

**FORM NO I**

(See Rule 7 of the Tamil Nadu Societies Registration Rules, 1978)  
**APPLICATION FOR THE ISSUE OF CERTIFICATE OF REGISTRATION UNDER  
SECTION 10 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975  
(TAMIL NADU ACT 27 OF 1975)**

From

The President / Secretary  
TAMILNADU HOSTEL OWNERS  
DEVELOPMENT ASSOCIATION,  
Ramapuram  
No.2/2, Appadurai Street, Shanthi Nagar,  
Ramapuram, Maduravoyal Taluk, Chennai  
District, Tamil Nadu, Pincode - 600089,  
India

To

The Registrar of Societies,  
Chennai South

Sir,

- 1) A society by name **TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram** has been formed on **01/01/2025**.
- 2) I enclose herewith the Memorandum and Bye-laws of the said society.
- 3) I remit herewith a sum of Rs.5100/- being the fee for the registration of the Society.
- 4) I am a member of the Committee of the Society.
- 5) I have been duly authorized in this behalf by the Committee of the Society.
- 6) The society may be registered and the Certificate of Registration be issued.

Place :

Date :

Signature of Applicant

### List of Executive Committee Members

TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram -  
No.2/2, Appadurai Street, Shanthi Nagar

Sr No.	Name	Designation	Occupation	Address
1.	SENTHILKUMAR AN A	President	Business	No.2/36, Anandam Nagar 2nd Street, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India
2.	USHA SELVAM	Secretary	Business	No.42, Wireless Station Road, Porur, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India
3.	ALAMELU NAGARAJ	Treasurer	Business	No.8/3, Teeds Garden 1st Street, Perambur (Part 1)[URBAN], Perambur Taluk, Chennai District, Tamil Nadu, Pincode - 600011, India
4.	S KARTHICK KUMAR	Vice President	Business	No.2/3, Appadurai Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India
5.	BALAKRISHNAN R	Joint Secretary	Business	No.12, Andavar Nagar Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India
6.	S DEEPAK KUMAR	Joint Secretary	Business	No.4/6, Keeramani Street, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India
7.	ARUN R	Joint Secretary	Business	No.139, Sri Ambal Nagar 3rd Cross Street, PALLIKARANAI, Sholinganallur Taluk, Chennai District, Tamil Nadu,

				Pincode - 600100, India
8.	VADIVEL G	Committee Member	Business	No.2, Andavar Nagar Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India
9.	DIWAKAR R	Committee Member	Business	No.2/6, Ground Floor, Kalaignar Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India

### Memorandum

1. Name of the Society : TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram  
No.2/2, Appadurai Street, Shanthi Nagar, Ramapuram,
2. Address of the society: Maduravoyal Taluk, Chennai District, Tamil Nadu,  
Pincode - 600089, India
3. Main objective : To promote and develop all the Hostel Owners in  
Tamilnadu.

## FORM NO. V

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

**NOTICE OF SITUATION/CHANGE OF SITUATION OF  
THE REGISTERED OFFICE OF THE SOCIETY UNDER  
SUB-SECTION (1) OF SECTION 13 OF THE TAMIL NADU  
SOCIETIES REGISTRATION ACT, 1975  
(TAMIL NADU ACT 27 OF 1975).**

1) Name of the Society	<b>TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram</b>
2) Date of Registration	-
3) The Registration Number and Year of Registration	-
4) Presented By	

To  
The Registrar of Societies,  
Chennai South  
Sir,

**TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram** hereby gives you notice under sub-section (1) of Section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975), that the registered office of the Society **TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram** situated at **No.2/2, Appadurai Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India** on the.....day of..... Month .....

Signature

Designation of position in  
Relation to the society

Dated the..... day of..... ,.....

## FORM NO. VI

(See Rule 16 of the Tamil Nadu Societies Registration Rules, 1978)

**REGISTER OF MEMBERS TO BE MAINTAINED UNDER SUB-SECTION (1) OF  
SECTION 14 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975  
(TAMIL NADU ACT 27 OF 1975).**

### REGISTER OF MEMBERS

**TAMILNADU HOSTEL OWNERS  
DEVELOPMENT ASSOCIATION,  
Ramapuram, No.2/2, Appadurai  
Street, Shanthi Nagar,  
Ramapuram, Maduravoyal Taluk,  
Chennai District, Tamil Nadu,  
Pincode - 600089, India**

1. Name and Address of the  
Society

:

2. Date Of Registration

:

3. The Registration number and  
Year of registration

:

-

Sr No.	Name of the member	Full Address of the member	Occupation	Date of Enrolment	Date of Resignation or Removal	Remarks
1.	SENTHILKUMAR ANA	No.2/36, Anandam Nagar 2nd Street, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/2025	-	-
2.	USHA SELVAM	No.42, Wireless Station Road, Porur, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116,	Business	01/01/2025	-	-

		India				
3.	ALAMELU NAGARAJ	No.8/3, Teeds Garden 1st Street, Perambur (Part 1)[URBAN], Perambur Taluk, Chennai District, Tamil Nadu, Pincode - 600011, India	Business	01/01/202 5	-	-
4.	S KARTHICK KUMAR	No.2/3, Appadurai Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/202 5	-	-
5.	BALAKRISHNAN R	No.12, Andavar Nagar Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/202 5	-	-
6.	S DEEPAK KUMAR	No.4/6, Keeramani Street, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	Business	01/01/202 5	-	-
7.	ARUN R	No.139, Sri Ambal Nagar 3rd Cross Street, PALLIKARANAI, Sholinganallur Taluk, Chennai District, Tamil Nadu, Pincode - 600100, India	Business	01/01/202 5	-	-
8.	VADIVEL G	No.2, Andavar Nagar Main Road, Ramapuram,	Business	01/01/202 5	-	-

		Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India				
9.	DIWAKAR R	No.2/6, Ground Floor, Kalaingar Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/202 5	-	-
10.	THIYAGASUNDA R D	No.44, Velleeswaran Kovil Street, MANGADU -A, Kundrathur Taluk, Kancheepuram District, Tamil Nadu, Pincode - 600122, India	Business	01/01/202 5	-	-
11.	S NAVANEETH KUMAR	No.4/4, Rajarajan Street, Ponni Nagar, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	Business	01/01/202 5	-	-
12.	S SARAVANAKUM AR	P.No.1/650, Iyappan Illam 1st floor, Krishnaveni Nagar Extn, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	Business	01/01/202 5	-	-
13.	PRAKASH CHANDRA SETHI	Saudia, Baleswar, Odisha, Pincode - 756047, India	Business	01/01/202 5	-	-

14.	ABIRAMI N	No.13A, Phase 2 M S Garden, Nalleswarar Nagar, Thirumanam, Vayalanallur A, Poonamallee Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600072, India	Business	01/01/2025	-	-
15.	GOKULA KANNAN S	No.5/6, Arunachalam Garden, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	Business	01/01/2025	-	-
16.	MAGESH M	No.21, Sabari Nagar, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	Business	01/01/2025	-	-
17.	K MURUGANANDA M	Plot No.51, 2nd Floor D Block, Harinis Subiksha Natarajan Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/2025	-	-
18.	R JAMUNA	No.3/2, 1st Cross Street Balaji Nagar, Ekkatuthangal[URBAN], Guindy Taluk, Chennai District, Tamil Nadu, Pincode - 600032, India	Business	01/01/2025	-	-
19.	DHAKSHINA	No.164, Paranjothi Street,	Business	01/01/2025	-	-

	MOORTHY K	Thirupathi Nagar, Valasaravakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600087, India		5		
20.	P SHYLAJA	No.2, Anupam Delite Apts, CRR Puram, L&T Colony, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	Business	01/01/202 5	-	-
21.	SIVAKUMAR J	No.2/3A, Ground Floor, Star Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/202 5	-	-
22.	BALAMURUGAN ANTHAM V	Plot No.1-B, Old No.1B/2, New No.4/2, Bharathi Street, Venkatesa Nagar, Virugambakkam[URBAN], Mambalam Taluk, Chennai District, Tamil Nadu, Pincode - 600092, India	Business	01/01/202 5	-	-
23.	THANIGAIVEL N	No.29/30, Krishnaveni Nagar West Street, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	Business	01/01/202 5	-	-

24.	A DEVI	No.38, Ganesh Flat, 2nd Floor, 2nd Avenue, Metro Nagar, Alapakkam, Porur, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	Business	01/01/2025	-	-
25.	S MARIAPPAN	No.198, Kamarajar Salai, Nazarathpettai, Poonamallee Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600123, India	Business	01/01/2025	-	-
26.	S ARUL SHOBI	No.51, Narayanaswamy First Cross Street, Virugambakkam[URBAN], Mambalam Taluk, Chennai District, Tamil Nadu, Pincode - 600092, India	Business	01/01/2025	-	-
27.	SUMITHRA S	No.5/65, 1st Main Road, Natesan Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	Business	01/01/2025	-	-
28.	M KAVITHA	No.55, Devar Street, Pattabiram, Thandurai, Avadi Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600072, India	Business	01/01/2025	-	-

## BYE-LAWS

Signatures to the Memorandum hereby certify that the Byelaws is the correct copy.

S.No	Member's Name	Occupation	Address	Signature
1.	SENTHILKUMARAN A	Business	No.2/36, Anandam Nagar 2nd Street, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
2.	USHA SELVAM	Business	No.42, Wireless Station Road, Porur, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	
3.	ALAMELU NAGARAJ	Business	No.8/3, Teeds Garden 1st Street, Perambur (Part 1)[URBAN], Perambur Taluk, Chennai District, Tamil Nadu, Pincode - 600011, India	
4.	S KARTHICK KUMAR	Business	No.2/3, Appadurai Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
5.	BALAKRISHNAN R	Business	No.12, Andavar Nagar Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
6.	S DEEPAK KUMAR	Business	No.4/6, Keeramani Street, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	
7.	ARUN R	Business	No.139, Sri Ambal Nagar 3rd Cross Street, PALLIKARANAI, Sholinganallur Taluk, Chennai District, Tamil Nadu, Pincode - 600100, India	

8.	VADIVEL G	Business	No.2, Andavar Nagar Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
9.	DIWAKAR R	Business	No.2/6, Ground Floor, Kalaignar Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
10.	THIYAGASUNDAR D	Business	No.44, Velleeswaran Kovil Street, MANGADU -A, Kundrathur Taluk, Kancheepuram District, Tamil Nadu, Pincode - 600122, India	
11.	S NAVANEETH KUMAR	Business	No.4/4, Rajarajan Street, Ponni Nagar, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	
12.	S SARAVANAKUMAR	Business	P.No.1/650, Iyappan Illam 1st floor, Krishnaveni Nagar Extn, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	
13.	PRAKASH CHANDRA SETHI	Business	Saudia, Baleswar, Odisha, Pincode - 756047, India	
14.	ABIRAMI N	Business	No.13A, Phase 2 M S Garden, Nalleswarar Nagar, Thirumanam, Vayalanallur A, Poonamallee Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600072, India	
15.	GOKULA KANNAN S	Business	No.5/6, Arunachalam Garden, Karambakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	
16.	MAGESH M	Business	No.21, Sabari Nagar, MUKALIVAKKAM, Alandur	

			Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	
17.	K MURUGANANDAM	Business	Plot No.51, 2nd Floor D Block, Harinis Subiksha Natarajan Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
18.	R JAMUNA	Business	No.3/2, 1st Cross Street Balaji Nagar, Ekkatuthangal[URBAN], Guindy Taluk, Chennai District, Tamil Nadu, Pincode - 600032, India	
19.	DHAKSHINA MOORTHY K	Business	No.164, Paranjothi Street, Thirupathi Nagar, Valasaravakkam, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600087, India	
20.	P SHYLAJA	Business	No.2, Anupam Delite Apts, CRR Puram, L&T Colony, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode - 600125, India	
21.	SIVAKUMAR J	Business	No.2/3A, Ground Floor, Star Street, Shanthi Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
22.	BALAMURUGANANTHAM V	Business	Plot No.1-B, Old No.1B/2, New No.4/2, Bharathi Street, Venkatesa Nagar, Virugambakkam[URBAN], Mambalam Taluk, Chennai District, Tamil Nadu, Pincode - 600092, India	
23.	THANIGAIVEL N	Business	No.29/30, Krishnaveni Nagar West Street, MUKALIVAKKAM, Alandur Taluk, Chennai District, Tamil Nadu, Pincode -	

			600125, India	
24.	A DEVI	Business	No.38, Ganesh Flat, 2nd Floor, 2nd Avenue, Metro Nagar, Alapakkam, Porur, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600116, India	
25.	S MARIAPPAN	Business	No.198, Kamarajar Salai, Nazarathpettai, Poonamallee Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600123, India	
26.	S ARUL SHOBI	Business	No.51, Narayanaswamy First Cross Street, Virugambakkam[URBAN], Mambalam Taluk, Chennai District, Tamil Nadu, Pincode - 600092, India	
27.	SUMITHRA S	Business	No.5/65, 1st Main Road, Natesan Nagar, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India	
28.	M KAVITHA	Business	No.55, Devar Street, Pattabiram, Thandurai, Avadi Taluk, Tiruvallur District, Tamil Nadu, Pincode - 600072, India	

Signed in our presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Name : RAMESH B  
 Father's Name : BALAVENGATRAMAN  
 Address : No.48, Bharathi Illam, Rayala Nagar 1st Main Road, Ramapuram, Maduravoyal Taluk, Chennai District, Tamil Nadu, Pincode - 600089, India  
 Signature :

Name : BALAGURU N  
Father's Name : NARAYANASAMY  
Address : No.151AB, Viruthasalam Road,  
JAYAKONDACHOLAPURAM, Udayarpalayam  
Taluk, Ariyalur District, Tamil Nadu, Pincode -  
621802, India  
Signature :

## **RULES AND REGULATIONS**

### **1. NAME OF SOCIETY :**

**TAMILNADU HOSTEL OWNERS DEVELOPMENT ASSOCIATION, Ramapuram**

**2. REGISTERED OFFICE OF SOCIETY :** No.2/2, Appadurai Street, Shanthi Nagar, Ramapuram, Chennai – 600 089.

**3. DATE OF FORMATION OF THE SOCIETY :** 01/01/2025

**4. JURISDICTION :** The Society is situated within the jurisdiction of the South Chennai Register of Societies & Registrar of Assurances.

**5. BUSINESS HOURS OF THE SOCIETY :** 10.00 A.M to 3.00 P.M

### **6. OBJECTS OF THE SOCIETY :**

- The Association is established with the object to development, mutual co-operation and enhance professional ethics of Hostel Industry.
- The activities of the association shall include all kinds of activities necessary for the fulfilment of its objectives as stated and to assemble and create an umbrella organization under which they could work together to meet their common goals and also assist the government by providing suggest lens to make hostel business a revenue generating industry and also provide employment opportunity to the locals.
- The association is meant to monitor the performance of all members and make decisions and policies.
- Our vision is to reach out and enhance the lives of all young people.
- To develop qualities of tolerance, honesty and integrity.
- To help decision makers to understand and cope with the challenges.
- To foster unity and interaction among members of Association.

### **7. ACTIVITIES IN FURTHERANCE OF THE OBJECTS :**

- To represent members in a co-ordinated approach at all levels of government-local, state and federal, in a non-political and non-sectarian manner.
- Sharing current problems and solutions.
- To understand the continuing changes in the environment and provide tools to our membership to excel in that environmental changes.
- To aid members during natural calamities and such.
- To raise the standard of facilities available in members hostel.
- To organize unity while co-members face difficulty during their hard times.

### **8. SUITS :**

The Society shall sue or to be sued in the name of the secretary of the Society.

### **9. PERSON COMPETENT TO GIVE DIRECTIONS :**

The president of the Society unless otherwise provided hereunder is empowered to give directions in regarding to the business of the Society.

## **10. ENROLMENT OF MEMBER :**

Hostel : Hostel means a building in which accommodation is provided for men and women either with boarding or not. It also includes post graduate students residing in the hostel.

Hostel Owner: Hostel owner means and includes a tenant, society, association of individuals or company whether incorporated or not, who runs the hostel, or anybody authorised by the owner.

**10.1 Membership :** Membership shall be open to any applicant who is the owner of a hostel subject to approval by the Executive Committee.

**10.2 Eligibility :** Any hostel owner over the age of 18 years shall be eligible for admission as a member at the discretion of the Executive Committee but no person shall be entitled to claim admission as member as a matter of right.

### **10.3 Admission and Subscription fee :**

#### **Application For Membership:**

Application for membership shall be made in the prescribed form to the President who may admit the applicant subject to ratification by the Managing Committee.

Every member applying for membership shall pay an Entrance fee of Rs.2000/- Yearly subscription amount is fixed at Rs.2000/-. This amount can be changed over time as per the requirement.

### **10.3 Dates to collect the Payment and to Define Penalties :**

Yearly subscription to be paid on or before 3<sup>rd</sup> Month of every year failing which a penalty of Re.1/- will be collected per day.

## **11. REMOVAL OF MEMBERS :**

A member's connection with the society shall terminate in anyone of the following ways:-

- a) Subscriptions may be cancelled if payment is not made within three months of the due date.
- b) By cancellation of his/her membership due to non-payment of subscription.
- c) The decision to disqualify members is made by a majority of the regional association executives.
- d) By withdrawal/resignation.
- e) By conviction by a Court of Law.
- f) Declared as insolvent.

## **12. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS :**

- a) Every member is entitled to enjoy and to avail the facilities provided by the society.
- (b) Every member shall have the right to take part in General Body Meeting and shall have one vote at such meetings.
- (c) Every member is entitled to contest for the membership in the Executive Committee.

(d) Every member shall abide by the rules and regulations laid down in the byelaws and also strive hard to promote the objects of the Society.

(e) Every member shall maintain the spirit de corps and have cordial relation with the members either personally or in profession.

(f) If any member causes loss or damages to the properties of the society in a manner otherwise in discharge of the duties is liable to make good the loss or damages caused such member.

### **13. TRANSACTION OF BUSINESS :**

1.) The society shall transact its business through the Executive Committee.

2.) The Executive Committee has the power to appoint staff for Executive Work of the Association and to frame service rules for such staff.

3.) The Treasurer of the Association authorized to have sum not exceeding to Rs.5,000/- for day to day transaction. The funds of the Association will be deposited in any Nationalized Bank or other banks as decided by the Executive Committee in accordance with Rule No.24 of The Tamil Nadu Societies Registration rules.

### **14. EXECUTIVE COMMITTEE :**

#### **14.1 Constitution:**

The administration of the Association is vested in the Executive Committee, which consists of One President, One Vice President, One Secretary, Three Joint Secretaries, One Treasurer and Two Committee Member Totally 09 (Nine) Executive Members.

#### **14.2 Appointment of Executive Committee Members:**

(i) All the members of the Executive Committee shall be appointed by a resolution passed by a majority of the members entitled to vote at the General Body meeting in pursuance of the election conducted straightway to the designations specified above.

(ii) Any interim vacancies in the Executive Committee shall be filled up only by the General Body and the term of office of such members shall be on par with other members of the executive committee. No co-option/nomination of members can be made to the Executive Committee.

#### **14.3 Term of office of the Executive Committee Members:**

(i) The term of office of the Executive Committee members will be **three years**.

#### **14.4 Eligibility for the Executive Committee Members:**

(a) Candidates for the positions of President, Secretary, and Treasurer must have served on the Executive Committee for at least three years.

(b) The Persons contesting for the executive Committee shall possess good leadership and management skills.

(c) No member shall contest for more than one post in the executive committee.

(d) The person contesting for the executive committee must be a live member as on the day as per the register of members.

#### **14.5 Powers of the Executive Committee:**

All matters connected with the society and its work shall be managed by the Committee. The Committee shall have the power to administer the property and the funds of the Society for the furtherance of its activities. The President, the Secretary and the Treasurer of the Society shall be the persons authorised to sign all documents for the purchase, or transfer or sale of the Society properties, on behalf of the Society, subject to there being proper sanction. The Committee shall have the power to appoint sub-committees for any specific purpose and to delegate to such sub-committees such powers as the committee may consider necessary. The President or Vice-President and the Secretary shall be ex-officio members of all such sub-committees. The committee shall have the power to introduce such subsidiary bye-laws as may be deemed expedient and necessary, but not inconsistent with these rules, for the furtherance of the objects of the Society and the conduct of its business and the bye-laws so framed by the next General body. The committee shall prescribe the procedure for election of members to the committee from time to time and its election will be by secret ballot.

#### **14.6 Meeting of the Executive Committee:**

(a) The Executive committee shall meet as often as necessary and at least once a month.

(b) Seven days clear notice shall be given for meetings of the executive committee except the emergency meeting for which three day's notice is enough and such notice shall be sent by post as well as email .

(c) A resolution in writing signed by circulation by the majority of the members of the executive committee shall be a valid and effectual as if the same had been passed at the meeting of the said executive committee regularly convened and held. Such resolution shall be ratified at the subsequent executive committee meeting.

(d) The quorum for all Executive committee meeting shall be 2/3 of the total members of the association.

#### **14.7 Powers of the Office Bearers:**

**(A) President:** The President shall be the Chief Executive for all He will be the head of association operations and meetings. In case of equality of votes at any meeting he shall have casting vote. He shall have powers of general supervision over the affairs of the Society. In the case of a fine, there shall be an appeal to the President and in the case of a suspension or dismissal, there shall be an appeal to the Executive Committee. The General Committee shall be presided over by the President of the Association and in his absence, by the Vice President of the Association. The President may call for a meeting of the General Committee whenever he deems it necessary. At all the Meetings, the Chairman shall be entitled to vote first as a Member and in the event of a tie.

**(B) Vice President:** The Vice-President shall exercise all the powers of the President in the absence of the President. The President and in his absence, the Vice President shall preside at all the Committee meetings. If these two are absent, any other Member of the Committee may be elected to preside.

**(C) Secretary:** The Secretary shall be then Administrative Officer of the Society. All appointments shall be made by the Secretary. The secretary shall be the person to convene all meetings whether the Executive Committee or of the General Body. Three clear days notice shall be given for all ordinary or special Committee meetings Fourteen clear days notice shall be given for all General Body Meetings. The Secretary shall give effect to all the Resolutions of the Executive Committee or the General Body and shall look after the general wellbeing of the society assisted by the members of the office. The office shall have a permanent advance of Rs 5000/- to meet the current expense and the same shall be recouped as often as may be necessary from the Treasurer after producing vouchers. The day-to-day management of the society shall vest with the Secretary. The President and the Secretary are empowered to receive Rs 5000/- and Rs 3000/- respectively once a month, from the Treasurer for emergent expenses in order to fulfil the obligations of the society. They should however submit proper explanations and receipts subsequently or immediately and the same should be placed before the committee meeting for approval. If the committee refuses to accept the expenses so incurred they should return the same to the treasurer. The Secretary shall open and operate one or more Bank Accounts for the Society and In Its name and/or In the names of institutions run by the Society with any post office or scheduled Bank or Banks as the working committee may deem fit and deposit moneys of the society in such accounts. The Secretary can duly authorise any other person or persons to operate the Bank account.

**(D) Joint Secretary :-**

a) Joint Secretary(ies) will also be responsible for the care and custody of the Association's assets.

b) The secretary may take assistance from Joint secretary(ies) as and when required or may choose to delegate some of the above tasks to Joint Secretary(ies)..

c) The following shall be the roles & responsibilities of Joint Secretaries :-

Joint Secretary -1 : To assist the secretary in the matter of Legal issues and such other duty as may be assigned by the Secretary.

Joint Secretary -2 : To assist the secretary in the matter of Coordination with the strategy departments, over all office coordination, office administration, conduction of EC meetings and such other duty as may be assigned by the Secretary.

Joint Secretary -3 : To assist the secretary in the matter of Information Technology issues and such other duty as may be assigned by the Secretary.

**(E) Treasurer:** The Treasurer shall have the custody of all movable properties of the society and shall be responsible for all the moneys of the society. The financial year of the society shall be from 1st April to 31st March. All cash receipts shall be paid into the current account opened in the name of the society in a scheduled bank. Cheques shall be signed by the Treasurer and the Secretary or the Treasurer and the President. For all subscriptions donations etc., receipts shall be given by the Treasurer.

**(F) Committee Members :** To assist the Office bearers in executing the rules and regulations framed by the Association.

#### **14.8.Guidelines for disciplinary committee :**

- a) If on grounds of disciplinary action / resignation death / permanent disablement etc., of any Office bearer including Members of the General Committee, the Vice President shall automatically assume that position so that vacuum is not found in the administration of the Association. The President shall automatically assume the charge of the Vice Presidents post, if the Vice President falls under any one of the categories mentioned above.
- b) Every subject discussed in the meeting of the General Body Committee, shall be decided with reference to the votes of the majority of its members actually present and voting.
- c) The opinion of the members of the General Body Committee may, however, be obtained through circular on matters which the secretary considers as urgent and he may take with the consent of president in accordance with the new majority view. Such ton should be placed before the next Committee Meeting for ratification.
- d) Conduct prejudicial to the Association means and includes the conduct of any members of the association, either within or outside the premises, which is prejudicial or incubus to the association or to the activities of the prestige of the Association or which is likely to disturb the peace, order and harmony of the Association or which results in any infraction of the Bye-laws, Rules and Regulations of the Association.
- e) Any member of the Association shall be entitled to send a written complaint to the Disciplinary Committee against any other member alleging that the latter member is accused of conduct prejudicial to the Association and a copy of the complaint shall be sent by the complainant to the Hon. Secretary of the club.
- f) The disciplinary committee shall take a decision on every complaint so received after hearing the complainant and the accused and such decision shall be taken, as far as possible, within 45 days after receipt of the complaint, unless further time is required for the purpose, in which case the reasons therefore must be recorded in writing by the disciplinary committee.
- g) If the case against the accused is found to be sustainable, the disciplinary committee shall forward its findings in the shape of a report to the General Committee also with its recommendation as to the action to be taken by the General Committee against the accused.
- h) Where on a complaint being received, the findings of the disciplinary committee are to the effect that the complaint is frivolous, perverse or malicious, the disciplinary committee may proceed against the complainant under the Bye-law, as the said committee would proceed against the accused.
- i) For the clarification of doubts it is hereby provided that the disciplinary committee shall have jurisdiction over all matters concerning members of the Association and staff but shall not have jurisdiction over matters where non-members alone are involved.

#### **14.9 Elections:**

- a) The Executive committee shall appoint returning officer for the conduct of election before 15th May of the year in which the term of the office expires.
- b) Notifications for the elections of the Executive committee shall be issued before the 1st June of the said year.

- c) In case, no notification is issued before 15th June of the said year, 1/3rd of the members of the society may call for an extra-ordinary general body meeting for appointing a returning officer to conduct the election as per the rules.
- d) The election shall be conducted, before 30th September of the said year.
- e) Mode of forwarding the nomination form, last date of receipt of nomination and withdrawal shall be issued to members in advance.
- f) Members must contest direct to the post in the Executive committee.
- g) Election shall be by secret ballot voting.

**15. PREPARATIONS AND FILING OF RETURNS, STATEMENTS ETC :**

- a) Under Tamil Nadu Section Registration Rules and Regulations under Sub- Section 16(3)(b) Sub- Section 17 (2) Section 26 and Section 27 also other provision notices to be the Society Registrar and they should be filed before the Registrar.
- b) The Society has to convene the General Body Meeting in the financial year within six months(i.e.) within 30th September During this meeting, the Society's previous financial year accounts (Assets and Liabilities) under Sub- Section 16 (1) Societies yearly income and expenditure within Rs.2500/- these accounts of the society should be audited by members of the General Body who have passed tenth standard, by two members.

If the income and Expenditure of the Society exceeds Rs.2500/- and within the limit of Rs.10,000/- the audit should be done by two graduate members who are not member of the Executive committee but from the members of General Body.

If the Income and Expenditure of the Society exceeds from Rs.10,000/- the accounts of the society should be audited by a Chartered Accountant under Sub- Section 21 (2).The above audited accounts should be placed before the General body to get approval. If there are no Graduate members, the accounts should be audited only by a Chartered Accountant afterwards the audited accounts should be filed before the Registrar within six months.

- c) The Society has to give a declaration that according to Section 16 (3) (b) (iii) the previous year's functions of the Society were effectively done.
- d) At the end of the previous financial year, the member of the Society, their names, profession and address list in Form No.VI should be forwarded to the Registrar.
- e) During the previous financial year if there is any change in the Executive committee that change under Sub- section 17 (ii) should be filed to the Registrar within 3 months in Form No.VII along with a Special Resolution.
- f) It is the duty of the General Secretary to keep ready for inspection by Registrar or any enquiry officer appointed by him, the records, books and files of the Society according to Section 35.
- g) According to Section 34 (1),after the inspection of the books by registrar, if he requires by order Section 34-A(2) it is the duty if the Society or Committee Member or members of the Society to give information or explanation to the Registrar.
- h) According to Section 36 (7), it is the duty of the member or members of the Society to submit the necessary books, records, accounts and other documents required by the Registrar on enquiry officer.

i) According to Section Section 13 (2), the clear name of the Society shall be placed in the entrance, in TAMIL.

j) According to Rule 15, the situation of the Registered office of the Society or any change in the situation shall be intimated in Form No.V to the Registrar within 3 months.

k) According to Section 30 Sub- Section 32 (1), it shall be the duty of every registered society's, General Secretary to file mortgage or details of any other liabilities of the society if Form No.VIII and Section 32 Sub- Section (2), in form No.IX to the Registrar within one month.

## **16. AUDIT OF ACCOUNTS :**

### **(A) Business or Accounting year of the Society:**

The business year of the society shall be: 1st April to 31st March.

### **(B) Accounts and Audit:.**

Auditor who shall be appointed, and whose remuneration fixed at the General Body meeting every year. Any qualified member of the society is also eligible for appointment as Auditor. The Auditor for auditing the accounts of the society shall be appointed by committee who shall also fix in the said meeting, the remuneration to be the auditor for auditing the accounts. The Auditor appointed shall hold office the conclusion of the meeting in which the audited accounts are placed before the working committee unless the auditors are appointed for a specific term by the committee. In case of any auditors appointed by the committee in accordance with these presents vacate their office before the expiry of their term, the committee shall appoint another auditor to fill up the vacancy that has so arise.

### **(C) Accounts and Books:**

a) The following account books and files shall be maintained and the same shall be kept only in the registered office of the society:-

b) Cash book showing daily receipt and expenditure, and the balance at the end of each day.

c) Receipt book, containing forms in duplicate, one of each set to be issued with details for money receipt by the society and other to serve as counterfoil.

d) Vouchers file, containing all vouchers for contingent and other expenditure incurred by the society, numbered serially in Red Ink and filed chronologically;

e) Ledger showing consolidated and separate account of all items of receipts and expenditure, member wise as well as item wise;

f) Monthly register of receipts and disbursements.

## **17. SUPPLY OF COPIES OF BYELAWS, RECEIPTS AND EXPENDITURE ACCOUNT AND THE BALANCE SHEETS :**

The copies of byelaws, receipt and expenditure and balance sheet shall be supplied to members on application at a cost of Rupee.1/- per each page for copy of the above.

**18. FINE/ACTION TO BE TAKEN ON MEMBERS WHO VIOLATED BYE-LAWS OR RULES :**

Members found guilty of violation of all or any of the bye-laws of the Association will be removed from the Association by a resolution passed by the majority of the General Body.

**19. MODE OF CUSTODY, APPLICATION AND INVESTMENT OF THE FUNDS OF THE SOCIETY**

1) No part of the funds of a registered society shall be divided by way of bonus or dividend or otherwise among its members:

2) No payment shall be made out of the funds of a registered society to the president or any other officer of the society by way of honorarium for any service rendered by him to the society.

**Investments of funds:**

A registered society may, to such extent and under such conditions as may be permitted by its bye-laws, from time to time, invest or deposit any portion of its funds not immediately required,.

1) upon immovable properties ;or.

2) in securities of the Government or in National Savings Certificates or other securities of the Government of India; or.

3)in the post office saving Bank Account or.

4) in a special account opened by the registered society for the purpose in a-

a) corresponding new bank as defined in the Banking Companies (Acquisition and Transfer of Undertakings) Act.1970( Central Act 5 of 1970) ; or.

b) society registered or deemed to be registered under the Tamil Nadu Co-Operative Societies Act, 1961 (Tamil Nadu Act LVIII of 1961), the primary object or principal business of which is the transaction of banking business; or.

5) in such other mode of investment as may be prescribed.

**20. EARMARKING OF FUNDS :**

No funds will be earmarked for the dependents of the deceased or disabled members of the Association.

**21. DAY TO DAY BUSINESS OF THE SOCIETY :**

The Treasurer shall have an imprest amount of Rs.10,000/-for a day to day transactions. Any amount exceeding the above shall be deposited into the bank account.

**21.1 Staff :**

If the staff is required for carrying out the day to day business of the society, such staff may be appointed by a resolution passed by a majority of the members of the Executive Committee. The committee is also empowered to frame service conditions, salary or honorarium of such staff.

## **22. PRESIDE AND PROCESSING OF THE MEETINGS :**

Every meeting shall be chaired by the president, if the president is not present, one elected to chair the meeting by those present at the meeting..

Every proceeding of the meeting shall be recorded in the Book of Minutes and shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

## **23. GENERAL BODY MEETING :**

### **23.1 Annual General Body Meeting :**

The Annual General Body Meeting shall be held within 6 months from the date of closing of business of the year of the society for the purpose of:

- a) Consideration of the Annual Report of the working of the Society.
- b) Consideration and approval of the Report of the Annual Accounts of the preceding year of the Society.
- c) Consideration of the budget for the current year.
- d) Appointment of the Auditor(s) to audit the accounts of the ensuing year and to fix remuneration.
- e) Consideration of any motion, notice of which has been given in writing by a member atleast 7 days in advance from the date of the meeting to the Secretary.
- f) Such other business as may be brought forward with the permission of the chairman which would be granted after obtaining the approval of the majority of the members attending the meeting who are entitled to vote.
- g) Election of the members of the committee, if the same is due, if not conducted by a separate meeting.

### **23.2 Extra Ordinary General Body Meeting :**

The Executive Committee may call for extra-ordinary General Body meeting at any time and also to convene such meeting within one month from the date of receipt of requisition from not less than one third of the members on the roll addressed to secretary stating the subject for which such meeting is to be convened. If the extra-ordinary General Body meeting is not called for in accordance with such requisition within the above such period, the requisitions themselves can convene such meeting duly adopting the procedures laid down in these byelaws.

### **23.3 Notice Regarding General Body Meeting:**

For all General Body meetings, a notice stating the venue, date, time and agenda of such meetings shall be communicated to all members in advance of 21 days. Such 21 days will exclude the date of postage and date of meeting. The notice shall be served in the following manner:-

- a) By local delivery or.
- b) By Circulation among the member; or.
- c) By publication through Press.

Apart from the above copy of such notice shall also be affixed in the notice board of the Society.

#### **23.4 Quorum and adjournment:**

The quorum for all General Body meeting shall be **1/3 of the total members** of the association. In the event of such quorum is not present at the appointed hour the meeting shall stand adjourned for the next half an hour at the same place and of such adjourned meeting the members present shall constitute a quorum.

#### **23.5 Decision at the General Body meeting:**

All questions before any meeting shall be decided by majority of votes except the one which is to be passed by special resolution. In case of equality of votes, the Chairman of the meeting shall have his casting vote (except for Special Resolution)..

In case if confusion arises in counting the votes by hand showing, the same will be decided by making arrangement for sitting of favouring the motion on one side and the opposition persons on the other side.

#### **24. SPECIAL RESOLUTION :**

##### **24.1 Definition:.**

Special Resolution means a resolution passed by a majority of not less than three-fourths of such members of a registered Society entitled to vote as are present in person at a General Meeting of which a notice of not less than 21 days, specifying the intention to propose the resolution as a special resolution, has been duly given..

Provided that, if all the members entitled to vote at any such meeting so agree, a resolution may be passed as a special resolution at a meeting of which a notice less than 21 days under this rule has been given..

##### **24.2 Requirements of Special Resolution :**

**The Special Resolution is required for the following matters:-.**

- a) To carry on the administration of the Society more economically or more efficiently; or.
- b) To attain its main purpose by new or improved means; or.
- c) To amalgamate with any other registered society having similar objects; or.
- d) To divide the Society into two or more societies; or.
- e) To amend the byelaws; or.
- f) To change the name of the Society; or.
- g) To dissolve the Society.

#### **25. INSPECTION OF RECORDS AND ACCOUNTS BOOKS ETC :**

The Register of the Members, the Minute Books and the Books of accounts including receipts books and voucher file and bank accounts shall be kept and maintained only at the registered office of the society and shall be available for inspection during business hours by the members of the society free of cost without any application.

**26. DISSOLUTION :**

The society may be about a special resolution to determine that it shall be dissolved and there upon the society shall be dissolved forth with. If upon the dissolution there shall remain after the satisfaction and property whatsoever, the same shall not be paid or distribute the amount to the members but shall be not paid or distribute the amount to the members but shall be given to some other Registered Association, having the same or similar objects to be determined by the Association. The association shall stand dissolved as per procedures laid in Section (41) & (42) of the Tamil Nadu Societies Registration Act, 27 of 1975.

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