June 1994.

¹⁶ Deleted with w.e.f. 29.9.92. New provision added wef 24th June 1994.

28A¹⁷. Sangam's services are open to all public irrespective of caste or Religion.

28B¹⁸. Any amendments to the memorandum or Bye-Laws will be carried out only after obtaining prior approval from the Commissioner of Income Tax.

28C¹⁹. No activity of the Sangam will be carried outside India.

28D²⁰. No activity of the Sangam 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 Sangam.

28E²¹. Where any bank account is opened under sub clause (2) and sub clause (3) of clause 19, the details about the accounts shall be intimated to all committee members of the Sangam by the Secretary. If the 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 Committee by circulation.

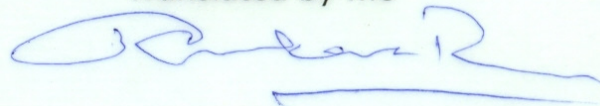
29. All the residual matters not mentioned here would be governed by Society's Registration Act (Act 27 of 1975) and various directives issued by the Government under the above act from time to time.

Verified by me.

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REGISTER NO. 12/07.



¹⁷ New provision added wef 24th June 1994.

¹⁸ New provision added wef 24th June 1994.

¹⁹ New provision added wef 24th June 1994.

²⁰ New provision added wef 24th June 1994.

²¹ New provision added w.e.f. 29.09.97.